

IFML SOP 02: Metadata and Naming

Updated metadata, labeling, and curation guidance for Iowa Forestry Media Library records.

Purpose

This SOP defines how IFML names, describes, and packages records so published materials are findable, correctly labeled, and easier to reuse.

Core Metadata Fields

Field	Expectation
Title	Clear, human-readable record title using specimen, subject, or media context
Creator / contributor	Record the responsible person, team, or project attribution
Date	Capture or publication-relevant date in a consistent format
Description	Brief summary of what the record contains and how it should be interpreted
Keywords	Species, structure, media type, workflow terms, and other findability cues
Rights	Open license statement and reuse expectations
Identifier	Internal tracking value or publication identifier when available

Naming Conventions

- Use stable, readable filenames that match the record contents.
- Avoid vague names such as image1, scan-final, or upload-new.
- Keep species names, structure names, or collection identifiers consistent across files and metadata.
- Use package labels such as access, archival, photo, dataset, or video only when they accurately describe the file role.

Curation Standards

IFML is intended to function as a curated collection rather than a large unstructured image repository. Correct labeling, usable descriptions, and reliable findability are part of the record quality standard.

- Review taxonomic or subject labeling before publication.
- Use descriptions that help users distinguish similar records.

- Include enough context that a user can understand the record without opening every file.
- Correct metadata promptly when issues are discovered.

Publication Packaging

- Group access files, archival files, datasets, photos, and documentation in a way that matches the record description.
- Confirm DOI-targeted records contain citation-ready title and description fields.
- Keep metadata wording consistent between the website, package contents, and Zenodo publication page.