

Naming Conventions for the GSG Data Server

Purpose:

This document aims to define a common set of rules and conventions to be used in the naming of files and folders, including multi-level folders, housed on the Library's GSG data server. By applying these rules consistently, the organization, management and availability of these local data holdings will be simplified and access to this licensed data, by students and researchers, will continue with minimal interruption.

Background:

The GSG's data server is primarily used to house the Library's licensed data collections including geospatial data, numeric data and accompanying metadata. In addition to being a storage environment, members of the uOttawa community are provided with access to licensed data files by way of the data server.

Application: These rules will be applied to newly acquired licensed data and selectively applied to existing data, as the opportunity arises for retrospective work to be undertaken.

Folders :

1. Only alphanumeric characters
 - a. No spaces
 - b. Use underscore
 - c. Pending further tests for feasibility, may use hyphens (trait d'union) (to be tested EF and TC). Note, for numeric data, hyphens replaced underscores as of 2010.
2. Use lowercase letters only
3. No diacritics
4. Common abbreviations should be used as applicable (eg. in the case of numeric data folders "fra" will designate materials available in French and "eng" will designate materials available in English)

Files:

1. Generally files should not be renamed unless necessary
2. Only alphanumeric characters
 - a. No spaces
 - b. Use underscore
 - c. Pending further tests for feasibility, may use hyphens (trait d'union)
3. Names should preferably begin with alpha characters whenever possible
4. No diacritics
5. Common abbreviations should be used as applicable (eg. in the case of numeric data files "fr" will designate materials available in French and "en" will designate materials available in English)

Related documents :

Data Server File Structure for Geospatial Data

file:\\P:\Policies & Procedures\data_server\Structure DataServer GISData.docx

Data Server File Structure for Numeric Data

file:\\P:\Policies & Procedures\data_server\Data Server File Structure for Numeric data.docx