



Guidelines for Digital Media provided to the MCZ

A general condition of use for specimens in the Museum of Comparative Zoology is that copies of any digital media files and all associated metadata must be provided to the appropriate MCZ collection department for archiving. These media files are loaded into the museum database (MCZbase), and associated with the relevant specimens. The following best practice guidelines must be followed to ensure correct association and an efficient loading process.

FILE FORMAT

The MCZ archives all digital media in their original file format whenever possible.

- For cameras, files should be captured in the RAW format of the camera (for example, .cr2 or .nef).
- For scanners or other devices, uncompressed TIF files, 8 bits per color channel or higher should be provided.
- For audio recording devices, the least compressed original version of the file is preferred, ideally uncompressed WAV.
- For cameras or other sources of video, the original files from the camera should be provided, as well as encoded as mpeg level 4 video (mp4) in 480p, 720p, or 1080p.
- For micro-CT data, all original back-projections and reconstruction files are needed, in their original uncompressed formats. The deliverable file format for CT data is a U3D object embedded in a PDF document. The MCZ can supply a roadmap for this conversion process. All data associated with a given specimen should be kept in a single file folder named according to the convention below (use abbreviation “_3d”).

FILE NAMING CONVENTION

Digital media representations of MCZ specimens should be named according to the following convention: MCZ#, underscore, Genus, underscore, species, underscore, then (if applicable) an abbreviation to indicate the view of the specimen shown in the image, or a number to indicate that the image belongs to a series of images of the same specimen.

- For example, the image of the dorsal view the head of a *Boa constrictor* would have the following filename: MCZ5460_Boa_constrictor_hd.tif
- A list of standard abbreviations, which encompasses both animal and non-animal specimens, is provided on the second page of this document.

METADATA

For each digital media file, please capture metadata (when available) in an Excel spreadsheet with separate columns for each of the following:

- Filename (e.g., “MCZ5460_Boa_constrictor_hd.tif”)
- Aspect, if it’s a digital image (dorsal, ventral, etc.)
- Date on which the media file was made
- Original filename (e.g., “IMG_0123.cr2,” “DSC_0456.MOV”)
- Name of the person who captured the media
- MCZ catalog number of the specimen represented
- Description: a brief summary of the circumstances or project under which the media was produced



STANDARD ABBREVIATIONS FOR NAMING CONVENTION FOR DIGITAL MEDIA

| image of animal part, view | abbrev |
|-----------------------------------|---------------|
| whole body, dorsal | d |
| whole body, lateral | l |
| whole body, ventral | v |
| head, dorsal | hd |
| head, lateral | hl |
| head, ventral | hv |
| head, frontal | hf |
| front foot, dorsal | fld |
| hind foot, dorsal | hld |

| image of paleo specimen, view | abbrev |
|---|---------------|
| paleo specimen, full view | full |
| paleo specimen, partial/close-up/detail | detail |
| paleo specimen, counterpart | counterpart |
| paleo specimen, part | part |
| paleo specimen, coated w/ powder | coated |

| image of object, view | abbrev |
|-----------------------------------|---|
| label | label |
| labels, multiple per specimen | label1; label2; etc. |
| object, full view | (objectname)_full |
| object, partial/close-up/detail | (objectname)_detail |
| object, series of related details | (objectname)_series_1of4; ..._series_2of4; etc. |

| other digital media files | abbrev |
|----------------------------------|---|
| CT reconstructions | 3d |
| audio | audio (more specific descriptors are acceptable, e.g., call, chorus, hiss, rattle, chirp) |
| video, 480p | 480p |
| video, 720p | 720p |
| video, 1080p | 1080p |