Libguide Naming Conventions
for class-related material

As with the shared documents on Helios, class libguides and assignment PDFs will follow standard naming conventions.

Course Libguides

These will be named with a string containing the following information separated by hyphens but with no spaces;

- Course Code – e.g. COMP101
- Course Instructor's last name – e.g. Smith-Raymond
- Year and Semester – e.g. 2009Fall
-

So the libguide would be named:
    COMP101-Smith-Raymond-2009Fall

PDFs of course documents

PDF naming will mimic the conventions for libguides but will include in addition a notation as to the type of document it is. So names will be a string containing the following information separated by hyphens but with no spaces;

- Course Code – e.g. COMP101
- Course Instructor's last name – e.g. Smith-Raymond
- Year and Semester – e.g. 2009Fall
- Notation as to the type of document – e.g. syllabus or assignment

So the PDF would be named:
    COMP101-Smith-Raymond-2009Fall-PrelibraryAssignment
    COMP101-Smith-Raymond-2009Fall-PaperAssignment
    COMP101-Smith-Raymond-2009Fall-LibrarianHandout

Carol Franck
Sept 2009