Mini-Lecture Series: Content and Input Rules

From structure to content
- Metadata scheme provides structure for the record
- An organization scheme must have:
  - Elements & Semantics
    - Name and definitions of the elements
  - Structure
    - Specifications for the elements (e.g., mandatory, repeatable)
  - Content and Input Rules
    - Guidelines and direction determining and inputting the content (data values)

Library processes for content
- Descriptive Cataloging
  - Describes represents information object as a physical entity, based on intrinsic attributes (e.g., book title)
- Subject Analysis/Cataloging
  - Describes represents intellectual content (aboutness) of information object, based on intrinsic attributes (e.g., words in title) and extrinsic terms (e.g., controlled vocabulary)
- Classification
  - Groups related items based on subject or physical attribute; usually provides unique identifying code (call number) for object
  - Each of these has rules for determining content

Library catalog record
- Author: Taylor, Arlene G., 1941-
- Title: The organization of information
- Descript: xx, 280 p. ; 26 cm.
- Series: Library and information science text series
- Note: Includes bibliographical references and index.
- ISBN/ISSN: 1563084937 (hardbound) 1563084988 (softbound)
- Subject: Information organization. Metadata.
- Call Number: Z666.5.T39 1999

What data to include
- Function of metadata scheme drives record content
- Objectives of library catalog
  - Finding or identifying records
  - Collocating or gathering records (based on relationships)
  - Evaluating or selecting among records
  - Locating the actual object
- Generic user tasks supported by bibliographic records
  - Find
  - Identify
  - Select
  - Acquire or obtain
- Rules guide the identification and input of data

Rules for content and input
- General and specific rules that address...
  1. Chief source of information (content)
     - Primary location as source of data for record
     - Alternative locations
  2. Form of data (input)
     - Capitalization
     - Spelling
     - Punctuation, etc.
- Rules result in consistent, complete, and accurate records
Consistency and completeness

Author: Taylor, Arlene G., 1941-
Title: The organization of information
Description: xx, 280 p. ; 26 cm.
Series: Library and information science text series
Note: Includes bibliographical references and index.
ISBN: 1563084937 (hardcover) 1563084988 (softcover)
Subject: Information organization.
Call Number: Z666.5 .T39 1999

Constructing the representation

- First record information about the container
  - Descriptive cataloging
- Next record information about the content
  - Subject analysis
  - Verbal subject representation
- Then group object through classification
  - Typically based on subject analysis
  - Other aspects of object can be used

Descriptive cataloging

- Describes physical object
- Represents an object uniquely
- Characterizes item
  - Sufficient information to select from several representations
- Addresses 8 areas of description
  - Prescribed by International Bibliographic Standard for Description (ISBD)

Rules for Bibliographic Description

- Anglo-American Cataloguing Rules (AACR)
- Standard rules for descriptive cataloging
  - Does not address subject representation
- Identifies elements in a descriptive record
- Provides semantics of those elements
- Identifies chief source of information for each ISBD area
- Gives examples of content for each element
- Specifies rules for inputting data

ISBD Display

Taylor, Arlene G., 1941 -
The organization of information / Arlene G. Taylor.
xx, 280 p. ; ill. ; 26 cm. -- (Library and information science text series)

1. Information organization. 2. Metadata.
Z666.5 .T39 1999 98-53625

Examples of rules

- AACR2 rule for Title
  - Transcribe the title exactly as it appears on the chief source of information, except for capitalization .
- SLIS website metadata rule for Description field
  - Semantics: A textual description of the content of the resource, including abstracts text documents or content descriptions of visual resources.
- Rule: Describe the content very briefly. As this field is a rich source of vocabulary, include sufficiently descriptive vocabulary or information that is relevant to discovery and to permit a user to judge relevancy. Begin the description with a capital letter, and end with a period. Use complete sentences; however, start the sentences with a verb (i.e. omit the "This page" phrase).
Rules for organization project – 2.4

- Field name
- Semantics
- Chief source of information
- Input rules
- Example

Example of rules

- Field name: AltTitle
- Semantics: The name(s) other than the formal title, or the catalog number by which the unit is commonly known. The alternate title can be used to identify the piece instead of the composition title.
- Chief source of information: 1. Cover of publication; 2. Title page; 3. Spine. AltTitle can also be acquired based on knowledge of domain experts

Example of rules

- Input rules: Enter each alternate title or as it appears including punctuation and numerals. Do NOT enter apostrophes or diacritical marks. Alternate titles which appear in all capital letters should be changed to mixed case where the first letter of significant words is capitalized. If more than one alternate title exists, press F7 to include another entry.
- Example: Transfigured Night; opus 4