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INFO 202 Exercise 6: Design a Controlled Vocabulary - Worksheets

Worksheet 1: Identify the main concepts *(Step 1)*

RECORD	MOST IMPORTANT CONCEPTS
[Here are the four records to use:]	
A Study of Web-Based Interactive Reference Services via Academic Library Home Pages. Bao, Xue-Ming Reference & User Services Quarterly, v42 n3 p250-56 Spr 2003 2003 Addresses issues of access and policy in developing Web-based interactive reference services via academic library home pages. Discusses results of a national survey that showed that less than half of surveyed institutions use Web-based interactive reference as an extension of traditional reference services. Tables include findings.	Accessibility Policy Web-based reference services Academic library Web-based interactive reference
Virtual Reference Services. Brewer, Sally Northwest Education, v9 n1 p7,35 Fall 2003 2003 As the need to access information increases, school librarians must create virtual libraries. Linked to reliable reference resources, the virtual library extends the physical collection and library hours and lets students learn to use Web-based resources in a protected learning environment. The growing number of virtual schools increases the need for virtual reference services. Three virtual libraries are described. Examples of Web-based resources are given. (TD)	Information access Virtual libraries Web-based resources Virtual reference services Online learning
Exciting E-Books: A New Path to Literature. Agee, Jim TechTrends, v47 n4 p5-8 Jul-Aug 2003 Considers ways to use electronic books (E-books) to involve students in literature. Highlights include E-book technology; costs; digital content; acquiring versus accessing information in libraries; title availability; storage capacity; sources of E-book content, especially Web sites; downloading software and E-books; sources for current, commercially available titles; and E-books in school media centers.	Electronic books/e-books student involvement literature technology digital content School media centers Current Libraries
Back of Book Indexes and the Characteristics of Author and Nonauthor Indexing: Report of an Exploratory Study. Diodato, Virgil; Gandt, Gretchen Journal of the American Society for Information Science, v42 n5 p341-50 Jun 1991 Describes a study that examined back of book indexes produced by 37 authors and 27 nonauthors to see whether differences between the 2 groups of indexers could be discerned by counting the occurrence of 3 characteristics in their indexes: number of index pages, modified headings, and cross-reference use.	Book indexes Indexers Cross-reference Index characteristics

Worksheet 2: Turn concepts into draft terms, then into final list. *(Steps 2, 3, 4)*

Group the concepts taken from Worksheet 1 (Step 2) *Put similar terms together, basing your decisions on the users and the content of the records.*	**Decide on a best term for each concept group, creating a *draft of the vocabulary* (Step 3)** *Decide on a best term(s) to describe each concept group according to the criteria provided in the instructions.*	**Edit the list & create *final controlled vocabulary* (Step 4)** • *Edit the draft list, following the principles provided;* • *Alphabetize;* • *Do final check that terms are in correct form.*
Accessibility Information access Policy Web-based reference services Web-based interactive reference Web-based resources Virtual reference services Academic libraries Virtual libraries Libraries Electronic books E-books Literature Technology Digital content School media centers Online learning Book indexes Index Index characteristics Cross-reference indexing	Information access Policy Web-based reference services Virtual resources Academic libraries Virtual libraries Ebooks Digital content Technology indexing Cross-reference Online learning	academic libraries cross-reference digital content ebooks indexing information access libraries reference services virtual libraries web-based

Worksheet 3: Now use your controlled vocabulary to index the records. *(Step 5)*

Assign 3 to 6 descriptors to each record.
Then doublecheck that the descriptors assigned are an accurate reflection of the main concepts.

Make adjustments to the final vocabulary if needed (above).

RECORD	ASSIGNED DESCRIPTORS
A Study of Web-Based Interactive Reference Services via Academic Library Home Pages. Bao, Xue-Ming Reference & User Services Quarterly, v42 n3 p250-56 Spr 2003 2003 Addresses issues of access and policy in developing Web-based interactive reference services via academic library home pages. Discusses results of a national survey that showed that less than half of surveyed institutions use Web-based interactive reference as an extension of traditional reference services. Tables include findings.	information access web-based reference services academic libraries digital content
Virtual Reference Services. Brewer, Sally Northwest Education, v9 n1 p7,35 Fall 2003 2003 As the need to access information increases, school librarians must create virtual libraries. Linked to reliable reference resources, the virtual library extends the physical collection and library hours and lets students learn to use Web-based resources in a protected learning environment. The growing number of virtual schools increases the need for virtual reference services. Three virtual libraries are described. Examples of Web-based resources are given. (TD)	virtual libraries web-based reference services academic libraries digital content
Exciting E-Books: A New Path to Literature. Agee, Jim TechTrends, v47 n4 p5-8 Jul-Aug 2003 Considers ways to use electronic books (E-books) to involve students in literature. Highlights include E-book technology; costs; digital content; acquiring versus accessing information in libraries; title availability; storage capacity; sources of E-book content, especially Web sites; downloading software and E-books; sources for current, commercially available titles; and E-books in school media centers.	ebooks virtual libraries web-based digital content
Back of Book Indexes and the Characteristics of Author and Nonauthor Indexing: Report of an Exploratory Study. Diodato, Virgil; Gandt, Gretchen Journal of the American Society for Information Science, v42 n5 p341-50 Jun 1991 Describes a study that examined back of book indexes produced by 37 authors and 27 nonauthors to see whether differences between the 2 groups of indexers could be discerned by counting the occurrence of 3 characteristics in their indexes: number of index pages, modified headings, and cross-reference use.	indexing cross-reference