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## **Historical Romance Fiction Room at Main Public Library: Information Organization System**

### **1. Project description**

My IOP will be on Historical Romance novels. I've been reading them since I was 15. They come in a variety of genres and provide great entertainment when I need to take a break from the world. My group will be a monthly Romance Readers' Club consisting mainly of women.

#### **1.1. Collection and information objects**

The collection is the Historical Romance Fiction Room of the Main Branch Public Library in Dresden, Virginia. This collection is provided to the public for entertainment usage and relaxation for whomever has a library card with the City of Dresden. Members of the Romance Readers Club do receive first come, first served benefits for some of the books since there are no reserve copies set aside for them.

There are over 1,844 books in stock in hardcover, paperback, and large print format. The topics include, but not limited to: Western, Viking, Highlander, Civil War, World Wars, Biblical, Egyptian, Victorian England, Edwardian England, and Paranormal. The collection also has selections from both classic authors and contemporary authors. The collection continues to grow due to donations from authors and patrons, purchases made through Technical Services, and the monthly dues donated to the library by the Romance Readers' Club.

#### **1.2. Users' demographics and knowledge**

The users are married and single women whose ages range between 27 to 69. They are middle class working women with families. The members have at the least some college coursework when it comes to their education. There are four types of knowledge: general, domain, system, and information seeking. These knowledge types are important in determining how users search for and acquire information. General knowledge is knowledge gained through life experiences. Domain knowledge is knowledge learned for a particular purpose such as a hobby or for degree studies. System knowledge is the user's comfortability with technology. Information seeking is how adept is the user at searching for information. The user group has a moderate general knowledge level. They have a high domain knowledge level. They have a moderate system knowledge level. They have a moderate information seeking knowledge level.

User general knowledge level is moderate because intelligence levels gained through life vary throughout the age group. Younger members of the group do not have the life knowledge and lessons that older members of the group may have acquired. No two experiences are the same. User domain knowledge level is high because many romance readers, unless new to romance reading, know what they want, and

know what they like to read. They already have a set genre, author, or plot in mind when reading romance novels. User system knowledge level is moderate because technology level varies based on age and education. Someone 27 with a bachelor's may do better with computers than someone 52 with some college credit. User information seeking knowledge level is moderate because users are familiar with search machine. Many come to the library at least once a week to locate items. They already know how to use OPAC on computers, so it is easier for them to locate items than the average library user.

By building this system, the user group will be able to better accurately find the specific novels that they desire. By not building this system, the user group will continue to find difficulty in searching for their items. Many use the OPAC, but what is there when they search it some hours ago may no longer be there when they search again hours later. The user group likes simplicity, and if it is too difficult, they back away from such systems making it harder for them to find what they are looking for.

### 1.3. Users' problems and questions

Members of the Romance Readers' Club are looking for certain genres or authors they enjoy reading. They already know who or what they have in mind. They want to read to wind down for the day after working long hours and taking care of families, pets, or other business that takes up most of their time. They want to relax and get lost in someone else's life.

**User question 1:** I am looking for the *Destiny* series by Beverly Jenkins. I want to check out all 3 books.

**Object attributes:** Author, Title

**Desired precision:** Moderate

**Desired recall:** Moderate

**User question 2:** I want to check out a few Medieval Scottish Romance novels by a newer author.

**Object attributes:** Subject, Genre, Author, Time Period

**Desired precision:** Moderate

**Desired recall:** Low

**User question 3:** I'm looking for a Viking romance novel by Sandra Hill that had a green cover with this hot guy on it. I can't remember the title, but I remember that cover.

**Object attributes:** Subject, genre, book feature, author, title

**Desired precision:** High

**Desired recall:** Low

**User question 4:** I want a bunch of romance books in paperback featuring sexy rogues, but the books must be based in America during the American revolution.

**Object attributes:** Character feature, time period, setting, subject

**Desired precision:** High

**Desired recall:** High

Attributes to be used for this collection will be Author, Title, Genre, Subject, Time Period, Setting, Book Features, and book format. Some backup attributes include Publisher, ISBN, Plot Summary, and Page Length.

## 2. Representation of information objects

### 2.1. Entity level

An entity is the amassed information representing some or all of an object. Entity level is the amount of information recorded to represent said object. For this project, the entities are the historical romance

books the library will have sitting on carts fresh from their boxes. Attributes such as Author, Title, Genre, and Subject will be pulled from the entity. These are some certain attributes club members will have in mind when searching for their items. Each item will be one whole record with a set of information based on what the society member is looking to gather for their entertainment. In this case, the whole books are the entity level, and the information within them are the entity.

## 2.2. Metadata elements and semantics

The Attributes that were discussed in 1.3 are called Elements as the metadata scheme is written. Functional Requirements for Bibliographic Records, or FRBR, is a concept created by the International Federation of Library Associations and Institutions. It measures the relationship between entities and metadata and helps catalogers design the organize information. By organizing information for items, it gives way to the four user tasks that represents how users get from terminal to shelf. The four user tasks are as listed: finding, identifying, selecting, and obtaining.

Finding is the act of the user attaining results. Identifying is the act of the user checking if the records meet their requirements. Selecting is the user choosing which records to obtain. Obtaining is the user pulling the items they require from the shelves. Elements that represent finding include Author or Title. Elements that represent identifying include Genre, Author, and Title. Elements that represent selecting include Title, Subject, Time Period, or Setting. Elements that represent obtaining include Plot Summary, Time Period, or Subject. As seen, some of the elements are interchangeable when observing user tasks amongst the club members. Author supports finding and identifying. Title also supports finding and identifying as well as selecting. These two elements interlope at finding and identifying because club members will utilize these elements first when searching for results and verifying that the results they find are in the system. Title, Subject, Time Period, and Setting all support the selecting task because these are the elements club members will use to narrow down their search and pick which objects they want to check out. Time Period and Setting interlope with Plot Summary in the obtaining task because this is how club members will confirm the information attained when they pull the objects from the shelves.

There are twelve metadata elements in total for each object. These elements are important because they are what the users will be looking for when approaching the terminal. Some elements to assist with record collection include Publisher, ISBN, and Length. These elements are to be utilized for the purpose of acquisitions, cataloging purposes, and research or reference work. The elements are listed below in Appendix A: Metadata Elements and Semantics.

## 2.3. Record structure and specifications

The elements mentioned in the metadata scheme now transition to fields working on a one-to-one foundation. There are twelve fields total in the database. These fields are to be cataloged according to the descriptions provided below in Appendix B, pt.1: Record Structure and Specifications.

Author is cataloged as Text field because Author names are usually spelled alphabetically when being searched for by users. Suffixes, if Author has Suffix, will be typed as Roman Numerals which are still considered alphabetical. This information is required because this is a common term used to identify items in database. Up to three terms are allowed in the field since some books may contain more than one author. A controlled vocabulary is needed. There is a drop-down list. The field should be searchable since this will be one of the most common searchable terms used by users.

Title will be cataloged as a Text field because titles are alphabetical. Any titles with numbers will be spelled out. An example of this is "The Second Duke's Mistress" instead of "The 2<sup>nd</sup> Duke's Mistress". This information is required at time of cataloging. There is one term allowed for this field. There is no controlled

vocabulary. There is a drop-down list. The field is searchable because this is the second most used search term by user group. Many times, users will research Titles once they have found Author names.

Genre will be catalogued as a Text field because this field has no numerical information to it. This information is required at time of cataloging because it will separate these specific items from other item genres in the catalog. There are three terms allowed for this field. There is a controlled vocabulary since there is only one genre to be referenced to when cataloging ("Historical Romance Fiction"). There is no drop-down list. The field is searchable.

Subject will be catalogued as a Text Field because field can be alphabetical, numerical, and special characters or a combination of the three. This information is required at time of cataloging because various Subjects will apply to this one Genre. There are eight entries for this field. There is no controlled vocabulary since the terms to describe subject are not finite. There are various subjects to describe the items (Western, Paranormal, Suspense, etc.). There is no drop-down list. The field is searchable.

Time Period will be catalogued as a Text Field. Time periods will not be numerical but may contain a combination of letters and numbers. An example of this would be "Edwardian 1901-" versus "1901-1908." This information is not required at time of cataloging. There are two entries allowed for this field. There is a controlled vocabulary. There is a drop-down list. This field is searchable.

Setting will be catalogued as a Text field because the settings are set-up geographically. This information is not required because locations may be showcased on book features, author note's pages, or other sources of information. There are three entries allowed for this field. There is a controlled vocabulary because there is to be focus on certain continents versus countries. For example, "Pride and Prejudice" is based in England, but takes place in various cities within the country. To keep this simple for catalogers, it will be logged as taking place in England. There is a drop-down list. This field is cataloged as searchable.

Book Feature will be catalogued as an Image field to assist catalogers in logging information for the above fields. However, this information is not required. There is one entry for this field since it is an overall image in JPG or PNG format. There is no controlled vocabulary. There is no drop-down list. The information is searchable if users cannot remember other fields information such as Author or Title.

Book format will be catalogued as a Text Field. This information is not required. There is one entry for this field. There is no controlled vocabulary. There is no drop-down list. The field is searchable to make it useful for users to locate specific formats of the items.

Publisher will be catalogued as a Text field. This information is required for circulation purposes only. There is one term for this field. There is no controlled vocabulary. There is no drop-down list. The information is not searchable because the field is not by patrons utilized when locating items, but it is useful when making acquisitions or for circulation purposes.

ISBN13 will be catalogued as a Numeric field. This information is required for purpose of purchase and acquisition in the event of a lost, damaged, or otherwise missing item. There is one term for this field. There is no controlled vocabulary. There is no drop-down list. The field is not searchable and is used for acquisition purposes and circulation purposes only.

Plot Summary will be catalogued as a Text field. This information is not required. There is one term for this field. There is no controlled vocabulary. There is no drop-down list. The field is searchable for users and for circulation who are approached by users from the user group when trying to find or obtain the item, but cannot remember information such as Author, Title, Subject, etc. This is a helpful alternative.

Length will be catalogued as a Numeric field. This information is not required at time of cataloging and is to be used for circulation or references purposes only. To clarify, if the patron asks how long the book is, the information is there for staff to explain though it is not needed since most of these books range from

novellas to novels. There is one term for this field. There is no controlled vocabulary. There is no drop-down list. This field is not searchable.

Classification will be cataloged as a Text field. This information is required at the time of cataloging, and is used for cataloging, shelving, and acquisition purposes. This will be used to create the call numbers for objects to determine shelving. There is one term for this field. It is searchable. There is no drop-down list. There is no controlled vocabulary.

## **2.4. Record content and input rules**

This section contains the content and input rules for the Libib database. Content rule is where the information for the object is retrieved. These rules are important because they contain the information needed to make the record for the items that have been acquired. Input rule is how the cataloger should put the information into the database. These rules are important because they provide a map as to how the cataloger should input the information obtained in a neat, efficient, and fast order. By following the cataloging rules, it gives the cataloger a clear view as to what the users need, what will meet their requirements, and what information can be useful not just for the user group but for the technical staff as well.

A chief source of information is the main section where the information is available to the cataloger. This section is where the most amount of information about the object is found. Many of the sources of information for the Historical Romance Collection will come from the items themselves in the form of the front or back covers, the book spine, the copyright pages, the author's note, or just a general skim reading of the book combined with some research. If some information cannot be located on the item itself, information can be found on the Publisher's Website or the Author's Website. If necessary, information can be accessed from retailer sites such as Barnes and Noble, Amazon, or Baker and Taylor. This is at the discretion of the cataloger.

Note: After inputting data into Libib, Time Period will no longer have a controlled vocabulary due to the many time periods that exist within history. By attempting to limit the time periods, we limit the possible items that can be purchased and donated to the reading room. Time period will continue to be listed as Text since the focus is on the actual period of time versus the concrete date.

Note: After inputting data into Libib, Setting will now be limited to the seven continents only. When making item record, Setting should be set as "North America". Specific regions, cities, or countries such as England, California, or Athens, Greece shall be listed in Subject. These rules have been placed into the input rules down below.

## **3. Access and authority control**

Authority control is the process of organizing bibliographic information for objects in catalogs. It determines the consistent values that represent objects within a collection. Authority control is used two ways; subject authority control and name authority control. In Subject Authority Control, terms are pulled from pre-existing thesauri then applied to objects. Thesauri are already made before cataloging begins. Name Authority Control is used with the names of objects such as title, author, and publisher to name a few. Authority Control is represented through authorized terms or forms. Authorized Terms/Forms are picked from the thesauri to represent the items in the collection. These terms can be names, companies, subjects, and genres to name a few. Subject Authority has a controlled vocabulary versus a natural language to allow for some semblance of exactness when adding books to the collection, researching, and assisting club members with their tasks. Controlled vocabulary is a set of authorized terms that can help catalogers set proper identification for items. This is a useful tool for catalogers who may have issues pinpointing exact words and phrases. Natural Language is vaguer than Controlled Vocabulary. Natural

Language allows for catalogers to come up with their own terms to represent bibliographic information for objects based on everyday language and the cataloger's own mind and opinion. While useful, it does make it difficult since many words, phrases, and sentences are not complete or concrete since languages have their own dialects and ways of speaking. For Subject Authority Control in this collection, the Tag field will be used as an authorized field since subject will be utilized in the Libib database under "Tag". Description, though not searchable, can be used as well if technical users need an alternative to looking for an item for a club member. With Name Authority Control, Author and Publisher will be the authorized names.

## **4. Representation of information content**

### **4.1. Subject access**

Subject Access is important for deciding which subjects will represent which items based on what the catalogers can infer from the aboutness of the items. Subject analysis is the process of determining the aboutness of an object. Subject representation is the process of determining which subject terms will be used to represent the object. Subject Access is done through Subject Representation and Subject Analysis. Natural Language is the process of choosing terms as catalogers see fit for subject representation. Though Natural Language is a great outlet for creatively naming the themes of items, it can be difficult for catalogers to determine subjects because it requires researching the object itself and then coming up with words and phrases based on what they can find. Natural Language has to deal with various forms of languages, the right words to use, correct spelling depending on dialects, and constant change as language progresses.

For this collection, subject access is provided by Tag, which is a combination of Genre, Time Period, Setting, and Subject. Description is another option as well though it will not be used as subject access directly in this database. To help pinpoint items in the collection, the Tag field does have controlled vocabulary for certain areas such as Setting and Time Period. Subject, though combined within the Tag field, will have a natural language applied to it since subjects within historical romance fiction vary from story to story. Deciding subjects in subject access assist in the creation of a Classification for the items. For the classification scheme, some of the topics pulled from the Tag field will be utilized alongside Author to create the call number for the items. These topics will be Setting, Time Period, and Subject. The scheme will be listed in its own field as Classification. It is known as "Call #" in the Libib system.

### **4.2. Thesaurus structure**

A thesaurus is created for databases for catalogers to come up with subject terms that can be related to the objects in possession. Thesauri are important in creating and maintaining records in databases. As collections grow, a thesaurus is needed to identify subjects that are to be of use by both end users and technical users. When creating a thesaurus, the cataloger relies on the item for information and on user information seeking skills to decide what subject terms to use and how to define them. Thesauri are considered controlled vocabulary since they are used to represent certain subjects in the form of authorized terms. By using these authorized terms, the objects, in this case the books, can be located while also providing access to other books that share similar subjects. Once these terms are determined, semantic relationships can be established.

There are three types of semantic relationships: equivalent, hierarchal, and associative. Equivalent terms can be the same or close to the same. Hierarchal terms are on a broader to narrower scale. Associative terms are not equivalent or hierarchal but are related to each other in some way. These semantic relationships help to make mandatory reciprocals. Mandatory reciprocals are utilized to find relationships between objects to make searching easier for end users, in this case the club members. The club members whether first timers or seasoned readers all have an idea of where they want to begin reading a historical romance fiction novel. The subject possibilities are endless since there are so many different

themes within the historical romance fiction genre. Thesaurus can have many authorized terms, but for the purpose of this database, there will only be 15. An example of an authorized term and its mandatory reciprocal is **Highlanders**. In a hierarchical relationship, **Highlanders** is a narrower term, or NT, to authorized term **Post Classical History**. **Post Classical History** is a broader term, or BT, for **Highlanders**. In an associative relationship, **Highlanders** is a relative term, or RT, for the authorized term **Europe**. When placed in a thesaurus it will look like this:

#### **Highlanders**

NT Post Classical History

RT Europe

#### **Europe**

RT Highlanders

#### **Post Classical History**

BT Highlanders

When creating an equivalent relationship, the authorized term is **Family**. If a club member goes to enter the term 'Marriage' into the search box, a message will pop up saying "USE Family". In this case, marriage is a subject in the book. When searched by club members, catalogers will guide them to the **Family**. When a club member approaches the search terminal to locate a book, they may decide to type in the word **Highlanders**. By typing this in, they will also receive information on books based in **Europe**. They may also get information on books from the **Post Classical History** period. All three are authorized terms that have a relationship with each other in some way. This is just one example of how the semantic relationships can work.

Domain and Scope determine the content of the thesaurus. Domain is the general theme of the collection. Scope is the boundaries of the thesaurus. Domain and Scope are important in determining what concepts are in the thesaurus and how much can the concepts grow. In this thesaurus, the domain of the thesaurus is historical romance fiction. The scope will be themes within the historical romance fiction genre. The overall theme of the collection is historical romance fiction which is why it has been chosen as the domain. The scope is the many topics within the books themselves. For example, the domain is historical romance fiction but the scope within historical romance fiction can range from Ancient Rome to arranged marriage to supernatural interactions. The possibilities may be endless as the collection continues to grow.

Specificity is the decision of how accurately terms will represent an object. Specificity level can be low, moderate, or high depending on the precision and recall of user information seeking questions. This is determined by the subjects found in the object and how complex they may be. Exhaustivity is the degree that the terms represent the objects. By determining the terms, the indexer or cataloger can then determine whether the subjects should represent a general summary of the plot of the book, Summarization, or if the terms should represent the main plot as well as any subplots within the book, Depth Indexing.

For this thesaurus, the specificity is at a moderate level. The exhaustivity is Summarizing. Though the users have a high domain knowledge level, the level at which they ask questions when seeking information vary from person to person. While some users have lists of books complete with titles and authors, others may have only a cover image to go by or a setting and time period. By allowing a moderate specificity, there is opportunity to apply terms that are congruent with exact storylines and to apply terms that give a general direction for a broader search. With the Exhaustivity, this is put at Summarizing level based on the terms collected from the records. Though there are many subjects that can be applied to the items, a few terms are allowed for each record based on the thesaurus created. are added to each record. To summarize, specificity is moderate and exhaustivity is moderate.

### **4.3. Classification scheme**

Classification is the arrangement and organization of items in collections using call numbers that represent subjects and physical descriptions of items. Classification is important when organizing objects. By using classification, catalogers can organize objects based on intellectual access or physical access for the purpose of shelving objects. There are many kinds of classification schemes including Hierarchal and Faceted. Hierarchal schemes have predetermined classes and subclasses already arranged. Faceted schemes have predetermined subject classes, but other classes are not preset. Hierarchal schemes are good for applying all subjects within a collection as possible to identify objects. This doesn't allow for flexibility in choosing subject terms for objects. It makes it difficult for catalogers to have room in creating call numbers. It does help to apply as much information into a call number as possible. Faceted schemes are more flexible since classes are not prearranged. Facets are determined, but not all facets are used. This makes for an easy to make classification scheme. This scheme gives catalogers a broader use for subject terms when making call numbers. A unique identifier must be added when dealing with faceted schemes since all information is not applied to the classification scheme at the time of cataloging.

For the purpose of this collection, the selected classification scheme is faceted. The Setting is the first facet in the scheme. When cataloging the books, they are organized in stacks based on the continent where they take place such as Europe or the Americas. Many of the books always have a country of origin where the story happens, but there are too many countries to name. By utilizing this specific Setting, users can locate the books they want in one specific place. After Setting comes Author, then Time Period, then Subject. Author is a facet for to represent the information of the physical book. Time Period is another facet to represent intellectual information by organizing the books by the time period in which the storylines take place. The scheme ends with Subject which helps to narrow the information to make access easier for both technical and end users.

An example of the scheme will be represented by *Destiny's Surrender* by Beverly Jenkins. The book is about a young Hispanic man and young Black woman forced into marriage to protect their child from the Mistress that she worked for. The classification code is listed as AS.Jen.LMP.IRL.2-b The book is based in the Americas, and it's by Beverly Jenkins. It takes place during the Late Modern Period and Interracial is one of the subjects in the book. It is the second book to be placed in the catalog (2), and it is the second book in the *Destiny* series (b).

## 5. Name authority control

Name Authority Control is the control of names such as people or companies so that catalogers do not have to input every different name for each person or company for every record. It is important for maintaining bibliographic information and minimizing the information to one singular name or company. When this is done, end users can locate the resources they want despite the constant changing of names, the variations in spelling, or the creation of pseudonyms. Name Authority Files are separate databases created for the purpose of organizing objects by one specific name. Name Authority Files have three fields to them; Authorized Term, Variant Term, and Sources Used. The variant term is the actual term from the book. The authorized term is the name used to represent the variant term. The Sources Used section helps to confirm where the authorized term originated. Catalogers use Name Authority File directly by adding these names to the NAF database using sources such as the Library of Congress Name Authority File. As people and companies change names, it is the cataloger's job to keep up with the NAF database with the proper resources. End users interact with this system on an indirect basis. When users input author names when searching for books, the database will direct them to the resources based on the authorized name as chosen by the Cataloger. An example is Hannah Howell. She writes under the pen names Sarah Dustin and Anna Jennet. If a club member inputs her pen Name Sarah Dustin in the search box, it will redirect her to put in the name "Hannah Howell" as a search term instead. Once put in, the club member will have access not only to novels by Sarah Dustin, but novels by Hannah Howell and Anna Jennet as well.



## 6. System evaluation and development

### 6.1. SWOT

A SWOT analysis examines the ins and outs of a library system based on Strengths, Weaknesses, Opportunities, and Threats. Strengths and weaknesses are internal. Opportunities and Threats are external. Strengths of a library or information center are concrete factors that can be implemented by the library itself. Weaknesses are issues within a library or information center that may cause issues for library goals, mission statements, or visions. Opportunities are ways for a library or information center to represent their collection. Threats are issues that not only pose risks for the center, but also may be out of the control of the institution. With this information, organizations can recognize where strong points are, where improvement is needed, and what can be done to help the institution gain more notoriety to prevent further damage from threats.

#### Strengths

Books are situated in their own section away from the rest of the collection. The database for the collection is organized by Historical Romance Fiction only. The thesaurus is easy for catalogers to manage. Subjects can be created based on the authorized terms to aid catalogers in organizing the collection. The Name Authority File is easy to manage since many authors within the collection do not have multiple pen names. The system accommodates easily for end users based on their questions. The precision is exact when patrons input information such as Author, Title, or Subject. Some of the club members volunteer to work the collection and some are interested in learning how the system works.

#### Weaknesses

The Libib database uses the “Tag” field for every Genre, Subject, Time Period, and Setting. This makes organization a bit harder for the cataloger to organize items in a way that makes access easier. Due to such, the items are organized based on Setting rather than subject which can be overwhelming for club members since they may have a specific country in mind, but that country can only be located based on the continent in the Setting function. Libib does not allow for full record edits once records are put in. The “Tag” field could benefit from a more natural language since one of the original fields attached to it is “Subject”. Though tedious, the system is formatted to be straightforward.

#### Opportunities

Though the system list items by author, it is a great system for the variety of club members. It can be changed to listings by title, date added, and by ratings. Looking up certain books is simple. Though the “Tag” field has everything jumbled up in it, there is an opportunity to simplify organization to assist club members in searching for the books and what they want to read. Libib is a limited source but compared to how the club members operate and their usage on OPAC, it is much easier to utilize than the OPAC system installed in the library.

#### Threats

As mentioned, Libib is a limited resource. In order to keep it functioning for usage by club members and cataloguers, club fee may have to be raised. The system is easy to use for end users, but it may prove difficult for catalogers when attempting to continue adding, editing, or deleting items from the database. The process can be long and tedious and more work on the catalogers than database entry work for the OPAC. This might lead towards frustration from both catalogers and users as the staff try to get items out as soon as they can. Regardless, this can be appeased by applying and training a small staff of people whose main focus is the HRF Collection and their daily interactions with club members. The system may be a bit too simple.

#### SWOT Analysis Chart:

|                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Strengths</b></p> <p>System is easier to use and continuously refreshed to keep up to date with items when checked out.</p> <p>Thesaurus and NAF are simple to manage. The collection is in its own location away from other collections.</p> <p>Enthusiastic group of volunteers who know the collection ins and outs</p> | <p><b>Weaknesses</b></p> <p>Records must be correct the first time. Once records are submitted, there is not much room for edits in the "Tag" field specifically which is where most of the Subject Authority Control takes place. The collection is organized by continents rather than author or title which may make pinpointing location of items a bit more difficult.</p> |
| <p><b>Opportunities</b></p> <p>The system has room for improvement. It is easy to navigate and may make for club members starting their own private collections so they can keep track of all that they read.</p> <p>Though Libib is limited, its platform is simple. So simple, the club members could use it.</p>              | <p><b>Threats</b></p> <p>Maybe the system is too simple. Too tedious of work. There will need to be a set amount of staff who are highly knowledgeable about HRF and who can be trained to work the HRF Collection and this collection only.</p>                                                                                                                                |

\*\*\* Remove the examples above from your paper

A PEST analysis consists of Political, Economic, Social, and Technological changes that affect library collections. A PEST looks at the external issues facing libraries that are not within or around the library itself. These issues also affect the surrounding community. Political deals with government matters such as elections, corruption in government, and changes in legislations. Economic deals with employment rates in the community, the profession itself, and income level. Social deals with the growing population and changing of demographics. Technological deals with new technology, new systems that compete with the current system, and what is needed to advance the technology in the library.

### **Political**

Libraries are continuing to face issues of closings and budget cuts as politicians continue to try to force them closed. If not for the support of the people, Main Branch would have closed years ago. Though not situated in a rough spot in town, it does take a great deal of money to keep open. Some believe it should be closed. This is going to be a discussion at the next town meeting before the local elections. If Main Branch closes, The Romance Readers' Club will have nowhere to keep the collection. The database will be for naught.

### **Economic**

Some staff will be needed to keep the system and collection running. Originally, a combination of club members and staff worked the collection. If budgets allow for it, the system can be implemented, and new staff can be brought on that will assist with the function of the collection. This will also ease some burden on some of the club members who come straight from their jobs right to the library to work till closing working the collection. The library itself is situated on an intersection bordering two cities; Dresden and Braxtport. Both have mixed incomes and are diverse in ages, ethnicities, and education levels. Many people use the library for different reasons. With recent layoffs and the government shutdown, many men and women are utilizing the library for workforce reasons which leads to new club members. With more club members, it means less fee money to charges.

### **Social**

As mentioned before, demographics of the neighboring cities are diverse full of different ages, ethnicities, and income levels. There are many families, some who have lived here for generations, but there is a rise in younger people coming to live in Braxtport due to its local arts scene. A major Liberal Arts college is located here that is known for its award-winning arts program, particularly its MFA in Creative Writing, Popular Genre Writing, and Children's Writing. This helps the collection grow with donations pouring in from many authors both seasoned and new which allows for the thesaurus and NAF to grow larger with each new item. A lot of users look forward to the young crowd that joins as Romance Readers in general are reading at younger ages. This may lead to a need for eBooks and eAudiobooks, and such item swill need to be implemented into the system in some way. This is a possible outcome.

### **Technological**

The system works well with Microsoft's continuing updates from Windows 10. Though the system has its flaws, it is still able to compete with other systems that are similar to it. If given the opportunity, catalogers may work from home with Libib as long as the library is willing to send them the items to be set up into the system. There is potential for the makings of the system to create opportunities for jobs at home which can be good for club members who are looking for work to do at home. It will be tedious at times, but it is a flexible system that will require training and proper computer equipment.

### **PEST Analysis Chart:**

| <b>Political</b>                                                                                                                                | <b>Economic</b>                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The library may be in trouble of closing. It is important and will be a big discussion in the next town meeting for both the cities it borders. | Additional staff will need to be hired.<br>Mixed levels of income live around the library.<br>Layoffs in the city and the reeling effects of the government shut down has led to library usage |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                  | which has led to more women joining the club.<br>This may lead to cheaper club fees.                                                                                                                                                                                                                  |
| <p style="text-align: center;"><b>Social</b></p> <p>The library is situated next to Braxtport, VA which house a university with an award-winning creative writing program. These students give their novels to the library to be put on display. This contributes to the growing of the collection and the database system itself.</p> <p>There is a possibility for the addition of eBooks and eAudiobooks as the younger population rises.</p> | <p style="text-align: center;"><b>Technological</b></p> <p>System works well with Windows 10.<br/>It can still hold its own despite the jumbling of fields into one.<br/>If trained properly, catalogers can work from home updating systems, inputting records, editing, and deleting as needed.</p> |

\*\*\* Remove the examples above from your paper

Doing the SWOT and PEST gives great insight into what the system needs, how it will work, and where it may go from here. Overall, given the analyses done, the system is something that users wanted and needed in terms of organizing and updating items as they go. Unfortunately, as the case with many things in life, being a limited system stands to make for difficulty in the future for catalogers and users alike. The similarities in drafts 1 and 2 to the functions of the database and libib system are not as surprising but do cause some concern. If club members can do cataloging into the system, is the system itself just too easy to use? There is good work implemented in the system, but when comparing to users' tasks there is some confusion as to how to exactly pinpoint items for those searching for specific books. Maybe by having some of the club members utilize the system as catalogers, it can give more insight into what more can be done for club members.

## 6.2. Change and development

The "Tag" field could prove to be an issue down the road as catalogers continue to develop the thesaurus for subject authority control of the system. Setting and Genre both have controlled vocabularies while Subject and Time Period have natural language applied to them. As catalogers continue adding to this field and searching for ways to describe the items, there may be a need to simplify the number of catalogers to a select few who can be on the same page when given the authority to be ambiguous with

their word choice. It is preferred that they all be on the same page when putting in new records and making subject selections. That said, the idea of using club members, or even hiring them as catalogers on the team, may be a good idea in the long run since these are women who are knowledgeable about the Historical Romance Fiction genre in its entirety. Though they have their preferences, they are not afraid to dabble into the many subjects within the genre. This may prove more useful than hiring random catalogers with no knowledge.

The rules for the system are tedious and meticulous, but if followed correctly the first time, they can make great records. Records must be done the first time with all information inside. Once information is recorded, it will require making a new record for items that need editing in Tag fields, Call #s, and if any additional notes need to be added such as damages or missing situations. The need for attention to detail and knowledge of information systems is good for catalogers to know (if catalogers happen to be club members).

There will be a need in the future to figure out a new way to organize the items in the classification scheme. Organization by setting may prove to be difficult for users who are experienced in their reading and want to find exact items. This system can prove useful for readers new to the club and can establish routine for members new to the club who want to explore different eras and settings. There may need to be a switch from Setting as a controlled vocabulary to a natural language. That or items may need to be organized by Time Period instead of Setting.

## 7. Project summary

This project was a lot to deal with at times. I won't lie. I let myself get caught up in trying to balance out my work schedule and my school schedule and trying to stay up to date with the readings, lectures, chats, and modules. That said, this project really opened my eyes to how important information organization is for libraries of every kind, and of the problems within the systems themselves. There is a lot to be taught. Technology is everchanging, and that makes for difficult decisions; whether to stick to what we know or branch out to something new that accommodates today's end user.

I picked my database out of love and a need for a simpler search system. The OPAC in my library is frustrating for users. While it is easy to say that reading is fundamental, they don't know what they are looking for unless they are constantly in the library every day or every week checking out items on a basis. By trying to make a database that was laid-back in a sense, I realized that it may be too laid-back. If we can train club members to handle the database, what's to say records get inputted correctly or that catalogers know what to log and how to log it the first time around? When putting in the records and watching my coworkers do it, I did wonder this from time to time. At least, I did until I got to the last part of this draft. I'm naturally an overthinker. I think about things down to the last detail way too much for it to be normal. This leads to second guessing myself and I can't tell you how many times I second guessed my decisions before submitting the drafts. Now I'm second guessing the entire thing because, to me, it's just too easy to use. Though, I could be wrong since it's not like I have an entire arsenal of catalogers at my whim to input these rules to see how meticulous they are.

If I had to make changes, I would have simplified my attributes and elements down to fields only within Libib that could fit. I continue to go back to the Tag field as my biggest concern only because the combination of natural language and controlled vocabulary concern me. The possibilities for subjects are endless. There are so many different kinds, but there are so many ways of pronouncing these subjects as well. My thought when applying the terms was that there will be people who can agree on these subject records together instead of doing it individually and coming up with a bunch of nonsense that isn't needed. Looking back, I can't imagine my Tag field having a sole controlled vocabulary. I think it takes away from the uniqueness of the genre to not have the many subjects listed in the Tag field. This, to me, was a good idea for my club members. It has its issues, but I'm sticking with it despite my future concerns.

Historical Romance Fiction is just one of the genres within Romance Fiction. If I had decided to do romance novels, there would be no end in sight to the different Name Authority Files needed, subjects created, and collection space that would need to be purchased. This project really helped me to recognize that the bigger you go, the more difficult this may be. Draft 3, surprisingly, was the toughest draft for me. I didn't know where I was going with it after draft 2. I got a bit lost in all the different forms of subject access and the classification schemes and different forms of language and vocabulary. I think I bounced back from it and gained more insight.

I will say that I have a newfound respect for people who spend their time trying to make databases like these happen. I'm exhausted with this thing. I am also proud that I got so much done, and that I have something that shows my potential. I also know that I need to start learning how to use my brain more. Creating this database showed me that I need to figure out how to think things through for myself without the guidance of someone else. One day, I might be making databases from scratch with no one's help, but my own. I might not be either, but who knows what the future holds?

This did give me an idea for creating databases from scratch. I don't think I'd implement this one, but this class has been good practice. It will be useful as I try to create more from scratch just to continue keeping the skills alive.

So yeah. I'm completely hopped up on a 32 oz can of RedBull, and I think it's time to draw this to a close. It's been a hair-ripping pleasure, and the class has been great. My online presence could've been better, I'll admit, but I have no regrets. I've learned some new information, learned something new about myself, and now every time I go somewhere, I've started pointing out how badly they've organized things in buildings or in books or magazines. It's gonna be a fun ride from here on out.

**[REMINDER: Position all appendixes together following the last narrative section for the current draft.]**

## **Start each appendix on a new page (insert a page break – not carriage returns)**

**Appendix A begins on a new page after the last narrative section of the current draft.]**

### **Appendix A. Metadata elements and semantics**

| No. | Element name   | Semantics                                                                     |
|-----|----------------|-------------------------------------------------------------------------------|
| 1   | Author         | Publisher writer of the item                                                  |
| 2   | Title          | What the item is called                                                       |
| 3   | Genre          | A broad category of the item                                                  |
| 4   | Subject        | A narrower definition of what the item is about                               |
| 5   | Time Period    | The time in which the item is set                                             |
| 6   | Setting        | Where the item set geographically                                             |
| 7   | Book Feature   | A feature that such as cover art, illustration, Oprah Book Club sticker, etc. |
| 8   | Book Format    | Whether the item is hardcover, paperback, softback, or large print            |
| 9   | Publisher      | The company that released the item                                            |
| 10  | ISBN13         | Number that is used to identify specific item                                 |
| 11  | Plot Summary   | A summary of the plot of the item                                             |
| 12  | Length         | How long the item is in pages                                                 |
| 13  | Classification | The call number to identify the item on the shelf                             |

### **Appendix B. Record structure and specifications**

#### **1. Record structure specifications**

| No. | Field name     | Field type | Searchable | Required | Number of allowed entries | Controlled Vocabulary? | Drop Down List? |
|-----|----------------|------------|------------|----------|---------------------------|------------------------|-----------------|
| 1   | Author         | Text       | Yes        | Yes      | 3                         | No                     | Yes             |
| 2   | Title          | Text       | Yes        | Yes      | 1                         | No                     | Yes             |
| 3   | Genre          | Text       | Yes        | Yes      | 2                         | Yes                    | No              |
| 4   | Subject        | Text       | Yes        | Yes      | 8                         | No                     | No              |
| 5   | Time Period    | Text       | Yes        | No       | 2                         | Yes                    | Yes             |
| 6   | Setting        | Text       | Yes        | No       | 3                         | Yes                    | Yes             |
| 7   | Book Feature   | Image      | Yes        | No       | 1                         | No                     | No              |
| 8   | Book Format    | Text       | Yes        | No       | 1                         | No                     | No              |
| 9   | Publisher      | Text       | No         | Yes      | 1                         | No                     | No              |
| 10  | ISBN13         | Numeric    | No         | Yes      | 1                         | No                     | No              |
| 11  | Plot Summary   | Text       | Yes        | No       | 1                         | No                     | No              |
| 12  | Length         | Numeric    | No         | No       | 1                         | No                     | No              |
| 13  | Classification | Text       | Yes        | Yes      | 1                         | Yes                    | No              |

#### **2. Field comparison**

| No. | Desired Field | Libib Field | Notes |
|-----|---------------|-------------|-------|
| 1   | Author        | Author      |       |

|    |                |             |                                                                                                                                                      |
|----|----------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2  | Title          | Title       |                                                                                                                                                      |
| 3  | Genre          | Tags        | There is no separate field for genre. Genre should still follow controlled vocabulary.                                                               |
| 4  | Subject        | Tags        | There is no separate field for subject. Time Period, Setting, and Genre can all be put in tags field in Libib with subject. Tags is interchangeable. |
| 5  | Time Period    | Tags        | There is no separate field for time period. Drop down list unavailable in Libib, and controlled vocabulary is no longer optional.                    |
| 6  | Setting        | Tags        | There is no separate field for setting. Drop down list is unavailable in Libib, but controlled vocabulary will still be followed.                    |
| 7  | Book Feature   | Image       | Picture can be taken for JPEG or PNG for this section. Image must be uploaded.                                                                       |
| 8  | Book Format    | Notes       | List formats available here. Make note of any format change to book here.                                                                            |
| 9  | Publisher      | Publisher   |                                                                                                                                                      |
| 10 | ISBN13         | ISBN        |                                                                                                                                                      |
| 11 | Plot Summary   | Description | Plot summary field synonymous to description. Keep description field as plot summary field. No summaries in notes section.                           |
| 12 | Length         | Pages       |                                                                                                                                                      |
| 13 | Classification | Call #      |                                                                                                                                                      |

In this chart, you list your desired fields in the second column. Then in the third column list the corresponding Libib field. For example, if you are using Libib's tag field as your subject field, then "subject" goes in Desired Field and "Tags" goes in Libib Field. The fourth column is for you to make any notes you feel you need to explain the transition from Desired to Libib. For example, if you have a field in



the second column that has no corresponding field in Libib, you might enter "This field cannot be executed in Libib". This then becomes fuel for your SWOT in draft 4.

## Appendix C. Record content and input rules

### Field #: 1

**Field Name:** Author

**Semantics:** Publisher writer of the item

**Chief Source of Information:** 1. Title page 2. Front Cover 3. Spine of book 4. Author Page

**Input Rules:** First Name Then Last Name. If author has middle name, use middle initial. If there is more than one author, put names in alphabetically. Capitalize first name, last name, middle initial. If there is suffix, replace middle initial with suffix.

**Example:** Beverly Jenkins, Annie P. Todd, Lennox Arnold III

### Field #: 2

**Field Name:** Title

**Semantics:** What the item is called

**Chief Source of Information:** 1. Front Cover 2. Title Page 3. Cover Spine 4. Author Page

**Input Rules:** This field is required. Capitalize first letter of each word except for articles. Type out any beginning articles. If book has number, type it out alphabetically. Follow any subtitles with colon.

**Example:** The Duke's Second Mistress, Lost at Sea: A Highlander Romance

### Field #: 3

**Field Name:** Tag

**Semantics:** Interchangeable field in Libib which houses Genre, Subject, Time Period, and Setting

**Chief Source of Information:** Depends largely on the narrowed field

**Genre:** 1. Back cover of book 2. Publisher's Page, 3. Author's page 4. Retailer such as Barnes and Noble or Amazon

**Subject:** 1. Author's Note 2. Summary either on dust flap or back of cover. 3. First page of story inside book. 4. Book observation and research

**Time Period:** 1. Author's Note 2. Summary either on dust flap or back of cover. 3. First page of story inside book. 4. Book observation and research

**Setting:** 1. Author's Note 2. Summary either on dust flap or back of cover. 3. First page of story inside book. 4. Book observation and research

**Input Rules:** Will depend on the field

**Genre:** Genre is required and does utilize a controlled vocabulary. It should be capitalized. It has one entry. The only words allowed for this entry are Historical Romance Fiction which can be used interchangeably. The genre can be found on the back of the book atop the ISBN depending on the publisher. If not there, refer to the Publisher's website. Publisher can be found on back of book, front of book, or spine of book. If not there, refer to Author's website which can be found on front of book, title page, or at the end of the book on the advertising pages. If all three options are proved inconclusive, research the book on retailers' websites that sell books such as Amazon, Baker and Taylor, or Barnes and Noble. Cataloger should use retailer as very last resort if genre cannot be located in the other three sources of information. Input genre into "Tags" Field. As mentioned above, Genre can be worded different ways so long as the words "Historical", "Fiction", and "Romance" are in the field.

**Subject:** This field is required and has no controlled vocabulary. There are eight entries allowed for this field. Subjects can be capitalized at the discretion of the cataloger and can be variable depending on the book. Subject can be located in the author's note page. If not there, check the summary page either on the back cover of the book or on the dust flap inside the book. If still unsure, it is recommended to skim the first few pages of the book. If all three prove inconclusive, book observation can be done to conduct research on what subjects are presented in the storyline. Once found, input Subject in "Tags" Field after "Genre" has been put into field.

**Time Period:** This field is required and has no controlled vocabulary. This information can be found in the author's page in the beginning or end of the story itself inside the book. If not found here, the information can be located by the summary on the back cover or inside on the dust flap. If not found here, the first page of the first chapter may contain the time period in its own subheading. If all three of these methods prove inconclusive, the cataloger may skim a few pages based on observation and research the time period from there. To clarify, if the book has a date in it, cataloger can research date to find specific time period. Once found, input the Time Period after Genre and Subject have been inputted. Specific dates are not needed. A year may be included but only after the Time Period is spelled out in full.

**Setting:** This field is required and has a controlled vocabulary. Setting should only include the seven continents: Europe, North America, South America, Asia, Antarctica, and Africa. As strange as this may seem, specific locations, such as cities or countries, will come up in Subject or Time Period. The setting can be located on the author's note page at the beginning of the book after the copyright and title page or the end of the book before the advertising pages. If not here, the Setting can be located on the summary page on the back of the book or inside dust flap. If not here, the information can be obtained from skimming the first page or two of the book. If all three prove inconclusive, skimming a few pages can allow for information to be pulled for research. Once the information is obtained, input information in "Tag" field after Genre, Subject, and Time Period. Information must be capitalized.

**Example (Overall):** "Historical Romance Fiction, Western, Rancheros, Pregnancy, Gold Rush 1879-, North America"

**Genre:** "Historical Romance Fiction", "Romance Fiction", "Historical Fiction"

**Subject:** "American Revolution, Kidnapping, Pregnancy". "Princesses, Highlander, Romantic Suspense".

**Time Period:** "Edwardian Period 1910-". "Ancient Rome". "Biblical Times".

**Setting:** North America

#### Field #: 4

**Field Name:** Image

**Semantics:** the cover art, illustration, or other visual feature of the item

**Chief Source of Information:** 1. Photo taken of front cover 2. Publisher website, Author page.

**Input Rules:** It would be more professional for the cataloger to take a photo of the book cover or illustration and then upload said image in either JPEG or PNG format to the "Upload Image" box on Libib. If picture cannot be taken, picture may be used from alternate site such as Publisher website or Author website. If acquiring image proves to be complicated, it is not required for entry.

**Example:** See one of the Sample Record in Appendix G

#### Field #: 5

**Field Name:** Notes

**Semantics:** where additional information about the physical attributes of the book are located

**Chief Source of Information:** 1. The physical object 2. Publisher Website

**Input Rules:** Information should be input into "Notes" field sentence-style with capitalization. Paperback, Hardcover, Softback, and Large Print are the formats to use. This information is not required.

**Example:** "Book is in paperback only", "Hardcover only"

#### Field #: 6

**Field Name:** Publisher

**Semantics:** The company that released the item

**Chief Source of Information:** 1. Copyright page after title page 2. Back cover of book, front cover of book.

**Input Rules:** Publisher is required for record. Type with proper capitalization as applied for proper pronouns. If publisher is unknown, just list as "Publisher Unknown".

**Example:** Avon Romance. HarperCollins.

#### Field #: 7

**Field Name:** ISBN13

**Semantics:** Number that is used to identify specific item

**Chief Source of Information:** 1. Copyright page 2. Back cover of book

**Input Rules:** ISBN is in 13 number format. It is required. Apply only the numerical. Cataloger does not need to input dashes or slashes if ISBN has them. If there is an X, omit the X. ISBN13 always has 13 numbers.

**Example:** 9785633210001

**Field #: 8**

**Field Name:** Plot Summary

**Semantics:** A summary of the plot of the item

**Chief Source of Information:** 1. Back cover of book 2. Inside dust flap 3. Publisher Website

**Input Rules:** Plot summary is one term. Plot Summary is not required at time of cataloging, but these rules apply if cataloger chooses to add summary. The summary may be typed out word for word if summary is on back of book and has at least seven to ten sentences. If summary is longer than seven to ten sentences, then plot can be summarized to a shorter version by cataloger.

**Example 1 (Actual Plot from the back of a book):** “Evelyn wants to sail the seven seas; not marry the pompous man her father has set her up with. So when her hometown is raided by pirates led by the dangerous and charismatic Greyson Donahue, she more than leaps into action. Aboard she finds adventure, excitement, and a passion unlike anything ever felt before.”

**Example 2 (Paraphrased summary created by cataloger):** “Andrew Yates and Wilhelmina ‘Billie’ Wells fiery relationship has led to a precious baby boy. Now, Andrew will do whatever it takes to protect his new family and earn the love of his wife.” Cataloger can also see sample record in Appendix G.

**Field #: 9**

**Field Name:** Pages

**Semantics:** How long the item is in pages

**Chief Source of Information:** 1. Copyright page of the book

**Input Rules:** Page length is numerical and not required. It is put in the “Pages” field. This term is not searchable either.

**Example:** See sample record in Appendix G.

**Field #: 10**

**Field Name:** Call Number (#)

**Semantics:** To identify the item on the shelf

**Chief Source of Information:** Subjects, Setting, and Time Period listed in “Tag” Field, and Author listed in “Author” field

**Input Rules:** Please refer to Appendix E Classification Scheme.

**Example:** AS.Jen.LMP.IRL.2-b

## Appendix D. Sample thesaurus

**African American**

BT Interracial

**Americas**

NT Western

UF California

**Assassins**

USE Romantic Suspense

**Babies**

USE Family

California  
 USE Americas  
**Culture**  
 UF English Society  
 English Society  
 USE Culture  
**Europe**  
 RT Highlander  
 RT Viking  
**Family**  
 NT Marriage  
 UF Babies  
**Highlanders**  
 BT Post Classical History  
 RT Europe  
**Interracial**  
 NT African American  
**Late Modern Period**  
 RT Western  
**Long Nineteenth Century**  
 UF Victorian Period  
 Lords  
 USE Royalty  
**Marriage**  
 BT Family  
 Middle Ages  
 USE Post Classical Period  
**Post Classical History**  
 NT Highlander  
 NT Viking  
 UF Middle Ages  
**Romantic Suspense**  
 UF Assassins  
**Royalty**  
 UF Lords  
 Victorian Period  
 USE Long Nineteenth Century  
**Vikings**  
 BT Post Classical History  
 RT Europe  
**Western**  
 BT Americas  
 RT Late Modern Period

## Appendix E. Classification scheme

### 1. Scheme

|   | Setting       | Author     | Time Period                   | Subject           |
|---|---------------|------------|-------------------------------|-------------------|
| 1 | Americas (AS) | (See Rule) | Late Modern Period (LMP)      | Viking (VIK)      |
| 2 | Europe (EP)   |            | Post Classical History (PCH)  | Highlander (HIGH) |
| 3 |               |            | Long Nineteenth Century (LNC) | Family (FAM)      |

|   |  |  |  |                        |
|---|--|--|--|------------------------|
| 4 |  |  |  | Interracial (IRL)      |
| 5 |  |  |  | Romantic Suspense (RS) |

## 2. Notation rules

**Facet name:** Setting

**Chief source of information:** The Tag Field

**Notation rules:** Use abbreviation as shown in schematic. Follow class code with a period.

**Facet name:** Author

**Chief source of information:** The Author Field

**Notation rules:** Use first three letters of Author's last name. Capitalize the first letter. Follow with a period. If more than one author, use first author. If no author, use Anon.

**Facet name:** Subject

**Chief source of information:** The Tag Field

**Notation rules:** Use abbreviation as shown in schematic. If no class code is listed for object, cataloger can select one. Follow class code with a period.

**Facet name:** Time Period

**Chief source of information:** The Tag Field

**Notation rules:** Use abbreviation as shown in schematic. End with a period. If no time period is known, omit the time period.

(Repeat for each facet)

## 3. Rule for unique number

A number must be put in place at the end of the period after Time Period to begin the collection. If the book is in a series, input the number then add a dash with the beginning of the alphabet for each series book.

## 4. Example

An example of the scheme will be represented by *Destiny's Surrender* by Beverly Jenkins. The book is about a young Hispanic man and young Black woman forced into marriage to protect their child from the Mistress that she worked for. The classification code is listed as AS.Jen.LMP.IRL.2-b. The book is based in the Americas, and it's by Beverly Jenkins. It takes place during the Late Modern Period and Interracial is one of the subjects in the book. It is the second entry in the collection and the second book in the series, so it has a 2 then the letter "B" after a dash.

## Appendix F. Name authority file

### 1. Record content and input rules

**Field #:** 1

**Field name:** Authorized Term

**Semantics:** Main name for items

**Input rules A:** For Author, use most noticeable name from Author website. Input First Name then Last Name. If author has middle name, use middle initial for the name.

**Input rules B:** For Publisher, use main company name from publisher website. Input Publisher name as shown on in header or footer on company website

**Example A:** Anne Rice. Nora Roberts. Mark Twain

**Example B:** HarperCollins Publishers. Penguin Publishing.

**Field #: 2**

**Field name:** Variant Term

**Semantics:** Other pen names used by people for items

**Input rules A:** For Author, input names exactly as seen on Author or Publisher website.

**Input Rules B:** For Publisher, input company name exactly as shown on header or footer on website.

**Example A:** A.N. Rocequaire, J.D. Robb, Samuel Clemmons

**Example B:** Avon Books. Avon Romance. Signet Select Books.

**Field #: 3**

**Field name:** Sources Used

**Semantics:** Website where authorized term is located

**Input rules A:** Input title of website with date accessed in MM/DD/YYYY format. If no website title is found, use website then date accessed MM/DD/YYYY.

**Input Rules B:** Input title of website with date accessed in MM/DD/YYYY format. If no website title found, use actual website with date accessed in MM/DD/YYYY format.

**Examples for A and B:** Anne Rice Official 08/02/2019. [www.happydays.org](http://www.happydays.org) 08/02/2019.

(repeat above for each field)

#### 4. Sample records

**Use the following mask to create your records:**

**AuthorizedName:** Beverly Jenkins

**VariantNames:**

**SourcesUsed:** Beverly Jenkins The Official Website 08/02/2019

**AuthorizedName:** Alyssa Cole

**VariantNames:**

**SourcesUsed:** alyssacole.com 08/02/2019

**AuthorizedName:** Johanna Lindsey

**VariantNames:**

**SourcesUsed:** [www.fantasticfiction.com/l/johanna-lindsey/](http://www.fantasticfiction.com/l/johanna-lindsey/) 08/02/2019

**AuthorizedName:** HarperCollins Publishers

**VariantNames:** Avon Romance, Harlequin

**SourcesUsed:** HarperCollinsPublishers 08/02/2019

**AuthorizedName:** Anthea Lawson

**VariantNames:**

**SourcesUsed:** anthealawson.com 08/02/2019

**AuthorizedName:** Simon & Schuster

**VariantNames:** Pocket Books

**SourcesUsed:** [www.simonandschuster.com](http://www.simonandschuster.com) 08/02/2019

**AuthorizedName:** Kensington Publishing Corp.

**VariantNames:** Kensington Hardcover, Aphrodisia, Kensington Trade Paperback, Zebra Books

**SourcesUsed:** [www.kensingtonbooks.com](http://www.kensingtonbooks.com) 08/04/2019

**AuthorizedName:** Lisa Kleypas

**VariantNames:**

**SourcesUsed:** lisakleypas.com 08/04/2019

**AuthorizedName:** Hannah Howell

**VariantNames:** Sarah Dustin, Anna Jennet

**SourcesUsed:** [www.fantasticfiction.com/h/hannah-howell/](http://www.fantasticfiction.com/h/hannah-howell/) 08/04/2019

**AuthorizedName:** Christina Dodd

**VariantNames:**

**SourcesUsed:** [www.christinadodd.com/](http://www.christinadodd.com/) 08/04/2019

Repeat for each record – 10 name authority records total

## Appendix G. Sample records

Here is an Example of a record created for *Taken by the Prince* by Christina Dodd.

### Manual Entry

Title

Authors   
Separate author(s) with comma.  
 Last names with spaces should be enclosed in quotes.  
 (ex. Piers Anthony, Henry "Van Dyke")

Description

YYYY  MM  DD   
Published Date

Publisher

ISBN 13   
Numbers only

ISBN 10

Call #   
Separate with periods (ex. P27.D684)

DDC

LCC

OCLC   
Numbers only

LCCN   
Numbers only

Lexile

### Tags, Notes & Group

Tags   
Separate with comma

Notes

Shift-enter for newline

Here is a sample of a record created for *Destiny's Surrender* by Beverly Jenkins.

---

## Manual Entry

Title

Authors

---

Call #

Separate with periods (ex. PZ7.D684)

Numbers only

Numbers only

## Tags, Notes & Group

Tags

Separate with comma

Notes

Shift+enter for newline

Group

Series/group - groups like items together when sorting by title

---

---



Here is a sample record of *If You Desire* by Kresley Cole.

Manual Entry

Call #

Separate with periods (ex. PZ7.D684)

Here is a sample record for *Fires of Winter* by Johanna Lindsey

Manual Entry

Call #

Separate with periods (ex. PZ7.D684)

Here is a sample record for *A Hope Divided* by Alyssa Cole

Manual Entry

Call #

Separate with periods (ex. PZ7.D684)

Here is a sample record for *Mine Till Midnight* by Lisa Kleypas

Tags

Manual Entry

Call #

Separate with periods (ex. PZ7.D684)

Numbers only

Numbers only

Here is a sample record of *Highland Savage* by Hannah Howell

Tags, Notes & Group

Tags

Separate with comma

Notes

Manual Entry

Title

Authors

Separate author(s) with comma.  
Last names with spaces should be enclosed in quotes.  
(ex. Piers Anthony, Henry "van Dyke")

Description

YYYY

Published Date

Publisher

ISBN 13

Numbers only

ISBN 10

Numbers only (check digit allowed)

Pages

Numbers only

Cover image:

Choose File

WIN\_20190801\_17\_40\_36\_Pro.jpg

Upload jpg, png or gif files. Filename cannot have special characters.

Cataloging Information

Tags, Notes & Group

Submit

Call #

Separate with periods (ex. PZ7.D684)

DDC

LCC

OCLC

Numbers only

LCCN

Numbers only

Lexile

Tags, Notes & Group

Tags

Separate with comma

Notes

Shift+enter for newline

Group

Series/group - groups like items together when sorting by title

Submit

Here is a sample record for *Shadow Bear* by Cassie Edwards

## Manual Entry

Call #

Separate with periods (ex. PZ7.D684)

Here is a sample record of *Mistress of Melody* by Anthea Lawson

## Manual Entry

Call #

Separate with periods (ex. PZ7.D684)

Numbers only

Numbers only

by title

Tags, Notes & Group

Tags

Separate with comma

Notes

Shift-enter for newline

Series/group - groups like items together when sorting by title

Here is a sample record of *The Reluctant Viking* by Sandra Hill.

## Manual Entry

Title

Authors

Separate author(s) with comma.  
Last names with spaces should be enclosed in quotes.  
(ex. Piers Anthony, Henry "van Dyke")

Description

YYYY

MM

DD

Published Date

Publisher

ISBN 13

Numbers only

ISBN 10

Numbers only (check digit allowed)

Pages

Numbers only

Cover image:

Upload jpg, png or gif files. Filename cannot have special characters.

## Cataloging Information

### Tags, Notes & Group

Call #

Separate with periods (ex. PZ7.D684)

DDC

LCC

OCLC

Numbers only

LCCN

Numbers only

Lexile

## Tags, Notes & Group

Tags

Separate with comma

Notes

Shift+enter for newline

Group

Series/group - groups like items together when sorting by title