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# Central Library Young Adult Fiction:
# Information Organization System

## 1. Project description

### 1.1. Collection and information objects

The Central Library Young Adult Fiction collection contains twelve hundred (1,200) young adult fiction books in both English and Spanish. The collection is located at Central Library, one of the San Antonio Public Library's twenty-seven (27) locations. The collection is expected to grow by three hundred (300) books within the next year, by way of purchasing, to create a total of fifteen hundred (1,500) objects. Young adult novels range in subjects including friendship, family life, death, popularity, puberty, race, and more. The young adult genre is a broad term and includes subgenres such as fantasy, historical fiction, and dystopian, among others. The purpose of the information system is for San Antonio readers, over the age of eighteen (18), to find entertaining, informative, and sought-after young adult stories within the collection.

### 1.2. Users' demographics and knowledge

The collection is available to the nearly 1.5 million residents in the San Antonio area but is especially useful to the three thousand (3,000) adults who frequent Central Library and are interested in reading young adult fiction. The information organization system considers the age, gender, education, ethnicity, socioeconomic status, and language of its users for its development. All users are over the age of eighteen (18), with females reading young adult fiction more than males. The majority of users are Hispanic, with many speaking a language other than English in the household. A quarter of the adults completed high school, with another quarter having obtained at least a bachelor's degree. Over three-quarters of users are employed. A quarter of the users do not have internet access at home and one-fifth are considered impoverished.

According to information science literature, there are four types of knowledge: general, domain, system, and information-seeking. General knowledge is the most basic type of knowledge and describes the knowledge one gains by living, experiencing, and interacting with the world. General knowledge tends to increase with age, as older people have had more opportunity to gain general knowledge. Domain knowledge describes knowledge that users gain by seeking it intentionally. Those with high domain knowledge are seen as experts in their particular field. They understand many aspects of a subject area and approach problems holistically. How well users interact with, and understand the features of, an information system (such as a database) describes their system knowledge. Though high system knowledge is not a requirement for obtaining relevant information, those who possess high system knowledge are able to navigate system features in a more productive and intentional way. Information-seeking knowledge describes how well a user can search for information. Information-seeking knowledge incorporates the user's system and general knowledge. When information-seeking, a user's system knowledge determines the ease at which they use a system to locate information and their general knowledge affects their approach, techniques, completion, and evaluation of the search results.

The average age-range of users spans about sixty (60) years. Considering the higher level of general knowledge among older users and the lower level of general knowledge among younger users; user general knowledge is averaged and is considered moderate. Recognizing that a quarter of users pursued

higher education, obtaining at least a bachelor's degree in a specific field and accounting for employment rates (which suggest users have at least moderate domain knowledge in each area), domain knowledge is considered moderate. Since most users are Hispanic, with many speaking a language other than English at home, user system knowledge for this demographic is considered low based on assumed difficulty interacting with systems written in English. Low system knowledge for users who are impoverished, with limited internet availability is because the demographic does not regularly get to interact with information systems. However, since half of users have at least a high school education which assumes at least a moderate systems knowledge, overall systems knowledge is averaged and is considered moderate. Because information-seeking knowledge encompasses general and systems knowledge, overall information-seeking knowledge is moderate. Due to considerable variations between age-range, education, and socioeconomic variables, information-seeking is averaged to accommodate most users.

## 1.3. Users' problems and questions

Users often need assistance in selecting their next read. Because young adult fiction is not subcategorized on the shelf, one major problem users face is easily finding books on certain subjects or finding books of interest within a certain subgenre.

| | |
|---|---|
| **User question 1:** | I am interested in reading all the books in a series. I like stories with female heroines. |
| **Object attributes:** | Length, Book feature (series), Subject, Character Feature |
| **Desired precision:** | Moderate |
| **Desired recall:** | High |
| | |
| **User question 2:** | I am looking for several books in Spanish about vampires. |
| **Object attributes:** | Language, Subgenre, Character Feature |
| **Desired precision:** | Moderate |
| **Desired recall:** | Moderate |
| | |
| **User question 3:** | I watched the movie, "The Fault in Our Stars," and now I want to read all the books by the same author. |
| **Object attributes:** | Title, Author |
| **Desired precision:** | High |
| **Desired recall:** | High |
| | |
| **User question 4:** | I'm looking to check out a book about a dystopian romance. |
| **Object attributes:** | Subgenre, Subject |
| **Desired precision:** | Low |
| **Desired recall:** | Low |

The above user questions are a sample of common user problems and issues. Questions attempt to cover a wide range of user issues accounting for various user knowledge and incorporating several object attributes to replicate real-world scenarios. Based on the user questions, the information system includes attribute fields for book length, series information, subject, character feature, language, subgenre, title, and author so that users may find their next title. To assist the back-end user, the information system also includes attribute fields for publisher, publication year, and ISBN.

## 2. Representation of information objects

## 2.1. Entity level

An entity is a representation of an object. Defining the entity level depends on the object and the way users seek out information for that object. In the information system, the entity level describes a whole object, (e.g., the entire book) because those who read fiction do not usually search for, or need, only

select chapters. Therefore, one record equals one entire book in the information system. Attributes described in the information system are parts of the whole object (e.g., the entire book).

## 2.2. Metadata elements and semantics

When users seek information, the literature states that they go through a four-task process known as Functional Requirements for Bibliographic Records (FRBR). The four tasks are known as finding, identifying, selecting, and obtaining. The "find" task involves users searching for information by attributes, such as title or author. When records are displayed and users analyze the records to see which meet their "find" search criteria, they are performing the "identify" task. During the "select" task, users examine the records they have identified as meeting their initial search requirements and select which may meet other interests, requirements, or specifications not specifically searched for in the "find" task. Finally, users "obtain" the materials by using the classification to locate the materials on the shelf. The process is not always linear. Users may realize during the "identify" task that none of the displayed records match their intended query. The user must then go back to the "find" task. Likewise, users may get to the "obtaining" task and realize that none of their selected books are available which in turn makes them redefine their selection in the "select" task.

The information system has thirteen (13) total metadata elements to represent the information for each object (e.g., the entire book). These elements were selected to aid the user during the four-task FRBR process. For a complete list of elements and semantics, refer to Appendix A.

Metadata elements Title, Author, Series Title, Subject, Summary, and Subgenre are used to help users during the "find" task. Based on the sample user questions in Section 1.3, users routinely search for books by known attributes such as Title, Author, and Series Name. Subject and Summary were included to assist users who search for book by keyword (e.g., character feature, plot). Subgenre is included to support users who may wish to browse titles on a wider scope as opposed to other attributes mentioned.

Title, Author, Series Title, Subject, and Summary are metadata elements included in the information system to aid users in the "identify" task. When examining the retrieved records, users may look at Title, Author, and Series Name to ensure the request is completed correctly. The Subject and Summary elements are included to ensure that any record with duplicate Title, Author, or Series Name can be distinguished and that the user may identify the correct record. Both the Subject and Summary elements also assist users in ensuring that the displayed records are correct.

During the "select" task, elements such as Language, Book Length, Series Number, and Subgenre play a more active role in aiding the user in selecting the appropriate materials. During the "select" stage, users may determine that the Language, Book Length, or Subgenre attributes are a more effective way of selecting the proper materials for their needs.

Lastly, the Classification expedites the users' search to find or "obtain" materials on the shelf.

Metadata elements Publisher, Publication Year, and ISBN may not directly assist many users in their search for materials but are included in the information system for easing the workflow processes of librarians and workers.

## 2.3. Record structure and specifications

The information system has a total of thirteen (13) metadata elements which can all be mapped one-to-one for a total of thirteen (13) fields. The specifications of each record are listed below, in detail, to aid creators of the information system in applying the rules of the field to the system.

Field 1 is the Title. The cataloger is required to enter text into Field 1, though it does not need to be unique (as some books share titles), only one (1) entry is allowed. Sample user questions from Section 1.3 deems that Title must be a searchable field because many users know the title of the book they want

to read. The field does not have a controlled vocabulary and does not have a drop-down list due to its infinite possibilities.

Field 2 is the Author. The cataloger is required to enter text into Field 2 though it does not need to be unique (as people can have the same name). A total of three (3) entries may be entered into the Author field, as those who are listed afterward tend to be less known and are unlikely be used as search terms. Sample user questions from Section 1.3 deems that Author must be a searchable field because users may wish to read all the works for an author. Refer to Appendix F for Name Authority File.

Field 3 is the Series Title. The cataloger is not be required to enter text into this field as not all books are part of a series. In the case the record does not contain a Series Title, the field may be left blank. If text is entered, it does not have to be unique but only one (1) entry is allowed. Sample user questions from Section 1.3 deems that the field must be searchable as users may know the Series Title, but not necessarily each individual book title. The field does not have a controlled vocabulary and does not have a drop-down list due to its infinite possibilities.

Field 4 is the Series Number. The cataloger is not required to enter text into this field as not all books are part of a series. In the case the record does not contain a Series Number, the field may be left blank. If text is entered, only one (1) entry is allowed. The field does not need to be searchable as users do not usually search for books by their place in a series. The field does not have a controlled vocabulary and does not have a drop-down list due to its many possibilities.

Field 5 is the Book Length. The cataloger is required to enter a number into this field. Only one (1) entry is allowed. The field does not need to be searchable as most users evaluate book length in the "select" stage of the FRBR process. The field does not have a controlled vocabulary and does not have a drop-down list due to its many possibilities.

Field 6 is the Subject. The cataloger is required to enter text into this field though it does not need to be unique. Up to ten (10) entries are allowed due to the many subjects a book may contain. Sample user questions from Section 1.3 deems that the Subject field must be searchable because users tend to search for their next selection based on Subjects they find interesting. The field does have a controlled vocabulary so that like-subjects may be contained and consistent. The field does not have a drop-down list due to its many possibilities.

Field 7 is the Summary. The cataloger is required to enter unique text into this field. Only one (1) entry is allowed as there is only one summary per book. Sample user questions from Section 1.3 deems that the Summary field must be searchable because users may search for keywords that may be included in the Summary. The field does not have a controlled vocabulary and does not have a drop-down list due to its infinite possibilities.

Field 8 is the Subgenre. The cataloger is required to complete one (1) drop-down field. Section 2.2 deems that Subgenre should be a searchable field as some users may wish to search for books in a particular Subgenre of interest. The field does have a controlled vocabulary for consistency and organization. The field does have a drop-down list because there are limited possibilities for the field.

Field 9 is the Language. The cataloger is required to complete the drop-down field. A maximum of one (1) entry is allowed. Section 2.2 deems that the field does not need to be searchable as users evaluate language in the "select" stage of the FRBR process. The field does have a controlled vocabulary for consistency and organization. The field does have a drop-down list because there are limited possibilities for the field.

Field 10 is the Publisher. The cataloger is required to enter text into this field though it does need to be unique. The field does not need to be searchable as most users do not use Publisher to conduct a search. Only one (1) entry is allowed. Refer to Appendix F for Name Authority Control.

Field 11 is the Publication Year. The cataloger is required to enter a number into this field though it does not need to be unique. The field does not need to be searchable as most users do not use Publication Year to find a book. Only one (1) entry is allowed. The field does not have a controlled vocabulary and does not have a drop-down list due to its many possibilities.

Field 12 is the ISBN. The cataloger is required to enter a number into this field, and it must be unique. The field does not need to be searchable as most users do not know the ISBN in order to search for it. Only one (1) entry is allowed. The field does not have a controlled vocabulary and does not have a drop-down list due to its many possibilities.

Field 13 is the Classification. The cataloger is required to enter unique text into this field. The field does not need to be searchable as most users do not need the Classification until the "obtain" stage. Only one (1) entry is allowed. The field does not have a controlled vocabulary and does not have a drop-down list due to its infinite possibilities.

For a table of record structure specifications, refer to Appendix B, Part 1.

## 2.4. Record content and input rules

Content is the information that is input into the fields by the cataloger. The content that is entered into the system is what users and workers utilize to locate materials. To ensure content is consistent from object to object, input rules are created. To ensure uniformity from cataloger to cataloger, record content is defined and the location of where the content can be found is listed. Before inputting content, the cataloger should be familiar with the semantics of each field and should locate the information to be input. During data entry, the cataloger should follow the input rules of each field which determines facets such as capitalization, sentence structure, maximum entry requirements, and more. For the full list of Record Content and Input Rules, see Appendix C.

The chief source of information is the object itself. For most of the fields, the content is located straight from the book; the most useful locations being the cover and copyright pages. In instances where the information cannot be found within the object, the cataloger may need to seek outside sources. This may be required for fields 3, 4, 6, and 8.

When locating the Series Title (Field 3) and Series Number (Field 4), the cataloger may need to visit the author website when other location sources fail to provide the information. Though the author website can be a useful tool for finding Series Title and Series Number information, the process is tedious and therefore should only be conducted if the information cannot be found within the other three book locations mentioned in Appendix C.

Locating information for Tags (Field 6) and Notes (Field 8) can be difficult due to the subjective nature of the information. In some instances, when no Subgenre or Subject attributes are directly specified in the book, the cataloger may need to read the summary of the book in order to deduce the information. Because of this, the cataloger should refer to Appendix D for keywords that may help in controlling and organizing the information. Terms input in Notes (Field 8) should only come from Authorized Subgenres. Terms input into Tags (Field 6) should be authorized terms only.

For examples of Sample Records, see Appendix G.

## 3. Access and authority control

Authority control is a method that prioritizes one term above synonymous terms and standardizes the use and spelling of the authorized term for consistency in any given field throughout the information system. Authority control is important for collocating materials that have variant spellings, synonymous terms, and are especially important for names. Authority control requires authority work which is the process wherein a person is responsible for researching terms and cross-referencing them to determine which can be

combined for consistency. There are two main types of authority control: name authority control and subject authority control.

Without name authority control, a search for J.K. Rowling would not produce her pseudonymous works as Robert Galbraith, Newt Scamander, or Kennilworthy Whisp. As the authorized access point, the name J.K. Rowling could be used in bibliographic data. Because the authority file defines the relationship of Rowling to Galbraith, Scamander, and Whisp, the pseudonyms are considered variant access points. For the cataloger, this means that when they come across one of Rowling's pseudonyms, they use the authorized term of J.K. Rowling in any bibliographic data for consistency so that all works by her are organized under one heading. For the user, this means that a search for Robert Galbraith would redirect them to use the authorized term J.K. Rowling so that all works by her, no matter the name used, are produced in the search results. In the information system, Name Authority File (Appendix F) is a tool of name authority control to produce consistent results in the Author (Field 2) field.

A thesaurus is an effective tool used in subject authority control. The thesaurus contains a controlled vocabulary that limits the terms a cataloger can input into a field, thereby creating consistency and ensures results. In this information system, a thesaurus (Appendix D) is a controlled vocabulary tool for subject authority control. The thesaurus ensures catalogers input authorized terms into Tags (Field 6). Creating a thesaurus also helps users find relevant authorized terms when natural-language searching does not produce the expected results. Authorized terms are bolded to ensure that users who search an authorized term yield results.

Controlled vocabularies do not need to be as complex as a thesaurus. In this information system, DDC (Field 9) also has a controlled vocabulary. When catalogers input the language the work is published in, they have two options from which to choose.

## 4. Representation of information content

## 4.1. Subject access

Subject analysis is the process of determining what the content of an object is about. In the case of this information system, subject analysis is performed by the cataloger to produce a subject representation of the book that can then be input into the catalog for users to retrieve. When performing subject analysis, the cataloger goes through four (4) stages: familiarization, extraction, translation, and formalization. In the familiarization stage, catalogers become knowledgeable about the object. This may include reading summaries, tables of contents, glossaries, etc., to gain an understanding of the content of the book. During the extraction stage, the cataloger determines pertinent words, terms, and phrases about the content of the object. In the translation stage, the cataloger compares the list created during the extraction stage with the controlled vocabulary (e.g., the thesaurus). During the comparison, the cataloger finds authorized terms that more accurately describe any unauthorized phrases. Organizing unauthorized concepts into authorized terms ensures consistency and retrievability. Finally, in the formalization stage the cataloger applies any relevant input rules, uses authorized terms, and enters the information into the system.

Subject analysis is an important part of cataloging because it determines the subject representation of the object. Subject representation is crucial because many users search for content based on themes, concepts, plots, etc. Accurate subject representation is important so that users find, not only the correct content, but may also find content that is similar. The ability by which users locate materials based on subject is called subject access. Accurate subject representation is especially important in this information system because the first facet of the classification scheme is subgenre. An incorrect subject representation means that an object may be shelved incorrectly which is one less subject access point for the user.
A major obstacle in accurate subject representation is the subjective nature of subjects themselves. Content subjects differ from user to user and cataloger to cataloger. What one person deems as the most important subject may be different to the next. This inconsistency is why controlled vocabularies are

useful. It allows the cataloger to discover authorized words that may be similar in context but that are sure to produce results when searched.

When catalogers input subject representations, they may do so using natural language indexing which is language that is not controlled. Though these terms may be more descriptive of the content, users would have to search the terms exactly to find a match. Using natural language indexing as the sole form of subject representation can cause content to become undiscoverable. Many users are more comfortable searching using natural language due to the way internet search engines operate. To give users another access point to find content by subject, the information system uses natural language in the Description (Field 7) field.

In total, the information system has three subject access points. The first and easiest to browse is the subgenre facet in the classification. Because the subgenre facet is first in the classification scheme, books are organized on the shelf by subgenre. Users may browse books within a certain subgenre without having to run a search query in the information system. The subgenre facet correlates directly to Notes (Field 8). The field uses a controlled vocabulary (see Appendix D). The Tags (Field 6) field is another way that users may locate books within the same subject. This field also uses a controlled vocabulary (see Appendix D). Lastly, users may locate content by subject when keywords match natural language used in Description (Field 7).

## 4.2. Thesaurus structure

Subject authority control creates a consistency across a field in that descriptive terms are deemed authorized and unauthorized for use. Authorized terms are those that have been chosen as part of the controlled vocabulary and can be entered by the cataloger. Authorized terms are unique and are then used consistently by the cataloger across a field to produce consistent results. Authorized terms are explicitly defined to any similar unauthorized terms or related authorized terms, usually laid out in a thesaurus.

Appendix D is the thesaurus for this information system and, more specifically, the Tags (Field 6) and Notes (Field 8) fields. The domain of the thesaurus is the Central Library Young Adult Collection. The scope is subjects of the stories or plot themes within the book. The specificity of the thesaurus relates to how precise the terms within the thesaurus describe the objects. Because the terms are general and may have different meanings to different people, the specificity of the thesaurus is low. The level of exhaustivity is low since the information system limits the number of entries to ten (10). Summarization of indexing is appropriate because users input a keyword that describes a subject within the book. A low level of exhaustivity is adequate in the information system because a few terms may describe the book accurately enough to be discovered.

In this information system, a thesaurus is created to provide guidance and consistency to the cataloger when inputting Tags (Field 6) and for determining subgenre in Notes (Field 8). Due to the subjective nature of the information, the thesaurus aids in controlling the vocabulary of the various subjects within a record so that relevant information can be grouped together and found when searched. Using authorized terms limits the cataloger in inputting a term so specific the probability of it being used for searching is so low the object becomes undiscoverable to the majority.

In the thesaurus, a syndetic structure is used to show the relationship between authorized and unauthorized terms. Authorized terms are bolded in the thesaurus for easy reference. Unauthorized terms are not. There are three (3) types of relationships in the thesaurus: associative, equivalent, and hierarchical. By defining relationships between unauthorized and authorized terms, both catalogers and users can look up variant terms and still be redirected to an authorized term for relevant information retrieval.

In equivalent relationships, unauthorized terms that are similar or synonymous with authorized terms are listed beneath the bolded authorized term with the key UF (Use For) preceding it (see Example 1 below). In the thesaurus, all term relationships are reciprocal. Therefore, a user may find an unauthorized term in

the thesaurus with the authorized term indented on the next line with the key USE preceding the preferred word (see Example 2 below). This helps direct users to the authorized term for better retrieval results.

Example 1:                                                          Example 2:
**Humor**                                                          Funny
    UF Funny                                       USE Humor

Associative terms are those that are related but not exactly synonymous. In the thesaurus, these terms are defined by the letters RT (Related Term) preceding the associative term. Because all terms relationships are reciprocal, the user may find the RT term listed on its own in the thesaurus with the complementary term listed as well. Unlike in the equivalent relationships where only one term is deemed authorized, both terms in the associative relationship are authorized (see Example 3 and 4).

Example 3:                                                          Example 4:
**Hero**                                                            **Heroine**
    RT Heroine                                     RT Hero

Hierarchical relationships show levels of meaning between terms. In these types of term relationships, there may be a broader and narrower term to help users find information. In the thesaurus, a bolded authorized term may have a term indented below it that is labeled BT (Broader Term) or NT (Narrower Term). Once again, in the reciprocal, both terms are authorized (see Example 5 and 6).

Example 5:                                                          Example 6:
**Family**                                                          **Parents**
    NT Parents                                     BT Family

For the complete thesaurus, see Appendix D.

## 4.3. Classification scheme

Classification schemes are systems that are used to place similar objects together. Similarity may be based on a variety of facets such as subject, type, or format, among others. Placing similar objects together makes it easier for users to retrieve like-objects. There are two main classification arrangements: hierarchical and faceted. In hierarchical classification, top-level categories are then sub-divided into levels. The top-level category is usually the most general, with the levels beneath more specific but still considered a child of the top-level category. Hierarchical classifications are effective in nonfiction due to the hierarchical relationships between subjects. For example, in the Library of Congress Classification, Science is a top-level category. It is denoted by a Q. The subclass Q1-390 contain objects about General Science. Each subclass denotes a more specialized subject. QB1-991 denotes Astronomy (still underneath the Q/Science heading), which can then be further divided into Astrogeology (QB455-456), Astrophysics (QB460-466), and more.

In faceted classification, topics are considered and then divided into parts, which are broken down further into categories called facets. The relationship between the facets are less hierarchical and more parallel. In faceted classification, there is no top-level category that houses hierarchical subjects beneath. Instead, the first facet is what is used to group like-items together. Then, each facet is used to further organize the information so that users may easily retrieve information.

This information system uses a faceted classification because fiction novels and their themes are not inherently hierarchical. The information system uses five facets with two facets only applicable to books in a series. The first facet is subgenre, because many user questions in Section 1.3 were interested in books based on that facet. With this classification scheme, users may browse objects by subgenre based on where they are placed on the shelves. This allows users to find similar objects that may interest them based on like- themes, plots, and subjects The next facet is Author (shelved alphabetically by last name) so that books by the same author (within a certain subgenre) can be found together on the shelf. The next two facets are only applicable to books that are part of a series. The facets, Series Title and Series Number assist users in determining not only which books are part of a series but their order in the series as well. The scheme allows for the books to be placed together in the order they should be read. Lastly, the user may find objects by Title which are shelved alphabetically.

An example of the classification scheme in this information system is as follows:

**Series:** *The Wrath & the Dawn* is a fantasy novel by Renée Ahdieh. It is the first book in a two-part series called *The Saga of Shahrzad and Khalid*. To create the call number first refer to Notes (Field 8). In this case, it is Fantasy which translates to the three-digit code FAN as seen in the table above. Follow with a period. Next, input the first two letters of the Author's last name, retrieved from Author (Field 2), and follow with a period. In this case, *AH*. Then, take the first two letters of the Group (Field 3) omitting any articles. The first word then becomes *Saga*, the first two letters of which are *SA*. Capitalize them and follow with a period. Next, take the book number from LCC (Field 4). This book is the first in a two-part series so input *1* followed by a period. Then, input the total number of books in the series, *2*, followed by a period. Then input the first two letters of Title (Field 1) disregarding any articles. Not including the article*, Wrath* becomes the first word with *WR* being the first two letters. Capitalize them and follow with a period. Finally, input the record number which is automatically created with the record. Because *The Wrath & the Dawn* is the twelfth record created, its record number is 12. The complete call number is FAN.AH.SA.1.2.WR.12.

**Non-series**: *Bajo la Misma Estrella* is an emotional book by John Green. First, refer to Notes (Field 8). In this case, it is Emotional which translates to the three-digit code EMO as seen in the table above. Follow with a period. Next, input the first two letters of the author's last name, as retrieved from Author (Field 2). Capitalize and follow with a period. Then, capitalize and input the first two letters of the Title (Field 1) followed by a period. Finally, input the record number which is automatically created with the record. The complete call number is: EMO.GR.BA.01

To see the complete Classification Scheme, refer to Appendix E.

## 5. Name authority control

Name authority control is the process of prioritizing one name above variant and pseudonymous names and standardizes the use and spelling of the Authorized Name for consistency in any given field throughout the information system. In creating name authority control, a name authority file is created as a reference tool for the cataloger. The name authority file contains the Authorized Name and Variant Names of the entity. Referencing the name authority file ensures that the cataloger is correctly attributing all materials from the same entity to one authorized entity, thereby giving users higher recall on a search query.

In the information system, Author (Field 2) and Publisher (Field 10) are under name authority control. The cataloger must look at external resources to determine the authorized name for the given field. When referring to names, the Library of Congress Name Authority File is used. When researching corporate entities, the official website is examined first, followed by a professional directory if needed.

As mentioned in Section 3, name authority control is important for collocating materials from the same entity. Without name authority control, a search for *J. K. Rowling* would not produce her pseudonymous works as *Robert Galbraith*, *Newt Scamander*, or *Kennilworthy Whisp*. As the Authorized Name, only *J. K. Rowling* can be used in bibliographic data. Because the name authority file defines the relationship of *Rowling* to *Galbraith*, *Scamander*, and *Whisp*, the pseudonyms are considered Variant Names. Variant Names also include alternate spellings of her name (e.g., *Jo Rowling*). When the cataloger comes across an object by a Variant Name (e.g., *Robert Galbraith*), the cataloger refers to the name authority file for the Authorized Name associated with the Variant Name (e.g., *J.K. Rowling*). By using only the Authorized Name in bibliographic data, all her works are organized under one record. Users do not interact with the Name Authority File directly. If a user searches for *Robert Galbraith*, the system would automatically produce one record for *J. K. Rowling*, with all her works presented no matter the name used.

The same principle applies to the Publisher Field (Field 10). All materials published by a Publisher can be located under one record. Catalogers must refer to the name authority file to find Variant Names and ensure that the correct Authorized Name is matched with all attributable material. Though users do not

usually search for materials by publisher, the consistency and standardization of the publishers helps the library staff organize materials and purchase new content.

To see the complete Name Authority File, refer to Appendix F.

## 6. System evaluation and development

## 6.1. SWOT

A strength, weakness, opportunity, and threat (SWOT) analysis is an exercise that can be used by organizations, businesses, and even with specific programs in mind to highlight successes, discover major areas of improvement, anticipate opportunities, and prepare for possible disruptions so that a solid strategy may be created to help grow a business or make a program successful.

A SWOT analysis is usually performed using a two-by-two table with the headings (strengths, weaknesses, opportunities, and threats) written in each cell. Employees, stakeholders, and sometimes users confer to discuss each of the four areas concerning the organization, business, or program. Strengths and weaknesses focus internally while opportunities and threats focus both internally and externally. Because strengths and weaknesses are internal, the issues in these two cells are the ones the organization has the best ability to change. Opportunities and threats include external sources and therefore even when an issue is addressed, it may not be within the organization's ability to change them. Whether the issues can be directly affected by the organization or not, after a SWOT analysis, the organization should have a clear understanding of the overall business landscape that can help in pushing the organization forward towards success.

Strengths: The major strength in the system is that most object attributes users stated in Section 1.3 can be searched with this system. Users can quickly search and browse books in the same subgenre due to the classification scheme. Another object attribute mentioned, Author (Field 2), requires high precision and recall. Catalogers are aware of the name authority file and have already completed the backend work of ensuring all Authorized Names and Variant Names are indexed correctly. Because of this, users can find all books by a certain author when looking in the Authors View. The Tags Field (Field 6) allows users to search and group content by subject. The LCC Field (Field 4) gives users a quick way to see the sequence of books in a series, while the Group Field (Field 3) allows all books in a series to be grouped together in the Titles View. Because of the demographic, the collection contains books in English and Spanish. The DDC Field (Field 9) allows users to quickly limit books in the collection to their language of choice. The Description Field (Field 7) allows for natural-language searching, which is a strength since many users are used to performing this kind of search. The creation of a thesaurus is an important component in the strengths analysis because it guarantees that the system produces relevant results.

Weaknesses: The major weakness of the system is in its limitations. Though all the desired fields are matched one-to-one in the information system, some fields are reworked to get the best use of the system. For example, the DDC Field (Field 9) represents the language of the published work. Ideally, this would have been a dropdown list in the information system, with the field named Languages so that users and catalogers can quickly understand what the field described. This leads into the weakness of the system's inability to recreate and rename fields. Creativity on the part of the creator helped map the required fields but many (e.g., DDC, LCC, Group, and Notes Fields) are not easily identifiable by users and catalogers. Though the creation of the thesaurus is a strength, the inability to link the thesaurus to the system or in some way reference it during the system search process is a big deficiency. Because the collection is aimed at those over eighteen (18) years old, all four types of knowledge (e.g., general, domain, systems, and information-seeking) are defined in Section 1.2 as being moderate. This means that some users want the ability to use an advanced search menu to further refine results. Though the system has another search option, it is not only difficult for users to locate, it is also not advanced enough to refine results using complex search queries. One of the object attributes identified in Section 1.3 is book length. The system allows catalogers to input page numbers but unfortunately, this field is not

searchable. The system allows author names to be input in natural order (e.g., first name, last name) however, when sorted in the Authors View, authors are alphabetized by last name. Seeing *Suzanne Collins* underneath the *C* heading can be confusing to users upon initial viewing. When users search for books in the Titles View, series are grouped together but are then unfortunately alphabetized by Title. This means that *Harry Potter and the Order of the Phoenix* (Book 5) displays above *Harry Potter and the Prisoner of Azkaban* (Book 3). Ideally, the books should be placed in sequence order so that users may check out the books left to right or view them top to bottom in the system. Another weakness is the time-consuming and subjective nature of the Tags (Field 6) and Notes (Field 8) Fields. Catalogers must research and have a basic understanding of common themes and elements within the books to accurately index the items.

Opportunities: As is, the system presents easily achievable opportunities for improvement. The first opportunity would be to upload content images. Seeing a photo within search results may make the user decide on a further course of action.  Though popularity or rating is not an identified object attribute in Section 1.3, many young adult fiction readers may base their next selection on what is trending. Utilizing the ratings feature would give users another avenue in which to search and browse the collection. In the same vein, utilizing the review feature would also give users another way to browse the collection. Because only one review is allowed, users may become acquainted with the librarian who creates the reviews. This camaraderie can turn into creating library advocates which in turn can help create a positive attitude towards the collection and the library itself. A positive attitude of the services, collection, and library can help with funding goals. The system is created for those eighteen (18) years and older, however, the system is simple yet robust enough that the age range can be lowered to include middle schoolers. Allowing more users access would help with usage statistics which can help during budget discussions. Young users would be interested in the collection because the books are geared towards young adults in general. Allowing younger users access would not require any changes to the system at present which makes it an easy opportunity to implement.

Threats: One of the system's major weaknesses is also a major threat. The limitations of the system can become so confusing and unacceptable to users that they may decide to frequent other libraries. This attitude shift towards the library can then affect two other threats – budget and competition. Library budgets are constantly being reduced. If patrons decide that the system is too cumbersome or difficult to use and decide to forgo Central Library entirely, budgets may be reduced even more drastically. This reduced budget may hinder implementing opportunities to the current system or upgrading to one more suited to the users. This budget constraint may then turn more people to the competition. Competition is a constant threat but because the system does not allow for e-book or audiobook rental, other libraries may be more appealing to some users. Also, though Central Library is the largest library, users may choose to visit a library that is closer to their home, work, or school.

Overall, the system is a great starting point for a more complete library system. Though it lacks certain advanced features, as is, users are still able to find and obtain materials. The most requested and frequently identified object attributes are mapped in the system with the user in mind. The system works well enough to run and keep track of the collection while decisions about more advanced technologies are made.

**SWOT Analysis Chart:**

| Strengths | Weaknesses |
|---|---|
| • Most object attributes identified in Section 1.3 can be searched. Users can:<br>  ○ Find books in the same subgenre<br>  ○ See the sequence and total number of books in a series.<br>  ○ Find books by language.<br>  ○ Conduct natural-language search.<br>  ○ Refer to thesaurus for guaranteed results.<br>• Name Authority Files ensure that users find all applicable content. | • Limitations of the System:<br>  ○ Thesaurus is not built into the system.<br>  ○ Total pages are not searchable.<br>  ○ Advanced Search option is limited and hard to find.<br>  ○ Inability to create dropdown lists.<br>  ○ Inability to rename/create fields.<br>  ○ Inability to bulk edit.<br>  ○ Authors are alphabetized by last name.<br>  ○ Series are sorted alphabetically by title.<br>• Genres and subjects can be subjective. |
| **Opportunities** | **Threats** |
| • Upload images.<br>• Use the ratings feature.<br>• Use the review feature.<br>• Make the system available to users under 18 years of age. | • Limitations of the system<br>• Budget<br>• Competition<br>• Inability for e-book/audiobook rental |

## 6.2. Change and development

Though the current information system has its strengths, the limitations of the system outweigh them. To help overcome the weaknesses and threats identified in Section 6.1, the best solution is to find a system that allows more flexibility for the backend user. Flexibility in the design of the system can help eliminate issues users face when interacting with the system. System options to add or rename fields, select the type of field inputs, and to determine which fields are searchable would greatly add efficiency to the system.

Catalogers would benefit from the ability to select the field type because it helps create standardized inputs. For example, though the DDC Field (Field 9) has a controlled vocabulary, because it is a text field a cataloger can mistakenly type something incorrectly. Being able to change the field to a dropdown menu would remedy the problem. Catalogers would also benefit from the ability to rename fields. Using the same DDC Field (Field 9) as an example, new catalogers would not instinctively know that the field is used to input the language of the book. Being able to rename fields would cause less confusion to both catalogers and users. Another feature that would ease the cataloger's job would be a batch edit option. Many young adult books are part of a series; they have the same author, publisher, and series title. Batch editing would speed the process of cataloging books with many similar attributes.

A system that allows the developer to determine which fields are searchable would help users greatly. In Section 1.3, book length is an identified object attribute. Though the system allows you to input the total page number, users cannot search the field. Being able to change the searchability of the fields allows the organization to react quickly to changing user questions. This ability to quickly adapt to changes can help the library stay useful and relevant to the user.

Integration of external files is another major change that needs to be present in the next iteration of the system. Being able to integrate the thesaurus and the name authority file would help both catalogers and users. If the system is designed to produce a suggestion box of Authorized Names when a Variant Name is input into the field, the cataloger can index content more quickly and with less errors. If the thesaurus is

integrated, then users would be able to see relevant results faster by either being taken directly to the authorized term or linked to an authorized term when an unauthorized term is used.

With a more complex, flexible system, the collection would be able to grow significantly if the new system allowed for linking electronic items. The current system is only useful for locating physical books on a shelf. Many people use e-readers and listen to audiobooks. Being able to expand the collection to include these formats can help grow patronage. As patronage grows, the threat of competition can be lessened, and the statistics can be used for leverage in budgeting.

Young adult books are read widely by people of all ages, not just those in their teenage years. Because of the popularity, the opportunities to attract new patrons and interact with frequent visitors would be greatly enhanced with a more flexible system. The technology of the current system is not on par with what most users expect of a library system. The lack of advanced search, inability to link electronic materials, and its confusing alphabetization can be off-putting to users. The next system needs to be able to keep up with constant technological changes. What are highly requested object attributes today may not be tomorrow. A system that can change fields, names, input types, and searchability is best for a collection that is only expected to grow in the years to come.

## 7. Project summary

This project is like nothing else I have worked on in graduate school, although I have only taken three classes. I both liked and disliked the fact that it is one project worked on over the course of the semester. I know that writing is iterative, and it only gets better the more you edit; so, I appreciate the opportunities to fix errors on the previous drafts. However, at times it could be difficult to get back into the same frame of mind and continue writing in the same style and rhythm.

I very much enjoyed Sections 1-3. I thought the attention to the user questions and demographics really helped decide processes along the way. I think that if this assignment were a general paper about information systems, many people would not focus so intensely on the user and would make very general statements about issues and improvements to the system. By defining the demographic, decisions were made and then had to be justified which seems more real-world.

Though I stated that Libib is not a sophisticated enough system for my imagined collection, I like Libib! It is a simple library system that does not allow for changes but with a little creativity can be worked to fit the most basic of library needs. For example, I mapped all my elements one-to-one even though the fields did not correspond to appropriately named fields. There were more searchable fields than I originally thought, and in the beginning of the course, I did not expect images to be supported. It seems like a perfect little library system for the person who is always loaning books or DVDs to friends.

I appreciated (and had fun) creating the thesaurus. Though I know many libraries and systems already have ones integrated, there may be times when creating one is necessary. At work, I am overseeing getting our rare book repository up and running so I might need to create some sort of thesaurus or controlled vocabulary even if it just for me to attribute subjects more accurately. I now have practice creating one and understand the questions I need to ask myself before starting the project.

The skills used in creating the IOP can be applicable to many library science positions. There was research, technical writing, user and system analysis, critical thinking, among others. Though the class only touched on introductions to these, the application made it much more memorable and relevant. Overall, I am proud of all I have accomplished and put forth in my IOP.

## Appendix A. Metadata elements and semantics

| No. | Element name | Semantics |
| --- | --- | --- |
| 1 | Title | The name of the work. |
| 2 | Author | Entity or entities responsible for writing a work. |
| 3 | Series Title | Name of a set of separately published works. |
| 4 | Series Number | The position of a work in a series out of the total number of works in a series. |
| 5 | Book Length | The number of pages in a work. |
| 6 | Subject | Areas of interest within a work. |
| 7 | Summary | A short description of a work's plot. |
| 8 | Subgenre | A category based on a set of styles, themes, and elements of a story. |
| 9 | Language | The language a work is printed in. |
| 10 | Publisher | Entity responsible for printing and selling books. |
| 11 | Publication Year | The year the work is printed. |
| 12 | ISBN | Unique 13-digit number that identifies a work. |
| 13 | Classification | The label used to locate materials 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 | Title | Text | Yes | Yes | 1 | No | No |
| 2 | Author | Text | Yes | Yes | 3 | No | No |
| 3 | Series Title | Text | Yes | No | 1 | No | No |
| 4 | Series Number | Text | No | No | 1 | No | No |
| 5 | Book Length | Number | No | Yes | 1 | No | No |
| 6 | Subject | Text | Yes | Yes | 10 | Yes | No |
| 7 | Summary | Text | Yes | Yes | 1 | No | No |
| 8 | Subgenre | Text | Yes | Yes | 3 | Yes | Yes |
| 9 | Language | Text | Yes | Yes | 1 | Yes | Yes |
| 10 | Publisher | Text | No | Yes | 1 | No | No |
| 11 | Publication Year | Number | No | Yes | 1 | No | No |
| 12 | ISBN | Number | No | Yes | 1 | No | No |
| 13 | Classification | Text | No | Yes | 1 | No | No |

### 2. Field comparison

| No. | Desired Field | Libib Field | Notes |
|---|---|---|---|
| 1 | Title | Title | Title field corresponds to Libib's Title field. |
| 2 | Author | Author | Author field corresponds to Libib's Author field. |
| 3 | Series Title | Group | Series Title corresponds to Libib's Group field. |
| 4 | Series Number | LCC | Libib does not have a Series Number, so the LCC field is used. |
| 5 | Book Length | Pages | Book Length field corresponds to Libib's Pages field. |
| 6 | Subject | Tags | Libib does not have a Subject field, so the Tags field is used. |
| 7 | Summary | Description | Summary field corresponds to Libib's Description field. |
| 8 | Subgenre | Notes | Libib does not have a Subgenre field, so the Notes field is used. |
| 9 | Language | DDC | Libib does not have a Language field, so the DDC field is used. |
| 10 | Publisher | Publisher | Publisher field corresponds to Libib's Publisher field. |
| 11 | Publisher Year | Published Date | Publisher Year field corresponds to Libib's Published Date field. |
| 12 | ISBN | ISBN 13 | ISBN field corresponds to Libib's ISBN 13 field. |
| 13 | Classification | Call Number | Classification field corresponds to Libib's Call Number field. |

## Appendix C. Record content and input rules

**Field #:** 1
**Field Name:** Title
**Semantics:** The name of the work
**Chief Source of Information:** 1. Cover; 2. Title page
**Input Rules:** Required field. Only one entry is allowed. Capitalize all words in the title and subtitle unless it is an article, a conjunction, fewer than three letters, or a preposition. Subtitles are separated by a colon and space. Special characters (e.g., ampersands, hyphens) should be used exactly as shown.
**Example:** Harry Potter and the Philosopher's Stone; The Wrath & the Dawn

**Field #:** 2
**Field Name:** Author
**Semantics:** Entity or entities responsible for writing a work
**Chief Source of Information:** Library of Congress Name Authority File
**Input Rules:** Required field. Maximum of three entries are allowed. Input first name, middle initial(s) followed by a period, then last name. If multiple authors, list the names in the order they appear separated by a comma. If initials are used, be sure there is a space between initials with a period after each. Ensure correct accents. See Appendix F for Name Authority File.
**Example:** Renée Ahdieh; John Green, David Levithan

**Field #:** 3
**Field Name:** Group
**Semantics:** Name of a set of separately published works
**Chief Source of Information:** 1. Cover; 2. Title Page; 3. Next book excerpt 4. Author website
**Input Rules:** Not required. Only one entry is allowed. Use sentence-style capitalization.
**Example:** The Saga of Shahrzad and Khalid

**Field #:** 4
**Field Name:** LCC
**Semantics:** The position of a work in a series out of the total number of works in a series.
**Chief Source of Information:** 1. Spine; 2. Cover; 3. Title page; 4. Author website
**Input Rules:** Not required. Only one entry is allowed. Input "Book" followed by the book number in integer format then "of" followed by the (expected) total number of books in the series. If the total number of books is unknown, input the latest book integer in parenthesis.
**Example:** Book 1 of 2; Book 6 of (7)

**Field #:** 5
**Field Name:** Pages
**Semantics:** The number of pages in a work
**Chief Source of Information:** 1. Last numbered page of the book
**Input Rules:** Required field. Only one entry is allowed. Input numbers only.
**Example:** 374; 456

**Field #:** 6
**Field Name:** Tags
**Semantics:** Areas of interest within a work
**Chief Source of Information:** 1. Synopsis on back cover; 2. Synopsis on inside flap; 3. Library of Congress Catalog Record: LC Subjects field.
**Input Rules:** Required field. Maximum of ten entries are allowed. Input entries in the order shown with a comma as a separator. If LC Subject field contains a hyphen, do not add text after hyphen to Tag field. If LC Subject field contains a character name, do not add. See Appendix D for controlled vocabulary.
**Example:** Survival, Wizards

**Field #:** 7
**Field Name:** Description

**Semantics:** A short description of a work's plot
**Chief Source of Information:** 1. Back cover; 2. Inside flap; 3. Copyright page; 4. Library of Congress Catalog Record: Summary field.
**Input Rules:** Required field. Only one entry is allowed. Input text in sentence-style capitalization.
**Example:** In a land ruled by a murderous boy-king, each dawn brings heartache to a new family. Khalid, the eighteen-year-old Caliph of Khorasan, is a monster. Each night he takes a new bride only to have a silk cord wrapped around her throat come morning. When sixteen-year-old Shahrzad's dearest friend falls victim to Khalid, Shahrzad vows vengeance and volunteers to be his next bride. Shahrzad is determined not only to stay alive, but to end the caliph's reign of terror once and for all.

Night after night, Shahrzad beguiles Khalid, weaving stories that enchant, ensuring her survival, though she knows each dawn could be her last. But something she never expected begins to happen: Khalid is nothing like what she'd imagined him to be. This monster is a boy with a tormented heart. Incredibly, Shahrzad finds herself falling in love. How is this possible? It's an unforgivable betrayal. Still, Shahrzad has come to understand all is not as it seems in this palace of marble and stone. She resolves to uncover whatever secrets lurk and, despite her love, be ready to take Khalid's life as retribution for the many lives he's stolen. Can their love survive this world of stories and secrets?

**Field #:** 8
**Field Name:** Notes
**Semantics:** A category based on a set of styles, themes, and elements of a story
**Chief Source of Information:** 1. Copyright page; 2. Book synopsis; 3. Goodreads Book page
**Input Rules:** Required field. Maximum of one entry is allowed. Capitalize all letters. See Appendix E, Part I - Subgenre for controlled vocabulary.
**Example:**      Fantasy (FAN)
                 Romance (ROM)

**Field #:** 9
**Field Name:** DDC
**Semantics:** The language a work is printed in
**Chief Source of Information:** 1. Cover; 2. Copyright page
**Input Rules:** Required field. Only one entry is allowed. If work is published in English, input double zero (00) space dash space English. If the work is published in Spanish, input ten (10) space dash space Spanish.
**Example:** 00 – English; 10 – Spanish

**Field #:** 10
**Field Name:** Publisher
**Semantics:** Entity responsible for printing and selling books
**Chief Source of Information:** 1. Organization's website 2.) Professional directory.
**Input Rules:** Required field. Only one entry is allowed. Use sentence-style capitalization. Use accents, abbreviations, and punctuation exactly as listed. Refer to Appendix F: Name Authority File.
**Example:** G. P. Putnam's Sons; Crown Publishers

**Field #:** 11
**Field Name:** Published Date
**Semantics:** The year the work is printed
**Chief Source of Information:** 1. Copyright page
**Input Rules:** Required field. Only one entry is allowed. Input numbers only.
**Example:** 2001; 2012

**Field #:** 12
**Field Name:** ISBN 13
**Semantics:** A unique 13-digit number that identifies a work
**Chief Source of Information:** 1. Copyright page; 2. Back cover
**Input Rules:** Required field. Only one entry is allowed. Input numbers only.

**Example:** 9780399171611

**Field #:** 13
**Field Name:** Call Number
**Semantics:** Label used to locate materials on a shelf
**Chief Source of Information:** Appendix E
**Input Rules:** Required field. Only one unique entry is allowed. Input three-letter code, in all caps, found in Appendix E to represent the subgenre. Follow with a period. Input the first two letters of the Author's last name, in all caps. Follow with a period. If the book is part of a series, input the first two letters of the Series Title, in all caps. Follow with a period. If the book is part of a series, input the book number followed by a period and then the total number of books in the series, followed by a period. Input the first two letters of the book Title (disregarding any articles), in all caps. Follow with a period. Finally, input the record number.
**Example:**      FAN.AH.SA.1.2.WR.12 (Series)
              EMO.GR.BA.01 (Non-Series)

## Appendix D. Sample thesaurus

Amor
      USE Love
Brother
      USE Siblings
**Bullies**
      RT Villains
Cancer
      USE Sickness
College
      USE School
Comedy
      USE Humor
Curses
      USE Supernatural
**Dating**
      BT Love
      RT Relationships
**Death**
      UF Muerte
      RT Murder
**Dragons**
      BT Monsters
**Dystopian**
**Embarrassment**
Elementary School
      USE School
**Enemies**
      RT Villains
Enfermedad
      USE Sickness
**Family**
      NT Parents
      NT Siblings
**Fighting**
      RT War
**Friendship**
      RT Relationships
Funny
      USE Humor
**Hero**
      RT Heroine
**Heroine**
      RT Hero
High School
      USE School
Hombre-lobo
      USE Werewolf
**Humor**
      UF Comedy
      UF Funny
      UF Jokes
Jokes
      USE Humor

**Love**
      UF Amor
      NT Dating
**Magic**
      BT Supernatural
      UF Witchcraft
Middle School
      USE School
Muerte
      USE Death
**Monsters**
      NT Dragons
      NT Vampires
      NT Werewolves
**Murder**
      RT Death
**Parents**
      BT Family
Pay Back
      USE Revenge
**Puberty**
**Relationships**
      UF Family
      RT Friendship
      RT Dating
**Revenge**
      UF Pay Back
      UF Vengeance
**School**
      UF College
      UF Elementary School
      UF High School
      UF Middle School
**Sentimental**
      UF Tear-Jerker
**Siblings**
      BT Family
      UF Brother
      UF Sister
**Sickness**
      UF Cancer
      UF Enfermedad
Sister
      USE Siblings
Sobrenatural
      USE Supernatural
**Supernatural**
      UF Curses
      UF Sobrenatural
      NT Magic
      NT Witches
      NT Wizards
Tear-Jerker
      USE Sentimental

**Vampires**
       UF Vampiros
       BT Monsters
Vampiros
       USE Vampires
Vengeance
       USE Revenge
**Villains**
       RT Bullies
       RT Enemies
**War**
       RT Fighting

Warlock
       USE Wizards
**Werewolves**
       UF Hombre-lobo
       BT Monsters
**Witches**
       BT Supernatural
Witchcraft
       USE Magic
**Wizards**
       BT Supernatural

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**<u>Legend</u>**
BT – Broader Term
NT – Narrower Term
RT – Related Term
UF – Use For
USE – Authorized Term
**Bolded** – Authorized Term

## Appendix E. Classification scheme

### 1. Scheme

| Subgenre | Author | Series Title | Series Number | Title |
|---|---|---|---|---|
| ACTION (ACT) | See Rule Below | See Rule Below | See Rule Below | See Rule Below |
| Coming of Age (COA) | | | | |
| Emotional (EMO) | | | | |
| Fantasy (FAN) | | | | |
| Romance (ROM) | | | | |
| General (GEN) | | | | |

### 2. Notation rules

**Facet name:** Subgenre
**Chief source of information:** Notes (Field 8)
**Notation rules:** Required. Use first subgenre listed in Field 8. If there is no entry in Field 8, use GEN. Use three-letter code as shown in table above. Capitalize all letters. End with a period.

**Facet name:** Author
**Chief source of information:** Author (Field 2)
**Notation rules:** Required. Use first two letters of last name. If there is no entry in Field 2, use AN. Capitalize all letters. End with a period.

**Facet name:** Series Title
**Chief source of information:** Group (Field 3)
**Notation rules:** Not required if there is no entry in Field 3. Not including articles, use first two letters of the first word. Capitalize all letters. End with a period.

**Facet name:** Series Number
**Chief source of information:** LCC (Field 4)
**Notation rules:** Not required if there is no entry in Field 4. Input book number as an integer followed by period and then the integer of the total number of books in the series. End with a period.

**Facet name:** Title
**Chief source of information:** Title (Field 1)
**Notation rules:** Required. Not including articles, use first two letters of the first word. End with a period.

### 3. Rule for unique number: Use the record number.

### 4. Example

**Series:** *The Wrath & the Dawn* is a fantasy novel by Renée Ahdieh. It is the first book in a two-part series called The Saga of Shahrzad and Khalid. To create the call number first refer to Notes (Field 8). In this case, it is Fantasy which translates to the three-digit code FAN as seen in the table above. Follow with a period. Next, input the first two letters of the Author's last name, retrieved from Author (Field 2), and follow with a period. In this case, *AH*. Then, take the first two letters of the Group (Field 3) omitting any articles. The first word then becomes *Saga*, the first two letters of which are *SA*. Capitalize them and follow with a period. Next, take the book number from LCC (Field 4). This book is the first in a two-part series so input *1* followed by a period. Then, input the total number of books in the series, *2*, followed by a period. Then input the first two letters of Title (Field 1) disregarding any articles. Not including the article*, Wrath* becomes the first word with *WR* being the first two letters. Capitalize them and follow with a period. Finally, input the record number which is automatically created with the record. Because *The Wrath & the*

*Dawn* is the twelfth record created, its record number is 12. The complete call number is FAN.AH.SA.1.2.WR.12.

**Non-series**:  *Bajo la Misma Estrella* is an emotional book by John Green. First, refer to Notes (Field 8). In this case, it is Emotional which translates to the three-digit code EMO as seen in the table above. Follow with a period. Next, input the first two letters of the author's last name, as retrieved from Author (Field 2). Capitalize and follow with a period. Then, capitalize and input the first two letters of the Title (Field 1) followed by a period.  Finally, input the record number which is automatically created with the record. The complete call number is: EMO.GR.BA.01

## Appendix F. Name authority file

### 1. Record content and input rules

**Field #: 1**
**Field name:** Authorized Name
**Semantics:** The authorized form of a name for use in the database.
**Input rules:** For single entities, input first name, middle initial(s) followed by a period, then last name. If more than one name is available from the Library of Congress Name Authority File (LCNAF), use the most recent or the most common, even if it is a pseudonym. If the first name is an initial only, follow with a period. Input names exactly as in source, using normal capitalization. Exclude titles and honorifics (e.g., Dr., PhD), but keep suffixes (e.g., Jr., III) if present in the source. For corporate entities, input the most recent or most common name, even if it is an acronym. Enter words in natural order, with normal capitalization. Input the name exactly including punctuation (e.g., &) and abbreviations (e.g., Inc., Co.)
**Example:** J. K. Rowling

**Field #: 2**
**Field name:** Variant Name
**Semantics:** Unauthorized form of a name including variant spellings and alternate names.
**Input rules:** Includes pseudonyms (if not the most common or most recent), previous names, various spellings, and full spellings of any initials. Input names exactly as in source, using normal capitalization, in natural order.
**Example:** Joanne K. Rowling; Jo Rowling; Joanne Kathleen Rowling; Robert Galbraith; Newt Scamander; Kennilworthy Whisp

**Field #: 3**
**Field name:** Sources Used
**Semantics:** The reference used for the researching authorized name.
**Input rules:** For single entities, use Library of Congress Name Authority File. For corporate entities, use 1.) official corporate website 2.) professional directory. Input the name of the source, using normal capitalization, and exact punctuation and abbreviations. Follow the name with a comma and the year of access.
**Example:** Library of Congress Name Authority File, 2020

### 2. Sample Name authority records

**Record #1**
**Authorized Name:** John Green
**Variant Names:** John Michael Green; Jon Green; John Gein; J. Green
**Sources Used:** Library of Congress Name Authority File, 2020

**Record #2**
**Authorized Name:** Louise Rennison
**Variant Names:** L. Rennison; Louise R. Rennison; Louis Rennison; Lucy Rennison; Louise Renison
**Sources Used:** Library of Congress Name Authority File, 2020

**Record #3**
**Authorized Name:** J. K. Rowling
**Variant Names:** Joanne K. Rowling; Jo Rowling; Joanne Kathleen Rowling; Robert Galbraith; Newt Scamander; Kennilworthy Whisp
**Sources Used:** Library of Congress Name Authority File, 2020

**Record #4**

**Authorized Name:** Megan McCafferty
**Variant Names:** Meagan McCafferty; Meghan McCafferty; Megan MacCafferty; Meg McCafferty
**Sources Used:** Library of Congress Name Authority File, 2020

**Record #5**
**Authorized Name:** Suzanne Collins
**Variant Names:** Suzan Kolins; Susan Collins; S. Collins; Susanne Collins
**Sources Used:** Library of Congress Name Authority File, 2020

**Record #6**
**Authorized Name:** Renée Ahdieh
**Variant Names:** Renee Ahdieh; Rene Ahdieh; R. Ahdieh; Renee Adieh; Renee Ahdie
**Sources Used:** Library of Congress Name Authority File, 2020

**Record #7**
**Authorized Name:** Stephenie Meyer
**Variant Names:** Stephanie Meyer; Stefanie Meyer; Stefenie Meyer; S. Meyer; Stephenie Mayor
**Sources Used:** Library of Congress Name Authority File, 2020

**Record #8**
**Authorized Name:** Sarah Dessen
**Variant Names:** Sara Dessen, Sarah Dressen; Sara Dresser; S. Dessen
**Sources Used:** Library of Congress Name Authority File, 2020

**\*Record #9**
**Authorized Name:**
**Variant Names:**
**Sources Used:**

**\*Record #10**
**Authorized Name:**
**Variant Names:**
**Sources Used:**


**\*Note to Grader: Because some of my books were part of a series, I have only eight unique authors.**

## Appendix G. Sample records

**B**

☐☐☐☐☐ Review
⊕ Status **1**
Not begun

☆☆☆☆☆
Clear Rating

### Bajo la Misma Estrella

**John Green**

2012   304 Pages   (Nube de Tinta)
Call #:  EMO . GR . BA   DDC: 10 - Spanish
ISBN 13: 9788415594017

A Hazel y a Gus les gustaría tener vidas más corrientes. Algunos dirían que no han nacido con estrella, que su mundo es injusto. Hazel y Gus son solo adolescentes, pero si algo les ha enseñado el cáncer que ambos padecen es que no hay tiempo para lamentos, porque, nos guste o no, solo existe el hoy y el ahora. Y por ello, con la intención de hacer realidad el mayor deseo de Hazel —conocer a su escritor favorito—, cruzarán juntos el Atlántico para vivir una aventura contrarreloj, tan […]

Death  Family  Love  Sentimental  Sickness

Emotional (EMO)

1 copy ›

**C**

### Confessions of Georgia Nicolson

☐☐☐☐☐ Review
⊕ Status **0**

☆☆☆☆☆
Clear Rating

### Angus, Thongs, and Full-Frontal Snogging

**Louise Rennison**

2000   247 Pages   (Harper Teen)
Call #:  COA . RE . CO . 1 . 10 . AN   DDC: 00 - English   LCC: Book 1 of 10
ISBN 13: 9780060288143

There are six things very wrong with my life: 1. I have one of those under-the-skin spots that will never come to a head but lurk in a red way for the next two years. 2. It is on my nose 3. I have a three-year-old sister who may have peed somewhere in my room. 4. In fourteen days the summer hols will be over and then it will be back to Stalag 14 and Oberfuhrer Frau Simpson and her bunch of sadistic teachers. 5. I am very ugly and need to go into an ugly home. 6. I went to a party dressed as a […]

Bullies  Embarrassment  Friendship  Humor  Love  Parents  Puberty  School

Coming of Age (COA)

1 copy ›

**H**

## Harry Potter

Review

Status **1**
Not begun

☆☆☆☆☆
Clear Rating

### Harry Potter and the Order of the Phoenix

**J. K. Rowling**

2003   870 Pages   (Scholastic, Inc.)
Call #:  FAN . RO . HA . 5 . 7 . HA   DDC: 00 - English   LCC: Book 5 of 7
ISBN 13: 9780439358071

There is a door at the end of a silent corridor. And it's haunting Harry Pottter's dreams. Why else would he be waking in the middle of the night, screaming in terror? Harry has a lot on his mind for this, his fifth year at Hogwarts: a Defense Against the Dark Arts teacher with a personality like poisoned honey; a big surprise on the Gryffindor Quidditch team; and the looming terror of the Ordinary Wizarding Level exams. But all these things pale next to the growing threat of He-Who-Must-Not [...]

Dragons  Family  Hero  Magic  Monsters  Murder  Revenge  Villains  War  Witches  Wizards

Fantasy (FAN)

1 copy  >

☆☆☆☆☆
Clear Rating

Review

Status **0**

### Harry Potter and the Prisoner of Azkaban

**J. K. Rowling**

1999   435 Pages   (Scholastic, Inc. )
Call #:  FAN . RO . HA . 3 . 7 . HA   DDC: 00 - English   LCC: Book 3 of 7
ISBN 13: 9780439655484

Harry Potter's third year at Hogwarts is full of new dangers. A convicted murderer, Sirius Black, has broken out of Azkaban prison, and it seems he's after Harry. Now Hogwarts is being patrolled by the dementors, the Azkaban guards who are hunting Sirius. But Harry can't imagine that Sirius or, for that matter, the evil Lord Voldemort could be more frightening than the dementors themselves, who have the terrible power to fill anyone they come across with aching loneliness and despair. Meanwhile [...]

Dragons  Hero  Magic  Monsters  Revenge  Villains  War  Witches  Wizards

Fantasy (FAN)

1 copy  >

J

## Jessica Darling

⚃⚃⚃⚃⚃
Clear Rating

### Charmed Thirds

Megan McCafferty

2006   359 Pages   (Broadway Books)
Call #:  COA . MC . JE . 3 . 5 . CH    DDC: 00 - English    LCC: Book 3 of 5
ISBN 13: 9781400080434

Jessica Darling's in college! Things are looking up for Jessica Darling. She has finally left her New Jersey hometown/hellhole for Columbia University in New York City; she's more into her boyfriend, Marcus Flutie, than ever (so what if he's at a Buddhist college in California?); and she's making new friends who just might qualify as stand-ins for her beloved best friend, Hope. But Jessica soon realizes that her bliss might not last. She lands an internship at a snarky Brooklyn-based magazine, [...]

Bullies   Friendship   Humor   Love   Parents   Relationships   School   Siblings

Coming of Age (COA)

1 copy ›

**Review**
**Status 0**

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⚃⚃⚃⚃⚃
Clear Rating

### Second Helpings

Megan McCafferty

2003   357 Pages   (Broadway Books)
Call #:  COA . MC . JE . 2 . 5 . SE    DDC: 00 - English    LCC: Book 2 of 5
ISBN 13: 9780609807910

Jessica Darling is up in arms again in this much-anticipated, hilarious sequel to Sloppy Firsts. This time, the hyperobservant, angst-ridden teenager is going through the social and emotional ordeal of her senior year at Pineville High. Not only does the mysterious and oh-so-compelling Marcus Flutie continue to distract Jessica, but her best friend, Hope, still lives in another state, and she can't seem to escape the clutches of the Clueless Crew, her annoying so-called friends. To top it off [...]

Bullies   Friendship   Humor   Love   Parents   Relationships   School   Siblings

Coming of Age (COA)

1 copy ›

**Review**
**Status 0**

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⚃⚃⚃⚃⚃
Clear Rating

### Sloppy Firsts

Megan McCafferty

2001   298 Pages   (Broadway Books)
Call #:  COA . MC . JE . 1 . 5 . FI    DDC: 00 - English    LCC: Book 1 of 5
ISBN 13: 9780609807903

"My parents suck ass. Banning me from the phone and restricting my computer privileges are the most tyrannical parental gestures I can think of. Don't they realize that Hope's the only one who keeps me sane? I don't see how things could get any worse." When her best friend, Hope Weaver, moves away from Pineville, New Jersey, hyperobservant sixteen-year-old Jessica Darling is devastated. A fish out of water at school and a stranger at home, Jessica feels more lost than ever now that the [...]

Bullies   Friendship   Humor   Love   Parents   Relationships   School   Siblings

Coming of Age (COA)

1 copy ›

**Review**
**Status 0**

T

## The Hunger Games

☆☆☆☆☆
Clear Rating

••• Review
⊕ Status **0**

### Catching Fire
**Suzanne Collins**

2009   391 Pages   (Scholastic, Inc. )
Call #:  ACT . CO . HU . 2 . 3 . CA    DDC: 00 - English   LCC: Book 2 of 3
ISBN 13: 9780439023498

Against all odds, Katniss Everdeen has survived the Hunger Games. She and fellow District 12 tribute Peeta Mellark are miraculously still alive. Katniss should be relieved, happy even. Yet nothing is the way Katniss wishes it to be. Gale holds her at an icy distance. Peeta has turned his back on her completely. And there are whispers of a rebellion against the Capitol - a rebellion that Katniss and Peeta may have helped create. Much to her shock, Katniss has fueled an unrest that she's afraid [...]

Death  Dystopian  Enemies  Fighting  Heroine  Murder  Revenge  War

Action (ACT)

1 copy ›

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☆☆☆☆☆
Clear Rating

••• Review
⊕ Status **0**

### Hunger Games, The
**Suzanne Collins**

2008   374 Pages   (Scholastic, Inc.)
Call #:  ACT . CO . HU . 1 . 3 . HU    DDC: 00 - English   LCC: Book 1 of 3
ISBN 13: 9780439023481

In the ruins of a place once known as North America lies the nation of Panem, a shining Capitol surrounded by twelve outlying districts. The Capitol is harsh and cruel and keeps the districts in line by forcing them all to send one boy and once girl between the ages of twelve and eighteen to participate in the annual Hunger Games, a fight to the death on live TV. Sixteen-year-old Katniss Everdeen regards it as a death sentence when she steps forward to take her sister's place in the Games. But [...]

Death  Dystopian  Enemies  Fighting  Heroine  Murder  Revenge  War

Action (ACT)

1 copy ›

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☆☆☆☆☆
Clear Rating

••• Review
⊕ Status **0**

### Mockingjay
**Suzanne Collins**

2010   390 Pages   (Scholastic, Inc.)
Call #:  ACT . CO . HU . 3 . 3 . MO    DDC: 00 - English   LCC: Book 3 of 3
ISBN 13: 9780439023511

The final book in the ground-breaking HUNGER GAMES trilogy, this new foiled edition of MOCKINGJAY is available for a limited period of time. Against all odds, Katniss Everdeen has survived the Hunger Games twice. But now that she's made it out of the bloody arena alive, she's still not safe. The Capitol is angry. The Capitol wants revenge. Who do they think should pay for the unrest? Katniss. And what's worse, President Snow has made it clear that no one else is safe either. Not Katniss's family [...]

Death  Dystopian  Enemies  Fighting  Heroine  Murder  Revenge  War

Action (ACT)

1 copy ›

## The Saga of Shahrzad and Khalid

☆☆☆☆☆
Clear Rating

Review
Status **0**

### Rose & the Dagger, The

**Renée Ahdieh**

2016   416 Pages   (G.P. Putnam's Sons)
Call #:   FAN . AH . SA . 2 . 2 . RO   DDC: 00 - English   LCC: Book 2 of 2
ISBN 13: 9780399171628

In a land on the brink of war, Shahrzad is forced from the arms of her beloved husband, the Caliph of Khorasan. She once thought Khalid a monster—a merciless killer of wives, responsible for immeasurable heartache and pain—but as she unraveled his secrets, she found instead an extraordinary man and a love she could not deny. Still, a curse threatens to keep Shazi and Khalid apart forever. Now she's reunited with her family, who have found refuge in the desert, where a deadly force is [...]

Enemies   Love   Magic   Murder   Relationships   Revenge

Fantasy (FAN)

1 copy ›

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☆☆☆☆☆
Clear Rating

Review
Status **0**

### Wrath & the Dawn, The

**Renée Ahdieh**

2015   404 Pages   (G.P. Putnam's Sons)
Call #:   FAN . AH . SA . 1 . 2 . WR   DDC: 00 - English   LCC: Book 1 of 2
ISBN 13: 9780399171611

In a land ruled by a murderous boy-king, each dawn brings heartache to a new family. Khalid, the eighteen-year-old Caliph of Khorasan, is a monster. Each night he takes a new bride only to have a silk cord wrapped around her throat come morning. When sixteen-year-old Shahrzad's dearest friend falls victim to Khalid, Shahrzad vows vengeance and volunteers to be his next bride. Shahrzad is determined not only to stay alive, but to end the caliph's reign of terror once and for all. Night after [...]

Enemies   Love   Magic   Murder   Relationships   Revenge

Fantasy (FAN)

1 copy ›

## The Twilight Saga

Review
⊕ Status **0**

☆☆☆☆☆
Clear Rating

### Crepúsculo

**Stephenie Meyer**

2005   504 Pages   (Alfaguara)
Call #:  FAN . ME . TW . 1 . 5 . CR    DDC: 10 - Spanish    LCC: Book 1 of 5
ISBN 13: 9789707709942

Cuando Isabella Swan se muda a Forks, una pequeña localidad del estado de Washington en la que no deja de llover, piensa que es lo más aburrido que le podía haber ocurrido en la vida. Pero su vida da un giro excitante y aterrador una vez que se encuentra con el misterioso y seductor Edward Cullen. Hasta ese momento, Edgard se las ha arreglado para mantener en secreto su identidad vampírica, pero ahora nadie se encuentra a salvo, y sobre todo Isabella, la persona a quien más quiere Edward [...]

Relationships   Supernatural   Vampires   Werewolves

Fantasy (FAN)

1 copy ›

☆☆☆☆☆
Clear Rating

### Luna Nueva

**Stephenie Meyer**

2007   696 Pages   (Alfaguara)
Call #:  FAN . ME . TW . 2 . 5 . LU    DDC: 10 - Spanish    LCC: Book 2 of 5
ISBN 13: 9789705800238

"Cuando el papel me cortó el dedo, solo salió una gota de sangre del pequeño corte. Entonces, todo pasó muy rápido. "¡No!", rugió Edward... Aturdida y desorientada, miró la brillante sangre roja que salía de mi brazo y después a los ojos enfebrecidos de seis vampiros repentinamente hambrientos..." Para Bella Swan, hay una cosa más importante que su propia vida: Edward Cullen. Pero enamorarse de un vampiro es más peligroso de lo que Bella nunca podría haber imaginado. Edward ya ha [...]

Relationships   Supernatural   Vampires   Werewolves

Fantasy (FAN)

1 copy ›

Review

Status **0**

☆☆☆☆☆
Clear Rating

# Truth About Forever, The

**Sarah Dessen**

2004   374 Pages   (Penguin Group)
Call #:   ROM . DE . TR   DDC: 00 - English
ISBN 13: 9780142406250

That's what Macy has to look forward to while her boyfriend, Jason, is away at Brain Camp. Days will be spent at a boring job in the library, evenings will be filled with vocabulary drills for the SATs, and spare time will be passed with her mother, the two of them sharing a silent grief at the traumatic loss of Macy's father. But sometimes, unexpected things can happen—things such as the catering job at Wish, with its fun-loving, chaotic crew. Or her sister's project of renovating the [...]

Family   Friendship   Love   Parents   Relationships

Romance (ROM)

1 copy  ›