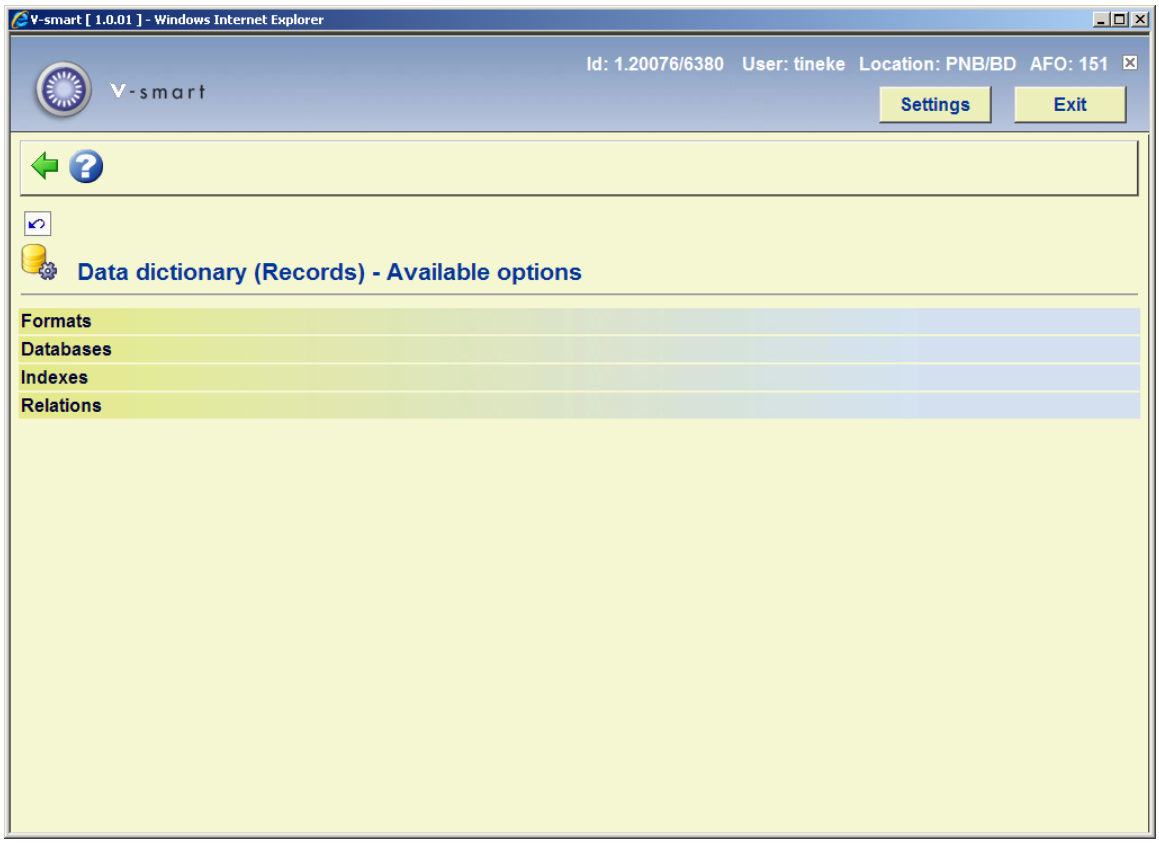
AFO 151 - Data dictionary for records

151.1 The bibliographic format

A bibliographic format contains the definition of which fields are part of a bibliographic record, which subfields each of the fields can have, what the characteristics are of fields and subfields, etc.

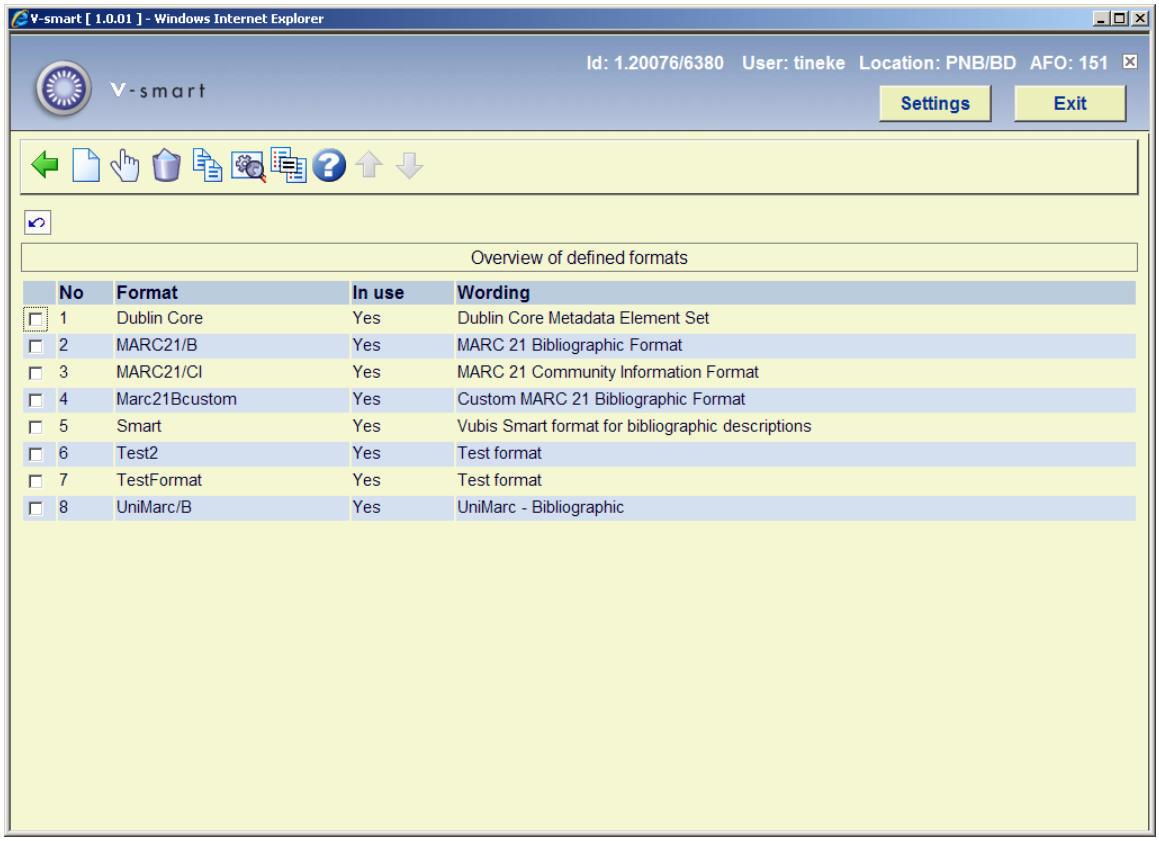
After selecting this AFO a menu screen will be displayed:



The various options are described in the following sections.

151.2 General characteristics of a format

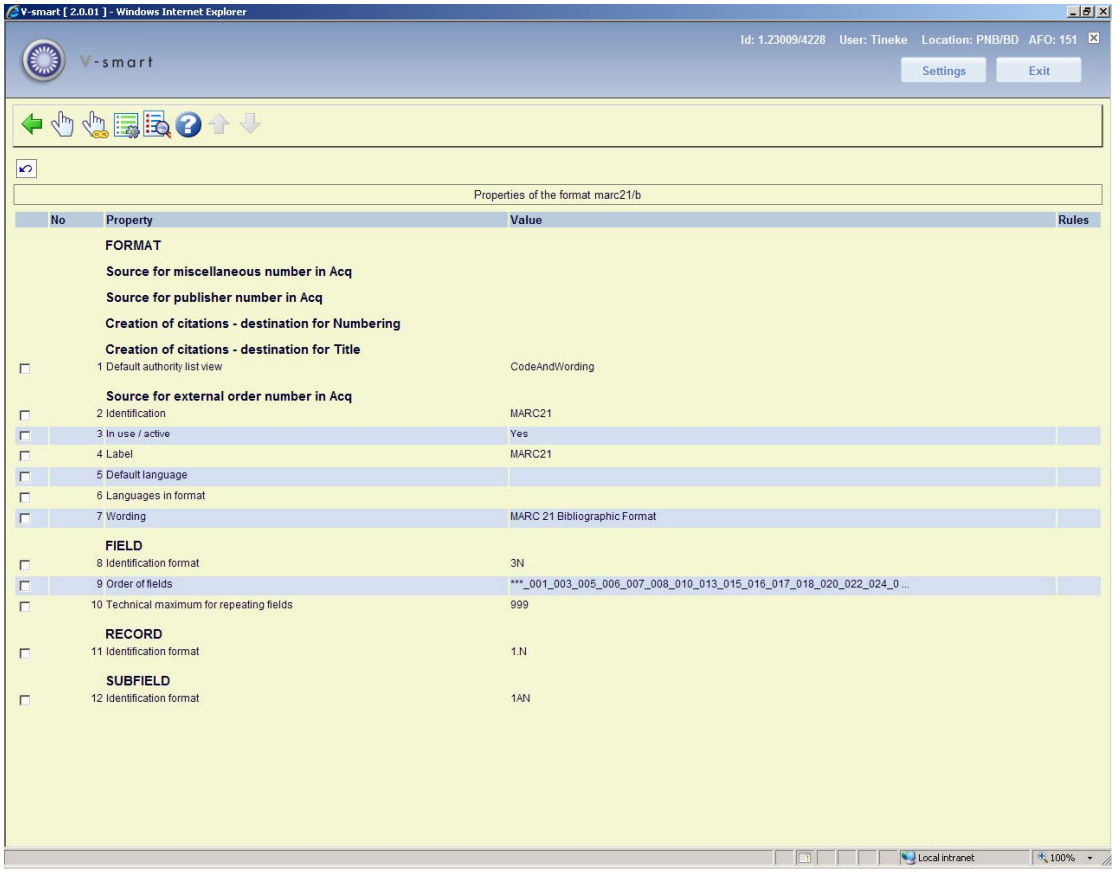
Go to AFO 151 and choose **Formats**, this will result in a list of bibliographic formats defined on your system:



Each format has its own properties. You can view these by selecting a format and then clicking on the icon **View properties of format**.

You can then change these properties by clicking on the icon **Change all properties**.

In the screen below you can change the general properties of a format. Normally it is not necessary to do this. Only when you design your own format will you need to do this.



A description of the properties shown on this screen:

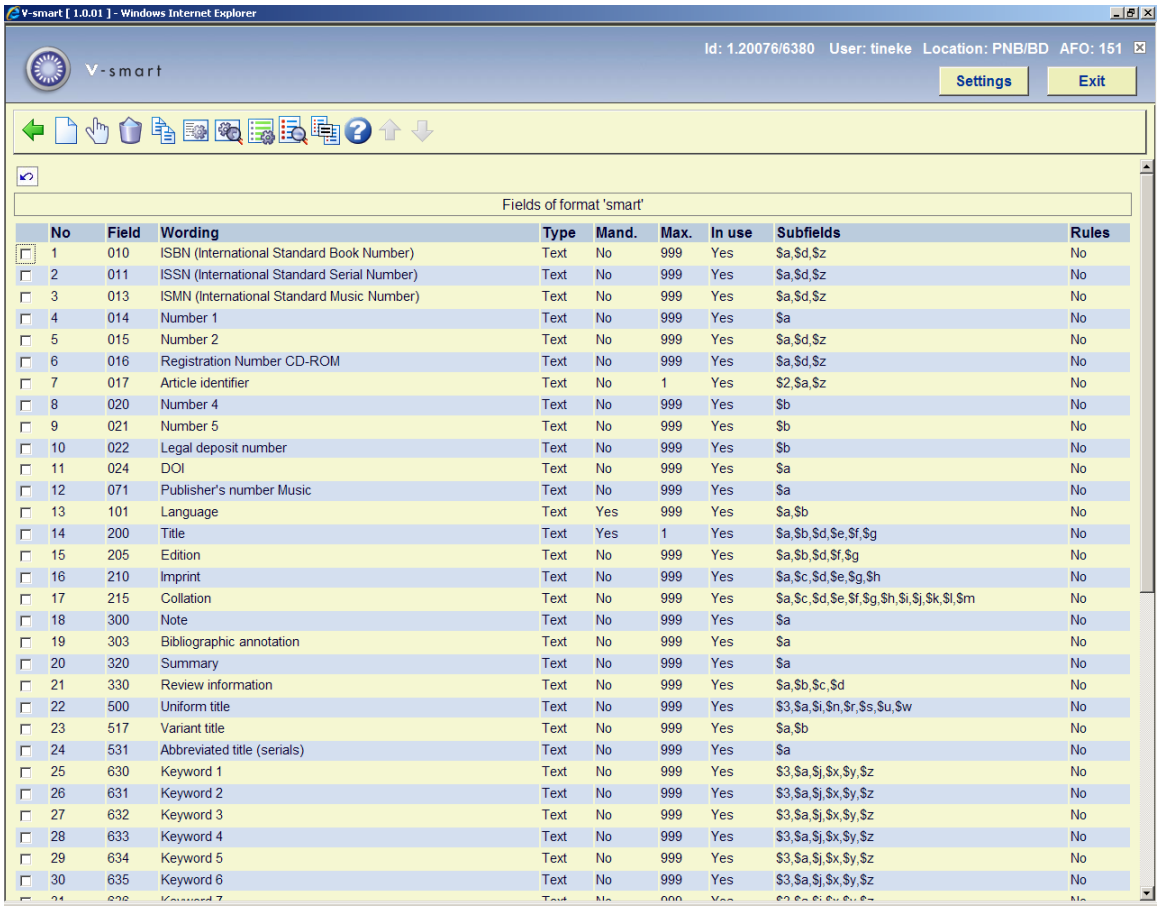
Property	Description
Source for miscellaneous number in Acq	See AFO 272 – Additional order fields for explanation for explanation (field cannot be updated from here but will be filled when you define this in AFO 272)
Source for publisher order number in Acq	See AFO 272 – Additional order fields for explanation for explanation (field cannot be updated from here but will be filled when you define this in AFO 272)
Creation of citations – destination for numbering	See AFO 367 – Miscellaneous for explanation (field cannot be updated from here but will be filled when you define this in AFO 367)
Creation of citations – destination for title	See AFO 367 – Miscellaneous for explanation (field cannot be updated from here but will be filled when you define this in AFO 367)

Default authority list view	The way in which *authority lists* can be presented. You can choose between code only or code plus wording. For more information see the chapter on Authorities.
Source for external order number in Acq	See AFO 272 – Additional order fields for explanation for explanation (field cannot be updated from here but will be filled when you define this in AFO 272)
Identification	The name of the format. You can not change this after the format has been defined.
In use / active	You can tick a box to denote the format can be used. You cannot create a database for an inactive format.
Label	The name of the format as presented in lists etc. The label can be changed.
Default language	The language in which cataloguing will be done in special cases where a specific language cannot be defined.
Languages in format	Vubis Smart supports multilingual fields, e.g. subject headings in multiple languages. Here you define which languages can be used.
Wording	Free text description of the format.
Identification format (Field)	Here you define how fields are named. The notation ‘3N’ in the example means 3 numeric characters.
Order of fields	This can be used to determine a specific mandatory order of fields for the format. This order will be applied when saving records, even if a different order was used in the template to create the record.
Technical maximum for repeating fields	Repeatable fields are “infinitely” repeatable in theory; but for technical purposes there is a maximum, which is defined here.
Identification format (Record)	Records in a database have an identification. Usually this is a number. Here you define how identification is done. The “1.N” in the example means an infinite number of numeric characters.

	If you were to put “1.4N” here it would mean that the number identifying a record can consist of a maximum of 4 numeric characters, i.e. a maximum of 9999. Which means you cannot enter more than 9999 records on the database.
Identification format (Subfield)	The definition for this is similar to the identification of records. The “1AN” in the example means one alpha numeric or numeric character.

151.2.1 The fields

As an example the fields of the Smart format are shown. You can display this list by double clicking on the format in the overview screen.



No	Field	Wording	Type	Mand.	Max.	In use	Subfields	Rules
1	010	ISBN (International Standard Book Number)	Text	No	999	Yes	$a,$d,$z	No
2	011	ISSN (International Standard Serial Number)	Text	No	999	Yes	$a,$d,$z	No
3	013	ISMN (International Standard Music Number)	Text	No	999	Yes	$a,$d,$z	No
4	014	Number 1	Text	No	999	Yes	$a	No
5	015	Number 2	Text	No	999	Yes	$a,$d,$z	No
6	016	Registration Number CD-ROM	Text	No	999	Yes	$a,$d,$z	No
7	017	Article identifier	Text	No	1	Yes	$2,$a,$z	No
8	020	Number 4	Text	No	999	Yes	$b	No
9	021	Number 5	Text	No	999	Yes	$b	No
10	022	Legal deposit number	Text	No	999	Yes	$b	No
11	024	DOI	Text	No	999	Yes	$a	No
12	071	Publisher's number Music	Text	No	999	Yes	$a	No
13	101	Language	Text	Yes	999	Yes	$a,$b	No
14	200	Title	Text	Yes	1	Yes	$a,$b,$d,$e,$f,$g	No
15	205	Edition	Text	No	999	Yes	$a,$b,$d,$f,$g	No
16	210	Imprint	Text	No	999	Yes	$a,$c,$d,$e,$g,$h	No
17	215	Collation	Text	No	999	Yes	$a,$c,$d,$e,$f,$g,$h,$i,$j,$k,$l,$m	No
18	300	Note	Text	No	999	Yes	$a	No
19	303	Bibliographic annotation	Text	No	999	Yes	$a	No
20	320	Summary	Text	No	999	Yes	$a	No
21	330	Review information	Text	No	999	Yes	$a,$b,$c,$d	No
22	500	Uniform title	Text	No	999	Yes	$3,$a,$i,$n,$r,$s,$u,$w	No
23	517	Variant title	Text	No	999	Yes	$a,$b	No
24	531	Abbreviated title (serials)	Text	No	999	Yes	$a	No
25	630	Keyword 1	Text	No	999	Yes	$3,$a,$j,$x,$y,$z	No
26	631	Keyword 2	Text	No	999	Yes	$3,$a,$j,$x,$y,$z	No
27	632	Keyword 3	Text	No	999	Yes	$3,$a,$j,$x,$y,$z	No
28	633	Keyword 4	Text	No	999	Yes	$3,$a,$j,$x,$y,$z	No
29	634	Keyword 5	Text	No	999	Yes	$3,$a,$j,$x,$y,$z	No
30	635	Keyword 6	Text	No	999	Yes	$3,$a,$j,$x,$y,$z	No

Fields on the screen

No: The sequence number on the screen. This bears no relation to the format structure.

Field: The coded field name. In the Smart, MARC21 and UniMarc formats these codes consist of 3 numbers; the field names therefor are 001 through 999.

Wording : A description of the fields.

Type: The type of field. In most cases this will be “Text”, but it can also be another of the 11 types available within V-smart.

Mandatory : Denotes whether or not a particular field is mandatory when creating a record.

Max.: The maximum number of times a field may be repeated within a record.

In use: Whether or not the field is in use. With this you can disallow use of a field within removing it from the format.

Subfields: A list of subfields valid for each field. Subfields have a coded name consisting of a number or letter prefixed by a $ sign.

Rules: For each field rules can be defined. E.g. “if field X exists then this field is mandatory”. Several common formats such as MARC21 use such rule sets.

You can change the properties of a field by selecting a field and clicking on the icon **View properties of field**.

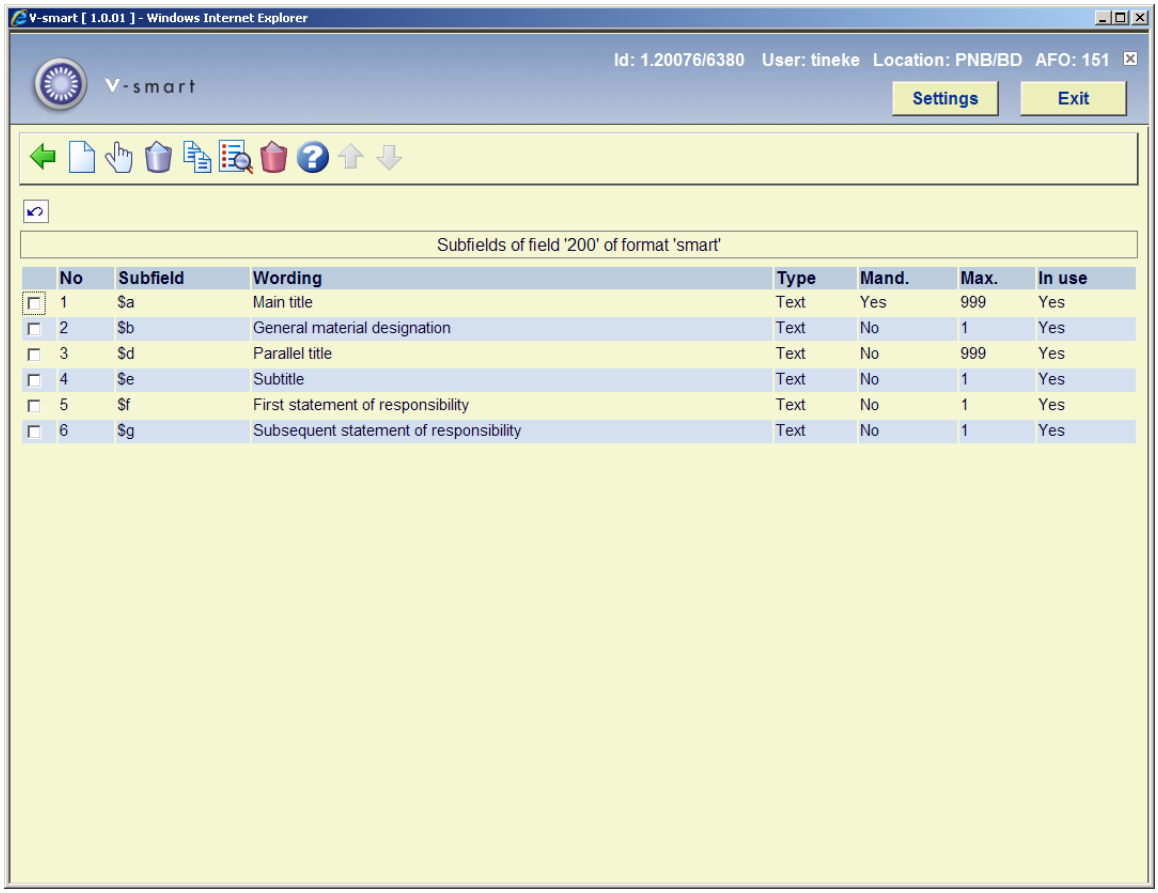
151.2.2 The properties of a field

After choosing the option to display properties of a field the system shows the following screen. In the example field 200 (title) of the Smart format is chosen:

	No	Property	Value	Rules
		GENERAL		
☐	1	Comments and notes		
☐	2	Data type	Text	
☐	3	Definition		
☐	4	Examples		
		Identification	**200**	
☐	5	In use / active	Yes	
☐	6	Punctuation after field		No
☐	7	Punctuation before field		No
☐	8	Labcl	Titlc	
☐	9	Language dependant	No	
☐	10	Mandatory	Yes	No
☐	11	Maximum number	1	No
☐	12	Minimum number	0	No
☐	13	Standard field	Yes	
☐	14	Unique value	No	No
☐	15	Wording	Title	
		FORMAT		
☐	16	Right justified	No	
☐	17	Default		
☐	18	Fill character		
☐	19	Fixed length	No	
☐	20	Format pattern		No
☐	21	Format test		No
☐	22	Generated data		No
☐	23	Maximum length		No
☐	24	Minimum length		No
☐	25	Modification allowed	Yes	
☐	26	Valid values		No
		RELATIONS		
		RELATIONS		
☐	27	Relation to (default)		
☐	28	Authority generation profile(s)		
☐	29	Order of subfields		
☐	30	Related fields		
☐	31	Viewer		
☐	32	Viewer table		

151.2.3 Subfields and their properties

From the overview screen of a format select a field and click on the icon **View subfields of field** (or double click on a field) to display the subfields defined for that particular field:

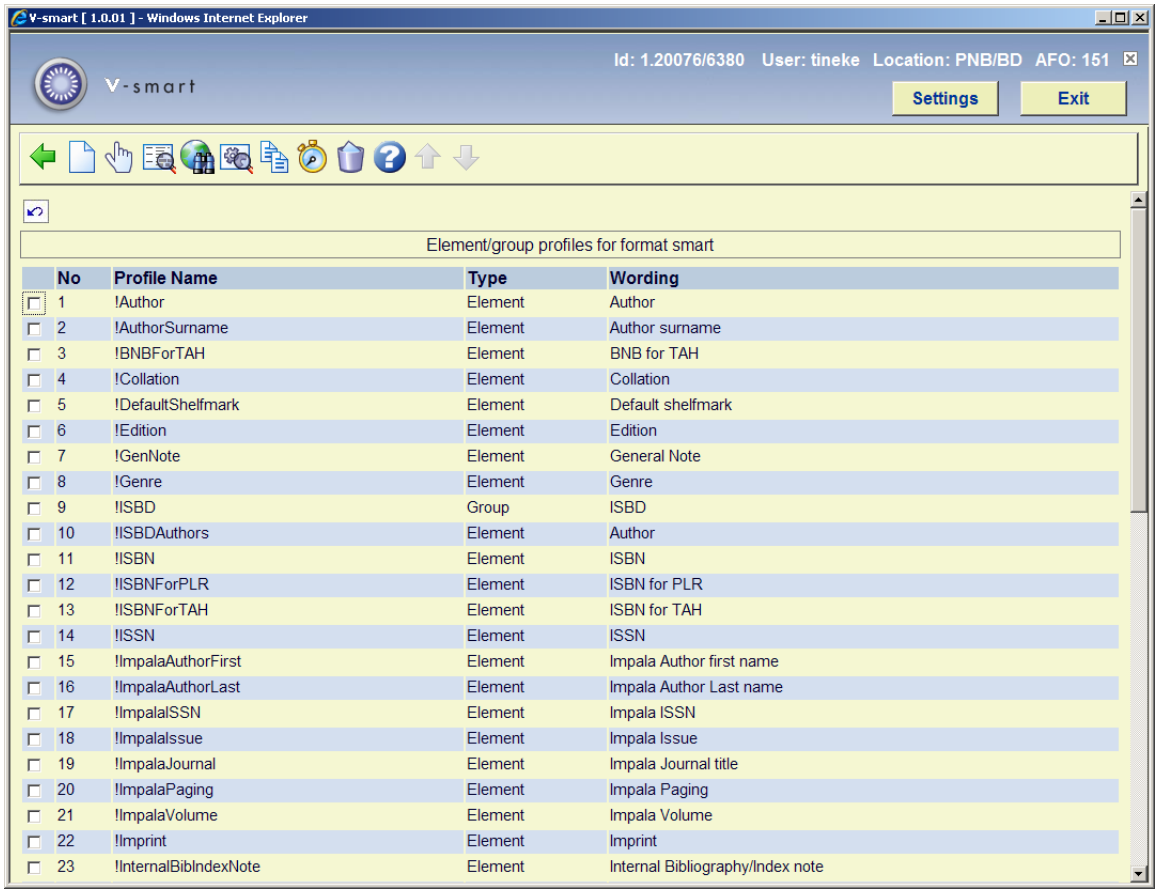


No	Subfield	Wording	Type	Mand.	Max.	In use
1	$a	Main title	Text	Yes	999	Yes
2	$b	General material designation	Text	No	1	Yes
3	$d	Parallel title	Text	No	999	Yes
4	$e	Subtitle	Text	No	1	Yes
5	$f	First statement of responsibility	Text	No	1	Yes
6	$g	Subsequent statement of responsibility	Text	No	1	Yes

By double clicking on a subfield you can look at the properties of that particular subfield. The properties of a subfield are similar to those of a field. Changing them is done in the same way as for fields. See section 151.2.1 for a description of the column headings on the screen displayed above.

151.3 Element/Group profiles

From the overview screen of a format click on the icon **Element/Group profiles** to display a list of defined profiles. On this screen sequence no., name, type and description of all profiles are displayed.



No	Profile Name	Type	Wording
1	!Author	Element	Author
2	!AuthorSurname	Element	Author surname
3	!BNBForTAH	Element	BNB for TAH
4	!Collation	Element	Collation
5	!DefaultShelfmark	Element	Default shelfmark
6	!Edition	Element	Edition
7	!GenNote	Element	General Note
8	!Genre	Element	Genre
9	!ISBD	Group	ISBD
10	!ISBDAuthors	Element	Author
11	!ISBN	Element	ISBN
12	!ISBNForPLR	Element	ISBN for PLR
13	!ISBNForTAH	Element	ISBN for TAH
14	!ISSN	Element	ISSN
15	!ImpalaAuthorFirst	Element	Impala Author first name
16	!ImpalaAuthorLast	Element	Impala Author Last name
17	!ImpalaISSN	Element	Impala ISSN
18	!ImpalaIssue	Element	Impala Issue
19	!ImpalaJournal	Element	Impala Journal title
20	!ImpalaPaging	Element	Impala Paging
21	!ImpalaVolume	Element	Impala Volume
22	!Imprint	Element	Imprint
23	!InternalBibIndexNote	Element	Internal Bibliography/Index note

These profiles can be used in many areas of the system to ensure a uniform output of data. The element/group profiles are used in the SSP module, the catalogue, printing of notices etc. The idea behind these profiles is that you only need to define a profile once, which can then be used infinitely. The advantage is that you can define multiple profiles to format ‘raw’ data for use in various modules and parts of the system (see the next section for an overview). Examples are the definition of an ISBD profile or other complex presentations which can be used in SSP output. You can also use profiles to determine how titles are displayed in the system. This gives you full control over the display of bibliographic data throughout the system.

The profiles are used in the following AFO’s:

AFO	Description
151 & 152	Databases – definition of ‘Display data mapping’ elements uses element/group profiles. This definition is used to display bibliographic information on the technical overview screen of a record (Field ‘Description’) in AFO’s 111, 113, 211, 321, 421 etc.
111 & 113	The display of bibliographic information on the technical overview screen of a record (Field ‘Description’) is derived from the definition of ‘Display data mapping’ elements in AFO 151 – Databases. The relations display uses the

	!Title profile in the title column.
141	SSP can use element/group profiles as well as “raw” data for output.
155	The system uses the *!Title* profile for showing locked records.
271	When defining layouts for printing orders, claims and cancellation notices element/group profiles are used.
363	When defining layouts for printing serials claims notices element/group profiles are used.
421 & 423	The display of bibliographic information on the technical overview screen of a record (Field ‘Description’) is derived from the definition of ‘Display data mapping’ elements in AFO 151 – Databases.
453	For print job summary reports element/group profiles are used.
46x	Wherever author and title are shown, the display is based on profiles *!Author* and *!Title*.
WebOpac	The relations display in the WebOpac uses standard element/group profile definitions.

151.3.1 Basic principles

The system allows the definition of so-called “elements’, i.e. data elements that are formatted in a certain order and with specific punctuation. These elements can then be put together in so-called “groups”, which are combinations of several elements.

Data from the bibliographic (or authority) database are then linked to these elements.

Profiles can be defined for elements as well as groups. The system offers you this option within AFO 151.

Note:

The profiles are format dependant, i.e. element and group profiles can not be shared between formats.

151.3.2 Element profiles

One or more bibliographic (sub)fields can be formatted to become a so-called “element”. An element has the following general properties:

- Profile name.
- Wording (language dependant).
- Maximum number of repeats of element (0 = no maximum). When you specify a number here this is the number of times the display of the element will be repeated.
- Include first data occurrence only. This allows for the “OR” condition in an element. It is used to stop the system looking for data as soon as one occurrence is found. You can use this to create an element that selects data from tag a/subfield b; but, when this does not exist, to take the data from tag x/subfield y. If checked this rule takes precedence over ‘Maximum number of repeats of element’. The override value is 1.
- Punctuation before total presentation (only used if not zero).
- Punctuation after total presentation (only used if not zero).
- Punctuation between element occurrences (if not zero, then re-occurrences of the same element will be shown on the same line, separated by the defined punctuation).
- Respect order of subfields in record.
- Element layout definitions consist of:

- Field/subfield ID (Note: fields with subfields cannot be selected).
- Include repeating subfields (if not set only the first occurrence of a subfield in a tag will be used).
- Which languages to include.

- Punctuation before (punctuation characters to be displayed before the data of the subfield, when the subfield appears in the data).

- Punctuation before the first occurrence.

- Punctuation before the first occurrence in the presentation format.

- Punctuation after.

- Punctuation after last occurrence.

- Punctuation after last occurrence in the presentation format.

- Invert data (used to invert names with prefixes, i.e. “Geel, van” becomes “van Geel” – data before and after the comma is switched and a space put between the two bits of data).

151.3.3 Rules for punctuation of elements

‘Punctuation before’ normally appears before the data from a tag/subfield combination. This can however be overridden, depending on the position of the tag/subfield combination within the element data.

‘Punctuation before’ is secondary to **‘Punctuation before the first occurrence’** if the tag/subfield combination is present in the first occurence of the element.

‘Punctuation before the first occurrence’ is secondary to **‘Punctuation before the first occurrence in the presentation format’** if the tag/subfield combination is present in the first occurrence of the element and if it is the first tag/subfield combination in its total occurrence.

‘Punctuation before the first occurrence in the presentation format’ is secondary to **‘Punctuation before total presentation’** only if the value **‘Punctuation before total presentation’** is not zero and only if it is the first occurrence of the element.

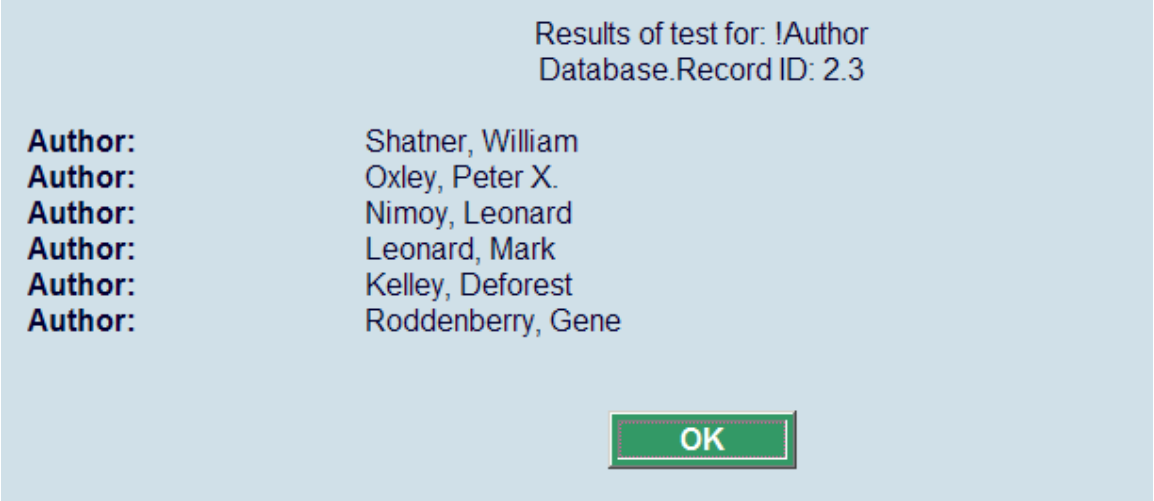
‘Punctuation after’ normally appears after the data from a tag/subfield combination. This can however be overridden, depending on the position of the tag/subfield combination within the element data.

‘Punctuation after’ is secondary to **‘Punctuation after the last occurrence’** if the tag/subfield combination is present in the last occurrence of the element.

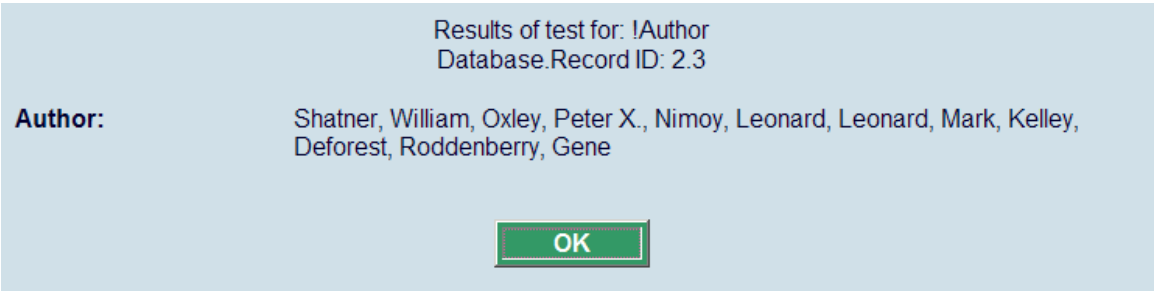
‘Punctuation after the last occurrence’ is secondary to **‘Punctuation after the last occurrence in the presentation format’** if the tag/subfield combination is present in the last occurrence of the element and if it is the last tag/subfield combination in its total occurrence.

‘Punctuation after the last occurrence in the presentation format’ is secondary to **‘Punctuation after total presentation’** only if the value **‘Punctuation after total presentation’** is not zero and only if it is the last occurrence of the element.

If the value of **‘Punctuation between multiple element occurrences’** is zero, then each occurrence of an element will be displayed on a separate line. The example below shows the result of a record with multiple authors where the value of **‘Punctuation between multiple element occurrences’** is zero:



If the value of **‘Punctuation between multiple element occurrences’** is not zero, then each occurrence of an element will be displayed on the same line separated by the specified character. The example below shows the result of a record with multiple authors where the value of **‘Punctuation between multiple element occurrences’** is “, ”:



151.3.4 Group profiles

Group profiles provide the capability of combining elements in a certain order. A group profile has the following properties:

- Profile name.

- Wording (language dependant).

- List of elements.

- value used to concatenate elements – if a value is defined, this will be used to present the elements as a whole with each element separated by the defined value (e.g. ". – ", which is used in the ISBD presentation).

151.3.5 System profiles

Profiles of which the name starts with an exclamation mark are system profiles and cannot be deleted. The system profiles below are available for the formats Smart, UniMarc/B and Marc21/B:

- !Title (contains all titles of a record).

- !Author (contains the primary author).

- ALL bibliographic data that can be selected for defining layouts for notices from the Acquisitions (orders, claims), Serials (claims) and Circulation (reminders, reservations) modules will also be added as system profiles.

- !Reservation (contains the bibliographic data necessary for AFO 421).

- !WebReservation (contains the bibliographic data necessary for Web reservations).

- !ISBD.

- !SISO.

- !SysCO

- !UDC.

The system profiles below are available for the formats SmartAuthorities, UniMarc/A and MARC21/A:

- !Classification
- !Keyword
- !MainHeading
- !SeeAlsoReference
- !SeeReference
- !UniformTitle

Default Database settings (as shown in AFO 151, Data dictionary for records, section Databases, overview screen of a specific format)

The Display Data Mapping settings for each database of the Smart, UniMarc/B and MARC21/B formats will have the following default values:

Element 1 - !Author

Element 2 - !Title

Element 3 - !Edition

Element 4 - !Imprint

Element 5 - !GenNote

The Display Data Mapping settings for each database of the SmartAuthorities, UniMarc/A and MARC21/A formats will have the following default values:

Element 1 - !MainHeading

Element 2 - !Classification

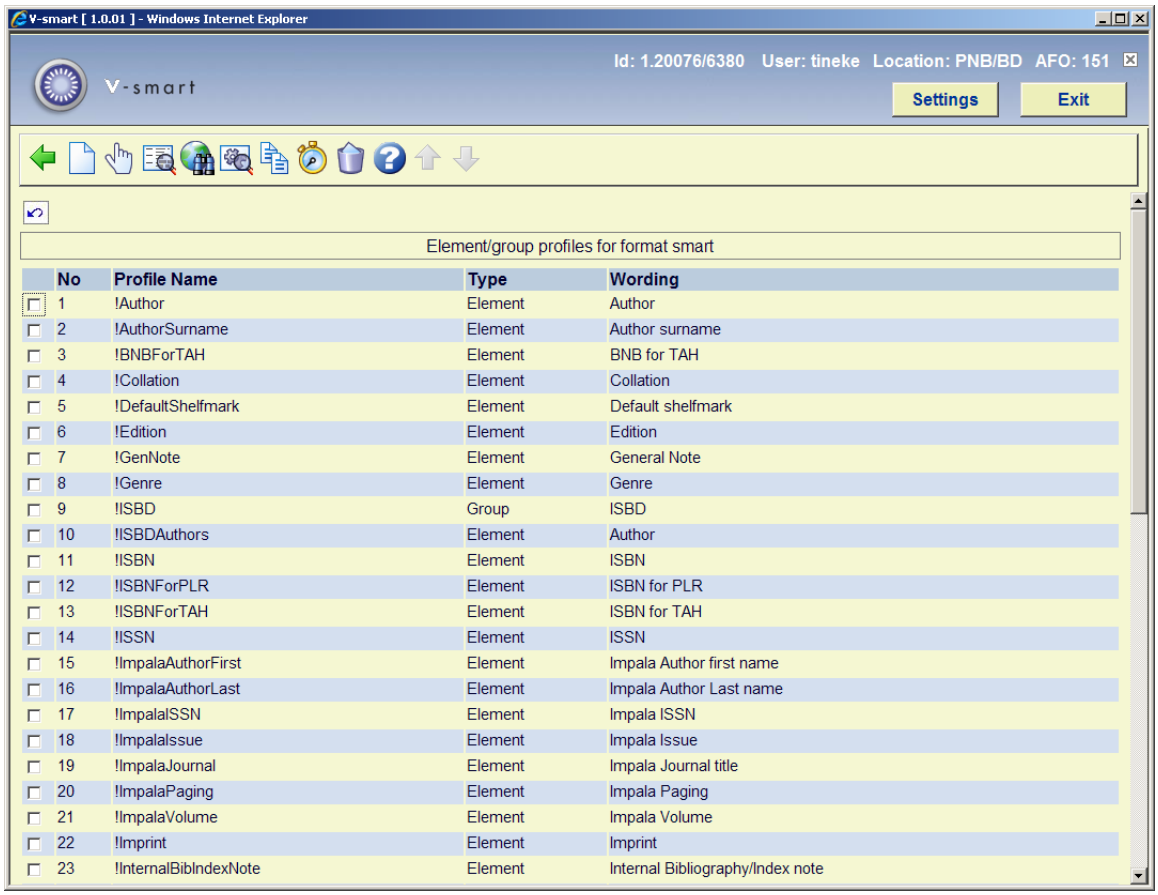
Element 3 - !UniformTitle

Element 4 - !Keyword

Element 5 - !SeeReference

151.3.6 Maintenance of Elements/Groups – AFO151

On the overview screen of a format click on the icon **Element/Group Profiles** [EG]. This will result in a list of defined Element and Group profiles. For each element or group the system shows: number, profile name, type (group or element) and wording (language dependant).



No	Profile Name	Type	Wording
1	!Author	Element	Author
2	!AuthorSurname	Element	Author surname
3	!BNBForTAH	Element	BNB for TAH
4	!Collation	Element	Collation
5	!DefaultShelfmark	Element	Default shelfmark
6	!Edition	Element	Edition
7	!GenNote	Element	General Note
8	!Genre	Element	Genre
9	!ISBD	Group	ISBD
10	!ISBDAuthors	Element	Author
11	!ISBN	Element	ISBN
12	!ISBNForPLR	Element	ISBN for PLR
13	!ISBNForTAH	Element	ISBN for TAH
14	!ISSN	Element	ISSN
15	!ImpalaAuthorFirst	Element	Impala Author first name
16	!ImpalaAuthorLast	Element	Impala Author Last name
17	!ImpalaISSN	Element	Impala ISSN
18	!ImpalaIssue	Element	Impala Issue
19	!ImpalaJournal	Element	Impala Journal title
20	!ImpalaPaging	Element	Impala Paging
21	!ImpalaVolume	Element	Impala Volume
22	!Imprint	Element	Imprint
23	!InternalBibIndexNote	Element	Internal Bibliography/Index note

Options on the screen

New element profile.

New group profile.

Delete profile.

Modify general properties.

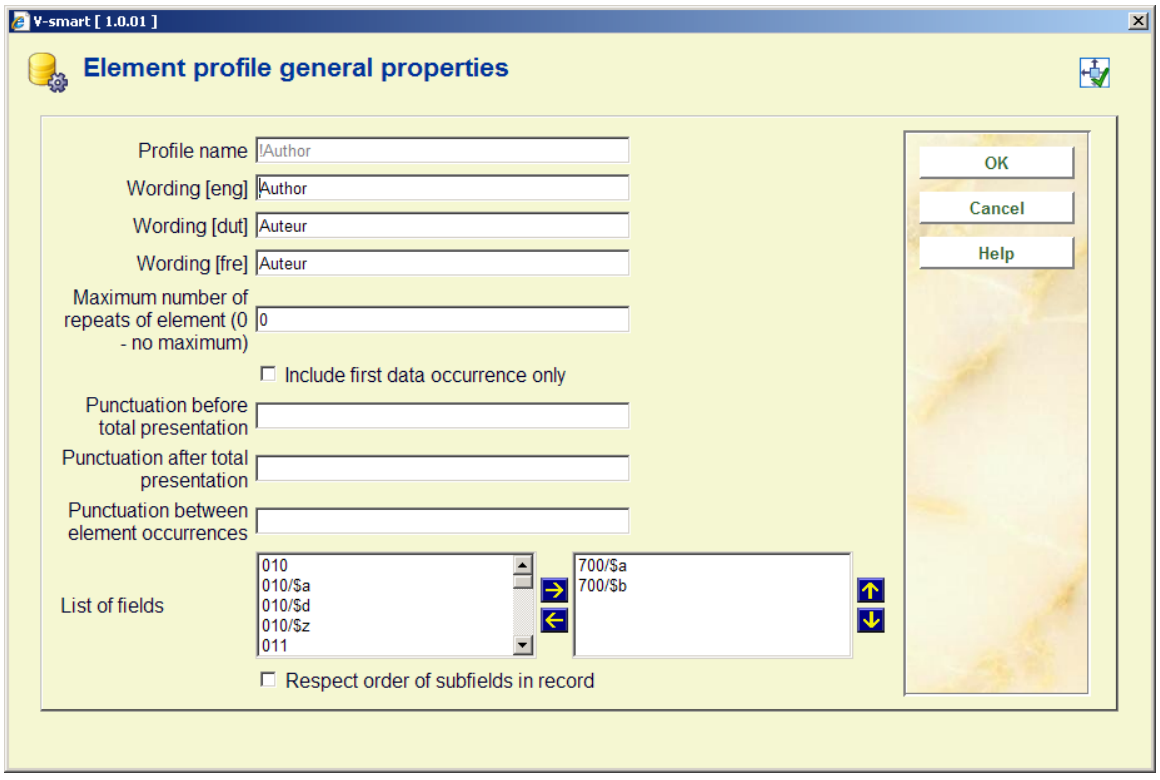
Display element layouts (a new screen is shown with all the field/subfield combinations belonging to this element).

Modify all element layouts (to modify the punctuation properties of the element).

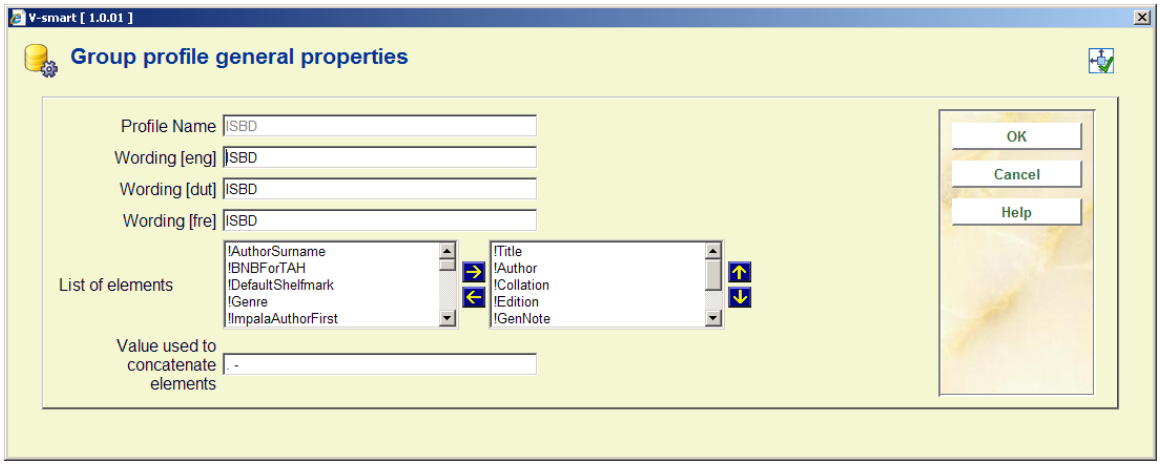
Copy profile.

Test profile.

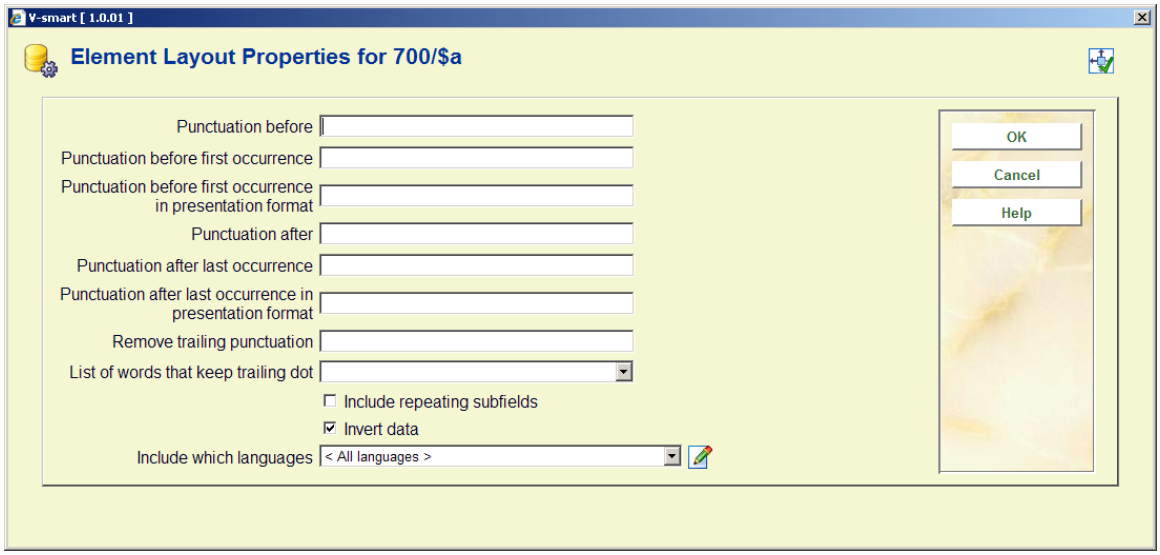
When you click on the icon **Modify general properties**, the following input screen is shown in case of an element profile:



or in case of a group profile:

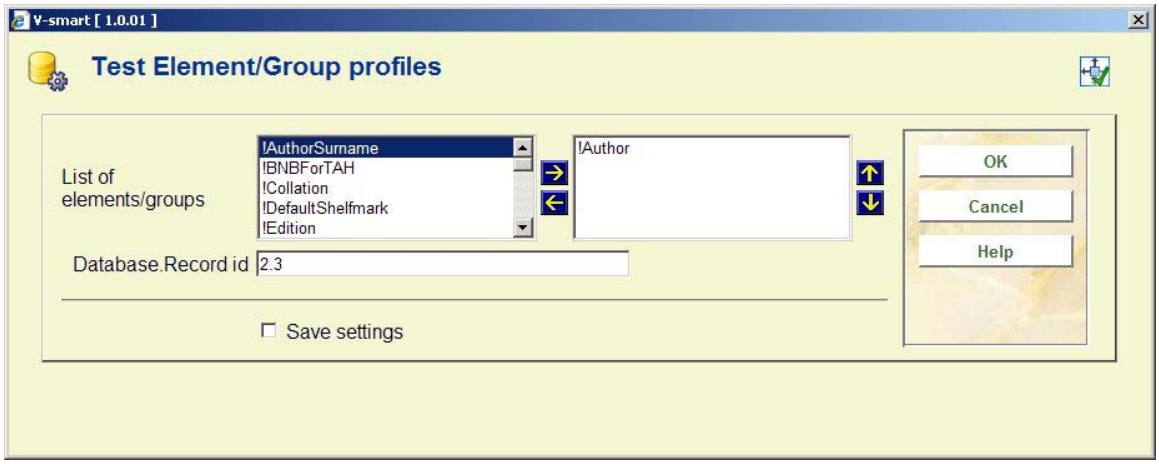


When you click on the icon **Modify all element layouts**, the following input screen is shown:

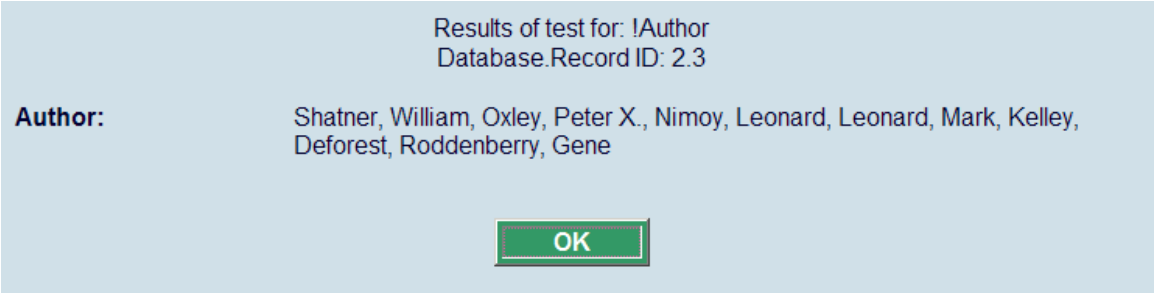


The system will prompt for the punctuation definition for each defined subfield.

When you click on the icon **Test profile**: you are offered an input screen where you can specify the profile(s) you wish to test. You must also provide the ID of the bibliographic record you want to use for the test:

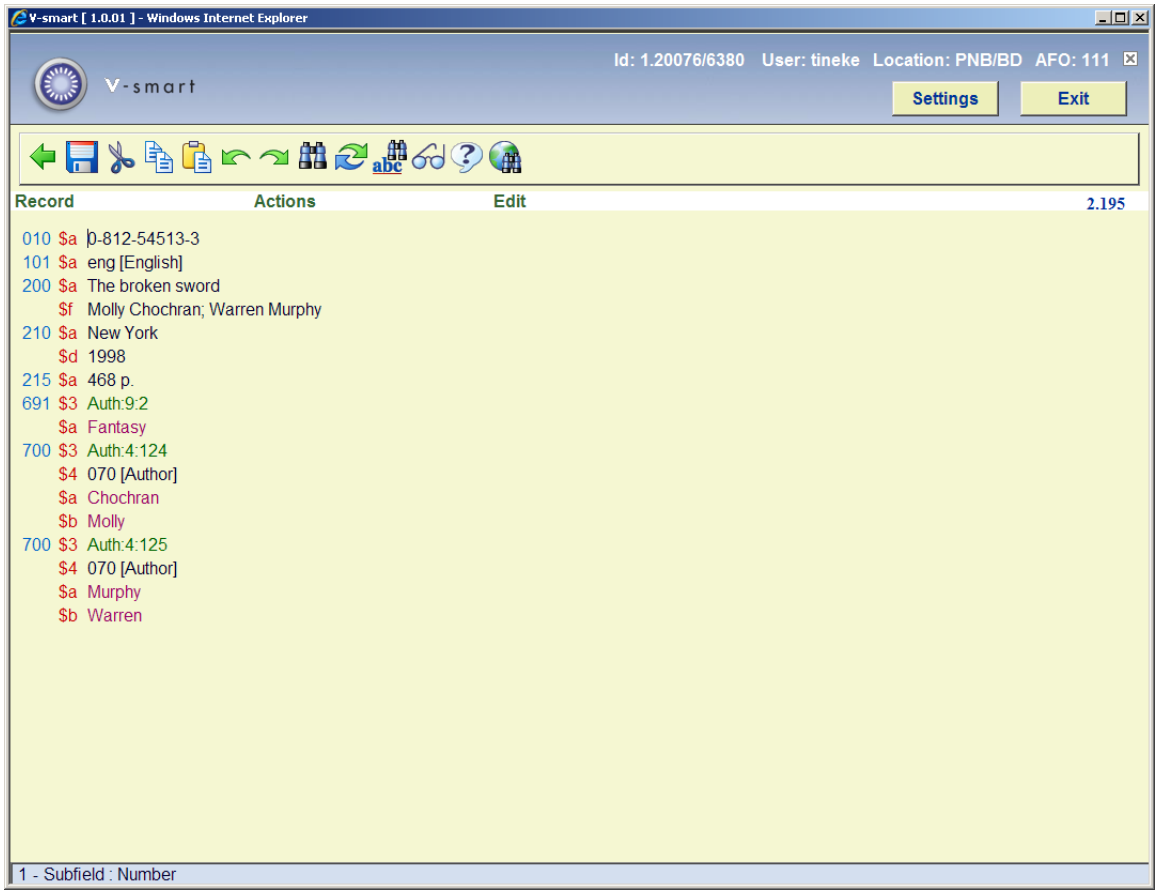


After clicking **OK** the system will perform the test and show the result:

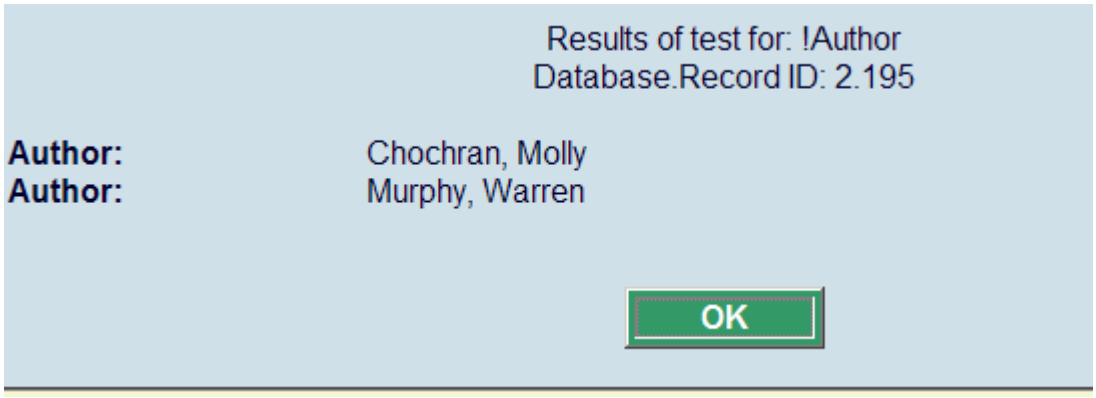


151.3.7 Standard examples

The examples in the next section use the bibliographic record shown below:

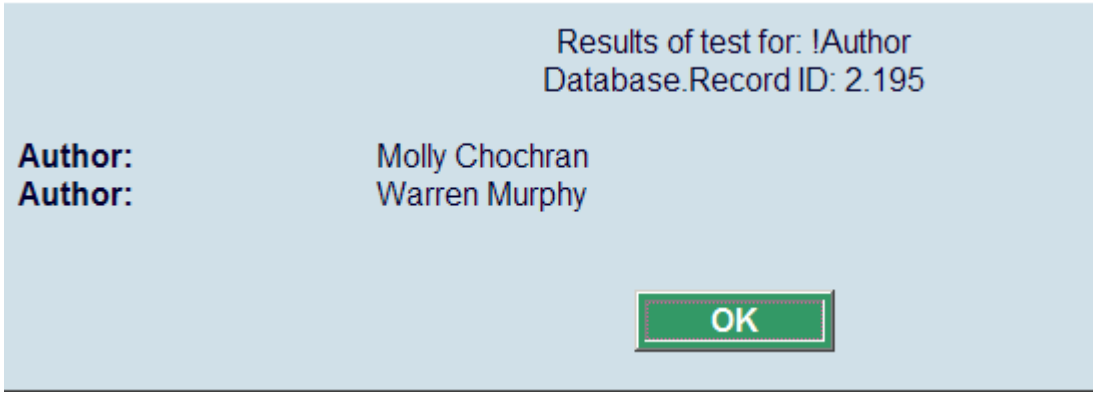


Using the standard !Author element profile in our test, we will get the following result:

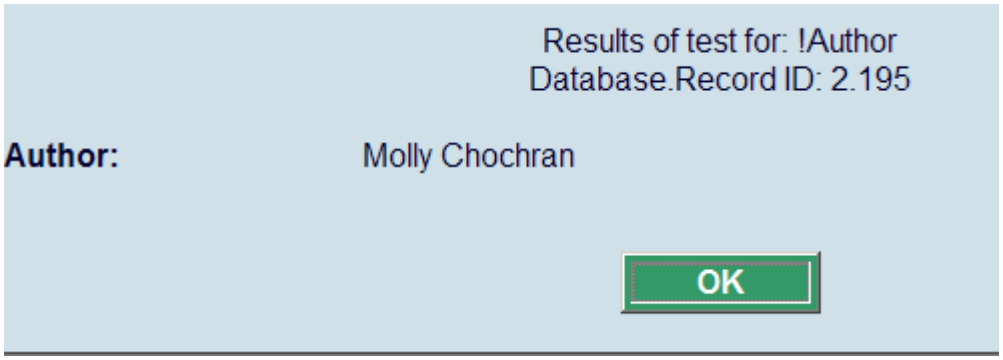


The !Author element profile is defined as 700/$a with "," punctuation before the 700/$b whereby this can have multiple occurrences.

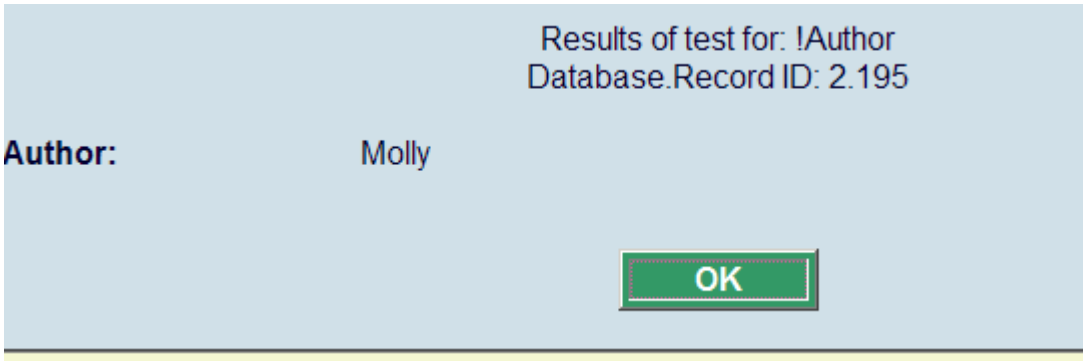
When we change the !Author element profile to the definition 700/$b followed by " " (i.e. 'Punctuation after'=" " and 'Punctuation after last'=" "), and then 700/$a, we will get the following result:



If we only want one author we set **'Maximum number of repeats of element'** to 1; and we will get the following result:

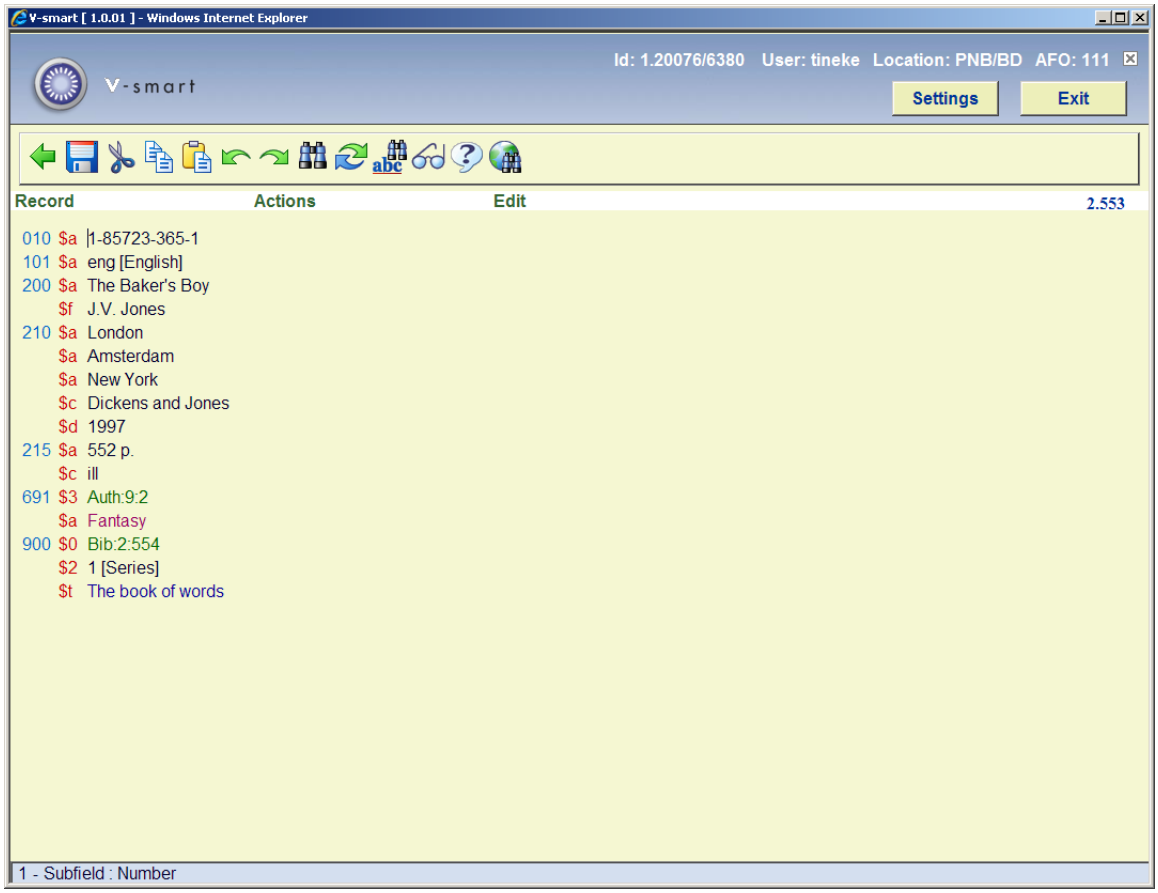


If we only want to see the first subfield containing data, we tick **'Include first data occurrence only'** and the result will be we only see data from 700/$b:



151.3.8 Examples of punctuation rules

The examples in the next section use the bibliographic record shown below. The examples concentrate on tag 210.

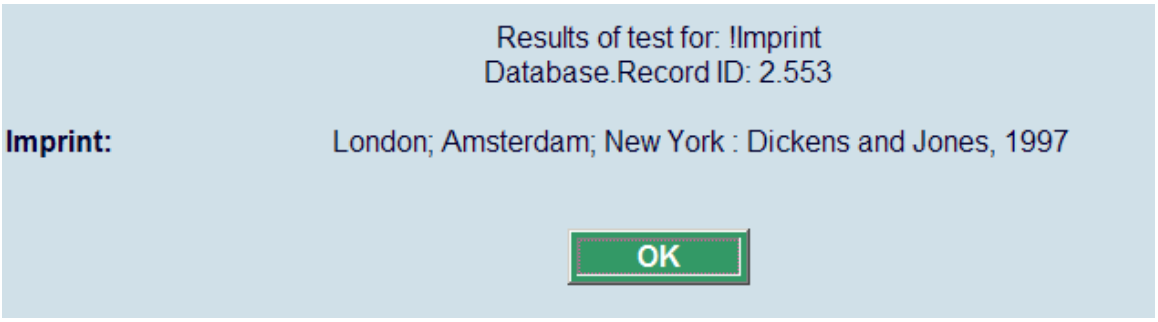


In the table below, “B” a blank (space).

Example 1: Standard !Imprint element profile

Subf	Punct. before tot. pres.	Punct. before	Punct. before first	Punct. before first in presentation
$a		;B	B	
$b		B:B	B:B	
$d		,B	,B	

Result:

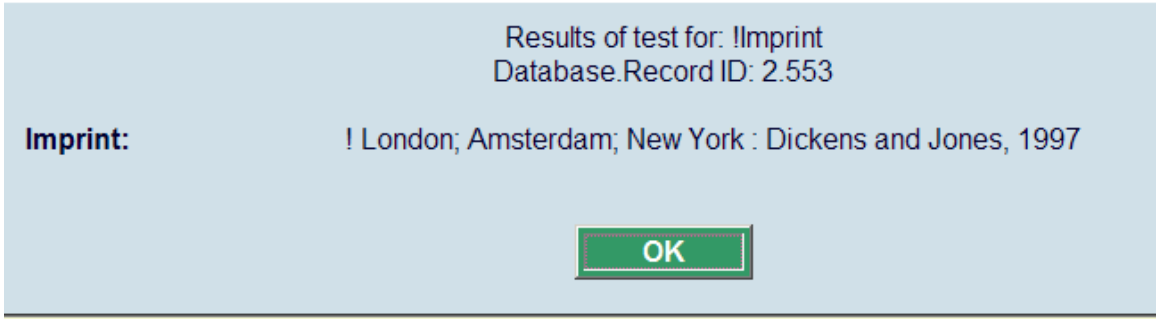


The first $a is not preceded by any punctuation (Punctuation before first in presentation). Repeated $a subfields are preceded by ";" (Punctuation before). The first $c is preceded by ":" (Punctuation before first) and the $d is preceded by "," (Punctuation before first).

Example 2: Add punctuation to 'Punctuation before first in presentation' for a new result:

Subf	Punct. before tot. pres.	Punct. before	Punct. before first	Punct. before first in presentation
$a		;B	;B	!B
$c		\B	B:B	B:B
$d		?B	,B	,B

Result:

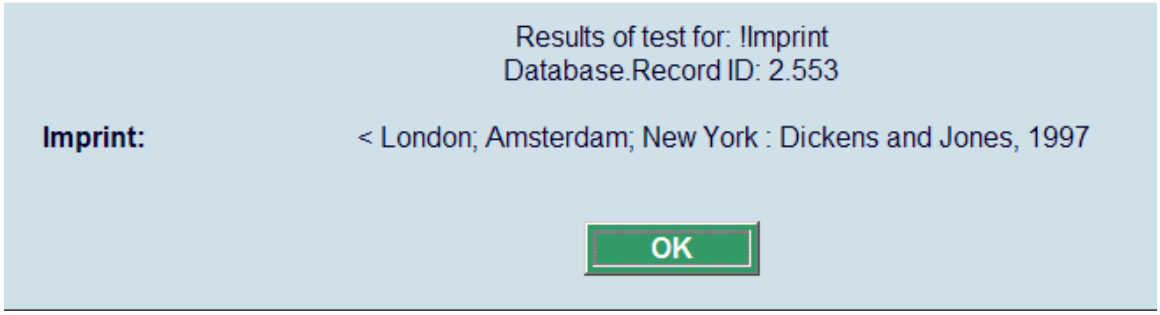


Because the $a is the first subfield in the presentation, the output is preceded by "! ".

Example 3: Add punctuation to 'Punctuation before total presentation' for a new result:

Subf	Punct. before tot. pres.	Punct. before	Punct. before first	Punct. before first in presentation
$a	<B	;B	;B	!B
$c	<B	\B	B:B	B:B
$d	<B	?B	,B	,B

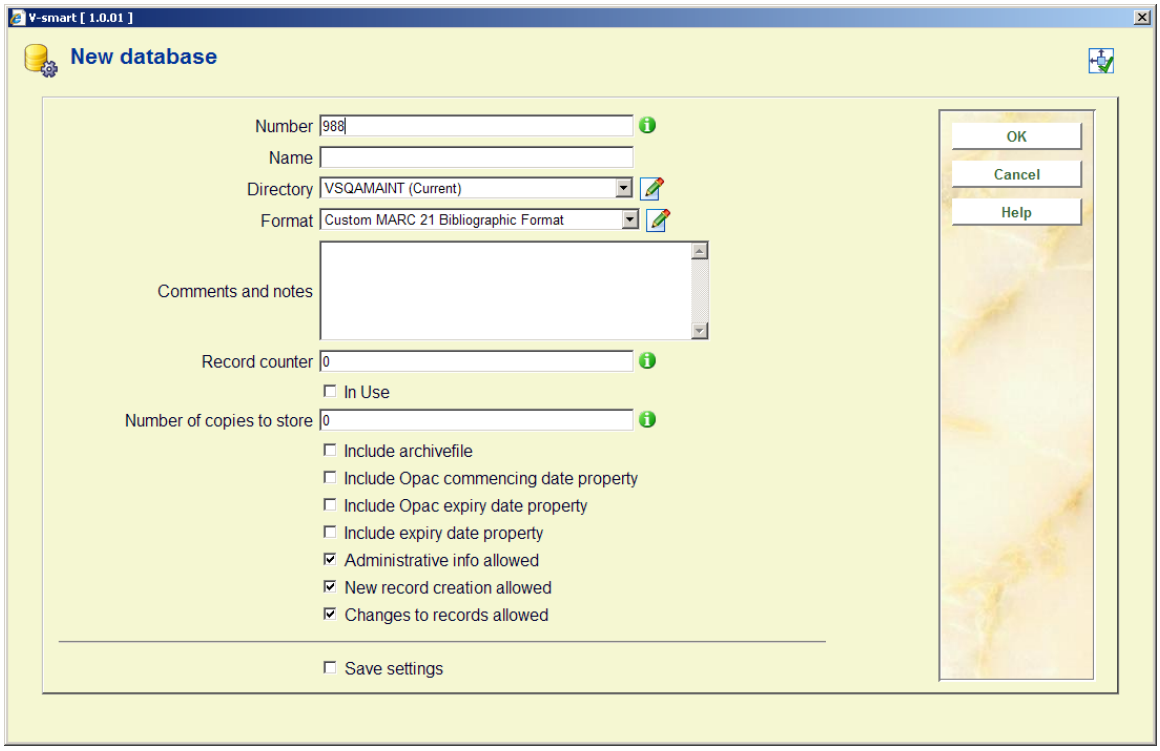
Result:



Because the ‘Punctuation before total presentation’ is not zero, the complete presentation is preceded by “<”, as defined in the element profile. This overrides the definition for ‘Punctuation before first in presentation’.

151.4 Databases

When choosing the second option from the AFO 151 main menu – Databases – a list is shown of databases already defined. Click on the icon **New database** to create a new one. This will result in the following input screen:



The various properties of a V-smart database in AFO 151:

Property	Description
Number	The database identification number. Number 1 is always a system database. Therefor the first bibliographic database will always be number 2. When creating a new database a number is assigned automatically. It is not recommended to change this number (although it is possible on this screen).
Name	A short, descriptive name for the database.
Directory	The directory (called *namespace* within the Caché database server) where the database must be stored. U can choose a different directory/namespace from the current one, but that must be a correct V-smart namespace.
Format	The bibliographic format for the database.
Comments and notes	Free text.

Record counter	This is a sequence number for the bibliographic records in the database. For a new database this will always be zero. After you start using the database and fill it with records this counter will be incremented. It is possible to amend that counter here. Warning: never amend this counter for a database in use without consulting Infor staff first.
In use	As long as this property has not been set, the database cannot be used. Later you can disable an existing database in this way, without having to physically remove it.
Number of copies to store	You can retain previous versions of edited bibliographic records. The number of version you wish to retain is specified here.
Include archive file	When a bibliographic record is deleted and this parameter is set to *Yes*, then the last version of that record will be stored in the archive file.
Include Opac commencing date property	This functionailty is not yet supported.
Include Opac expiry date property	This functionailty is not yet supported.
Include expiry date property	This functionailty is not yet supported.
Administrative info allowed	Determines whether data such as shelfmarks, orders, subscriptions can be added to bibliographic records. This is important for background databases, where this parameter must be set to *No*.
New record creation allowed	Whether or not creation of new records is allowed.
Changes to records allowed	Whether or not editing of records is allowed.

After you have set the above properties on the input screen you have to call up the database definition again by selecting the database and clicking on the icon **View/modify database**.
Now you can set two more properties.

Storage data mapping	With these details a corresponding record will be created in ^BB for each new or edited bibliographic record to link to old functionality. Only language and title can be specified, because those are the only mandatory fields in ^BB.
Display data mapping	Determines the content of the brief bibliographic information as displayed on the technical overview screen. For each of the five elements you can define a element/group profile to be displayed. See also the section on element/group profiles for more information.

151.5 Indexes

The bibliographic database cannot be searched without indexes. Data is stored in an index to enable quick access to a bibliographic record which contains this data.

151.5.1 Mechanism sets

For the definition of indexes so-called mechanism sets are used. There are predefined mechanism sets installed on the system. It is not recommended to create your own without consulting Infor staff.

A mechanism set is a set of indexing rules that can be applied to certain fields. The mechanism set for *word* looks like this:

1. Collect fields and or subfields.
2. Replace punctuation with spaces.
3. Remove leading, trailing and double blanks.
4. Determine individual words
5. Transform diacritics to non-diacritics in uppercase.
6. Transform to uppercase.

7. Remove words defined in stopword lists.

8. Determine display form of index term.

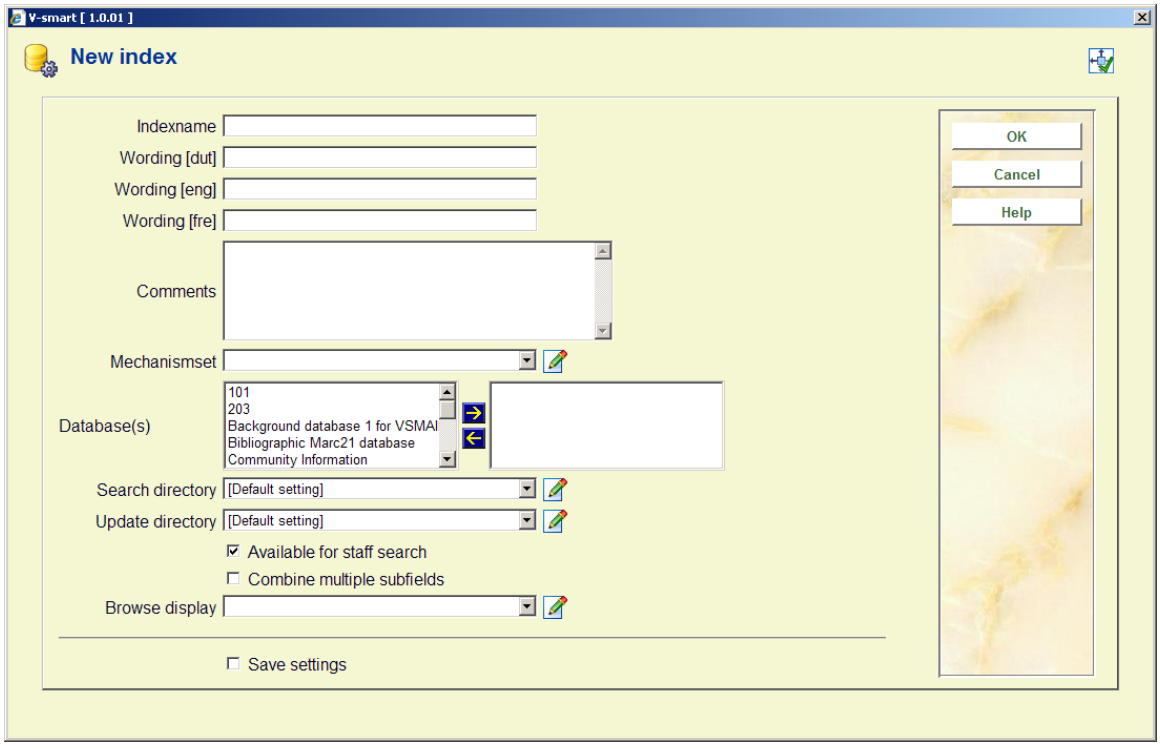
9. Create automatic references for filing terms.

In the definition of a mechanism set you can set up links to predefined lists (see below for these lists).
E.g. when you select the mechanism set Remove articles, you will be prompted with the defined stopword lists; for Create references, you will be prompted with the defined reference lists, etc.

V-smart knows various standard mechanism sets. You can use these to define your own indexes.

151.5.2 Creating an index

In AFO 151 -> Indexes -> Indexes, click on the icon **New index**. This will bring up an input screen where you can define the new index:



Give the index a name and a description and optionally put in comments. Choose a mechanism set and the database for which the index is. Make sure the correct namespace is set. Determine whether or not this index is available for staff searches (i.e. from the standard search tab in AFO 111, 211, 321, 421 etc.). Finally you can use “Browse display” to choose

an element/group profile to be used for presentation of the result list. This can be useful for .e.g. classification indexes. Click **OK to** save the definition**.**

Note:

When you create a new index this is not automatically filled with data. This only happens when you create or import new bibliographic records or edit & save existing records in AFO 111. Alternatively you can re-index existing records through AFO 157.

Indexes are available in the V-smart client if the parameter “Available for staff search” is set. For the WebOPAC you determine separately which indexes will be available (through the WebOPAC preferences). This enables you to offer different indexes for staff and public.

151.5.3 Stopword lists

Stopwords are words that are not indexed. These words are also ignored when entered as part of a search string.

Stopword definitions are language dependant, because what may be a noun in one language (English: “ten”) can be a preposition in another language (Dutch: “ten”).

In the Smart format the system checks the contents of tag 101 to determine the language of the publication. In the MARC21 format, it depends on the setup of the restriction index for language. Normally the system will first check the language field in tag 008, and then tag 041.

Note

The option “No sorting” is no longer functional.

Once a stopword list has been defined, it can be associated with a mechanism set.

151.5.4 Reference lists

Reference lists are used during the automatic creation of index terms (e.g. for author names with prefixes like van den broek, 't hart, de la fontaine). The entries in these lists ensure there will be additional entries in the index.

So basically reference lists are the opposite of stopword lists. But:
If you have a general stopword list that includes for instance the French leading article "LA", this ensures this term will be ignored when indexing and searching for 'la maison'. If you also have a reference list for author names that also has the French leading article "LA", it means you will be able to search for and retrieve the author "la fontaine".

They are also language dependant (see stopword lists above for an explanation).

Once a reference list has been defined, it can be associated with a mechanism set.

151.5.5 Restrictions

This section contains definitions of the restrictions that can be used to qualify searches. There are 13 restriction indexes, you cannot add new ones or delete existing ones. But you can change the wording and mark them as in use / inactive.

When a restriction index is not 'in use', it will not appear as an option on the bibliographic search form in AFO's 111, 211, 311, 421 etc.

The available restrictions are:

- Language: the language of the title as stored in the appropriate field for the bibliographic format (e.g. tag 101 for Smart format and tag 008, and then tag 041 for MARC21)

- Published in or before: the publication date of the title as stored in the appropriate field for the bibliographic format (e.g. tag 210 for Smart format and tag 008, and then tag 260 for MARC21)

- Published in or after: the publication date of the title as stored in the appropriate field for the bibliographic format (e.g. tag 210 for Smart format and tag 008, and then tag 260 for MARC21)

- Location: the location code that is part of the shelfmark of the title

- Material type: the material type that is part of the shelfmark of the title

- Date added to the database: the date the title was added to the database, as stored in the technical information of the record

- Number of pages: the number of pages of the title as stored in the appropriate field for the bibliographic format (e.g. tag 215 for Smart format and tag 300 for MARC21)

- Bibliographic type: the bibliographic type (i.e 1 – 6), as stored in the technical information of the record

- Sublocation: the sublocation code that is part of the shelfmark of the title

- Price: the price of the title as stored in the appropriate field for the bibliographic format (e.g. tag 010 for Smart format and tag 020 for MARC21)

- Calendar date: special restriction index for field 014 $a that contains a YYYYMMDD field

- Visible in WebOpac: the WebOpac visibility flag, as stored in the technical information of the record

- Record status: the record status, as stored in the technical information of the record

151.5.6 Partial indexes

Partial indexes allow Vubis Smart to present search results based on material type and location where the user is at. To achieve this the system tracks in which partial index a title belongs based on material type and/or location.

An example. Your library has youth and adult departments (in part based on material type) and you want to offer these as separate catalogues to the public.

- - The library consists of institution BIB and locations A, B and C

- - The material types can be distinguished by elements of their codes. E.g. YNF (youth non-fiction), ANF (adult (non-fiction), YF (youth fiction), AF (adult fiction).

Configuration

The most important step is to go to Indexes – Indexes first and click on **Define general properties for all indexes**. On this form you need to check the option **Partial indexes**. If you do not do this, configuring partial indexes will have no effect.

Now you can configure the partial indexes. Add a new definition, using a short code (e.g. CENY, CENA, TOTA, etc.). Link this to the database for which the index is meant. After saving the details you are taken back to the overview screen. Select the newly defined code for further configuration.

You can now make a combination between material types and locations. A few examples of possible partial indexes:

- A partial index for the total collection of location A:

- - Define location as BIB/A

- - Define material type *

- A youth catalogue for location B:

- - Define location as BIB/B

- - Define as material type all types that belong to the youth department

- An adault catalogue for all locations:

- - Define location as BIB/*

- - Define as material type all types that belong to the adult department.

Define all required partial indexes. For the “complete” catalogue you do not have to define a partial index, instead you offer a profile or search option without using partial indexes.

Please note it is useful to have a proper distinction between material types for youth and adult works, when you want to create separate youth and adult “catalogues”.

Building partial indexes

To activate the defined partial indexes, there are a number of steps. For each bibliographic and authority record it must be determined in which partial index they belong. This requires a complete indexation of the system, for which you must check the option “**Rebuild partial index information before indexing?**”. In that case the system will check for each bibliographic and authority record in which partial index(es) they belong. This information is saved for each bibliographic and authority record, for the indexes that wil be build after this step.

Re-indexation

A separate index for partial indexes must be defined. This definition is similar to that for a restriction index, choose the restriction partial indexes for this index.. You should not define any subfields for this index.

Since the partial index information is defined as (one) separate index, it is only necessary to re-index this particular index. Note you can only do this once a partial index has already been built previously. When this has not yet been done (i.e. this is your first partial index), you will have to do a complete re-indexation. The new index for partial index information must have been defined prior to this.

Once partial indexes have been defined, this information is stored for each new (imported or manually added) bibliographic and authority record. Therefor in theory it is not necessary to rebuild the partial index information, building the special index once should be sufficient.

151.5.7 Character lists

In character lists you can define a list of characters that can be used as part of a mechanism set (see above). When you use the mechanism list ReplaceCharacter all characters as defined in the list will be replaced by a blank. When you use the mechanism list RemoveCharacter all characters as defined in the list will be removed from the string to be indexed.

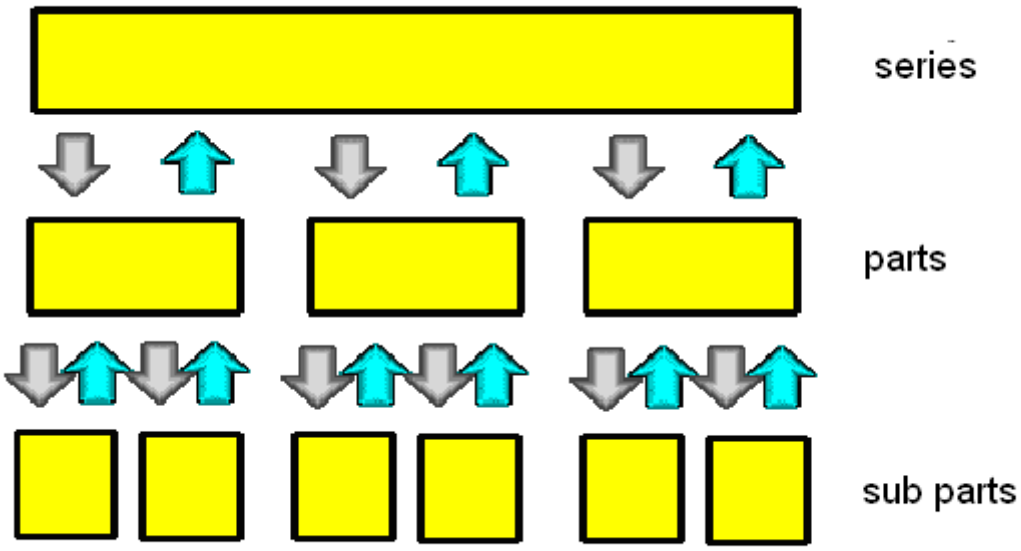
151.5.8 Sorting

It is possible to let the user sort the search results in the WebOpac, using hyperlinks above the columns. For this it is necessary to have the required sort indexes. You can not define your own sort indexes. But you can specify which profile must be used for each sort index.

It is also important to use the option **Rebuild sort indexes** on this screen, after you have made the relevant definitions in the WebPreferences.

151.6 Relations

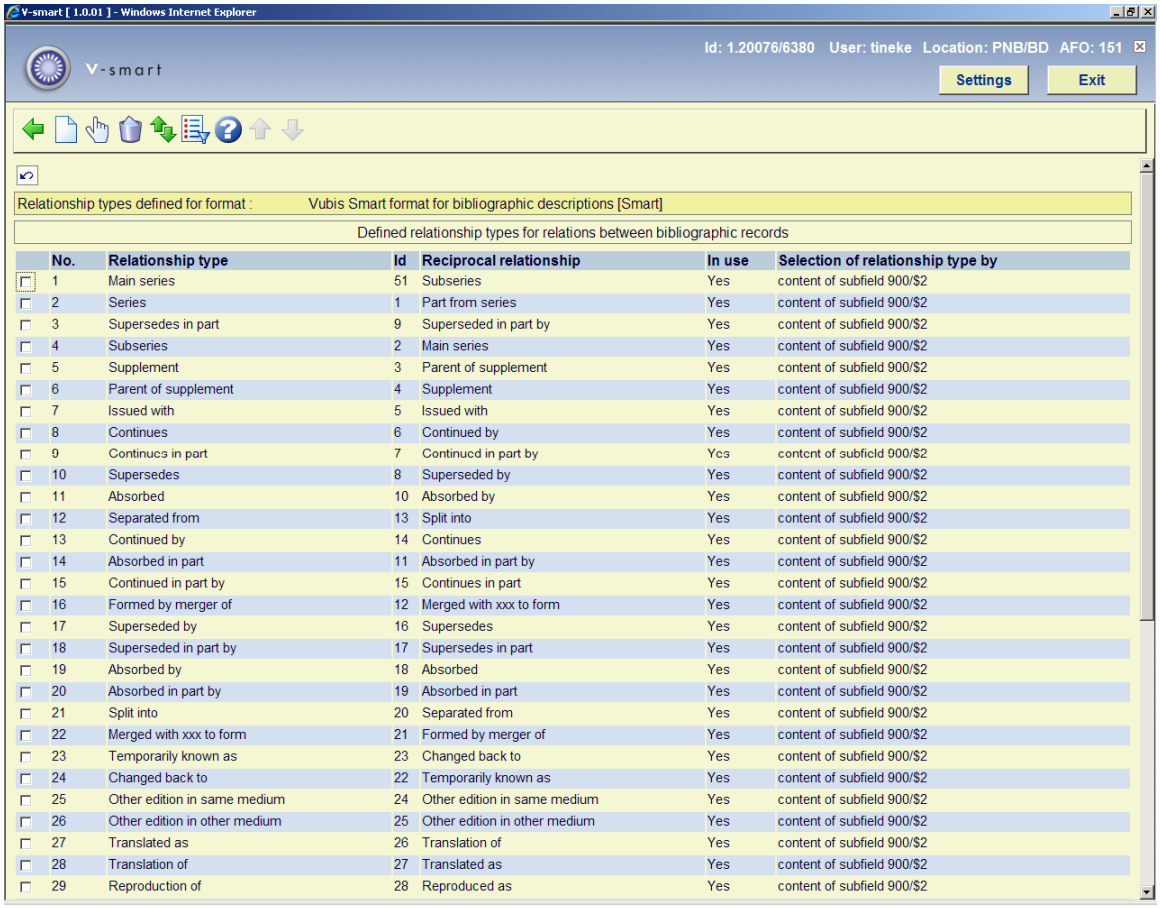
Relations deals with the link that can be made between various records in the same database.



In this diagram you see three layers: the series, the parts and sub parts. A bibliographic record can be of a series title, which has relations to the records of the individual parts of the series. These records of the individual parts have a reciprocal relation to the main series record. On the other hand the individual parts can also link to sub parts like the individual tracks on a CD etc. These are also reciprocal.

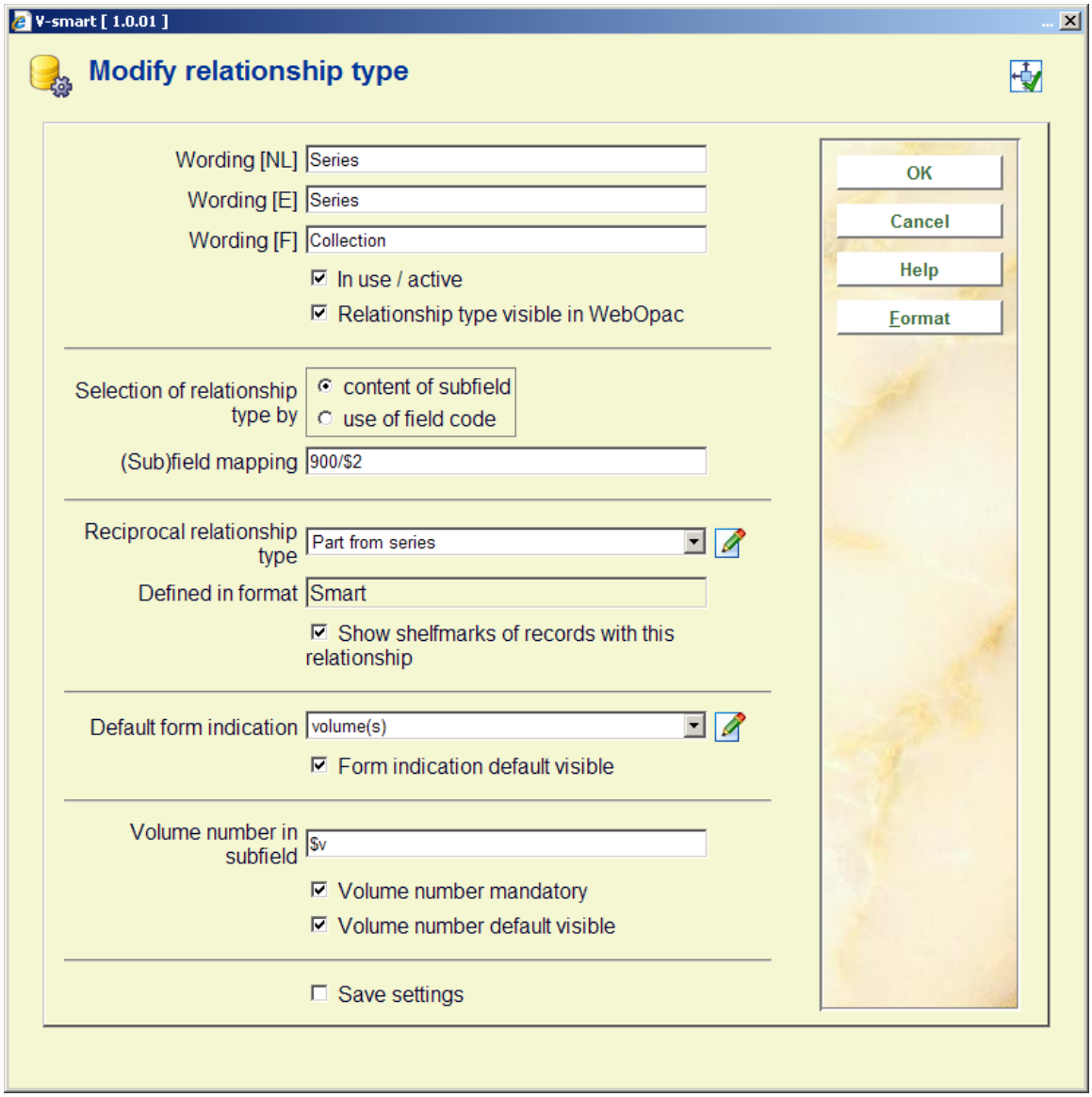
The relationships are denoted by arrows in the diagram. It is important to note that a relationship between records can be made from a low level to a higher level or vice versa - the choice is yours. Note also that the reciprocal relation is created automatically by the system.

V-smart has a list of relation types. You can look up this list through AFO 151 -> Relations. You can add new types if necessary.



No.	Relationship type	Id	Reciprocal relationship	In use	Selection of relationship type by
1	Main series	51	Subseries	Yes	content of subfield 900/$2
2	Series	1	Part from series	Yes	content of subfield 900/$2
3	Supersedes in part	9	Superseded in part by	Yes	content of subfield 900/$2
4	Subseries	2	Main series	Yes	content of subfield 900/$2
5	Supplement	3	Parent of supplement	Yes	content of subfield 900/$2
6	Parent of supplement	4	Supplement	Yes	content of subfield 900/$2
7	Issued with	5	Issued with	Yes	content of subfield 900/$2
8	Continues	6	Continued by	Yes	content of subfield 900/$2
9	Continues in part	7	Continued in part by	Yes	content of subfield 900/$2
10	Supersedes	8	Superseded by	Yes	content of subfield 900/$2
11	Absorbed	10	Absorbed by	Yes	content of subfield 900/$2
12	Separated from	13	Split into	Yes	content of subfield 900/$2
13	Continued by	14	Continues	Yes	content of subfield 900/$2
14	Absorbed in part	11	Absorbed in part by	Yes	content of subfield 900/$2
15	Continued in part by	15	Continues in part	Yes	content of subfield 900/$2
16	Formed by merger of	12	Merged with xxx to form	Yes	content of subfield 900/$2
17	Superseded by	16	Supersedes	Yes	content of subfield 900/$2
18	Superseded in part by	17	Supersedes in part	Yes	content of subfield 900/$2
19	Absorbed by	18	Absorbed	Yes	content of subfield 900/$2
20	Absorbed in part by	19	Absorbed in part	Yes	content of subfield 900/$2
21	Split into	20	Separated from	Yes	content of subfield 900/$2
22	Merged with xxx to form	21	Formed by merger of	Yes	content of subfield 900/$2
23	Temporarily known as	23	Changed back to	Yes	content of subfield 900/$2
24	Changed back to	22	Temporarily known as	Yes	content of subfield 900/$2
25	Other edition in same medium	24	Other edition in same medium	Yes	content of subfield 900/$2
26	Other edition in other medium	25	Other edition in other medium	Yes	content of subfield 900/$2
27	Translated as	26	Translation of	Yes	content of subfield 900/$2
28	Translation of	27	Translated as	Yes	content of subfield 900/$2
29	Reproduction of	28	Reproduced as	Yes	content of subfield 900/$2

Double click on a type to bring up the input screen for editing the details of a relation:


¥-smart [1.0.01]
Modify relationship type
Wording [NL] Series
Wording [E] Series
Wording [F] Collection
In use / active
Relationship type visible in WebOpac
Selection of relationship type by
content of subfield
use of field code
(Sub)field mapping 900/$2
Reciprocal relationship type Part from series
Defined in format Smart
Show shelfmarks of records with this relationship
Default form indication volume(s)
Form indication default visible
Volume number in subfield $v
Volume number mandatory
Volume number default visible
Save settings
OK
Cancel
Help
Format

- **Document control - Change History**

Version	Date	Change description	Author
1.0	May 2008	creation	
1.1	August 2008	updated info on restrictions	
2.0	April 2009	updated info on: properties of format, mechanism sets, reference lists, stopwrod lists, character lists; partial indexes part of 2.0 updates	
3.0	March 2010	More on restrictions, including new option; textual improvements part of 2.0.06 updates	