

## COLLECTION DESCRIPTION SCHEMA FOR REVEAL

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## OVERVIEW AND NOTES

### A. Some fields are mandatory for data entry: Title, Identifier, Type and depending on section, either Name or Organisation (shaded in table).

Within the data collection / input process at RNIB/NLB the following will apply:

Mandatory = every record must have this data

Standard = records must contain this data if appropriate to the collection being described

Optional = records do not need to contain this data

### B. There will be some examples of sub-collections and collections for which there are a number of catalogues, as in the following examples:

RNIB RNIB has 4 collections

RNIB record has 4 sub-collection fields

Each collection has its own record with a super-collection field to link it to RNIB record

Calibre Calibre has 1 collection but a variety of catalogues

Calibre record has several 'description or catalogue' fields, one for each catalogue

Each catalogue record has a 'described collection' field for the Calibre collection

### C. In the following tables there are columns headed R, S, and P, with values Y (Yes) and N (No)

R = repeatable field

S = searchable field

P = data in field is displayed in public view (All fields are displayed in Reveal/Partner Search & Edit forms)

## TO USE THE SCHEMA FOR COLLECTIONS

RSLP ELEMENT		REVEAL LABEL (if not RSLP label)	Data coll status	R	S	P	NOTES
Title	M		Mandatory	N	Y	Y	Name of collection
Identifier	M		Mandatory	N	Y	N	An identifier for the collection Fixed length field
Description			Mandatory	N	Y	Y	Brief description of the collection
Audience			Standard	Y	Y	Y	Target audience for collection (Adult/Teenage/Child – repeatable for each category covered)
Level			Standard	Y	Y	Y	Educational level of materials in collection
Concept(s)		Subject	Optional	Y	Y	Y	Subject indexing of the collection coverage Not used initially, but retain in database for possible use in future.
Strength			Optional	Y	N	Y	Subject/collection intensity indexing Not used initially, but retain in database for possible use in future.
Language(s)			Standard	Y	Y	Y	Language(s) of items in the collection Natural language terms for user searches and record display, but database will hold ISO-639 codes
Physical characteristics		Available media	Mandatory	Y	Y	Y	Physical or digital format of items in the collection Repeat field for each format held Controlled vocabulary ( <b>see P.6</b> ) (Possible use of drop down boxes for search form?)
Type	M		Mandatory	N	N	N	Type = Collection ( <b>see P.6</b> ) [Set by default when collection data entry form selected)
Sub-collection(s)			Standard	Y	N	Y	Second collection contained within current collection = Title of sub-collection
Super-collection(s)			Standard	Y	N	Y	Second collection containing current collection = Title of super-collection
Description or catalogue		Catalogue available	Standard	Y	N	Y	Catalogue(s) of the collection = Title of catalogue
Accrual status		Stock	Mandatory	N	N	Y	Statement of number of titles in stock in specified year, and indication of when collection last edited/reviewed. 3000 titles (2001), last stock review 2000
Custodial history			Standard	N	N	Y	Statement of significant changes in ownership or custody

Access control		Users, charges	Standard	N	N	Y	Separate paragraph for each of the following - Individual allowed users, charges - Group allowed users, charges - Available to overseas customers - Common Enrolment statement [Text will often be lengthy]
Notes		Notes	Standard	N	N	Y	Any other information
<b>Location</b>							
Name	M		Mandatory	N	N	Y	The name of the collection or service.
Postal address			Mandatory	N	N	Y	
See also		Home page URL	Standard	N	N	Y	For the home page of the organisation/collection
Locator		Collection URL	Standard	N	N	Y	The URL of an online (digital) collection [e.g. Project Gutenberg]
Access conditions			Mandatory	N	N	Y	e.g. Postal loans only / Unavailable in school holidays
<b>Agent: Owner</b>							(Person or) organisation who legally owns the collection
Name			Standard	N	N	Y	
Organisation	M		Mandatory	N	N	Y	
Role		Category	Standard	N	N	Y	e.g. School / LEA collection / Voluntary organisation
Tel. no.			Standard	N	N	Y	
Fax no.			Standard	N	N	Y	
Email address			Standard	N	N	Y	
<b>Agent: Reveal</b>							Reveal Partnership Status
Organisation	M		Mandatory	N	N	N	
Identifier		Reveal partner number	Mandatory	N	Y	N	Reveal partnership number, searchable by Reveal staff only Fixed length field
New element 1		Adds records to Reveal?	Mandatory	N	N	N	Y or N
New element 2		Notify Intent to Transcribe?	Mandatory	N	N	N	Y or N
New element 3		Copyright permissions	Mandatory	N	N	N	Apply on own behalf / Use RNIB / Use Reveal
<b>Agent: Administrator</b>							Customer service details
Name			Optional	N	N	Y	
Organisation	M		Mandatory	N	N	Y	
Role		Customer services	Mandatory	N	N	Y	Customer services
Tel. no.			Mandatory	N	N	Y	
Fax no.			Standard	N	N	Y	
Email address			Standard	N	N	Y	

<b>Agent: Administrator</b>							Reveal contact details
Name			Mandatory	N	N	N	
Organisation	M		Mandatory	N	N	N	
Role		Reveal contact	Mandatory	N	N	N	Reveal contact
Tel. no.			Mandatory	N	N	N	
Fax no.			Standard	N	N	N	
Email address			Standard	N	N	N	
<b>[Description]</b>		Record Management					A-Core metadata set <i>Could data in these fields be automatically generated by system?</i>
Name	M			N	N	N	Name of entity responsible for undertaking a defined action on the content metadata
Email				N	N	N	Email address for responsible entity
Activity				N	N	N	The action performed on the content metadata [create/edit]
Date			System	N	N	N	The date on which the activity took place [syntax to be agreed]

## TO USE THE SCHEMA FOR CATALOGUES OF THE COLLECTIONS

Create a record for every catalogue format available, including one for the Reveal 'catalogue' (i.e. export of records to Reveal)

RSLP ELEMENT		REVEAL LABEL	Data coll status	R	S	P	NOTES
Title	M		Mandatory	N	Y	Y	Name of catalogue
Identifier	M		Mandatory	N	Y	N	An identifier for the catalogue Fixed length field
Description			Mandatory	N	Y	Y	Brief description
Language(s)			Standard	Y	Y	Y	Language of records in the catalogue
Physical characteristics		Available media	Mandatory	N	N	Y	Physical or digital format of this catalogue Use controlled vocabulary see P.6
Type			Mandatory	N	N	N	Type = Catalogue or Catalogue.Reveal (see <b>P.6</b> )
Described collection			Mandatory	Y	N	Y	The collection(s) described by this catalogue (NB. RNIB subject catalogues cover several collections)
New element A		Frequency of update	Mandatory	N	N	Y	E.g. Quarterly, Revised annually, etc.
New element B		Method of update	Mandatory	N	N	N	Use only when Type = Catalogue.Reveal E.g. MARC21 records file by FTP
Access control		Users, charges	Standard	N	N	Y	Availability of catalogue (e.g. free to members)
Notes			Standard	N	N	Y	Any other information
<b>Agent: Administrator</b>							Person responsible for the catalogue
Name			Mandatory	N	N	N	
Organisation	M		Mandatory	N	N	N	
Role		Technical contact	Mandatory	N	N	N	Role = Technical contact
Tel. no.			Mandatory	N	N	N	
Fax no.			Standard	N	N	N	
Email address			Standard	N	N	N	
<b>Location</b>							
URL		Catalogue URL	Standard	N	N	Y	If the catalogue being described is a web based OPAC catalogue
<b>[Description]</b>		Record Management					A-Core metadata set <i>Could data in these fields be automatically generated by system?</i>
Name	M			N	N	N	Name of entity responsible for undertaking a defined action on the content metadata
Email				N	N	N	Email address for responsible entity
Activity				N	N	N	The action performed on the content metadata [create/edit]
Date			System	N	N	N	The date on which the activity took place [syntax to be agreed]

## DATA ENTRY FORMS

Initial choice of entry forms: Collection / Catalogue

Entry form for Collection	Type = Collection
	Available media = all media types possible

Entry form for Catalogues	Type = Catalogue or Catalogue.Reveal
	Available media = cannot use shaded types

## CONTENT NOTES (CONTROLLED VOCABULARY, ETC)

<b>List of collection types:</b>		
Collection	Catalogue	Catalogue.Reveal

## REVEAL Physical Characteristics (= Available media) types

- (a) Best practice is to offer no more than 10 options in a list; so single list split for display, with previous and next buttons
- (b) All terms available for data input for Collection records and for both **Search** forms
- (c) Data entry instructions will specify that shaded formats cannot be used for Catalogue records

AUDIO	TACTILE	OTHER
Audio cassette 2 track	Braille	Electronic text files
Audio cassette 4 track	Moon	Electronic Braille music files
Talking Book 8 track	Braille Music	Electronic Braille files
CD-ROM spoken word	Braille and print	Large print
	Moon and print	Audio described video
	Tactile maps and diagrams	

## LANGUAGE CODES

The database will contain ISO-639 language codes.

Reveal will follow library community practice and use the 3-letter version of the codes.

Natural language equivalents for languages are required for the User Search form and subsequent record display

Data entry can use the coded forms.

## FURTHER SPECIFIC REQUIREMENTS

### 1. Date record last edited

Reveal staff will wish to review entries that have not been updated within a specific time period. Search query 'Display records which have not been updated since month/year'. This requires a new set of attributes as this is not covered in the RSLP schema. The Reveal Collection Description Application Profile labels this new set of attributes as **Description** (not to be confused with description attribute of the collection). To avoid confusion it is proposed that for Reveal the label is '**Record Management**'.

### 2. Accessibility issues

A. Visually impaired people using accessibility software (screen magnification, speech synthesis, Braille output, et al) 'read' information in a linear fashion. When too many choices are presented, users find it difficult to remember the full set. Follow National Library for the Blind practice of limiting the number of choices in any single list to ten. [Search forms, results displays]

B Visually impaired people need to be able to alter screen settings for background colour and text colour to suit their requirements. The basic requirement for pre-set options is good tonal and hue contrast but users should also be able to configure their browser's settings. Two pre-set options should be sufficient: (a) dark text on light background and (b) light text on dark background.

C. Visually impaired people need to be able to alter the font size of screen text to suit their requirements using browser settings.

### 3. User *Search* form [Link from public Collections Register intro page]

For Type = Collection records only.

Searchable on	Initial result lists	Record display
<ul style="list-style-type: none"><li>• Title (name of the collection)</li><li>• Description</li><li>• Available media</li><li>• Audience</li><li>• Educational level</li><li>• Language</li></ul>	Collection Titles or Collection Titles + Description	All elements marked for public display

### 4. Reveal Staff *Search* form [Reveal has URL for this form, no link from public Collections Register intro page]

For Type = Collection records only.

Searchable on	Initial result lists	Record display
As for User search form plus Date entry last edited (date syntax to be agreed)	Collection Titles or Collection Titles + Description	Display record showing all elements or Data entry form

#### 5. Reveal staff *Data Entry* form [Reveal has URL for this form, no link from public Collections Register intro page]

Reveal staff should be able to add new records, and read and edit all fields in existing records.

Reveal staff should be able to locate records by:	Displays
<ul style="list-style-type: none"><li>• Title (name of collection)</li><li>• Reveal partner number</li><li>• Collection/catalogue identifier</li></ul>	Full record in Data entry form

#### 6. Reveal partner *Search & Edit* form [Reveal partners given URL for this form, no link from Collections Register intro page]

Reveal partners should be able to read and edit only their own records. This will require an authentication process

- Enter password (common to all partners) and Reveal partner number (not for public display, known only to the organisation itself and Reveal staff).
- Enter Reveal partner number or collection/catalogue identifier for the record to be edited (identifier = partner number plus 3 digit suffix)

Reveal staff should be able to locate records by:	Displays
<ul style="list-style-type: none"><li>• Reveal partner number</li><li>• Collection/catalogue identifier</li></ul>	Full record in Data entry form