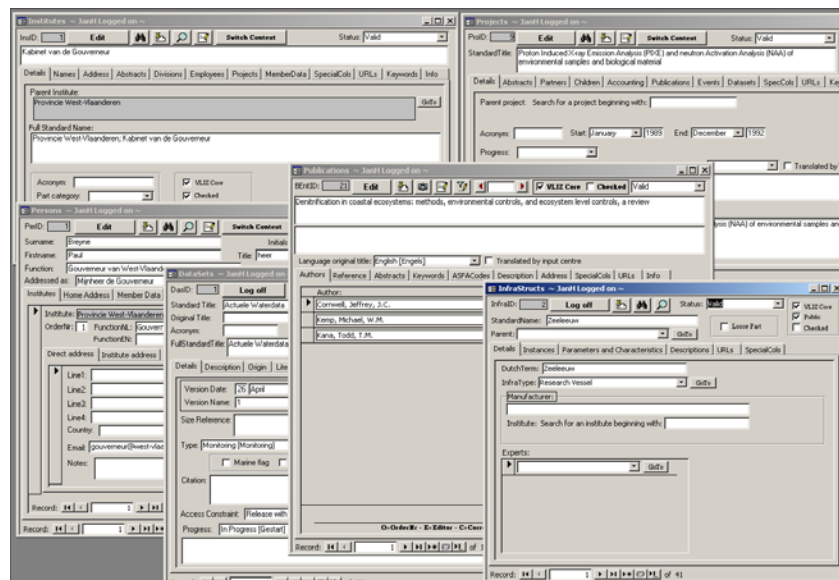


# IMIS INTEGRATED MARINE INFORMATION SYSTEM

## INPUT MANUAL VERSION 1.0

December 2006



V L I Z





# **IMIS – INTEGRATED MARINE INFORMATION SYSTEM**

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**December 2006**

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2006**



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## IMIS - A GENERAL INTRODUCTION

Information management is one of the great challenges of this day. The internet has resolved technical issues in getting access to data, and largely excluded costs associated with transferring this information. Search engines like Google make it easy to find information. The information end-user is now confronted with an overload of information. Judging the relevance and the authority becomes more of a problem. Seeing the information in context is another challenge.

IMIS, the Integrated Marine Information System, has been created to organise the information available about marine science in Flanders. It is a tool to record what work has been done by whom, from which institute, resulting in which datasets and publications. Projects describe the framework in which the work was done. Information on conferences and other events keep track of meetings. A planned module on infrastructure will allow better documentation of the instruments that were used to do the scientific research, and facilitate sharing of expensive equipment. The information stored in IMIS forms a road map, guiding the user through the marine sciences in the Flanders.

As an example, consider the following situation. We want to collate all information available about a marine research group, consisting of three scientists. They collaborate in the framework of a project dealing with the influence on sea level rise on coastal fauna. For a period of time, raw data are collected, research is conducted hypotheses are formulated and tested. The end results are published in an international journal, after scientists have presented preliminary results of the work in symposia and conferences – sometimes alone, sometimes with several co-authors. In the course of their research, they have been affiliated to several institutes, and after finalising the project they returned to their respective home institutions. Raw data, both on physical oceanography and the species distribution records, have been deposited in international archives. If we want to be able to give a complete overview of all relevant information, and keep it in its context, we have to be able to store, reproduce and interlink the following elements:

- Names and institutional affiliations of the researchers; contact addresses
- Names of institutes where the research was conducted, where data is stored, involved in other ways (e.g. sponsor) in the project
- Identification and description of the project
- Temporary project results, including datasets, reports, contributions in proceedings and other publications; final publication in peer-reviewed international journals
- Datasets, both generated by the project, and third-party-generated datasets used by the project team in their research
- Infrastructure and methods used

At the time IMIS was first conceived, no single system was able to store such a diverse array of information elements. Of course, for several of these elements, software did exist. Library catalogues especially are a subject of much software development, and several packages were available, in all grades of complexity, and ranging from freeware to very expensive applications. To keep track of institutes and people, one can use a simple address book. Likewise, alternatives did exist for the other components of the database we wanted to develop. We opted not to use these existing solutions, but to build a new system in-house. The main reasons to do so were to avoid duplication of information across the different applications, and the ease with which different the information in the different modules could be integrated.

Database developers will be familiar with the term ‘normalisation’ – basically making sure all relevant information is present in the system once and only once. The advantage of normalisation is that duplication and thus potential conflicting information is avoided, and, more important from the user point of view, that data and information has to be entered and updated only once. Much effort is often spend in normalising applications. Very often different applications are used for different information needs within a single institute, with little or no effort to try and normalise across applications. IMIS was our attempt to normalise all information requirements of the whole institute.

The other argument to build IMIS was to enable us to build a system in which the information would be tightly coupled across the different modules. It should be easy to find all projects and datasets in which a scientist has participated, which institute he was working on while he/she was involved in a project or

writing a paper, which instruments were used... Building those links is easier if one has complete control over the system.

The structure of IMIS is highly atomised to enable all this interlinking. A couple of examples to illustrate this:

- Names of multiple authors on a publication are not stored in a simple text field, but in a series of records, with each author's name in a separate field (in technical terms, a many-to-many relationship). This increases the complexity of the database, but makes it possible to record much more information on authors, including the links to institutes, projects... Also, the spelling of author names can be standardised, so that searches for publications are more reliable; without this standardisation, each spelling variation in the name would be interpreted as a separate author.
- Again, institutes involved in a project are all stored as separate records, in a many-to-many relationship between institutes and projects. Like for authors, standard lists of institutes can be created. The role of an institute in a project can be documented, and we can for example discriminate between the scientific institute and the sponsor of the research.

The end user of the information is often not concerned on how he sees his problem solved – whether his query is resolved by consulting an expert, a book or a database, for example. But managing different types of information separately complicates such cross-cutting queries. At best it necessitates special mechanisms to bring results from different databases on one page; at worst, technical or institutional problems can make such queries impossible. In IMIS, the different information elements are described using a structure that is as uniform as possible, and using common vocabularies across elements – thesaurus terms, parameter dictionaries, taxonomic terms, gazetteer. This greatly increases the reliability of queries formulated against all information elements simultaneously.

To design the structure of the different modules, we took existing applications and standards into account. It was important, in the development of IMIS, to retain compatibility with initiatives of some of our partners, and to keep the door open for possible information exchange. Some of these compatibility considerations are listed below. A consequence of the highly atomised structure of IMIS is, that it is usually possible to use IMIS to create an output that is compatible with another format. Usually this involves concatenation of the content of several fields, which poses no problems. The converse, of course, is equally true. To import into IMIS, from many other applications, we have to split fields in their different sub-components, a task which always is difficult, and sometimes impossible, to automate.

In order to retain compatibility with the activities of some of our main collaborators, we took into account several data and information applications while designing the modules of IMIS. For the structure for people and institutes, we took into consideration the Blue pages initiative of AODC; EDMED, an initiative of the EU; and GLODir, the system used by IODE. The structure for project was compared with the one from EDMERP, a EU project. The initial structure for publication was nothing but an SQL implementation of the CDS-ISIS application used by ASFA; work for the future will be to generate OAI-compliant export. For datasets/metadata, an initial implementation was an SQL version of the GCMD standard; later this was refined and updated. The present metadata structure will be mapped to the recently defined ISO 19115 standard for geo-spatial metadata.

IMIS is a single database, supporting multiple applications. The database is the sum of overlapping subsets of records, each of which can be made selectively visible depending on the context in which the user is looking at the database. Some of the contexts that have been defined are driven by projects in which VLIZ is involved – e.g. MarBEF (Marine Biodiversity and Ecosystem Function) or the ScheldeMonitor. The first has a Europe-wide geographic scope, but is restricted to biodiversity for the subject matter. The second one is not restricted in subject matter, but is restricted in scope. A visitor to the MarBEF web site will see a different collection of information elements than a visitor to the ScheldeMonitor.

The 'M' in IMIS is a historical accident. IMIS could equally be used to support many other projects in need of information management, and is in fact already in use for information management outside marine sciences. Often this will require setting up different controlled vocabularies. But the general,

modular structure seems to be valid for several environmental science-related information management projects. Maybe the 'M' should be redefined as standing for 'Modular'.

IMIS is available under conditions of open source. It will be more formally presented under GNU license as soon as documentation and installation is further refined. It is hoped that more communities will take up the use of IMIS, and that further development of the system will be able to draw on the resources of these communities.



## IMIS - SECURITY

There are several layers of security involved in IMIS.

**At the lowest level** we have the logins and respective passwords on the database.

Most of the users log on to the database using Windows Security. There are several user groups defined in our Windows Domain and these groups have been given access to several databases on our MS SQL server. In this case no passwords are stored on the SQL Server.

Another option is using database users, saving a password on the SQL Server. This type of user is moreover used on the web interfaces, whereas the Windows Security type is used for input through the MS Access interface.

**A second level of security**, without passwords, is saved in three IMIS tables; IMISLogins, IMISUsers and IMISUse. These tables define *who* can edit in which *module* and both the web interface and access interface make use of these tables.

- **IMISLogins** contains a record for each user, also linking back to the persons module. Most important field in this table is 'SysUser' containing the login passed to the SQL Server by Windows. This will be <domain>/<user> in case of Windows Security, or <DB login> when using a database login. If the 'SysUser' exists in the IMISLogins table and is also recognised by the SQL Server, the person can log on.
- **IMISUsers** is a list of typical IMIS user types; each module has a user and power user. In short, power users can alter more on the forms (e.g. change the Checked Flag).
- **IMISUse** joins IMISLogins and IMISUsers, defining the user types per login.

To continue on the MS Access interface, once you click on the logon button a new session will be created. Whenever you create or change a record on the main table of a module the ID of your current session will also be saved in that record. In this manner it is possible to check who created or changed (last changes only!) a certain person, institute and so on.

**Next to logging in another security measure** has been added to the MS Access interface.

Upon logging on the form will still be in 'Locked' mode, switch to 'Edit' mode by clicking on the login-lock-edit button once more. Each time you switch to another record you will be put back in 'Locked' mode. One can freely switch between Locked (click on 'Edit') and Edit (click on 'Lock') mode.

**The most commonly used user in the web interface** is the database login 'anyone'. This user only has datareader rights on our databases and is used for most web search interfaces. IMIS uses another db user 'IMISweb' for altering records through the web interface.

Before you can edit any record you have to enter your web account login and password.

All web accounts are stored in 'Tools' -a separate database- in which is denoted to which part of the site a certain person has access. Another thing saved in this database is the person his or her IMIS (person) ID.

In short; you log on to the site with your web account, only if you may access the IMIS part of the site and if your IMIS ID is filled in, you may enter the web interface.

Using the IMIS ID we link back to the IMISLogins table and use the security settings for the different modules again.

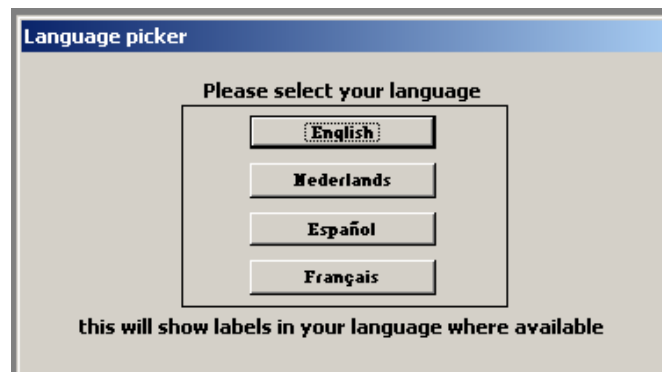
**Future developments** will allow giving people the access rights to only edit there own record (while prohibiting them to edit all other person records). It will also be possible to edit within a certain special collection (read: subset) only.



## IMIS - GENERAL MENUS, TOOLS AND FORMS

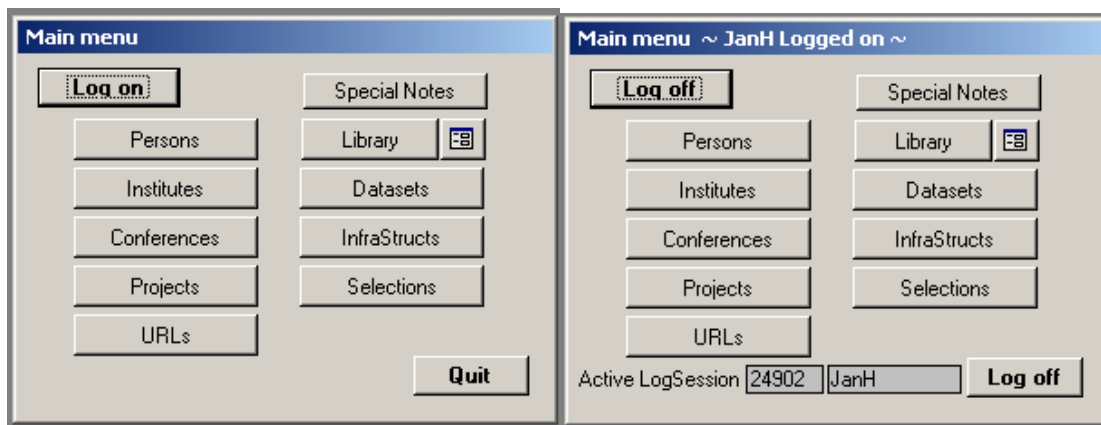
To support navigation and editing through the whole database, several general tools and menus have been added to the MS Access interface.

### Language picker



When entering the IMIS database, the first window is the “language picker”. Here you can select the language in which you would like to work with the database. This function will show field labels in the chosen language where available.

### Main menu



After selecting your language, you have to log on to the system. Doing so, your name and a session ID-number appear at the bottom of the main menu screen. Each time you log on, a new session ID number is created, making it possible to retrace which person has made changes to a certain record.

#### PERSONS-BUTTON

Gives access to the Persons module and input forms.

#### INSTITUTES-BUTTON

Gives access to the Institutes module and input forms.

#### CONFERENCES-BUTTON

Gives access to the Events module and input forms.

#### PROJECTS-BUTTON

Gives access to the Projects module and input forms.

#### URLS-BUTTON

Gives access to the URLs module and input forms.

#### LIBRARY-BUTTON

Gives access to the Library & Literature module and input forms.

#### DATASETS-BUTTON

Gives access to the Datasets module and input forms.

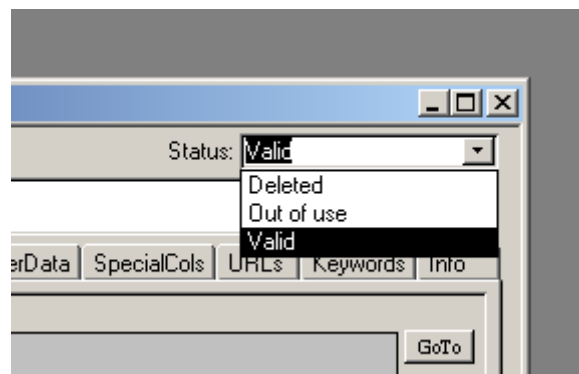
#### INFRASTRUCTURES-BUTTON

Gives access to the Infrastructures module and input forms.

#### SELECTIONS-BUTTON

Gives access to the Selections module and input forms (not further discussed in this manual). See also in section Persons Module under [Selections-tab](#).

### Status (pick list)



This field provides information on the status of the complete record. This list is reused in every module. From a pick list, the following possibilities are available:

- **Deleted:** this record contains information that should be taken out of the database. Instead of actually deleting the record, the status can be set on deleted. The record will then get a red colour, indicating that someone should check if this record can be taken out of the database, without losing any important information.
- **Out of use:** the record is (temporarily) not used. However, it may become valid again at a later stage and thus will not be deleted.
- **Valid:** is the default; a new record is always seen as a valid record.

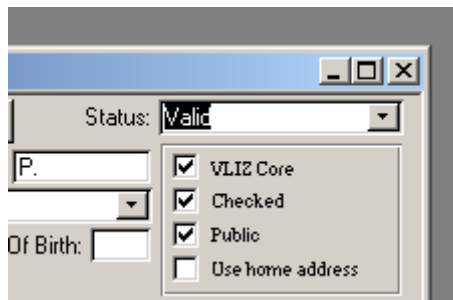


## Edit/Lock function



Upon logging on any form will still be in 'Lock' mode, switch to 'Edit' mode by clicking on the Login-Lock-Edit button once more. Each time you switch to another record you will be put back in 'Lock' mode. One can freely switch between Lock (click on 'Edit') and Edit (click on 'Lock') mode. This function has been built in as a safety measure: you cannot just start typing in a field. This way, no valuable information can be lost accidentally.

## Tick boxes



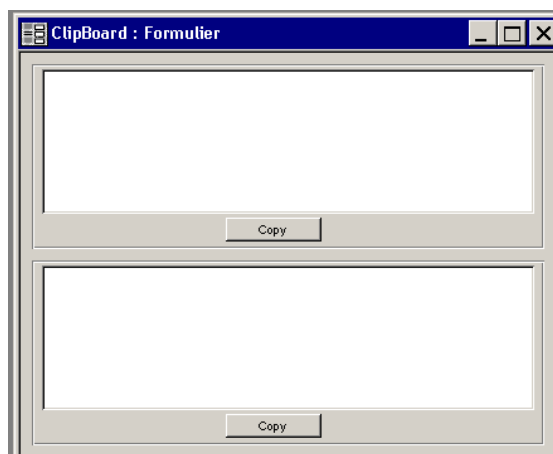
These boxes are used for various checks and controls:

- **Public:** ticking this box, presents the information of this (part of the) record on the VLIZ and other websites, depending on the assigned "Special collections" (see further).
- **Checked:** this box is used for control purposes, to indicate whether the (part of the) record has already been checked for its correctness.
- **VLIZ core:** this box indicates if the information in this record should be visible on the VLIZ website. This is used in combination with the 'public' flag and 'special collections'.

## Clipboard

The clipboard is a window in which you can temporarily store text strings. You can find the clipboard almost anywhere in the system and it is module-independent. Information can be copied to the clipboard, minimized and re-used in the same or another module.

You can open the clipboard by pressing . This button is shown in most windows in IMIS. When opening the clipboard, following screen appears:



Within the clipboard, you have the choice between two independent parts, in which you can stock information. Close the window (X) when you are finished. Once closed, all information stocked is lost!

## Special Collections

Special collections are collections of objects that can be grouped together according to their content, formal characteristics or other custom criteria. They are module-independent and can group everything that is described in IMIS. The advantage is that grouping certain projects, datasets, publications, persons and institutes becomes very easy.

An example: the special collection 'Marine Biodiversity and Ecosystem Functioning' groups all persons, institutes, publications and datasets that are a result of or part of the MarBEF European Network of Excellence and makes sure that their information is shown on the MarBEF website.

When using special collections and the VLIZ core and public flag, please bear in mind to:

- check the 'public' flag if a record is not for internal use only**
- check the 'VLIZ core' flag if a record can be shown on the main IMIS site**
- select a special collection if a record can be shown on that respective site**

There is also a Special Collections management form:

### **NAME**

Give the English name of the special collection.

### **DUTCH NAME**

Give the Dutch name of the special collection.

### **SHORTNAME**

Give the acronym of the special collection.

### **PUBLICFLAG**

If the special collection must be available for everyone consulting the web catalogue, mark this checkbox. Otherwise, leave it blank.

### ***Internal Note-tab***

This is a free-text field that can be used to store information regarding the special collection. This field is for internal use only.

### ***Public Note-tab***

The same as the 'Internal Note'-tab, but can be viewed by everyone.

### ***Linked Items-tab***

Special collections can be used overall throughout IMIS. From this field, you can check which objects from which modules are related to the special collection.

## **URLs**

The 'URLs'-subform, available in almost any module, can be used to define a link between a (part of a) record and a URL (Uniform Resource Locator; website-address). URLs are further handled in the 'URLs'-module. For editing of the URL, you have to go to the specific module. By pressing the 'GoTo'-button, you can interact with the URL-module.

Besides entering the URL itself, the type of URL has to be defined also.

## URL

Choose the URL from the pick list. If it is not present, type the URL and press 'Enter'. Following screen will appear.

At this moment, you are in the 'URLs'-module. Keep in mind that URLs are entered as e.g. [www.test.org](http://www.test.org) and not <http://www.test.org>. Simply click ☒ and the url you added can be chosen in the pick list.

## TYPE

Choose the type of information the URL connects to.

## Info

The screenshot shows a web-based application window titled "Publications ~ Thomas Logged on ~". The interface includes a top navigation bar with a "Lock" button and a "Valid" status indicator. Below this, there are two text input fields: "This is the standard title of a new publication" and "Here comes the original title.". A language dropdown menu is set to "English [Engels]", with a checkbox for "Translated by input centre". A horizontal tab bar contains several options: "Authors", "Reference", "Abstracts", "Keywords", "ASFA Codes", "Description", "Address", "Special Cols", "URLs", and "Info", with "Info" being the active tab. The main content area displays two sections: "Created by..." and "Last edited by...". Each section contains a form with fields for "SesID:" (value: 19712), "User:" (value: D'haenens, Thomas), "Login:" (value: INBO\thomas\_dhaenens), and "Date:" (value: 18/10/2006 14:10:51). At the bottom, a "Record:" status bar shows navigation icons and the text "1 van 1".

The 'Info'-subform, available in all forms, gives more information about who was the creator of the record and who was the last to modify it. This can be useful for control and query purposes.



# IMIS - PERSONS MODULE

## Introduction

The modules 'Persons' and 'Institutes' are two very narrowly interlinked modules. These modules aim at describing persons and institutes. The main goal of these modules is to describe the institutes and inform on the people involved in the research done at these institutes. This involvement can be very broad: from governmental institutions to nature conservation groups, from the secretary or general contact person to the actual researchers. All this information allows to describe the overall expertise, the overlapping or complementary expertise between institutes and their researchers/employees, and to decide which people are best to be contacted for certain questions or problems. The combination of both modules also serves as an address book for the user. By querying these modules, contact information is easily gathered for e.g. all institutes or persons involved in marine pollution research.


## Linked modules

As mentioned in the introduction, the person module is closely interlinked with the institute module, but there also exists a strong link with the other modules available in IMIS (publications, datasets, projects and conferences). As most of these modules contain information on the involved persons (persons responsible for a certain project or dataset, authors of a book or article), it is very important that the information contained here is entered with great care.

As the spelling of a name is not always easy, it is advised to always double-check the spelling or to search on a part of the name instead of the full name. An advantage of the structure of this module is that both the first name and the surname can be searched separately.

## General information

The upper part of the form contains information on the name of a person and how to address this person in mailings. Completing this part of the form as correctly as possible is important, as both the surname and first name fields are searchable.



### PERID

Unique identifier of the person record, assigned automatically by the database

### SURNAME

Surname of the person

### FIRSTNAME

First name or names of the person

**INITIALS**

Initial or initials of the person

**TITLE (PICK LIST)**

Several possibilities are represented in a pick list, to indicate how this person should be addressed

**YEAR OF BIRTH**

Birth year of the person (if known)

**FUNCTION**

If a person has a certain function for life - which is independent of the institute he or she is working at - this can be entered here, e.g. governor

**ADDRESSED AS**

How the person should be addressed in an email or a letter. This field is used for personalised mailings and mail merge purposes.

**STATUS (PICK LIST):**

See section general menus under [Status \(pick list\)](#).

**USE HOME ADDRESS:**

This flag denotes if a person prefers receiving all communication on his home address or not. If this check box is left blank, all mailings will be send out to his or her first institute address.

**Institutes-tab**

The screenshot shows a web-based database interface for 'Persons'. The window title is 'Persons - Leenv Logged on -'. The main form contains fields for 'PerID' (13004), 'Surname' (de Haas), 'Firstname' (Henk), 'Function', 'Addressed as', 'Initials', 'Title' (a pick list), and 'Year Of Birth'. There are checkboxes for 'VLIZ Core', 'Checked', 'Public', and 'Use home address'. Below these fields are tabs for 'Institutes', 'Home Address', 'Member Data', 'Selections', 'Special Collections', 'URLs', 'Keywords', and 'Info'. The 'Institutes' tab is active, showing a search field 'Search for an institute beginning with:' and a 'Search' button. Below the search field are fields for 'OrderNr' (2), 'FunctionNL', and 'FunctionEN', with a 'GoTo' button. At the bottom of the 'Institutes' tab are sub-tabs: 'Direct address', 'Institute address', 'Extra Info', and 'URLs on Person~Institute'.

If the institute is already in the database, you can enter (a part of) the name in the 'search for an institute beginning with' field and then press the 'search' button. It is strongly recommended to always check first whether an institute is already in the database or not. If it is not yet available, you have to switch to the institute module, create the institute and then perform your search in the person module again (creating an institute is discussed further on).



The database will give you a list of institute names that match your search criteria. You can select the correct institute from the list. Once this has been done, the upper field will change into a grey 'institute' field. The grey colour indicates that no changes can be made to this field.

If a person is connected to more than one institute, multiple "institute" records can be created, each with their specific information as described below. Be sure to fill in the institutes in order of importance, using the order number. This order sequence will also be used on the website and – as mentioned before – when the 'use home address' flag is not checked, the address of the first institute (orderNr = 1) will be used in mailings.

### ORDERNR

If a person is only affiliated with one institute, this institute automatically receives an order number '1'. If this person has connections with more than one institute, the numbers will match the order in which the institutes appear on the website. A second institute record will automatically receive an order number '2'. If however, this order should change over time, the order numbers can easily be adapted manually.

### FUNCTIONNL

The specific function of this person within the institute, in Dutch  
e.g. professor, wetenschappelijk medewerker, docent, secretaris, ...

### FUNCTIONEN

The specific function of this person within the institute, in English  
e.g. professor, scientific staff member, teacher, secretary, ...

## Direct address

The screenshot shows a web-based database interface titled 'Persons - Leenv Logged on -'. The main form displays details for a person with PerID 8162, Surname 'Vanhoorne', and Firstname 'Bart'. The 'Institute' field is set to 'Vlaams Instituut voor de Zee'. The 'Direct address' tab is selected, showing fields for Line1 through Line4, Country, Email (bart.vanhoorne@vliz.be), and Notes. The 'Phone' field contains '+32-(0)69-34 01 59'. The interface includes navigation buttons at the bottom, such as 'Record: 1 of 1' and 'Record: 6850 of 11564'.

The direct address is defined as the direct contact address of this person at his institute. If the actual address (street and postal info) of the person is identical to the address of the institute, then the address is not entered again. The information entered here mostly involves a personal phone number and email at the institute. If the phone number would be identical to the general phone number of the institute, then this number is not entered in these direct address fields. The notes field can be used to add extra information on the contact details of this person at the institute. These notes are not shown on the website.

### Institute address

Persons - Leen van Logten

PeilID: 2924 Edit [Icons]

Switch Context Status: Valid

Surname: Duineveld Initials: G.C.A. ☒ VLIZ Core

Firstname: Gerard Title: dr. ☒ Checked

Function: Year Of Birth: ☒ Public

Addressed as: ☐ Use home address

Institute: Home Address: Member Data: Selections: Special Collections: URLs: Keywords: Info

Institute: Royal Netherlands Institute for Sea Research

OrderNr: 1 FunctionNL: GoTo

FunctionEN:

Direct address: Institute address: Extra Info: URLs on Person--Institute

Line1: Landdiep 4

Line2: P6 69

Line3: 1750 AB Den Burg, Texel

Line4:

Country: Netherlands

Email:

Notes: Uneditable field

Phone: +31-40222-36 93 00

GSM:

Fax: +31-40222-31 96 74

Record: 1 of 1

All the fields in the 'institute address' are in a grey colour, indicating that nothing can be changed here. The institute address is automatically added, as soon as an institute has been assigned to a person. If there would be a mistake in the institute address, one can only correct this in the 'institute' module. Click on the 'go to' button to go directly to the correct record in the institute module. There you can edit the address information. This information will be updated automatically in the person record.

### Extra info

Persons - Leenvv Logged on -

PeilID:  Edit Switch Content Status: Valid

Surname: Vandepitte Initials: L ☐ VLEI Care

Firstname: Leen Title: mevr. ☐ Checked

Function:  Year Of Birth:  ☐ Public

Addressed as:  ☐ Use home address

Institutes Home Address Member Data Selections Special Collections URLs Keywords Info

Institute: Maas Instituut voor de Zee

OrderNr: 1 FunctionNL: Wetenschappelijk medewerker GoTo

FunctionEN: Scientific assistant

Direct address Institute address Extra Info URLs on Person->Institute

☐ No longer working in this institute

BeginDate: 15 April [April] 2005

EndDate:  2005

Reason:

Record: 1 of 1

Record: 161 of 1130

**CHECKBOX 'NO LONGER WORKING IN THIS INSTITUTE'**

Checking this box indicates that this person is no longer working in this institute

**BEGINDATE**

The date this person started working at the institute

**ENDDATE**

The date the person stopped working at the institute

## REASON

If necessary, a reason can be given why this person is no longer connected to this institute. This reason is never shown on the website.

e.g. retirement, deceased

## URLs on Person~Institute

The institute website can host personal pages on their employees (an overview of their CV, a list of publications or projects they are working on, etc.). In this case, the URL to this personal page on the institute website can be entered here.

Keep in mind that URLs are entered as e.g. [www.test.org](http://www.test.org) and not <http://www.test.org>

## Home address-tab

The top screenshot shows the 'Persons - Leenv Logged on -' application window. The 'Home Address' tab is selected. The main area displays 'No Home Address information available' and a 'Create home address' button. A 'New Home Address' dialog box is open, showing fields for Line1, Line2, Line3, Line4, Country, Phone, GSM, Fax, Email, and Notes. The 'Submit' button is at the bottom right of the dialog.

The bottom screenshot shows the same application window, but the 'Edit' button is visible. The 'Home Address' tab is selected, and the main area displays the 'New Home Address' dialog box. The fields are filled with test data: Line1: Gistelse Steenweg 245 bus 2, Line2: 8200 Sint-Andries, Line3: , Line4: , Country: Belgium, Phone: +32-(0)50-30 05 20, GSM: , Fax: , Email: jvandeputte@telenet.be, Notes: . The 'Submit' button is at the bottom right of the dialog.

Clicking on 'edit' makes the 'create home address' button available. When this is clicked, a new window will appear where a number of fields can be completed.

Line1 to 4 can be used for the address. The country can be selected from a pick list.

If phone, cell phone (GSM), fax numbers and email address are available, these can be entered in the respective fields. Additional information on the address can be added in the 'notes' field.

Click on 'submit' to transfer the information to the record. When information needs to be changed, this can be done directly in the home address record.



There are some specific rules for entering address information:

**Phone and fax:** +32-(0)57-20 73 82 ; +30-(0)2810-33 78 53 ; +49-(0)431 600-1200

Exception: in Italy, the zero is never put between brackets, as this number always has to be dialled (even when calling from abroad).

**Cell phone (GSM):** +32-(0)498-52 26 45

**Postal codes:** 24148 Kiel ; 71003 Iraklion ; 8400 Oostende ; ...

Never put e.g. B-8400 Oostende. The postal country letter-code is not used here.

## Member data-tab

The screenshot shows the 'Member Data' tab for a person named Paul Breyne. The top section contains personal details: Surname (Breyne), Firstname (Paul), Function (Gouverneur van West-Vlaanderen), Addressed as (Mijnheer de Gouverneur), Title (heer), and Year Of Birth. The status is 'Valid'. Below this, there are checkboxes for 'CV Available', 'No Charge', and 'Active'. The main table lists membership records from 2000 to 2006, all of type 'Individueel'. The 'Paid' column has checkboxes, and the 'Notes' column is empty. The bottom status bar indicates 'Record: 1 of 11564'.

Year	Type	Paid	Notes
2006	Individueel	<input type="checkbox"/>	
2005	Individueel	<input type="checkbox"/>	
2004	Individueel	<input type="checkbox"/>	
2003	Individueel	<input type="checkbox"/>	
2002	Individueel	<input type="checkbox"/>	
2001	Individueel	<input type="checkbox"/>	
2000	Individueel	<input type="checkbox"/>	
* 2006		<input type="checkbox"/>	

This section is created to give an overview of the VLIZ membership status of a person. Here, an indication is given of the year and type of membership (individual, institutional, student). The tick boxes show whether a person is an active member (involved in VLIZ activities, member of the scientific commission, etc.) and if this person has to pay a yearly contribution or not. Normally, when becoming a member, each person should also send a copy of his CV. When this has been done, the corresponding tick box is checked.

The member data section has been created for internal use and is not visible on the web.

## Selections-tab

The screenshot shows the 'Selections' tab for the same person. It lists three categories of selections: 'Mailing: 1st mailing VLIZ potentiële leden', 'Evenement: JCD 2006', and 'Mailing: De Grote Rede'. Each category has a 'GoTo' button and a checkbox for 'Use home address for this selection'. The bottom status bar indicates 'Record: 1 of 11564'.

Category	Short Notes	GoTo
Mailing: 1st mailing VLIZ potentiële leden	<input type="checkbox"/> Use home address for this selection	GoTo
Evenement: JCD 2006	<input type="checkbox"/> Use home address for this selection	GoTo
Mailing: De Grote Rede	<input checked="" type="checkbox"/> Use home address for this selection	GoTo
*	<input type="checkbox"/> Use home address for this selection	GoTo

Selections are used to connect a person to a certain mailing list. Upon registration for an event, a person receives a corresponding selection, making it easier to compile a list of participants or to take care of the follow-up mailings or letters.

When a publication has to be sent out, a query compiles all the necessary information on the subscribers of this publication (name and address) and through the use of mail merge, this is printed on address labels.

An extra function has been inserted to choose whether a person receives mail at his work or his home address ('use home address for this selection' tick box) or at a certain institute, using the address of that particular institute.

The selections section has been created for internal use only and is not visible on the web. There is a specific input form to create new selections (not discussed here).

## Special Collections-tab

See section general menus under [Special Collections](#).

## URLs-tab

See section general menus under [URLs](#).

## Keywords-tab

Keywords are seldom assigned to persons. This item will be discussed in detail in the [Institutes Module](#) section.

## Info-tab

See section general menus under [Info](#).

# IMIS - INSTITUTES MODULE

## Introduction

This module is designed to capture all relevant information on institutes. The recorded data is rather extensive; an institute is – next to its employees – also linked to a set of keywords making it possible to look up an institute using topics as ‘aquaculture’. Thanks to the IMIS structure, it is possible to link and display all events, projects, publications or datasets that are connected to this institute in one way or another.

In analogy with a person name, an institute name is not always easily spelled. So we strongly recommend you to double-check if the institute is already recorded in the system. In the database, within the institute module, the English name, the original name and the acronym are searchable fields.

The person and institute modules taken together can be compared with the ‘yellow pages’, being a very easy tool to look up directory information. The more information you make available on an institute, the more refined the search may become and the better the search results will be.

## General information



The upper part of the form only contains the English name of the institute. If the original name of the institute is not in English, the official English name should be looked up. The English title or ‘standard title’ field is mandatory; when no English name is available, fill in three dashes ‘---’.

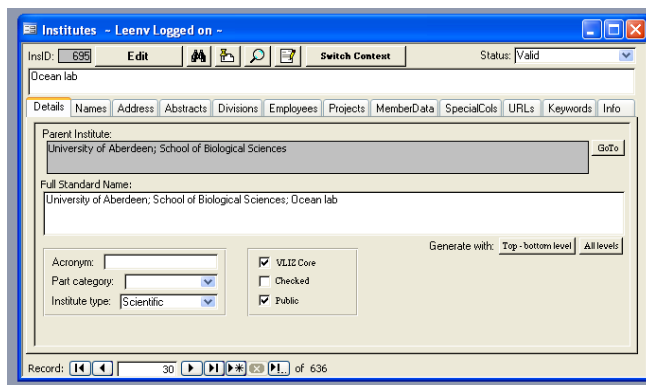
### INSID

Unique identifier of the institute record, assigned automatically by the database

### STATUS (PICK LIST):

See general menus under [Status \(pick list\)](#).

## Details-tab



### **PARENT INSTITUTE**

If the institute does not form an entity on its own, but is actually a part of a bigger institute or organisation, you have to define the 'parent' here. Make sure to fill in the highest institute part first, going on to the next part one level down. This avoids unnecessary record switching and mistakes.

E.g. "University of Aberdeen; School of Biological Sciences; Ocean lab" = the available information. Start off with searching for any of the several part of the institute full name. It is possible that the 'School of Biological Sciences' can be found, whereas 'University of Aberdeen' is lacking. Viewing the 'School of Biological Sciences'-records may reveal that 'Aberdeen' was typed wrongly in the parent record. After the search, you will know which institutes will have to be created.

### **FULL STANDARD NAME**

This field can be generated automatically by making use of one of the following buttons:

### **TOP-BOTTOM LEVEL**

In the case of the given example, clicking this button will generate the following: 'University of Aberdeen; Ocean lab', thus creating a full name for the institute only using the highest parent and the institute name.

### **ALL LEVELS**

Clicking this button will generate 'University of Aberdeen; School of Biological Sciences; Ocean lab', thus creating a full name using all the upper levels.

Which button is used, depends on the official naming of the institute. However, in some cases, the top-bottom level name will not be sufficient for recognizing an institute.

For example a university has several departments of which two have a Laboratory, this will result in two institutes with this generic name: <Institute>; Laboratory. On the other hand, generating a full name with all levels may result in a name filling up several lines. That is why it is possible to edit the generated name afterwards. Add another level or use the all levels name in the first case, and omit one or more levels or use acronyms in the second.

### **ACRONYM**

This is the abbreviated name of an institute.

### **PART CATEGORY (PICK LIST)**

If the institute is a university or part of a university structure, this specific part can be defined from a pick list with the following options:

**Department**  
**Faculty**  
**University**  
**Lab(oratory)**  
**Section**  
**Unit**



### INSTITUTE TYPE (PICK LIST)

Every institute can be categorised under a certain institute type. If an institute can be classified under two or more types, you should choose the most valid type.

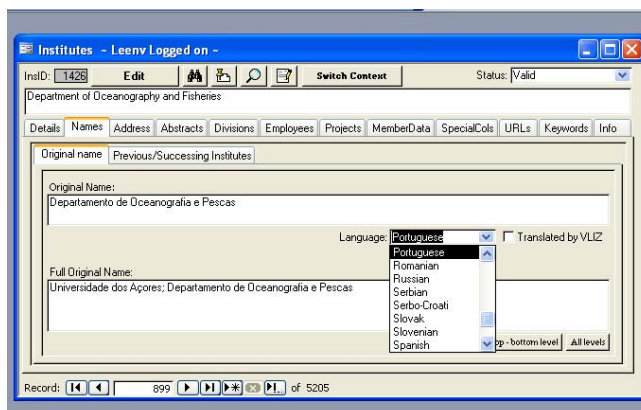
**Administrative (e.g. governmental organisations)**  
**Commercial (e.g. consultancy and assistance offices)**  
**Education**  
**Foundation**  
**International (e.g. Unesco)**  
**Scientific (e.g. universities)**  
**Others**  
**Unknown**

### CHECK BOXES:

See section general menus under [Tick boxes](#).

## Names-tab

### Original name



Although the standard title field always has to be completed in English, the institute name is in most cases not originally English. If this is the case, the original name can be put in the 'original name' field and the original language can be selected from a pick list.

When the original title is in English, only the English or standard title field is filled in.

### ORIGINAL NAME

The name of the institute in the original language

### LANGUAGE (PICK LIST)

Select the original language from a pick list.

### CHECKBOX 'TRANSLATED BY VLIZ'

If VLIZ staff has made its own translation from the original language, this box is checked.

### FULL ORIGINAL NAME

As with the Full English name, one can form a full name using the original names of an institute. All rules for generating a full English name also apply. However, when the original name of a parent is not given, its English name will be used.

## Previous/succeeding institute

The screenshot shows the 'Institutes' application window with the 'Previous/Succeeding Institutes' tab selected. The 'Original name' is 'Afdeling Kust'. The 'Previous name' field contains 'Maaamse Overheid; Afdeling Kust'. There is a 'Go to' button next to the previous name field. Below this is a search bar with the text 'Search for an institute beginning with:' and a 'Search' button. The 'Succeeding Institutes' field is empty. The status bar at the bottom indicates 'Record: 4916 of 5205'.

In case of name transition of an institute it is advised to change the name of the existing institute record to the new name, and create a new institute in the database using the old name. Next up is referring to the previous name of an institute in the respective tab in the old record. This way, there is no need to move all employees, projects... records to a new record bearing the new name. People looking for the old name on the website will be referred to the correct record.

## Address-tab

The screenshot shows the 'Institutes' application window with the 'Address' tab selected. The institute name is 'Departamento de Física Aplicada'. The main content area displays 'No Addressinformation available' with a 'Create address' button below it. The status bar at the bottom indicates 'Record: 5189 of 5205'.

The screenshot shows the 'Institutes' application window with the 'Address' tab selected. The institute name is 'Plymouth Marine Laboratory'. The address fields are filled with: Line1: Prospect Place, Line2: West Hoe, Line3: Plymouth, PL1 3DH, Line4: (empty), Country: UK, Phone: +44-(0)1752-63 31 00, GSM: (empty), Fax: +44-(0)1752-63 31 01, Email: forinfo@pml.ac.uk. There is a 'Notes' field at the bottom. The status bar at the bottom indicates 'Record: 907 of 5205'.

Clicking on 'edit' makes the 'create address' button available. A new window will appear where a number of fields can be completed.

Lines 1 to 4 are used for the address. The country can be selected from a pick list. If phone, cell phone (GSM), fax number and email address are available, these can be entered in the respective fields. The notes field can be used to add extra information on the contact details of the institute. These notes are not shown on the web.

Click on 'submit' to transfer the information to the record. When information needs to be changed or added, this can be done directly in the address record.

If an institute has a parent and resides on the same location as the parent (e.g. a department of an institute), you should only fill in the address on the parent record. Use the address form only to fill in a specific phone number or email address.



There are some specific rules for entering address information:

**Phone and fax:** +32-(0)57-20 73 82 ; +30-(0)2810-33 78 53 ; +49-(0)431 600-1200

Exception: in Italy, the zero is never put between brackets, as this number always has to be dialled (even when calling from abroad).

**Cell phone (GSM):** +32-(0)498-52 26 45

**Postal codes:** 24148 Kiel ; 71003 Iraklion ; 8400 Oostende ; ...

Never put e.g. B-8400 Oostende. The postal country letter-code is not used here

## Abstracts-tab

### English abstract

### ABSTRACT FIELD

The abstract or summary information should aim at providing the reader with a good overview of the nature of the institute. The information covered should certainly include the domain of expertise of the institute and an overview of their main tasks or research fields. The abstract can be very synoptic or more elaborate, depending on the activities they are involved in. This information should be given in English.

### TICK BOXES

#### Abstract was translated by VLIZ:

VLIZ staff has made a translation from the original language to English

#### Abstract was composed by VLIZ:

VLIZ staff has created an abstract

## Abstract in other language

The screenshot shows a web application window titled 'Institutes - Leenv Logged on -'. The main content area is for editing the 'Abstract in other language' for the 'Vlaams Instituut voor de Zee'. The 'English abstract' field contains the text: 'Het VLIZ fungeert als coördinatie- en informatieplatform voor zeewetenschappelijk onderzoek in Vlaanderen. Het VLIZ bouwt het Vlaams Marien Data- en Informatiecentrum uit en zet het schip de Zeeleeuw in voor oceanografisch onderzoek.' Below this, there is a 'Language' dropdown menu with 'Dutch' selected. At the bottom, there is a 'Record' navigation bar showing '14' of '26' records.

### ABSTRACT FIELD

If the institute is not of English origin, the abstract in the original language has to be put here. The abstract should contain the same information as described above (see English abstract). If the institute is of English origin, this field remains blank.

### LANGUAGE PICKER (PICK LIST)

The original language can be selected from the provided pick list.

## Divisions-tab

The screenshot shows the 'Divisions' tab for the 'Natural History Museum'. It displays a list of divisions with columns for 'Unit Cat', 'StandardName', and 'GoTo'. The divisions listed are 'Department of Botany', 'Department of Paleontology', and 'Department of Zoology'. Each division has a 'GoTo' button next to it. The 'GoTo' buttons are disabled (greyed out). At the bottom, there is a 'Record' navigation bar showing '14' of '2655' records.

This section is filled in automatically. If a new institute is coupled to a higher level in the institute name hierarchy, this new name is automatically mentioned in the division part of its parent institute. By clicking on the 'go to' button, one can easily go to the respective division records to change or add information. This gives a good overview of all the different sub-divisions of a certain institute and it is an easy way to go to the record of the sub-division. All the fields are in grey, and it is not possible to change anything here, but only in the corresponding record itself.

## Employees-tab

FunctionNL	Name	GoTo	Begindate	Enddate
	Chalwin, Olivia, O.	GoTo	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Magstone, Gill, G.	GoTo	<input type="checkbox"/>	<input type="checkbox"/>
Educational/Outreach Officer	Woznicki, Liz, L.	GoTo	<input type="checkbox"/>	<input type="checkbox"/>
Press Officer	Chelley, Rebecca, R.	GoTo	<input type="checkbox"/>	<input type="checkbox"/>
grants liaison officer	Haring, Pamela	GoTo	<input type="checkbox"/>	<input type="checkbox"/>

An overview of all the persons working or previously working in the institute is given. If given, their function is displayed, together with the start and end date of their employment. The person names are in grey, indicating that the names can't be changed here. For editing the person records or adding another employee, switch to the person form using the 'Go To' button.

### FUNCTIONNL

The function of the person within the institute, in Dutch.

### NAME

The (non-editable) name of the person, given in a standard format.

### GO TO

Clicking this button will take you to the person record; it is used for viewing or editing the particular data of the person.

### CHECKBOX

This box matches the 'NO LONGER WORKING IN THIS INSTITUTE' button in the person module.

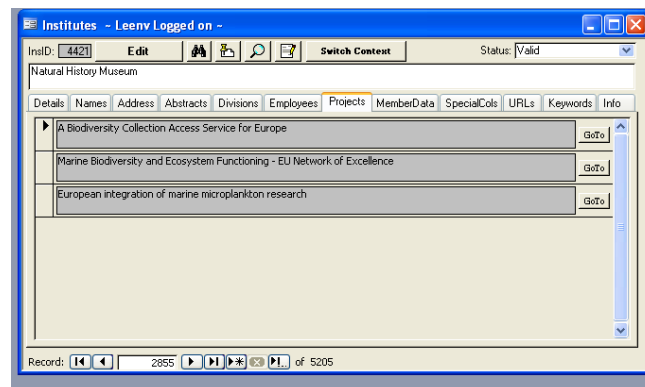
### BEGINDATE

If known, the start date of employment at the institute is filled in here.

### ENDDATE

If known, the end date of employment at this institute is filled in here.

## Projects-tab



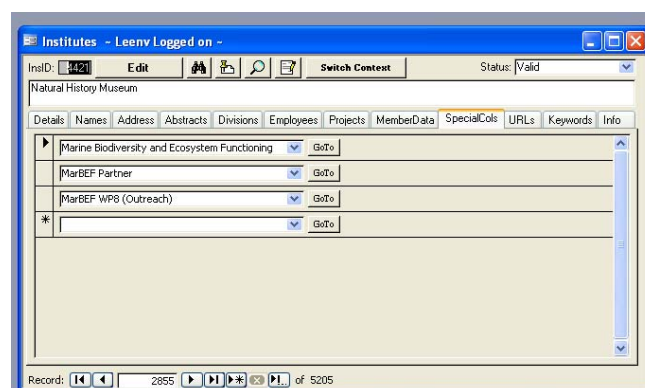
The 'projects' part gives an overview of all the projects the institute is or was involved in. The grey colour of the fields indicates that no information can be added or changed here. To edit the project record, switch to the project form using the 'Go To' button.

## MemberData-tab

This section is only used on the person level. For a detailed description of the use of this, we refer to the Person Module section.

Member Data information is never assigned on the institute level.

## Special Collections-tab



See section general menus under [Special Collections](#).

## URLs-tab

See section general menus under [URLs](#).

## Keywords-tab

The keywords are subdivided into four categories. It is important to fill in these keywords as correctly as possible as they are all searchable fields on the website (separately or combined). An accurate enumeration of keywords also makes it possible to look for institutes with a comparable field of research.

For each of these subdivisions, more than one keyword can be assigned.

### GEOGRAPHICAL TERMS (PICK LIST)

An extensive pick list of geographical locations is provided to select a number of geographical terms that are related to the area of research and/or expertise of the institute.

### THESAURUS TERMS (PICK LIST)

These keywords are based on the AFSA thesaurus (see the Literature Module section for extensive description of this thesaurus). A thesaurus provides a standard language or set of terms with which to describe a subject area. Making use of these standardised keywords makes it fairly easy to look up e.g. databases or publications dealing with the same subject (e.g. shrimp).

### TAXONOMIC TERMS (PICK LIST)

If an institute is working on a specific taxonomic group or species, this taxon can be defined here.

### OTHER TERMS (PICK LIST)

If the keyword you are looking for is not available in any of the other lists, one can search for it here or add it to the list of 'other terms'

For more detailed information on these indexing functions, see Literature Module section under [Taxonomic Terms](#), [Geographical Terms](#), [Other Terms](#), and [ASFA-specific fields](#).

### Info-tab

The screenshot shows a web application window titled 'Institutes - Leenv Logged on -'. The main content area displays the 'Info' tab for the entry 'Marine Geological Assistance NV'. The interface includes a top navigation bar with tabs: Details, Names, Address, Abstracts, Divisions, Employees, Projects, MemberData, SpecialCols, URLs, Keywords, and Info. The 'Info' tab is selected, showing a form with two columns: 'Created by' and 'Last edited by'. The 'Created by' column contains fields for SestID (0164), User (TJanssens, Roeland), Login (dbo), and Date (26/11/2003 13:44:13). The 'Last edited by' column contains fields for SestID (24164), User (Claus, Simon), Login (VLJ22000simon), and Date (13/10/2006 10:16:42). At the bottom, a status bar indicates 'Record: 14 of 28' and '5205'.

Created by	Last edited by
SestID: 0164	SestID: 24164
User: TJanssens, Roeland	User: Claus, Simon
Login: dbo	Login: VLJ22000simon
Date: 26/11/2003 13:44:13	Date: 13/10/2006 10:16:42

See section general menus under [Info](#)



# IMIS - LITERATURE MODULE

## GENERAL CONCEPTS


When it comes to publications, a very specific bibliographic structure is maintained within IMIS. This structure, which is based on the ASFIS-guidelines, is explained in the paragraph '[Bibliographic level](#)'.

After defining the correct bibliographic level of a publication, it has to be described on three different input levels (entity, reference and instance level). An explanation of this principle is given below in the paragraph '[Input levels](#)'.

Part of the reference-structure is determined at the level of the indexer. For instance, bold or superscript coding has to be entered together with the data itself, using the specific html-tags.

## Specific Literature tools

### Show the reference

In the Literature forms, this  button is available. By pressing it, the data entered is shown as how it will appear in the user interface:



This button is used to check on spelling, html-tags, etc.... without having to open the record in a browser.

## Bibliographic level

Each publication being described, has a specific bibliographic level in IMIS. This level is derived from the nature of the work (is it an article, a book or a series, or a book in a series, etc.).

A combination of three codes is used to define that bibliographic level:

**A: for analytic**  
**M: for monographic**  
**S: for serial**

Following is a description of each code, the bibliographic levels that can be formed and how to assign a bibliographic level to describe the document being catalogued.

## The analytic level (A)

The analytic level of a bibliographic record describes a document that is part of a larger bibliographic unit, such as a chapter in a book, an article in a journal, a map in a report or book, or a paper in a bound volume of conference proceedings. The analytic is always the lowest bibliographic level and refers to the part of the document that will not be further subdivided for bibliographic description. This level is never independent and must be combined with the monographic and/or serial levels. For example, a record that describes a chapter in a volume published within a series will contain the analytic level for the chapter, the monographic level for the volume and the serial level for the series (AMS). In this example, the monographic and serial levels are necessary for the full description of the publication in which the chapter is contained.

The worksheets for the analytic level are the following:

- AS** (analytic/serial), describes an article in a journal or newspaper
- AM** (analytic/monographic), describes a chapter in a book or report, a paper in a bound volume of conference proceedings
- AMS** (analytic/monographic/serial), describes a chapter in a book or in a report published in a series

## The monographic level (M)

The monographic level of a record describes a document which can either stand alone as a self-contained bibliographic entity, or can be split (for the purpose of bibliographic description) into analytics, or can be recorded as a part of a larger bibliographic entity (such as a collection of a series). Thus, although a one-level monographic record can stand alone as an independent unit (M), it can also be combined with the analytic and serial levels.

The worksheets for the monographic level are the following:

- M** (monographic), describes a book, a patent, a report, a map, a standard or a thesis which stands as a one-level monographic record
- MS** (monographic/serial), describes a book/volume/report/thesis or annual report published in a series

## The serial level (S)

The serial level of a record describes a publication, issued in successive parts over an indefinite period of time, usually but not always with volume and issue numbers. Publications described as a serial may be journals or periodicals, newspapers, annual report series, yearbooks, annual directories or monograph series.

The serial level can have but one worksheet:

- S** (serial), describes a periodical, or a collection/series of monographs, reports, annuals, etc.

In summary, the following bibliographic combinations are the levels that permit IMIS literature data entry:

- M** description of a monograph
- MS** description of a monograph within a series
- AS** analytic description within a serial, such as an article in a journal
- AM** analytic description within a monograph, such as a chapter in a book
- AMS** analytic description within a monograph, issued in a serial

Two combinations, M (monographic) and S (serial), can exist on their own, without a second combination attached to it. If combined, the M-level (monographic) can have an analytic attached to it (AM), the S-level (serial) can have M (monographic) attached to it (MS).

The analytic levels (AS, AM and AMS) can only have a second level attached to it at a higher level. These are articles or book chapters and they must be linked to a monographic (AM, AMS) or a serial (AS).

The level MS must be linked to a series and may have an analytic attached to it (AMS).

## ***Input-levels***

In IMIS, an abstraction is made of a bibliographic description on three levels:

**Entity level**  
**Reference level**  
**Instance level**

## **The entity level**

The entity level contains the most general information about a bibliographic description:

<b>English title</b>	<b>ASFA-codes</b>
<b>Original title</b>	<b>General description</b>
<b>Authors</b>	<b>Address data</b>
<b>Language</b>	<b>Special collections</b>
<b>Abstract</b>	<b>URLs linked to the entity as a whole</b>
<b>Keywords</b>	

At this level, a virtual bibliographic entity is created from which we will work further for the description of the specific bibliographic data.

The data, contained within the entity level, don't have to apply to a specific version of a publication. An abstract, e.g. can apply to various editions of a specific book. It doesn't matter whether the first or the sixth edition is described.

## **The reference level**

The reference level contains the fields, applying to the actual version of the work described, for example an ISBN-number, inherent to a specific edition of a work.

**Metadata, described on the reference level are:**  
**Bibliographic level**  
**Publication type**  
**Monographic/serial data (ISBN, ISSN, paging, etc.)**  
**URLs specific to the version/ described**  
**Analytic/monographic parts**  
**Cartographic data (coordinates, scale, etc.)**

## The instance level

At this level, information is added for the instance ('physical representation') of the work. A work can have many different instances. A book can be published on the Internet, or as a paper version, but it can also be issued on a CD-ROM. An instance is the formal representation of a publication.

The instance properties are:

**Physical medium**  
**File format**  
**Library**  
**Classification**

**Shelf location**  
**Storage remarks**  
**URLs for the instance**  
**Detailed Journal information**

The instance of the work is the lowest level that can be defined.

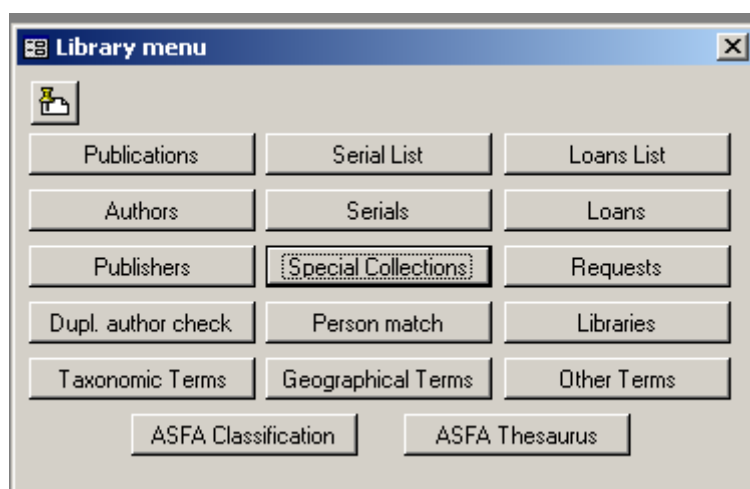
### Note:

There exists a one-to-many hierarchy between the three levels mentioned above. One entity level can have more reference levels. A book can be published in a number of editions, which are basically all the same (except for the year, ISBN, edition).

Each reference can have many instances. A duplicate title in the library might have different shelf locations or a different medium (e.g. paper and cd-rom version). In this case, the reference of this title has two instances.

## LIBRARY MANAGEMENT AND LITERATURE INPUT

The Library menu has 17 different sections. These sections can be grouped according to their function. Nine different functions can be defined.



This screenshot shows the 17 sections present in the library menu.  
These sections can be functionally grouped according to following scheme:

Functional groups	Sections
Publications	Publications
Serials	Serials List Serials
Loans	Loans List Loans Requests
Authors	Authors Duplicate Author Check Person Match
Publishers	Publishers
Libraries	Libraries
Intrinsic descriptions	Taxonomic Terms Geographical Terms Other Terms
ASFA-specific fields	ASFA Classification ASFA Thesaurus
Special Collections	Special Collections

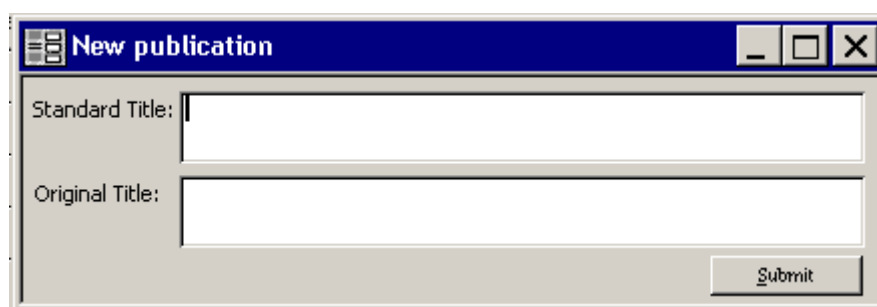
## ***Publications***

The publication section provides us with an interface from which we can create, search, open, edit and delete references in the system. When using this interface, we work in the whole publication-database, i.e. all books, journals, articles, cd's, maps, etc.

## **Creating a new reference**

The screenshot shows a window titled "Publication List ~ Thomas Logged on ~". The window contains a form for creating a new publication. At the top, there are buttons for "Create a new publication" and "ShelfLocCodes", and a "Max hits: 1000" label. The form has several input fields: "Title:" (with a search icon), "Any ID:" (with a search icon), "Author:" (with a search icon), and "Date:" (with a search icon). There is also a "Search Author" button. Below these fields, there is a "BEntID:" field with the value "159952" and a search icon. The main text area contains the text "Activiteitenverslag 2003-2004 : Vlaams landbouw- en visserijonderzoek".

## CREATE A NEW PUBLICATION



### STANDARD TITLE

Type the English title (including subtitles), as it appears on the title page of the document.

Capitalize only the initial letter of the first word of the title and the initial letter of all the proper names, and do NOT put a full stop at the end of the title: e.g. The distribution of fish in Italian inland waters

Indicate words in the title in italics, subscript and superscript using the following standard HTML codes:

italics = `<i>...</i>`

subscript = `<sub>...</sub>`

superscript = `<sup>...</sup>`

`<i>Clupea harengus</i>`

`H<sub>2</sub>O`

`120m<sup>3</sup>`

Italics also apply to names of vessels, e.g. R/V `<i>Fridtjof Nansen</i>` and Latin expressions such as `<i>ad hoc</i>`, `<i>in vitro</i>`, `<i>in situ</i>`, etc.

Roman numbers quoted in the title should be converted to Arabic numbers, unless they are part of a proper name (e.g. chemical name):

Part IV = **Part 4**

Chromium VI = **Cr(VI)**

If the document does NOT contain an English title, the non-English title must be translated into English. The "Translated by input center"-checkbox then has to be checked at the entity-level.

If the document contains one or more **non-English** title(s), type these titles in the Non-English title field (instructions in the 'Original Title'-field).

### ORIGINAL TITLE

Complete this field only when the document being described contains one or more non-English titles.

Type the non-English title(s), as appearing on the title page of the document, capitalizing in accordance with the conventions of that language.

Indicate words in the title in italics, subscript and superscript using the following standard HTML codes:

italics = `<i>...</i>`

subscript = `<sub>...</sub>`

superscript = `<sup>...</sup>`

`<i>Clupea harengus</i>`

`H<sub>2</sub>O`

`120m<sup>3</sup>`

Italics also apply to names of vessels, e.g. R/V `<i>Fridtjof Nansen</i>` and Latin expressions such as `<i>ad hoc</i>`, `<i>in vitro</i>`, `<i>in situ</i>`, etc.

Roman numbers quoted in the title should be converted to Arabic numbers, unless they are part of a proper name (e.g. chemical name):

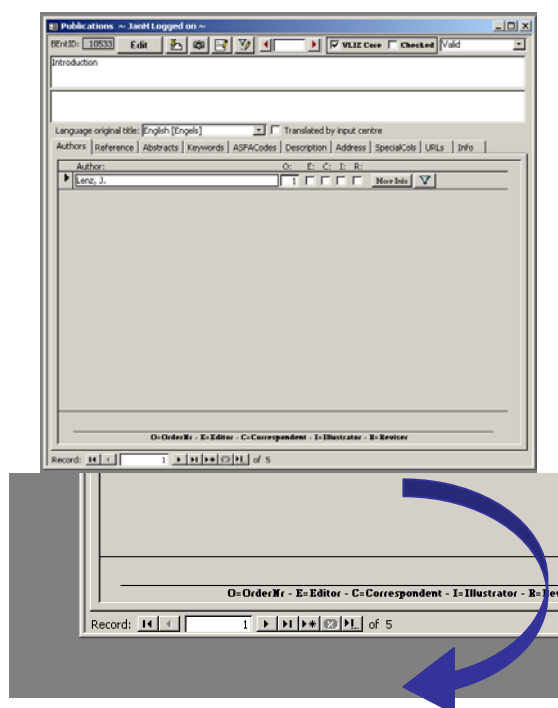
Part IV = **Part 4**  
Chromium VI = **Cr(VI)**

Separate two or more non-English titles by a space, an equals-sign =, and space and do not end the last title with a full-stop. In the case of more than one non-English title, type them in the order given in the document:

e.g. Bateaux de pêche et sécurité à bord = Navi da pesca e sicurezza a bordo

Transliterate non-Roman alphabets in accordance with the ISO Transliteration Standards that are available for various languages. For further details, the ISO web site on "Writing and Transliteration" may be consulted: <http://www.iso.ch/cate/0114010.html>

When pressing the 'Submit'-button, the system checks first if the titles are already available in the database. If so, this will be visible at the bottom navigation bar of the Publications input-form:



The screenshot shows the example for 5 records in the database with the title 'Introduction'. These are not necessarily duplicates, but they must be checked nevertheless.

## The entity-level

The screenshot shows a window titled "Publications ~ Thomas Logged on ~". At the top, there is a "BentID:" field with the value "160873", a "Lock" button, and a "Valid" status. Below this, there are two text input fields: "This is the standard title of a new publication" and "Here comes the original title.". A dropdown menu for "Language original title:" is set to "English [Engels]". A checkbox labeled "Translated by input centre" is present. Below these are several tabs: "Authors", "Reference", "Abstracts", "Keywords", "ASFACodes", "Description", "Address", "SpecialCols", "URLs", and "Info". The "Authors" tab is selected, showing a large text area for "Author:" and a "Link Author" button. At the bottom, there is a "Record:" field with the value "1" and a "van 1" label.

### LANGUAGE ORIGINAL TITLE

If one or more non-English titles are available, choose the language of the first non-English title.

### TRANSLATED BY INPUT CENTRE

Check the box when appropriate.

## Author-tab

### Link Author

The 'Link an author'-screen appears. First, search the author by his/her surname. If the author is already listed, select that one. Otherwise, create a new author by clicking 'Create new author'.

The screenshot shows a window titled "Link an author". It has a "Search for:" text input field and a "Search" button. Below the search field, there is a list of nine rows, each with a text input field and a "Select" button. At the bottom, there is a "Create new author" button.

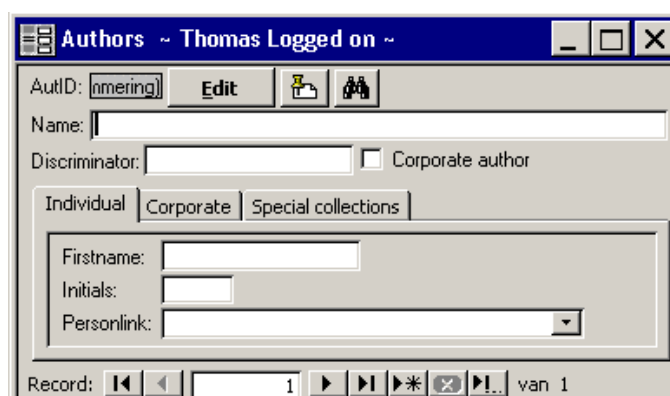


## SEARCH FOR

Search an existing author and select the author you want to assign in the list. Search by surname only. The given name is not indexed by the system at this level.

## Create new author

Pressing this button opens this form. Full description for entering new authors can be found in the [Authors](#) section.



## RESPONSIBILITY-CHECKBOXES

Author:		O:	E:	C:	I:	R:			
▶	Taapken, J.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	More Info		
	Vacek, Stanislav, S.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	More Info		

**'O'-checkbox** defines the order for the authors in the reference. This field is editable.

**'E'-checkbox** stands for editor

**'C'-checkbox** stands for corresponding author

**'I'-checkbox** stands for illustrator

**'R'-checkbox** stands for reviser

## Further defining the author

### MORE INFO

The information in this box is directly linked to the relation between the author and the entity of the record you're describing. This means that this information only appends to the author in function of the work he/she has written.

**Author Details ~ Thomas Logged on ~**

AutID: 66312 **Lock** ☐ Editor ☐ Illustrator  
 BEntID: 160873 ☐ Correspondent ☐ Revisor

Degree:  **Go To Affiliated Institute**  
 Institute:

**Author:**  
 Name: Taapken, J.  
 Discriminator:   
 Acronym:

☐ Corporate Author **Edit Author**

### DEGREE

Assign a degree (MSc, PhD, Postgraduate, etc.) to the author.

### INSTITUTE


Links the author to a certain institute and allows switching to the 'Institutes'-module.


### RESPONSIBILITY-CHECKBOXES

Add certain functions to the author (editor, illustrator, etc.). If these were already added at the previous level, they must not be selected here.

### EDIT AUTHOR

Returns to the [Authors](#) tab.

The filter button  in the main author screen links to the same subsection.

Pressing the  button will remove the author from this record. It will not delete him! To delete the author, open the [Authors](#) section.

## Abstract-tab

The screenshot shows a web application window titled 'Publications ~ Thomas Logged on ~'. It features a top navigation bar with tabs: Authors, Reference, Abstracts (selected), Keywords, ASFACodes, Description, Address, SpecialCols, URLs, and Info. Below the tabs, there are two main text input areas: 'Abstract in english' and 'Abstract in other language'. Above these, there is a 'Language original title' dropdown menu set to 'English (Engels)' and a checkbox for 'Translated by input centre'. At the bottom, there is a checkbox for 'Composed by input centre'. The window also displays a 'Record: 1 van 1' status at the bottom.

### ABSTRACT IN ENGLISH

Enter an English abstract.

### ABSTRACT IN OTHER LANGUAGE

Enter a non-English abstract.

### TRANSLATED BY INPUT CENTRE

Mark if the English abstract is a translation, made by the input centre.

### COMPOSED BY INPUT CENTRE

Mark if the abstract has been written by the input centre.

Start from the work you're describing. If an abstract is present, enter it in the corresponding field (English abstracts in the 'Abstract in English'-textbox and non-English abstracts in the 'Abstract in other language'-textbox). If no English abstract is present and an abstract in another language is available, translate in English and type it in the 'Abstract in english'-textbox. Confirm this by marking the 'Translated by input centre'-checkbox. If no abstract at all is present, make an abstract in English and mark the 'Composed by input centre'-checkbox.

Indicate words in the title in italics, subscript and superscript using the following standard HTML codes:

italics = `<i>...</i>`

subscript = `<sub>...</sub>`

superscript = `<sup>...</sup>`

`<i>Clupea harengus</i>`

`H<sub>2</sub>O`

`120m<sup>3</sup>`

Italics also apply to names of vessels, e.g. R/V *<i>Fridtjof Nansen</i>* and Latin expressions such as *<i>ad hoc</i>*, *<i>in vitro</i>*, *<i>in situ</i>*, etc.

Roman numbers quoted in the text should be converted to Arabic numbers, unless they are part of a proper name (e.g. chemical name):

Part IV = **Part 4**

Chromium VI = **Cr(VI)**

## Keywords-tab

Publications ~ Thomas Logged on ~

BEntID: 160873 Lock [Icons] [VLTZ Core] [Checked] Valid

This is the standard title of a new publication

Here comes the original title.

Language original title: English [Engels] Translated by input centre

Authors | Reference | Abstracts | **Keywords** | ASFA/Codes | Description | Address | Special/Cols | URLs | Info

Thesaurus terms: [List Box]

Taxonomic descriptors: [List Box]

Geographic descriptors: [List Box]

Other descriptors: [List Box]

Dodonaea Keywords and Placenames

Record: 1 van 1

### THESAURUS TERMS

Choose keywords from a fixed thesaurus. You cannot enter terms, other than those present. Read [ASFA Thesaurus](#) for further explanation.

### GEOGRAPHIC DESCRIPTORS

Choose a geographic descriptor.

It is possible to create geographic descriptors. Read [Geographical Terms](#) for further explanation.

### TAXONOMIC DESCRIPTORS

Choose a taxonomic descriptor.

It is possible to create taxonomic descriptors. Read [Taxonomic Terms](#) for further explanation.

### OTHER DESCRIPTORS

Choose another descriptor.

It is possible to create other descriptors. Read [Other Terms](#) for further explanation.

### *Dodonaea Keywords and Placenames*

*Dodonaea is a Belgian royal society which specializes in natural sciences. As such, this society has its own sets of keywords and placenames, used to index and describe its collection. These sets have been appended to IMIS. As this is a local feature, no further details are given here.*

## ASFACodes-tab

The screenshot shows the 'ASFACodes' tab in a software window titled 'Publications ~ Thomas Logged on ~'. The window has a menu bar with 'Lock', 'VLIZ Core', 'Checked', and 'Valid'. Below the menu bar, there are two text input fields: 'This is the standard title of a new publication' and 'Here comes the original title.'. Below these fields, there is a dropdown menu for 'Language original title:' set to 'English [Engels]' and a checkbox for 'Translated by input centre'. The main area of the tab is divided into two sections: 'Primary ASFACodes' and 'Secondary ASFACodes'. Each section has a 'CODE' dropdown menu and a 'Full Text' text input field. At the bottom of the tab, there is an 'X-ref Phrase:' text input field. The window also has a status bar at the bottom showing 'Record: 1 van 1'.

The ASFA Classification System is described in [ASFA Classification](#). To add an ASFA classification, look up the corresponding number using the ASFA Classification button.

## Description-tab

The screenshot shows the 'Description' tab in the same software window. The window has a menu bar with 'Lock', 'VLIZ Core', 'Checked', and 'Valid'. Below the menu bar, there are two text input fields: 'This is the standard title of a new publication' and 'Here comes the original title.'. Below these fields, there is a dropdown menu for 'Language original title:' set to 'English [Engels]' and a checkbox for 'Translated by input centre'. The main area of the tab is divided into three sections: 'Environment:', 'Document type:', and 'Languages'. The 'Environment:' section has three checkboxes: 'Marine', 'Brackish', and 'Freshwater'. The 'Document type:' section has a dropdown menu with a list of options: 'Book/Monograph', 'Drawings/Photographs', 'Journal article', 'Map', 'Patents', 'Reports', and 'Standards'. The 'Languages' section has a dropdown menu set to 'English' and a checkbox for 'Summary'. At the bottom of the tab, there is a 'Document notes:' text input field. The window also has a status bar at the bottom showing 'Record: 1 van 1'.

### ENVIRONMENT

Marine, brackish or freshwater related. More than one box can be checked.

## DOCUMENT TYPE

Choose the most appropriate type.

## LITERARY STYLE

Choose the most appropriate style.

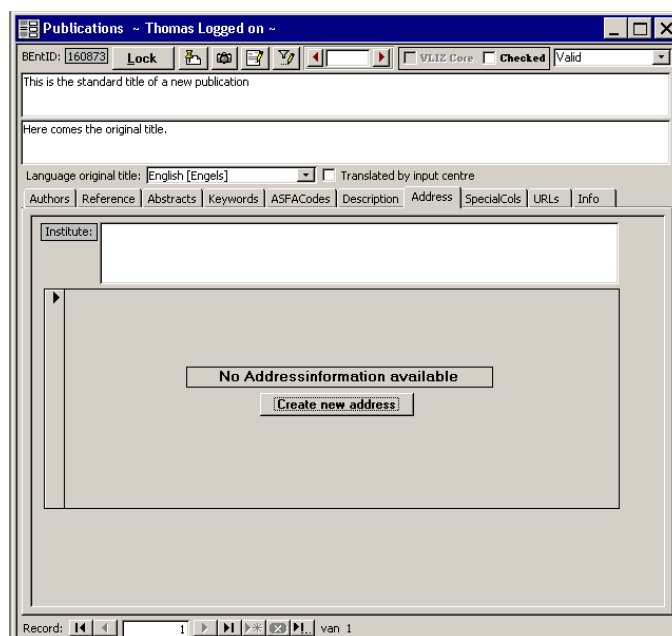
## LANGUAGES

Choose the languages for text(s) and summary (-ies).

## DOCUMENT NOTES

Free text field for local notes.

## *Address-tab*



The screenshot shows a web-based form titled "Publications ~ Thomas Logged on ~". The form has a top bar with "BEntID: 160873", a "Lock" button, and a "Valid" checkbox. Below this is a text field for the standard title, followed by a text field for the original title. A dropdown menu for "Language original title" is set to "English [Engels]". A tabbed interface is visible with tabs for "Authors", "Reference", "Abstracts", "Keywords", "ASFACodes", "Description", "Address" (which is selected), "SpecialCols", "URLs", and "Info". The "Address" tab contains a large text area with the message "No Addressinformation available" and a "Create new address" button. At the bottom, there is a "Record:" label and a navigation bar with buttons for navigating between records.

The 'Address'-tab in **THIS FORM** is specifically used for describing the **AUTHOR AFFILIATION**. The author affiliation provides a relation between a person and the institute he/she is affiliated with for the publication described in the record! This concept is used in the validation of scientific information.

The institute mentioned in the scientific publication should be literally copied to this address field.

## CREATE NEW ADDRESS

Checks if the first author of the publication (normally also the corresponding author) has any link to an institute or a person record in IMIS.

Either, one can use the address of the affiliated institute, the address of the first author, the address of the primary institute of the first author, or the direct address of the first author on his primary institute. Some choices may not be available, whether or not a link exists between the author and an institute/person.

If there is no such link, choose 'None of the above' and insert the information available in the publication. In all cases the institute name and address should be exactly the same as in the publication.

Line1 to 4 can be used for the address. The country can be selected from a pick list.

If phone, cell phone (GSM), fax numbers and email address are available, these can be entered in the respective fields. Additional information on the address can be added in the 'notes' field.

Click on 'submit' to transfer the information to the record. When information needs to be changed, this can be done directly in the home address record.



There are some specific rules for entering address information:

**Phone and fax:** +32-(0)57-20 73 82; +30-(0)2810-33 78 53; +49-(0)431 600-1200  
Exception: in Italy, the zero is never put between brackets, as this number always has to be dialled (even when calling from abroad).

**Cell phone (GSM):** +32-(0)498-52 26 45

**Postal codes:** 24148 Kiel ; 71003 Iraklion ; 8400 Oostende ; ...

Never put e.g. B-8400 Oostende. The postal country letter-code is not used here.

## Special Collection-tab

The screenshot shows the 'Publications' window with the 'Special Cols' tab selected. The interface includes a header bar with the user name 'Thomas Logged on ~'. Below this is a toolbar with buttons for 'Lock', 'Print', 'Copy', 'Paste', 'Find', 'Save', 'VLEZ Core', 'Checked', and 'Valid'. The main content area has two text input fields: 'This is the standard title of a new publication' and 'Here comes the original title.'. Below these is a language dropdown menu set to 'English [Engels]' and a checkbox for 'Translated by input centre'. A horizontal menu bar contains 'Authors', 'Reference', 'Abstracts', 'Keywords', 'ASFACodes', 'Description', 'Address', 'SpecialCols', 'URLs', and 'Info'. The 'SpecialCols' tab is active, showing a large empty text area. At the bottom, a status bar indicates 'Record: 1 van 1'.

See section general menus under [Special Collections](#).

## URLs-tab

The screenshot shows the 'Publications' window with the 'URLs' tab selected. The interface is similar to the previous one, but the 'URLs' tab is active. It shows a list of URLs with columns for 'URL', 'Type', and 'GoTo'. The first entry is 'www.nature.com/hdy' with a 'Type' of 'Reference materials [Referentie materialen]'. The second entry is marked with an asterisk and has an empty 'Type' field. The status bar at the bottom indicates 'Record: 1 van 1'.

See section general menus under [URLs](#).



## Info-tab

The screenshot shows the 'Info' tab of the 'Publications' application. The window title is 'Publications - Thomas Logged on'. The top bar includes a 'BEntID' field with the value '160873', a 'Lock' button, and a 'Valid' checkbox. Below this, there are fields for 'This is the standard title of a new publication' and 'Here comes the original title'. A 'Language original title' dropdown is set to 'English [Engels]'. A tab bar at the top contains 'Authors', 'Reference', 'Abstracts', 'Keywords', 'ASFACodes', 'Description', 'Address', 'SpecialCols', 'URLs', and 'Info', with 'Info' being the active tab. The main content area displays two sections: 'Created by...' and 'Last edited by...'. Each section shows a 'SessID' (10712 and 10712 respectively), 'User' (Thomas, Thomas), 'Login' (thomas\_dhaens), and 'Date' (10/10/2006 14:10:51). The bottom status bar shows 'Record: 1 van 1'.

See section general menus under [Info](#).

## The reference level

Once all the entity information is entered, we can start with the references. Publication-specific information is inserted on this level. Examples are monographic/serial information, links with projects, conferences, etc...

This level also provides us with a bridge between the most abstract of all levels – the entity – and the publication as we hold it in our hands – the instance of it.

## Details-tab – part 1

The screenshot shows the 'Details' tab of the 'Publications' application. The window title is 'Publications - Thomas Logged on'. The top bar is identical to the 'Info' tab. The 'Reference' tab is active in the tab bar. The main content area is divided into several sections. The 'BRefID' field contains 'hmering'. Below it, there are dropdowns for 'Bib Level' and 'Pub Type'. The 'User Access' dropdown is open, showing options: 'AM: chapter in book', 'AMS: chapter in a book of a series', 'AS: article in Journal', 'M: book/monograph', 'MS: book of a series', and 'S: series'. To the right, there are checkboxes for 'Public' (checked) and 'Checked', and a 'Status' dropdown set to 'Valid'. Below these are two text input fields for 'Look for a...' and 'Look for a conference beginning with...', each with a search icon. The bottom status bar shows 'Record: 1 van 1'.

Here, one of the six bibliographic levels is chosen (AM, AMS, AS, M, MS and S). For more information about the different levels, go back to [Bibliographic level](#).

Depending on the choice, one of three possible input forms is selected:

**Analytic level (AM, AMS or AS)**  
**Monographic level (M, MS)**  
**Serial level (S)**

## ***Bibliographic level input forms***

### **The analytic level form**

As already mentioned in [Bibliographic level](#), a link must be defined to a 'higher' level.

The screenshot shows a web application window titled 'Publications ~ Thomas Logged on ~'. The interface includes a top navigation bar with buttons like 'Lock', 'VLIIZ Core', 'Checked', and 'Valid'. Below this, there are text input fields for 'This is the standard title of a new publication' and 'Here comes the original title.'. A dropdown menu for 'Language original title' is set to 'English [Engels]'. A series of tabs are visible: 'Authors', 'Reference', 'Abstracts', 'Keywords', 'ASFACodes', 'Description', 'Address', 'SpecialCols', 'URLs', and 'Info'. The 'Details' tab is active, showing sub-tabs for 'Details', 'Instances', 'Analytic', 'URLs Reference', 'Info', and 'Map'. The 'Analytic' sub-tab is selected, displaying fields for 'AnaID: 166823', 'Pagination:', 'Publication Date:', and 'Book/Monograph/JournalInstance:'. A search bar with a magnifying glass icon and a red 'X' icon is also present. At the bottom, there are record navigation controls showing 'Record: 1' and 'van 1'.

### **PAGINATION**

For a simple, straightforward page span, enter only the range of pages:

**25-42**

In the case of an article, split up into various page spans, enter the page spans separately, followed by a comma and space:

**5-10, 15, 18-23**

For groups of pages in a monographic record, add them together and enter the total number as a single entry; list different numberings separately. **Do not add pp.**, this is added automatically in the webinterface.

**xvii, 420**

**33 + append.**

**25 + 110 + 40 pages becomes 175**

If the document is not paginated, the pages should be counted (or estimated) and the total number entered between square brackets.

**[154]**

## PUBLICATION DATE

For journal articles (**AS** records), books, monographs, and parts of these, only the **year of publication** is entered in this field

For patents, reports, and non-conventional documents (**M** records), i.e. those documents not published in the usual way by a commercial publisher, enter **year + month + day** if all three data elements are included in the document. The date of publication should then be entered in ISO-format, i.e. year + month + day

**12 June 2001 enter as 20010612**

When a range of dates is given (for example a multi-volume monograph published over a range of years) enter both the beginning and the end date, separated by a hyphen.

**1995, 1996 and 1999 enter as 1995-1999**

When preparing a record for a translation, enter the date of the translated document and not that of the original document, which should be entered in the **Notes field** (See detailed instructions in section **Translation of documents**).



If the “actual date” of publication differs from the “issue date” given on the document, enter the **publication date of the document in the Date of publication field** and the **date of issue in the Document Notes field** in the ‘Description’-subsection.




**e.g. issue date on the document: 1998, actually published in 2000:**

**Enter 2000 in field “Date of publication”**

**Enter “Issue 1998” in field “Document Notes”**

## LOOK FOR A PUBLICATION BEGINNING WITH

This is the link between the analytic level and the monographic level. It shows in what book/journal issue the chapter/article has been published.

Type (the first part of) the title of the publication the analytic is referring to. Press the  button, then press the  button next to the correct title. Pressing the  button will delete the link between the Analytic and Monographic.

## The monographic level form

### ISBN

Complete this field when the “International Standard Book Number (ISBN)” is specified in the document. The ISBN takes the form of four groups of numbers, which are separated by a hyphen and no spaces:

**e.g. 979-8792-01-5**

If the document has two or more ISBNs corresponding to two or more publishers or places of publication, enter the ISBN corresponding to the publisher and place of publication entered in the Imprint field.

If the document has two ISBNs, such as in the case of paperback and hardcover version of a book, enter the one corresponding to the document for which the record is being prepared.

If the document has two or more ISBNs such as in the case of a multi-volume monograph being catalogued as a single record, enter the ISBNs in the same sequence as the volumes and separate them by a semi-colon and a space. However, if a multi-volume monograph has been assigned an “overall ISBN” in addition to the separate ISBN assigned to each volume, give preference to the overall ISBN.

### VOLUME

Enter the number of the volume issued in the series. The “Volume” number is typed without the word “volume” or “vol” or “v.”.

**e.g. volume 17, vol. 17 and v.17, entered as 17**

If the document has a range of numbered volumes, enter the range.

**e.g. 1-3**

For an unnumbered range, enter the total number of volumes.

**e.g. 3 vols.**

Convert ordinal numbers (first, second, third etc.) into cardinal numbers (1, 2, 3, etc.) and Roman numbers to Arabic numbers in the volume- and issue-field.

**e.g. Issue 4, 4th issue, fourth issue, and IV issue, enter as 4**

## ISSUE

If the book is one issue within a volume, or for an issue of a journal/magazine, the issue is entered in this field. The issue number is typed in the sub-field without the word "issue".

If there are two or more issue numbers for one record, enter them separated by a dash with no spaces.

**e.g. 1-2**

If the document also has a supplement, or is divided into two or more parts, the issue number is followed by a comma, a space, and the appropriate abbreviation.

**e.g. 4, suppl. 1 or 6, pt. 2**

Examples:

**i. An article in a serial with volume number 1, issue number 1 and part number 2:**

**enter as            volume: 1**

**issue: 1, pt. 2**

**ii. An article in supplement 1 to issue 4 of volume 2 of a serial:**

**enter as            volume: 2**

**issue: 4, suppl. 1**

**When no volume or issue number is given in journal article records (AS), enter the month of publication (e.g. January 1999) in the "Volume" field.**

## PUBLICATION DATE

Use the rules described in the [analytic level form](#) for the publication date. For monographs (M records), annual reports and monographs published in a series (MS records), enter **year only**.

**e.g. January 1999 enter as 1999**

If no date is shown on the source document it is preferable to deduce a date from the content of the document and enter it enclosed in square brackets; if it is not possible to deduce a date, type **[s.a.]** in the field.

## PAGINATION

Use the rules described in the [analytic level form](#) for the pagination.

## PLACE

Enter the "place of publication" as cited in the source document.

Enter the name of the locality (city or town) followed by a space and then the country between brackets. Names of countries should be entered in full, except for USA or UK.

**e.g. Rome (Italy) ; London (UK)**

If there is also a state or province cited, separate the city name from any state or province name with a comma and space. Abbreviations may be used for states, provinces or territories of the USA, Canada and Australia.

**e.g. Hobart, Tas. (Australia) ; New York, NY (USA)**

Transliterate where necessary, but always cite the English form of the country name.

If no place of publication is given on the source document, supply one if it can be easily identified, otherwise enter **[s.l.]**.

If more than one place is given for the publisher, enter the location and country of the head office, if easily identifiable; if not, enter the place given typographical prominence, or the one listed first.

#### **EDITION**


Complete this field only when the "Edition" is specified in the document. Enter in this field information regarding the edition of the documentary unit being catalogued:

**e.g. Second revised edition**  
**Indian edition**  
**Paperback edition**  
**Revised edition**

#### **PUBLISHER**

Enter the publisher as mentioned in the publication. Additions denoting corporate bodies must be omitted.

**e.g. John Wiley & Sons Ltd. becomes John Wiley & Sons**

If the publisher is not present in the pick list, close the record, enter it in the ['Publishers'-section](#), return to the last record (by pressing  in the 'Publications'-list) and choose the publisher in the pick-list.


If no publisher is given, enter **[S.n.]**.

If the publisher is the same as the corporate body already entered as the only name in the Corporate Author field, enter an acronym of the name in the Publisher field, if it exists, otherwise leave the field blank. This is to avoid duplication of data in the bibliographic record.

#### **SEARCH FOR A SERIES BEGINNING WITH**

This field is **mandatory** when an **AS**, **AMS**, **MS** worksheet has been selected.

To enter the required Serial title:

- TYPE the first few letters of the Serial title in the textbox and CLICK the  button to get to the position of the required Serial title in the serials list.
- CLICK the button next to the title required.

The **Serial title in full** will automatically be entered in the correct field.

## The serial level form

A serial bibliographic level can describe either a journal, magazine or series of books, maps, etc.

### ISSN

Complete this field if the “International Standard Serial Number (ISSN)”\* is present in the document.

An ISSN number consists of two groups of 4 digits separated by a hyphen with no spaces:

**e.g. 0182-0745**

### ANTILOPE

Antilope is a Belgian Serials Catalog. This checkbox is for specific use in Belgium; when checked, the serial title is available in the Antilope Catalog.

### SHORT TITLE

Enter the abbreviated serial title in this field if available.

Do not compose own abbreviations, but use only standard abbreviated titles. An official abbreviation list can be found on <http://www.efm.leeds.ac.uk/~mark/ISlabbr/>.

### PUBLISHER

Use the rules defined in the [monographic level form](#) for the publisher-field.

### CITY

Enter in this sub-field the “place of publication” as it is cited in the source document. Use the first volume/issue of the serial that you have available as source document.

Enter the name of the locality (city or town) followed by a space and then the country between brackets. Names of countries should be entered in full, except for USA or UK.

**e.g. Rome (Italy) ; London (UK)**

If there is also a state or province cited, separate the city name from any state or province name with a comma and space. Abbreviations may be used for states, provinces or territories of the USA, Canada and Australia.

**e.g. Hobart, Tas. (Australia) ; New York, NY (USA)**

Transliterate where necessary, but always cite the English form of the country name.

If no place of publication is given on the source document, supply one if it can be easily identified, otherwise enter **[S.I.]**.

If more than one place is given for the publisher, enter the location and country of the head office, if easily identifiable; if not, enter the place given typographical prominence, or the one listed first.

#### **INPUT CENTRE**

This field is specifically for ASFA-input. If you are a national ASFA input-centre and you are describing records in order to export them to ASFA, choose the country you are working in.

#### **ASFACODE**

This is also an ASFA-specific field. Enter the ASFA-code, linked to your input-centre.

#### **PERIODICITY**

Choose the periodicity in which the series is published.

Use the first volume/issue from the serial as source document for this information

#### **CONTINUES**

If the series is continued by another series, enter the first characters of the old series and pick the title from the pick list. The field '**CONTINUED BY**' will automatically be updated in the linked record. Use the filter button to go to that record.

#### **REMARKS**

Free text field for notes concerning the described series.



## Details-tab – part 2

### PUB TYPE

The 'Pub Type'-field has as default value 'Original'

Original: the publication, as originally published

Other original: the publication is published in two different ways, with the same author(s)/corporate author(s)

Subsequent publication: the publication is re-published at a later date in e.g. a Collected Reprints

Translation: for the separately published translation of a publication

### USER ACCESS RIGHTS

**Abstract only:** only the abstract may be shown, but not the full text

**Full text:** the full text may be consulted and downloaded by everyone


**Not public:** the record is not shown on the website and OPAC

**Public:** the record is not shown on the website and OPAC

### LOOK FOR A CONFERENCE BEGINNING WITH

### LOOK FOR A PROJECT BEGINNING WITH

These fields link publications with the modules 'Conferences' and 'Projects' modules. Clicking the 

button opens the linked conference/project record; clicking the  button deletes the link with the project/conference record (not the project/conference record itself!).

Enter the first few characters of the project/conference to be linked to the publication and hit the filter-button.

## PUBLIC AND CHECKED

The 'Public'-checkbox shows the reference on the web interface. The 'Checked'-checkbox is for record quality control purposes.

## STATUS

See section general menus under [Status \(pick list\)](#).

## URLs Reference-tab

The screenshot shows a web application window titled 'Publications ~ Thomas Logged on ~'. The interface includes a top toolbar with buttons for 'BEntID: 160873', 'Lock', and various document icons. Below the toolbar, there are input fields for 'This is the standard title of a new publication' and 'Here comes the original title.'. A 'Language original title:' dropdown is set to 'English [Engels]', with a checkbox for 'Translated by input centre'. A horizontal menu bar contains tabs: 'Authors', 'Reference', 'Abstracts', 'Keywords', 'ASFA Codes', 'Description', 'Address', 'Special Cols', 'URLs', and 'Info'. The 'URLs' tab is selected, and within it, the 'URLs Reference' sub-tab is active. This sub-tab contains a 'Type:' dropdown and a 'GoTo' button. The main content area is a large, empty rectangular frame. At the bottom, there are two identical record navigation bars, each showing 'Record: 1' and 'van 1' with various navigation icons.

See section general menus under [URLs](#).

## Parts of Series/Monographic-tab

The image displays two screenshots of a web application interface titled "Publications ~ Thomas Logged on ~". The interface includes a header bar with a "BEntID" field (160873), a "Lock" button, and a "Valid" status indicator. Below the header, there are text input fields for "This is the standard title of a new publication" and "Here comes the original title.". A language dropdown menu is set to "English [Engels]". A horizontal tab bar contains the following tabs: "Authors", "Reference", "Abstracts", "Keywords", "ASFACodes", "Description", "Address", "SpecialCols", "URLs", and "Info". The first screenshot shows the "Parts of Monographic" tab selected, with a sub-tab bar containing "Details", "Instances", "Monographic", "URLs Reference", "Parts of Monographic", "Info", and "Map". The second screenshot shows the "Parts of Serie" tab selected, with a sub-tab bar containing "Details", "Instances", "Serial", "URLs Reference", "Parts of Serie", "Info", and "Map". Both screenshots show a large text input area with a "V" icon in the top right corner.

In this tab, the possible link(s) between a serial and one or more monographs, or between a monograph and one or more analytics are shown. The filter button allows for navigation between the linked records.

The image displays two screenshots of the same web application interface. The first screenshot shows the "Parts of Serie" tab selected, with a sub-tab bar containing "Details", "Instances", "Serial", "URLs Reference", "Parts of Serie", "Info", and "Map". The text input fields contain "This is a serial" and "This is the standard title of a new publication". The second screenshot shows the "Parts of Monographic" tab selected, with a sub-tab bar containing "Details", "Instances", "Monographic", "URLs Reference", "Parts of Monographic", "Info", and "Map". The text input fields contain "This is the standard title of a new publication" and "This is a part of a monograph". Both screenshots show a large text input area with a "V" icon in the top right corner.

## Info-tab

See section general menus under [Info](#).

## Map-tab

The screenshot shows a software interface with a top menu bar containing: Language original title: [English [Engels]], Translated by input centre, Authors, Reference, Abstracts, Keywords, ASFACodes, Description, Address, SpecialCols, URLs, Info. Below the menu bar is a tabbed interface with tabs: Details, Instances, Analytic, URLs Reference, Info, and Map. The 'Map' tab is selected. The form is divided into several sections: 'MapID: {Number}' at the top left; 'Details' section with fields for MapScale: 1/ (dropdown), MapType: (dropdown), ReferencePlane: (dropdown), SurveyDate: (date picker), Projection: (dropdown), GeoDatum: (dropdown), and DepictionType: (dropdown), each with a 'GoTo' button; 'Coordinates' section with 'Original' and 'Latitude-Longitude' subsections, each containing MinX, MinY, MaxX, and MaxY input fields; 'Notes' section with a large text area; and 'Map Data Themes' section with a dropdown menu and a 'GoTo' button. At the bottom, there is a 'Record:' status bar showing navigation icons and '1 of 1'.

This form allows detailed description of cartographic material. It contains a set of attributes and specifications that are unique to maps and charts.

### MAPSCALE

Pick the appropriate scale from the pick list.

### MAPTYPE

Pick the appropriate type from the pick list.

### REFERENCEPLANE

Enter the vertical datum of the map from the pick list.

### SURVEYDATE

Enter the date that the map is valid for.

### PROJECTION

Enter the used projection of the map from the pick list.

### GEODATUM

Enter the geographical datum of the map from the pick list.

## DEPICTIONTYPE

Enter the used type of map depiction from the pick list.

## NOTES

Free text field for extra information.

## COORDINATES

Full description for this subsection can be found in the [Datasets Module](#).

## MAP DATA THEMES

Select the appropriate data themes of the map from the pick list.

## The instance level

As described in [Input-levels](#), an instance is the physical form of the publication. This can go from a book to a PDF or a Word-document.

Depending on the bibliographic level chosen, different forms are shown.

For the serial level, there are four subsections: Details, URLs Instance, Journal and Order

For the monographic or analytic level, there are three subsections: Details, URLs Instance and Order.

### Details-tab

The screenshot shows a software window titled "Publications ~ Thomas Logged on ~". The interface includes a top menu bar with "Edit", "VLIZ Core", "Checked", and "Valid" options. Below the menu bar, there are text fields for "BEntID: 160873" and "This is the standard title of a new publication". A section for "Here comes the original title." is also present. The "Language original title:" is set to "English [Engels]", and there is a checkbox for "Translated by input centre". A horizontal tab bar contains "Authors", "Reference", "Abstracts", "Keywords", "ASFA Codes", "Description", "Address", "Special Cols", "URLs", and "Info". The "Details" tab is selected, showing sub-tabs for "Details", "URLs Instance", "Journal", and "Order". The "Details" sub-tab is active, displaying fields for "BInstID: mmering)", "Reference collection" (checkbox), "No repro allowed" (checkbox), "Public" (checked checkbox), and "Checked" (checkbox). Other fields include "Physical Medium: Paper", "Shelf Location:", "File Format:", "Library:", "Classification:", and "StorageRemarks:". A "GoTo" button is located next to the "Library:" field. At the bottom, there are three "Record:" labels, each followed by navigation icons and the text "van 1".

## PHYSICAL MEDIUM

Choose the medium. The default value is 'Paper'.

## FILE FORMAT

Must only be entered when describing digital information.

## LIBRARY

Choose the library where the instance described will be stored. This can be a physical location, but also a more abstract form of library such as the internet or a server. Library is used in a very broad sense.

The procedure to create a new library is described in the ['Libraries'-section](#).

## CLASSIFICATION

The classification system is library specific. To define a new one, see under the ['Libraries'-section](#).

## STORAGEREMARKS

Free text field with data referring to the storage of a work (e.g. special storage for ancient works).

## SHELF LOCATION

The shelf location is the place where the work is kept on the shelves in the library, and so is also library-specific.

## URLs Instance-tab

See section general menus under [URLs](#).

## Journal-tab

The screenshot shows a software window titled 'Publications - Thomas Logged on ~'. The interface includes a menu bar with 'Edit', 'Print', 'Copy', 'Paste', 'Find', 'GoTo', 'VLIZ Core', 'Checked', and 'Valid'. Below the menu bar is a text field containing 'This is a serial'. A tabbed interface is visible with tabs for 'Details', 'Instances', 'Serial', 'URLs Reference', 'Parts of Serie', 'Info', and 'Map'. The 'Details' tab is active, showing sub-tabs for 'Details', 'Holdings', 'Memo', 'Series Remarks', and 'Journal Remarks'. The 'Journal Remarks' sub-tab is selected, displaying fields for 'JmInstID:', 'Next Issue:', 'Next Renewal:', 'Exchange Pub:', and 'Exchange Inst:'. There are also fields for 'Real Value:' and 'Paid Value:'. At the bottom, there are record navigation controls showing 'Record: 1 van 1'.

This form is only available if the bibliographic level 'Serial' was chosen on the reference level.

Note that the level 'Serial' is used for journal, magazine as well as series information. The 'Journal'-tab, though, is commonly used for journal- and magazine-information only.

## Details

### NEXT ISSUE

The next appearing issue in the series/journal can be entered here. This is useful as a tracking tool for subscriptions.

### NEXT RENEWAL

When a subscription has to be renewed on a regular basis, that information is stored here.

### REAL VALUE

The real value of the subscription (on the commercial market) is stored in this field.

### PAID VALUE

The paid value is the actual price that was paid for the subscription. In the case of discounts, or an exchange agreement, the paid value can be much lower than the real value.

### EXCHANGE PUB

When there is an exchange agreement, the title and the institute with which there is an agreement is noted in this field.

## Holdings

As mentioned above, this part should only be used when entering a journal/magazine. The holdings denote the volumes/issues available in the collection.

Order:	From:	Vol:	Nr:	Till:	Vol:	Nr:
10	2004	1	1	2005	2	3
20	2006	3	1	2006	3	4
30						

In the ideal situation, there is but one line in this field: from the first issue (Nr.) of the first volume in the year the journal/magazine started to the last issue of the last volume ever published in the journal.

Often there are gaps in a collection. In the above example the last issue of 2005 in a quarterly journal is missing. The row stops at volume 2, no. 3 and a new row is entered starting at volume 3, no. 1.

The order defines the sequence in which the holding statements are listed in the web interface. This field is editable, allowing corrections of holdings that change over time.

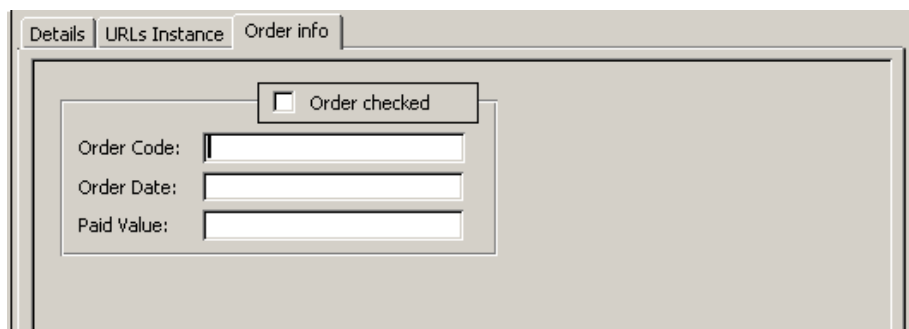
### Memo

Free-text field for internal use.

## Series Remarks/ Journal Remarks

The 'Series Remarks/ Journal Remarks' has the same function as the 'Memo', but is for external use. Only use this field for remarks about series. Remarks on journals/magazine should be noted in the 'Journal Remarks'.

## Orderinfo-tab

The image shows a screenshot of a software interface with a tabbed menu at the top containing 'Details', 'URLs Instance', and 'Order info'. The 'Order info' tab is selected. Inside this tab, there is a checkbox labeled 'Order checked' which is currently unchecked. Below the checkbox, there are three text input fields: 'Order Code:', 'Order Date:', and 'Paid Value:'. Each label is followed by an empty text box for data entry.

Used for order information on all material except journal subscriptions, which is stored under 'Journals' – 'Details'.

### ORDER CODE

Enter the unique order code for the publication.

### ORDER DATE

Enter the order date.

### PAID VALUE

Enter the paid value and currency for the ordered publication.

## Journals

Apart from the section 'Publications', there are two access points to series: **Serials** and **Serials List**.

## Serials List

The Serials List is a consecutive list of all the serial titles in the database. The only search possible is on title level.



**Journals List ~ Thomas Logged on ~**

Title:

BEntID:

Sociale bescherming van het overheidspersoneel

BEntID:

Mitteilungen der schweizerischen anstalt für das forstliche versuchswesen

BEntID:

Bibliotheek van de levende natuur

BEntID:

Natuurhistorisch maandblad

BEntID:

Euglena

## Serials

In this section, we can manage the journals as well as the series in the database (everything that has the bibliographic level 'S').

**Journals ~ JanH Logged on ~**

BEntID:     Status:

Title:

Details | Instances | Serial | URLs Reference | Parts of Serie | Info | Map

BRefID:

Bib Level:   ☒  ☒

Pub Type:  Status:

User Access Rights:

Look for a project beginning with

Look for a conference beginning with

. Wetenschappelijk Comité voor Maritieme Geschiedenis. Koninklijke Academie voor Wetenschappen, Letteren en Schone Kunsten van België; Brussel, Belgium. ISSN 0731-8898

Record:  of 1

Record:  of 4517

The structure of this form is slightly different than the publications form. The title field is not editable. We can scroll through all series/journals/magazines with the record navigators.

## Loans

The Loans module is under development.

## Requests

Tool to manually manage all requests in the library (ILL, copies, scans, digital delivery, downloads, etc.).

The screenshot shows a window titled "Requests ~ Thomas Logged on ~". Inside, there's a form for a request with ReqID 2879. The status is "Initiated". The form includes fields for BRefID (12216), Level (M), Standard Title (Forest ecology), Pages, Num. Pages, Date In (31/10/2006), Date Out (31/10/2006), LibSource (Geraardsbergen), and a Notes field. At the bottom, there's a record navigation bar showing "Record: 1 van 1".

### DATE IN/DATE OUT

The 'Date In' is default the current date. The 'Date Out' is the date on which the request is fulfilled.

### LIBSOURCE

This is the library that fulfils the request.

### NOTES

Free text field for remarks regarding the request.

### STATUS

Choose the status of the request in this field. Possible status-levels are Initiated, Finalised, Cancelled and Submitted.

## Requested Item-tab

### BREFID

Displays the Reference-ID (unique number defining a specific reference). Allows retrieving the reference requested when this ID is known.

### STANDARD TITLE

Displays the title of the reference. Use this field to search a reference by typing the title of the reference. The system will automatically append matching titles. However, RefID searching is preferred.

### LEVEL

Displays the bibliographic level of the reference.

### PAGES/NUM. PAGES

If a part of an instance is requested, enter the pages in these fields. Use 'Pages' for the amount of pages and 'Num. Pages' for the sequence of pages that was requested. Used to calculate the cost of the request (page-based pricing).

## Client-tab

The screenshot shows a software window titled "Requests ~ Thomas Logged on ~". Inside, there's a form for editing a request. At the top, it shows "ReqID: 2879", a "Lock" button, and "Status: Initiated". Below this are three tabs: "Requested Item", "Client", and "Original Text", with "Client" being the active tab. The "Client" tab contains a "Client:" dropdown menu and an "Institute:" dropdown menu. Below these are "Date In:" (31/10/2006) and "Date Out:" (31/10/2006) fields, a "<-- Now" button, and a "LibSource:" dropdown menu showing "Geraardsbergen". There's also a "Notes:" text area. At the bottom, there are record navigation buttons and the text "Record: 1 van 1".

### CLIENT

Choose the client that performed a request from the pick list. Start typing and the clients that match your query will be automatically selected. Only persons with a record in the 'Persons'-module are available in the clients list.

### INSTITUTE

Choose the institute that is attributed to the client at the time that the request was made. A client can belong to different institutes. The default value will be the primary institute of the client (Person), defined in the 'Persons'-module.

## Original Text-tab

### ORIGINAL TEXT

Free-text field used to store the original request text (webform, email, etc.) when sent digitally.

## Authors

This section can be accessed directly through the Library menu or with the ['Create new author'](#)-button when entering/editing a record in the 'Publications'-section.

Use following guidelines to create a new author.

Enter most compound surnames in the same sequence as they appear on the document.

Do not enter full first names (with the exception of Chinese, Icelandic, Japanese and Thai names as shown in the examples given below), but initials only, each followed by a full stop, but no space. The initials must be entered in the same order as given in the document. Separate the initials from the surname by a comma, followed by a space. An initial may consist of more than one character if the

author's first name is usually abbreviated in that way or if the initials are transliterated:

**Roosevelt, Th.  
Sviridov, Ya.V.**

Transpose suffixes to the end of the name and separate them from the last initial by a space. Commonly occurring suffixes are: Jr., Sr., II, III, ifg., id., ml.

**Hopper, D.B. II  
Hamilton, J.D. Jr.**

Academic, nobility, and other titles as well as Mr., Mrs., etc. and their equivalents in other languages are usually ignored, unless they form an integral part with the name or are otherwise indispensable for unambiguous identification of the author.

If a document has an editor, a compiler or a translator rather than an author, click on the appropriate check box in the author list.

For surnames with separately written prefixes, the format depends on the language of origin of the name. Typical prefixes are "van, van der, vander, von, le, lo, la, da, de, del, de la, della, des, do, du". Full details of the usage of the language of origin can be found in the Anglo-American Cataloguing Rules (AACR), chapter "Headings for persons". AACR should also be consulted for any other case not covered by these guidelines. In addition, the Names of Persons: National Usages for Entry in Catalogues, published by IFLA, may be consulted; this publication cites numerous examples of authoritative methods for citing names as done in a wide selection of national bibliographies.

Some examples are given here of various exceptions to the above rules which may be frequently encountered:

Spanish compound surnames should be entered under the first of the two surnames given:

**Angel Martinez Espinosa enter as Martinez Espinosa, A.**

Sometimes Spanish names may appear with an initial instead of the second (matronymic) part of the name, in which case they should be entered as they appear in the document but the initial(s) representing the matronymic should be followed by a comma instead of a full stop:

**Morales A, A.  
Lopez M del C, A.**

Portuguese names should be entered under the last element of the name (father's name). A name containing a prefix should be entered under the name following the prefix:

**Antonio Pires de Castro enter as Castro, A.P. de**

Words like "Filho, Junior, Neto, Netto, Sobrinho" which follow Portuguese surnames should be treated as part of the surname. An F following the surname stands for "Filho", i.e., "son" and should be spelled out after the surname:

**Paulino Ricardo do Rosario Gomes Filho enter as Gomes Filho, P.R.R.**

Chinese names should be entered in full as they appear in the document, inserting a comma after the surname, and a space after the comma. The surname is usually monosyllabic; the given name is one or two syllables and should be entered as it appears on the document:

**Wu, Chi-Lung  
Chen, Peixun  
Li, Ying**

**Note:** In journals from China the surname is given first, whereas in journals from Taiwan, Chinese names are given in the “Western” order, i.e. surname last.

Icelandic, Japanese and Thai names should be entered in full in the same order as they appear on the source document, with no comma after the first name:



**Gunnar Stefansson**  
**Moritaka Hayashi**  
**Tipparat Pongthanapanich**

Malay names should be entered as any other name, i.e. last in full and all previous ones abbreviated, except when they include “bin”, “binte”, “binti” (son of), in which case all the names should be entered as they appear:

**Abu Khair Mohammad Mohsin enter as Mohsin, A.K.M.**  
**Mohd. Ibrahim Hj. Mohamed enter as Mohamed, M.I.H.**  
**Zawawi bin Mohamad enter as Zawawi bin Mohamad**

Dutch names are entered under the part following the prefix unless the prefix is ver. In that case, enter under the prefix:

**Driessche, A. van den**  
**Ver Boven, D**

Create a new author from this screen by pressing \*. Press edit and enter the information necessary. Delete an author by selecting the AutID (top-left of the screen), making sure that you are in Edit-phase and pressing  in the task bar.

## NAME

Enter the surname of the author.

## DISCRIMINATOR

In case of two persons having the same surname, initials and given names, extra information can be added here to discriminate between the two homonym authors.

When dealing with a person, choose the ‘Individual’-tab. For a corporate author, mark the ‘Corporate author’-checkbox and go directly to the ‘Corporate’-tab.

Authors can also be assigned to Special collections. For more information, see [Special Collections](#).

## Individual-tab

### FIRSTNAME

Define the given name of an author. If it is not present, leave the field empty.

### INITIALS

Define the initials. If not present, take the first character(s) of the given name(s) and separate them by a dot ('.').

### PERSON LINK

In IMIS, an abstraction is made between authors and persons. An author is a purely formal string that links only to a publication, while a person defines a real, living person. This person is further described in the 'Person'-module. Here, we can define a link between an author in the 'Library'-module and a person in the 'Person'-module. Different forms of an author name, referring to the same person, can all be linked to that person record, generating a full list of publications for that person.

## Corporate-tab

If a corporate body is given as author, mark the 'Corporate author'-checkbox and fill in the following fields.

### ACRONYM

Give the acronym of the institute, if existing.

### INSTITUTE

In the same way as for the author/person link, an institute can be linked to the corporate author.

The screenshot shows a software window titled "Authors ~ Thomas Logged on ~". Inside, there's a form for editing an author record. The "AutID" field contains "79598". There are "Edit", "Add", and "Delete" icons. The "Name" field is empty. The "Discriminator" field is empty, and the "Corporate author" checkbox is unchecked. Below these are three tabs: "Individual", "Corporate" (which is selected), and "Special collections". In the "Corporate" tab, there are fields for "Acronym" and "Institute". The "GoTo" button is at the bottom right of the form. At the very bottom, a status bar shows "Record: 1 van 1" with navigation icons.

## Duplicate Author Check

This section provides us with the possibility to search for and delete duplicates in the author list.

AutID	PersID	Surname	Initials	Firstname		GoTo	Pubs	
68252		Aalderink	L.		1	GoTo	Pubs	✖!
68253		Aalderink	L.	Luc	1	GoTo	Pubs	✖!

Record: 1 of 2673

In this form, all similar authors are matched and presented alphabetically. The matching can be high (on surname, given name, and initials), mediocre (on surname and initials), or low (on surname only). For each author, the initials, first name (given name) and the amount of publications attributed to the author are given. A possible link with a person is also shown.

In the 'Edit'-phase, it is possible to:

- see all publications, attributed to an author**
- attribute all publications, linked to one author, to another**
- delete the author from the database**

#### PERSON LINK

View a relation between an author and a person. (see ['Person Link'-field](#) for more information).

For attributing authors to persons (or v.v.), it is better to use [Person Match](#).

#### PUBS-BUTTON

See the number and list of publications, attributed to the author.

AutID: 69386

BEntID: 147872 GoTo  
Dankers, N. <i>et al.</i> (2001). <i>Alterra-rapport</i>, 177. Alterra, Research Instituut voor de Groene Ruimte: Wageningen. 71 pp.

BEntID: 151081 GoTo  
Koomen, A.J. M. <i>et al.</i> (1998). <i>Alterra-rapport</i>, 560. Alterra, Research Instituut voor de Groene Ruimte: Wageningen. 132 pp.

BEntID: 151580 GoTo  
Liefveld, W.M. <i>et al.</i> (2000). <i>Reports of the project "Ecological Rehabilitation of the River Meuse"</i>, 35 - 2000. Ministerie van verkeer en waterstaat, Directoraat-generaal Rijkswaterstaat (RWS), Rijksinstituut voor Integraal Zoetwaterbeheer en

BEntID: 156037 GoTo  
Wolffert, H.P. (1998). <i>Publikaties en rapporten van het project "Ecologisch herstel Rijn en Maas"</i>, no. 74-1998. Ministerie van verkeer en waterstaat, Directoraat-generaal Rijkswaterstaat (RWS), Rijksinstituut voor Integraal Zoetwaterbeheer en

#### DELETE-BUTTON

By pressing ✖, delete an author.

## ON DELETE MIGRATE TO

This function makes it possible to redirect all publications from one author to another. In the case of a duplicate author, use this button and afterwards delete the duplicate.

## Person Match

Use this section to attribute authors to persons.

The screenshot shows a window titled "Person Match ~ JanH Logged on ~". It contains a form with the following fields: "PersID:" (10619), "Edit" button, "Matching probability:" (Low), "Name:" (Aarninkhof), "S.G.J." (S.G.J.), "Stefan" (Stefan), and "3 Publication" button. Below these are tabs for "Possible matches" and "Institutes". The "Possible matches" tab is active, showing a table with columns: AutID, PersID, Surname, Initials, Firstname, and a count. The table has two rows: one with AutID 27743, PersID 10619, Surname Aarninkhof, Initials S.G.J., Firstname, and count 3; and another with AutID 33708, PersID, Surname Aarninkhof, Initials S., Firstname, and count 2. Each row has "GoTo" and "Pubs" buttons. At the bottom, there is a "Record:" field with a value of 1 and a total of 6270 records.

AutID	PersID	Surname	Initials	Firstname	Count	GoTo	Pubs
27743	10619	Aarninkhof	S.G.J.		3	GoTo	Pubs
33708		Aarninkhof	S.		2	GoTo	Pubs

All persons with a record in the 'Persons'-module are listed alphabetically, with all matching authors attached. The matching can be high (on surname, given name, and initials), mediocre (on surname and initials), or low (on surname only). The possible institute attached to the person is also displayed.

## PERSID

Link a person to an author by copying the PersID into the 'PersID'-field, next to the author to be linked.

## PUBS

Displays all publications, attributed to the author.

## DEL

Deletes the author. This is only possible when there are no publications attached to the author.

## Publishers

New publishers have to be entered through this form. It can then be chosen in the pick list of the ['Publisher'-field](#).

The screenshot shows a window titled "Publishers ~ Thomas Logged on ~". It contains a form with the following fields: "PubID:" (3933), "Edit" button, "Name:" (Tokyo University of Marine Science and Technology), "Institute:" (empty), "Person:" (empty), and "GoTo" buttons. At the bottom, there is a "Record:" field with a value of 1 and a total of 6227 records.



## NAME

Enter the "name of the publisher" as it is cited in the source document: Transliterate it if necessary.

Do not put a full stop at the end of the publisher name, unless the last word is an abbreviation, and omit words such as Incorporated, Limited, Sons, Press etc., unless their omission could cause confusion:

### Cambridge University Press

If more than one Publisher is mentioned in the document, enter the name of the one given typographical prominence or the one listed first in the source document.

**Note:** the place of publication must correspond to the publisher selected.

## INSTITUTE

A publisher can be a corporate body or a person. If it is a corporate body, create a relation between the publisher and an institute, described in the 'Institutes'-module.

## PERSON

If the publisher is a person, create a relation between that publisher and a person, described in the 'Persons'-module.

## Libraries

An institute can have many different libraries.

The term 'library' means a certain collection of publications that share certain characteristics. This can be e.g. the location where they are stored or certain formal aspects. Within a library, many classifications can be identified. A classification is a way of classifying a range of documents. This can be an enumerative (DDC) or an analytical-synthetic classification (UDC).

The screenshot shows a software window titled "Libraries ~ Thomas Logged on ~". Inside, there's a form for a library record. At the top, "LibID:" is set to "2707" with a "Lock" button. The "Name:" field contains "Geraardsbergen". The "Institute:" dropdown menu is open, showing "Instituut voor Natuur- en Bosonderzoek; Instituut voor Bosbouw en \". Below this are tabs for "Classifications", "Description", "Classification Systems", and "Thesauri/Indexing Systems". The "Classifications" tab is active, showing a "Define new classification" section with a list of classification systems: ALG, BOS, WLD, FAO, UDC, and MMM. Each system has a "GoTo" button. At the bottom, a "Record:" bar shows navigation icons and "1 van 5".

In this database, five libraries are defined. The first library has many different classifications (ALG, BOS, WLD, etc.).

## NAME

Type the name of the library.

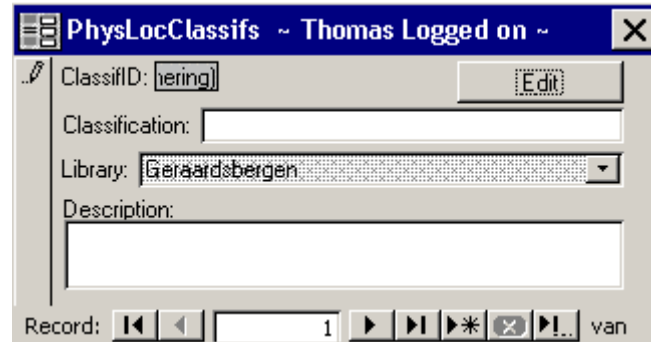
## INSTITUTE

Enter the name of the institute to which the library is attributed.

## Classifications-tab

### ***Define new classification***

By pressing this button, new classifications can be added.



The screenshot shows a window titled "PhysLocClassifs ~ Thomas Logged on ~". Inside, there is a form with the following fields and controls:

- ClassifID:** A text field containing "hering" and an "Edit" button to its right.
- Classification:** An empty text field.
- Library:** A dropdown menu showing "Geraardsbergen".
- Description:** A large empty text area.
- Record:** A navigation bar at the bottom with buttons for first, previous, next, last, and search, along with a text field showing "1" and the word "van".

### **CLASSIFICATION**

Enter the name of the classification to be defined.

### **LIBRARY**

The name of the library is a default value and cannot be changed. This name depends on the library screen that was active when pressing the 'Define new classification'-button.

### **DESCRIPTION**

Give a description of the classification for later reference.

## Description-tab

Free-text field used to give a description of the library. Use this for later reference or further explanation.

## Classification Systems-tab

The screenshot shows a web application window titled 'Libraries ~ Thomas Logged on ~'. The main content area is divided into four tabs: 'Classifications', 'Description', 'Classification Systems' (which is active), and 'Thesauri/Indexing Systems'. The 'Classification Systems' tab contains a large empty text area for input. Above this area, there are fields for 'LibID: 2707', 'Name: Geraardsbergen', and 'Institute: Instituut voor Natuur- en Bosonderzoek; Instituut voor Bosbouw en \'. Below the text area, there is a record navigation bar with buttons for first, previous, next, last, and search, and a text box showing '1' out of '5' records.

List the classification system(s) used in the library described. Possible values can be ASFA, UNDC, DDC, UDC, ...

## Thesauri/Indexing Systems-tab

The screenshot shows the same web application window as above, but with the 'Thesauri/Indexing Systems' tab selected. The layout is identical, with the same fields for 'LibID', 'Name', and 'Institute', and the same record navigation bar at the bottom.

List the thesaurus(i) or the indexing system(s) used in the library described. Possible values can be ASFA Thesaurus, CAB Thesaurus, etc.

## INDEXING TABLES AND FIELDS

There are six ways to index and or classify objects in IMIS.

The main indexing tools are:

- **Taxonomic terms**
- **ASFA Geographic terms**
- **Free descriptors (other terms)**
- **ASFA Thesaurus terms**

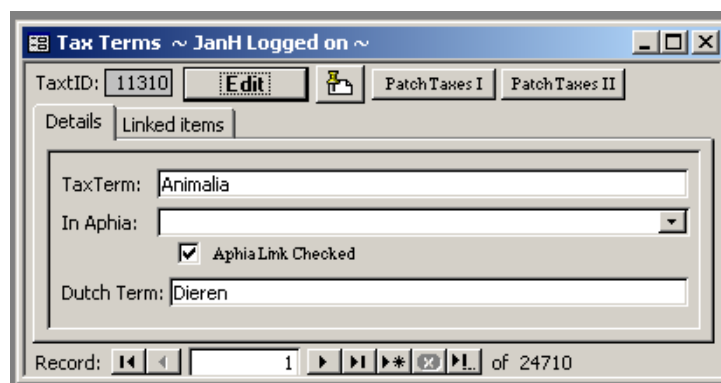
The main classification tool is:

- **ASFA Classification codes**

The main contextual grouping tool is:

- **Special Collections tool**

## ***Taxonomic Terms***



### **Details-tab**

#### **TAXTERM**

Enter the taxonomic term.

#### **IN APHIA**

Choose the corresponding taxon –if available- from the Aphia-list.

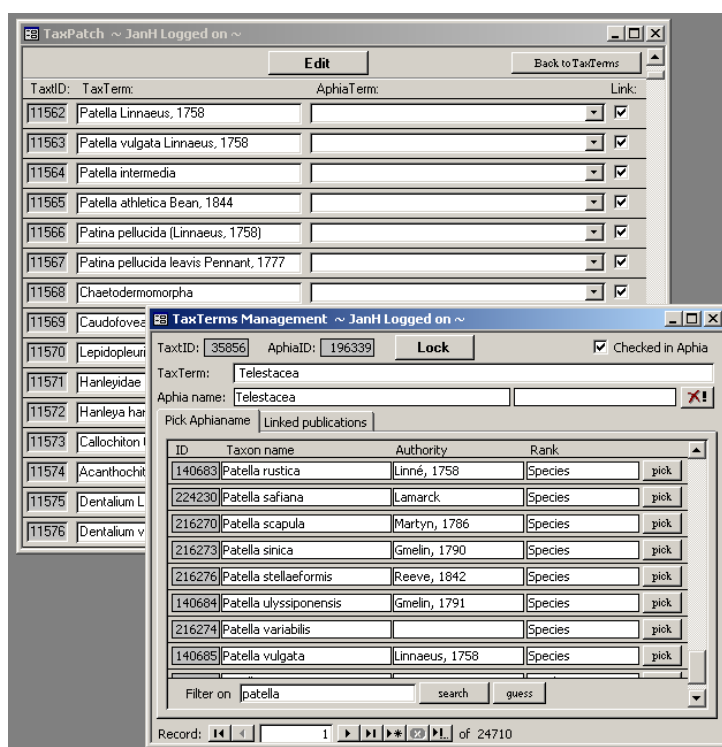
#### **APHIA LINK CHECKED**

Links between entered taxa and Aphia-taxa need to be checked by an expert.

#### **DUTCH TERM**

Enter the Dutch term if available/known.

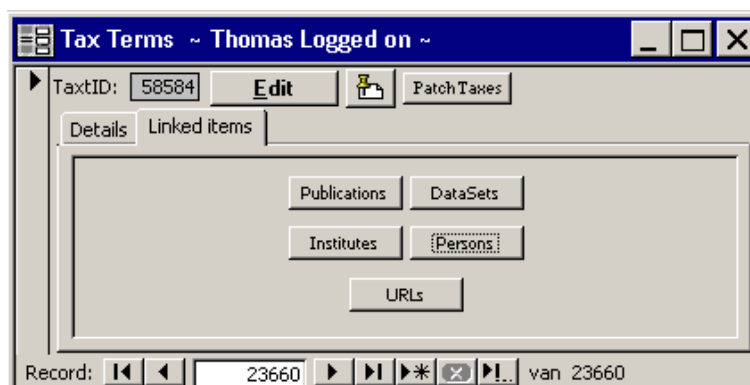
## PATCH TAXES I/PATCH TAXES II



Gives access to a set of control tools for taxonomic specialists. When the link between the taxonomic and the Aphia-term has been checked, the link-checkbox can be marked.

## Linked Items-tab

Use this interface to see what knowledge items are linked to a specific taxonomic term.



Clicking the appropriate button, lists all publications, datasets, institutes, persons and urls that are linked to the taxonomic term. Each button redirects to another module.

## Geographical Terms

IMIS uses the structure and methodology of the ASFA Geographical authority list. Two major groups of geographic terms exist: marine and non-marine. The marine geographic terms all have a prefix, depending on the sea area concerned (see map with ASFA sea codes in annex). Each term is

composed of one, two or three sections + the sea-code prefix, if appropriate. The geographical concept is described from broad to detailed:

**ANE: Belgium**  
**ANE, Belgium: Oostende**  
**ANE, Belgium, Ostend Harbour: Sluice Dock**  
**Belgium: Schelde R.**  
**Belgium, Zeeschelde: Antwerp Harbour**  
**ANE, Belgium: Belgian Coast**  
**Belgium: Belgian coast**

The screenshot shows a web application window titled "GeoTerms ~ JanH Logged on ~". It features a "GeotID:" field with the value "6479" and buttons for "Edit" and "Switch Context". Below this are two tabs: "Details" (selected) and "Linked items". The "Details" tab contains several input fields: "GeoTerm:" with the value "Belgian Coast", "Prefix:" with "Belgium", "Original Term:" (empty), "DutchTerm:" with "Belgische kust", and "PrefixNL:" with "België". At the bottom, a "Record:" field shows "6441" of "6836" records, with navigation buttons for first, previous, next, last, and search.

## Details-tab

### **GEOTERM**

Enter the geographical term in English.

### **PREFIX**

Enter the larger geographical entity in English.

### **ORIGINAL TERM**

If the geoterm has been translated into English, enter the term in the original language here.

### **DUTCH TERM**

Give the Dutch translation of the geoterm.

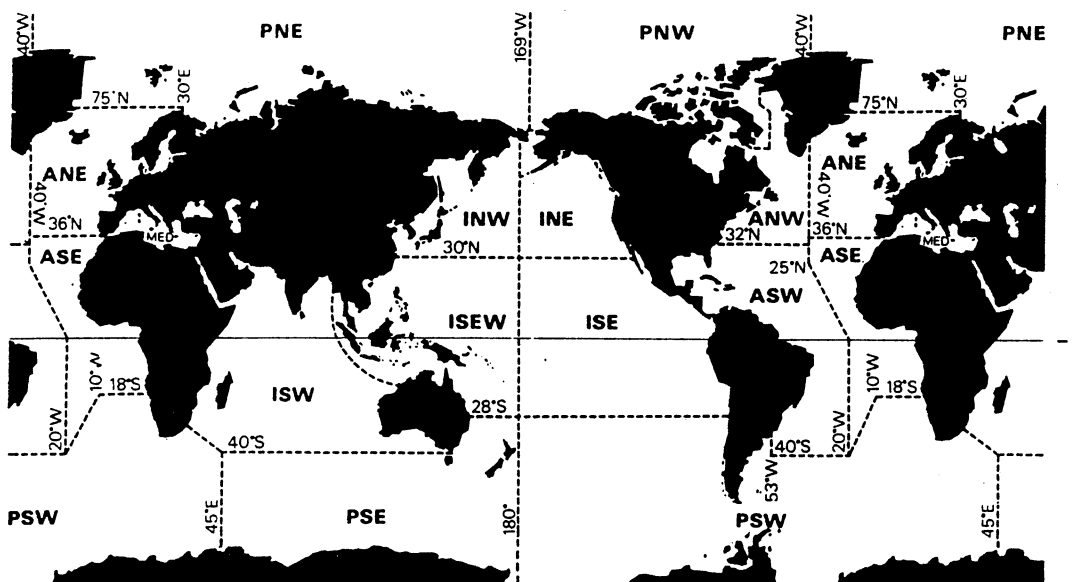
### **PREFIXNL**

Give the Dutch translation of the prefix (the geographical larger entity).

## Linked Items-tab

Use this interface to see what knowledge items are linked to a specific geographic term. Clicking the appropriate button, lists all publications, datasets, institutes, persons and urls that are linked to the geographic term. Each button redirects to another module.

## Geographic Index



## Sea Area Delimitations

### Land areas

English names of countries and states are used and these appear in alphabetical sequence. Regions are indexed as subsections of the country, eg:

USA, California

### Sea areas

The boundaries of the sea areas are shown on the map. Subdivisions of the sea areas are entered in alphabetical order, eg:

ANE, English Channel

ANE, Irish Sea

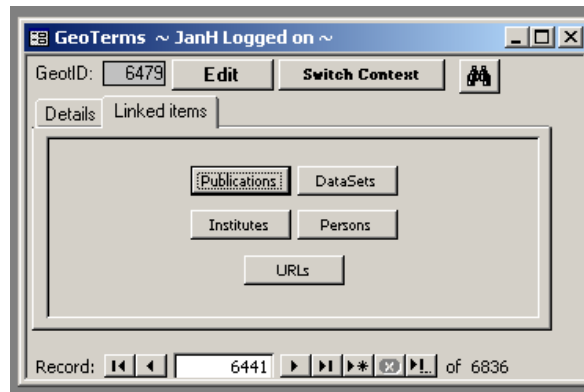
**Coastal areas** are indexed under the sea area and qualified by the land area name, eg:

INE, USA California

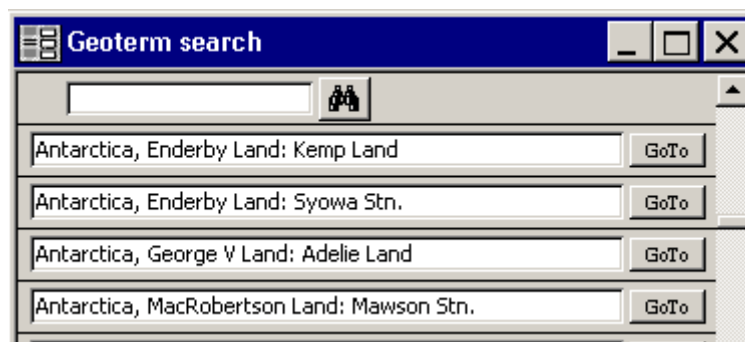
**Inland waters** are indexed with land areas by continent, or by country if the study is restricted, eg:

Europe, Danube R.

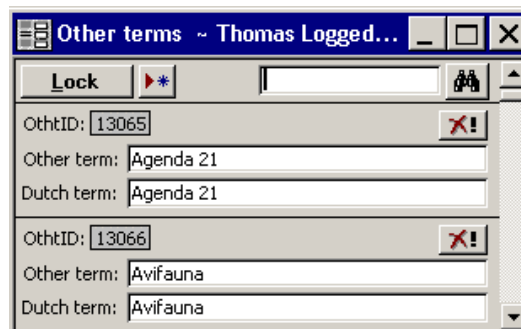
Yugoslavia, Danube R.



Use search for geoterm. Enter the search term and press the binoculars. Press 'GoTo' and edit the retrieved term.



## Other Terms



It is possible to add indexing terminology not available in the several other indexing lists. All terms must be added in English and Dutch.

Use to add a new term, to search other terms and to delete a term.

### OTHER TERM

Give the English term.

### DUTCH TERM

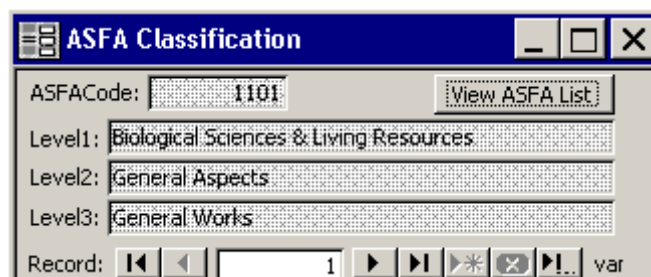
Give the Dutch translation of the term.



## ASFA-specific fields

### ASFA Classification

ASFA uses a specific classification based on the marine sciences, and related disciplines. The whole classification can be accessed through the following tab.



The screenshot shows a window titled "ASFA Classification". It contains a text field for "ASFACode:" with the value "1101" and a button "View ASFA List". Below this are three text fields for classification levels: "Level1: Biological Sciences & Living Resources", "Level2: General Aspects", and "Level3: General Works". At the bottom, there is a "Record:" field with a value of "1" and several navigation buttons (back, forward, search, etc.).

The ASFA-classification has three levels, from general (main classes) to very specific (subclasses, level 3). Only terms of level 3 may be used to classify a publication. Each term has a unique number. The complete classification can also be found online at <http://www.csa.com/factsheets/supplements/classcod.php>

#### ASFACode

The unique number of the ASFA-term. Use this number to describe a publication.

#### LEVEL1

The first level of the term, defining the most general concept.

#### LEVEL2

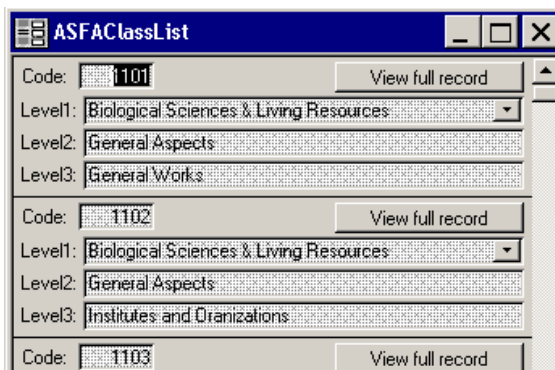
The second level of the term.

#### LEVEL3

The third level of the term, the most detailed description, and actual classification term.

#### ASFAClassList

Gives the full list of all ASFA-classification terms.



The screenshot shows a window titled "ASFAClassList". It displays a list of classification terms. Each entry includes a "Code:" field, a "View full record" button, and three levels of classification. The first entry is for code 1101, with Level1: Biological Sciences & Living Resources, Level2: General Aspects, and Level3: General Works. The second entry is for code 1102, with Level1: Biological Sciences & Living Resources, Level2: General Aspects, and Level3: Institutes and Organizations. The third entry is for code 1103, with Level1: Biological Sciences & Living Resources, Level2: General Aspects, and Level3: Institutes and Organizations.

## ASFA Thesaurus

The ASFA Thesaurus is conceived as an indexing and searching tool. It contains the subject descriptors used to index the records which are contained in the Aquatic Sciences and Fisheries Abstracts (ASFA) bibliographic database. ASFA is an abstracting and indexing service covering the world's literature on the science, technology, management, and conservation of marine, brackish water, and freshwater resources and environments, including their socio-economic and legal aspects. As a consequence the ASFA thesaurus completely covers all these topics with accurately chosen terminology. As any thesaurus, it also contains the standard navigation tools 'Narrower terms', 'Broader terms', 'Related terms', 'Use', and 'Used for'.

The screenshot shows a web-based interface for the ASFA Thesaurus. The title bar reads 'Thesaurus terms ~ Thomas Logged on ~'. The main form contains the following fields and sections:

- ThesID:** 63, with an **Edit** button and a **Date:** field.
- Term:** Acoustic arrays, with a **Clip** button.
- Use:** Acoustic insulation, with a **Goto** button.
- ScopeNote:** A large text area for notes.
- Added:** 1990, with a text input field.
- Dutch Term:** A text input field.
- Narrower terms:** A list with three entries: 'Sonar arrays', 'Transducer arrays', and 'Transponder arrays', each with a **Goto** button.
- Broader terms:** A list with one entry: 'Arrays', with a **Goto** button.
- Related terms:** A list with two entries: 'Acoustic equipment' and 'Seismic arrays', each with a **Goto** button.
- Record:** A navigation bar at the bottom showing '63' and various navigation icons, with 'van 74490' on the right.

### TERM

The thesaurus term.

### USE

Use this term instead of the thesaurus term to describe a publication.

### SCOPENOTE

A further definition or remark for a thesaurus term.

### ADDED

The year the term has been added to the thesaurus.

### DUTCH TERM

The Dutch translation of the thesaurus term.

### NARROWER TERMS

The narrower term(s) of the thesaurus term.

### BROADER TERMS

The broader term(s) of the thesaurus term.

**RELATED TERMS**

The related term(s) of the thesaurus term.

The thesaurus can also be found online on the following address: <http://www4.fao.org/asfa/asfa.htm>.

***Special Collections***

See section general menus under [Special Collections](#).

## IMIS - EVENTS MODULE

### *Introduction*

The Events Module is designed to manage information on scientific events. This comprises a broad set of types: conferences, symposia, workshops, meetings, courses, lectures, etc. The purpose is -as in the other IMIS modules- to build a list of events with rich records that are linked to other types of information. This module can be used for managing a calendar of all the events an institute is involved in, to add a list of attended events to a person's CV, or to keep track of the national curriculum of scientific meetings, or simply to document a collection of proceedings publications.

### *Linked Modules*

Linked modules to date are the Persons, Institutes, Projects, and Literature modules.

### *General information*

The screenshot displays the 'Events' module interface with the user 'JanH' logged on. The main record is titled 'ASFA Board Meeting' with a CONFID of 513 and a status of 'Valid'. The interface includes tabs for 'Details', 'Collaborators', 'Projects', 'Publications', 'SpecCols', 'URLs', 'Keywords', 'Notes | Descriptions', and 'Info'. The 'Details' tab is active, showing fields for 'OriginalTitle', 'Language' (with a 'Translated by VLIZ' checkbox), 'EventType' (set to 'Meeting [Vergadering]'), 'Location' (Oostende, Belgium), 'BeginDate' (4/09/2006), 'EndDate' (8/09/2006), 'Periodicity', 'Duration', 'Attainable diploma', 'Degree', 'Audience Type', 'Registry Fee', and 'Email'. On the right, there are checkboxes for 'VLIZ Core', 'Public', and 'Checked'. At the bottom, a pagination bar shows 'Record: 460 of 495' with navigation icons.

#### **CONFID**

Gives a unique ID for each event, assigned automatically by the DB.

#### **[NAME OF EVENT FIELD]**

Type the name of the event as it needs to be displayed on the web interface. This field is searchable.

## Details-tab

The screenshot shows a web application window titled 'Events ~ JanH Logged on ~'. The main content area is for event 513, 'ASFA Board Meeting', with a status of 'Valid'. The 'Details' tab is selected, showing fields for OriginalTitle, Language, EventType (Meeting [Vergadering]), Location (Oostende, Belgium), BeginDate (4/09/2006), EndDate (8/09/2006), Periodicity, Duration, Attainable diploma, Degree, Audience Type, Registry Fee, and Email. There are checkboxes for 'Translated by VLIZ', 'VLIZ Core', 'Public', and 'Checked'. The bottom of the window shows 'Record: 460 of 495'.

### ORIGINALTITLE

Fill in the title in the original format/language as found in the events documentation. This field is also searchable.

### LANGUAGE (PICK LIST)

Choose the Original title language from the pick list

### EVENTTYPE (PICK LIST)

This screenshot is similar to the previous one, but the 'EventType' pick list is open, showing options: 'Meeting [Vergadering]', 'Conference/Workshop [Conferentie/Workshop]', 'E-conference [E-conferentie]', 'Info session [Info sessie]', 'Meeting [Vergadering]', and 'Training [Training]'. The 'Meeting [Vergadering]' option is highlighted. The rest of the form and the bottom status bar are the same.

Choose the most appropriate description from the pick list.

**LOCATION**

Fill in the city where the event takes place, by preference in the English language form (if existing).  
Choose the country in the pick list.

**BEGINDATE & ENDDATE**

Fill in begin and end date of the event in the form DD/MM/YYYY

**PERIODICITY (PICK LIST)**

In case of a recurring event, choose the periodicity from the pick list.

**ATTAINABLE DIPLOMA**

In case of courses/training sessions, describe as accurately and short as possible the attainable diploma

**DEGREE (PICK LIST)**

Choose the appropriate degree from the pick list.

**AUDIENCE TYPE(PICK LIST)**

Choose the audience type from the pick list;

**REGISTRY FEE**

Fill in amount and currency of the total registration fee.

**EMAIL**

Fill in a general contact email that can be approached for event information.

## Collaborators-tab

The screenshot shows a web application window titled 'Events ~ JanH Logged on ~'. The main content area is the 'Collaborators' tab, which is part of a larger record for 'ASFA Board Meeting' (ConfID: 513, Status: Valid). The tab includes a search bar for 'Ordernr Institute' (set to 1) and a 'Role' dropdown menu (set to 'Organiser'). Below this, there is a list of collaborators. The first entry is 'Food and Agricultural Organisation of the United Nations; ASFA Secretariat' with a 'GoTo' button. The second entry is 'Pepe, Richard' with a 'GoTo' button. The third entry is partially visible, showing 'Ordernr Person' and 'Role'. At the bottom, there are navigation controls for the record, showing 'Record: 1 of 3' and 'Record: 460 of 495'.

This tab provides linking possibilities with the Persons and Institutes Modules. One can link to already existing records in both modules.

### **ORDERNRINSTITUTE**

This is the order number of the institute involved in the event. The first or most important institute will receive number '1', the second most important will receive number '2', etc. Look up the institute with the search button.

### **ROLE (PICK LIST)**

Here one can define the role of the institute in the project. A pick list is provided, with possibilities going from financier to organiser.

### **ORDERNRPERSON**

This is the order number of the persons per institute involved in the event. Look up the person by typing the first letters of the surname, and choosing the correct name from the drop-down list.

### **ROLE (PICK LIST)**

The role of each person within the event can be defined here. A pick list is provided with a large number of possibilities, ranging from project leader to technician.

## Projects-tab

In this subform, an event is linked to corresponding projects. Click the binoculars button and type a part of the projects name, or acronym in the search box. Select the project from the results list.

## Publications-tab

This subform shows the publications linked to the event. To link publications to events is done in the Literature module, see [The Details-tab – part 1](#).



## SpecCols-tab

The screenshot shows a web application window titled "Events ~ JanH Logged on ~". The main content area is the "SpecCols" tab, which is currently empty. The window includes a header with "ConfID: 513", an "Edit" button, a "Switch Context" button, and a "Status: Valid" dropdown. Below the header is a text field containing "ASFA Board Meeting". A tab bar at the top of the main area includes "Details", "Collaborators", "Projects", "Publications", "SpecCols", "URLs", "Keywords", "Notes | Descriptions", and "Info". At the bottom, a record navigation bar shows "Record: 460 of 495".

See section general menus under [Special Collections](#)

## URLs-tab

The screenshot shows the same "Events" window, but with the "URLs" tab selected. The main content area now displays two rows of data. The first row has a text field with "www.vliz.be/asfa" and a "Type: Programme [Programma]" dropdown. The second row has an empty text field and an empty "Type:" dropdown. Both rows have a "GoTo" button. The window header and navigation bar are identical to the previous screenshot.

See section general menus under [URLs](#)

## Keywords-tab

The screenshot shows the 'Keywords' tab of the 'Events' application. The window title is 'Events ~ JanH Logged on ~'. The top bar contains 'ConfID: 513', a 'Lock' button, a 'Switch Context' button, and a 'Status: Valid' dropdown. The main content area is titled 'ASFA Board Meeting'. Below this is a tabbed interface with 'Keywords' selected. The 'Keywords' tab is divided into four sections: 'Geographical terms', 'Thesaurus terms', 'Taxonomic terms', and 'Other terms'. Each section has a search box, a 'Search' button, and a 'GoTo' button with a red 'X' icon. The 'Geographical terms' section shows 'ANE: Belgium'. The 'Thesaurus terms' section shows 'Databases', 'Information services [Informatiediens]', and 'Meetings'. The bottom status bar shows 'Record: 460 of 495'.

See under Literature Module, [The Keywords-tab](#).

## Notes/Descriptions-tab

The screenshot shows the 'Notes/Descriptions' tab of the 'Events' application. The window title is 'Events ~ JanH Logged on ~'. The top bar contains 'ConfID: 513', a 'Lock' button, a 'Switch Context' button, and a 'Status: Valid' dropdown. The main content area is titled 'ASFA Board Meeting'. Below this is a tabbed interface with 'Notes/Descriptions' selected. The 'Notes/Descriptions' tab is divided into three sections: 'Notes:', 'Description:', and 'Dutch description:'. Each section has a large text area for input. The bottom status bar shows 'Record: 460 of 495'.

### NOTES

Used to add general remarks on the event.

## DESCRIPTION

Here an abstract has to be added in English, describing the purpose of the event, the content of the event, details on the type of event, and possible outcomes, results. The original events documentation can be used as primary source.

## DUTCH DESCRIPTION

Here an abstract has to be added in Dutch, describing the purpose of the event, the content of the event, details on the type of event, and possible outcomes, results. The original events documentation can be used as primary source.

## Info-tab

The screenshot shows a web application window titled 'Events ~ JanH Logged on ~'. The main content area displays the 'Info' tab for an event named 'ASFA Board Meeting'. The event's status is 'Valid'. The 'Info' tab contains two sections: 'Created by' and 'Last edited by'. The 'Created by' section shows 'SesID: 21535', 'User: [empty]', 'Login: VLIZ2000\thomasd', and 'Date: 14/03/2006 11:49:07'. The 'Last edited by' section shows 'SesID: 21567', 'User: [empty]', 'Login: VLIZ2000\thomasd', and 'Date: 15/03/2006 8:37:15'. The bottom of the window shows a record navigation bar with 'Record: 460 of 495'.

Created by		Last edited by	
SesID:	21535	SesID:	21567
User:	[empty]	User:	[empty]
Login:	VLIZ2000\thomasd	Login:	VLIZ2000\thomasd
Date:	14/03/2006 11:49:07	Date:	15/03/2006 8:37:15

See section general menus under [Info](#).

## IMIS - PROJECTS MODULE

### *Introduction*

The module 'Projects' of the IMIS database aims at describing research projects. The primary objective of this module is to identify and describe past, present and future research projects and who is involved in these projects. The description of this information allows examining the overall expertise, the connections between researchers, or the state-of-the-art in certain research fields and research topics.

### *Linked modules*

The module 'projects' is linked with all the other modules in IMIS. 'Persons' and 'Institutes' can be part of a project, the project can deliver 'Publications' and organise 'Conferences'. There is also a link between the module 'Datasets' and the module 'Projects'.

### *Using standards*

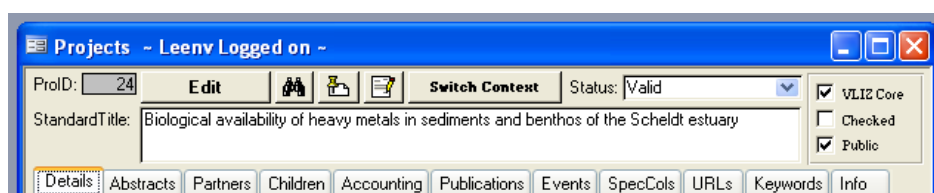
The module 'Projects' is compatible with some international standards:

SeaDataNet, Pan-European infrastructure for Ocean & Marine Data Management,  
[www.seadatanet.org](http://www.seadatanet.org)

### *General Information*

After logging in, select the 'Projects' button on the main menu to start the 'Projects' module. The main project form will appear.

The upper part of this form contains information on the title of the dataset and the original language. Completing this information as accurate as possible is important, as this name field is a searchable field through the web interface.



#### **PROID**

Unique identifier of the project, assigned automatically by the IMIS database.

#### **STANDARDTITLE**

This field contains the English title of the project, starting with a capital. If no English title is available, one should be created by translating the original project title.

#### **CHECKBOXES:**

See section general menus under [Tick boxes](#).

## Details-tab

### PARENT PROJECT

Two or more projects can have a parent-child relationship in the database. This implies that two projects can be linked by each other. If there is a broader more general project or larger research project, programme or framework that covers several smaller subprojects, IMIS allows you to link these projects. In order to do so, you first need to create the 'Parent' or broader more general project. For the smaller subprojects that are entered in the database later, you can select the parent project (enter the first letters of the project, then press the search button and select the parent project you are looking for). This structure is called an open hierarchy. If there is no parent project, this field remains blank.

### ACRONYM

This is the abbreviated name of the research project. In most cases the acronym is the word formed from the initial letters of the words of project title. If no acronym is available, this field remains blank.

### START

The start month and year of the project can be defined.

### END

The end month and year of the project can be defined.

## PROGRESS (PICK LIST)

As not all projects have the same progress when they are entered in the database, a pick list is provided to indicate the progress status:

completed  
in progress  
other  
planned

## LANGUAGE

If the original title of the project is not in English, please indicate the correct language from the provided pick list.

## TICKBOX 'TRANSLATED BY VLIZ'

If VLIZ personnel has translated the title to English, this box has to be ticked.

## ORIGINAL TITLE

Full name of the (research) project in the original language. If the original name is English, this field can be left blank. Please indicate the language of the original title and if the title was translated by yourself as well.

## FULL STANDARD TITLE

This field can contain the exact same information as the 'standard title' field. However, if the full standard (= English) title should differ from the title filled in in the 'standard title' field, you can enter the full title here. This full standard title can e.g. be a combination of the acronym and the standard title or it can be the standard title of the 'parent' project, followed by the name of the described project.

## Abstracts-tab

The screenshot shows a software window titled "Projects - Leenv Logged on -". The "Abstracts" tab is selected. The "StandardTitle" field contains the text: "Elementary Composition and sources of atmospheric aerosols above and around the North Sea". The "Status" is set to "Valid". There are checkboxes for "VLIZ Core", "Checked", and "Public". Below the tabs, there are checkboxes for "English abstract:", "Abstract Composed by VLIZ", and "Abstract translated by VLIZ". The "Objectives of the project:" section contains the text: "The collection of atmospheric aerosol samples above and in the vicinity of the North Sea and in the marine background areas." and "Determination of the chemical composition of the aerosols". The "Abstract other language:" section has a "Language:" dropdown set to "Dutch". The "Doelstellingen van het project:" section contains the text: "De collectie van atmosferische aerosolmonsters boven en in de nabijheid van de Noordzee en in mariene achtergrondgebieden." and "De bepaling van de chemische samenstelling van de aerosolen." The "Notes:" section contains the text: "remark: marine aspect 100% of the project". The bottom status bar shows "Record: 2 of 1365".

**ENGLISH ABSTRACT**

English summary information aimed at providing the reader with a good overview of the nature of the (research) project and its approach, activities and anticipated results. It should be written in the style of a concise abstract. It should aim at including the following:

**objectives of the research project**  
**work plan and tasks/activities**  
**expected results**

**TICK BOX: 'ABSTRACT COMPOSED BY VLIZ'**

Check this box if the abstract is composed by yourself (VLIZ personnel)

**TICK BOX 'ABSTRACT TRANSLATED BY VLIZ'**

Check this box if the abstract is translated from the original language by yourself

**ABSTRACT OTHER LANGUAGE**

Summary information in the original language. The summary aims at providing the reader with a good overview of the nature of the (research) project and its approach, activities and anticipated results. It should be written in the style of a concise abstract. It should aim at including the following:

**objectives of the research project**  
**work plan and tasks/activities**  
**expected results**

Please indicate the language of the original title from the provided pick list. If the original language is English, this field remains blank.

**NOTES**

Any additional information about the project that is not appropriate in the abstract.

**Partners-tab**

Information about the project partners is directly linked with the modules 'Persons' and 'Institutes' of IMIS. Therefore, it is necessary to first add the persons and institutes in the respective modules. Once the person and institute records have been created, you can add the partner information of a project to the respective record.

A project can have multiple partners.

## Partner Institutes

### ORDERNR INS

This is the order number of the institute involved in the project. The first or most important partner (institute) will receive number '1', the second most important will receive number '2' ...

### ROLE (PICK LIST)

Here you can define the role of the institute in the project. A pick list is provided, with possibilities going from financier to organiser.

### SPONSORNR

This is the order number of the institute being sponsored. The institute receiving the highest sponsoring will receive number '1', the second most sponsored will receive number '2' ...

### BUDGETCUT

If this information is available, one can enter the provided budget per partner institute for the project in this field.

### INSTITUTE (PICK LIST)

The name of the institute can be entered here. Start by typing the first letters of the institute name and then choose the appropriate institute from the pick list. Once you have selected the correct name, you can go the record of this institute by clicking the 'go to' button.

## Partner Persons

### ORDERNR PERS

This is the order number of the persons per institute involved in the research project.

### ROLE (PICK LIST)

The role of each person within the project can be defined here. A pick list is provided with a large number of possibilities, ranging from project leader to technician.



## PERSON (PICK LIST)

The name of the person is entered here. As you have previously defined the institute, it is logical that the person you enter here is working at the assigned institute. To enter a person name, start by typing the first letters of the surname and then select the appropriate name from the 'pick list'. Once you have selected the correct name, you can go to that person record by clicking the 'go to' button.

## Children-tab

The screenshot shows the 'Projects' window with the 'Children' tab selected. The window title is 'Projects - Leenvy Logged on -'. The 'ProID' is 1484, and the 'StandardTitle' is 'Marine Biodiversity and Ecosystem Functioning - EU Network of Excellence'. The 'Status' is 'Valid'. There are checkboxes for 'VLIZ Core', 'Checked', and 'Public', all of which are checked. The 'Children' tab is active, showing a list of child projects. Each entry includes a project name, a date range (December 2005 - December 2008), and a 'GoTo' button. The entries are: 'ArctEco' (Biodiversity and ecosystem function under changing climatic conditions - the Arctic as a model system), 'BBDO' (Bringing biogeographical data online), 'MarFish' (Causes and consequences of changing marine biodiversity a fish and fisheries perspective), 'DEEPSETS' (Deep-sea & Extreme Environments, Patterns of Species and Ecosystem Time Series), and an unnamed entry (Development of decision support systems). The bottom status bar shows 'Record: 238 of 373'.

This tab will automatically list the existing child (sub) projects of this project. These fields are in grey, indicating that no information can be changed or added here.

## Accounting-tab

Information on the accounting of a project can be very sensitive. By default, the information entered on accounting will never be shown on the website.

The screenshot shows the 'Projects' window with the 'Accounting' tab selected. The window title is 'Projects - Leenvy Logged on -'. The 'ProID' is 1468, and the 'StandardTitle' is 'Molecular diversity of marine invertebrates'. The 'Status' is 'Valid'. There are checkboxes for 'VLIZ Core', 'Checked', and 'Public', all of which are checked. The 'Accounting' tab is active, showing fields for 'Budget', 'Currency' (set to 'EUR [Euro]'), and 'RefNumber' (set to 'BOF/GOA - 1205398'). There is also a 'Source' field. The bottom status bar shows 'Record: 237 of 373'.

## BUDGET

The total budget of the project (from all partners taken together)

**CURRENCY (PICK LIST)**

The monetary unit of the total budget. A pick list is provided.

**REFNUMBER**

The internal administrative number or code reference of the (research) project

**SOURCE**

Source of the financial information. This can be either a person or a document.

**Publications-tab**

Projects - Leenv Logged on -

ProlD: 25 Edit Switch Content Status: Valid

StandardTitle: Interaction between water column and intertidal zones of Scheldt River: Biogeochemical cycles of C and N

Details Abstracts Partners Children Accounting Publications Events SpecCols URLs Keywords Info

Study on the interaction between the water column and the intertidal in the Zeeschelde: biogeochemical cycli of carbon and nitrogen (extension Januari-December 1999): final report

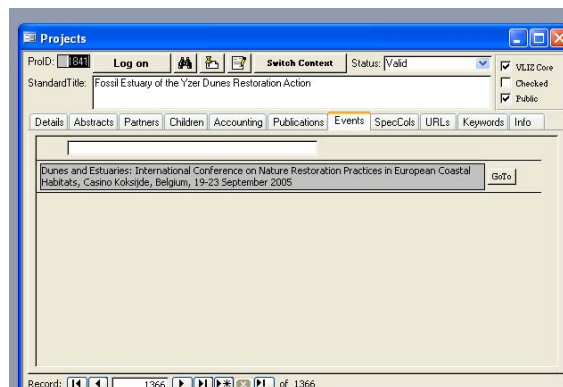
Onderzoek Milieu-effecten Sigmaplan (OMES): partial study 7.3. Water-salt marsh interaction: the biogeochemical cycli of carbon and nitrogen. Final report

Record: 10 of 1365

If a project results in one or more publications, these publications will be listed here. The fields are in grey, indicating that nothing can be changed here. Changes can only be made in the library module. You can directly go to the appropriate publication form by clicking on the filter button.

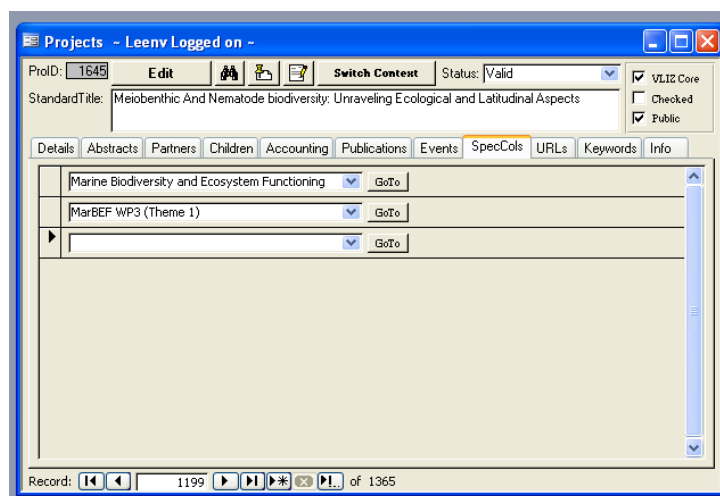
If a publication is not yet in this list, one should go to the according publication record (or add the publication if it is not yet in the database) and refer – within the publication form – to this project. For a detailed description on this, please go to the library module.

## Events-tab



Information on events or conferences linked with projects is directly linked with the module 'Conferences' of IMIS. Therefore it is necessary to first add the event in the module 'Conferences'. Once the event record is created, you can add the information about the publications to a project (enter the first letters of the conference name, then press the search button and select the conference in IMIS you are looking for).

## SpecCols-tab



See section general menus under [Special Collections](#).

## URLs-tab

The screenshot shows the 'URLs' tab in a web application window titled 'Projects - Leenv Logged on -'. The window has a top navigation bar with tabs: Details, Abstracts, Partners, Children, Accounting, Publications, Events, SpecCols, URLs (selected), Keywords, and Info. Below the tabs, there's a header section with 'ProID: 1645', a 'Lock' button, a 'Switch Context' button, and a 'Status: Valid' dropdown. To the right of this header are three checkboxes: 'VLIZ Core' (checked), 'Checked' (unchecked), and 'Public' (checked). The main content area is divided into two sections. The top section has a text input field containing 'www.marbef.org/projects/Manuela/index.php' and a 'GoTo' button. Below this is a 'Type:' dropdown menu with 'Project home page [Project homepage]' selected. The bottom section is empty. At the bottom of the window, there's a record navigation bar showing 'Record: 1199 of 1365' with various navigation icons.

See section general menus under [URLs](#).

## Keywords-tab

In the keywords-subsection, we can add intrinsic information regarding the project that is being described

The screenshot shows the 'Keywords' tab in the same 'Projects' window. The 'Keywords' tab is selected in the top navigation bar. The main content area is divided into four sections: 'Geographical terms', 'Thesaurus terms', 'Taxonomic terms', and 'Other terms'. Each section has a search bar and a list of terms. In the 'Geographical terms' section, 'World Waters' is listed with a 'GoTo' button and a red 'X' icon. In the 'Thesaurus terms' section, 'Biodiversity [Biodiversiteit]', 'Ecological distribution [Ecologische dis]', and 'Meiobenthos [Meiobenthos]' are listed with 'GoTo' buttons and red 'X' icons. In the 'Taxonomic terms' section, 'Copepoda [Roeipootkreeftjes]' and 'Nematoda [Nematoden]' are listed with 'GoTo' buttons and red 'X' icons. The 'Other terms' section is empty. The record navigation bar at the bottom shows 'Record: 1199 of 1365'.

See section Institutes Module under [Keywords-tab](#)

## Info-tab

The screenshot shows a web application window titled "Projects - Leenvy Logged on -". The main content area displays the "Info" tab for a project with ProID 1646. The project title is "Web Accessible Taxonomic Expertise in MarBEF: PROviding an e-Platform for the European Taxonomists". The status is "Valid". The project is marked as "VLI2 Core", "Checked", and "Public". The "Info" tab shows two sections: "Created by" and "Last edited by". The "Created by" section shows SesID: 18453, User: Appeltans, Ward, Login: VLI22000\WardA, and Date: 4/08/2005 14:55:27. The "Last edited by" section shows SesID: 21883, User: Appeltans, Ward, Login: VLI22000\warda, and Date: 7/04/2006 10:34:45. The bottom status bar indicates "Record: 1200 of 1365".

Projects - Leenvy Logged on -

ProID: 1646 Edit Switch Content Status: Valid

StandardTitle: Web Accessible Taxonomic Expertise in MarBEF: PROviding an e-Platform for the European Taxonomists

VLI2 Core  
Checked  
Public

Details Abstracts Partners Children Accounting Publications Events SpecCols URLs Keywords Info

Created by

SesID: 18453  
User: Appeltans, Ward  
Login: VLI22000\WardA  
Date: 4/08/2005 14:55:27

Last edited by

SesID: 21883  
User: Appeltans, Ward  
Login: VLI22000\warda  
Date: 7/04/2006 10:34:45

Record: 1200 of 1365

See section general menus under [Info](#).

# **IMIS - DATASETS MODULE**

## ***Introduction***

Making an inventory of scientific datasets is becoming more important every day. Internationally, people are getting aware of the fact that scientific data – which are sometimes very expensive to gather – are too important to store in a closet never to be seen again. Describing datasets in a uniform way makes it possible to create a searchable inventory, thus making it fairly easy to look up certain information and to share it with other people.

The main goal of this module is to gather information on the metadata of existing datasets or datasets in development. The metadata describe all the useful information on the dataset, e.g. where the data come from, who has played a role in the collection and management of the data, where the data are stored and in what format they are available, ...

This database is still a “work in progress”. Almost every day, new metadata information of datasets is added. You do have to keep in mind that this database is not suited to store the actual data from the dataset, we only make a description of what is available in the dataset and who you can contact to get access to the data itself (metadata = data on the data).

## ***Linked modules***

As this is a relational database, there is a link with the other modules available in IMIS. It is thus possible to link certain persons and institutes to a dataset, but there is also the possibility to define the project in which this dataset has been developed, and publications resulting from this dataset. Next to the linkage with persons, institutes, publications and projects, datasets can also be interlinked with each other.

## ***Using standards***

When creating this module on datasets, existing international standards have been taken into account. We have made use of ISO 19115, the international metadata standard for geographic information, and EDMED, the European directory of marine environmental data. Both ISO and EDMED present a standardised list of items that are needed to get a good description of a dataset, such as dataset name, contact information, spatial information, etc.

Furthermore, we make use of the ASFA thesaurus to assign keywords to a dataset. ASFA stands for Aquatic Sciences and Fisheries Abstracts. They describe themselves as “an abstracting and indexing service covering the world’s literature on the science, technology, management and conservation of marine, brackish water and freshwater resources and environments, including their socio-economic and legal aspects”.

## General information

The upper part of the form contains information on the title of the dataset and the original language. Completing this information as accurate as possible is important, as the name field is a searchable field through the web interface.

### DASID

Unique identifier of the dataset, assigned automatically by the IMIS database.

### STANDARD TITLE (MANDATORY FIELD)

Type the English title in this field, starting with a capital. If no English title is available, one should be created by a translation from the original language. As this title will be part of a list of datasets, it is important that it is clear and descriptive. The following “rules” can be taken into account:

The name of the dataset should enable the reader to anticipate the content of the dataset and – if possible – its temporal and spatial coverage.

The standard title field never contains an acronym.

Indicate – if necessary - words in the title in italics, subscript and superscript using the following standard HTML codes:

**Italics:** <i> ...</i>

**Subscript:** <sub>...</sub>

**Superscript:** <sup>...</sup>

### **ORIGINAL TITLE & LANGUAGE**

If the original title of the database was not English, you can enter the original name here. In the "language" field, there is also a pick list available to select the original language in which the database was delivered. This title field is – just like the "standard title" field, part of list of datasets. To keep it clear and descriptive, please keep in mind the same rules as described for the standard title.

### **ACRONYM**

This is the abbreviated name of the dataset. In most cases, the acronym is the word formed from the initial letters of the words of the dataset title.

If no acronym is available, this field can stay blank.

### **FULL STANDARD TITLE**

This field can contain the exact same information as the "Standard Title" field. However, if the full standard (English) title should differ from the title in the "Standard Title" field, you can enter the full title here. This full standard title can for example be a combination of the acronym and the standard title. This field is also used for "child-databases". In this case, the standard title of the parent is entered here, followed by the standard name of the described dataset

Some examples:

**BEMOM: Biographical Etymology of Marine Organism Names, where BEMOM is the acronym and "Biographical Etymology of Marine Organism Names" is the standard title.**

**MWTL Monitoring Network (parent): MWTL Chemical Monitoring Network (child)**

### **TICK BOXES**

See section general menus under [Tick boxes](#).



## Details-tab

**DataSets - Leenv Logged on -**

DasID: 49 **Edit** **Switch Context**

Standard Title: Integrated Taxonomic Information System ☒ Public

Original Title: ☐ Checked

Acronym: ITIS Language: ☐ VLIZ Core

FullStandardTitle: ITIS: Integrated Taxonomic Information System

**Details** Description Origin Literature Instances Notes SpecialCols Relations URLs Map Info

Version Date: 24 February 2004 Release Date:

Version Name: 1

Size Reference: 35000

Type: Literature-based [Literatuur] Quality: No remarks [Geen opmerkingen]

☒ Marine flag ☒ Brackish flag ☐ Terrestrial flag ☒ Fresh water Flag

Citation: Retrieved [month, day, year], from the Integrated Taxonomic Information System on-line database, <http://www.itis.usda.gov>.

Access Constraint: No release restrictions [Geen restricties]

Progress: In Progress [Gestart] Note: when progress 'other' describe progress underneath.

Record: 48 of 721

### VERSION DATE (MANDATORY FIELD)

The date (dd-mm-yy) on which the dataset was finished. If this date is not known, or the database is still a “work in progress”, fill in today’s date.

### RELEASE DATE

Date on which the data became or will become available for the public

### VERSION NAME

Indication of the version name or number of the dataset. If this is the first or only version of the dataset, it receives e.g. the number “1.0” or “version 1998”. If other versions are added, they receive succeeding numbers. The default version name is “1.0”.

### SIZE REFERENCE

Indication of the size of the dataset, expressed in number of records. This can be very brief (e.g. 785 species) or it can be more elaborate (e.g. 5194 species; 500 stations for Mysids; 170 stations for Nematoda; 3581 distribution records), depending on the kind of data that is available. This is a free text field; any relevant information can be added here, without character limitations.

### TYPE (PICK LIST)

The making of a database can be based on a number of different actions. Here, a pick list with 11 possibilities is provided to indicate this action:

data management action  
literature-based  
maps / geographical files  
meta database  
modelling  
monitoring

multi-partite  
museum species  
research programme  
simulation results  
software

### QUALITY (PICK LIST)

As not all databases are of equal quality, a pick list is provided to give an indication:

doubtful  
no remarks  
not checked  
should not be used  
to be checked

If no information on the quality is available, one can choose “not checked”, if the information comes from a very reliable data provider, one can choose “no remarks”.

### FLAGS (CHECK BOXES)

**Marine flag:** to indicate whether the data are (partly) from a marine environment or not

**Brackish flag:** to indicate whether the data are (partly) from a brackish environment or not

**Terrestrial flag:** to indicate whether the data are (partly) from a terrestrial environment or not

**Freshwater flag:** to indicate whether the data are (partly) from a fresh water environment or not

### CITATION

This field contains the correct citation of the dataset. This field is only filled in if the data provider gives a citation. The idea is that – in the future – we can come to a standardised way of citing web-consulted information. For now, the name of the database and the URL where it can be consulted, together with the day on which it was consulted, is mandatory information. If more info is available (author names, responsible institute(s), etc.), this is also added.

**Data from Species 2000 Database, <http://www.sp2000.org> searched on dd/mm/yy (you fill in the date you consulted the database).**

**Vanden Berghe, E. & W. Appeltans (2004). Data from TISBE, Taxonomic Information System for the Belgian coastal area, provided by Flanders Marine Institute (VLIZ)- <http://www.vliz.be/vmdcdata/tisbe/index.htm>; searched on dd/mm/yyyy.**

**Froese, R. and D. Pauly. Editors. 2003. FishBase. World Wide Web electronic publication. [www.fishbase.org](http://www.fishbase.org), version 25 February 2004.**

### ACCESS CONSTRAINT (PICK LIST)

Sometimes, data providers want to make the metadata on their data available, but not the data itself. To indicate their wishes concerning the release of their data, a pick list with 11 possibilities has been made available to indicate the degree of constraint on the use of the data.

**Commercial in confidence**  
**Commercially available**  
**Defence classified**  
**Freely available after embargo period**  
**No information**  
**No release restrictions**  
**Not available until published**  
**Not freely available**  
**Release with permission of the appropriate partners**  
**Restrictions apply to some or all of the data**  
**Restrictions available by contact person**

### PROGRESS (PICK LIST)

As not all datasets are provided in a finished format, a pick list is provided to indicate the progress of the database:

**Completed**  
**In progress**  
**Other**  
**Planned**

If you have defined "other", you can describe the progress in the provided note field.

## Description-tab

The screenshot shows the 'DataSets' application window with the title 'Leenvy Logged on'. The 'Description' tab is selected, displaying a form for dataset metadata. The form includes fields for 'Standard Title', 'Original Title', 'Acronym', 'Language', and 'FullStandardTitle'. There are also checkboxes for 'Public', 'Checked', and 'VLI2 Core'. Below the form is a tabbed interface with 'Data themes' selected, showing a list of themes such as 'Water composition', 'Environmental quality/pollution', and 'Biology'. The 'Biology' theme is expanded, showing a list of sub-themes like 'Benthos', 'Birds', 'Ecology', 'Fish', 'Flora', 'Invertebrates', and 'Organic chemistry'. The bottom of the window shows a record navigation bar with 'Record: 77 of 721'.

## Data themes-tab

The screenshot shows a web application window titled "DataSets - Leenv Logged on -". The window has a top navigation bar with buttons for "Edit", "Switch Context", and "Public", "Checked", and "VLIZ Core". Below this, there are input fields for "Standard Title" (Beached Bird Survey), "Original Title" (Onderzoek naar stookolieslachtoffers), "Acronym", "Language" (Dutch [Nederlands]), and "FullStandardTitle" (Beached Bird Survey). The main content area has tabs for "Details", "Description", "Origin", "Literature", "Instances", "Notes", "SpecialCols", "Relations", "URLs", "Map", and "Info". The "Data themes" tab is selected, showing a list of themes with a "GoTo" button next to each. The themes are organized into a hierarchical structure:

- Coastal studies (e.g. shores, estuaries) [Kustonderzoek (bv. stranden, estuaria)]
- Biology > Birds - mammals - reptiles [Vogels - zoogdieren - reptielen]
- Biology [Biologie]
- Biology > Benthos [Benthos]
- Biology > Birds - mammals - reptiles [Vogels - zoogdieren - reptielen]
- Biology > Ecology - biodiversity [Ecologie - biodiversiteit]
- Biology > Fish [Vis]
- Biology > Flora [Flora]
- Biology > Invertebrates [Invertebraten]
- Biology > Organic (& bio-) chemistry [Organisch (& bio-) chemie]

At the bottom, there is a record navigation bar showing "Record: 8 of 722".

A pick list is provided with a large number of possibilities to define a certain theme referring to the research discipline(s) of a dataset. One dataset can - of course - have multiple themes.

The themes are organised in a few major groups:

- Biology**
- Environmental quality / pollution**
- Fisheries**
- Geology – Geophysics – sedimentation**
- Meteorology**
- Physical**
- Water composition**

To date, 48 choices are available. If none of the listed items would cover the content of the dataset, a new data theme can be added by clicking on the "data theme" button. A new window will appear and you can create a new record and define the 'parent' or overlying level of your new theme.

## Abstracts-tab

The screenshot shows a web application window titled "DataSets - Leenv Logged on -". The main content area is the "Abstracts" tab for dataset "Algaebase". The "Original Language" is set to "English". There are checkboxes for "Translated by VLIZ" and "Composed by VLIZ", both of which are checked. The "Abstract" field contains the text: "AlgaeBase is a database of information on algae that includes terrestrial, marine and freshwater organisms. At present, the data for the marine algae, particularly seaweeds, are the most complete." The "Description" field contains the text: "AlgaeBase is a database of information on algae that includes terrestrial, marine and freshwater organisms. At present, the data for the marine algae, particularly seaweeds, are the most complete. AlgaeBase is often a compromise of taxonomic opinions that may or may not reflect your particular conclusions. Feel free to use the information and images included on the AlgaeBase web site, but do please cite AlgaeBase in your publications or presentations. This helps to raise money in order to maintain the database of the series. Please also realize that AlgaeBase is made available in..." The "Record" field shows "2" of "722".

The abstract or summary information should aim at providing the reader with a good overview of the nature of the dataset and its potential usefulness to his studies. It should be written in the style of an abstract. The information covered will vary according to the dataset, but should - where relevant - at least include the following:

- a description of the measurements / samples and the purpose of their collection
- a statement on the level to which the data were processed and quality controlled
- arrangement of the data. This can include time series/ depth series per station, synoptically arranged data, ...
- spatial and temporal resolution of the data
- information on the length of the time series
- estimation of the amount of data in number of stations, observations, cores, net hauls,...

Within the "abstracts" part, the following fields can be completed:

### ORIGINAL LANGUAGE

Indication of the language in which the abstract or description originally came.

### TICK BOXES

Translated by VLIZ: the VLIZ database management team has made a translation of the original abstract to English

Composed by VLIZ: the VLIZ database management team has made the abstract

## English descriptions-tab

### ABSTRACT

English summary information briefly describing the nature of the dataset. This field has a limit of 255 characters

## DESCRIPTION

A more elaborate English version of the abstract. It gives information on the origin and purpose of the dataset and it contains all other information that is useful but that doesn't fit into any of the other data fields.

### Descriptions in original language-tab

## ABSTRACT

Summary information in the original language, briefly describing the nature of the dataset. This field has a limit of 255 characters

## DESCRIPTION

A more elaborate version of the abstract. It gives information on the origin and purpose of the dataset and it contains all other information that is useful but that doesn't fit into any of the other data fields.

### Measurements-tab

**DataSets - Leenvy Logged on -**

DasID: **11** **Edit** **Switch Context**

Standard Title: Benthic fauna around Franz Josef Land ☒ Public

Original Title:  ☒ Checked

Acronym:  Language:  ☒ VLIZ Core

FullStandardTitle: Benthic fauna around Franz Josef Land

**Details** **Description** **Origin** **Literature** **Instances** **Notes** **SpecialCols** **Relations** **URLs** **Map** **Info**

**Data themes** **Abstracts** **Measurements** **ASFA Keywords** **Other Keywords**

**Measurement types** **Spatial coverage** **Temperal coverage** **Taxonomic coverage** **Combinations**

**Measurement types**

MeasurementID: **545** MeasType: density

Matrix:  **GoTo** Unit:  **GoTo**

Parameter: **Density** **GoTo**

Methodology:  **GoTo**

MeasurementID: **546** MeasType: contaminant concentrations

Matrix: **Sediment (Sediment)** **GoTo** Unit:  **GoTo**

Parameter: **Contaminant concentrations** **GoTo**

Methodology:  **GoTo**

MeasurementID: **547** MeasType: diversity

Matrix:  **GoTo** Unit:  **GoTo**

Parameter:  **GoTo**

Methodology:  **GoTo**

Record: **11** of 722

### Measurement types-tab

All the information on the performed measurements is added here. It is possible (and most likely) that one dataset contains more than one measurement and all of them should be added here by completing the following fields.

**MEASID**

Each measurement in the database receives a unique identifier. This number is assigned automatically.

**MEASTYPE**

In the “measurement type” field, you can define in your own words what kind of measurement is performed.

### MATRIX (PICK LIST)

A pick list of 11 possibilities is provided, to define in which environment the sample has been taken. E.g. atmosphere, biota, sediment, water, ...

### PARAMETER (PICK LIST)

Choose the parameter which was measured by clicking on the "select parameter button. An extra window will appear, where you can perform a search. You can choose between a 'raw search', where you type the name of the parameter you are looking for, or you can perform a 'row search', where you can define a discipline, a category and a parameter.

Up till now, approximately 1000 parameters are available in the pick list. The provided list of parameters is linked to the BODC parameter dictionary. This BODC (British Oceanographic Data Centre) Parameter Dictionary has been created to eliminate communication problems and to make the exchange of dataset information easier.

### UNIT (PICK LIST)

Select the unit of the parameter from a pick list

### METHODOLOGY

When information on the methodology is available, this can be selected from a pick list. If the concerning methodology is not yet available, click on the "go to" button next to the methodology field. A new window will appear where it is now possible to add a new methodology. You should fill in the name of the methodology, the protocol, how the quality control is performed and the precision of this method, including the lower limit of detection.

If there is no information on the methodology, this field can stay blank

## Spatial coverage-tab

The screenshot shows the 'DataSets' application window with the title 'Leenv Logged on'. The 'Edit' button is active. The 'Standard Title' is 'VLIZ's North Sea species register'. The 'Original Title' is 'Aphia'. The 'Language' is set to 'English'. The 'FullStandardTitle' is 'Aphia: VLIZ's North Sea species register'. The 'Details' tab is selected, and the 'Spatial coverage' sub-tab is active. The 'ID' is 314. The 'Geoterm' is 'ANE: North Sea [Noordzee]'. The 'Station Name' is empty. The 'Original Coordinates' section shows '(Min)X:' and '(Min)Y:' fields. The 'UsedXY system' is checked. The 'GeoDatum' is 'WGS84'. The 'Precision' is 'M'. The 'Coordinates in Lat/Long decimal degrees (WGS84)' section shows '(Min)Lat:', '(Min)Long:', 'MaxLat:', and 'MaxLong:' fields. The 'Record' field shows '1' of 1.

### ID

Each spatial coverage in the database receives a unique identifier. This number is assigned automatically.

## **SPATIAL COVER**

Here, you can define the spatial cover of the database in your own words

## **GEOTERM**

Each geographical location is linked to a standardised 'geographical term'. A great deal of standardised terms have already been made available through a pick list. This standardised list is based on the ASFA Geoterm list. This ASFA list has recently been linked with the VLIMAR Gazetteer, a work which is still in progress.

## **STATION NAME**

If the samples were taken at a specific station in a certain area, one can add the station name here.

## **ORIGINAL COORDINATES**

If you are dealing with a point location (exact location, one spot), you fill in the coordinates in the (Min)X and the (Min)Y fields. If you are dealing with a rectangular sampling location, you fill in the minimum and maximum coordinates, indicating the outer limits of the sampling area.

**(Min)X: minimum X coordinate of the location (X = longitude)**

**(Min)Y: minimum Y coordinate of the location (Y = latitude)**

**MaxX: maximum X coordinate of the location**

**MaxY: maximum Y coordinate of the location**

**Used XY system: a pick list with all possible coordinate systems is available.**

## **GEO DATUM**

Some standard geographical data are available in the pick list. If your datum is not there, please select "other" or add a new GeoDatum. If there is no information available, please select "no information".

## **PRECISION (IN METERS)**

When entering coordinates, one also has to indicate how precise these coordinates are. If, for example, you are entering the coordinates for a certain bay or island (and you do not have information on the point location), you take the most broad part of this bay or island (expressed in meters) and divide it by two. This number is then your precision.

Conversion tool "degrees, minutes, seconds": one can easily convert the original coordinates (in degrees, minutes and seconds), to a decimal number.

## **COORDINATES IN LAT/LONG DECIMAL DEGREES (WGS84)**

Convert the original coordinates into geographical coordinates (with WGS84 as GeoDatum). This makes it easier to compare measurements from different sources.

**(Min)Lat: minimum latitude of the location**

**(Min)Long: minimum longitude of the location**

**MaxLat: maximum latitude of the location**

**MaxLong: maximum longitude of the location**

Conversion tool "degrees, minutes, seconds": one can easily convert the original coordinates (in degrees, minutes and seconds), to a decimal number.

Several spatial coverages can be added, depending on the dataset (e.g. samples taken in North and South Pole => both have to be added => two records on spatial coverage).



## Temporal coverage-tab

### ID

Each temporal coverage in the database receives a unique identifier. This number is assigned automatically.

### TEMP COVER

You can define the temporal coverage here in your own words

### START DATE

Date when data collection started (dd-mm-yy). If the information is incomplete, the respective fields can stay blank.

### END DATE

Date when data collection was finished (dd-mm-yy). If the information is incomplete, the respective fields can stay blank.

### RESOLUTION (PICK LIST)

If the samples were taken at a regular basis, this can be defined here by choosing from a pick list (e.g. daily, seasonally, not relevant, etc.)

### NOTES

Any additional information on the temporal coverage that might be important for other people can be added here. More than one start and end date can be given for one dataset.

## Taxonomic coverage-tab

The screenshot shows the 'DataSets' application window with 'Leenv Logged on'. The 'Taxonomic coverage' tab is active. It displays a list of taxonomic groups with fields for 'Term' and 'Key'. The first entry shows 'Nematoda' in the 'Term' field. Below it, there is a 'Key' field and a 'Change to a publication starting with' field. The second entry shows 'Copepoda' in the 'Term' field. The interface includes a 'GoTo' button for each entry. The bottom status bar indicates 'Record: 722 of 722'.

One can define which taxonomical groups have been sampled.

You type the name of the taxonomic group in the upper field and click “search”. A list of available taxonomic terms will appear, from which you can select the proper name (click “select”). This scientific name will then appear in the “Term” field.

The “Key” field gives the possibility to define which determination key(s) was (were) used when collecting the data.

If the dataset contains information on for example a whole range of different fish species, you add “Pisces” (=fish) as a taxonomical group, and not every fish species separately.

## Combinations-tab

The screenshot shows the 'DataSets' application window with 'Leenv Logged on'. The 'Combinations' tab is active. It displays a list of measurement types with fields for 'Meas Type', 'Spatial', and 'Temporal'. The first entry shows 'Barents Sea' in the 'Spatial' field and '30/07/1935 - 02/08/1935' in the 'Temporal' field. The second entry shows 'Kara Sea' in the 'Spatial' field and '12/08/1914 - 16/09/1914' in the 'Temporal' field. The interface includes a 'View/Edit TaxTerms' button for each entry. The bottom status bar indicates 'Record: 411 of 722'.

It is possible that, for a certain location on a certain time, a taxonomic group was investigated, but no environmental samples were taken or just the other way around.

In this “combinations” tab, you can define which information was collected at what site at what time.. E.g. the water level was measured at a certain station before the Belgian coast in April 2006, but the

chlorophyll concentration was only measured at the English coast in May 2006. Both these measurements can be defined per location. These combinations give even more specific information on all the performed measurements, providing an even more refined overview of the collected data.

## ***ASFA keywords-tab***

The screenshot shows the 'DataSets - Leenv Logged on -' window. The 'Edit' tab is active. The 'Standard Title' is 'Actuele Waterdata'. The 'Original Title' is empty. The 'Acronym' is empty. The 'Language' is set to 'Dutch [Nederlands]'. The 'FullStandardTitle' is 'Actuele Waterdata'. The 'ASFA Keywords' tab is selected, showing a list of keywords: 'Flow measurement [Stroomsnelheidsmeting]', 'Meteorological data [Meteorologische data]', and 'Water levels [Waterniveau's]'. Each keyword has a 'GoTo' button next to it. The 'Record' field at the bottom shows '1 of 722'.

These keywords are based on the ASFA thesaurus (ASFA = Aquatic Sciences and Fisheries abstracts). A thesaurus provides a standard language or set of terms with which to describe a subject area. Making use of these standardised keywords makes it fairly easy to look up databases, publications, etc. dealing with the same subject (e.g. shrimp). Several ASFA keywords can be assigned to one single dataset.

More information on the ASFA thesaurus can be found in the ["Library-module" section](#).

## ***Other keywords-tab***

The screenshot shows the 'DataSets - Leenv Logged on -' window. The 'Edit' tab is active. The 'Standard Title' is 'Breeding birds along the Zeeschelde'. The 'Original Title' is 'Broedvogels langs de Zeeschelde'. The 'Acronym' is empty. The 'Language' is set to 'Dutch [Nederlands]'. The 'FullStandardTitle' is 'Breeding birds along the Zeeschelde'. The 'Other Keywords' tab is selected, showing a list of keywords: 'Breeding birds [Broedvogels]'. Each keyword has a 'GoTo' button next to it. The 'Record' field at the bottom shows '16 of 722'.

It is possible however that certain keywords are not available in the ASFA keyword list. If so, the keyword can be assigned in the “other keywords”.

Enter the word in the search field and then click the “search” button. You will get a list of all available terms containing your word. You can then select the appropriate word from the list.

We do however recommend trying to find an appropriate ASFA keyword instead of entering another keyword, as the ASFA keywords are more standardised.

## Origin-tab

In this part, more information can be added on the origin and ownership of the dataset.

## Ownership-tab

The screenshot shows the 'DataSets' application window with the 'Ownership' tab selected. The window title is 'DataSets - Leenv Logged on'. The top section contains fields for 'DasiD: 16', 'Edit', 'Switch Context', 'Standard Title: Breeding birds along the Zeeschelde', 'Original Title: Broedvogels langs de Zeeschelde', 'Acronym:', 'Language: Dutch [Nederlands]', and 'FullStandardTitle: Breeding birds along the Zeeschelde'. Below these are checkboxes for 'Public', 'Checked', and 'VLI2 Core'. The 'Ownership' tab is active, showing a table with columns for 'Person', 'Institute', and 'Role'. The table contains three entries: 1. Person: [empty], Institute: [empty], Role: [empty]. 2. Person: Anselin, Anny, A., Institute: Instituut voor Natuurbehoud, Role: Data owner. 3. Person: Van den Bergh, Erika, E., Institute: Instituut voor Natuurbehoud, Role: Data collector. The bottom of the window shows 'Record: 16 of 722'.

All persons related to this dataset can be added here. A person or an institute can be assigned a certain role they played in the progress of compiling the information (e.g. data collector, data manager, contact, data owner, etc.). There is a pick list available with 47 possibilities to define the role of a certain person. The most important role for communication concerning the data is the “contact” person and this person should thus be defined for each dataset. Each person can also be affiliated to the institute he or she is working at.

It is however not possible to add a person or an institute that is not yet available in the IMIS database. If your person is not yet available, you should first go to the “persons” module and create a record for this person. The same goes for the institutes.

Once the person, the role and the institute have been defined, you have to click on the “create” button in order to maintain this ownership record you just made. If you do not click on “create”, the information you just added will be lost.

An extensive list of persons and institutes can be added here, depending on the dataset. In most cases, only an institute is added and not a person name when defining the “data owner”.

## Legal frameworks-tab

The screenshot shows the 'DataSets' application window with the 'Legal Frameworks' tab selected. The 'DatasetID' is 950. The 'Standard Title' is 'MwTL biological monitoring network Westerschelde: Vegetation mapping tidal areas'. The 'Original Title' is 'MwTL biologisch monitoring netwerk Westerschelde: Vegetatiekaartering getijdegebied'. The 'Acronym' is empty, and the 'Language' is 'Dutch [Nederlands]'. The 'FullStandardTitle' is empty. The 'Legal Frameworks' tab is active, showing a list of frameworks with a 'GoTo' button next to each. The frameworks listed are: 'Bird and Habitat Directive [Vogel- en Habitatrichtlijn]', 'European Water Framework [Europese kaderrichtlijn]', 'Beheerplan Nat. van Rijkswaterstaat [Beheerplan]', and 'Wet Flora en fauna [Wet Flora en fauna]'. The 'Record' bar at the bottom shows '707 of 722'.

Sometimes, a dataset is created within a certain framework or larger project. In this field, you can define this framework from a pick list.

## Projects-tab

The screenshot shows the 'DataSets' application window with the 'Projects' tab selected. The 'DatasetID' is 978. The 'Standard Title' is 'MANUELA Database'. The 'Original Title' is empty. The 'Acronym' is 'MANUELA', and the 'Language' is 'English [Engels]'. The 'FullStandardTitle' is 'MANUELA Database'. The 'Projects' tab is active, showing a list of projects with a 'GoTo' button next to each. The projects listed are: 'Marine Biodiversity and Ecosystem Functioning - EU Network of Excellence' and 'Meiofaunal and Nematode biodiversity: Unraveling Ecological and Latitudinal Aspects'. The 'Record' bar at the bottom shows '722 of 722'.

A dataset can also be part of project or is the end-product of a certain project. In these cases, the relevant project can be selected from a pick list. If the project is not yet available in the pick list, one should first create a record for this project in the "project" module.

## Literature-tab

The screenshot shows the 'DataSets' application window with the user 'Leenv Logged on'. The 'Literature' tab is selected. The form contains the following fields and options:

- DasID:** 327
- Standard Title:** Meiobenthos and nematodes from the continental shelf of the Laptev Sea
- Original Title:** (empty)
- Acronym:** (empty)
- Language:** English [Engels]
- FullStandardTitle:** (empty)
- Public:** ☒
- Checked:** ☐
- VLE Core:** ☒

The 'Literature' tab is active, showing a section 'Add a new publication starting with' with a search icon. Below this, a text box contains the text: 'The metazoan meiobenthos along a depth gradient in the Arctic Laptev Sea with special attention to nematode communities'. A 'Relation' dropdown menu is set to 'Based on this dataset [Gebaseerd op deze dataset]'. At the bottom, a status bar indicates 'Record: 632 of 722'.

### ADD A NEW PUBLICATION STARTING WITH

Start typing the first words of the publication and then press the “search” button. A list with possible publications will appear, from which you can then select the right publication.

### RELATION

In this field, you can define how the publication is related to the dataset. There are three possibilities available:

**Based on this dataset (most common)**

**Describing this dataset**

**Used in this dataset**

## Instances-tab

Information on the instances can be added on three different levels: details – contacts – URLs. An instance of a dataset is defined as the actual place or location where the dataset is physically available and where it can be consulted (this can be a book, a diskette, a file on a server...).

## Details-tab

The screenshot shows the 'DataSets' application window with the 'Details' tab selected. The main dataset information is as follows:

- DatasetID:** 829
- Standard Title:** Nematode length/width Trophos
- Original Title:** (empty)
- Acronym:** (empty)
- Language:** English (Engels)
- FullStandardTitle:** (empty)
- Public:** ☒
- Checked:** ☐
- VLI2 Core:** ☒

Below this, there are tabs for 'Details', 'Description', 'Origin', 'Literature', 'Instances', 'Notes', 'SpecialCols', 'Relations', 'URLs', 'Map', and 'Info'. The 'Details' tab is active, showing the following information:

- DatasetID:** 748
- Acquisition Nr:** (empty)
- Acquisition Date:** (empty)
- Physical Medium:** Server
- Storage Location:** S:\dataac\Original datasets\MARBEF\Europe\MANUELA I
- Storage Institute:** Vlaams Instituut voor de Zee

A 'Files' table is displayed below the storage information:

ID:	Path:	Viewer Software:	File Format:	Size:
1341	S:\dataac\Original data	Microsoft Excel	.xls	615
(AutoNumber)				

At the bottom, there are record navigation controls showing 'Record: 1 of 2' and 'Record: 633 of 722'.

### ACQUISITIONNR

This field denotes the sequence in which the different instances were received.

### ACQUISITION DATE

The date the instance of the dataset was acquired.

### PHYSICAL MEDIUM

The physical carrier of the dataset. This can for example be a paper, a server or a hard disk (choose from pick list).

### STORAGE LOCATION

The specific location where the physical instance of the dataset is stored

### STORAGE INSTITUTE

The institute the dataset is stored at.

### FILES

**ID:** Autonumber, automatically assigned by the IMIS database

**Path:** the exact location where the dataset can be found.

e.g. S:\dataac\Projects\Marbef\Datasets\Manuela\Manuela.xls

**Viewer software:** the programme needed to read the file

**File format:** the extension of the file. E.g. .xls; .mdb, ...

**Size:** the size of the file, expressed in kb

## Contacts-tab

The screenshot shows the 'Contacts-tab' in the 'DataSets - Leenv Logged on -' application. The top section contains fields for 'Standard Title' (Nematode length/width Trophos), 'Original Title', 'Acronym', 'FullStandardTitle', and 'Language' (English [Engels]). There are checkboxes for 'Public', 'Checked', and 'VLIZ Core'. Below this is a tabbed interface with 'Details', 'Description', 'Origin', 'Literature', 'Instances', 'Notes', 'SpecialCols', 'Relations', 'URLs', 'Map', and 'Info'. The 'Instances' tab is active, showing a list of contacts. The first contact is 'Person: Vanden Berghe, Edward' with a 'GoTo' button. Below it is 'Institute: Search for an institute beginning with: Vlaams Instituut voor de Zee'. The second contact is 'Person: ' with a 'GoTo' button and 'Institute: Search for an institute beginning with:'. At the bottom, there are record navigation controls showing 'Record: 1 of 2' and 'Record: 633 of 722'.

### PERSON

The person who should be contacted in order to obtain more information on the (physical medium of the) dataset

### INSTITUTE

The institute that should be contacted in order to obtain more information on the (physical medium of the) dataset

If the person and/or the institute is not yet available in the IMIS database, you should first add them by entering the names in the persons and / or institute module.

## URLs-tab

The screenshot shows the 'URLs-tab' in the 'DataSets - Leenv Logged on -' application. The top section contains fields for 'Standard Title' (Seabirds of the Southern and South Indian Ocean), 'Original Title', 'Acronym', 'FullStandardTitle', and 'Language'. There are checkboxes for 'Public', 'Checked', and 'VLIZ Core'. Below this is a tabbed interface with 'Details', 'Description', 'Origin', 'Literature', 'Instances', 'Notes', 'SpecialCols', 'Relations', 'URLs', 'Map', and 'Info'. The 'URLs' tab is active, showing a list of URLs. The first URL is 'aadc-maps.aad.gov.au/digir/digir.php' with a 'GoTo' button. Below it is 'Type: DIGIR [DIGIR]' with a 'GoTo' button. The second URL is 'Type: ' with a 'GoTo' button. At the bottom, there are record navigation controls showing 'Record: 1 of 1' and 'Record: 717 of 722'.

See section general menus under [URLs](#)



## Notes-tab

The screenshot shows a web application window titled 'DataSets - Leeny Logged on'. The main content area is the 'Notes' tab, which is selected from a menu bar that includes 'Details', 'Description', 'Origin', 'Literature', 'Instances', 'Notes', 'SpecialCols', 'Relations', 'URLs', 'Map', and 'Info'. The 'Notes' tab contains two text input fields: 'Comments' and 'Input Notes'. The 'Comments' field contains the text: 'Originally referred to as a part of a Belgian Continental Shelf dataset (one of many with the same name) by Biomare, original BIOMARE number=91'. The 'Input Notes' field is empty and has a 'Not shown on website' label. Below the input fields are two date input fields: 'Currency Date:' and 'Revision Date:'. At the bottom of the window, there is a record navigation bar showing 'Record: 9 of 722'.

The notes contain even more information on the dataset, but it concerns information that doesn't really fit in the abstract of the dataset. We distinguish two different note fields:

### COMMENTS

Comments are shown on the website and are thus public information. It contains additional information on the data that does not fit in the abstract, but that might be of importance for people interested in the dataset.

### INPUT NOTES

These notes are not shown on the website and are thus inside information only. Here, you can make personal notes, perhaps saying that you still need to check some of the information or reminding you that you haven't finished completing the information on this dataset yet.

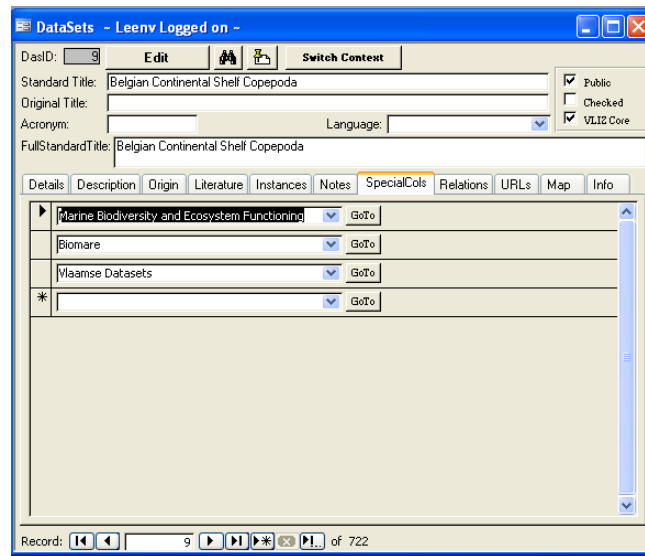
### CURRENCY DATE

The date that the dataset information was last checked for accuracy by the author. This should be set to the date the dataset was first completed.

### REVISION DATE

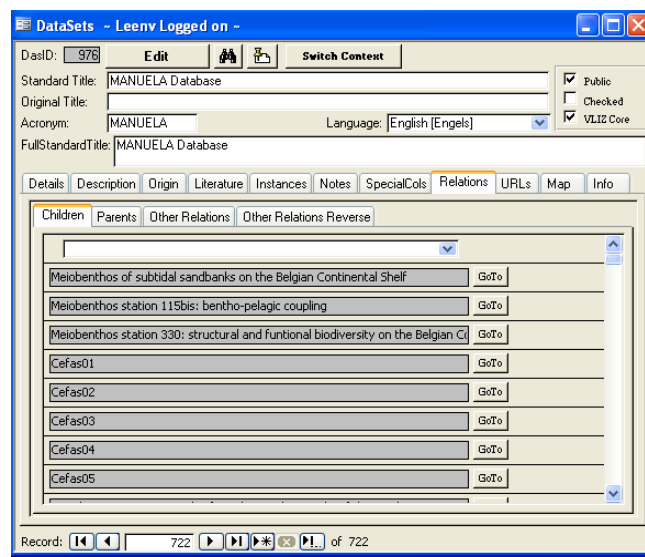
The date the dataset information was last revised by the author.

## SpecialCols-tab



See section general menus under [Special Collections](#)

## Relations-tab



## Children-tab

Datasets that are a subset of the dataset you are describing can be defined here. If there is a “child-relationship” defined here, the other dataset will automatically receive the “parent-relationship”.

## Parents-tab

If your dataset is part of a larger dataset, the larger dataset or “parent” can be defined. If there is a parent-relationship defined, the other dataset will automatically receive the “children-relationship”.

## Other relations-tab

A dataset is not always a 'stand alone' thing. Information in your dataset might be retrieved from other datasets. If so, we say that your dataset has a relation with another dataset. These relations can be defined by the following relation options (pick list):

**Partial source dataset:** a part of your dataset can be retrieved from another dataset.

**Preceding dataset:** in some cases, you can receive an updated version of a certain dataset.

**Related dataset:** if this dataset has a relation with another dataset, but this relation does not match one of the above.

If you have defined the relationship, you can select the related dataset from the pick list.

## Other relations reverse-tab

If the relations are defined between two datasets, the related dataset will automatically show the chosen relation in the "Other relations reverse" window. So you should never fill in these fields, as they are assigned automatically by the system.

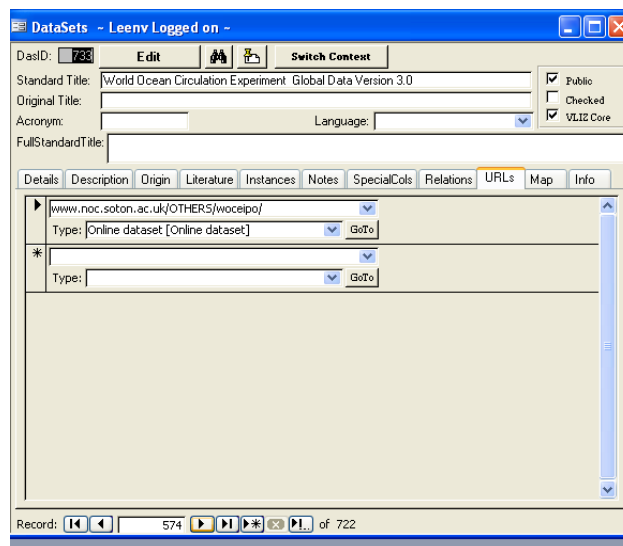
The relations shown here are a perfect complement of the relations in the "Other relations" window:

**Partly included in:** a part of this dataset is included in another dataset

**Following dataset:** this is the previous edition of the defined dataset

**Related dataset:** there is a relation between both datasets, but the relation is not one of the above.

## URLs-tab



The screenshot shows a web application window titled "DataSets - Leenv Logged on -". It has a menu bar with "Edit" and "Switch Context". Below the menu bar, there are fields for "DasiD:" (722), "Standard Title:" (World Ocean Circulation Experiment Global Data Version 3.0), "Original Title:", "Acronym:", "Language:", and "FullStandardTitle:". There are also checkboxes for "Public", "Checked", and "VLEZ Core". The main content area has tabs for "Details", "Description", "Origin", "Literature", "Instances", "Notes", "SpecialCols", "Relations", "URLs", "Map", and "Info". The "URLs" tab is selected, showing a list of URLs and their types. The first entry is "www.noc.soton.ac.uk/OTHERS/woceipo/" with type "Online dataset [Online dataset]". The second entry is a placeholder with type "Online dataset [Online dataset]". The bottom status bar shows "Record: 574 of 722".

See section general menus under [URLs](#)

## Map-tab

The screenshot shows the 'DataSets' application window with the title 'Leenv Logged on'. The 'Map' tab is selected in the top navigation bar. The main area is divided into two panels: 'Spatial Representation and resolution' on the left and 'Map Attributes' on the right. In the 'Spatial Representation and resolution' panel, 'Raster [Raster]' is selected, and a 'Details' button is visible. The 'Map Attributes' panel is currently empty. The bottom status bar shows 'Record: 591 of 722'.

Datasets can also be delivered as maps (digital geographic datasets). In that case, you can describe the following features:

### **SPATIAL REPRESENTATION AND RESOLUTION**

(note: a dataset can be represented in different spatial representations)

**Raster:** data is structured in a regular grid

**Vector:** data is structured in point, polylines or polygons

Click details after you have chosen a representation.

For a vector dataset, you have to complete three fields:

**Scale:** this is the scale at which the vectors are based

**Geometric object:** point, multipoint, line, polyline or polygon

**Count of features:** the number of individual vectors in the dataset

For a raster dataset, you have to fill in two fields:

**Resolution:** this is the dimension of the grids

**Unit:** the unit of the resolution

### **MAP ATTRIBUTES**

Here you can add the attributes of the map. Raster datasets only have one attribute. Vector dataset can have more than one attribute. The provided list is not complete and can be extended.

## Info-tab

The screenshot shows a web application window titled 'DataSets - Leenvy Logged on -'. The main content area displays the 'Info' tab for a dataset. The dataset's 'DasiID' is 3. The 'Standard Title' is 'VLIZ's North Sea species register'. The 'Original Title' is empty. The 'Acronym' is 'Aphia' and the 'Language' is set to 'en'. The 'FullStandardTitle' is 'Aphia: VLIZ's North Sea species register'. There are checkboxes for 'Public' (checked), 'Checked' (unchecked), and 'VLIZ Core' (checked). Below this, a tabbed interface shows 'Details', 'Description', 'Origin', 'Literature', 'Instances', 'Notes', 'SpecialCols', 'Relations', 'URLs', 'Map', and 'Info' (selected). The 'Info' tab contains two sections: 'Created by' and 'Last edited by'. The 'Created by' section shows 'SesID: 12637', 'User: T.Jampens, Roeland', 'Login: VLIZ2000/roeland', and 'Date: 10/05/2004 14:00:45'. The 'Last edited by' section shows 'SesID: 18732', 'User: Deneudt, Klaas', 'Login: VLIZ2000/klaas', and 'Date: 22/08/2005 17:45:18'. At the bottom, a record navigation bar shows 'Record: 14 of 722'.

Created by		Last edited by	
SesID:	12637	SesID:	18732
User:	T.Jampens, Roeland	User:	Deneudt, Klaas
Login:	VLIZ2000/roeland	Login:	VLIZ2000/klaas
Date:	10/05/2004 14:00:45	Date:	22/08/2005 17:45:18

See section general menus under [Info](#)

# IMIS - INFRASTRUCTURES MODULE

## *Introduction*

Primarily, the infrastructure module should contain data on (marine) research infrastructures. Science infrastructures are basic physical or organisational structures that are needed for the operation of science. Infrastructures can thus be many things. They include ships, ROV's, AUV's, large instruments deployed from ships like gravity corers, monitoring networks of buoys, land-based facilities (buildings holding dedicated labs and test or experimental facilities), airplanes, satellites, collections (like biological reference collections, sediment sample collections and core repositories).

Small instruments and sensors are not considered as infrastructure. The IMIS infrastructure module however also has the capacity of storing information on sampling instruments and sensors. It can be important for research teams or institutes to announce the availability of specific instruments.

Sharing information on available infrastructure and exchangeable instruments serves scientists and institutes by

- Increasing the deployment of the infrastructure, consequently putting the invested capital at work more efficiently
- Enhancing the co-operation between research teams
- Promoting multi-disciplinary character of research projects

In the manual, the term 'infrastructure' is used as the module was initially designed to contain information on infrastructures only. It does however also refer to both infrastructures and instruments/sensors, unless when specifically mentioned it concerns instrument/sensors.

As all possible infrastructures and instruments are quite different in nature, holding the information in one single database creates conflicts in the DB design. Infrastructures are unique while instruments and sensors are not. Each type of instrument/sensor is treated as a unique infrastructure. While institutes may possess several instruments of the same kind one will need to decide whether it fits better to create records for each individual instrument or to mention the number available. For this reasons each infrastructure also needs to be defined into the DB on both an abstract and a physical level.

## General information

The screenshot shows the 'InfraStructs' application window with the title 'Dre Logged on ~'. The 'Details' tab is active, displaying the following fields and controls:

- InfraID:** A text box containing '2' and an 'Edit' button.
- Status:** A dropdown menu set to 'Valid'.
- StandardName:** A text box containing 'Zeeleeuw'.
- Parent:** A dropdown menu with a 'GoTo' button.
- Loose Part:** An unchecked checkbox.
- Checkboxes:** Three checkboxes on the right: 'VLIZ Core' (checked), 'Public' (checked), and 'Checked' (unchecked).
- Tabbed Interface:** Tabs for 'Details', 'Instances', 'Parameters and Characteristics', 'Descriptions', 'URLs', and 'SpecialCols'.
- DutchTerm:** A text box containing 'Zeeleeuw'.
- InfraType:** A dropdown menu set to 'Research Vessel' with a 'GoTo' button.
- Manufacturer:** A text box containing 'Scheepswerven Langerbrugge Gent - Fulton Marine'.
- Institute:** A text box with the placeholder 'Search for an institute beginning with:'.
- Experts:** A section with a dropdown menu and a 'GoTo' button.
- Record Navigation:** A bar at the bottom showing 'Record: 1 of 41' with navigation icons.

### STANDARDNAME

The name of the infrastructure (instrument)

### STATUS

The status of the infrastructure:

**Deleted:** the infrastructure once existed but is no longer present

**Out of use:** the infrastructure is still present but is no longer maintained and/or used (eg. a decommissioned ship)

**Valid:** the infrastructure is operational

### PARENT

Indicates a child-parent relationship between infrastructures, between an infrastructure and instruments that are an integral part of the infrastructure or between instruments.

**E.g. a CTD maybe present onboard a ship but cannot be made operational elsewhere.  
The sensor (CTD) is then a child to the infrastructure (ship).**

The parent is selected from records created in the DB module.

### LOOSE PART

This flag is only used for instruments or sensors. A 'loose part' instrument/sensor denotes instruments/sensors that may function stand-alone. An instrument/sensor that is not a loose part is physically or operational connected to an infrastructure or another instrument.

Infrastructures are not being flagged 'loose part' while in the strict meaning of the term they are. Infrastructures are units that function independently. Sensors or instruments might only function, physically or operational, in close operation with an infrastructure or another instrument. An instrument or sensor can be both not a loose part and not a child to a parent infrastructure. This means that the instrument/sensor is thus not available unless for the employees of the institute who owns the instrument/sensor or that the instrument will only be operational within the institute.

## Details-tab

### DUTCH TERM

The Dutch name of the infrastructure

### INFRA TYPE

Infrastructures are classified into types for categorisation. This list is unlimited and user defined. It is most useful for grouping infrastructures into functional entities. This allows for searching into the user-defined categories. This searching is most convenient for instruments and sensors.

The GoTo button opens the InfraTypes form where the Name and the DutchTerm need to be specified together with a description of the InfraType in both Languages. Here the InfraType can be described and filed under a Category. The field 'Category' is limited to 4 values: infrastructure, sensor, sampling device and lab equipment.

### MANUFACTURER

The manufacturer of the infrastructure. If needed an institute from the 'Institute' module of IMIS can be selected here.



## EXPERT

Here a list of people that are expert in using the infrastructure or a specific type of instrument/sensor can be listed. The persons are selected from the IMIS module 'Persons'. This list is intended to search for support in the use or deployment of an infrastructure. It is not a list of people that own, manage or co-ordinate the use of an infrastructure.

## Instances-tab

The screenshot shows the 'InfraStructs' application window with the user 'Dre' logged on. The main form displays details for an infrastructure with 'InfraID: 3' and 'StandardName: SBE19'. The 'Instances' tab is selected, showing a list of instances. The first instance is highlighted, with 'IInstID: 6' and 'SerialNr: 3078'. The 'Details' sub-tab for this instance is active, showing fields for 'Manufacturer' (Seabird Electronics), 'Institute' (Search for an institute beginning with:), 'ConditionsOfUse' (contact Andre Cattrijse), and 'Notes'. The 'Number of copies' field is empty, and the 'Out Of Order' checkbox is unchecked. The record navigation bar at the bottom shows 'Record: 1 of 1' and 'Record: 2 of 41'.

An instance is the physical entity of an infrastructure. The Instances-tab thus shows information at this level. While infrastructures are unique and all detail information about them can be stored under the main form and the Details-tab, instruments and sensors may exist of different manufacturers, types or configurations. Instruments and sampling equipment are thus represented under the 'Details' tabs at an abstract level (grouping) while infrastructures are actually being repeated as physical entities in the Instances-tab. An infrastructure has, due to its uniqueness, only one physical appearance while instruments and sensors may be present as different brands, types, configurations at different institutes and will therefore at some point need a representation at a lower level in the DB.

## SERIAL NR

If needed a serial number that uniquely identifies an instrument can be supplied. If no SN is available one should insert 'NA' into this field.

## Details-tab

Holding similar information as the 'Details' form under the Infrastructure level ie. the manufacturer and possibly an institute, a description of the conditions of use and a field for general notes. It also includes the option to mention the number of instances that are available for that specific type. This allows both for the user to just mention the number of that specific type to have available or to describe each individual instrument of that type in the database. This may become important when the

information needs to be shown on the internet or when the DB is used as a management tool for your own pool of instruments/sensors.

### ***Partners-tab***

Holds information on the people who own or manage the infrastructure or instrument. A role is assigned to each institute and person and that is added to the list. People and Institute are selected from the respective IMIS modules

### ***URLS on Instance-tab***

Contains the URLs on the infrastructure or instrument. Pictures of the instance can be inserted here as an url and this allows showing the picture on the internet. URLs are being selected or inserted applying an appropriate IMIS form that is used in other modules as well.

### ***Descriptions-tab***

Short basis descriptions of the instance

### **Parameters and Characteristics-tab**

InfraStructs - Dre Logged on -

InfraID: 10 Edit Status: Valid

StandardName: Bongo Net Parent: GoTo

☒ Loose Part ☒ VLI2 Core ☒ Public ☐ Checked

Details Instances Parameters and Characteristics Descriptions URLs SpecialCols

Parameter:	Characteristic:	Value:
Fishlarvae GoTo	Mesh Size GoTo	500µm
Fish Eggs GoTo	Netdiameter GoTo	0.60m
ZooPlankton GoTo	* GoTo	
* GoTo		

Record: 6 of 41

Here basic descriptors of the infrastructure are being supplied. Descriptors can be added on a case by case basis. Descriptors should allow users to obtain a first impression and appreciation of the infrastructure. Normally basic dimensions or other main specifications of the infrastructure are listed. Both the name and the value of the characteristic need to be supplied. Beware, the value field is a text field, not a numeric field, the unit should thus also be supplied in that field

Parameters is a list of both parameters and terms that allow performing a search for infrastructure or instrument that may be used for a specific measurement or sampling.

Both Characteristics and Parameters are user defined lists. The GoTo button next each entry into those lists opens a small form where the English and Dutch names can be supplied, together with a definition.

## Descriptions-tab

The screenshot shows a software window titled "InfraStructs - Dre Logged on -". The main form is for editing a record with "InfraID: 2". The "StandardName" is "Zeeleeuw". The "Status" is "Valid". There are checkboxes for "VLIZ Core", "Public", and "Checked", all of which are checked. A "Loose Part" checkbox is unchecked. A "GoTo" button is next to the "Parent" dropdown menu. The "Descriptions" tab is selected, showing two text areas: "Description:" and "DescriptionNL:". The "Description:" field contains the following text: "The zeeleeuw is a former pilot vessel servicing the Belgian coastal research community since 2000 as a coastal research vessel. It mainly operates day cruises in Belgian inshore waters, regularly also French and Dutch waters and in the Westerschelde estuary (The Netherlands). Department Fleet of the Flanders Ministry operates the vessel in close co-operation with Flanders Marine Institute that co-ordinates the cruise schedule and manages the scientific equipment." The "DescriptionNL:" field contains the following text: "De vroegere loodsboot 'Zeeleeuw' vaart tegenwoordig als onderzoekschip ter beschikking van de Vlaamse en de internationale mariene onderzoeksgemeenschap. Het schip is inzetbaar voor staalnames in de Belgische kustwateren en het Schelde estuarium. DAB Vloot (Administratie Waterwegen en Zeewezen, AWZ) exploiteert de 'Zeeleeuw', draagt de operationele kosten en levert de bemanning. Het VLIZ zorgt voor de coördinatie van het wetenschappelijke programma en beheert de onderzoeksapparatuur. Jaarlijks worden op deze manier 1470 vaaruren ter beschikking gesteld." At the bottom, there is a record navigation bar showing "Record: 1 of 41".

Free text fields where a (short) description of the infrastructure can be written down

## URLs-tab

InfraStructs - Dre Logged on -

InfraID: 2 Edit Status: Valid VLI2 Core  
StandardName: Zeeleeuw Public  
Parent: GoTo Loose Part Checked

Details Instances Parameters and Characteristics Descriptions URLs SpecialCols

www.vliz.be/Nl/Activ/zeeleeuw.htm  
Type: Institute home page [Instituut homepage] GoTo

www.vliz.be/Vmdcdata/midas/plan.php  
Type: Institute home page [Instituut homepage] GoTo

www.vliz.be/Imisdocs/photos/infra/0002\_zeeleeuw19.jpg  
Type: Photo [Foto] GoTo

\*  
Type: GoTo

Record: 1 of 5093

URLs - Dre Logged on -

URLID: 3 Edit Status: Valid  
URL: www.vliz.be/Imisdocs/photos/infra/0038\_sludgeColumns.jpg  
Details ThesTerms GeoTerms TaxTerms SpecCols Linked Items  
Public Checked  
WebMaster: GoTo  
Notes:  
Other Descriptors:

Record: 1 of 5093

This subform contains a list of URL's about the infrastructure. This includes also links to pictures (for the purpose of placing them on the internet).  
The GoTo button will open a URLs form that is used throughout IMIS and is being discussed in the General section.

## SpecialCols-tab

InfraStructs - Dre Logged on -

InfraID: 2 Lock Status: Valid VLI2 Core  
StandardName: Zeeleeuw Public  
Parent: GoTo Loose Part Checked

Details Instances Parameters and Characteristics Descriptions URLs SpecialCols

Nog analytisch te ontsluiten  
GoTo

\*  
GoTo

Record: 1 of 1

Special Collections - Dre Logged on -

SpCollID: 3 Log off PublicFlag  
Name: Nog analytisch te ontsluiten  
ShortName: Analyt  
Internal Note Public Note Linked Items

Record: 1 of 1

See section general menus under [Special Collections](#).