LSIILARE7v2
Apply standards that help people find content

Overview

This standard is about enabling customers to find the specific information and content they need within physical and digital collections. It covers the application of classification schemes, indexing schemes, taxonomies, thesauri, ontologies, etc. It does not include the application of cataloguing, and other tools for determining the storage location of items, which are covered in standard E8.

This standard is applicable to people in practitioner and operational roles who use standards and tools to describe the content of items so that users can find relevant content irrespective of location. It is relevant to staff who are responsible for coding and labelling items of content to reflect their subject matter, content type and potential use, and for ensuring that content can be effectively located and accessed.

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Performance criteria

You must be able to:

P1   select appropriate standards, rules and descriptors to apply to the content of collections and items, in order that customers can find the content they need irrespective of location (i.e. taxonomy, thesaurus, ontology, classification schemes, cataloguing rules, metadata etc)

P2   identify, introduce and use automated tools for coding and labelling content

P3   analyse and understand the information content

P4   use appropriate standards and rules (e.g. taxonomy, thesaurus, ontology, classification, cataloguing and metadata schemes, etc) to index, label and describe specific items of content

P5   prepare informative abstracts

P6   identify and apply the level of descriptive cataloguing appropriate for your organisation and its collections

P7   assess the need to ensure that catalogues and indexes capture information on traditionally under-represented groups (including those defined by age, disability, gender, race, religion, belief and sexual orientation) ensuring their visibility in collections

P8   enter coding information accurately into manual or electronic systems

P9   develop, amend and maintain indexing and classification systems as appropriate

P10 keep records about modifications needed and made to the indexing and classification systems

P11 develop indexes to collections using agreed conventions

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Knowledge and understanding

You need to know and understand:

K1	the basic principles of describing information content including classification, indexing, abstracting and thesaurus construction
K2	published techniques and standards relevant to your area
K3	the principles underlying the construction of classification and indexing systems
K4	the latest developments in information organisation standards relevant to your organisation
K5	your organisation's own indexing and labelling systems
K6	the subject matter in your area of responsibility
K7	how the content will be used and any long-term implications of this use that will affect your treatment of material
K8	how the retrospective assessment of collections and their associated finding aids can reveal `hidden histories' and how best practice in cataloguing can ensure the visibility of under-represented groups

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Additional Information

Behaviours

1. You appreciate the level of detail needed to meet the needs of the organisation and customers and to ensure that the information can be found
2. You recognise that standards for labelling and identifying information so that it can be easily located are essential and champion their use across the organisation
3. You are willing to adopt standards and tools developed by others
4. You pay attention to detail together whilst appreciating the purpose of the labelling and coding systems you use
5. You look for opportunities to simplify the coding and labelling of content using automated techniques

Links to other NOS

This standard has links with the NOS for Health Informatics, developed by Skills for Health.
See www.skillsforhealth.org.uk

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