



USER DOCUMENTATION (ALEPHINO 5.0)

Thesaurus

Table of Contents

1 DEFINITION.....	3
2 ENTERING THESAURUS TERMS.....	3
3 FIELDS.....	3
4 RELATIONS.....	4
5 RETRIEVING THESAURUS TERMS	5
6 LINKING TITLE RECORDS WITH THESAURUS TERMS.....	5
7 SYSTEMATIC ENTRY IN THE TITLE SEARCH.....	6

1 Definition

According to DIN 1463, part 1, a thesaurus in the range of information and documentation is a sorted compilation of terms and their - predominantly natural language - designations, that serves for indexing, saving and retrieving in a documentation range.

The terms and designations refer unequivocally to each other (synonyms are catalogued, homonyms and polysemes are particularly signified, for each term a preferred term or notation is defined); the relations between terms are displayed.

2 Entering thesaurus terms

The thesaurus is integrated into the Search function and the Cataloguing module. Any desired number of thesauri may be established and maintained, independent from entering bibliographic data. Descriptors and non-descriptors are hereby stored as separate records. A non-descriptor may link to several descriptors.

The designations that are admitted for indexing within a thesaurus are called descriptors. Non-admitted designations and their relations are called non-descriptors. To each designation a notation or term number can be assigned. Top-terms can be marked.

Additionally scope notes for the usage of a descriptor and definitions of the intentions may be attached.

Along with the cataloguing it is possible to correct and delete relations, as well as terms. Deletions are permitted only, if no dependent data exist, i.e. no titles are linked to the term.

Along with the actual thesaurus master file, you have another five files (facet files) being almost identically structured for the purpose of an even more detailed subject indexing. These are the master files country facet, material facet, place facet, person's facet and time facet.

3 Fields

100 = Top Term

If the term entered in field 101 is the top term of a hierarchy, the field 100 is filled with a "T". The field is not repeatable.

101 = Term

This field contains the thesaurus term. Via the first indicator, you specify if the term is a descriptor (indicator d) or a non-descriptor (indicator n). The field is not repeatable.

102 = Notation

This field can be used to assign a notation to the descriptor. The field is not repeatable. Via F3 you can call up the notation index of the thesaurus file and select the relevant notation.

104 = Definition

In this field, you can enter a precise definition of what the term means, in case this isn't clear yet through the related terms. The field is not repeatable.

105 = Hint

In this field, you can enter a short instruction of how the descriptor should be used. The field is not repeatable.

Link fields:

200 = Broader term (BT)

210 = Narrower term (NT)

These fields are used for creating a hierarchical relation. Always, only the field 200 in the narrower term is filled, the field 210 in the broader term is build automatically!

220 = Related term (RT)

This field is used for creating an associative relation.

230 = Use (U)

240 = Used for (UF)

These fields are used for creating an equivalence relation. Always, only the field 230 in the non-descriptor term is filled, the field 240 in the descriptor term is build automatically!

The link fields may each be repeated up to 100 times. The revertive links are built automatically by the system. Via F3 you can call up the term index of the thesaurus file and select the relevant term.

For a more detailed description of the different relations, please read the following section.

4 Relations

The relations existing between the terms resp. their designations may be registered as follows:

Equivalence relation (fields 230 and 240)

This relation type combines two or more terms to an equivalent class. Therefore this relations is used for Synonyms and quasi synonyms to combine them and to refer the user to the authorised term (car USE

automobile). This relation can also be used for foreign language references.

Hierarchical relation (fields 200 and 210)

This relation type is used to precise a broader topic with a narrower term. The precision can be determined through a specific or partitive term, e.g. BT Combustion engine, NT diesel engine / BT Motor, NT Piston.

Associative relation (field 220)

This relation type means a relation existing between two terms that are neither unequivocally hierarchical nor equivalent. An associative relation consists of related terms, e.g. education RT school.

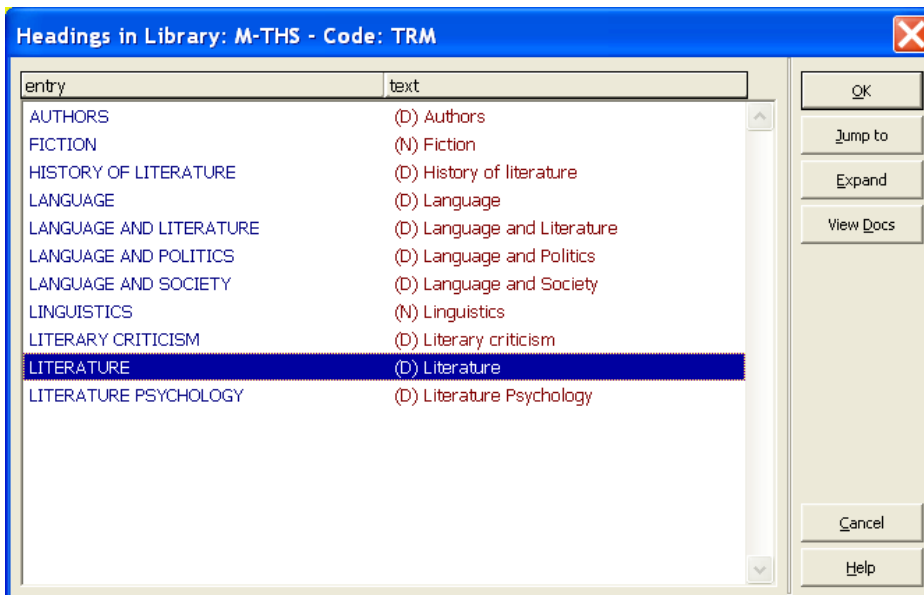
5 Retrieving thesaurus terms

For the search in the thesaurus masterfile, the following search aspects are available:

- Thesaurus Term (descriptors or non-descriptors exkl. relations)
- Notation
- System no.
- Broader term
- Narrower term
- Related term
- Descriptor (search for descriptors via entering the non-descriptor)
- Synonym (search for non-descriptors via entering the descriptor)
- Top Term (search for the top term of a hierarchy)
- Thesaurus (descriptors or non-descriptors inkl. relations)
- Term incl. narrower terms (only descriptor)

6 Linking title records with thesaurus terms

Linking a title with a thesaurus term is done in the title record in the THS. Titles may only be linked to terms which are marked as descriptors (D)!



Via Ctrl+F3 you can call up the term index of the thesaurus file and selected the relevant term. The field THS may be repeated up to 30 times.

7 Systematic entry in the title search

Alephino provides next to the bibliographic and browse search entry a systematic search entry. Here the library can offer its subject indexing in hierarchical form. When entering a term an alphabetical list of all terms with their notations and number of documents is displayed. From there you get to the full view of the term with all its relations and synonym descriptions, to the notations and the results for title for the term.

A button in front of the term shows if there are further narrower terms for this term. If you click on this button, Alephino displays the lower level and again a button in front of the subordinate term if there are further levels that may be displayed.

The search is a Top/Down search which means it retrieves all title records that are linked to the current thesaurus record *or with hierarchically subordinated descriptors*. The top/down search covers all hierarchic levels.

For the search in the title masterfile, the following thesaurus search aspects are available:

- Thesaurus Term (descriptors or non-descriptors excl. relations)
- Thesaurus Notation
- Thesaurus Top Term (search for the top term of a hierarchy)

Result list of a systematic search

Browse list: Thesaurus Term ◀ Previous Page Next Page ▶

	term	notation	no. documents
☐	Europe	7206	
└	Europe		7
└☐	Northern Europe		
└└	Iceland		
└└	Norway		
└└	Finland		
└└	Faeroe Islands		
└└	Denmark		
└└	Sweden		
└☐	Baltic States		3
└☐	Southern Europe		
└☐	Western Europe		
└☐	Eastern Europe		6

The full view of the systematic records offers the full range of navigation possibilities within the files, to subordinated and superordinated records, to related records resp. in the thesaurus file additionally to synonyms and from the synonym to the descriptor.

Full view of thesaurus term in systematic search

Thesaurus term (THS)		Synonyms	
Term / D	<u>Southern Europe</u>		
Total no. of titles (incl. narrower terms)	24		

Broader terms	Narrower terms	Related terms
<u>Europe</u>	<u>Cyprus (12 Titles)</u> <u>Gibraltar</u> <u>Greece (5 Titles)</u> <u>Holy See</u> <u>Italy (4 Titles)</u> <u>Malta (1 Titles)</u> <u>Portugal (2 Titles)</u> <u>San Marino (1 Titles)</u> <u>Spain (1 Titles)</u>	<u>Turkey (2 Titles)</u>

In the full view of the systematic records not only the linked records are displayed but also the number of titles that is linked to the linked records. Thus it is not necessary to click your way to the linked systematic records to see if there are title records linked to it but these titles can be called up directly from the initial record.