To make a copy for yourself, you can either   URL:
- use the *File* menu to *Make a Copy* as a GoogleDoc, or
- use the *File* menu to *Download* as a Microsoft Word document.

INFO 202 Exercise 2: Vocabulary Design Basics - Worksheets   Your name: Rae Eggleston

Worksheet 1: Identify the main concepts *(Step 1)*

RECORD	MOST IMPORTANT CONCEPTS
[5 records are covered in the recording]	
A Study of Web-Based Interactive Reference Services via Academic Library Home Pages. Bao, Xue-Ming Reference & User Services Quarterly, v42 n3 p250-56 Spr 2003 2003 Addresses issues of access and policy in developing Web-based interactive reference services via academic library home pages. Discusses results of a national survey that showed that less than half of surveyed institutions use Web-based interactive reference as an extension of traditional reference services. Tables include findings.	Interactive reference Online reference Web-based policy Academic libraries Web accessibility
Virtual Reference Services. Brewer, Sally Northwest Education, v9 n1 p7,35 Fall 2003 2003 As the need to access information increases, school librarians must create virtual libraries. Linked to reliable reference resources, the virtual library extends the physical collection and library hours and lets students learn to use Web-based resources in a protected learning environment. The growing number of virtual schools increases the need for virtual reference services. Three virtual libraries are described. Examples of Web-based resources are given. (TD)	Virtual libraries Virtual schools Web-based resources Digital information Digital libraries Virtual Reference
Exciting E-Books: A New Path to Literature. Agee, Jim TechTrends, v47 n4 p5-8 Jul-Aug 2003 Considers ways to use electronic books (E-books) to involve students in literature. Highlights include E-book technology; costs; digital content; acquiring versus accessing information in libraries; title availability; storage capacity; sources of E-book content, especially Web sites; downloading software and E-books; sources for current, commercially available titles; and E-books in school media centers.	Electronic books e-books Digital content Digital book creation Digital book sourcing
Back of Book Indexes and the Characteristics of Author and Nonauthor Indexing: Report of an Exploratory Study. Diodato, Virgil; Gandt, Gretchen Journal of the American Society for Information Science, v42 n5 p341-50 Jun 1991 Describes a study that examined back of book indexes produced by 37 authors and 27 nonauthors to see whether differences between the 2 groups of indexers could be discerned by counting the occurrence of 3 characteristics in their indexes: number of index pages, modified headings, and cross-reference use.	Index characteristics Back-of-book index Author indexing Nonauthor indexing Exploratory study

Worksheet 2: Turn concepts into draft terms, then into final list. *(Steps 2, 3, 4)*

Group the concepts taken from Worksheet 1 (Step 2) Put similar terms together, basing your decisions on the users and the content of the records. Turn the concepts into candidate terms. Think in terms of usefulness for searching: ● Is the word significant enough to be a descriptor? ● Is it a concept people actually will want to search for? ● What discriminations will your users want to make?	Decide on a best term for each concept group, creating a *draft of the vocabulary* (Step 3) Decide on a best term to describe each concept group (it's okay to list more than one as long as only one makes it to the final list).	Edit the list & create *final controlled vocabulary* (Step 4) ● Edit the draft list, following the principles provided; ● Alphabetize; ● Do final check that terms are in correct form.
Interactive reference **Online reference** Web-based policy Academic libraries —-- digital academic reference services? Web accessibility Virtual libraries Virtual schools Web-based resources Digital information Digital libraries Virtual reference —-- virtual school libraries? Electronic books e-books Digital content Digital book creation Digital book sourcing —-- digital content management? Index characteristics Back-of-book index Author indexing Nonauthor indexing Exploratory studies —- indexing characteristics?	● **Digital Academic Reference Services** ● **Virtual School Libraries** ● **Digital Content Management** ● **Book Indexing**	**Academic libraries** **Academic reference services** **Author indexing** **Back-of-book indexing** **Book indexing** **Digital book creation** **Digital book sourcing** **Digital content** **Digital content management** **Digital information** **Digital libraries** **Digital reference services** **Digital services** **E-book creation** **E-book sourcing** **E-books** **Electronic books** **Exploratory studies** **Indexing characteristics** **Interactive libraries** **Interactive reference** **Nonauthor indexing** **Online reference** **Reference services**

		School libraries
		Virtual libraries
		Virtual reference services
		Virtual schools
		Web-based policies
		Web-based resources

Worksheet 3: Now use your controlled vocabulary to index the records. *(Step 5)*

Assign 3 to 6 descriptors to each record.
Then doublecheck that the descriptors assigned are an accurate reflection of the main concepts.
Make adjustments to the final vocabulary if needed (above).

RECORD	ASSIGNED DESCRIPTORS
A Study of Web-Based Interactive Reference Services via Academic Library Home Pages. Bao, Xue-Ming	**Academic libraries** **Academic reference services** **Digital reference services**

Reference & User Services Quarterly, v42 n3 p250-56 Spr 2003 2003 Addresses issues of access and policy in developing Web-based interactive reference services via academic library home pages. Discusses results of a national survey that showed that less than half of surveyed institutions use Web-based interactive reference as an extension of traditional reference services. Tables include findings.	**Digital content** **Digital libraries** **Interactive libraries**
Virtual Reference Services. Brewer, Sally Northwest Education, v9 n1 p7,35 Fall 2003 2003 As the need to access information increases, school librarians must create virtual libraries. Linked to reliable reference resources, the virtual library extends the physical collection and library hours and lets students learn to use Web-based resources in a protected learning environment. The growing number of virtual schools increases the need for virtual reference services. Three virtual libraries are described. Examples of Web-based resources are given. (TD)	**School libraries** **Virtual libraries** **Virtual reference services** **Virtual schools** **Web-based policies** **Web-based resources**
Exciting E-Books: A New Path to Literature. Agee, Jim TechTrends, v47 n4 p5-8 Jul-Aug 2003 Considers ways to use electronic books (E-books) to involve students in literature. Highlights include E-book technology; costs; digital content; acquiring versus accessing information in libraries; title availability; storage capacity; sources of E-book content, especially Web sites; downloading software and E-books; sources for current, commercially available titles; and E-books in school media centers.	**E-book creation** **E-book sourcing** **E-books** **Electronic books** **Digital libraries** **Student libraries**
Back of Book Indexes and the Characteristics of Author and Nonauthor Indexing: Report of an Exploratory Study. Diodato, Virgil; Gandt, Gretchen Journal of the American Society for Information Science, v42 n5 p341-50 Jun 1991 Describes a study that examined back of book indexes produced by 37 authors and 27 nonauthors to see whether differences between the 2 groups of indexers could be discerned by counting the occurrence of 3 characteristics in their indexes: number of index pages, modified headings, and cross-reference use.	**Author indexing** **Back-of-book indexing** **Book indexing** **Exploratory studies**