Prezentace předmětu:
INFORMATION MANAGEMENT

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INFORMATION MANAGEMENT

5. DOCUMENTS – WORKING WITH DOCUMENTS, LOCATION OF OBJECTS

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Introduction

The chapter deals not only with the definition of the document itself but also with the division into individual types, document identification, document work, object placement.

A significant part is also devoted to the issue of electronic documents, which depend on the technical means, the standards of the environment used and, last but not least, on the program tools necessary for accessing their content.

In terms of a huge number of different documents, it is absolutely essential for efficient work to make use of quick and accurate document search capabilities through the creation of internationally usable document identification systems.

Goals of the chapter

- ✓ **Learn how to work with documents**
- ✓ **Location of objects**

Working with Documents

Working with documents is crucial from the point of view of providing information, which basically involves joining the following two processes:

❑ input processing (storing information), receipt of documents and creation of their descriptions,

❑ output processing (information retrieval), receipt of an information request, creation of a query and comparison of the query with document descriptions.

In Vaněk (2013), the document description includes two levels:

❑ an identification or name description that contains formal information, such as the name of the author, the year of publication or the publisher,

❑ the content of the document.

Working with Documents - content

The content of the document is the given issue (topic) that the document deals with. Of course, the document can also deal with several different themes. In these cases, it is necessary to distinguish the main topic from the side. The content of the document can be characterized in the following ways:

❑ description of the content in a natural language (annotation and paper, etc.),

❑ the use of individual natural language terms or numbers or alphanumeric strings (material selection language),

Working with Documents - content

According to Vaněk (2013), the bibliography is a theory, activity, and technique identifying and describing documents. It is a secondary source of information containing structured bibliographic descriptions of information objects (documents or parts thereof), description of documents (or parts thereof) through bibliographic information. Bibliographic information is a type of secondary information representing a document or part thereof. The result of the document description and the base unit is a bibliographic reference.

The bibliographic element is the smallest logical unit of data reported in the bibliographic description, eg author, title, place of publication, ISBN, etc.

Working with Documents - content

A bibliographic record is a record containing a bibliographic description. It is the result of an analysis of a document that deals with both the formal features of the document and its contents. It is intended for communication of information, therefore it must comply with national and international standards (ČSN 01 0195 - Bibliographic and Cataloging record).

Bibliographic record structure:

❑ inventory (author, the title of the document),

❑ the data (date of approval, defense or effectiveness),

❑ location data (signatures),

❑ descriptive data (additional authors, publisher, scope, ISBN, ISSN),

❑ content characteristics (annotation, paper),

❑ service data (incremental number).

Working with Documents - content

In terms of content characteristics, the role of annotation and report usage plays a key role. Rules for creating annotations and papers are given in CSN 01 0194 - Report and annotation.

The annotation has an explanatory or recommending character, its length is usually up to 500 characters. It is featured in secondary documents, may be part of the primary document.

Annotation is a brief feature of the document in terms of content, design, form and other features.

The report has a maximum length of 2500 characters, the usual length is about 1000 characters. The report does not only cover the topic of the document but also the basic information about its content.

Working with Documents - content

The following curriculum is used for a report:

- ❑ the subject, subject, nature, and purpose of work,
- ❑ methods used,
- ❑ results,
- ❑ conclusions,
- ❑ area of use.

Working with Documents - relevance

When searching for necessary information in documents, it would be ideal if only all relevant documents from the fund were found and none were irrelevant.

But this is not common practice because in most cases it is not possible to get all the relevant documents. It is, therefore, necessary to verify the documents you are looking for whether they are relevant to the queried search query.

The document is relevant to Vaněk (2013) if it meets the information requirement. For the quality of the information source, it is essential to:

❑ the most accurate definition of relevant information for the resource;

❑ getting the most relevant and as irrelevant information as possible.

Working with Documents - relevance

Relevance can be understood as the importance, the severity, the factual affinity for the applied dose. Information relevant to the issue is relevant). Relevance is the consistency of the selected information object (document) with the information required.

The relevance of information is contextually variable.

According to Vaněk (2013), we can talk about three types of relevance:

- ❑ formal,
- ❑ substantive,
- ❑ pertinence (personal).

Working with Documents - relevance

❑ formal, formal-level logic, searching for the code of the query (selective image) of the query with the document's selection code, determining the search program;

❑ substantive, at the semantic level, the relation of the relative proximity between the content of the document and the information query is sought; the content relationship between the information and the requested requirements is deter-mined by the researcher, user;

❑ pertinence (personal), at pragmatics level, characterizes the relation of meaningful proximity between the content of the document and the information need, the content relationship between the information and its needs is determined by the user.

Working with Documents - citations

Quotation generally refers to the introduction of a shorter part of another text or statement, usually literal (direct quote) or taken over and modified (indirect quote).

There are a number of citation standards for document quoting. It is essential that we use consistently one chosen citation standard throughout the work and do not combine, for example, more norms altogether.

Working with Documents - citations

Czech Republic:

❑ citation standard ČSN ISO 690: 2011 - Bibliographic citations.

International citation standards:

❑ Harvard style,

❑ Chicago style,

❑ Vancouver style,

❑ IEEE.

Working with Documents - citations

In addition to the above-cited examples of citation standards, the citation is often governed by guidelines and guidelines, for example, in the case of Czech universities.

What are the most common offenses against citation ethics? The most serious offense against the ethics of scientific work is the non-quoting of the work that the author used. It is also an inaccurate citation, a citation of a work that was not used at work, and a quote of own works that are not related to a new work (so-called auto citations).

Location of Objects - HANDLE SYSTEM

The Handle System (http://www.handle.net) was established and developed and managed by the CNRI (Corporation for National Research Initiatives). This is a tool for detecting the current placement of digital objects.

This is, in essence, a register in which are stored:

❑ DOI,

❑ URL,

❑ Metadata describing the digital object.

❑ possibly the formats in which it is published (HTML, PDF, XML).

Location of Objects - HANDLE SYSTEM

Bratková (2007) presents the following elements of the Handle system:

❑ **protocols - provide routing of the institution or organization assigning the Handle identifier and the exchange of authentication information for data management operations linked to the identifier,**

❑ **a defined namespace,**

❑ **reference software - provides the necessary system processes.**

Location of Objects - HANDLE SYSTEM

The structure of the identifier is, as stated by Bratková (2007), consisting of two parts separated by a slash:

❑ Prefix - The Handle Naming Authority (NA) - The numerical prefix identifying the institution allocating the identifiers are assigned by the Global Handle Service and is currently comprised of a decimal numeric notation where the character (.) is used to express the path in the NA hierarchy (read from the left trans-port).

❑ Sufix - Handle Local Name - the suffix identifying the name of a particular digital object is assigned by the institution (NA) and must be expressed by Unicode 2.0 encoding (UCS-2, Unicode, version 2.0).

Location of Objects - HANDLE SYSTEM

The Handle system allows, as stated by Vaněk (2013), to redirect the user to a prefer-red data format or server.

The use of DOI is the basis for the interconnection of digital objects through quotations within the collaboration of publishers who are members of the CrossRef (DOI resolver) system.

Location of Objects - CROSSREF SYSTEM

CrossRef System (http://www.crossref.org) is the most important DOI registration agency.

This system was put into operation in 2000 by the non-profit and independent Publishers International Linking Association (PILA).

This system allows links to bibliographic references in scientific journals using DOI and is used to link quotes across publishers.

Just starting up this network has begun to address the issue of invalid hyperlinks when referring to documents located on the Internet. Through CrossRef, publishers can directly interact with their online documents through bibliographic quotes.

Location of Objects - CROSSREF SYSTEM

Another advantage is that publishers can refer to their articles in journals to quoted articles published by other publishers located on other servers.

Very effective is the use of DOI, which facilitates the management of information resources, because when you change the location of a digital object, it is not necessary to make edits (address changes) in quotes or in databases.

THANK YOU FOR YOUR ATTENTION