

# **Documentation of the History Guide**

Version 2

(<http://www.HistoryGuide.de>)

at the Göttingen State and University Library

by

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[http://www.HistoryGuide.de/info/docu\\_version2\\_2002.pdf](http://www.HistoryGuide.de/info/docu_version2_2002.pdf)  
<http://www.sub.uni-goettingen.de>

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## A The User's View - Documentation of the History Guide

The first part of the documentation addresses the user's view. It will be of value for all users who will want to make use of the search functions of the History Guide in order to find subject-specific websites of interest for their purposes as historians. First of all a brief description of the scope and content of the History Guide will be given. After a brief explanation of the structure of the History Guide website itself (i.e., an explanation of how one can easily navigate through the different search screens), the main focus of this part of the documentation will be on a more detailed explanation of the different search functions. Then the result screens of a successfully completed search operation will be described. Finally, there will be mentioned how authors of sites or persons who want to promote sites of interest for historians can contribute their knowledge to the History Guide. For those who are interested in learning a bit more about the underlying concept of the History Guide there is a small chapter about the conceptual idea of subject gateways. Much more information about the conceptual background of the History Guide can be found in the second part of the documentation (part B), which addresses the producers' view. References, links, and literature are added as part three (part C) to the documentation.

### 1 What is the History Guide? Scope and Content

The History Guide maintained at Göttingen State and University Library (Germany) gives access to third-party Internet resources of value to historians by describing them via standardized metadata. It can generally be described as a catalogue of Internet resources for historians. The History Guide has its origins in the so-called "Sondersammelgebiets-Fachinformationsprojekt" (SSG-FI), a project funded by the Deutsche Forschungsgemeinschaft and led by the Göttingen State and University Library with the purpose to create specialized subject gateways for several areas (Anglo-American literature, Anglo-American history, earth sciences, mathematics). One result of the SSG-FI project is the History Guide.<sup>1</sup>

Primarily, the scope of the third-party web resources made available via the History Guide is the same as for the collection of printed monographs and serials Göttingen State and University Library acquires regularly. The main focus is on Anglo-American history which comprises the history of Great Britain and Ireland, the Commonwealth in general, the history of Canada and the United States, as well as the history of Australia and New Zealand. For these areas the History Guide intends to add, besides the well known general websites, also more specialized and sometimes smaller resources of scholarly relevance in order to make its metadata collection as complete as possible. In addition to its main focus, the History Guide will provide metadata about the most important and outstanding Internet resources and access points for further research of the history of Central Europe, especially Germany, and, later, of the history of Western and Southern Europe. With regard to the history of Asia and Africa, only a very small amount of resources which will provide the interested historian with some basic access points will be integrated into the History Guide. Ancient history as well as prehistory also play a minor part in the scope of the History Guide.

While the History Guide itself is mainly focused on Anglo-American history, it also cooperates with other research libraries and institutions in order to provide access to a much broader subject range. Currently there exists a cooperation with the Bavarian State Library<sup>2</sup> and the CLIO-online project<sup>3</sup>

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<sup>1</sup> For further information on the SSG-FI project see <<http://www.sub.uni-goettingen.de/ssgfi/>>. You are also invited to visit the home pages of Anglistik Guide <<http://www.AnglistikGuide.de/>>, Geo-Guide <<http://www.Geo-Guide.de/>>, MathGuide <<http://www.MathGuide.de/>>, and (established in 2000) ForestryGuide <<http://www.ForestryGuide.de/>>.

<sup>2</sup> <<http://www.bsb-muenchen.de/index2.htm>>

<sup>3</sup> <<http://www.clio-online.de>>. The project has started in May 2002. Information about the project will be available in the near future.

organized by the Historical Department of the Humboldt University in Berlin. Thus the History Guide will serve as entry points to a wider range of third party websites. Generally the whole range of Western history will be encompassed, with an emphasis on the history of Central Europe and the Anglo-American Area. Within the context of these cooperations the History Guide as a special subject gateway for historians sees itself beyond this "local" scope as part of a larger network of other similar gateways and virtual libraries which also give access to web resources for historians. As mentioned a special cooperation exists with the Bavarian State Library in Munich and their subject catalogue of Internet resources of German or, to be more precise, Central European history. The Bavarian State Library has adopted the concept developed for the History Guide of the Göttingen State and University Library in establishing an own subject gateway, the InformationsWeiser Geschichte<sup>4</sup>, with a main focus on the history of Central Europe. Being based on the same principles and rules and indexed in the same way, it was thus possible to make the information space created by these catalogues accessible via one interface. Thus, the History Guide at Göttingen State and University Library as well as the subject gateway of the Bavarian State Library function as access points to the whole range of metadata in both catalogues in order to avoid that historians have to search both catalogues sequentially. The History Guide provides a user interface in English, the catalogue of the Bavarian State Library in German. From this perspective the scope of the History Guide as well as the scope of the catalogue of the Bavarian State Library comprise the history of Central and Western Europe and the Anglo-American areas, i.e., in general more or less the history of the Western World in the medieval and modern period. Within the context of the CLIO-online project the range of cooperating partners will further increase in number. Finally, CLIO-online will act as a portal for a broader range of services covering the whole area of Western history.

## 2 How can I navigate?

The History Guide operates in a two-frame structure. The two frames are:

**Navigation frame** (left-hand frame) = general access points

From here all main search and information screens as well as the home pages of the Virtual Library of Anglo-American Culture: History (Vlib-AAC: History) and of Göttingen State and University Library (SUB Göttingen) can directly be accessed. This frame always stays in place unchanged, for a comfortable navigation through the History Guide. The access points in this left-hand frame are:

- 
- 1 SUB Göttingen
  - 2 VLib History
  - 3 **History Guide**
  - 4 Catalog
  - Search Engines:
    - 5 Simple
    - 6 Advanced
  - 6 Contribute
  - 7 Info Desk

---

  - 8 BSB München  
Fachinformation  
Geschichte
  - Informations  
Weiser  
Geschichte**

---

  - 9 Log In
1. Home page of Göttingen State and University Library
  2. Home page of the Virtual Library of Anglo-American Culture: History
  3. Home page of the History Guide with the main search screen
  4. Catalogue (combined subject and source type catalogue)
  5. Search Engines (simple and advanced)
  6. Contribute: Access to a notification form
  7. Info Desk: Information about the History Guide (including this documentation)
  8. Links to cooperating partner BSB München:
    - BSB München: Home page of the Bavarian State Library
    - Fachinformation Geschichte: Special Subject Area History at BSB München
    - InformationsWeiser Geschichte: Home page of the partner subject gateway at BSB München
  9. Log In: Here History Guide team members have access to an online form for record creation (password-restricted)

<sup>4</sup> <<http://mdz2.bib-bvb.de/hist/>>

**Main frame** (right-hand frame) = search functions and result screens

On start-up you see the main window of the History Guide in the right-hand frame giving access to all search functions.

The History Guide is an Internet-based subject gateway to scholarly relevant information in history with a focus on Anglo-American history and the history of Central and Western Europe. Meanwhile it is maintained in cooperation between Göttingen State and University Library (History Guide) and Bavarian State Library (InformationsWeiser Geschichte). Resources are described and evaluated with a set of Dublin Core metadata.

**1 Combined Search:** Please select from one or more of the following categories  
- Region - - Time Period - - Subject - Go Reset

**2 Catalog**  
Journals  
Source Materials  
General Bibliographies  
Special Bibliographies

**3 Search Engine**  
Simple search  
in one or all categories  
Advanced search  
in several categories

**4 Quick Search**  
Go

Any comments are welcome! Please contact [enderle@mail.sub.uni-goettingen.de](mailto:enderle@mail.sub.uni-goettingen.de)

History Guide currently lists about 1.900, InformationsWeiser Geschichte about 400 records

© 1997-2002 History Guide, SUB Göttingen. URL: <http://www.historyguide.de/>  
© 2002 InformationsWeiser Geschichte, BSB München. URL: <http://mdz2.bib-bvb.de/hist/>

Image: main window of History Guide

1. Combined search of region, time period, and subject via selectable lists
  2. Catalogue (combined subject and source type catalogue)
  3. Search Engine (with a simple and an advanced user interface)
  4. Quick search
- (How to use the search functions will be explained in chapter 3)

After processing a search you will get a result screen in the main window (with the frame on the left-hand side remaining unchanged). Usually the results will be displayed in the form of a short-title list. If only one record matches your search you will be directly led to a screen with the full metadata information (the different information the result screens contain will be described in detail in chapter 4). From every result screen you can either directly access a subject-specific website which may be of interest to you or choose a new search screen via the links in the left frame. In the first case a separate browser window will open automatically. Thereby you can always return to the History Guide easily and to the actual search status you left. If you want to try another search you can directly access all the available search screens via the left frame. Either the History Guide home page with the facility of a combined search according to region, time period and subject, the catalogue or the search engine with the simple or advanced search interface will be displayed.

### 3 How can I search?

There are three different search functions available:

1. Combined search according to region, time period, and subject
2. Catalogue
3. Search engine with simple and advanced search options

### 3.1 Combined search according to region, time period, and subject

The easiest and most direct way is a search by combining region, time period, and subject. The majority of topics historians are interested in can be narrowed down by a combination of two or all three of these facets. So you have only to choose from the region and the time period you are interested in and click on the "Go" button. If the search result is too large you can refine your search by adding a subject from the respective list.

But please be aware that even if your topic focuses on a specific region, time period, or subject, websites with a more general scope also might contain valuable information on your specific topic.

**Combined Search:** Please select from one or more of the following categories

> United States of America | 20th Century | - Subject - | Go | Reset

*Image: combined search for "USA" and "20th century"*

**History Guide: 185 hits**

Results: 1-20 | [21-40](#) | [41-60](#) | [61-80](#) | [81-100](#) | [101-120](#) | [121-140](#) | [141-160](#) | [161-180](#) | [181-185](#)

#### 1. The 1920s [America and the World]

**Subject Class** USA 1918-1945

**Source Type** Handbooks

**URL** <http://www.louisville.edu/~kprayb01/1920s.html>

**Index** local search engine | **Links** some external links | **Metadata**

#### 2. 50th Anniversary of the Korean War 1950-1953

**Subject Class** USA 1945 to present: The Korean War

**Source Type** Special Subject Virtual Libraries

**URL** <http://www.tcsaz.com/koreanwar.html>

**Index** - | **Links** some external links | **Metadata**

#### 3. Ad\*Access

**Subject Class** USA in the 20th Century: Sources; USA in the 20th Century: History; Canada in the 20th Century (1931 to present): Sources; Canada in the 20th Century (1931 to present): Culture

**Source Type** Source Materials

**URL** <http://scriptorium.lib.duke.edu/adaccess/>

**Index** local search engine | **Links** - | **Metadata**

*Image: results (excerpt) for combined search for "USA" and "20th century"*

You can also choose "any region" and narrow down your search only by time period and/or subject. But usually this will result in too many hits. In principle every combination you are interested in is possible. You can retrieve all the websites dealing with a specific topic as it is possible to combine every region with any time period and/or subject. There is only one restriction: the system will not allow a combination of "any region" and "any time period" and "any subject".

What you cannot find via the combined search are institutional websites or websites of general interest for historians. To access such sites you should choose the next search function, the catalogue.

### 3.2 Catalogue

Via the catalogue you can browse systematically through all records the History Guide contains. The concept of this catalogue is derived from the Göttingen Online Classification in combination with the source type catalogue of the first version of the History Guide. The catalogue contains content and formal categories. Its basic structure is:

### History in General, Organizations, Databases and Digital Libraries

- ▶ HISTORICAL ORGANIZATIONS AND INSTITUTIONS
- ▶ ENCYCLOPEDIAS, FACTUAL REFERENCE WORKS, DISCUSSION LISTS
- ▶ INFORMATION SERVERS, BIBLIOGRAPHIC SOURCES
- ▶ DIGITAL LIBRARIES, SOURCE COLLECTIONS, ELECTRONIC JOURNALS
- ▶ HISTORIOGRAPHY AND THEORY OF HISTORY
- ▶ AUXILIARY SCIENCES IN HISTORY
- ▶ PARTIAL FIELDS OF HISTORY (Social, Economics, Culture, Politics in General)

### History by Region

- ▶ WORLD HISTORY
- ▶ PREHISTORY, ANCIENT WORLD
- ▶ HISTORY OF EUROPE
- ▶ HISTORY OF ASIA
- ▶ HISTORY OF AFRICA
- ▶ HISTORY OF AMERICA
- ▶ HISTORY OF AUSTRALIA, NEW ZEALAND, OCEANIA
- ▶ HISTORY OF THE JEWISH PEOPLE

*Image: Basic catalogue structure*

The catalogue has an explorer-like feature which allows you to open and close the more detailed levels of the browsing structure. You can do this for specific topics as well as for the whole browsing list. After clicking on a specific topic of the list you will get a short-title list of all relevant records contained in the History Guide.

- ▼ HISTORY OF AMERICA
  - North America in General
  - ▶ Canada
  - ▼ United States of America
    - ▶ United States of America in General
    - ▶ United States of America until 1800
    - ▼ United States of America in the 19th Century
      - Sources
      - ▼ History and Politics
        - Civil War

*Image: detailed levels of browsing structure*

### 3.3 Local Search Engine

If you do not want to browse through the rather lengthy and detailed catalogue you have also the option of using the local search engines, either the quick search from the home page or the simple or advanced search interfaces. The quick search as well as the simple search allow you to put in keywords in English which will be searched in a basic index (of the title, the subject headings and the description field).

<b>Category:</b> <input type="text" value="Text"/>	<b>Word(s):</b> <input type="text" value="john f kennedy"/>
<b>Display:</b> <input type="text" value="Title"/>	<b>Sort:</b> <input type="text" value="by Title"/>
<input type="button" value="Search"/>	<input type="button" value="Reset"/>

*Image: Simple search for "John F. Kennedy" in the category "Text"*

**Search for  
( Text = "john" ) and ( Text = "f" ) and ( Text = "kennedy" ):**

**6 records found in History Guide**

1. [The History Place - JFK Photo History](#)
2. [John F. Kennedy Institute for North American Studies](#)
3. [John F. Kennedy Institute Link Collection](#)
4. [John F. Kennedy Library and Museum](#)
5. [The Presidents \[The American Experience\]](#)
6. [The Real Thirteen Days: The Hidden History of the Cuban Missile Crisis](#)

*Image: Results of simple search for "John F. Kennedy" in the category "Text"*

The advanced search engine allows rather sophisticated searches by combining several search indexes via Boolean operators. The following indexes are available for searching:

- Text (the text category comprises the title, keyword/subject headings and the description field)
- Title (keywords of the title)
- URL
- Keywords / Subject Headings
- Classification
- Source Type Code
- Last Update
- Time-stamp

To take full advantage of the search functions of the advanced search engine it is necessary to know at least the source type codes and the notations of the applied classifications (see part B., chapter 5). In this case you can do rather precise searches. If you search, for example, for maps about the Civil War in the United States you can use the text keywords "civil war" and the source type code of "maps" with the Boolean operator "and." Then you will get exactly those sites that contain digitized maps of the time of the US Civil War.

#### **4 What information do the short-title list and the full metadata template contain?**

If you have used the catalogue or the combined search function "region, time period, and subject" you will usually get as result a short title list (see picture below). This list will contain the title of the website and additional information like subject class and source type. You can either go directly via the URL to the website or have a look at the metadata which contain a more detailed description of the site and the authors and responsible institution. In this way you can use the History Guide to get an overview about some websites which could be of interest for your specific search interests before you directly access the information these third-party websites provide.

## History Guide: 7 hits

<b>1. America at Work, America at Leisure. Motion Pictures from 1894-1915</b>				
Subject Class	USA 1776-1918: Sources; USA 1776-1918: Culture			
Source Type	Source Materials; Moving Pictures			
URL	<a href="http://memory.loc.gov/ammem/awlhtml/awlhome.html">http://memory.loc.gov/ammem/awlhtml/awlhome.html</a>			
Index	local search engine	Links	-	Metadata
<b>2. American Cultural History: The Twentieth Century</b>				
Subject Class	USA in the 20th Century			
Source Type	Virtual Libraries			
URL	<a href="http://www.nhmccd.edu/contracts/lrc/kc/decades.html">http://www.nhmccd.edu/contracts/lrc/kc/decades.html</a>			
Index	-	Links	external links provided	Metadata
<b>3. H-PCAACA: Popular Culture Association and the American Culture Association</b>				
Subject Class	USA 1945 to present: Culture			
Source Type	Communication Forums			
URL	<a href="http://www2.h-net.msu.edu/~pcaaca/">http://www2.h-net.msu.edu/~pcaaca/</a>			
Index	local search engine	Links	some external links	Metadata
<b>4. Henry Ford Museum &amp; Greenfield Village</b>				
Subject Class	USA in the 20th Century: History			
Source Type	Museums			
URL	<a href="http://www.hfmvgv.org/">http://www.hfmvgv.org/</a>			
Index	local search engine	Links	some external links	Metadata
<b>5. The Jackson Davis Collection of African-American Educational Photographs</b>				
Subject Class	USA 1918-1945: Sources; USA 1918-1945: Racial problems			
Source Type	(Collections of) Pictures, Photos; Source Materials			
URL	<a href="http://www.lib.virginia.edu/speccol/jdavis/">http://www.lib.virginia.edu/speccol/jdavis/</a>			
Index	local index	Links	-	Metadata
<b>6. The Literature &amp; Culture of the American 1950s</b>				
Subject Class	USA 1945 to present: Society			
Source Type	Special Subject Virtual Libraries			
URL	<a href="http://dept.english.upenn.edu/~afilreis/50s/home.html">http://dept.english.upenn.edu/~afilreis/50s/home.html</a>			
Index	local search engine	Links	comprehensive link list	Metadata
<b>7. Rear View Mirror: Automobile Images and American Identities</b>				
Subject Class	USA in the 20th Century: History			
Source Type	Virtual Exhibitions; (Collections of) Pictures, Photos			
URL	<a href="http://www.cmp.ucr.edu/photography/mirror/">http://www.cmp.ucr.edu/photography/mirror/</a>			
Index	-	Links	-	Metadata

*Image: short title list*

Beyond the title and the URL, the full metadata record contains information about:

- Persons who are authors of a site (author, editor etc.)
- Institutions who are acting as publisher or technical distributor of a site
- Language(s) of the site and country where the site has its origin
- Format of data a site contains
- Keywords expressing the main content
- Description: a short abstract which gives you an impression of purpose and content of a site
- URL
- classification codes and subject headings
- sometimes additional information like last update, access modes, backlinks, local search functions of a site etc.

**Metadata: American Cultural History: The Twentieth Century****Data Source: SUB****BIBLIOGRAPHIC DATA**

<b>Title</b>	American Cultural History: The Twentieth Century
<b>Publisher</b>	Kingwood College Library: US
<b>Distributor</b>	North Harris Montgomery Community College District: US < <a href="http://www.nhmccd.edu/">http://www.nhmccd.edu/</a> >
<b>Language</b>	English
<b>Country (State)</b>	United States of America
<b>Format of data</b>	text/html
<b>Keywords</b>	USA; 20th century; cultural history
<b>Description</b>	"The purpose of these pages is to present a series of web guides on the decades of the twentieth century."
<b>URL</b>	<a href="http://www.nhmccd.edu/contracts/lrc/kc/decades.html">http://www.nhmccd.edu/contracts/lrc/kc/decades.html</a>

**CLASSIFICATION**

<b>Source Type</b>	Virtual Libraries
<b>Subject Class</b>	USA in the 20th Century
<b>GOK</b>	PVN 000
<b>BK</b>	15.87
<b>LCSH</b>	Popular culture--United States--History--20th century--Web sites. United States--History--20th century--Web sites. United States--Social life and customs--20th century--Web sites.

**ADDITIONAL INFORMATION**

<b>Updated</b>	1998-09-17
<b>Access</b>	free
<b>Restrictions</b>	none
<b>Index</b>	-
<b>Links</b>	external links provided

**STATISTICS**

<b>Backlinks</b>	about 70
<b>© SSG-FI</b>	1999-06-11

*Image: full metadata template***5 How can I contribute information to the History Guide?**

The History Guide as a specific subject service of Göttingen State and University Library sees itself, as emphasized in the introduction, as part of similar efforts of individual historians, research institutions and libraries to create an evaluated information space of scholarly websites of relevance for historians. Therefore, the History Guide welcomes every effort for mutual cooperation.

A good example of a cooperation is the joint project with the Bavarian State Library as outlined above. Here two subject gateways with a specific scope of their own cooperate by using their particular interface as entry point and a sort of meta-search interface to access the records of both of their databases. Further cooperative arrangements are welcome but it goes without saying that such technically more sophisticated cooperation needs detailed technical and organizational agreements. And, of course, the individual identity of every cooperating partner has to be guaranteed as well as his rights on the metadata he has produced and brought into the cooperation.

But there are also forms of cooperation which are much easier to come by. For example:

- Authors of websites can inform the editor of the History Guide about their own sites. If the website falls within the scope of the History Guide, a metadata record will be produced which informs the users of the History Guide about the existence and scope of this specific site in order to promote the awareness of the site. For this purpose you can use a notification form or, if you prefer, you can simply send us an e-mail. The link "contribute" in the left frame takes you directly to all the information you will need.
- But you can also inform us about sites which you think are important but, unfortunately, are still missing in the History Guide. In this case the link "contribute" in the left frame will also lead you directly to all the information you will need.

**Notification Form for History Guide**

Please enter your information in the following fields and send it to SSG-FI.  
Your contribution is highly appreciated.

Title:

Description:

URL:

---

Please include your address:

Name:

E-Mail:

*Image: contribution form*

- Authors or institutional providers of websites dealing with specific topics can for example include a link to specific parts of the History Guide directly in their own website if this would be of interest to their users. This requires only to contact the editor of the History Guide to reach a specific agreement and further information how to technically realize such a goal.

## 6 Further information about the subject gateway concept

As already mentioned, the History Guide is one of many examples of a subject gateway. So, for those who are interested in getting some more information about what a subject gateway really is, a very short introduction with further references shall be provided.

To make the information of the realm of the Internet accessible for scholarly use, several opportunities exist. By now, everyone knows global search engines as Google, AllTheWeb, AltaVista, and many others. Even if a historian can use them sometimes rather effectively for certain questions there is some common agreement among information professionals that they are in general not really sufficient for scholarly information needs. So, besides a lot of individual link lists maintained by individual historians there evolved mainly two concepts for giving access to scholarly third-party

websites during the last few years: the Virtual Library for which the W3-Consortium offers a central entry point<sup>5</sup> and the subject gateway concept.

For the field of history, the Virtual Library History<sup>6</sup>, initiated by Lynn Nelson, is the main entry point to a lot of link lists giving access to particular subfields of the discipline. The main focus of the VL (virtual library) concept is the distribution and cooperation of a certain subject amongst different responsible historians who are maintaining link lists or databases of their own.

The subject gateway concept arose around the effort to define standardized metadata sets like the Dublin Core Metadata Element Set. The main conceptual idea is that websites offering information about themselves via standardized metadata and metadata repositories doing the same for a third-party website would create a coherent information space. Such an information space which would be accessible in the future by specialized search engines or agents automatically creating valuable search tools because the intellectually produced but standardized metadata information would provide the necessary foundation for such a task. Actually the idea of the semantic web fostered by Tim Berners-Lee and the W3-consortium is a further development of the original idea of standardized metadata.

Basic outlines of the subject gateway concept were developed in a project funded by the European Union, the DESIRE project. Subject gateways for the whole range of academic disciplines are now in existence in several countries, especially in Europe and Australia, but the discussion in North America about the concept has also begun. The European Renardus project has developed concepts of a meta-search facility for several of these single subject gateways. For the field of history and the humanities in general there are, besides the History Guide, the History online maintained by the Institute of Historical Research in London, HUMBUL, the Humanities Bulletin Board maintained at Oxford University within the Resource Discovery Network (RDN) of the United Kingdom, and AGORA maintained at the University of Lund in Sweden.<sup>7</sup>

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<sup>5</sup> <<http://www.w3.org/vl/>>

<sup>6</sup> <<http://www.ukans.edu/history/VL/>>

<sup>7</sup> For references to these websites see part C.



## **B The Producer's View - Documentation of the History Guide**

The second part of the documentation addresses the producer's view. It will be of use for those who intend to participate in the History Guide either by adding metadata of Internet resources to the database of the History Guide or by building up their own database which could then be included in the meta-search facility of the History Guide. Moreover, it may be of some interest for those historians and information professionals who intend to create subject gateways or qualified virtual libraries of their own or who are already engaged with such tasks.

It is beyond any doubt that it will be necessary for any professional cooperative effort of giving access to third-party web resources to have a set of agreed rules, criteria, and objectives on how to select, evaluate, and describe Internet resources of value to scholars. The following topics have to be discussed:

- First of all a common concept has to be established of how an Internet resource like a subject specific website can be defined and characterized (chapter 2).
- Second comes the selection and evaluation process. The main formal steps and content criteria applied in the selection process will be documented (chapter 3).
- The third step after the decision to add a resource to the History Guide is to produce a standardized formal description, i.e., to create a webliographic metadata record. The metadata format used for the History Guide is based on the Dublin Core Metadata Element Set. A detailed application profile will be provided which includes a basic set of rules on how the content of the different categories has to be described in a formally consistent way (chapter 4).
- After the formal description of a resource, the indexing process has to be described. For the History Guide several different forms of subject classification are applied. These will be briefly outlined (chapter 5).
- Nearly as important as continuously enlarging the metadata database is the work of maintaining its currency and correctness. Thus, a basic workflow process has to be defined to support this task (chapter 6).
- A brief description of the technology of the History Guide completes this part of the documentation (chapter 7).

### **1 Introduction: scope and conceptual approach of the History Guide**

The main scope and content of the History Guide is described in part A, chapter 1. To avoid unnecessary repetition, anyone who is not familiar with the basic scope of the History Guide is invited to read the mentioned chapter before starting to dig into part B of the documentation.

What shall be emphasized in this second part of the documentation is cooperation. The History Guide takes part in several projects with the overall purpose to create an infrastructure for guaranteeing long-term access to scholarly relevant web resources. This infrastructure shall give every participant the opportunity to develop his own expertise and local scope within a broader framework of mutual cooperating subject gateways. It goes without saying that for such a goal there are at least two suppositions necessary: To disclose quite clearly the principal framework and policy of the own approach, and to formalize and standardize it as far as possible. Then, as outlined above, every cooperative effort needs standardization in order to make parallel search and retrieval of distributed databases possible or to allow any form of effective sharing of records.

Standardization cannot be restricted to the format of metadata records. Rules on evaluating and describing web resources are also indispensable. In contrast to what is the case for the format of

webliographic records, such rules and criteria can never have the same degree of formal standardization. Nevertheless, the basic approach of the History Guide concerning these topics shall be described. It is not the intention to provide a complete discussion or description of these questions, and it would probably be not possible to undertake such an effort at the present state of the topic. But a first approach shall be undertaken to outline all aspects necessary to produce webliographic records of third-party web resources of value for scholarly information needs using the example of the History Guide. By this way a platform for further discussion shall be provided for every historian or research library or institution interested in any form of mutual cooperation.

## **2 Defining and characterizing subject specific websites**

In contrast to the world of printed books where the definition of the different existing bibliographic forms of items (monographs, articles) are no longer subject to discussion, there still does not exist a common characterization of the different forms of web resources. It is thus necessary to define some basic criteria to reach a common understanding what Internet resources or subject-specific websites really are. Such a common understanding is essential in order to be able to provide descriptions of websites which are as exact and standardized as possible.

Internet resources comprise different forms of information, and it is simply not possible to give a single definition for all of them. For the purpose of this documentation it is sufficient to concentrate on resources accessible via the web, i.e., resources which have a unique address (URI) and are accessible via a http-request. Secondly, such web resources have to have a definable content.

From a technical point of view a subject specific website consists of a web page accessible via an http-request. This web page may consist either of several static files or of a file produced dynamically by a program. In both cases the web page or the program are stored on a web server, and usually, though not necessarily, they are interlinked with other web pages on the same server.

For the characterization of a subject-specific website it is therefore possible to distinguish between web pages, subject-specific web sub-sites, subject-specific websites, and web server.

- A web page is accessible via an http-request, it has a concrete URL, and may consist of several different files. Looking at web pages from a content-oriented point of view, a web page may be a single document such as an article, a working paper, a list of links to thematically related sites contained in one web page etc..
- A subject-specific web sub-site consists of several interlinked web pages which are accessible via one clearly identifiable home page that share the same content. A subject-specific web sub-site is part of a larger subject-specific website.
- A subject-specific website consists of several interlinked web pages which are accessible via one clearly identifiable home page sharing the same content. It may comprise several sub-sites with their own home pages which share a common and defined subject with the main website.
- A web server is the technical base for storing and giving access to web pages which constitute subject-specific websites and subject-specific web sub-sites.

For webliographic descriptions one can distinguish three different levels: the web page, the web sub-site, the website. In principle it could make sense to produce metadata for all three levels; in reality it might be rather difficult to include single web pages in such a task simply due to the large amount of existing web pages. But in any case the level of the webliographic description should be indicated in the metadata record. The metadata of the History Guide usually describe websites and web sub-sites, and not single web pages (with some exceptions as always).

Subject-specific websites and subject-specific web sub-sites which could be of relevance for the scope of the History Guide can be:

- the home pages of institutions and organizations
- discussion lists
- encyclopedic or factual information sites
- annotated lists of links, virtual libraries, or subject gateways
- bibliographical databases or lists of literature
- electronic journals
- electronic books
- collections of available digital primary source material which can comprise either digitized source material as working papers or similar material
- collections of available digital secondary material independent of a publication's being in print.

It is important to recognize that a website will never be characterizable in the same way and with the same clear outline as a printed object. This has two main reasons: A subject-specific website can include different materials at the same time. An electronic journal concerning a specific topic can, for example, also give access to a bibliographical database or can host an e-mail discussion list together with other information or source material. It is therefore not always possible to apply such categorizations strictly to an existing website. And, as a second reason, the possibility of linking to other sub-sites of the site as well as to other remote websites makes it sometimes difficult to recognize exactly the limits of a specific site. In describing and characterizing a website it is thus important to describe the actual relations of a sub-site to other sites within one thematic site in order to recognize the structure of relations a site described by a metadata record is placed within. Sometimes it is necessary to produce several metadata records for a subject-specific website as well as for some of its subsites.

### **3 Selection and evaluation of subject-specific websites**

The issue of the selection and evaluation of subject-specific websites is rather complex due to different aspects which one has to keep in mind in evaluating and reviewing a website. Meanwhile, there are several subject gateways and a lot of articles on the web offering more or less refined lists of criteria on how to evaluate web resources. Nevertheless, there does not yet exist an in-depth analysis of all facets of the subject. Therefore some of the issues of the topic shall be briefly addressed before discussing a list of some of the basic criteria for selecting and evaluating websites for the History Guide. These short remarks are not intending to be an exhaustive discussion of the topic. They shall only give a glimpse of the difficulties one has to face in selecting web resources and, moreover, throw some light on the topic from the specific view of the History Guide as a subject gateway maintained by a research library.

Before beginning with this discussion it shall be emphasized that every evaluation process of scholarly web resources can never be totally formalized. Such a process will necessarily remain a subjective matter to a certain degree. What can be done is to analyze the selection process and to break it down into its most important steps in order to reach a certain formalization of the selection process itself. Furthermore, the basic criteria which will be important for the evaluation of a website can be listed.

In evaluating web resources from a scholarly point of view one has first of all to distinguish between two different modes: A webliographic mode and a review mode. The review mode aims at an in-depth analysis of single websites of scholarly relevance and is comparable to reviews of monographs. A reviewer usually has to receive and read the web pages of a website in total in order to be able to

reach a well-founded judgement. The focus of such a review is on content and scholarly methodology, but layout of a site and technical standards may also be part of the reviewer's critical responsibility. The main goal of reviewing websites is to assess the value of single websites for scholarly teaching or research in specific fields. The goal of the webliographic mode, on the other hand, is to define an information space for a defined subject area consisting of websites of value for scholars. In this case the content of a subject-specific website will only be evaluated with respect to its principal scholarly value. The main focus of the webliographic approach is to create an overview of a subject-specific website for a specific academic field. How comprehensive this overview will be depends on the scope of the webliographic approach. The main problem of the webliographic approach is the web's missing infrastructure for defining scholarly information spaces for historians. For printed resources, scholarly organizations and publishers are building such an infrastructure by defining secondary criteria which allows a rather easy assignment of monographs and articles to a scholarly information space. Because the web fosters individual publishing in a manner unseen until now, this infrastructure of secondary criteria is largely missing. So, to arrive at the decision that a subject-specific website is of significant value for scholarly research is often - though not always - for the time being much more difficult than to do the same for a printed scholarly monograph or serial.

In addition to this problem the media itself has its own difficulties. One of the specific problems of the website as a new medium is to get an overview about a site and especially the amount of information it provides. In contrast to a printed book, a website does not reveal its size at first glance. And even if the authors do give information concerning the amount of documents or records the site comprises, there remains a level of abstraction a printed book as an object never has. What the media - at least until now - have not changed are the methodological standards of the historical science. Even if one can find rather often the argument that the web changes the criteria of evaluating information sources, this is not really true with respect to the content and the methodological standards of the discipline. The methodological standards for an edition of primary source material are not affected by the technical form of the medium. What *has* changed are the possibilities of presenting the material, of creating new search opportunities, etc. This may have consequences for the discipline in the long run, but nowadays they are not exactly recognizable.

Actually these basic problems are not really solvable by an individual subject gateway like the History Guide. Nevertheless, one has to keep in mind both what in selecting and evaluating Internet resources can be approached in a defined and systematic way and what has to be solved by developing general infrastructural standards. What can be approached is the process of selecting Internet resources; and what can also be approached in a more or less systematic way is the evaluation according to secondary criteria for websites. Thus, these two processes shall be described.

### **3.1 The process of selecting and evaluating websites**

The History Guide gives access to third-party websites of value for teaching and research on a scholarly level for historians. This is the first and underlying purpose of the selection process. Of value for teaching and research are sites consciously created by professional historians or maintained by research institutions for academic purposes. It can sometimes include public history sites which fail to meet these academic criteria but which contain material of interest for historians as primary sources like editions of letters, diaries, autobiographies, etc. Excluded are sites which could be of use as source material for contemporary history like websites of political parties or other political organizations unless they contain material about the history per se of a party or organization. In any case, sites of political extremists and their organizations are not included even if they are of interest as source material for any researcher working in this field<sup>8</sup>.

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<sup>8</sup> There is no doubt that it would be worthwhile to archive such sites for scholarly purposes, but such a goal is beyond the scope of the History Guide as a subject gateway.

Furthermore, one of the primary goals of the History Guide is to select sites which give direct and immediate and, preferably, free access to primary resources. Thus, sites containing texts, sources or secondary papers, or giving access to bibliographic material, like lists of literature or bibliographical databases, are preferred. Sites providing only links to other sites on the web like Virtual Libraries or Subject Gateways are only selected if they offer a rather comprehensive or carefully selected list of links to their special subject. A further exception are sites of institutions and organizations. In this case it is not always the content of the site that may be of interest but the institution it gives information about.

For the selection process itself it is crucial to understand that it depends on the interrelation of different aspects. These aspects are the scope of the History Guide; the formal type or characterization of a site; and the scope and range of the content of a site. In the end, the decision to produce a metadata record for a site will be made after deciding if a site's form and content meet with the scope of the History Guide.

### **3.1.1 Scope**

Of course, the History Guide itself cannot cover the field of history in its totality. It has a more specific scope, which can be explained according to a subject classification of history. Within this classification one can distinguish several levels. For the History Guide we distinguish roughly three levels:

1. Comprehensive level: All sites which meet the basic criteria of scholarly relevance and providing access to primary material in one form or another will be recorded even if they focus on a very specific topic or comprise only a limited amount of material.
2. Selective level: Only some sites which are of a general interest for scholarly historians and which cover a broader subject range or give access to further sites and material will be recorded.
3. Basic level: Only sites which gives access to further information like Virtual Libraries or which deal with a topic in a very general way will be recorded.

These different levels are applied according a broad classification of the field of history.

Historiography and theory of history (selective level)

Auxiliary sciences (selective level)

World history (selective level)

History of the discoveries

History of World Wars One and Two

Ancient History (basic level)

History of Europe (selective level)

Germany, Austria and, Switzerland (selective level; comprehensive level by BSB)

History of Eastern Europe, the Balkan States, Greece, and Turkey (basic level)

History of Scandinavia (basic level)

History of the Netherlands, Belgium, and Luxembourg (basic level)

History of Great Britain and Ireland (comprehensive level)

History of France (basic level; comprehensive level by BSB)

History of Spain and Portugal (basic level)

History of Italy (basic level; comprehensive level by BSB)

History of Asia (basic level)

History of the Americas (comprehensive level)

History of Canada (comprehensive level)

History of the United States (comprehensive level)  
History of Latin America (basic level)  
History of Africa (basic level)  
History of Australia and New Zealand (comprehensive level)  
History of the Jewish People (basic level)

The first step in the selection process is therefore to define the level a website fits according to the subject classification.

### **3.1.2 Formal type**

The next step is to define the formal type of a site. For this purpose a range of nearly one hundred codes are available which are divided into four broader classes (according to our source type code list):

1. Sites of information providers (institutional sites)
2. Encyclopedic sites
3. Bibliographic and webliographic sites
4. Primary information sites

To apply a formal type code to a website is useful because the evaluation of the content of a website depends partly on this categorization.

### **3.1.3 The webliographic evaluation**

A webliographic evaluation does not end up in a detailed review of a site but in checking the site against a list of several criteria. During the years just past, several lists of criteria for evaluating websites have been developed and some of them have been rather lengthy, detailed, and sophisticated. These contributions are helpful but not always applicable in everyday work in building up a subject gateway. Moreover, nearly all of these lists of criteria can be reduced to three or four broader sections and these sections could then be subdivided, if someone is interested in more detailed lists. For the purpose of the webliographic evaluation for the History Guide, four sections are defined:

1. Content and goal/mission
2. Context
3. Formal criteria
4. Technical criteria

#### **3.1.3.1 Content and goal/mission**

The most important criteria are without any doubt those regarding the content. What one has to keep in mind is that the value of contents relates directly to the formal type of a site. A bibliographical database, a list of links, an electronic journal, a single electronic monograph, or a collection of primary source material all provide very different forms of content information for an historian. So, the more superficial webliographic evaluation of the content has to limit itself on more formal aspects like the range, i.e., the amount of content a site provides and the value for a specific topic. It is not possible to

define exact limits for the amount of primary information, like the number of records in a database or the number of sources in a source collection. Of course, a site with a large number of items will be evaluated more positively than one with only a very small number. But in general, in evaluating the content one has to look more at the relation of the value of the content to its specific topic. A site providing access to a small range of digitized sources which are available only via this specific subject site can be more helpful and important than a site containing a lot of well-known material that is known also accessible by other means. What will not be evaluated is the scholarly and methodological quality of the content itself as far as its general usability for scholarly purposes, since this is taken for granted.

To sum up: The evaluation of the content will primarily keep in mind the general usefulness for scholarly purposes of a site. This is the basic premise.

The narrower evaluation depends partly on the formal type of a site.

- The content for institutional websites is the information about an institution or organization. Therefore it is not the content quality of the site but the importance of an institution for the academic discipline that is decisive in this case.
- Factual reference sites have to provide accurate and precise information. Secondly, the amount of information has to be evaluated.
- Bibliographical sites and virtual libraries: The evaluation has to consider the amount of data (bibliographic records or number of links) in relation to the topical range.
- Primary information sites: The evaluation has to consider the amount of data (number of texts, articles, or primary source material) in relation to the topical range. Furthermore, in this case the methodological standards of source editions are another criteria for quality.

Besides the content, one has to look at the goal of a site. What is the target audience and what is the purpose of a site?

### 3.1.3.2 Context

For a quick assessment of a site, sometimes the context criteria are nearly as important as the content itself. The webliographic evaluation of the content has to be superficial. This automatically leads to relying more on context criteria because it is much easier and quicker to determine their rank this way. The two most important context criteria are the authors or creators of the content of a site and the publisher. If a site is hosted at a well-known scholarly institution, there seems to be some guarantee that, first of all, it will be maintained for a certain period and be thus accessible in the future; and, secondly, the content will also have a certain quality. There is, of course, no guarantee for the last assumption, particularly since an institution hosting a website is not comparable with a publisher. But lacking other secondary context criteria one has to fall back on these one.

So, one has to check:

- the authors, editors, or, to be more general, the persons responsible for creating and maintaining a site.
- the rank of institutions or organizations responsible for content or technical distribution of a site.

Context criteria will be an important addition in evaluating the overall value of a site. Furthermore, they are important in assessing the chances of the future maintenance and accessibility of a site. But, one has to keep in mind that sites created and organized by individual historians outside of institutional contexts which do not meet these context criteria may provide interesting and relevant content.

### 3.1.3.3 Formal criteria

Under the formal criteria, there can be included a range of several rather independent aspects like currency, number of backlinks, layout and navigational structure.

- Currency refers to how up-to-date a site is. This is, of course, an important aspect if a site has a dynamic character like a continuing e-journal or a bibliographic database.
- The number of backlinks is not really a “hard” criteria due to the deficiencies of the large search engines, but in some cases it can give an impression of how popular a site is within the scientific community.
- Layout and navigational structure reveals a lot about the technical professionalism of the creators of a site. Important criteria in this context are the availability of "imprint information," i.e., if it is possible to use just one or two clicks to get all information about the subject, the scope of a site and its creators, and the responsible institution hosting the website on its server. Additionally it is useful to have an information page which documents the size and the structure of the site. And for an easy navigation a local index or a local search engine are useful instruments, but in every case the question which tools should be implemented depends from the specific purpose and concept of the site.

Formal criteria provide additional information about a site, but they do not have the same value as content and context criteria. If a site provides important content, it may be registered even if its navigational structure or layout may be rather imperfect.

### 3.1.3.4 Technical criteria

The technical criteria indicate if a site complies with the current standards of the web, especially the standards and rules proposed by the World Wide Web Consortium. Two different areas have to be considered:

- The format of the files of the web pages. Because most of the content information of relevance for a historian is based on texts, it is important to see if text files are stored in a standard format like XML or SGML or in simple HTML; or if other file formats like Postscript, PDF or specific word processing file formats are used. The same criteria can be applied to image data.
- The standards for interfaces of database applications.

## 3.2 The decision to create a metadata record for a subject specific site

After the evaluation of the content, the final decision can be made as to whether or not a website will be recorded for the History Guide. An evaluation is especially of importance if a website belongs to a topic which is not part of the main scope of the History Guide.

To sum up the most important steps in the selection process:

1. First of all, the subject of a site has to be checked against the scope of the History Guide. If the theme does not apply to the comprehensive level, the content has to be evaluated more carefully.
2. The second step is to define the formal type.
3. The next step is to look a bit more carefully at the content of a website as well as at context, and formal and technical criteria.

4. The last task is to interrelate these three steps.

If the topic of a site does not comply with the comprehensive level, it will be decisive for the selection decision that the content of the site has a rather broad approach and provides direct access to information. Sites of the formal type 3 (bibliographic and webliographic sites) will be included only if they provide comprehensive access to their subject. Sites of the formal type 1 (institutions, organizations) will only be included in a selective way according to their rank.

If the topic of a site *does* comply with the comprehensive level, all sites of formal type 1, 2, and 4 will be included as far as the content and context criteria are met. Only sites providing only selective and specialized link lists will be rejected.

In general, as the description of the main criteria has revealed, there will remain a partial subjectivity in any webliographic evaluation. The process of selecting and evaluating as described above provide an instrument of formalizing. Nevertheless, any decision will be based to a certain degree on personal and subjective opinions in the end. In this respect the process of building up a subject gateway and giving access to third-party websites is absolutely similar to the building of a collection of printed books in a research library.

And, at least, one has to put stress on the fact that scholarly publishing on the web is in the beginning, especially in the humanities. This results sometimes in the publishing of subject specific websites by historians which may be useful but, nevertheless, lack the scholarly qualities of publications in print. One can recognize that the majority of the high-quality websites in the field of history are still information sites, sites publishing factual or primary source material or bibliographic or webliographic information. The subject-specific website as a medium of publishing the results of a long research process comparable to the classic scholarly monograph is still a promise of the future.

#### **4 Formal and standardized description of subject-specific websites**

The formal description of the websites for the History Guide is based on the Dublin Core Metadata Element Set. In its current state, the Dublin Core provides a set of defined categories, but it does not give a definition of rules defining how to put in the content. A specific application profile of Dublin Core used for the History Guide will therefore be given in this part of the documentation.

#### 4.1 History Guide Data Model (Draft Version)<sup>9</sup>

*Note: In the cataloging rules instead of a blank the underscore \_ is used to better visualize the syntax.*

##### Format of entries:

Element Name	SSG-FI metadata field name
Definition	SSG-FI Definition of metadata field
DB Number	SSG-FI database (Allegro V20) number
Cataloging Rules	History Guide cataloging rules
Form of Obligation	The obligation can be: mandatory (M), strongly recommended (R) or optional (O). Mandatory ensures that some of the elements are always supported. An element with a mandatory obligation must have a value. The strongly recommended and the optional elements should be filled with a value if the information is appropriate to the given resource or provided by a Subject Gateway, but if not, they can be left blank.
Repeatable	Metadata field is repeatable: yes or no
LQ "LANG"	Language Qualifier "LANG": to give information about the language of the content of a metadata field (ISO Code 639, two letter), yes or no
Namespace	dc1.1: Dublin Core Metadata Element Set, Version 1.1 dcterms: Other DCMI elements and Dublin Core Qualifiers dcmitype: DCMI Type Vocabulary [SSG-FI namespace, in preparation]
SSG-FI Coding	SSG-FI Coding
SSG-FI Refinement(s)	SSG-FI Element Refinements: These qualifiers make the meaning of an element narrower or more specific. A refined element shares the meaning of the unqualified element, but with a more restricted scope
SSG-FI Encoding Scheme(s)	SSG-FI Encoding Scheme: These qualifiers identify schemes that aid in the interpretation of an element value. These schemes include controlled vocabularies and formal notations or parsing rules.
DC Coding	Dublin Core Coding, Qualified Dublin Core name
DC Refinement(s)	DC Element Refinements used in SSG-FI: These qualifiers make the meaning of an element narrower or more specific. A refined element shares the meaning of the unqualified element, but with a more restricted scope
DC Encoding Scheme(s)	DC Encoding Scheme: These qualifiers identify schemes that aid in the interpretation of an element value. These schemes include controlled vocabularies and formal notations or parsing rules. A value expressed using an encoding scheme will thus be a token selected from a controlled vocabulary (e.g., a term from a classification system or set of subject headings) or a string formatted in accordance with a formal notation (e.g., "2000-01-01" as the standard expression of a date). If an encoding scheme is not understood by a client or agent, the value may still be useful to a human reader
SSG-FI Comment	SSG-FI comments to this metadata field

<sup>9</sup> This draft version contains the syntax as used by all SSG-FI guides as well as the cataloging rules for the History Guide. It is based on version 0.1 of 'SSG-FI data model („Application Profile")' (by Neuroth/Lepschy, 15.01.2001). A detailed application profile for the SSG-FI guides is currently being developed.

Element Name	<b>Title</b>
Definition	Document name provided by the author, creator, or publisher of the resource
DB Number	#10
Cataloging Rules	<p>For the main title, select the words (heading) that appear on the first page of the resource that is to be cataloged. If there is no appropriate title available on the entry page</p> <p>select the title that appears in the browser's title bar (i.e. the &lt;title&gt; tag in the source code) OR</p> <p>select the title that appears in a meta tag of the source code(&lt;meta name=""&gt;) OR</p> <p>make up a new title (for example by adapting text from the meta tags, from an "About" section or from other descriptive text on the site)</p> <p>If the title is provided in more than one language choose the title that is provided in the same language as the resource (e.g. for a Canadian website in English with both an English and a French title choose the English title). Treat titles in other languages as parallel titles.</p> <p>If the original title of a resource is not significant enough modify the title</p> <p>Use square brackets for new titles and for additions and modifications to original titles (e.g. [History Departments in Germany], History Department [University of Göttingen])</p> <p>If an original title is completely in upper case letters adapt the title to "normal" spelling (first letter capitalized, the following letters in lower case). This does not apply to acronyms or other types of case sensitive text.</p>
Form of Obligation	M
Repeatable	no
LQ "LANG"	no
Namespace	dc1.1
DC Coding	DC.Title

Element Name	<b>Author</b>
Definition	Person(s) responsible for the intellectual content of the document (webmasters are not considered authors).
DB Number	#11
Cataloging Rules	<p>Syntax: [Function/Role of Author]_LastName,_FirstName_&lt;Email&gt;_(Additional Information)</p> <p>Give at least an author name. The email address is optional as well as the function/role of author and additional information. Currently function/role of author is not used.</p> <p>Additional Information: here you can enter the author's place of employment or affiliation to an institution if it differs from entries in categories #13 or #14.</p> <p>Syntax: (Institute,_University,_City,_Country)</p>
Form of Obligation	R
Repeatable	Yes, if there is more than one author, use database fields 11a, 11b and 11c. The maximum is four authors.
LQ "LANG"	no
Namespace	dc1.1
DC Coding	DC.Creator

Element Name	<b>Editor</b>
Definition	Person(s) responsible for collecting and organizing the content of the information a web site contains (webmasters are not considered editors).
DB Number	#12
Cataloging Rules	<p>Syntax: [Function/Role of Editor]_LastName,_FirstName_&lt;Email&gt;_(Additional Information)</p> <p>Give at least an editor name. The email address is optional. Function/role of editor and additional information can be added when needed.</p> <p>Examples for Function/Role of Editor: [Editorial Team] [Curator] [Project Manager] [Editor in Chief] [Photographer] [Project Director] [Editor in Charge] [Associate Editor] [Coordinator] [Team] [Project Coordinator] [Director] [Center Director] [Co-Director]</p> <p>Additional Information: here you can enter the editor's place of employment or affiliation to an institution if it differs from entries in categories #13 or #14.</p> <p>Syntax: (Institute,_University,_City,_Country)</p>
Form of Obligation	R
Repeatable	Yes, if there is more than one editor, use database fields 12a, 12b and 12c. The maximum is four editors.
LQ "LANG"	no
Namespace	dc1.1
DC Coding	DC.Creator

Element Name	<b>Publisher</b>
Definition	Person or institution which is responsible for making the content of a subject-specific website available
DB Number	#13
Cataloging Rules	<p>Syntax: Publisher_(ACRONYM)_-_Publisher_(ACRONYM):_City,_Country Code_(State)_&lt;Email&gt;_&lt;URL&gt;</p> <p>If the publisher is a person the syntax is: LastName,_FirstName</p> <p>For more than one publisher: repeatable in categories 13a, 13b and 13c up to a maximum of four publishers.</p> <p>Within database fields 13 to 13c publisher and acronym can be repeated as often as necessary for denoting parts of a hierarchy from smallest to largest. Example: University Department_(ACRONYM)_-_University of_</p> <p>For the country code use ISO 3166-1  <a href="http://www.din.de/gremien/nas/nabd/iso3166ma/codlstp1/en_listp1.html">http://www.din.de/gremien/nas/nabd/iso3166ma/codlstp1/en_listp1.html</a></p> <p>Use state codes only for the states, provinces, territories of Australia, Canada, and USA.</p>
Form of Obligation	M
Repeatable	yes
LQ "LANG"	-
Namespace	dc1.1
DC Coding	DC.Publisher

Element Name	<b>Distributor</b>
Definition	Person or institution responsible (in technical terms) for operation of the server on which the subject-specific website is stored
DB Number	#14
Cataloging Rules	Syntax: Distributor_(ACRONYM)_-Distributor_(ACRONYM):_City,_Country Code_(State)_<Email>_<URL>  If the distributor is a person the syntax is: LastName,_FirstName Within database field 14 distributor and acronym can be repeated as often as necessary in terms of denoting parts of a hierarchy from smallest to largest. Example: University Department_(ACRONYM)_-University of_ For the country code use ISO 3166-1 ( <a href="http://www.din.de/gremien/nas/nabd/iso3166ma/codlstp1/en_listp1.html">http://www.din.de/gremien/nas/nabd/iso3166ma/codlstp1/en_listp1.html</a> ) Use state codes only for the states, provinces, territories of Australia, Canada, and USA.
Form of Obligation	M
Repeatable	no
LQ "LANG"	-
Namespace	dc1.1
DC Coding	DC.Publisher

Element Name	<b>Type</b>
Definition	The technical form of the medium of a publication.
DB Number	#15
Cataloging Rules	For the History Guide enter here "on" (=online) for all web resources. Other forms like print ("pr") or offline ("off") are actually not applied.
Form of Obligation	M
Repeatable	yes, separated by semicolon in the same database field
DC Coding	DC.Type

Element Name	<b>Language</b>
Definition	Language(s) of document contents
DB Number	#16
Cataloging Rules	ISO 639 two letter language code (see <a href="http://www.oasis-open.org/cover/iso639a.html">http://www.oasis-open.org/cover/iso639a.html</a> )
Form of Obligation	M
Repeatable	yes, separated by semicolon in the same database field
LQ "LANG"	no
Namespace	dcterms
DC Coding	DC.Language
DC Refinement(s)	-
DC Encoding Scheme(s)	RFC 1766

Element Name	<b>Country</b>
Definition	Used to inform about the country in which the resource is published.
DB Number	#17
Cataloging Rules	In most cases defined via the ISO 3166-1 code for the representation of names of countries extended by „II“ for international resources and „EU“ for European resources.  If it is difficult to recognize exactly the regional origins of a publisher use the code of the country which indicates the cultural context of the resource.
Form of Obligation	M
Repeatable	no
LQ "LANG"	-
Namespace	[SSG-FI Metadata Element Set]
SSG-FI Coding	SSG.Country
SSG-FI Encoding Scheme(s)	ISO 3166-1
SSG-FI Comment	Extended by „II“ for international resources and „EU“ for European resources

Element Name	<b>Format</b>
Definition	Data format(s) of resource.
DB Number	#18
Cataloging Rules	choose from the MIME type list (see <a href="http://www.isi.edu/in-notes/iana/assignments/media-types/media-types">http://www.isi.edu/in-notes/iana/assignments/media-types/media-types</a> )
Form of Obligation	M
Repeatable	yes, separated by semicolon in the same database field
LQ "LANG"	-
Namespace	dc1.1
DC Coding	DC.Format
SSG-FI Comment	This is to inform users on hardware and software needed to view documents and to estimate download times.

Element Name	<b>Keywords (1)</b>
Definition	Free descriptor terms describing the content of the resource.
DB Number	#19d, #19e
Cataloging Rules	In this field free keywords are applied. Give keywords in the following order for country (region, place), personal name, subject term, time period. Use keywords in singular; for person names the syntax is: LastName,_FirstName Put English keywords in #19e, German keywords in #19d
Form of Obligation	M
Repeatable	yes, separated by semicolon in the same database field
LQ "LANG"	yes
Namespace	dc1.1
DC Coding	DC.Subject

Element Name	<b>Keywords (2)</b>
Definition	Descriptor terms from controlled vocabulary describing the content of the resource.
DB Number	#19a
Cataloging Rules	As controlled vocabulary the Library of Congress Subject Headings (LCSH) are applied. Put LCSH in #19a; when building LCSH strings end each string with "--Web sites."
Form of Obligation	R
Repeatable	yes, separated by semicolon in the same database field
LQ "LANG"	yes
Namespace	dcterms
DC Coding	DC.Subject
DC Encoding Scheme(s)	LCSH

Element Name	<b>Description</b>
Definition	Brief abstract describing the content of the resource
DB Number	#20
Cataloging Rules	<p>Take the description from</p> <ol style="list-style-type: none"> <li>1. the source code (in the description tag) of the resource to be cataloged,</li> <li>2. a description somewhere on the pages of the resource to be cataloged,</li> <li>3. a third party (e.g. from the Scout Report), or</li> <li>4. Formulate your own description.</li> </ol> <p>Preferably use option 1, if this option is not available follow the hierarchy down and take the next best option. Only create your own description if the other three options are not available/not applicable.</p> <p>Each cited description must be marked as a citation (in quotation marks), if it is a third party citation add creator and URL of the citation in round brackets.</p>
Form of Obligation	M
Repeatable	yes, in case of more than one description, use 20a, 20b etc.
LQ "LANG"	yes
Namespace	dc1.1
DC Coding	DC.Description

Element Name	<b>URL</b>
Definition	Uniform Resource Locator: identifier for resource
DB Number	#21
Cataloging Rules	Copy the URL of the resource to be described from your web browser's location toolbar (address toolbar)
Form of Obligation	M
LQ "LANG"	no
Namespace	dc1.1
DC Coding	DC.Identifier
DC Encoding Scheme(s)	URI

Element Name	<b>ISSN/ISBN</b>
Definition	International Standard Series Number / International Standard Book Number
DB Number	#22 for ISBN, #23 for ISSN
Cataloging Rules	Enter the appropriate number in database field #22 for ISBN, in database field #23 for ISSN. Usually used for electronic journals which have an ISSN.
Form of Obligation	M (if applicable)
Repeatable	no
LQ "LANG"	no
Namespace	dcterms
SSG-FI Encoding Scheme(s)	ISSN/ISBN
DC Coding	DC.Identifier

Element Name	<b>Mirror</b>
Definition	URL of the mirror sites.
DB Number	#25
Cataloging Rules	Enter URL of mirror site.
Form of Obligation	O
Repeatable	yes
LQ "LANG"	no
Namespace	dc1.1
DC Coding	DC.Identifier
DC Encoding Scheme(s)	URI

Element Name	<b>Derived from</b>
Definition	Relation between online/off-line and printed resources.
DB Number	#26
Cataloging Rules	Enter the bibliographical data of the original version according to ISBD of a printed version upon which the online resource is based.
Form of Obligation	O
Repeatable	no
LQ "LANG"	no
SSG-FI Refinement(s)	IsBasedOn
DC Coding	DC.Relation
DC Encoding Scheme(s)	URI

Element Name	<b>Contained in</b>
Definition	Web site into which the information is integrated as a sub-site.
DB Number	#27
Cataloging Rules	Enter title and URL of the next largest/highest subject-specific web site into

	<p>which the resource to be cataloged is integrated, i.e. name the larger subject-specific website that contains this resource as a sub-site.</p> <p>An example for a larger website would be the American Memory website of the Library of Congress with all of its individual collections being sub-sites of the American Memory website.</p> <p>Syntax: Title of next largest/highest web site_&lt;URL&gt;</p>
Form of Obligation	O
Repeatable	no
LQ "LANG"	no
Namespace	dcterms
DC Coding	DC.Relation
DC Refinement(s)	IsPartOf
DC Encoding Scheme(s)	URI

Element Name	<b>Archived by</b>
Definition	Institution which archives the resource.
DB Number	#28
Cataloging Rules	<p>Enter name of archiving institution and (if known) the URL of the archived exemplar.</p> <p>Syntax: Institution_&lt;URL of archived exemplar&gt;</p>
Form of Obligation	O
Repeatable	no
LQ "LANG"	no
Namespace	[SSG-FI namespace]
SSG-FI Coding	SSG.Archive

Element Name	<b>Source Type</b>
Definition	Controlled list of vocabulary to describe the formal type of the subject-specific web site (e.g. database, journal, bibliography etc.).
DB Number	#29
Cataloging Rules	Enter the appropriate source type keys from the Source Type Catalog (see chapter 5.2). Usually not more than 3 entries.
Form of Obligation	M
Repeatable	yes, separated by semicolon in the same database field
LQ "LANG"	no
Namespace	[SSG-FI namespace]
SSG-FI Coding	SSG.Formal
SSG-FI Encoding Scheme(s)	SSG-FI Type Vocabulary

Element Name	<b>Subject Class</b>
Definition	Caption(s) of a classification system.
DB Number	#40
Cataloging Rules	Do not enter anything here: the database system will automatically fill in the caption(s) of the Göttingen Online Classification (Göttinger Online-Klassifikation (GOK)). For information on the Göttingen Online Classification see chapter 5.1.2.
Form of Obligation	M
Repeatable	yes, per encoding scheme separated by semicolon in the same database field
LQ "LANG"	yes
Namespace	dcterms [SSG-FI namespace]
SSG-FI Encoding Scheme(s)	Subject Class
DC Coding	DC.Subject

Element Name	<b>GOK</b>
Definition	Notation(s) of the Göttingen Online Classification (Göttinger Online-Klassifikation (GOK))
DB Number	#41
Cataloging Rules	Enter GOK notation(s), if possible not more than 3 entries. For information on the Göttingen Online Classification see chapter 5.1.2. Example Syntax: PVM 150; PVM 245.
Form of Obligation	M
Repeatable	yes, per encoding scheme separated by semicolon in the same database field
LQ "LANG"	yes
Namespace	dcterms, [SSG-FI namespace]
SSG-FI Encoding Scheme(s)	GOK
DC Coding	DC.Subject

Element Name	<b>DDC</b>
Definition	Notation(s) of the Dewey Decimal Classification (DDC)
DB Number	#42
Cataloging Rules	Enter DDC notation(s) in the following order (without any number building): <ol style="list-style-type: none"> <li>1. Start with a notation from main class 9 (if applicable),</li> <li>2. give a notation from the Historical Periods section of Table 1 (if applicable), e.g.: t1:09045</li> <li>3. always use a notation from the geographic areas section of Table 2, e.g.: t2:79461</li> <li>4. enter a notation that adequately specifies the subject proper of a</li> </ol>

	resource (if necessary) Example syntax: 973.9;_t1:0904;_t2:73;_327 Fore more information see chapter 5.1.3.
Form of Obligation	M
Repeatable	yes, per encoding scheme separated by semicolon in the same database field
LQ "LANG"	yes
Namespace	dcterms
DC Coding	DC.Subject
DC Encoding Scheme(s)	DDC
SSG-FI Comment	For internal use only

Element Name	<b>BK</b>
Definition	Notation(s) of the Basic Classification (Basis-Klassifikation (BK)).
DB Number	#43
Cataloging Rules	Enter BK notation(s), if possible not more than 3 entries. Example syntax: 15.86; 15.87 For more information see chapter 5.1.1.
Form of Obligation	M
Repeatable	yes, per encoding scheme separated by semicolon in the same database field
LQ "LANG"	yes
Namespace	dcterms, [SSG-FI namespace]
SSG-FI Encoding Scheme(s)	BK
DC Coding	DC.Subject

Element Name	<b>Updated</b>
Definition	Last modified date of the resource.
DB Number	#50
Cataloging Rules	Syntax: YYYYMMDD If applicable, otherwise type in: unknown
Form of Obligation	M
Repeatable	no
LQ "LANG"	no
Namespace	dc1.1
DC Coding	DC.Date
DC Encoding Scheme(s)	W3C-DTF (complete date)

Element Name	Course
Definition	Course of publications for periodicals
DB Number	#51
Cataloging Rules	Use for electronic journals only. Examples for entries are annual, semi-annually, quarterly, bimonthly, etc.
Form of Obligation	R
Repeatable	no
LQ "LANG"	no
Namespace	[SSG-FI namespace]
SSG-FI Coding	SSG.Course

Element Name	Temporal Coverage
Definition	Information on the period of time for which an journal is available
DB Number	#52
Cataloging Rules	YYYYMMDD-YYYYMMDD Usually only in use for electronic periodicals
Form of Obligation	R
Repeatable	no
LQ "LANG"	no
Namespace	dc1.1
DC Coding	DC.Coverage.Time
DC Refinement(s)	Time
DC Encoding Scheme(s)	DCMI Period

Element Name	Availability
Definition	Information about the availability of the resource like access and restriction (e.g. costs, software requirements, subscription rates etc.)
DB Number	#60 (access) #61 (restriction) #62 (remarks)
Cataloging Rules	#60 (access): „free“ in case the resource is available without any access conditions #61 (restriction): „none“ in case the resource is available without any restrictions #62 (remarks): free text
Form of Obligation	M
Repeatable	no
LQ "LANG"	no
Namespace	dc1.1 [SSG-FI namespace]
SSG-FI Refinement(s)	Access Restriction

	Remarks
SSG-FI Encoding Scheme(s)	see cataloging rules („free“, „none“)
DC Coding	DC.Rights

Element Name	Evaluation
Definition	Evaluation of the resource regarding content, clarity, indexing, relevant links and level.
DB Number	#70 (content) #71 (clarity) #72 (index) #73 (relevant links) #74 (level)
Cataloging Rules	Content: Rating regarding the scholarly relevance, the scope of information, and analytical depth (superficial or exhaustive coverage). Put in a rating from one to three stars. Clarity: Rating regarding clarity, layout, and form in which the information is presented. Put in a rating from one to three stars. Index: Rating regarding structure and indexing of resource (table of contents, index, site map, local search engine). Put in a rating from one to three stars. Relevant Links: Rating regarding number and relevance of links to similar and related topics. Put in a rating from one to three stars; enter a dash for no links. Level: Scholarly level on which the topic is treated (Put in as rating: popular; undergraduate; graduate; professional and all kinds of combinations).
Form of Obligation	M (for all refinements)
Repeatable	no
LQ "LANG"	no
Namespace	[SSG-FI namespace]
SSG-FI Coding	SSG.Evaluation
SSG-FI Refinement(s)	Content Clarity Index Links Level
SSG-FI Encoding Scheme(s)	See cataloging rules
SSG-FI Comment	Internal use only

Element Name	Size
Definition	Number of entries, links or documents integrated into site or in database
DB Number	#80
Cataloging Rules	Put in quantitative information a web site is providing about its contents via its homepage. Can be left blank if no information is provided by the server.

	Syntax: about „x“ ( round off or round up) units of measurement (e.g. entries of database, number of files, size in Kbyte etc.).
Form of Obligation	R
Repeatable	no
LQ "LANG"	no
SSG-FI Coding	SSG.Size
SSG-FI Refinement(s)	[SSG-FI namespace]

Element Name	<b>Backlinks</b>
Definition	Number of backlinks to this site from other websites
DB Number	#82
Cataloging Rules	Enter the number of backlinks. Use the SSG-FI tool for a backlink check (done via the backlink search options of AltaVista).
Form of Obligation	R
Repeatable	no
LQ "LANG"	no
SSG-FI Coding	SSG.Backlinks
SSG-FI Refinement(s)	[SSG-FI namespace]
SSG-FI Comment	The number of backlinks is determined using general search engines such as AltaVista.

Element Name	<b>Notes</b>
Definition	Further notes about a site.
DB Number	#90
Cataloging Rules	Enter any information about a site which cannot be expressed by one of the other elements of a metadata record. If a resource has moved from one URL to another this should also be documented here with the following Syntax: Former URL:_URL
Form of Obligation	O, for Former URLs R
Repeatable	no
LQ "LANG"	no
Namespace	[SSG-FI namespace]
SSG-FI Coding	SSG.Notes

Element Name	<b>Timestamp</b>
Definition	Timestamp: Date on which the SSG-FI record was created, or on which it has last been revisited by SSG-FI
DB Number	#91
Cataloging Rules	Syntax: YYYYMMDD
Form of Obligation	M
Repeatable	no

LQ "LANG"	no
Namespace	[SSG-FI namespace]
SSG-FI Coding	SSG.Timestamp
DC Encoding Scheme(s)	W3C-DTF (complete date)

Element Name	Review
Definition	Code indicating that a resource has been revisited and its metadata record has been checked.
DB Number	#92
Cataloging Rules	Fill in this database field if you have revisited an already catalogued resource and have checked that its metadata record is up to date. Also change the timestamp (in database field #91) accordingly to the date of your visit/check. Syntax: RV
Form of Obligation	M (if applicable)
Repeatable	no
LQ "LANG"	no
SSG-FI Comment	Internal category. Metadata records of recently revisited websites are marked with a "Revisited!" logo to indicate that it has been checked.

Element Name	Comments
Definition	Internal comments about a site.
DB Number	#93
Cataloging Rules	Enter free text. This category is used for internal comments only
Form of Obligation	O
Repeatable	no
LQ "LANG"	no
SSG-FI Comment	internal category

Element Name	Status
Definition	Internal codes indicating the status of a metadata record.
DB Number	#94
Cataloging Rules	Enter "stop" if a record is incomplete or should not be made available online for other reasons. Every record with the "stop" missing will be displayed online regardless of its actual status. Enter "ok" if a record should be made available to the public. Possible entries: <ul style="list-style-type: none"> <li>ok (metadata record is complete and can be accessed online)</li> <li>stop (record is stopped and is not available online)</li> <li>stop uv (record is incomplete)</li> <li>stop end (website does not exist anymore)</li> <li>stop and free text (explanation why the record is stopped)</li> </ul> Additionally the metadata creator should enter his/her initials or some other

	abbreviation to indicate who created/edited a metadata record.
Form of Obligation	M
Repeatable	no
LQ "LANG"	no
SSG-FI Comment	Internal category

Element Name	<b>Source</b>
Definition	Organization responsible for the first creation of metadata record
DB Number	#95
Cataloging Rules	The database system will automatically enter "SUB" as the source.
Form of Obligation	M
Repeatable	no
LQ "LANG"	no
SSG-FI Comment	The organization responsible for creation of the metadata record is shown in every full metadata template (Data Source: SUB). The information is not coded.

## 4.2 Tables of language and country codes

### 4.2.1 Country Codes

Country Codes are used according to ISO 3166-1, a two letter code in upper case letters.

#### Country Codes Sorted by Country:

Afghanistan	AF	Brazil	BR	Czechia	CZ
Albania	AL	British Indian Ocean Territory	IO	Denmark	DK
Algeria	DZ	Brunei Darussalam	BN	Djibouti	DJ
American Samoa	AS	Bulgaria	BG	Dominica	DM
Andorra	AD	Burkina Faso	BF	Dominican Republic	DO
Angola	AO	Burundi	BI	East Timor	TP
Anguilla	AI	Cambodia	KH	Ecuador	EC
Antarctica	AQ	Cameroon	CM	Egypt	EG
Antigua and Barbuda	AG	Canada	CA	El Salvador	SV
Argentina	AR	Cape Verde	CV	Equatorial Guinea	GQ
Armenia	AM	Cayman Islands	KY	Eritrea	ER
Aruba	AW	Central African Republic	CF	Estonia	EE
Australia	AU	Chad	TD	Ethiopia	ET
Austria	AT	Chile	CL	European Union (SSG-FI)	EU
Azerbaijan	AZ	China	CN	Falkland Islands (Malvinas)	FK
Bahamas	BS	Christmas Island	CX	Faroe Islands	FO
Bahrain	BH	Cocos (Keeling) Islands	CC	Fiji	FJ
Bangladesh	BD	Colombia	CO	Finland	FI
Barbados	BB	Comoros	KM	France	FR
Belarus	BY	Congo	CG	France, metropolitan	FX
Belgium	BE	Cook Islands	CK	French Guiana	GF
Belize	BZ	Costa Rica	CR	French Polynesia	PF
Benin	BJ	Cote d'Ivoire	CI	French Southern Territories	TF
Bermuda	BM	Croatia (local name: Hrvatska)	HR	Gabon	GA
Bhutan	BT	Cuba	CU	Gambia	GM
Bolivia	BO	Cyprus	CY	Georgia	GE
Bosnia and Herzegovina	BA				
Botswana	BW				
Bouvet Island	BV				

Germany	DE	Mauritania	MR	Somalia	SO
Ghana	GH	Mauritius	MU	South Africa	ZA
Gibraltar	GI	Mayotte	YT	South Georgia and the	GS
Greece	GR	Mexico	MX	South Sandwich	
Greenland	GL	Micronesia, Federated	FM	Islands	
Grenada	GD	States of		Spain	ES
Guadeloupe	GP	Moldova, Republic of	MD	Sri Lanka	LK
Guam	GU	Monaco	MC	St. Helena	SH
Guatemala	GT	Mongolia	MN	St. Pierre and	PM
Guinea	GN	Montserrat	MS	Miquelon	
Guinea-Bissau	GW	Morocco	MA	Sudan	SD
Guyana	GY	Mozambique	MZ	Suriname	SR
Haiti	HT	Myanmar	MM	Svalbard and Jan	SJ
Heard and Mc Donald	HM	Namibia	NA	Mayen Islands	
Islands		Nauru	NR	Swaziland	SZ
Honduras	HN	Nepal	NP	Sweden	SE
Hong Kong	HK	Netherlands	NL	Switzerland	CH
Hungary	HU	Netherlands Antilles	AN	Syrian Arab Republic	SY
Iceland	IS	New Caledonia	NC	Taiwan, Province of	TW
India	IN	New Zealand	NZ	China	
Indonesia	ID	Nicaragua	NI	Tajikistan	TJ
International (SSG-FI)	II	Niger	NE	Tanzania, United	TZ
Iran (Islamic Republic	IR	Nigeria	NG	Republic of	
of)		Niue	NU	Thailand	TH
Iraq	IQ	Norfolk Island	NF	Togo	TG
Ireland	IE	Northern Mariana	MP	Tokelau	TK
Israel	IL	Islands		Tonga	TO
Italy	IT	Norway	NO	Trinidad and Tobago	TT
Jamaica	JM	Oman	OM	Tunisia	TN
Japan	JP	Pakistan	PK	Turkey	TR
Jordan	JO	Palau	PW	Turkmenistan	TM
Kazakhstan	KZ	Panama	PA	Turks and Caicos	TC
Kenya	KE	Papua New Guinea	PG	Islands	
Kiribati	KI	Paraguay	PY	Tuvalu	TV
Korea, Democratic	KP	Peru	PE	Uganda	UG
People's Republic of		Philippines	PH	Ukraine	UA
Korea, Republic of	KR	Pitcairn Islands	PN	United Arab Emirates	AE
Kuwait	KW	Poland	PL	United Kingdom	GB
Kyrgyzstan	KG	Portugal	PT	(UK	
Lao People's	LA	Puerto Rico	PR	)	
Democratic Republic		Qatar	QA	United States	US
Latvia	LV	Reunion	RE	United States Minor	UM
Lebanon	LB	Romania	RO	Outlying Islands	
Lesotho	LS	Russian Federation	RU	Uruguay	UY
Liberia	LR	Rwanda	RW	Uzbekistan	UZ
Libyan Arab	LY	Saint Kitts and Nevis	KN	Vanuatu	VU
Jamahiriya		Saint Lucia	LC	Vatican City State	VA
Liechtenstein	LI	Saint Vincent and the	VC	(Holy See)	
Lithuania	LT	Grenadines		Venezuela	VE
Luxembourg	LU	Samoa	WS	Viet Nam	VN
Macau	MO	San Marino	SM	Virgin Islands (British)	VG
Macedonia, The	MK	Sao Tome and	ST	Virgin Islands (U.S.)	VI
Former Yugoslav		Principe		Wallis and Futuna	WF
Republic of		Saudi Arabia	SA	Islands	
Madagascar	MG	Senegal	SN	Western Sahara	EH
Malawi	MW	Seychelles	SC	Yemen	YE
Malaysia	MY	Sierra Leone	SL	Yugoslavia	YU
Maldives	MV	Singapore	SG	Zaire	ZR
Mali	ML	Slovakia (Slovak	SK	Zambia	ZM
Malta	MT	Republic)		Zimbabwe	ZW
Marshall Islands	MH	Slovenia	SI		
Martinique	MQ	Solomon Islands	SB		

**Country Codes Sorted by Code:**

AD	Andorra	EH	Western Sahara	KN	Saint Kitts And Nevis
AE	United Arab Emirates	ER	Eritrea	KP	Korea, Democratic People's Republic Of
AF	Afghanistan	ES	Spain	KR	Korea, Republic Of
AG	Antigua And Barbuda	ET	Ethiopia	KW	Kuwait
AI	Anguilla	EU	European Union (SSG-FI)	KY	Cayman Islands
AL	Albania	FI	Finland	KZ	Kazakhstan
AM	Armenia	FJ	Fiji	LA	Lao People's Democratic Republic
AN	Netherlands Antilles	FK	Falkland Islands (Malvinas)	LB	Lebanon
AO	Angola	FM	Micronesia, Federated States Of	LC	Saint Lucia
AQ	Antarctica	FO	Faroe Islands	LI	Liechtenstein
AR	Argentina	FR	France	LK	Sri Lanka
AS	American Samoa	FX	France, Metropolitan	LR	Liberia
AT	Austria	GA	Gabon	LS	Lesotho
AU	Australia	GB	United Kingdom (UK)	LT	Lithuania
AW	Aruba	GD	Grenada	LU	Luxembourg
AZ	Azerbaijan	GE	Georgia	LV	Latvia
BA	Bosnia And Herzegowina	GF	French Guiana	LY	Libyan Arab Jamahiriya
BB	Barbados	GH	Ghana	MA	Morocco
BD	Bangladesh	GI	Gibraltar	MC	Monaco
BE	Belgium	GL	Greenland	MD	Moldova, Republic Of
BF	Burkina Faso	GM	Gambia	MG	Madagascar
BG	Bulgaria	GN	Guinea	MH	Marshall Islands
BH	Bahrain	GP	Guadeloupe	MK	Macedonia, The Former Yugoslav Republic Of
BI	Burundi	GQ	Equatorial Guinea	ML	Mali
BJ	Benin	GR	Greece	MM	Myanmar
BM	Bermuda	GS	South Georgia And The South Sandwich Islands	MN	Mongolia
BN	Brunei Darussalam	GT	Guatemala	MO	Macau
BO	Bolivia	GU	Guam	MP	Northern Mariana Islands
BR	Brazil	GW	Guinea-Bissau	MQ	Martinique
BS	Bahamas	GY	Guyana	MR	Mauritania
BT	Bhutan	HK	Hong Kong	MS	Montserrat
BV	Bouvet Island	HM	Heard And Mc Donald Islands	MT	Malta
BW	Botswana	HN	Honduras	MU	Mauritius
BY	Belarus	HR	Croatia (local name: Hrvatska)	MV	Maldives
BZ	Belize	HT	Haiti	MW	Malawi
CA	Canada	HU	Hungary	MX	Mexico
CC	Cocos (Keeling) Islands	ID	Indonesia	MY	Malaysia
CF	Central African Republic	IE	Ireland	MZ	Mozambique
CG	Congo	IL	Israel	NA	Namibia
CH	Switzerland	IN	India	NC	New Caledonia
CI	Cote d'Ivoire	IO	British Indian Ocean Territory	NE	Niger
CK	Cook Islands	IQ	Iraq	NF	Norfolk Island
CL	Chile	IR	Iran (Islamic Republic Of)	NG	Nigeria
CM	Cameroon	IS	Iceland	NI	Nicaragua
CN	China	IT	Italy	NL	Netherlands
CO	Colombia	JM	Jamaica	NO	Norway
CR	Costa Rica	JO	Jordan	NP	Nepal
CU	Cuba	JP	Japan	NR	Nauru
CV	Cape Verde	KE	Kenya	NU	Niue
CX	Christmas Island	KG	Kyrgyzstan	NZ	New Zealand
CY	Cyprus	KH	Cambodia	OM	Oman
CZ	Czech Republic	KI	Kiribati	PA	Panama
DE	Germany	KM	Comoros	PE	Peru
DJ	Djibouti			PF	French Polynesia
DK	Denmark			PG	Papua New Guinea
DM	Dominica			PH	Philippines
DO	Dominican Republic			PK	Pakistan
DZ	Algeria				
EC	Ecuador				
EE	Estonia				
EG	Egypt				

PL	Poland	SO	Somalia	UM	United States Minor
PM	St. Pierre And Miquelon	SR	Suriname		Outlying Islands
PN	Pitcairn	ST	Sao Tome And Principe	US	United States
PR	Puerto Rico	SV	El Salvador	UY	Uruguay
PT	Portugal	SY	Syrian Arab Republic	UZ	Uzbekistan
PW	Palau	SZ	Swaziland	VA	Vatican City State (Holy See)
PY	Paraguay	TC	Turks And Caicos Islands	VC	Saint Vincent And The Grenadines
QA	Qatar	TD	Chad	VE	Venezuela
RE	Reunion	TF	French Southern Territories	VG	Virgin Islands (British)
RO	Romania	TG	Togo	VI	Virgin Islands (U.S.)
RU	Russian Federation	TH	Thailand	VN	Viet Nam
RW	Rwanda	TJ	Tajikistan	VU	Vanuatu
SA	Saudi Arabia	TK	Tokelau	WF	Wallis And Futuna Islands
SB	Solomon Islands	TM	Turkmenistan	WS	Samoa
SC	Seychelles	TN	Tunisia	YE	Yemen
SD	Sudan	TO	Tonga	YT	Mayotte
SE	Sweden	TP	East Timor	YU	Yugoslavia
SG	Singapore	TR	Turkey	ZA	South Africa
SH	St. Helena	TT	Trinidad And Tobago	ZM	Zambia
SI	Slovenia	TV	Tuvalu	ZR	Zaire
SJ	Svalbard And Jan Mayen Islands	TW	Taiwan, Province Of China	ZW	Zimbabwe
SK	Slovakia (Slovak Republic)	TZ	Tanzania, United Republic Of		
SL	Sierra Leone	UA	Ukraine		
SM	San Marino	UG	Uganda		
SN	Senegal				

#### 4.2.2 Language Codes

The language codes are used according to ISO 639-1, a two letter code, in lower case letters.

Language Codes Sorted by Language:

(Afan) Oromo	om	Czech	cs	(former in)	
Abkhazian	ab	Danish	da	Interlingua	ia
Afar	aa	Dutch	nl	Interlingue	ie
Afrikaans	af	English	en	Inupiak	ik
Albanian	sq	Esperanto	eo	Inuktitut	iu
Amharic	am	Estonian	et	(Eskimo)	
Arabic	ar	Faeroese	fo	Irish	ga
Armenian	hy	Fiji	fj	Italian	it
Assamese	as	Finnish	fi	Japanese	ja
Aymara	ay	French	fr	Javanese	jw
Azerbaijani	az	Frisian	fy	Kannada	kn
Bashkir	ba	Galician	gl	Kashmiri	ks
Basque	eu	Georgian	ka	Kazakh	kk
Bengali	bn	German	de	Kinyarwanda	rw
Bhutani	dz	Greek	el	Kirghiz	ky
Bihari	bh	Greenlandic	kl	Kirundi	rn
Bislama	bi	Guarani	gn	Korean	ko
Breton	br	Gujarati	gu	Kurdish	ku
Bulgarian	bg	Hausa	ha	Laothian	lo
Burmese	my	Hebrew (former iw)	he	Latin	la
Byelorussian	be	Hindi	hi	Latvian, Lettish	lv
Cambodian	km	Hungarian	hu	Lingala	ln
Catalan	ca	Icelandic	is	Lithuanian	lt
Chinese	zh	Indonesian	id	Macedonian	mk
Corsican	co			Malagasy	mg
Croatian	hr			Malay	ms

Malayalam	ml
Maltese	mt
Maori	mi
Marathi	mr
Moldavian	mo
Mongolian	mn
Nauru	na
Nepali	ne
Norwegian	no
Occitan	oc
Oriya	or
Pashto, Pushto	ps
Persian	fa
Polish	pl
Portuguese	pt
Punjabi	pa
Quechua	qu
Rhaeto-Romance	rm
Romanian	ro
Russian	ru
Samoan	sm

Sangro	sg
Sanskrit	sa
Scots Gaelic	gd
Serbian	sr
Serbo-Croatian	sh
Sesotho	st
Setswana	tn
Shona	sn
Sindhi	sd
Singhalese	si
Siswati	ss
Slovak	sk
Slovenian	sl
Somali	so
Spanish	es
Sudanese	su
Swahili	sw
Swedish	sv
Tagalog	tl
Tajik	tg
Tamil	ta
Tatar	tt
Tegulu	te
Thai	th
Tibetan	bo

Tigrinya	ti
Tonga	to
Tsonga	ts
Turkish	tr
Turkmen	tk
Twi	tw
Uigur	ug
Ukrainian	uk
Urdu	ur
Uzbek	uz
Vietnamese	vi
Volapuk	vo
Welch	cy
Wolof	wo
Xhosa	xh
Yiddish (former ji)	yi
Yoruba	yo
Zhuang	za
Zulu	zu

## Language Codes Sorted by Code:

aa	Afar
ab	Abkhazian
af	Afrikaans
am	Amharic
ar	Arabic
as	Assamese
ay	Aymara
az	Azerbaijani
ba	Bashkir
be	Byelorussian
bg	Bulgarian
bh	Bihari
bi	Bislama
bn	Bengali
bo	Tibetan
br	Breton
ca	Catalan
co	Corsican
cs	Czech
cy	Welch
da	Danish
de	German
dz	Bhutani
el	Greek
en	English
eo	Esperanto
es	Spanish
et	Estonian
eu	Basque
fa	Persian
fi	Finnish
fj	Fiji
fo	Faeroese
fr	French
fy	Frisian

ga	Irish
gd	Scots Gaelic
gl	Galician
gn	Guarani
gu	Gujarati
ha	Hausa
hi	Hindi
he	Hebrew
hr	Croatian
hu	Hungarian
hy	Armenian
ia	Interlingua
id	Indonesian
ie	Interlingue
ik	Inupiak
in	former Indonesian
is	Icelandic
it	Italian
iu	Inuktitut (Eskimo)
iw	former Hebrew
ja	Japanese
ji	former Yiddish
jw	Javanese
ka	Georgian
kk	Kazakh
kl	Greenlandic
km	Cambodian
kn	Kannada
ko	Korean
ks	Kashmiri
ku	Kurdish
ky	Kirghiz
la	Latin
ln	Lingala

lo	Laothian
lt	Lithuanian
lv	Latvian, Lettish
mg	Malagasy
mi	Maori
mk	Macedonian
ml	Malayalam
mn	Mongolian
mo	Moldavian
mr	Marathi
ms	Malay
mt	Maltese
my	Burmese
na	Nauru
ne	Nepali
nl	Dutch
no	Norwegian
oc	Occitan
om	(Afan) Oromo
or	Oriya
pa	Punjabi
pl	Polish
ps	Pashto, Pushto
pt	Portuguese
qu	Quechua
rm	Rhaeto-Romance
rn	Kirundi
ro	Romanian
ru	Russian
rw	Kinyarwanda
sa	Sanskrit
sd	Sindhi
sg	Sangro
sh	Serbo-Croatian
si	Singhalese

sk	Slovak	tg	Tajik	uz	Uzbek
sl	Slovenian	th	Thai	vi	Vietnamese
sm	Samoan	ti	Tigrinya	vo	Volapuk
sn	Shona	tk	Turkmen	wo	Wolof
so	Somali	tl	Tagalog	xh	Xhosa
sq	Albanian	tn	Setswana	yi	Yiddish
sr	Serbian	to	Tonga	yo	Yoruba
ss	Siswati	tr	Turkish	za	Zhuang
st	Sesotho	ts	Tsonga	zh	Chinese
su	Sudanese	tt	Tatar	zu	Zulu
sv	Swedish	tw	Twi		
sw	Swahili	ug	Uigur		
ta	Tamil	uk	Ukrainian		
te	Tegulu	ur	Urdu		

## 5 Subject and source type classification

For every website recorded in the History Guide several different subject notifications will be given. Even if a user does not have to be aware of these different codes, they are the basis for the different forms he can access and use to retrieve the metadata of the History Guide. The browsing structure of the combined subject and source type catalogue is based on these notations. And the search options of the advanced search interface allow experienced users sophisticated subject searches. Moreover, the subject codes as part of the metadata make it possible to realize meta-searches over several different and distributed databases as far as they are using the same classification codes as the History Guide.

Three different forms of subject classification are applied: several classification codes, source type codes, and subject headings.

### 5.1 Classification codes

Three different classification systems are applied. First of all, there are the notations of the "basic classification," a broad classification system applied in some library cooperatives in Germany and the Netherlands. In addition to the basic classification, the codes of the "Göttingen Online Classification" as well as of the Dewey Decimal Classification provide a much more detailed subject classification.

#### 5.1.1 Basic Classification

The Basic Classification has for the field of history about 90 notations which organize the whole field of history in rather broad categories<sup>10</sup>:

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<sup>10</sup> This is a translated version of main class 15 (History) of the Basic Classification. See [http://www.gbv.de/du/sacher/bk3\\_gbv.shtml#15](http://www.gbv.de/du/sacher/bk3_gbv.shtml#15) for the German version.

- 15.00 History: General
- 15.01 Historiography
- 15.03 Theory of History; Methods and Techniques of the Historical Sciences
- 15.04 History: Teaching, Professions, Organizations
- 15.06 Political History
- 15.07 Cultural History
- 15.08 Social History
- 15.09 Economic History
- 15.10 Auxiliary Sciences
- 15.11 Chronology
- 15.12 Genealogy, Heraldry
- 15.13 Numismatics, Sphragistics
- 15.14 Diplomatics, Epigraphy
- 15.15 Archaeology
- 15.16 Oriental Archaeology, Christian Archaeology
- 15.17 Classic Archaeology
- 15.18 Medieval Archaeology, Modern Archaeology
- 15.19 Prehistory
- 15.20 World History
- 15.21 History of World Empires
- 15.22 History of the Discoveries
- 15.23 World War I
- 15.24 World War II
- 15.25 Ancient History
- 15.26 Ancient Middle East and North Africa
- 15.27 Greek World
- 15.28 Roman World
- 15.29 Byzantine Empire
- 15.30 History of Europe: Middle Ages and Modern Period: General
- 15.31 Early Middle Ages
- 15.32 Frankish Kingdom
- 15.33 High and Late Middle Ages
- 15.34 History of Europe 1492-1789
- 15.35 History of Europe 1789-1815
- 15.36 History of Europe 1815-1914
- 15.37 History of Europe 1914-1945
- 15.38 History of Europe after 1945
- 15.40 History of Germany: General
- 15.41 History of Germany until 1499
- 15.42 History of Germany 1500-1800
- 15.43 History of Germany 19th and 20th Centuries
- 15.45 History of the German Territories and Towns: General
- 15.46 Brandenburg, Preußen, Berlin (Brandenburg, Prussia, Berlin)
- 15.47 Mecklenburg-Vorpommern, Pommern (Mecklenburg-Western Pomerania, Pomerania)
- 15.48 Sachsen, Sachsen-Anhalt, Thüringen (Saxony, Saxony-Anhalt, Thuringia)
- 15.49 Eastern Middle Europe
- 15.50 Schleswig-Holstein, Lübeck, Hamburg
- 15.51 Niedersachsen, Bremen (Lower Saxony, Bremen)
- 15.52 Hessen (Hesse)
- 15.53 Nordrhein-Westfalen (North Rhine-Westphalia)
- 15.54 Rheinland-Pfalz, Saarland (Rhineland-Palatinate, Saarland)
- 15.55 Baden-Württemberg
- 15.56 Bayern (Bavaria)
- 15.60 Switzerland, Austria
- 15.61 Czechia, Slovakia, Hungary
- 15.62 Scandinavia, Northern Europe
- 15.63 Belgium, Netherlands, Luxemburg
- 15.64 Great Britain, Ireland
- 15.65 France
- 15.66 Spain, Portugal
- 15.67 Italy
- 15.68 Turkey
- 15.69 Greece
- 15.70 Balkan States
- 15.71 Eastern Europe
- 15.72 Poland
- 15.73 Baltic States
- 15.74 Russia
- 15.75 Asia: General
- 15.76 Near and Middle East
- 15.77 India
- 15.78 South East Asia
- 15.79 China
- 15.80 Japan
- 15.81 Korea
- 15.85 America:General
- 15.86 Canada
- 15.87 USA
- 15.88 Central America, South America
- 15.90 Africa: General
- 15.91 North Africa
- 15.92 Afrika south of the Sahara
- 15.95 Australia, New Zealand, Oceania
- 15.96 History of the Jewish People
- 15.99 History: Miscellaneous

### 5.1.2 Göttingen Online Classification (Göttinger Online-Klassifikation (GOK))

The GOK is used for giving subject access to all monographs acquired by the history bibliographer in the Göttingen State and University Library (since 1994). The GOK divides the whole field of history according to the regions and then to the specific epochs. It starts with general classes for historiography and theory of history, auxiliary sciences, partial fields of history like diplomatic history, social, economical or cultural history, and world history.

Overview of the main classes of the GOK<sup>11</sup>:

#### HISTORIOGRAPHY AND THEORY OF HISTORY

- Historiography and Theory of History

- History Education and Didactics

#### AUXILIARY SCIENCES IN HISTORY

- Historical Geography

- Auxiliary Sciences (Paleography, Numismatics, Sigillography, Heraldry, etc.)

- Historical Statistics and Computing

- Genealogy

#### PARTIAL FIELDS OF HISTORY (Social, Economics, Culture, Politics in General)

- Social History

- Diplomatic and Military History

- Economic History

- Cultural History

#### WORLD HISTORY

- General Sites

- History of the Discoveries

- World War One

- World War Two

#### PREHISTORY, ANCIENT WORLD

- Ancient History in General

- Prehistory and Medieval Archeology

- Ancient Near East and North Africa

- Greek World

- Roman World

- Other Regions of the Ancient World

#### HISTORY OF EUROPE

- Europe in General

- Germany

- Austria

- Switzerland and Liechtenstein

- Czechia, Slovakia, Poland, Hungary

- Great Britain and Ireland

- France

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<sup>11</sup> The whole classification is accessible via <[http://www.sub.uni-goettingen.de/vlib/history/vlib\\_hgok\\_de.html](http://www.sub.uni-goettingen.de/vlib/history/vlib_hgok_de.html)>

- Italy
- Spain, Portugal
- Belgium, Netherlands, Luxemburg
- Scandinavia
- Eastern Europe

HISTORY OF ASIA

- Asia in General
- Near and Middle East
- Central Asia
- India
- South East Asia
- China, Mongolia, Korea
- Japan

HISTORY OF AFRICA

HISTORY OF AMERICA

- North America in General
- Canada
- United States of America
- Latin America

HISTORY OF AUSTRALIA, NEW ZEALAND, OCEANIA

- Australia
- New Zealand
- Oceania

HISTORY OF THE JEWISH PEOPLE

Beneath the main classes, the different regions are subdivided according to epochs, there usually being subdivisions for the middle ages, early modern period, 19<sup>th</sup> century and 20 century, with further subdivisions as far as necessary. Every subdivision is in itself divided according to the same system in eight classes:

- Source material
- History
- Society
- Economy
- Culture
- Regional history
- Local history
- Biography

Further subdivisions of these classes are possible.

### 5.1.3 Dewey Decimal Classification (DDC)

The DDC is a universal classification system widely applied in national and research libraries all over the world, especially in the United States, with a long tradition since its early development in the 1870s. It divides the whole range of science into ten main classes according to the decimal number system with further and very detailed subdivisions. The field of history is ranged together with

geography in main class 9. Each main class (e.g. main class 9 for history and geography) is divided into ten divisions (e.g. 970 for history of North America) that further specify a field of knowledge. Each division in turn is divided into ten sections (e.g. 973 for history of the United States of America).<sup>12</sup> One specific characteristic of the DDC is the possibility of building detailed notations of several classes and/or DDC tables. For the History Guide, only the fixed numbers of the DDC as they are documented in the 21st edition are applied.

The DDC, similar to the Göttingen Online Classification (GOK), divides the whole field of history according to regions and then according to the epochs. For the field of history main class 9 (which also covers geography) starts with the more general classes for theory of history, historiography, world history, covers some of the auxiliary disciplines (e.g. genealogy, insignia) and then proceeds with history divided according to region and within the regions according to epoch.

Partial fields of history like, e.g. social history or economic history and the auxiliary sciences of history are not subsumed under main class 9 but under that main class of the DDC which fits most closely the subject proper of the respective partial field. Social history for example is classified in main class 3 (social sciences), the auxiliary discipline paleography in main class 4 (language). This has to do with the DDC being a universal classification system that is intended to be useful for and usable by all disciplines.

For the History Guide, mainly notations out of main class 9 are applied. Where notations from other main classes are of value in terms of specifying a subject more accurately (social history, economic history, etc.) notations out of other main classes have also been taken into account. In addition table notations for time periods (from table 1) and for geographic areas (from table 2) are used. The principle of classifying resources with the Dewey Decimal Classification is done in the following way:

1. The History Guide does not build numbers but uses fixed numbers as they are documented in the 21st edition of the DDC. There are only two exceptions to that rule: 902.8 is used for classifying auxiliary sciences in history, 909.04924 for history of the Jewish people.
2. If applicable a notation out of main class 9 is taken to ensure that a resource dealing with history is classified with a notation from the history main class. This notation should describe as exactly as possible the content of a resource regarding region and time period, e.g., 973.7 for the US Civil War, 942.055 for English history during the reign of Queen Elizabeth I.
3. Apart from denoting region and time period, the subject of a resource must be taken into account as well. Therefore a further notation is chosen that adequately specifies the subject proper of a resource. This additional notation may be taken from any of the ten main classes. In practice most of these notations come from main class 3 as its divisions (e.g. for political science 320, for economics 330, for law 340) and sections (e.g. for civil rights 323, for labor economics 331, for constitutional law 342) are very well suited to describe social, cultural, economical, political subject matters of history.resources. For example a resource covering the history of elections in the USA would be classified as follows: 973 for history of the United States and as additional notation 324.9 for the historical treatment of elections.
4. For every resource a notation is added from the geographic areas section of Table 2 that describes most adequately the region in question (e.g., t2:94 for Australia, t2:943 for Queensland, Australia, t2:9431 for Brisbane, Australia).

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<sup>12</sup> For more information on the Dewey Decimal Classification including an overview of all main classes, divisions and sections, see <<http://www.oclc.org/dewey/>>.

5. If a resource can be classified in terms of a specific time period, an additional notation is added from the Historical Periods section of Table 1 (e.g., t1:0904 for the 20th century, t2:09047 for the seventies decade of the 20th century). If more than two notations of the same type apply (e.g., three decades of a century) the notation next highest in hierarchy is chosen (e.g. t1:0904 for the 20th century instead of t1:09045 for the fifties, t1:09046 for the sixties, t1:09047 for the seventies).

As the History Guide does not build numbers the syntax of a typical classificatory entry (with all of the above mentioned notation options used) looks like that:

973.91; t1:09041; t2:73; 327

for the resource "Foreign Relations of the United States: 1900-1901, 1903-1918". The notation 973.91 denotes that the resource deals with history of the USA in the first half of the 20th century (region and time period being specified), t1:09041 defines the time period in question more accurately: 1900 until 1919. The notation from Table 2 (t2:73) again denotes the region, and 327 specifies the subject of the resource: the foreign relations of the USA (here the notation of the section 327 is applied as several of its subsections are valid for the subject "foreign relations").

## 5.2 Source Type Codes

In addition to the codes of the different classification systems, all the sites are classified according to a formal source type code classification. This classification can be grouped into four main classes:

- Information providers
- Factual reference sites
- Webliographic and bibliographic sites
- Primary information sites

1. Information Providers / Institutions / Persons		
Typically, resources in this group do not contain subject information per se but the homepages of institutions or persons which are of relevance for historians.		
Source Type <sup>A</sup>	Key <sup>B</sup>	Description <sup>C</sup>
[Information Providers]		
Libraries	<b>lb</b>	Major subject-specific libraries with scholarly holdings in particular areas. (Subject-specific collections are categorized as Bibliographic Sources)
Archives	<b>ar</b>	Subject-specific archives with collections of primary documents
Museums	<b>mu</b>	Subject-specific museums and their collections. (Individual collections are categorized as Primary Information Sources).
[Academic and Research Institutions]		
University Departments	<b>sf1</b>	Home pages of university departments. Links are not to specific sections or to particular information offered through these sites, but on the home pages in general as starting points or points of entry into the server's informational supply.

Research Institutes	<b>sf2</b>	Home pages of research institutes, university-affiliated or not. While the department key above characterizes sites with a significant educational content, this category is used for the home pages of institutes which mainly offer information on high-level (i.e., beyond undergraduate) research, with findings and information primarily addressed to other scholars in the field.
<b>Scholarly Organizations</b>	<b>so1</b>	Home pages of organizations and organizational units. Examples would be academic associations, non-profit organizations, and other non-governmental organizations.
<b>Official Governmental Servers</b>	<b>so2</b>	Servers of all branches of government on international, national, regional, or local levels (ranging, e.g., from the U.N. to official servers of individual communities or localities). Not included are servers of institutions which may be initiated or funded by but are not officially part of government.
<b>Commercial Providers</b>	<b>sc</b>	Commercial providers with a subject-specific focus. Typical entries in this category would be publishers or companies presenting themselves and/or their product and service portfolio on the internet.
<b>Persons (personal home pages)</b>	<b>ph</b>	Sites provided by individual researchers about their work and further material.
<b>Communication fora</b>	<b>dg</b>	Various discussion groups, news groups, news lists, and mailing lists available on the internet. Addresses typically lead to the starting point of individual subject-specific communication forums.
<b>Other</b>	<b>etc-info</b>	Residual category: accommodates the sites which cannot be classified as any of the above, but nevertheless entail a sufficient amount of relevant information to justify their indexation.

## 2. Factual Reference Works

This section includes those resources which provide direct factual references.

Source Type	Key	Description
<b>[Encyclopedias / Lexicons]</b>		
General Encyclopedias	<b>ej</b>	Encyclopedias (typically characterized by a broad and in-depth treatment of issues)
Special Encyclopedias	<b>ej1</b>	Encyclopedias devoted to a specific subject
Biographical Lexicons	<b>ej2</b>	Biographical Lexicons
Dictionaries, Thesauri	<b>we</b>	Subject-specific dictionaries (languages, technical, etc.) and thesauri
Lists of Abbreviations	<b>ak</b>	Subject-specific lists of abbreviations
Gazetteers	<b>oe</b>	Directories of places, historic or geographical
<b>Directories</b>	<b>ay</b>	This category covers address lists in their various formats. Included are personnel directories and member lists as well as address lists of institutions. Entries in this category can also be in the format of a link list, where the links are the actual addresses.
of Information Providers	ay1	This subcategory comprises directories of Libraries, Archives, Museums
of Academic and Research Institutions	ay2	This subcategory comprises directories of University Departments and Research Institutes

<b>Data Collections</b>	<b>d6</b>	Resources which offer "hard" data. These can be genuine databases, statistics, chronologies, etc.
<b>Compendia of Laws</b>	<b>gs</b>	Legal provisions of all sorts.
<b>Norms and Standards</b>	<b>tm</b>	Normative documents which do not have the formal status of laws. Typical examples would be ISO or DIN standards.
<b>Manuals</b>	<b>a2</b>	Technical manuals, didactic manuals (e.g., for writing techniques, presentation methods, publication procedures, etc.), and other "how to" materials.
<b>Other</b>	<b>etc-fact</b>	The residual category for this section
<b>3. Information Servers / Bibliographic Sources</b>		
The various bibliographic sources are grouped in this section. In contrast to the entries in other sections, the user may also be directed to link lists.		
<b>Source Type</b>	<b>Key</b>	<b>Description</b>
<b>[Virtual Libraries and Link Lists]</b>		
Virtual Libraries	<b>ff</b>	Major individual virtual libraries, subject gateways, link lists. The scope is at least directed at one larger region in general (state, nation) or at one epoch (middle ages or early modern period).
Special Subject Virtual Libraries	<b>is</b>	Virtual libraries, subject gateways, link lists, focussing on specific issues and/or of smaller scope
<b>[Information Servers / Subject-specific Websites]</b>		
Subject-Specific Websites	<b>sw</b>	Websites comprising various types of information on a special subject. In contrast to the section above, the focus of resources subsumed under this category combines primary information as well as links to other related resources.
Sites about Persons	<b>au</b>	Sites devoted to individual historical persons.
(Current) Research Projects	<b>fp</b>	Research projects, research networks, or particularly significant individual projects.
<b>[Bibliographic Sources and Catalogues]</b>		
General Bibliographies	<b>blz6</b>	Major or continuously maintained, renewed, or updated bibliographic databases, including review and abstract series. The scope is at least directed at one larger region in general (state, nation) or at one epoch (middle ages or early modern period).
Special Bibliographies	<b>bl</b>	Bibliographies devoted to more specific subjects.
Bibliographies by Specific Document Type		Link lists to providers of various document types.
Lists of Periodicals/Journals	<b>vcz6</b>	
Lists of Source Materials	<b>vcq6</b>	
Other Lists	<b>vcan</b>	Residual category: Lists of other document-specific resources, e.g., software, databases
<b>[Library Catalogues]</b>		
General Library Catalogues	<b>kb</b>	Online catalogues of major research libraries which are of outstanding importance for historical scholarship.
Subject-Specific Library Catalogues	<b>kb1</b>	Online catalogues of special research libraries in the field of history.

<b>Other</b>	<b>etc-bib</b>	Residual category: other bibliographic resources
<b>4. Primary Information Sources</b>		
This group comprises resources which feature primary information.		
<b>Source Type</b>	<b>Key</b>	<b>Description</b>
<b>[Source Materials]</b>		
Collections of Sources	<b>q6</b>	Collections of digitized source material.
Single Sources	q63	Single units of source material (e.g., the digitized version of a single bibliographical unit)
<b>[Electronic Publications]</b>		
Teaching Materials	<b>le</b>	Resources that have an explicit educational focus and/or intent, such as textbooks, lecture notes, syllabi etc.
Handbooks	<b>hb</b>	General and structured treatise on a subject or an issue.
Electronic Books	<b>eb</b>	Collection of electronic monographs
Electronic Books	eb1	Single electronic monograph
Electronic Dissertations	eb2	Single electronic dissertation
Working Papers / Preprints - Series	<b>fd</b>	Collection of smaller publications and so-called "grey literature," referred to as preprints, working papers, etc.
Working Paper - Single	<b>fds</b>	Single preprint or working paper.
Congresses	<b>kn</b>	Material related to congresses (mainly academic), which also appear in the format of conferences, symposia, annual meetings. Sites typically include basic information on these congresses, sometimes also conference proceedings.
Journals	<b>z6</b>	Electronic internet journals providing free access to their content.
<b>[Multimedia Publications and Special Material]</b>		
(Collections of) Images, Photos	<b>bb</b>	Primary information sources where graphics are the dominant feature.
Moving Pictures	<b>mp</b>	Sources with animated graphics (moving pictures).
(Collections of) Maps	<b>ka</b>	Thematically closely related map sets or important single maps are classified.
Sound	<b>to</b>	Sound recordings, e.g., historical sound collections, speeches.
Other Special Material	<b>mm</b>	Sites comprising several forms of media like images, sounds and movies.
(Virtual) Exhibitions	<b>at</b>	Online Exhibits, typically displaying at least some artifacts and explanatory texts.
Software and Expert Systems	<b>do</b>	Subject-specific software and expert systems.
Other	<b>etc-prim</b>	Residual category: other resources featuring primary information.

<sup>A</sup> The first column contains the full word equivalent of the respective source type keys.

<sup>B</sup> The second column contains the source type keys.

<sup>C</sup> The third column provides a short description of each source type.

### 5.3 Subject headings

In addition to the classification systems every site is also described by subject headings. First of all, every site is described by free descriptor terms. As far as available, descriptor terms of the meta section in the head of the home page of a site are selectively taken; otherwise free terms are used to describe the main content of the site. The only rules for the application of these free terms are:

- the use of the singular.
- sequence: Country (region, place) , personal name, subject term, time period.

In addition to these free terms, the Library of Congress subject headings are also applied according to the corresponding rules.

The free descriptors as well as the terms of the LoC subject headings are automatically translated into German descriptors. In this way it is possible to find sites either by searching via English search terms or by using German words. This system does not correspond to the standard of a multilingual thesaurus, but, for the small size of the database, it provides the user with further search options.

## 6 Workflow

The workflow process mainly consists of two parts: the selection and recording of metadata of new sites; and the continuous administration of the yet recorded metadata.

The main steps in selecting and indexing websites are:

1. Finding: For finding new or relevant older sites, there are two approaches. First of all one has to check at regular intervals web services announcing new sites and news and discussion lists. Because there are no central announcement services comparable to the registration of newly published books in national bibliographies, one has to use a broader sample of more or less incomplete subject services. Additionally one can try to use other subject gateways and link lists to specific services to check the news section of these sites.
2. Preselection: After finding a site one has to decide if it could be of interest. In this case the site can be preselected and put into a working list for later evaluation if one does not decide to go immediately ahead with the evaluation process.
3. Evaluation and selection: The next step is the evaluation process which can result in a decision to create a metadata record or to skip this site.
4. Formal description: After a positive decision, the formal categories of the metadata set have to be filled in.
5. Indexing: Even if formal description and subject classification can be done in one step, the indexing process has to be distinguished from the formal description mainly because it demands different abilities.
6. Giving free access to the metadata: If the process of creating a metadata record is finished one can set a flag to make the record freely available for the end user.

All these steps could in principle be supported by a database system and programs. Actually the History Guide uses its own database only for steps 4 to 6 - but this may change in the future.

Every subject gateway is faced with the daily task of administration of the recorded metadata. Mainly one has to organize and control the following tasks:

- checking incorrect URLs,
- revisiting sites to check possible major changes and updating the description,
- working on still incomplete metadata records.

For the internal organization of these tasks, the History Guide uses three categories containing information about the date of producing the metadata, internal information about the site, and the status of a record. With the help of the information put into these categories it is possible to organize the internal workflow for different people working at the History Guide. In this way the metadata records can be grouped in four broad categories:

- freely available and complete metadata records,
- metadata records of sites which shall not be made available for general access,
- old metadata records of sites no longer existing and therefore no longer available,
- incomplete metadata records which have to be worked on (for several reasons).

If a site is revisited, it will be so marked for the end user. Also the change of a URL will be recorded in a free information field where the older URL will be saved. [Only if the URL of the site in general has changed]

## **7 Technology**

The database system used for administrating the metadata records of the History Guide is Allegro V15 in combination with an Avanti server as interface for http requests. Allegro is a product developed and maintained by the Library at the University of Brunswick (Germany)<sup>13</sup>. The specific functionality of the History Guide is based on several scripts developed within the broader framework of the SSG-FI-project at Göttingen State and University Library. It comprises among others:

- an explorer-like function for opening all categories in the subject catalogue,
- a script for direct search via the Avanti server in the Allegro database,
- a script for several modes of displaying short-title lists and the complete metadata record,
- an interface for producing or editing metadata via an html form,
- a utility for automated creation of metadata records when Dublin Core-like metadata information is available.

Moreover, the database systems support exporting the metadata in several formats, including RDF and xml based formats.

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<sup>13</sup> <<http://www.biblio.tu-bs.de/allegro/>>.



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