

BIREME / PAHO / WHO

Latin American and Caribbean Center on Health Sciences Information

Health Information Locator Methodology

Guidelines for the Entry of Information Sources

Revised

São Paulo - August 2008

Copyright © August 2008 - BIREME / PAHO / WHO

Guidelines for the Entry of Information Sources

Permission is granted to copy, distribute and/or modify this document under the terms of the GNU Free Documentation License, Version 1.2 or any later version published by the Free Software Foundation; with no Invariant Sections, no Front-Cover Texts, and no Back-Cover Texts. A copy of the license is included in the section entitled "GNU Free Documentation License".

Card catalog

BIREME / PAHO / WHO (Brazil)

Guidelines for the Entry of Information Sources. / BIREME (org.). São Paulo : BIREME / PAHO / WHO, August 2008.

55 p.

1. User manual. 2. Information access. 3. Information systems. 4. Information management. 5. Public health. 6. Public Health services. I. BIREME II. Title

Warning - Any mention in this document to companies, institutions, persons or products are not an endorsement or recommendation given by BIREME / PAHO / WHO, thus it does not mean a preference to a similar one, cited or not.

BIREME / PAHO / WHO

Latin American and Caribbean Center on Health Sciences Information

Rua Botucatu, 862 - V. Clementino

This document was produced with the use of Documents Conformation Methodology (NorDoc) developed by BIREME.

Methodology document set

The complete set consists of 3 documents:

1. Implementation and Operation Guide;
2. Criteria for the selection of health information sources available on the Internet;
3. **Guidelines for the Entry of Information Sources.**

Table of contents

Methodology document set	I
Abbreviations used	V
How to use this manual	VII
1 Preface	1
1.1 About BIREME	1
1.2 The Virtual Health Library (VHL)	2
1.3 About the Health Information Locator Methodology	3
2 Introduction	5
3 Objectives of this Guide	6
4 Essential HIL Elements	7
4.1 Basic Concepts	8
4.1.1 <i>Information source</i>	8
4.1.2 <i>Data field</i>	8
4.1.3 <i>Data element</i>	9
5 Description of the HIL Elements	10
5.1 HIL Control Identifier	10
5.1.1 <i>Description of the data field</i>	10
5.1.2 <i>Definition of the data element / field</i>	10
5.1.3 <i>Notes:</i>	10
5.1.4 <i>Examples of HIL Control Identifiers</i>	11
5.2 Identification of the HIL indexer	11
5.2.1 <i>Description of the data field</i>	11
5.2.2 <i>Definition of the data element / field</i>	11
5.3 Current Status of the HIL Record	11
5.3.1 <i>Description of the data field</i>	11
5.3.2 <i>Definition of the data element / field</i>	12
5.4 Types of HIL	12
5.4.1 <i>Description of the data field</i>	12
5.4.2 <i>Definition of the data element / field</i>	12

5.4.3	<i>Examples: Type of HIL</i>	13
5.5	Initiator of the HIL Record.....	13
5.5.1	<i>Description of the data field</i>	13
5.5.2	<i>Definition of the data element / field</i>	13
5.5.3	<i>Examples: Initiator of the HIL record</i>	13
5.6	Title of the Information Source.....	13
5.6.1	<i>Description of the data field</i>	13
5.6.2	<i>Definition of the data element / field</i>	14
5.6.3	<i>Notes:</i>	14
5.6.4	<i>Examples: Title of the information source</i>	14
5.7	Originator of the Information Source.....	15
5.7.1	<i>Description of the data field</i>	15
5.7.2	<i>Definition of the data element / field</i>	15
5.7.3	<i>Notes: Originator(s) of the information source</i>	15
5.7.4	<i>Examples: Originator(s) of the information source</i>	15
5.8	Geographical Location(s) of the Originator(s) of the Information Source.....	16
5.8.1	<i>Description of the data field</i>	16
5.8.2	<i>Definition of the data element / field</i>	16
5.8.3	<i>Notes: Geographical location(s) of the originator(s)</i>	16
5.8.4	<i>Examples: Geographical location(s) of the originator(s)</i>	17
5.9	Author(s) of the Information Source.....	17
5.9.1	<i>Description of the data field</i>	17
5.9.2	<i>Definition of the data element / field</i>	17
5.9.3	<i>Notes: Author(s) of the information source</i>	18
5.9.4	<i>Examples: Author(s) of the information source</i>	18
5.10	Language(s) of the Information Source.....	18
5.10.1	<i>Description of the data field</i>	18
5.10.2	<i>Definition of the data element / field</i>	19
5.11	Type(s) of Information Source.....	19
5.11.1	<i>Description of the data field</i>	19
5.11.2	<i>Definition of the data element / field</i>	19
5.11.3	<i>Examples: Type(s) of information</i>	20
5.12	Abstract of the Information Source.....	20
5.12.1	<i>Description of the data field</i>	20
5.12.2	<i>Definition of the data element / field</i>	20
5.12.3	<i>Notes: Abstract of the information source</i>	20
5.13	Thesaurus Terms for indexing the Information Source.....	22
5.13.1	<i>Description of the data field</i>	22
5.13.2	<i>Definition of the data element / field</i>	22
5.13.3	<i>Notes: Thesaurus terms for indexing the information source</i>	22
5.14	Subject Headings for indexing the Information Source.....	23
5.14.1	<i>Description of the data field</i>	23
5.14.2	<i>Definition of the data element / field</i>	23
5.14.3	<i>Notes for using DeCS</i>	23
5.14.4	<i>Examples: Subject terms for indexing the information source</i>	23
5.15	Geographical Subject Headings for Indexing the Information Source.....	24
5.15.1	<i>Description of the data field</i>	24
5.15.2	<i>Definition of the data element / field</i>	24
5.15.3	<i>Notes: Geographical subject headings for indexing the information source</i>	24
5.15.4	<i>Examples: Geographical subject headings for indexing the information source</i>	25
5.16	Time Period for the Content of the Information Source.....	25

5.16.1	<i>Description of the data field</i>	25
5.16.2	<i>Definition of the data element / field</i>	25
5.16.3	<i>Note: Time period for the content of the information source</i>	25
5.16.4	<i>Example: Time period for the content of the information source</i>	26
5.17	Link (URL) for the Information Source	26
5.17.1	<i>Description of the data field</i>	26
5.17.2	<i>Definition of the data element / field</i>	26
5.17.3	<i>Examples: Link (URL) for the information source</i>	26
5.18	Purpose / Objective of the Information Source	27
5.18.1	<i>Description of the data field</i>	27
5.18.2	<i>Definition of the data element / field</i>	27
5.18.3	<i>Notes: Purpose / objective of the information source</i>	27
5.18.4	<i>Examples: Purpose / objective of the information source</i>	27
5.19	Creation Date of the HIL	28
5.19.1	<i>Description of the data field</i>	28
5.19.2	<i>Definition of the data element / field</i>	28
5.20	Updating Date of the HIL	28
5.20.1	<i>Description of the data field</i>	28
5.20.2	<i>Definition of the data element / field</i>	28
5.21	Updating Date by the HIL Administrator	29
5.21.1	<i>Description of the data field</i>	29
5.21.2	<i>Definition of the data element / field</i>	29
5.21.3	<i>Notes: Updating date by the HIL administrator</i>	29
6	Bibliographical References	30
7	Glossary	32
Appendix A	37
Basic Rules for the Entry of Authors		37
Basic Rules for the Entry of Collective (institutional) Authors.....		39
Appendix B	41
Definition of the Types of Information Sources Contained in HIL		41

Abbreviations used

- AACR2. Anglo-American Cataloguing Rules - 2nd Edition.
- BIREME. Latin American and Caribbean Center on Health Sciences Information.
- BVS. Biblioteca Virtual em Saúde (*see* VHL).
- CNICM. Centro Nacional de Información de Ciencias Médicas.
- DeCS. Health Sciences Descriptors.
- Dublin Core. Dublin Core Metadata Initiative (DCMI).
- GILS. Global Information Locator Service.
- HTML. HyperText Markup Language.
- HTTP. HyperText Transfer Protocol.
- INFOMED. Red Telemática de Salud en Cuba.
- IS. Information source.
- ISO. International Organization for Standardization.

- LILACS. Latin American and Caribbean Health Sciences Literature.
- LIS. Health Information Locator.
- PAHO. Pan American Health Organization.
- PDF. Portable Document Format.
- PHP. PHP: Hypertext Preprocessor.
- SciELO. Scientific Electronic Library Online.
- SSH. Secure Shell.
- UNIFESP. Universidade Federal de São Paulo
- UNISIST. United Nations Information System in Science and Technology.
- URL. Universal Resource Locator.
- VHL. Virtual Health Library.
- WHO. World Health Organization.
- XML. eXtensible Markup Language.
- XSL. eXtensible Stylesheet Language.

How to use this manual

This Guide combines three main sections: terms and definitions, essential HIL elements and description of the HIL elements. The first section corresponds to the definition of the basic terms used. The second describes essential HIL elements and their roots. The third describes all data fields available in the system's worksheet form, their characteristics and filling rules.

The information presented in the description of each data field is:

Data field description:

- Field tag number in LIS.
- GILS/Dublin Core corresponding field.
- Field size:
indicates the maximum amount of characters allowed in the field. A data field may be of **fixed** or **variable** size. A field is called "fixed" when its contents are of a specific and constant size and is called "variable" when the contents are of different sizes.
- Repetitiveness:
a field is called "repetitive" whenever it occurs more than once. For example, "Descriptors" field may have one or more terms according to the indexer criteria.
- Field presence:
a field may be classified in three basic types: **REQUIRED**, **ESSENTIAL** or **OPTIONAL**. Required fields **MUST ALWAYS** be filled. Essential fields **MUST** be filled whenever the information exists. Optional fields **MAY** be filled according to the indexer criteria. A field can also be filled automatically by the system, depending the type.

Data element definition:

Defines the data elements that this field reaches.

Notes

Presents the way to fill the data field, and notes about the norms that will be adopted.

Example:

Presents examples to fill the data field of data in the work form.

1 Preface

1.1 About BIREME

Year after year, BIREME has been following its mission of being a center dedicated to scientific and technical health information for the region of Latin America and the Caribbean. Founded in Brazil in 1967, under the name of Regional Medicine Library (which the acronym BIREME comes from), it has always met the growing demand for up-to-date scientific literature from the Brazilian health systems and the communities of healthcare researchers, professionals and students. Then, in 1982, its name changed to Latin-American and Caribbean Center on Health Sciences Information so as to better express its dedication to the strengthening and expansion of the flow of scientific and technical health information across the region, but kept the acronym.

Networking, based on decentralization, on the development of local capacities, on sharing information resources, on developing cooperative products and services, on designing common methodologies, has always been the foundation of BIREME's technical cooperation work. It has been like this that the center established itself as an international model that fosters professional education with managerial and technical information with the adoption of information and communication paradigms that best meet local needs.

The main foundations that gave origin and which support the existence of BIREME are following:

- ✓ access to scientific and technical health information is essential for the development of health;
- ✓ the need to develop the capacity of Latin American and Caribbean countries to operate their sources of scientific-technical health information in a cooperative and efficient manner;
- ✓ the need to foster the use and to respond to the demands for scientific-technical health information from governments, health systems, educational and research institutions.

BIREME, as a specialized center of the Pan-American Health Organization (PAHO)/ World Health Organization (WHO), coordinates and conducts technical cooperation activities on the management of scientific information and knowledge with the aim of strengthening and expanding the flow of scientific health information in Brazil and in other Latin American and Caribbean countries as a key condition for the development of health, including its planning, management, promotion, research, education, and care.

The agreement that supports BIREME is renewed every five years by the members of the National Advisory Committee of the institution (PAHO, Brazilian Ministry of Health, Brazilian Ministry of Education and Culture, Secretary of Health of the State of São Paulo, and Federal University of São Paulo – Unifesp). The latter provides the physical infrastructure necessary for the establishment of the institution.

In 2004 the institution took on the responsibility of becoming a knowledge-based institution.

1.2 The Virtual Health Library (VHL)

With the rise and consolidation of the internet as the prevailing means of access to information and communication, BIREME's technical cooperation model evolved, as of 1998, to build and develop the Virtual Health Library (VHL) as a common space for the convergence of the cooperative work of producers, intermediaries, and users of information. The VHL promotes the development of a network of sources of scientific and technical information with universal access on the internet. For the first time there has been a real possibility of equal access to health information.

To BIREME, the Virtual Health Library is a model for the management of information and knowledge, which includes the cooperation and convergence between institutions, systems, networks, and initiatives of producers, intermediaries, and users in the operation of networks of local, national, regional and international information sources favoring open and universal access.

Today, every country in Latin America and the Caribbean (Region) participates either directly or indirectly in the cooperative products and services offered by the VHL, which includes over 1,000 institutions in more than 30 countries.

The VHL is simulated in a virtual space of the internet formed by a collection or network of health information sources in the Region. Users of different levels and locations can interact and navigate in the space of one or many information sources, regardless of where they are. Information sources are generated, updated, stored and operated on the internet by producers, integrators, and intermediaries, in a decentralized manner, following common methodologies for their integration in the VHL.

The VHL organizes information in a structure that integrates and interconnects reference databases, specialist directories, events and institutions, a catalogue of the information resources available on the internet, collections of full texts with a highlight for the SciELO (*Scientific Electronic Library Online*) collection of scientific journals, selective information dissemination services, information sources to support education and decision-making, news, discussion lists, and support to virtual communities. The space of the VHL is, therefore, a dynamic and decentralized network of information sources based on which it is possible to retrieve and extract information and knowledge to support health decision-making processes.

The Virtual Health Library can be visualized as a distributed base of scientific and technical health knowledge that is saved, organized and stored in electronic format in the countries of the Region, universally accessible on the internet and compatible with international databases.

1.3 About the Health Information Locator Methodology

As one of the sources of the Virtual Health Library (VHL), the Health Information Locator (HIL) methodology allows the creation of a catalog of information sources available on the Internet of interest to the users of health information.

Besides structuring and aggregating value to the indexed sources, the HIL methodology brings to us the discussion on quality, originality and credibility of the information sources. It takes in consideration that the Internet, for its own nature, allows access to an extensive amount of information sources. At the same time, the users' community has never been so exposed to information based on commercial interests and/or whose origin is not certified nor updated.

The HIL methodology described in this Guide has resulted from technical cooperation between the Centro Nacional de Información de Ciencias Médicas (CNICM) and Red Telemática de Salud en Cuba (INFOMED), and BIREME. It includes modules for the entry and administration of information sources, as well as a search interface.

The HIL methodology follows currently accepted standards and formats adopted internationally by libraries and documentation centers for indexing information resources on the Internet. It is based on formats used in the GILS (Global Information Locator Service) and the Dublin Core, with some additional data fields.

2 Introduction

The Health Information Locator is the portal or catalog record used for accessing an information source (IS), available on the Internet, which has been pre-selected based on quality criteria. The HIL record describes the content of this information source and includes a link for accessing it on the Internet.

The HIL methodology described in this Guide has resulted from technical cooperation between the Centro Nacional de Información de Ciencias Médicas (CNICM) and Red Telemática de Salud en Cuba (INFOMED), and BIREME. It includes modules for the entry and administration of information sources, as well as a search interface.

The HIL methodology follows currently accepted standards and formats adopted internationally by libraries and documentation centers for indexing information resources on the Internet. It is based on formats used in the GILS (Global Information Locator Service) and the Dublin Core, with some additional data fields.

The Virtual Health Library (BVS / Biblioteca Virtual em Saúde) envisions the decentralized development of an Internet-based regional catalog, which includes catalogs of information resources available in the national and special collections of the region.

3 Objectives of this Guide

The primary benefit of HIL is its capacity to facilitate access to and retrieval of information sources available on the Internet. Both processes require specific metadata in order to provide in-depth entry and description of information sources, which are created and managed in health institutions.

HIL Methodology Guide therefore includes a glossary of terms and the necessary instructions which hopefully will assist the institutions and organizations belonging to the Latin American and Caribbean System on Health Sciences Information (BIREME) in the development of their databases.

The objectives of this Guide are:

- a) To offer the necessary documentation for creation of a HIL; To establish the definition and structure of the fields corresponding to a HIL record; and
- b) To normalize the process of creating HIL records for participating institutions.

4 Essential HIL Elements

This Guide seeks to explain conditions for usage of the minimal set of 21 essential (mandatory) and optional elements (15 from the Dublin Core format plus 6 additional elements) which comprise the HIL, which in turn are used to represent the related information sources.

Use of this minimum set of elements, however, does not prevent any participating institution from adopting any other of the 89 fields of GILS to satisfy their specific needs.

The section below describes the HIL data elements established as the minimum set of elements which should be included in all records produced by the organizations linked to this VHL project.

These elements are:

Identification

- Control identifier (GILS/Dublin Core)
- Identification of the indexer (LIS)
- Current status of the information source (LIS)
- Type of HIL which the information source belongs to (LIS)
- Source of the entry (GILS/Dublin Core)
- Title (GILS/Dublin Core)
- Originator of the information source (GILS/Dublin Core)
- Country where the originator is located (LIS)
- Author of the information source (GILS/Dublin Core)
- Language of the information source (GILS/Dublin Core)

- Type of information source (LIS)
- Abstract of the information source (GILS/Dublin Core)

Thematic index

- Thesaurus (GILS/Dublin Core)
- Subject headings (GILS/Dublin Core)
- Geographical subject headings (GILS/Dublin Core)
- Time period covered by the information source (GILS/Dublin Core)

Link (URL) - (GILS/Dublin Core)**Purpose/Objective of the information source (GILS/Dublin Core)****Control dates**

- creation date (LIS)
- updating date (GILS/Dublin Core)
- updating date by the administrator (GILS/Dublin Core)

4.1 Basic Concepts

4.1.1 Information source

A document, sound record, computer program, reference work or other material that supplies some type of information and is available on the Internet.

4.1.2 Data field

Elementary unit of information, where each data is considered as a unit for the purpose of processing the bibliographical information. The data field is used in the transcription of one or more data elements and it is identified in the HIL format by a number.

Characteristics of a data field:

Completion of the data field:

Filling out a data field can be done using mandatory or optional characters. The data fields characterized as mandatory must be filled out. The optional data should be filled out according to the criteria of the documentalist responsible for the description of and the established data fields for the HIL.

Size of the data field:

A data field can have fixed or variable sizes. The fixed data field has data elements that have a previously defined size; while the variable data field has no pre-set size.

Repeatable data fields:

A data field is considered repeatable when it allows the registration of several data elements, or when the data field can be registered more than once for a HIL. The number of characters attributed to the field is applied separately for each occurrence. The non-repeatable data fields indicate that the data element cannot occur more than once.

General notes for the completion of repeatable data fields:

The characteristics of the fields are applied to each sequence. Each one of them should be transcribed, one on each line, separated by an < Enter >.

4.1.3 Data element

Information which characterizes a source such as: name of the originator, title, or descriptor. The data elements are assigned to the available data fields of the HIL format.

5 Description of the HIL Elements

5.1 HIL Control Identifier

5.1.1 Description of the data field

Field number: 301

Corresponding GILS / Dublin Core field: 1007

Size: fixed

Not repeatable

Filled out automatically by the system

5.1.2 Definition of the data element / field

A unique sequential number, attributed and controlled by the system in order to differentiate each HIL record and to facilitate its processing by computer programs. It is not a field accessible to the indexers.

5.1.3 Notes:

- a) This number is attributed only once, independent of whether identifiers for corresponding records are eliminated.

- b) The control identifier is configured in the following way: the HIL abbreviation, the ISO two-letter code for the country, followed by the institution code and the logical number of the record. The last two data are separated by a hyphen.

5.1.4 Examples of HIL Control Identifiers

The following examples are used in institutions previously registered in a system where: HIL is the abbreviation; BR, CU and CR are the ISO codes for Brazil, Cuba and Costa Rica, respectively; 1.1, 4.1 and 2.1 are the individual identification codes for each one of the institutions generating records; and 1, 250 and 3, preceded by a hyphen (which is just an element for separation of the data), represent the logical number attributed to the generated record.

HILBR1.1-1

HILCU4.1-250

HILCR2.1-3

5.2 Identification of the HIL indexer

5.2.1 Description of the data field

Field number: 398

Size: variable

Not repeatable

Filled out automatically by the system

5.2.2 Definition of the data element / field

Identification of the indexer responsible for the registration of the information source. It consists of the name of the indexer as it is registered in the configuration module.

5.3 Current Status of the HIL Record

5.3.1 Description of the data field

Field number: 399

Type: index

Not repeatable

Selected by the HIL administrator

5.3.2 Definition of the data element / field

Determines the situation of the information source in HIL. When inserted in the system, the information source automatically receives the status of "pending". The content of this field is only accessible to the administrator, who is responsible for the evaluation of the proposed information source.

The content of this field was previously defined with four status types:

1. **Pending** – Record of an information source submitted by an indexer for certification by the HIL administrator;
2. **Admitted** – Record of an information source certified in HIL and available for consultation by the users;
3. **Refused** – Record of an information source that was submitted for admission in HIL, but does not satisfy the selection criteria;
4. **Eliminated** – Record of an information source that was previously admitted by the HIL administrator, but which, for some external reason, was removed, no longer exists, or has a missing link (URL).

5.4 Types of HIL

5.4.1 Description of the data field

Field number: 302

Type: index

Repeatable

Selected by the HIL administrator

5.4.2 Definition of the data element / field

Identifies the type(s) of HIL to which the record can be assigned. The type of HIL is created by the administrator in the system configuration module. The content of this field is only accessible to an administrator who evaluates and determines which type of HIL the record will be assigned to.

5.4.3 Examples: Type of HIL

HILBR1 – Public Health (National)

HILBR2 – Toxicology (International)

HILBR3 – Health Sciences (Regional)

5.5 Initiator of the HIL Record

5.5.1 Description of the data field

Field number: 305

Corresponding GILS / Dublin Core field: 1019

Size: variable; maximum of 250 characters

Mandatory

Repeatable

5.5.2 Definition of the data element / field

Identifies the institution responsible for the generation and insertion of the record for the information source in HIL. The acronym by which the institution is known, is normally used.

5.5.3 Examples: Initiator of the HIL record

BIREME for: Latin American and Caribbean Center on Health Sciences Information;

CEPIS for: Pan American Center for Sanitary Engineering and Environmental Sciences;

CRID for: Regional Disaster Information Center;

Documentation Center / OPS – Honduras;

Documentation Center / PAHO – Barbados.

5.6 Title of the Information Source

5.6.1 Description of the data field

Field number: 311

Corresponding GILS / Dublin Core field: 4

Size: variable size; maximum of 250 characters

Mandatory
Repeatable

5.6.2 Definition of the data element / field

Name attributed to the information source by its originator(s) (this term will be defined further on). It is a word or sentence which describes the information source.

5.6.3 Notes:

- a) The title is registered according to the orthographic rules of the corresponding language;
- b) The title is transcribed as it appears in the information source;
- c) The title should always be completely transcribed and the subtitle should be considered for inclusion. In other cases, such as for parallel titles or series titles, consult the Anglo-American Cataloguing Rules (AACR2), which has been adopted for LILACS (Latin American and Caribbean Literature on the Health Sciences) methodology;
- d) When the information source does not have its own title, a brief and simple explanatory title can be provided;
- e) Take into account that the title by itself may not completely describe the information source. In the best cases, the title may contain the name of the originator, the form of the material, and a sentence related to the function, activity, location, forms of material or theme of the document;
- f) The title should be transcribed according to its exact order, composition and spelling; this does not necessarily apply for punctuation and the use of the uppercase letters.

5.6.4 Examples: Title of the information source

Uma breve história dos métodos de estudo da anatomia interna dos dentes humanos;
 Propedêutica reumatológica básica;
 Revista Brasileira de Crescimento e Desenvolvimento Humano;
 Acerca de las publicaciones de la OPS;
 Ciberaula: una vuelta por los servicios de la Red;
 Net-Salud: web oficial del sector salud en Costa Rica;
 Red científica peruana, red Internet del Peru;
 Biosites: the virtual catalog of selected Internet resources in the biomedical sciences; Hardin
 metadirectory of Internet health sources;
 Health on the Net;
 Interhealth;
 Medical/Pharmacology/Mental health resources;
 GILS: Government Information Locator Service <Enter>
 GILS: Service de Localisation de l'Information du Gouvernement;
 World Health Organization < Enter >
 Organisation Mondiale de la Santé;

International Agency for Research on Cancer <Enter>
Centre International de Recherche sur le Cancer.

5.7 Originator of the Information Source

5.7.1 Description of the data field

Field number: 313

Corresponding GILS/Dublin Core field: 1005

Size: variable: maximum of 150 characters

Mandatory

Repeatable

5.7.2 Definition of the data element / field

Identifies the institution(s) or person(s) responsible for the existence of the information source and designates the name(s) of organization(s) or person(s) that assume such responsibility.

5.7.3 Notes: Originator(s) of the information source

- a) The originator's name should be determined by using the instructions in Appendix 1 of this guide, or in accordance with the AACR2. However, as a general rule, use the full name of the entity that creates and maintains the information source. Whenever stipulated by AACR2 rules, this entry should be under the name of its superior (or related) organ or under the name of its government.
- b) The uniformity or consistency of the originators' names is an indispensable requirement that prevents the loss of information.
- c) If the information source is a speech by an important personality which is inserted in a database, the author is the personality, however the originator is the entity responsible for creating the database.
- d) If the Author and the Originator are the same, do not repeat the name in the Originator area. If the nature of the responsibility is ambiguous, the recommended practice is to use Originator for organizations, and Author for individuals. In cases of lesser or ambiguous responsibility use Contributor.

5.7.4 Examples: Originator(s) of the information source

Direct entry:

Sociedade Brasileira de Pesquisa Odontológica;

Academia Mexicana de Dermatología;
 Centro Nacional de Información de Ciencias Médicas;
 Instituto Pedro Kourí;
 Organización Panamericana de la Salud;
 British Healthcare Internet Association;
 National Library of Canada;
 Platform for Medical Internet Selection;
 University College Cork;

Subordinated entry

Brasil. Ministério da Saúde. Fundação Nacional de Saúde
 Centro Nacional de Información de Ciencias Médicas. Biblioteca Médica Nacional
 Cuba. Ministerio de Salud Pública. Industria Médico-Farmacéutica
 Universidad de Navarra. Facultad de Medicina. Departamento de Bioética
 Australia. Government of Australia
 Treasury Board Secretariat. Planning and Communications Division. Communications
 Directorate. Electronic Dissemination Unit

5.8 Geographical Location(s) of the Originator(s) of the Information Source

5.8.1 Description of the data field

Field number: 314

Size: variable size; maximum of 150 characters

Mandatory

Repeatable

5.8.2 Definition of the data element / field

Identifies the country or the city for the geographical location of each Originator. If necessary, separate the occurrences with an < Enter >.

5.8.3 Notes: Geographical location(s) of the originator(s)

- a) When there are two or more originators and their geographical locations are different, maintain the same order of entry of the originators for the geographical locations;
- b) In cases where two or more originators have the same geographical location, indicate the country for the originators only once

5.8.4 Examples: Geographical location(s) of the originator(s)

Originators:

Centro Nacional de Información de Ciencias Médicas (Cuba);
Centro de Información y Asesoramiento Toxicológico Dr. Julio Velazco (Venezuela);
Centro Nacional de Control de Intoxicaciones (Costa Rica).

Originators' geographical location

Cuba <Enter>
Venezuela <Enter>
Costa Rica

Originators

Escola Paulista de Medicina (Brazil);
Escola Nacional de Saúde Pública (Brazil);
Instituto Panamericano de Protección de Alimentos y Zoonosis (Argentina).

Originator geographical location

Brazil
Argentina

5.9 Author(s) of the Information Source

5.9.1 Description of the data field

Field number: 315
Corresponding GILS/Dublin Core field: 1003
Size: variable size; maximum of 150 characters
Optional
Repeatable

5.9.2 Definition of the data element / field

Indicates the responsibility for the intellectual content of the information source. This element / field is only used if it is different from the "originator of the information source", as in cases where the personal author's name (individual) is not the same as the originator, where the institutional (or corporate) author is not the same name of an event (Congress, conference, etc.).

5.9.3 Notes: Author(s) of the information source

- a) This field should not repeat the name of the institutional originator, except when the document is authored by two or more institutions and one of them is the originator.
- b) If the Author and the Originator are the same, do not repeat the name in the Originator area. If the nature of the responsibility is ambiguous, the recommended practice is to use Originator for organizations, and Author for individuals. In cases of lesser or ambiguous responsibility use Contributor.
- c) Elements included in this field should be represented in an outstanding way on the title page of the information source. The data should be transcribed according to the established rules in AACR2 (see Appendix 1).
- d) The general rules for entry of a personal author establishes the choice of the name for which the author is commonly known. Transcription of the name should be based on the particular rules for the nationality of the author. The transcription of the name must also be consistent with other rules for entry of names such as the composite last names for women.
- e) Independent of the number of authors, all must be registered.

When it is necessary, include the academic or honorary title of the personal author(s). The author's function with respect to the information source should be included in an abbreviated format as follows:

Function	Designation
Coauthor	coaut.
Compiler	comp.
Editor	ed.
Coordinator	coord.
Director	dir.
etc.	

5.9.4 Examples: Author(s) of the information source

Miller, Eric, coaut.

Grafton, Pilar, comp.

Serra Júnior, Astolfo, coord.

Weiss, Joachim W., ed.

5.10 Language(s) of the Information Source

5.10.1 Description of the data field

Field number: 317

Corresponding GILS/Dublin Core field: 54

Size: fixed: 2 characters

Mandatory

Repeatable

5.10.2 Definition of the data element / field

Describes the language(s) used to write the information source, as indicated the ISO-St-8061 code for 1988. Languages currently included in HIL some definite languages. It is possible to add new languages to the index in the HIL configuration module.

Language abbreviations currently used are:

Spanish	Es
Portuguese	Pt
English	En
French	Fr
German	De
Italian	It

If an information source is written in two or more languages, such as English and Spanish, choose the corresponding codes using the key < Ctrl > and the left button of the mouse.

5.11 Type(s) of Information Source

Definitions for the types of information sources, are included in Appendix 2 of this Guide.

5.11.1 Description of the data field

Field number: 318

Size: variable; maximum of 35 characters

Mandatory

Type index

Repeatable

5.11.2 Definition of the data element / field

A descriptive term that identifies the class of the information source instead of its thematic content. The terms are selected from the index presented in the HIL interface.

5.11.3 Examples: Type(s) of information

Electronic publications – Annals of congress

Database – bibliographic

Website – Institutional

5.12 Abstract of the Information Source

5.12.1 Description of the data field

Field number: 319

Corresponding GILS/Dublin Core field: 62

Size: variable; maximum of 290 characters

Mandatory

Not repeatable

5.12.2 Definition of the data element / field

A narrative description of the information source. It should provide enough information to determine its relevance for total consultation. It must be as concise as possible, preferably with a limit of 290 characters (corresponding to 6 lines). The abstract should be written in the language of the information source or in the language of the country (or countries) that will utilize the HIL, or where the HIL input will be made.

5.12.3 Notes: Abstract of the information source

- a) The abstract should contain data on the general nature and scope of the information source. Among other elements, it may include:
 - discussion of the content, (persons, events and topics);
 - format of the content;
 - media included in the content;
 - time span of the content;
 - costs / technical requirements.
- b) In an abstract that describes an automated system, it is useful to include the following types of data: updating cycles; conservation of the data represented by the system; main characteristics of the system; types of records contained in the system; and composition of the data.
- c) Avoid using acronyms for institutions that are not widely known.

Below, is the suggested structure for abstracts of the information sources described in HIL.

Content. The abstract should provide a narrative description of the theme(s) of the information source in a brief and generic form. It also mentions the sections of the information source; the form(s) in which the information is presented (graphs, images, maps, tables, full texts, bibliographical references, videos, etc.); the audience for whom the information source is intended; and the additional format(s) in which the information source is available.

Technical information. These components of the abstract could identify the system(s) and/or organizations responsible for providing or processing the information source (i.e. the indexing system, website, etc.). they could also indicate the technical requirements for downloading or viewing / reading the information source (i.e. version of Netscape or the Adobe Acrobat Reader).

Other specific information. These components of the abstract could provide any information of a more particular character such as cycles for updating the automated systems; the need for passwords to access information sources; cost for procuring documents; or other data that might be important to the user.

Notes:

- a) If the information source refers to institutional websites, the abstract should describe the types of information available on the site, and not the nature of the institution (action areas, purposes, activities, etc.), which can be described in data field 361 ('Purpose');
- b) The Abstract should include data on the content and operation of the information source, whereas the 'Purpose' offers a description of its function and points out the reason for which it was created;
- c) If the Abstract refers to a law text, begin with the name of the country to which the law pertains (in some cases, it may be different from the Originator's country), followed by period and space. This rule is not applied when the country's name is mentioned in the abstract; nevertheless, if the text contains "brazilian legislation", "cuban law" or similar description, the rule should be applied.

Examples:

Abstract of the information source

- a) Institutional

Centro de Informações Toxicológicas de Santa Catarina - CIT/SC:

Information for the public. It identifies and classifies poisonous animals; and presents tables of toxic plants including their names, toxic parts and the signs and symptoms of intoxication; it provides 24 hour service; and it provides assistance by telephone (1520, (0XX48) 331-9535 or 331-9173 and by fax 231-9083).

- b) **Legislation**

Law on generic medicines:

Brazil. Integral text of brazilian law no. 9.787 of February 10, 1999 that alters the law no. 6.360 of September 23, 1976. The new law details legislative measures for health surveillance, establishes generic medicines, and describes the use of generic names for pharmaceutical products.

- c) Electronic publication - magazine

Epidemiological Bulletin:

It provides access to issue no. 6 of 1997 and issues no. 1, 2, 3 and 4 of 1998, that include epidemiological studies and tables for specific diseases. Documents in pdf format; Acrobat Reader required.

5.13 Thesaurus Terms for indexing the Information Source

5.13.1 Description of the data field

Field number: 321

Corresponding GILS/Dublin Core field: 2036

Size: variable; maximum of 70 characters

Optional

Not repeatable

5.13.2 Definition of the data element / field

Provides appropriate terms from the adopted subject thesaurus. The official thesaurus used by members of BIREME (the Latin American and Caribbean System on Health Sciences Information) is the Health Sciences Descriptors or DeCS (Descritores em Ciências da Saúde).

5.13.3 Notes: Thesaurus terms for indexing the information source

- a) When using the DeCS, apply the indexing principles stipulated in the LILACS methodology.
- b) Different language versions of DeCS (Portuguese, Spanish and English, etc.) may be used according to the country that generates the record.
- c) On the HIL record, indicate the name of the thesaurus in use (DeCS, etc.).

5.14 Subject Headings for indexing the Information Source

5.14.1 Description of the data field

Field number: 323

Corresponding GILS/Dublin Core field: 2002

Size: variable; maximum of 80 characters

Optional

Repeatable

5.14.2 Definition of the data element / field

Set of subject terms extracted from DeCS or from another adopted subject thesaurus to represent the thematic content of the information source.

5.14.3 Notes for using DeCS

- a) Use the LILACS Methodology Indexing Manual For the selection of the subject terms in DeCS.
- b) Enter all necessary subject terms for describing the thematic content of the information source in the language of the country where the institution responsible for initiating HIL is located. Separate each subject term with an < Enter >.
- c) The subject terms should be entered using upper case and lower case letters.
- d) A pertinent qualifier may be included with a DeCS term. It should be separated by a bar (/) and without a space. Selection and entry of the qualifier should be consistent with the form and principles specified in DeCS.
- e) Do not use the same subject terms that have been used in field 318, to identify the information source.

5.14.4 Examples: Subject terms for indexing the information source

Subject terms indexed for: Revistas Cubanas de Medicina

History of Medicine

Education, medical

Public health

Feed

Nutrition

Endocrinology
Ophthalmology
Surgery

Subject terms Indexed for: Online Laparoscopic Technical Manual

Laparoscopy
Laparoscopy/methods
Laparoscopy/ adverse effects
Manuals

5.15 Geographical Subject Headings for Indexing the Information Source

5.15.1 Description of the data field

Field number: 325
Corresponding GILS / Dublin Core field: 2042
Size: variable; maximum of 80 characters
Optional
Repeatable

5.15.2 Definition of the data element / field

Subject terms selected from DeCS or from another adopted thesaurus to represent the geographical area(s) included in the thematic content of the information source.

5.15.3 Notes: Geographical subject headings for indexing the information source

- a) Use only the geographical descriptors that correspond to the country or geographical subdivision of the epidemiologic, ethnic or demographic themes covered in the information source; or when there is an indication "specify geographically if pertinent" in the indexing notes of the descriptors.
- b) Selection of the geographical descriptors in DeCS should be based on guidelines in the LILACS Methodology Indexing Manual.
- c) To represent the thematic content of the information source enter as many geographical descriptors as needed.

- d) Geographic descriptors are entered with upper case and lower case letters, and each descriptor is separated with an < Enter >.
- e) The qualifier that follows each descriptor, is separated by a forward slash (/), without a space. Use only the form of the qualifier that is used in DeCS.

5.15.4 Examples: Geographical subject headings for indexing the information source

Brazil < Enter >

Uruguay < Enter >

Paraguay < Enter >

Argentina/ethnology< Enter >

Bolivia/epidemiology

5.16 Time Period for the Content of the Information Source

5.16.1 Description of the data field

Field number: 341

Corresponding GILS/Dublin Core field: 2045

Size: variable; maximum of 60 characters

Optional

Not repeatable

5.16.2 Definition of the data element / field

Describes the period of time covered by the thematic content of the information source, but without an established format. The information should be inserted in free text.

5.16.3 Note: Time period for the content of the information source

Data in this field refers to the time period covered in the content of the information source, and not the duration of the actual information source.

5.16.4 Example: Time period for the content of the information source

From July, 1994 to December, 1995.

From 1997 to date.

5.17 Link (URL) for the Information Source

5.17.1 Description of the data field

Field number: 351

Corresponding GILS/Dublin Core field: 2021

Size: variable; maximum of 100 characters

Optional

Repeatable

5.17.2 Definition of the data element / field

Indicates the URL (Uniform Resource Locator) or the address that makes the available information source attainable on the Internet through hyperlink. Being able to be described more than one different address, including versions in different languages.

5.17.3 Examples: Link (URL) for the information source

Caribbean Epidemiology Center - CAREC

<<http://www.carec.org/>>

Pan American Health Organization - PAHO

<<http://www.paho.org/>>

Pan American Center for Sanitary Engineering and Environmental Sciences – CEPIS

<<http://www.cepis.ops-oms.org/indexeng.html>>

Health on the Net Foundation Code of Conduct - HONcode

<<http://www.hon.ch/HONcode/Conduct.html>>

Published criteria for evaluating health related web sites: review

<<http://bmj.bmjournals.com/cgi/content/full/318/7184/647>>

5.18 Purpose / Objective of the Information Source

5.18.1 Description of the data field

Field number: 361

Corresponding GILS/Dublin Core field: 2003

Size: variable; maximum of 290 characters

Optional

Not repeatable

5.18.2 Definition of the data element / field

Explains why the information source exists, and identifies other programs, projects and legislative actions wholly or partially responsible for the establishment or continued delivery of the information source. It may include data on the origin and evolution of the information source, and refer to related resources.

5.18.3 Notes: Purpose / objective of the information source

- a) In contrast to the Purpose element, the Abstract contains data on the content and functioning of the source, while the Purpose offers a description of its function and it points out the reason for which it was created;
- b) Avoid description of purposes of generic or redundant nature, such as: "to diffuse information"; "to make available the content of the site"; "to help the humanity"; and others of this nature;
- c) The "Purpose" data field should only be filled if the purpose is stated in the information source. Conclusions or deductions should be avoided.

5.18.4 Examples: Purpose / objective of the information source

Title of the information source:

Medicamentos producidos y consumidos en Cuba.

Purpose:

To document the medicines produced by Indústria Farmacêutica (IMEFA), for those who need a better understanding of the production and usage of pharmaceuticals in Cuba.

Title of the information source:

Global Information Locator Service

Purpose:

To facilitate access to information of all kinds, in all media formats, in all languages, and at all times.

5.19 Creation Date of the HIL

5.19.1 Description of the data field

Field number: 391

Size: fixed; 8 characters

Automatic completion

Not repeatable

5.19.2 Definition of the data element / field

Identifies the creation date of the record for the information source. The date is entered according to guidelines of the ISO 8601, from 1988.

5.20 Updating Date of the HIL

5.20.1 Description of the data field

Field number: 392

Corresponding GILS/Dublin Core field: 1012

Size: fixed; 8 characters

Automatic completion

Not repeatable

5.20.2 Definition of the data element / field

Identifies the most recent date for modification of the HIL record. The date is entered according to the guidelines of the ISO 8601, from 1988.

5.21 Updating Date by the HIL Administrator

5.21.1 Description of the data field

Field number: 393

Corresponding GILS/Dublin Core field: 2051

Size: fixed; 8 characters

Automatic completion

Not repeatable

5.21.2 Definition of the data element / field

Represents the date in which the HIL record of the information source was last revised or updated by the administrator. The date is entered according to the guidelines of the ISO 8601, from 1988.

5.21.3 Notes: Updating date by the HIL administrator

In order to guarantee the periodic and systematic assessment of records for the information sources that compose HIL, each participating organization must provide for the monthly or bi-monthly revision of records.

6 Bibliographical References

1. Centro Latinoamericano y del Caribe de Información en Ciencias de la Salud. *BIREME y el Sistema Regional: 30 años de evolución: II*. São Paulo: BIREME, 1998.
2. Centro Latinoamericano y del Caribe de Información en Ciencias de la Salud. *Hacia la información en salud*. São Paulo: BIREME, 1998.
3. Centro Latinoamericano y del Caribe de Información en Ciencias de la Salud. *LILDBI: LILACS – Descripción bibliográfica e indización*. Chile: Centro Coordinador Nacional de Chile, 1998. (Metodología LILACS)
4. Government of Canada. *Canadian GILS guidelines: The Canadian Government Information Locator Service Guidelines for the preparation of GILS Records* [online]. Available from internet: <http://collection.nlc-bnc.ca/100/200/301/nlc-bnc/cdn_gils_guidelines-e/gils-e.pdf>.
5. Government of Canada. *Lignes directrices relatives au GILS Canadien* [online]. Available from internet: <http://collection.nlc-bnc.ca/100/200/301/nlc-bnc/cdn_gils_guidelines-f/gils-f.pdf>.
6. *Using Dublin Core - Dublin Core Qualifiers* [online]. Available from internet: <<http://dublincore.org/documents/usageguide/qualifiers.shtml>>.

7. *Dublin Core Meta tag builder* [online]. Available from internet:
<<http://www.vancouverwebpages.com/Vwbot/VW-dublin.html>> (Obsolete)
8. Horton, F.W. Information architectures: the information resources entity (IRE) modeling approach. *ASLIB Proceedings*, 1989, v. 41, n. 11/12, p. 313-8.
9. Linger, C., Spinelli, H., Iriart, C. El Internet y su incorporación al sector de la salud. *Rev Panam Salud Publ/Pan Am J Public Health*, 1997, v. 1, n. 4, p. 315-23.
10. *Application profile for the Government Information Locator Service (GILS)* [online]. Version 2. Available from internet: <http://www.gils.net/prof_v2.html>.
11. Proyecto Plaza 21. Módulo Biblioteca 21. Guía de preparación de fichas de referencia del inventario de fuentes de información. In *Biblioteca 21*. Versión 0.1. Santiago (Chile), 1998, p. 23. (GUB21IRI.rtf)

7 Glossary

- **Analytical.** Part of a document, such as the article of a periodical or the chapter of a book.
- **Application.** Program used to execute tasks in connection with an application, such as the creation or edition of texts, drawings, animations, layout, etc. E.g.: text processor, database manager, Internet browser, etc.
- **Backup.** Procedure used to duplicate one or more files and/or directories in another storing device (tape or disc), thus producing a backup copy that may be restored in the event of accidental deletion or physical damage to the original data.
- **Bibliographic Description.** Description of a bibliographic item by using attributes such as author, title, edition, size, etc.
- **Browser.** Internet page navigator, such as Internet Explorer and Netscape Navigator.

- **Controlled or structured vocabulary.** Collection of related terms, organized according to a methodology, in order to facilitate the access to the information previously indexed with those terms.
- **Database.** Collection of data that are structured to be easily accessed and handled. It is formed by units called records whose attributes are represented by fields. For example, in a file called "customer base", each customer is a record, with several fields such as "NAME", "CUSTOMER CODE", "TELEPHONE" etc.
- **DeCS Server.** Application developed by Bireme using the IsisScript language to manage the database of health descriptors (DeCS).
- **Descriptor.** Embodies a concept accepted in a controlled vocabulary (like a thesaurus.)
- **Dublin Core.** A metadata element set. It includes all DCMI terms intended to facilitate discovery of resources. It has been in development since 1995 through a series of focused invitational workshops that gather experts from the library world, the networking and digital library research communities, and a variety of content specialties.
- **Electronic Format.** Any form of storage, retrieval or presentation of information that may be transmitted on-line or recorded in magnetic or optical media.
- **Field.** See Database.
- **File.** In computing, a set of data that may be saved into some type of storing device. The data files are created by applications, such as a text processor for example.
- **Format.** Definition for the content and organization of the data of a record representing an information source, which is interchangeable by computer.
- **GILS.** The Global Information Locator Service defines an open, low-cost, and scalable standard so that governments, companies, or other organizations can

help searchers find collections of information, as well as specific information in the collections. Anyone who has used a library can use GILS. Based on the ISO 23950 search standard, GILS includes the most commonly understood concepts by which people worldwide find information sources in libraries--concepts like Title, Author, Publisher, Date, and Place. A GILS locator record is a kind of souped-up version of your trusty library catalog record.

- **HIL Format.** The format that was created for the identification and location of information sources according to HIL methodology.
- **HIL Record.** Set of related data elements that describe an information source and the information available in it, as well as the means of obtaining it.
- **Indexing.** Procedure to identify and describe the content of a document with terms that reflect the corresponding subject matters to allow the document to be retrieved later.
- **Information.** Knowledge related to objects, such as data, events, things, processes or ideas which may, in certain contexts, possess a private significance.
- **Internet.** Worldwide network of computer networks, enabling the exchange of information and sharing knowledge resources, that use a common group of communication protocols, known as TCP/IP.
- **ISO Format (of files).** Standard established by the ISO to allow the exchange of data between institutions, networks and users.
- **Knowledge.** Concepts and scientific representations of the surrounding world based on human understanding or interpretations of the material reality.
- **Methodology.** Set of rules and conventions used to standardize a process or the production of a source of information.

- **PDF.** File format developed by Adobe whose objective is to maintain the presentation format of a document designed for printing when this document is stored in digital media.
- **Record.** *See* Database.
- **TCP/IP Protocol.** Standard that defines the method of communication between digital equipment. It employs a single number of identification.
- **Technical Cooperation.** Exchange between developing countries or between developing countries and developed countries to enable cooperation in certain areas, such as the exchange of specialists and faculty members, development or transfer of technology, exchange of information, exchange of information and experiences to improve sanitary conditions.
- **Template.** File which contains the basic definition of the type of document that will be used, with style, predefined text, etc.
- **Thematic area.** Specific set of information on the subject matter of a VHL which allows user topic-based navigation.
- **Thesaurus.** Structured set of vocabulary that points at hierarchical and associative relationships, in addition to the preference relating to terms (descriptors). *See also* Controlled Vocabulary.
- **Uniform Resource Location (URL).** The URL includes information on the type of protocol used, the address of the site where the information source is located, the subdirectories, and the name of the file. It is composed of the following elements: protocol type (http), separation (://), name of the domain where the information source is stored (www.bireme.br), name of the directory (optional) and the name of the file (optional).
- **UNISIST.** Intergovernmental program designed to foster cooperation in the field of scientific and technological knowledge.

- **URL.** Standard defined for the addressing of data contents via the TCP/IP protocol. Internet browsers use the URL to access Web pages.
- **Virtual Health Library.** A distributed database of scientific and technical knowledge in the field of health, which is registered, organized and stored in electronic format; is accessible in a universal way through the Internet; and is compatible with international databases.
- **XML.** Language created to allow the arrangement of data in a structured and hierarchical manner, thus facilitating data communication between different systems and platforms.
- **XSL.** Language created to allow the navigation, selection and capture of data of an XML file.

Appendix A

Basic Rules for the Entry of Authors

The rules for entry of an author's name are based on AACR-2 (Anglo American Cataloguing Rules, 2nd edition), and vary according to the author's nationality. To determine the author's nationality, examine the notes on the first page of the document or in the existent legends that provide information about the author's affiliation. If it is not possible to determine the nationality, it is assumed that it is the same as the country of origin of the document.

a) Names In The Portuguese Language

Register the name starting from the last element of the surname.

Example: Ovídio Saraiva de Carvalho Silva
Entry: Silva, Ovídio Saraiva de Carvalho

If the name includes words that indicate a kinship relation, such as Filho, Júnior, Neto, or Sobrinho, they must be considered as part of the surname.

Example: Antonio Ribeiro of Castro Sobrinho
Entry: Castro Sobrinho, Antonio Ribeiro de

Some surnames are considered as composite. If this condition is not expressed with a hyphen, enter the last surname.

Example: Pedro Luiz de Paula Souza
Entry: Souza, Pedro Luiz de Paula

Example: Mauro Pereira Barreto

Entry: Barreto, Mauro Pereira

Example: Álvaro Lemos Torres

Entry: Torres, Álvaro Lemos

Exceptions, when the composite surnames that should not be separated:

Example: Vítor Espírito Santo

Entry: Espírito Santo, Vítor

Example: Augusto Castelo Branco

Entry: Castelo Branco, Augusto

b) Names In The Spanish Language

For authors with two surnames, the entry is made for the first surname:

Example: Eduardo Gonzales Rivera

Entry: Gonzales Rivera, Eduardo

Surnames that begin with an article, should be entered as such:

Example: Manuel Antonio Las Heras

Entry: Las Heras, Manuel Antonio

Spanish surnames for some married women are preceded by the particle " de ". In this instance, enter her single surname, followed by her husband's surname:

Example: Antonia Murillo de Nogueira

Entry: Murillo de Nogueira, Antonia

For surnames combined with the letter " y ": enter as if they were one name:

Example: Emilio Cotarelo y Mori

Entry: Cotarelo y Mori, Emilio

Example: Antonio Gonzales y Gonzales

Entry: Gonzales y Gonzales, Antonio

c) Names In Other Languages

Usually, they are registered by the last surname.

For German names with a prefix:

Example: Hans Von Helmholtz

Entry: Helmholtz, Hans Von

For Dutch names with the prefix " van ":

Example: Johann van Der Ley

Entry: Van Der Ley, Johann

For French names that are composed of an article or by the contraction of an article and a preposition:

Example: Guy Le Gaufey

Entry: Le Gaufey, Guy

Example: François Du Port

Entry: Du Port, François

For Italian names that are composed of a particle, enter with the particle first:

Example: Vittorio Dell'Erba

Entry: Dell'Erba, Vittorio

Example: Lorenzo Della Copa

Entry: Della Copa, Lorenzo

Basic Rules for the Entry of Collective (institutional) Authors

As a general rule, the adopted form of entry for an Institutional or corporate author is consistent with how it appears in the document. The following cases are exceptions:

1. When there is a term indicating that an institutional author is part of another institution (department, division, section, etc.), enter by the name of the institution that is hierarchically superior followed by the name of the section responsible for the document, and omit the name(s) of any intermediate hierarchies.

Example:

Universidad Católica Madre y Maestra. Departamento de Medicina

AND NOT: Universidad Católica Madre y Maestra. Facultad de Ciencias de la Salud.
Departamento de Medicina

2. If the name of the institutional author indicates that it is subordinate to some government (federal, state or municipal), enter by the name of the country, province, state, county or district followed by the name of the institution responsible for the document.

Examples:

Brasil. Ministério das Relações Exteriores. Biblioteca

AND NOT: Biblioteca do Ministério das Relações Exteriores

São Paulo (Estado). Secretaria de Economia e Planejamento

AND NOT: Secretaria de Economia e Planejamento de São Paulo

São Paulo (Cidade). Secretaria de Higiene e Saúde

AND NOT: Secretaria de Higiene e Saúde do Município de São Paulo

Venezuela. Ministerio de Sanidad y Asistencia Social

AND NOT: Ministerio de Sanidad y Asistencia Social de Venezuela

3. If the institutional author's name presents variations, the adopted form is the one that is predominant. If there is no predominant name, adopt the shortest name, even if it is an acronym:

Example:

Variant abbreviated form: UNESCO

Variant complete form: United Nations Educational, Scientific and Cultural Organization

Form to be used: UNESCO

4. If the institutional author appears in several languages, enter the name in the official language of the institution:

Example:

Société Historique Franco-Américaine

AND NOT: Franco-American Historical Society OR Sociedad Histórica Francoamericana

- 5) If there is more than one official language and one of them is Spanish, enter the Spanish name:

Example:

Organización Panamericana de la Salud

AND NOT: Pan American Health Organization

Appendix B

Definition of the Types of Information Sources Contained in HIL

Bibliography

Listing of works, documents and/or bibliographical pieces usually inter-related, such as works by a given author, on a certain theme or by the same publisher. Bibliographies differ from catalogs, because their content is not limited to the holdings of one collection, library or groups of them.

Congresses, Seminars, Meetings

Compilation of information about selected events:, such as date(s) of the event, registration details, meeting themes, scientific presentations and conference proceedings.

Continuing Education - Distance Learning

Use of communication and computer technologies to provide distance learning for the continuing education of professionals and specialists.

Continuing Education – Programs

Description of the contents of courses or other educational activities that update the professional or specialist in order to maintain, develop and/or improve his/her technical knowledge, abilities and professional performance.

Database - Bibliographic

Compilation of documents and/or bibliographic pieces that are usually inter-related (i.e. works by a given author, on a certain theme or by the same publisher), that is organized in to data fields and normalized formats for storage by computer.

Database – Chemical Substances

Compilation of chemical elements or compounds, that is organized in to data fields and normalized formats for storage by computer.

Database – Epidemiological

Compilation of numeric and/or statistical data referring to epidemiologic, human, economic and material resources; mortality, social and economic indicators; and/or other Public Health topics; that is organized in to data fields and normalized formats for storage by computer.

Database – Factual

Extensive compilation of facts and data garnered from material on a specialized subject area, made available for analysis and application, that is organized in to data fields and normalized formats for storage by computer.

Database – Fulltext

Compilation of integral works, monographs or essays, that is organized in to data fields and normalized formats for storage by computer.

Database – Genetic Sequences

Compilation of chains of genes (specific sequences of nucleotides around the DNA molecule representing the functional units of heredity), that is organized in to data fields and normalized formats for storage by computer.

Database – Terminological

Compilation of terms, expressions, designations, or symbols used for a given science, discipline, or specialized subject area, that is organized in to data fields and normalized formats for storage by computer.

Decision - Support Programs

Documents or programs which assist with selective intellectual judgement, when presented with many complex alternatives and/or variables; that usually define the course of action or provide an idea for the decision making process.

Directory – Information Sources

Listing of documents, people, organizations, institutions, WEB sites, databases, images, journals, books, and other information sources which is organized in to data fields along with the related e-mail addresses and contact person(s).

Directory – Institutional

Listing of institutions systematically ordered and organized in to data fields that may include e-mail address and contact person(s).

Directory – Personal

Listing of people systematically ordered and organized in to data fields that may include related e-mail address, contact person(s) and institutional affiliation.

Directory – Projects

Listing of projects, systematically ordered and organized in to data fields that may include project title(s); project staffing; established dates; general and specific objectives; and the technical groups, institutions and/or countries involved in the project.

Discussion Lists

Internet-based discussion environment for a subject or specialty; which requires prior registration, and coordination by a mediator and/or responsible institution.

Distance Learning

Use of communication and computer technologies to transmit educational documents; to unite teacher(s) and student(s) who do not require a common physical space between them; and to allow interaction between the student(s), the teacher(s), as well as other students and the institution.

Distance Learning – Programs

Description of the contents of distance learning courses and educational programs by using communication and computer technologies.

Document Delivery Service

Service usually rendered by a library or an information center, which provides documents or copies of documents in print or digital formats, on request.

Economic Indexes

Financial information resources or measures used in health care decision-making programs.

Electronic Publications – Congress Proceedings

Documents published digitally on the Internet, in one of several available formats (doc, pdf, htm, html, etc.), that are generated at seminars, meetings, congresses or other events related to a theme, and/or to a group of specialists and/or professionals.

Electronic Publications – Governmental Documents

Official documents published digitally on the Internet, in one of the several available formats (doc, pdf, htm, html, etc.), by a government or entity directly subordinate to a government.

Electronic Publications - Hypertexts

Documents published digitally on the Internet, in one of the several available formats (doc, pdf, htm, html, etc.), that contain hyperlinks, which enable the linkage to information in a non-linear way.

Electronic Publications – Monographs

Documents, bibliographical pieces or systematic and complete dissertations on a certain theme published digitally on the Internet, in one of the several available formats (doc, pdf, htm, html, etc.).

Electronic Publications - Multimedia

Documents published digitally on the Internet, in one of the several available formats (doc, pdf, htm, html, etc.), that contain a combination of text, images, sounds and/or animations.

Electronic Publications - Periodicals

Periodic publications published digitally on the Internet, in one of the several available formats (doc, pdf, htm, html, etc.).

Electronic Publications – Theses

Documents published digitally on the Internet, in one of the several available formats (doc, pdf, htm, html, etc.), that are required for completion of master, PhD or doctoral degrees programs.

Epidemiological Data and Maps

Compilation of information about illnesses or diseases which may include causes, incidence and frequency, endemic and epidemic manifestations, morbidity, mortality and other data.

Frequently Asked Questions - FAQ

Compilation of questions and answers frequently asked about a certain topic, which is meant to complement some training program(s) or clarify and support the use of an information system or service.

Graphs, Tables and Illustrations

Documents that usually contain numeric and statistical data presented in graphic formats, such as pictures, images, and geometric figures.

Guides, Manuals, User Orientations

Documents providing essential instructions regarding a science, a technique, a certain subject, a service or an information system.

Health Status Indicators

Measures of the health level of a specific population, using various data such as morbidity, mortality and available health resources (human, financial and material).

Image Bank

Compilation of pictures, illustrations or drawings of one or more subjects in digital format, which is organized in to data fields and normalized formats for storage by computer as archives or databases.

Information Center

Independent organization or administrative unit that compiles, organizes, stores, retrieves and distributes documents; and offers information services such as database searching, access to documents in paper or in digital format, and computerized selective dissemination of information.

Information for the Public

Documents that contain generic information, which are used to educate or instruct the general public.

Legislation

Official documents which contain regulatory information such as the texts of laws, ordinances, norms, rules, dispositions, resolutions, and determinations.

News

Documents that are used to communicate and provide knowledge about current events or innovations.

Selective Dissemination of Information Service

Periodic updating service usually offered by a library or other information center by which it notifies users at regular intervals about the appearance of new publications, reports or other information sources on topics of interest to them.

Terminology

Lists of terms, expressions, designations, or symbols used in a science, a discipline, or a specialized subject area.

Virtual Library

Distributed base of scientific and technical knowledge, organized and stored in electronic formats, which is accessible universally through Internet, and is compatible with similar international knowledge bases. The virtual library is a library that operates in a virtual space, and allows the decentralized production and operation of information sources, but provides the quality control and evaluation of these information sources.

Virtual Hospital

The organization of information resources to replicate a real hospital, by using multimedia technology of the World Wide Web (WWW). The information is structured in to virtual departments and sections, allowing exchange of information and interaction between health professionals and the public.

Virtual University

Learning environment that follows the metaphor of a real university, that is organized to provide knowledge through the use of computer and telecommunication technologies based on models for distance learning and the virtual library.

Web Sites – Institutional

Computer-based locations for information sources on the World Wide Web (WWW) that are maintained by a public, private or non-governmental institution.

Web Sites – Personal

Computer-based locations for information sources on the World Wide Web (WWW) that are maintained by one or more people and are not sponsored by institutions.