

## PART 1: BIBLIOGRAPHIC DESCRIPTION AND DATA ENTRY

### Preliminary Information

The bibliographic description of documents relevant to the subject scope of ASFA is entered on specifically designed worksheets using the *www-ISIS-ASFA* software. The user interface for this application version (v.1.1) has been designed to work with *Internet Explorer* (version 5.x or 6.x), with *Netscape Navigator*, (minimum versions required are 4.0x or 4.5x, preferable version is 7.x) or with *Mozilla Firefox*.

### To start the **www-ISIS-ASFA** software system

#### Client-Server Environment

Within this environment the application is physically installed on the server and the users, who are the clients, have access to it by starting the web browser *Internet Explorer* or *Netscape Navigator* and typing, in the Location bar, the **URL address** of the server where the system has been installed. For further information regarding the URL address, refer to the Installation Manual.

#### Stand-alone Environment

Within this environment the application is physically installed on the user's personal computer. After the installation process has been successfully completed, to start up the system double click on the **WWWIsis Asfa** folder-icon (reproduced below), which is automatically created on the desktop during the installation process.



WWWIsis  
Asfa



Asfa - Data

Among the options available, double click on the **ASFA - Data Entry** shortcut to prepare new records or search for existing ones. You will be presented with the *www-ISIS-ASFA* Data Entry **Login** screen where the *Username* and *Password* should be provided (see *Fig. 1* below).

ASFA Data Entry

Login

Username: dba

Password: \*\*\*

LOG IN

LOG OUT

Download/Print

HELP

EXPORT HELP

FAO

ICAO

UNEP

Fig. 1 - *www-ISIS-ASFA Login Screen*

Click on the LOGIN box to get to the Data Entry Main Menu.

## ASFA Data Entry

### NEW RECORD

(first button on the left of the screen – *Fig. 1*)

To input a **New Record**, select the appropriate data entry worksheet from the drop down menu. There are six data entry worksheets to choose from:

ASFA Data Entry

New record

journal article (AS)

book/monograph (M)

book-series (MS)

book-paper (AM)

book-series-paper (AMS)

collective (C)

1. journal article	AS
2. book/monograph	M
3. book-series	MS
4. book-paper	AM
5. book-series-paper	AMS
6. collective	C

## Selection of the worksheet (correct bibliographic level)

The selection of the appropriate worksheet is **essential** for correct data entry, because each worksheet contains **only** the fields which belong to the bibliographic level(s) selected. Therefore do not begin data entry until you have understood this section.

In order to select the appropriate worksheet, you must recognize the kind of document you are inputting (e.g. journal article, book, book-series etc.) and you must recognize the bibliographic level(s) required to provide a complete bibliographic description of the document.

The following description of the six data entry worksheets illustrates the relationship between: the kind of document, the bibliographic level(s) present in the document and the choice of the required worksheet.

- **Journal article (AS) worksheet**

SELECT this data entry worksheet if the document you are inputting is an “article in a journal”. This worksheet contains the necessary fields to enter bibliographic data at **two** bibliographic levels: “**Analytic**” and “**Serial**”. The “Analytic level fields” allow you to input the bibliographic data describing the “article”, and the “Serial level fields” allow you to input the bibliographic data describing the “journal” in which the article appears.

- **Book/monograph (M) worksheet**

SELECT this data entry worksheet if the document you are inputting is a “book or monograph”. This worksheet contains the necessary fields to enter bibliographic data at **one** bibliographic level: **Monographic**. The “Monographic level fields” allow you to input the bibliographic data describing the “book or monograph”.

- **Book-series (MS) worksheet**

SELECT this data entry worksheet if the document you are inputting is a “book or monograph published in a series”. This worksheet contains the necessary fields to enter bibliographic data at **two** bibliographic levels: “**Monographic**” and “**Series**”. The “Monographic level fields” allow you to input the bibliographic data describing the “book or monograph” and the “Series level fields” allow you to input the bibliographic data describing the “series” in which the book or monograph is published.

- **Book-paper (AM) worksheet**

SELECT this data entry worksheet if the document you are inputting is a “chapter or section contained in a book/monograph or is a paper contained in a volume of a conference proceedings”. This worksheet contains the necessary fields to enter bibliographic data at **two** bibliographic levels: “**Analytic**” and “**Monographic**”. The “Analytic level fields” allow you to input the bibliographic data describing the “chapter, section or paper” and the “Monographic level fields” allow you to input the bibliographic data describing the “book”.

- **Book-series-paper (AMS) worksheet**

SELECT this data entry worksheet if the document you are inputting is a “chapter or section contained in a book/monograph” or is a “paper contained in a volume of a conference proceedings” published in a series. This worksheet contains the necessary fields to enter bibliographic data at **three** bibliographic levels: “**Analytic**”, “**Monographic**” and “**Series**”. The “Analytic level fields” allow you to input the bibliographic data describing the “chapter, section or paper”, the “Monographic level fields” allow you to input the bibliographic data describing the “book” and the “Series level fields” allow you to input the bibliographic data describing the “series” in which the book is published.

- **Collective (C) worksheet**

SELECT this data entry worksheet if the document you are inputting is a “**Collection**” or belongs to a “Collection”. This worksheet allows you to input the bibliographic data describing a document which is composed of at least two (but usually more) works, which may be published simultaneously or separately over a period of time, but which consist of a definite number. **Note:** The essential difference between a “series” and a “collection” is that, when a series starts publishing issues, it is not known if or when it will cease publishing, whereas a collection always has a predetermined number of issues.

A collection may be a multi-volume encyclopaedia, all the works of one author, which are republished in one or more volumes on the same date or separately over a period of time, or sets (collections) of drawings, maps, reports etc.

A “collection” document may be catalogued as follows:

- Collective level only (C): used to describe a document which is a collection of individually entitled drawings or maps, or an unbound collection of meeting papers
- Monograph in a collection (MC)\*: used to describe a book, report, or a map in a collection
- Analytic in a book in a collection (AMC)\*: used to describe a chapter, section or map in a book within a collection.

\* **Note** that the two worksheets **MC** (used to describe a book, report, or a map in a collection) and **AMC** (used to describe a chapter, section or map in a book within a collection) are not available in the present version of the software, [www-ISIS-ASFA](http://www-ISIS-ASFA) version 1.1. Therefore, should you come across a very rare type of documentary unit which needs to be catalogued as a Monograph in a collection (**MC**) or an Analytic in a book within a collection (**AMC**), select the worksheets **MS** or **AMS** as appropriate, until the new version of the software will incorporate the additional worksheets.