ISNI Web Interface Usage Guidelines

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</tr>
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</tr>
</tbody>
</table>
1 Introduction

With the ISNI Web interface you can:

- Add data (your source) to an ISNI, or edit your data (source) in an ISNI-record;
- Enter a new name for a person or organisation in ISNI;
- Resolve duplicate ISNIs;
- Report errors to the ISNI Quality Team.

To find ISNIs click HELP in the Web interface, or, check the documents:
- ISNI Search guidelines;
- ISNI Database search guidelines organisations.

To add your data (source) to an ISNI: find and select the ISNI for the name or organisation, then add your data (source).

A provisional ISNI in the database is assigned when you add your data (source) with the Web interface.

Make sure the name for the person or organisation is not yet in ISNI before you enter a new record for a name or organisation in ISNI.

New names and organisations entered through the Web interface are also assigned an ISNI, provided the data are rich enough and the name is unique. Information about the criteria for richness and uniqueness can be found on the ISNI web page Data Quality Procedures.

Please refer to these documents for information about the data field references and the codes used in ISNI:
- ISNI Database fields
- ISNI Data element values

To obtain up to date versions of this and the other documents: contact support-nl@oclc.org or go to the ISNI web page Technical documentation.

With your user and password, you can logon to the Member-database with the Web interface.

Use URL https://isni-m.oclc.org to access the ISNI production database.

Use URL https://isni-m-acc.oclc.org to access the ISNI accept database. Here you can edit sources, add sources or enter new names for test purposes.

The screens in this document show the source NTA adding (fictional) data to an existing ISNI and entering two new ISNIs.
2 Add your data (source) to a person in ISNI

When you have found and selected the record, ISNI shows the name in the labels-presentation, click sources data or marc21 for record views that show the complete record as it is stored in the database.

The selected ISNI shown here is for Gustavo Amigó Jansen, the record has one source, the Library of Congress, represented as source VIAF LC. The record has still status provisional, Record no. 45118374 is on display. When you add your data (source) to such a provisional ISNI, an ISNI is assigned and the labels -presentation will show the ISNI in lieu of the Record no.

Click edit record to add your data (source) to the selected name. The screen with the first TAB Identifiers and Names is presented. Refer to the document 'ISNI Database fields consolidated' for information about the fields:

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2.1.1 TAB Identifiers and Names
To enter your data (source) click on the “+” signs of the fields you want to add. The input fields for your data appear:

Name and your local Identifier are mandatory fields. However, if you do not have a persistent name identifier, you can leave the field Identifier empty. The Name Variant is optional and repeatable.

Greyed out fields show other sources’ data. You cannot edit or remove these fields. Contact the ISNI Quality Team if you spot an error you would like to see corrected by adding a General Note at the ‘TAB External Information and Notes’.

Click to add your source (message OK) or select a TAB to add further data. Note: Name and Identifier are sufficient to assign the provisional ISNIs in the database when you add your source data to an already existing ISNI.

Go to Par. 6 for Error messages.
2.1.2 TAB Personal Details
To enter your data (source) click the “+” signs of the fields you want to add. For example language and year of birth:

Click to add your source (message OK) or select another TAB to add more data.

2.1.3 TAB Associations
Associations are other organisations or persons related to the person. To enter your data (source) click the “+” signs of the fields you want to add.

Enter the related name in Related person or Related organisation and select the Relationship and Relation type.
If the related name is in ISNI, you can establish a system link in ISNI. On the screen on the previous page a link is being established from Gustavo Amigó Jansen to Petterson.
If you do not know the PPN (=ISNI system generated number) of the Related name or Related organisation:
➢ Click Link! to trigger the name search. One or more hits are presented in a popup window.
➢ Click Link! to select the person or organisation. In the above example the PPN of the selected Petterson is added to the ISNI record.

If you do know the PPN of the Related name or Related organisation:
➢ Enter the related name in the field Related person or Related organisation and select the Relationship together with the Relation type.
➢ Enter the PPN (=ISNI system generated number) of the Related person or Related organisation in the field PPN. The previous page shows the PPN of the La Trobe University to which Gustave Amigó Jansen is affiliated.

See section 7 for examples of system linked relations.

Click Save changes to add your source (message OK), or select another TAB to add more data.

Go to Par. 6 for Error messages.

2.1.4 TAB Works

To enter your data (source) click the “+” signs of the fields you want to add, for example a book written by Gustavo Amigó Jansen and a journal he wrote an article for:
Click **Save changes** to add your source (message ![OK](https://www.isni.org/docx/ISNI-Icon.png)), or select another TAB to add more data.

Go to Par. 6 for Error messages,

### 2.1.5 TAB Class and Role

To enter your data (source) click the “+” signs of the fields you want to add.

<table>
<thead>
<tr>
<th>Identifiers and Names</th>
<th>Personal Details</th>
<th>Associations</th>
<th>Works</th>
<th>Class and Role</th>
<th>External Information and Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save changes</td>
<td>Cancel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creation class</td>
<td>am</td>
<td>Viaf</td>
<td>LC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add Creation class</td>
<td>text</td>
<td>NTA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creation role</td>
<td>-- select one</td>
<td>NTA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add Creation role</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click **Save changes** to add your source (message ![OK](https://www.isni.org/docx/ISNI-Icon.png)), or select another TAB to add more data.

Go to Par. 6 for Error messages,

### 2.1.6 TAB External Information and Notes

Click the “+” sign for **External Information** to add the person’s website.

<table>
<thead>
<tr>
<th>Identifiers and Names</th>
<th>Personal Details</th>
<th>Associations</th>
<th>Works</th>
<th>Class and Role</th>
<th>External Information and Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save changes</td>
<td>Cancel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>External Information</td>
<td>My website</td>
<td>URI</td>
<td>NTA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add External Information</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add General Note</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click **Save changes** to add your source (message ![OK](https://www.isni.org/docx/ISNI-Icon.png)), or select another TAB to add more data.

Go to Par. 6 for Error messages,
2.1.6.1 General Note

You can add a General Note to any record, with or without your source. Use General note to notify the members of the ISNI Quality Team of an error.

Adding a General Note to any record in ISNI triggers an email query to the ISNI Quality Team. Add a note when you have found a duplicate ISNI, or a mixed identity (names of different persons in one ISNI record), or another error you wish to see corrected.

An ISNI tool generates the query mails for the Quality Team on a daily basis. In this example, the ISNI contributor Copyrus triggered the email by adding a General Note to Irina Viktorovna Chebakova’s ISNI record:

Search time: 2016-04-10
http://isni-m.oclc.nl/DBS=1.3/PPN?PPN=453731732
Last updated by COPYRUS: 10-04-16 10:53:26.000
Ирина Викторовна, Чебакова, COPYRUS
The information is complete, the name is unique, please assign ISNI
2.2 ISNI assigned

Contributor NTA added its data to the record; as a result, the ISNI is assigned. NTA also linked Amigó Jansen to the ISNI La Trobe University Library and to Petterson, the latter is entered as Jansen’s co-author.

<table>
<thead>
<tr>
<th>shortlist</th>
<th>title data</th>
<th>search history</th>
</tr>
</thead>
<tbody>
<tr>
<td>results</td>
<td>PPN 459118374</td>
<td>1 hits</td>
</tr>
</tbody>
</table>

--- 459118374OK

<table>
<thead>
<tr>
<th>labels</th>
<th>sources data</th>
<th>marc21</th>
</tr>
</thead>
<tbody>
<tr>
<td>edit record authority save</td>
<td>ISNI: 0000 0004 5911 837X</td>
<td>Name: Amigó Jansen, Gustavo</td>
</tr>
<tr>
<td></td>
<td>Name variant: Amigó, Gustavo Jansen, Gustavo Amigó Jansen, Gustavo, A.</td>
<td>Dates: born 1956</td>
</tr>
<tr>
<td></td>
<td>Creation class: text</td>
<td>Creation role: author</td>
</tr>
<tr>
<td></td>
<td>Related names: La Trobe University Library Petterson, Alex Jonathan (co-author)</td>
<td>Titles: posición filosófica del Padre Félix Varela, 1991.; La The life and death of Fafter Varela</td>
</tr>
<tr>
<td></td>
<td>Contributed to or performed: Philosophical magazine for Spanish padres</td>
<td>Notes: My website <a href="http://www.authorswebsite.org">www.authorswebsite.org</a></td>
</tr>
<tr>
<td></td>
<td>Sources: VIAF LC NTA</td>
<td>Publishers: Editorial Cubana</td>
</tr>
</tbody>
</table>

2.2.1 ISNI record in the database

ISNI in marc21-presentation:

000 459118374
002 $aTpx
003 $00000000045911837X$12016-11-07 11:36:23$assigned$60
008 $an$b|$c|$da$sec$fz$gn$shn$ja$ja$kb$ln$m|$na$oa$pa$qa$r|$s|
00A ISNI:31-10-16
00B NTA:07-11-16 11:36:23.000
00D ISNI:31-10-16
00U utf8
00X 0
035 ##$IVIAF$026251139
035 ##$INTA$0123444555
377 ##$aspa$2NTA
400 1#$aAmigó, Gustavo$2VIAF$2LC
400 1#$aJansen, Gustavo Amigó$2VIAF$2LC
3 Add your data (source) to an organisation in ISNI

When you have found and selected the record, ISNI shows the organisation in the labels-presentation, click sources data or marc21 for record views that show the complete record as it is stored in the database.

The selected ISNI shown here is for an institute of the ETH Zurich. The record has one source. The record status is still provisional: the screen shows the ISNI system generated Record no. 10712307X.

When you add your data (source) to a provisional ISNI, an ISNI is assigned and the labels-presentation will show the ISNI in lieu of the Record no.

Click edit record to add your data (source) to the organisation in ISNI.
The screen with the first TAB Identifiers and Names is presented. Refer to the document ‘ISNI Database fields consolidated’ for information about the fields:
3.1.1 TAB Identifier and Names
To enter your data (source) click on the “+” signs of the fields you want to add.
The input fields for your data appear:

Name and your local Identifier are mandatory fields. However, if you do not have a persistent name identifier, you can leave the field Identifier empty. The Name Variant is optional and repeatable.
Greyed out fields show other sources’ data. You cannot edit or remove these fields. Contact the ISNI Quality Team if you spot an error you would like to see corrected by adding a General Note at the TAB External Information and Notes.
Click to add your source (message OK) or select a TAB to add more data.

Go to Par. 6 for Error messages.
3.1.2 TAB Organisation Details
To enter your data (source) click on the “+” signs of the fields you want to add. For example to add the UNESCO locode to the record:

Click to add your source (message OK) or select a TAB to add more data.

Go to Par. 6 for Error messages.

3.1.3 TAB Associations
Associations are other organisations or persons related to the organisation.
To enter your data (source) click on the “+” signs of the fields you want to add.

Enter the related name Related person or Related organisation and select the Relationship and the Relation type. See Anton Schmucki in the above example who has been added earlier.
If the related name is also in ISNI, you can establish a system link in ISNI. On the screen on the previous page a link is established from the Eidgenössische Technische Hochschule to Gustavo Amigó Jansen.

If you do not know the PPN (=ISNI system generated number) of the Related name or Related organisation:

➢ Click Link! to trigger the name search. One or more hits are presented in a popup window.
➢ Click Link! to select the person or organisation. In the above example the PPN of Gustavo Amigó Jansen will be added to the record.

If you do know the PPN of the Related name or Related organisation:

➢ Enter the related name in the field Related person or Related organisation and select the Relationship together with the Relation type.
➢ Enter the PPN (=ISNI system generated number) of the Related person or Related organisation in the field PPN. For example the PPN of the ETH Zürich to which the institute is related.

See section 7 for examples of system linked relations.

Click to add your source (message OK) or select a TAB to add more data.

Go to Par. 6 for Error messages.

3.1.4 TAB Works

To enter your data (source) click on the “+” signs if you want to add titles of publications issued by the organisation, the field is repeatable:

Click to add your source (message OK) or select a TAB to add more data.

Go to Par. 6 for Error messages.
3.1.5 TAB Class and Role
To enter your data (source) click on the “+” signs of the fields you want to add.

Click to add your source (message OK) or select a TAB to add more data.

Go to Par. 6 for Error messages.

3.1.6 TAB External Information and Notes
Click External Information to add the organisation’s website.

Click to add your source (message OK) or select a TAB to add more data.

Go to Par. 6 for Error messages.

3.1.6.1 General Note
Adding a General Note to any record in ISNI triggers an email query to the ISNI Quality Team. Add a note when you have found a duplicate ISNI, or a mixed identity (names of different organisations in one ISNI record), or another error you wish to see corrected.
An ISNI tool generates the query mails for the Quality Team on a daily basis. In this example, an End-user triggered the email by adding a Note in public ISNI database (http://isni.org/search):

Search time: 2016-11-01
http://isni-n.mocld.nl/DBS=1.3/PPN?PPN=403722101
Last updated by ENDUSER 01-11-16 21:48:32.000

There is no single record that reflects our institute clearly. Official name: The New Zealand Institute for Plant & Food Research Ltd; referred to as Plant & Food Research

3.2 ISNI assigned
Contributor NTA added their data to the record; as a result, the ISNI has been assigned. Contributor NTA also linked the Institute to the ISNI of the main organisation and linked Amigó Jansen as an employee of the institute.
3.2.1 ISNI record in the database

The ISNI in marc21-presentation:

000 10712307X
002 $aTbr
003 $00000000107123079$12016-11-04 14:34:55$a assigned$c60
008 $an$bn$sc$da$sec$ff$gz$gn$hn$ia$jb$kb$ll$m$m$r$nn$oa$p$p$q$a$s$rt$sd
00A 99999999:10-11-09
00B NTA:07-11-16 12:34:56.000
00D 99999999:10-11-11
00U utf8
00X 0
035 ##$lVIAF$0159849818
035 $lNTA$012345644
370 ##$aCH$!CH ZRH$2NTA
410 2#$aBibliothek$2VIAF$2SWNL
410 2#$alinstitut für Orts-, Regional- und Landesplanung$Bibliothek$2VIAF$2SWNL
667 ##$aType your message for the ISNI Quality Team here$!2016-11-07 12:34:56$2NTA
671 ##$blInstitutes website$!2016-11-07 12:34:56$gwww.InstituteETH.org$2NTA
710 2#$aEidgenössische Technische Hochschule Zürich$bInstitut für Orts-, Regional- und
Landesplanung$bBibliothek$3commonForm$2VIAF$2SWNL$0vtls002076604
710 ##$aEidgenössische Technische Hochschule$blInstitut für Orts-, Regional- und
Landesplanung$qUniversity or College$2NTA
910 ##$a@Schlagwortverzeichnis :$bAnhang: Verzeichnis der Zeitschriften und
Schriftenreihen$2VIAF$2SWNL
921 ##$alinstitut für Orts-, Regional- und Landesplanung, Bibliothek$2VIAF$2SWNL
943 ##$a196.$2VIAF
944 ##$aam$2VIAF$2SWNL
950 ##$aSchmucki, Anton$2NTA
950 ##$aAmigo Jansen, Gustavo$iY$ThasEmployee$2NTA
951 ##$aEidgenössische Technische
Hochschule$iY$TisUnitOf$2NTA$9121609529$8Eidgenössische Technische Hochschule (Zurich)
4 Resolve possible matches

Your records with a possible duplicate in the database are in ISNI with a so-called B-link to the possible duplicate.

To search online for your records with B-links, use the search key `bs:`.

To find all your duplicates use the query `bs: [01]? <your source code>`, for example `fin bs: [01]? cedr` will retrieve all duplicates of the contributor CEDR.

The next example shows a record supplied by the source MUBZ. The ISNI algorithm matched the entered MUBZ name with another record with 75.0000 similarity and flagged the record with status provisional for inspection.

Click **compare** to show the possible match:

Investigate and click **Equal** when both records are for the same public identity

Clicking **Equal** sets the M (merge) status for the record.
ISNI software inspects the database on a daily basis and merges the records.
The merged record for MUBZ’s ShizueAbe:

<table>
<thead>
<tr>
<th>labels</th>
<th>sources data</th>
<th>marc21</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISNI:</td>
<td>0000 0003 7952 1329</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td>Abe, Shizue</td>
<td></td>
</tr>
<tr>
<td></td>
<td>あべ, 静江</td>
<td></td>
</tr>
<tr>
<td>Name variant:</td>
<td>Abe, Shizue</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shizue Abe</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shizue Abe (actrice et chanteuse japonaise)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shizue Abe (Japanese actress and singer)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>アベ, シズエ</td>
<td></td>
</tr>
<tr>
<td></td>
<td>阿部, 静江</td>
<td></td>
</tr>
<tr>
<td>Dates:</td>
<td>1951-</td>
<td></td>
</tr>
<tr>
<td>Location / Nationality:</td>
<td>Japan</td>
<td></td>
</tr>
<tr>
<td>Creation class:</td>
<td>Language material</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Musical sound recording</td>
<td></td>
</tr>
<tr>
<td>Creation role:</td>
<td>performer</td>
<td></td>
</tr>
<tr>
<td>Titles:</td>
<td>Ara yasechatta</td>
<td></td>
</tr>
<tr>
<td></td>
<td>あら、やせちゃった!</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="http://ja.wikipedia.org/wiki/%E3%81%82%E3%81%B9%E9%9D%99%E6%B1%9F">Wikipedia</a></td>
<td></td>
</tr>
<tr>
<td>Sources:</td>
<td>VIAF NDL WKD</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MUBZ</td>
<td></td>
</tr>
</tbody>
</table>
5 New records

Before adding a new record, a search should first be made by name to see if there is already a record on the database. Click Help for online search guidelines or go to the ISNI Search Guidelines on the ISNI-website.

5.1 Search for a name (person)

You can search for the name or browse for the name in the family name index. Here are some search examples.

Broad search for the forename and family name:

Browse in the family name index with the first initial of the forename:

Alternatively, search for the family name whilst including all forenames starting with p:

Click on WebCat in the system menu if the name is not in ISNI:

Select Add an identity: person of fictional character here:

The input template for a personal name appears.
5.1.1 Entering a new name (person) with WebCat
Add as many of the fields indicated with the green arrow to ensure assignment. The fields with a “+” sign are repeatable. Refer to the document ‘ISNI Database fields consolidated’ for information about the fields.

Click to insert the new ISNI (message OK).

Go to Par. 6 for Error messages.
5.1.2 ISNI not assigned possible duplicate
When a new name is entered, the ISNI algorithm checks the database for possible duplicates. If a possible duplicate is found (name is not unique), a record with status provisional is entered and presented on the screen with its possible double.
Information about the ISNI Data policy can be found on the ISNI website.
The assignment rules that are applied by the ISNI matching and merging software are detailed in section 8. Annex.

By resolving the duplicate, you get an assigned ISNI for the name.

5.1.3 ISNI not assigned
When you enter a new name, the ISNI server checks the data for completeness. Only when a group of data is present, an ISNI is assigned.
If data required for assignment are missing, the status of the record is set to provisional. The record is presented with its Record no. instead of the ISNI.
Information about the ISNI Data policy can be found on the ISNI website.
The assignment rules that are applied by the ISNI matching and merging software are detailed in section 8. Annex.
For example this single source record (only 1 contributor) is not rich enough for assignment:

```
<table>
<thead>
<tr>
<th>labels</th>
<th>sources data</th>
<th>marc21</th>
</tr>
</thead>
<tbody>
<tr>
<td>edit record</td>
<td>Record no.: 45911848X</td>
<td>save</td>
</tr>
<tr>
<td>Name: Franzen, Amigo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Titles: Work by Amigo Franzen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sources: NTA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

For assignment click edit, add more data and the General Note for the ISNI Quality Team: “Name is complete, name is unique, please assign”. At this point in time (December 2016) it is not possible to assign an ISNI that has your source only.

5.2 ISNI assigned
New names and organisations you enter with the Web interface are assigned an ISNI, provided the data are rich enough and unique.
Contributor NTA entered a rich and unique record and an ISNI has been assigned.
5.3 ISNI record in database

The assigned record for Pieterszoon in marc21-presentation:

```
000 459118412
002 $aTpx
003 $00000000459118417$12016-11-03 17:07:07$aassigned$bno match initial database$c60
008 $a|$b|$c|$d|$e|$f|$g|$h|$i|$j|$k|$l|$m|$n|$oa|$p|$q|$r|$s|$t|$u|$v|$w|$x|$y|$z
00A NTA:03-11-16
00B NTA:03-11-16 17:07:07.000
00D NTA:03-11-16
00U utf8
00X 0
035 $INTA$012345676
375 ##Samale$2NTA
700 ##SaPieterszoon, Pieter Jan$cProfessor$2NTA
910 ##Sa@History of Boekelo$2NTA
941 ##Saaut$2NTA
944 ##Satext$2NTA
950 ##SaPeterson, Jonathan$iY$tcolleague / collaborator$2NTA$9459118366$8Jonathan Alex Petterson
951 ##SaMadurodam University$iY$tisAffiliatedWith$2NTA
970 ##Sa1956$2NTA
976 ##$2NTA$an$TA$2b2016-11-03 17:07:07$cis_unique is_rich$dbirthyear etc.$e0$f0
```
## 5.4 Search for a name (organisation)

Search for an organisation with the exact name, add quotes like in the example below when you use the NA key:

<table>
<thead>
<tr>
<th>Search</th>
<th>Results</th>
<th>Advanced</th>
<th>My shelf</th>
<th>Help</th>
<th>WebCat</th>
</tr>
</thead>
<tbody>
<tr>
<td>search [and]</td>
<td>Name (NA:)</td>
<td>sort by name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>library university gotham*</td>
<td>search</td>
<td>less</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>approximate search</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Results**

- Your (combination of) search term(s) was not found in the index.

If no name was found with the exact name, search for the organisation with words occurring in the name:

<table>
<thead>
<tr>
<th>Search</th>
<th>Results</th>
<th>Advanced</th>
<th>My shelf</th>
<th>Help</th>
<th>WebCat</th>
</tr>
</thead>
<tbody>
<tr>
<td>search [and]</td>
<td>Name Keyword (NW:)</td>
<td>sort by name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>gotham university library</td>
<td>search</td>
<td>less</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>approximate search</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Results**

- Your (combination of) search term(s) was not found in the index.
5.4.1 Entering a new name (organisation)

Click WebCat when you are sure the name is not yet in ISNI:

Search | Results | Advanced | My shelf | Help | WebCat

Click Add an identity: organisation here:

View of WebCat functions

Here is the list with available WebCat forms. Please pick the appropriate form for the record you want to create or edit.

Add an identity: organisation

Add an identity: person or fictional character

The input template for an organisation appears.

The fields with a “+” sign are repeatable. Add as many of the fields marked with red arrows as possible to ensure assignment. Refer to the document ‘ISNI Database fields consolidated’ for information about the fields:
Click ![Save changes](image) to insert the new ISNI (message 1 OK).

Go to Par. 6 for Error messages.

### 5.4.2 ISNI not assigned possible duplicate

When a new name is entered, the ISNI algorithm checks the database for possible duplicates. If a possible duplicate is found (name is not unique), a record with status provisional is entered and presented on the screen with its possible double.

Information about the ISNI Data policy can be found on the [ISNI website](https://www.isni.org).

The assignment rules that are applied by the ISNI matching and merging software are detailed in section 8. Annex.

By resolving the duplicate, you get an assigned ISNI for the name.

### 5.4.3 ISNI not assigned

When you enter a new name, the ISNI server checks the data for completeness. Only when a group of data are present, an ISNI is assigned.

If data required for assignment are missing, the status of the record is set to provisional.

Information about the ISNI Data policy can be found on the [ISNI website](https://www.isni.org).

The assignment rules that are applied by the ISNI matching and merging software are detailed in section 8. Annex.

The record is presented with its **Record no.** instead of the ISNI.

For example:

![Record no. 459118498](image)

Click **edit**, add more data and the **General Note** for the ISNI Quality Team: “Name is complete, name is unique, please assign”. At this point in time (November 2016) it is not possible to assign an ISNI that has your source already.
5.5 ISNI assigned

New names and organisations you enter with Web interface are assigned an ISNI, provided the data are rich enough and unique.

<table>
<thead>
<tr>
<th>labels</th>
<th>sources data</th>
<th>marc21</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISNI:</td>
<td>Library University Madurodam (Academic Library)</td>
<td>0000 0004 5911 8441</td>
</tr>
<tr>
<td>Name:</td>
<td>Madurodam Library</td>
<td></td>
</tr>
<tr>
<td>Name variant:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location / Nationality:</td>
<td>Netherlands Zuid-Holland The Hague</td>
<td></td>
</tr>
<tr>
<td>Related names:</td>
<td>Pieterszoon, Pieter (isRelatedTo)</td>
<td></td>
</tr>
<tr>
<td>University</td>
<td>Madurodam</td>
<td></td>
</tr>
<tr>
<td>Notes:</td>
<td>Library's website librarymadurodam.org</td>
<td></td>
</tr>
<tr>
<td>Sources:</td>
<td>NTA</td>
<td></td>
</tr>
</tbody>
</table>

5.6 ISNI record in database

Record in marc21-presentation for the Library University Madurodam:

000 459118447
002 $aTbx
003 $00000000459118441$12016-11-07 14:11:27$aassigned$bno match initial database$c60
008 $a|$b|$c|$d|$e|$fz$gn$hn$i|$j|$k|$l|$m|$n|$oa$|p|$q|$r|$s|
00A NTA:07-11-16
00B NTA:07-11-16 14:21:57.000
00D NTA:07-11-16
00U utf8
00X 0
035 $INTA$012233444
370 ##$aNL$NL$HAG$ZHZ$The Hague$2NTA
410 #$aMadurodam Library$2NTA
671 #$bLibrary's website$f2016-11-07 14:10:16$gr$ulibrarymadurodam.org$2NTA
710 #$aLibrary University Madurodam$qAcademic Library$2NTA
950 #$aPieterszoon, Pieter$iY$TisRelatedTo$2NTA$9459118412$qPieter Jan Pieterszoon Professor
951 #$aUniversity Madurodam$iY$TisUnitOf$2NTA
976 #$2NTA$aNTA$b2016-11-07 14:20:08$cis_unique is_rich$dbirthyear etc.; external link etc.$e0$f0

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6 Error messages

- Matching is not supported for this database
- Your login request was rejected.
- Before you can search you have to identify yourself.

Make sure you work in the member database 1.3.

Check the URL for the string DB=1.3 when you get the above message. When you see DB=1.1 in the URL, replace it by 1.3 and refresh the URL.

If you are already logged on: log out, check the URL for the string DB=1.3 when you get the above message. When you see DB=1.1 in the URL, replace it by 1.3 and refresh the URL.

- Source code not found in any 028C, 029C.

The above message appears when you try to add your data (source) without a Name.

At least the surname is mandatory.

028C refers to the missing Name of a person (029C the missing name of an organisation).

ISNI field references are in the document 'ISNI Data element values'.

- Surname is mandatory

You cannot enter a name with only a forename. Enter pseudonyms in surname. Examples: Captain Piet, Angry Johnny, Jo-Johnny.

- Mandatory

When you the click “+” sign to open a repeatable field, the software expects the field to be entered with a value. Click on the minus-sign if you do not want to enter the field after all.

- Sparse record

Enter at least another field to enter the name or organisation. See annex.

- Sparse common name

Enter at least another field to enter the name or organisation. See annex.

- ‘ ’ may not start with a blank

Remove blank from first position in the field.

- Position 1 of '1999' in 032A/00 has to be a digit

032A is the reference for Dates (birth and death).

- Invalid code '...' in Language

Language has to be an ISO-code.

- The length of 'piano' in Instrument has to be 2 characters.

- Invalid code ' ' in country
Country has to be an ISO-code.

7 Related ISNIs

ISNIs with a relation to another ISNI are presented with clickable links. Persons that are related to the ISNI of an organisation are shown with the menu option authority. In this example, Petterson is related to the La Trobe University Library. Clicking La Trobe University Library presents the record.

| ISNI: | 0000 0004 5911 8361 |
| Name: | Petterson, Jonathan Alex |
| Name variant: | Petterson, J.A. |
| Dates: | born 1954-06-12 |
| Creation class: | text |
| Creation role: | author |
| Related names: | Jansen, Gustavo (co-author) |
| Titles: | Philosophical thoughts on plants |
| Contributed to or performed: | Journal for plant lovers |
| Notes: | |
| Sources: | NTA |
Clicking authority results in a set with the all persons linked to the La Trobe University Library:

---

**8 ANNEX Checks on data and conditions for assignment**

When you enter a new record using the WebCat template ‘Add an identity’ a number of checks and assignment rules apply:

**View of WebCat functions**

Here is the list with available WebCat forms. Please pick the appropriate form for the record you want to create or edit.

- Add an identity: organisation
- Add an identity: person or fictional character

---

**8.1 Initial Checks on data before Import**

Only data that passes initial checks are entered in the database.

**8.1.1 Validation**

Formal checks:

- Character encoding must be in UNICODE UTF-8.
- Data must pass formal checks (ISO language codes, UNESCO location codes and ISO country codes)
- ISNI-codes for roles, relationship types etc. are valid present in ISNI tables,
- Dates are in ISO format etc.
- URL’s have @, no blanks etc.
- The submitted data may not be sparse (a record must at least include a name and some extra information like a birth date and/or a title).

**8.1.2 Too Sparse**

To pass the sparseness checks all names must include:

- a name (personal or organisation)
Personal names must score at least **1 point** from the following list:

- ✓ Birth date (type is “lived”: score 1)
- ✓ Death date (type is “lived”: score 1)
- ✓ Birth date (type is not “lived” AND date is before 1800: score 1)
- ✓ Death date (type is not “lived” AND date is before 1800: score 1)
- ✓ Publisher (publisher or publishers: score 1)
- ✓ Title (title or titles: score 2)
- ✓ Co-author or Organisation affiliation (one: score 1; two or more: score 2)
- ✓ Instrument or Voice (score 2)
- ✓ UsageDateTo (for organisations; score 1)

**Note 1:** Names in the common surnames list must score two from the list.
Currently (September 2020), surnames are common when they have more than 500 hits. Organisations are common if they have more than 50 hits.

**Note 2:** Incomplete personal names. Names should be as complete as possible where the information is available, i.e. forenames should be included in preference to initials. Names without forenames or with only forename initials are treated in a similar way to common surnames in sparseness testing.

To pass the sparseness checks organisations must contain:

- ✓ main name organisation

and score at least 1 of the following:

- ✓ Date of commencement of name use
- ✓ Date of end of name use
- ✓ Title
- ✓ Affiliated organisation
- ✓ Related person
- ✓ Country (ISO code).

### 8.1.3 Data pass validation and sparseness checks

If your data (source) does not pass the above checks, no record with your source is entered at all. If your data (source) pass the validation and sparseness checks, your data is passed on to the ISNI matching and evaluation routines. The outcome depends on the matching and evaluation result:

- ➢ No possible matches were found and the data are complete and the name is unambiguous
  => an ISNI is assigned to your source, see section 8.2;
- ➢ Possible match was found, see section 8.3;
- ➢ No possible matches were found, but the data are not complete and/or the name is not unambiguous
  => your source is entered but with status provisional, see 8.4.

An ISNI is assigned to your source when all conditions in section 8.2 are met, or, when your source profile is set to assign your sources provided the names are unique.
8.2 Assignment

When you enter a new record using this WebCat template, and no possible matches have been found, the following assignment rules apply.

8.2.1 Data are complete (rich)

Your data (source) have to complete (rich).

Personal names are rich when they meet one of the following sets of conditions:

- Full dates of birth and death
- Year of birth or year of death + (one title or instrument associated with the person or one related name)
- (1 title or instrument) + (1 URL link or 1 related name)
- at least one related name with the type “is not”

8.2.2 Name is unique

Names are only assigned when they are unique.

- Personal names are unique if all name variants (surname plus one initial or given name) are unique. Unique names must include at least one full forename or given name.

  Given name is more inclusive of languages which do not include surnames/forenames, e.g. Icelandic.

  Given name is useful for the music industry as it covers instances of music artists with a single name.

Organisations are unique if:

- all name variants are unique and the record has a LOCODE or an organization type and a URL

8.2.3 Confident match is found

When you choose to add a new name in ISNI, the software will still check for a confident match before the new name is entered in the database. When a confident match is found, your source will be added to that ISNI.

There is a match with a record already on the database at a sufficient confidence level as determined by the software. The matching process favours

- match on local identifier
- match on name and title
- match on name and resource identifier
- match on name and instrument or voice
- match on full name and date, where the name is not on the common surname list

---

1 For double surnames, name rotation applies. Each rotated name counts as a variant. E.g. Carmen Rosa (forenames) Monzón Delgado (surname) two name variants are checked: “monzon delgado, c” and “delgado, c”
match on name, and other elements, co-authors, organisation affiliations, publishers

If there are multiple definite matches, the best candidate is chosen and the record is merged with it
(best candidate = assigned selected before provisional and suspect; else if there are multiple possible records with the same status, then the record with the highest match score is chosen as the best candidate).

8.3 Possible duplicate for your source

Your source is entered a special flag ‘possible duplicate’ and will be given a status of provisional. There are four cases of uncertain match:

➢ where the matching score is between the no match threshold and the match threshold
➢ where the incoming record and the match record have the same data contributor (source) code and the local identifier of the incoming record is different from that on the match record
➢ where the incoming and match record disagree on birth or death date and the data confidence of both records is the same