2. Searching & Navigation on WinIBW

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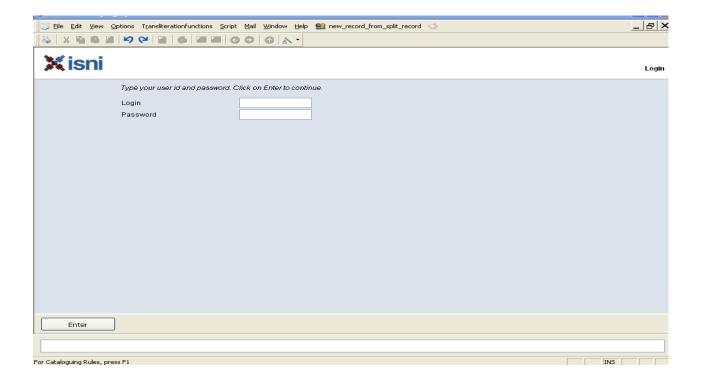
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2.1 Logging in to WinIBW

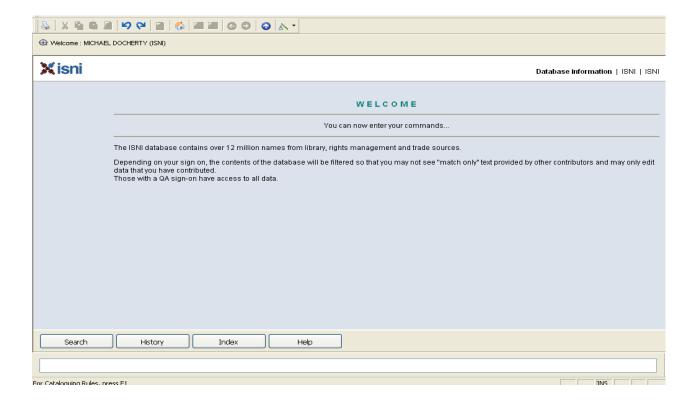
To enter the ISNI production database double-click on the "WinIBW" icon on the desktop. The following screen will appear:



Click on "Start session" and enter login name and password:



A "Welcome" or Menu screen is displayed.

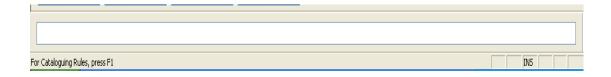


2.2 Browsing using the search bar

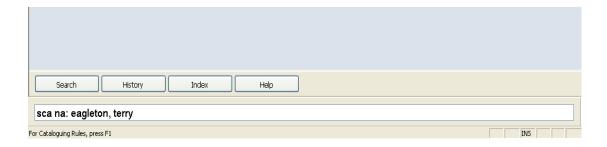
Searching on the production database can be done in 2 ways:

- 1) Browsing using the search bar
- 2) Keyword searching using the search form see **2.4**

A search bar is always displayed at the bottom of the screen:

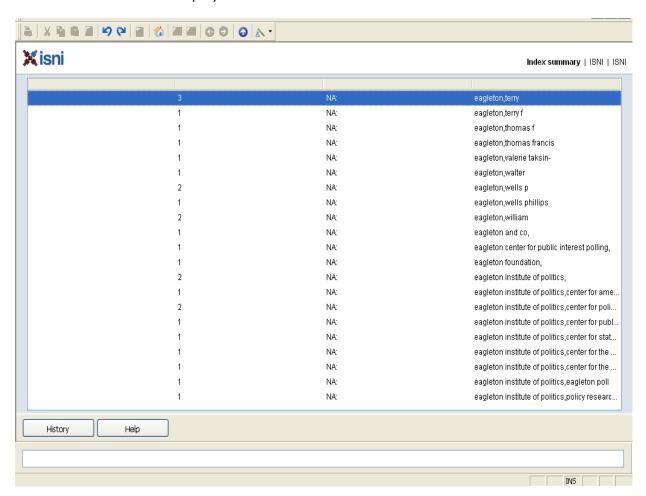


To perform a browse search enter the text into the search bar, with the command "sca na:" and hit return.



2.2.1 Browse results display

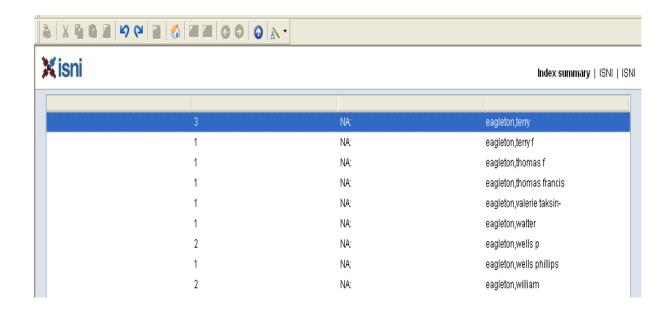
The browse results are displayed as follows:



Note that the display is now showing 3 columns – number, "na" and the name of the identity/identities.

2.2.1.1 Number of Records

The first column displays the number of records which contain the name or reference to the identity/identities in column three.



In the row highlighted blue above, there is a number 3 in the first column. This means there are 3 records which have a main name or reference of "Eagleton, Terry" on the database.

The records may relate to 3 different identities or the same identity where there has not been enough information to match and merge the records together.

2.2.1.2 Type of identity

"Na" means name. Name in ISNI can refer to a person or an organisation¹. The type of identity is displayed in column two.

2.2.1.3 Name of identity/identities

The name or reference of the identity/identities is displayed in column three.

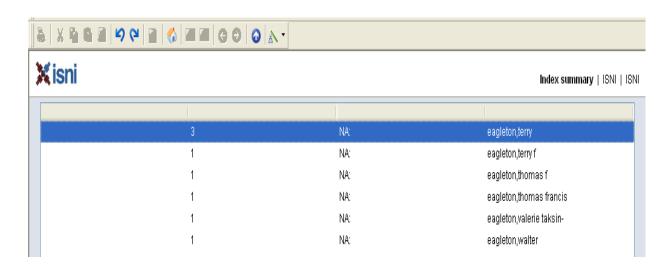
Note that ISNI is not seeking to create unique headings or references for each identity. Multiple identities can have the same main name/reference. Equally, there is no requirement for all records relating to the same identity to merge. Multiple records for the same identity can co-exist on the ISNI database.

¹ For further details about searching for organisations on ISNI, see 7.2

2.3 Viewing records

2.3.1 Selecting a record to view

Select the identity/identities by highlighting a row in the list:



Double-click on the highlighted row and the following display will appear:

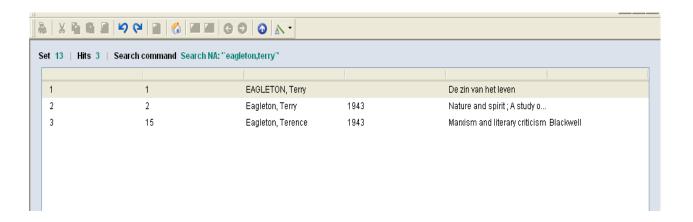


Note that this is a search history page so it may display the results of previous searches².

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² For further details about the search history, see 2.7.2.

The latest search will always be at the top of the list. Double-click on the appropriate row and the following display will appear:



Note that 6 columns are displayed in this screen – number, data sources, name, date, title and publisher.

2.3.1.1 Number

The number in the first column relates to the number of records retrieved. There were 3 records with the main name or reference "Eagleton, Terry" so each is listed individually in the display.

2.3.1.2 Data sources

The second column displays the number of sources who have contributed data to the record.

2.3.1.3 Name

In column 3 the name listed equates to the name in the 700 field of the record. If there is more than one 700 field, only one name will be displayed.

2.3.1.4 Date

If a date is present in the record this will be displayed in column 4. This can be a date of birth or a date of death or both.

2.3.1.5 Title

In column 5 the title listed equates to the title in the 910 field of the record. If there is more than one 910 field, only one title will be displayed.

2.3.1.6 Publisher

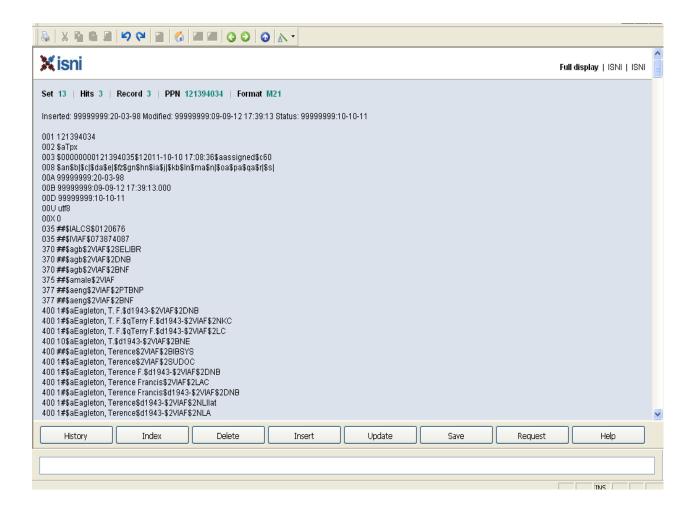
In column 6 the publisher listed equates to the publisher in the 921 field of the record. If there is more than one 921 field, the publisher in the first 921 will be displayed.

2.3.2 Viewing an individual record

Highlight a row and double-click in order to select a record.



The record in the third row has been selected above. The record will now display as follows:



For information about the data displayed in an individual record, see Chapter 3.

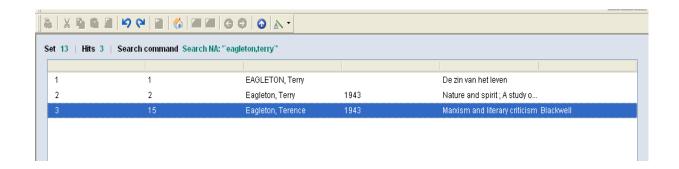
2.3.3 Viewing multiple records

Multiple records can be viewed separately by using the green left/right arrow keys on the toolbar.

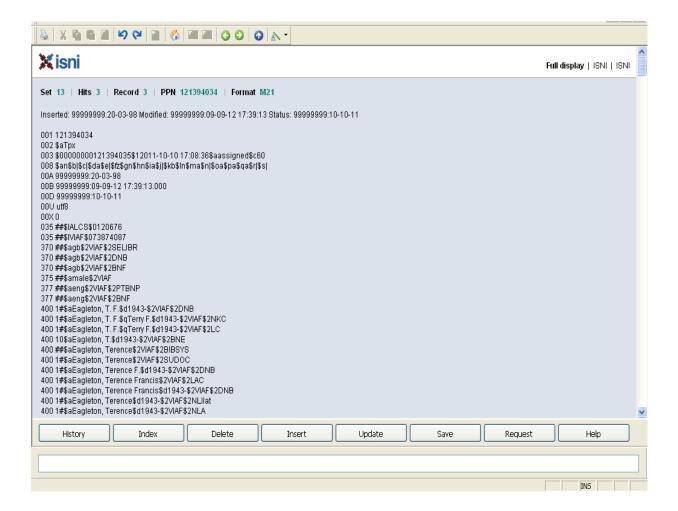
Note that the left/right arrow keys are greyed out until an individual record has been selected:



In order to view multiple records highlight a row and double-click, following 2.2.2.



The record in the third row has been selected above. The record will now display as follows:

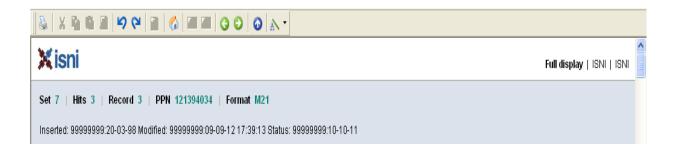


Note that the arrow keys now appear in green. They can be used to navigate back and forwards to view all records.



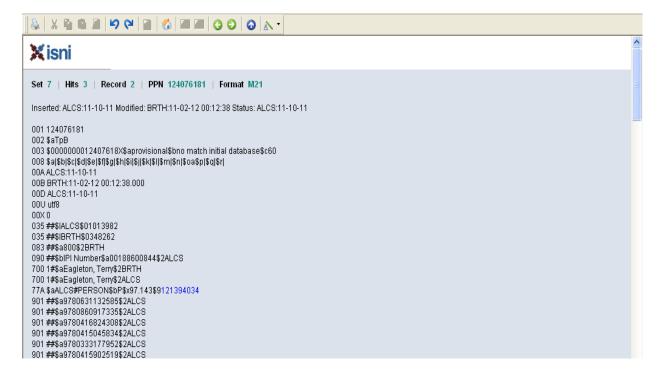
In the example above there were 3 records found for the identity "Eagleton, Terry". Using the arrow keys it's now possible to view each record.

Each record is numbered. This number is displayed at the top of the record, along with the total number of hits:



The record number is three (out of three hits). To view the other records, use the left green arrow key to move back to record numbers two and one.

Clicking the left green arrow key once will display the second record.

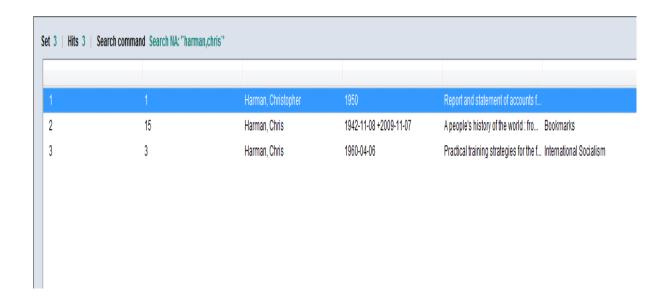


The record number is now two (out of three hits). To view the other records, use the left green arrow key to move back to record one or the right green arrow key to move back to record three.

2.3.4 Viewing multiple records on the same screen

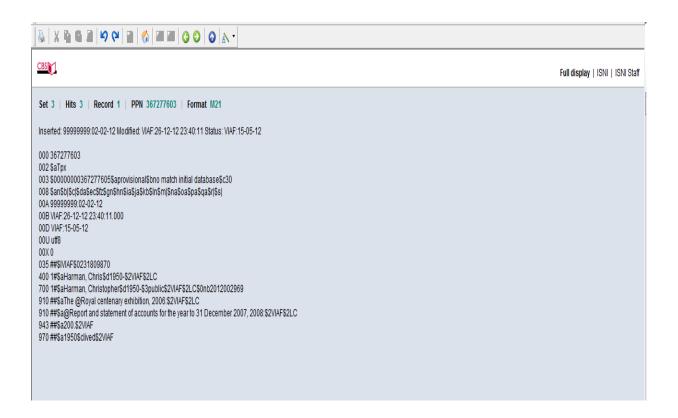
It is possible to view multiple records on the same screen by creating a new window for each record.

For example, a search for the identity "Harman, Chris" has retrieved 3 records.

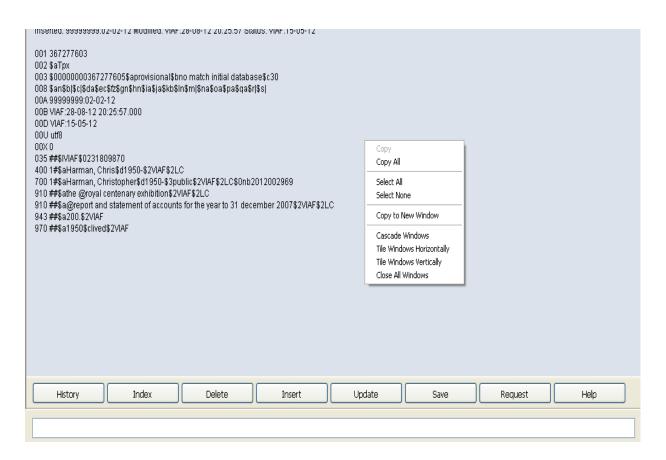


In order to check whether these records relate to the same identity, it is possible to look at all the records on the same screen as opposed to viewing each one separately.

Selecting the first record in the above list will display the following:



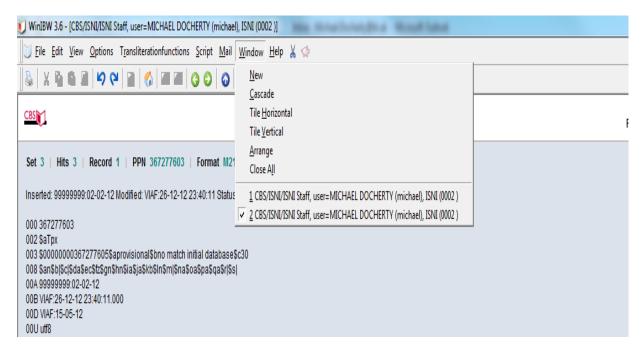
To view another record in the list, right-click anywhere on the screen. The following options will display:



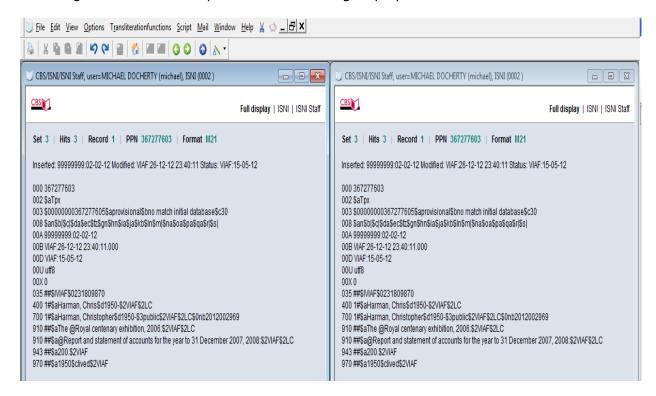
Select the option "Copy to new window" and a duplicate of the existing record is displayed.

```
Inserted: 99999999:02-02-12 Modified: VIAF:28-08-12 20:25:57 Status: VIAF:15-05-12
001 367277603
002 $aTpx
003 $0000000367277605$aprovisional$bno match initial database$c30
008 $an$b|$c|$da$ec$fz$gn$hn$ia$ja$kb$ln$m|$na$oa$pa$qa$r|$s|
00A 99999999:02-02-12
00B VIAF:28-08-12 20:25:57.000
00D VIAF:15-05-12
00U utf8
00X0
035 ##$IVIAF$0231809870
400 1#$aHarman, Chris$d1950-$2VIAF$2LC
700 1#$aHarman, Christopher$d1950-$3public$2VIAF$2LC$0nb2012002969
910 ##$athe @royal centenary exhibition$2VIAF$2LC
910 ##$a@report and statement of accounts for the year to 31 december 2007$2VIAF$2LC
943 ##$a200.$2VIAF
970 ##$a1950$clived$2VIAF
```

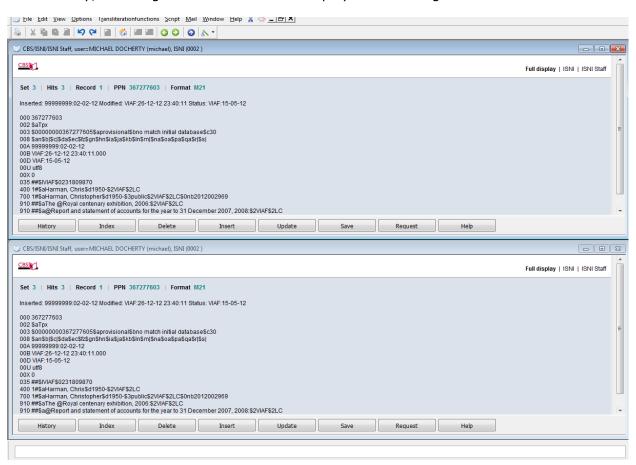
To place what are currently duplicate records side by side on the screen, select "Window" on the toolbar and click on "Tile vertical" or "Tile horizontal" depending on preference.



Selecting "Tile vertical" will produce the following display:



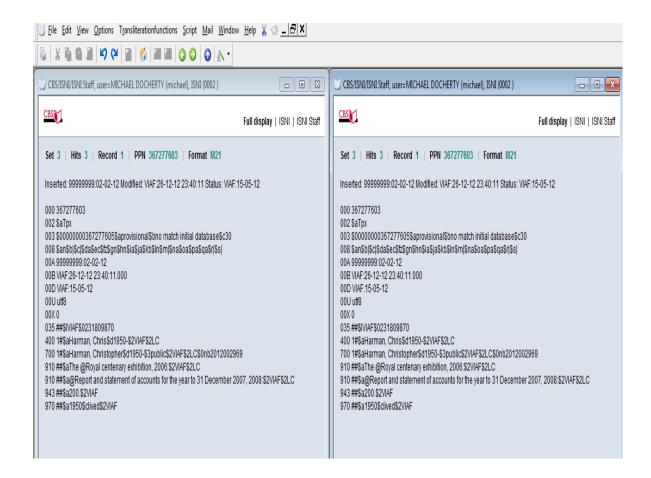
Alternatively, selecting "Tile horizontal" will display the following:



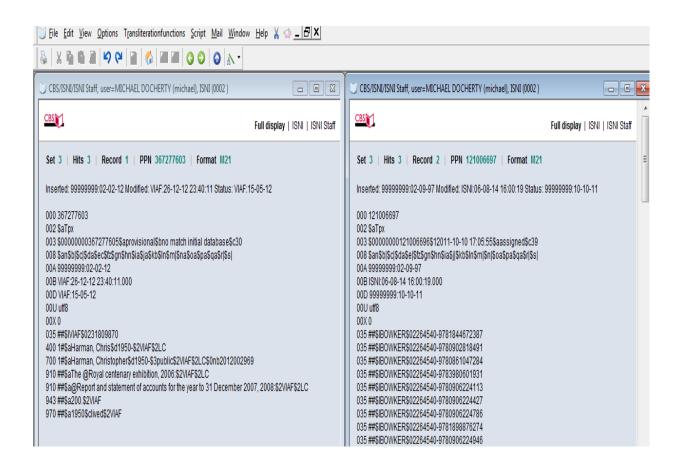
The records displaying are currently duplicates. To view further records use the green left/right arrow keys on the toolbar, following 2.2.3.

For example, single-click anywhere in the record on the right or left-hand side of the screen (depending on preference) from a "tile vertical" position.

In the example below, the record on the right-hand side has been selected and the bar at the top of the record display is now highlighted.



Use the green right-arrow key on the toolbar to navigate to the next record. Alternatively, it is possible to close one of the windows and maximise the selected record.



Note that record 2 is now displaying in the right-hand side of the screen, alongside the original record.

It is also possible to begin a new search using the search bar (see 2.2). Alternatively, use the Index command to return to the browse screen (see 2.7.1), the History command to return to search history (see 2.7.2) or the back blue arrow key on the toolbar to return to the original search results (see 2.7.4).

Note that if the second window is not closed before opening a new record, the "tile" command will display three windows in parallel.

To exit from the "tile vertical" or "tile horizontal" display, use maximise (the box next to the white cross at the top right hand side of the record) on one of the records to return to a full screen.



2.3.5 Viewing potential matches on the same screen

Where a record has 77A fields³ present highlighting a potential match, it is possible to display all the relevant records on the same screen. This can be done using hyperlinks or the RES command.

2.3.5.1 Hyperlinks

In the following example there is a 77A field highlighting a potential match with another record.

```
000 372120164
002 $aTpB
003 $000000037212016X$aprovisional$bno match initial database$c70
008 $a|$b|$c|$d|$e|$f|$g|$h|$i|$j|$k|$I|$m|$n|$oa$p|$q|$r|
00A SCHU:19-10-12
00B ISNI:10-07-13 13:21:08.000
00D SCHU:19-10-12
00U utf8
00X0
035 ##$ISCHU$09814F482CE47B01E00B1B3DFC52A3838
035 ##$IZETO$0ETOCRN210004929-001
083 ##$a615.82$2ZETO
700 1#$aSegal, Richard$2SCHU
700 1#$aSegal, R. L.$2ZETO
77A $aSCHU#PERSON$bP$x86.459$9350675066
902 ##$a0031-9023$2ZETO
910 ##$a@Spinal cord plasticity is a possible tool for rehabilitation$2SCHU
910 ##$a@Long latency ankle responses to dynamic perturbation in older fallers and non-fallers$2SCHU
910 ##$a@Plasticity in the nervous system: Operant conditioning of the spinal stretch reflex$2SCHU
910 ##$a@Determining consistency of elbow joint threshold angle in elbow flexor muscles with spastic hypertonia.$2SCHU
910 ##$aThe @necessity for effective interaction between basic scientists and rehabilitation clinicians.$2SCHU
910 ##$a@Modification of human spinal stretch reflexes: preliminary studies.$2SCHU
910 ##$a@Determining consistency of elbow joint threhsold angle in elbow flexor muscles with spastic hypertonia$2SCHU
910 ##$a@Reducing human biceps brachii spinal stretch reflex magnitude.$2SCHU
910 ##$a@Conditioning Of The Spinal Stretch Reflex: Implications For Rehabilitation$2SCHU
```

In order to view the potential match right-click anywhere in the hyperlink in the \$9 subfield.

The following command box will display:

_

³ For more information about the 77A field see 4.1.1

035 ##\$ISCHU\$09814F482CE47B01E00B1B3DFC52A3838	
035 ##\$IZETO\$0ETOCRN210004929-001	
083 ##\$a615.82\$2ZETO	
700 1#\$aSegal, Richard\$2SCHU	
700 1#\$aSegal, R. L.\$2ZETO	
77A \$aSCHU#PERSON\$bP\$x86.459\$9 <u>3506</u> 75066	
902 ##\$a0031-9023\$2ZETO Open link in new window	
910 ##\$a@Spinal cord plasticity is a possible Open link in standard browser	
910 ##\$a@Long latency ankle responses to (allers\$2SCHU
910 ##\$a@Plasticity in the nervous system: Operant conditioning of the spinal stre	tch reflex\$2SCHU
910 ##\$a@Determining consistency of elbow joint threshold angle in elbow flexor	muscles with spastic hypertonia.\$2SCHU
910 ##\$aThe @necessity for effective interaction between basic scientists and reh	abilitation clinicians.\$2SCHU
910 ##\$a@Modification of human spinal stretch reflexes: preliminary studies.\$2SC	HU:
910 ##\$a@Determining consistency of elbow joint threhsold angle in elbow flexor	muscles with spastic hyperfonia\$2SCHU
910 ##\$a@Reducing human biceps brachii spinal stretch reflex magnitude.\$2SCF	lU

Select the command "Open link in new window" and the following display will appear:

Set	Size	Command	ADI	
33	1	Search PPN 350675066		
32	1	Search PPN 350675066		
81	1	Search ppn: 372120164		

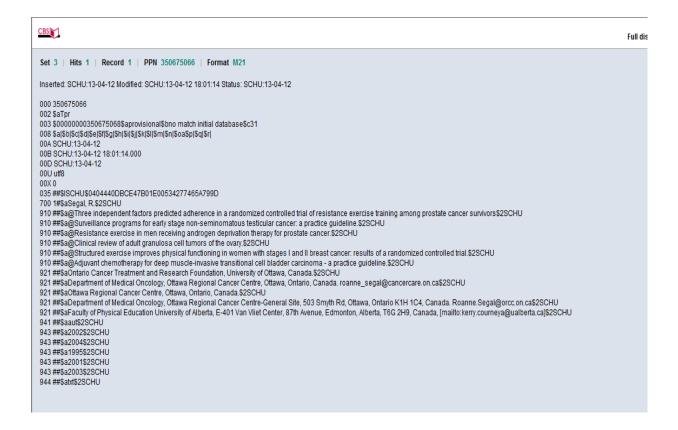
Note that this is a search history page so it may display the results of previous searches 4 .

The PPN^5 of the potentially matching record displays at the head of any search history list. Select the linked record by double-clicking on the appropriate row.

The following display will appear:

20

⁴ For further details about the search history, see 2.7.2. ⁵ For guidelines about the PPN see 3.2.1



To place both records side by side on the screen, select "Window" on the toolbar and click on "Tile vertical" or "Tile horizontal" depending on preference, following the guidelines in 2.3.4.

2.3.5.2 RES

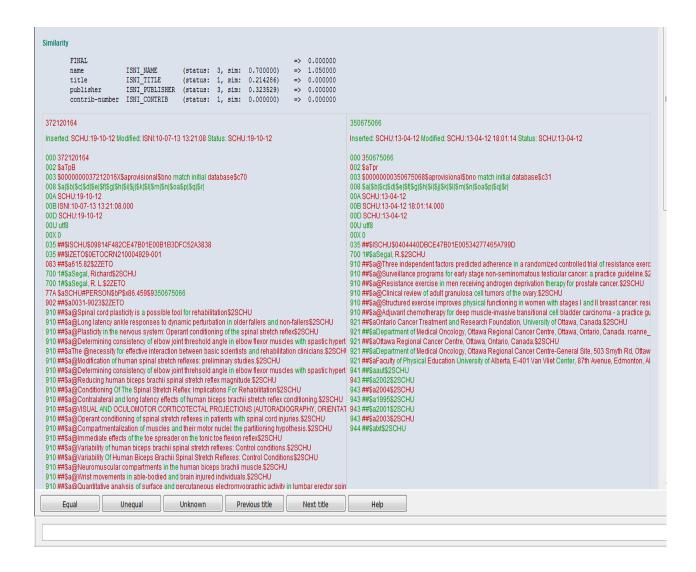
In the following example there is a 77A field highlighting a potential match with another record.

```
000 372120164
002 $aTpB
003 $000000037212016X$aprovisional$bno match initial database$c70
008 $a|$b|$c|$d|$e|$f|$g|$h|$i|$j|$k|$I|$m|$n|$oa$p|$q|$r|
00A SCHU:19-10-12
00B ISNI:10-07-13 13:21:08.000
00D SCHU:19-10-12
00U utf8
00X0
035 ##$ISCHU$09814F482CE47B01E00B1B3DFC52A3838
035 ##$IZETO$0ETOCRN210004929-001
083 ##$a615.82$2ZETO
700 1#$aSegal, Richard$2SCHU
700 1#$aSegal, R. L.$2ZETO
77A $aSCHU#PERSON$bP$x86.459$9350675066
902 ##$a0031-9023$2ZETO
910 ##$a@Spinal cord plasticity is a possible tool for rehabilitation$2SCHU
910 ##$a@Long latency ankle responses to dynamic perturbation in older fallers and non-fallers$2SCHU
910 ##$a@Plasticity in the nervous system: Operant conditioning of the spinal stretch reflex$2SCHU
910 ##$a@Determining consistency of elbow joint threshold angle in elbow flexor muscles with spastic hypertonia.$2SCHU
910 ##$aThe @necessity for effective interaction between basic scientists and rehabilitation clinicians.$2SCHU
910 ##$a@Modification of human spinal stretch reflexes: preliminary studies.$2SCHU
910 ##$a@Determining consistency of elbow joint threhsold angle in elbow flexor muscles with spastic hypertonia$2SCHU
910 ##$a@Reducing human biceps brachii spinal stretch reflex magnitude.$2SCHU
910 ##$a@Conditioning Of The Spinal Stretch Reflex: Implications For Rehabilitation$2SCHU
```

In order to view the potential match, enter RES in the command line.

700 1#\$aSegal, Richard\$2SCHU 700 1#\$aSegal, R. L.\$2ZETO 77A \$aSCHU#PERSON\$bP\$x86.459\$9350675066 902 ##\$a0031-9023\$2ZETO
910 ##\$a@Spinal cord plasticity is a possible tool for rehabilitation\$2SCHU 910 ##\$a@Long latency ankle responses to dynamic perturbation in older fallers and non-fallers\$2SCHU
910 ##\$a@Plasticity in the nervous system: Operant conditioning of the spinal stretch reflex\$2SCHU 910 ##\$a@Determining consistency of elbow joint threshold angle in elbow flexor muscles with spastic hypertonia.\$2SCHU
910 ##\$aThe @necessity for effective interaction between basic scientists and rehabilitation clinicians.\$2SCHU 910 ##\$a@Modification of human spinal stretch reflexes: preliminary studies.\$2SCHU
910 ##\$a@Determining consistency of elbow joint threhsold angle in elbow flexor muscles with spastic hypertonia\$2SCHU
910 ##\$a@Reducing human biceps brachii spinal stretch reflex magnitude.\$2SCHU 910 ##\$a@Conditioning Of The Spinal Stretch Reflex: Implications For Rehabilitation\$2SCHU
910 ##\$a@Contralateral and long latency effects of human biceps brachii stretch reflex conditioning.\$2SCHU
910 ##\$a@VISUAL AND OCULOMOTOR CORTICOTECTAL PROJECTIONS (AUTORADIOGRAPHY, ORIENTATION, PEROXIDASE)\$2SCHU 910 ##\$a@Operant conditioning of spinal stretch reflexes in patients with spinal cord injuries.\$2SCHU
910 ##\$a@Compartmentalization of muscles and their motor nuclei: the partitioning hypothesis.\$2SCHU
910 ##\$a@Immediate effects of the toe spreader on the tonic toe flexion reflex\$2SCHU 910 ##\$a@Variability of human biceps brachii spinal stretch reflexes; Control conditions.\$2SCHU
910 ##\$a@Variability Of Human Biceps Brachii Spinal Stretch Reflexes: Control Conditions\$2SCHU
910 ##\$a@Neuromuscular compartments in the human biceps brachii muscle.\$2SCHU 910 ##\$a@Wrist movements in able-bodied and brain injured individuals.\$2SCHU
910 ##\$a@Quantitative analysis of surface and percutaneous electromyographic activity in lumbar erector spinae of normal young women.\$2SCHU
910 ##\$a@Anatomical partitioning of three multiarticular human muscles.\$2SCHU
910 ##\$a@Reflex conditioning: a new strategy for improving motor function after spinal cord injury.\$2SCHU 910 ##\$a@Wrist Movements In Able Bodied And Brain Injured Individuals\$2SCHU
910 ##\$a@Conditioning of the spinal stretch reflex: implications for rehabilitation.\$2SCHU
910 ##\$a@Uncoupling of human short and long latency stretch reflex responses with operant conditioning\$2SCHU 910 ##\$a@Reflex conditioning: a new strategy for improving motor function after spinal cord injury\$2SCHU
910 ##\$a@Spinal Circuits and the Musculoskeletal System\$2SCHU
910 ##\$a@Distribution of corticotectal axons from the caudal part of the anterior ectosylvian sulcus in the cat.\$2SCHU 910 ##\$aThe @relationship of extraneous movements to lumbar paraspinal muscle activity; implications for EMG biofeedback training applications to low back pain;
910 ##\$aThe @lateral suprasvivian corticotectal projection in cats.\$2SCHU
History Index Delete Insert Update Save Request
RES

The RES command displays all linked records on the same screen, as follows:



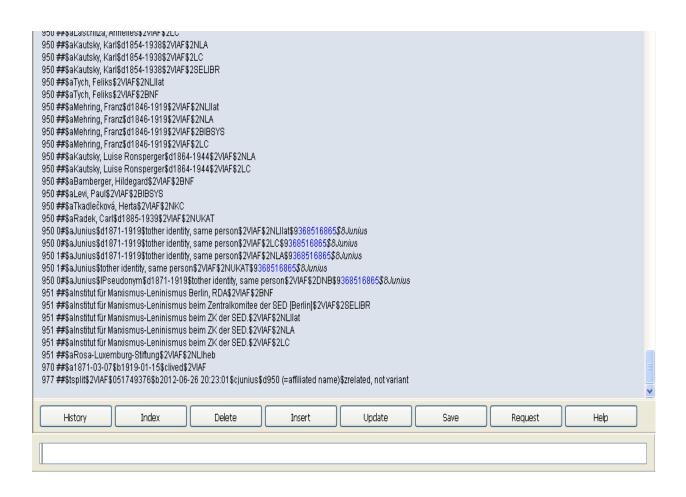
For further guidance on this display (also referred to as the \dup display and used for merging records), see 4.1.2.2 and 4.1.3.3.

2.3.6 Viewing pseudonyms/related records on the same screen

Where a record has 950 fields highlighting pseudonyms/related identities⁶, it is possible to display all the relevant records on the same screen.

For example, in the record for the identity "Rosa Luxemburg" there is a 950 field with a link to a separate record for the pseudonym "Junius".

⁶ For an explanation of the 950 field see 3.2.15

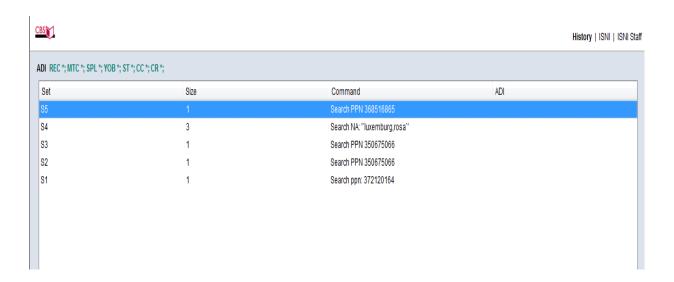


In order to view the linked record right-click anywhere in the hyperlink in the \$9 subfield.

The following command box will display:



Select the command "Open link in new window" and the following display will appear:



Note that this is a search history page so it may display the results of previous searches⁷.

25

⁷ For further details about the search history, see 2.7.2.

The PPN⁸ of the linked record displays at the head of any search history list.

Select the linked record by double-clicking on the appropriate row in the list. The following display will appear:

```
Inserted: 99999999:26-06-12 Modified: VIAF:28-08-12 16:27:23 Status: 99999999:26-06-12
001 368516865
002 $aTpx
003 $0000000368516866$12012-06-26 20:23:01$aassigned$c39
008 $an$b|$c|$da$e|$fz$gn$hn$ia$j|$kb$l|$m|$n|$oa$p|$qa$r|$s|
009 $2VIAF$b2012-06-26 20:23:01$cm21$d2012-08-28 16:27:23
00A 99999999:26-06-12
00B VIAE:28-08-12 16:27:23 000
00D 99999999:26-06-12
00U utf8
00X 0
035 ##$IVIAF$051749376
700 0#$aJunius$d1871-1919$2VIAF$2NLIIat$0000086646
700 0#$aJunius$d1871-1919$2VIAF$2LC$0n 80033941
700 1#$aJunius$d1871-1919$2VIAF$2NLA$0000035570057
700 1#$aJunius$2VIAF$2NUKAT$0n 96215605
700 0#$aJunius$IPseudonym$d1871-1919$2VIAF$2DNB$0174049609
950 1#$aLuxemburg, Rosa$d1871-1919$tother identity, same person$3public$2VIAF$2NLllat$0000086646$9083820353$8Rosa Luxemburg
9501#$aLuxemburg, Rosa$d1871-1919$tother identity, same person$3public$2VIAF$2LC$0n 80033941$9083820353$8Rosa Luxemburg
950 1#$aLuxemburg, Rosa$d1871-1919$tother identity, same person$3public$2VIAF$2NLA$0000035570057$9083820353$8Rosa Luxemburg
950 1#$aLuksemburg, Róża$d1871-1919$tother identity, same person$3public$2VIAF$2NUKAT$0n 96215605$9083820353$8Rosa Luxemburg
950 1#$aLuxemburg, Rosa$d1871-1919$tother identity, same person$3public$2VIAF$2DNB$0174049609$9083820353$8Rosa Luxemburg
970 ##$a1871-03-07$b1919-01-15$clived$2VIAF
977 ##$tsplit$2VIAF$051749376$b2012-06-26 20:23:01$d950 (affiliated personal name)$zcross_reference added
```

To place both records side by side on the screen, select "Window" on the toolbar and click on "Tile vertical" or "Tile horizontal" depending on preference, following the guidelines in 2.3.4.

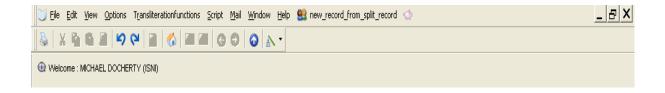
_

⁸ For guidelines about the PPN see 3.2.1

2.4 Keyword searching

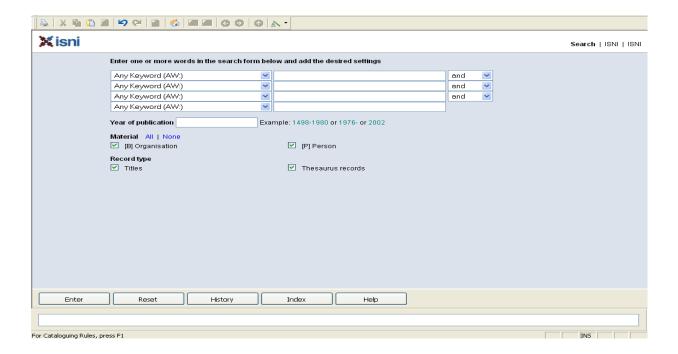
2.4.1 Using the search form

Keyword searching can be done using the search form. This form is displayed using the white upward-pointing arrow on a blue background which can be found on the ISNI toolbar:



This arrow can be used to return to the search form at any point when logged in to WinIBW.

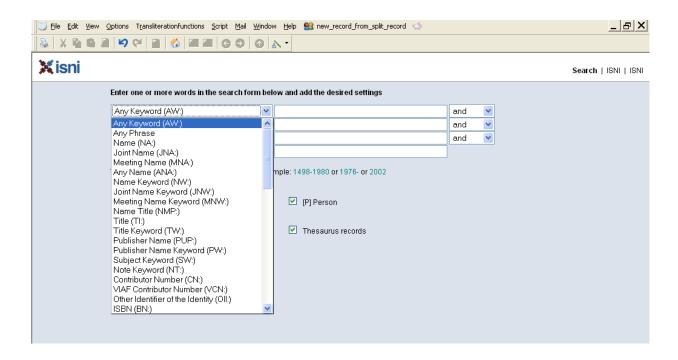
A single-click on the arrow displays the search form as follows:



There are 3 columns in the search form – type of search, search term and boolean term.

2.4.1.2 Type of search

Clicking on the blue arrow in the first column displays a range of options for a keyword search:



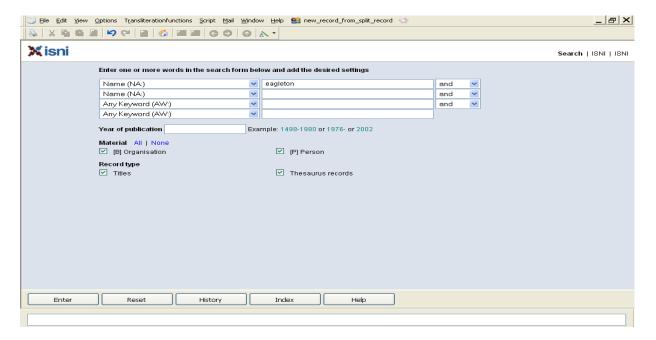
To select an option, scroll down to the appropriate category and single-click. For example:



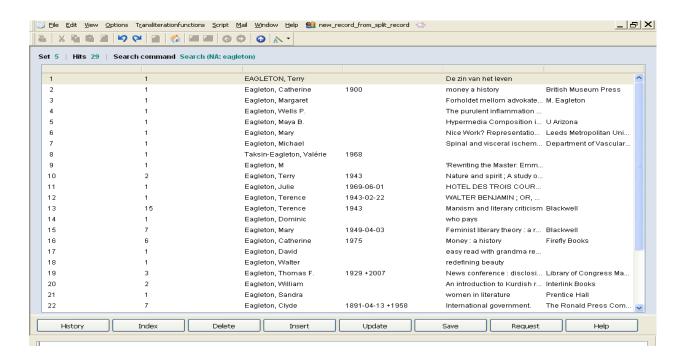
2.4.2.2 Search term

Add an appropriate search term in the box in the second column.

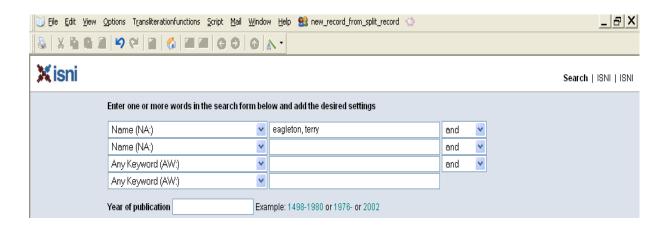
A keyword search on a personal name can include a surname only:



Hit return or the "Enter" bar at the bottom of the screen. This keyword search on the surname "Eagleton" displays the following results:



A keyword search on a personal name can also combine surname with forename or initial. For example:



Note that the names still need to be separated by a comma, as with a browse search.

Hit return or the "Enter" bar at the bottom of the screen. This keyword search on the name "Eagleton, Terry" displays the following results:



In order to view the records retrieved from the search, follow the guidelines in viewing individual records (2.3.2) and viewing multiple records (2.3.3).

2.5 Searching by data source/contributor

Records can be retrieved by data contributor. For a complete list of VIAF and non-VIAF contributors, see 1.5.

2.5.1 VIAF sources

To retrieve all records by a particular VIAF contributor use the following command in the search bar⁹:

FIN VCN¹⁰: [VIAF source]

Example

The following search retrieves all records by the National Library of Spain:



In order to view the records retrieved from the search, follow the guidelines in viewing individual records (2.3.2) and viewing multiple records (2.3.3).

To retrieve all the records by a particular VIAF contributor with the search form¹¹, use the command VCN (VIAF contributor number).

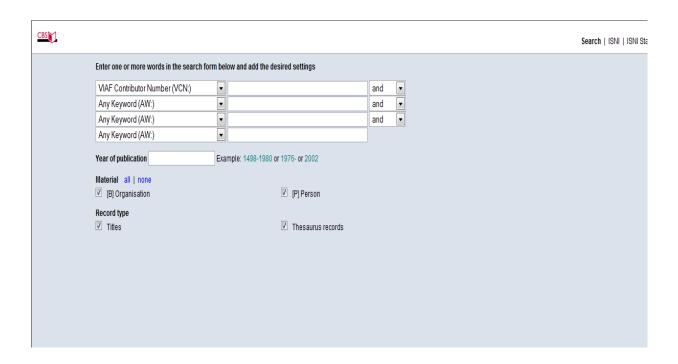
Example

To retrieve all records with VIAF LAC data, select VIAF Contributor Number (VCN) from the options for type of search in the search form.

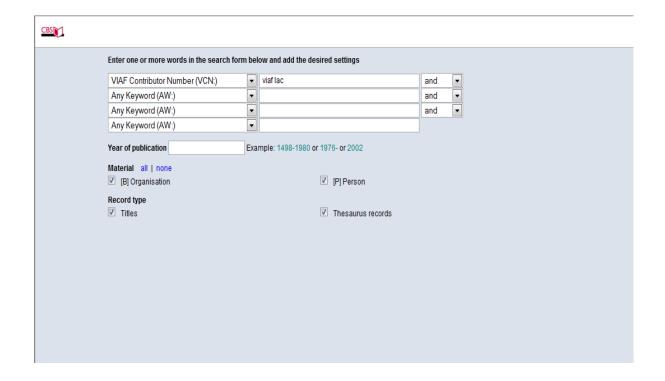
⁹ For guidance on using the search bar, see 2.2

¹⁰ Note that commands in the search bar are not case sensitive.

¹¹ For guidance on using the search form, see 2.4.1.



Enter the name of the VIAF contributor in the search term box, including the word $VIAF^{12}$.



 $^{^{\}rm 12}$ Note that the search form is not case sensitive.

Hit return or the "Enter" bar at the bottom of the screen.

In order to view the records retrieved from the search, follow the guidelines in viewing individual records (2.3.2) and viewing multiple records (2.3.3).

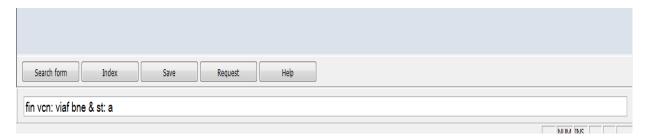
2.5.1.1 VIAF sources - Assigned status

To retrieve all records with an assigned status by a particular VIAF contributor use the following command in the search bar¹³:

FIN VCN¹⁴: [VIAF source] & ST: A

Example

The following search retrieves all records with an assigned status by the National Library of Spain:



In order to view the records retrieved from the search, follow the guidelines in viewing individual records (2.3.2) and viewing multiple records (2.3.3).

¹⁴ Note that commands in the search bar are not case sensitive.

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¹³ For guidance on using the search bar, see 2.2

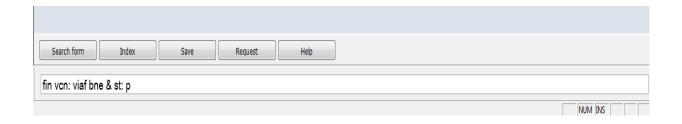
2.5.1.2 VIAF sources - Provisional status

To retrieve all records with a provisional status by a particular VIAF contributor use the following command in the search bar¹⁵:

FIN VCN¹⁶: [VIAF source] & ST: P

Example

The following search retrieves all records with a provisional status by the National Library of Spain:



In order to view the records retrieved from the search, follow the guidelines in viewing individual records (2.3.2) and viewing multiple records (2.3.3).

For guidance on using the search bar, see 2.2Note that commands in the search bar are not case sensitive.

2.5.2 Non-VIAF sources

To retrieve all records by a particular non-VIAF contributor use the following command in the search bar^{17} :

FIN CN¹⁸: [NON-VIAF source]

Example

The following search retrieves all records by the Authors' Licensing and Collecting Society (ALCS):



In order to view the records retrieved from the search, follow the guidelines in viewing individual records (2.3.2) and viewing multiple records (2.3.3).

To retrieve all the records by a particular non-VIAF contributor with the search form¹⁹, use the command CN (Contributor number).

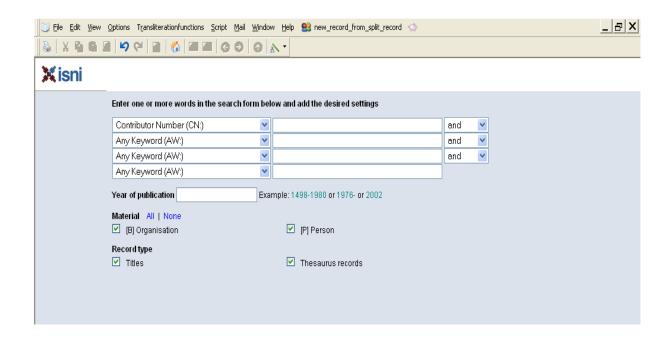
Example

To retrieve all records with ALCS data select Contributor Number (CN) from the options for type of search in the search form.

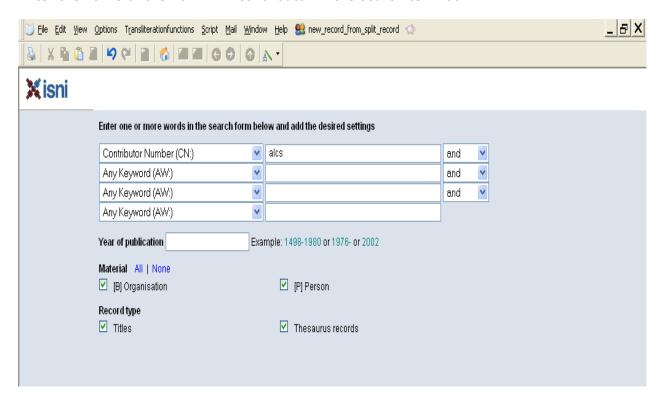
¹⁷ For guidance on using the search bar, see 2.2

¹⁸ Note that commands in the search bar are not case sensitive.

¹⁹ For guidance on using the search form, see 2.4.1.



Enter the name of the non-VIAF contributor in the search term box^{20} .



Hit return or the "Enter" bar at the bottom of the screen.

In order to view the records retrieved from the search, follow the guidelines in viewing individual records (2.3.2) and viewing multiple records (2.3.3).

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²⁰ Note that the search form is not case sensitive.

2.5.2.1 Non-VIAF sources - Assigned status

To retrieve all records with an assigned status by a particular non-VIAF contributor use the following command in the search bar²¹:

FIN CN²²: [non-VIAF source] & ST: A

Example

The following search retrieves all records with an assigned status by ALCS:



In order to view the records retrieved from the search, follow the guidelines in viewing individual records (2.3.2) and viewing multiple records (2.3.3).

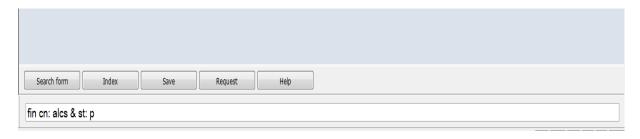
2.5.2.2 Non-VIAF sources - Provisional status

To retrieve all records with a provisional status by a particular non-VIAF contributor use the following command in the search bar²³:

FIN CN²⁴: [non-VIAF source] & ST: P

Example

The following search retrieves all records with a provisional status by ALCS:



In order to view the records retrieved from the search, follow the guidelines in viewing individual records (2.3.2) and viewing multiple records (2.3.3).

²¹ For guidance on using the search bar, see 2.2

²² Note that commands in the search bar are not case sensitive.

²³ For guidance on using the search bar, see 2.2

²⁴ Note that commands in the search bar are not case sensitive.

2.5.3 Records with multiple data sources²⁵

To retrieve records by a particular data source which have merged with other sources, use the command SRC (Record Sources) in the search bar or form.

Example

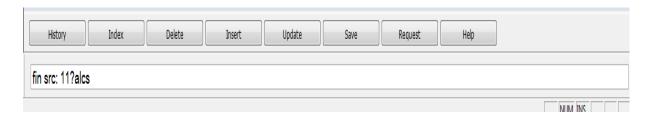
To retrieve all VIAF BNE records which have merged with at least two other data sources, use the following command in the search bar:



In order to view the records retrieved from the search, follow the guidelines in viewing individual records (2.3.2) and viewing multiple records (2.3.3).

Example

To retrieve all ALCS records which have merged with at least two other data sources, use the following command in the search bar:



In order to view the records retrieved from the search, follow the guidelines in viewing individual records (2.3.2) and viewing multiple records (2.3.3).

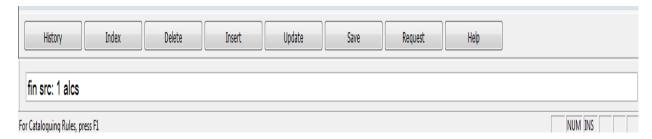
²⁵ Records with multiple data sources may not always have an ISNI with an assigned status. There may be a 77A field present with potential matches to other records. In these cases the ISNI status will be provisional. For more information about ISNI status, see 1.4. For guidance on the 77A field, see 4.1.1

2.5.4 Records with a single data source²⁶

To retrieve records by a single data source (i.e. those which have not merged with other sources), use the command SRC (Record Sources) in the search bar or form.

Example

To retrieve all single-source ALCS records, use the following command in the search bar:



In order to view the records retrieved from the search, follow the guidelines in viewing individual records (2.3.2) and viewing multiple records (2.3.3).

Note that this search will only work with non-VIAF data sources. The number of single source records for VIAF sources are too extensive to be retrieved on WinIBW²⁷. Where there are too many single source records, the following error message occurs:



²⁶ Records with a single data source may still have an ISNI with an assigned status. For more information about ISNI status, see 1.4.

²⁷ Note that it is possible to search for single source records for VIAF sources using the ISNI web interface. The search command is: src: 1 VIAF

2.6 Common WinIBW search commands

The following is a list of the most common search commands used on WinIBW. These commands can be entered directly in the search bar or form²⁸.

1. Browse by personal name or organisation

sca na: [name]

Examples

sca na: Eagleton, Terry

sca na: University of Birmingham

2. ISNI

fin isn: [ISNI]

Example

fin isn: 0000000419367486

3. PPN

fin ppn: [PPN]

Example:

fin ppn: 419367489

4. Data sources with assigned ISNI status

fin cn: [non-VIAF source] & st: a

fin vcn: [viaf source] & st: a

Examples

fin cn: ALCS & st: a - retrieves all records with the data source ALCS and ISNI assigned status

fin vcn: viaf lac & st: a - retrieves all records with the data source VIAF LAC and ISNI assigned status

 $^{^{28}}$ For guidance on using the search bar, see 2.2. For guidance on using the search form, see 2.4.1.

5. Data sources with provisional ISNI status

fin cn: [non-VIAF source] & st: p

fin vcn: [viaf source] & st: p

Examples

fin cn: ALCS & st: p - retrieves all records with the data source ALCS and ISNI provisional status

fin vcn: viaf lac & st: p - retrieves all records with the data source VIAF LAC and ISNI provisional status

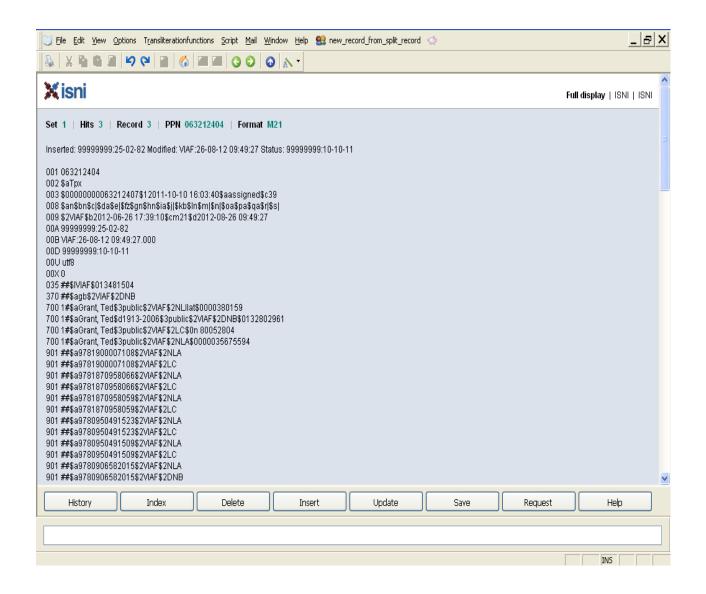
2.7 Navigation

There are a number of ways to navigate around the production database.

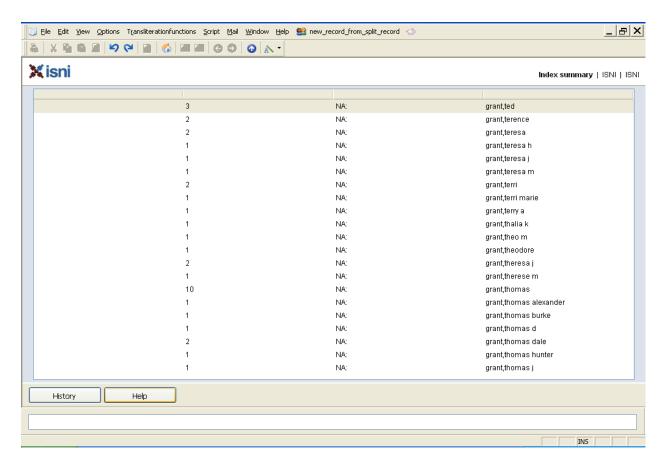
2.7.1 Index

The "Index" tab returns to the browse index, if a browse has taken place.

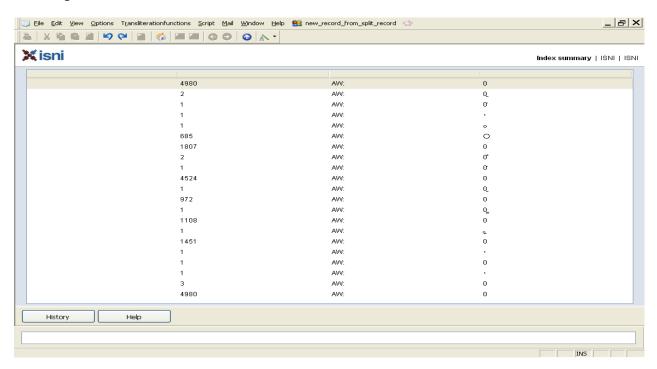
The following record is being displayed following a browse search for the identity "Grant, Ted "



A single click on the "Index" tab returns to the browse list:



Note that where no browse search has taken place, the "Index" tab will retrieve meaningless data:

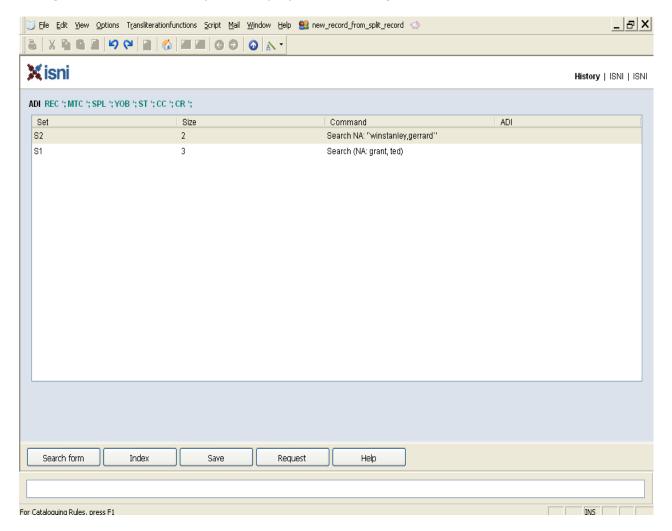


To get out of this screen click on the "History" tab (see 2.6.2) or the search form arrow (see 2.4.1)

2.7.2 History

The "History" tab displays the search history for a particular session. The tab is displayed at all times so can be useful in navigating around the database.

A single click on the "History" tab displays the following screen:



The first column indicates the search number, whether the first, second, third, etc. of the session.

The second column displays the size of the search results. In the above example three records were retrieved in the first search of the session (S1) and two records in the second search (S2).

The "Command" column highlights the search performed. In the above example search 1 was a keyword search on the name "Grant, Ted". A keyword search is recognisable by the presence of brackets.

Search 2 was a browse search for the name "Winstanley, Gerrard". There are two records with this name in the browse index which were selected. Note that for browse results to be recorded in search history, records will need to be selected following the guidelines in 2.3.2 and 2.3.3. The browse search itself is not recorded.

2.7.3 Search form

This form is displayed using the white upward-pointing arrow on a blue background which can be found on the ISNI toolbar.

This arrow can be used to return to the search form at any point so is useful for navigation. For instructions on using the search form, see 2.4.1.

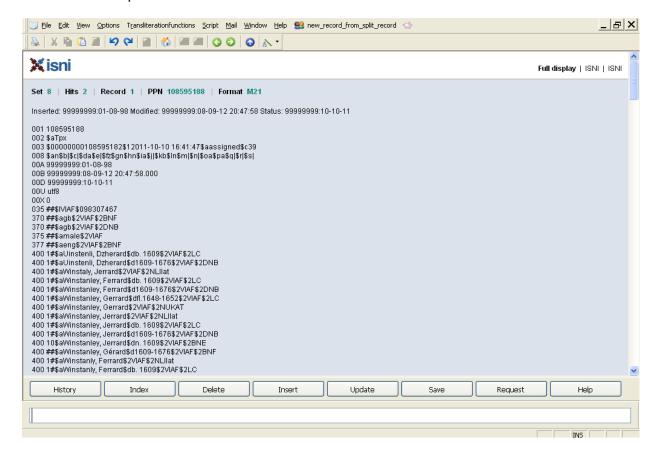
2.7.4 Back/Forward

It is possible to go back and forward on the ISNI database using the blue arrow keys on the toolbar:

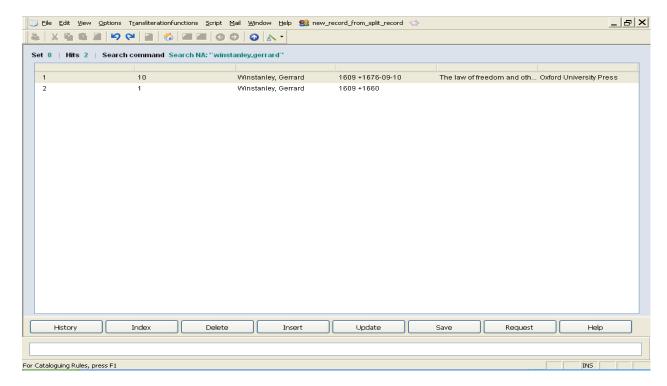


When displaying an individual record the back arrow will return to the previous search results page.

The following record is displayed following a search for the identity "Winstanley, Gerrard" which produced two hits.



Clicking the blue back arrow will display the previous search results page.

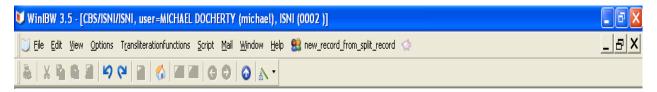


Clicking the blue forwards arrow will return to the individual record.

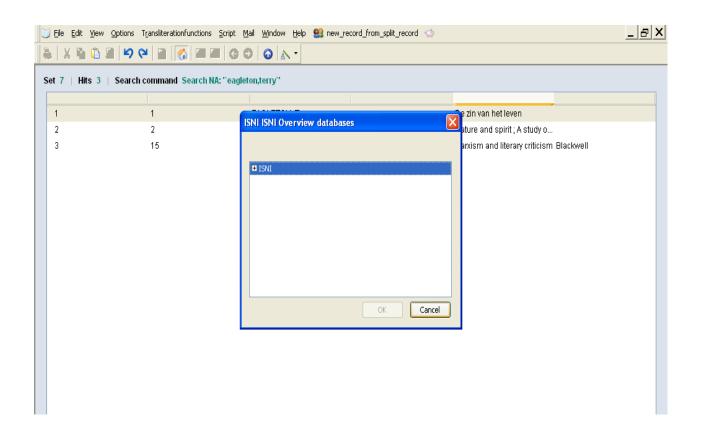
Note that the back/forward arrows never return to a browse index, even when this was the last page viewed. In order to display a previous browse index follow the guidelines in 2.7.1.

2.7.5 Welcome/Menu page symbol

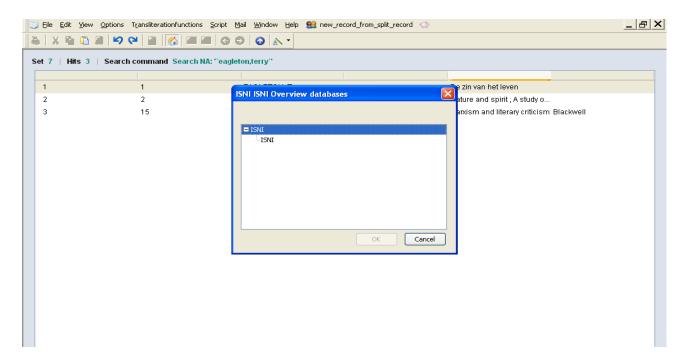
To return to the welcome or menu page select the "house" symbol. This symbol is displayed on the ISNI toolbar and can be selected at any time.



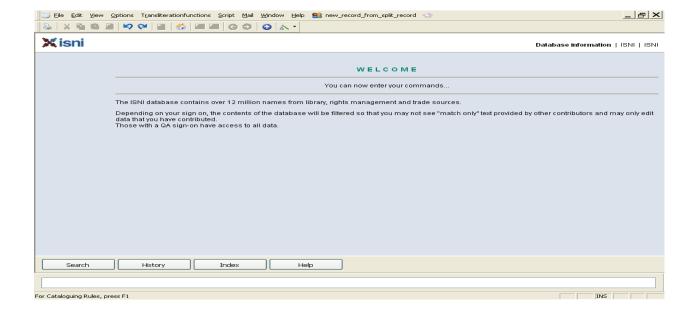
Click once on the symbol and the following box appears on the screen:



To return to the previous screen select cancel. To go to the menu select the ISNI text in the box and double-click. There now appears additional text with "ISNI".

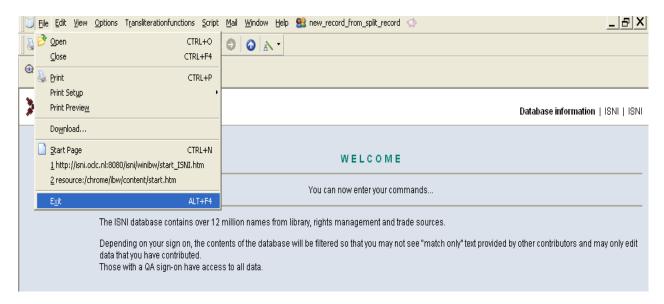


Double-click on this command and the welcome page will appear.



2.8 Logging out

To Log out from the ISNI database go to file at the top of the screen and select Exit:



Alternatively, click on the white cross at the top right hand side of the screen:

