



# ISNI Web Interface Usage Guidelines

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# 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 ISNI's;
- Report errors to the ISNI Quality Team.

To **find** ISNI's 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 website](#).

Please refer to these documents for information about the data field references and the codes used in ISNI:

- ISNI Database fields consolidated
- ISNI Data element values

To obtain up to date versions of this and the other documents: contact [support-nl@oclc.org](mailto:support-nl@oclc.org) or go to the ISNI web page [Resources](#).

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 ISNI's.

## 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.**

results search [and] aph: amigo jansen | 3 hits

|               |              |        |
|---------------|--------------|--------|
| <b>labels</b> | sources data | marc21 |
|---------------|--------------|--------|

  

|   |   |   |
|---|---|---|
| <a href="#">edit record</a><br><a href="#">save</a> |  | <b>Record no.:</b> 459118374  |
|   |   | <b>Name:</b> <b>Amigó Jansen, Gustavo</b>   |
|   |   | <b>Name variant:</b> <b>Amigó, Gustavo</b><br><b>Jansen, Gustavo Amigó</b>                                      |
|   |   | <b>Titles:</b> posición filosófica del Padre Félix Varela, 1991:, L   |
|   |   | <b>Notes:</b>   |
|   |   | <b>Sources:</b> <span style="border: 1px solid red; padding: 2px;">VIAF LC</span>                               |
|   |   | <b>Publishers:</b> Editorial Cubana   |

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:

|                       |                  |              |       |                |                                |
|-----------------------|------------------|--------------|-------|----------------|--------------------------------|
| Identifiers and Names | Personal Details | Associations | Works | Class and Role | External Information and Notes |
|-----------------------|------------------|--------------|-------|----------------|--------------------------------|

  

|                              |                        |
|------------------------------|------------------------|
| <a href="#">Save changes</a> | <a href="#">Cancel</a> |
|------------------------------|------------------------|

  

|        |           |                  |             |
|--------|-----------|------------------|-------------|
| System | PPN       | ISNI             | ISNI status |
|        | 459118374 | 000000045911837X | provisional |

  

|            |                 |            |
|------------|-----------------|------------|
| Identifier | identifier type | identifier |
|            | VIAF            | 26251139   |

  

|                   |                       |  |
|-------------------|-----------------------|--|
| <a href="#">+</a> | <b>Add Identifier</b> | Required when adding your source (NTA) |
|-------------------|-----------------------|--|

  

|      |           |              |      |    |
|------|-----------|--------------|------|----|
| Name | formnames | surname      | VIAF | LC |
|      | Gustavo   | Amigó Jansen |      |    |

  

|                   |                 |  |
|-------------------|-----------------|--|
| <a href="#">+</a> | <b>Add Name</b> | Required when adding your source (NTA) |
|-------------------|-----------------|--|

  

|              |           |         |      |    |
|--------------|-----------|---------|------|----|
| Name variant | formnames | surname | VIAF | LC |
|              | Gustavo   | Amigó   |      |    |

  

|              |               |         |      |    |
|--------------|---------------|---------|------|----|
| Name variant | formnames     | surname | VIAF | LC |
|              | Gustavo Amigó | Jansen  |      |    |

  

|                   |                         |
|-------------------|-------------------------|
| <a href="#">+</a> | <b>Add Name variant</b> |
|-------------------|-------------------------|

  

|                              |                        |
|------------------------------|------------------------|
| <a href="#">Save changes</a> | <a href="#">Cancel</a> |
|------------------------------|------------------------|

## 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:

|                       |                  |              |       |                |                                |
|-----------------------|------------------|--------------|-------|----------------|--------------------------------|
| Identifiers and Names | Personal Details | Associations | Works | Class and Role | External Information and Notes |
|-----------------------|------------------|--------------|-------|----------------|--------------------------------|

Save changes Cancel

|        |           |                  |             |
|--------|-----------|------------------|-------------|
| System | PPN       | ISNI             | ISNI status |
|        | 459118374 | 000000045911837X | provisional |

|            |                 |            |
|------------|-----------------|------------|
| Identifier | identifier type | identifier |
|            | VIAF            | 26251139   |

|   |            |                 |            |
|---|------------|-----------------|------------|
| - | Identifier | identifier type | identifier |
|   | NTA        | 123444555       |            |

+ Add Identifier

|      |          |              |      |    |
|------|----------|--------------|------|----|
| Name | fornames | surname      | VIAF | LC |
|      | Gustavo  | Amigó Jansen |      |    |

|   |         |              |         |            |       |     |
|---|---------|--------------|---------|------------|-------|-----|
| - | Name    | fornames     | surname | numeration | title | NTA |
|   | Gustavo | Amigó Jansen |         |            |       |     |

+ Add Name

|              |          |         |      |    |
|--------------|----------|---------|------|----|
| Name variant | fornames | surname | VIAF | LC |
|              | Gustavo  | Amigó   |      |    |

|              |               |         |      |    |
|--------------|---------------|---------|------|----|
| Name variant | fornames      | surname | VIAF | LC |
|              | Gustavo Amigó | Jansen  |      |    |

|   |              |          |         |            |       |     |
|---|--------------|----------|---------|------------|-------|-----|
| - | Name variant | fornames | surname | numeration | title | NTA |
|   | Gustavo, A.  | Jansen   |         |            |       |     |

+ Add Name variant

**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 **Save changes** to add your source (message  OK) or select a TAB to add further data.

Note: **Name** and **Identifier** are sufficient to assign the provisional ISNI's 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:

Identifiers and Names | **Personal Details** | Associations | Works | Class and Role | External Information and Notes

Save changes | Cancel

-| Dates birth death NTA  
1956

+| Add Dates

-| Language spa NTA

+| Add Language

-| Gender -- select one -- NTA

+| Add Gender

Nationality US VIAF LC

+| Add Nationality

Save changes | Cancel

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

Go to Par. 6 for Error messages,

## 2.1.3 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.

Identifiers and Names | Personal Details | **Associations** | Works | Class and Role | External Information and Notes

Save changes | Cancel

-| Related person formnames surname  
Jonathan Petterson

Relation is related Relationship type  
related co-author

Relationship dates begin end

PPN

Link Relation

+| Add Relation to person

-| Related organisation name  
La Trobe University Library

Relation is related Relationship type  
related is affiliated with

Relationship dates begin end

PPN 033004064

Link Relation

+| Add Relation to organisation

Save changes | Cancel

Link! 1 Petterson, Jonathan Alex  
Philosophical thoughts on plants

Link! 1 Petterson, Jonathan Cody

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:

| Identifiers and Names             | Personal Details                | Associations  | Works | Class and Role | External Information and Notes |
|-----------------------------------|---------------------------------|---|-------|----------------|--------------------------------|
| <b>Save changes</b> <b>Cancel</b> |                                 |   |       |                |                                |
| Work                              |                                 | title   |       | VIAF           | LC                             |
|                                   |                                 | La @posición filosófica del Padre Félix Varela, 1991: |       |                |                                |
| -                                 | Work                            | title   |       | NTA            |                                |
|                                   |                                 | The life and death of Fahter Varela                   |       |                |                                |
|                                   |                                 | subtitle  |       |                |                                |
|                                   |                                 |   |       |                |                                |
| +                                 | Add Work                        |   |       |                |                                |
| +                                 | Add Instrument                  |   |       |                |                                |
| -                                 | Contributed to or performed     | title   |       | NTA            |                                |
|                                   |                                 | Philosphical magazine for Spanish padres              |       |                |                                |
| +                                 | Add Contributed to or performed |   |       |                |                                |
| <b>Save changes</b> <b>Cancel</b> |                                 |   |       |                |                                |

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



Go to Par. 6 for Error messages,

### 2.1.5 TAB Class and Role

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

|                                   |                    |                  |       |                       |                                |
|-----------------------------------|--------------------|------------------|-------|-----------------------|--------------------------------|
| Identifiers and Names             | Personal Details   | Associations     | Works | <b>Class and Role</b> | External Information and Notes |
| <b>Save changes</b> <b>Cancel</b> |                    |                  |       |                       |                                |
| <input type="checkbox"/>          | Creation class     | am               | VIAF  | LC                    |                                |
| <input type="checkbox"/>          | Creation class     | text             | NTA   |                       |                                |
| <input type="checkbox"/>          | Add Creation class |                  |       |                       |                                |
| <input type="checkbox"/>          | Creation role      | -- select one -- | NTA   |                       |                                |
| <input type="checkbox"/>          | Add Creation role  |                  |       |                       |                                |
| <b>Save changes</b> <b>Cancel</b> |                    |                  |       |                       |                                |

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



Go to Par. 6 for Error messages,

### 2.1.6 TAB External Information and Notes

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

|                                   |                          |              |            |                |                                       |
|-----------------------------------|--------------------------|--------------|------------|----------------|---------------------------------------|
| Identifiers and Names             | Personal Details         | Associations | Works      | Class and Role | <b>External Information and Notes</b> |
| <b>Save changes</b> <b>Cancel</b> |                          |              |            |                |                                       |
| <input type="checkbox"/>          | External Information     | Information  | My website | URI            | www.authorswebsite.org                |
| <input type="checkbox"/>          | Add External Information |              |            |                |                                       |
| <input type="checkbox"/>          | Add General Note         |              |            |                |                                       |
| <b>Save changes</b> <b>Cancel</b> |                          |              |            |                |                                       |

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



Go to Par. 6 for Error messages,

### 2.1.6.1 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.

Identifiers and Names | Personal Details | Associations | Works | Class and Role | **External Information and Notes**

Save changes Cancel

External Information Information URI  
My website www.authorswebsite.org NTA

+ Add External Information

General note  Type your Message for Quality Team here NTA

+ Add General Note

Save changes Cancel

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

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:

 ma 11-4-2016 0:10

ISNI User input alert on 2016-04-10

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.

|           |                   |                |
|-----------|-------------------|----------------|
| shortlist | <b>title data</b> | search history |
|-----------|-------------------|----------------|

**results** PPN 459118374 | 1 hits

--> 459118374OK

|        |              |        |
|--------|--------------|--------|
| labels | sources data | marc21 |
|--------|--------------|--------|

[edit record](#)  
[authority save](#)

**ISNI:** 0000 0004 5911 837X

**Name:** Amigó Jansen, Gustavo

**Name variant:** Amigó, Gustavo  
Jansen, Gustavo Amigó  
Jansen, Gustavo, A.

**Dates:** born 1956

**Creation class:** text

**Creation role:** author

**Related names:** [La Trobe University Library](#)  
[Petterson, Alex Jonathan](#) (co-author)

**Titles:** posición filosófica del Padre Félix Varela, 1991.; La  
The life and death of Fahter Varela

**Contributed to or performed:** [Philosophical magazine for Spanish padres](#)

**Notes:** [My website www.authorswebsite.org](#)

**Sources:** [VIAF LC](#)  
[NTA](#)

**Publishers:** Editorial Cubana

### 2.2.1 ISNI record in the database

ISNI in **marc21**-presentation:

```
0 459118374
2 $aTpx
3 $0000000045911837X$12016-11-07 11:36:23$aassigned$c60
8 $an$b|c|$da$ec$ez$gn$hn$ia$ja$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
35 ##$IVIAF$026251139
35 $INTA$0123444555
377 ##$aspa$2NTA
400 1#$aAmigó, Gustavo$2VIAF$2LC
400 1#$aJansen, Gustavo Amigó$2VIAF$2LC
```

400 ##\$aJansen, Gustavo, A.\$2NTA  
 667 ##\$aType your Message for Quality Team here\$f2016-11-07 11:36:23\$2NTA  
 671 ##\$bMy website\$f2016-11-07 11:36:23\$gr\$uwww.authorswebsite.org\$2NTA  
 700 1##\$aAmigó Jansen, Gustavo\$3public\$2VIAF\$2LC\$0n 92004938  
 700 ##\$aAmigó Jansen, Gustavo\$2NTA  
 910 ##\$aLa @posición filosófica del Padre Félix Varela, 1991:\$2VIAF\$2LC  
 910 ##\$a@The life and death of Fahter Varela\$2NTA  
 912 ##\$a@Philosphical magazine for Spanish padres\$2NTA  
 921 ##\$aEditorial Cubana\$2VIAF\$2LC  
 922 ##\$aUS\$2VIAF\$2LC  
 941 ##\$aaut\$2NTA  
 943 ##\$a199.\$2VIAF  
 944 ##\$aam\$2VIAF\$2LC  
 944 ##\$atext\$2NTA  
 950 ##\$aPetterson, Alex Jonathan\$iY\$Tco-author\$2NTA\$9459118366\$8Jonathan Alex Petterson  
 951 ##\$aLa Trobe University Library\$iY\$TisAffiliatedWith\$2NTA\$9033004064  
 970 ##\$a1956\$2NTA

### 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.**

results search [and] ppn: 10712307x | 1 hits

labels sources data marc21

edit record save

Record no.: **10712307X**

Name: Eidgenössische Technische Hochschule Institut für Orts-, Regional- und Landesplanung  
 Eidgenössische Technische Hochschule Zürich Institut für Orts-, Regional- und Landesplanung Bibliothek

Name variant: Bibliothek  
 Institut für Orts-, Regional- und Landesplanung Bibliothek

Creation class: Language material

Related names: Eidgenössische Technische Hochschule  
 Schmucki, Anton

Titles: Schlagwortverzeichnis : Anhang: Verzeichnis der Zeitschriften und Schriftenreihen

Notes:

Sources: **VIAF SWNL**

Publishers: Institut für Orts-, Regional- und Landesplanung, Bibliothek

Click [edit record](#) to add your data (source) to the organisation in ISNI.

|   |   |   |
|---|---|---|
| <a href="#">edit record</a><br><a href="#">save</a> |  | Record no.: 10712307X   |
|   |   | Name: Eidgenössische Technische Hochschule Zürich Institut für Orts-, Regional- und Landesplanung <b>Bibliothek</b> |
|   |   | Name variant: <b>Bibliothek</b><br>Institut für Orts-, Regional- und Landesplanung <b>Bibliothek</b>                |
|   |   | Creation class: Language material   |
|   |   | Related names: Schmucki, Anton  |
|   |   | Titles: Schlagwortverzeichnis : Anhang: Verzeichnis der Zeitschriften und Schriftenreihen                           |
|   |   | Notes:  |
|   |   | Sources: <a href="#">VIAF</a> <a href="#">SWNL</a>  |
|   |   | Publishers: Institut für Orts-, Regional- und Landesplanung, <b>Bibliothek</b>                                      |

The screen with the first TAB **Identifiers and Names** is presented.

Refer to the document 'ISNI Database fields consolidated' for information about the fields:

|                              |                      |              |       |                |                                |
|------------------------------|----------------------|--------------|-------|----------------|--------------------------------|
| <b>Identifiers and Names</b> | Organisation details | Associations | Works | Class and Role | External Information and Notes |
|------------------------------|----------------------|--------------|-------|----------------|--------------------------------|

[Save changes](#) [Cancel](#)

|        |                  |                          |                            |
|--------|------------------|--------------------------|----------------------------|
| System | PPN<br>10712307X | ISNI<br>0000000107123079 | ISNI status<br>provisional |
|--------|------------------|--------------------------|----------------------------|

|            |  |  |
|------------|--|--|
| Identifier | identifier type<br><input type="text" value="VIAF"/> | identifier<br><input type="text" value="159849818"/> |
|------------|--|--|

**+ Add Identifier** Required when adding your source (NTA)

|      |   |   |  |                                   |                                   |
|------|---|---|--|-----------------------------------|-----------------------------------|
| Name | organisation<br><input type="text" value="Eidgenössische Technis"/> | subdivision<br><input type="text" value="Institut für Orts-, Regic"/> | subdivision<br><input type="text" value="Bibliothek"/> | <input type="text" value="VIAF"/> | <input type="text" value="SWNL"/> |
|------|---|---|--|-----------------------------------|-----------------------------------|

**+ Add Name** Required when adding your source (NTA)

|              |   |
|--------------|---|
| Name         | organisation<br><input type="text" value="Bibliothek"/>             |
| Name variant | <input type="text" value="VIAF"/> <input type="text" value="SWNL"/> |

|              |  |  |
|--------------|--|--|
| Name         | organisation<br><input type="text" value="Institut für Orts-, Regic"/> | subdivision<br><input type="text" value="Bibliothek"/> |
| Name variant | <input type="text" value="VIAF"/> <input type="text" value="SWNL"/>    |  |

**+ Add Name variant**

[Save changes](#) [Cancel](#)

### 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:

|                       |  |  |  |                |                                |
|-----------------------|--|--|--|----------------|--------------------------------|
| Identifiers and Names | Organisation details                   | Associations                               | Works                                    | Class and Role | External Information and Notes |
| Save changes          |  | Cancel                                     |  |                |                                |
| System                | PPN<br>10712307X                       | ISNI<br>0000000107123079                   | ISNI status<br>assigned                  |                |                                |
| Identifier            | identifier type<br>VIAF                | identifier<br>159849818                    |  |                |                                |
| -                     | Identifier                             | identifier type<br>NTA                     | identifier<br>12345644                   |                |                                |
| +                     | Add Identifier                         |  |  |                |                                |
| Name                  | organisation<br>Eidgenössische Technis | subdivision<br>Institut für Orts-, Regic   | subdivision<br>Bibliothek                | VIAF           | SWNL                           |
| -                     | Name                                   | organisation<br>Eidgenössische Technis     | subdivision<br>Institut für Orts-, Regic | NTA            |                                |
|                       | Organisation type                      | organisation type<br>university or college |  |                |                                |
| +                     | Add Name                               |  |  |                |                                |
| Name                  | organisation<br>Bibliothek             |  |  |                |                                |
| Name variant          | VIAF                                   | SWNL                                       |  |                |                                |

**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 **Save changes** 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:

Identifiers and Names | **Organisation details** | Associations | Works | Class and Role | External Information and Notes

Save changes Cancel

Dates decade 196. VIAF

+ Add Date

+ Add Usage dates

+ Add Language

- Location country CH locode CH ZRH region or state city NTA

+ Add Location

+ Add Associated Country

Publisher Institut für Orts-, Regio VIAF SWNL

+ Add Publisher

Save changes Cancel

Click **Save changes** 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.

Identifiers and Names | Organisation details | **Associations** | Works | Class and Role | External Information and Notes

Save changes Cancel

Related person fornames Anton surname Schmucki

Link Relation

- Related person fornames Gustavo surname Amigó Jansen

Relation is related related Relationship type has employee

Relationship dates begin end

PPN

Link Relation

+ Add Relation to person

- Related organisation name Eidgenössische Technische Hochschule NTA

Relation is related related Relationship type is unit of

Relationship dates begin end

PPN 121609529

Link Relation

Search popup: 1 Amigó Jansen, Gustavo (1908-), 2 Amigó Jansen, Gustavo The life and death of Fahter Varela

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 [Save changes](#) 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 [Save changes](#) 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.

Identifiers and Names | Organisation details | Associations | Works | **Class and Role** | External Information and Notes

Save changes | Cancel

Creation class | am | VIAF | SWNL

- | Creation class | | NTA ←

+ | Add Creation class

- | Creation role | -- select one -- | NTA ←

+ | Add Creation role

Save changes | Cancel

Click **Save changes** 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.

Identifiers and Names | Organisation details | Associations | Works | Class and Role | **External Information and Notes**

Save changes | Cancel

- | External Information | Information | URI | NTA  
Institutes website | www.InstituteETH.org

+ | Add External Information

+ | Add General Note

Save changes | Cancel

Click **Save changes** 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.

|                       |                      |              |       |                |                                |
|-----------------------|----------------------|--------------|-------|----------------|--------------------------------|
| Identifiers and Names | Organisation details | Associations | Works | Class and Role | External Information and Notes |
|-----------------------|----------------------|--------------|-------|----------------|--------------------------------|

Save changes Cancel

|                            |  |                      |     |
|----------------------------|--|----------------------|-----|
| External Information       | Information                                      | URI                  | NTA |
|                            | Institutes website                               | www.InstituteETH.org |     |
| + Add External Information |  |                      |     |
| General note               | Type your message for the ISNI Quality Team here |                      | NTA |
| + Add General Note         |  |                      |     |

Save changes Cancel

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> ):

Reply Reply All Forward

wo 2-11-2016 0:10

ISNI User input alert on 2016-11-01

To

Search time: 2016-11-01

<http://isni-m.oclc.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.

OK

|        |              |        |
|--------|--------------|--------|
| labels | sources data | marc21 |
|--------|--------------|--------|

edit record authority save

|                         |  |
|-------------------------|--|
| ISNI:                   | 0000 0001 0712 3079  |
| Name:                   | Eidgenössische Technische Hochschule Institut für Orts-, Regional- und Landesplanung (University or College)<br>Eidgenössische Technische Hochschule Zürich Institut für Orts-, Regional- und Landesplanung Bibliothek |
| Name variant:           | Bibliothek<br>Institut für Orts-, Regional- und Landesplanung Bibliothek   |
| Location / Nationality: | Switzerland  |
| Creation class:         | Language material  |
| Related names:          | Amigo Jansen, Gustavo (hasEmployee)<br>Eidgenössische Technische Hochschule<br>Schmucki, Anton   |
| Titles:                 | Schlagwortverzeichnis : Anhang: Verzeichnis der Zeitschriften und Schriftenreihen  |
| Notes:                  | Institutes website <a href="http://www.InstituteETH.org">www.InstituteETH.org</a>  |
| Sources:                | VIAF SWNL<br><b>NTA</b>  |
| Publishers:             | Institut für Orts-, Regional- und Landesplanung, Bibliothek  |

### 3.2.1 ISNI record in the database

The ISNI in **marc21**-presentation:

```
0 10712307X
2 $aTbr
3 $00000000107123079$12016-11-04 14:34:55$aassigned$c60
8 $an$bn$c|$da$ec$fcz$gn$hn$ia$j$b$kb$|l|m|$nn$oa$P|$qa$r|$sd
00A 99999999:10-11-09
00B NTA:07-11-16 12:34:56.000
00D 99999999:10-10-11
00U utf8
00X 0
35 ##$IVIAF$0159849818
35 $INTA$012345644
370 ##$aCH$tCH ZRH$2NTA
410 2#$aBibliothek$2VIAF$2SWNL
410 2#$aInstitut für Orts-, Regional- und
Landesplanung$bBibliothek$2VIAF$2SWNL
667 ##$aType your message for the ISNI Quality Team here$f2016-11-07
12:34:56$2NTA
671 ##$bInstitutes website$f2016-11-07
12:34:56$gr$uwww.InstituteETH.org$2NTA
710 2#$aEidgenössische Technische Hochschule Zürich$bInstitut für Orts-,
Regional- und
Landesplanung$bBibliothek$3commonForm$2VIAF$2SWNL$0vtls002076604
710 ##$aEidgenössische Technische Hochschule$bInstitut für Orts-, Regional-
und Landesplanung$qUniversity or College$2NTA
910 ##$a@Schlagwortverzeichnis :$bAnhang: Verzeichnis der Zeitschriften und
Schriftenreihen$2VIAF$2SWNL
921 ##$aInstitut 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 (Zurych)
```

## 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:

|  |              |  |
|--|--------------|--|
| shortlist                                    | title data   | search history   |
| results search [and] ppn: 407231137   1 hits |              |  |
| labels                                       | sources data | marc21   |
| edit record<br>save                          |              | Possible merge: 379521326 75.000 Possible match <a href="#">compare</a>  |
|  |              | Record no.: 407231137  |
|  |              | Name: Abe, Shizue  |
|  |              | Name variant: Shizue Abe   |
|  |              | Dates: born 1951-11-28   |
|  |              | Creation class: Musical sound recording  |
|  |              | Creation role: performer   |
|  |              | Notes: <a href="http://ja.wikipedia.org/wiki/%E3%81%82%E3%81%B9%E9%9D%99%E6%B1%9F">http://ja.wikipedia.org/wiki/%E3%81%82%E3%81%B9%E9%9D%99%E6%B1%9F</a> |
|  |              | Sources: MUBZ  |

Investigate and click [Equal](#) when both records are for the same public identity

|       |  |            |  |             |
|-------|--|------------|--|-------------|
| Equal | Unequal  | Don't know | Close  | Sync scroll |
|       | Possible merge: 379521326 75.000 Possible match <a href="#">under comparison</a> →   |            | Record no.: 379521326  |             |
|       | Record no.: 407231137  |            | Name: あべ 静江  |             |
|       | Name: Abe, Shizue  |            | Name variant: あべ静江   |             |
|       | Name variant: Shizue Abe   |            | Name variant: Abe, Shizue  |             |
|       | Dates: born 1951-11-28   |            | Shizue Abe (actrice et chanteuse japonaise)  |             |
|       | Creation class: Musical sound recording  |            | Shizue Abe (Japanese actress and singer)   |             |
|       | Creation role: performer   |            | アベ, シズエ  |             |
|       | Notes: <a href="http://ja.wikipedia.org/wiki/%E3%81%82%E3%81%B9%E9%9D%99%E6%B1%9F">http://ja.wikipedia.org/wiki/%E3%81%82%E3%81%B9%E9%9D%99%E6%B1%9F</a> |            | 阿部 静江  |             |
|       | Sources: MUBZ  |            | Dates: 1951-   |             |
|       |  |            | Location / Nationality: Japan  |             |
|       |  |            | Creation class: Language material  |             |
|       |  |            | Titles: Ara yasechatta   |             |
|       |  |            | あは、やせちやった!   |             |
|       |  |            | Notes: Wikipedia <a href="http://ja.wikipedia.org/wiki/あべ静江">http://ja.wikipedia.org/wiki/あべ静江</a> |             |
|       |  |            | Wikidata   |             |
|       |  |            | Sources: VIAF NDL WKD  |             |
|       |  |            | Publishers: Magajinhausu   |             |
|       |  |            | マガジンハウス  |             |

Clicking [Equal](#) sets the M (merge) status for the record.

|                     |              |  |
|---------------------|--------------|--|
| labels              | sources data | marc21   |
| edit record<br>save |              | Possible merge: 379521326 75.000 <a href="#">Equal</a> <a href="#">compare</a>   |
|                     |              | Record no.: 407231137  |
|                     |              | Name: Abe, Shizue  |
|                     |              | Name variant: Shizue Abe   |
|                     |              | Dates: born 1951-11-28   |
|                     |              | Creation class: Musical sound recording  |
|                     |              | Creation role: performer   |
|                     |              | Notes: <a href="http://ja.wikipedia.org/wiki/%E3%81%82%E3%81%B9%E9%9D%99%E6%B1%9F">http://ja.wikipedia.org/wiki/%E3%81%82%E3%81%B9%E9%9D%99%E6%B1%9F</a> |
|                     |              | Sources: MUBZ  |

ISNI software inspects the database on a daily basis and merges the records.  
The merged record for MUBZ's ShizueAbe:

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

## 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:

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

The screenshot shows a search interface with a dropdown menu set to 'search [and]' and a search box containing 'pieter jan pieterszoon'. The 'sort by' dropdown is set to 'name'. There is a 'search' button and a 'less' link. An 'approximate search' checkbox is also visible.

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

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

The screenshot shows a search interface with a dropdown menu set to 'browse' and a search box containing 'pieterszoon, p'. The 'sort by' dropdown is set to 'name'. There is a 'search' button and a 'less' link. An 'approximate search' checkbox is also visible.

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

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

The screenshot shows a search interface with a dropdown menu set to 'search [and]' and a search box containing 'pieterszoon, p?'. The 'sort by' dropdown is set to 'name'. There is a 'search' button and a 'less' link. An 'approximate search' checkbox is also visible.

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

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

Select [Add an identity: person of fictional character](#) 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 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.

|            |                             |                      |                          |            |       |
|------------|-----------------------------|----------------------|--------------------------|------------|-------|
| Identifier | identifier type             | identifier           |                          |            |       |
|            | NTA                         | 12345676             |                          |            |       |
| Name       | formnames                   | surname              | numeration               | title      |       |
|            | Pieter Jan                  | Pieterszoon          |                          | Professor  |       |
| Dates      | birth                       | death                |                          |            |       |
|            | 1956                        |                      |                          |            |       |
| +          | Creation class              | text                 |                          |            |       |
| +          | Creation role               | author               |                          |            |       |
| +          | Work                        | title                |                          |            |       |
|            |                             | History of Boekelo   |                          |            |       |
| +          | Instrument                  |                      |                          |            |       |
| +          | Contributed to or performed | title                |                          |            |       |
| +          | Name variant                | formnames            | surname                  | numeration | title |
| +          | Related person              | formnames            | surname                  |            |       |
|            |                             | Jonathan             | Peterson                 |            |       |
|            | Relation                    | is related           | Relationship type        |            |       |
|            |                             | related              | colleague / collaborator |            |       |
|            | Relationship dates          | begin                | end                      |            |       |
|            | PPN                         | 459118366            |                          |            |       |
| +          | Related organisation        | name                 |                          |            |       |
|            |                             | Madurodam University |                          |            |       |
|            | Relation                    | is related           | Relationship type        |            |       |
|            |                             | related              | is affiliated with       |            |       |
|            | Relationship dates          | begin                | end                      |            |       |
|            | PPN                         |                      |                          |            |       |
| +          | Language                    |                      |                          |            |       |
|            | Gender                      | male                 |                          |            |       |
| +          | Nationality                 |                      |                          |            |       |
| +          | External Information        | Information          | URI                      |            |       |
| +          | General note                |                      |                          |            |       |

[Save changes](#) [Cancel](#)

Click [Save changes](#) 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:

 ---> 45911848X

| labels  | sources data  | marc21  |
|---|---|---|
| <a href="#">edit record</a><br><a href="#">save</a> |  | <b>Record no.:</b> 45911848X<br><b>Name:</b> Franzen, Amigo<br><b>Titles:</b> Work by Amigo Franzen<br><b>Notes:</b><br><b>Sources:</b> NTA |

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.

 ---> 459118412

| labels  | sources data  | marc21   |
|---|---|--|
| <a href="#">edit record</a><br><a href="#">save</a> |  | <b>ISNI:</b> 0000 0004 5911 8417 <br><b>Name:</b> Pieterszoon, Pieter Jan (Professor)<br><b>Dates:</b> born 1956<br><b>Creation class:</b> text<br><b>Creation role:</b> author<br><b>Related names:</b> Madurodam University<br><a href="#">Peterson, Jonathan</a> (colleague / collaborator)<br><b>Titles:</b> History of Boekelo<br><b>Notes:</b><br><b>Sources:</b> NTA |

### 5.3 ISNI record in database

The assigned record for Pieterszoon in **marc21**-presentation:

```
0 459118412
2 $aTpx
3 $00000000459118417$12016-11-03 17:07:07$aassigned$bno match initial
database$c60
8 $a|$b|$c|$d|$e|$fz$gn$hn$i|$j|$k|$l|$m|$n|$oa$|p|$q|$r|$s|
00A NTA:03-11-16
00B NTA:03-11-16 17:07:07.000
00D NTA:03-11-16
00U utf8
00X 0
35 $INTA$012345676
375 ##$amale$2NTA
700 ##$aPieterszoon, Pieter Jan$cProfessor$2NTA
910 ##$a@History of Boekelo$2NTA
941 ##$aaut$2NTA
944 ##$atext$2NTA
950 ##$aPeterson, Jonathan$iY$Tcolleague /
collaborator$2NTA$9459118366$8Jonathan Alex Petterson
951 ##$aMadurodam University$iY$TisAffiliatedWith$2NTA
970 ##$a1956$2NTA
976 ##$2NTA$aNTA$b2016-11-03 17:07:07$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:

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

search [and] ▾ Name (NA:) ▾ sort by name ▾  
"library university gotham"  
 approximate search  [less](#)

shortlist title data search history

**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:

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

search [and] ▾ Name Keyword (NW:) ▾ sort by name ▾  
gotham university library  
 approximate search  [less](#)

shortlist title data search history

**results**

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

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

search [and] ▾ Name Keyword (NW:) ▾ sort by name ▾  
gotham university library  
 approximate search  [less](#)

shortlist title data search history

**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:

[Save changes](#) [Cancel](#)

|                        |                   |                          |                 |
|------------------------|-------------------|--------------------------|-----------------|
| Identifier             | Identifier type   | Identifier               |                 |
|                        | NTA               | 12233444                 |                 |
| Organisation type      | organisation type | academic library         |                 |
| Name                   | organisation      | Library University Madu. | subdivision     |
|                        |                   |                          | NTA             |
| + Name variant         | organisation      | Madurodam Library        | subdivision     |
|                        |                   |                          | NTA             |
| + Location             | country           | locode                   | region or state |
|                        | NL                | NL HAG                   | ZH              |
|                        |                   |                          | city            |
|                        |                   |                          | NTA             |
| Usage dates            | usage date from   | usage date to            |                 |
|                        |                   |                          |                 |
| + Related person       | formnames         | surname                  |                 |
|                        | Pieter            | Pieterszoon              |                 |
| Relation               | is related        | Relationship type        |                 |
|                        | related           | is related to            |                 |
| Relationship dates     | begin             | end                      |                 |
|                        |                   |                          |                 |
| PPN                    | 459118412         |                          |                 |
| + Related organisation | name              | University Madurodam     |                 |
| Relation               | is related        | Relationship type        |                 |
|                        | related           | is unit of               |                 |
| Relationship dates     | begin             | end                      |                 |
|                        |                   |                          |                 |
| PPN                    |                   |                          |                 |
| + Work                 | title             |                          |                 |
|                        | subtitle          |                          |                 |
| + Creation class       |                   |                          |                 |
| + Creation role        | -- select one --  |                          |                 |
| + Language             |                   |                          |                 |
| + External information | Information       | URI                      |                 |
|                        |                   |                          |                 |
| + General note         |                   |                          |                 |

[Save changes](#) [Cancel](#)

Click **Save changes** to insert the new ISNI (message  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](#). 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](#). 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:

 ---> 459118498

| labels  | sources data  | marc21   |
|---|---|--|
| <a href="#">edit record</a><br><a href="#">save</a> |  | <b>Record no.:</b> 459118498<br><b>Name:</b> HappyMeals<br><b>Location / Nationality:</b> <a href="#">United States</a><br><b>Notes</b><br><b>Sources:</b> NTA |

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.

| labels  | sources data  | marc21  |
|---|---|---|
| <a href="#">edit record</a><br><a href="#">save</a> |  | <b>ISNI:</b> 0000 0004 5911 8441<br><b>Name:</b> Library University Madurodam (Academic Library)<br><b>Name variant:</b> Madurodam Library<br><b>Location / Nationality:</b> Netherlands Zuid-Holland The Hague<br><b>Related names:</b> Pieterszoon, Pieter (isRelatedTo)<br>University Madurodam<br><b>Notes:</b> Library's website <a href="http://librarymadurodam.org">librarymadurodam.org</a><br><b>Sources:</b> NTA |

## 5.6 ISNI record in database

Record in **marc21**-presentation for the Library University Madurodam:

```
0 459118447
2 $aTbx
3 $00000000459118441$12016-11-07 14:11:27$aassigned$bno match initial
database$c60
8 $a|$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
35 $INTA$012233444
370 ##$aNL$tNL HAG$yZH$zThe 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$8Pieter Jan
Pieterszoon Professor
951 ##$aUniversity Madurodam$iY$TisUnitOf$2NTA
976 ##$2NTA$aNTA$b2016-11-07 14:20:08$scis_unique is_rich$dbirthyear etc.; external
link etc.$e0$f0
```

## 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 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 ISNI's

ISNI's 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.

|                |                        |                |  |
|----------------|------------------------|----------------|--|
| shortlist      | <b>title data</b>      | search history |  |
| <b>results</b> | PPN 459118366   1 hits |                |  |

|               |              |        |  |
|---------------|--------------|--------|--|
| <b>labels</b> | sources data | marc21 |  |
|---------------|--------------|--------|--|

|                             |
|-----------------------------|
| <a href="#">edit record</a> |
| <a href="#">authority</a>   |
| <a href="#">save</a>        |



**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)  
[La Trobe University Library](#)  
**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:

The screenshot shows a search interface with the following elements:

- Search bar: search [and] Any Phrase (APH:) sort by name
- Search criteria: na: amigo jansen, gustavo
- Buttons: search, less
- User id: BARBA
- Approximate search checkbox:
- Navigation tabs: shortlist, title data, search history
- Results summary: results Related entries PPN 033004064 | 3 hits
- Filter sidebar (left):
  - hide hints, save
  - filter
    - Type of identity
      - Person (2)
      - Organisation (1)
    - Status
    - Creation class
    - Creation role
- Results list (right):
  - 3 La Trobe University (Bundoora, Victoria), Library (Library)  
The Chinese Heritage of Australia Federation Project a joint initiative of La Trobe University and the Chinese Museum, Melt University, Shanghai ; supported by the National Council for the Centenary of Federation.
  - 1 Petterson, Jonathan Alex  
Philosophical thoughts on plants
  - 2 Amigó Jansen, Gustavo (lr)  
La posición filosófica del Padre Félix Varela, 1991:

## 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)
- ✓ ISBN (ISBN or ISBNs: 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 (December 2016), 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:

- ✓ organisation type
  - ✓ 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:

- they have both a full birth date and a full death date
- have a birth year as well as a related name and a title or instrument
- have a title or instrument as well as a URL link and a 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) are unique<sup>1</sup>. Unique names must have at least one full forename.
- all name variants are unique and the record has a LOCODE and an organisation type and an organization 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

---

<sup>1</sup> 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

### **8.4 Provisional ISNI for your source**

At this point in time (December 2016) you can not get your source assigned if the name is not unique or by adding enough data if the data are not rich.

You can add a general note to the record and request the Quality Team to assign status assigned to the source.