

Pilot 2017-18 documentation and training

Scope: List of all documentation pertaining to ISNI guidelines and specific how tos

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[Documentation from ISNI](#)
[How-tos](#)
[Web interface](#)
[WinIBW client](#)
[ISNI Manual](#)

Documentation most useful to new ISNI users is noted in [magenta](#).

Documentation from ISNI

How-tos

[ISNI Q&A Between HarvardQT and ISNIQT/OCLC](#) Note: content of permanent value from this page has been added to the appropriate documentation. Use the [Participant questions and answers](#) page instead.

[Data Contributor Usage Guidelines](#): containing information on how batch loaded matching relies on particular data elements; guidelines for modifying existing ISNI records and adding new records (Word doc, 15 p., version 2.0, 2012)

[ISNI Data Elements](#): Valid Values: list of database element names with their equivalent display names in the back-end ISNI database, and list of valid data values and format requirements (Word doc, 16 p., version 25, 2014)

[ISNI Data Quality Policy](#)

[ISNI Search Terms](#) (PDF, 12 p., version 3.0, 2017)

[Other ISNI documentation](#) from the ISNI website, including FAQ

ISNI database fields: <https://docs.google.com/document/d/1Rh1Hb4wRBSGCdYhEuLV-fxEZjJi7woXxNMGpS8yccBc/edit?usp=sharing>

Creation class codes: https://docs.google.com/document/d/1n3uTUQPG9V__D1gz7L1O405BItE9Td0tNRLXJo2NfXk/edit?usp=sharing

[Tips](#) and helpful hints

Web interface

[useful!](#) [How to use the ISNI web portal](#)

[useful!](#) [Getting started with ISNI and the ISNI Web Interface](#)

[useful!](#) [ISNI field documentation](#): Field-by-field guide to filling in a template in the ISNI web interface

[ISNI field mappings](#): Maps fields from ISNI web portal to ISNI MARC21 and PICA fields. See more here: [Appendix 1 - Marc & PICA codings](#)

[useful!](#) [ISNI Web Interface Usage Guidelines](#) (PDF, 34 p., 2016) are available from ISNI's [Documents Related to Data Submission](#)

WinIBW client

[How to use the WinIBW client](#)

[WinIBW 3 Product Description](#) (PDF, 126 p., version 2.7 of document for WinIBW 3.7; updated 18 Nov. 2013)

ISNI Manual

Manuals

These versions were updated July 2018 (despite the somewhat confusing "_2019" suffix that Amy added), so they are newer than those listed below this box:

1. [Introduction & overview_2019.pdf](#)
2. [Searching & Navigation_2019.pdf](#)
3. [Organisations policy_2019.pdf](#)
4. [Merging records_2019.pdf](#)
5. [Data enhancement_2019.pdf](#)
6. [Creating new records on WinIBW_2019.pdf](#)
7. [Splitting ISNI records_2019.pdf](#)
8. [Data correction and Source notification_2019.pdf](#)
9. [Pseudonyms_2019.pdf](#)
10. [ISNI enduser Queries_2019.pdf](#)
11. [Public database_2019.pdf](#)
 - [Appendix 1 - Marc PICA codings_2019.doc](#)
 - [Appendix 2 - Common ISNI search commands_2019.pdf](#)
 - [Appendix 3 - Additional ISNI Search Options_2019.pdf](#)
 - [Appendix 4 - ISNI pseudonyms fix & recommendations_2019.pdf](#)
 - [Appendix 5 - Downloading individual fields from WinIBW guide_2019.pdf](#)
 - [Appendix 6 - VIAF contacts_2019.pdf](#)
 - [Appendix 7 - ISNI Web Interface Usage Guidelines_2019.pdf](#)
 - [Appendix 8 - ISNI Web Interface Search Guidelines \(members\)_2019.pdf](#)

do not use these as they are out of date

- useful!**
1. [Introduction & overview](#) (PDF; 15 pages)
 2. [Searching & Navigation](#) (PDF; 48 pages)
 3. [ISNI data on WinIBW](#) (PDF; 19 pages)
 4. [Editing](#) (merging, enhancing, etc.; PDF; 99 pages)
 5. [Enduser Queries](#) (processing information submitted through public website; mostly for use by ISNI QT; PDF; 42 pages)
 6. [Public database](#) (describes using the public database on website; much of it applies also to web editing interface; PDF; 28 pages)
 7. [Organisations - ISNI policy and practice](#) (linking to related organizations and persons; name changes; PDF; 31 pages)

Appendices:

- [Appendix 1 - MARC & PICA codings](#) (guide to fields and subfields arranged by MARC field no.; PDF; 13 pages)
- [Appendix 2 - ISNI discussion paper on pseudonyms](#) (PDF; 5 pages)
- [Appendix 3 - Additional Search Options](#) (PDF; 5 pages)
- [Appendix 4 - ISNI background processing](#) (PDF; 2 pages)
- [Appendix 5 \(New\) - Downloading individual fields from WinIBW guide](#) (PDF; 13 pages)