

a voyage in data discovery

<odesi>

un voyage à la découverte des données

The slide features a decorative background on the left side with a vertical gradient of blue and yellow, overlaid with a pattern of binary code (0s and 1s). A solid blue horizontal bar spans the top of the slide.

Best Practices Documents — Are they Really Necessary?

May 28, 2008

IASSIST 2008

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Outline

- Why
- When
- Where
- What
- Who

Why?

- Why did we start?
 - University of Guelph & Carleton University already tagset documents
 - Queen's University started working on their document
 - A number of other institutions interested
 - wanted to join and contribute

Why?

- Did NOT want to re-invent the wheel
- Did NOT want to duplicate efforts
- Sharing documents and files

When?

- May 1, 2007
 - <odesi> started
 - Developers started
- June 2007
 - First EAC meeting
- September 2007
 - Co-op students started
- October 2007
 - Project Manager started

Where?

- Ontario
 - Lead Institutions
 - Carleton University
 - University of Guelph
- Behind the scenes
 - Quebec
 - British Columbia

What?

- Collaboration
 - Three different points of view
 - Two different servers to view
 - Three different documents to examine

What?

- We joined efforts
 - Three meetings in 2007:
 - June – University of Guelph
 - July – Queen's University
 - August – Carleton University

What?

- Goal of our meetings
 - To produce one document
 - Consistent and easy to interpret tag definitions – based on DDI “bible”
 - Consistent formatting for Ontario files

What?

- Process (Logistics)
 - Tag by tag – each of 5 DDI sections
 - Definitions
 - Examples
 - Formatting

And then ...

lots of discussion ...

more discussion ...

DDI break ...

all of us lost our minds along the way...

more discussion ...

emails to DDI ...

more discussion ...

eventually a decision ...

more discussion ...

and then ...

ta da ...

The Best Practices Document

aka

BPD

Who?

- Beneficiaries
 - All Ontario Universities belonging to OCUL (Ontario Council of University Libraries)

BPD

- Structure
 - Introduction
 - Main document
 - Five sections of DDI
 - Appendices

BPD Introduction

- Overview of **<odesi>** project
- The Set-up of this Document
- The Set-up of Each Section
- The Set-up of each Tag
- Formatting Conventions
- Abbreviations and Acronyms
- Questions, comments and contact info
- ...

BPD Main Document

- Overview of each DDI section
 - Introduction
 - Table of all tags used
 - Each tag
 - Mandatory / optional
 - Repeatable / Not
 - Attributes
 - Description
 - Formatting notes
 - Examples

Tags

- Tag Formatting
 - BPD recommends common formatting for all tags
 - Any unique formatting highlighted with `<odesi>`
format

Tag Formatting Example

<odesi>
format

Formatting Note:

- Format for Agency/Institution and Place of Work/Department:
Name of Agency/Institution. Name of Place of Work/Department
(yes, that is a period between the two place names!)
- Format for Names:
Last name, First name

Many Tag Examples

<rspStmt>

**<AuthEnty affiliation="University of Guelph.
Data Resource Centre">Edwards,
Michelle</AuthEnty>**

**<AuthEnty affiliation="University of Guelph.
Data Resource Centre"> Fair,
Aaron</AuthEnty>**

**<AuthEnty affiliation="University of Guelph.
Data Resource Centre"> Brett,
Jan</AuthEnty>**

</rspStmt>

BPD Appendices

- A. Glossary
- B. Nesstar Related Information
- C. Statistics Canada Related Information
- D. Data Documentation Initiative
- E. <odesi> Related Information
- F. Notes and Comments Tags – More Information
- G. An XML Example

BPD

- Present status
 - Draft 2 finished
 - Translation into french in progress
- Next step
 - Update the wiki
 - Distribution

BPD

- Location
 - <odesi> wiki
- http://odesi.uoguelph.ca/wiki/index.php/Main_Page
- Open to all!

Therefore ...

- Our initial question
 - “BPDs – are they really necessary?”

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