IR CSHL Authors Ontology

NOTE: for directions on how to change parent-child relationships go to the IR Subject Ontology page

This page includes instructions on how to:

1. create CSHL Author names in the ontology
2. modify names
3. delete names

1. **How to create CSHL Author names**
   1. Copy the standard (Authority) form of the name from the CSHL Author Authority Name Spreadsheet list.

   The Library maintains a spreadsheet version of the CSHL Author’s list. The spreadsheet version contains the standard abbreviated version of the name used as the primary author name (on the details page of the record) as well as the full name used for this CSHL Authors list. This spreadsheet is on the G drive at

   G:\Institutional Repository Documentation\DR Info\Authority names Copyright Policies and P.I. C.V. spreadsheet

   Click on the CSHL Author Authority Name tab in this spreadsheet to bring up the list.

   e. Copy the full authority name from the spreadsheet.

   NOTE: if the name is not on this spreadsheet go to the Creating Records in the AP EndNote Library page and go to the CSHL Author Name section for instructions on how to enter names into the spreadsheet

b. In the IR, click on **Admin**

c. Click on **Config. Tools** and then **Edit Subject**

d. In this window you can access any of the CSHL IR Ontologies. Choose **CSHL Authors List**.

Due to the number of authors and all the items they are linked to, the list may take a few minutes to boot up.
1. scroll to the bottom of the list
2. enter the name in the **Subject ID Sting** window using the format below

   The format is **all lower case with underscores in all spaces**, e.g. Vielle-Calzada, Jean Phillippe would be *vielle_calzada_jean_phillippe*

3. g. click **Create**

   ![Screen capture showing the creation of a subject ID string with a name entered and the Create button highlighted]

   h. In the **Subject Name** field enter the full Authority Name from the spreadsheet. This is the name that will be visible in the IR. In this case this would be **Vielle-Calzada, Jean Phillippe**

   i. In the dropdown list under **Language**, choose **English**

   j. Next to **Depositable** click on **Yes** users can add items to this subject

   k. Click on **Save changes**

2. **How to Modify names in the ontology**

   To modify a name click on the name in the ontology

   1. Bring up the CSHL Authors list (step d above)
   2. Find and click on the name you want to modify
   3. Modify the name in the **Subject Name** field
   4. Click on **Save Changes**
3. To Delete names in the ontology.
   a. Bring up the CSHL Authors list (step d above)
   b. Note the number in the Eprints column. This is the number of records in the IR linked to this name. Before you delete this name you may want to select this name in the Browse by CSHL Author window under Browse in the top taskbar to determine what records are linked to this name.
   c. Click on Unlink
   d. Click on Remove