

# 211: Advancing the Provincial Consolidated System Information Resources Working Group Minutes, December 8, 2005

Present: Christine Berry (Information Oakville), Barb McLachlan (Information Windsor), John Allec (Findhelp Information Services), Ross Cooling (Community Connection, Collingwood), Jennifer Lindsey (Volunteer and Information Kingston)

Regrets: Ian Kellogg (Findhelp Information Services), Todd Turnbull (Community Information Centre of Waterloo Region)

## **NAMING STANDARD**

Decision to use the name "Ontario I&R Data Providers Naming Standard" rather than "Name Authority". "Authority" is not quite as clear and sounds, well, authoritarian.

Re "ALT ORG" vs "ALT NAME", decision to go with "AKA" (also known as) as the generic name in this document, especially as that is the term used in the AIRS Standards. Practices around this field and Former Name, etc. are likely to change soon with enhancements Findhelp is needing for its conversion to CIOC (for example a toggle button to indicate "publish as cross reference" which may serve the same purpose as the current CROSSREF field).

### ***Process***

Version 5.0 of the draft will be discussed next week, with a reference group of others in Ontario and outside of Ontario invited to join in for the last hour.

Shortly following that, the draft will be made available to the I&R community, particularly InformOntario members, with a request for feedback by the second week of January.

Following that, it will be forwarded to the Steering Committee for approval, and to the InformOntario Board of Directors for endorsement as the new InformOntario standard. Ross and Christine will update the IO Board at this month's meeting.

### ***Acronyms***

Decision not to allow the format "Community Legal Education Ontario (CLEO)" (i.e. listing a well-known acronym alongside a full name. One or the other will need to be selected as the main name.

### ***Punctuation and Style***

Still some mysteries around searching with or without apostrophes (eg "A Woman's Place"). Barb will check with Kate Lambacher to clarify all this, and the impact of listing the apostrophe in ORG1 in cases like this.

Re "Inc" and "Ltd", etc., agreement to go with the idea of omitting unless it is an integral part of the name (e.g. "Recovery Inc"). This may be judged by whether the agency generally includes it or not in its own usage. ("Inc" and "Ltd", etc, should of course be included in the Legal Name if appropriate.)

No final resolution on organization names beginning with “The...” and whether to ignore the word entirely or move it to the end of the listed name (and in brackets, or following a comma?).

### ***Government***

Arm’s length organizations – we will strive to eventually have a complete list of relevant agencies.

Re listing MPs, MPPs and other political representatives (e.g. whether to list by first name then last name, or vice versa), consensus that it’s best to avoid listing people’s names in the ORG levels, that the place for these names is in the Executive fields (repeated in AKA if necessary for searching purposes).

Decision to always list political “regions” in the format “Halton Region. \_\_\_\_\_” (rather than “Halton. \_\_\_\_\_” or “Halton, Regional Municipality of. \_\_\_\_\_”). Cites, towns, etc., on the other hand, will be listed with the only the geographic name and no identifier of what type of jurisdiction it is (“Kingston. \_\_\_\_\_”). There are still complexities to research re places like Sudbury, etc.

Re municipal offices, administration offices for regional municipalities, etc, it seems there is no one-size-fits-all solution, so some variety will be accommodated, as long as it is in the “Jurisdictional Unit. Administrative Office” format (i.e. not just “Barrie, City of”).

### ***Sample examples***

Jennifer will do a bit of work on the examples in Acronyms, Ross on Federal/Provincial Government, and Christine on National/Provincial Organizations.

More examples needed throughout, e.g. re not capitalizing minor words like “a” and “of” within organization names, examples regarding commas, and how the number sign should be avoided (eg “Legion 261” rather than “Legion #261” or “Legion No. 261”)

### **NEXT MEETING**

Tuesday, December 13<sup>th</sup>, 2-3:30 p.m, with reference group forum 2:30-3:30. Dial 1-866-613-5220 (toll free) or 416-204-1403. Key in participant code 1671710 followed by # sign.