

CREATING CONTROL AMIDST THE CHAOS: COLLABORATING ON A CONTROLLED VOCABULARY DURING COVID-19

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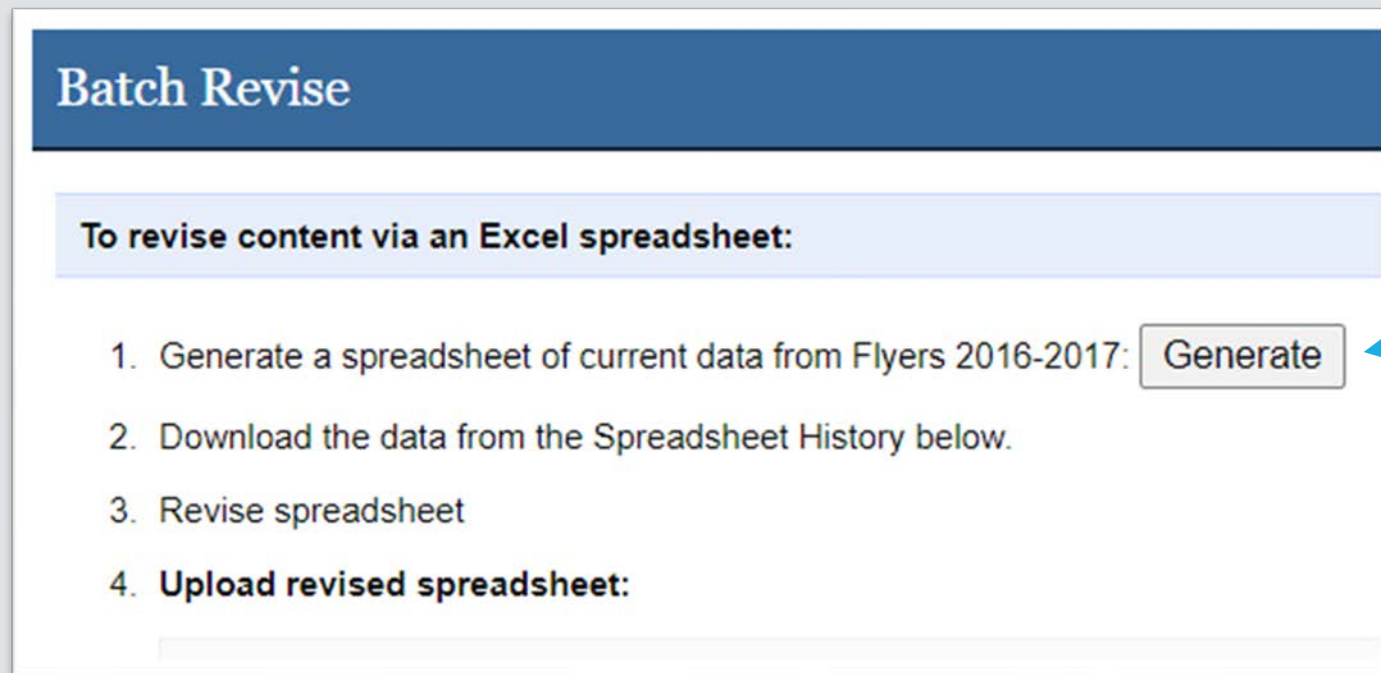


Overview

- **Phase 1:** Create a list of current keywords for a collection
- **Phase 2:** Create additional lists and merge them with the first list
- **Phase 3:** Edit keywords in each collection
- **Phase 4:** Create an organization system for retrieving keywords when adding metadata
- **Phase 5:** Create a policy for adding new keywords to the controlled vocabulary.

Phase 1: Create a list of current keywords for a collection

Step 1: Generate and download spreadsheets of current data for each collection. Start with one collection.

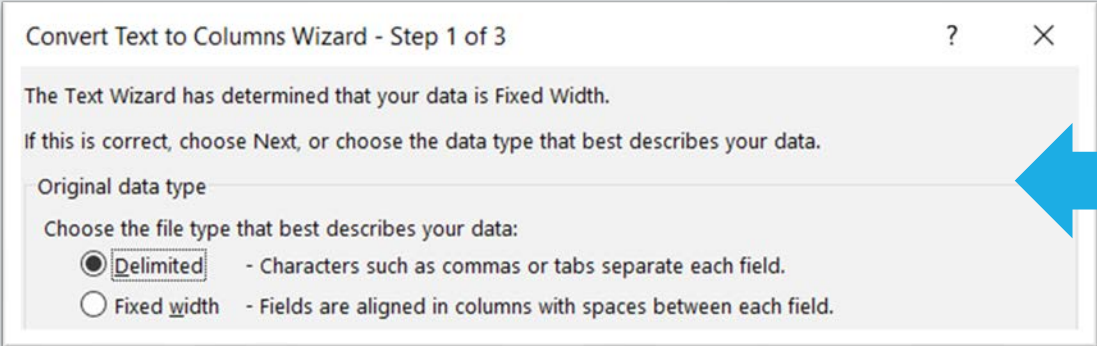


The screenshot shows a web interface titled "Batch Revise". Below the title is a light blue box with the text "To revise content via an Excel spreadsheet:". Underneath this is a numbered list of four steps: 1. Generate a spreadsheet of current data from Flyers 2016-2017: (with a "Generate" button next to it), 2. Download the data from the Spreadsheet History below., 3. Revise spreadsheet, and 4. Upload revised spreadsheet: (with a blank input field below it).

Bepress allows uploading in batch form. It also allows generating and downloading a current spreadsheet of data under the function Batch Revise.

Step 2: Convert Text to Columns to separate the keywords

title	publication_date	keywords	disciplines
Federalist Society	2017-03-20 00:00	Federalist Society, lunch, discussion, leadership	Law
2017 Lunchtime Le	2017-03-20 00:00	Lunchtime Lecture Series, Holocaust, Human rights, Cambodia, CLIHHR, EC	Law
Not Their Art!	2017-03-22 00:00	Panel discussion, Cuba, Art, expropriation, restitution, Castro, sanctions, emb	Law
Summer Externship	2017-03-22 00:00	lunch, externship, stipend, experience, public-sector, judges, government, nor	Law
Barrister's Ball	2017-03-23 00:00	Ball, SBA, ticket, social, student social event	Law
Cardozo Faculty A	2017-03-27 00:00	fair, guidance, Office of Career Services, OCS, Office of Student Services ar	Law
Jewish Divorce, Do	2017-03-27 00:00	Lunch, Shlomo Weissmann, Keshet Starr, Jeremy Stern, Shana Frydman, La	Law
Representing Resid	2017-03-27 00:00	Lunch, Apartments, Condominiums, Cooperative, Townhouses, Kim Kirk, Rea	Law
1st Annual Journal	2017-03-29 00:00	Open House, ADR, Moot Court, Competition	Law
Immigration Law Le	2017-03-29 00:00	Lecture, discussion, Immigration Law, immigration, immigrant U-Visa, T-Visa,	Law
Supreme Court Ro	2017-03-29 00:00	Panel discussion, Constitutional Law, CLE credits, Supreme Court, Ed Whela	Law
OUTLaw Reception	2017-03-30 00:00	Reception, presentation, Clement Lee, LGBTQ, student organization	Law
In-House Legal Ca	2017-03-30 00:00	Panel, networking, reception, Tyrone Blackburn, Maria Ingravallo, Jeff Reitma	Law



Delimited – characters separated by commas.

Step 3: Stack the keywords into one column.

lunch	discussion	leadership						
Holocaust	Human rights	Cambodia	CLIHHR	ECCC	Randle DeFalco			
Cuba	Art	expropriation	restitution	Castro	sanction embargo	Abigail I	Monica	
externship	stipend	experience	public-sector	judges	governn non-pro	Heymar	Simplicit	
SBA	ticket	social	student social event					
guidance	Office of Career Services	OCS	Office of Student Services and Advising	Office of Academic Support				
Shlomo Weissmann	Keshet Starr	Jeremy Stern	Shana Frydman	Lawrence N. Rothbart	Orly K. F. Jewish [credits		
Apartments	Condominiums	Cooperative	Townhouses	Kim Kirk	Real Estate Law			
ADR	Moot Court	Competition						
discussion	Immigration Law	immigration	immigrant U-Visa	T-Visa	Hasan S. Robin H.	student	organiza	
Constitutional Law	CLE credits	Supreme Court	Ed Whelan	Ilya Shapiro	Kate Sh. Sabeel	Rahman		
presentation	Clement Lee	LGBTQ	student organization					
networking	reception	Tyrone Blackburn	Maria Ingravallo	Jeff Reitman	Nick Rubino			
summer stipend								
Borders	Immigrant	Immigration Law	Donald Trump					
government	politics	consensus	bridge the divide					
startup	tech	technology	legal entrepreneurship	Nehal Madhani	Aaron W. Hannah	Samendinger		
baked goods								
on-campus interviews	law firms	government agencies						
free program	trademark	Matthew Asbell	Mitchell Front	Melissa Schoffer Farber	Marc P. Jessica	Willard Knox		
Immigration	Diana Kearney	FIRE	Immigration Law	student organization				
comedy	singing	dancing	entertainment	student event				
right	video	privacy	NYPD	Cynthia Cook	Joshua Fitchie	lunch		
scientist	advocate	International Law						
basic negotiation	strategies	practices	tryouts					
food	environment	discussion	Margot J. Pollans	Elle J. Fried	Michael R. Reese			
Entertainment Law	Andrew Siegel	David Sternlicht	John Zucker	media				
law student	Latin American	student event	LALSA					
forensics	Latin America	missing	justice	Cath Collins				
Human Rights	Monique Lin-Luse	Alison McKinnell King	Gideon Oliver	Jordan Coyne				
Brands	Corporate	Social Responsibility	CLE Credits	Jennie McCarthy	Nancy N. Christop	Matthew	Aryn En	

Step 4: Remove Duplicates

Democratic Lawyers Council
demographics
Department of Correction
department of education
detention
Diana Kearney
dinner
discussion
discussion
discussion
discussion
discussion
discussion
discussion
DOC
documentary
documentary
documentary
DOE
Donald Trump
Donald Trump
Donald Trump
Donald Trump President
Drone Strikes
ECCC
Ed Sinitsa
Ed Whelan
Ekow Yankah
elections



Remove Duplicates

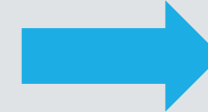
To delete duplicate values, select one or more columns that contain duplicates.

Select All Unselect All My data has headers

Columns

Keyword Used in Flyers 2017-2018

OK Cancel



Keywords
1L
1L academic planning session
1ls
200 employers
2ls
2nd amendment
3ls
40th anniversary
9th annual
Aaron Wright
Abigail McEwen
academic advising
academic planning
academic support
ACS
activism
addressing terrorism
ADR
ADR Competition
advising
advocacy
advocate
Alan Gura
Alex Reinert
Alison McKinnell King
alternative law degree careers
alumnae

Microsoft Excel

59 duplicate values found and removed; 464 unique values remain.

OK

Step 5: Note which collection the keywords were present in.

Keywords	Flyers Collection 2016-2017
1L	Y
1L academic planning session	Y
1ls	Y
200 employers	Y
2ls	Y
2nd amendment	Y
3ls	Y
40th anniversary	Y
9th annual	Y
Aaron Wright	Y
Abigail McEwen	Y
academic advising	Y
academic planning	Y
academic support	Y
ACS	Y
activism	Y
addressing terrorism	Y
ADR	Y
ADR Competition	Y
advising	Y
advocacy	Y
advocate	Y
Alan Gura	Y
Alex Reinert	Y
Alison McKinnell King	Y
alternative law degree careers	Y
alumnae	Y



Create column for current collection and mark each keyword with Y for Yes.

The location of keywords was important to note at this point. When the time came to edit already published collections, the keywords would be able to be found.

Phase 2: Create additional lists and merge them with the first list

The first four steps for creating a master list of keywords were repeated for another collection's batch of metadata.

Step 1. Generate spreadsheet

Step 2. Separate values

Step 3. Stack into 1 column

Step 4. Remove duplicates and sort

Step 5 (noting which collection the keywords were present in) will happen while the two lists are being combined

Collection 1: 464 keywords

Collection 2: 383 keywords

Keywords
1L
1L academic planning session
1ls
200 employers
2ls
2nd amendment
3ls
40th anniversary
9th annual
Aaron Wright
Abigail McEwen
academic advising
academic planning
academic support
ACS
activism
addressing terrorism
ADR
ADR Competition
advising
advocacy
advocate
Alan Gura
Alex Reinert
Alison McKinnell King
alternative law degree careers
alumnae

A
1 1L
2 2L
3 3L
4 access to education
5 activism
6 Adria DeLandri
7 advocacy
8 Alexander A. Reinert
9 Alexander Boni-Saez
10 Alexander Schnapp
11 Alexandra Levin Kramer
12 Alexandra Simmerson
13 algorithm
14 Alyssa Cole
15 Amy Beach
16 Andrew Sullivan
17 animal welfare
18 Antonin Scalia
19 Arab
20 Arabic
21 Ariel Tacher
22 armed forces
23 art
24 asylum
25 author
26 Avery Bizzell
27 Aviva Rahmani
28 Balanced Life Christian Center

same exact keywords

variations of phrases

variations of proper names

Step 1: Paste values from second list of keywords into original spreadsheet

Keywords	Flyers Collection 2016-2017	SECOND SHEET 2017-2018
1L	Y	1L
1L academic planning session	Y	2L
1ls	Y	3L
200 employers	Y	access to education
2ls	Y	activism
2nd amendment	Y	Adria DeLandri
3ls	Y	advocacy
40th anniversary	Y	Alexander A. Reinert
9th annual	Y	Alexander Boni-Saez
Aaron Wright	Y	Alexander Schnapp
Abigail McEwen	Y	Alexandra Levin Kramer
academic advising	Y	Alexandra Simmerson
academic planning	Y	algorithm
academic support	Y	Alyssa Cole
ACS	Y	Amy Beach
activism	Y	Andrew Sullivan
addressing terrorism	Y	animal welfare
ADR	Y	Antonin Scalia
ADR Competition	Y	Arab
advising	Y	Arabic
advocacy	Y	Ariel Tacher
advocate	Y	armed forces
Alan Gura	Y	art
Alex Reinert	Y	asylum
Alison McKinnell King	Y	author
alternative law degree careers	Y	Avery Bizzell

Step 2: Highlight Duplicate Values.

The screenshot shows the Microsoft Excel interface with the 'Conditional Formatting' menu open. The 'Duplicate Values...' option is highlighted. The background shows a spreadsheet with three columns: 'Keywords', 'Flyers Collection 2016-2017', and 'SECOND SHEET 2017-2018'. The 'Keywords' column contains various terms, and the 'Flyers Collection' column contains 'Y' for many of them. The 'SECOND SHEET' column contains a list of names and terms.

Keywords	Flyers Collection 2016-2017	SECOND SHEET 2017-2018
1L	Y	1L
1L academic planning session	Y	2L
1ls	Y	3L
200 employers	Y	access to education
2ls	Y	activism
2nd amendment	Y	Adria DeLandri
3ls	Y	advocacy
40th anniversary	Y	Alexander A. Reinert
9th annual	Y	Alexander Boni-Saez
Aaron Wright	Y	Alexander Schnapp
Abigail McEwen	Y	Alexandra Levin Kramer
academic advising	Y	Alexandra Simmerson
academic planning	Y	algorithm
academic support	Y	Alyssa Cole
ACS	Y	Amy Beach

Duplicate values are now highlighted so you can see where the two lists overlap.


Keywords	Flyers Collection 2016-2017	Flyers Collection 2017-2018	SECOND SHEET 2017-2018
1L	Y		1L
1L academic planning session	Y		2L
1ls	Y		3L
200 employers	Y		access to education
2ls	Y		activism
2nd amendment	Y		Adria DeLandri
3ls	Y		advocacy
40th anniversary	Y		Alexander A. Reinert
9th annual	Y		Alexander Boni-Saez
Aaron Wright	Y		Alexander Schnapp
Abigail McEwen	Y		Alexandra Levin Kramer
academic advising	Y		Alexandra Simmerson
academic planning	Y		algorithm
academic support	Y		Alyssa Cole
ACS	Y		Amy Beach
activism	Y		Andrew Sullivan
addressing terrorism	Y		animal welfare
ADR	Y		Antonin Scalia
ADR Competition	Y		Arab
advising	Y		Arabic
advocacy	Y		Ariel Tacher
advocate	Y		armed forces
Alan Gura	Y		art
Alex Reinert	Y		asylum
Alison McKinnell King	Y		author
alternative law degree careers	Y		Avery Bizzell
alumnae	Y		Aviva Rahmani
alumni	Y		Balanced Life Christian Center


Step 3: Create a third column describing the second collection. Fill in the third column with a Y if the first column has a highlight. You are noting this work was in the second collection as well as the first. If the first column has a white background, mark the third column with a N for No.


Keywords	Flyers Collection 2016-2017	Flyers Collection 2017-2018	SECOND SHEET 2017-2018
1L	Y	Y	1L
1L academic planning session	Y	N	2L
1ls	Y	N	3L
200 employers	Y	N	access to education
2ls	Y	N	activism
2nd amendment	Y	N	Adria DeLandri
3ls	Y	N	advocacy
40th anniversary	Y	N	Alexander A. Reinert
9th annual	Y	N	Alexander Boni-Saez
Aaron Wright	Y	N	Alexander Schnapp
Abigail McEwen	Y	N	Alexandra Levin Kramer
academic advising	Y	N	Alexandra Simmerson
academic planning	Y	N	algorithm
academic support	Y	N	Alyssa Cole
ACS	Y	N	Amy Beach
activism	Y	Y	Andrew Sullivan
addressing terrorism	Y	N	animal welfare
ADR	Y	N	Antonin Scalia
ADR Competition	Y	N	Arab
advising	Y	N	Arabic
advocacy	Y	Y	Ariel Tacher
advocate	Y	N	armed forces
Alan Gura	Y	N	art
Alex Reinert	Y	N	asylum
Alison McKinnell King	Y	N	author
alternative law degree careers	Y	N	Avery Bizzell
alumnae	Y	N	Aviva Rahmani


Step 4: Remove the words you just marked from the second set.

Keywords	Flyers Collection 2016-2017	Flyers Collection 2017-2018	SECOND SHEET 2017-2018
1L	Y	Y	1L
1L academic planning session	Y	N	2L
1ls	Y	N	3L
200 employers	Y	N	access to education
2ls	Y	N	activism
2nd amendment	Y	N	Adria DeLandri
3ls	Y	N	advocacy
40th anniversary	Y	N	Alexander A. Reinert
9th annual	Y	N	Alexander Boni-Saez
Aaron Wright	Y	N	Alexander Schnapp
Abigail McEwen	Y	N	Alexandra Levin Kramer
academic advising	Y	N	Alexandra Simmerson
academic planning	Y	N	algorithm
academic support	Y	N	Alyssa Cole
ACS	Y	N	Amy Beach
activism	Y	Y	Andrew Sullivan
addressing terrorism	Y	N	animal welfare
ADR	Y	N	Antonin Scalia
ADR Competition	Y	N	Arab
advising	Y	N	Arabic
advocacy	Y	Y	Ariel Tacher
advocate	Y	N	armed forces
Alan Gura	Y	N	art
Alex Reinert	Y	N	asylum
Alison McKinnell King	Y	N	author
alternative law degree careers	Y	N	Avery Bizzell
alumnae	Y	N	Aviva Rahmani
alumni	Y	N	Balanced Life Christian Center

 Delete these values and re-sort this column to create one column without empty cells.







Step 5: Take the column of words remaining for the second collection, paste it at the bottom of the keywords and mark the second column “N” and the third column “Y”.

Keywords	Flyers Collection 2016-2017	Flyers Collection 2017-2018	2L
1L	Y	Y	3L
1L academic planning session	Y	N	access to education
1ls	Y	N	Adria DeLandri
200 employers	Y	N	Alexander A. Reinert
2ls	Y	N	Alexander Boni-Saez
2nd amendment	Y	N	Alexander Schnapp
3ls	Y	N	Alexandra Levin Kramer
40th anniversary	Y	N	Alexandra Simmerson
9th annual	Y	N	algorithm
Aaron Wright	Y	N	Alyssa Cole
Abigail McEwen	Y	N	Amy Beach
academic advising	Y	N	Andrew Sullivan
academic planning	Y	N	animal welfare
academic support	Y	N	Antonin Scalia
ACS	Y	N	Arab
activism	Y	Y	Arabic
addressing terrorism	Y	N	Ariel Tacher
ADR	Y	N	armed forces
ADR Competition	Y	N	asylum
advising	Y	N	author
advocacy	Y	Y	Avery Bizzell
advocate	Y	N	Aviva Rahmani
Alan Gura	Y	N	Balanced Life Christian Center
Alex Reinert	Y	N	Barbara Jaffe
Alison McKinnell King	Y	N	Barbara Kolsun
alternative law degree careers	Y	N	Barry Scheck



454 Panel	Y	Y
455 Panel discussion	Y	N
456 presentation	Y	Y
457 Public Interest Legal Career Fair	Y	N
458 Public Office	Y	N
459 Real Estate	Y	N
460 Reception	Y	N
461 Second Amendment	Y	N
462 snacks	Y	N
463 Social Change	Y	N
464 Student Bar Association	Y	N
465 Suspension Representation Project	Y	N
466 Tax Law	Y	N
467 2L		
468 3L		
469 access to education		
470 Adria DeLandri		
471 Alexander A. Reinert		
472 Alexander Boni-Saez		
473 Alexander Schnapp		
474 Alexandra Levin Kramer		
475 Alexandra Simmerson		
476 algorithm		
477 Alyssa Cole		
478 Amy Beach		
479 Andrew Sullivan		
480 animal welfare		
481 Antonin Scalia		



This column gets a “N” because these words were not in Collection 1.



This column gets a Y because these words were in Collection 2.

Our two collections combined now had 805 keywords.

Keywords	Flyers Collection 2016-2017	Flyers Collection 2017-2018
1L	Y	Y
1L academic planning session	Y	N
1ls	Y	N
200 employers	Y	N
2L	N	Y
2ls	Y	N
2nd amendment	Y	N
3L	N	Y
3ls	Y	N
40th anniversary	Y	N
9th annual	Y	N
Aaron Wright	Y	N
Abigail McEwen	Y	N
academic advising	Y	N
academic planning	Y	N
academic support	Y	N
access to education	N	Y
ACS	Y	N
activism	Y	Y
addressing terrorism	Y	N
ADR	Y	N
ADR Competition	Y	N
Adria DeLandri	N	Y
advising	Y	N
advocacy	Y	Y
advocate	Y	N
Alan Gura	Y	N
Alex Reinert	Y	N

Repeat steps for all collections. Our 5 collections had 1,986 keywords.

Keyword/Phrase	Faculty Keywords	News Metadata	2016-2017 Flyers	2017-2018 Flyers	2018-2019 Flyers
Addiction	No	Yes	No	No	No
adjudication	Yes	No	No	No	No
administrative law	Yes	No	No	No	No
Admissions	No	Yes	No	No	No
advocacy	No	Yes	Yes	Yes	Yes
Affirmative Action	Yes	Yes	No	No	Yes
Affordable Care Act	No	Yes	No	No	No
African-Americans	No	Yes	No	No	No
agency costs	Yes	No	No	No	No
Agriculture	No	Yes	No	No	No
Airport	No	Yes	No	No	No
All Writs Act of 1789	No	Yes	No	No	No
Alum	No	Yes	No	No	No
alumni	No	Yes	Yes	No	Yes
Amicus Brief	No	Yes	No	No	No
Anti-Counterfeiting	No	Yes	No	No	No
Anti-Discrimination	No	Yes	No	No	No
Anti-Semitism	No	Yes	No	No	No
Antitrust	No	Yes	No	No	No
Appointment	No	Yes	No	No	No
Arab	No	No	No	Yes	No
Arabic	No	No	No	Yes	No
Arbitration	No	Yes	No	No	No
Arbitration Clause	No	Yes	No	Yes	No
Armed conflict	No	No	Yes	No	No

Step 6: Categorize the types of keywords

- **Organizations:** *Cardozo-affiliated (like clubs and departments within the law school) and non-Cardozo affiliated (like the ACLU and Yelp).*
- **Places:** *Countries, states, and cities.*
- **Names:** *Names of people (like professors, judges, alumni, celebrities) and proper nouns (like book titles).*
- **Words:** *Everything else.*

Phase 3: Finalize keywords in each category

Step 1: Prepare Spreadsheets.

- Create a “replace with” column.
 - Z = delete the keyword.
 - 0 = keep the keyword.
 - A new word/phrase = replace the keyword.

Keyword/Phrase	Replace with
student chapter board	Z
Cardozo Intellectual Property and Information Law Program	Z
Cardozo Law Alumni Association Fashion Law Group	Z
Federalist Society	Cardozo Federalist Society
Heyman Scholars	0
Israeli Supreme Court Project	Cardozo Israeli Supreme Court Project
Versa	0
Youth Justice Clinic	Z

Step 2: Create general guidelines.

Guiding principle: *will someone use this keyword or phrase to look for information like this?*

- Names: keep all* names; standardize professor names; remove all titles/honorifics.
- Places: keep all places; standardize format of keyword (COUNTRY; STATE; CITY COUNTRY; CITY STATE).
- Organizations: standardize names and acronyms of all organizations using their official or most-commonly-used name.
- Words
 - *Standardize*:
 - Case names
 - Acronym use for primary law
 - Format for constitutional amendments

Step 3: Make decisions about each keyword.

19th Amendment	Nineteenth (19th) Amendment
1L	0
1L academic planning session	academic advising
1Ls	1L
200 employers	z
2018 Giving Day	z
25th Amendment	Twenty-fifth (25th) Amendment
2L	0
2Ls	2L
2nd amendment	Second (2nd) Amendment
3D printing	0
3L	0
3Ls	3L
40 Years of Cardozo Law	0
40th anniversary	40 Years of Cardozo Law
9th annual	z
Abortion	0
academic advising	0
academic planning	academic advising
academic support	0
access to education	0
Access to Justice	0
Accommodation	Accommodations

Standardize
constitutional
amendments.

Step 3: Make decisions about each keyword.

19th Amendment	Nineteenth (19th) Amendment
1L	0
1L academic planning session	academic advising
1Ls	1L
200 employers	z
2018 Giving Day	z
25th Amendment	Twenty-fifth (25th) Amendment
2L	0
2Ls	2L
2nd amendment	Second (2nd) Amendment
3D printing	0
3L	0
3Ls	3L
40 Years of Cardozo Law	0
40th anniversary	40 Years of Cardozo Law
9th annual	z
Abortion	0
academic advising	0
academic planning	academic advising
academic support	0
access to education	0
Access to Justice	0
Accommodation	Accommodations

Remove keywords or phrases that are too niche/narrow.

Step 3: Make decisions about each keyword.

Alum	0
Alumna	alum
alumnae	alumni
alumni	0
Alumni Dinner	z
Alumnus	alum

Consider similar words on the spreadsheet. *Can one word be used in the place of many?*

Step 3: Make decisions about each keyword.

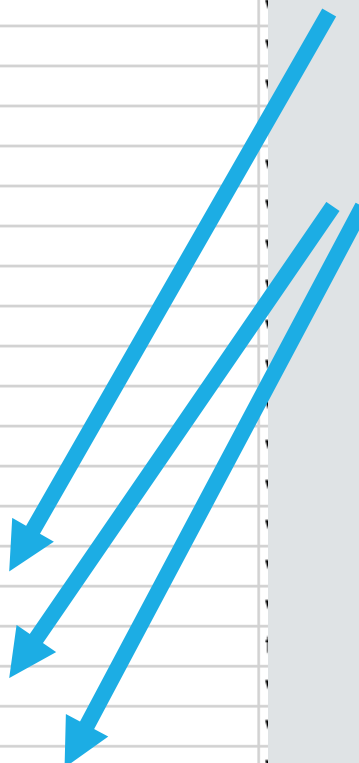
Keyword/Phrase	Replace with
ICC	International Criminal Court (ICC)
Immigrant	0
immigrant U-Visa	Visa
immigrants	Immigrant
Immigrants Rights	0
Immigration	0
Immigration Court	0
Immigration Justice	0
Immigration Law	0
impact of demographics	Demographics
impeachment	0
Impeachment Clause	Impeachment
in personam jurisdiction	0
In-house Clinics	Clinic
In-house Counsel	0
In-house Practicum	In-House Practicum
Inc.	z
incarceration	0
income tax	0
indemnity	0
Indictment	0
indigenous rights	0
individual health care mandate	0
individual rights	0
info session	information session
information	0
Information Law	0
Information Meeting	information session
Information Session	0
Information Sessions	information session

Consider if a phrase can instead be a single word.

Step 3: Make decisions about each keyword.

Keyword/Phrase	Replace with
ICC	International Criminal Court (ICC)
Immigrant	0
immigrant U-Visa	Visa
immigrants	Immigrant
Immigrants Rights	0
Immigration	0
Immigration Court	0
Immigration Justice	0
Immigration Law	0
impact of demographics	Demographics
impeachment	0
Impeachment Clause	Impeachment
in personam jurisdiction	0
In-house Clinics	Clinic
In-house Counsel	0
In-house Practicum	In-House Practicum
Inc.	z
incarceration	0
income tax	0
indemnity	0
Indictment	0
indigenous rights	0
individual health care mandate	0
individual rights	0
info session	information session
information	0
Information Law	0
Information Meeting	information session
Information Session	0
Information Sessions	information session

One word can be used in place of many variations.



Step 3: Make decisions about each keyword.

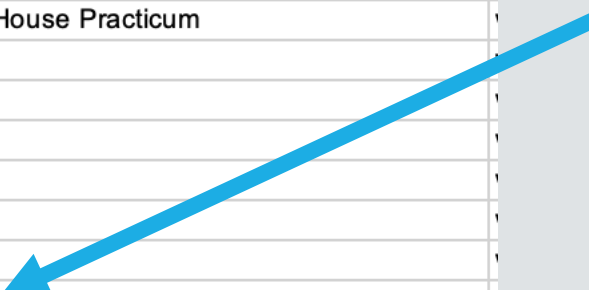
Keyword/Phrase	Replace with
ICC	International Criminal Court (ICC)
Immigrant	0
immigrant U-Visa	Visa
immigrants	Immigrant
Immigrants Rights	0
Immigration	0
Immigration Court	0
Immigration Justice	0
Immigration Law	0
impact of demographics	Demographics
impeachment	0
Impeachment Clause	Impeachment
in personam jurisdiction	0
In-house Clinics	Clinic
In-house Counsel	0
In-house Practicum	In-House Practicum
Inc.	z
incarceration	0
income tax	0
indemnity	0
Indictment	0
indigenous rights	0
individual health care mandate	0
individual rights	0
info session	information session
information	0
Information Law	0
Information Meeting	information session
Information Session	0
Information Sessions	information session

Keep commonly used legal words or phrases.

Step 3: Make decisions about each keyword.

Keyword/Phrase	Replace with
ICC	International Criminal Court (ICC)
Immigrant	0
immigrant U-Visa	Visa
immigrants	Immigrant
Immigrants Rights	0
Immigration	0
Immigration Court	0
Immigration Justice	0
Immigration Law	0
impact of demographics	Demographics
impeachment	0
Impeachment Clause	Impeachment
in personam jurisdiction	0
In-house Clinics	Clinic
In-house Counsel	0
In-house Practicums	In-House Practicum
Inc.	z
incarceration	0
income tax	0
indemnity	0
Indictment	0
indigenous rights	0
individual health care mandate	0
individual rights	0
info session	information session
information	0
Information Law	0
Information Meeting	information session
Information Session	0
Information Sessions	information session

Keep entire phrases only where necessary.




Step 3: Make decisions about each keyword.

people of color	people of color (POC)
percentage plans	z
performance	0
Persecution	0
pet therapy	animal-assisted therapy
philosophy	0
photography	0
picnic	0
pictures	z
pipeline	0
pizza	z
Plane	Aircraft
planning	z
plausibility pleading	0
plausible	z
play	0
pleading	0
plural marriage	Polygamy
POC	people of color (POC)

Combine keywords and acronyms.

Step 3: Make decisions about each keyword.

Twombly	Bell Atlantic Corp. v. Twombly
U.S. Attorney	0
U.S. Constitution	0
U.S. Federal Court of Appeals	0
U.S. News & World Report	0
U.S. News Law School Rankings	0
U.S. Patent and Trademark Office	United States Patent and Trademark Office
underexploitation	z
Underrepresented Entrepreneurs	z
Undocumented Children	0
Undocumented Immigrants	0
Undocumented Juveniles	undocumented children
unemployment	0
Uniform Partition of Heirs Property Act	Uniform Partition of Heirs Property Act
United States Patent and Trademark Office	United States Patent and Trademark Office
Unity	z
unjust enrichment	0
upcoming events	z
upper level class	upper level
Upper Level Curriculum	upper level
US Drone Attacks in Pakistan	z
use of force	0
value	z
VARA	Visual Artists Rights Act of 1990 (VARA)



Standardize case names and primary law.

Step 4: Edit keywords assigned to existing entries in LARC.

- Generate and download a spreadsheet of the current metadata for one collection
- Create a version of the controlled vocabulary that applies to that collection
 - *It includes only the words marked present in that collection*
 - *It includes only the words that need revision or deletion*
- Manually edit the batch of data with the Find function in Excel
 - *It was easier and more precise to use Find rather than Find and Replace*
- Upload the new batch of metadata
- Repeat for each collection

General Guidelines (as part of the Controlled Vocabulary Policy)

- ***Singular versus Plural:*** Preference is for singular words over plural words *unless* the pluralized version is the more commonly used version. Do not include both the singular and plural versions *unless* each version is used in a different context or has a different meaning.
- ***Case Names:*** Include the name of a case *if* the case name appears in the title or the case is discussed at length in the material. The case name should be in Bluebook format *unless* the Bluebook format is long or unwieldy – then use the format used typically in the literature.
- ***Names of People:*** Include the name of a person *if*: the name appears in the title OR the name appears on the document if it is a flyer OR the person is directly mentioned in the material, like in an obituary, rebuttal, or book review.
 - *Formatting names of people:* Remove all titles from the name (including “Judge,” “Justice,” “Dr.,” “Reverend,” “Rabbi,” “Professor,” and the like). Include a middle initial only if the person typically uses the middle initial in publications and other documents.
- ***Proper Nouns:*** Names of books, movies, and other similar media should be included in the “names” list in the controlled vocabulary. Use the full title of the work if it is less than six words. If the full title is more than six words, use an appropriately shortened version of the title.
- ***Places:*** Include a place *if*: the place appears in the title OR the place is heavily discussed in the material. If the place is a city, include either the abbreviation for the state (within U.S.) or country (outside of U.S.). Do NOT include a comma between the city and state/country (it will confuse the LARC system).
- ***Words from Title:*** Include important keywords from the title *if* there is no substantially similar word or phrase already in the CV.

Phase 4: Create an organization system for retrieving keywords when adding metadata

Steps for Assigning Keywords to New Materials on LARC

1. Read the title of the material. Write down potential keywords based on the title (using the general guidelines above).
2. Read the abstract, if there is one. Write down potential keywords based on the abstract (using the general guidelines above).
3. Open the material and read/skim it (depending on length). Write down potential keywords based on the actual material (using the general guidelines above). For longer pieces like law review articles, read the introduction and then subject headings for potential keywords.
4. Open the LARC Controlled Vocabulary Final spreadsheet and cross-reference your list of potential keywords against the spreadsheet. If a keyword appears on the spreadsheet, add that keyword to the material on LARC. If a keyword does *not* appear on the spreadsheet, search for synonyms of the potential keyword. If a synonym is on the spreadsheet, add that keyword to the material on LARC. If no synonyms appear on the spreadsheet, consider whether to add the keyword as a proposal, using the guidelines and decision-making processes outlined above.

Phase 5: Create a policy for adding new keywords to the controlled vocabulary

Decision-Making Process for New Keywords

1. Look at the keyword in context (i.e. on LARC) to see how it is being used. Search the word in various platforms to see whether it is a typically used word (search on Google, Google Scholar for all keywords. Search on HeinOnline, SSRN, and other similar databases for scholarship).
2. Consider whether the keyword is necessary:
 1. Is the keyword a typically used word or phrase?
 2. Is the keyword too specific or niche?
 3. Is the keyword too broad?
 4. Would someone think to search the keyword to find material like this one?
 5. Are there other keywords that are very similar? Is it necessary to have the similar words?
3. Consider whether the keyword is likely to be applied to other materials.
4. Consider whether a different word is more appropriate or could be used for the material *and* other materials.

Once a substantial number of proposed keywords have been compiled in the spreadsheet, use the decision-making process for new keywords to determine whether the proposed keyword should be included in the controlled vocabulary.

If a keyword was proposed more than three times, include that keyword in the controlled vocabulary.

Create a new spreadsheet of only the *final and complete* keywords in the controlled vocabulary.

	A
1	CV Names
2	Aaron Wright
3	Abigail Fisher
4	Abigail McEwen
5	Adam Amsterdam
6	Adam Riff
7	Adria DeLandri
8	Ahdieh Alipour Herisis
9	Aimee Scillieri
10	Alan Gura
11	Alberto Melloni
12	Alex Stein
13	Alexander A. Reinert
14	Alexander Schnapp
15	Alexandra Levin Kramer
16	Alexandra Simmerson
17	Alexander Boni-Saez

	A
1	CV Organizations
2	ACLU Immigrants' Rights Project
3	Administrative Conference of the United States
4	Administrative Office of the U.S. Courts
5	ADR Competition Honor Society
6	Akin Gump
7	Alibaba Group
8	Amazon
9	American Arbitration Association
10	American Civil Liberties Union (ACLU)
11	American Civil Liberties Union New Jersey (ACLU-NJ)
12	American Constitution Society
13	American Federation of Teachers
14	American Indian Community House
15	Balanced Life Christian Center
16	Benjamin B. Ferencz Human Rights and Atrocity Prevention Clinic
17	Benjamin N. Cardozo School of Law

	A
1	CV Places
2	Agoura Hills CA
3	Alabama
4	Amazonas Brazil
5	Angola
6	Athens Greece
7	Brazil
8	Budapest Hungary
9	California
10	Cambodia
11	Charlottesville Virginia
12	China
13	Cuba
14	Dilley TX
15	Englewood NJ
16	Ferguson MO
17	France
18	Gaza
19	Gramercy Park
20	Guantanamo Bay

	A
1	CV Word
2	#MeToo
3	11th Hour with Brian Williams
4	1L
5	2L
6	3D printing
7	3L
8	40 Years of Cardozo Law
9	Abortion
10	academic advising
11	academic support
12	access to education
13	Access to Justice
14	Accommodations
15	Acquittal

THANK YOU!

ANY QUESTIONS?

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