CAF Archive: Policies & Procedures Manual

Sections in this document:

1.0 Accessibility Table of Contents

1.1 Web Accessibility

- Please see: [Home | Web Accessibility Initiative (WAI)](#)
  - Other Resources:
    - [Accessibility Metadata | Inclusive Learning Design Handbook](#)
    - [Resources for Designers | Web Accessibility Initiative (WAI)](#)

1.2 Collection Accessibility

- Good Metadata and a lot of planning behind this will make the collection more accessible:
  - [Understanding Metadata | Understanding WCAG 2.0](#)
    - (Dublin Core is mentioned here as possible metadata schema that is good to use)
  - [User Experience Guide for Displaying Accessibility Metadata 1.0](#)

1.3 Preservica VPAT

- See: [Revised Section 508 Edition](#)

1.4 SEO Best Practices

Resources:
- https://medium.com/@hindsighttechnologysolutions/better-archive-organization-and-seo-with-this-one-change-54ae940a98eb

2.0 Acquisitions and Processing Table of Contents

2.1 Acquisition Numbers

Acquisition Numbers should be recorded as follows:
- Year acquired by the archive, then record the accession number with leading zeroes:
    - e.g. 2021-001
    - Please note: initial accession numbers made to create the archive utilized the years on documents or folders as opposed to current year of accession. Future accessions numbers should utilize
- This number then becomes part of the file identifier number for archival materials.
- Please note: in the initial cataloging of the historical documents of CAF, years of accession were chosen based on the year in which the CAF created the collection of documents (e.g. in the Robert Burns 2008 physical folder, the accession)

2.2 Digitization Workflow

Best Practice:
- https://www.minervaeurope.org/bestpractices/listgoodpract.htm
- https://seattleareaarchivists.org/resources/webography-of-resources/digitization imaging/

Using the Fujitsu ScanSnap and the connected laptop:
- Both of these are situated at the Intern cave (desk) in CAF. UC Santa Cruz put together a succinct and helpful introduction to this scanner that is copied below:

The following is from UC Santa Cruz University Library:

ScanSnap SV600 Quickstart
Bryan Tor | Fall 2018
The ScanSnap SV600 is a contactless overhead scanner. It comes with basic image correction software, and is perfect for scanning books, magazines, newspapers, and other documents with uneven surfaces.
Contents

Setup

Select a scanner and an OS, and you will be directed to the appropriate Software Downloads page.

| Step 1. Select a scanner. | Step 2. Select Target OS. | Step 3. Click the button. |

Step 1. Select a scanner.

○ ScanSnap iX1500

○ ScanSnap iX500

○ ScanSnap iX100

○ ScanSnap S1300i

○ ScanSnap S1100i

◉ ScanSnap SV600

Step 2. Select Target OS.

Windows® 10
Windows® 8.1
Windows® 8
Windows® 7
Windows Vista®
Windows® XP
macOS Mojave v10.14
macOS High Sierra v10.13
macOS Sierra v10.12
OS X El Capitan v10.11
OS X Yosemite v10.10
OS X Mavericks v10.9
OS X Mountain Lion v10.8
Mac OS X Lion v10.7

Step 3. Click the button.

Display software list

- Supported Operaing Systems
- Supported Versions of Linked Software/Server

In order to use the ScanSnap SV600, you will need to install the necessary software.
You can download the software here*.*
*Make sure you have selected the correct scanner and OS versions.*
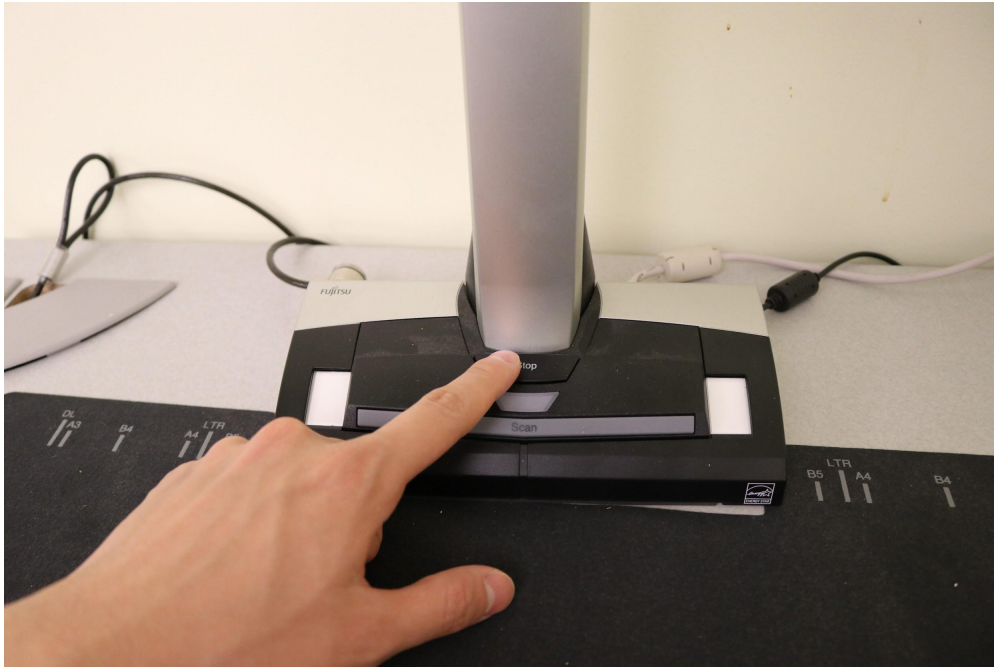
Once you have downloaded the software, turn and connect your computer to the ScanSnap SV600. You can do this by pressing any of the buttons on the ScanSnap SV600. The scanner should also automatically turn on when you connect your computer to it, via the provided USB cable.

Scanning
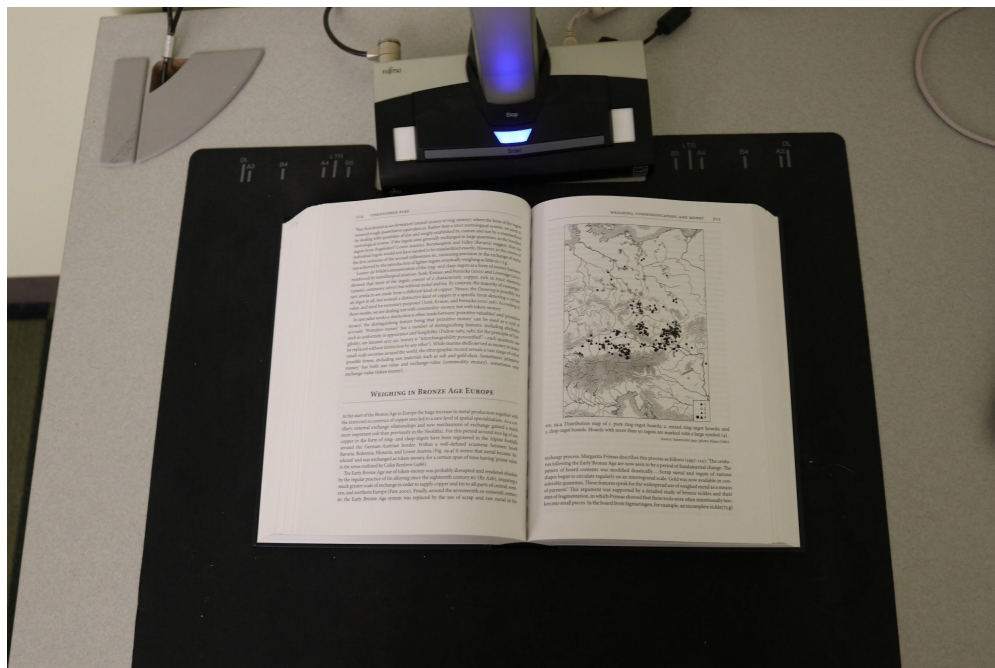
Make sure that the document which you want to scan is properly positioned under the ScanSnap. While the ScanSnap software does correct any image skewing and can crop out portions of the scan that you do not want, it is still recommended that you position your document properly along the ruler guidelines located on the top of the fabric sheet. Try to align and center your document to minimize any changes that will have to be made later.
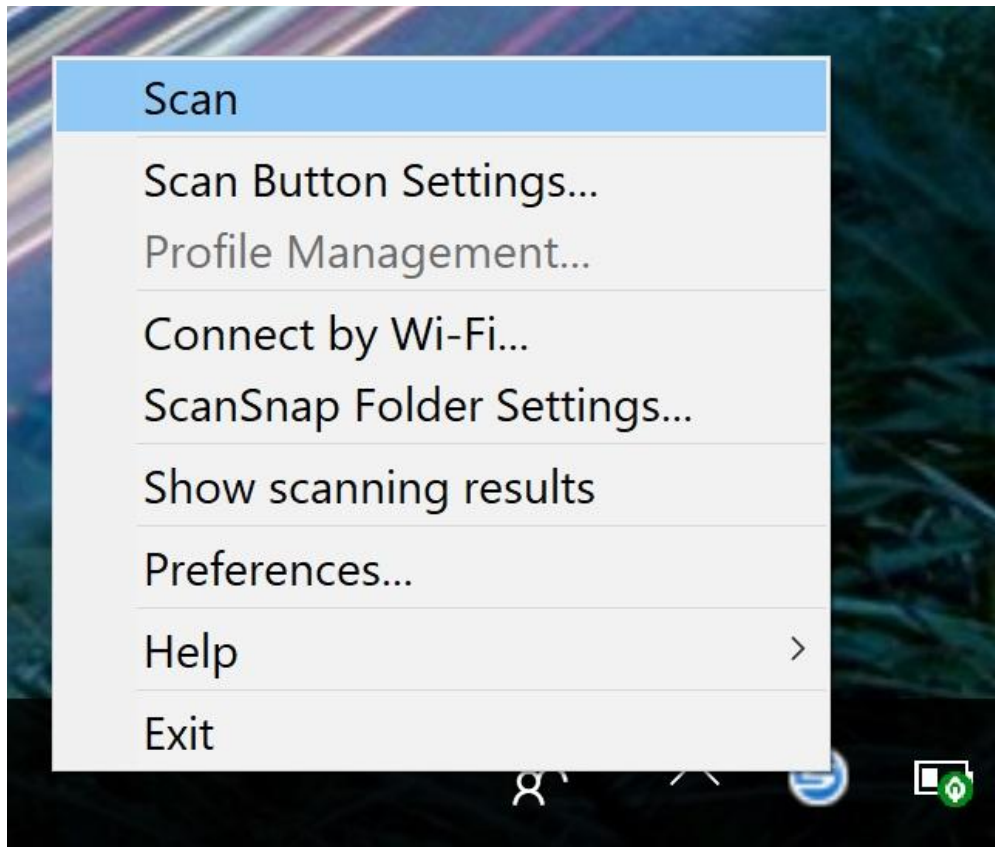
You can start a scan from your computer, once you've downloaded the software.
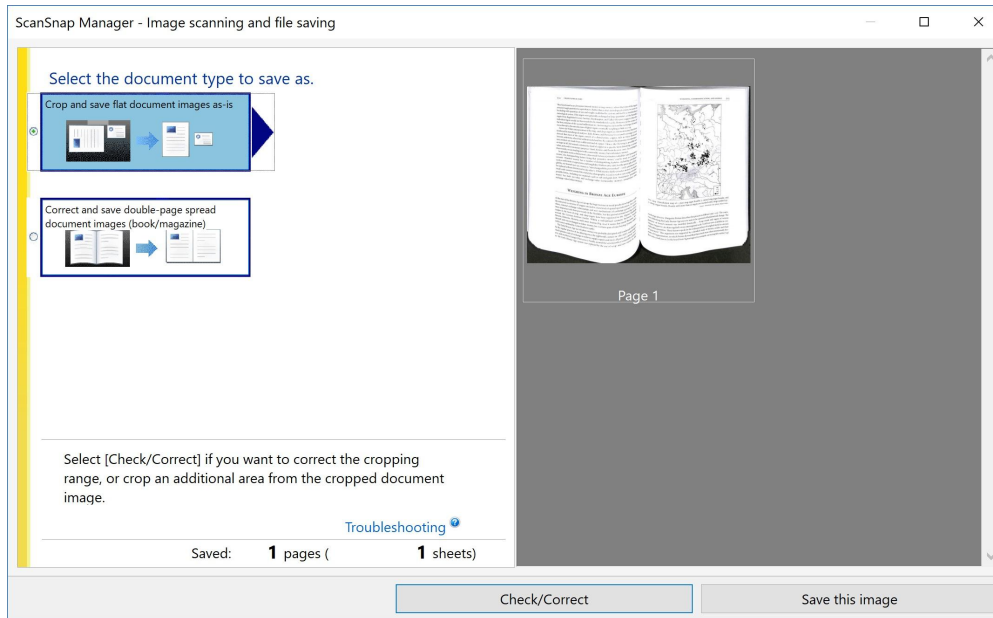
You can also start a scan by pressing the "Scan" button, located on the front of the ScanSnap.

Saving/Correcting

Once the ScanSnap has completed scanning the document, you will have some correction options or the option to just save the image. If you are happy with the scan, you can just save the image from this point. If you are unhappy with the scan, then you should exit out of this window and perform a second scan with any necessary changes. If you are happy with the scan, but wish to make some corrections, then select the "Check/Correct" option.
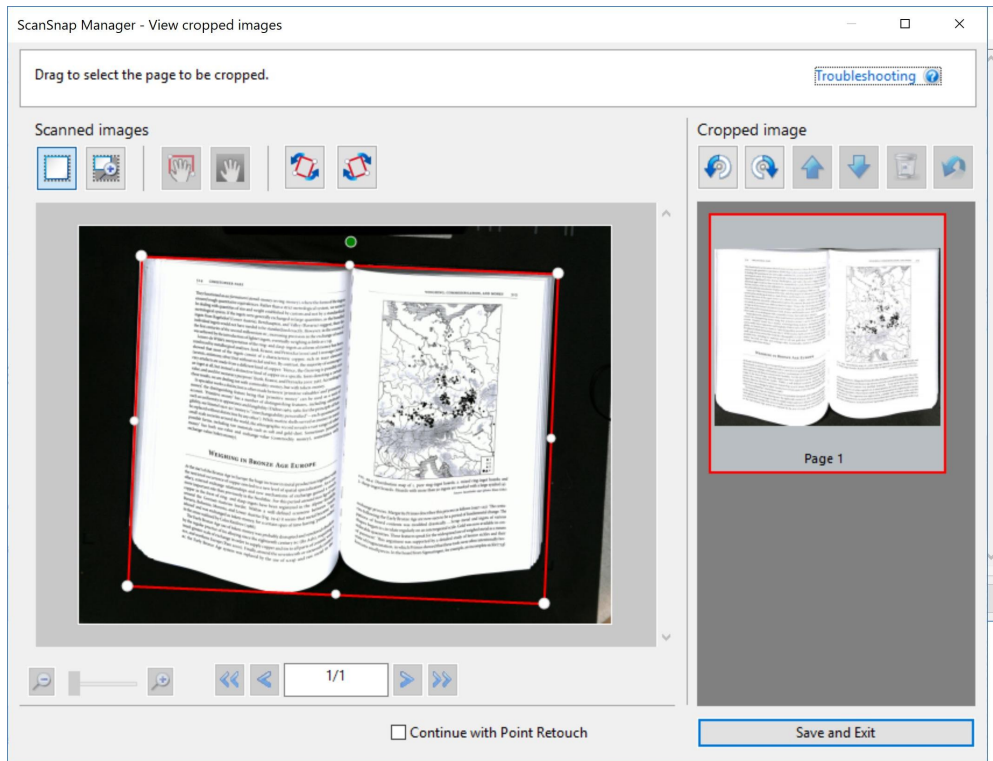
If you selected the "Check/Correct" option, then a window will appear where you can change the cropped area of the image.
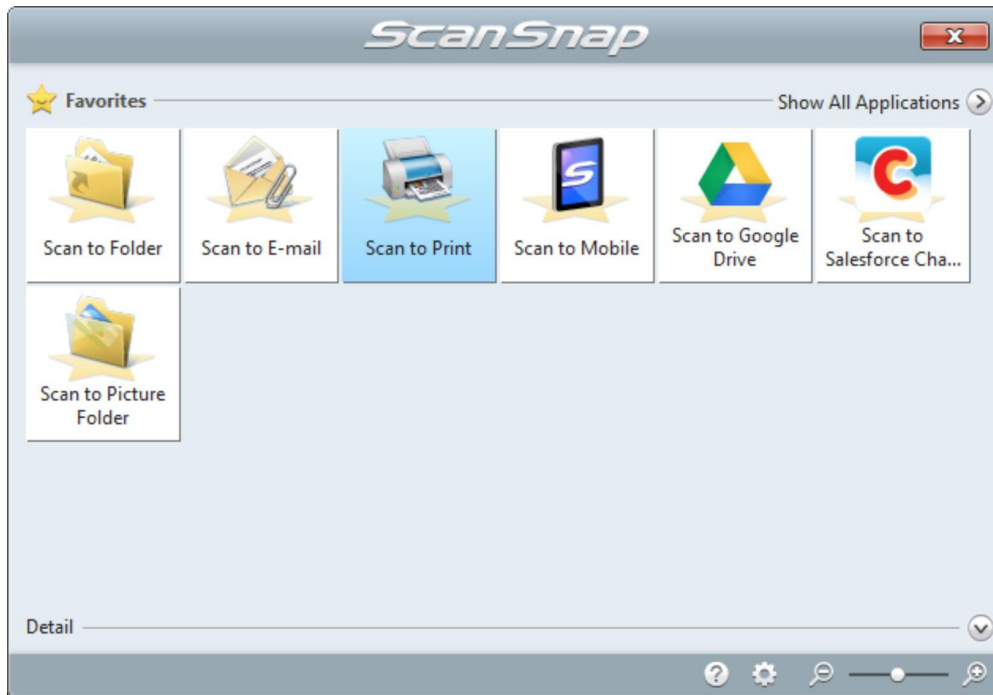
Once you're happy with your image and select the "Save and Exit" option, the SnapScan software will present you with several options on how to save your scan. Select the one that best suits your purposes.

2.3 Processing

Rules for unique identifiers:

- Unique identifiers should be created as follows:
    - File type goes first:
        - If the item is born-digital, it is a **DF for Digital File**
        - If the item is physical, it if an **F for File**
        - If an item has been digitized and you are creating a record for it, record **D for digitized**
    - Collection Identifier goes next:
        - E.g. Robert Burns Event collection is RB
    - Finally, include the number of the file item as catalog records are created for the files. For example, the first file processed in an accession would have the number –001
    - Combine all steps above to create the unique identifier:
        - E.g. DFRB2021-001 for a digital file accessioned in 2021 that is the first item to be cataloged.

2.4 Collection Arrangement

Letter Code	Number	Collection title
CF	0000	Celtic Arts Foundation General
RB	0001	Robert Burns Dinner Collection
HG	0002	Highland Games
WS	0003	Winter School
OE	0004	Outreach Events
CO	0005	Concerts

3.0 Metadata Schema Table of Contents & Intro

3.0 Metadata Schema Table of Contents and Introduction

3.5 Persons and Institutions Controlled Vocabulary

Introduction:
- This schema was created to help future digital archivists and librarians for CAF to best describe and arrange the assets held by CAF. Included in the schema are several controlled vocabularies that were created to best guide this process for the organization

3.0.1 Helpful Resources
General
Metadata Standards for Archives:
- https://www.loc.gov/librarians/standards
- https://starter-support.preservica.com/support/solutions/articles/17000110068-what-is-mods-metadata-
- https://starter-support.preservica.com/support/solutions/articles/17000110059-what-is-dublin-core-metadata-

Example Metadata Schemas:
- VGMS - https://cpb-us-e1.wpmucdn.com/sites.uw.edu/dist/2/3760/files/2019/09/VGMS_Version4.1_20201009.pdf

Differences between Digital Preservation and Digital Asset Management:

- Collections Management Systems vs. Digital Asset Management Systems vs. Digital Preservation Systems
- DAM and Digital Preservation – Digital Asset Management News
- DAMs Vs. LAMs: It's On! | The Signal
- Using digital preservation for brand authenticity and protection

What is the Difference Between Digital Asset Management (DAM) Media Asset Management (MAM)?

When we add metadata to items in Preservica, please choose the option to add Dublin Core metadata as opposed to MODS metadata. Dublin Core better suites the needs of the organization (CAF)
- **How to record Dublin Core metadata in Preservica:**
  https://starter-support.preservica.com/support/solutions/articles/17000110059-what-is-dublin-core-metadata-

3.1.0 Dublin Core for the CAF Archive

Dublin Core metadata should be added to items uploaded to Preservica

- Explanation: please follow the instructions for recording Dublin Core Metadata on Preservica Starter's web site **(the bullet points below are copied from "[What is Dublin Core Metadata?](#)" Created by Preservica):**
  - Starter Edition supports simple Dublin Core which has the following elements, none of these elements are mandatory and you can choose to use as few or as many as you require:
    - **Title**: The name given to the resource. Typically, a Title will be a name by which the resource is formally known.
    - **Description**: An account of the content of the resource. Description may include but is not limited to: an abstract, table of contents, reference to a graphical representation of content or a free-text account of the content.
    - **Subject:** The topic of the content of the resource. Typically, a Subject will be expressed as keywords or key phrases or classification codes that describe the topic of the resource. Recommended best practice is to select a value from a controlled vocabulary or formal classification scheme
    - **Creator:** An entity primarily responsible for making the content of the resource. Examples of a Creator include a person, an organization, or a service. Typically the name of the Creator should be used to indicate the entity.
    - **Publisher:** The entity responsible for making the resource available. Examples of a Publisher include a person, an organization, or a service. Typically, the name of a Publisher should be used to indicate the entity.
    - **Contributor:** An entity responsible for making contributions to the content of the resource. Examples of a Contributor include a person, an organization or a service. Typically, the name of a Contributor should be used to indicate the entity.
    - **Date:** A date associated with an event in the life cycle of the resource. Typically, Date will be associated with the creation or availability of the resource.
    - **Type:** The nature or genre of the content of the resource. Type includes terms describing general categories, functions, genres, or aggregation levels for content
    - **Format:** The physical or digital manifestation of the resource. Typically, Format may include the media-type or dimensions of the resource.
    - **Identifier:** An unambiguous reference to the resource within a given context. Recommended best practice is to identify the resource by means of a string or number conforming to a formal identification system.
    - **Source:** A Reference to a resource from which the present resource is derived.
    - **Language:** A language of the intellectual content of the resource.

- ■ **Relation:** A reference to a related resource.
- ■ **Coverage:** The extent or scope of the content of the resource. Coverage will typically include spatial location (a place name or geographic co-ordinates), temporal period (a period label, date, or date range) or jurisdiction (such as a named administrative entity).
- ■ **Rights:** Information about rights held in and over the resource. Typically a Rights element will contain a rights management statement for the resource, or reference a service providing such information

<p style="text-align:center">--End copied content--</p>

<mark>Not all fields are necessary according to Preservica, but the following are required for our purposes at CAF:</mark>

1. Title
2. Description
3. Subject
4. Date
5. Type
6. Format
7. Identifier (please follow these instructions for assigning identifiers)

You can also refer to the Dublin Core website for additional information and/or clarification.

- ● https://www.dublincore.org/specifications/dublin-core/usageguide/elements/

3.1.1 Types Controlled Vocabulary

The following is from
https://www.dublincore.org/specifications/dublin-core/dcmi-type-vocabulary/

Term Name: Collection	
URI:	http://purl.org/dc/dcmitype/Collection
Label:	Collection
Definition:	An aggregation of resources.
Comment:	A collection is described as a group; its parts may also be separately described.
Type of Term:	Class
Member Of:	http://purl.org/dc/terms/DCMIType
Version:	http://dublincore.org/usage/terms/history/#Collection-003

Term Name: Dataset	
URI:	http://purl.org/dc/dcmitype/Dataset
Label:	Dataset
Definition:	Data encoded in a defined structure.
Comment:	Examples include lists, tables, and databases. A dataset may be useful for direct machine processing.
Type of Term:	Class
Member Of:	http://purl.org/dc/terms/DCMIType
Version:	http://dublincore.org/usage/terms/history/#Dataset-003
Term Name: Event	
URI:	http://purl.org/dc/dcmitype/Event
Label:	Event
Definition:	A non-persistent, time-based occurrence.
Comment:	Metadata for an event provides descriptive information that is the basis for discovery of the purpose, location, duration, and responsible agents associated with an event. Examples include an exhibition, webcast, conference, workshop, open day, performance, battle, trial, wedding, tea party, conflagration.
Type of Term:	Class
Member Of:	http://purl.org/dc/terms/DCMIType
Version:	http://dublincore.org/usage/terms/history/#Event-003
Term Name: Image	
URI:	http://purl.org/dc/dcmitype/Image
Label:	Image
Definition:	A visual representation other than text.

Comment:	Examples include images and photographs of physical objects, paintings, prints, drawings, other images and graphics, animations and moving pictures, film, diagrams, maps, musical notation. Note that Image may include both electronic and physical representations.
Type of Term:	Class
Broader Than:	http://purl.org/dc/dcmitype/StillImage
Broader Than:	http://purl.org/dc/dcmitype/MovingImage
Member Of:	http://purl.org/dc/terms/DCMIType
Version:	http://dublincore.org/usage/terms/history/#Image-004
Term Name: InteractiveResource	
URI:	http://purl.org/dc/dcmitype/InteractiveResource
Label:	Interactive Resource
Definition:	A resource requiring interaction from the user to be understood, executed, or experienced.
Comment:	Examples include forms on Web pages, applets, multimedia learning objects, chat services, or virtual reality environments.
Type of Term:	Class
Member Of:	http://purl.org/dc/terms/DCMIType
Version:	http://dublincore.org/usage/terms/history/#InteractiveResource-003
Term Name: MovingImage	
URI:	http://purl.org/dc/dcmitype/MovingImage
Label:	Moving Image
Definition:	A series of visual representations imparting an impression of motion when shown in succession.

Comment:	Examples include animations, movies, television programs, videos, zoetropes, or visual output from a simulation. Instances of the type Moving Image must also be describable as instances of the broader type Image.
Type of Term:	[Class](http://purl.org/dc/dcmitype/Image)
Narrower Than:	http://purl.org/dc/dcmitype/Image
Member Of:	http://purl.org/dc/terms/DCMIType
Version:	http://dublincore.org/usage/terms/history/#MovingImage-003
Term Name: PhysicalObject	
URI:	http://purl.org/dc/dcmitype/PhysicalObject
Label:	Physical Object
Definition:	An inanimate, three-dimensional object or substance.
Comment:	Note that digital representations of, or surrogates for, these objects should use Image, Text or one of the other types.
Type of Term:	Class
Member Of:	http://purl.org/dc/terms/DCMIType
Version:	http://dublincore.org/usage/terms/history/#PhysicalObject-003
Term Name: Service	
URI:	http://purl.org/dc/dcmitype/Service
Label:	Service
Definition:	A system that provides one or more functions.
Comment:	Examples include a photocopying service, a banking service, an authentication service, interlibrary loans, a Z39.50 or Web server.
Type of Term:	Class
Member Of:	http://purl.org/dc/terms/DCMIType
Version:	http://dublincore.org/usage/terms/history/#Service-003

Term Name: Software	
URI:	http://purl.org/dc/dcmitype/Software
Label:	Software
Definition:	A computer program in source or compiled form.
Comment:	Examples include a C source file, MS-Windows .exe executable, or Perl script.
Type of Term:	Class
Member Of:	http://purl.org/dc/terms/DCMIType
Version:	http://dublincore.org/usage/terms/history/#Software-003
Term Name: Sound	
URI:	http://purl.org/dc/dcmitype/Sound
Label:	Sound
Definition:	A resource primarily intended to be heard.
Comment:	Examples include a music playback file format, an audio compact disc, and recorded speech or sounds.
Type of Term:	Class
Member Of:	http://purl.org/dc/terms/DCMIType
Version:	http://dublincore.org/usage/terms/history/#Sound-003
Term Name: StillImage	
URI:	http://purl.org/dc/dcmitype/StillImage
Label:	Still Image
Definition:	A static visual representation.
Comment:	Examples include paintings, drawings, graphic designs, plans and maps. Recommended best practice is to assign the type Text to images of textual materials. Instances of the type Still Image must also be describable as instances of the broader type Image.

Type of Term:	Class
Narrower Than:	http://purl.org/dc/dcmitype/Image
Member Of:	http://purl.org/dc/terms/DCMIType
Version:	http://dublincore.org/usage/terms/history/#StillImage-003
Term Name: Text	
URI:	http://purl.org/dc/dcmitype/Text
Label:	Text
Definition:	A resource consisting primarily of words for reading.
Comment:	Examples include books, letters, dissertations, poems, newspapers, articles, archives of mailing lists. Note that facsimiles or images of texts are still of the genre Text.
Type of Term:	Class
Member Of:	http://purl.org/dc/terms/DCMIType
Version:	http://dublincore.org/usage/terms/history/#Text-003

3.2.0 Controlled Vocabularies (Local)

3.2.1 Celtic Arts Foundation Controlled Vocabulary
Key:
- **NT = Narrower Term**
- **BT = Broader Term**
- **RT = Related Term**

Celtic Arts Foundation (CAF) organizational Controlled Vocabulary (CV)

[BT] Outreach Events
    [NT] Robert Burns Dinner:

- - Use for: Robert Burns Event, Burns Dinner, Burns Supper, Robert Burns Supper, and Burns YYYY.
- [NT] Highland Games Events:
  - - Use for Highland Games,
- [NT] Scottish Breakfast
- [NT] Winter School

3.2.2 Tags Controlled Vocabulary

Tag name	LOC Authority Record
Jokes	https://lccn.loc.gov/n2003042636
Robert Burns	https://lccn.loc.gov/n82016767
History	https://lccn.loc.gov/sh85061212
Scots	https://lccn.loc.gov/sh85118880
Tickets	https://lccn.loc.gov/sh97003111
Scheduling	https://lccn.loc.gov/sh96002363
Planning	https://lccn.loc.gov/sh85102696
Haggis	https://lccn.loc.gov/sh97002205
Promotional Materials	https://lccn.loc.gov/gf2017026038
Marketing	https://lccn.loc.gov/sh85081333
Directions	

3.2.3 Material Types Controlled Vocabulary

(Use these as Subjects in preservica)

Material Type Terms	Source	URL
cultural artifacts	Getty AAT	http://vocab.getty.edu/page/aat/300265421
promotional materials	Getty AAT	http://vocab.getty.edu/page/aat/300249572

advertisements	Getty AAT	http://vocab.getty.edu/page/aat/300193993
planning	Getty AAT	http://vocab.getty.edu/page/aat/300054425
schedules (time plans)	Getty AAT	http://vocab.getty.edu/page/aat/300027339
programs (documents)	Getty AAT	http://vocab.getty.edu/page/aat/300027240
speeches (documents)	Getty AAT	http://vocab.getty.edu/page/aat/300026671
commemorations (events)	Getty AAt	http://vocab.getty.edu/page/aat/300214143
awards	Getty AAT	http://vocab.getty.edu/page/aat/300026842
financial records	Getty AAT	http://vocab.getty.edu/page/aat/300027473
poetry and poems	Getty AAT	http://vocab.getty.edu/page/aat/300417751
songs (musical compositions)	Getty AAT	http://vocab.getty.edu/page/aat/300167056
menus	Getty AAT	http://vocab.getty.edu/page/aat/300027191
agreements	Getty AAT	http://vocab.getty.edu/page/aat/300027628
seating chart	Getty AAT	http://vocab.getty.edu/page/aat/300431765
attendance lists	Getty AAT	http://vocab.getty.edu/page/aat/300027445
insurance records	Getty AAT	http://vocab.getty.edu/page/aat/300027523
signage	Getty AAT	http://vocab.getty.edu/page/aat/300193977
marketing	Getty AAT	http://vocab.getty.edu/page/aat/300054673
merchandise inventories	Getty AAT	http://vocab.getty.edu/page/aat/300027146
admission tickets	Getty AAT	http://vocab.getty.edu/page/aat/300133073
permits	Getty AAT	http://vocab.getty.edu/page/aat/300027833
licensing	Getty AAT	http://vocab.getty.edu/page/aat/300054651
miscellaneous	Getty AAT	http://vocab.getty.edu/page/aat/300386698
volunteers	Getty AAT	http://vocab.getty.edu/page/aat/300025884
technology-related functions	Getty AAT	http://vocab.getty.edu/page/aat/300187668
audiovisual materials	Getty AAT	http://vocab.getty.edu/page/aat/300028045
fund raising	Getty AAT	http://vocab.getty.edu/page/aat/300069835
computer graphics	Getty AAT	http://vocab.getty.edu/page/aat/300053170
correspondence artifacts	Getty AAT	http://vocab.getty.edu/page/aat/300207872
electronic mail	Getty AAT	http://vocab.getty.edu/page/aat/300149026

photographs	Getty AAT	http://vocab.getty.edu/page/aat/300046300
recipes	Getty AAT	http://vocab.getty.edu/page/aat/300027043
digital audio formats	Getty AAT	http://vocab.getty.edu/page/aat/300312045
Material Types	N/A	N/A
benefit auctions	LOC Authorities	https://lccn.loc.gov/sh2004002851
newspaper clippings	Getty AAT	http://vocab.getty.edu/page/aat/300429554
newspapers	Getty AAT	http://vocab.getty.edu/page/aat/300026656
business cards	Getty AAT	http://vocab.getty.edu/page/aat/300026767
[Discard]		
logos	Getty AAT	http://vocab.getty.edu/page/aat/300028715

3.3 Taxonomy

- (To be created at a future date when a hierarchy can be established within the CVs)

3.4 Persons and Institutions Controlled Vocabulary

An ongoing list that reflects event attendees, volunteers, organization leadership, performers, and other relevant parties involved in CAF events. Also includes historical names commonly mentioned at CAF events.

Persons & Institutions (P&I)
Andrea Semanko
Ari Shapiro
Bannockburn
Beth Sato
Bill Babb

Bill Toomey
Bonnie Bowers
Bonnie Fraser
Bud Bowers
Campbell Road
City of Mount Vernon
Colette Peterson
Craig Sjostrom
David Ryberg
Derrick Helms
Diane Studley
Dolly the Sheep
Duncan Fraser, Skye Richendrfer
Ed Cropley
Edinburch-Northhampton Treaty
Elizabeth Sjostroms
Emerald Bay Events
G. Michael Riedel
Heather Richendrfer
Hillcrest Park Lodge
James Monroe
Jan Gould
Jill Hilde
Jim Monroe
Jim Scott
Joan Penney
Joel Semanko
John and Susan Meyers
John M. Meyer
John Meyer
Kathleen Kerhohan

Kevin Burke
Larry C. Morey
Lifestyle Events
Linda MacGregor
Lyle W. Hildahl
Lyn Highet
Lyric Light Opera of the Northwest
Mac MacGregor
Marilyn McLean
Mark Iverson
Mark Studley
Mary MacKinnon
Mary Scott
Maryanne MacKinnon
Max Dale's Steak and Chop House
Melissa Chittenden
Michele Norman
Mount Vernon Parks and Recreation
Neil Armstrong
North Cascades Pipe Band & Highland Dancers
Northwest MacGregor Pipe Band
Off Kilter
Pam Carpenter
Patty Dunn
Reuters
Rich Riddells
Robert the Bruce
Roberta Bjorling
Ron Lindsay
Rusty Carpenter
Scott Peterson

Scottish Folk Trio
Simon Fraser University Pipe Band
Skagit Valley College
Skagit Valley Herald
Skye Richendrfer
Susan Meyer
Tawni Helms
Terry Lee
The Clan Heather Dancers
The Greighlan Crossing Pipe Band
The Triumph Street Pipe Band
Tony McManus
Tyrone Heade
Walter Briggs
Washington State Liquor Control Board
Wells Fargo
William J. Toomey
William Wallace

4.0 Appendices / Resources for Future Projects

Appendix A: Research on Building the CAF Archive

General Resources:
- [Personal Digital Archiving: File Names » Public Libraries Online](#)
- [Collections Care (Preservation](#)
- [The Deterioration and Preservation of Paper: Some Essential Facts - Collections Care - Resources (Preservation](#)
- [Preservation Guidelines for Digitizing Library Materials - Collections Care (Preservation](#)
- [The Truth about Original Order, or What to Do When Your Collection Arrives in Trash Cans](#)

- [Guide to Company Archives](#)
- [Archival Metadata | DCC](#)
- [What Are Archives?](#)
- [Standards Portal](#)
- [Guidelines for Accessible Archives for People with Disabilities](#)
- [4. Arrangement and Description](#)
- [8. Born-Digital and Digitization](#)
- [Describing Archives: A Content Standard (DACS)](#)
- [External Digitization Standards](#)
- [Guidelines for Accessible Archives for People with Disabilities](#)

Online Exhibits:

[Omeka S User Manual](#)
- Omeka is a free software application that has a purchasable plan for hosting.
- Tutorial: https://youtu.be/FncO08PeK9o

Preservica Examples: https://starter.preservica.com/resources/showcase

Aria Labels for web accessibility
- https://www.w3.org/WAI/WCAG21/Techniques/aria/ARIA8.html

Digitization & Accessibility:
- Searchability
    - [How to Make Scanned Files Readable and Searchable](#)
    - [Scan paper documents to searchable PDF | Adobe Acrobat DC tutorials](#)
    - [How to use OCR software for PDFs in 4 easy steps](#)

Preservica:
- Dublin Core for Preservica:
    - [Working with Dublin Core](#)
    - [What is Dublin Core metadata? : Starter Edition Solutions](#)
- [What is digital preservation? : Starter Edition Solutions](#)
- [What is an asset? : Starter Edition Solutions](#)

Controlled Vocabulary & Taxonomy Management Ideas:
- [OWL 2 Web Ontology Language Primer (Second Edition)](#)
- [TOP 100 Taxonomy Management Software CHECKLIST](#)
- [LibGuides: Metadata for Data Management: A Tutorial: Controlled Vocabularies](#)
- [2. What Are Controlled Vocabularies?](#)
- [Vocabulary Management | NISO website](#)
- [Modelling](#)
- [Taxonomy Management](#)
- [Taxonomy Management 101](#) (Pool Party)
- [Taxonomy 101: The Basics and Getting Started with Taxonomies](#)

- [Free Taxonomy Management Software](#)
- [Tools for Taxonomies](#)
- ***Knowledge Management for CAF:***
    - [CS 520: Knowledge Graphs](#)
    - [IBM OWL Taxonomies](#)
    - [OWL - Semantic Web Standards](#)
    - [RDF - Semantic Web Standards](#)
    - [ProtegeDesktopUserDocs](#)
    - [OWL Web Ontology Language Reference](#)
    - https://www.w3.org/2002/07/owl#
    - [Protégé OWL Tutorial](#)
    - [Talks and Tutorials](#) (For OWL)
    - [OWL 2 Web Ontology Language Primer (Second Edition)](#)
    - [Protege Tutorial](#)
- **Ontology-building:**
    - [What is an ontology and why we need it](#)
    - [Research Guides: Biomedical Ontologies and Controlled Vocabularies: Creating Ontologies](#)