Karolinska Institutet, Universitetsbiblioteket

# The ETHICSWEB Primer

# A Short Guide to Ethics Documentation

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# Introduction

## Scope and Intended Audience

The aim of the present document is to serve as a guide for various target groups with an interest in documentation within the field of ethics in science. In particular, the intended audience includes ethics documentation centres (EDCs). It provides some general advice concerning documentation activities, but it also describes how to make the data accessible via the ETHICSWEB infrastructure.

## What is ETHICSWEB?

ETHICSWEB is a project within the seventh framework programme (FP7) of the European Commission. The full project title is "Inter-connected European information and documentation system for ethics and science: European Ethics Documentation Centre".

ETHICSWEB is also an umbrella name of the services delivered within the context of the project and the centres contributing to these services.

The overall aim of ETHICSWEB is to stimulate an enhanced democratic debate on ethical issues of science and to promote a more engaged and informed public. This is to be accomplished by setting up an infrastructure for documentation, information and communication within the field of ethics in science, research and technology. The objective of this infrastructure is to enable access to existing activities and information sources via a central point. In order to make this effort sustainable, the work of ETHICSWEB also involves tasks such as capacity building, development of common standards and fostering of good practice of documentation.

The infrastructure is available via the ETHICSWEB portal at

http://ethicsweb.org/

The aim of the portal is to promote access to information on different sources such as literature, laws, regulations, guidelines, training materials, training programmes, academic exchange programmes, centres, projects, experts, news and events.

The ETHICSWEB consortium includes European centres as well as international organizations. The consortium members are listed at

http://ethicsweb.org/consortium

At the technical level, the ETHICSWEB is a common gateway to distributed information resources within the field of ethics in science. The technical basis for the integration of the resources covered is described more closely in the section "Integrating your Data with ETHICSWEB".

ETHICSWEB takes advantage of the results of completed and ongoing EC projects in the field of ethics of science and technology documentation. In particular, relevant outcomes of the EURETHNET project have been taken into account. Parts of the present text were adapted from the EURETHNET indexing manual.

## What is an Ethics Documentation Centre?

An ethics documentation centre (EDC) denotes an institution whose activities include collecting or systematizing any information on ethics and science be it digitized or printed and making it publicly accessible. Many EDCs promote dissemination of information gathered via a searchable database. Databases provided by EDCs include library catalogues and other literature databases listing documents collected by the centres. Other types of objects (such as projects and experts) may also be listed.

In the context of an EDC, the term "documentation" denotes the process of collecting data in a systematic way involving standards specifying how to structure the data and which information to enter.

The ETHICSWEB guide "Compendium for Setting-up and Maintaining New Documentation Centres" (to be made available via the ETHICSWEB portal) provides practical advice for setting up and maintaining an EDC. The present document focuses on the documentation activities of an EDC.

# Ethics Documentation

## Selecting Documents to Collect and Index

Ethics documentation often involves the identification and/or acquisition of documents pertaining to ethics. The EDC may collect physical copies of the documents and/or record links to electronic versions.

Information about the documents is recorded through cataloguing and indexing. Cataloguing is the process of entering the information needed in order to obtain a copy of the document (author, title etc). Indexing is the process of recording what the document is about. For further information, see the section "Cataloguing and Indexing" below.

Document types subject to documentation may include journal articles, books, bills, court decisions, decrees, governmental publications, guidelines, law, parliamentary publications, statements, academic dissertations, abstracts, case studies, comparative studies, evaluation studies, proceedings, surveys and questionnaires.

Grey literature is an important source of information within the field of ethics. These documents are often hard to locate via traditional literature retrieval systems such as library catalogues and journal article databases. Disseminating information about grey literature is a valuable contribution of EDCs.

Grey literature is often defined as documents that have not been formally published, or – according to the Fourth International Conference on Grey Literature - "That which is produced on all levels of government, academics, business and industry in print and electronic formats, but which is not controlled by commercial publishers". Grey literature may include, but is not limited to: academic papers, bibliographies, conference proceedings, dissertations, draft legislation, governmental reports, reports, reprints, research and technical reports, standards, think-tank reports etc.

Some EDCs choose to focus on literature with a national scope (in the language of the EDC or published in the country of the EDC).

Documents to index should be selected with some relevance criteria in mind. The content should be of long-term value in terms of interest to the ethics community. A document that does not meet the standards of scientific quality may still be relevant. For example, it may reflect an important line of debate. Documents such as short, non-substantial editorials, comments, letters etc are usually irrelevant, however.

The documentation activities of an EDC may cover journal articles. Only a few journals are dedicated to ethics in science and technology. Still, many journals – especially within the field of science – contain occasional articles dealing with scientific ethics. A possible policy could be to collect national journals expected to publish relevant articles at regular intervals and look through each issue cover-to-cover for articles that should be subject to documentation.

In addition to collecting physical documents, the EDC may systematize information about electronic documents. Many electronic documents (such as peer-reviewed scientific articles) go through the same kind of editorial procedure as their physical counterparts. In practice, only the media type is different. However, many web resources have an unclear editorial status. If such electronic material is to be systematized by the EDCs, it is good practice to follow some quality criteria in the selection process. The quality criteria could be based on the evaluation criteria of existing information gateways such as INTUTE,

http://www.intute.ac.uk/

Basic quality criteria often include

- Authorship: The producer (person or organization) of the site, including contact information, should be indicated.

- Currency: The publication date (for static documents) or date of last update (for continually updated sites) should be clearly indicated. In the latter case, the site should be updated at regular intervals.

- Purpose: The purpose and target audience of the site should be clearly declared.

- Source: The source of the information should be indicated.

- Usability: The site should be easy to use (in terms of layout, clarity of contents, technical requirements etc).

The EDC should display its quality criteria on its web page. Any other selection criteria (in terms of subject scope, accuracy of information etc) should also be declared.

## Different Kinds of Databases

The documentation activities of an EDC often involves the compilation of a bibliographic database listing literature (typically books and journal articles) collected and/or systematized by the centre. Documents such as laws, regulations, guidelines, patents etc may also be covered. In the context of ETHICSWEB, objects covered in such databases are referred to as DLIOs (Document LIke Objects). The DLIOs may be physical documents (in most cases owned by the EDC), but they may also be in electronic form. In the latter case, a link to the document is stored in the database, but the document itself may reside elsewhere.

In addition to DLIOs, the documentation activities may cover other types of objects. In all, ETHICSWEB strives to integrate data about the following items:

- DLIOs
- Projects
- Experts
- News
- Events
- Training programmes
- Exchange programmes
- Knowledge Organization Systems

In order to be integrated into the ETHICSWEB framework, the databases need to conform to certain common standards. This is discussed more closely in the section "Integrating your Data with ETHICSWEB".

## Setting up a Database

Documentation activities require software support for storage and retrieval of the information subject to documentation. Some EDCs rely on resource sharing solutions where the information is entered at a central point such as a union catalogue. Others procure their own software in order to maintain their data locally. The ETHICSWEB portal offers a central point for data entry (see below).

An EDC with documentation activities pertaining to DLIOs (Document LIke Objects) may use a software package tailored for entering bibliographic information, such as a library catalogue. Other kinds of objects are typically catalogued via general purpose database engines or entered directly into the web pages displaying the information.

Finding a technical solution fit for the purpose is essential to the success of the documentation activities of the EDC.

### General Considerations

The database set up by the EDC must be capable of handling information about the objects that are subject to documentation. In particular, bibliographic data has a rather complex structure in terms of data fields and rules for how information should be entered into the fields.

Also, the context of data entry must be considered. What is the purpose of data entry (building a library catalogue, creating an event calendar etc)? How does the data entry solution fit into the work flows of the people responsible for creating the data? How does it fit into the work flows of people using the data? Will technical staff be available for maintenance of the data entry solution?

The person responsible for selecting a software solution for data entry must have a firm understanding of the requirements of the documentation activities of the EDC. Furthermore, if the data is to be integrated into ETHICSWEB, there are some additional considerations (for more information, please see the section "Integrating your data with ETHICSWEB").

## Selecting a Software Package

For very simple data sets, entering information directly into a web page may be sufficient. In most cases, however, there is a requirement to store data in a more structured way. In software packages such as Microsoft Excel data may be stored in a tabular structure. Objects such as DLIOs, however, are too complex to fit well into a single table: There are many fields, some of which are repeating. (A repeating field can have more than one instance, such as the author of a document.) The contents of some fields may derive from a second data set such as a thesaurus containing a controlled vocabulary.

Complex data may call for advanced solutions such as relational database management systems or specialized software packages such as integrated library systems.

Requirements for data exchange should be considered when selecting the software. Most software packages intended for data storage also support data export. The data may be dumped as a file in a fixed format. Widely used formats include tab delimited text, comma delimited text, XML, various field tagged formats, the MARC format etc.

In addition to the technique of exporting data via a file, there are several other methods for transferring data between databases. These techniques involve standardized protocols such as ODBC, ADO, Z39.50, SRU/SRW, OpenSearch/RSS/Atom, SOAP, METS and OAI-PMH.

Integration with ETHICSWEB requires support for data exchange. See the section "Integrating your Data with ETHICSWEB" for details.

Most European languages contain national characters (e.g, cyrillic characters or latin characters with diacritical marks). Not all software packages handle these characters correctly. In particular, this may be the case if characters sets from several different languages have to be stored in the same data set. However, UTF-8 encoding will usually be sufficient in a European context. For integration with ETHICSWEB, support for UTF-8 is a requirement.

Other considerations include the degree of out-of-the-box functionality. Does the software come with an interface for displaying the data on the web? Does it come with a user friendly interface for

data entry (such as a graphical client)? Can it be customized for the needs of the EDC? If yes: Does customization require advanced computer skills?

## *Software Selection Checklist*

Some questions to ask before choosing a particular software package (especially if it will be used for bibliographic data, e.g. DLIOs):

- Does the software support the data structure (in terms of repeating fields etc) of the data to be stored?

- Does the software have support for thesauri (controlled vocabularies)?

- Can the software generate a unique key (document number) for each record to be stored?

- Does the software support UTF-8 character encoding?

- Does the software have out-of-the-box functionality for data entry?

- Does the software have out-of-the box functionality for setting up a web interface?

- Does the software support data exchange? In particular, does it support XML based data exchange?

- Does customization and management of the software require any computer skills beyond what is available at the EDC?

## *Seeking Consultancy*

Preferably, maintenance of the data entry solution should be within the computer skills of the staff at the EDC. Otherwise, the documentation activities of the centre may not be sustainable. Still, it may sometimes be necessary to seek consultancy to set up or modify a data entry solution. When hiring a person for this task, there are some questions that should be asked:

- Does s/he have any competence in the field of bibliographic databases?

- Does s/he have an understanding of the context (in terms of internal workflows, users etc) of the documentation activities of the EDC?

- Will s/he provide a backup solution for the database?

- What is the time frame for setting the system up?

- Will s/he be available for technical support once the system has been set up?

- If the system has to be adjusted when it has been running for some time: How will this be handled?

*Data Entry via the ETHICSWEB Portal*

The ETHICSWEB portal offers data entry tools for all types of objects that are covered by the ETHICSWEB project. Data that complies with the subject and quality criteria of ETHICSWEB can be entered directly into the portal through this channel. In this case, data is entered by registered members of the EDCs collecting the information.

Data created via the ETHICSWEB data entry tools is inherently compliant with the ETHICSWEB portal, so no special measures have to be taken in order to accomplish ETHICSWEB integration.

The data entry tools were developed with simplicity and intuitiveness of use in mind. Additionally, help files describing the expected format and data are accessible directly from the web forms.

The identity of the persons contributing the data and their EDC affiliations are retained as part of the data. Therefore, it is always possible to export the contribution of the EDC and organize it in a local database. The data exported is formatted and marked according to the corresponding ETHICSWEB XML schema (see the section "Integrating your data with ETHICSWEB").

If no local database is running at the EDC, the ETHICSWEB portal can still serve as an interface to data collected locally: The search interface allows limiting your searches to the data created by your own centre. This makes it possible for an EDC to offer an interface to its data even without procuring any software. Please note, however, that this only allows for very basic search functionality. For more sophisticated needs, such as a library catalogue, a local software solution has to be set up.

## Cataloguing and Indexing

Documentation activities rely on standards. Standardized data entry facilitates the retrieval, interpretation and exchange of data entered. The standards specify which information to record and how. On a more technical level, the standards may specify how the information should be structured in terms of data fields and formats.

For bibliographic information (information on literature), there are many widely accepted standards such as MARC and the Anglo-American cataloguing rules. Communities with specialized literature needs may develop their own standards. For example, the EURETHNET project devised documentary standards in order to enable the merging of locally created bioethical literature data at a central point. Likewise, The ETHICSWEB project has devised standards to enable data integration. Compatibility with the ETHICSWEB standards and other essential standards should be born in mind when setting up the documentation activities of an EDC.

Cataloguing is the process of recording bibliographic information about documents in such a way that the documents in question can be uniquely identified. This involves entering elements such as publishers, publication dates, authors, book titles, journal titles, journal article titles, pages of journal articles etc. It may also involve the recording of supplementary information such as abstracts and subject words describing what the documents are about. The process of assigning subject words is referred to as indexing. High quality indexing is essential for efficient literature retrieval.

### Cataloguing DLIOs

When cataloguing a document, any information that is essential for locating the document in the collection of the EDC or obtaining it through other means should be recorded. This includes the bibliographic information that is needed in order to uniquely identify the document as well as call numbers (shelf codes) necessary for locating the document in a physical collection or the URI (usually an URL) necessary for locating the document on the Internet.

Title information – such as the title of a book, a book chapter or a journal article – is essential. Some documents may be associated with more than title (e.g., article title and journal title for a journal article). A book title is usually associated with an ISBN number. A journal title is usually associated with an ISSN number. ISBNs and ISSNs serve as unique identifiers of books and journals.

Other important pieces of information include author (creator) and publication date. For journal articles, the volume of the journal, the issue (part) of the volume and the pages in the issue are also essential. For books, data elements such as publisher, publication place and edition are essential.

Information that could further clarify the nature of the document include its language, document type, an abstract summarizing its contents, subject classification (non overlapping subject categories such as the Dewey Decimal system classification codes), and indexing terms (usually picked from a thesaurus, see below). In an international context, an English translation of any titles in the national language adds value to the cataloguing information.

Cataloguing rules specify how the cataloguing information should be entered in terms of capitalization, punctuation etc. Bibliographic information is often brought together in a source field according to certain format rules.

Within the context of ETHICSWEB, the application profile for DLIOs specifies the information that should be included when integrating information about document like objects (see the section "Integrating your Data with ETHICSWEB").

## Cataloguing Other Types of Objects

The documentation activities of an EDC may cover various types of objects besides DLIOs, such as projects and experts. ETHICSWEB has application profiles specifying how these objects should be catalogued (see the section "Integrating your Data with ETHICSWEB"). As for the DLIOs, adherence to the rules set by the application profiles ensures compatibility with similar data sets deriving from other EDCs.

In similarity to DLIOs, other types of objects can be subject to indexing.

## Thesauri

A thesaurus is a controlled vocabulary containing a fixed set of subject words (descriptors). By picking descriptors from a thesaurus, the documentalist accomplishes consistent indexing: Documents dealing with the same subject will have the same indexing terms.

Some thesauri are hierarchic. In this case, the terms in the thesaurus have broader/narrower term (BT/NT) relationships. If a pair of descriptors have a BT/NT relationship, they deal with the same topic but the narrower term is more specific.

Thesauri may be general in nature (such as the Library of Congress Subject Headings) or specific to a subject field (such as the MeSH for medicine or AGROVOC for agriculture). Some thesauri are specific to the field of ethics. For example, TELS is used within EURETHNET.

For integration with ETHICSWEB, the following thesauri are recommended:

- Thesaurus Ethics in the Life Sciences (TELS)

- Medical Subject Headings (MeSH)

- Library of Congress Subject Headings

- Thesaurus for the social sciences

- AGROVOC

*Selecting Indexing Terms*

Consistent indexing is a prerequisite for efficient and predictable retrieval and thus highly

important for the quality of documentation. There are some generally accepted policies for the selection of indexing terms.

To give a reasonably comprehensive picture of what a document is about, assigning more than one descriptor is usually warranted. This is referred to as coordinated indexing. Furthermore, the most specific descriptor available should be selected to represent a given concept. Descriptors (broader terms) on a hierarchical level higher than the descriptor (narrower term) already being indexed

should only be added in case the whole field represented by the broader term is dealt with in the document.

The starting point of the indexing process is content analysis – identifying those aspects of the document that might be of interest to the user of the database. The fact that this may change with time should be born in mind.

The most important concept(s) should be indexed and additionally some other relevant aspects of the document. Concepts chosen for indexing must be based on the text and not on

subjective or personal evaluation. In general, up to 10 descriptors should be

the limit for a document. For items such as collective volumes, however, more than 10

descriptors might be necessary in order to cover all the contributions sufficiently.

It is a widely adopted practice to indicate major aspects with an asterisk before the descriptor.

While analyzing the content of a document, answer the following questions:

- Which are the major aspects of the document? Major topics should always be brought to the attention of the users by the assignment of a suitable indexing term.

- Which are the minor aspects of the document? Topics that are relevant to retrieval without being major points should also be identified.

- Which aspects have relevance to the field of ethics? Concentrate on the ethical aspects of the document. Non-ethical aspects should not be indexed unless they are essential to the ethical context of the subject matter.

- Are the concepts specific to the country? If the topics within a document are specific to a country, index the name of the country. Countries should be entered in a standardized way (e.g., country names according to the thesaurus in use at the EDC or country codes according to ISO 3166).

Analyzing the content of a document means identifying major and minor points in a neutral way. Do not evaluate the contents subjectively, and do not draw your own conclusions!

Suggested procedure for the analysis of a document:

- Read the title

- Scan the abstract

- Note any statements about the aims of the study

- Note author keywords, if any

- Note chapter headings, section headings, paragraphs, charts, tables etc

- Read the summary of the conclusions

- Scan the bibliographic references

## Copyright and Licensing

Most documents are protected by copyright. Copyright imposes restrictions to what can be done with the contents of a document and the document itself. Items such as databases, web sites, software etc are also subject to copyright. The documentation activities of an EDC may have copyright implications.

Cataloguing the basic information needed in order to uniquely identify a document is not regarded as a copyright infringement. However, copying such information from a bibliographic record compiled by another database producer may be an infringement. Always check if this is permissible, especially if substantial amounts of information will be copied!

Abstracts of items such as journal articles are copyright protected. Therefore, recording an abstract – by transferring it from another database or keying it in directly – may be a copyright infringement. Writing your own abstract is normally not regarded as an infringement, however.

Electronic documents may be subject to licensing. Licensing restricts who should have access to the document and how. At the technical level, measures such as IP filtering or password protection makes sure that only licensed users get access to the document.

Downloading an electronic document from the web and posting it at your own web site is usually a copyright infringement. If the copy downloaded was licensed, it is also a license infringement. Likewise, producing an electronic document by scanning a physical document and posting the scanned copy on your web site is usually a copyright infringement. Also, transferring a downloaded/scanned copy of a document to somebody else may be an infringement. However, copyright law and licensing often has some allowance for document delivery (e.g., within the context of interlibrary loan or professional collaboration).

If your documentation activities require posting of copyright protected material at your web site, permission may be sought from the copyright holders. However, the negotiations involved may be quite cumbersome so the difficulties of such an approach must not be underestimated.

When disseminating information about a document that exists in an electronic form, enter a hypertext link pointing to the original version of the document. The link should lead directly to the abstract or the full text of the document, not to the home page of the provider. Note, however, that documents such as licensed full text may not be reachable by all users. If a part (such as the abstract) of a document with restricted access is freely available, the link provided should lead to the freely available part.

# Integrating your Data with ETHICSWEB

## *The ETHICSWEB Portal*

Through the ETHICSWEB portal at

http://ethicsweb.org/

it is possible to search across data deriving from several data producers. New partners who wish to disseminate their data through this channel need to take various measures to integrate their databases with the portal search machinery.

The major data type is bibliographic data on DLIOs (Document Like Objects). However, other data types can also be integrated.

## *Metadata Versus Full Text*

The data searchable through ETHICSWEB mainly consists of metadata (i.e., data about data). In particular, the DLIO data subset consists of data about documents but not the documents themselves. The documents may still exist in electronic form. However, in this case they reside on their original servers. ETHICSWEB provides links to the full text as part of the metadata record. Users may access the documents through these links, provided that they have the appropriate licenses for doing so (see the section "Copyright and Licensing").

## *The ETHICSWEB Search Machinery*

The search machinery of ETHICSWEB is based on the relational database management system MySQL and the free text search engine Lucene. Although the data searched derives from remote sites, data accessed by the search machinery resides locally within the ETHICSWEB portal. Therefore, measures have to be taken to get data from the provider sites to ETHICSWEB.

For each data set, the metadata is stored along with information identifying its source and the unique identifier within the original source (if applicable).

## Integration at the Content Level – Application Profiles

At the technical level, data integration requires adherence to certain XML based formats and protocols. However, consistent retrieval of data deriving from different sources also requires compatibility at the content level.

For each data type supported by the ETHICSWEB portal, there is an application profile (AP) that defines what the data should look like at the content level. The AP declares the metadata elements that can be used to describe the properties of an object. For a DLIO, the metadata elements defined by the AP include bibliographic information such as title and publisher. In addition to listing the metadata elements, the AP provides guidelines for how data should be entered into the elements. The AP also specifies the cardinality (how many times an element can appear in a record).

The elements of the ETHICSWEB APs have been picked from existing namespaces (such as Dublin Core) whenever possible.

Some elements are mandatory. This means that that these elements must be included in a data set to be integrated with ETHICSWEB. Most elements defined by the ETHICSWEB APs are optional, however.

As a preparation for ETHICSWEB integration, data fields of the database(s) produced by the EDC must be mapped to the metadata elements defined by the corresponding AP(s). Only data records that contain all the mandatory elements should be exported.

When setting up a new database, it should preferably be designed with the ETHICSWEB APs in mind. In particular, the database must support any mandatory fields.

The ETHICSWEB application profiles are available via the Forums of the ETHICSWEB portal.

## Integration at the Technical Level –XML Based Schemas

The metadata elements of the ETHICSWEB APs correspond to XML elements of the ETHICSWEB XML schemas. Each schema defines the XML elements of the exchange format for the corresponding object type. The exchange format is the common denominator of data deriving from different sources.

The ETHICSWEB XML schemas are available at the following locations within the ETHICSWEB portal:

http://www.ethicsweb.org/dlio/2.0/AP_DLIO.xsd

http://www.ethicsweb.org/kos/2.0/AP_KOS.xsd
http://www.ethicsweb.org/events/1.0/Ethicsweb_AP_Events_20091006.xsd

http://www.ethicsweb.org/expert/1.0/AP_Expert.xsd

http://www.ethicsweb.org/lr/2.0/AP_LR.xsd

http://www.ethicsweb.org/news/1.0/Ethicsweb_AP_News_20090929.xsd
http://www.ethicsweb.org/project/1.0/AP_Project.xsd

## Data Export Methods

In order to populate the ETHICSWEB portal, several data export methods are used. The method applied for each data set is determined on a case-by-case basis. However, data integration is based

on the ETHICSWEB XML schemas and the underlying APs. Internally, the ETHICSWEB portal relies on the XML based exchange formats for data consistency checking and data parsing. So any data that is to be integrated with ETHICSWEB must be transformed into XML at some point.

Data to be exported to ETHICSWEB must be UTF-8 encoded. Preferably, it should also conform to the ETHICSWEB XML schemas. In cases where it is not possible to accomplish this, other formats may be accepted upon agreement with the ETHICSWEB community. In this case the database administrator at the provider site still needs to specify how the data fields exported should be mapped to the corresponding elements of the ETHICSWEB XML schema. If possible, the export format used should be XML based so that the necessary data transformations can be accomplished through XSLT. Possible methods of data transfer are listed below.

### Ad-hoc Export

With this approach, the database administrator of the database to be exported sends a data file to ETHICSWEB at a regular basis. The export file should preferably be in an XML format, if possible conforming to the ETHICSWEB schemas. Staff at the provider site has to be involved whenever data is to be updated.

### OAI-PMH

OAI-PMH (Open Access Initiative – Protocol for Metadata Harvesting) is a protocol for automatically collecting data from a provider site. The provider site needs to have an OAI-PMH module installed and configured to accept remote calls from the ETHICSWEB portal. The ETHICSWEB portal collects data via the OAI-PMH protocol at regular intervals. Again, data should conform to the ETHICSWEB XML schemas if possible.

Note that once OAI-PMH harvesting has been set up for a provider site, the data can be updated without any involvement of staff at the site.

### RSS

For news and Events, data is exported through a mechanism based on the RSS standard. The standard XML format of the RSS feed needs some additional metadata elements in order to comply with the ETHICSWEB application profile. Again, no involvement at the provider site is required once the export solution has been set up.

## Data Entry through the ETHICSWEB Portal

In this case, data is entered directly through Web forms provided by the ETHICSWEB community. Please see the section "Setting up a database" for details.

Data entered through this channel already conforms to the ETHICSWEB XML schemas, so no special actions have to be taken for compatibility. The ETHICSWEB community takes care of export in this case.

For some data types such as Knowledge Organization Systems and learning resources, data entry through the ETHICSWEB forms is expected to be the main method for data export.

## *Formal Requirements for Data Integration*

For ETHICSWEB consortium members, database integration is covered by the ETHICSWEB Consortium agreement. New participants in the ETHICSWEB portal will be required to sign a contract with the ETHICSWEB consortium, outlining the expectations and duties of the parties involved in relation to ETHICSWEB. The contracts will be individually negotiated, but the starting point is the standard form of the agreement. The standard agreement covers the following aspects:

- The names and contact addresses of the relevant parties (i.e., the coordinator of ETHICSWEB and the database owner)

- The relevant law governing the contract (given that ETHICSWEB is created under Belgian law, this will be the governing law unless another jurisdiction is agreed by the parties)

- The technical expectations of the parties, in particular relating to the technical adaptations required on the database producer side to participate in ETHICSWEB and the liabilities for the operation of the software

- The substantive expectations of the parties, namely the information that the parties will supply to each other through the participation in the ETHICSWEB portal, particularly the "background", "foreground" and "sideground" materials that will be included in the agreement (i.e., the intellectual property that the parties bring to be included in the agreement, the arrangements for the intellectual property created by the parties through the project, and the intellectual property owned by the parties outside the participation in ETHICSWEB)

- A statement relating to the liability of the parties for the intellectual property and other rights of third parties which may be included through the parties' websites

## Whom to Contact

If you are considering becoming an ETHICSWEB participant, please contact the DRZE:

Deutsches Referenzzentrum für Ethik in den Biowissenschaften

Bonner Talweg 57

D-53113 Bonn

Germany

info@drze.de

+49 (0)228 3364 1930

+49 (0)228 3364 1940

# Further reading

ETHICSWEB Portal

http://ethicsweb.org/

Create Database Content – ETHICSWEB User Manual

https://ethicsweb.mf.uni-lj.si/node/124

Euroethics – Guidelines for indexing and cataloguing

http://eurethnet.kib.ki.se/PDF/Indexing_manual.pdf

Documentary Standards for the Euroethics Database

http://eurethnet.kib.ki.se/PDF/Documentary_standards.pdf

Thesaurus Ethics in the Life Sciences

http://www.drze.de/BELIT/thesaurus/?la=en

Medical Subject Headings

http://www.nlm.nih.gov/mesh/meshhome.html

Library of Congress Subject Headings

http://id.loc.gov/authorities/

http://www.loc.gov/cds/lcsh.html#lcsh20

Thesaurus for the social sciences

http://www.gesis.org/en/services/tools-standards/social-science-thesaurus/


AGROVOC Thesaurus

http://aims.fao.org/website/AGROVOC-Thesaurus/sub