

After you have created a resource point, it's time to add categories! This is a very important step as it helps our end users find resources in a specific subject area.

Generally, we are looking for categories that describe what something is ABOUT, not what it IS. However, there are some exceptions to that rule. For example, if you find a piece of literature, tag it as "Literature," even though it technically IS literature and isn't ABOUT literature. The same holds true for the category "literature for children."

There are several categories that describe a format, such as "Microsoft PowerPoint (Computer file)." Do not use this category simply because your document is a PPT file. Only use it if your document describes or discusses PowerPoint. We already have a format called "slideshow" that you can use for .ppt files.

There are a few categories such as "Spanish language." Don't use this simply if your document is written in Spanish. We now have a separate field to record languages in. This is located on the editing page of a resource point record. Only use the "Spanish language" category if it is about the Spanish language.

One way to add categories is through the Resource and Permit Point Interface. On the right-hand side of the table with all the resource points from any given host is a "number of categories" field. Clicking the "Edit" button for the record you want to update will allow you to check as many categories as you want (within reason) for that resource. There is also a bulk update feature for adding the same category to multiple resource points from a single host. When you click on the Bulk Update button, you are brought to a page that allows you to assign up to 5 categories to any or all resource points linked to that host. As the note at the bottom says, use this judiciously - be careful when assigning categories using this method lest you give everything the wrong category!

If the resource you found doesn't fit any of the current categories get the ball rolling to for adding a new category term. To do this, browse the [Library of Congress Subject Headings](#). Once you find an LOC category that fits your resource, either email librarian at widernet.org with your idea or add it to the suggestions list found here: [Category Suggestions](#). Once we have a few new terms to add, we'll discuss them at the next librarians meeting.

Please take a glance over our list of [potentially confusing terms](#) before you begin assigning categories. If there is ever a term that you are unsure of how to use, talk to the other librarians about it.

Tools to help you choose which categories to assign to a resource point:

1. **Statistics for Catalog Categories** -- <http://www.widernet.org/digitallibrary/ScrapeAdmin/Catalog/CatalogCategoryStats.asp>
2. **eG Category Groups.xlsx** – an Excel spreadsheet that allows you to sort the existing categories by one of several different groups. This Excel file can be found on the Projects drive in the P:/eGranaryContent/Librarianship folder.

If you're a librarian who can add categories to the database and would like to, see this article: [Creating new categories](#)