

## **A Controlled Vocabulary Design and Construction**

Organization: The Academy of the Hebrew Language

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The Hebrew Language Academy is an Israeli institute for research and orientation of the Hebrew language development. The Academy has many types of information items such as decisions, Q&A, magazines, books, etc.

The aim of this project is to create a controlled vocabulary for a future database of the Academy. After examining several search systems and methods, we decided to discern lexical items from subject terms, and the thesaurus method was chosen for indexing subject terms. First, a guidelines document was written. Then, a list of preferred and non-preferred terms was made by selection from original indexes of the Academy. In addition, some of the terms were corrected in accordance with the guidelines document, and all the terms were classified. The final product of this project is a faceted list of subject terms and their non-preferred terms marked by their origin.

The project has contributed to the creation of the organization's database, thereby providing both researchers and the general public with accessibility to information on the Academy and its actions.

My main conclusion of the project is the importance of working step-by-step with a close guidance. Manual indexing requires a lot of time and knowledge, and therefore the task will be completed by the Academy's professionals. I advised the organization to follow the guidelines, and to improve the search system by connecting between related terms.