# [EN] 03. Managing Library Attributes

General information

The Administrator Application makes it possible to manage attributes in the dLibra system, with the use of interfaces available after an attributes' node or an attribute node has been selected in the "Library tree".

In the dLibra system, attributes are stored in a set order which is important for viewing bibliographic descriptions of library resources. For every attribute (and attributes' node), the order of its subattributes can be managed in the "Subattribute order" tab (see the image below).
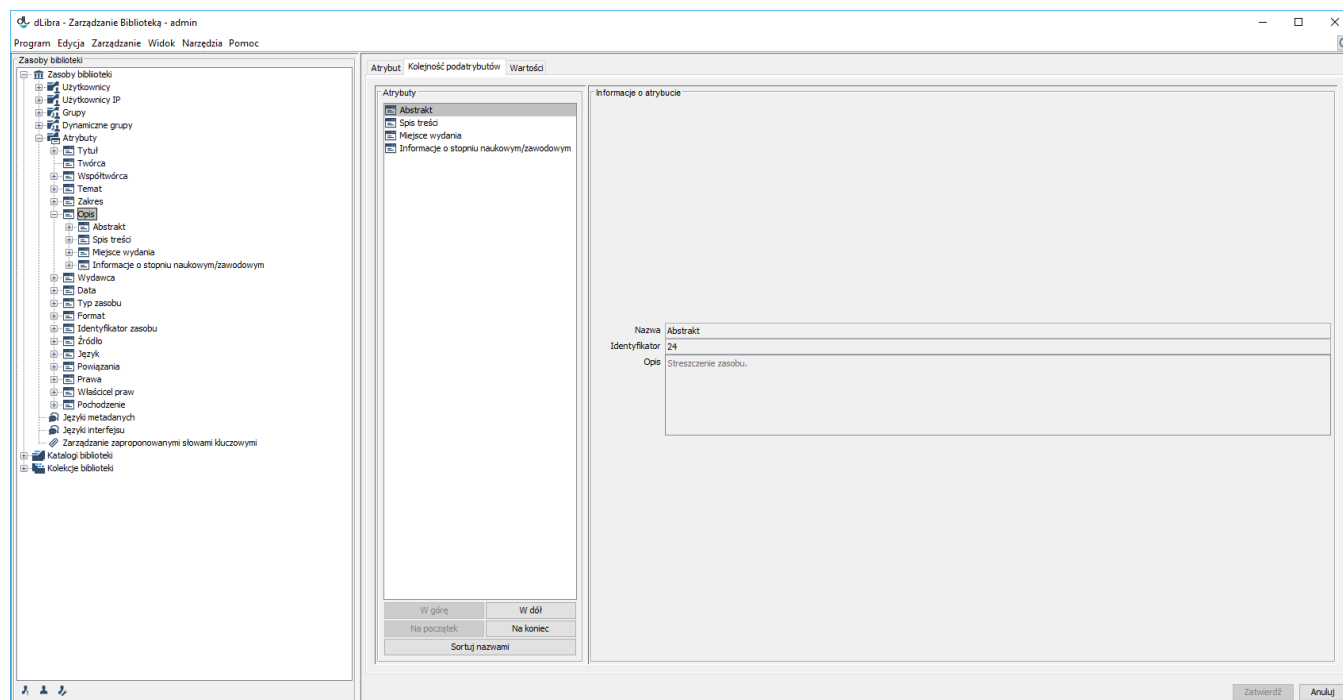
Zarządzanie kolejnością atrybutów

On the left, there is a list of attributes, and on the right, there is information about the attribute which is selected on the list at a given moment. The values are for informative purposes only and are uneditable. The attributes on the list on the left can be rearranged freely, with the use of the "Up", "Down", "Home", and "End" buttons. Attributes can also be put in alphabetical order, by clicking the "Sort by names" button. Changes are saved in the system by clicking the "Confirm" button at the bottom of the window.

Attributes are edited with the use of the interface which is shown in the "Attribute" tab when the node of the attribute which is to be edited has been selected in the library tree. In the interface, you can change the name, description, and RDF name of the attribute and decide if it is to be controlled.
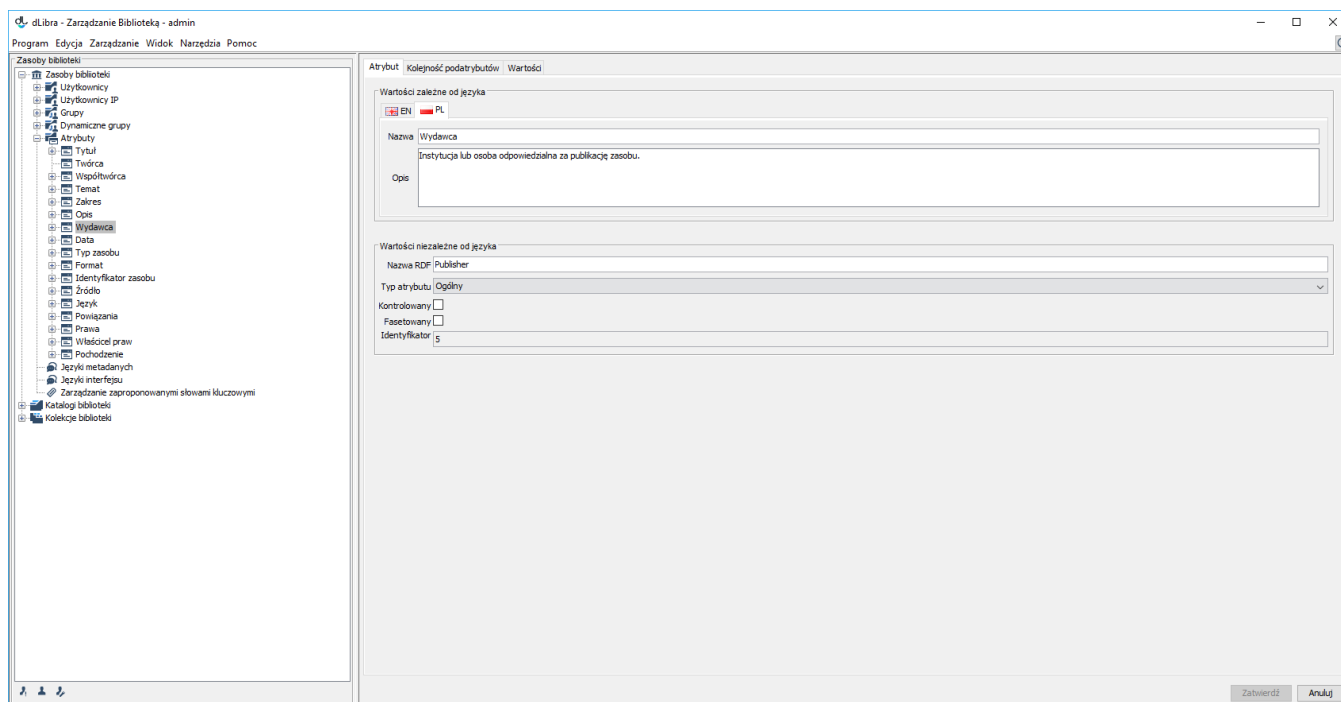
Własności atrybutu

The name and description of an attribute are multilingual elements for information purposes (they are visible to the reader). The RDF name of an attribute is a unique name which distinguishes it within the Dublin Core schema and outside of the system. The "Controlled" option makes it possible to protect an attribute against an addition of new values. If it is selected, only users with special permissions (see the Permissions at the Library Level) chapter) will be able to add new values. Ordinary editors will only be able to select attribute values from the dictionary while editing the bibliographic description of the object.

Adding an Attribute

In order to create a new attribute:

1. In the library tree, select either the attribute node to which the subattribute is to be added or, if you want to add an attribute at the highest level, the attributes' node.
2. Right-click the chosen attribute and click the "Add attribute" option.
3. In the new attribute creator, enter the name and description of the attribute, for all languages. You must also enter the RDF name of the attribute (its unique identifier). In order to save the new attribute, click the "Confirm" button.

Kreator nowego atrybutu

A newly added attribute appears at the very bottom of subattributes – as the last position on the attribute list of the parent attribute.

Removing an Attribute

In order to remove an attribute:

1. In the library tree, select the attribute node to be removed.
2. Right-click the attribute and select the "Remove" option. If the attribute is related to values, the system will ask you if you are sure you want to remove it; if it is not, it will be removed without any questions.