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COURSE BROCHURE

# Taxonomy, Metadata and Content Findability Training Course

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# Taxonomy, Metadata and Content Findability Training Course

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Taxonomy, Metadata and Content Findability is a 1-week training course for information managers, librarians and content owners, in which each participant drafts a Taxonomy and Tagging Specification for one collection or intranet area. As intranets, shared drives and AI search assistants all depend on well-labelled content, inconsistent terms now waste staff time and hide answers people need. Jupiter Prime Training delivers this course on Taxonomy, Metadata and Content Findability.

## Why Taxonomy, Metadata and Content Findability Matter Now

Three pressures shape the field today. Enterprise search and AI assistants retrieve only what is described consistently, so weak labelling surfaces wrong or outdated answers. Content volumes grow faster than any librarian can catalogue by hand, pushing organisations towards rule-based and automated tagging. Organisations that maintain shared vocabularies cut duplicated effort and decide faster; those that let every department invent its own labels lose trust in their search. The course links taxonomy work to the knowledge management system requirements in ISO 30401 Knowledge Management Systems — Requirements.

## Who Gains Most from Taxonomy, Metadata and Content Findability

- Those who maintain subject headings, thesauri or category lists for a collection
- Those who own intranet sections and decide how pages are labelled
- Those who configure search settings, filters and facets for internal users
- Those who write tagging guidance and coach contributors on applying it
- Those who review content quality and retire outdated material

Information units that send a librarian, an intranet owner and a search administrator together gain most, leaving with one shared vocabulary.

## Taxonomy, Metadata and Content Findability Capabilities

Participants replace ad hoc folder names with tested vocabularies, fields and tagging rules.

- Design a faceted taxonomy from card sorts and search logs — content owners agreeing categories
- Specify a controlled vocabulary with preferred terms and synonyms — search administrators tuning results
- Build a metadata scheme with mandatory and optional fields — contributors publishing content
- Write tagging rules and worked examples — editors applying labels consistently
- Test findability with tree tests and task-based search trials — sponsors judging improvements
- Assign stewardship roles for vocabulary change requests — information leads keeping terms current

## Key Taxonomy, Metadata and Content Findability Terms

- Taxonomy — a structured hierarchy of categories used to organise and label content consistently.
- Controlled vocabulary — an agreed list of preferred terms with variants mapped to them.
- Facet — an independent attribute, such as topic or document type, used to filter results.
- Metadata scheme — the defined set of fields, values and rules that describe every content item.
- Findability — how easily users locate the content they need through browsing or searching.
- Tree test — an exercise in which users find items in a text-only hierarchy to check category labels.

## Taxonomy, Metadata and Content Findability Day by Day

## Day 1: How People Search and Where Labels Fail

- Search Log and Zero-Result Query Analysis — Revealing What Users Cannot Find
- Content Inventory Sampling — Profiling Collections Before Designing Categories
- User Mental Model Interviews — Capturing the Words Searchers Actually Use
- ISO 30401 Knowledge Objectives — Linking Findability to Organisational Knowledge Aims
- Labelling Problem Catalogue — Ranking Ambiguous, Duplicated and Jargon Terms

## Day 2: Designing Taxonomies and Facets

- Open and Closed Card Sorting — Grouping Content the Way Users Expect
- Hierarchical Versus Faceted Structures — Choosing a Model for Each Collection
- Category Depth and Breadth Rules — Balancing Precision Against Browsing Effort
- Facet Selection Matrix — Deciding Which Attributes Users Filter By
- Draft Taxonomy Walkthrough — Checking Coverage With Content Owners

## Day 3: Controlled Vocabularies and Metadata Schemes

- Preferred Terms, Synonyms and Scope Notes — Resolving Competing Labels
- Thesaurus Relationships — Linking Broader, Narrower and Related Terms
- Metadata Field Specification — Setting Mandatory, Optional and Inherited Values
- Bilingual Term Mapping — Aligning Arabic and English Labels for Search
- Value Lists and Pick-List Design — Reducing Free-Text Tagging Errors

## Day 4: Tagging Rules, Lifecycle and Stewardship

- Tagging Guidelines With Worked Examples — Achieving Consistent Labelling Across Editors
- Rule-Based and Assisted Auto-Tagging — Weighing Automation Against Human Review
- Content Review Cycles and Expiry Flags — Keeping Search Results Current
- Vocabulary Change Request Process — Approving New and Retired Terms
- Taxonomy Stewardship Roles — Assigning Owners, Editors and Approvers

## Day 5: Practising the Taxonomy and Tagging Specification

- Tree Testing Session — Validating Labels for a University Library Collection
- Task-Based Search Trial — Measuring Success on a Utility Company Intranet
- Metadata Audit Replay — Scoring Tag Quality on a Sample Set
- Findability Scorecard — Reporting Baseline and Target Measures to Sponsors
- Taxonomy and Tagging Specification — Facets, Vocabulary, Fields, Rules and Stewards

## Applying Taxonomy, Metadata and Content Findability After the Course

- Pull a month of zero-result queries from the intranet search log and map each to a missing synonym or category
- Run a tree test with ten users on one section's labels and share the success rates with its content owner

## Taxonomy, Metadata and Content Findability Questions FAQ

### What is Taxonomy, Metadata and Content Findability and why does it matter now?

It is the practice of organising and describing content with agreed categories, terms and fields so people can find it. It matters now because enterprise search and AI assistants depend on consistent labels to return correct answers.

### Which roles gain most from Taxonomy, Metadata and Content Findability?

Information managers, librarians and content owners gain most. You maintain the categories, fields and tagging guidance that determine whether colleagues find what they need.

### How does Taxonomy, Metadata and Content Findability differ from a longer enterprise content management course?

It concentrates on vocabularies, metadata and search testing over one week. A longer enterprise content management course also covers records retention, workflows and system architecture; here you go deeper into labels, facets and how users search.

### What do you bring back from Taxonomy, Metadata and Content Findability?

You bring back a specification covering facets, controlled terms, metadata fields, tagging rules and stewards for one collection.

## Taxonomy, Metadata and Content Findability: The Way Forward

The Taxonomy and Tagging Specification first informs the decision on which collection to relabel and in what order. Content owners use it to brief contributors, and search administrators use it to configure filters and synonyms. After the first round of tagging, revisit the facet choices against fresh search logs, since user language shifts faster than category trees.