BMIS 'RFMO Portal' Libraries in Zotero – how to join and use them

Contents

1. Overview

The Bycatch Mitigation Information System (BMIS) uses Zotero, https://www.zotero.org/, free software to manage and share bycatch literature. Zotero has a 'Groups' facility which allows BMIS administrators to collaborate with others, inviting them (by email) to join a group library and share documents.

Five separate Tuna RFMO group libraries have been created, as follows:
BMIS portal – CCSBT
BMIS portal – IATTC
BMIS portal – ICCAT
BMIS portal – IOTC
BMIS portal – WCPFC

Any item loaded into a BMIS RFMO portal library is confidential. Each group has been designated 'Private', using Zotero security settings. ONLY invited group members and the BMIS administrator can add, delete, modify or read items in the library.

2. Installing Zotero & joining a group

i.   The first thing to do is download and install Zotero and Zotero browser connectors (i.e., add-ons or extensions for Chrome, Firefox, Safari etc). Download the software here:
      https://www.zotero.org/download/

ii.   Documentation/ support in Zotero is good. The following link explains how to install Zotero and gives an overview of Zotero features and capabilities:
      https://www.zotero.org/support/quick_start_guide

iii. **Register** with Zotero to create your own **Zotero account**. You can do this by going directly to the following page **https://www.zotero.org/user/register** . An account will allow you to sync and access your library from anywhere and back up all your files. You will need your **email address**, a **username** and **password**. You will be asked to verify your email address (expect an email from Zotero).

iv.   Once verified you should land on a screen as follows, explaining that you need to open the Zotero application and set up syncing. Alternatively, log into your Zotero account via your browser https://www.zotero.org/user/login/

Email Validation

Success! You registered your Zotero account!
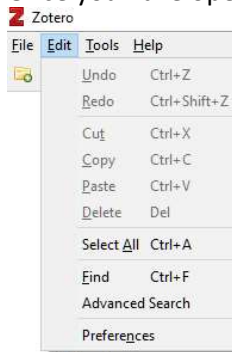
Set up Zotero syncing

You can now set up Zotero syncing to sync your data across multiple computers, access your library online, or collaborate in group libraries. Follow these three steps to get started.
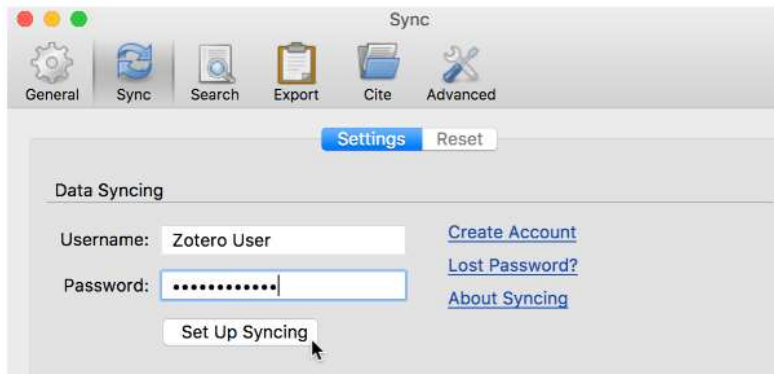
1. Open Zotero

Open the Zotero application from your dock, launcher, or filesystem.

v. Once you have opened the Zotero app, look in the toolbar for Edit/Preferences/Syncing

Enter your username and password into the Sync preferences and click "Set Up Syncing". Zotero will now automatically sync your data as you make changes.

vi. Ensure that syncing is working by clicking on the small green sync arrow in the top right hand corner of the page (it should whirr around).
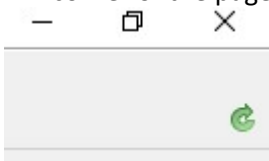
vii. Next - remaining logged into your Zotero account in your browser and with the app open - **open the email inviting you to join the BMIS Zotero group library**. Click on the link in the email. You will be taken to a BMIS Group library page and asked to click a button to join the group. The page will resemble the following:

viii. Return to the Zotero app and sync by clicking the green sync arrow. Wait for it to finish syncing and updating your new group membership details.

ix. The group to which you have been invited should appear on the left hand side of your Zotero app screen, under a heading "Group Libraries".
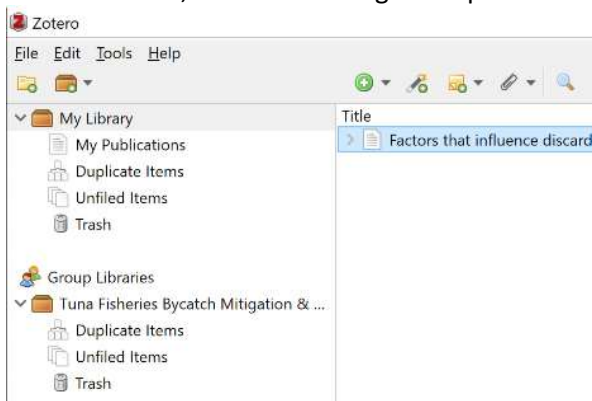
3. Adding items to the Library

The following page describes ways to add items (e.g., conference/meeting papers, books, journal articles, web pages, etc.) as items in Zotero:
https://www.zotero.org/support/getting_stuff_into_your_library

Information on how to add files (such as PDFs or images) is found here:
https://www.zotero.org/support/attaching_files

4. Meta-data: adding bibliographic data and tags

Meta-data should be added for each document or 'item'. This includes bibliographic data and 'tags' (keywords). The bibliographic data required will depend on the item type (e.g., whether a journal article, meeting paper or website). An item can be assigned as many tags as is needed. Read "Collections & Tags" for more detail:
https://www.zotero.org/support/collections_and_tags#tags

A list of predefined tags has been added to each RFMO library. These tags relate directly to the 'mission' or scope of the BMIS, i.e., bycatch mitigation and management in oceanic tuna and billfish fisheries. Literature that appears on the BMIS website contains information about one or more of three areas of interest within

this scope: mitigation techniques (tag = MT), management (tag = MC) and population-level assessment (tag = PLA). This group of 3 is an administrative division of the literature devised to help site visitors search (using filters) the rapidly growing pool of bycatch management information. The full list of tags can be found in **Section 8,** below.

Regarding meeting papers, RFMOs may wish to request that contributing authors supply meta-data and tags when submitting their papers. **Section 8** explains what metadata authors should supply (some meta-data may be able to be supplied embedded in the PDF) and a list of the tags they should use to categorise their documents. Also listed is additional data that 'RFMO officers' collating the meeting papers might need to add.

Examples of meeting documents
Existing RFMO items in the BMIS are included as 'how to' examples in each BMIS RFMO portal library. They sit in 'collections' (sub-folders) under the main library. See the image below. Note that items that appear in a collection automatically appear in the main library, but not vice-versa.
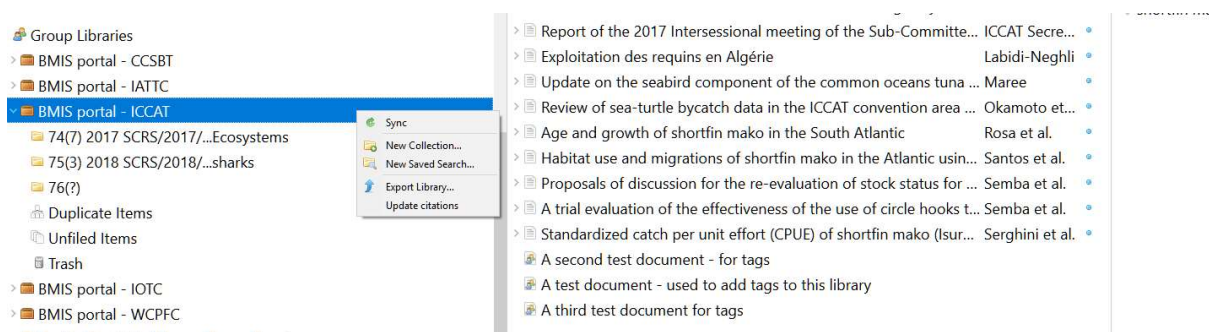
5. How documents become visible on the BMIS website

Items added to RFMO portal libraries are not automatically visible on the BMIS website. The BMIS administrator must first review, then manually copy items to the BMIS Library. Items will only be copied to the BMIS library (and made visible on the website) if permission to do so has been given to the Pacific Community's Principal Fisheries Scientist (Fisheries and Ecosystem Monitoring and Analysis; currently Neville Smith nevilles@spc.int).

During an initial trial period, the BMIS administrator will review the tags that each RFMO has added to an item, to ensure consistency with how tags have been applied to other items in the BMIS. The RFMO will be informed if any tags are changed and why. Suggestions for new tags or revision of existing tags are welcomed.

6. Promotion of RFMO literature

The BMIS website uses Twitter to promote site content. It also uses Bycatch Bytes, a short story format on the Home page (a few paragraphs and a picture, providing an avenue for more in-depth bycatch features).

Both Twitter and Bycatch Bytes provide opportunities to promote t-RFMO bycatch management. For example, tweets about upcoming meetings or the availability of new meeting documents (via the BMIS reference 'Collections' feature – there are collections for each RFMO, which can be further filtered by year, species group, mitigation technique etc.), new regulations or the publication of staff research in journals. Email the BMIS coordinator on info@bmis-bycatch.org if you wish to use these promotion options.

Additionally, in the references section of the BMIS website, a **'Collections'** filter allows site visitors to easily find RFMO publications.

Examples of BMIS tweets:

Collections allow site visitors to search for RFMO publications:

7. Application versus Browser view

It is possible to work with your library in a tab on your web browser, but it is easier and quicker to add files and edit metadata in the downloaded application, see images below. For example, auto-suggest (which reduces the need to retype data such as meeting names or location) is not available in the online version.

Browser view:

Application view:

Further information

You are welcome to contact the BMIS coordinator at info@bmis-bycatch.org for further assistance.

8. Metadata and tags for authors of RFMO meeting papers

Authors should supply the following metadata: title, author(s), abstract, document code e.g. CCSBT-ERS/1703/21, WCPFC-SC14-2018/EB-WP-14, and tags (**Table 1 below**). For RFMO officers adding metadata: use the 'Info' tab (**see Image 1**) to add the meeting name/date/place and URL where items (documents) can be accessed. 'Item Type' is 'conference paper' for all RFMOs except ICCAT, which is 'journal article'. **Images 2&3** illustrate how multiple tags can be applied to unique items.

Table 1 BMIS tags. Click on the links provided in each category to find descriptions for, e.g., circle hooks, data harmonization or abundance indices. All are available via
https://www.bmis-bycatch.org/

At least one mitigation technique, management category, or population level assessment category.			One or more	One or more	
MT – MITIGATION TECHNIQUES https://www.bmis-bycatch.org/index.php/mitigation-techniques	**MC – MANAGEMENT** https://www.bmis-bycatch.org/management/categories	**PLA – POPULATION LEVEL ASSESSMENT** https://www.bmis-bycatch.org/index.php/population-level-assessments	**SPECIES GROUP**	**Fishing Gear**	**RFMO**
ALDFG - management of abandoned, lost, discarded fishing gear	bycatch threats & interaction rates	PLA - abundance indices	seabirds	GN	CCSBT
artificial bait	compliance	PLA - demographic analysis	sea turtles	LL	IATTC
auditory deterrents and attractors	data harmonization	PLA - productivity susceptibility analysis	sharks and rays	PL	ICCAT
backdown & Medina panel	E-monitoring	PLA - risk analysis open category	marine mammals	PS	IOTC
bait caster	Economic & / or social analysis	PLA - stock assessments			WCPFC
bait size and condition	fisheries management performance		all bycatch species*		
branchline (snood) hauler	implementation & evaluation of mitigation techniques				
brickle curtain	international & national management schemes				
chemical deterrents or attractants	policy development & knowledge exchange				
circle hooks	post-release mortality				
corrodible hooks	review and planning				
decoys	shark finning restrictions				
deep / shallow setting	species identification				
depredation mitigation device	tagging studies				
double-weight branchlines					
dyed bait					

FAD design and management				
fish not squid bait				
gear configuration - other				
hook pod				
hook shielding devices				
light cues - attractors & deterrents				
line shooter				
line weighting and bait sink rate				
magnetic, rare earth metals, electrical deterrents				
management of offal discharge				
monofilament / wire leaders				
night / day setting				
safe handling and release				
seabird saver				
side-setting				
sliding leads / Lumo leads				
smart tuna hook				
soak duration				
spatial and temporal measures				
stealth fishing gear				
streamer (tori) lines				
underwater setting techniques				
water cannon/ fire hose				
vessel-specific management				
weak hook				

- Use this for 'MC' items where content refers to bycatch in general rather than focusing on a species group(s)

Image 1 - Adding metadata in Zotero. In the right-hand column, the tab 'Info' is highlighted/selected, and all the metadata fields are visible. At the bottom of the left-hand column is a list of existing tags.
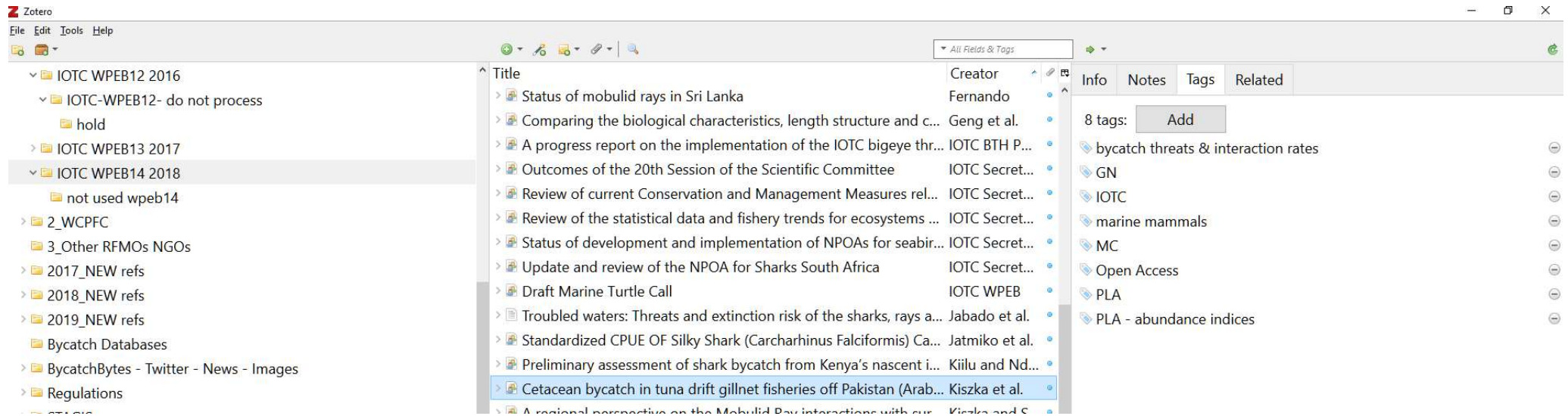
Images 2 & 3 – Examples of an item tagged to multiple categories. Note that **ocean region, FAO species codes**, e.g., POR, FAL, and **species scientific & common names** can be added, if applicable.

Image 3

Version 2019.3