JISC Information Environment Service Registry

Pilot Project

Data Creation Guidelines for IESR Records

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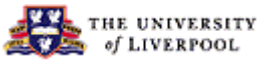
MIMAS



Data Creation Guidelines for IESR Records

Data creation guidelines complied by Leigh Morris, IESR Pilot Project Liaison: iesr@mimas.ac.uk

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Available online in:

HTML format at
http://www.mimas.ac.uk/iesr/metadata/guidelines/Data_Creation_Guidelines.html

Adobe Acrobat (.pdf) format at
http://www.mimas.ac.uk/iesr/metadata/guidelines/Data_Creation_Guidelines.pdf

The purpose of the document is to provide guidelines on how to create metadata records for the JISC Information Environment Service Registry, and is intended for use by the initial metadata contributors:

- AHDS
- Edina
- MIMAS
- RDN
- UK Data Archive
- UK Mirror Service

Help and Advice

For help or advice please contact the IESR team (email: iesr@mimas.ac.uk; telephone: 0161 275 7179). For more information consult the project website: http://www.mimas.ac.uk/iesr/.

Format Conventions

The following format conventions are used in this document.

Computer input that you type is shown in a **`bold Courier New font`**	**`Voices from the Dust Bowl`**
Metadata entities and properties are shown in a **bold Arial font**	**Collection** **Has Service** **Agent: ORG**

Contents

IESR Metadata

IESR Entities and their Metadata Properties

The JISC Information Environment Service Registry (IESR) holds information about:

- Collections of information resources, the associated services that provide access to the collections, and the parties (aka *agents*) that own the collections and/or administer the services.

- Transactional services, i.e. those that provide functionality other than access to a collection and the parties that administer them.

Thus the entities within the IESR are:

- **Collections**
- **Services**
- **Agents**

Each of these has associated administrative metadata (**admeta**).

The metadata is defined by the *IESR Application Profile* (http://www.mimas.ac.uk/iesr/profile/), along with its associated controlled lists.

The metadata for collections is based on *RSLP Collection Description* (http://www.ukoln.ac.uk/metadata/rslp/schema/), and that for parties on *Vcard* (http://www.w3.org/TR/vcard-rdf).

The metadata properties for services in the IESR are those needed for discovery. Further detailed information about the interface to a service, such as how to connect to it or the output formats it makes available, is held as a by-reference pointer (URL), for service types where this is needed. This pointer is a reference to an XML file with a schema appropriate for the service type.

IESR Metadata Input

Metadata will be created and submitted for individual entities, not as complete output IESR records. Eventually IESR metadata input and updating will be via a web form that has knowledge of the content of the registry and guides the metadata creator. In the interim before the input web form is available, IESR metadata records will be created using provided templates (XML or Excel).

In cases where a service type requires additional interface information but there is no such XML file available, the input templates provide additional fields to capture this information. The XML interface will be created from this information, and held, by the IESR.

IESR Metadata Definitions, Examples and Templates

Input Templates for initial contributors:

During the initial phase of the IESR project descriptions of collections will be created using templates, either Excel or XML, by the identified initial contributors. Eventually there will be a Web form for input and editing of data. The initial templates are provided at the following URLs:

Collection: http://www.mimas.ac.uk/iesr/metadata/templates/coll-template.html

Service

- OAI-PMH (Open Archives Initiative Protocol for Metadata Harvesting): http://www.mimas.ac.uk/iesr/metadata/templates/svcoai-template.html
- OpenURL: http://www.mimas.ac.uk/iesr/metadata/templates/svcourl-template.html
- RSS (RDF Site Summary): http://www.mimas.ac.uk/iesr/metadata/templates/svcrss-template.html
- SOAP: http://www.mimas.ac.uk/iesr/metadata/templates/svcsoap-template.html
- SRU (Search Retrieve Web/URL): http://www.mimas.ac.uk/iesr/metadata/templates/svcsru-template.html
- SRW (Search Retrieve Web): http://www.mimas.ac.uk/iesr/metadata/templates/svcsrw-template.html
- Web Page: http://www.mimas.ac.uk/iesr/metadata/templates/svcwebp-template.html
- Web CGI (general): http://www.mimas.ac.uk/iesr/metadata/templates/svcwebcgi-template.html
- Z39.50: http://www.mimas.ac.uk/iesr/metadata/templates/svcz3950-template.html

Agent: http://www.mimas.ac.uk/iesr/metadata/templates/agt-template.html

Metadata Definition

In order to create IESR metadata records using these guidelines you may wish to refer to the:

- Application Profile (http://www.mimas.ac.uk/iesr/profile/); and
- Controlled Vocabulary Lists (http://www.mimas.ac.uk/iesr/profile/vocabs/).

Numerous examples have been provided to assist you and these are detailed below.

Examples of complete IESR XML Output Records:

A collection with associated services: **zetoc** (http://www.mimas.ac.uk/iesr/metadata/examples/zetoceg.xml). This includes reference to interface files:

- A Key file for the webcgi service (http://www.mimas.ac.uk/iesr/metadata/examples/interfaces/svc-1056379210-14238-keys.xml)
- A ZeeRex file for the Z39.50 service (http://www.mimas.ac.uk/iesr/metadata/examples/interfaces/svc-1056380019-18263-z.xml)

A transactional service: an OpenURL resolver
(http://www.mimas.ac.uk/iesr/metadata/examples/ourlreseg.xml)

Examples of services with specific access methods:

These examples are partial IESR records showing the service metadata properties only.

- OAI-PMH (Open Archives Initiative Protocol for Metadata Harvesting): http://www.mimas.ac.uk/iesr/metadata/examples/svcoai.xml
- OpenURL: http://www.mimas.ac.uk/iesr/metadata/examples/svcourl.xml
- OpenURL Resolver: http://www.mimas.ac.uk/iesr/metadata/examples/svcourlres.xml
- RSS (RDF Site Summary): http://www.mimas.ac.uk/iesr/metadata/examples/svcrss.xml
- SOAP: http://www.mimas.ac.uk/iesr/metadata/examples/svcsoap.xml
- SRU (Search Retrieve Web/URL): http://www.mimas.ac.uk/iesr/metadata/examples/svcsru.xml
- SRW (Search Retrieve Web): http://www.mimas.ac.uk/iesr/metadata/examples/svcsrw.xml
- Web page: http://www.mimas.ac.uk/iesr/metadata/examples/svcwebp.xml
- Web cgi (general): http://www.mimas.ac.uk/iesr/metadata/examples/svcwebcgi.xml
- Z39.50: http://www.mimas.ac.uk/iesr/metadata/examples/svcz3950.xml

Data Creation Guidelines

There are three entities that need completing. Each entity is described separately. Please complete all the mandatory properties for each entity. Mandatory properties are indicated in the guidelines as *Required*.

Be aware that some properties have the same name in each entity but are separate properties relevant to that entity, for instance **title**, **description**, **logo**.

Each entity has associated administrative metadata (**admeta**), described in a separate section.

What is a service?

A service is a method of accessing a collection.

Note that the entity is repeatable: every collection must have at least one, and may have more than one, service.

Rights

All metadata records in the IESR will be freely available and licensed under a Creative Commons Licence: *Attribution Required; Non-Commercial; Share-Alike*. When you submit data to the IESR you are agreeing to this licence on your metadata records.

Identifiers

Identifiers for collections, services and agents will be allocated on registration with IESR. For initial submission of data please construct simple identifiers to enable correlation by the IESR project team between the collection and its associated services (**Has Service**) and its owners (**Owner**). A collection identifier is not included for initial data submission.

Indicating language using 'xml:lang'

For some properties the language may be indicated. This should be indicated in the *EncodingScheme/Language* column of the Excel templates or by using the 'xml:lang' attribute in the XML templates.

The language value should be encoded in the format defined by Internet RFC 3066 *Tags for the Identification of Languages*:
http://dublincore.org/usage/decisions/2002/2002-02.RFC3066.shtml

This specifies a primary subtag which is:

- a two-letter code taken from ISO 639 part 1;
- or a three-letter code taken from ISO 639 part 2;
- followed optionally by a two-letter country code taken from ISO 3166.

When a language in ISO 639 has both a two-letter and three-letter code, use the two-letter code; when it has only a three-letter code, use the three-letter code.

Note that RFC 3066 replaces RFC 1766.

ISO 639 Language Codes are listed on the W3C website at:
http://www.w3.org/WAI/ER/IG/ert/iso639.htm

Additionally, the W3C have provided a FAQ: *Two-letter or three-letter language codes*, at:
http://www.w3.org/International/questions/qa-lang-2or3.html

Encoding characters in XML

If using the XML templates then please ensure that you encode characters correctly. There are five characters for which there are predefined entity references in XML. They are as follows:

- ' which should be written as **`&apos;`** (short for 'apostrophe')
- " which should be written as **`&quot;`** (short for 'quote')
- < which should be written as **`<`** (short for 'less than')
- > which should be written as **`>`** (short for 'greater than')
- & which should be written as **`&`** (short for 'ampersand')

Using the Data Creation Guidelines

Definition: The definition of the metadata property.

Guidelines: Guidelines for entering the value of the property.

Where one or more encoding schemes are specified terms used should be taken from one, or more, of these. Encoding Schemes are described in the guidelines and also detailed in the Application Profile.

Options: These are the options for the property:

Required.
Property must be present in the record.
This indicates whether a property is mandatory.

Repeatable/Not repeatable.
Indicates whether more than one value for the property is allowed.
When properties are repeated please repeat elements in the XML or lines in the Excel spreadsheet. Where optional properties are not included please delete the elements from the XML or the lines from the Excel spreadsheet. Fixed value properties are not included in the data submission templates.

Language optional.
The language of the property may be indicated using ‘xml:lang’.

Searchable.
This attribute indicates whether a property has a searchable index within the IESR.

Encoded as: How the property is encoded in XML.

Example: An example of the property encoded in XML.

Data Creation Guidelines: Collection

Collection Properties are as follows:

- **Title**
- **Alternative Title**
- **Description**
- **Type**
- **Format**
- **Language**
- **Rights**
- **Use Rights**
- **Access Rights**
- **Has Service**
- **Logo**
- **Subject**
- **Spatial**
- **Temporal**
- **Contents Date Range**
- **Uses Controlled List**
- **Education Level**
- **Owner**
- **Is Part Of**
- **Has Association**
- **Has Publication**

Also included are associated administrative metadata (**admeta**), detailed in a separate section:

- **Creator**
- **Contributor**
- **Created**
- **Publisher**
- **Meta Language**
- **Source**

Title

Definition: The name of the collection.

Guidelines: Enter the name of the collection preserving the original wording, order and spelling. The collection must have a single title.

Alternative titles may be added if required using the **Alternative Title** property. Subtitles should be entered as an alternative title. Acronyms may be entered as the main title or as an alternative title.

For example:

- **COMIC**
- **Computer Applications**
- **Labour Force Survey**
- **LocustWorld**
- **Ordnance Survey Map Data**
- **The Wilfred Owen Multimedia Collection**
- **zetoc**

Options: Required. Not repeatable. Language optional. Searchable.

Encoded as: dc:title

Example: <dc:title xml:lang="en">zetoc</dc:title>

Alternative Title

Definition: An alternative name or sub-title of the collection.

Guidelines: Enter the alternative name or sub-title of the collection.

For example:

- **`Commercial Italian Corpus`**
- **`LFS`**
- **`WOMDA`**
- **`Electronic Table of Contents from the British Library`**

Where more than one **Alternative Title** is provided, a separate property should be used for each.

Options: Optional. Repeatable. Language optional. Searchable.

Encoded as: dcterms:alternative xml:lang="en"

Example: <dcterms:alternative xml:lang="en">Electronic Table of Contents from the British Library</dcterms:alternative>

Description

Definition: A free text summary description of the collection.

Guidelines: Although a description might contain detailed subject-specific information, at least part of the description should be understandable by an end-user with no specialist knowledge of the subject area.

Note that the text cannot be explicitly formatted in any way (by using HTML mark-up for example) – it should be treated as a single paragraph of text.

For example:

- **The two Statistical Accounts of Scotland, covering the 1790s and the 1830s, are among the best contemporary reports of life during the agricultural and industrial revolutions in Europe. Learn more about the area in which you or your ancestors have lived, or use this key source to study the emergence of the modern British State and the economic and social impact of the world's first industrial nation.**

- **A E Halliwell was a design educationist, who taught in higher education from the mid 1930's until the 1960's. The collection includes Halliwell's own work as a student and later at the Royal College of Art, his work as a professional graphic designer in Britain in the 1930's, and the work of students he taught at Camberwell School of Art and the Central School of Arts and Crafts in London. This includes original designs for publicity posters, etc. from around the 1920s to 1940s and material illustrating graphic and industrial design work by students at Camberwell College of Arts and Crafts and Central School of Art and Design, as well as paintings by Halliwell and his wife.**

Options: Optional. Not repeatable. Language optional. Searchable.

Encoded as: dc:description

Example: <dc:description xml:lang="en">The zetoc database, the British Library's Electronic Table of Contents (ETOC), contains details of approximately 20,000 current journals and 16,000 conference proceedings published per year. With 20 million journal and conference records, the database covers every imaginable subject in science, technology, medicine, engineering, business, law, finance and the humanities.</dc:description>

Type

Definition: The type of the collection.

Guidelines: Enter a term taken from the defined encoding scheme:

CLDT
CLDT enumerated list of collection types
http://www.ukoln.ac.uk/metadata/rslp/types/

For example:

- **`Catalogue.Internet.Subject`**
- **`Collection.Dataset`**
- **`Collection.Internet.Software`**

Further encoding schemes may be used providing they are first registered with the IESR. A list of type encoding schemes will be included in the IESR meta-registry.

Where more than one **Type** is provided, a separate property should be used for each.

Remember to include the name of the encoding scheme used. This should be indicated in the *EncodingScheme/Language* column of the Excel templates or by using the 'xsi:type' attribute in the XML templates.

Do not enter a term from the *DCMI Type Vocabulary*. An XML record output from the IESR will have 'type=Collection' from the DCMI Type Vocabulary. It is not necessary to supply this type on input, and no other terms from the DCMI Type Vocabulary should be used.

Options: Optional. Repeatable. Searchable.

Encoded as: dc:type xsi:type="rslpcd:CLDT"

Example: <dc:type xsi:type="rslpcd:CLDT">Catalogue.Library.Text</dc:type>

Format

Definition: The physical or digital characteristics of the collection.

Guidelines: A free text statement. For example, **Format** could include: an indication of the number of items in the collection; the total duration of the items; physical or digital space requirements.

Note that the text cannot be explicitly formatted in any way (by using HTML mark-up for example) – it should be treated as a single paragraph of text.

For example:

- **Landsat data are supplied by EURIMAGE in Ground Receiving Station (GRS) format, which are either Band Interleaved (BIL) or Band Sequential (BSQ). The data supplied through the CHEST deal are BSQ.**
- **Numerical survey data in a number of formats, including SPSS, STATA and ASCII tab-delimited, and associated documentation in PDF format.**
- **This collection consists of computer files in various formats available via the Internet at http://www.mirror.ac.uk.**

Where more than one **Format** statement is provided, a separate property should be used for each.

Options: Optional. Repeatable. Language optional. Not searchable.

Encoded as: dc:format

Example: <dc:format xml:lang="en">Numerical survey data in a number of formats, including SPSS, STATA and ASCII tab-delimited, and associated documentation in PDF format.</dc:format>

Language

Definition: The language of items in the collection.

Guidelines: Enter language names in the format defined by:

Internet RFC 3066
Tags for the Identification of Languages
http://dublincore.org/usage/decisions/2002/2002-02.RFC3066.shtml

This specifies a primary subtag which is:

- a two-letter code taken from ISO 639 part 1;
- or a three-letter code taken from ISO 639 part 2;
- followed optionally by a two-letter country code taken from ISO 3166.

When a language in ISO 639 has both a two-letter and three-letter code, use the two-letter code; when it has only a three-letter code, use the three-letter code.

Note that RFC 3066 replaces RFC 1766.

ISO 639 Language Codes are listed on the W3C website at:
http://www.w3.org/WAI/ER/IG/ert/iso639.htm

For example:

- 'English' would be encoded as
  `en`
- 'French' would be encoded as
  `fr`
- 'English used in the United Kingdom' would be encoded as
  `en-GB`

Where more than one **Language** is provided, a separate property should be used for each.

Options: Optional. Repeatable. Searchable.

Encoded as: dc:language xsi:type="dcterms:RFC3066"

Example: <dc:language xsi:type="dcterms:RFC3066">en</dc:language>

Rights

Definition: Copyright statement about the collection.

Guidelines: A free text statement, but may include a URL.

Note that the text cannot be explicitly formatted in any way (by using HTML mark-up for example) – it should be treated as a single paragraph of text.

For example:

- **Copyright (c) British Library 1993-2003**
- **Copyright (c) 1988-200x Beilstein-Institut zur FÖrderung der Chemischen Wissenschaften licenced to Beilstein Chemiedaten und Software GmbH and MDL Information Systems GmbH.**
- **(c) Crown Copyright Ordnance Survey**

Options: Optional. Not repeatable. Language optional. Not searchable.

Encoded as: dc:rights

Example: <dc:rights xml:lang="en”>Copyright (c) British Library 1993-2003</dc:rights>

Use Rights

Definition: A statement about allowed usage of data from the collection, for example terms and conditions.

Guidelines: A free text statement, but may include a URL.

Note that the text cannot be explicitly formatted in any way (by using HTML mark-up for example) – it should be treated as a single paragraph of text.

For example:

- **All Rights Reserved http://zetoc.mimas.ac.uk/terms.html**
- **Restrictions on the use of the surveys are outlined in the Access Agreement for Individuals that all users agree to when registering for a UK Data Archive account. In particular there is a fundamental restriction on the confidentiality of data. Users should not attempt to use the data to deliberately compromise the confidentiality of individuals or households and are required to abide by the current Data Protection Act. This agreement also covers requirements for citation of publications and safeguarding of data.**
- **The UK Mirror Service terms of use may be found at http://www.mirror.ac.uk/help/terms.txt.**

Options: Optional. Not repeatable. Language optional. Not searchable.

Encoded as: iesr:useRights

Example: <iesr:useRights xml:lang="en">All Rights Reserved http://zetoc.mimas.ac.uk/terms.html</iesr:useRights>

Access Rights

Definition: Licence requirements to access the collection.

Guidelines: Enter a term taken from the list of licence requirements for accessing JISC services:

Access Conditions List
List of conditions for accessing a service
http://www.mimas.ac.uk/iesr/profile/vocabs/#AccessList

Options: Optional. Not repeatable. Not searchable.

Encoded as: dcterms:accessRights xsi:type="iesr:AccessList"

Example: <dcterms:accessRights xsi:type="iesr:AccessList">Freely available.</dcterms:accessRights>

Has Service

Definition: The global identifier of a service providing access to the collection.

Guidelines: For initial submission of data please construct simple identifiers to enable correlation by the IESR project team between the collection and its associated services (**Has Service**).

For example:

- **`mimas-ze-svc01`**
- **`ESDS-LFS`**
- **`http://www.mirror.ac.uk/help/docs/xml/http5-12.xml`**

The collection **Has Service** will correspond to the associated service **Identifier**.

The identified service must be registered in the IESR with this identifier.

Each collection may have one or more associated services. Where more than one **Has Service** is provided, a separate property should be used for each.

Options: Required. Repeatable. Searchable.

Encoded as: iesr:hasService

Example: <iesr:hasService>mimas-ze-svc01</iesr:hasService>

Logo

Definition: A logo for the collection.

Guidelines: Enter the URL of a logo for the collection.

Options: Optional. Not Repeatable. Not searchable.

Encoded as: iesr:logo xsi:type="dcterms:URI"

Example: <iesr:logo xsi:type="dcterms:URI">http://zetoc.mimas.ac.uk/img/zetoclogo.gif</iesr:logo>

Subject

Definition: A single concept (keyword or subject descriptor) that is the subject of the collection, or of the items in the collection.

Guidelines: The terms used indicate the subject matter of the collection.

Enter the complete subject descriptor, including punctuation and capitalisation, according to the relevant scheme:

DDC
Dewey Decimal Classification
http://www.oclc.org/dewey/
For example:

- **639**
- **940.43**
- **611.01816**

HASSET
Humanities And Social Sciences Electronic Thesaurus
http://www.data-archive.ac.uk/search/hassetSearch.asp
For example:

- **Housing**
- **Economic activity**
- **Social security benefits**

JACS
Joint Academic Coding System of the Higher Education Statistics Agency
http://www.hesa.ac.uk/jacs/completeclassification.htm
For example:

- **A100**
- **K450**
- **L172**

LCSH
Library of Congress Subject Headings
http://lcweb.loc.gov/cds/lcsh.html
For example:

- **Chemistry, Organic**
- **Faults (Geology)**
- **Atmosphere / Research**
- **Mapping -- Ice**
- **Hitler, Adolf, 1889-1945**
- **World War, 1939-1945--Science**

MESH
Medical Subject Headings
http://www.nlm.nih.gov/mesh/meshhome.html
For example:

- **Medicine**
- **Delivery of Health Care**
- **legislation & jurisprudence** (Excel)
- **legislation & jurisprudence** (XML)

UDC
Universal Decimal Classification
http://www.udcc.org/
For example:

- **5**
- **59**
- **591**
- **59+636**
- **17:7**
- **31:[622+669](485)**

Do not use the stroke extension (/) to encode subject descriptors, for example: 592/599 could be used to encode 'Systematic zoology' (everything from 592 to 599 inclusive). Use separate subject descriptors, for example:

- **592**
- **593**
- **594**
- etc

UNESCO
UNESCO Thesaurus
http://www.ulcc.ac.uk/unesco/
For example:

- **Organic chemistry**
- **Earth's crust**
- **Socio-economic indicators**

Where more than one **Subject** descriptor is provided, a separate property should be used for each.

Remember to include the name of the encoding scheme used. This should be indicated in the *EncodingScheme/Language* column of the Excel templates or by using the 'xsi:type' attribute in the XML templates.

Concepts may include object names and agent names.

An instance of **Subject** with no Encoding Scheme may be used for a specific local keyword that is not in any standard list.

Options: Required. Repeatable. Language optional. Searchable.

Encoded as: dc:subject xsi:type="dcterms:DDC|dcterms:LCSH|dcterms:MESH|iesr:UNESCO|iesr:HASSET|iesr:JACS. Optional"

Example: <dc:subject xsi:type="dcterms:LCSH">Conference proceedings</dc:subject>

Spatial

Definition: The spatial coverage of the items in the collection.

Guidelines: Enter the complete subject descriptor, including punctuation and capitalisation, according to the relevant scheme:

HASSET
Humanities And Social Sciences Electronic Thesaurus
http://www.data-archive.ac.uk/search/hassetSearch.asp
For example:

- **UNITED KINGDOM**
- **ENGLAND**
- **MIDLANDS**

ISO 3166
ISO 3166 country codes
http://www.iso.org/iso/en/prods-services/iso3166ma/02iso-3166-code-lists/list-en1.html
For example:

- **GB**
- **FR**
- **VA**

UNESCO
UNESCO Thesaurus
http://www.ulcc.ac.uk/unesco/
For example:

- **UK**
- **EEC countries**
- **Western Europe**

Where more than one **Spatial** descriptor is provided, a separate property should be used for each.

Remember to include the name of the encoding scheme used. This should be indicated in the *EncodingScheme/Language* column of the Excel templates or by using the 'xsi:type' attribute in the XML templates.

Options: Optional. Repeatable. Searchable.

Encoded as: dcterms:spatial xsi:type="dcterms:ISO3166 or iesr:UNESCO"

Example: <dcterms:spatial xsi:type="dcterms:ISO3166">UK</dcterms:spatial>

Temporal

Definition: The temporal coverage of the content of the items in the collection.

Guidelines: The temporal coverage of the content of the items in the collection as a date range. Enter a date range – two dates separated by a forward-slash (/).

Each date should be entered according to the W3CDTF scheme:

W3CDTF
W3C Encoding rules for dates and times
http://www.w3.org/TR/NOTE-datetime

Null dates may be used to indicate open-ended date ranges.

For example:

- '1888' would be encoded as
  `1888`
- '1888 to 1894 inclusive' would be encoded as
  `1888/1894`
- '1960 onwards' would be encoded as
  `1960/`
- ''February 2000 to June 2000 inclusive' would be encoded as
  `2000-02/2000-06`

If you are uncertain of a date then make a best guess.

If the date range covers a decade, for example 'the 1960s', then enter this as:

- **`1961/1970`**

Where more than one **Temporal** statement is provided, a separate property should be used for each.

For example:

'1888 to 1894 inclusive and 1902 to 1908 inclusive' would be encoded as:

- **`1888/1894`**
  `1902/1908`

Options: Optional. Repeatable. Searchable.

Encoded as: dcterms:temporal xsi:type="dcterms:W3CDTF"

Example: <dcterms:temporal xsi:type="dcterms:W3CDTF">1888/1894</dcterms:temporal>

Contents Date Range

Definition: The range of dates of the individual items in the collection.

Guidelines: Enter the date range of the individual items in the collection – two dates separated by a forward-slash (/).

Each date should be entered according to the W3CDTF scheme:

W3CDTF
W3C Encoding rules for dates and times
http://www.w3.org/TR/NOTE-datetime

Null dates may be used to indicate open-ended date ranges.

For example:

- '1888' would be encoded as:
  `1888`
- '1888 to 1894 inclusive' would be encoded as:
  `1888/1894`
- '1960 onwards' would be encoded as:
  `1960/`
- 'February 2000 to June 2000 inclusive' would be encoded as:
  `2000-02/2000-06`

If you are uncertain of a date then make a best guess.

If the date range covers a decade, for example 'the 1960s', then enter this as:

- **`1961/1970`**

Where more than one **Contents Date Range** statement is provided, a separate property should be used for each.

For example:

'1888 to 1894 inclusive and 1902 to 1908 inclusive' would be encoded as:

- **`1888/1894`**
  `1902/1908`

Options: Optional. Repeatable. Searchable.

Encoded as: rslpcd:contentsDateRange xsi:type="dcterms:W3CDTF"

Example: <rslpcd:contentsDateRange xsi:type="dcterms:W3CDTF">1960/</rslpcd:contentsDateRange>

Uses Controlled List

Definition: A classification scheme or thesaurus used by the collection.

Guidelines: Enter the scheme or thesaurus name according to the Controlled Vocabularies List:

Controlled Vocabularies List
List of classification schemes or thesauri used in metadata records within the collection
http://www.mimas.ac.uk/iesr/profile/vocabs/#CtrldVocabsList

Where more than one **Uses Controlled List** statement is provided, a separate property should be used for each.

Options: Required. Repeatable. Searchable.

Encoded as: iesr:usesControlledList xsi:type="iesr:CtrldVocabsList">

Example: <iesr:usesControlledList xsi:type="iesr:CtrldVocabsList">HASSET</iesr:usesControlledList>

Education Level

Definition: Education level of group for whom the collection is intended or useful.

Guidelines: Enter a term taken from the UK Educational Levels scheme:

UKEL
UK Educational Levels
http://www.ukoln.ac.uk/metadata/education/ukel/

Where more than one **Education Level** statement is provided, a separate property should be used for each.

Options: Optional. Repeatable. Searchable.

Encoded as: dcterms:educationLevel xsi:type="meg:UKEL"

Example: <dcterms:educationLevel xsi:type="meg:UKEL">UK Educational Level 3 </dcterms:educationLevel>

Owner

Definition: The global identifier of the agent that legally owns or has possession of the collection.

Guidelines: For initial submission of data please construct simple identifiers to enable correlation by the IESR project team between the collection and its associated owners (**Owner**).

For example:

- **`mimas-agt-bl`**
- **`UKDA`**
- **`http://www.mirror.ac.uk/help/docs/xml/agent35.xml`**

The collection **Owner** will correspond to the associated agent **Identifier**.

The identified agent must be registered in the IESR with this identifier.

Each collection may have one or more associated owners. Where more than one **Owner** is provided, a separate property should be used for each.

Options: Required. Repeatable. Searchable.

Encoded as: rslpcd:owner

Example: <rslpcd:owner>mimas-agt-bl</rslpcd:owner>

Is Part Of

Definition: The global identifier of another collection that contains this collection.

Guidelines: Recorded for information only.

For example:

- The **zetoc** collection is part of the MIMAS Bibliographic Reference Services portfolio, for the which the URL is **`http://www.mimas.ac.uk/services/biblio.html`**
- The Labour Force Survey collection is part of the ESDS Government data services, for which the URL is **`http://www.esds.ac.uk/government/`**
- The Access Excellence Classic Collection is part of the PSIgate Physics Gateway, for which the URL is **`http://www.psigate.ac.uk/newsite/physics-gateway.html`**

Where more than one **Is Part Of** statement is provided, a separate property should be used for each.

Options: Optional. Repeatable. Not searchable.

Encoded as: dcterms:isPartOf xsi:type="URI"

Example: <dcterms:isPartOf xsi:type="URI">http://www.esds.ac.uk/government/ </dcterms:isPartOf>

Has Association

Definition: The global identifier of another collection that has association by provenance with this collection.

Guidelines: For example:

- The Labour Force Survey has association with other large-scale government surveys held by the UK Data Archive, for instance the 1970 British Cohort Study, for which the URL is **`http://www.data-archive.ac.uk/findingData/bcsAbstract.asp`**
- The 1991 UK Census of Population Small Area Statistics have association with the 1981 UK Census of Population Small Area Statistics, for which the URL is **`http://census.ac.uk/cdu/Datasets/1981_Census_datasets/`**
- The Tucows Linux software collection held by the UK Mirror Service has association with the same software collection provided by Tucows, the software producer, for which the URL is **`http://www.linuxberg.com/`**

Where more than one **Has Association** is provided, a separate property should be used for each.

Options: Optional. Repeatable. Not searchable.

Encoded as: rslpcd:hasAssociation xsi:type="URI"

Example: <rslpcd:hasAssociation xsi:type="URI">http://vads.ahds.ac.uk/collections/JJTP.html</rslpcd:hasAssociation>

Has Publication

Definition: The global identifier of a publication that provides more information about the collection, such as a general information webpage; a help guide for using the collection; a report based on the use, study, or analysis of the collection.

Guidelines: For example:

- The general information webpage for **zetoc** is **`http://zetoc.mimas.ac.uk`**
- The web page describing the Labour Force Survey is at **`http://www.data-archive.ac.uk/findingData/lfsAbstract.asp`**
- MIMAS-XFT (MIMAS CrossFire Training) is self-paced learning material designed to teach new CrossFire users how to get started, and is available at **`http://xft.mimas.ac.uk/site-athens/`**

Where more than one **Has Publication** is provided, a separate property should be used for each.

Options: Optional. Repeatable. Not searchable.

Encoded as: rslpcd:hasPublication xsi:type="URI"

Example: <rslpcd:hasPublication xsi:type="URI">http://zetoc.mimas.ac.uk</rslpcd:hasPublication>

Data Creation Guidelines: Service

Service Properties are as follows:

- **Title**
- **Identifier**
- **Description** (provided for a transactional service only)
- **Locator**
- **Interface** (provided for SOAP, Z39.50/SRW and Web-cgi services only)
- **Access Type**
- **Service Type** (provided for a transactional service only)
- **Output**
- **Access Rights**
- **Access Domain**
- **Supports Standards** (provided for OAI-PMH, OpenURL, RSS and Z39.50 Bath Profile services only)
- **See Also**
- **Administrator**

Note that not all of these properties are required for all service types.

Also included are associated administrative metadata (**admeta**), detailed in a separate section:

- **Creator**
- **Contributor**
- **Created**
- **Publisher**
- **Meta Language**
- **Source**

Title

Definition: The name of the service.

Guidelines: Enter the name of the service.

For example:

- **arXiv**
- **Manchester SFX Resolver**
- **UKOLN News**
- **Amazon**
- **L5R**
- **ISTC**
- **zetoc**
- **Economic and Social Data Service - Access and Preservation (hosted by the UK Data Archive)**
- **ESDS Nesstar Light Catalogue**
- **HTTP access to: CTI Chemistry 2 - Simon Fraser University**

Options: Required. Not repeatable. Language optional. Searchable.

Encoded as: dc:title

Example: <dc:title xml:lang="en">UKOLN News</dc:title>

Identifier

Definition: A formal global identifier of the service.

Guidelines: This identifier will be assigned by the IESR on registration.

For initial submission of data please construct simple identifiers to enable correlation by the IESR project team between the collection and its associated services (**Has Service**) and its owners (**Owner**).

This identifier should correspond to the appropriate collection **Has Service** property.

For example:

- **`mimas-ze-svc01`**
- **`ESDS-LFS`**
- **`http://www.mirror.ac.uk/help/docs/xml/http5-12.xml`**

Options: Required. Not repeatable. Searchable.

Encoded as: dc:identifier

Example: <dc:identifier>mimas-ze-svc01</dc:identifier>

Description

Definition: A free text summary description of the service.

Guidelines: A service description will be provided for a transactional service only. A transactional service is a service not associated with a collection. For collection-based services the description is within the collection properties.

Although a description might contain detailed subject-specific information, at least part of the description should be understandable by an end-user with no specialist knowledge of the subject area.

Note that the text cannot be explicitly formatted in any way (by using HTML mark-up for example) – it should be treated as a single paragraph of text.

For example:

- **`An OpenURL resolver for The University of Manchester implemented using Ex Libris SFX`**

Options: Optional – provided for a transactional service only. Not repeatable. Language optional. Searchable.

Encoded as: dc:description

Example: <dc:description xml:lang="en">An OpenURL resolver for The University of Manchester implemented using Ex Libris SFX</dc:description>

Locator

Definition: The URI of the access point for the service.

Guidelines: For example:

- **`http://arXiv.org/oai2`**
- **`http://sfx.mimas.ac.uk/sfxmanx`**
- **`http://www.ukoln.ac.uk/rss/ukoln.xml`**
- **`http://soap.amazon.com/onca/soap3`**
- **`http://srw.o-r-g.org:8000/l5r/`**
- **`http://srw.o-r-g.org:8080/istc/`**
- **`http://zetoc.mimas.ac.uk/zetoc/wzgw?db=etoc`**
- **`http://zetoc.mimas.ac.uk/zetoc/wzgw`**

For Z39.50 services this will be a URI beginning **`z3950s:`**, as defined by http://www.ietf.org/rfc/rfc2056.txt. For example:

- **`z3950s://138.253.81.47:210/istc`**
- **`z3950s://zetoc.mimas.ac.uk:2121/zetoc`**

Options: Required. Not Repeatable. Searchable.

Encoded as: rslpcd:locator xsi:type="dcterms:URI"

Example: <rslpcd:locator xsi:type="dcterms:URI">http://zetoc.mimas.ac.uk/zetoc/wzgw</rslpcd:locator>

Interface

Definition: The global identifier of a resource that provides interface information about the service, such as available inputs and outputs, in a machine readable format.

Guidelines: This will be provided for SOAP, Z39.50/SRW and Web-cgi services only.

For SOAP services this will be the WSDL/WSIL file. For example:

- **`http://soap.amazon.com/schemas3/AmazonWebServices.wsdl`**

For Z39.50/SRW services it will be the Zeerex file. For example:

- **`http://srw.o-r-g.org:8080/istc/istc_srw.xml`**

For Web-cgi services it will be according to an IESR-defined XML schema.

Options: Optional – provided for SOAP, Z39.50/SRW and Web-cgi services only. Not Repeatable. Not searchable.

Encoded as: iesr:interface xsi:type="dcterms:URI"

Example: <iesr:interface xsi:type="dcterms:URI">http://srw.o-r-g.org:8080/istc/istc_srw.xml</iesr:interface>

Access Type

Definition: Technical type of interface providing access to service.

Guidelines: Enter a term taken from the list of possible interface methods by which a service may be accessed:

Access Method List
List of possible interface methods by which a service may be accessed
http://www.mimas.ac.uk/iesr/profile/vocabs/#AccMthdList

Options: Required. Not repeatable. Searchable.

Encoded as: dc:type xsi:type="iesr:AccMthdList"

Example: <dc:type xsi:type="iesr:AccMthdList">srw</dc:type>

Service Type

Definition: Type of the service.

Guidelines: A service type will be provided for a transactional service only. A transactional service is a service not associated with a collection.

Enter a term taken from the list of service types:

Service Type List
List of service types
http://www.mimas.ac.uk/iesr/profile/vocabs/#SvcTypeList

Where more than one **Service Type** is provided, a separate property should be used for each.

Do not enter a term from the *DCMI Type Vocabulary*. An XML record output from the IESR will have 'type=Service' from the DCMI Type Vocabulary. It is not necessary to supply this type on input, and no other terms from the DCMI Type Vocabulary should be used.

Options: Optional. Repeatable. Searchable.

Encoded as: dc:type xsi:type="iesr:SvcTypeList"

Example: <dc:type xsi:type="iesr:SvcTypeList">OpenURL Resolver</dc:type>

Output

Definition: Output format available from the service.

Guidelines: This will be provided for OpenURL, Web-cgi and Z39.50 services only.

Enter the output format available for the service.

Expected values would be:

- **`text/html`**
- **`text/xml`**
- **`application/xhtml+xml`**

Where more than one **Output** statement is provided, a separate property should be used for each.

Options: Optional – provided for OpenURL, Web-cgi and Z39.50 services only. Repeatable. Searchable.

Encoded as: iesr:output xsi:type="dcterms:IMT"

Example: <iesr:output xsi:type="dcterms:IMT">text/html</iesr:output>

Access Rights

Definition: Access control for the service

Guidelines: Enter a term from the list of authentication types that could be used for access control on a service:

Access Control Type List
List of authentication types that could be used for access control on a service
http://www.mimas.ac.uk/iesr/profile/vocabs/#AuthList

Where more than one **Access Rights** statement is provided, a separate property should be used for each.

Options: Required. Repeatable. Searchable.

Encoded as: dcterms:accessRights xsi:type="iesr:AuthList"

Example: <dcterms:accessRights xsi:type="iesr:AuthList">ip</dcterms:accessRights>

Access Domain

Definition: Domain from which users can connect to the service.

Guidelines: Many resource providers control access to their content through the use of IP addresses. If applicable enter a DNS domain where the service is available.

DNS Domain
A value according to this scheme is a DNS domain
http://www.dns.net/dnsrd/

For example:

- **`man.ac.uk`**

Applicable for example to OpenURL Resolvers and Library Catalogues.

Where more than one **Access Domain** is provided, a separate property should be used for each.

Options: Optional. Repeatable. Searchable.

Encoded as: dcterms:accessRights xsi:type="iesr:DNSDomain"

Example: <dcterms:accessRights xsi:type="iesr:DNSDomain">man.ac.uk</dcterms:accessRights>

Supports Standards

Definition: Indication of standards and profiles supported by the service.

Guidelines: This will be provided for OAI-PMH, OpenURL, RSS and Z39.50 Bath Profile services only.

Enter a term from the list of standards and profiles to which a service may be compliant:

Standards List
List of standards and profiles to which a service may be compliant
http://www.mimas.ac.uk/iesr/profile/vocabs/#StdsList

Where more than one **Supports Standards** statement is provided, a separate property should be used for each.

Options: Optional – provided for OAI-PMH, OpenURL, RSS and Z39.50 Bath Profile services only. Repeatable. Not searchable.

Encoded as: iesr:supportsStandard xsi:type="iesr:StdsList"

Example: <iesr:supportsStandard xsi:type="iesr:StdsList">openurl-01</iesr:supportsStandard>

See Also

Definition: The global identifier of a document that provides more information about using the service.

Guidelines: This might be the URL of a general information webpage about the service or a help guide for using the service.

For example:

- Information about the University of Manchester SFX service can be obtained at **`http://rylibweb.man.ac.uk/cgi-bin/feedform.pl`**
- **zetoc** Frequently Asked Questions are available at **`http://zetoc.mimas.ac.uk/faq.html`**
- Information about how to download data via the ESDS Government web pages is available at **`http://www.esds.ac.uk/Government/`**
- The NESSTAR Light Version 2.0 User Guide is available at **`http://www.nesstar.com/products/light/userguide/index.shtml`**
- Information on How to access the UK Mirror Service is available at **`http://www.mirror.ac.uk/help/accessing.html`**

Where more than one **See Also** is provided, a separate property should be used for each.

Options: Optional. Repeatable. Not searchable.

Encoded as: rslpcd:seeAlso xsi:type="dcterms:URI"

Example: <rslpcd:seeAlso xsi:type="dcterms:URI">http://zetoc.mimas.ac.uk/faq.html</rslpcd:seeAlso>

Administrator

Definition: The global identifier of the agent that has responsibility for the electronic environment in which the collection is held.

Guidelines: For initial submission of data please construct simple identifiers to enable correlation by the IESR project team between the service and its associated administrators (**Administrator**).

For example:

- **`mimas-agt-mimas`**
- **`UKDA`**
- **`http://www.mirror.ac.uk/help/docs/xml/ukms.xml`**

The service **Administrator** will correspond to the associated agent **Identifier**.

The identified agent must be registered in the IESR with this identifier.

Each service may have one or more associated administrators. Where more than one **Administrator** is provided, a separate property should be used for each.

Options: Required. Repeatable. Searchable.

Encoded as: rslpcd:administrator

Example: <rslpcd:administrator>UKDA</rslpcd:administrator>

Data Creation Guidelines: Agent

Agent Properties are as follows:

- **Identifier**
- **FN**
- **ORG**
- **ROLE**
- **TEL**
- **EMAIL** (required for administrator only)
- **URL**
- **Logo**

Also included are associated administrative metadata (**admeta**), detailed in a separate section:

- **Creator**
- **Contributor**
- **Created**
- **Publisher**
- **Meta Language**
- **Source**

Identifier

Definition: A formal global identifier for **Agent**.

Guidelines: Data provider's identifier of the metadata record of this agent.

In the future this identifier will be assigned by the IESR on registration. However for initial submission of data please construct simple identifiers to enable correlation by the IESR project team between the collection and its owners (**Owner**), and the services and their administrators (**Administrator**).

The agent **Identifier** will correspond to the appropriate collection **Owner** or service **Administrator**.

For example:

- **`mimas-agt-bl`**
- **`mimas-agt-mimas`**
- **`http://www.mirror.ac.uk/help/docs/xml/agent35.xml`**
- **`http://www.mirror.ac.uk/help/docs/xml/ukms.xml`**
- **`UKDA`**

Options: Required. Not repeatable. Searchable.

Encoded as: dc:identifier

Example: <dc:identifier>mimas-agt-mimas</dc:identifier>

FN

Definition: Full name of contact person for agent.

Guidelines: Names should be: either in direct order; or with family name first followed by a comma and then other elements of the name.

For example:

- **`Jane Doe`**
- **`Morris, Leigh`**
- **`Public, John Q`**

Where more than one **FN** is provided, a separate property should be used for each.

Options: Optional. Repeatable. Not searchable.

Encoded as: vcard:FN

Example: <vcard:FN>Jane Doe</vcard:FN>

ORG

Definition: The organisation that is the agent.

Guidelines: Organisation names should be in direct order.

For example:

- **MIMAS**
- **The British Library**
- **Central Saint Martins College of Art and Design**

An agent must have an organisation name.

Options: Required. Not repeatable. Searchable.

Encoded as: vcard:ORG

Example: <vcard:ORG>MIMAS</vcard:ORG>

ROLE

Definition: The role of the agent in relation to the collection or service.

Guidelines: A free text statement.

For example:

- **Service provider.**
- **Host of ESDS Access and Preservation which represents the core of the ESDS and focuses on the central activities of data acquisition, processing, preservation and dissemination.**
- **The "agent" listed here represents the individual(s) or organisation in physical possession of the files from which the UK Mirror Service creates its own copies of each collection. No rights such as copyright ownership or licensing authority are implied by this attribution.**

Where more than one **ROLE** statement is provided, a separate property should be used for each.

Options: Optional. Repeatable. Not searchable.

Encoded as: vcard:ROLE

Example: <vcard:ROLE>Service provider.</vcard:ROLE>

TEL

Definition: Telephone number of agent.

Guidelines: Global international telephone number beginning '+' is preferred.

For example:

- **+441612756109**

Options: Optional. Not Repeatable. Not searchable.

Encoded as: vcard:TEL

Example: <vcard:TEL>+441612756109</vcard:TEL>

EMAIL

Definition: Email contact address for agent.

Guidelines: Required for service administrator only. Not required for collection owner. An agent that is an administrator of a service *must* have a contact email address.

Options: Conditional – required for service administrator only. Not Repeatable. Not searchable.

Encoded as: vcard:EMAIL

Example: <vcard:EMAIL>info@mimas.ac.uk</vcard:EMAIL>

URL

Definition: URL for agent.

Guidelines: Enter the URL for the agent.

Options: Optional. Not repeatable. Not searchable.

Encoded as: vcard:URL

Example: <vcard:URL>http://www.mimas.ac.uk</vcard:URL>

Logo

Definition: URL of a logo for the agent.

Guidelines: Enter the URL of a logo for the agent.

Options: Optional. Not repeatable. Not searchable.

Encoded as: iesr:logo xsi:type="dcterms:URI"

Example: <iesr:logo xsi:type="dcterms:URI">http://www.mimas.ac.uk/images/mimas_small.gif</iesr:logo>

Data Creation Guidelines: Administrative Metadata

One instance of administrative metadata (**admeta**) is required for each entity. This comprises the following properties:

- **Creator**
- **Contributor**
- **Created**
- **Publisher**
- **Meta Language**
- **Source**

Creator

Definition: Person or organisation who created the metadata record.

Guidelines: Names should be: either in direct order; or with family name first followed by a comma and then other elements of the name.

For example:

- **Jane Doe**
- **Morris, Leigh**
- **Public, John Q**

Organisation names should be in direct order. For example:

- **MIMAS**
- **The British Library**
- **Central Saint Martins College of Art and Design**

Where more than one **Creator** is provided, a separate property should be used for each.

Options: Optional. Repeatable. Not searchable.

Encoded as: dc:creator

Example: <dc:creator>Morris, Leigh</dc:creator>

Contributor

Definition: Person or organisation who modified the metadata record.

Guidelines: Names should be: either in direct order; or with family name first followed by a comma and then other elements of the name.

For example:

- **Jane Doe**
- **Morris, Leigh**
- **Public, John Q**

Organisation names should be in direct order. For example:

- **MIMAS**
- **The British Library**
- **Central Saint Martins College of Art and Design**

Where more than one **Contributor** is provided, a separate property should be used for each.

Options: Optional. Repeatable. Not searchable.

Encoded as: dc:contributor

Example: <dc:contributor>Morris, Leigh</dc:contributor>

Created

Definition: Date when metadata record was created (or manually updated).

Guidelines: This date will be entered manually by the metadata record creator.

Each date should be entered according to the W3CDTF scheme:

W3CDTF
W3C Encoding rules for dates and times
http://www.w3.org/TR/NOTE-datetime

For example:

- '2003' would be encoded as:
  `2003`
- 'August 2003' would be encoded as:
  `2003-08`
- '1 August 2003' would be encoded as:
  `2003-08-01`

Where more than one **Created** statement is provided, a separate property should be used for each.

Options: Optional. Repeatable. Not searchable.

Encoded as: dc:created xsi:type="dcterms:W3CDTF"

Example: <dc:created xsi:type="dcterms:W3CDTF">2003-08-01</dc:created>

Publisher

Definition: Organisation or project that published this record.

Guidelines: Following discussion prompted by real world input we have decided that the publisher of the metadata records will be the IESR. Therefore please leave this property blank on entering data into the Excel templates or remove it if using the XML templates.

Encoded as: dc:publisher

Meta Language

Definition: Language of the metadata record.

Guidelines: Enter language names in the format defined by:

Internet RFC 3066
Tags for the Identification of Languages:
http://dublincore.org/usage/decisions/2002/2002-02.RFC3066.shtml

This specifies a primary subtag which is:

- a two-letter code taken from ISO 639 part 1;
- or a three-letter code taken from ISO 639 part 2;
- followed optionally by a two-letter country code taken from ISO 3166.

When a language in ISO 639 has both a two-letter and three-letter code, use the two-letter code; when it has only a three-letter code, use the three-letter code.

Note that RFC 3066 replaces RFC 1766.

ISO 639 Language Codes are listed on the W3C website at:
http://www.w3.org/WAI/ER/IG/ert/iso639.htm

Additionally, the W3C have provided a FAQ: *Two-letter or three-letter language codes*, at:
http://www.w3.org/International/questions/qa-lang-2or3.html

For example:

- 'English' would be encoded as
  `en`
- 'French' would be encoded as
  `fr`
- 'English used in the United Kingdom' would be encoded as
  `en-GB`

Where more than one **Meta Language** is provided, a separate property should be used for each.

Options: Optional. Not Repeatable. Not searchable.

Encoded as: dc:language xsi:type="dcterms:RFC3066"

Example: <dc:language xsi:type="dcterms:RFC3066">en-GB</dc:language>

Source

Definition: Source record from which this metadata record was derived.

Guidelines: URL of a source record from which this metadata record was derived.

Options: Optional. Not Repeatable. Not searchable.

Encoded as: dc:source xsi:type="URI"

Example: <dc:source xsi:type="URI">http://irwell.mimas.ac.uk/cgi-bin/cgiwrap/zzmetadm/mimascollsrch?title=zetoc</dc:source>

Additional properties

There are additional properties that do not need to be entered for initial submission. Information about them is provided here for information only.

Collection: Identifier

Definition: A formal global identifier of the collection.

A collection identifier is not included for initial data submission.

admeta: Modified

Definition: Date when metadata record was updated within IESR.

Not required for initial data entry. Will be added/updated by IESR on registration of the record.

admeta: Rights

Definition: Rights or restrictions on the use of the metadata record.

Access to metadata records in the IESR will be freely available. But the records are covered by a Creative Commons licence. All contributors of data to the IESR agree to this licence by default. The licence is Attribution required; Non-commercial; Share-alike

Attribution (by): The licensor permits others to copy, distribute, display, and perform the work. In return, licensees must give the original author attribution.

Non-commercial (nc): The licensor permits others to copy, distribute, display, and perform the work. In return, licensees may not use the work for commercial purposes - unless they get the licensor's permission.

Share-alike (sa): The licensor permits others to distribute derivative works only under a licence identical to the one that governs the licensor's work.

This has a fixed value: http://creativecommons.org/licenses/by-nc-sa/1.0/

Encoded as: dc:rights

What to do with completed metadata records

Completed metadata records may be emailed to the IESR team or made available for download by ftp. Alternatively they made be made available via a website. The choice is yours.

When you have completed metadata records please contact Leigh Morris (email: iesr@mimas.ac.uk; telephone: 0161 275 7179) to discuss your requirements for supplying the IESR team with the records.