

Open Government Metadata Application Profile

Standard Guide



Open Government Metadata Application Profile : Standard Guide

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Purpose of this Guide

This guide is designed to add clarification and context to the Open Government Metadata Application Profile (OGMAP), presenting and describing all of the metadata elements that are to be included in the Government of Alberta's (GoA) Open Government Portal (the Portal) with more comprehensive descriptions, guidance, and comparable fields in both the Dublin Core and MARC Metadata Standards. While the profile is specific to the Open Government Portal, it is expected that other GoA institutional repositories will be able to apply this profile to their situation with little or no modifications, to ensure better interoperability between government information systems.

The standard is an extension of the GoA's Metadata - Core Content Standard. The Metadata - Core Content Standard serves as the foundation of the profile, which is extended by adding additional elements to enable enhanced description of the information resources in the Portal.

Open Government Metadata Application Profile Details

Definitions

- **Level of Application:** Indicates whether the element should be applied at the record level, resource level or item level within the metadata record.
- **Definition:** A short description of the metadata element.
- **Purpose:** A description of the reason(s) that a metadata term should be used within the Open Government Portal.
- **Obligation:** Indicates whether a metadata element is required to always or sometimes be present, or to always or sometimes have a value.
 - **Mandatory (M):** The element must have a value. "Not Applicable" is not an accepted value.
 - **Mandatory if Applicable (MA):** The element must have a value if available for the described resource.
 - **Recommended (R):** The element should have a value if available and appropriate for the described resource.
 - **Optional (O):** The element may have a value if available, adds value, and is appropriate for the described resource.
- **Repeatable:** Indicates whether a metadata element can be applied only once or more than once when describing a single resource.
- **Encoding scheme:** An encoding scheme captures information about the values that populate a metadata element, and/or the syntax of the information in an element:
 - "Vocabulary encoding scheme" – a controlled set of values exists that are authorized for use with the metadata field
 - "Syntax encoding scheme" – rules exist for the notation of data entered into the metadata field, such as YYYY-MM-DD as the standard expression of a date.
- **Do not confuse with:** Clarifies the differences in meaning and/or use among metadata elements that could appear similar.
- **Populated by:** Indicates how the text or other data for the element could be captured. Metadata values may be entered manually, selected from a pick list or system-generated.
- **Guidance:** Describes recommended practice, usage, scope, examples, and/or other information that would assist metadata and other specialists to implement and use a specific metadata element.
- **Similar to:** Elements in other metadata schemes, such as Dublin Core and MARC, which are equivalent or roughly equivalent to the OGMAP element.

Metadata Elements

Additional Information			
Level of Application:	Resource		
Definition:	Description of factors that support the effective interpretation and use of the information resource.		
Purpose:	This field allows the metadata manager to include information that has not been captured in other metadata fields and that will help in the interpretation, understanding, and application of the information included in the resource.		
Obligation:	Mandatory if Applicable	Repeatable:	No
Encoding scheme:	No		
Do not confuse with:	DESCRIPTION: A concise narrative of the content of an information resource.		
Populated by:	Manual entry		
Guidance:	<p>Do not repeat information that has already been captured in other metadata fields.</p> <p>This element maps to the USAGE CONSIDERATIONS field of the Government of Alberta's Metadata – Core Content Standard.</p> <p>This field will commonly be used for datasets, statistical information, or other information resources which do not contain explanatory material within the resource itself. For example, it may be used to define the field names in a dataset and explain what the data represents and how it was captured. However, if a separate document (such as a data dictionary) already exists for this purpose, the user should be directed to this resource through the use of the RELATED RESOURCE metadata element rather than repeating the same information in this field.</p> <p>Examples of ADDITIONAL INFORMATION include:</p> <ul style="list-style-type: none"> • Other dimensions not already expressed in other metadata elements; • Comparisons among surveys due to changes in format and methods; • Accuracy and reliability and other quality control measures, such as sampling and non-sampling errors, model assumption errors and associated bias risks; weighting procedures, out-of-scope and misclassification rates; • Timeliness, i.e. the length of time between the end of the Temporal Coverage of the data and its publication; if the data is provisional, when the final results are anticipated; • Major scheduled revisions; recent unexpected revisions; size, frequency, and handling of minor revisions; • Source of the data or information if not collected by the CREATOR of the resource. When indicating a source, be as specific as possible. 		
ckan name:	usageconsiderations usage		
Similar to:	DCMI: none MARC: 500 ; 507 ; 567 MODS: <note>		

Alternative Title

Level of Application:	Resource		
Definition:	An alternative name used as a substitute or additional access point for an information resource.		
Purpose:	Using Alternative Title can assist retrieval and help to distinguish one resource from another, as users may be more familiar with an informal version of a title.		
Obligation:	Mandatory if Applicable	Repeatable:	Yes
Encoding scheme:	No		
Do not confuse with:	TITLE: the name given to the resource and by which the resource is formally known; ITEM TITLE: The formal or informal name given to the particular item (file) being described. Digital filenames or website titles.		
Populated by:	Manual entry		
Guidance:	<p>Use ALTERNATIVE TITLE for commonly-used titles of a resource other than the Title. This could include title abbreviations, title aliases, assigned titles, or names by which a resource is commonly or informally known.</p> <p>Alternative Titles should be derived from the content of the resource, with special attention paid to the title page, and reflect how users would search for a resource.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Title: A future of choices, a choice of futures: report of the Commission on Educational planning • Alternative Title: Worth Report (named after the head of the commission which wrote the report) • Title: Assured Income for the Severely Handicapped Regulations • Alternative Title: AISH Regulations • Title (for a dataset): Family Size, Canada, Provinces and Territories, 2011 • Alternative Title: Family Size <p>Include special characters such as quotation marks, apostrophes, and accented characters, e.g. Métis.</p>		
ckan name:	alternatetitle1 alternatetitle2 alternatetitle3 alternatetitle		
Similar to:	DCMI: dc.title.alternative MARC: 130 ; 210 ; 240 ; 246 ; 730 ; 740 MODS: <titleInfo><title>		

Audience

Level of Application:	Resource		
Definition:	A group of people for whom an information resource is intended or useful.		
Purpose:	The Audience element facilitates searching by allowing the user to filter by resources expected to be of interest to a particular sector of the public.		
Obligation:	Mandatory	Repeatable:	Yes
Encoding scheme:	Vocabulary encoding scheme. See Appendix B.		
Do not confuse with:	TOPIC, SUBJECT: controlled terms that indicate the topic of a resource, i.e. what it is "about".		
Populated by:	Pick list		
Guidance:	<p>Values must be selected from the Audience Vocabulary.</p> <p>The element is used to describe any resource which is directed towards or would be of especial use to one or more particular audiences. At least one term from the Audience Scheme should be applied. If the resource does not target one or more specific audiences, use the term "general public."</p>		
ckan name:	audience		
Similar to:	DCMI: dc.audience MARC: 521 (for export, not for import) MODS: <targetAudience>		

Availability

Level of Application:	Resource		
Definition:	Information on the availability of an information resource beyond the Open Government Portal.		
Purpose:	To allow access to the resources when available through another avenue.		
Obligation:	Optional	Repeatable:	Yes
Encoding scheme:	Yes		
Do not confuse with:			
Populated by:	Pick list (drop-down menu); Manual entry		
Guidance:	<p>The described resource may be available in physical format in a library; it may be available in another digital format through another source, or it may be available for purchase in physical or digital format through another government or non-government entity such as Queen's Printer or the Alberta Learning Information Service (ALIS). Use only if the resource can be expected to be available through the other source for an extended time period.</p> <p>Each AVAILABILITY metadata element must include three qualifiers:</p> <p>Availability.Source: the source location of the resource. Entry will involve choosing from a pick list of resources. If the correct source is not included in the pick list, please contact the Portal administrator to have the source included.</p> <p>Availability.Cost: Whether the resource is available at the identified source for a cost or for free.</p> <p>Availability.Identifier: the unique URL for the resource in the identified source location.</p> <p>If the described resource is available from the same source, but in both free and for-cost versions, AVAILABILITY should be repeated.</p> <p>NOTE: THIS ELEMENT HAS NOT CURRENTLY BEEN IMPLEMENTED IN THE OPEN GOVERNMENT PORTAL.</p>		
ckan name:			
Similar to:	Dublin Core: none MARC: none		

Catalogue

Level of Application:	Record		
Definition:	The broad metadata collection to which the metadata record belongs.		
Purpose:	Allows the Portal to aggregate resources in broad collections. Also allows union catalogues and other automated systems which harvest metadata from the catalogue to identify broad collections of information resources and to select only those collections that are of interest to them.		
Obligation:	Mandatory	Repeatable:	No
Encoding scheme:	Yes		
Do not confuse with:	TYPE: The business design or structure used in the presentation and publication of an information resource.		
Populated by:	Pick list		
Guidance:	<p>The Open Government Portal contains a broad range of information “types.” These can be separated into larger “collections” of resources, each with their own unique characteristics and purposes.</p> <p>The catalogue to which the metadata record will be assigned is determined by the form chosen by the person entering the record. For eg., if a person chooses “add dataset” when creating a record, the resource will be included in the opendata catalogue</p>		
ckan name:	type		
Similar to:			

Contact E-Mail

Level of Application:	Resource		
Definition:	The e-mail address to be used to contact the organizational contact for the resource as listed in the Contact Name.		
Purpose:	Use of Contact E-Mail, along with Contact Name, provides an avenue for users to provide feedback or request additional information about a resource to assist in determining its relevance and potential use, or in understanding and interpreting the content.		
Obligation:	Mandatory if Applicable	Repeatable:	No
Encoding scheme:	No		
Do not confuse with:			
Populated by:	Manual entry		
Guidance:	Use all lower case letters for the e-mail address.		
ckan name:	email contact_email		
Similar to:	Dublin Core: none MARC: none		

Contact Name

Level of Application:	Resource		
Definition:	The organizational contact to obtain further information or provide feedback about an information resource.		
Purpose:	Use of CONTACT NAME provides an avenue for users to provide feedback or request additional information about a resource to assist in determining its relevance and potential use or in understanding and interpreting the content.		
Obligation:	Mandatory if Applicable	Repeatable:	No
Encoding scheme:	No		
Do not confuse with:	<p>CONTRIBUTOR: a person or organization responsible for making significant contributions to the content of the described resource.</p> <p>CREATOR: the business entity (department, agency, board, commission, etc.) primarily responsible for the creation of the content of the resource.</p> <p>ISSUING BODY: the department, agency, board or commission responsible for making the described resource publicly available.</p>		
Populated by:	Manual entry		
Guidance:	<p>Contact information should be included for all new information resources that are added to the Portal. Generally, CONTACT NAME will be a support or branch unit that will either respond to the user or refer the inquiry to a subject matter expert.</p> <p>Because the Portal may include historical resources for which there is no longer a suitable contact point, this element has not been made mandatory.</p> <p>When a CONTACT NAME is provided for an information resource, it should be combined with a CONTACT E-MAIL.</p>		
ckan name:	contact		
Similar to:	Dublin Core: none MARC: none		

Contact Other

Level of Application:	Resource		
Definition:	Other information which can be used to contact the organizational contact for the resource as listed in the Contact Name.		
Purpose:	Use to include alternative access points other than e-mail to the CONTACT NAME.		
Obligation:	Optional	Repeatable:	No
Encoding scheme:	No		
Do not confuse with:	<p>CONTRIBUTOR: a person or organization responsible for making significant contributions to the content of the described resource.</p> <p>CREATOR: the business entity (department, agency, board, commission, etc.) primarily responsible for the creation of the content of the resource.</p> <p>ISSUING BODY: the department, agency, board or commission responsible for making the described resource publicly available.</p>		
Populated by:	Manual entry		
Guidance:	<p>Use this field when information other than an e-mail is provided for the CONTACT NAME.</p> <ul style="list-style-type: none"> • Telephone number (including TTY, toll-free and fax numbers); • URL link; • Street Address information <p>The following syntax must be used for additional contact information:</p> <ul style="list-style-type: none"> • Phone and fax numbers: 780-427-5555; 1-800-427-5555 (No space, brackets or slash. Insert hyphens as indicated in the example above. For the word extension use Ext. e.g.; 780-427-5555, Ext. 123. • URL Link: Requires http:// (or https:// for secured sites). 		
ckan name:	contactother		
Similar to:	Dublin Core: none MARC: none		

Contributor

Level of Application:	Resource		
Definition:	A person or organization responsible for making significant contributions to the content of an information resource.		
Purpose:	To identify individuals or organizations other than those identified as the CREATOR of the described resource who provided significant input into its creation, and to allow the viewer to locate other resources in which the named contributor provided significant input.		
Obligation:	Mandatory if Applicable	Repeatable:	Yes
Encoding scheme:	No		
Do not confuse with:	<p>CONTACT: provides a contact point to obtain further information or provide feedback about a resource or its metadata.</p> <p>CREATOR: the business entity (department, agency, board, commission, etc.) primarily responsible for the creation of the content of the resource.</p> <p>ISSUING BODY: the business entity (department, agency, board, commission, etc.) responsible for making the resource publicly available.</p>		
Populated by:	Manual entry		
Guidance:	Often a published work attributed to a department, agency, board, commission or other entity will have individuals or other organizations listed as authors or other types of contributors (e.g., editors, reviewers). Use this field to list their names as an additional access point.		
ckan name:	contributor contributor2 contributor3 contributor4 contributor5 contributor6		
Similar to:	Dublin Core: dc.contributor MARC: 100 ; 700 \$a ; 710 MODS: <name><namepart>		

Creator

Level of Application:	Resource		
Definition:	The business entity responsible for creating or compiling the original content of an information resource.		
Purpose:	Provides context and identifies the defined authority responsible for the accuracy and timeliness of an information resource, thus supporting quality assurance of content and accountability for information resources.		
Obligation:	Mandatory	Repeatable:	Yes
Encoding scheme:	Vocabulary encoding scheme. See Appendix B.		
Do not confuse with:	<p>CONTACT: provides a contact point to obtain further information or provide feedback about a resource or its metadata.</p> <p>CONTRIBUTOR: makes a contribution to the content of a resource, but does not have primary responsibility.</p> <p>ISSUING BODY: the business entity (department, agency, board, commission, etc.) responsible for making the resource publicly available.</p>		
Populated by:	Pick list		
Guidance:	<p>A CREATOR is almost always an organization, not an individual. The CONTRIBUTOR element can be used to identify specific individuals involved in the creation of the described resource. However, there may be rare occasions where the CREATOR is an individual.</p> <p>CREATOR may be a department, agency, board, commission, or other entity of the Government of Alberta, or a non-government entity under contract to the Government. The organization name should be the official name, not an abbreviation or acronym. Do not include the names of organization units such as divisions and/or branches.</p> <p>CREATOR is repeatable if more than one government department, agency, board, commission or other entity shared primary responsibility for the creation of the resource.</p> <p>In the Open Government Portal context, CREATOR and ISSUING BODY are often the same organization but this may not always be the case.</p>		
ckan name:	creator		
Similar to:	Dublin Core: dc.creator MARC: 110 ; 710 MODS: <name><namepart>		

Date Added to Catalogue

Level of Application:	Resource		
Definition:	The date and time on which an information resource is made available through the catalogue.		
Purpose:	Use of DATE ADDED TO CATALOGUE allows users to distinguish between the date a resource was published and the date it was included in the Portal. It also allows users to locate resources recently added to the Portal.		
Obligation:	Mandatory	Repeatable:	No
Encoding scheme:	Syntax encoding scheme. YYYY-MM-DD. See Appendix B.		
Do not confuse with:	<p>DATE CREATED: the date the intellectual content of the resource was completed or compiled in the form in which it was approved for and eventually released.</p> <p>DATE ISSUED: the date a resource was originally published or otherwise made publicly available for the first time. Date Issued and Date Added to Catalogue might be, but do not have to be, the same date.</p> <p>METADATA RECORD CREATION DATE: the date, or date and time, on which a catalogue record is created. METADATA RECORD CREATION DATE and DATE ADDED TO CATALOGUE often will be, but do not have to be, the same date.</p> <p>DATE MODIFIED: the date on which the content of a resource was changed, or when a new issue of a serial resource was added to the metadata record.</p>		
Populated by:	System-generated		
Guidance:	The DATE ADDED TO CATALOGUE will be date the metadata record was first “published” within the Portal environment.		
ckan name:	metadata_created		
Similar to:	DCMI: dc.date.available MARC: none		

Date Archived

Level of Application:	Resource		
Definition:	The date at which an information resource should be identified as an archive copy.		
Purpose:	To ensure that users of the catalogue are able to distinguish between current resources and resources which have been superseded by a more current resource or which because of their age may be otherwise out of date.		
Obligation:	Mandatory if Applicable	Repeatable:	No
Encoding scheme:	Syntax encoding scheme. YYYY-MM-DD. See Appendix B.		
Do not confuse with:			
Populated by:	Calendar		
Guidance:	<p>The Open Government Portal is meant to be a permanent repository for government information. As the Portal grows to include digitized resources from the past, and as once-current resources become dated or superseded, there will often be a need or a desire among users of the Portal to distinguish between resources that are still in effect or are still fairly current and those which are older or no longer in effect.</p> <p>In general, resources that are more than 15 years old should include an archive date. But custodians or system administrators may choose a different date for the ARCHIVE DATE if suitable.</p> <p>When a resource is superseded by, continued by, absorbed by, or otherwise replaced by another resource, the Archive Date should be set to the date on which the new resource was first issued.</p>		
ckan name:	archivedate archive_date		
Similar to:	DCMI: none MARC: none		

Date Created

Level of Application:	Resource		
Definition:	The date, or date and time, on which the content of an information resource is created or compiled.		
Purpose:	The use of DATE CREATED helps users assess the relevance of the content to their information needs, and allows users to distinguish between when the content of an information resource was created or compiled and when the resource was publicly released.		
Obligation:	Mandatory	Repeatable:	No
Encoding scheme:	Syntax encoding scheme. YYYY-MM-DD. See Appendix B.		
Do not confuse with:	<p>DATE ADDED TO CATALOGUE: the date the resource was first added to the Portal.</p> <p>DATE ISSUED: the date the resource was originally published or otherwise made publicly available for the first time, which may have been prior to its inclusion in the catalogue.</p> <p>METADATA RECORD CREATION DATE refers to the date on which the Portal record is created.</p>		
Populated by:	Calendar		
Guidance:	<p>Systems tend to identify the “date created” of a resource as the date on which it is captured into a repository. The actual creation of a resource and its capture frequently do take place on the same date, but this is not always the case, for example:</p> <ul style="list-style-type: none"> • Disseminating a resource sometime after its date created; • Capturing metadata about a resource into a repository that does not contain the resources itself. <p>DATE CREATED should reflect the date the intellectual content of the resource was completed or compiled in the form in which it was eventually released.</p> <p>Be as specific as possible, including month and day as well as year, if known.</p> <p>Some scenarios might be:</p> <ul style="list-style-type: none"> • A dataset compiled in April 2015 published on July 2015 (DATE CREATED is 2015-04); • A report completed in September 2015 but publicly released in January 2016 (DATE CREATED is 2015-09); 		
ckan name:	createdate date_created		
Similar to:	DCMI: Created MARC: MODS: <originInfo><dateCreated>		

Date Issued

Level of Application:	Resource		
Definition:	The date, or date and time, on which an information resource was originally published or otherwise made publicly available for the first time.		
Purpose:	Use of DATE ISSUED allows users to determine the currency of the described resource. It also helps the user to distinguish between the date the described resource was created, the date it was first made publicly available, and the date it was added to the Portal.		
Obligation:	Mandatory	Repeatable:	No
Encoding scheme:	Syntax encoding scheme. YYYY-MM-DD. See Appendix B.		
Do not confuse with:	<p>DATE ADDED TO CATALOGUE: the date on which the resource was included in the Portal.</p> <p>METADATA RECORD CREATION DATE: the date on which a new Portal metadata record is created.</p> <p>DATE MODIFIED: the date on which the content of an information resource was changed, or when a new issue of a serial resource was added to the metadata record.</p>		
Populated by:	Calendar		
Guidance:	<p>The DATE ISSUED should indicate the date on which the described resource was first published or otherwise released to the public.</p> <p>Be as specific as possible, including month and day as well as year, if known.</p> <p>If the resource was never publicly released before inclusion in the Portal, the DATE ISSUED and DATE ADDED TO CATALOGUE would be the same.</p> <p>Some scenarios might be:</p> <ul style="list-style-type: none"> • A dataset compiled in April 2015 published on July 2015 (DATE ISSUED is 2015-07); • A report completed in September 2015 but publicly released in January 2016 (DATE ISSUED is 2016-01); 		
ckan name:	issuedate date_issued		
Similar to:	DCMI: dc.date.issued MARC : 260 \$c ; 264 \$c MODS: <originInfo><dateIssued>		

Date Modified

Level of Application:	Resource		
Definition:	The date, or date and time, on which the content of an information resource is changed.		
Purpose:	<p>The use of DATE MODIFIED:</p> <ul style="list-style-type: none"> • Helps users assess the relevance of the content to their information needs. • Helps users distinguish when the content of an information resource was changed after it was initially issued. • Provides evidence of accountability and quality control by tracking revisions to the content of an information resource. 		
Obligation:	Mandatory	Repeatable:	No
Encoding scheme:	Syntax encoding scheme. YYYY-MM-DD. See Appendix B.		
Do not confuse with:	METADATA RECORD UPDATE DATE: the date, or date and time, on which a catalogue record is changed.		
Populated by:	Calendar		
Guidance:	<p>The DATE MODIFIED refers to the last date on which the content of an information resource revised. The date of the most recent update is the only date retained.</p> <p>Be as specific as possible, including month and day as well as year, if known.</p> <p>In the case of records which describe an information resource with more than one item (file), such as serial resources or resources with more than one part (eg. book chapters), the DATE MODIFIED should reflect the most recent date that any one item was modified. For example, if a new issue of a serial is added to a record, the DATE MODIFIED should be the date that the new issue was modified.</p> <p>For most publications and many other information resources in the Portal, the DATE CREATED and DATE MODIFIED will be the same and will likely remain the same.</p>		
ckan name:	date_modified		
Similar to:	DCMI: dc.date.modified MARC MODS: <originInfo><dateModified>		

Description

Level of Application:	Resource		
Definition:	A concise narrative of the content of an information resource.		
Purpose:	Use of DESCRIPTION provides an explanation of the contents of a resource to assist in retrieval and to help users determine if a resource is relevant to their needs. The description can also describe the purpose of an information resource (what it was intended to accomplish), what the resource "is" or what it measures, its function and potential uses.		
Obligation:	Mandatory	Repeatable:	No
Encoding scheme:	No		
Do not confuse with:	ITEM DESCRIPTION: A concise narrative of the content of the particular item (file) being described. For resources that contain multiple components or files with different intellectual content, there may be both a Description that applies to the resource as a whole, and item descriptions which apply to each individual component.		
Populated by:	Manual entry		
Guidance:	<p>The DESCRIPTION must be concise as well as informative. Do not repeat the Title or Alternative Title in the Description field.</p> <p>The DESCRIPTION should consist of complete sentences, written in an easily understandable manner. It could cover aspects such as:</p> <ul style="list-style-type: none"> • the purpose and function of a resource: what it was intended to accomplish; • what a resource "is", such as "... the results of a comprehensive survey about persons who..."; • a resource's place in a continuum, e.g. "It was preceded by...; It grew out of...; It expands on earlier data collected by... for..."; • potential uses for the resource, e.g. "To plan programs and services for...; As a base for analyzing...; To forecast volumes of...; To determine requirements for..." • Other useful information not captured in other metadata elements. <p>Include special characters such as quotation marks, apostrophes, and accented characters, e.g. Métis.</p>		
ckan name:	notes		
Similar to:	DCMI: dc.description MARC: 505 ; 520 MODS: <abstract>		

Extent

Level of Application:	Item		
Definition:	The size or duration of the item (file) being described.		
Purpose:	Information on the size of an item, such as the number of pages, or the duration of video or sound files, can help users decide whether or not to commit to downloading the item and whether it can be expected to meet their information needs, and the length of time required to read, listen to or view the resource.		
Obligation:	Recommended	Repeatable:	Yes
Encoding scheme:	No		
Do not confuse with:	<p>FILESIZE: The filesize of the item being described.</p> <p>FORMAT: the computer encoding method for a resource file.</p> <p>SPATIAL COVERAGE: the geographical area or spatial extent covered by the content of the resource.</p> <p>TEMPORAL COVERAGE: the time frame covered by the content of the resource.</p>		
Populated by:	Manual entry		
Guidance:	<p>Do not include file size in this field, as it has been given its own metadata element.</p> <p>EXTENT generally consists of both a numeric value and a caption that is needed to interpret the numeric value. Best practice is to separate the numeric value and the caption with a space. Do not use abbreviations in the caption.</p> <p>When recording the number of pages of textual resources, include the total number of pages, including title pages, blank pages, introductory pages, back cover pages, etc.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Audio: 20 minutes; or 1.5 hours • Physical: 327 pages • Video: 45 minutes 		
ckan name:	extent extent2 extent3		
Similar to:	DCMI: dc.format.extent MARC: 300 \$a \$f MODS: <physicalDescription><extent>		

Filesize

Level of Application:	Item		
Definition:	The filesize of the item (file) being described.		
Purpose:	FILESIZE information can help users decide whether or not to commit to downloading the described item (file) by providing information on the amount of physical or digital storage space that it requires and an estimate of the length of time it might take to download.		
Obligation:	Recommended	Repeatable:	No
Encoding scheme:	No		
Do not confuse with:	EXTENT: The size or duration of the item being described.		
Populated by:	System-generated; Manual entry		
Guidance:	<p>This number may be auto-generated by the system software. If not, or if the item being described is hosted somewhere other than in the Portal, manually enter the filesize here.</p> <p>When recording FILESIZE, abbreviate the unit of measurement (eg. kb for kilobytes, mb for megabytes, gb for gigabytes). Include a space between the value and the unit of measurement.</p> <p>Examples:</p> <ul style="list-style-type: none"> • 24 mb • 3.4 gb • 546 kb 		
ckan name:	resources/0/size		
Similar to:	DCMI: dc.format.extent MARC: 300 \$a \$f		

Format

Level of Application:	Item		
Definition:	The file format or encoding method of the item (file) being described.		
Purpose:	Use of FORMAT supports retrieval, as well as control, storage, preservation and access management of resources through time. It can alert users to the existence of requirements for software, hardware or equipment other than a web browser to display, use, or manage a resource.		
Obligation:	Mandatory	Repeatable:	No
Encoding scheme:	Vocabulary encoding scheme. See Appendix B.		
Do not confuse with:	<p>AVAILABILITY: used when the described resource is available in print or in another digital format through another government or non-government source, such as Queen's Printer or the Internet Archive.</p> <p>TYPE: describes the business structure of the content of a resource, e.g. fact sheet, policy, report, guide, statistics.</p>		
Populated by:	Pick list		
Guidance:	<p>FORMAT refers to the encoding method used to store digital resource and convert it into human-accessible form.</p> <p>A resource with identical or near-identical intellectual content may have multiple formats. For example, a resource may be available for download in html, pdf and docx formats.</p>		
ckan name:	resources/0/format		
Similar to:	DCMI: dc.format MARC: none MODS: <physicalDescription><internetMediaType>		

Frequency

Level of Application:	Resource		
Definition:	The time interval at which new or updated versions of an information resource are issued.		
Purpose:	Documenting the periods at which new or updated versions or issues of a resource are released can help users understand the context, availability and relevance of its content. FREQUENCY also is a component in managing the publication process.		
Obligation:	Mandatory	Repeatable:	No
Encoding scheme:	Vocabulary encoding scheme. See Appendix B.		
Do not confuse with:			
Populated by:	Pick list		
Guidance:	<p>Values must be selected from a controlled list.</p> <p>Select “Once” if the resource is not expected to be updated or serially produced. Later versions of a resource with a FREQUENCY of “once” should be entered as a new resource with its own catalogue record, and the relationship between the resources should be identified with the RELATED RESOURCE element.</p> <p>Select “Other” if the described resource is issued at a regular time interval not included in the controlled vocabulary.</p> <p>If the frequency with which the described resource changes (eg. A quarterly publication is changed to a monthly publication) update the frequency metadata element to reflect the new frequency. A note can be added under the ADDITIONAL INFORMATION metadata element to mark the change in frequency.</p>		
ckan name:	updatefrequency		
Similar to:	DCMI: dc.accrualPeriodicity MARC: 310 \$a MODS: <originInfo><frequency>		

Identifier (Other)

Level of Application:	Resource		
Definition:	A unique number, code, or reference value assigned to an information resource within a given context.		
Purpose:	Use of IDENTIFIER (OTHER) supports unambiguous identification of resources, helps to prevent duplication, allows for interoperability with other metadata management systems, and facilitates retrieval, as users may retrieve resources by specific identifiers.		
Obligation:	Mandatory if applicable	Repeatable:	Yes
Encoding scheme:	No		
Do not confuse with:			
Populated by:	System-generated; Pick list; Manual entry		
Guidance:	<p>As a best practice, all known unique identifiers should be included.</p> <p>IDENTIFIER (OTHER) is a container element with sub-elements. Metadata values are contained in the sub-elements.</p> <p>Each IDENTIFIER (OTHER) element has two mandatory sub-elements:</p> <ul style="list-style-type: none"> Identifier (Other) Type <p>The formal name given to the type of identifier – Choose from a controlled vocabulary. See Appendix B for a list of current Identifier (Other) types. If the type of identifier is not available and the option “local identifier” is not suitable, contact the Portal administrator team to add the identifier type to the controlled vocabulary. Eg. ISBN (print) or ISSN (online).</p> Identifier Value <p>The unique value of the identifier for the specific identifier type.</p> <p>For ISBNs, enter the complete ISBN without hyphens. For all other identifiers, enter as they appear in the described resource.</p> 		
ckan name:	identifier-AGDEX-number identifier-ALIS-catno identifier-ISBN-cdrom identifier-ISBN-dvd identifier-ISBN-print identifier-ISBN-pdf identifier-ISSN-print identifier-ISSN-online identifier-local identifier-NEOS-catkey		
Similar to:	DCMI: dc.identifier MARC: 001 (catkey) ; 020 \$a (isbn) ; 022 \$a (issn) MODS: <identifier>		

Import Source

Level of Application:	Record		
Definition:	The external catalogue or other source from which the metadata for the information resource was harvested.		
Purpose:	Identifying the source where the metadata originated ensures proper attribution and responsibility for the metadata, and serves as a way to make users aware of other sources of related materials.		
Obligation:	Mandatory if applicable	Repeatable:	No
Encoding scheme:	Vocabulary encoding scheme.		
Do not confuse with:	AVAILABILITY: used when the described resource is available in print or in another digital format through another government or non-government source, such as Queen's Printer or the Internet Archive.		
Populated by:	System-generated		
Guidance:	<p>IMPORT SOURCE is a container element with two sub-elements. Metadata values are contained in the sub-elements.</p> <p>Each IMPORT SOURCE element has two sub-elements:</p> <ul style="list-style-type: none"> • Import Source – Name (Mandatory) The name of the catalogue from which the record was harvested/imported. • Import Source – URL (Mandatory if Applicable) The URL for the home page of the catalogue from which the metadata record was imported. <p>Values will be applied to these sub-elements automatically at the time the metadata is harvested/imported from the external catalogue.</p>		
ckan name:	source_type		
Similar to:			

Issuing Body

Level of Application:	Resource		
Definition:	The business entity responsible for making an information resource publicly available.		
Purpose:	In the context of the Open Government Portal, the ISSUING BODY is the department or other organisational entity responsible for the public release of the resource. Use of ISSUING BODY supports the assignment of accountability for accuracy of the resource, quality assurance and timeliness, as well as related quality control and life cycle management processes.		
Obligation:	Mandatory	Repeatable:	No
Encoding scheme:	Vocabulary encoding scheme. See Appendix B.		
Do not confuse with:	<p>CONTACT: provides an avenue for users to obtain further information or provide feedback about the described resource or its metadata. It might or might not be the same entity as the issuing body.</p> <p>CREATOR: the business entity (department, agency, board, commission, etc.) primarily responsible for the creation of the content of the resource.</p>		
Populated by:	Pick list		
Guidance:	<p>The ISSUING BODY is responsible for the quality and timeliness of the content of the described resource. Issuing bodies may include provincial departments, agencies, boards, commissions, or delegated administrative organizations. In the Open Government Portal context, CREATOR and ISSUING BODY often are the same organization, but this may not always be the case.</p> <p>If the information product has more than one ISSUING BODY, choose the first one listed. When there is more than one ISSUING BODY and they are not listed on the resource, choose the body which comes first alphabetically.</p>		
ckan name:	organization/name organization/title		
Similar to:	DCMI: dc.publisher MARC: 260 \$b ; 264 \$b MODS: <originInfo ><publisher>		

Item Description

Level of Application:	Item		
Definition:	A concise narrative of the content of the item (file) being described.		
Purpose:	The item description allows for the description of the content that is unique to the item, as compared to the resource of which it is a component part.		
Obligation:	Optional	Repeatable:	No
Encoding scheme:			
Do not confuse with:	DESCRIPTION: applies to the resource as a whole.		
Populated by:	Manual entry		
Guidance:	ITEM DESCRIPTION can be used to provide information specific to the particular item being described, rather than the resource as a whole. For example, it can be used to describe the content of an issue of a serial, for serials that have a unique theme or subject for each issue.		
ckan name:	resources/0/description		
Similar to:	MODS: <abstract>		

Item Title			
Level of Application:	Item		
Definition:	The formal or informal name given to the item (file) being described.		
Purpose:	In the Open Government Portal, ITEM TITLE is combined with ITEM URL to provide the access point to the electronic file being described. ITEM TITLE also provides a means to distinguish between multiple items added to one record.		
Obligation:	Mandatory	Repeatable:	No
Encoding scheme:	No		
Do not confuse with:	TITLE: The full and formal name given to an information resource.		
Populated by:	Manual entry		
Guidance:	<p>For monographs the resource TITLE can be repeated here. If the official TITLE is particularly long, the ITEM TITLE can be shortened or, if the TITLE includes a subtitle, the subtitle can be omitted.</p> <p>For resources with multiple parts, use the formal or informal name of the part, if available.</p> <p>Examples:</p> <p style="padding-left: 40px;">Chapter 1. Purposes and Scope of the FOIP Act</p> <p style="padding-left: 40px;">Chapter 2. Administration of the FOIP Act</p> <p>For serials, the enumeration of the particular issue should be used. Do not use abbreviations or punctuation in the enumeration for serial issues. Write out all words, such as volume and issue. Use title case for all words. Include date information if included in the resource, following the enumeration and preceded by a dash</p> <p>Examples of enumeration:</p> <p style="padding-left: 40px;">Volume 3 Issue 4</p> <p style="padding-left: 40px;">Volume 12 Number 5 – August 2014</p> <p style="padding-left: 40px;">Spring 2014</p> <p style="padding-left: 40px;">Issue 243 – September 25, 2013</p>		
ckan name:	resources/0/name		
Similar to:	MODS: <titleInfo><title>		

Item URL

Level of Application:	Item		
Definition:	The electronic location where the item (file) being described can be found.		
Purpose:	In the Open Government Portal, ITEM URL is combined with ITEM TITLE to provide the access point to the electronic file being described.		
Obligation:	Mandatory	Repeatable:	No
Encoding scheme:	No		
Do not confuse with:			
Populated by:	System generated		
Guidance:	The ITEM URL will be system-generated and will be combined with the ITEM TITLE to provide the access point for the item.		
ckan name:	resources/0/url		
Similar to:	DCAT – dcat:downloadURL		

Keywords

Level of Application:	Resource		
Definition:	Uncontrolled terms (words or phrases) assigned to describe an information resource.		
Purpose:	KEYWORDS can serve as additional access points to assist discovery and retrieval.		
Obligation:	Mandatory	Repeatable:	Yes
Encoding scheme:	No		
Do not confuse with:	DESCRIPTION: a narrative account about resource content. TOPIC, SUBJECT: controlled terms that describe the topic(s) of the content.		
Populated by:	Manual entry		
Guidance:	<p>Keywords are used to:</p> <ul style="list-style-type: none"> • Improve search results by providing words that may be used to look for a resource but which do not appear in the title, description, or other metadata fields. This might include acronyms and subject synonyms. • Group together resources with similar subject matter. In the Open Government Portal, keywords appear as clickable links that, when clicked, will retrieve all other records that contain the same keyword. • Keywords should be entered in the plural form, except for abstract concepts or entities that cannot be counted. (Eg. exports, royalties, births, trade) • Do not enter variant spellings of a word as keywords. Only the accepted spelling of a word should be included. Sources for correct spelling are: Canadian Press Caps and Spelling and the Canadian Oxford Dictionary. • Do not use abbreviations; spell out the keyword in full. • If entering acronyms, also include the full form of the acronym as a keyword (eg. OHS, Occupational Health and Safety). • Enter keywords in lower case, except for proper nouns (eg. public libraries, Calgary Public Library). • Do not use ampersands in keywords; use the word 'and' instead. • Nouns and noun phrases are preferred over verbs (eg. fermentation not fermenting) • Special characters, such as accent marks, should be included as long as they reflect common usage (eg. Métis). 		
ckan name:	tags/0/name tags/0/display_name		
Similar to:	DCMI: dc.subject MARC: none p MODS: <subject><topic>		

Language

Level of Application:	Resource		
Definition:	The specified language of an information resource.		
Purpose:	Enables users to limit retrieval to resources presented in a particular language.		
Obligation:	Mandatory if Applicable	Repeatable:	Yes
Encoding scheme:	Vocabulary encoding scheme. See Appendix B.		
Do not confuse with:	FORMAT: the computer encoding method for an electronic resource. Computer programming languages		
Populated by:	Pick list		
Guidance:	<p>Use LANGUAGE if a resource is text or audio-based and language can be assigned. LANGUAGE is not applicable to photographs or other resources that are language-independent.</p> <p>If the content in the resource being described contains more than one language, repeat the LANGUAGE element for each language used.</p> <p>If a resource is available separately in more than one language, such as the same a brochure disseminated both in English and in French, these are considered distinct resources and each should have its own metadata record in the Portal. They should be connected using the Related Resource metadata element.</p>		
ckan name:	language		
Similar to:	DCMI: dc.language MARC: Leader 008/35-37 MODS: <language><languageTerm>		

Licence

Level of Application:	Resource		
Definition:	Reference to the legal document outlining access and usage rights for an information resource.		
Purpose:	Including the licence applicable to the described resources allows the user to understand what rights and obligations he or she has when accessing and using the resource.		
Obligation:	Mandatory	Repeatable:	No
Encoding scheme:	Vocabulary encoding scheme. See Appendix B.		
Do not confuse with:			
Populated by:	Pick list		
Guidance:	<p>As outlined in the Government of Alberta Open Information and Open Data Policy, all information and data that is made publicly available by the Government of Alberta will be released under the Open Government Licence unless it is exempt under Section 6 of the licence.</p> <p>All information resources added to the Portal should be released under the Open Government Licence – Alberta, with the exception of materials published by the Queen’s Printer of Alberta, which will be released under the Alberta Queen’s Printer Terms of Use.</p>		
ckan name:	license_title		
Similar to:	Dublin Core: dc.rights.licence MARC: none		

Metadata Record Creation Date

Level of Application:	Record		
Definition:	The date and time the metadata record was created in the system.		
Purpose:	Provides evidence of accountability and supports a variety of life cycle management processes.		
Obligation:	Mandatory	Repeatable:	No
Encoding scheme:	Syntax encoding scheme. YYYY-MM-DD. See Appendix B.		
Do not confuse with:	<p>DATE ADDED TO CATALOGUE: the date on which a resource is added to the Portal.</p> <p>DATE CREATED: the date, or date and time, on which the intellectual content of an information resource is created or compiled.</p> <p>DATE ISSUED: the date the resource was made publicly available for the first time, which may have been prior to its inclusion in the Portal.</p>		
Populated by:	System-generated		
Guidance:	<p>The actual creation of a record and its “publication” in the Portal may take place on the same date, but this is not always the case. For example, records may have to be approved prior to publication and this process can take time.</p> <p>The content management system will automatically capture the dates and time on which a Portal record is created and posted.</p>		
ckan name:	metadata_created (same as Date Added to Catalogue)		
Similar to:	DCMI: MARC: MODS: <recordInfo><recordCreationDate>		

Metadata Record Creator

Level of Application:	Record		
Definition:	The individual person responsible for creating the metadata record.		
Purpose:	Provides evidence of accountability and supports a variety of life cycle management processes.		
Obligation:	Mandatory	Repeatable:	No
Encoding scheme:			
Do not confuse with:			
Populated by:	System-generated		
Guidance:			
ckan name:	creator_user_id		
Similar to:	DCMI: MARC:		

Metadata Record Identifier

Level of Application:	Record		
Definition:	A unique phrase or string which uniquely identifies the metadata record for the information resource.		
Purpose:	Uniquely identifies the metadata record, serves as a persistent access point, and facilitates retrieval of the record its attached item(s).		
Obligation:	Mandatory	Repeatable:	
Encoding scheme:	No		
Do not confuse with:			
Populated by:	System-generated / manual entry		
Guidance:	<p>Whenever a new record is created, the CKAN software will automatically generate an alphanumeric string which serves to uniquely identify the resource record.</p> <p>As well as this unique, autogenerated alphanumeric string identifier, the CKAN software also creates a “name” for the record, which is based on the Title of the information resource. This “name” can be modified manually if desired.</p> <p>For publications, the URL should be changed to reflect other unique resource identifiers the resource may have. Here are other identifiers that, if available, can be used as the unique portion of the URL. If more than one of these is available, one should be chosen in the following preferred order:</p> <ul style="list-style-type: none"> • ISSN (online) • ISSN (print) • ISBN (pdf) • ISBN (html) • ISBN (print) • NEOS catalogue key <p>If none of these are available, the system-generated URL based on the resource title should be retained.</p>		
ckan name:	id, name		
Similar to:	MODS: <recordInfo><recordIdentifier>		

Metadata Record Organization

Level of Application:	Record		
Definition:	The organization responsible for creating the metadata record.		
Purpose:	Provides evidence of accountability and supports a variety of life cycle management processes.		
Obligation:	Mandatory	Repeatable:	No
Encoding scheme:	Vocabulary encoding scheme. See Appendix B.		
Do not confuse with:	<p>CREATOR - The business entity responsible for creating or compiling the original content of an information resource.</p> <p>ISSUING BODY - The business entity responsible for making an information resource publicly available.</p> <p>METADATA RECORD CREATOR – The individual person responsible for creating the metadata record.</p>		
Populated by:	System-generated		
Guidance:			
ckan name:	owner_org		
Similar to:	DCMI: MARC: MODS: <recordInfo><recordContentSource>		

Metadata Record Update Date

Level of Application:	Record		
Definition:	The date and time the metadata record was updated in the system.		
Purpose:	Provides evidence of accountability and quality control by tracking revisions to Portal records.		
Obligation:	Mandatory	Repeatable:	No
Encoding scheme:	Syntax encoding scheme. YYYY-MM-DD. See Appendix B.		
Do not confuse with:	<p>DATE MODIFIED: the date on which the content of an information resource was changed, or when a new issue of a serial resource was added to the metadata record.</p> <p>METADATA RECORD CREATION DATE: the date on which a new Portal metadata record is created.</p>		
Populated by:	System-generated		
Guidance:	<p>METADATA RECORD UPDATE DATE is closely related to business practices for version control.</p> <p>In the Open Government Portal context, only the most recent METADATA RECORD UPDATE DATE will be publicly displayed. METADATA RECORD UPDATE DATE may refer to the update of a whole metadata set in a catalogue record or to the update of any single metadata property in the metadata set.</p>		
ckan name:	metadata_modified		
Similar to:	DCMI: MARC: MODS: <recordInfo><recordChangeDate>		

Metadata Scheme

Level of Application:	Record		
Definition:	The name of the metadata schema used (including profile name).		
Purpose:	Indicates the schema being used to populate the catalogue. Assists in interpreting the metadata by human and automated systems and in mapping the metadata to other metadata schema.		
Obligation:	Mandatory	Repeatable:	No
Encoding scheme:	Yes. Single value.		
Do not confuse with:			
Populated by:	System-generated		
Guidance:	Any catalogue using this metadata application profile will have the same value for all records: Open Government Metadata Application Profile		
ckan name:			
Similar to:	DCMI: MARC:		

Metadata Scheme URL

Level of Application:	Record		
Definition:	The electronic location where the documentation for the Metadata Scheme resides.		
Purpose:	Provides a link to the metadata schema being used to populate the catalogue. The documentation will assist interpretation of the metadata by human and automated systems and assist mapping of the metadata to other metadata schema.		
Obligation:	Mandatory	Repeatable:	No
Encoding scheme:	Yes. Single value.		
Do not confuse with:			
Populated by:	System-generated		
Guidance:	Any catalogue using this metadata application profile will have the same value for all records, which reflects the URL of the Open Government Metadata Application Profile being used.		
ckan name:			
Similar to:	DCMI: MARC:		

Metadata Scheme Version

Level of Application:	Record		
Definition:	The version of the metadata schema used (version of the profile).		
Purpose:	Indicates the version of the metadata schema being used to populate the catalogue. Assists in interpreting the metadata by human and automated systems and in mapping the metadata to other metadata schema.		
Obligation:	Mandatory	Repeatable:	No
Encoding scheme:	Yes. Single value.		
Do not confuse with:			
Populated by:	System-generated		
Guidance:	Any catalogue using this metadata application profile will have the same value for all records, which reflects the version number of the Open Government Metadata Application Profile being used.		
ckan name:			
Similar to:	DCMI: MARC:		

Place of Publication

Level of Application:	Resource		
Definition:	The location, usually a town or city, where an information resource was published.		
Purpose:	To identify where resources were published.		
Obligation:	Optional	Repeatable:	No
Encoding scheme:	No		
Do not confuse with:	SPATIAL COVERAGE: A geographical area or spatial extent covered by the <i>content</i> of an information resource.		
Populated by:	Manual entry		
Guidance:	If unsure of the place of location, leave blank.		
ckan name:	placeofpub		
Similar to:	DCMI: none MARC: 260 \$a ; 264 \$c MODS: <originInfo><place>		

Related Resource

Level of Application:	Resource		
Definition:	A resource that bears a close relationship to the described resource.		
Purpose:	To aid discovery of closely-related information resources and to make apparent the relationship between these resources.		
Obligation:	Recommended	Repeatable:	Yes
Encoding scheme:	No		
Do not confuse with:			
Populated by:	Manual entry		
Guidance:	<p>Use to identify:</p> <ul style="list-style-type: none"> resources which are closely related by their source material, such as a report and its underlying data, or a report and fact sheets derived from information in the report, or an open dataset and its original source. resources which support the interpretation/understanding of the described resource, such as information that helps interpret the data presented in a dataset. the Act, regulation or other policy instrument which authorizes the program, policy, directive, order, etc. in the described resource a resource and its translations. the sequential relationship between two resources (such as when one resource supersedes an earlier resource). <p>DO NOT use to relate resources that deal with similar subject matter but that are based on different source material. Use the subject and keywords elements to establish this relationship.</p> <p>RELATED RESOURCE is a container element with sub-elements. Metadata values are contained in the sub-elements.</p> <p>Each RELATED RESOURCE element has four mandatory sub-elements:</p> <ul style="list-style-type: none"> Related Resource – Title The title of the related resource – use the TITLE element of the related resource in the Portal (if available). If too long, the subtitle may be omitted. Related Resource – URL The URL of the metadata record for the related resource in the Portal. Related Resource – Type The TYPE element of the related resource in the Portal, if available. If the related resource has more than one type, choose the type that is most relevant to the relationship between the two resources. Related Resource – Relationship Type The nature of the relationship between the described resource and the referenced resource. Choose from a controlled vocabulary. See Appendix B for the complete Relationship Type vocabulary. <p>PLEASE NOTE: If the “Related Resource” field is used, each sub-element field is mandatory.</p>		
ckan name:			
Similar to:	DCMI: dc.relation MARC: 787 \$c \$i \$t MODS: <relatedItem>		

Security Classification

Level of Application:	Resource		
Definition:	An information security designation that identifies the minimum level of protection assigned to an information resource.		
Purpose:	Use of SECURITY CLASSIFICATION promotes the broad distribution of non-sensitive resources. Only resources with a security classification of "Public" will be included in the Portal. The purpose of including this metadata element is to ensure that the resource has been reviewed and cleared as unrestricted before being included in the Portal, and to align with the Government of Alberta's Metadata - Core Content Standard .		
Obligation:	Mandatory	Repeatable:	No
Encoding scheme:	Yes. Single value		
Do not confuse with:			
Populated by:	System-generated		
Guidance:	<p>An information security classification establishes sensitivity categories for resources based on the value of the information they contain and the potential adverse consequences from loss of information confidentiality, integrity or availability.</p> <p>Information Security Classification (ISC) for the Government of Alberta currently includes the following value:</p> <ul style="list-style-type: none"> • Public – information assets that will not result in injury to individuals, governments or to private sector institutions; and financial loss will be insignificant. <p>For more information, see the Government of Alberta Information Security Classification Standard.</p> <p>All resources added to the Open Government Portal must have a SECURITY CLASSIFICATION value of Public.</p>		
ckan name:	Sensitivity		
Similar to:	DCMI: none MARC: none		

Series Title

Level of Application:	Resource		
Definition:	A distinctive collective title applied to an information resource and one or more other resources that also have their own separate titles.		
Purpose:	Series statements are used to help users locate items with similar characteristics as established by the issuing body.		
Obligation:	Mandatory if applicable	Repeatable:	Yes
Encoding scheme:	No		
Do not confuse with:	ALTERNATIVE TITLE: An alternative name used as a substitute or additional access point for an information resource.		
Populated by:	Manual entry		
Guidance:	<p>A series is a group of separate resources related to one another by the fact that each resource bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual resources may or may not be numbered.</p> <p>A serial also has a collective title for different pieces, but the individual issues either do not have a separate, distinctive title, or for other reasons access at the level of the collective title is considered adequate. Broadly speaking: If a title seems to be intended as an indefinitely continuing title, in a succession of volumes or issues, treat it as a serial and not a series.</p> <p>When entering a series title, be particularly careful that all records with the same series title have this title entered in an identical form, to facilitate searching by this element.</p> <p>Example:</p> <ul style="list-style-type: none"> • Manuscript Series (Alberta Culture) • Occasional Paper (Alberta Culture) • Parent Information Series (Alberta Health Services) <p>An item can belong to more than one series, but this is not common.</p>		
ckan name:	seriestitle seriestitle2 seriestitle3		
Similar to:	DCMI: none MARC: 490 \$a ; 830 \$a		

Series Number

Level of Application:	Resource		
Definition:	The volume number or other sequential designation used in a series statement.		
Purpose:	Helps place an individual title within a series in the proper context of the series as a whole.		
Obligation:	Mandatory if applicable	Repeatable:	Yes
Encoding scheme:	No		
Do not confuse with:			
Populated by:	Manual entry		
Guidance:	<p>Some series include a sequential designation for each individual title in the series. If this is the case for the described resource, the volume number of the sequential designation for the resource should be included in this field, and not in the series title field.</p> <p>Example:</p> <p>Archaeological Investigations at Historic Waterhole, Occasional Paper No. 34</p> <p>Title: Archaeological Investigations at Historic Waterhole</p> <p>Series Title: Occasional Paper</p> <p>Series Number: 34</p>		
ckan name:			
Similar to:	DCMI: none MARC: 490 \$v; 830 \$v		

Spatial Coverage

Level of Application:	Resource		
Definition:	A geographical area or spatial extent covered by the content of an information resource.		
Purpose:	Identifying the geographic scope of the content in a resource assists users to limit searches to specific areas and locations, to locate resources that pertain to the same geographic area, and to determine whether resources are relevant to their needs.		
Obligation:	Mandatory if applicable	Repeatable:	Yes
Encoding scheme:	No		
Do not confuse with:	PLACE OF PUBLICATION – the location where an information resource was published.		
Populated by:	Manual entry		
Guidance:	<p>For use when there is a geographical component to the resource being catalogued.</p> <p>SPATIAL COVERAGE is currently entered as a place name. For best results, use the “Query by Geographical Name” option at the Canadian Geographical Names Data Base (available at http://www4.rncan.gc.ca/search-place-names/search?lang=en) to confirm the official place name. This will allow for the mapping of this element at a future date.</p>		
ckan name:	Spatialcoverage spatialcoverage2 spatialcoverage3		
Similar to:	DCMI: dc.coverage.spatial MARC: 043 \$c ; 522 ; 651 \$a \$z MODS: <subject><geographic>		

Subject

Level of Application:	Resource		
Definition:	A controlled term that expresses a topic of the intellectual content of an information resource.		
Purpose:	Assigning subjects enables users to find resources on the same topic consistently and efficiently. Using a controlled vocabulary external to the catalogue allows users to find related resources across jurisdictions and catalogues. These vocabularies also generally allow for more precise description of the subject matter of a resource than is possible with the TOPIC element.		
Obligation:	Optional	Repeatable:	Yes
Encoding scheme:	Yes. See Appendix B.		
Do not confuse with:	<p>TOPIC: provides a higher-level subject description of the content of a resource using a controlled vocabulary developed or adopted for the catalogue .</p> <p>DESCRIPTION: a concise narrative of the content of the resource.</p> <p>KEYWORDS: uncontrolled words or phrases assigned to the resource to assist discovery and retrieval.</p> <p>TYPE: the business structure of the content of a resource, e.g. fact sheet, policy, report, guide, statistics.</p>		
Populated by:	Manual entry		
Guidance:	<p>A SUBJECT describes what a resource is "about". For example:</p> <ul style="list-style-type: none"> • "Maps" is a subject value if a resource is about map-making, but not if it "is" a map; • "Claims" is a subject value if a resource is about making claims, but not if it "is" a claim. <p>SUBJECT is a container element with two sub-elements. Metadata values are contained in the sub-elements.</p> <p>Each SUBJECT element has two mandatory sub-elements:</p> <ul style="list-style-type: none"> • Subject vocabulary The controlled vocabulary being used to describe the information resource. This will be chosen from a menu. If the controlled vocabulary you wish is not available, contact the Portal administrator team to discuss the possibility of adding the vocabulary. • Subject term The unique subject term chose from the controlled vocabulary identified in the subject vocabulary field. <p>Many resources will be "about" more than one topic, so more than one subject will often be assigned to provide multiple access points to a particular resource. Do not assign Subjects to which the resource is only peripherally related.</p>		
ckan name:	subject subject2 subject3 subject4 subject5 subject6		
Similar to:	DCMI: dc.subject.lcsh MARC: 600 \$a ; 610 all subfields ; 650 all subfields MODS: <subject><topic>		

Time Period Coverage – End Date

Level of Application:	Resource		
Definition:	The end date of the time period covered by the content of an information resource or of the period during which the content was applicable.		
Purpose:	Identifying the time period covered by the resource content assists users to limit searches to specific dates and date ranges and to determine whether resources are relevant to their needs.		
Obligation:	Mandatory if applicable	Repeatable:	No
Encoding scheme:	Syntax encoding scheme. YYYY-MM-DD. See Appendix B.		
Do not confuse with:	DATE ADDED TO CATALOGUE; DATE CREATED; DATE ISSUED; DATE MODIFIED: these time elements deal with time elements around the creation, modification and publication of the resource itself, not with time elements within the <i>content</i> of the resource.		
Populated by:	Calendar		
Guidance:	<p>Temporal Coverage describes either:</p> <ul style="list-style-type: none"> the time period of the events or subject matter included in the resource, which could be a single date or a date range; or the time period during which the contents of the resource (usually policy, rules, procedures, etc.) were applicable or in force. <p>For serial resources with temporal coverage, the end date field should be updated whenever a new issue of the serial is added to the record. An example would be a dataset that updates regularly with new data for a new time period.</p>		
ckan name:	time_coverage_to		
Similar to:	DCMI: dc.coverage.temporal MARC : 033 \$a MODS: <subject><temporal>		

Time Period Coverage – Start Date

Level of Application:	Resource		
Definition:	The start date of the time period covered by the content of an information resource or of the period during which the content was applicable.		
Purpose:	Identifying the time period covered by the resource content assists users to limit searches to specific dates and date ranges and to determine whether resources are relevant to their needs.		
Obligation:	Mandatory if applicable	Repeatable:	No
Encoding scheme:	Syntax encoding scheme. YYYY-MM-DD. See Appendix B.		
Do not confuse with:	DATE ADDED TO CATALOGUE; DATE CREATED; DATE ISSUED; DATE MODIFIED: these time elements deal with time elements around the creation, modification and publication of the resource itself, not with time elements within the <i>content</i> of the resource.		
Populated by:	Calendar		
Guidance:	Temporal Coverage describes either: <ul style="list-style-type: none"> the time period of the events or subject matter included in the resource, which could be a single date or a date range; or the time period during which the contents of the resource (usually policy, rules, procedures, etc.) were applicable or in force. 		
ckan name:	time_coverage_from		
Similar to:	DCMI: dc.coverage.temporal MARC : 033 \$a MODS: <subject><temporal>		

Title			
Level of Application:	Resource		
Definition:	The full and formal name given to an information resource.		
Purpose:	A meaningful title describes the content of a resource concisely, and supports access, speed of identification, and control of content.		
Obligation:	Mandatory	Repeatable:	No
Encoding scheme:	No		
Do not confuse with:	<p>ALTERNATIVE TITLE: any form of a title used as a substitute or additional access point to the Title of the resource.</p> <p>IDENTIFIER: a unique number or code that unambiguously identifies the described resource.</p> <p>SERIES TITLE: A distinctive collective title applied to an information resource and one or more other resources that also have their own separate titles.</p> <p>Digital file name assigned by a user to an electronic file such as a webpage or desktop document, e.g. "www.saintranet.gov.ab.ca/7.htm" or "specifications.doc".</p>		
Populated by:	Manual entry		
Guidance:	<p>Useful titles distinguish one resource from another, so organizations should establish consistent naming practices for all forms of information resources.</p> <p>For resources with existing titles, the title should be taken as it appears in the content of the described resource. If multiple forms of titles appear in the resource, choose the title as it appears on the title page of the resource, if applicable.</p> <p>If no title appears within the described resource or within metadata provided by the creator of the resource, a title will have to be created. Use the following guidelines in creating titles when necessary:</p> <ul style="list-style-type: none"> • Create a brief and meaningful title to convey its topic or purpose; • Place important words near the beginning of the title; • Ensure that the title is in the same language as the resource; • Minimizing the use of abbreviations and acronyms; • Add values to a title such as a version number, status or version date if a resource is one of many with the same or similar titles. For example, "Submission guide 2003", "Submission guide 2007". <p>Titles should be entered in sentence case. Only the first word and proper nouns should be capitalized.</p> <p>Separate titles and subtitles by a colon preceded and followed by a space.</p>		
ckan name:	title		
Similar to:	DCMI: dc.title MARC : 245 \$a \$b \$f \$g \$n \$p MODS: <titleInfo><title>		

Topic			
Level of Application:	Resource		
Definition:	A controlled term that expresses the broad topical content of an information resource.		
Purpose:	Enables users to find resources on the same topic consistently and efficiently, and provides access to related resources across the GoA.		
Obligation:	Mandatory	Repeatable:	Yes
Encoding scheme:	Vocabulary encoding scheme. See Appendix B.		
Do not confuse with:	<p>DESCRIPTION: a concise narrative of the content of a resource.</p> <p>KEYWORDS: uncontrolled words or phrases assigned to a resource to assist discovery and retrieval.</p> <p>SPATIAL COVERAGE: the geographical area or spatial extent covered by the content of a resource.</p> <p>SUBJECT: a term taken from an external controlled vocabulary which generally describes a resource at a more specific level.</p> <p>TEMPORAL COVERAGE: the time frame covered by the content of the resource.</p> <p>TYPE: the business structure of the content of a resource, e.g. fact sheet, policy, report, guide, statistics.</p>		
Populated by:	Pick list		
Guidance:	<p>TOPICS are chosen from a controlled vocabulary developed or adopted for the Portal. The intent of the vocabulary is to provide a limited list of broad terms that cover all the different subject matter of the information resources contained in the Portal.</p> <p>A TOPIC describes what a resource is "about". Assign at least one TOPIC to a resource, reflecting the most significant facet of its content. Many resources will be "about" more than one topic, so assign as many TOPICS as applicable to provide substantial value for finding resources about a topic. Do not assign TOPICS to which the resource is only peripherally related.</p>		
ckan name:	topic		
Similar to:	DCMI: dc.subject MARC: none MODS: <subject><topic>		

Type			
Level of Application:	Resource		
Definition:	The business design or structure used in the presentation and publication of an information resource.		
Purpose:	Use of TYPE supports consistent presentation, processing and metadata for similar resources, provides additional information about the purpose and function of a resource, and can assist users to group similar resources, interpret the content of a resource and find related resources.		
Obligation:	Mandatory	Repeatable:	Yes
Encoding scheme:	Vocabulary encoding scheme. See Appendix B.		
Do not confuse with:	FORMAT: the computer encoding method for an electronic resource. TOPIC, SUBTOPIC, SUBJECT: indicate the topical content of the resource, i.e. what it is "about."		
Populated by:	Pick list		
Guidance:	TYPE expresses what a resource "is", not what it is "about". Assigning TYPE establishes groupings of resources that support the same business use and have a consistent structure.		
ckan name:	pubtype		
Similar to:	DCMI: dc.type MARC: 610 \$k ; 650 \$v MODS: <typeOfResource>		

Appendix A: Metadata Summary by Obligation Level

The following lists provide a summary of metadata elements arranged by obligation level (mandatory, mandatory if applicable, recommended and optional). Elements that are generated by the system are not included. Items in orange are used in the publications catalogue only.

Mandatory

- Audience
- Creator
- Date Created
- Date Issued
- Date Modified
- Description
- Format
- Frequency
- Item Title
- Keywords
- Licence
- Issuing Body
- Security Classification
- Title
- Topic
- Type

Mandatory if Applicable

- Additional Information
- Alternative Title
- Date Archived
- Contact Name
- Contact E-mail
- Contributor
- Identifier (Other)
- Language
- Series Title
- Series Number
- Spatial Coverage
- Subject
- Time Period Coverage – Start Date
- Time Period Coverage – End Date

Recommended

- Extent
- Filesize
- Related Resource

Optional

- Contact Other
- Item Description
- Place of Publication

Appendix B: Encoding Schemes Used for the Open Government Portal

Audience

Adapted from PROMAP, the Programs and Services Metadata Application Profile

(<https://www.sharp.gov.ab.ca/secure/docDisplay.cfm?DocID=8028&nh=1>), and the Government of Canada Audience Scheme (http://www.collectionscanada.gc.ca/webarchives/20071207091037/www.tbs-sct.gc.ca/im-gi/mwg-gtm/aud-aud/docs/2003/schemfinal/schemfinal_e.asp).

Audience	Definition
artists	Persons or organizations involved in producing any type of fine art (e.g., dance, music, theatre, sculpture).
caregivers	Persons or organizations engaged in the care of persons who need support due to age, or physical or mental illness or disability (including learning disability).
children	Typically, persons 14 years of age and under.
consumers	Persons who buy goods or services (e.g. clothing, groceries, furnishings, repairs) for personal, domestic or household purposes.
educators	Members of the education profession, including teachers, instructors and administrators at all levels of the formal education system (early childhood, K to 12, post-secondary, apprenticeship training, and adult and continuing education).
employees	Persons working for pay, full-time or part-time, for another person or business. (Include unions as an audience here.)
employers	Persons or businesses who employ others for wages.
entrepreneur/self-employed	Persons or corporations engaged in commercial activities. (Business in the Government of Canada Audience Scheme.)
farmers	Persons or organizations involved in growing or producing agricultural products.
funding applicants	Persons or organizations who apply for financial assistance including assistance in such forms as loans, grants, contributions, investment programs, but excluding assistance in the form of legislated benefits such as pensions.
general public	General audience. (This descriptor is to be used when no other audience defined in the scheme is used. Its primary purpose is to indicate that the resource has been assessed.)
government	Persons or organizations working on behalf of government using governmental information to perform duties.
health care professionals	Persons or organizations providing services for the maintenance and improvement of health.

Audience	Definition
<i>immigrants</i>	Persons coming to settle permanently in Canada from another country.
<i>indigenous peoples</i>	Persons who identify themselves as Status Indians, Non-Status Indians, Métis or Inuit.
<i>industry</i>	Persons or organizations working in a particular industry.
<i>job seekers</i>	Persons looking for work, whether they are currently employed or unemployed.
<i>legal and law enforcement professionals</i>	Members of the legal and law enforcement professions, including lawyers, paralegals, judges, police and other law enforcement specialists, etc.
<i>lower-income earners</i>	Persons whose income is less than a specified amount which may vary from one program or service to another. For example, the amount may or may not correspond with HRSDC's current Market Basket Measure.
<i>media</i>	Members of the media community.
<i>nonprofit/voluntary organizations</i>	Community groups or organizations that are neither affiliated with nor under the direction of a government (usually not-for-profit organizations). (non-governmental organizations in the Government of Canada Audience Scheme.)
<i>parents</i>	Persons responsible for the care of children, including legal guardians, foster parents and adoptive parents.
<i>persons with disabilities</i>	Persons having a physical, mental, psychiatric, sensory or learning impairment that is persistent, i.e. longterm and ongoing or recurring.
<i>researchers</i>	Persons conducting systematic enquiries to establish facts and reach new conclusions.
<i>rural residents</i>	Persons or organizations living or working in regional, remote or isolated areas of Alberta. (Rural community in the Government of Canada Audience Scheme.)
<i>scientists</i>	Scientists and members of the scientific community.
<i>seniors</i>	Typically, persons 55 years of age and older.
<i>students</i>	Persons studying or planning to study at an educational institution.
<i>travellers</i>	Albertans who travel within and outside Alberta. (See also: visitors to Alberta)
<i>visitors to Alberta</i>	Non-Albertans visiting Alberta for a specific purpose (work, study, holidays). (See also: travellers)
<i>women</i>	Adult female persons.
<i>youth</i>	Typically, persons aged 15 to 24 years.

Catalogue

- legislation
- opendata
- publications

Creator/ Issuing Body

Date and Time Representation

Date and Time Representation as outlined in the GoA's Data Exchange Standard – Date, Time, and Date & Time (<http://imtdocs.alberta.ca/standards/data-exchange-standard---date-time-and-date-and-time.aspx>) which itself is based on ISO 8601.

DATE representations:

- Year: YYYY (2010);
- Year-Month: YYYY-MM (2010-05);
- Year-Month-Day: YYYY-MM-DD (2010-05-03)

TIME representations:

- hour: hh as 04, or 15, or 23;
- hour-minute: hh:mm (04:27);
- hour-minute-second: hh:mm:ss (04:27:33);
- midnight: 00:00 (preferred, used for the beginning of a calendar day) or 24:00 (used at the end of a day).

DATE and TIME displayed as a single value:

- YYYY-MM-DDThh:mm:ss (2010-05-03T04:27:33)

Format

Includes most formats of digital files added to the Open Government Portal. If the format of the digital file is not listed, choose "Others".

- AAC
- AIFF
- APK
- ASCII Grid
- AVI
- BMP
- CCT
- CDED ASCII
- CDR
- CDR
- COD
- CSV
- DBD
- DBF
- DICOM
- DMG
- DNG
- DOC
- DOCX
- DWG
- DXF
- E00
- ECW
- EDI
- EMF
- EPUB
- EPUB3
- EPUB2
- EPS
- ESRI REST
- EXE
- FGDB/GDB
- Flat raster binary
- GeoPDF
- GeoRSS
- GeoTIF
- GeoJSON
- GeoPACKAGE
- GIF
- GML
- GRIB1
- GRIB2
- HDF
- HTML
- IATI
- IPA
- IVT
- JAR
- JFIF
- JP2
- JPG
- JSON
- JSON-LD
- KML
- KMZ
- LAS
- LYR
- MapINFO
- MFX
- MOV
- MPEG
- MPEG1
- MP3
- MSI
- MXD
- NETCDF
- ODP
- ODS
- ODT
- PDF
- PDF/A-1
- PDF/A-2
- PNG
- PPT
- RDF
- RDF/XML
- RDF Turtle
- RDF n-triples
- RDFA
- RSS
- RTF
- SAR
- SAV
- SEGY
- SHP
- SQL
- SQL lite
- SVC
- SVG
- TAB
- TIFF
- TRIG
- TRIX
- TXT
- URI
- VPF
- WAV
- WFS
- WMS
- WMTS
- WMV
- WPS
- XLM
- XLS
- XLSM
- XLSX
- ZIP
- OTHERS

Frequency

- Once
- Daily
- Weekly
- Every 2 weeks
- Twice monthly
- Monthly
- Every 2 months
- Quarterly (every 3 months)
- Every 4 months
- Semi-annual (every 6 months)
- Annual
- Biennial (every 2 years)
- Every 5 years
- Irregular
- Other

Identifier (Other) Types

Label	Definition	ckan name
Agdex number	The Agdex classification number assigned to the resource. Agdex is a system used to classify, index and file agricultural information products.	agdex.number
ALIS catalogue number	The catalogue number of the described resource in the Alberta Learning Information System publications catalogue.	alis.catno
ISBN (CD-ROM)	The International Standard Book Number assigned to the CD-ROM version of the described publication.	isbn.cdrom
ISBN (DVD)	The International Standard Book Number assigned to the DVD version of the described publication.	isbn.dvd
ISBN (html)	The International Standard Book Number assigned to the html version of the described publication.	isbn.html
ISBN (pdf)	The International Standard Book Number assigned to the pdf version of the described publication.	isbn.pdf
ISBN (print)	The International Standard Book Number assigned to the print version of the described publication.	isbn.print
ISBN (print)	The International Standard Serial Number assigned to the online version of the described publication.	isbn.print
ISSN (online)	The International Standard Serial Number assigned to the print version of the described publication.	issn.online
ISSN (print)	The business entity responsible for making an information resource publicly available.	issn.print
local identifier	Any identifier used within a business area to uniquely identify the described resource within their own organization system(s).	local
NEOS catalogue key	The unique number which identifies the catalogue record for the described resource in the NEOS library consortium Integrated Library System.	neos.catkey

Language

- Amharic = am
- Arabic = ar
- Chinese (Simplified) = zh-cn
- Chinese (Traditional) = zh-hk
- Cree = cr
- Dutch = nl
- English (Canadian) = en-CA [default]
- Farsi = fa
- French (Canadian) = fr-CA
- German = de
- Hindi = hi
- Italian = it
- Japanese = ja
- Kiswahili; Swahili = sw
- Korean = ko
- Kurdish = ku
- Plains Cree = crk
- Polish = pl
- Punjabi = pa
- Portuguese = pt
- Romanian = ro
- Russian = ru
- Somali = so
- Spanish = es
- Tagalog = tl
- Thai = th
- Tigrinya = ti
- Ukranian = uk
- Vietnamese = vi

Licence

- Alberta Queen's Printer Terms of Use
- No Licence
- Open Government Licence – Alberta

Relationship Type

Relationship Type	Similar to	Relationship Type	Similar to
absorbs	MARC: 780-5	has associated regulation	
absorbed by	MARC: 785-4	interpretation supported by	
absorbs in part	MARC: 780-6	merged with	MARC: 785-7
absorbed in part by	MARC: 785-5	related resource [use for unlisted relationship type]	MARC: 787
alternate format of		separated from	MARC: 780-7
authorized in legislation by		split into (... and ...)	MARC: 785-6
changed back to	MARC: 785-8	superseded by	MARC: 785-2
continued by	MARC: 785-0	superseded in part by	MARC: 785-3
continued in part by	MARC: 785-1	supersedes	MARC: 780-2
continues	MARC: 780-0	supersedes in part	MARC: 780-3
continues in part	MARC: 780-1	supports the interpretation of	
data source	MARC: 786	translated as	MARC: 767
derived from same source as		translation of	MARC: 765
formed by the union of	MARC: 780-4		

Subject

Library of Congress Subject Headings

An online form for searching LC Subject Headings is available at: <http://id.loc.gov/>.

Topic

- Agriculture
- Arts, Culture and History
- Business and Industry
- Economy and Finance
- Education - Adult and Continuing
- Education - Early Childhood to Grade 12
- Education - Post-Secondary and Skills Training
- Employment and Labour
- Energy and Natural Resources
- Environment
- Families and Children
- Government
- Health and Wellness
- Housing and Utilities
- Immigration and Migration
- Indigenous Peoples
- Interprovincial and International Affairs
- Laws and Justice
- Persons with Disabilities
- Population and Demography
- Roads, Driving and Transport
- Safety and Emergency Services
- Science, Technology and Innovation
- Seniors
- Society and Communities
- Sports and Recreation
- Tourism & Parks

Type

Based on the IMRC - dc.type Sub-Group: Government of Canada Type Scheme

[http://www.collectionscanada.gc.ca/webarchives/20071127031434/www.tbs-sct.gc.ca/im-gi/mwg-gtm/typ-
typ/docs/2003/schem/schem_e.asp](http://www.collectionscanada.gc.ca/webarchives/20071127031434/www.tbs-sct.gc.ca/im-gi/mwg-gtm/typ-
typ/docs/2003/schem/schem_e.asp).

Type	Definition / Guidance
Advice	<p>Provides advice, recommendations or direction on policy to implement or actions to take.</p> <p>Advice on legislation or policy to implement, or changes to make or appropriate actions to take for effective implementation of policy, provision of programs and services, etc. Egs.; review panel reports, auditor general reports, fatality reports, commission reports, etc.</p> <p><i>Guidance:</i> May be advice given to government from government-appointed review committees, panels, etc. or from outside individuals, institutions or agencies to government. May also be advice from government to outside agencies, individuals or the public but which does not have the force of law, regulation, or policy. Also includes statements outlining the direction the government intends to take but which is still open to consultation and input before being implemented in law or policy (eg. white papers, etc.)</p>
assessment	<p>A determination, evaluation or estimation of the nature, quality, or ability of someone or something. Also, the determination, evaluation or estimation of the results of an action or set of actions or possible implications of a future action or set of actions.</p> <p>Examples: appraisal, audit, environmental assessment, examination, evaluation, gap assessment, impact assessments, lessons learned, performance indicator, risk assessment, etc.</p>
calendar	<p>A system of timekeeping that defines the beginning, length, divisions time by year, month, week, etc.; may also include events which take place at specific times.</p>
contractual material and agreements	<p>Material produced in the course of initiating or negotiating an agreement between two or more parties for the delivery of a product, provision of a service, or management of a resource.</p> <p>Examples: contract, intergovernmental agreement, lease, memorandum of understanding, nondisclosure agreement, request for information, request for proposal, etc.</p>
correspondence	<p>Written communication between two or more parties.</p> <p>Examples: letters, memoranda, etc.</p>
dataset	<p>A collection of structured data available for access or download in one or more machine-readable formats.</p>
decision	<p>A conclusion or judgement.</p> <p>Examples: rulings, judgements, reasons for decision, arbitration awards, enforcement orders, etc</p>

Type	Definition / Guidance
educational material	<p>Material whose primary purpose is to present information of a pedagogical nature; by teachers or for teaching.</p> <p>Examples: homework aids, quizzes, study guides, lesson plans, workbooks, worksheets, etc.</p> <p><i>Guidance:</i> Do not confuse with material <i>about</i> education or the educational system. In general, educational materials will be those used by teachers or students in a classroom or instructional setting, or those used by teachers to develop such materials.</p>
event	<p>A time-based occurrence, or any resource that supplies information relating to the purpose, location, duration, or responsible agents of that occurrence.</p> <p>Examples: exhibition, Web-cast, workshop, performance, ceremony, exhibition, conference, etc.</p>
fact sheet	<p>A brief essay or series of points on a single topic and/or intended for a specified audience.</p> <p>Examples: tips, information/issue overviews, etc.</p>
financial report	<p>A quantitative description of the financial status of a program, initiative or organization.</p> <p>Examples: budget, expenditures, financial statement, forecast, etc.</p>
FOIP response	<p>Information released as a result of an access to information request, as well as the initial request and the written response to the requestor.</p>
form	<p>A structured solicitation of input from a user.</p> <p>Examples: registration, permit, application, etc.</p>
geospatial material	<p>Resources which describe, show or list entit(y)(ies) whose position is referenced to the Earth.</p> <p>Examples: map, atlas, navigational chart, gazetteer, etc.</p>
guide	<p>The primary purpose of the resource is to provide instructions or directions.</p> <p>Examples: guideline(s), handbook, instructions, manual, procedure, style guide, toolkit, tutorial, user guide, best practices, etc.</p>
interactive resource	<p>A resource which requires engagement from the user to be understood, executed, or experienced. Interactive resources are simultaneously or reciprocally active with the user.</p> <p>Examples: game, simulation, e-learning application, real-time "chat", collaborative application, etc.</p> <p><i>Note: Do not include applications which require data input followed by an execution prompt (e.g. e-forms, databases, calculators, dictionaries, search engines, e-mail discussion groups, etc.) or pages/sites which may be customized by the user ("My...")</i></p>
legislation	<p>A proposed or enacted law or group of laws. Includes regulations.</p> <p>USE FOR: bills, laws, statutes, regulations</p>
licences and permits	<p>Permission from the proper authorities to perform certain acts which without such conduct would be illegal.</p> <p>Examples: For hunting, fishing, gun, motor vehicles, business, etc.</p>

Type	Definition / Guidance
<i>literary material</i>	A written work in which the author expresses thoughts and/or opinions primarily for aesthetic purposes. Examples: essays, stories, plays, commentaries, etc.
<i>media release</i>	Resources specifically designed to provide a brief public statement on an issue or event, via the mass media Examples: News release, press release, etc.
<i>meeting material</i>	Information relating to the purpose, activities, products, membership, etc. of groups which meet on a regular or ad hoc basis. Examples: committees, agenda, minutes, proceedings, terms of reference, etc.
<i>multimedia</i>	A resource in which multiple types, no one of which is identifiable as the predominant constituent, are completely integrated and not intended to be experienced or used separately.
<i>notice</i>	An announcement, notification, warning, or alert issued periodically in a structured, standardized format and on a specific topic Examples: job posters, health advisories, weather alerts, travel reports, etc.
<i>orders and directives</i>	Forms of delegated legislation that are not filed as a regulation under the Regulations Act. USE FOR: ministerial orders, board orders, orders in council, and directives that are not included as regulations under legislation.
<i>organizational description</i>	Resources describing the structure, mandate, purpose, etc. of an organization or initiative. Examples: organization charts, mandate, vision, "who we are", etc.
<i>policy</i>	Statements regarding a course of action to be taken or a set of broad priorities, rules, guidelines, processes or commitments to be implemented or followed. The intent of policy is to influence, guide and determine decisions, actions, and other matters. Policy also includes support materials outlining the implementation of policy (plans, frameworks, etc.) Examples: policy, plan, framework, strategy etc. <i>Guidance:</i> If a resource outlines goals, plans, priorities, rules, procedures or processes or broad guidance on how to implement these, use Type = policy. If the document provides detailed guidance in how to follow or implement rules, procedures or processes, use Type = guide. If the document reports on the results of the implementation of policy, use Type = report.
<i>presentation</i>	Text and/or graphics used to accompany a lecture or speech for an audience. Examples: speeches, slide presentations, etc.
<i>reference material</i>	Predominantly textual, factual work presented at length on a specific topic or theme for the purpose of informing the reader, or any listing of items or entries provided to refer the user to additional resources. Examples: competency profiles, textbooks, histories, directories, dictionaries, glossaries, encyclopaedias, reading lists, etc.

Type	Definition / Guidance
report	<p>Results of research, inquiries, investigations or studies, or an account of past or projected organizational activity; may include statements of the organization's plans, opinions, resources, etc.</p> <p>Examples: Case studies, Report on plans and priorities, Departmental performance report, research reports, commission reports, etc.</p>
serial	<p>A resource that is issued over time with no predetermined conclusion.</p> <p>Includes:</p> <ul style="list-style-type: none"> • an indefinitely continuing group of discrete resources published on a regular basis under the same title. Examples include newsletters, journals, magazines, bulletins, etc. • a resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. An example is a manual whose parts (eg. chapters) are updated independently and at different times.
sound	<p>Auditory material such as music, human speech that is recorded and meant to be heard through an electronic device such as a television, radio, loudspeaker or computer.</p> <p>Examples: music recordings, voices, sound effects, etc.</p>
standard	<p>Mandatory measures or practices to ensure compliance with legislation or policy.</p> <p>Examples: Selection standards, information technology standards, service standards, etc.</p>
statistics	<p>Classified facts respecting any particular topic, especially those facts which can be stated in numbers.</p> <p>Examples: census, etc.</p>
still image	<p>A visual representation of a person, object or act, produced either physically or electronically; a picture as opposed to text.</p> <p>Examples: paintings, prints, drawings, diagrams, graphics, photographs, etc.</p>
survey	<p>A sample of data or opinions considered to be representative of a whole, may contain questions as well as responses.</p>
video	<p>Any resources that combines a sequence of images to form a moving picture that is able to be displayed or projected on a screen, and which might or might not be accompanied by sound.</p> <p>Examples: movies, films, animation, video, etc.</p>