

# Open Government Metadata Application Profile: Standard

FOIP and Information Management Division, Enterprise Information Management

Version: 1.0

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## 1. Policy Statement

- 1.1. This standard applies to all information resources that are included or described in the Open Government Portal.

## 2. Scope

- 2.1. This standard applies to all Government of Alberta departments, boards, agencies and commissions that create and maintain descriptive metadata records in the Government of Alberta's Open Government Portal.

## 3. Policy Description

- 3.1. This standard, known as the Open Government Metadata Application Profile (OGMAP), presents and describes all of the descriptive metadata elements that are to be included in the Government of Alberta's (GoA) Open Government Portal (the Portal). While OGMAP is specific to the Open Government Portal, it is expected that other GoA institutional repositories will be able to apply this profile with little or no modification.
- 3.2. The standard is an extension of the GoA's Metadata - Core Content Standard. The Metadata - Core Content Standard serves as the foundation of OGMAP, which is extended by adding elements to enable enhanced description of the information resources in the Portal.
- 3.3. This metadata application profile will be useful to:
  - 3.3.1. **system developers** who create, implement and maintain the content management system for the Portal;
  - 3.3.2. **metadata record managers** who ensure the proper understanding, application and entering of the metadata elements; and
  - 3.3.3. Portal **end-users** who want to improve their ability to find, access and understand the resources described in the Portal. They will also be able to better understand the various metadata elements applied to information resources in the Portal.

## 4. Standard Specification

The OGMAP will contain three levels of metadata:

- **Record-level metadata** – applies to the catalogue record which describes an information resource. All record-level metadata is system-generated. It is included in this profile because it is information that will be displayed to end-users of the Portal or because it is anticipated that it would be used by other systems to harvest and understand the metadata included in the records.

- **Resource-level metadata** – applies to the entire resource being described by the catalogue record. The resource itself may consist of one or more component parts; that is, one or more files may make up the resource being described. Possible scenarios include:
  - The resource in its entirety is released in one file, in one format.
  - The resource in its entirety is released in multiple file formats.
  - The resource is released in multiple parts, such as chapters of a book.
  - The resource is released serially, such as a newsletter, and each release is a separate file.
  - A combination of the above. For example, a serial resource may be issued with multiple formats for each issue.
- **Item-level metadata** – applies only to the individual component (file) to which it is attached.

## 5. Terms

- **Record-Level Metadata:** metadata applies to/describes the catalogue record.
- **Resource-Level Metadata:** metadata applies to/describes the entire resource being described, which may consist of one or more component parts (files).
- **Item-Level Metadata:** metadata applies to/describes one component part (file).
- **Definition:** a short description of the metadata element.
- **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 property **must** be provided
  - **Mandatory if Applicable (MA):** The property **must** be provided, if appropriate for the business context and/or the resources
  - **Recommended (R):** The property **should** be provided, if appropriate for the business context and/or the resources
  - **Optional (O):** The property **may** be provided to add metadata of value based on business requirements
- **Repeatable:** Indicates whether a metadata element can be applied only once or more than once when describing a single resource.
- **Field type:** Indicates the type of values that can be entered into the field.
  - **Controlled vocabulary:** values must be chosen from a controlled list.
  - **Encoding scheme; Date:** values must be entered in a specified format.
  - **Free text:** No rules are specified for the form in which values are entered.

### Open Government General Metadata Properties

- Elements followed by an asterisk (\*) are part of the GoA Metadata - Core Content Standard.
- All mandatory elements in the Core Content Standard are mandatory in OGMAP.
- The only element in the Core Content Standard not included in OGMAP is the element Medium (“The physical material used to store and/or retrieve information”). This element was not included because the Portal only includes records for digital information resources.
- The element USAGE CONSIDERATIONS from the Core Content Standard has been renamed ADDITIONAL INFORMATION for the purposes of this profile.
- The element EXTENT from the Core Content Standard has been separated into two elements for the purposes of this profile: EXTENT and FILESIZE.

Record-Level Metadata					
Name of Element	Definition	Obligation	Repeatable	Field type	Source
Catalogue	The broad metadata collection to which the metadata record belongs.	M	No	Controlled vocabulary	User
Import Source	The external catalogue or other source from which the metadata for the information resource was harvested.	MA	No	Controlled vocabulary	System
Metadata Record Date Created	The date and time the metadata record was created in the system.	M	No	Date	System
Metadata Record Identifier	A unique phrase or string which identifies the metadata record.	M	No	Encoding scheme	System
Metadata Record Organization	The organization responsible for creating the metadata record.	M	No	Controlled vocabulary	System

Record-Level Metadata					
Name of Element	Definition	Obligation	Repeatable	Field type	Source
Metadata Record Date Modified	The date and time the metadata record was updated in the system.	M	Yes	Date	System
Metadata Scheme	The name of the metadata schema used (including profile name).	M	No	Controlled vocabulary	System
Metadata Scheme URL	The electronic location where the documentation for the Metadata Scheme resides.	M	No	Controlled vocabulary	System
Metadata Scheme Version	The version of the metadata schema used (version of the profile).	M	No	Controlled vocabulary	System

Resource-Level Metadata					
Name of Element	Definition	Obligation	Repeatable	Field type	Source
Additional Information*	Description of factors that support the effective interpretation and use of the information resource.	MA	No	Free text	User
Alternative Title*	An alternative name used as a substitute or additional access point for an information resource.	MA	Yes	Free text	User
Audience	A group of people for whom an information resource is intended or useful.	M	Yes	Controlled vocabulary	User

Resource-Level Metadata					
Name of Element	Definition	Obligation	Repeatable	Field type	Source
Authorization	Name of the statute, regulation, or other legal or policy instrument(s) authorizing the collection, processing, storage, management, and/or dissemination of the data or other information contained in the described resource.	R	Yes	Free Text	User
Availability	Information on the availability of an information resource beyond the catalogue.	O	Yes	Controlled vocabulary + free text	User
Contact E-mail	The e-mail address to be used to contact the organizational contact for the information resource as listed in the Contact Name.	R	No	Free text	User
Contact Name	The organizational contact to obtain further information or provide feedback about an information resource.	R	No	Free text	User
Contact Other	Other information which can be used to contact the organizational contact for the information resource as listed in the Contact Name.	O	No	Free text	User
Contributor	A person or organization responsible for making significant contributions to the content of an information resource.	MA	Yes	Free text	User

Resource-Level Metadata					
Name of Element	Definition	Obligation	Repeatable	Field type	Source
Creator*	The business entity responsible for creating or compiling the original content of an information resource.	M	Yes	Controlled vocabulary	User
Date Added to Catalogue	The date and time on which an information resource is made available through the catalogue.	M	No	Date	System
Date Archived	The date at which an information resource should be identified as an archive copy in the catalogue.	MA	No	Date	User
Date Created*	The date, or date and time, on which the content of an information resource is created or compiled.	M	No	Date	User
Date Issued	The date, or date and time, on which an information resource was originally published or otherwise made publicly available for the first time.	M	No	Date	User
Date Modified*	The date, or date and time, on which the content of an information resource is changed.	M	No	Date	User
Description*	A concise narrative of the content of an information resource.	M	No	Free text	User
Frequency	The time interval at which new or updated versions of an information resource are issued.	M	No	Controlled vocabulary	User



Resource-Level Metadata					
Name of Element	Definition	Obligation	Repeatable	Field type	Source
Identifier (Other)*	A unique number, code, or reference value assigned to an information resource within a given context.	MA	Yes	Controlled vocabulary + free text	User
Issuing Body	The business entity responsible for making an information resource publicly available.	M	No	Controlled vocabulary	User
Keywords	Uncontrolled vocabulary terms (words or phrases) assigned to describe an information resource.	M	Yes	Free text	User
Language*	The specified language of an information resource.	MA	Yes	Controlled vocabulary	User
Licence	Reference to the legal document outlining access and usage rights for an information resource.	M	No	Controlled vocabulary	User
Place of Publication	The location, usually a town or city, where an information resource was published.	O	No	Free text	User
Related Resource	A resource that bears a close relationship to the described resource.	R	Yes	Controlled vocabulary + free text	User
Security Classification*	An information security designation that identifies the minimum level of protection assigned to an information resource.	M	No	Controlled vocabulary	User

Resource-Level Metadata					
Name of Element	Definition	Obligation	Repeatable	Field type	Source
Series Number	The volume number or other sequential designation used in a series statement for an information resource.	MA	No	Free text	User
Series Title	A distinctive collective title applied to an information resource and one or more other resources that also have their own separate titles.	MA	Yes	Free text	User
Source System	The name of the information storage system that serves as the authoritative source for the data/information contained in the described resource.	R	Yes	Free Text	User
Spatial Coverage	A geographical area or spatial extent covered by the content of an information resource.	MA	Yes	Free text	User
Subject*	A Controlled vocabulary term that expresses a topic of the content of an information resource.	O	Yes	Controlled vocabulary	User
Temporal Coverage	The period of time covered by the content of an information resource OR the time period during which the content was applicable.	MA	No	Date	User
Title*	The full and formal name given to an information resource.	M	No	Free text	User

Resource-Level Metadata					
Name of Element	Definition	Obligation	Repeatable	Field type	Source
Topic*	A Controlled vocabulary term that expresses the broad topical content of an information resource.	M	Yes	Controlled vocabulary	User
Type*	The business design or structure used in the presentation and publication of an information resource.	M	Yes	Controlled vocabulary	User

Item-Level Metadata					
Name of Element	Definition	Obligation	Repeatable	Field type	Source
Extent*	The size or duration of the item (file) being described.	R	Yes	Free text	User
Filesize	The filesize of the item (file) being described.	R	No	Free text	System
Format*	The file format or encoding method of the item (file) being described.	M	No	Controlled vocabulary	System
Item Description	A concise narrative of the content of the item (file) being described.	O	No	Free text	User
Item Title	The formal or informal name given to the item (file) being described.	M	No	Free text	User
Item URL	The electronic location where the item (file) being described can be found.	M	No	Free text	System

## 6. Key words

Metadata, open data, datasets, open information, open government, open government portal, virtual library, digital library, repository, government documents, government publications, government information, application profile.

## 7. Compliance

- 7.1. Consequences of non-compliance with this policy could result in damage to Government of Alberta's reputation, expose Albertans to harm and/or incur unnecessary costs.

## 8. References and Supporting Resources

- 8.1. Government of Alberta Metadata – Core Content standard
- 8.2. Open Government Metadata Application Profile (OGMAP) Standard Guide