

AGLS Metadata Standard: Australian Government Implementation Manual



Your story, our history



Version 3.0

August 2011



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CONTENTS

Executive summary	6
1 Introduction	7
1.1 Aims and audience.....	7
1.2 Coverage.....	7
1.3 How to use this manual	7
1.4 Feedback.....	8
2 Overview.....	10
2.1 What is AGLS metadata?	10
2.2 Why use AGLS metadata?.....	11
2.3 Introducing metadata properties	12
2.4 Metadata requirements for Australian Government agencies	14
2.5 Changes from previous versions and new terminology	15
3 Business issues raised by AGLS implementation	18
3.1 Deciding how to store metadata	18
3.2 Choosing a metadata authoring tool.....	20
3.3 Deciding which classifications to use when recording metadata.....	22
3.4 Linking AGLS metadata with agency recordkeeping metadata.....	25
3.5 Purchasing an AGLS-compliant search engine.....	26
3.6 Keeping AGLS metadata up to date.....	26
3.7 Testing for AGLS metadata standard compliance	26
4 Property requirements	28
4.1 Property obligation requirements.....	28
4.2 General property characteristics	30
4.3 Assigning property values.....	30
4.4 Encoding schemes	31
4.5 Syntax of property values	31
4.6 Extending AGLS metadata	38
4.7 Which resources to describe	39
5 AGLS property descriptions and usage examples	41
5.1 Example layout of property descriptions	43
5.2 Creator property.....	44
5.3 Date property and related properties	46
5.4 Title property and related properties.....	50
5.5 Function property.....	51
5.6 Subject property.....	53
5.7 Availability property	55
5.8 Identifier property and related properties.....	57
5.9 Publisher property.....	58
5.10 Audience property.....	60
5.11 Coverage property and related properties.....	61
5.12 Description property.....	65
5.13 Language property.....	66
5.14 Type property and related properties	67
5.15 Contributor property	70
5.16 Format property and related properties	71
5.17 Mandate property and related properties	73

5.18	Relation property and related properties	75
5.19	Rights property and related properties	79
5.20	Source property	82
6	Agent metadata terms and examples	84
6.1	Namespace	84
6.2	Terms and descriptions	85
6.3	HTML examples	90
6.4	XHTML examples	91
6.5	Related descriptions	92
7	Availability metadata terms and examples	93
7.1	Overview	93
7.2	Namespace	94
7.3	Terms and descriptions	94
7.4	HTML examples	100
7.5	XHTML examples	101
7.6	Related descriptions	103
8	Administrative metadata terms and examples	104
8.1	Namespace	104
8.2	Terms and descriptions	105
8.3	HTML examples	108
8.4	XHTML examples	108
Appendix 1 — HTML examples of AGLS records		110
Appendix 2 — XHTML examples of AGLS records		116
Appendix 3 — Syntax encoding schemes		122
Appendix 4 — Vocabulary encoding schemes		124
Appendix 5 — AGLS metadata date encoding		131
Appendix 6 — Language codes		133
Appendix 7 — Internet media types		135
Appendix 8 — Glossary and further references		137

TABLES

Table 1	AGLS properties and their obligations	13
Table 2	Terminology used in versions 1.0 and 2.0 of the AGLS metadata standard ..	16
Table 3	Metadata creation checklist	21
Table 4	AGLS metadata properties and their Australian Government obligation status	41
Table 5	Example layout of the metadata property description	43
Table 6	<i>Creator</i> property	44
Table 7	<i>Date</i> property and related properties	46
Table 8	<i>Title</i> property and related properties	50
Table 9	<i>Function</i> property	51
Table 10	<i>Subject</i> property	53
Table 11	<i>Availability</i> property	55
Table 12	<i>Identifier</i> property and related properties	57
Table 13	<i>Publisher</i> property and related properties	58
Table 14	<i>Audience</i> property	60
Table 15	<i>Coverage</i> property and related properties	62

Table 16	<i>Description</i> property	65
Table 17	<i>Language</i> property	66
Table 18	<i>Type</i> property and related properties.....	68
Table 19	<i>Contributor</i> property	70
Table 20	<i>Format</i> property and related properties.....	72
Table 21	<i>Mandate</i> property and related properties	74
Table 22	<i>Relation</i> property and related properties.....	75
Table 23	<i>Rights</i> property and related properties	79
Table 24	<i>Source</i> property	82
Table 25	Agent metadata term summary.....	84
Table 26	Agent metadata terms	85
Table 27	Availability metadata term summary.....	93
Table 28	Availability metadata terms	94
Table 29	Administrative metadata term summary.....	104
Table 30	Administrative metadata terms	105

EXECUTIVE SUMMARY

This implementation manual is designed to help Australian Government agencies produce web-based descriptions of their information and services using the *AGLS Metadata Standard*, formerly known as the *Australian Government Locator Service*. The current version of the *AGLS Metadata Standard* was endorsed by Standards Australia in May 2010 and published as Australian Standard AS 5044-2010.

The aim of implementing the *AGLS Metadata Standard* is to provide efficient access to descriptions of government resources, information, services and agencies on the World Wide Web and to support emerging linked data and Semantic Web technologies. Compliance with the AGLS standard will ensure a nationally consistent approach to description of government resources and open public sector information. This in turn will help people to locate resources without needing a detailed knowledge of government structures.

This manual sets out Australian Government requirements for the implementation of AGLS metadata and provides practical advice and direction for staff responsible for coordinating agency policy and practice on web-based information and services.

The manual provides a basic overview of AGLS implementation and outlines at a high level business and resource issues that are likely to arise when integrating AGLS into an agency's business processes.

The manual also covers technical issues of implementation. Section 7 provides detailed descriptions of AGLS properties and examples of correct usage.

1 INTRODUCTION

1.1 *Aims and audience*

This manual is intended for Australian Government staff responsible for agency policy and practice on the provision of web-based information and services, and for ICT staff responsible for technical implementation.

The primary aim of this manual is to promote consistent implementation of the revised *AGLS Metadata Standard*¹ (published as Australian Standard AS 5044-2010) by Australian Government agencies. Although the standard has been designed to be flexible and can be used in a wide variety of settings, agencies across the whole Australian Government jurisdiction should apply it consistently.

This manual aims to assist Australian Government agencies with implementing the standard and provides explicit guidance on the standard.

1.2 *Coverage*

These guidelines provide:

- an overview of the AGLS metadata requirements for government agencies, explaining the various properties and their characteristics and providing a checklist for implementation within agencies
- implementation requirements for compliance with the AGLS including
 - advice on determining metadata requirements for different kinds of business systems, and deciding which metadata authoring tools to use
 - coverage of specific implementation issues, including storage and accessibility and maintenance
- information about obligation requirements for the AGLS metadata in Australian government agencies
- information about the AGLS metadata property descriptions and metadata terms with examples, and
- a glossary of key terms and acronyms.

1.3 *How to use this manual*

These guidelines should be read in association with the AGLS. The guidelines provide background information to the AGLS, explain the concepts underlying the standard, and provide many examples to help with implementation.

Section 2 provides an overall view of the key concepts of the standard and its main components. If you are unfamiliar with metadata and the requirements for metadata in Australian government agencies, this is the place to start.

¹ AS 5044.2:2010 AGLS Metadata Standard Part 1 – Reference Description, July 2010 and AS 5044.1:2010 AGLS Metadata Standard Part 2 – Usage Guide, July 2010

Section 3 is intended for use by those managing the implementation of AGLS in the agency. Section 3 covers decisions that agencies will need to make before implementing the standard, and include:

- best-practice and minimum implementation requirements
- information about choosing a metadata authoring tool
- key implementation issues for consideration
- ongoing maintenance of metadata
- how to test for compliance.

Sections 4 through to 8 are key to understanding how to implement the standard and are especially relevant for staff who have to apply the standard. Section 4 describes all the properties and their obligation status as well as the general characteristics that are to be used in the AGLS implementation with recommendations for each property value. Section 5 through to 8 gives a thorough background on the use of properties and the underlying concepts. It provides detailed descriptions of how the individual AGLS properties should be used in the Australian Government context and rules for describing resources.

There are a number of appendixes providing useful information and clarification:

- Appendix 1 details best practice in ALGS metadata creation for AGLS records in HTML 4.01 syntax
- Appendix 2 providing an example of best practice for AGLS records in XHTML 1.0 Strict syntax.
- Appendix 3 provides further information on the syntax encoding schemes
- Appendix 4 details the vocabulary encoding schemes
- Appendix 5 provides clarification on the AGLS metadata date encoding which uses ISO 8601 Extended Format
- Appendix 6 details the use of RFC 5646 language codes for the language property or the language of the value of other properties
- Appendix 7 provides a list of some more commonly used Internet Media Type (IMT) values, and
- Appendix 8 provides a glossary of terms and further references.

1.4 Feedback

The current standard will continue to evolve as we learn more about the processes of creating, managing and exploiting AGLS metadata.

Any future revisions to the standard will be backwardly compatible with earlier versions of the standard. This means that AGLS metadata created with a previous version of the standard should remain valid under subsequent versions. Therefore, for as long as AGLS metadata is in use, changes to the standard will take the form of minor refinements and additions rather than major alterations whenever possible.

The National Archives of Australia (National Archives) is the maintenance agency for the AGLS Metadata Standard and manages the evolution of the standard, including the addition and definition of properties, vocabulary encoding schemes and syntax encoding schemes.

The National Archives maintains the AGLS website and AGLS documentation (including schemas).

Recommendations on changes to the properties are made in response to input from the AGLS user community and outcomes of studies of AGLS metadata usage.

Feedback and suggestions about changes to the *AGLS Metadata Standard Version 2.0* are welcomed.

Contact the National Archives to provide input or feedback:

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2 OVERVIEW

In this section we provide an overview of the AGLS metadata standard. We discuss what metadata is for those not familiar with this area and explain its importance. This section also includes a brief outline of the metadata requirements for Australian government agencies and highlights the changes from the previous version of AGLS.

2.1 What is AGLS metadata?

Metadata is a term for something that has been around for as long as humans have been writing. The basic definition of metadata is ‘data about data’. It is the Internet-age term for information that librarians traditionally have put into catalogues and archivists into archival control systems.

AGLS metadata refers to descriptive information about resources, and is known as ‘resource discovery metadata’. Resources can include documents, images, sound, video, physical objects, people and services.

Resource discovery metadata is information stored in a structured format describing a resource or a collection of resources.

A metadata record typically includes, but is not limited to:

- basic identification information about the resource, such as title, author, version, reference dates
- the size or extent of the resource
- an abstract, description or summary of the content of the resource
- the possible use of the content
- the resource's intended audience
- legal information about the ownership or rights held over the resource
- how to access the resource, including any access restrictions that apply.

The standard is a set of metadata properties, policies and guidelines defined for a particular application or implementation. It is an application profile of the Dublin Core metadata²(see also *AGLS Metadata Standard Part 2 – Usage Guide*, Section 1.6 for further detail on Dublin Core), which aims to:

- be simple to create and maintain
- use commonly understood semantics
- have an international scope
- be extensible.

² Dublin Core Metadata Initiative, <http://dublincore.org>

2.2 Why use AGLS metadata?

Finding a resource could be difficult if a user was limited to using keywords or phrases that occur just in the content of the resource, particularly when using common words as a search term. In the case of a resource such as a video or audio recording or a resource that is not available online, it is not possible to search for keywords in the content and therefore the resource would not be found.

When, however, resources have been described using metadata, they can be easily discovered and evaluated by the user, e.g. by using an online search engine.

Metadata therefore allows a user to search for any resource that has been described online by using keywords, names and phrases in the structured context of well-defined properties such as title, creator, date and intended audience of the resource. The metadata can also tell the user where or how the resource can be obtained (either online or offline).

Standardised metadata descriptions also enable web-based search engines to do their job more efficiently. This, in turn, helps to ensure that people searching government websites are presented with relevant and meaningful results in response to search requests.

For Australian Government agencies, the advantage of using the standard is that people searching for Australian Government information on the World Wide Web will have fast and efficient access to descriptions of government resources.

By investing in the creation and maintenance of AGLS metadata, Australian Government agencies can:

- significantly increase the return on their initial web-publishing investment
- improve the management of their websites, e.g. aligning the business and IT processes driving the creation and provision of resources
- ensure that people without a detailed knowledge of government structures can locate the government resources that they need
- improve the general discoverability of resources to users.

2.2.1 Quick and easy to create

The standard allows agencies to create highly-structured, precise, and high-quality metadata that will ensure efficient online retrieval of Australian Government resources.

Creating and maintaining simple, good-quality AGLS metadata is a significant organisational commitment, but should not be a major burden on organisational resources or business processes.

Agencies that comply with the implementation requirements outlined in this manual should find that AGLS metadata creation and maintenance becomes a seamless and painless component in the process of maintaining an organisational presence on the World Wide Web.

Metadata records should be quick and easy to create, functional and productive for retrieval purposes, and consistently applied across similar sectors. The standard is based on the Dublin Core standard because one of the major objectives of Dublin Core is the fast and efficient creation of metadata, either by document authors or automated systems.

In most cases, it will be sufficient for agencies to create and maintain relatively simple and unstructured AGLS metadata records. The standard supports the creation of a minimum set of simple, unqualified metadata. Agencies are, however, encouraged to create more detailed and structured metadata. By adding qualifiers, agencies can create metadata descriptions that are more highly structured and more semantically correct, which will result in high-quality metadata. In order to create the best quality metadata, agencies may need to employ an information management professional with relevant expertise, such as a librarian.

2.2.2 Long term benefits

Use of AGLS metadata will provide long-term benefits for agencies. There is a serious, but not overwhelming, commitment needed to support AGLS metadata. The initial effort may be high, but over time, the benefits are worthwhile.

Business case analyses for adopting metadata have shown many significant benefits, including:

- providing clients with a seamless method for accessing resources
- enabling clients to locate resources without needing a detailed knowledge of organisational structures
- helping staff to locate resources on intranets, especially when providing call centre or shop-front services to clients
- helping partner organisations locate resources on restricted extranets
- where necessary, providing extensive information about a resource without allowing access to the resource itself
- providing a consistent, national approach to resource access
- ensuring high-quality information and services are comprehensively available
- providing consistent information management procedures
- providing a rich and competitive environment for dissemination of resources of all types
- providing a means of ranking results so that those most relevant to the client are displayed first.

2.3 *Introducing metadata properties*

Based on the Dublin Core, the AGLS metadata property set describes the characteristics of the resource. The metadata property set consists of 60 properties that, for Australian Government agencies, have been grouped into four obligation categories:

- **Mandatory:** these properties must be present in all metadata records;
- **Conditional:** these properties must be present under certain circumstances;
- **Recommended:** there may be valid reasons in particular circumstances not to include these properties, but the full implications must be understood and carefully weighed; and
- **Optional:** these properties are truly optional

Although the Australian Standard AS 5044 only requires the use of three mandatory properties (marked with an asterisk in the table below) to create a compliant AGLS metadata record, the Australian Government's implementation of the standard mandates the use of additional properties. These additional properties are required to support the portals framework and any future initiatives that may require well-formed metadata for the description of Australian Government information and services. Agencies are encouraged to use as many additional metadata properties as necessary in order to enhance the agency's resource description and maximise discovery.

The properties that are particularly important to customer-focused portals in their delivery of browse lists and searches targeted to their customer groups are Title, Subject, Description, Coverage, Function, Audience, Type and Availability.

Below is a table listing the properties with their obligation. For more detail on additional properties see Table 4.

Table 1 AGLS properties and their obligations

Property	Obligation	Property	Obligation
<i>Creator*</i>	Mandatory	<i>hasFormat</i>	Optional
<i>Date*</i>	Mandatory	<i>hasPart</i>	Optional
<i>Description</i>	Mandatory for Australian Govt	<i>hasVersion</i>	Optional
<i>Title*</i>	Mandatory	<i>isBasedOn</i>	Optional
<i>Type</i>	Mandatory for Australian Govt	<i>isBasisFor</i>	Optional
<i>availability</i>	Conditional	<i>isFormatOf</i>	Optional
<i>function</i>	Conditional	<i>isPartOf</i>	Optional
<i>identifier</i>	Conditional	<i>isReferencedBy</i>	Optional
<i>language</i>	Conditional	<i>isReplacedBy</i>	Optional
<i>protectiveMarking</i>	Conditional	<i>isRequiredBy</i>	Optional
<i>publisher</i>	Conditional	<i>issued</i>	Optional
<i>subject</i>	Conditional	<i>isVersionOf</i>	Optional
<i>audience</i>	Recommended	<i>jurisdiction</i>	Optional
<i>coverage</i>	Recommended	<i>license</i>	Optional
<i>accessRights</i>	Optional	<i>mandate</i>	Optional
<i>act</i>	Optional	<i>medium</i>	Optional
<i>aggregationLevel</i>	Optional	<i>modified</i>	Optional
<i>alternative</i>	Optional	<i>references</i>	Optional
<i>available</i>	Optional	<i>regulation</i>	Optional

<i>bibliographicCitation</i>	Optional	<i>relation</i>	Optional
<i>case</i>	Optional	<i>replaces</i>	Optional
<i>category</i>	Optional	<i>requires</i>	Optional
<i>conformsTo</i>	Optional	<i>restrictions</i>	Optional
<i>contributor</i>	Optional	<i>rights</i>	Optional
<i>created</i>	Optional	<i>rightsHolder</i>	Optional
<i>dateCopyrighted</i>	Optional	<i>serviceType</i>	Optional
<i>dateLicensed</i>	Optional	<i>source</i>	Optional
<i>documentType</i>	Optional	<i>spatial</i>	Optional
<i>extent</i>	Optional	<i>temporal</i>	Optional
<i>format</i>	Optional	<i>valid</i>	Optional

To add meaning to a property, encoding schemes are used as they indicate how to interpret the value. There are two types of encoding schemes – Vocabulary Encoding Schemes and Syntax Encoding Schemes. Vocabulary Encoding Schemes indicate that the value is a term from an existing controlled vocabulary (thesaurus). Examples of Vocabulary Encoding Schemes include AGIFT, APAIS, AglsJuri and agls-audience whilst a Syntax Encoding Schemes indicate that the value is formatted in accordance with a formal notation or an externally defined standard. Examples of Syntax Encoding Schemes include URI, ISBN, ISO8601, AglsAgent and GOLD.

For all the data we have considered to be able to be exchanged and understood across networked computers it must be written in a standard syntax. Examples of syntax include XHTML which is most commonly used across the World Wide Web, as well as the Resource Description Framework (RDF) and eXtensible Markup Language (XML) which are standards for resource description and discovery.

All of this will be covered in further detail in Section 4.

2.4 Metadata requirements for Australian Government agencies

The use of AGLS metadata is mandatory for Australian Government agencies.³ In addition to compliance with the standard itself, Australian Government agencies are also required to comply with this manual.

The National Archives acts as the maintenance agency for the standard and maintains the AGLS website (<http://www.agls.gov.au>).

Section 3 discusses in more detail all the decisions that agencies will need to make before implementing the standard and the issues they will need to consider.

The standard's obligations require agencies to describe *all* government services, regardless of mode of delivery, using AGLS metadata. Even if a service is only provided over the counter

³ <http://webguide.gov.au/finding-content/metadata-agls/>

and is not available over the Internet, it should still be described on the Internet using AGLS metadata. AGLS metadata may contain information about how to access it, including contact information and opening hours.

While there are obvious benefits in using the same metadata schema for the description of services and document-based information resources, services are a much more dynamic resource than documents. For resource discovery purposes, therefore, resource description needs to be approached differently when describing a service.

This manual also shows metadata creators how to use AGLS metadata for the description of government services, and provides rules for interpreting AGLS metadata properties when describing services. Appendixes 1 and 2 provide some examples of AGLS metadata for the description of services and the correct HTML and XHTML syntax. You can find guidelines⁴ for encoding AGLS metadata for the description of services in XML and RDF syntax on the AGLS website

2.5 Changes from previous versions and new terminology

This manual supersedes the information found in the *Australian Government Implementation Manual for AGLS Metadata* Version 1.0.

The changes to the manual include:

- examples in eXtensible Hypertext Markup Language (XHTML)

The major changes to the standard include:

- revised terminology, property descriptions and recommended formatting to remain consistent with the Dublin Core Metadata Initiative (DCMI)
- the option to assign free-standing descriptive labels to metadata terms
- a clear distinction between vocabulary encoding schemes and syntax encoding schemes
- the inclusion of a Dublin Core property not previously used in the AGLS standard (conformsTo) and the inclusion of four new Dublin Core properties (accessRights, dateCopyrighted, rightsHolder and license)
- the inclusion of two new AGLS properties (dateLicensed and protectiveMarking)
- the inclusion of three additional sets of terms (Agent Metadata Terms, Availability Metadata Terms and Administrative Metadata Terms)
- the withdrawal of one element refinement (DC.coverage.postcode)
- changes to the obligation status of some properties
- the inclusion of a new obligation status 'Recommended'
- an update of references to the most recent versions of Request for Comment (RFC) standards and ISO standards
- the expansion of the AGLS Audience Vocabulary Encoding Scheme.

⁴ [AGLS Metadata Standard: Guide to Expressing AGLS metadata in XML v1.0](#) and [AGLS Metadata Standard: Guide to Expressing AGLS metadata in RDF v1.0](#) located at <http://www.agls.gov.au/>

2.5.1 New terminology

This document uses terminology from the revised DCMI Abstract Model, approved as a DCMI Recommendation in 2007. This new terminology replaces the terminology used in previous versions of this manual. Table 1 compares the two terminologies.

Table 2 Terminology used in versions 1.0 and 2.0 of the AGLS metadata standard

Version 1.0 of the standard	Version 2.0 of the standard (follows DCMI Abstract Model)
element	<i>property</i>
element refinement	<i>property with sub-property of relation</i>
encoding scheme	<i>syntax encoding scheme or vocabulary encoding scheme</i>
syntax encoding scheme	<i>syntax encoding scheme</i>
qualifier	<i>property with sub-property of relation, syntax encoding scheme or vocabulary encoding scheme</i>
vocabulary encoding scheme	<i>vocabulary encoding scheme</i>

2.5.2 Definitions used in the standard

The keywords 'must', 'must not', 'required', 'shall', 'shall not', 'should', 'should not', 'recommended', 'may', and 'optional' in this document are to be interpreted as described in [RFC 2119](#): *Key words for use in RFCs to Indicate Requirement Levels*,

Must: This word or the terms '**required**' or '**shall**' mean an absolute requirement of the specification.

Must not: This phrase or the phrase '**shall not**' mean an absolute prohibition of the specification.

Should: This word or the adjective '**recommended**' mean that there may exist valid reasons in particular circumstances to ignore a particular item, but the full implications must be understood and carefully weighed before choosing a different course.

Should not: This phrase or the phrase '**not recommended**' mean that there may exist valid reasons in particular circumstances when the particular behaviour is acceptable or even useful, but the full implications should be understood and the case carefully weighed before implementing any feature described with this label.

May: This word or the adjective '**optional**' mean that an item is truly optional. An implementation which does not include a particular option **must** be prepared to interoperate with another implementation which does include the option, though perhaps

with reduced functionality. An implementation which does include a particular option **must** be prepared to interoperate with another implementation which does not include the option (except, of course, for the feature the option provides.)

3 BUSINESS ISSUES RAISED BY AGLS IMPLEMENTATION

In this section we discuss the decisions that agencies will need to make before implementing the standard and what needs to be considered to ensure metadata is managed in a sustainable way. These decisions and considerations include:

- how to store metadata
- which authoring tool to choose
- which metadata to record
- how to link AGLS metadata to recordkeeping metadata
- the purchase of a site engine
- how to keep metadata up to date
- how to test for compliance of the AGLS metadata standard

3.1 Deciding how to store metadata

Several options are available to a metadata manager for storing AGLS metadata. Meta tags can be embedded in individual web pages or embedded in 'pointer' HTML/XHTML pages. The decision on which option to use will be based on business needs, with the benefits of improved access to information balanced against administrative costs and the imposition on authors. There are also a number of technical factors which will need to be considered. These include size of the website, whether or not the website includes non-HTML resources and whether or not the metadata will be 'harvested'.

For websites that are small (200 pages or less) and comprise HTML/XHTML documents only, the lowest-cost solution for moving to metadata-based information access tools is to embed metadata as <meta> tags in the head of key HTML/XHTML documents. For small or simple websites, this may be all that is ever required.

Agencies that distribute non-HTML material through their websites (such as PDF files or compressed word-processed documents) will also need to consider how to provide metadata for these resources. One option is to create separate files that contain the metadata about those resources and act as 'pointers' to them.

The National Archives recommends agencies consider their needs, what is sustainable and extensible and also what can make use of existing infrastructure when determining the best solution for their storage needs.

3.1.1 Accessibility

It is important that the metadata on an agency's website can be exploited by both external search engines (commercial search engines and portals such as australia.gov.au) and by the agency's own website search engine. Unfortunately, a large number of commercial search engines do not have the capacity to exploit AGLS or Dublin Core metadata.

When purchasing a search engine for an agency website, it is important to ensure that it has the capacity (or can be configured) to understand, interrogate and retrieve AGLS metadata.

3.1.2 Metadata Access Standards

Metadata must be accessible in a standard way so that search engines can easily find the resource descriptions and provide this information to the user. There are three main

mechanisms for accessing metadata (embedded/stand-alone metadata, metadata repositories or resource management systems), which are described below, you will note that each has advantages and disadvantages. The information systems used by an organisation or that harvest an organisation's metadata will reflect these capabilities.

Embedded or stand-alone metadata

This mechanism uses current technologies supported by the web and HTML/XHTML. Metadata records are included within HTML/XHTML files using the <meta> tag. If the resource being described is itself an HTML/XHTML file, the metadata becomes an integral part of the resource being described and is written to conform to the syntax of the HTML/XHTML version being used.

However, one drawback of this mechanism is that non-HTML/XHTML resources (eg offline resources and services) must have HTML/XHTML descriptions if they are to be described using metadata. This requires creation of 'front-end' HTML/XHTML pages to contain metadata for such things as PDF documents, Microsoft Word documents or image files, and could have significant resource implications. Another liability is that, when parts of the metadata change, for instance following administrative change, some of the metadata embedded in each HTML/XHTML file will need to be updated or changed.

Metadata can be embedded in Portable Document Format (PDF) files and graphics formats such as JPEG, JPEG 2000, GIF, PNG, HTML, TIFF, Adobe Illustrator, PSD and PostScript using the Extensible Metadata Platform (XMP). XMP metadata can describe a file as a whole but can also describe parts of a file such as individual pages or embedded images. It also permits documents to be created from components and retain the original metadata associated with the components.

XML and the Resource Description Framework (RDF) encodings of AGLS metadata will allow more structure within embedded AGLS metadata records.

Alternatively, it is possible to create separate metadata records using XML and RDF. These can be linked from individual pages or collection level pages. Where it is not possible to provide a direct link from a resource to its associated metadata, a link to the metadata file can be provided from an index or collection level page linking to those resources.

Metadata repositories

This mechanism involves using databases to store and manage metadata descriptions. Metadata databases, also called metadata repositories, are queried for metadata records using standard information retrieval protocols.

The method of storing metadata in a database provides more flexibility, as there are no static records. The metadata can be made available in various arrangements or syntaxes that can easily be modified over time. An added advantage of storing AGLS metadata in a database is the ease with which global changes and amendments can be made after initial creation. On the other hand, setting up the metadata repository in the first place is more difficult than simply embedding metadata in HTML pages, and does have implications for retrieval of the metadata by search engines.

Initially, metadata records from databases should support their native syntaxes, but move towards standards such as XML and RDF over time.

Resource management systems

This mechanism involves exploiting an organisation's resource management system. These systems provide significant amounts of metadata describing resources (eg databases, documents and records) and services. The metadata managed by resource management systems is often sophisticated and may support recordkeeping activities, resource management and resource archiving as well as resource discovery. However, such metadata can often be translated to the standards required by a resource discovery system. Examples of resource management systems include recordkeeping systems, electronic document management systems, web content management systems, records management systems and collection management systems.

Some resource management systems can provide automatic facilities to support:

- export of selected metadata records into either of the mechanisms above; and/or
- public access to selected records within the resource management system.

If an organisation has a resource management system, this mechanism may not require significant new investment and could help consolidate metadata management. The National Archives has published a recordkeeping metadata standard which designers and developers of recordkeeping and other resource management systems can use to meet organisation recordkeeping metadata needs. The standard is an extension of the AGLS Metadata Standard. Systems that create and capture metadata described by the recordkeeping metadata standard can create AGLS metadata for export to a web environment as needed.

Where selected resources in a management system are made available to the public, care must be taken to maintain access restrictions when exporting resources or providing direct access. This is where the *accessRights* and/or *restrictions* properties is used for all cases where there are restrictions on access or use.

3.2 Choosing a metadata authoring tool

It is most cost-effective to create metadata as early as possible in the life of a resource. Ideally, agencies should do this when creating or publishing the resource.

Metadata creation tools can be:

- part of a resource creation system, such as a word processor
- part of a resource management system, such as an electronic record keeping system, a web-based registration system (e.g. Business Entry Point), or a content management system
- stand-alone tools.

The use of a suitable automated metadata-authoring tool not only helps to ensure consistency, it can also greatly speed up metadata creation. Ideally, such tools will be accessible from the desktops of all officers who are expected to create metadata.

Such tools generally take the form of a template into which data values can be either automatically or manually entered, or 'dragged and dropped' from a linked scheme. Once all the required data values are entered into the template, the authoring tool automatically generates a metadata record with suitable syntax.

Metadata using a metadata registry - This approach can be useful in the context of a portal linking to resources provided by others, linking data to metadata and vice versa. The database or registry system needs to be configured to accept AGLS metadata and users will need tools that will create valid metadata records. A metadata registry can be implemented as part of an enterprise architecture system.

Metadata using a resource management or enterprise architecture system - The resource management system needs to be configured to accept AGLS metadata and resource creators/providers will need tools that will create valid metadata records. When implementing a resource management system, content management system or enterprise architecture, support for AGLS metadata should be included in the design stage, including automatically assigning values where possible.

Table 3 Metadata creation checklist

Steps	Manual Metadata Checklist - for embedding manual AGLS metadata, encoded in HTML/XHTML <meta> tags, into web documents.	Metadata using a metadata registry - for creating AGLS metadata through a shared metadata database or registry	Metadata using a resource management or enterprise architecture system
1	Select a metadata creation tool that best meets your needs. Familiarise yourself with this tool (See the list in clause 3.6).	Familiarise yourself with the metadata management tools in the repository or database.	Familiarise yourself with the metadata management tools in the resource management system.
2	Using the tool, enter the values of mandatory AGLS metadata properties about the resource, and any conditional properties where the conditions are met. This will provide the minimum information required (See the AGLS metadata summary in Appendix A).		
3	Using the tools, enter any recommended and optional AGLS metadata properties about the resource based on the business purpose of the resource and the requirements of the clients. While many properties are optional, there are occasions when the more information you provide the more useful the description will be.		
4	Using the tool, export the AGLS metadata into the <meta> tag format		
5	Using your preferred editor or word processor, open the HTML or XHTML document and insert the <meta> tag text at the beginning of the document. This is usually right after the <head> tag.		
6	Submit the HTML/XHTML	Submit the metadata for	Submit the resource for

	document to the web server.	inclusion in the repository or database according to your usual submission procedures.	publication according to your usual publication procedures.
7		Ensure that access is provided to the AGLS metadata records to relevant users and systems.	
8	Ensure that search engines can harvest and process the metadata.	Ensure that search engines or shared databases/registries can harvest and process the metadata.	Ensure that search engines can harvest and process the metadata.

3.3 Deciding which classifications to use when recording metadata

Agencies are encouraged to use function-based and subject-based classifications to enrich their metadata.

Time and workloads do not permit metadata creators to carefully read every word in a resource to decide which metadata terms they should record to describe it (and studies suggest that such exhaustive perusal does not result in a more accurate judgement of subject content). Metadata creators should focus on the parts of the resource likely to be the most informative, or merely scan the text. As a general guide, creators should take about five minutes to analyse the content of a resource.

Agencies are encouraged to use function-based and subject-based classifications from which to choose metadata terms to describe the resource in the *function* property (see also Section 5.5) and the *subject* property (see also Section 5.6), respectively, to enrich their metadata.

Users who search the metadata do not need to understand the difference between these two concepts to conduct a successful online search; however, AGLS metadata creators must understand the difference.

When selecting terms from hierarchically constructed thesauri, metadata creators should select the most specific term that most accurately reflects the purpose or content of the resource being described.

3.3.1 Function-based classifications

A function-based classification describes why a resource exists.

The use of the *function* property (see also Section 5.5) allows a much higher degree of consistency in describing government resources than the *subject* property, because there are a finite number of business functions that governments perform. The number of subject areas in which governments may have an interest is much wider. The use of the *function* property is mandatory for descriptions of agency home pages and collection-level records, and when describing services.

In most cases, Australian Government agencies' source of metadata terms for the *function* property will be:

- The [Australian Governments' Interactive Function' Thesaurus \(AGIFT\)](#). This thesaurus is a comprehensive high-level thesaurus of functions performed in the Australian Government and should be used to ensure consistency in functions terms. It is available online from the National Archives' website.
- An agency-specific functions thesaurus developed in accordance with National Archives' guidelines. Agency-specific functions thesauri that comply with National Archives guidelines sit within, and are consistent with, the high-level functions-based classification framework provided by AGIFT.

The *function* property describes the business function of the agency to which the resource or service relates. For services, the nature of this relationship is principally that services are lower-level instances of higher-level functions. This relationship should, therefore, be reflected in the metadata description of a service. For example, at the highest level, almost all Sydney Water business functions would be described by the AGIFT term 'Water usage management'. The use of such high-level terms provides context for resource discovery. A business activity forming part of this function would be described by the agency's own functions thesaurus (e.g. 'Dam maintenance').

3.3.2 Subject-based classifications

A subject-based classification describes what the resource is about and helps users determine whether a resource is relevant to them.

When recording metadata terms for the *subject* property (see also Section 5.6), agencies can use the [Australian Public Affairs Information Service \(APAIS\)](#) or [Thesaurus of Australian Government Subjects \(TAGS\)](#) (thesauri for subject).

The [TAGS](#) thesaurus is a high-level whole-of-government subject thesaurus, developed by the Australian Government Information Management Office (AGIMO). It is the recommended tool for assigning subject metadata terms to resource descriptions within the *subject* property. In addition, agencies can apply any terms that they consider relevant from their own subject thesaurus by repeating the *subject* property and choosing metadata terms from their relevant agency scheme.

When deciding which metadata to record for the *subject* property, the first step is to analyse the resource you are describing, using its content and the *category* property of the displayed resource, the *title*, and any descriptive information on the page or in the source, to determine the overall subject of the resource. Then, identify any secondary aspects that merit recording. You can find a more detailed procedure on how to determine the subject of a resource in the [ISO 5963:1985 Documentation — Methods for examining documents, determining their subjects, and selecting indexing terms](#).

Until the whole-of-government subject thesaurus is available, agencies may use the APAIS thesaurus together with an approved thesaurus or an agency's controlled list. Agencies should choose the most significant and unique words as subject metadata terms, avoiding those too general to describe a particular item. Provide sufficient terms to allow users to

discover the resource, but do not create variations of terms, synonyms, case or tense variations, or alternate spellings.

If your agency has developed an in-house thesaurus as the source of terms for the *subject* property, it is essential that the thesaurus is publicly available for anyone to search or browse. The National Archives maintains a register of all thesauri in use by Australian Government agencies. If your agency is using a thesaurus that is not on this list, please advise the National Archives of the thesaurus you are using (send an email with a description of the thesaurus and details of where it can be accessed to agls@naa.gov.au).

Having assigned the metadata terms to record the subject of the resource as a whole, decide whether further subject information is required to refine this description or to describe a part of the resource in more detail. These additional terms can be included in the *description* property if they are not available in an established schema or thesaurus.

3.3.3 Tips for analysing resources

- **How many terms to use?**

Identify the major points or subjects of the resource and choose the metadata terms that describe these, listing the most important terms first. Add other terms as required to improve the accessibility of the resource. Search engines may have limits on the number of characters they will index, this may in turn limit the number of metadata terms that can be used to describe a resource.

- **Be specific**

Use the most specific term available to describe the resource. For example, a resource on child welfare should be indexed under the metadata term 'child welfare'. It should only be indexed under the additional term 'social welfare' if the resource also discusses social welfare more generally. General headings are used for general concepts. It is equally important to ensure that the terms chosen appropriately represent all the important themes in a resource. For example, a paper that describes the relationship between foreign relations and defence planning should be allocated terms to encompass both aspects.

If no subject metadata term exists for a concept you think needs to be described, choose the metadata term that most closely represents it. The practice of looking for a 'like' term and checking its indexing is very common when choosing correct metadata terms.

- **Record for search efficiency**

Remember that the aim of recording metadata terms is to help people locate the resources relevant to their search topic. Do not use terms that represent only minor points — these will not be useful for the user. Do not index concepts that are mentioned rather than discussed; for example, do not use the term 'History' for pages that include a small amount of introductory history to the main subject under discussion.

- **Describing the subject when it is a person or organisation**

If the subject of the resource is a person or an organisation, use the same form of the name as you would if the person or organisation were a *creator*, but do not repeat the name in the *creator* property.

- **Avoid generic terms for groups of people**

Avoid using generic terms such as ‘Children’, ‘Women’, ‘Migrants’ etc. to resources about or for these particular groups where there is a more specific term or sets of terms (e.g. ‘Women; employment’ or ‘Child welfare’). However, if a resource is for one of these groups this should be indicated in the *audience* property.

3.4 Linking AGLS metadata with agency recordkeeping metadata

Recordkeeping metadata should be as similar as possible to, or identical with, metadata for web-based resource discovery.

A significant proportion of the resources that agencies make available over their websites will be in, or from, agency recordkeeping systems. All electronic recordkeeping systems generate, capture and manage metadata. It makes sense, therefore, for recordkeeping metadata to be as similar as possible to, or identical with, metadata for web-based resource discovery. It would be pointless to create different metadata using unrelated business processes for what are essentially the same objects accessed through different interfaces.

With this in mind, the National Archives has issued an *Australian Government Recordkeeping Metadata Standard* that is based upon and dovetails with the AGLS standard. The current Recordkeeping Metadata Standard is available at the [National Archives website](#). The intention of both the AGLS and the recordkeeping metadata standards is to provide agencies with a unified approach to record metadata within the Australian Government. Under such a regime, metadata should be created once, but used many times for different purposes, including records management and web-based information dissemination.

While recordkeeping metadata is necessarily more detailed and extensive than online resource discovery metadata, the two types of metadata have much in common. Both types of metadata need to enable users to locate information resources within electronic systems. The properties of the Recordkeeping Metadata Standard that relate to information description and discovery have identical labels and semantics to the corresponding AGLS properties.

For agencies with electronic recordkeeping systems that comply with the *Australian Government Recordkeeping Metadata Standard*, much of the required AGLS metadata can be captured (in many cases automatically) within the recordkeeping system.

When resources from recordkeeping systems are made available or described over the web, the relevant AGLS metadata should be automatically extracted from the recordkeeping system for transfer to a web environment. At that time, agencies could make automated or manual changes to generate AGLS metadata not present in the recordkeeping system (e.g. for the *subject* or *availability* properties).

In order to derive AGLS metadata from an electronic recordkeeping system, agencies will need to implement and integrate certain technological and work-process innovations. This should be a minor issue, providing agencies comply with the two metadata standards developed by the National Archives, the *Australian Government Recordkeeping Metadata Standard* and the *AGLS Metadata Standard*.

3.5 Purchasing an AGLS-compliant search engine

When purchasing a search engine for an agency website, ensure that it has the capacity (or can be configured) to understand, interrogate and retrieve AGLS metadata.

It is important that the metadata on an agency's website can be exploited by both external search engines (e.g. those operated by government key-service points, such as the Australian Government Entry Point) and by the agency's own website search engine. Unfortunately, a large number of commercial search engines do not have the capacity to exploit AGLS or Dublin Core metadata.

When purchasing a search engine for an agency website, agency's must ensure that it has the capacity (or can be configured) to understand, interrogate and retrieve AGLS metadata.

Useful tools agencies may wish to consider:

- The National Archives Check-up 2.0 <http://naa.gov.au/records-management/publications/Check-up-2.0.aspx>
- AGIMO webguide <http://webguide.gov.au/finding-content/metadata-agls/>
- AGIMO guide to ICT sourcing <http://www.finance.gov.au/publications/guide-to-ict-sourcing/index.html>

3.6 Keeping AGLS metadata up to date

One of the most important aspects of AGLS quality assurance is ensuring that an agency's AGLS metadata is kept up to date.

Providing out-of-date metadata is worse than providing no metadata at all. The role of the AGLS metadata manager role is to monitor the currency and quality of metadata. This involves either updating metadata centrally or, preferably, reminding relevant action officers and resource authors of the need to update their own metadata.

One of the features of AGLS metadata is that it is dynamic. Metadata for any given resource can be created, revised, added to and improved as often as necessary. AGLS metadata is not just created once and forgotten. It needs to be actively managed for as long as the resource it describes is available to the public. As resources evolve or change their role or significance, the metadata should reflect the changing nature of the resource it describes.⁵

3.7 Testing for AGLS metadata standard compliance

Agencies are responsible for testing their websites for compliance with the standard.

The National Archives, as the lead agency for implementation and development of the AGLS standard, designed the AGLS logo as a sign to indicate that a site contains AGLS metadata. The logo has been registered as a trademark with IP Australia.

⁵ AGIMO has created a number of useful resources in relation to the management of websites for government agencies, including the Better Practice Checklist - 6. Use of metadata for web resources <http://www.finance.gov.au/e-government/better-practice-and-collaboration/better-practice-checklists/metadata.html>.

If they wish, agencies may display the AGLS logo to indicate that their site contains AGLS metadata. However, the logo itself does not designate compliance with the standard or the online strategy requirements for AGLS metadata.

The criteria an agency can use to determine whether its website complies with the standard are:

- the applicable version of the standard is identified. Metadata version referencing should be possible through the application of ‘administrative metadata’ which records information about the metadata, such as when it was created and updated, who created it, who has altered it etc. (see Section 8)
- metadata are recorded for all mandatory AGLS properties and required conditional properties
- metadata values are consistent with the schemes used (e.g. dates conform to ISO 8601 Extended Format, terms used in the *function* property come from AGIFT etc.)
- properties have been used properly (i.e. the values for each property are appropriate)
- metadata terms used in the *function* property are appropriate for the resource (agencies should not use all applicable terms for the agency in every resource description — functions terms should be specific to the resource being described)
- *subject*, *title* and *description* properties contain good quality metadata
 - titles should not be repeated across the website
 - subject terms should be minimal and the *subject* property should not be full of inappropriate terms
 - metadata in the *description* property should be appropriate for the resource being described
- optional properties are used appropriately
- metadata obligations in Annex B of the Government Online Strategy⁶ have been met.

⁶ AGIMO, 2006 e-Government Strategy, Responsive Government: A New Service Agenda, http://www.finance.gov.au/publications/2006-e-government-strategy/docs/e-gov_strategy.pdf

4 PROPERTY REQUIREMENTS

Now that you have identified what needs to be done to implement and maintain AGLS metadata within your agency this section will guide you through the vocabulary of properties for use in resource description. We will discuss in further detail:

- the obligation requirements for Australian government agencies and the obligation categories
- an overview on general property characteristics which will be further detailed in section 5
- how to assign property values
- the options for the syntax of property values
- extending AGLS metadata including the use of encoding schemes

4.1 *Property obligation requirements*

AGLS metadata properties fall into four obligation categories:

- **Mandatory:** metadata for these properties must be recorded for all resources
- **Conditional:** metadata for these properties must be recorded under certain circumstances
- **Recommended:** there may be valid reasons in particular circumstances not to record metadata for these properties, but the full implications must be understood and carefully weighed
- **Optional:** metadata for these properties are truly optional.

Although the standard only requires the use of three mandatory properties (*creator*, *date* and *title*) to create a compliant AGLS metadata record, the Australian Government's implementation of the standard mandates the use of additional properties (availability, function, identifier, language, protectiveMarking, publisher and subject). These additional properties are required to support the portals framework and any future initiatives that may require well-formed metadata for the description of Australian Government information and services. In all cases, we recommend that agencies use as many metadata properties as necessary to enhance resource description and maximise discovery. We describe the full set of AGLS properties in detail in Section 5.

Implementations that use recommended or optional properties must be fully interoperable with those that do not.

4.1.1 **Mandatory properties**

Although there are additional properties (see 4.1.2 Conditional properties) mandated by the Australian Government's implementation of the standard, there are three properties that are mandatory for all metadata records.

- creator
- date (or a related property)

- title

In the case of date, the date property or at least one of the related *available*, *created*, *dateCopyrighted*, *dateLicensed*, *issued*, *modified* or *valid* properties must appear in a metadata description to be a valid instance of date.

4.1.2 Conditional properties

For Australian Government agencies, eight of the properties are conditional. That is, they are mandatory under certain circumstances. The conditional properties are:

- *availability* (mandatory for offline resources)
- *function* (mandatory if subject is not used, mandatory for collections and services)
- *identifier* (mandatory for online resources)
- *language* (mandatory where the language of the resource is not English)
- *protectiveMarking* (mandatory if not 'UNCLASSIFIED')
- *publisher* (mandatory for information resources)
- *subject* (mandatory if function is not used)

Either the *identifier* or the *availability* property must appear in a metadata description, depending on the nature of the resource. If the resource is only available online, you must use the *identifier* property. If the resource is only available offline, you must use the *availability* property. If the resource is available both online and offline, you must use both properties.

Either the *function* or the *subject* property must appear in a metadata description. In addition, the *function* property is mandatory for collection-level descriptions and descriptions of services.

The *language* property must be used where the language of the described resource is not English.

The *publisher* property must be used for descriptions of information resources (it is optional for descriptions of services).

The *protectiveMarking* property must be used for resources where the protective marking is not 'UNCLASSIFIED'. This property is primarily intended for use on intranets and extranets where resources with a variety of protective markings may be stored.

4.1.3 Recommended properties

Four AGLS properties have the obligation status recommended. There may be valid reasons in particular circumstances not to include these properties, but you need to weigh the implications. The recommended properties are:

- *audience* (when not 'All')
- *coverage* (or a related property, when not 'Australia')
- *description*
- *type* (or a related property).

The *audience* property should be used when the target audience of the resource is not 'All'.

The *coverage* property (or a related property) should be used when the spatial coverage of the resource is not the whole of Australia.

The *type* property, or at least one of the related *aggregationLevel*, *category*, *documentType* or *serviceType* properties, must appear in a metadata description to be valid.

4.1.4 Optional properties

All other properties are optional.

4.2 General property characteristics

Every property has several common characteristics, including:

- The property may be repeated.
- The value of the property may contain any number of words or numbers and there is generally no fixed limit to the length of the property value. However, succinct descriptions are best.
- The value of the property may be in any (written) language. (Do not confuse this with the *language* property, which defines the language in which the resource itself is expressed.) For most Australian purposes, we recommend using the Australian English (en-AU), see Appendix 6 for guides to encoding language values.

Section 5 includes detailed information on each property and examples of how they are used.

4.3 Assigning property values

It is important to note that the *identifier* property will only work if the online resource being described has a stable Universal Resource Identifier (URI) — a Uniform Resource Locator (URL) or a Uniform Resource Name (URN). Web systems that generate resources with dynamic URIs each time a page is served do not support the deployment of AGLS metadata and should not be used by Australian Government agencies.

Automated creation of metadata records for as many properties as possible is desirable, and agencies should consider purchasing a metadata tool that has this capability (see Section 3.2). Metadata creation can be automated for properties with values that remain constant across records (e.g. creator and publisher) and properties with values drawn from operating systems, file systems or other software applications (e.g. *title*, *identifier*, *date*, *extent*, *format*).

It is important that metadata creators always remember to check default and automatically generated values to ensure they are appropriate. Values for properties such as *subject*, *function* and *description* are best created by document authors or those familiar with the content of the resource being described. In some instances, the *title* property will also be created by the document author. Some properties, such as *relation* and *type*, will have values that are specific to each resource and are more complex to use. It may not be appropriate for document authors to create values for these properties.

4.4 Encoding schemes

Encoding schemes add meaning to a property by indicating how to interpret the value. There are two types of encoding schemes — vocabulary encoding schemes and syntax encoding schemes.

Vocabulary encoding schemes indicate that the value is a term from an existing controlled vocabulary (thesaurus). Examples of vocabulary encoding schemes include the Australian Governments' Interactive Function' Thesaurus (AGIFT), the Australian Public Affairs Information Service (APAIS), the AGLS Jurisdiction Vocabulary Encoding Scheme (AglJuri) and the AGLS Audience Vocabulary Encoding Scheme (agls-audience).

Syntax encoding schemes indicate that the value is formatted in accordance with a formal notation or an externally defined standard. Values encoded with syntax encoding schemes are primarily machine-processible. Examples of syntax encoding schemes include URI, ISBN, ISO8601, AglsAgent and GOLD.

Examples of schemes that may be used with AGLS properties are listed in the property descriptions in Section 5. These lists are not exhaustive, and organisations may use whatever schemes are appropriate to their functions and activities.

As AGLS Maintenance Agency, the National Archives is interested in which encoding schemes agencies use with the standard. Agencies are encouraged to contact the AGLS Maintenance Agency (see Section 1.4) and provide details about the schemes they are using in the deployment of AGLS metadata for their resources. The National Archives also uses this information to check that schemas for AGLS are up to date. The National Archives maintains a list of different vocabulary encoding schemes and syntax encoding schemes and their application on the [AGLS website](#).

4.5 Syntax of property values

4.5.1 Options

You can express AGLS metadata in any syntax appropriate to your agency's business needs and technical requirements. The most important decision is to use a syntax that will support the harvesting of metadata by suitable metadata-enabled search engines.

Data must be written in a standard syntax for it to be exchanged and understood by networked computers. Syntax is the mechanism for 'delivering' metadata records, and can be quite independent of the storage option chosen, although storage options can influence the syntax chosen for delivery. Agencies should consider supporting a common syntax for communicating and delivering metadata, independently of how metadata is stored and accessed.

In other words, the individual metadata values need to be signposted by standard symbols that indicate their role and meaning. Correct syntax also enables search engines to identify particular metadata properties in isolation from what would otherwise be a mass of indistinguishable data.

HTML 4.01 is syntactically limited and no longer recommended by the World Wide Web Consortium (W3C), but is still widely used in legacy systems. XHTML 1.0 (a reformulation of HTML 4.01 conforming to XML syntax) replaced HTML in January 2000. XHTML is the most

commonly used form of standardised syntax over the World Wide Web and new implementations should use XHTML. Suitable conventions regarding the content of attributes of <meta> tags permit recording of most aspects of AGLS.

The Resource Description Framework (RDF) and eXtensible Markup Language (XML) are standards for resource description and discovery and offer the promise of reducing syntax problems. These may be used where metadata is stored in a database or registry. In particular, RDF supports Semantic Web implementations.

This manual includes examples in HTML and XHTML, but does not recommend a specific syntax.

Because metadata standards evolve over time, agencies must keep accurate details of the version of the metadata schema they use to record metadata properties.

4.5.2 HTML syntax

HTML 4.01 is syntactically limited and no longer recommended by W3C, but is still widely used in legacy systems. XHTML 1.0, a reformulation of HTML that conforms to XML syntax, replaced HTML in January 2000. Therefore, the National Archives recommends that agencies with new implementations use XHTML syntax. Suitable conventions regarding the content of attributes of <meta> tags permit recording of most aspects of AGLS.

The conventions for encoding AGLS in HTML in legacy systems are based on a note for the DCMI, [Expressing Dublin Core in HTML/XHTML meta and link elements](#).

Namespace

A namespace is a machine-readable file that provides definitions of the metadata scheme used to record the metadata for a resource. This file contains the logical grouping and unique identification of a set of metadata terms.

For metadata to be machine-processible, the namespace of a metadata term must be included in the metadata of a resource.

Namespace prefixes are also used in the property names to indicate the logical grouping and unique identification of a set of metadata terms from which the property is taken. For example, the prefix DCTERMS refers to Dublin Core and AGLSTERMS to AGLS.

The identities of the relevant namespaces, using the HTML <link> tag, have the following pattern:

```
<link rel="schema.PREFIX" href="namespaceURI">
```

The namespace encoding for the current versions of Dublin Core and AGLS are:

```
<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/">
```

```
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/">
```

Legacy implementations using Dublin Core and AGLS 'elements' (see also Section 2.5.1) must reference the legacy namespaces:

```
<link rel="schema.DC" href="http://purl.org/dc/elements/1.1/">
```

```
<link rel="schema.AGLS" href="http://www.agls.gov.au/agls/1.2/">
```

Properties

Properties are encoded using the `name` and `content` attributes of the HTML `<meta>` tag. The following generic encoding forms are recommended:

```
<meta name="DCTERMS.property" content="Value">
<meta name="AGLSTERMS.property" content="Value">
```

For example:

```
<meta name="DCTERMS.date" content="2007-07-18">
<meta name="AGLSTERMS.function" content="School education">
```

Special characters in the value may be encoded as an HTML character entity reference.

For example, an accented letter E:

```
<meta name="DCTERMS.creator" content="Da Costa, Jos&eacute;">
```

Encoding schemes

If you use a scheme to record metadata describing a resource, you must also specify the namespace of the vocabulary encoding scheme or syntax encoding scheme, e.g. 'DCTERMS.URI' or 'AGLSTERMS.AGIFT'. Where a scheme is specified, the value must be encoded in the `content` attribute of the HTML `<meta>` tag according to that scheme, including use of any punctuation characters.

Encoding schemes are encoded using the `scheme` attribute of the HTML `<meta>` tag. Use the following generic forms:

```
<meta name="DCTERMS.property" scheme="DCTERMS.Scheme" content="Value">
<meta name="AGLSTERMS.property" scheme="AGLSTERMS.Scheme"
content="Value">
```

For example:

```
<meta name="DCTERMS.date" scheme="DCTERMS.ISO8601" content="2007-07-18">
<meta name="DCTERMS.audience" scheme="AGLSTERMS.agls-audience"
content="people with disabilities">
<meta name="AGLSTERMS.function" scheme="AGLSTERMS.AGIFT" content="School
education">
```

Language of the value

Where the language of the value is indicated, it is be encoded using the `lang` attribute of the HTML `<meta>` tag.

For example:

```
<meta name="DCTERMS.title" lang="en-AU" content="Directory of
organisations">
```

Profile

In order to give recipient software applications an indication of how the metadata is encoded, the `profile` attribute of the HTML `<head>` tag should be used to provide the URI of this DCMI recommendation. As AGLS is an application profile of Dublin Core, encode the profile value for DC-HTML-2008 (the August 2008 encoding guidelines) as follows:

```
<head profile="http://dublincore.org/documents/2008/08/04/dc-html/">
```

Further information

Further information about encoding Dublin Core metadata in HTML is available [Expressing Dublin Core metadata using HTML/XHTML meta and link elements](#). The conventions described there also apply to AGLS properties and encoding schemes.

4.5.3 XHTML syntax

XHTML 1.0 is reformulation of HTML 4 conforming to XML syntax. The conventions for encoding AGLS in XHTML are based on a note for the Dublin Core Metadata Initiative, [Expressing Dublin Core in HTML/XHTML meta and link elements](#).

The syntax of XHTML is slightly different from HTML because XHTML is case sensitive and requires a trailing '/' before the closing '>' in the <link> and <meta> tags.

Namespace

A namespace is a machine-readable file that provides definitions of the metadata scheme used to record the metadata for a resource. This file contains the logical grouping and unique identification of a set of metadata terms.

For metadata to be machine-processible, the namespace of a metadata term must be included in the metadata of a resource.

Namespace prefixes are also used in the property names to indicate the logical grouping and unique identification of a set of metadata terms from which the property is taken. For example, the prefix DCTERMS refers to Dublin Core and AGLSTERMS to AGLS.

Encode the namespace using the XHTML <link> tag using the following pattern:

```
<link rel="schema.PREFIX" href="namespaceURI" />
```

The namespace encoding for the current versions of Dublin Core and AGLS are:

```
<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/" />
```

```
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/" />
```

Legacy implementations using Dublin Core and AGLS 'elements' (see also Section 2.5.1) must reference the legacy namespaces:

```
<link rel="schema.DC" href="http://purl.org/dc/elements/1.1/" />
```

```
<link rel="schema.AGLS" href="http://www.agls.gov.au/agls/1.2/" />
```

Properties

Properties are encoded using the name and content attributes of the XHTML <meta> tag. Use the following generic encoding formats:

```
<meta name="DCTERMS.property" content="Value" />
```

```
<meta name="AGLSTERMS.property" content="Value" />
```

For example:

```
<meta name="DCTERMS.date" content="2007-07-18" />
<meta name="AGLSTERMS.function" content="School education" />
```

Special characters in the value may be encoded as an HTML character entity reference.

For example, an accented letter E:

```
<meta name="DCTERMS.creator" content="Da Costa, Jos&eacute;">
```

Encoding schemes

When you use a scheme to record metadata describing a resource, you must also specify the namespace of the vocabulary encoding scheme or syntax encoding scheme, e.g. 'DCTERMS.URI' or 'AGLSTERMS.AGIFT'. The value must be encoded in the content attribute of the <meta> tag according to the specified scheme, including the use of any punctuation characters.

Encoding schemes are encoded using the scheme attribute of the XHTML <meta> tag. Use the following forms:

```
<meta name="DCTERMS.property" scheme="DCTERMS.Scheme" content="Value" />
<meta name="AGLSTERMS.property" scheme="AGLSTERMS.Scheme" content="Value" />
```

For example:

```
<meta name="DCTERMS.date" scheme="DCTERMS.ISO8601" content="2007-07-18" />
<meta name="DCTERMS.audience" scheme="AGLSTERMS.agls-audience"
content="people with disabilities" />
<meta name="AGLSTERMS.function" scheme="AGLSTERMS.AGIFT" content="School
education" />
```

Language of the value

Where the language of the value is indicated, it is encoded using the `xml:lang` attribute of the XHTML <meta> tag.

For example:

```
<meta name="DCTERMS.title" xml:lang="en-AU" content="Directory of
organisations" />
```

For metadata records encoded in XHTML 1.0 Transitional syntax (XHTML designed to be compatible with HTML 4) both `lang` and `xml:lang` attributes may be used; however, the value of the `xml:lang` attribute takes precedence.

Profile

In order to give recipient software applications an indication of how the metadata is encoded, the `profile` attribute of the XHTML <head> tag should be used to provide the URI of this DCMI recommendation. As AGLS is an application profile of Dublin Core, encode the profile value for XHTML as follows:

```
<head profile="http://dublincore.org/documents/2008/08/04/dc-html/">
```

Value URI

Where a resource (such as an agent) is described with metadata, this can be referenced as a URI by other metadata properties. This allows greater flexibility, but can add some complexity.

The syntax for a value URI is:

```
<link rel="DCTERMS.creator" href="http://example.gov.au/agents/id1234" />
```

The link may optionally include a plain value string in the title attribute:

```
<link rel="DCTERMS.creator" href="http://example.gov.au/agents/id1234"
title="Web Services Section" />
```

Further information

Further information about encoding Dublin Core metadata in XHTML is available [Expressing Dublin Core metadata using HTML/XHTML meta and link elements](#). The conventions described there also apply to AGLS properties and encoding schemes.

4.5.4 Preferred formatting in HTML/XHTML

Previous versions of the standard (and other DCMI and W3C standards) made different recommendations for the formatting of properties. These differences relate to the different namespaces being used. For example:

- Previous recommendations specified using an uppercase first letter for the names of DCMEs elements, for example 'Title' rather than 'title'.
- Previous recommendations specified prefixing element refinements by the element being refined, for example "DC.Date.modified" rather than 'DCTERMS.modified'.
- Previous recommendations did not specify using a namespace prefix for encoding scheme names, for example 'URI' rather than 'DCTERMS.URI'.

These forms of encoding are acceptable, as are legacy metadata records created using previously recommended formatting, but are no longer the preferred form. In general, DCMI recommends that any software applications that consume DC/AGLS records embedded into HTML/XHTML should ignore the case of namespace prefixes and property names. This means that all the following forms should be treated as being equivalent, with the last line as the preferred form:

```
<meta name="DCTERMS.date" content="2007-07-18" />
<meta name="dcterms.Date" content="2007-07-08" />
<meta name="DCTERMS.date" content="2007-07-18" />
```

Likewise, the following forms should be treated as being equivalent, with the last line as the preferred form:

```
<meta name="DCTERMS.Date" scheme="ISO8601" content="2007-07-18" />
<meta name="dcterms.Date" scheme="dcterms.ISO8601" content="2007-07-18"
/>
<meta name="DCTERMS.date" scheme="DCTERMS.ISO8601" content="2007-07-18"
/>
```

Metadata generation applications must generate new metadata in the preferred form.

Legacy applications may use properties with sub-property relations (previously called ‘element refinements’ — see also Section 2.5.1) in their legacy form. The following forms should be treated as being equivalent; however, all Dublin Core and AGLS properties are free standing, with the last line of each example as the preferred form.

```
<meta name="DC.Date.modified" content="2007-07-18" />
```

```
<meta name="DC.date.modified" content="2007-07-18" />
```

```
<meta name="DCTERMS.modified" content="2007-07-18" />
```

```
<meta name="DC.Rights.rightsHolder" content="National Archives of  
Australia" />
```

```
<meta name="DC.rights.rightsholder" content="National Archives of  
Australia" />
```

```
<meta name="DCTERMS.rightsHolder" content="National Archives of  
Australia" />
```

```
<meta name="DC.Type.aggregationLevel" content="collection" />
```

```
<meta name="DC.type.aggregationlevel" content="collection" />
```

```
<meta name="AGLSTERMS.aggregationLevel" content="collection" />
```

Over time, it is recommended that metadata implementers use the semantically more precise DCTERMS and AGLSTERMS properties, as they more closely follow emerging notions of best practice for machine-processible metadata.

Search engines and metadata repositories must be able to interpret metadata records in older forms to cater for legacy metadata as well as the current preferred form.

4.5.5 XML syntax

XML is a more sophisticated markup language than HTML and can express quite complex metadata structures. The National Archives has produced the [AGLS Metadata Standard: Guide to Expressing AGLS metadata in XML v1.0](#), which includes examples of encoding AGLS metadata records. This guide is available from the [AGLS website](#) or <http://www.agls.gov.au>. Further information about encoding Dublin Core metadata in XML is available in [Expressing Dublin Core metadata using XML](#) which is located at (<http://dublincore.org/documents/dc-xml-guidelines/>). The conventions described there also apply to AGLS properties and encoding schemes.

4.5.6 RDF syntax

The Resource Description Framework (RDF) is a general purpose language for representing information in a minimally constraining, flexible way. In HTML/XHTML each metadata property is repeatable, but there is no defined order that can be given to these repeated properties. RDF does support ordering of repeated properties. The ordering of multiple occurrences of the same property (e.g. *creator*) may have a significance intended by the provider, such as in academic publishing where the ordering of authors is significant.

The National Archives has produced the [AGLS Metadata Standard: Guide to Expressing AGLS metadata in RDF v1.0](#), which includes examples of encoding AGLS metadata records. This guide is available from the [AGLS website](#)⁷.

Further information about encoding Dublin Core metadata in RDF is available in [Expressing Dublin Core metadata using the Resource Description Framework \(RDF\)](#)⁸. The conventions described there also apply to AGLS properties and encoding schemes.

4.6 Extending AGLS metadata

Just as AGLS is an application profile of the Dublin Core Standard, particular communities of interest or online resource discovery initiatives within the Australian Government can extend AGLS metadata.

Extension involves the addition of new properties or qualifiers to those stipulated in the *AGLS Metadata Standard, Part 1: Reference Description*. Section 1.8 of the *AGLS Metadata Standard, Part 2: Usage Guide*, sets out the rules for extending AGLS. Agencies must observe to these rules to ensure the extension set to complies with the standard.

The requirements include:

- Any metadata record created in accordance with an AGLS extension set should also constitute a fully compliant AGLS record. In other words, agencies should not have to create separate metadata records for the same resource in order to comply with both AGLS and the extension set — the same record should satisfy both sets of requirements.
- Extension sets must not alter the basic semantics of any of the existing AGLS properties. For example, a data value qualified by an extension set qualifier should still make sense as an AGLS property even without the qualifier. Additional qualifiers should not conflict with, although they may enrich or refine, the semantics of the parent property.

Some AGLS extension sets have already emerged. The most notable of these, from the perspective of Australian Government agencies, is the [HealthInsite metadata specifications](#).⁹ Agencies that wish to make their resources accessible through this Government Online initiative should look at the website for further guidance and information.

Other AGLS-related metadata sets that are in use in Australian Government agencies include Education Network Australia (EdNA) and the Environmental Resources Information Network (ERIN). EdNA and ERIN are Dublin Core-based metadata extension sets that predate, but are compatible with, the AGLS standard.

Agencies may add new properties, vocabulary encoding schemes and syntax encoding schemes to the standard as the use of AGLS metadata increases and new services are

⁷ <http://www.agls.gov.au/>

⁸ Expressing Dublin Core metadata using the Resource Description Framework (RDF) which is located at <http://dublincore.org/documents/dc-rdf/>

⁹ <http://www.healthinsite.gov.au/metadata.cfm>

created to provide advanced search services. The standard and this manual will evolve over time to meet this need, and to take into account changes to Dublin Core. Implementers of AGLS metadata are encouraged to make suggestions to the AGLS Maintenance Agency (see Section 1.4).

4.7 Which resources to describe

It is not necessary to describe every single page on a website. In fact, this can cause problems by greatly increasing the amount of metadata that has to be searched to locate the information sought. For this reason, agencies should not use metadata editors that populate every page on a website with the same metadata.

The list in Section 4.7.1 contains the minimum set of online resources that the Government Online Strategy requires to be described using AGLS metadata.

Agencies should also describe their offline services and information using AGLS metadata (e.g. a customer relations service, a call centre facility or other service that can only be obtained by telephoning or attending a shopfront).

For resources that fall outside the categories discussed in this section, agencies should decide if and how they need to describe these resources using AGLS metadata.

4.7.1 Minimum set of resources that require AGLS metadata

The list below comprises the minimum set of resources that agencies need to describe with AGLS metadata in order to comply with the online information service obligations (endorsed by Government as a component of the Government Online Strategy). These categories of resources should receive priority in AGLS metadata creation:

- home pages (defined as the major entry point to an organisation or those distinct business units where there is likely to be a public perception that they stand alone)
- topics/services in high demand by the community that the organisation serves (this can be based on usage statistics but may also include topical or publicised resources with potential public interest)
- information required by agency clientele to understand their entitlements to government assistance or obligations
- pages that provide an actual online service to the public (such as payment forms, application forms, etc.)
- pages required to meet a prescribed community/legal/service obligation by the organisation
- entry points to specific online services and indexes (e.g. an entry point to a legal database)
- major formal publications (e.g. annual reports, corporate strategic plans, public policy and accountability documents, etc.)
- media releases (this means every media release on a site, however, if an agency has a large number of media releases it is sufficient to describe the most recent ones, say the previous three months, and every new media release as it is added to the website)

- major entry points or indexes and menus to a range of closely related topics, programs or policies
- information about agency powers affecting the public, and manuals and other documents used in decision-making affecting the public
- substantial descriptive or marketing information about agencies, their services, activities and collections.

5 AGLS PROPERTY DESCRIPTIONS AND USAGE EXAMPLES

Having looked at the vocabulary of properties we will now look at more detailed descriptions of how the individual AGLS properties should be used in the Australian Government context and the rules for describing resources. The property descriptions that we cover in this section are intended to be used in conjunction with the *AGLS Metadata Standard* (Parts 1 and 2) on the AGLS website.

This manual focuses on examples in HTML 4.01 Strict and XHTML 1.0 Strict. Examples are given in the the current preferred HTML/XHTML syntax. The National Archives has also produced guides to expressing AGLS metadata in XML and RDF, including examples of encoding AGLS metadata records. These guides are available on the [AGLS website](#).

The properties below have been assigned a formal single-word term name. Although some environments, such as HTML, are not case-sensitive, we recommend that agencies adhere to the case conventions given below. This will avoid conflicts later on when metadata are converted to a case-sensitive environment.

Table 3 gives an overview of all the properties and their obligation status. In Table 3 and in the more detailed discussion that follows below, we first list the mandatory properties and their related properties, then the conditional properties, then the recommended properties, and finally all optional properties. Each list section is ordered alphabetically. The properties are grouped around the 19 properties previously known as elements under old Dublin Core and AGLS standards. Related properties (properties with sub-property of relations) are grouped with the major properties.

Table 4 AGLS metadata properties and their Australian Government obligation status

AGLS property	Australian Government agency obligations
<i>creator</i>	Mandatory
<i>date</i>	Mandatory (unless a related property is used)
<i>title</i>	Mandatory
<i>availability</i>	Conditional (mandatory for descriptions of offline resources)
<i>function</i>	Conditional Mandatory for collection-level resources Mandatory for service description Mandatory (if no <i>subject</i> property)
<i>identifier</i>	Conditional (mandatory for descriptions of online resources)
<i>language</i>	Conditional (mandatory when the resource is in a language other than English)
<i>protectiveMarking</i>	Conditional (mandatory when the protective marking of the resource is not 'UNCLASSIFIED')
<i>publisher</i>	Conditional (mandatory for information resources)
<i>subject</i>	Conditional (mandatory if no <i>function</i> property)

<i>audience</i>	Recommended when the target audience of the resource is not 'all'.
<i>coverage</i>	Recommended when the spatial coverage of the resource is not the whole of Australia.
<i>description</i>	Mandatory
<i>type</i>	Mandatory (unless a related property is used)
<i>accessRights</i>	Optional
<i>act</i>	Optional
<i>aggregationLevel</i>	Optional
<i>alternative</i>	Optional
<i>available</i>	Optional
<i>bibliographicCitation</i>	Optional
<i>case</i>	Optional
<i>category</i>	Optional
<i>conformsTo</i>	Optional
<i>contributor</i>	Optional
<i>created</i>	Optional
<i>dateCopyrighted</i>	Optional
<i>dateLicensed</i>	Optional
<i>documentType</i>	Optional
<i>extent</i>	Optional
<i>format</i>	Optional
<i>hasFormat</i>	Optional
<i>hasPart</i>	Optional
<i>hasVersion</i>	Optional
<i>isBasedOn</i>	Optional
<i>isBasisFor</i>	Optional
<i>isFormatOf</i>	Optional
<i>isPartOf</i>	Optional
<i>isReferencedBy</i>	Optional
<i>isReplacedBy</i>	Optional
<i>isRequiredBy</i>	Optional
<i>issued</i>	Optional
<i>isVersionOf</i>	Optional
<i>jurisdiction</i>	Optional

<i>license</i>	Optional
<i>mandate</i>	Optional
<i>medium</i>	Optional
<i>modified</i>	Optional
<i>references</i>	Optional
<i>regulation</i>	Optional
<i>relation</i>	Optional
<i>replaces</i>	Optional
<i>requires</i>	Optional
<i>restrictions</i>	Optional
<i>rights</i>	Optional
<i>rightsHolder</i>	Optional
<i>serviceType</i>	Optional
<i>source</i>	Optional
<i>spatial</i>	Optional
<i>temporal</i>	Optional
<i>valid</i>	Optional

5.1 Example layout of property descriptions

The description of each property in the following pages uses the structure shown in Table 5. Encoding schemes and the default value are only shown where applicable.

Table 5 Example layout of the metadata property description

Term name	An indicator assigned to the term, unique within the term's namespace.
Label	The human-readable label assigned to the term.
HTML/XHTML syntax	The HTML/XHTML syntax label for the term.
XML/RDF syntax	The XML/RDF syntax label for the term.
Definition	A statement that represents the concept and essential nature of the term.
Obligation	The obligation status of the term.
Encoding scheme(s)	Valid vocabulary encoding schemes and/or syntax encoding schemes, indicating how the value is to be interpreted. The list of valid encoding schemes given for each property may not be exhaustive.
Enumerated values	An exact listing of all acceptable values. No values other than those shown may be used.

Default value	The assumed value if none is specified.
----------------------	---

The property description tables also show the encoding schemes you may use to specify certain property values. Encoding schemes are very important to ensure consistency in structure, classification and description of metadata, which in turn enhances efficient online retrieval of agency information (see also Section 4.4). While consistency in structure is achieved through standards such as AGLS, consistency in classification and resource description relies on encoding schemes for particular properties. A number of commonly used encoding schemes (including thesauri and controlled vocabularies) for individual properties are included in this section. A register of these and other schemes used by Australian Government agencies for AGLS metadata is available on the [AGLS website](#).

You may also use optional AGLS properties to record extra information that will aid resource discovery. All AGLS properties may be repeated as often as necessary.

There is generally no limit to the number of words or numbers that may be entered for any property. Discretion, however, should be used as too much text in the value for a metadata property will defeat the purpose of succinct description.

Some of the property descriptions on the following pages include a default value for an property. In line with the AGLS standard, if one of these properties has a default value (e.g. the default value 'all' for audience applies to the resource), this property would normally be omitted from the metadata record. The property is only required when the default value is not appropriate (e.g. when the appropriate value for audience is not 'all', but 'families').

5.2 Creator property

Table 6 summarises the characteristics of the *creator* property.

5.2.1 General

Table 6 *Creator property*

Term name	<i>creator</i>
Label	Creator
HTML/XHTML syntax	DCTERMS.creator
XML/RDF syntax	dcterms:creator
Definition	An entity primarily responsible for making the resource.
Obligation	Mandatory
Syntax encoding schemes	AglsAgent, GOLD, URI

Use the *creator* property in accordance with the *AGLS Metadata Standard — Part 2: Usage Guide*. Agencies are encouraged to use the [Government Directory](#), formerly known as GOLD and referred to as such in this manual for legacy reasons, as the name authority for Australian Government agencies. When using the GOLD names, it is important to use the full database structure used by the Directory. This comprises:

- 'c' for country name (i.e. c=AU)

- 'o' for the organisation (jurisdiction) name (i.e. o=Commonwealth of Australia)
- 'ou' for all smaller organisational units, such as, department, agency, and business unit names (e.g. ou=Australian Government Information Management Office; ou=Service Delivery Branch).

As an alternative to GOLD, the National Archives has developed the AGLS Agent Syntax Encoding Scheme for structuring metadata values to describe agents in the *creator*, *contributor* and *publisher* properties. Details of AglsAgent can be found at Appendix 3.

When not using GOLD as a name authority, you need to indicate the jurisdiction to which a resource belongs (when this is not clear from the name) using the jurisdiction component from the AGLS Agent Syntax Encoding Scheme, e.g. "corporateName=Attorney-General's Department; jurisdiction=Commonwealth of Australia".

When recording personal names, place the last name first, followed by a comma, and then the first name (e.g. Smith, Mary).

When recording metadata about agents in detail as a related description (see Section 6), reference the agent description as a URI.

Always be mindful of privacy issues when including personal information in metadata.

5.2.2 Describing services

Use the contact value component for providing extra details about the *creator*, including business unit and organisational role. Identification of business unit (at least) is desirable for administration and tracking purposes (e.g. change of government structures).

5.2.3 HTML examples

```
<meta name="DCTERMS.creator" scheme="AGLSTERMS.GOLD" content="c=AU;
o=Commonwealth of Australia; ou=Department of Prime Minister and Cabinet;
ou=National Archives of Australia">
```

```
<meta name="DCTERMS.creator" scheme="AGLSTERMS.AglsAgent"
content="corporateName=Family Law Council; jurisdiction=Commonwealth of
Australia">
```

```
<meta name="DCTERMS.creator" scheme="AGLSTERMS.AglsAgent"
content="corporateName=Attorney-General's Department;contact=Native Title
Division, Robert Garran Offices, National Circuit, Barton, ACT 2600,
phone: 02 6250 5540">
```

```
<meta name="DCTERMS.creator" scheme="DCTERMS.URI"
content="http://www.example.gov.au/agents/id1234">
```

5.2.4 XHTML examples

```
<meta name="DCTERMS.creator" scheme="AGLSTERMS.GOLD" content="c=AU;
o=Commonwealth of Australia; ou=Department of Innovation, Industry,
Science and Research; ou=Australian Research Council" />
```

```
<meta name="DCTERMS.creator" scheme="AGLSTERMS.AglsAgent"
content="corporateName=Private Health Insurance Ombudsman;
jurisdiction=Commonwealth of Australia" />
```

```
<meta name="DCTERMS.creator" scheme="AGLSTERMS.AglsAgent"
content="corporateName=Australian Transport Safety Bureau; contact=ATSB
Notifications, Reply Paid 967, Civic Square, ACT 2608, phone: 1800 011
034, fax: 02 6274 6434" />
```

```
<meta name="DCTERMS.creator" scheme="DCTERMS.URI"
content="http://www.example.gov.au/agents/id1234" />
```

5.3 Date property and related properties

Table 7 summarises the characteristics of the *date* and related properties.

5.3.1 General

Table 7 Date property and related properties

Term name	<i>date</i>
Label	Date
HTML/XHTML syntax	DCTERMS.date
XML/RDF syntax	dcterms:date
Definition	A point or period of time associated with an event in the life of the resource.
Obligation	Mandatory unless a related property is used.
Syntax encoding schemes	ISO8601, XSD.date, XSD.dateTime
Term name	<i>available</i>
Label	Date Available
HTML/XHTML syntax	DCTERMS.available
XML/RDF syntax	dcterms:available
Definition	Date (often a range) that the resource became or will be available.
Obligation	Optional
Syntax encoding schemes	ISO8601, Period
Term name	<i>created</i>
Label	Date Created
HTML/XHTML syntax	DCTERMS.created
XML/RDF syntax	dcterms:created
Definition	Date of creation of the resource.
Obligation	Optional – may be used in place of <i>date</i> .
Syntax encoding schemes	ISO8601, XSD.date, XSD.dateTime

Term name	<i>dateCopyrighted</i>
Label	Date Copyrighted
HTML/XHTML syntax	DCTERMS.dateCopyrighted
XML/RDF syntax	dcterms:dateCopyrighted
Definition	Date of creation of the resource.
Obligation	Optional
Syntax encoding schemes	ISO8601, XSD.date, XSD.dateTime
Default value	N/A
Term name	<i>dateLicensed</i>
Label	Date Licensed
HTML/XHTML syntax	AGLSTERMS.dateLicensed
XML/RDF syntax	aglsterms:dateLicensed
Definition	Date a license was applied or became effective.
Obligation	Optional
Syntax encoding schemes	ISO8601, XSD.date, XSD.dateTime
Default value	N/A
Term name	<i>issued</i>
Label	Date Issued
HTML/XHTML syntax	DCTERMS.issued
XML/RDF syntax	dcterms:issued
Definition	Date of formal issuance (e.g. publication) of the resource.
Obligation	Optional – may be used in place of <i>date</i> .
Syntax encoding schemes	ISO8601, XSD.date, XSD.dateTime
Term name	<i>modified</i>
Label	Date Modified
HTML/XHTML syntax	DCTERMS.modified
XML/RDF syntax	dcterms:modified
Definition	Date on which the resource was changed.
Obligation	Optional – may be used in place of <i>date</i> .
Syntax encoding schemes	ISO8601, XSD.date, XSD.dateTime

Term name	<i>valid</i>
Label	Date Valid
HTML/XHTML syntax	DCTERMS.valid
XML/RDF syntax	dcterms:valid
Definition	Date (often a range) of validity of a resource.
Obligation	Optional – may be used in place of <i>date</i> .
Syntax encoding schemes	ISO8601, Period

The *available*, *created*, *dateCopyrighted*, *dateLicensed*, *issued*, *modified* and *valid* properties have a sub-property relationship to the date property. These related properties may be used in place of the *date* property to meet the mandatory obligation requirement for date.

Where the *date* property is used alone, the date in the value is taken to be the creation date. Use narrower terms such as *created* and *modified* to specify multiple dates in the lifecycle of the resource.

You must format dates according to ISO 8601 Extended Format (see Appendix 5). This specifies dates in the form YYYY-MM-DD, and can accommodate times (e.g. 2007-04-30T13:23.31+10:00 represents 30 April 2007, 1:23:31pm AEST). Do not record dates in the form 1/2/2008 or times in the form 1:23:45pm. These forms are not machine processible.

Use the *valid* property with the DCMI Period Encoding Scheme for recording currency dates of a service. The Period Encoding Scheme specifies the use of ISO8601 Extended Format dates, and includes components that indicate start and end dates for validity.

5.3.2 Describing services

Use the *available* property with the ISO 8601 or DCMI Period Encoding Schemes to record periodic or seasonal service availability.

5.3.3 XSD Date and Time Data Types

The W3C XML Schema Definition (XSD) Date and Time Data Types may be used as a syntax encoding scheme for the *date*, *created*, *dateCopyrighted*, *dateLicensed*, *issued* and *modified* properties. In such cases, you must link the XSD namespace.

HTML

```
<link rel="schema.XSD" href="http://www.w3.org/2001/XMLSchema#">
```

XHTML

```
<link rel="schema.XSD" href="http://www.w3.org/2001/XMLSchema#" />
```

For dates alone (e.g. 2008-01-22) you must use the XSD.date as the encoding scheme. For dates with times (e.g. 2008-01-22T15:35:00+11:00), you must use XSD.dateTime as the encoding scheme.

5.3.4 Describing services

Use the *available* property with the ISO 8601 or DCMI Period Encoding Schemes to record periodic or seasonal service availability.

5.3.5 Note on the use of the *dateCopyrighted* property

In Australia, copyright applies from the time of creation. You may use the *dateCopyrighted* property when recording metadata about resources created internationally and when the date of copyright is different from the creation date.

5.3.6 HTML examples

```
<meta name="DCTERMS.date" content="2002-03-17">
<meta name="DCTERMS.modified" scheme="DCTERMS.ISO8601" content="2007-05-01">
<meta name="DCTERMS.valid" scheme="DCTERMS.Period" content="start=1997-05-01; end=2001-09-30">
<meta name="DCTERMS.valid" scheme="DCTERMS.ISO8601" content="1997-05-01/2001-09-30">
<meta name="DCTERMS.created" scheme="XSD.date" content="2002-03-17">
<meta name="DCTERMS.created" scheme="DCTERMS.ISO8601" content="2008-01-21">
<meta name="DCTERMS.modified" scheme="XSD.dateTime" content="2008-01-16T14:34:51+11:00">
<meta name="DCTERMS.dateCopyrighted" scheme="DCTERMS.ISO8601" content="2006-07-01">
<meta name="AGLSTERMS.dateLicensed" scheme="DCTERMS.ISO8601" content="2008-02-29">
```

5.3.7 XHTML examples

```
<meta name="DCTERMS.date" content="2002-03-17" />
<meta name="DCTERMS.created" scheme="XSD.date" content="2002-03-17" />
<meta name="DCTERMS.modified" scheme="DCTERMS.ISO8601" content="2007-08-11T14:23:30+09:30" />
<meta name="DCTERMS.modified" scheme="XSD.dateTime" content="2008-01-16T14:34:51+11:00" />
<meta name="DCTERMS.valid" scheme="DCTERMS.period" content="start=2006-07-01; end=2007-06-30; name=2006-07 Financial Year" />
<meta name="DCTERMS.created" scheme="DCTERMS.ISO8601" content="1999-10-01" />
<meta name="DCTERMS.dateCopyrighted" scheme="DCTERMS.ISO8601" content="2006-03-01" />
<meta name="AGLSTERMS.dateLicensed" scheme="DCTERMS.ISO8601" content="2008-03-01" />
```

5.4 Title property and related properties

The content of the *title* property is displayed as part of a search result when users do an online search, so the metadata you record in the *title* property needs to convey a clear and succinct title for the resource that enables users to assess if the resource will be useful to them. Table 8 summarises the characteristics of the *title* and related properties.

5.4.1 General

Table 8 summarises the characteristics of the *title* property and related properties.

Table 8 Title property and related properties

Term name	<i>title</i>
Label	Title
HTML/XHTML syntax	DCTERMS.title
XML/RDF syntax	dcterms:title
Definition	A name given to the resource.
Obligation	Mandatory
Term name	<i>alternative</i>
Label	Alternative Title
HTML/XHTML syntax	DCTERMS.alternative
XML/RDF syntax	dcterms:alternative
Definition	An alternative name for the resource.
Obligation	Optional

The *alternative* property has a sub-property relationship to the *title* property.

It is often difficult to decide the correct title for a resource. However, we do not recommend you create ad hoc titles for resources. General guidelines are:

- for online resources, use the content of the HTML `<title>` tag if it clearly describes the resource (do not use the file name)
- for offline resources and services, use the wording of the title of the resource where this conveys the correct meaning for the resource.

Ensure that the titles you provide in the metadata are meaningful. Most search engines will use these in search results. You should also include subtitles in the title value.

Use the *alternative* property when the resource is also known under a different title, or when the title has recently changed and the resource is still known by its previous title. In the *alternative* property, you may also record abbreviations or acronyms by which the resource is known. However, do not use the *alternative* property to record subtitles.

When describing multilingual resources, repeat the title in each applicable language.

5.4.2 Describing services

When recording metadata for services, use the wording of the title of the service if it conveys the correct meaning for the service, or use a naming convention that best identifies the service. The title of a service may identify an individual service or a group of services, depending on the organisational structure for service delivery.

If the service is commonly known by another name (e.g. parenting payments, child endowment, family allowance), record this using the *alternative* property.

5.4.3 HTML examples

Report

```
<meta name="DCTERMS.title" content="Investigation into Research and
Development Funding in Australia">
```

```
<meta name="DCTERMS.alternative" content="The Mortimer Report">
```

Family Assistance Office – Parenting Payment

```
<meta name="DCTERMS.title" content="Payments – Parenting Payment">
```

```
<meta name="DCTERMS.alternative" content="Child Endowment; Family
Allowance">
```

HealthInsite Website

```
<meta name="DCTERMS.title" lang="en-AU" content="Having a baby: your
options">
```

5.4.4 XHTML examples

Pesticides information

```
<meta name="DCTERMS.title" content="Ethyl dipropylthiocarbamate" />
```

```
<meta name="DCTERMS.alternative" content="EPTC" />
```

Migrant Settlement Information Kit

```
<meta name="DCTERMS.title" xml:lang="en" content="Welcome to South
Australia" />
```

```
<meta name="DCTERMS.title" xml:lang="id" content="Selamat datang di South
Australia" />
```

5.5 Function property

5.5.1 General

The *function* property is used to record metadata about the business function of the organisation to which the resource relates. Note that the *function* property should not be used to describe the function of the resource itself. Table 9 summarises the characteristics of the *function* property.

Table 9 *Function property*

Term name	<i>function</i>
Label	Function
HTML/XHTML syntax	AGLSTERMS.function
XML/RDF syntax	aglsterms:function

Definition	The business function to which the resource relates.
Obligation	Conditional Mandatory for collection-level resources (including agency website home pages) and descriptions of services. Mandatory if subject is not used.
Vocabulary encoding scheme	AGIFT

Specific business units of an organisation will generally be responsible for particular functions. There may be variation in the values within the *function* property between business units and their resources. Separate terms or phrases by a semicolon. Whilst it is not intended that all resources within an agency should be assigned identical functions-based metadata descriptions, small agencies with a limited range of functions may decide to record the same function metadata terms for all their resources.

Use an organisation-specific functional thesaurus, if one exists, as a source of metadata terms for the *function* property. Agencies should develop organisation-specific functional thesauri in accordance with the processes described in AS ISO 15489. The metadata terms may be recorded without specifying a scheme if there is no formal schema for an organisation-specific functional thesaurus.

It is expected that many agency resources may be associated with the same or overlapping sets of functions.

For example, an agency that delivers community support services will have separate organisational units that deal with specific community issues (e.g. accommodation services, counselling, aged care support etc.). Such an agency would record function metadata using the broad function term of 'Community services' on its home page, while its organisational units would record the specific functions of their respective units on the web pages relevant to the unit (e.g. 'accommodation services', 'aged care services', 'counselling services' etc.).

We recommend that agencies use the [Australian Governments' Interactive Functions Thesaurus \(AGIFT\)](#) as a source of terms for the *function* property if a more specific thesaurus does not exist.

5.5.2 Describing services

Using the *function* property to record metadata about services is recommended, even if the *subject* property is also used.

5.5.3 HTML examples

Education Unit Page

```
<meta name="AGLSTERMS.function" scheme="AGLSTERMS.AGIFT" content="School Education">
```

Community related resource

```
<meta name="AGLSTERMS.function" scheme="AGLSTERMS.AGIFT" content="Community Services">
```

Child Care

```
<meta name="AGLSTERMS.function" scheme="AGLSTERMS.AGIFT" content="Childcare services; Indigenous welfare programs">
```

5.5.4 XHTML examples

Environmental management

```
<meta name="AGLSTERMS.function" scheme="AGLSTERMS.AGIFT" content="Natural
resources; Pollutant prevention programs" />
```

Natural disaster planning

```
<meta name="AGLSTERMS.function" scheme="AGLSTERMS.AGIFT"
content="Emergency management; Accommodation services - Emergency
accommodation; Disaster relief" />
```

Agricultural program resource

```
<meta name="AGLSTERMS.function" scheme="AGLSTERMS.AGIFT" content="Rural
partnership programs; Food quality assurance" />
```

Encoding a statement with a value URI

```
<link rel="AGLSTERMS.function"
href="http://example.gov.au/topics/schoolEducation" title="School
education" />
```

5.6 Subject property

5.6.1 General

If you use a controlled vocabulary to record metadata for the *subject* property, there will be considerable benefits for information retrieval by users. Table 10 summarises the characteristics of the *subject* property.

Table 10 **Subject property**

Term name	<i>subject</i>
Label	Subject
HTML/XHTML syntax	DCTERMS.subject
XML/RDF syntax	dcterms:subject
Definition	The topic of the resource.
Obligation	Conditional - Mandatory if function is not used
Vocabulary encoding schemes	APAIS, APT, LCSH, MESH, TAGS

It is important that appropriate quality control is exercised:

- use a thesaurus or controlled vocabulary to ensure that the subject entries across your organisation are consistent
- choose the most significant and unique subject terms, avoiding those too general to describe a particular resource
- provide adequate terms to allow resource discovery, but do not repeat variations of terms, synonyms, case or tense variations, or alternate spellings
- separate terms or phrases by a semicolon
- if the subject of a resource is an individual, use the form “Lastname, Firstname”
- if the subject of a resource is an organisation, use the full legal name of the organisation.

The [Thesaurus of Australian Government Subjects \(TAGS\)](#), a high-level whole-of-government subject thesaurus, has been developed by the [Australian Government Information Management Office \(AGIMO\)](#) and is the recommended source of terms to record metadata for the *subject* property if a more specific thesaurus does not exist.

Agencies can also apply as many subject metadata terms as they consider relevant from their own subject thesaurus by repeating the subject property. These terms may be used without specifying a scheme if the the agency does not have a formal schema for an organisation-specific subject thesaurus.

Otherwise, agencies may use the [Australian Public Affairs Information Service \(APAIS\)](#), a general thesaurus of humanities and social science terms, if a more appropriate thesaurus does not exist.

International subject encoding schemes such as [Medical Subject Headings \(MESH\)](#) and [Library of Congress Subject Headings \(LCSH\)](#) may also be used where this will improve the discoverability of the resource.

Agencies should assess their resources to determine which thesaurus best suits their needs. The subject metadata can be deduced from from the title and the nature of the resource, or any other descriptive information that is available about the resource. If the subject of a resource is an individual or an organisation, use the same form of the name as you would if the person or organisation were creator, but do not repeat the name in the creator property.

As with all properties, the *subject* property is repeatable. Agencies may repeat this property using multiple encoding schemes where this will improve the discoverability of the resource. When describing multilingual resources, this property may be repeated in each applicable language.

5.6.2 HTML examples

```
<meta name="DCTERMS.subject" content="Edmund Barton">
```

```
<meta name="DCTERMS.subject" content="complications; diabetes mellitus;
prevention and control; retinal diseases; therapy; vision impairments">
```

Children's Services

```
<meta name="DCTERMS.subject" scheme="AGLSTERMS.APAIS" content="Adoption;
Child development; Child health; Child psychology; Child sexual abuse;
Child welfare">
```

```
<meta name="DCTERMS.subject" scheme="AGLSTERMS.TAGS" content="Adoption;
Child development; Child health; Child psychology; Child sexual abuse;
Child welfare">
```

Family Health

```
<meta name="DCTERMS.subject" scheme="AGLSTERMS.TAGS" content="Drug abuse;
Family planning">
```

5.6.3 XHTML examples

```
<meta name="DCTERMS.subject" content="Department of External Territories"
/>
```

```
<meta name="DCTERMS.subject" scheme="AGLSTERMS.APT" content="native
birds" />
```

Oil and gas exploration

```
<meta name="DCTERMS.subject" scheme="AGLSTERMS.APAIS" content="Energy
resources; Oil; Gas" />
```

```
<meta name="DCTERMS.subject" scheme="AGLSTERMS.TAGS" content="Resources
exploration; Oil exploration; Petroleum exploration; Drilling; Geology"
/>
```

Health information

```
<meta name="DCTERMS.subject" scheme="AGLSTERMS.APAIS" content="Diseases;
Health" />
```

```
<meta name="DCTERMS.subject" scheme="AGLSTERMS.TAGS"
content="Communicable diseases; Epidemiology" />
```

```
<meta name="DCTERMS.subject" scheme="DCTERMS.MESH" content="meningococcal
infections; diagnosis; epidemiology; prevention and control;
transmission" />
```

Encoding a statement with a value URI

```
<link rel="DCTERMS.subject" href="http://example.gov.au/topics/adoption"
title="Adoption" />
```

5.7 Availability property

5.7.1 General

The *availability* property is primarily used to record metadata about offline resources (including offline electronic resources, such as on portable media) to provide information on how clients may obtain physical access to a resource. The property must be used for resources that are not available online. Table 11 summarises the characteristics of the *availability* property.

Table 11 *Availability property*

Term name	<i>availability</i>
Label	Availability
HTML/XHTML syntax	AGLSTERMS.availability
XML/RDF syntax	aglsterms:availability
Definition	How the resource can be obtained or accessed, or contact information for obtaining the resource.
Obligation	Conditional - Mandatory for descriptions of offline resources
Syntax encoding scheme	AglsAvail

Use the AGLS Availability Syntax Encoding Scheme, described at Appendix 3 to record values for the *availability* property. Alternatively, you can also record free text that describes how to obtain the resource.

If a resource is available both online and offline, use the *identifier* property to reference the online resource. Use the *availability* property to identify where a user may be able to access or obtain the relevant service offline.

Where availability is described in detail as a related description (see Section 7), the availability description may be referenced as a URI.

5.7.2 Describing services

Provide details of how to obtain the service using the structure described in the AGLS Availability Syntax Encoding Scheme (Appendix 3). Metadata provided in the *availability* property supports both direct and mediated searching (e.g. call centre operator). Repeat the *availability* property to show each of the ways a user can access the resource. Fees or pricing may be included at the agency's discretion, but may be inappropriate if a complex schedule of pricing exists.

5.7.3 HTML examples

Health Assistance Hotline service

```
<meta name="AGLSTERMS.availability" lang="en-AU" content="Medical assistance is available by contacting the medical hotline on 1800 123456">
```

Centrelink Community Officers

```
<meta name="AGLSTERMS.availability" lang="en-AU" content="Contact your local Centrelink office for details of Community Officers in your area.">
```

Registration of a baby

```
<meta name="AGLSTERMS.availability" scheme="AGLSTERMS.AglsAvail" content="corporateName=Registry of Births, Deaths and Marriages; jurisdiction=Queensland; address=501 Ann Street, Brisbane; postcode=4000; address=PO Box 188, Brisbane Albert Street, Qld, 4002; contact=Phone (07) 3247 9203; contact=Fax (07) 3247 5803; hours=Monday to Friday, 9:00am-4:30pm (excluding public holidays); cost=No">
```

Link to an Availability Metadata description

```
<meta name="AGLSTERMS.availability" scheme="DCTERMS.URI" content="http://www.example.gov.au/services/id5678">
```

5.7.4 XHTML examples

Publications

```
<meta name="AGLSTERMS.availability" xml:lang="en-AU" content="Publications can be ordered from our Sales and Distribution team, phone 1300 999 999" />
```

Printed version of a report

```
<meta name="AGLSTERMS.availability" scheme="AGLSTERMS.AglsAvail" content="corporateName=Rural Industries Research and Development Corporation; address=PO Box 4776, Kingston; jurisdiction=ACT; postcode=2604; contact=Phone 02 6271 4100; contact=Fax 02 6272 5877; cost=$10" />
```

Encoding a statement with a value URI

```
<link rel="AGLSTERMS.availability" href="http://example.gov.au/services/id5678" />
```

5.8 Identifier property and related properties

5.8.1 General

Table 12 summarises the characteristics of the *identifier* property and related properties.

Table 12 *Identifier property and related properties*

Term name	<i>identifier</i>
Label	Identifier
HTML/XHTML syntax	DCTERMS.identifier
XML/RDF syntax	dcterms:identifier
Definition	An unambiguous reference to the resource within a given context.
Obligation	Conditional - Mandatory for online resources
Syntax encoding schemes	DOI, ISBN, ISSN, URI
Term name	<i>bibliographicCitation</i>
Label	Bibliographic Citation
HTML/XHTML syntax	DCTERMS.bibliographicCitation
XML/RDF syntax	dcterms:bibliographicCitation
Definition	A bibliographic reference for the resource.
Obligation	Optional

Identify the resource by means of a string or number that conforms to a formal identification system. Examples of formal identification systems include the Universal Resource Identifier (URI), which includes the Uniform Resource Locator (URL), Uniform Resource Name (URN), the Digital Object Identifier (DOI), International Standard Book Number (ISBN), International Standard Serial Number (ISSN) and Universally Unique Identifier (UUID).

If your organisation has its own system of classification or control symbols for offline resources, you may also use these as identifier metadata.

The *identifier* property will only work for online resources being described with a persistent, stable URI. Web systems that dynamically generate resources with a different URI each time cannot support the deployment of AGLS metadata and thus should not be used by organisations implementing AGLS.

The *identifier* property may be repeated to record identifier information for online resources such as formal publications that also bear an International Standard Book Number (ISBN) or International Standard Serial Number (ISSN).

The *bibliographicCitation* property has a sub-property relationship to the *identifier* property.

5.8.2 HTML examples

```
<meta name="DCTERMS.identifier" content="A1200, L13582C">
```

```

<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="http://www.agls.gov.au/documents/usageguide/">

<meta name="DCTERMS.identifier" scheme="DCTERMS.ISBN" content="0-642-
42242-7">

<meta name="DCTERMS.identifier" scheme="DCTERMS.URI" content="urn:isbn:0-
642-42242-7">

<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="urn:uuid:4ef86ac0-de5b-1028-bad9-000E35A1F66C">

<meta name="DCTERMS.identifier" scheme="DCTERMS.DOI"
content="10.1000/182">

<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="urn:doi:10.1000/182">

<meta name="DCTERMS.bibliographicCitation" content="The Australian, 6
August 2005, p15">

```

5.8.3 XHTML examples

```

<meta name="DCTERMS.identifier" content="A1200, L13582C" />

<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="http://www.agls.gov.au/documents/usageguide/" />

<meta name="DCTERMS.identifier" scheme="DCTERMS.ISBN" content="0-642-
42242-7" />

<meta name="DCTERMS.identifier" scheme="DCTERMS.URI" content="urn:isbn:0-
642-42242-7" />

<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="urn:uuid:f81d4fae-7dec-11d0-a765-00a0c91e6bf6" />

<meta name="DCTERMS.identifier" scheme="DCTERMS.DOI"
content="10.1000/182" />

<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="urn:doi:10.1000/182" />

<meta name="DCTERMS.bibliographicCitation" content="Substance use,
psychological distress and crime, Medical Journal of Australia, 179(8)
Oct 20 2003; 399-400." />

```

5.9 Publisher property

5.9.1 General

Use the *publisher* property to provide information about provision of the resource. It may be the same as creator, where this is an organisation name, but may also refer to the parent organisation or separate office of a higher-level organisation, where these smaller units are the creator. Table 13 summarises the characteristics of the *publisher* property.

Table 13 *Publisher property and related properties*

Term name	<i>publisher</i>
Label	Publisher
HTML/XHTML syntax	DCTERMS.publisher
XML/RDF syntax	dcterms:publisher

Definition	An entity responsible for making the resource available.
Obligation	Conditional - Mandatory for information resources (optional for descriptions of services)
Syntax encoding schemes	AglsAgent, GOLD

We recommend you record the name of the agency (and optionally the business unit within that agency) that has made the resource available in its current form in the *publisher* property. Make sure not to mistake the agency or other organisation that merely hosts a resource on its website for the publisher.

As an alternative to using the form of agency name used in the [Government Online Directory \(GOLD\)](#), the National Archives has developed the AGLS Agent Syntax Encoding Scheme (AglsAgent) for structuring descriptions of agents in the *creator*, *contributor*, *publisher* and *rightsHolder* properties. Details about AglsAgent can be found in Appendix 3.

When agents are described in detail as a related description (see Section 6), the agent description may be referenced as a URI.

5.9.2 Describing services

When recording metadata about services, you may use the *publisher* property to record details of the organisation that provides access to the service. However, the use of the *publisher* property for service descriptions is optional.

5.9.3 HTML examples

```
<meta name="DCTERMS.publisher" content="National Archives of Australia">
<meta name="DCTERMS.publisher" scheme="DCTERMS.URI"
content="http://www.example.gov.au/agents/id1234">
<meta name="DCTERMS.publisher" scheme="AGLSTERMS.GOLD" content="c=AU;
o=Commonwealth of Australia; ou=Department of Infrastructure, Transport,
Regional Development and Local Government">
<meta name="DCTERMS.publisher" scheme="AGLSTERMS.AglsAgent"
content="corporateName=High Court of Australia; jurisdiction=Commonwealth
of Australia">
```

5.9.4 XHTML examples

```
<meta name="DCTERMS.publisher" content="National Archives of Australia"
/>
<meta name="DCTERMS.publisher" scheme="DCTERMS.URI"
content="http://www.example.gov.au/agents/id1234" />
<meta name="DCTERMS.publisher" scheme="AGLSTERMS.GOLD" content="c=AU;
o=Commonwealth of Australia; ou=Department of Finance and Deregulation;
ou=Australian Government Information Management Office" />
<meta name="DCTERMS.publisher" scheme="AGLSTERMS.AGLSAGENT"
content="corporateName=Department of Defence; jurisdiction=Commonwealth
of Australia" />
```

Encoding a statement with a value URI

```
<link rel="DCTERMS.publisher"
href="http://www.example.gov.au/agents/id1234" />
```

5.10 Audience property

5.10.1 General

Use the audience property to directly target specific community sectors such as families, youth, rural and seniors. By providing this level of granularity to your metadata, the search results can be restricted to the area of relevance, or a particular portal. By providing metadata for the *audience* property, you also allow users to detect resources at increased specificity. Separate terms or phrases by a semicolon. Table 14 summarises the characteristics of the *audience* property.

Table 14 *Audience property*

Term name	<i>audience</i>
Label	Audience
HTML/XHTML syntax	DCTERMS.audience
XML/RDF syntax	dcterms:audience
Definition	A class of entity for whom the resource is intended or useful.
Obligation	Recommended when target group is not 'all'
Vocabulary encoding schemes	agls-audience, ANZSCO, ANZSIC, edna-audience
Default value	All

Within the standard, the default value for the *audience* property is 'all', which means that if the property is not included in the metadata record, the search engine will assume that the resource is relevant to all audience groups. You should only use the the *audience* property when the target audience of the resource is not 'all'.

For example, use of the value 'rural' for the *audience* property of a resource indicates that this resource or service is particularly applicable to rural or regional Australia. A resource relevant to rural families would have both the values 'families' and 'rural' in the *audience* property.

Several vocabulary encoding schemes are available for the *audience* property and these are cited in the *AGLS Metadata Standard — Part 2: Usage Guide*. The AGLS Audience Vocabulary Encoding Scheme (agls-audience) (see Appendix 4) is recommended where no more specific controlled vocabulary is available. Controlled vocabularies such as [Australian and New Zealand Standard Industrial Classification \(ANZSIC\)](#), Education Network Australia audience (edna-audience) and the [Australian and New Zealand Standard Classification of Occupations \(ANZSCO\)](#) may also be used for appropriate resources. Note that when you use a numbered index such as ANZSCO or ANZSIC, we recommend that the value you provide includes both the term name and its number code, so a client can search on either the term or the code.

5.10.2 Describing services

When recording metadata about services, we recommend you use the *audience* property to record the potential target group and actual users of the service. The target audience may be socio-economic, demographic or geographic. By providing target audience information to the users, they can decide if the service is worth accessing or retrieving. If a service is provided for a particular group, such as youth, indicate this by setting the value of the audience property as 'youth' rather than using subject terms.

5.10.3 HTML examples

Resource for children

```
<meta name="DCTERMS.audience" content="children">
```

Resource for rural families

```
<meta name="DCTERMS.audience" scheme="AGLSTERMS.agls-audience"
content="rural; families">
```

Educational resource

```
<meta name="DCTERMS.audience" scheme="AGLSTERMS.edna-audience"
content="Upper Primary">
```

Migrant assistance program

```
<meta name="DCTERMS.audience" content="Migrant assistance organisations">
```

```
<meta name="DCTERMS.audience" scheme="AGLSTERMS.agls-audience"
content="migrants; non-government organisations">
```

```
<meta name="DCTERMS.audience" scheme="AGLSTERMS.ANZSIC" content="8790;
Social Assistance Services">
```

```
<meta name="DCTERMS.audience" scheme="AGLSTERMS.ANZSCO" content="272412;
interpreter; 272613; welfare worker">
```

5.10.4 XHTML examples

Business resource

```
<meta name="DCTERMS.audience" scheme="AGLSTERMS.agls-audience"
content="business; employers" />
```

Agricultural resource

```
<meta name="DCTERMS.audience" content="Cattle graziers" />
```

```
<meta name="DCTERMS.audience" scheme="AGLSTERMS.agls-audience"
content="rural; primary industry" />
```

```
<meta name="DCTERMS.audience" scheme="AGLSTERMS.ANZSIC" content="0142;
Beef Cattle Farming; 0160; Dairy Cattle Farming" />
```

```
<meta name="DCTERMS.audience" scheme="AGLSTERMS.ANZSCO" content="121312;
Beef Cattle Farmer; 121313; Dairy Cattle Farmer; 841511; Beef Cattle Farm
Worker; 841512; Dairy Cattle Farm Worker" />
```

5.11 Coverage property and related properties

5.11.1 General

Use the *coverage* property to record metadata about the geographic or time-related aspects of the content of a resource. This property allows a search to be restricted to resources about a certain place or time. Dates used with the temporal property must be in ISO 8601

Extended Format, described at Appendix 5. Jurisdiction names should be drawn from the AGLS Jurisdiction Vocabulary Encoding Scheme, described in Appendix 4. Local Government Area names should be drawn from the Australian Standard Geographic Classification (ASGC) Vocabulary Encoding Scheme

The *jurisdiction*, *spatial* and *temporal* properties have a sub-property relationship to the *coverage* property. Table 15 summarises the characteristics of the *coverage* property and related properties.

Table 15 Coverage property and related properties

Term name	<i>coverage</i>
Label	Coverage
HTML/XHTML syntax	DCTERMS.coverage
XML/RDF syntax	dcterms:coverage
Definition	The spatial or temporal topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant.
Obligation	Recommended when the spatial coverage of the resource is not the whole of Australia
Vocabulary encoding schemes	AglsJuri, ASGC, TGN
Syntax encoding scheme	Box; Point
Default value	[Commonwealth of] Australia
Term name	<i>jurisdiction</i>
Label	Australian Jurisdiction
HTML/XHTML syntax	AGLSTERMS.jurisdiction
XML/RDF syntax	aglsterms:jurisdiction
Definition	The name of the political/administrative entity covered by the described resource.
Obligation	Optional
Vocabulary encoding schemes	AglsJuri, ASGC
Default value	[Commonwealth of] Australia
Term name	<i>spatial</i>
Label	Spatial Coverage
HTML/XHTML syntax	DCTERMS.spatial
XML/RDF syntax	dcterms:spatial
Definition	Spatial characteristics of the resource.
Obligation	Optional

Vocabulary encoding schemes	ASGC
Syntax encoding schemes	Box, ISO3166, Postcode
Term name	<i>temporal</i>
Label	Temporal Coverage
HTML/XHTML syntax	DCTERMS.temporal
XML/RDF syntax	dcterms:temporal
Definition	Temporal characteristics of the resource.
Obligation	Optional
Syntax encoding schemes	ISO8601, Period

For the whole of Australia or states and territories, use the AglsJuri encoding scheme. When specifying regions, local government areas, or individual cities or towns, you do not need to specify an encoding scheme. Local government area names should be drawn from the Australian Standard Geographic Classification (ASGC) Vocabulary Encoding Scheme.

Note that when using a numbered index such ASGC, we recommended you record both the number code and the term name. This ensures users can search on either the code or the term.

Dates used with the *temporal* property must be in ISO 8601 format, described at Appendix 5. Jurisdiction names should be drawn from the AGLS Jurisdiction Vocabulary Encoding Scheme, described in Appendix 4.

5.11.2 Note on the use of postcodes

The postcode element refinement from the previous standard is deprecated. Legacy implementations in the form `DC.coverage.postcode` are still valid, however, there is no postcode property in the AGLSTERMS namespace.

To record any new metadata describing coverage using postcodes, you should use the *spatial* property with the Postcode Syntax Encoding Scheme. Note that contiguous blocks of postcodes must be separated by a forward slash '/' (e.g. 4000/4011 means all postcodes from 4000 to 4011 inclusive) and non-contiguous postcodes must be separated by a semicolon.

5.11.3 Describing services

When recording metadata about programs and services that apply to a restricted geographical area, you may include the full name of each region or use Local Government Area names and postcodes.

In other cases, when describing:

- general material on the legislative and political affairs of a specific legally-defined geographic area, use the *jurisdiction* property

- general geographic, economic, social or cultural affairs having a strong focus on place, use the *spatial* property to allow for a consistent retrieval within a specified geographic context
- time-related characteristics of the resource, use the *temporal* property.

Use the *coverage* property to record metadata about the geographic area covered by the service. For information resources, this property may refer to locations or areas covered in the content.

The *spatial* property may be used to record metadata about the geographic scope of a service (e.g. camping permit for Fraser Island, visiting Kakadu National Park).

5.11.4 HTML examples

Resource for the 2006-07 financial year

```
<meta name="DCTERMS.temporal" scheme="DCTERMS.ISO8601" content="2006-07-01/2007-06-30">
```

First Home Owner Grant Scheme

```
<meta name="AGLSTERMS.jurisdiction" scheme="AGLSTERMS.AglsJuri" content="Commonwealth of Australia">
```

Regional resource

```
<meta name="DCTERMS.spatial" scheme="AGLSTERMS.Postcode" content="3277; 3280; 3282">
```

Regional resource - 'Iron Triangle' Program

```
<meta name="DCTERMS.spatial" content="Port Augusta City Council; Port Pirie Regional Council; Whyalla City Council">
```

Specifying an area of coverage defined by geographical coordinates

```
<meta name="DCTERMS.spatial" scheme="DCTERMS.Box" content="northlimit=5980000; westlimit=644000; eastlimit=647000; southlimit=5966000; units=m; projection=UTM zone 55 south; name=Lake Jindabyne" />
```

Resource applicable to Australia and New Zealand

```
<meta name="DCTERMS.spatial" scheme="DCTERMS.ISO3166" content="AU; NZ">
```

5.11.5 XHTML examples

```
<meta name="DCTERMS.spatial" content="Australian Capital Territory" />
```

```
<meta name="AGLSTERMS.jurisdiction" scheme="AGLSTERMS.AglsJuri" content="ACT" />
```

```
<meta name="DCTERMS.spatial" scheme="AGLSTERMS.Postcode" content="2600/2617; 2900/2910" />
```

Resource for an arts festival

```
<meta name="DCTERMS.spatial" content="Adelaide" />
```

```
<meta name="DCTERMS.temporal" scheme="DCTERMS.Period" content="name=Adelaide Festival of Arts; start=2008-02-29; end=2008-03-16" />
```

Resource for specific cities

```
<meta name="DCTERMS.spatial" content="Devonport; Launceston" />
```

Specifying an area of spatial coverage defined by geographical coordinates

```
<meta name="DCTERMS.spatial" scheme="DCTERMS.Box" content="northlimit=-21.3; southlimit=-21.4; westlimit=139.8; eastlimit=139.9; uplimit=400; downlimit=-100; name=Duchess Copper Mine" />
```

Specifying a point of coverage defined by geographical coordinates

```
<meta name="DCTERMS.coverage" scheme="DCTERMS.Point" content="east=148.26218; north=-36.45746; elevation=2228; name=Mount Kosciusko" />
```

Resource applicable to Australia and Papua New Guinea

```
<meta name="DCTERMS.spatial" scheme="DCTERMS.ISO3166" content="AU; PG" />
```

5.12 Description property

5.12.1 General

Use the *description* property to record a brief textual description of the content and/or purpose of the resource. The value of this property is useful for simple resource discovery, because search engines often display text from the description property in the search results. Text entered in the description property should be succinct and clearly describe the contents or attributes of the resource(s) to which the metadata applies.

Table 15 summarises the characteristics of the *description* property.

Table 16 *Description property*

Term name	<i>description</i>
Label	Description
HTML/XHTML syntax	DCTERMS.description
XML/RDF syntax	dcterms:description
Definition	An account of the resource.
Obligation	Mandatory

The *description* property is particularly useful for describing non-textual resources such as services, images and video clips, sound files etc. The value for this property should be based on the subject and/or purpose of the resource itself.

There is no limit on how much text the description property can contain, but most harvesters impose character limits on the length of the text and search engines may not display the entire description in a search result if it is too long.

When describing multilingual resources, the *description* property should be repeated in each applicable language.

5.12.2 Describing services

We strongly recommend you use this property to describe services. Provide a concise description of the content and/or purpose of the service, be client-focused, and identify the problem rather than the solution. The description of the service should be short enough to read out over the telephone..

5.12.3 HTML examples

Customer-focused portal

```
<meta name="DCTERMS.description" lang="en-AU" content="The customer-
focused portal will simplify the process of finding the services and
information that a customer is looking for. The framework will build on
the existing Australian Government Entry Point, adding a related set of
websites that present collections of government information and services
groups around customer and subject matter areas, rather than reflecting
administrative structures.">
```

Child Care Access Hotline

```
<meta name="DCTERMS.description" lang="en-AU" content="This site provides
information for parents on the location of child care services and the
range of government financial assistance available, including the
Supplementary Services Program (SUPS) and the Special Needs Subsidy
Scheme (SNSS).">
```

Quarantine information in Italian

```
<meta name="DCTERMS.description" lang="en" content="Important quarantine
information for international travellers">
```

```
<meta name="DCTERMS.description" lang="it" content="Importanti
informazioni in tema di quarantena per i viaggiatori internazionali">
```

5.12.4 XHTML examples

Mapping project

```
<meta name="DCTERMS.description" xml:lang="en-AU" content="This project
is preparing the technical case supporting definition of the outer limit
of Australia's extended continental shelf under Article 76 of the UN
Convention on the Law of the Sea." />
```

Scanned photograph

```
<meta name="DCTERMS.description" xml:lang="en-AU" content="Large group of
Aboriginal people at Point McLeay Mission, with men standing at the back,
and women and children with a few older men, seated in front, seen at a
distance. Caption does not provide any identification of names of
individuals." />
```

5.13 Language property

5.13.1 General

Use the *language* property to record metadata about the language of the content of the resource. The default value (in RFC5646 format) is English ('en') or Australian English ('en-AU'), so using this property is only recommended when describing resources in any other language.

Table 17 summarises the characteristics of the *language* property.

Table 17 *Language property*

Term name	<i>language</i>
Label	Language
HTML/XHTML syntax	DCTERMS.language
XML/RDF syntax	dcterms:language

Definition	A language of the resource.
Obligation	Recommended where the language of the resource is not English.
Syntax encoding scheme	RFC5646
Vocabulary encoding scheme	ISO639-3
Default value	en[-AU]

Construct values for the *language* property according to [RFC 5646](#), the Internet language description standard. This uses a combination of three ISO standards (ISO 639-1 for language codes, ISO 3166 for country codes and ISO 15924 for script codes).

If a language does not have an ISO 639-1 two-letter language code, use the ISO 639-3 three-letter language code. In such cases, you need to specify DCTERMS . ISO639-3 as the vocabulary encoding scheme. A full list of the two and three-letter codes is available from the [SIL International website](#).

Appendix 6 describes the syntax for language encoding.

5.13.2 Describing services

The *language* property may be used to record metadata about all languages in which a service is available.

5.13.3 HTML examples

Resource in Indonesian

```
<meta name="DCTERMS.language" content="id">
```

Specifying Canadian French:

```
<meta name="DCTERMS.language" scheme="DCTERMS.RFC5646" content="fr-CA">
```

Resource in Pitjantjatjara

```
<meta name="DCTERMS.language" scheme="DCTERMS.ISO639-3" content="pjt">
```

5.13.4 XHTML examples

Resource in Polish

```
<meta name="DCTERMS.language" content="pl" />
```

Specifying simplified Chinese script:

```
<meta name="DCTERMS.language" scheme="DCTERMS.RFC5646" content="zh-Hans" />
```

Resource in Arabic

```
<meta name="DCTERMS.language" scheme="DCTERMS.ISO639-3" content="ara" />
```

5.14 Type property and related properties

5.14.1 General

The *type* property is one of the more important properties to enable discovery of resources. It signals the aggregation level of a resource and specifies the resource type. You can record resource metadata for this property using the DCMI Type Vocabulary Encoding Scheme.

Specific document and service types may be described using the *documentType* and *serviceType* properties with the AGLS Document and AGLS Service Vocabulary Encoding Schemes respectively, described in Appendix 4.

The *aggregationLevel*, *category*, *documentType* and *serviceType* properties have a sub-property relationship to the type property. Table 18 summarises the characteristics of the *type* property and related properties.

Table 18 *Type property and related properties*

Term name	<i>type</i>
Label	Type
HTML/XHTML syntax	DCTERMS.type
XML/RDF syntax	dcterms:type
Definition	The nature or genre of the resource.
Obligation	Mandatory unless a related property is used.
Vocabulary encoding scheme	DCMIType
Term name	<i>aggregationLevel</i>
Label	Aggregation Level
HTML/XHTML syntax	AGLSTERMS.aggregationLevel
XML/RDF syntax	aglsterms:aggregationLevel
Definition	The level of aggregation of the described resource.
Obligation	Optional
Default value	item
Other acceptable value(s)	collection
Term name	<i>category</i>
Label	Type Category
HTML/XHTML syntax	AGLSTERMS.category
XML/RDF syntax	aglsterms:category
Definition	The generic type of the resource being described.
Obligation	Optional
Enumerated values	agency, document, service
Default value	document
Term name	<i>documentType</i>
Label	Document Type
HTML/XHTML syntax	AGLSTERMS.documentType

XML/RDF syntax	aglsterms:documentType
Definition	The form of the described resource where the value of category is “document”.
Obligation	Optional
Vocabulary encoding scheme	agls-document
Term name	<i>serviceType</i>
Label	Service Type
HTML/XHTML syntax	AGLSTERMS.serviceType
XML/RDF syntax	aglsterms:serviceType
Definition	The form of the described resource where the value of category is “service”.
Obligation	Optional
Vocabulary encoding scheme	agls-service

Using the *aggregationLevel* property allows you to differentiate between collections of resources and individual resources. For collection-level resources (e.g. indexes of other resources), you need to use the value of the *aggregationLevel* property with the value ‘collection’. Search engines may use this information to preference collections in search results.

The *documentType* property provides information about the recognised form the resource takes, which governs its internal structure and relates to its transactional purpose. It may also relate to the activity that the resource documents (the business function driving the creation or provision of the resource is described using the *function* property).

The default value of the *category* property is ‘document’ and the default value of the *aggregationLevel* property is ‘item’. When you describe item-level resources it is therefore only necessary to use the *documentType* property to specify the type of document. In such cases you do not need to record metadata for the *category* and *aggregationLevel* properties.

The *serviceType* property provides information about the recognised form a service takes. This relates to its transactional purpose or may also relate to the activity that the service supports (the business function driving the creation or provision of the service is described using the *function* property).

5.14.2 Describing services

When recording metadata about a service, you must record the value of the *category* property as ‘service’. We also recommend you use the *serviceType* property to describe the actual business processes or transactions represented by the service (e.g. bookings and reservations, certificates). Appendix 4 describes the AGLS Service Vocabulary Encoding Scheme which may be used as a source of terms for the *serviceType* property.

5.14.3 HTML examples

Collection level resource

```
<meta name="AGLSTERMS.aggregationLevel" content="collection">
```

Online report

```
<meta name="AGLSTERMS.category" content="document">
```

```
<meta name="AGLSTERMS.documentType" scheme="AGLSTERMS.agls-document"
content="report">
```

Parenting Payment (Service and Information description)

```
<meta name="AGLSTERMS.category" content="service">
```

```
<meta name="AGLSTERMS.serviceType" scheme="AGLSTERMS.agls-service"
content="benefits and entitlements">
```

Child Care Access Hotline (Service only description)

```
<meta name="AGLSTERMS.category" content="service">
```

```
<meta name="AGLSTERMS.serviceType" scheme="AGLSTERMS.agls-service"
content="enquiries">
```

Event

```
<meta name="DCTERMS.type" scheme="DCTERMS.DCMIType" content="event">
```

5.14.4 XHTML examples

Service

```
<meta name="DCTERMS.type" scheme="DCTERMS.DCMIType" content="service" />
```

Media release

```
<meta name="AGLSTERMS.category" content="document" />
```

```
<meta name="AGLSTERMS.documentType" scheme="AGLSTERMS.agls-document"
content="media release" />
```

Business registration

```
<meta name="AGLSTERMS.category" content="service" />
```

```
<meta name="AGLSTERMS.serviceType" scheme="AGLSTERMS.agls-service"
content="business advisory; licences and permits" />
```

5.15 Contributor property

5.15.1 General

Use contributor for recording the name of a person or organisation with an important contributory role in the creation of the resource content. Table 19 summarises the characteristics of the *contributor* property.

Table 19 *Contributor property*

Term name	<i>contributor</i>
Label	Contributor
HTML/XHTML syntax	DCTERMS.contributor
XML/RDF syntax	dcterms:contributor
Definition	An entity responsible for making contributions to the resource.

Obligation	Optional
Syntax encoding schemes	AglsAgent, GOLD, URI

As an alternative to the [Government Online Directory \(GOLD\)](#), you may also use the AGLS Agent Syntax Encoding Scheme, described in Appendix 3, to record the value for the *contributor* property.

When recording metadata about agents in detail as a related description (see Section 7), you may record the agent description as a URI. Always be mindful of privacy issues when including personal information in metadata.

5.15.2 HTML examples

```
<meta name="DCTERMS.contributor" content="Web Management Unit">
<meta name="DCTERMS.contributor" scheme="AGLSTERMS.AglsAgent"
content="corporateName=Australian Government Information Management
Office (AGIMO)">
<meta name="DCTERMS.contributor" scheme="DCTERMS.URI"
content="http://www.example.gov.au/agents/id1234">
<meta name="DCTERMS.contributor" scheme="AGLSTERMS.GOLD" content="c=AU;
o=Commonwealth of Australia; ou=Department of Prime Minister and Cabinet;
ou=National Archives of Australia" />
<meta name="DCTERMS.contributor" scheme="AGLSTERMS.AglsAgent"
content="corporateName=WebDesign; email=webdesign@hereweare.com.au">
```

5.15.3 XHTML examples

```
<meta name="DCTERMS.contributor" content="Australian War Memorial">
<meta name="DCTERMS.contributor" scheme="AGLSTERMS.AglsAgent"
content="corporateName=Great Barrier Reef Marine Park Authority;
address=PO Box 1379, Townsville, Qld 3810" />
<meta name="DCTERMS.contributor" scheme="DCTERMS.URI"
content="http://www.example.gov.au/agents/id1234" />
<meta name="DCTERMS.contributor" scheme="AGLSTERMS.GOLD" content="c=AU;
o=Commonwealth of Australia; ou=Department of Prime Minister and Cabinet;
ou=National Archives of Australia" />
<meta name="DCTERMS.contributor" scheme="AGLSTERMS.AglsAgent"
content="corporateName=WebDesign; email=webdesign@hereweare.com.au" />
Encoding a statement with a value URI
<link rel="DCTERMS.contributor"
href="http://www.example.gov.au/agents/id1234" />
```

5.16 Format property and related properties

5.16.1 General

The *format* property allows you to record the physical or virtual characteristics of the medium of the resource. Values for online resources should be selected from the Internet Media Types (IMT) list of terms (see Appendix 7). The information recorded in this property allows users to decide if the resource is worth listing, accessing or retrieving, based on their

capacity to cope with the format of the resource. For example, you can provide the dimensions and weight of physical resources.

The *extent* and *medium* properties have a sub-property relationship to the *format* property.

Table 20 summarises the characteristics of the *format* property and related properties.

Table 20 *Format property and related properties*

Term name	<i>format</i>
Label	Format
HTML/XHTML syntax	DCTERMS.format
XML/RDF syntax	dcterms:format
Definition	The file format, physical medium, or dimensions of the resource
Obligation	Optional
Vocabulary encoding scheme	IMT
Term name	<i>extent</i>
Label	Extent
HTML/XHTML syntax	DCTERMS.extent
XML/RDF syntax	dcterms:extent
Definition	The size or duration of the resource.
Obligation	Optional
Syntax encoding scheme	XSD.duration
Term name	<i>medium</i>
Label	Medium
HTML/XHTML syntax	DCTERMS.medium
XML/RDF syntax	dcterms:medium
Definition	The material or physical carrier of the resource.
Obligation	Optional

5.16.2 XSD Duration Data Type

You can use the W3C XML Schema Definition (XSD) Duration Data Type as a syntax encoding scheme for the extent property. In such cases, you need to link the XSD namespace.

HTML

```
<link rel="schema.XSD" href="http://www.w3.org/2001/XMLSchema#" >
```

XHTML

```
<link rel="schema.XSD" href="http://www.w3.org/2001/XMLSchema#" />
```

Guidelines for extent duration values are in Appendix 5.

5.16.3 Describe services

When recording metadata for services, you can use the *format* property to record the method for delivering a service. For example, the value for offline services may be given as 'Call centre' or 'Shop front'.

5.16.4 HTML examples

Describing a painting

```
<meta name="DCTERMS.format" content="350mm wide by 1250mm high by 12mm deep, 2.5 kilograms weight">
```

A PDF file

```
<meta name="DCTERMS.format" scheme="DCTERMS.IMT" content="application/pdf">
<meta name="DCTERMS.extent" content="1.5 megabytes">
```

An audio CD

```
<meta name="DCTERMS.medium" content="Audio CD">
<meta name="DCTERMS.extent" scheme="XSD.duration" content="PT1H12M">
```

A CD-ROM

```
<meta name="DCTERMS.medium" content="CD-ROM">
<meta name="DCTERMS.extent" content="650 megabytes">
```

5.16.5 XHTML examples

Describing a book

```
<meta name="DCTERMS.format" content="leather bound book, 200x150x25mm" />
```

A PDF file

```
<meta name="DCTERMS.format" scheme="DCTERMS.IMT" content="application/pdf" />
<meta name="DCTERMS.extent" content="1.5 megabytes" />
```

An audio CD

```
<meta name="DCTERMS.medium" content="Audio CD" />
<meta name="DCTERMS.extent" scheme="XSD.duration" content="PT1H12M" />
```

Encoding a statement with a value URI

```
<link rel="DCTERMS.format" href="http://purl.org/NET/mediatypes/application/pdf" />
```

5.17 Mandate property and related properties

5.17.1 General

You can use the *mandate* property to record metadata about any legislative or other mandate that requires or drives the creation or provision of the resource. The value of the property may be a text reference or a URI pointing to the legal instrument.

The *act*, *case* and *regulation* properties have a sub-property relationship to the *mandate* property. Table 21 summarises the characteristics of the *mandate* property and related properties.

Table 21 *Mandate property and related properties*

Term name	<i>mandate</i>
Label	Mandate
HTML/XHTML syntax	AGLSTERMS.mandate
XML/RDF syntax	aglsterms:mandate
Definition	A specific legal instrument which requires or drives the creation or provision of the resource.
Obligation	Optional
Syntax encoding scheme	URI
Term name	<i>act</i>
Label	Act
HTML/XHTML syntax	AGLSTERMS.act
XML/RDF syntax	aglsterms:act
Definition	A specific piece of legislation which requires or drives the creation or provision of the resource.
Obligation	Optional
Syntax encoding scheme	URI
Term name	<i>case</i>
Label	Case
HTML/XHTML syntax	AGLSTERMS.case
XML/RDF syntax	aglsterms:case
Definition	A specific piece of case law which requires or drives the creation or provision of the resource.
Obligation	Optional
Syntax encoding scheme	URI
Term name	<i>regulation</i>
Label	Regulation
HTML/XHTML syntax	AGLSTERMS.regulation
XML/RDF syntax	aglsterms:regulation
Definition	A specific regulation which requires or drives the creation or provision of the resource.
Obligation	Optional
Syntax encoding scheme	URI

5.17.2 HTML examples

```
<meta name="AGLSTERMS.mandate" content="Family Law Act 1975 (Cth)">
<meta name="AGLSTERMS.act" content="General Insurance Reform Act 2001
(Cth)">
<meta name="AGLSTERMS.act" scheme="DCTERMS.URI"
content="http://www.comlaw.gov.au/ComLaw/Legislation/ActCompilation1.nsf/
0/DF9E77827FF4CF72CA257049001D9F71?OpenDocument">
<meta name="AGLSTERMS.case" scheme="DCTERMS.URI"
content="http://www.austlii.edu.au/au/cases/cth/irc/1999/3.html">
<meta name="AGLSTERMS.regulation" content="Great Barrier Reef Region
(Prohibition of Mining) Regulations 1999 (Cth)">
```

5.17.3 XHTML examples

```
<meta name="AGLSTERMS.mandate" content="Native Title Act 1993 (Cth)" />
<meta name="AGLSTERMS.act" content="Archives Act 1983 (Cth)" />
<meta name="AGLSTERMS.act" scheme="DCTERMS.URI"
content="http://www.comlaw.gov.au/comlaw/Legislation/ActCompilation1.nsf/
0/032100365F7BB019CA25736E00174A75" />
<meta name="AGLSTERMS.regulation" content="Great Barrier Reef Region
(Prohibition of Mining) Regulations 1999 (Cth)" />
<meta name="AGLSTERMS.case" scheme="DCTERMS.URI"
content="http://www.austlii.edu.au/au/cases/cth/irc/1999/3.html" />
Encoding a statement with a value URI
<link rel="AGLSTERMS.act"
href="http://www.comlaw.gov.au/ComLaw/Legislation/ActCompilation1.nsf/0/2
D26E08A39A8F52FCA25769400231E61" />
```

5.18 Relation property and related properties

5.18.1 General

With the *relation* property and related properties you can record metadata about the relationships between the described resource and another resource. Typically, the value for this property is a formal identifier (e.g. a URI).

The *conformsTo*, *hasFormat*, *hasPart*, *hasVersion*, *isBasedOn*, *isBasisFor*, *isFormatOf*, *isPartOf*, *isReferencedBy*, *isRequiredBy*, *isVersionOf*, *replaces*, *isReplacedBy*, *references* and *requires* properties have a sub-property relationship to the *relation* property. The *conformsTo* property may be used to indicate that a resource conforms to an externally defined standard, such as the [W3C Web Content Accessibility Guidelines](http://www.w3.org/TR/2008/REC-WCAG20-20081211/)¹⁰.

Table 22 summarises the characteristics of the *relation* property and related properties.

Table 22 *Relation* property and related properties

Term name	<i>relation</i>
------------------	-----------------

¹⁰ <http://www.w3.org/TR/2008/REC-WCAG20-20081211/>

Label	Relation
HTML/XHTML syntax	DCTERMS.relation
XML/RDF syntax	dcterms:relation
Definition	A related resource
Obligation	Optional
Syntax encoding scheme	URI
Term name	conformsTo
Label	Conforms To
HTML/XHTML syntax	DCTERMS.conformsTo
XML/RDF syntax	dcterms:conformsTo
Definition	An established standard to which the described resource conforms.
Term name	<i>hasFormat</i>
Label	Has Format
HTML/XHTML syntax	DCTERMS.hasFormat
XML/RDF syntax	dcterms:hasFormat
Definition	A related resource that is substantially the same as the pre-existing described resource, but in another format.
Term name	<i>hasPart</i>
Label	Has Part
HTML/XHTML syntax	DCTERMS.hasPart
XML/RDF syntax	dcterms:hasPart
Definition	A related resource that is included either physically or logically in the described resource.
Term name	<i>hasVersion</i>
Label	Has Version
HTML/XHTML syntax	DCTERMS.hasVersion
XML/RDF syntax	dcterms:hasVersion
Definition	A related resource that is a version, edition or adaptation of the described resource.
Term name	<i>isBasisFor</i>

Label	Is Basis For
HTML/XHTML syntax	AGLSTERMS.isBasisFor
XML/RDF syntax	aglsterms:isBasisFor
Definition	A related resource that is a performance, production, derivation, translation or interpretation of the described resource.
Term name	<i>isBasedOn</i>
Label	Is Based On
HTML/XHTML syntax	AGLSTERMS.isBasedOn
XML/RDF syntax	aglsterms:isBasedOn
Definition	A related resource of which the described resource is a performance, production, derivation, translation or interpretation.
Term name	<i>isFormatOf</i>
Label	Is Format Of
HTML/XHTML syntax	DCTERMS.isFormatOf
XML/RDF syntax	dcterms:isFormatOf
Definition	A related resource that is substantially the same as the described resource, but in another format.
Term name	<i>isPartOf</i>
Label	Is Part Of
HTML/XHTML syntax	DCTERMS.isPartOf
XML/RDF syntax	dcterms:isPartOf
Definition	A related resource in which the described resource is physically or logically included.
Term name	<i>isReferencedBy</i>
Label	Is Referenced By
HTML/XHTML syntax	DCTERMS.isReferencedBy
XML/RDF syntax	dcterms:isReferencedBy
Definition	A related resource that references, cites or otherwise points to the described resource.
Term name	<i>isReplacedBy</i>

Label	Is Replaced By
HTML/XHTML syntax	DCTERMS.isReplacedBy
XML/RDF syntax	dcterms:isReplacedBy
Definition	A related resource that supplants, displaces or supersedes the described resource.
Term name	<i>isRequiredBy</i>
Label	Is Required By
HTML/XHTML syntax	DCTERMS.isRequiredBy
XML/RDF syntax	dcterms:isRequiredBy
Definition	A related resource that requires the described resource to support its function, delivery or coherence.
Term name	<i>isVersionOf</i>
Label	Is Version Of
HTML/XHTML syntax	DCTERMS.isVersionOf
XML/RDF syntax	dcterms:isVersionOf
Definition	A related resource of which the described resource is a version, edition or adaptation.
Term name	<i>replaces</i>
Label	Replaces
HTML/XHTML syntax	DCTERMS.replaces
XML/RDF syntax	dcterms:replaces
Definition	A related resource that is supplanted, displaced or superseded by the described resource.
Term name	<i>requires</i>
Label	Requires
HTML/XHTML syntax	DCTERMS.requires
XML/RDF syntax	dcterms:requires
Definition	A related resource that is required by the described resource to support its function, delivery or coherence.

5.18.2 Describing services

You can use the *relation* property and related properties to link a described service to another service or to multiple services. Identifying a relation may also be of value where a

relationship, which is not obvious and not identified by a search engine, exists between services and resources (e.g. ‘marriage’ and ‘wills’ to support linking for life event applications). Values for this property may be based on experience of shop front or call centre staff. Search tools may pick up related services based on function and/or subject.

5.18.3 HTML examples

A glossary that explains terms in the resource being described

```
<meta name="DCTERMS.requires" scheme="DCTERMS.URI"
content=http://www.example.gov.au/examplefile.html>
```

An offline publication cited in an online resource

```
<meta name="DCTERMS.references" content="Standards Australia, Records
Management (AS ISO 15489), Sydney, 2002">
```

Version 2 of an online resource

```
<meta name="DCTERMS.replaces" scheme="DCTERMS.URI"
content="http://www.example.gov.au/version1.pdf">
```

A resource conforming to Level Double-A Web Content Accessibility Guidelines:

```
<meta name="DCTERMS.conformsTo" scheme="DCTERMS.URI"
content="http://www.w3.org/WAI/WCAG1AA-Conformance">
```

5.18.4 XHTML examples

An old version of a web page

```
<meta name="DCTERMS.isReplacedBy" scheme="DCTERMS.URI"
content="http://www.example.gov.au/newpage.html" />
```

An offline publication cited in an online resource

```
<meta name="DCTERMS.references" content="AS 2613-2005 Safety devices for
gas cylinders" />
```

Version 2 of an online resource

```
<meta name="DCTERMS.isFormatOf" scheme="DCTERMS.URI"
content="http://www.example.gov.au/version1.pdf" />
```

Encoding a statement with a value URI

```
<link rel="DCTERMS.isReplacedBy" href="http://www.example.gov.au/newpage"
/>
```

5.19 Rights property and related properties

5.19.1 General

You can use the *rights* property to record copyright statements about information resources. The value for this property may be text or a URI pointing to a copyright statement.

The *accessRights*, *license*, *protectiveMarking* and *rightsHolder* properties have a sub-property relationship to the *rights* property. The *accessRights* and *license* properties may be used to describe access conditions applying to the described resource.

We strongly recommend you use these properties when describing Australian Government resources. Table 23 summarises the characteristics of the *rights* property and related properties.

Table 23 *Rights property and related properties*

Term name	<i>rights</i>
-----------	---------------

Label	Rights
HTML/XHTML syntax	DCTERMS.rights
XML/RDF syntax	dcterms:rights
Definition	Information about rights held in and over the resource
Obligation	Optional
Syntax encoding scheme	URI
Default value	Copyright Commonwealth of Australia [current year]
Term name	<i>accessRights</i>
Label	Access Rights
HTML/XHTML syntax	DCTERMS.accessRights
XML/RDF syntax	dcterms:accessRights
Definition	Information about who can access the resource.
Obligation	Optional
Syntax encoding scheme	URI
Term name	<i>license</i>
Label	License
HTML/XHTML syntax	DCTERMS.license
XML/RDF syntax	dcterms:license
Definition	A legal document giving official permission to do something with the resource.
Obligation	Optional
Syntax encoding scheme	URI
Term name	<i>protectiveMarking</i>
Label	Protective Marking
HTML/XHTML syntax	AGLSTERMS.protectiveMarking
XML/RDF syntax	aglsterms:protectiveMarking
Definition	A protective marking applied to the described resource.
Obligation	Conditional – Mandatory where the protective marking is not ‘UNCLASSIFIED’
Default value	UNCLASSIFIED
Term name	<i>rightsHolder</i>

Label	Rights Holder
HTML/XHTML syntax	DCTERMS.rightsHolder
XML/RDF syntax	dcterms:rightsHolder
Definition	A person or organisation owning or managing rights over the resource
Obligation	Optional
Syntax encoding schemes	AglsAgent, GOLD

5.19.2 Note on the use of the *protectiveMarking* property

You can use the *protectiveMarking* property to record metadata on the combined set of security classification, caveats and other indicators that can be applied to information to indicate that the information has been security classified. Typically, you will only need to use the *protectiveMarking* property on intranets (and extranets, where applicable) where resources with a variety of security classifications are stored.

The default value for this property is 'UNCLASSIFIED' and this property is mandatory for any resource with a protective marking that is not 'UNCLASSIFIED'.

Using the *protectiveMarking* property to indicate a status of 'UNCLASSIFIED' is optional and may be determined by agency policy.

Refer to the *Australian Government Protective Security Policy Framework (PSPF)* and *Australian Government Information Security Manual (ISM)* for additional information regarding the application of protective markings.

5.19.3 HTML examples

```
<meta name="DCTERMS.rights" content="Copyright Commonwealth of Australia
2008">

<meta name="DCTERMS.rights" scheme="DCTERMS.URI"
content="http://www.example.gov.au/copyright.html">

<meta name="DCTERMS.license" scheme="DCTERMS.URI"
content="http://creativecommons.org/licenses/by-nc-nd/2.5/au/">

<meta name="DCTERMS.accessRights" content="public">

<meta name="AGLSTERMS.protectiveMarking" content="UNCLASSIFIED">

<meta name="DCTERMS.rightsHolder" scheme="AGLSTERMS.AglsAgent"
content="corporateName=National Archives of Australia; address=Box 7425
Canberra BC, ACT 2610">
```

5.19.4 XHTML examples

```
<meta name="DCTERMS.rights" content="Copyright Commonwealth of Australia
2008" />

<meta name="DCTERMS.rights" scheme="DCTERMS.URI"
content="http://www.naa.gov.au/info/copyright.aspx" />

<meta name="DCTERMS.accessRights" content="Not for external distribution"
/>
```

```
<meta name="DCTERMS.rightsHolder" scheme="AGLSTERMS.AglsAgent"
content="corporateName=Australian War Memorial; address=GPO Box 345,
Canberra, ACT 2601" />
```

```
<meta name="AGLSTERMS.protectiveMarking" content="RESTRICED" />
```

Encoding a statement with a value URI

```
<link rel="DCTERMS.license" href="http://creativecommons.org/licenses/by-nc-nd/2.5/au/" />
```

5.20 Source property

5.20.1 General

Use the *source* property to record metadata about the original from which the described resource was derived. You can use this property to increase discoverability of the resource, or improve the integrity or authenticity of the described resource. For example, this property may be useful when describing a scanned version of an original resource, such as a painting, so that a user searching for the original can discover the scanned version. Table 23 summarises the characteristics of the *source* property.

Table 24 Source property

Term name	<i>source</i>
Label	Source
HTML/XHTML syntax	DCTERMS.source
XML/RDF syntax	dcterms:source
Definition	Information about a resource from which the described resource is derived
Obligation	Optional
Syntax encoding schemes	ISBN, ISSN, URI

We recommend you use the *source* property where the content of the resource is derived from, but does not replace, another resource (where a resource replaces another resource, use a *relation* property).

Although the value of this property may be a text string, we recommend you refer to the source by its formal identification (e.g. an ISBN, catalogue number, URI etc.).

5.20.2 Describing services

Do not use this property to describe offline services.

5.20.3 HTML examples

```
<meta name="DCTERMS.source" content="Pollock, Jackson - Blue Poles Number
11, 1952">
```

```
<meta name="DCTERMS.source" scheme="DCTERMS.ISBN" content="0 9677 0000
0">
```

```
<meta name="DCTERMS.source" scheme="DCTERMS.URI"
content="http://dublincore.org/documents/dcmi-terms/">
```

5.20.4 XHTML examples

```
<meta name="DCTERMS.source" content="Cook, James - Journal of the  
Endeavour 1768-1771" />
```

```
<meta name="DCTERMS.source" scheme="DCTERMS.ISBN" content="0 9677 0000 0"  
/>
```

```
<meta name="DCTERMS.source" scheme="DCTERMS.URI"  
content=http://www.example.gov.au/file.pdf />
```

Encoding a statement with a value URI

```
<link rel="DCTERMS.source" href="http://dublincore.org/documents/dcmi-  
terms/" />
```

6 AGENT METADATA TERMS AND EXAMPLES

In the AGLS Metadata Standard three additional sets of terms were added. As they are additional terms we will cover them in more detail in the next three sections.

Agent metadata is the first of the three additional sets of terms. In this section we will explain the usefulness of Agent metadata associated with resources. Agent metadata simply put is about people, organisations or software applications. The purpose of agent metadata is to provide terms to describe additional attributes of agents, such as contact details, and you will see through the examples that Agents are described primarily by a postal address.

Agents are resources and can be described to a limited extent using DC and AGLS terms, however this addition provides a much richer description and you will see this in the examples provided in HTML 4.01 Strict and XHTML 1.0 Strict.

Table 25 summarises the agent metadata terms provided in the standard and their obligation status.

Table 25 Agent metadata term summary

Property	Obligation
<i>corporateName</i>	Optional
<i>country</i>	Optional
<i>email</i>	Optional
<i>fax</i>	Optional
<i>localityName</i>	Optional
<i>personalName</i>	Optional
<i>physicalAddress</i>	Optional
<i>positionName</i>	Optional
<i>postalAddress</i>	Optional
<i>postcode</i>	Optional
<i>role</i>	Optional
<i>sector</i>	Optional
<i>stateTerritory</i>	Optional
<i>telephone</i>	Optional
<i>web</i>	Optional

6.1 Namespace

A namespace is a machine-readable file that provides definitions of the metadata scheme used to record the metadata for a resource. This file contains the logical grouping and unique identification of a set of metadata terms.

For metadata to be machine-processible, the namespace of a metadata term must be included in the metadata of a resource.

Namespace prefixes are also used in the property names to indicate the logical grouping and unique identification of a set of metadata terms from which the property is taken.

The identities of the relevant namespaces, using the HTML `<link>` tag, have the following pattern:

```
<link rel="schema.PREFIX" href="namespaceURI">
```

The namespace encoding for AGLS agent metadata is:

HTML

```
<link rel="schema.AGENTTERMS"
href="http://www.agls.gov.au/agls/agentterms/">
```

XHTML

```
<link rel="schema.AGENTTERMS"
href="http://www.agls.gov.au/agls/agentterms/" />
```

6.2 Terms and descriptions

The term descriptions below have been assigned a formal single-word term name. Although some environments, such as HTML, are not case-sensitive, we recommend that agencies adhere to the case conventions given below. This will avoid conflicts later on when metadata are converted to a case-sensitive environment.

This manual shows examples in HTML 4.01 Strict and XHTML 1.0 Strict. Examples are normative. The National Archives has also produced guides to expressing AGLS metadata in XML and RDF, including examples of encoding agent metadata records. This guide is available from the [AGLS website](#).

The description of each property in the following pages uses the structure shown in Table 26. Encoding schemes and the default values are only shown where applicable.

Where applicable, the mapping to the equivalent AS/NZS ISO 19115 term is noted. This is provided to allow metadata interoperability between the two standards.

Table 26 Agent metadata terms

Term name	<i>corporateName</i>
Label	Corporate Name
HTML/XHTML syntax	AGENTTERMS.corporateName
XML/RDF syntax	agentterms:corporateName
Definition	Name of the responsible corporation or organisation
Obligation	Optional
Comment	Maps to AS/NZS ISO 19115 376 rpOrgName. The value should be the full legal name of the organisation.
Term name	<i>country</i>
Label	Country
HTML/XHTML syntax	AGENTTERMS.country

XML/RDF syntax	agentterms:country
Definition	Country of the postal address
Obligation	Optional
Vocabulary encoding scheme	ISO3166
Comment	Maps to AS/NZS ISO 19115 385 country. Use codes from ISO 3166-1:2006 <i>Codes for the representation of names of countries and their subdivisions - Part 1: Country codes</i>
Term name	<i>email</i>
Label	Electronic mail address
HTML/XHTML syntax	AGENTTERMS.email
XML/RDF syntax	agentterms:email
Definition	Address of the electronic mailbox of the responsible party
Obligation	Optional
Syntax encoding scheme	URI
Comment	Maps to AS/NZS ISO 19115 386 eMailAdd. The addresses must conform to RFC 5321 <i>Simple Mail Transfer Protocol</i> and be expressed as a URI according to RFC 2368 <i>The mailto URL scheme</i> .
Term name	<i>fax</i>
Label	Facsimile number
HTML/XHTML syntax	AGENTTERMS.fax
XML/RDF syntax	agentterms:fax
Definition	Telephone number(s) of a facsimile machine for the responsible party.
Obligation	Optional
Syntax encoding scheme	URI
Comment	Maps to AS/NZS ISO 19115 409 faxNum. Numbers must be expressed as a URI according to RFC 2082 <i>URLs for Telephone Calls</i>
Term name	<i>localityName</i>
Label	Locality name
HTML/XHTML syntax	AGENTTERMS.localityName
XML/RDF syntax	agentterms:localityName

Definition	City, suburb, town or other locality of the postal address
Obligation	Optional
Comment	Maps to AS/NZS ISO 19115 382 city.
Term name	<i>personalName</i>
Label	Personal Name
HTML/XHTML syntax	AGENTTERMS.personalName
XML/RDF syntax	agentterms:personalName
Definition	Name of the responsible person
Obligation	Optional
Guideline	Maps to AS/NZS ISO 19115 375 rpIndName. Personal names should be expressed the form “Lastname, Firstname”.
Term name	<i>physicalAddress</i>
Label	Physical Address
HTML/XHTML syntax	AGENTTERMS.physicalAddress
XML/RDF syntax	agentterms:physicalAddress
Definition	Physical location of the responsible party.
Obligation	Optional
Comment	Maps to AS/NZS ISO 19115 381 delPoint.
Term name	<i>positionName</i>
Label	Position Name
HTML/XHTML syntax	AGENTTERMS.positionName
XML/RDF syntax	agentterms:positionName
Definition	Position of the responsible person
Obligation	Optional
Comment	Maps to AS/NZS ISO 19115 377 rpPosName.
Term name	<i>postalAddress</i>
Label	Postal Address
HTML/XHTML syntax	AGENTTERMS.postalAddress
XML/RDF syntax	agentterms:postalAddress
Definition	Address line for the postal address.

Obligation	Optional
Comment	Maps to AS/NZS ISO 19115 378 rpCntInfo.
Term name	<i>postcode</i>
Label	Postcode
HTML/XHTML syntax	AGENTTERMS.postcode
XML/RDF syntax	agentterms:postcode
Definition	Postal code of the postal address
Obligation	Optional
Comment	Maps to AS/NZS ISO 19115 384 postCode
Term name	<i>role</i>
Label	Role
HTML/XHTML syntax	AGENTTERMS.role
XML/RDF syntax	agentterms:role
Definition	Function performed by the responsible party in relation to the described resource.
Obligation	Optional
Vocabulary encoding scheme	roleCode
Comment	Maps to AS/NZS ISO 19115 379 role.
Term name	<i>sector</i>
Label	Sector
HTML/XHTML syntax	AGENTTERMS.sector
XML/RDF syntax	agentterms:sector
Definition	Sector of the agent
Obligation	Optional
Comment	Use only the values “government” or “non-government”.
Term name	<i>stateTerritory</i>
Label	State or Territory
HTML/XHTML syntax	AGENTTERMS.stateTerritory
XML/RDF syntax	agentterms:stateTerritory
Definition	State or Territory of the postal address.
Obligation	Optional

Vocabulary encoding scheme	AglJuri
Comment	Maps to AS/NZS ISO 19115 383 adminArea. When describing addresses in Australia, select values from the AGLS Jurisdiction Vocabulary Encoding Scheme.
Term name	<i>telephone</i>
Label	Telephone number
HTML/XHTML syntax	AGENTTERMS.telephone
XML/RDF syntax	agentterms:telephone
Definition	Telephone number(s) at which the responsible party may be contacted.
Obligation	Optional
Syntax encoding scheme	URI
Comment	Maps to AS/NZS ISO 19115 408 voiceNum. Numbers must be expressed as a URI according to RFC 2806 <i>URLs for Telephone Calls</i> .
Term name	<i>web</i>
Label	Website location
HTML/XHTML syntax	AGENTTERMS.web
XML/RDF syntax	agentterms:web
Definition	Location (address) for online access using a Uniform Resource Indicator.
Obligation	Optional
Syntax encoding scheme	URI
Comment	Maps to AS/NZS ISO 19115 397 linkage. Addresses must conform to RFC 3986 <i>Uniform Resource Identifier (URI): Generic Syntax</i> .

For stand-alone descriptions of agents you may also use any applicable DC/AGLS terms . However, their obligation status when used to describe agent resources changes as follows:

- the *category* property is **mandatory**, and must use the value ‘agent’
- the *identifier* property is **conditional** and must be used where the agent description will be referenced by a value URI
- the *title* property is **recommended**
- all other properties are optional

- when using the *role* property, the value may be a free text description or a value selected from the Role Code Vocabulary Encoding Scheme (see Appendix 4).

6.3 HTML examples

```
<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/">
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/">
<link rel="schema.AGENTTERMS"
href="http://www.agls.gov.au/agls/agentterms/">
<meta name="DCTERMS.title" content="National Archives of Australia">
<meta name="DCTERMS.alternative" content="NAA">
<meta name="AGLSTERMS.category" content="agent">
<meta name="AGLSTERMS.mandate" content="Archives Act 1983">
<meta name="AGENTTERMS.corporateName" content="National Archives of
Australia">
<meta name="AGENTTERMS.postalAddress" content="PO Box 7425">
<meta name="AGENTTERMS.localityName" content="Canberra Business Centre">
<meta name="AGENTTERMS.stateTerritory" scheme="AGLSTERMS.AglsJuri"
content="ACT">
<meta name="AGENTTERMS.postcode" content="2610">
<meta name="AGENTTERMS.country" scheme="DCTERMS.ISO3166" content="AU">
<meta name="AGENTTERMS.physicalAddress" content="Queen Victoria Terrace,
Parkes, ACT 2600, Australia">
<meta name="AGENTTERMS.telephone" scheme="DCTERMS.URI" content="tel:+61-
2-6212-3600">
<meta name="AGENTTERMS.fax" scheme="DCTERMS.URI" content="tel:+61-2-6212-
3999">
<meta name="AGENTTERMS.email" scheme="DCTERMS.URI"
content="mailto:naa@naa.gov.au">
<meta name="AGENTTERMS.web" scheme="DCTERMS.URI"
content="http://www.naa.gov.au/">
<meta name="AGENTTERMS.role" scheme="AGLSTERMS.roleCode" content="002;
custodian; 006; distributor; 010; publisher">
<meta name="AGENTTERMS.sector" content="government">

<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/">
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/">
<link rel="schema.AGENTTERMS"
href="http://www.agls.gov.au/agls/agentterms/">
<meta name="DCTERMS.title" content="Example Organisation">
<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="http://www.example.org/agents/id1234/">
<meta name="AGLSTERMS.category" content="agent">
```

```
<meta name="AGENTTERMS.corporateName" content="Example Organisation">
<meta name="AGENTTERMS.telephone" scheme="DCTERMS.URI" content="tel:+61-
1-2345-6789">
<meta name="AGENTTERMS.email" scheme="DCTERMS.URI"
content="mailto:example@example.org">
<meta name="AGENTTERMS.web" scheme="DCTERMS.URI"
content="http://www.example.org/">
<meta name="AGENTTERMS.role" scheme="AGLSTERMS.roleCode" content="006;
distributor">
<meta name="AGENTTERMS.sector" content="non-government">
```

6.4 XHTML examples

```
<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/" />
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/" />
<link rel="schema.AGENTTERMS"
href="http://www.agls.gov.au/agls/agentterms/" />
<meta name="DCTERMS.title" content="National Archives of Australia" />
<meta name="DCTERMS.alternative" content="NAA" />
<meta name="AGLSTERMS.category" content="agent" />
<meta name="AGENTTERMS.corporateName" content="National Archives of
Australia" />
<meta name="AGENTTERMS.postalAddress" content="PO Box 7425" />
<meta name="AGENTTERMS.localityName" content="Canberra Business Centre"
/>
<meta name="AGENTTERMS.stateTerritory" scheme="AGLSTERMS.AglsJuri"
content="ACT" />
<meta name="AGENTTERMS.postcode" content="2610" />
<meta name="AGENTTERMS.country" scheme="DCTERMS.ISO3166" content="AU" />
<meta name="AGENTTERMS.physicalAddress" content="Queen Victoria Terrace,
Parkes, ACT 2600, Australia" />
<meta name="AGENTTERMS.telephone" scheme="DCTERMS.URI" content="tel:+61-
2-6212-3600" />
<meta name="AGENTTERMS.fax" scheme="DCTERMS.URI" content="tel:+61-2-6212-
3999" />
<meta name="AGENTTERMS.email" scheme="DCTERMS.URI"
content="mailto:naa@naa.gov.au" />
<meta name="AGENTTERMS.web" scheme="DCTERMS.URI"
content="http://www.naa.gov.au/" />

<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/" />
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/" />
<link rel="schema.AGENTTERMS"
href="http://www.agls.gov.au/agls/agentterms/" />
<meta name="DCTERMS.title" content="Example Organisation" />
```

```
<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="http://www.example.org/agents/id1234/" />
<meta name="AGLSTERMS.category" content="agent" />
<meta name="AGENTTERMS.corporateName" content="Example Organisation" />
<meta name="AGENTTERMS.telephone" scheme="DCTERMS.URI" content="tel:+61-
1-2345-6789" />
<meta name="AGENTTERMS.email" scheme="DCTERMS.URI"
content="mailto:example@example.org" />
<meta name="AGENTTERMS.web" scheme="DCTERMS.URI"
content="http://www.example.org/" />
<meta name="AGENTTERMS.role" scheme="AGLSTERMS.roleCode" content="006;
distributor" />
<meta name="AGENTTERMS.sector" content="non-government" />
```

6.5 Related descriptions

Where a resource is an agent and you have assigned a URI, you can refer to the agent resource from other metadata descriptions. This is known as a related description. In such agent descriptions, the *identifier* property is **mandatory**.

For example, the following description of an agent has been assigned the URI of <http://www.example.org/agents/id1234/>.

```
<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/" />
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/" />
<link rel="schema.AGENTTERMS"
href="http://www.agls.gov.au/agls/agentterms/" />
<meta name="DCTERMS.title" content="Example Organisation" />
<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="http://www.example.org/agents/id1234/" />
<meta name="AGLSTERMS.category" content="agent" />
<meta name="AGENTTERMS.corporateName" content="Example Organisation" />
<meta name="AGENTTERMS.telephone" scheme="DCTERMS.URI" content="tel:+61-
1-2345-6789" />
<meta name="AGENTTERMS.email" scheme="DCTERMS.URI"
content="mailto:example@example.org" />
<meta name="AGENTTERMS.web" scheme="DCTERMS.URI"
content="http://www.example.org/" />
<meta name="AGENTTERMS.sector" content="non-government" />
```

In the metadata description of another resource, the above agent can be recorded using the *creator*, *publisher*, *contributor* or *rightsHolder* properties. For example:

```
<meta name="DCTERMS.publisher" scheme="DCTERMS.URI"
content="http://www.example.org/agents/id1234/" />
```

Metadata-enabled search engines must be able to follow URIs to related descriptions.

7 AVAILABILITY METADATA TERMS AND EXAMPLES

Availability metadata is the second of the additional sets of terms that has been included in this update of the standard. The use of availability metadata allows for richer descriptions of offline resources, including services, than is possible using the AglsAgent and AglsAvail syntax encoding schemes. The term can be used in related descriptions according to the Dublin Core Abstract Model, which you will find is particularly useful for metadata records encoded in XML or RDF. Stand alone descriptions of availability serve as metadata records in their own right, and can be referenced from other resource descriptions as required using URIs.

In this section you will find guidance and examples of the use of Availability metadata to describe additional attributes of availability channels, such as contact details and costs. Primarily we have found that Availability is described by a physical address, as you will see in the examples provided in this section using HTML 4.01 Strict and XHTML 1.0 Strict.

7.1 Overview

Availability metadata is useful to provide rich descriptions of resources available offline, including services. You can describe the available resources to a limited extent using DC and AGLS terms. The availability metadata set in the metadata standard provides terms that allow you to describe additional attributes of the resources available, such as contact details and costs. Availability is described primarily by a physical address.

Table 27 summarises all the availability metadata terms provided in the standard and their obligation status.

Table 27 Availability metadata term summary

Property	Obligation
<i>corporateName</i>	Optional
<i>cost</i>	Optional
<i>country</i>	Optional
<i>email</i>	Optional
<i>fax</i>	Optional
<i>hours</i>	Optional
<i>instructions</i>	Optional
<i>localityName</i>	Optional
<i>personalName</i>	Optional
<i>physicalAccess</i>	Optional
<i>physicalAddress</i>	Optional
<i>positionName</i>	Optional
<i>postalAddress</i>	Optional
<i>postcode</i>	Optional
<i>role</i>	Optional

<i>sector</i>	Optional
<i>stateTerritory</i>	Optional
<i>telephone</i>	Optional
<i>web</i>	Optional

7.2 Namespace

A namespace is a machine-readable file that provides definitions of the metadata scheme used to record the metadata for a resource. This file contains the logical grouping and unique identification of a set of metadata terms.

For metadata to be machine-processible, the namespace of a metadata term must be included in the metadata of a resource.

Namespace prefixes are also used in the property names to indicate the logical grouping and unique identification of a set of metadata terms from which the property is taken.

The identities of the relevant namespaces, using the HTML `<link>` tag, have the following pattern:

```
<link rel="schema.PREFIX" href="namespaceURI">
```

The namespace encoding for AGLS Availability Metadata is:

HTML

```
<link rel="schema.AVAILTERMS"
href="http://www.agls.gov.au/agls/availterms/">
```

XHTML

```
<link rel="schema.AVAILTERMS"
href="http://www.agls.gov.au/agls/availterms/" />
```

7.3 Terms and descriptions

The term descriptions below have been assigned a formal single-word term name. Although some environments, such as HTML, are not case-sensitive, we recommend that agencies adhere to the case conventions given below. This will avoid conflicts later on when metadata are converted to a case-sensitive environment.

This manual shows examples in HTML 4.01 Strict and XHTML 1.0 Strict. Examples are normative. The National Archives has also produced guides to expressing AGLS metadata in XML and RDF, including examples of encoding availability metadata records. This guide is available from the AGLS website (<http://www.agls.gov.au>).

The description of each property in the following pages uses the structure shown in Table 28. Encoding schemes and the default values are only shown where applicable.

Where applicable, the mapping to the equivalent AS/NZS ISO 19115 term is noted. This is provided to allow metadata interoperability between the two standards.

Table 28 Availability metadata terms

Term name	<i>corporateName</i>
Label	Corporate Name

HTML/XHTML syntax	AVAILTERMS.corporateName
XML/RDF syntax	availterms:corporateName
Definition	Name of the responsible corporation or organisation
Obligation	Optional
Comment	Maps to AS/NZS ISO 19115 376 rpOrgName. The value should be the full legal name of the organisation.
Term name	<i>cost</i>
Label	Cost
HTML/XHTML syntax	AVAILTERMS.cost
XML/RDF syntax	availterms:cost
Definition	Cost of obtaining the resource.
Obligation	Optional
Term name	<i>country</i>
Label	Country
HTML/XHTML syntax	AVAILTERMS.country
XML/RDF syntax	availterms:country
Definition	Country of the physical address.
Obligation	Optional
Vocabulary encoding scheme	ISO3166
Comment	Maps to AS/NZS ISO 19115 385 country. Use codes from ISO 3166-1:2006 <i>Codes for the representation of names of countries and their subdivisions - Part 1: Country codes</i>
Term name	<i>email</i>
Label	Electronic mail address
HTML/XHTML syntax	AVAILTERMS.email
XML/RDF syntax	availterms:email
Definition	Address of the electronic mailbox of the responsible party
Obligation	Optional
Syntax encoding scheme	URI
Comment	Maps to AS/NZS ISO 19115 386 eMailAdd. The addresses must conform to RFC 5321 <i>Simple Mail</i>

	<i>Transfer Protocol</i> and be expressed as a URI according to RFC 2368 <i>The mailto URL scheme</i> .
Term name	<i>fax</i>
Label	Facsimile number
HTML/XHTML syntax	AVAILTERMS.fax
XML/RDF syntax	availterms:fax
Definition	Telephone number(s) of a facsimile machine for the responsible party.
Obligation	Optional
Syntax encoding scheme	URI
Comment	Maps to AS/NZS ISO 19115 409 faxNum. Numbers must be expressed as a URI according to RFC 2082 <i>URLs for Telephone Calls</i>
Term name	<i>hours</i>
Label	Hours of service
HTML/XHTML syntax	AVAILTERMS.hours
XML/RDF syntax	availterms:hours
Definition	Time period (including time zone) when individuals can contact the responsible party.
Obligation	Optional
Comment	Maps to AS/NZS ISO 19115 391 cntHours. Times must be in 24 hour time (am/pm not allowed) and include time zones or offset from UTC.
Term name	<i>instructions</i>
Label	Instructions
HTML/XHTML syntax	AVAILTERMS.instructions
XML/RDF syntax	availterms:instructions
Definition	Supplemental instructions about accessing the resource.
Obligation	Optional
Term name	<i>localityName</i>
Label	Locality name
HTML/XHTML syntax	AVAILTERMS.localityName
XML/RDF syntax	availterms:localityName

Definition	City, suburb, town or other locality of the physical address
Obligation	Optional
Comment	Maps to AS/NZS ISO 19115 382 city.
Term name	<i>personalName</i>
Label	Personal Name
HTML/XHTML syntax	AVAILTERMS.personalName
XML/RDF syntax	availterms:personalName
Definition	Name of the responsible person.
Obligation	Optional
Guideline	Maps to AS/NZS ISO 19115 375 rplndName. Personal names should be expressed the form “Lastname, Firstname”.
Term name	<i>physicalAccess</i>
Label	Physical Access
HTML/XHTML syntax	AVAILTERMS.physicalAccess
XML/RDF syntax	availterms:physicalAccess
Definition	Information about physical access to premises and services for people with disabilities.
Obligation	Optional
Comment	May include information about wheelchair access, railings, tactile indicators, disabled persons parking, accessible toilets, etc.
Term name	<i>physicalAddress</i>
Label	Physical Address
HTML/XHTML syntax	AVAILTERMS.physicalAddress
XML/RDF syntax	availterms:physicalAddress
Definition	Physical address line of the responsible party.
Obligation	Optional
Comment	Maps to AS/NZS ISO 19115 381 delPoint.
Term name	<i>positionName</i>
Label	Position Name

HTML/XHTML syntax	AVAILTERMS.positionName
XML/RDF syntax	availterms:positionName
Definition	Position of the responsible person.
Obligation	Optional
Comment	Maps to AS/NZS ISO 19115 377 rpPosName.
Term name	<i>postalAddress</i>
Label	Postal Address
HTML/XHTML syntax	AVAILTERMS.postalAddress
XML/RDF syntax	availterms:postalAddress
Definition	Postal address of the responsible party.
Obligation	Optional
Comment	Maps to AS/NZS ISO 19115 378 rpCntInfo.
Term name	<i>postcode</i>
Label	Postcode
HTML/XHTML syntax	AVAILTERMS.postcode
XML/RDF syntax	availterms:postcode
Definition	Postal code of the physical address
Obligation	Optional
Comment	Maps to AS/NZS ISO 19115 384 postCode
Term name	<i>role</i>
Label	Role
HTML/XHTML syntax	AVAILTERMS.role
XML/RDF syntax	availterms:role
Definition	Function performed by the responsible party in relation to the described resource.
Obligation	Optional
Vocabulary encoding scheme	roleCode
Comment	Maps to AS/NZS ISO 19115 379 role.
Term name	<i>sector</i>
Label	Sector
HTML/XHTML syntax	AVAILTERMS.sector

XML/RDF syntax	availterms:sector
Definition	Sector of the responsibly party
Obligation	Optional
Comment	Use only the values “government” or “non-government”.
Term name	<i>stateTerritory</i>
Label	State or Territory
HTML/XHTML syntax	AVAILTERMS.stateTerritory
XML/RDF syntax	availterms:stateTerritory
Definition	State or Territory of the physical address.
Obligation	Optional
Vocabulary encoding scheme	AglsJuri
Comment	Maps to AS/NZS ISO 19115 383 adminArea. When describing addresses in Australia, select values from the AGLS Jurisdiction Vocabulary Encoding Scheme.
Term name	<i>telephone</i>
Label	Telephone number
HTML/XHTML syntax	AVAILTERMS.telephone
XML/RDF syntax	availterms:telephone
Definition	Telephone number(s) at which the responsible party may be contacted.
Obligation	Optional
Syntax encoding scheme	URI
Comment	Maps to AS/NZS ISO 19115 408 voiceNum. Numbers must be expressed as a URI according to RFC 2806 <i>URLs for Telephone Calls</i> .
Term name	<i>web</i>
Label	Website location
HTML/XHTML syntax	AVAILTERMS.web
XML/RDF syntax	availterms:web
Definition	Location (address) for online access using a Uniform Resource Indicator.
Obligation	Optional
Syntax encoding scheme	URI

Comment	Maps to AS/NZS ISO 19115 397 linkage. Addresses must conform to RFC 3986 <i>Uniform Resource Identifier (URI): Generic Syntax</i> .
----------------	--

For stand-alone descriptions of availability, you may also use any applicable DC/AGLS terms. However, their obligation status when used to describe availability resources changes as follows:

- the *category* property is **mandatory**, and must contain the value ‘service’ for services, or the value of ‘document’ for offline information resources (e.g. physical objects, DVD, film, information on portable media such as CD-ROM)
- the *identifier* property is **conditional** and must be used where the availability description will be referenced by a value URI
- the *title* property is **recommended**
- all other properties are optional
- when using the *role* property, the value may be a free text description or a value selected from the Role Code Vocabulary Encoding Scheme (see Appendix 4).

7.4 HTML examples

```
<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/">
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/">
<link rel="schema.AVAILTERMS"
href="http://www.agls.gov.au/agls/availterms/">
<meta name="DCTERMS.title" content="National Archives of Australia">
<meta name="DCTERMS.alternative" content="NAA">
<meta name="AGLSTERMS.category" content="agent">
<meta name="AGLSTERMS.mandate" content="Archives Act 1983">
<meta name="AVAILTERMS.corporateName" content="National Archives of
Australia">
<meta name="AVAILTERMS.physicalAddress" content="Queen Victoria Terrace">
<meta name="AVAILTERMS.localityName" content="Parkes">
<meta name="AVAILTERMS.stateTerritory" scheme="AGLSTERMS.AglsJuri"
content="ACT">
<meta name="AVAILTERMS.postcode" content="2600">
<meta name="AVAILTERMS.country" scheme="DCTERMS.ISO3166" content="AU">
<meta name="AVAILTERMS.postalAddress" content="PO Box 7425, Canberra
Business Centre, ACT 2610, Australia">
<meta name="AVAILTERMS.telephone" scheme="DCTERMS.URI" content="tel:+61-
2-6212-3600">
<meta name="AVAILTERMS.fax" scheme="DCTERMS.URI" content="tel:+61-2-6212-
3999">
```

```
<meta name="AVAILTERMS.email" scheme="DCTERMS.URI"
content="mailto:naa@naa.gov.au">

<meta name="AVAILTERMS.web" scheme="DCTERMS.URI"
content="http://www.naa.gov.au/">

<meta name="AVAILTERMS.hours" content="09:00 – 17:00 Monday to Saturday,
closed Sunday and public holidays.">

<meta name="AVAILTERMS.cost" content="Free">

<meta name="AVAILTERMS.physicalAccess" content="Wheelchair ramp">

<meta name="AVAILTERMS.instructions" content="Please send an advance
request to view records if visiting on a Saturday.">

<meta name="AVAILTERMS.role" scheme="AGLSTERMS.roleCode" content="002;
custodian; 006; distributor; 010; publisher">

<meta name="AVAILTERMS.sector" content="government">

<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/">
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/">
<link rel="schema.AVAILTERMS"
href="http://www.agls.gov.au/agls/availterms/">
<meta name="DCTERMS.title" content="Example Organisation">
<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="http://www.example.org/agents/id1234/">
<meta name="AGLSTERMS.category" content="agent">
<meta name="AVAILTERMS.corporateName" content="Example Organisation">
<meta name="AVAILTERMS.telephone" scheme="DCTERMS.URI" content="tel:+61-
1-2345-6789">
<meta name="AVAILTERMS.email" scheme="DCTERMS.URI"
content="mailto:example@example.org">
<meta name="AVAILTERMS.web" scheme="DCTERMS.URI"
content="http://www.example.org/shop">
<meta name="AVAILTERMS.cost" content="$16.50 including GST">
<meta name="AVAILTERMS.role" scheme="AGLSTERMS.roleCode" content="006;
distributor">
<meta name="AVAILTERMS.sector" content="non-government">
```

7.5 XHTML examples

```
<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/" />
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/" />
<link rel="schema.AVAILTERMS"
href="http://www.agls.gov.au/agls/availterms/" />
<meta name="DCTERMS.title" content="National Archives of Australia" />
<meta name="DCTERMS.alternative" content="NAA" />
<meta name="AGLSTERMS.category" content="agent" />
```

```
<meta name="AVAILTERMS.corporateName" content="National Archives of
Australia" />
<meta name="AVAILTERMS.physicalAddress" content="Queen Victoria Terrace"
/>
<meta name="AVAILTERMS.localityName" content="Parkes" />
<meta name="AVAILTERMS.stateTerritory" scheme="AGLSTERMS.AglsJuri"
content="ACT" />
<meta name="AVAILTERMS.postcode" content="2600" />
<meta name="AVAILTERMS.country" scheme="DCTERMS.ISO3166" content="AU" />
<meta name="AVAILTERMS.postalAddress" content="PO Box 7425, Canberra
Business Centre, ACT 2610, Australia" />
<meta name="AVAILTERMS.telephone" scheme="DCTERMS.URI" content="tel:+61-
2-6212-3600" />
<meta name="AVAILTERMS.fax" scheme="DCTERMS.URI" content="tel:+61-2-6212-
3999" />
<meta name="AVAILTERMS.email" scheme="DCTERMS.URI"
content="mailto:naa@naa.gov.au" />
<meta name="AVAILTERMS.web" scheme="DCTERMS.URI"
content="http://www.naa.gov.au/" />
<meta name="AVAILTERMS.hours" content="09:00 - 17:00 Monday to Saturday,
closed Sunday and public holidays." />
<meta name="AVAILTERMS.cost" content="Free" />
<meta name="AVAILTERMS.physicalAccess" content="Wheelchair ramp" />
<meta name="AVAILTERMS.instructions" content="Please send an advance
request to view records if visiting on a Saturday." />

<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/" />
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/" />
<link rel="schema.AVAILTERMS"
href="http://www.agls.gov.au/agls/availterms/" />
<meta name="DCTERMS.title" content="Example Organisation" />
<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="http://www.example.org/agents/id1234/" />
<meta name="AGLSTERMS.category" content="agent" />
<meta name="AVAILTERMS.corporateName" content="Example Organisation" />
<meta name="AVAILTERMS.telephone" scheme="DCTERMS.URI" content="tel:+61-
1-2345-6789" />
<meta name="AVAILTERMS.email" scheme="DCTERMS.URI"
content="mailto:example@example.org" />
<meta name="AVAILTERMS.web" scheme="DCTERMS.URI"
content="http://www.example.org/" />
<meta name="AVAILTERMS.cost" content="$16.50 including GST" />
<meta name="AVAILTERMS.role" scheme="AGLSTERMS.roleCode" content="006;
distributor" />
```

```
<meta name="AVAILTERMS.sector" content="non-government" />
```

7.6 Related descriptions

Where you have assigned a URI to resource availability, you can reference to this from other metadata descriptions. This is known as a related description.

For example, the following description of a service has been assigned the URI of <http://www.example.org/services/id5678/>.

```
<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/" />
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/" />
<link rel="schema.AVAILTERMS"
href="http://www.agls.gov.au/agls/availterms/" />
<meta name="DCTERMS.title" content="Example Organisation" />
<meta name="DCTERMS.identifier" scheme="DCTERMS.URI" content="
http://www.example.org/services/id5678/" />
<meta name="AGLSTERMS.category" content="service" />
<meta name="AVAILTERMS.corporateName" content="Example Organisation" />
<meta name="AVAILTERMS.telephone" scheme="DCTERMS.URI" content="tel:+61-
1-2345-6789" />
<meta name="AVAILTERMS.email" scheme="DCTERMS.URI"
content="mailto:example@example.org" />
<meta name="AVAILTERMS.web" scheme="DCTERMS.URI"
content="http://www.example.org/" />
<meta name="AVAILTERMS.cost" content="$16.50 including GST" />
<meta name="AVAILTERMS.sector" content="non-government" />
```

In the metadata description of another resource, the above availability can be recorded using the *availability* property. For example:

```
<meta name="AGLSTERMS.availability" scheme="DCTERMS.URI"
content="http://www.example.org/services/id5678/" />
```

Metadata-enabled search engines must be able to follow URIs to related descriptions.

8 ADMINISTRATIVE METADATA TERMS AND EXAMPLES

Administrative metadata is the final of the three additional terms. This section will detail how to use Administrative metadata. Although use is optional agencies may wish to be able to describe attributes of a metadata record itself (information about the management, provenance, ownership or authorship of other sets of descriptive metadata), rather than just the resource which the metadata describes.

If your agency does elect to use Administrative metadata the obligations described below must be met and these values should be completed automatically by metadata creation systems. You will find as has been the case in the other sections that the examples used in this section are in HTML 4.01 Strict and XHTML 1.0 Strict.

Table 29 summarises the administrative metadata terms provided in the standard and their obligation status.

Table 29 Administrative metadata term summary

Property	Obligation
<i>fileIdentifier</i>	Mandatory
<i>metadataLanguage</i>	Mandatory, unless the value is the default
<i>metadataCharacterSet</i>	Conditional
<i>metadataContact</i>	Optional
<i>dateStamp</i>	Mandatory
<i>metadataUpdateDate</i>	Optional
<i>metadataStandardName</i>	Mandatory, unless the value is the default
<i>metadataStandardVersion</i>	Mandatory

8.1 Namespace

A namespace is a machine-readable file that provides definitions of the metadata scheme used to record the metadata for a resource. This file contains the logical grouping and unique identification of a set of metadata terms.

For metadata to be machine-processible, the namespace of a metadata term must be included in the metadata of a resource.

Namespace prefixes are also used in the property names to indicate the logical grouping and unique identification of a set of metadata terms from which the property is taken.

The identities of the relevant namespaces, using the HTML `<link>` tag, have the following pattern:

```
<link rel="schema.PREFIX" href="namespaceURI">
```

The namespace encoding for AGLS Administrative Metadata is:

```
HTML
<link rel="schema.ADMINTERMS"
href="http://www.agls.gov.au/agls/adminterms/">
```

XHTML

```
<link rel="schema.ADMINTERMS"
href="http://www.agls.gov.au/agls/adminterms/" />
```

8.2 Terms and descriptions

The term descriptions below have been assigned a formal single-word term name. Although some environments, such as HTML, are not case-sensitive we recommend that agencies adhere to the case conventions given below. This will avoid conflicts later on when metadata are converted to a case-sensitive environment.

This manual shows examples in HTML 4.01 Strict and XHTML 1.0 Strict. Examples are normative. The National Archives has also produced guides to expressing AGLS metadata in XML and RDF, including examples of encoding administrative metadata records. This guide is available from the AGLS website (<http://www.agls.gov.au>).

The description of each property in the following pages uses the structure shown in Table 30. Encoding schemes and the default values are only shown where applicable.

Table 30 Administrative metadata terms

Term name	<i>fileIdentifier</i>
Label	Metadata File Identifier
HTML/XHTML syntax	ADMINTERMS.fileIdentifier
XML/RDF syntax	adminterms:fileIdentifier
Definition	Unique identifier for the metadata record.
Obligation	Mandatory
Syntax encoding scheme	URI
Guideline	<p>The fileIdentifier for a metadata record must never change, irrespective of where that metadata record is stored.</p> <p>This property should be system generated. The metadata content creator should not be required to record any information against this property.</p> <p>Metadata creation systems must assign a unique identifier, expressed as a UUID and encoded as a URI (urn:uuid:), as the value.</p>
Term name	<i>metadataLanguage</i>
Label	Metadata Language
HTML/XHTML syntax	ADMINTERMS.metadataLanguage
XML/RDF syntax	adminterms:metadataLanguage
Definition	The written language used for completing the metadata record. This property does not describe the language used within the resource itself.
Obligation	Mandatory unless the value is the default

Vocabulary encoding schemes	ISO639-3, RFC5646
Guideline	This property should be completed automatically by metadata creation systems. The metadata content creator is not required to record any information against this property.
Default value	en[-AU]
Term name	<i>metadataCharacterSet</i>
Label	Metadata Character Set
HTML/XHTML syntax	ADMINTERMS.metadataCharacterSet
XML/RDF syntax	adminters:metadataCharacterSet
Definition	The metadata character set is the code for the character set used in the metadata record. This property does not describe the character set used within the resource itself.
Obligation	Conditional: It is not necessary to complete this property if the value is the default (utf-8) and/or the character encoding attribute is provided in an XML declaration.
Guideline	This property should be completed automatically by metadata creation systems. The metadata content creator is not required to record any information against this property.
Default Value	utf-8
Term name	<i>metadataContact</i>
Label	Metadata Contact
HTML/XHTML syntax	ADMINTERMS.metadataContact
XML/RDF syntax	adminters:metadataContact
Definition	Details about the individual, organisation and/or position associated with the metadata information. This property does not convey details about the individual, organisation and/or position associated with the resource itself.
Obligation	Optional
Syntax encoding schemes	AglsAgent, URI
Guideline	This property is automatically completed. The metadata content creator is not required to record any information against this property.
Term name	<i>dateStamp</i>
Label	Metadata Date Stamp

HTML/XHTML syntax	ADMINTERMS.dateStamp
XML/RDF syntax	adminterms:dateStamp
Definition	The date (and optionally time) that the metadata record was created. It is not the date the resource itself was created.
Obligation	Mandatory
Encoding schemes	ISO 8601, XSD date, XSD dateTime
Guideline	This property should be completed automatically by metadata creation systems. The metadata content creator is not required to record any information against this property.
Term name	<i>metadataUpdateDate</i>
Label	Metadata Update Date
HTML/XHTML syntax	ADMINTERMS.metadataUpdateDate
XML/RDF syntax	adminterms:metadataUpdateDate
Definition	The date (and optionally time) that the metadata was last updated or modified. It is not the date the resource itself was last updated or modified.
Obligation	Optional
Encoding schemes	ISO 8601, XSD date, XSD dateTime
Guideline	This property should be completed automatically by metadata creation systems. The metadata content creator is not required to record any information against this property.
Term name	<i>metadataStandardName</i>
Label	Metadata Standard Name
HTML/XHTML syntax	ADMINTERMS.metadataStandardName
XML/RDF syntax	adminterms:metadataStandardName
Definition	The metadata standard followed for creation of the metadata.
Obligation	Mandatory unless the value is the default
Guideline	This property should be completed automatically by metadata creation systems. The metadata content creator is not required to record any information against this property.
Default value	AS5044

Term name	<i>metadataStandardVersion</i>
Label	Metadata Standard Version
HTML/XHTML syntax	ADMINTERMS.metadataStandardVersion
XML/RDF syntax	adminterms:metadataStandardVersion
Definition	The version of the metadata standard followed for creation of the metadata.
Obligation	Mandatory
Guideline	This property should be completed automatically by metadata creation systems. The metadata content creator is not required to record any information against this property.

8.3 HTML examples

```
<link rel="schema.ADMINTERMS"
href="http://www.agls.gov.au/agls/adminterms/">

<meta name="ADMINTERMS.fileIdentifier" scheme="DCTERMS.URI"
content="urn:uuid:b3443c5e-5f86-4c2e-8040-3013dd254787">

<meta name="ADMINTERMS.metadataLanguage" scheme="DCTERMS.RFC5646"
href="en">

<meta name="ADMINTERMS.metadataCharacterSet" href="utf-8">

<meta name="ADMINTERMS.metadataContact" scheme="DCTERMS.URI"
href="http://example.org/agents/id1234">

<meta name="ADMINTERMS.dateStamp" scheme="DCTERMS.ISO8601" href="2008-09-
01">

<meta name="ADMINTERMS.metadataUpdateDate" scheme="DCTERMS.ISO8601"
href="2008-10-15T12:34:56+11:00">

<meta name="ADMINTERMS.metadataStandardName" href="AS5044">

<meta name="ADMINTERMS.metadataStandardVersion" href="2002">
```

8.4 XHTML examples

```
<link rel="schema.ADMINTERMS"
href="http://www.agls.gov.au/agls/adminterms/" />

<link rel="schema.XSD" href="http://www.w3.org/2001/XMLSchema" />

<meta name="ADMINTERMS.fileIdentifier" scheme="DCTERMS.URI"
content="urn:uuid:b3443c5e-5f86-4c2e-8040-3013dd254787" />

<meta name="ADMINTERMS.metadataLanguage" scheme="DCTERMS.RFC5646"
href="en" />

<meta name="ADMINTERMS.metadataCharacterSet" href="iso-8859-1" />

<meta name="ADMINTERMS.metadataContact" scheme="DCTERMS.URI"
href="http://example.org/agents/id1234" />

<meta name="ADMINTERMS.dateStamp" scheme="XSD.date" href="2008-09-01" />
```

```
<meta name="ADMINTERMS.metadataUpdateDate" scheme="XSD.dateTime"
href="2008-10-15T12:34:56+11:00" />
<meta name="ADMINTERMS.metadataStandardName" href="AS5044" />
<meta name="ADMINTERMS.metadataStandardVersion" href="2010" />
```

APPENDIX 1 — HTML EXAMPLES OF AGLS RECORDS

The examples given below for specific resource types are all in HTML 4.01 syntax. Note that the examples here represent best practice in AGLS metadata creation and might contain more than the minimum number of properties required.

Agency home page

```
<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/">
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/">
<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="http://www.naa.gov.au/">
<meta name="DCTERMS.title" lang="en-AU" content="National Archives of
Australia Website">
<meta name="DCTERMS.creator" scheme="AGLSTERMS.GOLD" content="c=AU;
co=Commonwealth of Australia; ou=National Archives of Australia">
<meta name="DCTERMS.subject" scheme="AGLSTERMS.APAIS" content="Archives;
Australia - History">
<meta name="DCTERMS.description" lang="en-AU" content="Provides access to
information about the activities, services and holdings of the National
Archives of Australia">
<meta name="DCTERMS.publisher" scheme="AGLSTERMS.AglsAgent"
content="corporateName=National Archives of Australia">
<meta name="DCTERMS.valid" scheme="DCTERMS.Period" content="start=2000-
01-19">
<meta name="DCTERMS.aggregationLevel" content="collection">
<meta name="AGLSTERMS.documentType" scheme="AGLSTERMS.agls-document"
content="homepage">
<meta name="DCTERMS.format" scheme="DCTERMS.IMT" content="text/html">
<meta name="DCTERMS.language" scheme="DCTERMS.RFC5646" content="en-AU">
<meta name="AGLSTERMS.jurisdiction" scheme="AGLSTERMS.AglsJuri"
content="Commonwealth of Australia">
<meta name="DCTERMS.rights" content="Copyright Commonwealth of Australia
2000">
<meta name="AGLSTERMS.function" scheme="AGLSTERMS.AGIFT"
content="Recordkeeping standards; Cultural affairs">
```

Collection-level resource

```
<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/">
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/">
<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="http://www.agls.gov.au/">
<meta name="DCTERMS.title" lang="en-AU" content="AGLS Metadata Standard">
<meta name="DCTERMS.creator" scheme="AGLSTERMS.GOLD" content="c=AU;
co=Commonwealth of Australia; ou=National Archives of Australia">
```

```
<meta name="DCTERMS.subject" scheme="AGLSTERMS.APAIS" content="Archives;
Information management; information retrieval">

<meta name="DCTERMS.description" lang="en-AU" content="Provides access to
information and resources about the AGLS Metadata Standard and how to
implement it.">

<meta name="DCTERMS.publisher" scheme="AGLSTERMS.AglsAgent"
content="corporateName=National Archives of Australia">

<meta name="DCTERMS.created" scheme="DCTERMS.ISO8601" content="2000-03-
31">

<meta name="DCTERMS.aggregationLevel" content="collection">

<meta name="AGLSTERMS.documentType" scheme="AGLSTERMS.agls-document"
content="promotional">

<meta name="DCTERMS.format" scheme="DCTERMS.IMT" content="text/html">

<meta name="DCTERMS.language" scheme="DCTERMS.RFC5646" content="en-AU">

<meta name="AGLSTERMS.jurisdiction" content="Commonwealth of Australia">

<meta name="DCTERMS.rights" content="Copyright Commonwealth of Australia
2000">

<meta name="AGLSTERMS.function" scheme="AGLSTERMS.AGIFT"
content="Recordkeeping standards">

<meta name="DCTERMS.references" scheme="DCTERMS.URI"
content="http://www.dcita.gov.au/ogo/ims/imscrept.htm">

<meta name="AGLSTERMS.availability" scheme="AglAvail"
content="email=agls@naa.gov.au">
```

Individual media release

```
<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/">
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/">
<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="http://www.naa.gov.au/Media_Releases/census_data.html">
<meta name="DCTERMS.title" lang="en-AU" content="Australians choose to
have census data released in 100 years">
<meta name="DCTERMS.creator" scheme="AGLSTERMS.AglsAgent"
content="jurisdiction=Commonwealth of Australia; corporateName=National
Archives of Australia">
<meta name="DCTERMS.subject" scheme="AGLSTERMS.APAIS" content="Archives;
Census">
<meta name="DCTERMS.description" lang="en-AU" content="The 2001
Population Census will offer the Australian people a choice of having
their names, addresses and Census form information retained by the
National Archives of Australia and released for research purposes after
99 years">
<meta name="DCTERMS.publisher" scheme="AGLSTERMS.AglsAgent"
content="corporateName=National Archives of Australia">
<meta name="DCTERMS.issued" scheme="DCTERMS.ISO8601" content="1999-12-
17">
<meta name="AGLSTERMS.documentType" content="Media release">
```

```
<meta name="DCTERMS.format" scheme="DCTERMS.IMT" content="text/html">
<meta name="DCTERMS.language" scheme="DCTERMS.RFC5646" content="en-AU">
<meta name="DCTERMS.references" scheme="DCTERMS.URI"
content="http://www.abs.gov.au/">
<meta name="AGLSTERMS.jurisdiction" scheme="AGLSTERMS.AglsJuri"
content="Commonwealth of Australia">
<meta name="DCTERMS.rights" content="Copyright Commonwealth of Australia
2000">
<meta name="DCTERMS.audience" scheme="AGLSTERMS.agls-audience"
content="Media">
<meta name="AGLSTERMS.function" scheme="AGLSTERMS.AGIFT"
content="Recordkeeping standards; Census collection">
```

Service offered both online and offline

```
<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/">
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/">
<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="http://www.naa.gov.au/Publications/order/order.htm">
<meta name="DCTERMS.title" lang="en-AU" content="National Archives of
Australia Publication Order Form">
<meta name="DCTERMS.creator" scheme="AGLSTERMS.AglsAgent"
content="jurisdiction=Commonwealth of Australia; corporateName=National
Archives of Australia">
<meta name="DCTERMS.subject" scheme="AGLSTERMS.APAIS" content="Archives;
Information management">
<meta name="DCTERMS.description" lang="en-AU" content="Facility for
ordering printed National Archives publications on a range of historical
and archives-related topics. The form may be submitted electronically or
printed and mailed to the National Archives.">
<meta name="DCTERMS.publisher" scheme="AGLSTERMS.AglsAgent"
content="corporateName=National Archives of Australia">
<meta name="DCTERMS.created" scheme="DCTERMS.ISO8601" content="2000-01-
19">
<meta name="AGLSTERMS.category" content="service">
<meta name="AGLSTERMS.serviceType" scheme="agls-service" content="orders
and purchases">
<meta name="DCTERMS.format" scheme="DCTERMS.IMT"
content="multipart/mixed">
<meta name="DCTERMS.language" scheme="DCTERMS.RFC5646" content="en-AU">
<meta name="AGLSTERMS.jurisdiction" content="Commonwealth of Australia">
<meta name="AGLSTERMS.function" scheme="AGLSTERMS.AGIFT"
content="collection access; collection promotion">
<meta name="AGLSTERMS.availability" scheme="AglsAvail"
content="corporateName=National Archives of Australia; address=PO Box
7425 Canberra Mail Centre ACT 2610; contact=Publication Sales, 02 6212
3609; email=naasales@naa.gov.au">
```

```
<meta name="DCTERMS.rights" content="Copyright Commonwealth of Australia 2000">
```

Offline service

```
<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/">
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/">
<meta name="DCTERMS.title" lang="en-AU" content="Defence Service
Records">
<meta name="DCTERMS.creator" scheme="AGLSTERMS.AglsAgent"
content="jurisdiction=Commonwealth of Australia; corporateName=National
Archives of Australia">
<meta name="DCTERMS.subject" scheme="AGLSTERMS.APAIS" content="Armed
forces; World War 1; World War 2">
<meta name="DCTERMS.description" lang="en-AU" content="Facility for
ordering copies of World War 1 service personnel dossiers for members of
the Australian armed forces">
<meta name="DCTERMS.publisher" scheme="AGLSTERMS.AglsAgent"
content="corporateName=National Archives of Australia">
<meta name="DCTERMS.valid" scheme="Period" content="start=2000-01-19">
<meta name="DCTERMS.type" scheme="DCTERMS.DCMIType" content="service" />
<meta name="AGLSTERMS.category" content="service">
<meta name="AGLSTERMS.serviceType" scheme="agls-service" content="orders
and purchases">
<meta name="DCTERMS.language" scheme="DCTERMS.RFC5646" content="en-AU">
<meta name="DCTERMS.isreferencedby" scheme="DCTERMS.URI"
content="http://www.naa.gov.au/about-us/publications/fact-
sheets/fs177.aspx">
<meta name="AGLSTERMS.jurisdiction" content="Commonwealth of Australia">
<meta name="DCTERMS.temporal" scheme="DCTERMS.ISO8601"
content="1914/1918">
<meta name="AGLSTERMS.function" scheme="AGLSTERMS.AGIFT"
content="Collection access">
<meta name="DCTERMS.audience" content="Genealogists">
<meta name="AGLSTERMS.availability" scheme="AglsAvail"
content="corporateName=National Archives of Australia; address=PO Box
7425 Canberra Mail Centre ACT 2610; contact=Defence Records Service, 1300
886 881; email=ref@naa.gov.au; cost=$AU25 from within Australia, $AU28
for orders from outside Australia">
```

Regional grants program

```
<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/">
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/">
<link rel="schema.XSD" href="http://www.w3.org/2001/XMLSchema#">
<meta name="DCTERMS.creator" scheme="AGLSTERMS.AglsAgent"
content="corporateName=Regional Services, Development and Local
Government; jurisdiction=Commonwealth of Australia">
```

```
<meta name="DCTERMS.publisher" scheme="AGLSTERMS.AglsAgent"
content="corporateName=Department of Transport and Regional Services;
jurisdiction=Commonwealth of Australia">

<meta name="DCTERMS.rights" content="Copyright Commonwealth of Australia
2001">

<meta name="DCTERMS.title" lang="en-AU" content="Rural Solutions
Programme">

<meta name="DCTERMS.subject" scheme="AGLSTERMS.APAIS" content="community
development; community involvement; subsidies">

<meta name="DCTERMS.description" lang="en-AU" content="The Regional
Solutions Programme main page provides access to guidelines and
information for applicants interested in applying for funding. The
Programme provides funding for rural and regional communities facing
economic challenges, a declining population due to industry
restructuring, a lack of development opportunities, or high levels of
unemployment and social disadvantage. Funding is available for non-profit
groups with strong support from their community or region - local
government bodies are also eligible to apply. The Programme commenced in
June 2000 and will run over 4 years with some $90 million being
available. Grants range from $1,000 for small-scale projects (such as
developing community plans) through to $500,000 for large-scale projects
(such as community infrastructure projects).">

<meta name="DCTERMS.date" scheme="XSD.date" content="2001-05-03">

<meta name="AGLSTERMS.documentType" content="guidelines">

<meta name="AGLSTERMS.availability" scheme="AglsAvail"
content="corporateName=Countrylink Australia; address=GPO Box 594
Canberra ACT 2601; contact=1800 026 222 (freecall);
email=countrylink@dotrs.gov.au; hours=9:00am-6:00pm Monday to Friday AEST
for freecall telephone number">

<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="http://www.dotrs.gov.au/regional(s)olutions/index.htm">

<meta name="AGLSTERMS.jurisdiction" scheme="AGLSTERMS.AglsJuri"
content="Commonwealth of Australia">

<meta name="AGLSTERMS.function" scheme="AGLSTERMS.AGIFT"
content="financial assistance">

<meta name="DCTERMS.audience" scheme="AGLSTERMS.agls-audience"
content="rural">
```

Child and youth support service record supporting several portals

```
<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/">
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/">
<link rel="schema.HI" href="XXX">

<meta name="DCTERMS.creator" scheme="AGLSTERMS.AglsAgent"
content="corporateName=Commonwealth Department of Health and Aged Care">

<meta name="DCTERMS.publisher" scheme="AGLSTERMS.AglsAgent" content="
corporateName=Commonwealth Department of Health and Aged Care">

<meta name="DCTERMS.rights" content="Copyright Commonwealth of Australia
2001">
```

```
<meta name="DCTERMS.title" content="Child and Youth Support Services">
<meta name="DCTERMS.subject" scheme="Health Thesaurus" content="children;
community services; counselling; enquiry services; social support;
youth">
<meta name="DCTERMS.subject" scheme="AGLSTERMS.TAGS" content="Child
Support">
<meta name="DCTERMS.description" lang="en-AU" content="HealthInsite topic
page linking to resources which cover a range of support services,
counselling and contacts specifically for children and young people.">
<meta name="DCTERMS.language" scheme="DCTERMS.RFC5646" content="en-AU">
<meta name="DCTERMS.modified" scheme="DCTERMS.ISO8601" content="2000">
<meta name="DCTERMS.aggregationLevel" content="collection">
<meta name="AGLSTERMS.category" content="document">
<meta name="AGLSTERMS.documentType" scheme="AGLSTERMS.agls-document"
content="guidelines">
<meta name="DCTERMS.type" scheme="HI type" content="document">
<meta name="DCTERMS.type" scheme="HI category" content="navigation">
<meta name="DCTERMS.format" scheme="DCTERMS.IMT" content="text/html">
<meta name="DCTERMS.identifier" scheme="DCTERMS.URI" content="
http://www.healthinsite.gov.au/T.cfm?PID=799">
<meta name="DCTERMS.audience" scheme="HI age" content="adult">
<meta name="DCTERMS.audience" scheme="AGLSTERMS.agls-audience"
content="families; adult; children">
<meta name="HI.complexity" content="easy">
<meta name="HI.status" content="approved">
<meta name="Keywords" content="children, community services, counselling,
enquiry services, social support, youth">
<meta name="Description" content="HealthInsite topic page linking to
resources which cover a range of support services, counselling and
contacts specifically for children and young people.">
```

APPENDIX 2 — XHTML EXAMPLES OF AGLS RECORDS

The examples given below for specific resource types are all in XHTML 1.0 Strict syntax. Note that the examples here represent best practice in AGLS metadata creation and might contain more than the minimum number of properties required.

Agency home page

```
<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/" />
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/" />
<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="http://www.naa.gov.au/" />
<meta name="DCTERMS.title" xml:lang="en-AU" content="National Archives of
Australia Website" />
<meta name="DCTERMS.creator" scheme="AGLSTERMS.GOLD" content="c=AU;
co=Commonwealth of Australia; ou=National Archives of Australia" />
<meta name="DCTERMS.subject" scheme="AGLSTERMS.APAIS" content="Archives;
Australia - History" />
<meta name="DCTERMS.description" xml:lang="en-AU" content="Provides
access to information about the activities, services and holdings of the
National Archives of Australia" lang="en-AU" />
<meta name="DCTERMS.publisher" scheme="AGLSTERMS.AglsAgent"
content="corporateName=National Archives of Australia" />
<meta name="DCTERMS.valid" scheme="DCTERMS.Period" content="start=2000-
01-19" />
<meta name="AGLSTERMS.aggregationLevel" content="collection" />
<meta name="AGLSTERMS.documentType" scheme="AGLSTERMS.agls-document"
content="homepage" />
<meta name="DCTERMS.format" scheme="DCTERMS.IMT"
content="application/xhtml+xml" />
<meta name="DCTERMS.language" scheme="DCTERMS.RFC5646" content="en-AU" />
<meta name="AGLSTERMS.jurisdiction" scheme="AGLSTERMS.AglsJuri"
content="Commonwealth of Australia" />
<meta name="DCTERMS.rights" content="Copyright Commonwealth of Australia
2000" />
<meta name="AGLSTERMS.function" scheme="AGLSTERMS.AGIFT"
content="Recordkeeping standards; Cultural affairs" /><!-- Other header
information -->
```

Collection-level resource

```
<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/" />
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/" />
<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="http://www.agls.gov.au/" />
<meta name="DCTERMS.title" xml:lang="en-AU" content="AGLS Metadata
Standard" />
```

```
<meta name="DCTERMS.creator" scheme="AGLSTERMS.GOLD" content="c=AU;
co=Commonwealth of Australia; ou=National Archives of Australia" />

<meta name="DCTERMS.subject" scheme="AGLSTERMS.APAIS" content="Archives;
Information management; information retrieval" />

<meta name="DCTERMS.description" xml:lang="en-AU" content="Provides
access to information and resources about the AGLS Metadata Standard and
how to implement it." />

<meta name="DCTERMS.publisher" scheme="AGLSTERMS.AGLSAGENT"
content="corporateName=National Archives of Australia" />

<meta name="DCTERMS.created" scheme="DCTERMS.ISO8601" content="2000-03-
31" />

<meta name="AGLSTERMS.aggregationLevel" content="collection" />

<meta name="AGLSTERMS.documentType" scheme="AGLSTERMS.agls-document"
content="promotional" />

<meta name="DCTERMS.format" scheme="DCTERMS.IMT"
content="application/xhtml+xml" />

<meta name="DCTERMS.language" scheme="DCTERMS.RFC5646" content="en-AU" />

<meta name="AGLSTERMS.jurisdiction" content="Commonwealth of Australia"
/>

<meta name="DCTERMS.rights" content="Copyright Commonwealth of Australia
2000" />

<meta name="AGLSTERMS.function" scheme="AGLSTERMS.AGIFT"
content="Recordkeeping standards" />

<meta name="DCTERMS.references" scheme="DCTERMS.URI"
content="http://www.dcita.gov.au/ogo/imsc/imscrypt.htm" />

<meta name="AGLSTERMS.availability" scheme="AGLSTERMS.AGLSAVAIL"
content="email=agls@naa.gov.au" />
```

Individual media release

```
<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/" />
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/" />
<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="http://www.naa.gov.au/Media_Releases/census_data.html" />
<meta name="DCTERMS.title" xml:lang="en-AU" content="Australians choose
to have census data released in 100 years" />
<meta name="DCTERMS.creator" scheme="AGLSTERMS.AglsAgent"
content="jurisdiction=Commonwealth of Australia; corporateName=National
Archives of Australia" />
<meta name="DCTERMS.subject" scheme="AGLSTERMS.APAIS" content="Archives;
Census" />
<meta name="DCTERMS.description" xml:lang="en-AU" content="The 2001
Population Census will offer the Australian people a choice of having
their names, addresses and Census form information retained by the
National Archives of Australia and released for research purposes after
99 years" />
<meta name="DCTERMS.publisher" scheme="AGLSTERMS.AglsAgent"
content="corporateName=National Archives of Australia" />
```

```
<meta name="DCTERMS.issued" scheme="DCTERMS.ISO8601" content="1999-12-17"
/>

<meta name="AGLSTERMS.documentType" content="Media release" />

<meta name="DCTERMS.format" scheme="DCTERMS.IMT"
content="application/xhtml+xml" />

<meta name="DCTERMS.language" scheme="DCTERMS.RFC5646" content="en-AU" />

<meta name="DCTERMS.references" scheme="DCTERMS.URI"
content="http://www.abs.gov.au/" />

<meta name="AGLSTERMS.jurisdiction" content="Commonwealth of Australia"
/>

<meta name="DCTERMS.rights" content="Copyright Commonwealth of Australia
2000" />

<meta name="DCTERMS.audience" scheme="AGLSTERMS.agls-audience"
content="Media">

<meta name="AGLSTERMS.function" scheme="AGLSTERMS.AGIFT"
content="Recordkeeping standards; Census collection" />

4 Service offered both online and offline

<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/" />

<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/" />

<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="http://www.naa.gov.au/Publications/order/order.htm" />

<meta name="DCTERMS.title" xml:lang="en-AU" content="National Archives of
Australia Publication Order Form" />

<meta name="DCTERMS.creator" scheme="AGLSTERMS.AglsAgent"
content="jurisdiction=Commonwealth of Australia; corporateName=National
Archives of Australia" />

<meta name="DCTERMS.subject" scheme="AGLSTERMS.APAIS" content="Archives;
Information management" />

<meta name="DCTERMS.description" xml:lang="en-AU" content="Facility for
ordering printed National Archives publications on a range of historical
and archives-related topics. The form may be submitted electronically or
printed and mailed to the National Archives." />

<meta name="DCTERMS.publisher" scheme="AGLSTERMS.AglsAgent"
content="corporateName=National Archives of Australia" />

<meta name="DCTERMS.created" scheme="DCTERMS.ISO8601" content="2000-01-
19" />

<meta name="AGLSTERMS.category" content="service" />

<meta name="AGLSTERMS.AGLSTERMS.serviceType" scheme="AGLSTERMS.agls-
service" content="orders and purchases" />

<meta name="DCTERMS.format" scheme="DCTERMS.IMT"
content="multipart/mixed" />

<meta name="DCTERMS.language" scheme="DCTERMS.RFC5646" content="en-AU" />

<meta name="AGLSTERMS.jurisdiction" content="Commonwealth of Australia"
/>

<meta name="AGLSTERMS.function" scheme="AGLSTERMS.AGIFT"
content="collection access; collection promotion" />
```

```
<meta name="AGLSTERMS.availability" scheme="AGLSTERMS.AglsAvail"
content="corporateName=National Archives of Australia; address=PO Box
7425 Canberra Mail Centre ACT 2610; contact=Publication Sales, 02 6212
3609; email=naasales@naa.gov.au" />

<meta name="DCTERMS.rights" content="Copyright Commonwealth of Australia
2000" />
```

Offline service

```
<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/" />
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/" />
<meta name="DCTERMS.title" content="Defence Service Records" />
<meta name="DCTERMS.creator" scheme="AGLSTERMS.AglsAgent"
content="jurisdiction=Commonwealth of Australia; corporateName=National
Archives of Australia" />
<meta name="DCTERMS.subject" scheme="AGLSTERMS.APAIS" content="Armed
forces; World War 1; World War 2" />
<meta name="DCTERMS.description" xml:lang="en-AU" content="Facility for
ordering copies of World War 1 service personnel dossiers for members of
the Australian armed forces" />
<meta name="DCTERMS.publisher" scheme="AGLSTERMS.AglsAgent"
content="corporateName=National Archives of Australia" />
<meta name="DCTERMS.valid" scheme="DCTERMS.Period" content="start=2000-
01-19" />
<meta name="DCTERMS.type" scheme="DCTERMS.DCMIType" content="service" />
<meta name="AGLSTERMS.category" content="service" />
<meta name="AGLSTERMS.serviceType" scheme="AGLSTERMS.agls-service"
content="orders and purchases" />
<meta name="DCTERMS.language" scheme="DCTERMS.RFC5646" content="en-AU" />
<meta name="DCTERMS.isreferencedby" scheme="DCTERMS.URI"
content="http://www.naa.gov.au/about-us/publications/fact-
sheets/fs177.aspx" />
<meta name="AGLSTERMS.jurisdiction" content="Commonwealth of Australia"
/>
<meta name="DCTERMS.temporal" scheme="DCTERMS.ISO8601"
content="1914/1918" />
<meta name="AGLSTERMS.function" scheme="AGLSTERMS.AGIFT"
content="Collection access" />
<meta name="DCTERMS.audience" content="Genealogists" />
<meta name="AGLSTERMS.availability" scheme="AGLSTERMS.AglsAvail"
content="corporateName=National Archives of Australia; address=PO Box
7425 Canberra Mail Centre ACT 2610; contact=Defence Records Service, 1300
886 881; email=ref@naa.gov.au; cost=$AU25 from within Australia, $AU28
for orders from outside Australia" />
```

Regional grants program

```
<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/" />
```

```
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/" />
<link rel="schema.XSD" href="http://www.w3.org/2001/XMLSchema#" />
<meta name="DCTERMS.creator" scheme="AGLSTERMS.AglsAgent"
content="corporateName=Regional Services, Development and Local
Government; jurisdiction=Commonwealth of Australia" />
<meta name="DCTERMS.publisher" scheme="AGLSTERMS.AglsAgent"
content="corporateName=Department of Transport and Regional Services;
jurisdiction=Commonwealth of Australia" />
<meta name="DCTERMS.rights" content="Copyright Commonwealth of Australia
2001" />
<meta name="DCTERMS.title" content="Rural Solutions Programme" />
<meta name="DCTERMS.subject" scheme="AGLSTERMS.APAIS" content="community
development; community involvement; subsidies" />
<meta name="DCTERMS.description" xml:lang="en-AU" content="The Regional
Solutions Programme main page provides access to guidelines and
information for applicants interested in applying for funding. The
Programme provides funding for rural and regional communities facing
economic challenges, a declining population due to industry
restructuring, a lack of development opportunities, or high levels of
unemployment and social disadvantage. Funding is available for non-profit
groups with strong support from their community or region - local
government bodies are also eligible to apply. The Programme commenced in
June 2000 and will run over 4 years with some $90 million being
available. Grants range from $1,000 for small-scale projects (such as
developing community plans) through to $500,000 for large-scale projects
(such as community infrastructure projects)." />
<meta name="DCTERMS.date" scheme="XSD.date" content="2001-05-03" />
<meta name="AGLSTERMS.documentType" content="guidelines" />
<meta name="AGLSTERMS.availability" scheme="AGLSTERMS.AglsAvail"
content="corporateName=Countrylink Australia; address=GPO Box 594
Canberra ACT 2601; contact=1800 026 222 (freecall);
email=countrylink@dotrs.gov.au; hours=9:00am-6:00pm Monday to Friday AEST
for freecall telephone number" />
<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="http://www.dotrs.gov.au/regional(s)olutions/index.htm" />
<meta name="AGLSTERMS.jurisdiction" scheme="AGLSTERMS.AglsJuri"
content="Commonwealth of Australia" />
<meta name="AGLSTERMS.function" scheme="AGLSTERMS.AGIFT"
content="financial assistance" />
<meta name="DCTERMS.audience" scheme="AGLSTERMS.agls-audience"
content="rural" />
```

Child and youth support service record supporting several portals

```
<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/" />
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/" />
<meta name="DCTERMS.creator" scheme="AGLSTERMS.AglsAgent"
content="corporateName=Commonwealth Department of Health and Aged Care"
/>
```

```
<meta name="DCTERMS.publisher" scheme="AGLSTERMS.AglsAgent"
content="corporateName=Commonwealth Department of Health and Aged Care"
/>

<meta name="DCTERMS.rights" content="Copyright Commonwealth of Australia
2001" />

<meta name="DCTERMS.title" content="Child and Youth Support Services" />

<meta name="DCTERMS.subject" scheme="HITERMS.HealthThesaurus"
content="children; community services; counselling; enquiry services;
social support; youth" />

<meta name="DCTERMS.subject" scheme="AGLSTERMS.TAGS" content="Child
Support" />

<meta name="DCTERMS.description" xml:lang="en-AU" content="HealthInsite
topic page linking to resources which cover a range of support services,
counselling and contacts specifically for children and young people." />

<meta name="DCTERMS.language" scheme="DCTERMS.RFC5646" content="en-AU" />

<meta name="DCTERMS.modified" scheme="DCTERMS.ISO8601" content="2000" />

<meta name="AGLSTERMS.aggregationLevel" content="collection" />

<meta name="AGLSTERMS.category" content="document" />

<meta name="AGLSTERMS.documentType" scheme="AGLSTERMS.agls-document"
content="guidelines" />

<meta name="DCTERMS.type" scheme="HITERMS.type" content="document" />

<meta name="DCTERMS.type" scheme="HITERMS.category" content="navigation"
/>

<meta name="DCTERMS.format" scheme="DCTERMS.IMT"
content="application/xhtml+xml" />

<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="http://www.healthinsite.gov.au/T.cfm?PID=799" />

<meta name="DCTERMS.audience" scheme="HI age" content="adult" />

<meta name="DCTERMS.audience" scheme="AGLSTERMS.agls-audience"
content="families; adult; children" />

<meta name="Keywords" content="children, community services, counselling,
enquiry services, social support, youth" />

<meta name="Description" content="HealthInsite topic page linking to
resources which cover a range of support services, counselling and
contacts specifically for children and young people." />
```

APPENDIX 3 — SYNTAX ENCODING SCHEMES

For more detailed information on AGLS encoding schemes, refer to the [AGLS website](#).

AGLS Agent Syntax Encoding Scheme

AglAgent is a syntax encoding scheme developed by the National Archives for structuring descriptions of agents in the *creator*, *contributor* and *publisher* properties.

Component	Definition
personalName	The name of a person
corporateName	The name of an organisation
jurisdiction	The legal jurisdiction of the agent NB values for this component must be drawn from the AGLS Jurisdiction controlled list (see Appendix 4)
contact	Contact details for the agent. Can include an official title. Typically includes a phone number
address	Street or postal address for the agent
email	Email address for the agent
sector	Indicates whether the creator is from the government or non-government sector: 'government' and 'non-government' are the only allowable values NB The default value is 'government'

AGLS Availability Syntax Encoding Scheme

AglAvail is a syntax encoding scheme developed by the National Archives for structuring availability information for the *availability* property.

Component	Definition
personalName	The name of a person making the resource available
corporateName	The name of an organisation making the resource available
jurisdiction	The legal jurisdiction of the agent making the resource available NB values for this component must be drawn from the AGLS Jurisdiction controlled list(see Appendix 4)
contact	Contact details for the agent making the resource available. Can include an official title. Typically includes a phone number.
address	Street or postal address for the agent making the resource available
email	Email address for the agent making the resource available
hours	Hours during which service can be accessed at the locations identified in address components

cost	Cost of obtaining the resource
postcode	Australian postcode(s) where the resource is available. Typically used in describing availability of services.

APPENDIX 4 — VOCABULARY ENCODING SCHEMES

AGLS Audience Vocabulary Encoding Scheme

A list of values for use with the *audience* property appears below. This list is a recommended basic set of terms for Australian Government agencies. This list is extensible and suggestions for additional values may be submitted to the AGLS Maintenance Agency.

Scheme name	Values
agls-audience	Aboriginal and Torres Strait islanders all (all is the default value and may be omitted) Australian Antarctic Territory Australian Capital Territory Australians overseas business carers children community groups employees employers funding applicants gay and lesbian government Indian Ocean Territories jobseekers low income earners media men migrants New South Wales non-Australians non-government organisations Norfolk Island Northern Territory parents people with disabilities primary industry Queensland rural (includes regional Australia) seniors South Australia students Tasmania

	teachers
	tourists
	veterans
	Victoria
	Western Australia
	women
	youth

AGLS Document Vocabulary Encoding Scheme

A list of values for use with the *documentType* property. This list is a recommended basic set of terms for use by Australian Government agencies. This list is extensible and suggestions for additional values may be submitted to the AGLS Maintenance Agency.

Scheme name	Values
agls-document	agenda agreement checklist contract dataset diary digital certificate digital signature electronic message fact sheet form government gazette guidelines homepage index instruction journal letter log media release meeting minutes memorandum metadata minute moving image note for file other policy statement procedure presentation promotion report software sound still image

Deprecated and non-preferred terms	audio (use 'sound') image (use 'still image') instructional (use 'instruction') photograph (use 'still image') promotional (use 'promotion') recording (use 'moving image' or 'sound' as appropriate) video (use 'moving image')
---	--

AGLS Service Vocabulary Encoding Scheme

A list of values for use with the *serviceType* property. This list is a recommended basic set of terms for use by Australian Government agencies. This list is extensible and suggestions for additional values may be submitted to the AGLS Maintenance Agency.

Scheme name	Values
agls-service	applications benefits and entitlements bills, rates and levies bonds bookings and reservations business advisory certificates claims communications forum complaints and appeals data exchange enquiries enrolments financial grants infringements and fines legal advisory licenses and permits lodgements orders and purchases refunds registrations renewals subscription technical tenders testing training transactions

AGLS Jurisdiction Vocabulary Encoding Scheme

A controlled list of values for use with the jurisdiction component of AglsAgent and AglsAvail, and with the *jurisdiction* property.

Scheme name: AglsJuri		
Jurisdiction & abbreviation		Definition
[Commonwealth of] Australia (Commonwealth of Australia is the default value and may be omitted)	AU	Commonwealth of Australia <i>Constitution Act 1900 (UK)</i>
Australian Antarctic Territory	AAT	The Australian Antarctic Territory plus the subantarctic territories of Heard and McDonald Islands
Australian Capital Territory (ACT)	ACT	<i>Seat of Government Surrender Act 1909 (NSW)</i> <i>Seat Of Government Surrender Act 1915 (NSW)</i>
Indian Ocean Territories	IOT	Cocos (Keeling) Islands and Christmas Island
New South Wales	NSW	<i>Constitution Act 1902 (NSW)</i>
Norfolk Island	NI	<i>Norfolk Island Act 1979 (Cth)</i>
Northern Territory	NT	<i>Northern Territory Acceptance Act 1910 (Cth)</i>
Queensland	QLD	Letters Patent erecting the Colony of Queensland 1859 (UK) Letters Patent altering the western boundary of Queensland 1862 (UK) <i>Queensland Coast Islands Act 1879 (Qld)</i>
South Australia	SA	<i>South Australian Act (Foundation Act) 1834 (UK)</i> Letters Patent establishing the Province of South Australia 19 February 1836 (UK)
Tasmania	TAS	Order In Council Separating Van Diemen's Land From New South Wales 1825 (UK)
Victoria	VIC	General Instructions to the Superintendent of Port Phillip, 1839
Western Australia	WA	Letters Patent re Constitution 25 August 1890 (UK)

Other		Any other jurisdiction not named here
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Role Code Vocabulary Encoding Scheme

The Role Code describes the function performed by the responsible party in relation to the resource, as described in an agent or availability description.

When using a numbered index, we recommend you record both the number code and the term name.

Scheme name: roleCode		
Number code and term name		Definition
001	resourceProvider	Party that supplies the resource.
002	custodian	Party that accepts accountability and responsibility for and ensures appropriate care and maintenance of the resource.
003	owner	Party that owns the resource.
004	user	Party who uses the resource.
005	distributor	Party who distributes the resource.
006	originator	Party who created the resource.
007	pointOfContact	Party who can be contacted for acquiring knowledge about or acquisition of the resource.
008	principalInvestigator	Key party responsible for gathering information and conducting research.
009	processor	Party who has processed the data in a manner such that the resource has been modified.
010	publisher	Party who publishes the resource.
011	author	Person who authored the resource.

APPENDIX 5 — AGLS METADATA DATE ENCODING

ISO 8601 *Data elements and interchange formats — Information interchange — Representation of dates and times* is the International Standard for recording dates and times. ISO 8601 describes a large number of date/time formats. AGLS metadata date encoding uses ISO 8601 Extended Format and is likely to satisfy most requirements.

The formats are as follows. Only components shown here must be present, with exactly this syntax. Dates in the form 1/2/2007 and times in the form 1:23:45pm **must not** be used, as they are not machine processible.

Note that the 'T' appears literally in the string, to indicate the beginning of the time component.

Year:

YYYY (e.g. 2007)

Year and month:

YYYY-MM (e.g. 2007-07)

Complete date:

YYYY-MM-DD (e.g. 2007-07-16)

Complete date plus hours and minutes:

YYYY-MM-DDThh:mmTZD (e.g. 2007-07-16T19:20+10:00)

Complete date plus hours, minutes and seconds:

YYYY-MM-DDThh:mm:ssTZD (e.g. 2007-07-16T19:20:30+10:00)

Complete date plus hours, minutes, seconds and a decimal fraction of a second:

YYYY-MM-DDThh:mm:ss.sTZD (e.g. 2007-07-16T19:20:30.4+10:00)

Where:

YYYY = four-digit year

MM = two-digit month (01=January, etc.)

DD = two-digit day of month (01 through 31)

T = denotes the beginning of the time component

hh = two digits of hour (00 through 23) (12 hour notation with am/pm **must not** be used)

mm = two digits of minute (00 through 59)

ss = two digits of second (00 through 59)

s = one or more digits representing a decimal fraction of a second

TZD = time zone designator (Z or +hh:mm or -hh:mm). Z is Coordinated Universal Time (UTC or "Zulu time") and +hh:mm or -hh:mm is the offset from UTC. For example Australian Eastern Standard Time is +10:00.

Durations (for the extent property only)

The XSD Duration Data Type may be used to specify a time interval. The time interval is specified in the following form "PnYnMnDTnHnMnS" where:

P = the period (required)

nY = the number of years

nM = the number of months

nD = the number of days

T = the start of a time section (required for specifying hours, minutes or seconds)

nH = the number of hours

nM = the number of minutes

nS = the number of second

When encoding durations in the *extent* property, use XSD . durat i on as the syntax encoding scheme.

Duration syntax:

P5Y	a period of 5 years
P5Y2M10DT15H	a period of 5 years, 2 months, 10 days and 15 hours.
PT15H	a period of 15 hours.
PT8M	a period of 8 minutes.
PT12M45S	a period of 12 minutes and 45 seconds.

APPENDIX 6 — LANGUAGE CODES

RFC 5646 language codes

RFC 5646 language codes should be used for the *language* property or the language of the value of other properties as identified by the `lang/xml:lang` attributes. Language codes should use the RFC5646 Syntax Encoding Scheme, based on the Internet Engineering Task Force document *Tags for Identifying Languages*. It combines three other standards: ISO 639, ISO 3166 and ISO 15924.

A full list of ISO 639-1 two-letter language codes is available at the SIL International website; only the two-letter language codes from ISO 639-1 must be used use in the RFC5646 Syntax Encoding Scheme. A full list of ISO 3166 country codes is available at the ISO website and a full list of ISO 15924 script codes is available from the Unicode website.

Simple language code examples

A two-letter language code from ISO 639-1.

- `en` (English)
- `de` (German)
- `fr` (French)
- `ja` (Japanese)

Language-Region code examples

A two-letter language code from ISO 639-1 and a two-letter country code from ISO 3166.

- `en-AU` (English as used in Australia)
- `en-US` (English as used in the United States)
- `fr-FR` (French as used in France)
- `fr-CA` (French as used in Canada)

Language-Script code examples

A two-letter language code from ISO 639-1 and a four-letter script code from ISO 15924.

- `zh-Hant` (Chinese written using Traditional script)
- `zh-Hans` (Chinese written using Simplified script)
- `sr-Cyrl` (Serbian written using Cyrillic script)
- `sr-Latn` (Serbian written using Latin script)

Language-Script-Region code examples

A two-letter language code from ISO 639-1, a four-letter script code from ISO 15924 and a two-letter country code from ISO 3166.

- `zh-Hant-CN` (Chinese written using Traditional script as used in China)
- `zh-Hans-SG` (Chinese written using Simplified script as used in Singapore)

ISO 639-3 language codes

If the *language* property requires a language that does not have a two-letter code in ISO 639-1, you may use a three letter code from ISO 639-3. In this case, you must specify ISO639-3 as the vocabulary encoding scheme.

ISO 639-3 includes codes for indigenous languages. A full list of language codes is available at the SIL International website (<http://www.sil.org/iso639-3/>).

Simple language code examples

- `pjt` (Pitjantjatjara)
- `coa` (Cocos Islands Malay)
- `ban` (Balinese)

APPENDIX 7 — INTERNET MEDIA TYPES

This list includes some commonly used Internet Media Type (IMT) values to record metadata using the *format* property. A full list is available from the [Internet Assigned Numbers Authority](#).

Formats may also be expressed as a *value URI* in the form

`http://purl.org/NET/mediatypes/` followed by one of the IMTs below, e.g.

`http://purl.org/NET/mediatypes/application/pdf`

Scheme name: IMT	
Value	Definition
application/atom+xml	Atom syndication format feed
application/msword	Microsoft Word file
application/pdf	Portable Document Format file
application/rdf+xml	RDF file in XML format
application/rss+xml	Really Simple Syndication feed
application/rtf	Rich Text Format file
application/vnd.ms-excel	Microsoft Excel file
application/vnd.ms-powerpoint	Microsoft Powerpoint file
application/vnd.oasis.opendocument.presentation	OpenDocument Presentation file
application/vnd.oasis.opendocument.spreadsheet	OpenDocument Spreadsheet file
application/vnd.oasis.opendocument.text	OpenDocument Text file
application/xhtml+xml	XHTML document (web page)
application/zip	ZIP data compression file
audio/mpeg	MPEG Audio Layer 3 (MP3) encoded audio file
audio/wav audio/wave audio/x-wav	Waveform audio format file
image/gif	GIF encoded image
image/jpeg	JPEG encoded image
image/png	PNG encoded image
image/svg+xml	Scalable Vector Graphics file
image/tiff	TIFF encoded image
message/rfc822	Electronic mail (Internet format)
text/css	Cascading Style Sheet
text/csv	Comma-Separated Values file
text/html	HTML document (web page)
text/plain	Unformatted text

text/sgml	SGML file
text/xml	XML file
video/mp4	MPEG4 encoded video
video/mpeg	MPEG encoded video
video/quicktime	Quicktime encoded video

APPENDIX 8 — GLOSSARY AND FURTHER REFERENCES

AGIFT — Australian Governments' Interactive Functions Thesaurus. An online interactive version is available from the National Archives website (<http://naa.gov.au/records-management/create-capture-describe/describe/AGLS/index.aspx>).

AGLS Jurisdiction Vocabulary Encoding Scheme (AglisJuri) — See the AGLS website for further detail on vocabulary encoding schemes and syntax encoding schemes, <http://www.agls.gov.au/>

AGLS Audience Vocabulary Encoding Scheme (agls-audience) — See the AGLS website for further detail on vocabulary encoding schemes and syntax encoding schemes, <http://www.agls.gov.au/>

ANZSCO — Australian and New Zealand Standard Classification of Occupations. More information is available from the Australian Bureau of Statistics website (<http://www.abs.gov.au/AUSSTATS/abs@.nsf/allprimarymainfeatures/4AF138F6DB4FFD4BCA2571E200096BAD?opendocument>).

ANZLIC — the Spatial Information Council. More information is available from the ANZLIC website (<http://www.anzlic.org.au/>)

ANZSIC — Australian and New Zealand Standard Industrial Classification. More information is available from the Australian Bureau of Statistics website (<http://www.abs.gov.au/AUSSTATS/abs@.nsf/allprimarymainfeatures/A77D93484DC49D63CA25712300056842?opendocument>).

APAIS — Australian Public Affairs Information Service Thesaurus. More information is available from the National Library of Australia website (<http://www.nla.gov.au/apais/thesaurus/>).

APT — Australian Pictorial Thesaurus, a collection of topic terms for indexing Australian images (<http://www.picturethesaurus.gov.au/>).

ASGC — Australian Standard Geographic Classification. Includes all Australian Local Government Areas, regions and suburbs. More information is available from the Australian Bureau of Statistics website (<http://www.abs.gov.au/AUSSTATS/abs@.nsf/allprimarymainfeatures/8B8ABC8EC62D8F46CA2570AE000DD3B5?opendocument>).

Application profile — a declaration of the metadata terms an organisation, information resource, application or user community uses in its metadata. This includes the set of metadata elements, policies and guidelines defined for a particular application or implementation.

Box — DCMI Box Encoding Scheme, a syntax encoding scheme for identifying a region of space using its geographic limits. More information is available from the DCMI website (<http://dublincore.org/documents/dcmi-box/>).

Class — A group containing members that have attributes, behaviours, relationships or semantics in common; a kind of category.

DCMES — Dublin Core Metadata Element Set. See Dublin Core.

DCMI — Dublin Core Metadata Initiative. See Dublin Core.

DCMI Abstract Model — A set of components and constructs used in Dublin Core metadata, providing an information model independent of any encoding syntax. More information is available from the DCMI website (<http://www.dublincore.org/documents/abstract-model/>).

DCMIType — DCMI Type Vocabulary. A generic controlled vocabulary for the *type* property. More information is available from the DCMI website (<http://dublincore.org/documents/dcmi-terms/#H4>).

DCSV — Dublin Core Structured Values. A syntax for writing a list of labelled values in a text string. More information is available from the DCMI website (<http://www.dublincore.org/documents/dcmi-dcsv/>).

Described resource — a resource that is described by a description.

Description — one or more statements about a resource.

Description set — a set of one or more descriptions, each of which describes a resource.

DOI — Digital Object Identifier. A system for identifying and exchanging intellectual property in the digital environment (<http://www.doi.org/>).

Domain — A relationship between a property and a class which indicates that if the property is part of a property/value pair, then it follows that the described resource is an instance of that class.

Dublin Core (DC) — An internationally recognised core set of metadata properties on which the AGLS metadata standard is based. More information is available from the Dublin Core Metadata Initiative website (<http://dublincore.org/>).

EdNA — Education Network Australia is a network of education information and services. The EdNA metadata standard is based on the Dublin Core set. More information is available from the EdNA website (<http://www.edna.edu.au/edna/go/resources/metadata>).

Element — A synonym for property. The word element is also commonly used to refer to a structural markup component within an XML document.

Element refinement — property with sub-property of relation.

Embedded metadata — metadata that is stored and maintained within the resource or object it describes.

Encoding scheme — see vocabulary encoding scheme and syntax encoding scheme.

GOLD — The Government Online Directory of Australian Commonwealth government agencies and employees (<http://www.directory.gov.au/>).

Health Thesaurus — A controlled vocabulary of subject terms for health and ageing. The full title is The Health and Ageing Thesaurus. More information is available at <http://www.health.gov.au/internet/main/publishing.nsf/Content/health-thesaurus.htm>

HTML — HyperText Markup Language (<http://www.w3.org/wiki/HTML>).

HTML META Tag — An approach to encoding metadata in HTML documents. See also: Expressing Dublin Core in HTML/XHTML meta and link elements (<http://dublincore.org/documents/dc-html/>).

IANA — Internet Assigned Numbers Authority, the coordinator for the assignment of unique parameter values for Internet protocols. More information is available from <http://www.iana.org/>

IETF — Internet Engineering Task Force, the international community of network designers, operators, vendors, and researchers concerned with the evolution of the Internet architecture and the smooth operation of the Internet. (<http://www.ietf.org/>)

IMT — Internet Media Types. See *AGLS Metadata Standard Part 2 – Usage Guide*, Appendix J.

ISBN — International Standard Book Number.

ISM — The Defence Signals Directorate (DSD) produces the Australian Government Information Security Manual (ISM). The manual is the standard which governs the security of government ICT systems. More information is available from <http://www.dsd.gov.au/infosec/ism/>.

ISO — International Organization for Standardization. See: <http://www.iso.org>

ISO 639 — Codes for the representation of names of languages. See *AGLS Metadata Standard Part 2 – Usage Guide*, Appendix H

ISO 3166 — Codes for representations of names of countries and their subdivisions. A full list of ISO 3166 country codes is available at the ISO website (http://www.iso.org/iso/country_codes/iso_3166_code_lists/).

ISO 8601 — Data elements and interchange formats — Information interchange — Representation of dates and times. *AGLS Metadata Standard Part 2 – Usage Guide*, See Appendix I.

ISO 11179 — Information technology — Metadata registries.

ISO 15386 — Information and documentation — The Dublin Core metadata element set.

ISO 15924 — Codes for the representation of names of scripts. A full list of ISO 15924 script codes is available from the Unicode website (<http://www.unicode.org/iso15924>).

ISO 19115 — International Standard: Geographic Information — Metadata.

ISSN — International Standard Serial Number. More information is available from <http://www.issn.org/>

LCSH — Library of Congress Subject Headings is a thesaurus of subject headings maintained by the United States Library of Congress for use in bibliographic records. More information is available from the Library of Congress website (<http://id.loc.gov/authorities/subjects.html>).

Literal — The value of a metadata property that can be either a hyperlink (URI) or a Unicode string value (free text) with an optional language tag.

MESH — Medical Subject Headings is a thesaurus of medical subject terms developed by the United States National Library of Medicine. More information is available from the National Library of Medicine website (<http://www.nlm.nih.gov/mesh/>).

Metadata — structured, machine-processible information that describes and/or enables finding, managing, controlling, understanding or preserving other information over time.

Metadata record — a syntactically correct representation of the descriptive information (metadata) for an information resource.

Namespace — A namespace is a machine-readable file that provides definitions of the metadata scheme used to record the metadata for a resource. This file contains the logical grouping and unique identification of a set of metadata terms.

Period — DCMI Period Encoding Scheme is a syntax encoding scheme for indicating a single time interval. More information is available from the DCMI website (<http://www.dublincore.org/documents/dcmi-period/>).

Point — DCMI Point Encoding Scheme, a syntax encoding scheme for identifying a point in space using its geographic coordinates. More information is available from the DCMI website (<http://dublincore.org/documents/dcmi-point/>).

Property — A specific aspect, characteristic, attribute or relation used to describe a resource (previously called 'elements'). Dublin Core and AGLS metadata terms are properties.

PSPF — Australian Government Protective Security Policy Framework sets out the Australian Government policy and guidance on protective security. More information is available at <http://www.ag.gov.au/pspf>.

Qualifier — a property with sub-property of relation, syntax encoding scheme or vocabulary encoding scheme .

Range — A relationship between a property and a class which indicates that if the property is part of a property/value pair, then it follows that the value is an instance of that class.

RDF — The Resource Description Framework (<http://www.w3.org/RDF/>) for metadata syntax and interoperability.

See also:

- [Expressing Dublin Core metadata using the Resource Description Framework](#)
- [Notes on DCMI specifications for Dublin Core metadata in RDF](#)

Resource — Anything that has an identity. Examples include an electronic document, an image, a service and a collection of other resources. Not all resources are network retrievable. Humans, corporations, physical objects and electronic documents on portable media are also resources.

RFC — Request For Comment, the process of establishing a standard on the Internet. More information is available at the Internet Engineering Task Force (<http://www.ietf.org/rfc.html>)

RFC 2119 — Keywords for use in RFCs to Indicate Requirement Levels. Internet RFC 2119, March 1997. More information is available from the Internet Engineering Task Force website (<http://www.ietf.org/rfc/rfc2119.txt>).

RFC 2368 — The mailto URL scheme, Internet RFC 2368, July 1998. More information is available from the Internet Engineering Task Force website (<http://www.ietf.org/rfc/rfc2368.txt>).

RFC 2806 — URLs for Telephone Calls, Internet RFC 2806, April 2000. More information is available from the Internet Engineering Task Force website (<http://www.ietf.org/rfc/rfc2806.txt>).

RFC 3986 — Uniform Resource Identifiers (URI): Generic Syntax. More information is available from the Internet Engineering Task Force website (<http://www.ietf.org/rfc/rfc3986.txt>).

RFC 5646 — Tags for Identifying Languages — See the Internet Engineering Task Force website (<http://www.ietf.org/rfc/rfc5646.txt>).

Schema — a machine-processible specification that defines the structure and syntax of metadata in a formal schema language.

Service — a service exists where a relationship exists between a business function of an organisation and the identified needs of an individual client or a group of clients.

SIL International - SIL serves language communities worldwide, building their capacity for sustainable language development, by means of research, translation, training and materials development. More information is available from SIL International website (<http://www.sil.org/iso639-3/>).

Sub-property — a property of a resource which shares the meaning of another property, but has narrower semantics (previously called 'element refinement').

Syntax encoding scheme — Indicates that the value is a string formatted in accordance with a formal notation or externally defined standard.

TAGS — The Thesaurus of Australian Government Subjects (*TAGS*) describes Commonwealth information and services. It was developed in response to agency requests for a simpler approach to 'Subject' metadata. More information is available from [TAGS - Thesaurus of Australian Government Subjects - Department of Finance and Deregulation](#)

Term — A property, class, vocabulary encoding scheme or syntax encoding scheme.

URI — Uniform Resource Identifier is a syntax for all names/addresses for resources on the World Wide Web, includes Uniform Resource Locator (URL) and Uniform Resource Name (URN). More information is available at the World Wide Web Consortium website (<http://www.w3.org/Addressing/>) and in RFC 3986.

URL — Uniform Resource Locator is a technique for indicating the name and location of Internet resources. More information is available at the World Wide Web Consortium website (<http://www.w3.org/Addressing/>).

URN — Uniform Resource Name, a technique for indicating the name and location of Internet resources that has some assurance of persistence beyond that normally associated with an Internet domain or host name. More information is available at the World Wide Web Consortium website (<http://www.w3.org/Addressing/>).

UUID — Universally Unique Identifier is a unique, persistent identifier capable of being generated on demand without requiring a central registration process. UUIDs consist of 32 hexadecimal digits in the form 8-4-4-4-12, e.g. 6ba7b810-9dad-11d1-80b4-00c04fd430c8. UUIDs are a form of URN. More information is at the Internet Engineering Task Force website (<http://www.ietf.org/rfc/rfc4122.txt>).

Value — the content of a metadata property providing information about a characteristic of a resource.

Value URI — the value of a property represented by a URI.

Vocabulary encoding scheme — Indicates that the value is a term from a controlled vocabulary.

W3C — World Wide Web Consortium (<http://www.w3.org>) is the international consortium that develops web standards, guidelines and protocols.

W3C Web Content Accessibility Guidelines — Web Content Accessibility Guidelines (WCAG) 2.0 covers a wide range of recommendations for making Web content more accessible. These guidelines will make content more accessible to users in general and also to a wider range of users with disabilities. More information is at <http://www.w3.org/TR/WCAG20/>.

XHTML — eXtensible HyperText Markup Language (<http://www.w3.org/TR/xhtml1/>). A reformulation of HTML 4.01 conforming to XML syntax. See also: Expressing Dublin Core in HTML/XHTML meta and link elements (<http://dublincore.org/documents/dc-html/>)

XML — eXtensible Markup Language (<http://www.w3.org/XML/>). See also: Expressing Dublin Core metadata using XML (<http://dublincore.org/documents/dc-xml-guidelines/>).