Government of Ontario

Information & Technology Standards

Web Metadata Standard

Government of Ontario IT Standards (GO-ITS)
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MANAGEMENT BOARD SECRETARIAT
CORPORATE ARCHITECTURE BRANCH
TECHNICAL STANDARDS SECTION

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Foreword

Government of Ontario Information & Technology Standards are the official publications on the standards, guidelines, technical reports and preferred practices adopted by the Information Technology Standards Council under delegated authority of the Management Board of Cabinet. These publications support the Management Board Secretariat's responsibilities for coordinating standardization of Information and Technology in the Government of Ontario. Publications that set new or revised standards provide policy guidance and administrative information for their implementation. In particular, they describe where the application of a standard is mandatory and specify any qualifications governing its implementation.

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1. Introduction

The amount of information available on the World Wide Web is increasing at a phenomenal rate every day and as a result, it is becoming harder and harder to discover and access the information we need and to manage and share the information we produce.

Search engines can help us find the information we want on the Web to some extent, but trying to sort through search results and find the information that is relevant to us can still be very time consuming. Good metadata can help us find the information we need and help us make better decisions about which web resources are relevant to us and which ones are not. Content Management Systems help us manage the information we produce but without consistent and standardized metadata, many of the desirable features of Content Management Systems cannot be realized. Increasingly, the Government of Ontario is working collaboratively with governments in other jurisdictions but without harmonized metadata standards, exchanging information electronically can be difficult and costly.

In simple terms, **metadata is data about data**. Metadata can describe any type of data but this standard applies to web resources in particular. **A web resource is defined as an information resource addressable via a Uniform Resource Locator (URL).** Web pages, digitized images, sound files, videos or any other information resources available on Internet, Intranet or Extranet websites are examples of web resources.

1.1 Applicability

Government of Ontario IT Standards and Enterprise Products apply (are mandatory) for use by all ministries/clusters and to all former Schedule I and IV provincial government agencies under their present classification (Advisory, Regulatory, Adjudicative, Operational Service, Operational Enterprise, Trust or Crown Foundation) according to the current agency classification system. Additionally, this applies to any other new or existing agencies designated by Management Board of Cabinet as being subject to such publications.

Kindly refer to http://intra.pmed.mbs.gov.on.ca/mbc/pdf/Agency_Establishment&Accountability-Dir.pdf for a list of provincial government agencies with their classification under the current classification system, as well as their previous Schedule under the former Schedule system.

1.2 Requirement and Obligation Levels

GO-ITS documents may combine **mandatory** and **non-mandatory** information as necessary to effectively describe the requirements of a standard.

Where indicated throughout this standard, the terms 'must' and 'should' will be interpreted as follows:

Must; is mandatory (new standards are not retroactive, but new standards must be complied with at the next procurement/project opportunity)

Should; is best practice, already vetted, advantage to use, expedites approval process

Additionally, each metadata element and refinement described by this standard has one of three levels of obligation. The three levels of obligation are:

Mandatory: The element or refinement **must** have a value.

Conditional: The element or refinement is Mandatory if a certain condition is met. If the condition is not met, then the element or refinement is Optional.

Optional: The element or refinement should be given a value if appropriate and the information is available.

1.3 Document Types and Filenames

Acronym	Type
GO-ITS	Government of Ontario Information Technology Standard

   File Name: GO_ITS_43_Version_1.0.pdf

1.4 Purpose of the Standard

This standard outlines a set of metadata elements for the description of Government of Ontario web resources. The objectives of this standard are to:
- Promote the uniform application of metadata to web resources;
- Improve interoperability and enable collaboration by harmonizing with other OPS, government and international metadata standards;
- Provide a consistent approach to web resource discovery and access;
- Support web resource management and administrative processes;
- Allow for web resource permissions management and;
- Support the preservation and migration of web resources.

1.5 Recommended Versioning and/or Change Management

This standard will be reviewed and revised as necessary by the Government of Ontario Web Metadata Working Group (WMWG), which is mandated by and reports to the GO Portal Federation Organization.

This standard is based on the Dublin Core Metadata Element Set (DCMES) and the Dublin Core Metadata Initiative's (DCMI) Metadata Terms. When changes are made to the DCMES or DCMI Metadata Terms, the WMWG will evaluate the changes and consider them for future versions of this standard. See section 2.1 for more information regarding the DCMES and the DCMI Metadata Terms.

1.6 Contact Information

	Contact 1	**Contact 2**
Name	Andrew Lefrancq	David Tallan
Organization/ Ministry	Management Board Secretariat	Management Board Secretariat
Division	Office of the Corporate Chief Strategist	Office of the Corporate Chief Strategist
Branch	E-Government	E-Government
Section/ Unit	Portal Federation Operations	Portal Federation Operations
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1.7 Type of Standard

Select the appropriate category for this standard.

Check One	*Type of Standard*
☐	Implementation Standard – requirements or specifications, which may include advise and guidance, for the implementation of a technology or the performance of an activity related to the use of technology, applicable throughout the provincial government. (e.g. mandatory O/S configuration requirements, security procedures, web page design requirements etc.).
☑	Information Standard – specifications for a data format (e.g. XML schema, metadata, and/or related data models)
☐	Technical Standard - networking and communications specifications, protocols, interfaces (API's) (e.g. standards adopted from recognized standards development organizations such as W3C, OASIS or IETF such as TCP/IP, XML, SOAP, etc.)
☐	Architecture Standard – application patterns, architecture and standards principles governing the design and technology decisions for the development of major enterprise applications

Please indicate if this standard should be restricted to publishing on the Internal (Intranet) IT Standards web site or whether it is intended for publishing on the public (Internet) Government of Ontario IT Standards web site.

Check One	Publish as Internal or External
☐	Internal Standard
☑	External Standard

1.8 Acknowledgements

Provide a list of individuals and stakeholder groups that contributed to the development of this standard, including those who helped write the standard and provided subject expertise as well as those groups or individuals contacted for input/comments.

1.8.1   Development Team

Name	Cluster/Ministry	Branch
Alana Boltwood	Management Board Secretariat	Corporate Architecture & Standards Branch
Andrew Lefrancq	Management Board Secretariat	E-Government Branch
Anita BeauSoleil	Ministry of Citizenship and Immigration	Accessibility Directorate of Ontario
Annemarie Toth-Waddell	Legislative Library of the Legislative Assembly of Ontario	Information Resources Branch
Beverly Betts	Management Board Secretariat	Customer Relations Branch, Shared Services Bureau
Brady Thompson	Community Services I&IT Cluster	Planning and Architecture
David Tallan	Management Board Secretariat	E-Government Branch
Denis Perreault	Management Board Secretariat	Government Translation Service
Don Macleod	Management Board Secretariat	Archives of Ontario
Heath Finley	Land and Resources Cluster/Ministry of Natural Resources	Information Resource Management Branch
Helena Slavik	Ministry of Municipal Affairs and Housing	Corporate Planning Branch
Jeannette Cournoyer	Ministry of Education and Ministry of Training, Colleges and Universities	Communications Branch
Julie Hannaford (Ontario Institute for Studies in Education, University of Toronto)		
Sarah Saunders	Ministry of Health and Long-Term Care	Communications and Information Branch
Scott Gow	Management Board Secretariat	E-Government Branch
Simon Loban	Ministry of Education and Ministry of Training, Colleges and Universities	Brian Fleming Research and Learning Library
Susanne Floresco	Ministry of Finance	Communications and Corporate Affairs Branch

1.8.2 Reviewers

Check	Area	Date: (month/year)
☑	Technical Standards Unit, Corporate Architecture Branch, OCCTO	
☐	Corporate Architecture Branch (CAB Architects), OCCTO	
☐	Infrastructure Development Branch & iSERV, OCCSD	
☑	Corporate Security Branch, OCCS Muriel Petersen	 Oct 2004
☑	I&IT Strategy, Policy & Planning Branch (SPPM, OCCS) Caroline Crnekovic (Access and Privacy Office) Eric Lawton (Access and Privacy Office) Mary Macdonald (Access and Privacy Office) Mark Hallas (Access and Privacy Office)	 Oct 2004 Oct 2004 Oct 2004 Oct 2004
☑	Corporate ACT and Domain Working Groups	
☑	− Information Architecture Domain (IADWG)	Nov 2004
☑	− Application Architecture Domain (AADWG)	Nov 2004
☑	− Security Architecture Working Group (SAWG)	Nov 2004
☐	Cluster ACT/ARB (for cluster standards promoted to corporate standards)	
☑	ITSC members (*provide name*) Paul Scale	 Nov 2004
☑	Others (*provide name*): Jim Evans, MCBS	 Nov 2004

1.9 Impacts to Standards

List any existing GO-ITS that may be impacted or associated with this standard.

GO-ITS #	Describe Impact	Recommended Action (or page number where details can be found)
23.1	Section 1.9 of GO-ITS 23.1 has been incorporated into this standard.	Amend GO-ITS 23.1 Section 1.9 to point to this standard for metadata requirements.

1.10 Impacts to Existing Environment

List any significant impacts this standard may have on the existing I&IT environment.

Application(s) or Infrastructure Impacted	Describe Impact	Recommended Action (or page number where details can be found)
None		

2. The Web Metadata Standard

All Government of Ontario web resources **must** be described with the mandatory and, where applicable, conditional metadata elements and refinements outlined by this standard. All other elements and refinements described by this standard are recommended and should be applied to web resources where appropriate.

2.1 The Dublin Core Metadata Initiative

The Government of Ontario Web Metadata Element Set (GO-WMES) is based on the Dublin Core Metadata Element Set (DCMES) and the Dublin Core Metadata Initiative's (DCMI) Metadata Terms.

The DCMI began in 1995 in Dublin, Ohio, USA. The first DCMI workshop brought together a group of librarians, digital library researchers, content providers and text markup experts to discuss how a core set of semantics for Web-based resources would be useful for categorizing the Web for easier search and retrieval.   Further workshops were held around the world that eventually led to the development of the DCMES, a simple and easy to use set of 15 descriptors that can be applied across a wide range of disciplines and industries. The DCMES has since been issued by the International Organization for Standardization as ISO Standard 15836-2003 and by the American National Standards Institute as ANSI/NISO Z39.85-2001. The DCMES was later expanded upon to include metadata element refinements and encoding schemes. This expanded version of the DCMES is known as the DCMI Metadata Terms.

Dublin Core has as its goals the following characteristics:

- **Simplicity of creation and manitenance**
  The DCMES was designed to allow a non-specialist to easily and inexpensively create simple descriptive records for web resources while providing for effective retrieval of those resources in a networked environment.

- **Commonly understood semantics**
  Discovery of information across the vast commons of the Internet is hindered by differences in terminology and descriptive practices from one field of knowledge to the next. The Dublin Core can help a non-specialist searcher find his or her way by supporting a common set of elements, the semantics of which are universally understood and supported.

- **International scope**
  The involvement of representatives from virtually every continent has ensured that the development of the DCMES considers the multilingual and multicultural nature of the electronic information universe.

- **Extensibility**
  While balancing the needs for simplicity in describing digital resources with the need for precise retrieval, Dublin Core developers have recognized the importance of providing a mechanism for extending the DC element set for additional resource discovery needs. It is expected that other communities of metadata experts will create and administer additional metadata sets, specialized to the needs of their communities. Metadata elements from these sets could be used in conjunction with Dublin Core metadata to meet the need for interoperabilbility.

The full description of the DCMES can be found at:
http://dublincore.org/documents/dces/
http://www.niso.org/international/SC4/n515.pdf
http://www.niso.org/standards/resources/Z39-85.pdf

The full description of the DCMI Metadata Terms can be found at:
http://dublincore.org/documents/dcmi-terms/

Further information about the DCMI can be found at:
http://dublincore.org

2.2 Elements, Refinements and Encoding Schemes

A metadata element is used to describe a property of a web resource. Properties of a web resource are characteristics that the web resource may have such as a Title, a Subject or a Creator. While most of the elements described by this standard can be used on their own, many of them include element refinements.

Element refinements are used to narrow the semantics of an element. They are intended to make the meaning of an element more specific but ideally, someone reading the metadata should be able to ignore any element refinement and use the value as if the element were unrefined.

Many of the elements also include encoding schemes, which provide contextual information or parsing rules that help with the interpretation of an element's value. Encoding schemes include both syntax encoding schemes and vocabulary encoding schemes. Syntax encoding schemes indicate that a value is a string formatted in accordance with a formal notation, such as "2004-01-01" as the standard expression of a date. Vocabulary encoding schemes indicate that a metadata element or an element refinement's value is a term from a

controlled vocabulary, such as the value "*Architectural Heritage*" from the Government of Canada's Core Subject Thesaurus.

The GO-WMES is intentionally simple and broad. If necessary, the GO-WMES may be extended locally by adding elements, element refinements or encoding schemes however, the GO Web Metadata Working Group should be contacted for guidance and advice (see section 1.6 for contact information).

2.3 HTML documents and meta tags

The Government of Ontario's search engine will be configured to read Dublin Core elements and refinements. However, many commercial search engines are configured to read and use only three non-Dublin Core metadata elements. The three elements include the value between the `<title>` and `</title>` HTML tags, `<keywords>` and `<description>`.

A descriptive `<title>` tag **must** be included in the header section of every HTML web page. The content of the Dublin Core "Title" metadata element **must** match the content of the HTML `<title>` tag. For example, the following would be included in the `<head>` section of the Government of Ontario's Central Web Site's English home page:

```
<html>
<head>
<title>Government of Ontario, Canada: Home Page</title>
<meta name="dc.title" content="Government of Ontario, Canada: Home Page" />

<!-- Additional GO-WMES metadata -->

</head>
```

The content of the HTML `<keywords>` meta tag **must** include keywords or phrases that are likely to be used by searchers to find your web resource. When describing an HTML web resource, both the Dublin Core "Subject" metadata element and the HTML `<keywords>` meta tag **must** be used. While "Subject" terms **must** be selected from a controlled vocabulary, `<keywords>` may include natural language or uncontrolled terms. However, the terms used to populate `<keywords>` **must** at least include the controlled terms used to populate the Dublin Core "Subject" metadata element. Using the same example as above, the Government of Ontario's Central Web Site's English home page would include the following in the `<head>` section of the web page:

```
<html>
<head>
<title>Government of Ontario, Canada: Home Page</title>
<meta name="dc.title" content="Government of Ontario, Canada: Home Page" />
<meta name="dc.subject" scheme="xyz" content="government; Ontario; Province of
Ontario" />
<meta name="keywords" content="government, Ontario, Province of Ontario" />

<!-- Additional GO-WMES metadata -->

</head>
```

The HTML `<description>` meta tag is a short summary of the intellectual content of a web resource. Some search engines display this description in search results and searchers can use this information to determine which search results match their needs. If no `<description>` meta tag is included in the header section of the web resource, a search engine may display the first few sentences that appear on the page, which may not be very helpful to someone performing a web search. If the web resource being described is an HTML web page, then both the Dublin Core "Description" metadata element and the HTML `<description>` meta tag **must** be used. The content of both the Dublin Core "Description" metadata element and the HTML `<description>` meta tag **must** be equivalent. Again, using the same example as above, the Government of Ontario's Central Web Site's English home page would include the following in the `<head>` section of the page:

```
<html>
<head>
<title>Government of Ontario, Canada: Home Page</title>
<meta name="dc.title" content="Government of Ontario, Canada: Home Page" />
<meta name="dc.subject" scheme="xyz" content="government; Ontario; Province of
Ontario" />
<meta name="keywords" content="government, Ontario, Province of Ontario" />
<meta name="dc.description" content="The official home page of the Government
of the Province of Ontario, Canada." />
<meta name="description" content="The official home page of the Government of
the Province of Ontario, Canada." />

<!-- Additional GO-WMES metadata -->

</head>
```

2.4 Guidance

Implementation guides, tools and controlled vocabularies will be developed and made available. The HTML examples included in this standard are for reference only. The implementation guides **must** be used to guide the implementation of this standard.

2.5 Privacy

All metadata for Government of Ontario web resources **must** be created in accordance with the *Freedom of Information and Protection of Privacy Act (FIPPA)* which can be found on the Government of Ontario's e-Laws website at:
http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/90f31_e.htm

Contact your ministry's Freedom of Information Coordinator for information and advice regarding FIPPA. A list of Government of Ontario Freedom of Information Coordinators can be found at:
http://www.cfipo.gov.on.ca/mbs/dor/dirrec.nsf/HighUnitNameView?openview

2.5.1 Personal Information

Personal information **must not** be included in the content of metadata elements or element refinements.

2.5.2 Government of Ontario Employee Names

Government of Ontario employee names and business contact information is not considered personal information when performing job related functions and thus may be included in the content of metadata elements or element refinements where appropriate. However, it is **strongly recommended** that job titles and/or organizational names be used rather than employee names.

3. Government of Ontario Web Metadata Element Set (GO-WMES)

In most cases, the DCMES and DCMI Metadata Terms' definitions and comments have not been altered but in some cases, they have been modified to clarify them or to make them more specific to the Government of Ontario. Throughout the GO-WMES, *italics* are used to indicate element names, definitions, comments or refinements that are <u>not</u> part of the DCMES or the DCMI Metadata Terms.

3.1 Summary

For the "Obligation" column:
M=Mandatory, C=Conditional, O=Optional, N/A=Not Applicable.

#	ELEMENTS / Refinements	Obligation				Repeatable?		
		M	C	O	N/A	Yes	No	N/A
1.	TITLE	M				Yes		
	Alternative			O		Yes		
2.	CREATOR	M				Yes		
3.	SUBJECT and *KEYWORDS*	M*	C*			Yes		
4.	DESCRIPTION	M				Yes		
5.	PUBLISHER	M				Yes		
6.	CONTRIBUTOR			O		Yes		
	Editor			O		Yes		
	Page Designer			O		Yes		
	Illustrator			O		Yes		
7.	DATE				N/A			N/A
	Available			O		Yes		
	Created	M					No	
	Current As Of			O		Yes		
	Date Accepted			O		Yes		
	Date Submitted			O		Yes		
	Issued		C				No	
	Modified		C			Yes		
	Valid			O		Yes		
8.	TYPE			O		Yes		
9.	FORMAT	M					No	
10.	IDENTIFIER	M				Yes		
11.	LANGUAGE	M				Yes		
12.	RELATION			O		Yes		
	Conforms To			O		Yes		
	Has Adaptation		C			Yes		
	Has Format		C			Yes		
	Has Part			O		Yes		
	Has Translation		C			Yes		
	Has Version			O		Yes		
	Is Adaptation Of		C			Yes		
	Is Format Of			O		Yes		
	Is Part Of			O		Yes		
	Is Referenced By			O		Yes		
	Is Replaced By			O		Yes		
	Is Required By			O		Yes		
	Is Translation Of		C			Yes		
	Is Version Of			O		Yes		
	References			O		Yes		
	Replaces			O		Yes		
	Requires			O		Yes		
13.	COVERAGE				N/A			N/A
	Jurisdiction			O		Yes		
	Spatial			O		Yes		
	Temporal			O		Yes		
14.	RIGHTS				N/A			N/A
	Access Rights			O		Yes		
	Information Classification Level		C				No	
	Intellectual Property	M				Yes		
15.	AUDIENCE			O		Yes		
16.	*MANDATE*			O		Yes		
17.	*VERSION*			O			No	
18.	*CONTACT*			O		Yes		
	Content			O		Yes		
	Technical			O		Yes		
19.	*RECORDS RETENTION SCHEDULE ID*		C				No	

* "Subject" is mandatory; "Keywords" is conditional

3.2 Full Description

Each metadata element in the GO-WMES is described in the following way:

Element Name

Definition	A statement that represents the concept and essential nature of an element.
Comments	Additional information about an element or its application.
Refinements	1st Refinement Name
	2nd Refinement Name
	...
	nth Refinement Name
Repeatability	Whether or not the element or element refinement can be repeated for a single web resource.
Encoding Schemes	Encoding Schemes include: 1. Syntax encoding schemes to be used to express and interpret an element's or an element refinement's value; 2. Vocabulary encoding schemes to be used to select values for an element or an element refinement.
Obligation	The obligation level of an element and, if applicable, an element's refinements. Each element and refinement is mandatory, conditional or optional (see section 1.2 for definitions of mandatory, conditional and optional).
HTML Examples	Examples of how the metadata should appear in the header of an HTML file. When embedding GO-WMES elements in the `<head>` section of an HTML document, element names from the DCMES are prefixed with "dc". The "Audience" element from the DCMI Metadata Terms is prefixed with "dcterms". "Mandate", "Version", "Contact" and "Records Retention Schedule ID" are prefixed with "go".

The Refinements column definitions:
- 1st Refinement Definition
- 2nd Refinement Definition
- ...
- nth Refinement Definition

3.2.1 Title

Definition	A name given to the resource.
Comments	Typically, a Title will be a name by which the resource is formally known. *If the resource being described is an HTML web page, then the content of "Title" **must** match the content of the HTML `<title>` tag.*
Refinements	Alternative Any form of the title used as a substitute or alternative to the formal title of the resource.
Repeatability	"Title" is repeatable when a single web resource has titles in more than one language. "Alternative" is repeatable.
Encoding Schemes	Branches, departments, program areas or project teams may define their own web resource title formats.
Obligation	Title Mandatory Alternative Optional

HTML Examples	For the Government of Ontario's Central site:
	`<title>Government of Ontario, Canada: Home Page</title>`
	`<meta name="dc.title" content="Government of Ontario, Canada: Home Page" />`
	
	For a bilingual website's splash page with titles in both English and French:
	`<title>ONTERM Entry page/Page de garde d'ONTERM</title>`
	`<meta name="dc.title" content="ONTERM Entry page" />`
	`<meta name="dc.title" content="Page de garde d'ONTERM" />`
	
	For a non-HTML web resource with the formal title "Defining Programs and Services in the Ontario Public Service" and a commonly known informal title:
	`<meta name="dc.title" content="Defining Programs and Services in the Ontario Public Service" />`
	`<meta name="dc.title.alternative" content="Service Definition Handbook" />`

3.2.2 Creator

Definition	An entity primarily responsible for making the content of the resource.
Comments	*Specifies the organization, individual and/or system responsible for the creation of the resource.*
Refinements	None
Repeatability	"Creator" is repeatable.
Encoding Schemes	When specifying an organizational hierarchy, start with the largest organizational level you wish to specify. When specifying an individual, express the individual's name starting with their last name followed by a comma, then their first name. An individual's job title may be included as well following their name.
Obligation	Creator Mandatory

HTML Examples	For a web resource created by the Highways and Business Services Application Solutions Branch of the Ministry of Transportation:
	`<meta name="dc.creator" content="Government of Ontario, Ministry of Transportation, Transportation I&IT Cluster, Highways and Business Services Application Solutions Branch" />`
	
	For a web resource created by the Veterinary Science branch of the Ministry of Agriculture and Food:
	`<meta name="dc.creator" content="Government of Ontario, Ministry of Agriculture and Food, Agriculture and Food Division, Livestock Technology, Veterinary Science" />`
	
	For a web resource created by an individual named Jane Doe:
	`<meta name="dc.creator" content="Doe, Jane" />`
	
	For a web resource created by an external consulting firm:
	`<meta name="dc.creator" content="GovConsultants Inc." />`

3.2.3 Subject and *Keywords*

Definition	The topic of the content of the resource.
Comments	Typically, a Subject will be expressed as keywords, key phrases or classification codes that describe a topic of the resource. *If the web resource being described is an HTML web page, then both the Dublin Core "Subject" metadata element and the HTML* `<keywords>` *meta tag **must** be used.* `<keywords>` *may include natural language terms that have not been selected from a controlled vocabulary but the terms used to populate* `<keywords>` ***must** at least include the controlled terms used to populate the Dublin Core "Subject" metadata element.*
Refinements	None
Repeatability	"Subject" and "Keywords" are repeatable.
Encoding Schemes	Subject terms **must** be chosen from an approved controlled vocabulary.
Obligation	Subject Mandatory
	Keywords Conditional If the web resource being described is an HTML web page, then "Keywords" is mandatory.

HTML Examples	For an HTML web resource with multiple subject terms chosen from the "abc" controlled vocabulary:
	`<meta name="dc.subject" scheme="abc" content="Tourism; Toronto; Ontario" />`
	`<meta name="keywords" content="Tourism; Toronto; Ontario; Travelling; Visiting Toronto" />`
	
	For an HTML web resource with subjects chosen from multiple controlled vocabularies:
	`<meta name="dc.subject" scheme="gccore" content="Nutrition; Vitamins; Cooking" />`
	`<meta name="dc.subject" scheme="cv" content="Eating Right; Healthy Living" />`
	`<meta name="keywords" content="Nutrition, Vitamins, Cooking, Eating Right, Healthy Living" />`

3.2.4 Description

Definition	An account of the content of the resource.
Comments	Description may include but is not limited to: an abstract, table of contents, reference to a graphical representation of content or a free-text account of the content. *If the web resource being described is an HTML web page, then both the Dublin Core "Description" metadata element and the HTML `<description>` meta tag **must** be used. The content of both the Dublin Core "Description" metadata element and the HTML `<description>` meta tag **must** be equivalent.*
Refinements	None
Repeatability	"Description" is repeatable.
Encoding Schemes	-
Obligation	Description Mandatory

HTML Examples	For a description of the Government of Ontario's central website:
	`<meta name="dc.description" content="The official home page of the Government of the Province of Ontario, Canada." />`
	`<meta name="description" content="The official home page of the Government of the Province of Ontario, Canada." />`

3.2.5 Publisher

Definition	An entity responsible for making the resource available.
Comments	*Publisher **must** be populated with the name of an organization and/or group responsible for making the resource available in its current form.*
Refinements	None
Repeatability	"Publisher" is repeatable when multiple organizations or groups jointly publish a web resource.
Encoding Schemes	When specifying an organizational hierarchy, start with the largest organizational level you wish to specify.
Obligation	Publisher Mandatory

HTML Examples	For a web resource published by the Ministry of Culture's Public Relations unit:
	`<meta name="dc.publisher" content="Government of Ontario, Ministry of Culture, Deputy Minister, Communications Branch, Public Relations Unit" />`
	
	For a web resource jointly published by the Ministry of Citizenship and Immigration and the Government of Canada:
	`<meta name="dc.publisher" content="Government of Ontario, Ministry of Citizenship and Immigration" />`
	`<meta name="dc.publisher" content="Government of Canada" />`

3.2.6 Contributor

Definition	An entity responsible for making contributions to the content of the resource.	
Comments	*Specifies organizations, groups or individuals that contributed to the web resource.*	
Refinements	*Editor*	*The organization, group or individual responsible for the revision of the web resource for the purposes of publication or public presentation.*
	Page Designer	*The individual responsible for designing a web page.*
	Illustrator	*The individual responsible for creating an image.*
Repeatability	"Contributor" and its refinements are repeatable.	
Encoding Schemes	When specifying an organizational hierarchy, start with the largest organizational level you wish to specify. When specifying an individual, express the individual's name starting with their last name followed by a comma, then their first name. An individual's job title may be included as well following their name.	
Obligation	Contributor	Optional
	Editor	Optional
	Page Designer	Optional
	Illustrator	Optional
HTML Examples	For a web resource that received input from, but was not created by, the Regional Economic Development Branch of the Ministry of Northern Development and Mines: `<meta name="dc.contributor" content="Government of Ontario, Ministry of Northern Development and Mines, Northern Development Division, Regional Economic Development Branch" />` For a web resource that was edited by an individual: `<meta name="dc.contributor.editor" content="Smith, Jane" />` For a webpage designed by an individual: `<meta name="dc.contributor.pageDesigner" content="Doe, John" />` For images embedded in a web page that were created by the Communications and Marketing Branch of the Ministry of Community and Social Services: `<meta name="dc.contributor.illustrator" content="Government of Ontario, Ministry of Community and Social Services, Deputy Minister's Office, Communications and Marketing Branch" />`	

3.2.7 Date

Definition	A date associated with an event in the life cycle of the resource.	
Comments	Typically, Date will be associated with the creation or availability of the resource.	
Refinements	Available	Date (often a range) that the resource will become or did become available
	Created	Date of creation of the resource.
	Current As Of	*Date that the resource was last checked for validity.*
	Date Accepted	Date of acceptance of the resource (e.g. of thesis by university department, of article by journal, etc.).
	Date Submitted	Date of submission of the resource (e.g. thesis, articles, etc.).
	Issued	Date of formal issuance (e.g., publication) of the resource. *Use "Issued" to specify the date the web resource was first published on the web.*
	Modified	Date on which the resource was changed.
	Valid	Date (often a range) of validity of a resource.
Repeatability	"Date Created" and "Date Issued" are not repeatable. All other Date refinements are repeatable.	
Encoding Schemes	The World Wide Web Consortium's profile ("W3CDTF") of ISO 8601:2000 "Data Elements and Interchange Formats – Information Interchange – Representation of Dates and Time" **must** be used – http://www.w3.org/TR/NOTE-datetime	
Obligation	Date	N/A (Date **must** be refined)
	Available	Optional
	Created	Mandatory
	Current As Of	Optional
	Date Accepted	Optional
	Date Submitted	Optional
	Issued	Conditional If the web resource is being published in its current form on the web for the first time then "Issued" is mandatory.
	Modified	Conditional If the web resource has been modified since the date it was first published on the web then "Modified" is mandatory.
	Valid	Optional

HTML Examples	For a web resource created on September 17, 2004:
	`<meta name="dc.date.created" scheme="W3CDTF" content="2004-09-17" />`
	
	For a web resource created on July 5, 2004 but first published to the web on July 10, 2004:
	`<meta name="dc.date.created" scheme="W3CDTF" content="2004-07-05" />`
	`<meta name="dc.date.issued" scheme="W3CDTF" content="2004-07-10" />`
	
	For the same resource later updated on August 28, 2004:
	`<meta name="dc.date.created" scheme="W3CDTF" content="2004-07-05" />`
	`<meta name="dc.date.modified" scheme="W3CDTF" content="2004-08-28" />`
	
	For a web resource valid between September 17, 2004 and September 17, 2005:
	`<meta name="dc.date.valid" scheme="W3CDTF" content="2004-09-17/2005-09-17" />`
	
	For a web resource available on October 8, 2004 at 6:00 pm Eastern Standard Time (EST):
	`<meta name="dc.date.available" scheme="W3CDTF" content="2004-10-08T18:00-05:00" />`
	
	For a web resource available on November 20, 2004 at 6:00 pm Eastern Daylight Time (EDT):
	`<meta name="dc.date.available" scheme="W3CDTF" content="2004-11-20T18:00-04:00" />`

3.2.8 Type

Definition	The nature or genre of the content of the resource.
Comments	Type includes terms describing general categories, functions *or* genres for content.
Refinements	None
Repeatability	"Type" is repeatable.
Encoding Schemes	Recommended best practice is to select a value from an approved controlled vocabulary.
Obligation	Type Optional

HTML Examples	For a news release where the term "News Release" was chosen from the "abc" controlled vocabulary:
	`<meta name="type" scheme="abc" content="News Release" />`
	
	For a map posted on the web where the term "Map" was chosen from the "abc" controlled vocabulary::
	`<meta name="type" scheme="abc" content="Map" />`

3.2.9 Format

Definition	The physical or digital manifestation of the resource.
Comments	Typically, Format may include the media-type or dimensions of the resource. Format may be used to determine the software, hardware or other equipment needed to display or operate the resource. Recommended best practice is to select a value from the list of Internet Media Types *(also known as MIME types)* defining computer media formats.
Refinements	None
Repeatability	"Format" is not repeatable.
Encoding Schemes	Internet Media Types (IMT) Scheme (also known as MIME types) - http://www.iana.org/assignments/media-types/
Obligation	Format Mandatory

HTML Examples	For an HTML web page:
	`<meta name="dc.format" scheme="IMT" content="text/html" />`
	
	For an Adobe® PDF document posted on the web:
	`<meta name="dc.format" scheme="IMT" content="application/pdf" />`
	
	For a Microsoft® Word document posted on the web:
	`<meta name="dc.format" scheme="IMT" content="application/msword" />`

3.2.10 Identifier

Definition	An unambiguous reference to the resource within a given context.
Comments	Recommended best practice is to identify the resource by means of a string or number conforming to a formal identification system. Example formal identification systems include the Uniform Resource Identifier (URI) (including the Uniform Resource Locator (URL)), the Digital Object Identifier (DOI) and the International Standard Book Number (ISBN). *If the web resource being described does not have an identifier conforming to a formal identification system, the URI of the web resource must be used.* *If the web resource being described has been assigned an ISBN or an ISSN, then the ISBN or ISSN number **must** be used.* *Refer to the "Government Publications Directive" and the "Obtaining an ISBN/ISSN for Ontario Government Publications & ISBN/ISSN Printing Instruction FAQ" for information on which documents require an ISBN or an ISSN and how to obtain them.* *Government Publication Directive -* http://intra.pmed.mbs.gov.on.ca/mbc/pdf/Government_Publications.pdf *Obtaining an ISBN/ISSN for Ontario Government Publications & ISBN/ISSN Printing Instruction FAQ -* *http://www.ontla.on.ca/library/isn/isnfaq.pdf*
Refinements	None
Repeatability	"Identifier" is repeatable.
Encoding Schemes	URI – http://www.ietf.org/rfc/rfc2396.txt ISBN – http://www.isbn-international.org/ ISSN – http://www.issn.org:8080/pub/ DOI - http://www.doi.org/index.html Other encoding schemes may be used as well, such as the native identifier encoding schemes used by Content Management Systems.
Obligation	Identifier Mandatory

HTML Examples	For an HTML web page:
	`<meta name="dc.identifier" scheme="URI" content="http://www.gov.on.ca" />`
	
	For a web resource that has been assigned an ISBN number:
	`<meta name="dc.identifier" scheme="ISBN" content="0-123456-78-9" />`

3.2.11 Language

Definition	A language of the intellectual content of the resource.
Comments	*The ISO639-2 three character bibliographic language codes **must** be used.* *For a web resource in American Sign Language (ASL), use the code "sgn-US".* *For a web resource in La langue des signes québécoise (LSQ), use the code "sgn-CA-QC".*
Refinements	None
Repeatability	"Language" is repeatable when the web resource being described is multilingual.
Encoding Schemes	ISO639-2 - http://www.loc.gov/standards/iso639-2/englangn.html
Obligation	Language Mandatory

HTML Examples	For a web resource in English:
	`<meta name="dc.language" scheme="ISO629-2" content="eng" />`
	
	For a web resource in French:
	`<meta name="dc.language" scheme="ISO629-2" content="fre" />`
	
	For a web resource in both English and French:
	`<meta name="dc.language" scheme="ISO629-2" content="eng" />`
	`<meta name="dc.language" scheme="ISO629-2" content="fre" />`

3.2.12 Relation

Definition	A reference to a related resource.	
Comments	Recommended best practice is to reference the resource by means of a string or number conforming to a formal identification system.	
Refinements	Conforms To	A reference to an established standard to which the resource conforms.
	Has Adaptation	*The described resource in the source language has an adapted version in the target language, namely the referenced resource.*
	Has Format	The described resource pre-existed the referenced resource, which is essentially the same intellectual content presented in another format.
	Has Part	The described resource includes the referenced resource either physically or logically.
	Has Translation	*The described resource in the source language has a translated version in the target language, namely the referenced resource.*
	Has Version	The described resource has a version *or* edition namely, the referenced resource.
	Is Adaptation Of	*The described resource is an adaptation in the target language of the referenced resource in the source language.*
	Is Format Of	The described resource is the same intellectual content of the referenced resource, but presented in another format.
	Is Part Of	The described resource is a physical or logical part of the referenced resource.
	Is Referenced By	The described resource is referenced, cited, or otherwise pointed to by the referenced resource.
	Is Replaced By	The described resource is supplanted, displaced, or superseded by the referenced resource.
	Is Required By	The described resource is required by the referenced resource, either physically or logically.
	Is Translation Of	*The described resource is a translation in the target language of the referenced resource in the source language.*
	Is Version Of	The described resource is a version *or* edition of the referenced resource. Changes in version imply substantive changes in content rather than differences in format.
	References	The described resource references, cites, or otherwise points to the referenced resource.
	Replaces	The described resource supplants, displaces, or supersedes the referenced resource.
	Requires	The described resource requires the referenced resource to support its function, delivery, or coherence of content.
Repeatability	"Relation" and all of its refinements are repeatable.	
Encoding Schemes	When specifying the language of the intellectual content of a referenced resource, the ISO639-2 three character bibliographic language codes **must** be used. ISO639-2 - http://www.loc.gov/standards/iso639-2/englangn.html	
Obligation	Relation	Optional

	Conforms To	Optional
	Has Adaptation	Conditional If there exists an adapted version of the web resource in an alternative language, then "Has Adaptation" is mandatory and **must** be populated with the adapted version's title and location.
	Has Format	Conditional If the web resource is available in another format, then "Has Format" is mandatory. Use "Has Format" to indicate the location of the alternate format.
	Has Part	Optional
	Has Translation	Conditional If there exists a translated version of the web resource, then "Has Translation" is mandatory and **must** be populated with the translated version's title and location.
	Has Version	Optional
	Is Adaptation Of	Conditional If the web resource is an adaptation of another web resource in an alternative language then "Is Adaptation Of" is mandatory and **must** be populated with the source web resource's title and location.
	Is Format Of	Optional
	Is Part Of	Optional
	Is Referenced By	Optional
	Is Replaced By	Optional
	Is Required By	Optional
	Is Translation Of	Conditional If the web resource is a translation of another web resource then "Is Translation Of" is mandatory and **must** be populated with the source web resource's title and location.
	Is Version Of	Optional
	References	Optional
	Replaces	Optional
	Requires	Optional

HTML Examples	For a web resource that has a related news release:
	`<meta name="dc.relation" content="News Release, http://www.gov.on.ca/FIN/english/media/2004/nre9-maple.htm" />`
	
	For a web resource that conforms to a known standard:
	`<meta name="dc.relation.conformsTo" content="GO-ITS 23.2 - World Wide Web - Content Standard" />`
	
	For an HTML web resource also available as an Adobe® PDF document:
	`<meta name="dc.relation.hasFormat" content="http://www.gov.on.ca/FIN/english/economy/ statement04/04fs-eng.pdf" />`
	
	For a web resource also available in French:
	`<meta name="dc.relation.hasTranslation" lang="fre" content="Loi sur l'accès à l'information et la protection de la vie privée, http://www.e-laws.gov.on.ca/DBLaws/Statutes/French/90f31_f.htm" />`
	
	For a web resource that is a French translation of an English web resource:
	`<meta name="dc.relation.isTranslationOf" lang="eng" content="Freedom of Information and Protection of Privacy Act, http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/90f31_e.htm" />`
	
	For a web resource that makes reference to the Dublin Core Metadata Element Set:
	`<meta name="dc.relation.references" content="Dublin Core Metadata Terms, http://dublincore.org/documents/dces/" />`
	
	For a web resource that replaces another existing resource:
	`<meta name="dc.relation.replaces" content="Web Metadata Working Group Terms of Reference Version 1.1" />`
	
	For a French adaptation of the Ontario Health and Physical Education Curriculum for Grades 1-8:
	`<meta name="dc.relation.isAdaptationOf" lang="eng" content="Health and Physical Education, The Ontario Curriculum, Grades 1-8, 1998" />`

3.2.13 Coverage

Definition	The extent or scope of the content of the resource.	
Comments	Coverage will typically include spatial location (a place name or geographic coordinates), temporal period (a period label, date, or date range) or jurisdiction (such as a named administrative entity). *When specifying a spatial location name, ensure that the location name is as unambiguous as possible.*	
Refinements	*Jurisdiction*	*The name of the political or administrative body covered by the content of the resource.*
	Spatial	Spatial *coverage* of the intellectual content of the resource.
	Temporal	Temporal *coverage* of the intellectual content of the resource.
Repeatability	"Jurisdiction", "Spatial" and "Temporal" are repeatable.	
Encoding Schemes	When specifying a date or date range, The World Wide Web Consortium's profile ("W3CDTF") of ISO 8601:2000 "Data Elements and Interchange Formats – Information Interchange – Representation of Dates and Time" **must** be used – http://www.w3.org/TR/NOTE-datetime	
Obligation	Coverage	N/A (Coverage **must** be refined)
	Jurisdiction	Optional
	Spatial	Optional
	Temporal	Optional

HTML Examples	For a web resource whose content applies to the Province of Ontario:
	`<meta name="dc.coverage.jurisdiction" content="Ontario, Canada" />`
	
	For a web resource whose content applies to the Region of Peel:
	`<meta name="dc.coverage.jurisdiction" content="Region of Peel, Ontario, Canada" />`
	
	For a web resource whose content applies to the region known as the Greater Toronto Area:
	`<meta name="dc.coverage.spatial" content="Greater Toronto Area" />`
	
	For a web resource whose content is about events that occurred between January 1st, 2003 and December 31st, 2003:
	`<meta name="dc.coverage.temporal" scheme="W3CDTF" content="2003-01-01/2003-12-31" />`
	
	For a web resource whose content is about the time period known as "The Renaissance":
	`<meta name="dc.coverage.temporal" content="The Renaissance" />`	

3.2.14 Rights

Definition	*A statement or a pointer to a statement* about rights held in and over the resource.	
Comments	Typically, a Rights element will contain a rights management statement for the resource, or reference a service providing such information. Rights information often encompasses Intellectual Property Rights (IPR), Copyright, and various Property Rights. If the Rights element is absent, no assumptions can be made about the status of these and other rights with respect to the resource.	
Refinements	Access Rights	Information about who can access the resource or an indication of its security status. *The value of Access Rights could include the privileges of a group, a role or individuals.*
	Information Classification Level	*The sensitivity value of the resource from the "Information Classification Policy".*
	Intellectual Property	*Use to express trademark and/or patent and/or copyright notices as applicable.*
Repeatability	"Rights" **must** be refined with "Access Rights", "Information Classification Level" or "Intellectual Property". "Information Classification Level" is not repeatable. "Access Rights" and "Intellectual Property" are repeatable.	
Encoding Schemes	For the "Information Classification Level" refinement, use the sensitivity values from the "Canadian Information Classification Schema" as described by the "Information Classification Policy" - http://intra.security.gov.on.ca/resources/Info_Classification_Policy_Dec_2003.doc	
Obligation	Rights	N/A (Rights **must** be refined)
	Access Rights	Optional
	Information Classification Level	Conditional If the web resource has been assigned a sensitivity level of "Low", "Medium" or "High" then "Information Classification Level" is mandatory.
	Intellectual Property	Mandatory

HTML Examples	For a web resource intended for Ontario Public Service staff only:
	 `<meta name="dc.rights.accessRights" content="Restricted to Ontario Public Service Employees" />`
	
	 The copyright notice for a Government of Ontario web resource:
	 `<meta name="dc.rights.intellectualProperty" content="Copyright Queen's Printer for Ontario, 2005, http://www.gov.on.ca/MBS/english/common/queens.html" />`
	
	 For a web resource that has been assigned a value of "Low Sensitivity" from the Canadian Information Classification Schema (CICS) as described by the "Information Classification Policy":
	 `<meta name="dc.rights.informationClassificationLevel" content="Low Sensitivity" />`	

3.2.15 Audience

Definition	A class of entity for whom the resource is intended or useful.
Comments	A class of entity may be determined by the creator or the publisher or by a third party. *When choosing a value from a controlled vocabulary, indicate the name of the controlled vocabulary the value was selected from.*
Refinements	None
Repeatability	"Audience" is repeatable.
Encoding Schemes	The Government of Canada Audience Scheme is suggested but not mandatory - http://www.cio-dpi.gc.ca/im-gi/mwg-gtm/aud-aud/docs/2003/schemfinal/schemfinal_e.asp
Obligation	Audience Optional

HTML Examples	For a web resource intended for seniors:
	`<meta name="dcterms.audience" content="Seniors" />`
	
	For a web resource intended for persons looking for a job where the value has been chosen from the Government of Canada Audience Scheme:
	`<meta name="dcterms.audience" scheme= "gcaudience" content="job seekers" />`

3.2.16 Mandate

Definition	*A specific authority, which requires the resource to be created or provided.*
Comments	*Use this element to indicate the specific legal mandate that requires the resource being described, to be created or provided to the public. The content of this element should be a reference to a legal instrument such as an Act, Regulation or Contract.*
Refinements	None
Repeatability	"Mandate" is repeatable.
Encoding Schemes	-
Obligation	*Mandate* Optional
HTML Examples	For a web resource that has been produced by order of an Act of Parliament: `<meta name="go.mandate" content="Automobile Rate Stabilization Act, 2003" />`

3.2.17 Version

Definition	*Number or name of the version, edition, release or revision of the web resource.*
Comments	*Branches, departments, program areas, project teams or individuals may define their own web resource version numbering conventions.*
Refinements	-
Repeatability	"Version" is not repeatable.
Encoding Schemes	-
Obligation	*Version* Optional

HTML Examples	For a web resource that is to be considered a draft version:
	`<meta name="go.version" content="draft version 1.3.0" />`
	
	For a web resource that is to be considered the final version:
	`<meta name="go.version" content="Final Version" />`
	
	For the second edition of version 3.0 of a web resource :
	`<meta name="go.version" content="Version 3.0, Second Edition" />`

3.2.18 Contact

Definition	The individual or organization to contact with questions or comments about the web resource.	
Comments	This element is intended for administrative purposes within the Government of Ontario.	
Refinements	Content	The individual or organization to contact with questions or comments about the intellectual content of the web resource.
	Technical	The individual or organization to contact with questions or comments about technical issues regarding the web resource.
Repeatability	"Contact" and all of its refinements are repeatable.	
Encoding Schemes	When specifying an organizational hierarchy, start with the largest organizational level you wish to specify. When specifying an individual, express the individual's name starting with their last name followed by a comma, then their first name. An individual's job title may be included as well following their name.	
Obligation	Contact	Optional
	Content	Optional
	Technical	Optional

HTML Examples	The general contact for a web resource:
	`<meta name="go.contact" content="Government of Ontario, Management Board Secretariat, Office of the Corporate Chief Information Officer, Office of the Corporate Chief Strategist, E-Government Branch, eGov@mbs.gov.on.ca" />`
	
	For a web resource with an email address for technical support:
	`<meta name="go.contact.technical content="support@gov.on.ca" />`
	
	For a web resource with an individual to contact with questions regarding the intellectual content of the web resource:
	`<meta name="go.contact.content" content="Doe, John, John.Doe@gov.on.ca" />`	

3.2.19 Records Retention Schedule ID

Definition	*The unique identifier used to identify the applicable records retention schedule.*
Comments	*Should identify the ministry, title and identification code for the applicable records retention schedule.* *For guidance related to Records Retention Schedules, see the "Guidelines for the Ontario Government's Records Scheduling Program" - http://www.archives.gov.on.ca/english/rimdocs/guidlist.htm.*
Refinements	-
Repeatability	"Records Retention Schedule ID" is not repeatable.
Encoding Schemes	-
Obligation	*Records Retention Schedule ID* <table><tr><td>Conditional</td></tr><tr><td>If the web resource being described has an applicable Records Retention Schedule, then "Records Retention Schedule ID" is Mandatory.</td></tr></table>
HTML Examples	For a web resource following the Ministry of Labour's Employment Practices Branch Record Retention Schedule: `<meta name="go.recordsRetentionScheduleID" content="MOL-37R, Operations, Employment Practices Branch, Ministry of Labour" />`

4. Errata

Created: September 27, 2004
Updated: March 14, 2005

5. Copyright

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6. References

Archives of Ontario – Records Scheduling Guidelines:
http://intra.archives.mbs.gov.on.ca/#scheduling

Digital Object Identifier (DOI) System:
http://www.doi.org/index.html

Dublin Core Metadata Element Set (DCMES) Version 1.1:
http://dublincore.org/documents/dces/

Dublin Core Metadata Initiative (DCMI):
http://dublincore.org

DCMI Metadata Terms:
http://dublincore.org/documents/dcmi-terms/

Freedom of Information and Protection of Privacy Act:
http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/90f31_e.htm

Government of Ontario Access and Privacy Office:
http://www.gov.on.ca/MBS/english/fip

Government of Ontario Information Technology Standards:
http://www.gov.on.ca/MBS/techstan/

Government Publication Directive:
http://intra.pmed.mbs.gov.on.ca/mbc/pdf/Government_Publications.pdf

Information Classification Policy:
http://intra.security.gov.on.ca/resources/Info_Classification_Policy_Dec_2003.doc

Internet Media Types (IMT) Scheme (also known as MIME types):
http://www.iana.org/assignments/media-types/

International Standard Book Number (ISBN):
http://www.isbn-international.org/

ISO Standard 639-2 (three character bibliographic language codes):
http://www.loc.gov/standards/iso639-2/englangn.html

ISO Standard 15836-2003:
http://www.niso.org/international/SC4/n515.pdf

International Standard Serial Number (ISSN):
http://www.issn.org:8080/pub/

NISO Standard Z39.85-2001:
http://www.niso.org/standards/resources/Z39-85.pdf

Obtaining an ISBN/ISSN for Ontario Government Publications & ISBN/ISSN
Printing Instruction FAQ:
http://www.ontla.on.ca/library/isn/isnfaq.pdf

Uniform Resource Identifier:
http://www.ietf.org/rfc/rfc2396.txt

The World Wide Web Consortium's profile of ISO 8601:2000 "Data Elements and
Interchange Formats – Information Interchange – Representation of Dates and
Time":
http://www.w3.org/TR/NOTE-datetime

7. Glossary of Terms

Dublin Core Metadata Initiative (DCMI): An open forum engaged in the development of interoperable online metadata standards that support a broad range of purposes and business models.

Dublin Core Metadata Element Set (DCMES): A set of 15 Metadata Elements developed by the Dublin Core Metadata Initiative.

DCMI Metadata Terms: All metadata terms maintained by the Dublin Core Metadata Initiative (DCMI) including metadata elements, element refinements, encoding schemes, and vocabulary terms.

Element: A property of a resource. "Properties" are attributes of web resources – characteristics that a web resource may "have", such as a Title, Creator or Subject.

Encoding Scheme: An Encoding Scheme provides contextual information or parsing rules that aid in the interpretation of an element or refinement's value. Such contextual information may take the form of controlled vocabularies, formal notations, or parsing rules.

Government of Ontario Web Metadata Element Set (GO-WMES): The common set of metadata elements and element refinements for describing Government of Ontario web resources. The GO-WMES is based on the Dublin Core Metadata Element Set and the DCMI Metadata Terms.

Metadata: Data that describes data and that enables collaboration and interoperability.

Refinement: An Element Refinement is a property of a resource that shares the meaning of a particular metadata element but with narrower semantics.

Semantics: Significance or meaning. In the case of Dublin Core, the significance or intended meaning of individual metadata elements and their components.

Source Language: The original language of a document before it is translated.

Syntax Encoding Scheme: Syntax Encoding Schemes indicate that the value is a string formatted in accordance with a formal notation, such as "2004-01-01" as the standard expression of a date.

Target Language: The language a document is to be or has been translated into.

Uniform Resource Identifier (URI): The generic term for all types of names and addresses that refer to objects on the World Wide Web. URIs include both URLs and URNs.

Uniform Resource Locator (URL): A unique address for a resource accessible on the World Wide Web. A URL consists of an access protocol and a server domain name and may also include the access path to a web resource found on the server. A URL is a type of Uniform Resource Identifier (URI).

Uniform Resource Name (URN): A URI that has some assurance of persistence beyond that normally associated with an Internet domain or host name. A URN is not location dependant.

Vocabulary Encoding Scheme: Vocabulary encoding schemes indicate that a metadata element or a refinement's value is a term from a controlled vocabulary, such as the value "Architectural Heritage" from the Government of Canada's Core Subject Thesaurus.

Web Resource: An information resource addressable via a Uniform Resource Locator (URL).