AGLS Victoria
Metadata Implementation Manual

Information Victoria

A guide to implementing and managing AGLS metadata in Victorian Government departments and agencies

JULY 2011
Version 4.0

State Government Victoria

Contents

1   About this manual

The *AGLS Victoria: Metadata Implementation Manual* provides online content and web staff with guidance on how to ensure compliance with AS5044-2010, the Victorian Government *Discoverability Standard* and the requirements of the Victorian Information Management Framework (IMF).

The manual focuses on practical metadata implementation advice using Victorian Government examples of AGLS (Australia Government Locator Service) compliant metadata.

AGLS is an Australian metadata standard (AS5044-2010) used to describe online Government resources. The implementation of AGLS metadata is mandatory for Australian Government Agencies.

AGLS is also a mandatory requirement for Victorian Government Agencies and is a key component of the Whole of Victorian Government *Discoverability Standard*. The Standard states:

"Agencies will ensure information on their websites is discoverable…"

and, more specifically:

"4. Implement descriptive and meaningful values for the mandatory and recommended properties of the AGLS Metadata Standard (AS 5044-2010) on all web pages."

1.1.1   Stewardship

- The National Archives of Australia is the maintenance agency for the *AGLS Metadata Standard*.
- Information Victoria is the maintenance agency for the *Discoverability Standard*.

1.1.2   Intended audience

This manual is intended to guide departmental and agency staff in the best practice implementation of AGLS metadata within a Victorian Government context.

The staff who will benefit the most from this manual are those who:

- Create online content
- Provide custodianship or management of online and offline resources and services
- Coordinate web-based agency policy and practice

- Develop, manage and maintain Victorian Government web sites.

1.2 Purpose

AGLS metadata is 'discovery' metadata. It is used to describe web pages, documents, services and offline resources.

Discovery metadata is used to improve the way people and technology find, group and index electronic resources. It can be used to electronically exchange descriptions of resources with other web sites and agencies. Importantly, metadata is one of the main mechanisms for indexing and presenting search results on many Government web sites (eg, www.vic.gov.au).

While the *AGLS Metadata Standard* has a focus on Government resources many private organisations implement the Standard as it is based on internationally recognised principles of best metadata practice.

In the past 10 years, most Victorian agencies have implemented some online metadata, however with the regular creation of new web sites, changes to AS 5044-2010 and the introduction of the PSI (Public Sector Information) Custodianship Model, current governance, implementation and management models require revision.

Adopting and managing AGLS metadata requires governance and planning. This manual will help you:

- Understand the role of metadata in your web initiative
- Understand Victorian metadata implementation requirements
- Manage AGLS metadata within an agency
- View examples of best practice metadata authoring
- Select technologies that support AGLS authoring and rendering
- Communicate your web activities to www.vic.gov.au.

1.3 Impacts of the Standard on current implementations

The main changes to the *AGLS Metadata Standard* are aligned with changes to the international Dublin Core Metadata Initiative (DCMI). These changes include:

- changes to the terminology used to describe AGLS metadata
- new conventions for coding Dublin Core (DC) and AGLS.

Important:
Not all DCMI changes are immediately apparent in AS 5044-2010. DCMI suggest different levels of implementation to support different system complexities and interoperability requirements. These may be critically

important to some projects. For further information see http://dublincore.org/documents/abstract-model/.

The changes in terminology impact the way metadata elements are described when broken down into their component parts (eg. elements are now properties and element refinements and some qualifiers are now sub-properties).

The coding conventions impact the way the namespace is referenced for each property (eg. DC.title is now DCTERMS.title) and the way the namespace is acknowledged at the beginning of the metadata record eg.:

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

The number of namespaces referenced depends on the types of properties used.

Impacts on the **_AGLS Victoria Implementation Manual_** also include the implementation of the _Victorian Information Management Framework_ and updates to the **_Discoverability Standard_**.

These changes are further discussed in _Section 4: Creating Metadata, Section 6: Managing Metadata_ and _Section 7: Metadata and Technology_.

1.3.1   Changes to terminology

The changes to terminologies and application of programming syntax are intended to further align the AGLS Metadata Standard to global standards and increase metadata interoperability. They align AGLS to the _DCMI Abstract Model_.

The main terms and concepts affected include:

This term…	is replaced by this term…
element	property
element refinement	property with sub-property of relation

encoding scheme	syntax encoding scheme or vocabulary encoding scheme
	
	vocabulary encodings schemes – ie. DCMIType, IMT, LCSH, MESH, NLM, TGN, UDC, eg.
	
	`<meta name="DCTERMS.type" scheme="DCTERMS.DCMIType" content="Event">`
	
	syntax encoding schemes – ie. ISO3166, ISO639-2, ISO639-3, RFC5646, eg.
	
	`<meta name="DCTERMS.spatial" scheme="DCTERMS.ISO3166" content="AU; NZ">`
	
	Note: The syntax and vocabulary encoding schemes need to be preceded by the correct

	namespaces as well.
qualifier	property with sub-property of relation, syntax encoding scheme or vocabulary encoding scheme
metadata statements	in DCMI these are now 'descriptions'
metadata record	in DCMI these are now 'description sets'

literals	value strings – may include syntax or be plain
	
	syntax
	
	`<meta name="DCTERMS.modified" scheme="DCTERMS.ISO8601" content="2008-01-29">`
	
	plain
	
	`<meta name="DCTERMS.creator" content="Department of Premier and Cabinet" />`

non-literals	physical, digital or conceptual entities eg. `<meta name="DCTERMS.extent" content="1.5 megabytes" />`

1.3.2   Impacts on Governance

- A distributed approach to metadata creation is now the mandated approach to metadata creation for Victorian government (Recommendation 31 of the EDIC Report).

- Agencies are permitted to retain implementations that were compliant to the previous version of the Standard using the legacy 'DC.' or 'AGLS.' terms. **However**, agencies are encouraged to migrate records over time to the more precise 'DCTERMS.' or 'AGLSTERMS.' syntax to provide greater interoperability between technical platforms.

- A new obligation class of *Recommended* has been introduced.

- The role of administrative metadata has been recognised. Administrative metadata properties have been added. As a group of properties, they are optional, however where they are used, there are obligations and they must be followed.

- The *Minimum set of resources that require AGLS metadata* is no longer part of the Standard but is still referenced in the *AGLS Metadata Standard: Australian Government Implementation Manual* as a requirement of the (Commonwealth) *Government Online Strategy*.

1.3.3   Impacts on Implementation

- Metadata was previous grouped into elements refined using qualifiers. Elements are now called *properties. Terms* and *qualifiers* are also *properties or sub-properties* depending on their relationship in the context of use.

- Using the new properties breakdown, the 15 Dublin Core elements and 4 AGLS specific elements are now 62 properties and sub-properties.

- Most properties using DC change to DCTERMS and AGLS to AGLSTERMS. There are exceptions (eg. DC.coverage.jurisdiction changes to AGLS.jurisdiction). Check individual properties for details.

> **Note:**
> Vocabulary and syntax encoding schemes also reference namespaces (eg. scheme="URI" changes to scheme="DCTERMS.URI"). Check individual properties for details.

- Extend all namespace prefixes used to include the word TERM (eg. DC becomes DCTERM, AGLS becomes AGLSTERM).

- identify any metadata properties you have qualified as they will need to be broken up into their new properties

PREVIOUS	NEW
DC.Date.Created	DCTERMS.created
DC.Date.Modified	DCTERMS.modified
DC.Coverage.jurisdiction	AGLSTERMS.jurisdiction

- New terms are available for Agents, Availability and Administrative metadata and AGLS Audience has been expanded.

- If you are using the AGLS Agent scheme each sub-property is broken down onto a separate line, see reference **AGLS Part 2 – Usage Guide, 6.0 Agent Metadata Terms and Examples**.

- There are different levels of implementation which support different business outcomes and increasing levels of interoperability. To understand these you need to get a deep understanding of the DMCI-Abstract model.

- Examples in the AGLS Standard now also include XHTML.

1.4   Background

The use of the Internet and computer systems has increased issues related to information storage, access and control. The more information we store, the more we can't find.

Metadata is one of the earliest systems used to track information (eg. an old card catalogue in a library where each card is a metadata record relating to a book). The electronic concept of metadata came from the early theorists in database management who needed to be able to reference the aspects of the data models they were using for administrative purposes. Today metadata is still one of the most effective ways to describe 'things' (resources or artefacts) and their relationship to one another.

As our use of database-driven storage systems has increased and become more complex, so have the metadata models and standards used to manage them.

Metadata

It is believed that the term metadata was first used by Peter King who wrote a paper on data dictionary work in the late sixties. References to Professor Dr. Hannu Kangassalo of the University of Tampere) in 1973 also use the term in *An Infological Approach to Data Bases* [1]:

> "information about the data representation of the information contents of the data base; example file descriptions.
> Remark. Data representation of meta-information will be called meta-data. Sub-systems of data bases containing meta-information and data representation thereof may be called meta-data-bases."

The oldest known implementation of a meta-data-base is the EDMS (Electronic Document Management System) database management System developed by the Data Management Research Lab of Control Data Corporation in 1978.[2]

Dublin Core
http://dublincore.org

Dublin Core was conceived from a workshop in Dublin, Ohio, in March 1995 where several attendees of the 2nd International World Wide Web Conference, Chicago, October 1994 met to discuss metadata semantics. The group formalised and developed DC (Dublin Core) metadata standards focussed on 15 core metadata elements. This standard was further adopted by the Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH) and was further sanctioned as IETF RFC 5013, ANSI/NISO Standard Z39.85-2007, and ISO Standard 15836:2009.

The work of Dublin Core continued to focus on ways to translate metadata descriptions from different sources (using different classification methods) to an interoperable format. Changes to the work of DCMI in 2008 further support metadata automation and led to changes in standards that reference DCMI, including AGLS.

AGLS Metadata
http://www.agls.gov.au/

AGLS was first developed by National Archives of Australia in 1997/1998 in response to *Recommendation* 6 in the report of the *Information Management Steering Committee*, *The Management of Government Information as a National Strategic Resource*.

In 2002 AGLS became an Australian Standard (AS 5044). This Australian Standard was then superseded and expanded (AS 5044-2010) to align its terminology and recommended use to changes to the changes that had taken place in the work of DCMI.

AGLS Victoria
http://www.egov.vic.gov.au/victorian-government-resources/manuals-and-toolkits-victoria/agls-victoria-metadata-implementation-manual.html

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[1] Sundgren, B. *An Infological Approach to Data Bases*. URVAL No.7, Statistiska Centralbyrån, Stockholm, 1973. Ph.D. dissertation. page 104 - 105

[2] Ref: User Manual van EDMS v.5, Control Data Corporation, Brussels, 1978. Note: earlier versions of this manual may exist.

The first version of the Victorian manual was released in August 2002 to coincide with the release of the AGLS Metadata Standard (AS5044). It was updated in 2004 to align to the first release of the Victorian *Discoverability Standard*.

This version of the manual has been updated to align to changes in the *Discoverability Standard*, the implementation of the Victorian *Information Management Framework* and to the release of *AS 5044-2010*.

1.5   Further information

If you require further information or assistance with the implementation of metadata within your department or agency, please contact:

eServices
Information Victoria
Department of Business and Innovation
GPO Box 4509 Melbourne VIC 3001
email: to agls-queries@egov.vic.gov.au

Key resources

For further information and a deeper understanding of the implementation of the standard visit:

Victorian Discoverability Standard
http://www.egov.vic.gov.au/victorian-government-resources/website-management-framework-wmf-/government-website-standards-victoria/discoverability-standard.html

Australian Government Locator Service (AGLS)
http://www.agls.gov.au/
   ▪ AGLS Metadata Standard: Part 1, Reference Description
     http://www.agls.gov.au/pdf/AGLS%20Metadata%20Standard%20Part%201%20Reference%20Description.PDF

   ▪ AGLS Metadata Standard: Part 2, Usage Guide
     http://www.agls.gov.au/pdf/AGLS%20Metadata%20Standard%20Part%202%20Usage%20Guide.PDF

   ▪ AGLS Metadata Standard: Australian Government Implementation Manual
     http://www.naa.gov.au/records-management/publications/agls-manual.aspx

   ▪ AGLS Metadata Standard: Guide to Expressing AGLS metadata in XML v1.0
     http://www.agls.gov.au/pdf/Guide%20to%20expressing%20AGLS%20metadata%20in%20XML%20v1.0.PDF

   ▪ AGLS Metadata Standard: Guide to Expressing AGLS metadata in RDF v1.0
     http://www.agls.gov.au/pdf/Guide%20to%20expressing%20AGLS%20metadata%20in%20RDF%20v1.0.PDF

- DCMI - Dublin Core Metadata Initiative
  http://dublincore.org/

1.5.1   Change control

This is Version 4.0 of the *AGLS Victoria: Metadata Implementation Manual*. This manual provides practical information on how to implement Information Victoria's, *Discoverability Standard*.

Given the extensive nature of AGLS 5044:2010, the manual has been rewritten to provide richer Victorian examples and to only reference, not reproduce the deeper technical information within the standard.

Version 4.0 includes:

- further examples of best practice metadata authoring and implementation techniques
- updated hyperlinks to references and resources
- a new quick reference table of property implementation hints and tips.

The AGLS standard continues to evolve. Any future revisions to the AGLS standard will be backwardly compatible with earlier versions of the standard or demonstrate a logical upgrade path.

2 Metadata: An introduction

Metadata literally translates to "data about data". In the context of web and online resources it is appropriate to think of metadata as *descriptive information about any resource.*

Metadata can be used to describe anything.

Metadata records help us identify resources when we:

- don't know what they are called

- don't know who owns or looks after them

- can't see the resource

- need permission or special instructions to access the resource.

These metadata records are presented online in lists, catalogues, search results and used for system administration purposes.

When you view a web page on the Internet you see the pictorial representation of the programming code.

Figure 1: AGLS Web Page – National Archives of Australia

If you view the programming source code for the page you can see whether the page contains metadata.

```
1   <!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Strict//EN" "http://www.w3.org/TR/xhtml1/DTD/xhtml1-strict.dtd">
2   <html xmlns="http://www.w3.org/1999/xhtml" xml:lang="en" lang="en">
3   <head>
4   <meta http-equiv="Content-Type" content="text/html; charset=iso-8859-1">
5   <link rel="stylesheet" type="text/css" href="style.css" />
6   <link rel="stylesheet" type="text/css" media="screen" href="css/superfish.css" />
7   <link rel="stylesheet" type="text/css" media="screen" href="css/superfish-vertical.css" />
8   <script type="text/javascript" src="js/jquery-1.2.6.min.js"></script>
9   <script type="text/javascript" src="js/hoverIntent.js"></script>
10  <script type="text/javascript" src="js/superfish.js"></script>
11  <link rel="schema.DCTERMS" href="http://purl.org/dc/terms/" />
12  <link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/" />
13  <title>AGLS Metadata Standard - Home</title>
14
15  <meta name="DCTERMS.title" content="AGLS Metadata Standard - Home" />
16  <meta name="DCTERMS.identifier" scheme="DCTERMS.URI" content="http://www.agls.gov.au/" />
17  <meta name="DCTERMS.creator" scheme="AGLSTERMS.AglsAgent" content="corporateName=National Archives of Australia;
     address=Queen Victoria Terrace, Parkes, ACT 2600; contact=+61 2 6212 3600" />
18  <meta name="DCTERMS.publisher" scheme="AGLSTERMS.AglsAgent" content="corporateName=National Archives of Australia;
     address=Queen Victoria Terrace, Parkes, ACT 2600; contact=+61 2 6212 3600" />
19  <meta name="DCTERMS.description" content="AGLS Metadata Standard" />
20  <meta name="DCTERMS.rights" content="Copyright Commonwealth of Australia 2008" />
21  <meta name="DCTERMS.created" scheme="DCTERMS.ISO8601" content="2008-05-19" />
22  <meta name="DCTERMS.modified" scheme="DCTERMS.ISO8601" content="2008-05-19T10:56:24+10:00" />
23  <meta name="DCTERMS.subject" content="metadata" />
24  <meta name="DCTERMS.language" scheme="DCTERMS.RFC4646" content="en-AU" />
25  <meta name="DCTERMS.format" scheme="DCTERMS.IMT" content="text/html" />
26  <meta name="AGLSTERMS.aggregationLevel" content="collection" />
27
```

Figure 2: Source Code Extract AGLS Web Page – National Archives of Australia

A metadata record is a way of creating a detailed description of a resource. The description is visible online (eg. as in search results).

AGLS Victoria: Metadata Implementation Manual

The AGLS Victoria: Metadata Implementation Manual provides Victorian Government departmental and agency staff with practical advice and recommended approaches to the implementation and management of AGLS (Australia Government Locator Service) compliant metadata.

| Added: 16 October 2005 | Page views: 23,829 | Rating: 3 | Votes: 2 |

Display Article Details   **Review and rate this Article**

Figure 3: Search result from egov.vic.gov.au

These detailed resource descriptions benefit your department or agency by:

- Providing better web experience and service to clients
- Driving more users to your site, from multiple government portals and aligned government sites
- Providing efficient, open access to government information and services
- Describing Victorian Government information and services consistently
- Clearly positioning similar information and services with other like services, through the use of navigational themes in government search portals
- Establishing an extensible, metadata driven, descriptive platform for Victorian Government information, using plain terminologies not government jargon or structures.

Metadata is used by computer applications that run web sites and search engines. These applications use if to index, catalogue and

reference anything people would like to find. This includes information on other people's web sites.

Metadata is stored in the programming code of web pages, web sites and portal databases. With some systems the metadata is managed in an index file used by these systems. The most common online code types for rendering metadata are html, xml and xhtml.

The metadata record tells a story about the resource without us having to have access or visibility of the resource.

It gives it a name (TITLE), a DESCRIPTION, tells us when it was released (CREATED) who created (CREATOR) and published (PUBLISHER), where to access it (IDENTIFIER or AVAILABILITY).

We can see what type of thing it is (FORMAT) and who it is relevant to (COVERAGE).

We can see if it is in English (LANGUAGE), the topics it covers (SUBJECT) and whether we are looking at an item or a collection (AGGREGATION LEVEL) as well as other important information about the type of resource it is.

The more metadata properties used in the record, the more information we have to understand what the resource is and its suitability for our purposes.

```
<!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 4.01 Strict//EN" "http://www.w3.org/TR/html4/strict.dtd">
<html>
<head>
<title>eGovernment Resource Centre</title>
<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.GOLD" content="c=AU; st=Victoria; o=State Government of
Victoria; ou=Department of Business and Innovation"/>
<meta name="DCTERMS.title" content="eGovernment Resource Centre"/>
<meta name="DCTERMS.description" content="The eGovernment Resource Centre aggregates Victorian Government
eGovernment strategies, policies, web site standards, information and communications technology (ICT) and government
web site best practices with international examples."/>
<meta name="DCTERMS.created" scheme="DCTERMS.ISO8601" content="2005-04-07"/>
<meta name="DCTERMS.modified" scheme="DCTERMS.ISO8601" content="2011-07-01"/>
<meta name="DCTERMS.subject" content="eGovernment; e-Government; Government websites"/>
<meta name="DCTERMS.identifier" scheme="DCTERMS.URI" content="http://www.egov.vic.gov.au/index.html"/>
<meta name="DCTERMS.format" scheme="DCTERMS.IMT" content="text/html" />
<meta name="DCTERMS.publisher" scheme="AGLSTERMS.GOLD" content="c=AU; st=Victoria; o=State Government of
Victoria; ou=Department of Business and Innovation"/>
<meta name="AGLSTERMS.aggregationLevel" content="collection" />
<meta name="DCTERMS.language" scheme="DCTERMS.RFC5646" content="en-AU" />
<meta name="DCTERMS.coverage" content="International"/>
<meta name="DCTERMS.rights" content="Copyright State Government of Victoria"/>
```

Figure 4: Sample metadata code extract from egov.vic.gov.au

2.1 Types of metadata

AGLS metadata is online 'discovery' metadata.

It is a metadata standard designed to catalogue Australian Government resources so that they stand out from other non-government resources and resources that belong to other Governments.

The most common metadata types are:

- Technical metadata –such as information describing the structures of databases, data warehouses and data dictionaries
- Business metadata - information used to describe resources:
    - to assist users to find resources – Discovery metadata
    - to store resources in a way that maintains their integrity and legality – Archival metadata
    - to understand resource history – Preservation metadata.

In different software systems, metadata is known by different names, eg. a metadata record is known as a 'content type' in Microsoft Sharepoint Portal Server (MOSS) 2007 & 2010 and metadata properties are often referred to as 'columns' or 'attributes' in other database driven systems.

Interoperability

Ideally, metadata would be written and rendered in one way that all computers and software applications could share. The programming world is not ideal so as well as standards we also use programming methods to cross-match information we need to combine.

The basic concepts of metadata are straight forward. From the time we learn to talk we start describing resources. If we wrote metadata as a sentence it would be easier to understand but because metadata descriptions need to be written in programming code[3], the programming rules make it more complicated.

Currently, to achieve interoperability we need to ensure that the data and metadata we intend to use can be matched (use the same language to talk to one another), no matter where the information comes from. We achieve this partly through standards but also through special files that help us compare metadata types - crosswalks and alias files (ie. data maps between one dataset and another to match common data properties).

We are getting closer to a world where high levels of standardisation and interoperability are achievable. The adoption of Standards such as AGLS bring us closer to this global consistency.

The Dublin Core Metadata Initiative (DCMI) is one of the bigger global groups working on models for online standardisation. The AGLS

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[3] "machine-readable"

standard takes the work of DCMI and expands it with some descriptors that relate specifically to Australian legislative environments.

Semantic web

The Semantic web is a concept where ideally we should be able to combine any data and metadata sources, in an infinite number of ways, to answer any question we can think up, eg:

- **Nice to have**
  Where is the nearest park for myself and all my friends to meet for a BBQ?

  The data required to answer this question includes understanding where you are, the coordinates of the parks, lists of amenities in the park, maps, a list of your friends, potentially their preferred availability, food preferences and allergies.

- **Key to risk & emergency management**
  I have a patient with very odd symptoms and test results, has anyone else had these results?

  The data required to answer this question includes a standardised list of symptoms, an ordered way to know what research is going on, where the symptoms are popping up, potential trend graphs showing how these symptoms are increasing in a particular area.

  Further questions many need to be modelled:

  - Is researching occurring in this area?

  - What drugs are normally used to treat these symptoms

  - Are there spikes in sales in particular areas which could mask more cases?

- **Key to Government agility**
  Our community is blogging on our agency site that they can't get certain services. We need to know what services are missing. Who is the key audience for these services? What has spiked this trend? Who owns the funding for this type of service? What channels to service delivery are available? Does any research support the community's observations?

  The data required to answer these questions is pulled together in one business intelligence view on a Senior Policy Officers computer. They can make decisions quicker, access more accurate funding and delivery channels, relieve the pressure on the community.

Projects are working on these issues now.

The semantic web exists. It is in its infancy. Its current focus is on trivial uses for mobile devices and applications for sites such as Facebook. The foresight and funding to tackle the big problems is still to gain momentum.

To execute a semantic web project you need to know the 'killer questions'. You need to map all the data that can answer those

questions. The model will be driven by a very accurate and detailed metadata model including tight data exchange and use policies, crosswalks between data standards and great interface design.

This is the 'now' and the future of metadata use. In this way metadata helps us share our information with other agencies and other search systems and potentially answer ground-breaking problems.

Metadata portals and projects

There are several metadata portals (information entry points) and specialist metadata projects being undertaken around the world. While the requirements of individual portals may change slightly, each portal will be using a metadata framework based on Dublin Core compliant metadata.

For your resources to be successful in these portals your metadata needs to be detailed enough to position your information and resources against those of other states and agencies. You want the quality of your metadata to ensure your resources pop up where users expect.

Metadata driven portals primarily use metadata to drive searching, indexing and some navigation and display elements. For this reason it is important that you make the values you pick as specific as you can and ensure they are consistent with other services of similar government functions. This way like services will pop up together.

The challenge is to ensure the agencies resources are easily found and of use to other agencies (both in Victoria and partner agencies interstate). For this reason it is important to create quality-assured AGLS metadata.

Important uses within Victoria include:

- http://www.vic.gov.au
  www.vic.gov.au is the portal for Victorians to access online information and services. Importantly, www.vic.gov.au is a metadata-driven portal. Your contribution to this portal is mission critical for Victorian government.

- Recordkeeping Standards
  http://prov.vic.gov.au/government/recordkeeping-standards-project
  Metadata standards are used to track records of government activity. The Victorian Recordkeeping Standards include properties that map to the AGLS standard.

- Victorian Electronic Records Strategy (VERS)
  http://prov.vic.gov.au/government/vers
  This project captures electronic business records for long-term and permanent retention. VERS has a comprehensive set of metadata properties, which include properties that map to the AGLS standard.

The use of AGLS, Recordkeeping, VERS and any other specialist metadata sets should be looked at across the agency as part of an enterprise approach to information and metadata management.

2.2   What is a resource?

A resource can be anything at all (ie. people, pictures, assets, documents, services, events).

Different resources are presented in specific ways to bring greatest value to the user (eg. pictures shown as thumbnails, people shown in directories or dates and events shown in a calendar, products in a catalogue).

Most metadata resources are presented as search results, but it is also useful to arrange metadata records in lists (or content filter/query) or to present the records as a formal collection, such as a directory catalogue.

For example, if we have a page on Web Usability it would be good practice to provide a contact for that page (owner or expert); to list all the reports we have on Usability as a list; present a calendar of Usability training events as well as include some general text to provide context. Apart from the general text, metadata is used to generate all of these other page components and identify the page itself within the web system.
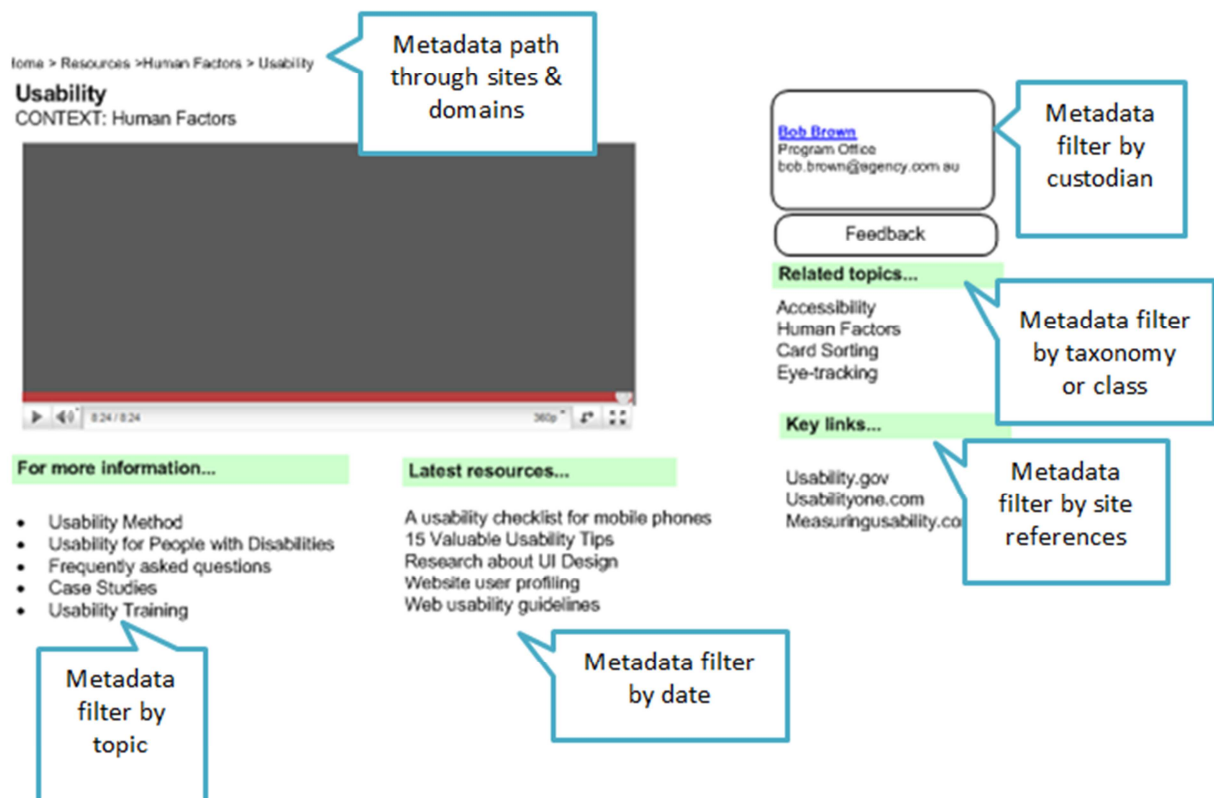
Figure 5: Metadata used to display information on a page

Metadata is displayed in different ways depending on the type of resource and the context of the display.

Best practice presentation methods for metadata include:

Web pages

- Displayed in a site map or directory and linked to the resource by the URL

- Displayed in search engine results and linked to the resource by the URL

- Replicated into the page, especially the creator, the publisher, title, page description, rights of use, date created and date modified on the page

Information resources

- Displayed in search engine results and linked to the resource by the URL

- Presented in a proprietary format as attachments to a page ie. PDF files or Microsoft Word (*.doc or *.docx)

- Images (*.jpg or *.png) presented as thumbnails on the page with title, description and potentially extent and medium.

- Presented as a full formal collection or list, eg. a catalogue or resource collection

- Presented as a filter of a larger collection or list, eg. a content query, filter or custom list.

Services

- Displayed in search engine results as a stand-alone description of the services and how to access it or linked by URL to another resource providing more information on the resource.

- Displayed in a content query showing the address of the office where a counter service is provided with a description of the service and the hours of operation or instructions on how to access the service. The service description may be one record applied to a collection of pages associated with the service, providing reuse.

Products and publications

- Publications presented as an online library or the catalogue of a physical library presented online with instructions on how to access the physical collection.

- Newsletters displayed in a current and an archive list. The actual resources may be online or offline (physical) documents. Where they are physical the metadata includes instructions on how to gain access.

- Catalogue of products or publications, may include pricing, ordering information or instructions on how to gain access.

Physical resources

- Physical and online assets can be presented as a list as in an asset register.

- A record for a physical asset can be presented online to assit people locate the asset (eg. specialist equipment, a bone in a draw of the museum, a room in your building)
- Specialist documentation and assets may be under controlled management at one site. The metadata record is used to show the availability of the asset and the currents status of the object (eg. borrowed, in use or available).

Individuals

An individual is also a resource. Individuals can be presented as a key contact for services, information or other resources

- As an entry in a directory
- As a key contact on a page
- One cell in a graphical representation of an organisation chart

Individuals are presented as either a title, common name or role within a hierarchy

All of the roles within an organisation can be described and the metadata used to generate a graphical view of the hierarchical relationships of those individuals.

Class or collection

Resources can be grouped logically to form classes. A class is a group of things with shared parameters. For example, a class may be defined by:

- what is common to all the resources it contains (ie. green things, or value as in an asset register)
- rules to which all resources in the class comply (ie. access rights, compliance, security or audience - or a combination of these as in a portal architecture)
- use (ie. administration, events in a calendar)
- or a combination of these aspects (eg. an organisation with subscription membership will have secure collections of specialist resources for members only).

Each of the resources in the group must include the name of the group in one property of their metadata record so that it is clear they belong to a class and should be understood in relation to the parameters of that class. For example:

- events in a calendar
- files in a compound document
- members of a collection
- assets in an asset collection
- information complying to the same set of rules of use and access in an information domain.

Relationships

The relationships between resources can also be described in the metadata record. Compound relationships can be named between resources and further building context and meaning. For example:

- staff are subordinate to management in an organisation hierarchy

- an art work has been derived from another image

- one document heavily references another

- new legislation supersedes old legislation

- a Chinese text is a translation of an English text.

Administration

Most modern web delivery platforms also use metadata for administration purposes and to control views of information. For administrative purposes metadata used to identify classes, collections and groups of information becomes more important. The information can come from many places or many systems and is pulled together into single lists and views without having to make copies of the information.

2.3   Which resources need metadata?

Important: AGLS metadata is mandatory for Australian Government agencies.

A recommended *Minimum set of resources that require AGLS metadata* is not a part of the standard but provided in Section 4.7.1 of the *AGLS Metadata Standard: Australian Government Implementation Manual*.

Not all web pages and resources require metadata records however with most technologies it is easier to introduce the standard across all online resources than to selectively encode pages.

For best value to users:

- Metadata should be used to direct people to the most important information, such as your home page, contact information, your services, Acts and policies that govern your agency's jurisdiction.

- For best user access, your content model should be hierarchical, directing users to points of entry to resources.

- In government portal indexes, resources that are assigned metadata have precedence over those without.

- Important offline resources and services should be included in your metadata strategy.

In highly mature information environments:

- The lifecycle of information will be mapped and governed extending metadata from inception through to recordkeeping and archiving

- All information and most resources are allocated metadata and the information assets are also managed under a formal asset management system.

For further information about your agency's metadata obligations, see Information Victoria's *Discoverability Standard*.

2.4 Creating metadata

The best time to create metadata is when you are creating the content.
It is important that the steward of the resource (the subject matter expert), describes the resource. As the expert they recognise the importance of the context of the information to their audience. When everyone creates their own metadata it is called "distributed authoring". Distributed Authoring is a Best Practice technique.

Important:
Distributed Authoring is mandated under the Victorian Information Management Framework (IMF).

Centrally managed metadata often changes the context and meaning of the metadata. It also increases staffing costs, compromises accuracy and impacts the time to deploy web content. This is why a distributed authoring model is mandated for Victorian web site metadata.

How much to create

The number of elements an author creates is determined by the content authoring software in use.

Good web software will automate fields such as the dates, publisher, creator, rights even format. Software that is integrated with your internal phone directory (eg. Active Directory), can often populate the function as well.

Most content authors will be asked to create *Subject*, *Function*, *Description* and *Title* element content. Depending on the nature of the content you may need to amend some of the auto-populated fields as well.

Note:
Content writers should refer to the internal writing and metadata standards within their agency or department. These standards should provide clear guidance on how to complete metadata fields in your system.

When authoring metadata, writers should look for the most important terms and concepts presented in their information. Scan the text for key words and phrases. As a guide, it should take a maximum of five minutes to analyse the content of a resource.

When writing metadata content it is important to keep your audience in mind. If you web manager maintains statistics from Google and on the searches used on your site, look at the words users have used to access the content and start adding those words to the metadata.

Note:
If you do not have access to your agency's standards, or require further training in metadata creation or in the use of your content authoring and tagging tools, contact your departmental metadata or web manager.

2.5   Key terms & concepts

AGLS – Australian Government Locator Service, is an internationally recognised metadata standard (AS5044-2010), and an application profile of Dublin Core (ISO 15836-2003 or ANSI/NISO Z39.85-2007). It was developed by the National Archives of Australia (www.naa.gov.au) on behalf of the Commonwealth Government. Government departments and agencies throughout Australia use AGLS metadata to electronically describe resources for presentation on their web sites.

DCMI Abstract Model

DCMI (Dublin Core Metadata Initiative) have produced an information model, (DCMI Abstract Model) that allows you to describe resources without being locked to one particular encoding scheme. The abstract model also supports different levels of resource description complexity to support varying degrees of interoperability.

property – (previously element) - The primary component of the metadata tag, used to describe one aspect of the resource, eg. DCTERMS.date.

sub-property – (previously element refinement or qualifier) - A more specific instance of a property which clarifies the meaning of the property. For example, DCTERMS.modified' refines the meaning of date so that we know the specific date is the date on which the resource was last modified.

metadata – Literally means "data about data". In an online context a more appropriate definition of metadata is *descriptions of information and non-information resources*.

metadata set - (previously metadata record) – All the metadata elements used to describe one resource. For example, the record below tells us that while this record was created on the 1 January 2001 the same resource was modified on the 1st May 2001.

metatag – An HTML, XHTML or XML (machine-readable) tag that provides information about a web page. Unlike normal HTML tags, metatags do not affect how the page is displayed. Instead, they provide information such as who created the page, what the page is about, and keywords that indicate the page's content. Commonly used metatags are title, description and keywords.

RDF –Resource Description Framework
A group of World Wide Web Consortium (W3C) specifications and one of the original metadata models used to describe the conceptual modelling of information resources for the web.

scheme – A specific set of rules for naming, encoding and interpreting information. These rules are created to meet the requirements of a specific audience type, eg. "ISO8601" tells us that the date has been written in accordance with the International Standard for representing dates and times. There are vocabulary encoding schemes and syntax encoding schemes.

semantic interoperability – the term can be expected to mean the same in whichever system in which it is used, eg. title in application A = title in application B = title in application X.

syntax – The way in which metadata properties are expressed or written for machine interpretation, eg., in HTML programming language the metadata tag always opens with "<META NAME=" and closes with ">".

text – Any non-controlled information used to describe one of the metadata elements, eg. The content for DCTERMS.description or DCTERMS.title.

thesaurus – The controlled vocabulary of an indexing language or encoding scheme, eg. Keyword AAA or Thesaurus of Australian Government Subjects (TAGS). In a thesaurus, where multiple words in the vocabulary have similar meanings, one central term is recommended for use to replace many semantic variants of that term.

value – The actual result or content for the metadata tag, eg. for DCTERMS.modified, the value is "2001-05-01". Different tags use different types of values. Non-numeric values include:

- Text
- Vocabulary
- Thesauri.

Important:
Never guess the value of the metadata. The way in which a value is written is often prescribed by the rules of the scheme, controlled vocabulary or the thesaurus.

vocabulary – A pre-defined, finite set of words from which to choose the relevant content. Also known as controlled vocabulary.

A full glossary is provided in the Glossary on page 110.

3 Managing Metadata

Australian Government Locator Services (AGLS) metadata (AS5044-2010) is primarily used to describe public facing web resources.

Many agencies use the same web, content management system to manage their external web content as their intranet or portal content so AGLS is often implemented internally as well.

Whether using it for internal or external facing sites it is important to ensure you have a consistent approach to metadata management and governance.

3.1 Approaches to AGLS Management

Section 3.0 of the *AGLS Metadata Standard: Australian Government Implementation Manual* provides checklists of different approaches to metadata management.

An AGLS-2010 metadata implementation is a fairly complex and detailed form of metadata implementation. There are several rules governing the use of each property and its associated syntax, many of which may not be able to be automated.

Under the Victorian Information management Framework (IMF), departments and agencies are required to use a distributed authoring model for the implementation of AGLS metadata. This means that change management, training and availability of performance support products to support users will be crucial to adoption.

The content management system in use in your department will also influence the decisions you make for example:

- Hand coding AGLS to HTML pages will take some time and require detailed support materials for users

- A portal platform may be able to automate many of the value lists and some properties but may not render them in the HTML of your pages so a separate index file may be required.

Key factors that the implementation team and users will need to understand are:

- which properties are important for your agency

- what can be successfully automated given the constraints of your web content management system

- which properties you are prepared to repeat

- whether you will adopt a detailed metadata implementation using the full scope of properties such as AGLS Agent or whether you will provide a simpler version.
- the obligation categories associated with the properties you chose to use ensuring you are comfortable with the properties, their associated syntax and programming nuances.

Whatever you decide, the process you take to implement the Standard needs to be well thought out, well understood, staged and checked before you go live.

When you look at the changes on a property level they are significant. The AGLS metadata model now relies heavily on 'many to many' relationships, for example:

A property has an obligation and a relationship with sub-properties, which have a relationship with a namespace, which have further relationships with syntax encoding schemes and/or vocabulary encoding schemes, which in their own right have relationships with namespaces). If the resource is available in more than one language then a separate set of records will need to be rendered to satisfy each language in use as well.

A key challenge for support teams is to understand what they will be able to change using configuration versus what might need customisation. Any customisations will always be more costly that a configuration or a change management and training approach. Customisations may also result in an inability to support new changes into the future with further customisations, a rewrite or a rebuild.

Important areas where issues are likely to arise and you will need to be vigilant include:

- **Retrofitting metadata**
  Retrofitting metadata can be cumbersome and unless suitably managed the upgrade from the AGLS to AGLS-2010 could end up with many errors. Ensure your upgrade strategy is staged in a controlled way so that you can audit the quality of the new records.

- **Maximise automation and reduce errors**
  Where controlled vocabularies or specific schemes are used, these should be loaded into the content creation software, appearing as lists to limit errors. If the technology cannot support this then the controlled vocabularies and the rules for their use need to be clear and available to content authors at all times.

- **Staff commitment**
  If you make an investment in metadata, it is important you also commit appropriate staff and budgets to staff web writing and quality metadata record creation training. This includes training staff to understand the difference between good, mediocre and bad metadata records.

- **Managing change**
  Whatever level of adoption you decide to take be conscious of the requirements for further changes in the future as the Standard and its use within Victorian Government changes. Are you in a

financial and resource position to manage the changes or do you require a conservative approach.

- **Auditing the quality of the output**
Given the increased complexity of the standard it will be extremely important to ensure those who review the metadata in use are qualified to read, interpret and reference check your records to ensure you are spending time on a quality output that is reusable across jurisdictions.

3.2 Governance

The success of any initiative is closely aligned to the strength of its governance model.

Metadata governance should not be a separate process but should be embedded in the agencies Online Content Governance guidelines.

The governance of the agency or department needs to look at the best way to inform key staff of their obligations under the Victorian Information Management Framework to author metadata across agencies (distributed authoring).

3.2.1 Goals & Objectives

The best metadata management methods rely on strong governance models for:

- communicating the requirement for authoring
- enforcing a distributed authoring environment
- regularly auditing sites under the department or agency's control
- gating submissions to the Victoria Government portal.

The goal of your governance group is to ensure all functional areas of the agency or department have a say in metadata management whether they are directly impacted by its implementation or not.

It is the responsibility of the functional areas of the organisation to:

- nominate one subject matter expert to represent them on matters of web and metadata governance
- create a vision for metadata management acknowledging:
  - criticality of need
  - level of risk being mitigated
  - contribution of the initiative to enterprise value
  - alignment of the implementation to any business strategy and milestones within that strategy
  - availability of resources
  - maturity of the organisation or its systems to support the requirement

- identifying an iterative journey toward an ideal future state
- identify properties, methods of adoption, roll out and change management that can provide reuse across the organisation
  - prioritising projects and rollouts against any timelines that are critical for delivery or maintenance
  - informing the budget process by indicating a cost in current process or lost opportunity
  - highlighting initial participants interested in adoption or cost sharing
  - recommending phased approaches to delivery
  - identifying any pre-work or specialist consultation required to progress decisions
  - identifying any effected systems and data/information sets that may be impacted by a change to implementation or management method.
  - agree to generic requirements wherever possible to speed adoption or required technology change to support implementations
- provide dedicated time to help gathering new requirements, share learnings and plan for the successful adoption of metadata throughout the organisation.

3.2.2   Quality control

Good metadata makes your website AGLS compliant. Good metadata also helps users find things efficiently using many search and browse methods.

High quality metadata is characterised by:
- accurate, clear and concise resource descriptions
  - descriptions of the resource not the agency, author or web site
  - descriptions of the resource not the environment in which it works or further information not contained in the actual page
- being easily understood and written for the target audience or general public
- alignment to marketing and communication activities of the web site or agency
- the inclusion of metadata describing services and offline resources as well as information.

In more sophisticated delivery systems metadata is very important in the way it transforms and presents information at the user interface. Metadata is used by both internal and external search engines such as www.vic.gov.au to aid discovery to your website.

A good metadata record tells a story. This story makes sense by itself without the page, service, asset or resource (eg. a painting, room or equipment etc.) being available.

All metadata properties (eg. title, description, subject, date etc.) contribute to the formation of a good metadata record. However, the metadata properties which are not usually automated and which can be edited by the user, are the ones that contribute the most value to the discovery of records by people and systems. These properties include:

- Title (DCTERMS.title)
- Description (DCTERMS.description)
- Subject (DCTERMS.subject).

The application of metadata to government resources is an ongoing process. As more government portals come online and government web applications become more sophisticated, the requirements for greater quantities of high-quality metadata will increase.

The web sites within your agency or department should be managed as formal information assets. This means the value of the asset is tracked along with a risk rating or measure of criticality for its contribution to public information dissemination. The Governance group are best placed to maintain the information asset register and keep a record of which sites have implemented AGLS metadata and to which standard (ie. AGLS or AGLS-2010).

A good metadata implementation has strong quality control. The governance group should establish the ground rules for what constitutes quality for the organisation and principles for how it will be measured. The quality system should include a schedule of audit, a record of the change management activities and number of authors or stakeholders that have undergone training or the types of support materials that have been released to the audience. The quality system should monitor when the materials were released and any questions that arise from the materials.

A system for measuring the success of your metadata implementation should be designed and agreed to by the Governance group, ensuring that it aligns to the group's goals and to the strategies of your organisation. A record of quality checks and audits can be monitored against the rows of the asset register as well.

3.3   Enterprise metadata management

In an ideal world, a metadata implementation would be one activity carried out as part of your agencies enterprise information architecture plan. The discovery metadata model would be looked at in relation to other metadata models in use across the agency to ensure they align and support one another as information assets transition through their lifecycle.

Different types of machine-readable metadata are used across an organisation. It is important to consider the impact, alignment and

overlap of your Internet metadata management strategy on these other areas of metadata management. The most common types are:

- Enterprise metadata management
  This is the process of consolidating the view of the structured data dictionaries of the organisation with the unstructured metadata definitions from documentation to provide a holistic view of the information assets present in the organisation

- Web site and Intranet metadata
  This is descriptive metadata focused on describing the resource for discoverability

- Content Management Systems (CMS) and Electronic document management system (EDMS) metadata
  This is Administration metadata which assists in the tracking and management of data resources throughout complex systems. This is also Technical metadata which is used to drive functionality such as navigational structures, the links between information sets, tracking of systems and users

- Archiving metadata
  This is Preservation metadata which is used to track the context, nature and condition of the resource as perceived at a specific time in history. VERS metadata is preservation and administration metadata.

Web site and Intranet metadata records are very similar. The main difference between them is their audience. Web site metadata provides information about publicly accessibly resources to an external audience, the general public. Intranet metadata provides information about private resources, of specific relevance to the agency to authorised internal resources. Importantly, some web-based resources are required by both audiences.

For example:

- An Act or a government policy is essentially an internal government document that needs to be available to the public

- Visit Victoria holiday information is just as relevant to someone looking for a weekend getaway from their home computer as someone looking for a suitable venue for a departmental conference.

These resources need to be available to the public and to internal authorised resources. The context in which the internal audience will use the information may differ significantly from the external audience, eg. internally, staff need to work together to embody or comply with an Act, whereas an auditor or consultant uses an Act to understand the nature of that agency's business.

A primary goal of good information management is to maintain a single source of data. This assists in:

- Controlling the version of the data

- Controlling the release of the information

- Controlling data and information quality (single point of truth)

- Managing the use and positioning of the information.

However, the two audiences accessing the information may need the information presented in different contexts. Where possible, if information needs to be shared between these two audiences, position the information in the public arena and provide a clear link from the private Intranet environment out to the public Internet environment.

> *Important:*
> Depending on the way in which the agency systems are configured, it may be easier to capture AGLS metadata as early in the content creation process as possible, rather than submit the information for tagging prior to archiving.

It is recommended that each agency develop an enterprise metadata management strategy that is aligned to the technologies they will use. The key objectives of the metadata management strategy are that metadata records are:

- High quality

- Quick and easy to create

- Up-to-date

- Consistently applied across similar sectors

- Include the appropriate number of elements to suit the agency's purpose.

3.3.1   Archiving

> Section 2.5 of the *AGLS Metadata Standard: Australian Government Implementation Manual* discusses recordkeeping.

Like other internal documents, information presented on web sites and in metadata records needs to be assessed for preservation prior to disposal. For this reason it is important to liaise with the recordkeeping area and discuss how you can streamline the creation, preservation and disposal of metadata. Where possible, the approach to metadata management that is adopted at the beginning of the metadata lifecycle needs to progress through to the archiving of that information when it is no longer required.

Recordkeeping metadata is far more detailed than web metadata but both types are used for resource discovery.

The recordkeeping metadata will need to be VERS compliant, see www.prov.vic.gov.au/vers/welcome.htm.

3.3.2   AGLS and extension sets (Victorian)

Just as AGLS is an extension of the Dublin Core Standard (ANSI/NISO Z39.85-2001), so other communities of interest can extend AGLS. Extension involves the addition of new elements or qualifiers to those stipulated in the *AGLS Manual for Users*. For information and rules on how to define an extension set see *Section 2.6 of the AGLS Manual for Users*.

> *Important:*
> If your department or agency has a requirement for the creation of an metadata extension set, please register the requirement with:
>
> eServices
>
> Information Victoria
> Department of Business and Innovation
> email: agls-queries@egov.vic.gov.au
>
> This is to ensure:
>
> - There is no duplication of effort across Victorian Government
>
> - The extension set does not corrupt the AGLS record
>
> - The extension set does not impact on other government initiatives.

Current AGLS compatible extension sets include:

- HealthInsite (refer to www.healthinsite.gov.au/content/metadata.cfm) metadata specifications
- Education Network Australia (EdNA)
- Environmental Resources Information Network (ERIN).

To make your resources available to through any of these Government Online initiatives refer to the appropriate web site, for further guidance and information.

3.4   Common metadata myths & issues

Given the complexity of the science of metadata a lot of myths have emerged around metadata creation and management. Many have come from the differences in knowledge of technical staff and information staff. Metadata and classification are taught as part of the information sciences not the computer sciences and there are often breakdowns in communication and solution architecture because of this difference in knowledge.

Like all problems, there is always more than one solution.

MYTH: Metadata is too hard, takes too long

AGLS metadata is a mandatory requirement for Victorian Government departments and agencies. If it is implemented at the page authoring it adds a couple of minutes to the page authoring. If the content management system in use is of a decent maturity it will be able to automate many of the tags and make management simple.

MYTH: No one else is doing it

Most of the agencies in Victoria and many other Victorian sites already contain AGLS metadata. The majority of Council sites also include AGLS. The majority of the implementations are comprehensive. Some

implementations suffer from the constraints of the content management systems in use. There are many large government clients in other states that use AGLS as a subset of their internal as well as their external web management systems.

MYTH: Metadata is only for business intelligence & data warehousing

The metadata used in business intelligence and data warehousing systems is a different type of business metadata. It references the columns and table headings of databases and is used to combine data sources to answer complex problems. AGLS can be used to answer some business questions as well mainly those to do with authoring, user contribution or to ascertain the number of pages related to a topic. When metadata is managed as part of an enterprise metadata model it can be used to deliver powerful interfaces to information.

MYTH: It's a business problem

Metadata management is a business and an ICT issue. The ICT department is required to ensure they provide technologies of suitable maturity to support the authoring of compliant metadata, however the business is responsible for authoring the content and ensuring the quality of the records is high.

MYTH: Metadata is costly to implement, of no value

No one questions the value or appropriateness of creating another web site but they often question the value of the metadata. Metadata is a natural part of all websites and is as important as the content and the design.

Metadata implementations can be cost effective if there is a planned approach to roll out and the investment in the content management software is sufficient to save people time. A content management system that uses metadata to control areas of the presentation layer or to build searches and specialist indexes is of great value to users.

Most of the information in an organisation is taken for granted. If the information and metadata under management is managed as an asset and valued at an enterprise level, the value of the asset will soon become apparent and there will be sufficient justification to attribute resources to the effective management of the metadata resources.

MYTH: Metadata never changes

Apart from the changes between AGLS and AGLS-2010 which are significant, the metadata of a page should change every time the page content changes. The metadata is as dynamic as your web environment. Mature web sites change frequently to continue to inform and engage users. Similarly, ever time new assets and services are made available to the public, they should be reflected in the metadata records on your sites.

MYTH: It tells us nothing

It your metadata isn't telling you anything then you aren't doing it right. Contact eServices to find out what you are doing wrong or how to get further training and assistance.

eServices
Information Victoria
Department of Business and Innovation
GPO Box 4509 Melbourne VIC 3001
email: to agls-queries@egov.vic.gov.au

ISSUE: The Standard keeps changing

This is an issue but it is out of our control. As the landscape of data and metadata management changes we can also expect the standard to evolve. Similarly, as people use their web technologies to deliver ever more complex experiences, the requirements to describe those experiences will become more complex.

ISSUE: Tagging exposes our staff to breaches of privacy

Staff are only exposed to breaches of compliance and legislation if your department or agency has not created suitable training and support materials to assist them. Your metadata Governance group should be continually reviewing the quality of the metadata outputs and reviewing change management materials to ensure that staff creating web content are trained to both write for the web and tag for the web.

ISSUE: Our systems can't do it

This is a common issue. All systems go through lifecycles. If your CMS cannot deliver an effective or compliant metadata experience you need to schedule the system for an upgrade. If the system is letting you down in metadata management it is likely that it is letting you down in other best practice web delivery areas as well.

MYTH: Search engines will do it for me.

Search engines vary in their ability to be able to index and display results. Simple web search engines normally display results from local domains in isolation. Federated and enterprise search engines can display search results from multiple sites and data sources. Most web searches are simple searches. Most reference the URL. Some provide full text searches. The nature of the search experience will depend on how advanced the search engine is and what it is indexing. However without decent metadata many of the search results will display without context and it will be difficult for the user to make a decision as to whether the resources is of use to them or not.

Some search engines are good at indexing (eg. full text search engines), however if the information being indexed is all very similar the results are hard to scan read and provide little value to the user. Metadata lets you tune the results so that high value resources stand out for users. The metadata can be used to filter the information in the index and build content queries at the interface.

In general, a metadata solution is faster and cheaper to both implement and maintain than the introduction of a new technology or the customisation of existing technologies.

3.5 Metadata and Technology

For further information on metadata and technology see:

- AGLS-2010 includes administrative metadata which can be used to provide information about the management of the metadata assets. There are obligations associated with these metadata properties however they only take effect if you chose to implement the administrative metadata.

  For further information on the implementation of administrative metadata see **AGLS Part 2 – Usage Guide Section 8 Administrative Metadata Terms and Examples**.

- Refer to the DCMI Abstract model for further detail on how to implement AGLS metadata to support different levels of interoperable complexity.

- Section 3 of the **AGLS Metadata Standard Part 2 – Usage Guide** provides further information on technical issues with AGLS metadata

- Section 2.2 of the **AGLS Metadata Standard: Australian Government Implementation Manual** provides background on the selection of authoring tools

- Sections 2.3 and 2.4 of the **AGLS Metadata Standard: Australian Government Implementation Manual** provides decision making information regarding how you store and access your metadata

- Section 3.8 of the **AGLS Metadata Standard: Australian Government Implementation Manual** provides information on changes to preferred syntax and programming languages.

4 The AGLS properties

Section 4 of the *AGLS Metadata Standard Part 2 – Usage Guide* provides detailed information on the use of the AGLS metadata properties.

4.1 Mandatory

4.1.1 CREATOR

OBLIGATION: Mandatory		
Sub-properties	**Notes on use**	**Rendered**
N/A	- Do not confuse CREATOR with CREATED (which is from DATE). - Ensure CREATOR is a responsible role or individual. - Where CREATOR is an individual, validate you can release their name in the public facing page code without impacting your department or agency's privacy restrictions. - CREATOR is not the agency or department – that is PUBLISHER. **NOTE:** CREATOR must have a value. If the creator is no longer identifiable the value is "unknown". - If a description of the creator is detailed on another page include a link to that page. - CREATOR is used by someone who needs to contact you about the resource. - Victorian agencies are encouraged to use values as listed in the Victorian Government Directory for CREATOR.	HTML/XHTML - DCTERMS.creator XML/RDF - dcterms:creator

• When expressing personal names, the AGLS standard is to include the last name first followed by a comma, then the first name (eg. Smith, Mary). • When citing international government department or agency names titles respect their title of address and honours & where possible use the conventions of that Government, rendered in the native language. • If you are using the AGLS Agent scheme to detail creator and contact information reference **AGLS Part 2 – Usage Guide, 6.0 Agent Metadata Terms and Examples**. **Further information** AGLS Part 1 – Reference Description 6.15 Syntax encoding schemes apply, see AGLS Part 2 – Usage Guide 5.3 AGLS Implementation Manual 5.2	

4.1.2   DATE

OBLIGATION: Mandatory		
Sub-properties	**Notes on use**	**Rendered**
available created dateCopyrighted dateLicensed issued modified valid	• Represent as many dates in the resource lifecycle as relevant (eg. all pages should carry a CREATED & MODIFIED). • Anything associated with a cost should include VALID, limiting your period of liability. • When expressing dates as a range use VALID or AVAILABLE and follow the conventions of DCMI Period Syntax Encoding Scheme. • Format dates as YYYY-MM-DD. • DATELICENSED is important for agencies where an information asset management strategy is in use or intended to be developed. DATE when used on its own should reference the XSD Syntax Encoding scheme (eg. \<link rel=schema.XSD" href="http://www.w3.org/2001/XMLSchema#" />. • DATE should be automated, if not ensure you use an internationally acceptable format such as ISO8601.	HTML/XHTML - DCTERMS.date XML/RDF - dcterms:date

	Further information	
	AGLS Part 1 – Reference Description 6.16	
	Syntax encoding schemes apply, see AGLS Part 2 – Usage Guide 5.4	
	AGLS Implementation Manual 5.3	

4.1.3 TITLE

OBLIGATION: Mandatory

Sub-properties	Notes on use	Rendered
alternative	- TITLE is the first tag you see when you are discovering metadata records. - TITLE needs to be engaging, precise and easy to understand. Avoid marketing titles or media-styled bylines. - In TITLE, capture your organisational proper name, brand or real name. Where the organisational proper name or brand does not convey a topic associate it with a word or phrase that introduces a subject or theme to the TITLE. Ensure TITLE provides context (ie. using brand, location, time or intent): Note: If you use a brand name it must make sense to the user, for example "Make it Happen in Provincial Victoria" contains the brand *Make it Happen*, but this phrase is not meaningful to a user as a search term without the qualification "Provincial Victoria". - Provide an indication of 'web place' in TITLE (eg. home, index, contact us, site map) for all main site pages. - A good title combines brand or subject, geography and an indication of web place. Good title examples include: <table><tr><td>**GOOD EXAMPLE**</td><td>**BAD EXAMPLE**</td></tr><tr><td>Dept. Premier & Cabinet Annual Report 2011</td><td>Annual Report</td></tr><tr><td>Passport Application Form</td><td>Passport Form</td></tr><tr><td>Welcome to Department of Health</td><td>Home</td></tr></table>	HTML/XHTML - DCTERMS.title XML/RDF - dcterms:title

Victorian Public Service Agreement 2004	Public Service Agreement
Department of Premier & Cabinet, (Victoria) – home page	DPC Home
Location of Department of Premier & Cabinet, Melbourne, Victoria	DPC Location
15th Century Chenghua Ming vase	Ming Vase

- Where possible include keywords in TITLE. Keyword density is the total number of times your keywords appears within the content of your web page, including in the text, hyperlinks, and the ALT tags associated with your images. Keyword density is an important principle in search engine optimisation.
- Repeat multi-lingual titles in all available languages.
- Documents with nicknames or that are known well by their acronym (ie. AGLS) should use ALTERNATIVE as well as TITLE.
- www.vic.gov.au will catalogue DCTERMS.title to reflect the title of the page so page titles must be relevant (this provides continuity of user experience when the user selects a link and is taken to a page with the same title as the link)
- TITLE should match the content of your HTML TITLE metatag.
- Do not leave system default values in the TITLE property on your site.

Further information

AGLS Part 1 – Reference Description 6.57
AGLS Part 2 – Usage Guide 5.5
AGLS Implementation Manual 5.4

4.2 Conditional

4.2.1 AVAILABILITY

Obligation: Conditional		
Sub-properties	**Notes on use**	**Rendered**
N/A	• AVAILABILITY is mandatory for descriptions of offline resources such as services, asset, people and objects • AVAILABILITY helps users find the physical location of the resource. • When describing a service using AVAILABILITY include a contact person or role. • If a resource or service is only available at one location or between specific hours state these conditions of access in AVAILABILITY. • If a resource has restricted access, be specific about the context of the restrictions ensuring a person knows either the process to request access or the parameters to be followed to obtain access. • Where AVAILABILITY is used to describe offline resources to be borrowed, ensure you include an indication of the current status of availability and use some internal system for tracking the assets use, condition, custodianship and expected return. • If further information about the resource is also available online, reference that information either using IDENTIFIER or in the context of the relationship using one of the RELATION sub-properties. • If multiple access points are available describe each one using a separate, metadata tag. • If a price of access exists, indicate a cost is involved but do not state the cost unless it is stable and unchanging. If you state the cost include a VALID date property to limit liability. **Further information** AGLS Part 1 – Reference Description 6.7 Syntax encoding schemes apply, see AGLS Part 2 – Usage Guide 5.6	HTML/XHTML – AGLSTERMS.availability XML/RDF – aglsterms:availability

| | AGLS Implementation Manual 5.7 | |

4.2.2 IDENTIFIER

Obligation: Conditional		
Sub-properties	**Notes on use**	**Rendered**
bibliographicCitation	• IDENTIFIER is an electronic address. The most common IDENTIFIER on the web is the hyperlink (URL). • IDENTIFIER is mandatory for online resources. • If IDENTIFIER is not being used then AVAILABILITY must be used. This is especially important for services and offline assets. • Best practice URL's are stable addresses. If your CMS delivers dynamic addresses (continually changing) the system is not AGLS compliant and will need to be reviewed. • If there is more than one secondary resource relating to a primary resource use more than one IDENTIFIER or use the RELATION property or its sub-properties to link to the other resources. **Further information** AGLS Part 1 – Reference Description 6.27 Syntax encoding schemes apply, see AGLS Part 2 – Usage Guide 5.7 AGLS Implementation Manual 5.8	HTML/XHTML - DCTERMS.identifer XML/RDF - dcterms:identifer

4.2.3   PUBLISHER

Obligation: Conditional		
Sub-properties	**Notes on use**	**Rendered**
N/A	- PUBLISHER is mandatory for information resources. - The PUBLISHER is the agency, division, department of 3rd party authorised to release the information resource. **Note:** The State Government is the holder of the copyright for Victorian Government organisations, see RIGHTS. - When citing international government departments or agency names, respect their title of address and any honours associated with the individual. Where possible, use the titling conventions of that Government, rendered in the native language. - PUBLISHER should be automated and preferably the same across your whole site. - If the details of the PUBLISHER are clearly listed on a page of your site PUBLISHER may be a URL. - If you are using the AGLS Agent scheme to detail the publisher and contact information reference **AGLS Part 2 – Usage Guide, 6.0 Agent Metadata Terms and Examples**. **Further information** AGLS Part 1 – Reference Description 6.44 Syntax encoding schemes apply, see AGLS Part 2 – Usage Guide 5.8 AGLS Implementation Manual 5.9	HTML/XHTML - DCTERMS.publisher XML/RDF - dcterms:publisher

4.3 Recommended

4.3.1 DESCRIPTION

Obligation: Recommended		
Sub-properties	**Notes on use**	**Rendered**
N/A	- DESCRIPTION needs to be engaging, precise and easy to understand. - DESCRIPTION provides the most information to assist people find your resources. It contains the majority of the story about the item you have catalogued in one quick snapshot. <table><tr><td>**GOOD EXAMPLE**</td><td>**BAD EXAMPLE**</td></tr><tr><td>Key findings and analysis of results of the effectiveness of the Victorian Government's online presence and users of Government services via the internet.</td><td>Victorian Government, online findings report.</td></tr><tr><td>History and role of the Victorian Government, Chief Technology Officer and the eGovernment strategy and policy.</td><td>Victorian Government's eGovernment strategy and policy</td></tr></table> - Do not repeat TITLE in DESCRIPTION, expand on TITLE. - Do not give an analysis or subjective opinion of the page or resource or build or add content which is not currently in the page or reflected in the resource. - Focus on describing the content & nature of the resource. Do not describe the site or collection it is in. Do not extend detail already stated or add obtuse or tangential contexts. - If you are using an SEO strategy ensure your DESCRIPTION contains a balanced array of relevant keywords. Make sure the descriptions of each page are clearly differentiated and are not generated from a summary or précis of the actual page content.	HTML/XHTML - DCTERMS.description XML/RDF - dcterms:description

• Repeat multi-lingual descriptions in all available languages. • An effective DESCRIPTION is 25-30 words long or approximately 150 characters. Most systems accept around 250 characters, however search results generally display approximately 150 characters. • The metadata property DESCRIPTION should match the content of your HTML DESCRIPTION metatag. For high SEO results the DESCRIPTION metatag should be less than 155 characters to fall in the Google index limit. • Use active and natural language the user will understand and do not use government jargon. Further information AGLS Part 1 – Reference Description 6.19 AGLS Part 2 – Usage Guide 5.9 AGLS Implementation Manual 5.12	

4.3.2   FUNCTION

Obligation: Recommended		
Sub-properties	**Notes on use**	**Rendered**
N/A	• This type of function is not the purpose of the resource or how it works, it is a type of business classification used to define the different operations of an organisation. • Many organisations have a defined functional classification system and these values may be used with FUNCTION. • A function can be relevant across multiple agencies (eg. 'Finance' is an administrative function of most departments) so ensure the value is as specific as possible (eg. Paying Fines) and that the steward of the FUNCTION is also captured in the PUBLISHER property. • FUNCTION is recommended where SUBJECT is not used • FUNCTION is recommended for collections and services even if SUBJECT is present. • A good guide to Government functions is the Australian Governments' Interactive Functions Thesaurus (AGIFT) vocabulary encoding scheme.	HTML/XHTML – AGLSTERMS.function XML/RDF – aglsterms:function

	Further information	
	AGLS Part 1 – Reference Description 6.23	
	Vocabulary encoding schemes apply, see AGLS Part 2 – Usage Guide 5.10	
	AGLS Implementation Manual 5.5	

4.3.3   LANGUAGE

Obligation: Recommended		
Sub-properties	**Notes on use**	**Rendered**
N/A	• LANGUAGE is recommended where the language of the resource is not English. • Ensure you state the language not the country (eg. Korean not Korea). • The standards used to encode language have changed frequently over the years so ensure you reference the latest ones. If you are unsure of the currency of the standard, do not use a vocabulary or syntax encoding scheme. • The default value for Victorian Government content is English 'en' or Australian English 'en-AU'. • LANGUAGE can be used to describe permutations of dialect. **Further information** AGLS Part 1 – Reference Description 6.38 Syntax & Vocabulary encoding schemes apply, see AGLS Part 2 – Usage Guide 5.11 AGLS Implementation Manual 5.13	HTML/XHTML - DCTERMS.language XML/RDF - dcterms:language

4.3.4   SUBJECT

Obligation: Recommended		
Sub-properties	**Notes on use**	**Rendered**
N/A	- Do not confuse SUBJECT & the metatag KEYWORDS. - SUBJECT is recommended if function is not used. - It is easiest to replicate the values of KEYWORDS in SUBJECT. For example: <meta name="DCTERMS.Subject".CONTENT="E-government; Egovernment; Electronic Government; Online Services; Government Online Services; Electronic Service Delivery; Electronic Services; Victorian government"> <meta name="Keywords" content="e-government, egovernment, electronic government, government online services, electronic service delivery, electronic services, Victorian government"> - KEYWORDS in MOSS (Microsoft Office SharePoint Server) is not the same as SUBJECT or the keyword metatag. It is a system field reserved for search engine classification and tuning. - Using a thesaurus helps to improve resource discovery and standardise SUBJECT values. If you wish to use a thesaurus ensure you register it with www.vic.gov.au when you submit your site, in line with the requirements of the *Discoverability Policy*. - Keywords in DCTERMS.Subject are separated by semi-colons (;), eg. <meta name="DCTERMS.Subject" CONTENT="pollution; greenhouse effect" /> whereas, keywords in the keywords metatag are separated by commas (,), eg. <meta name="Keywords" content="pollution, greenhouse effect" /> - Analyse the top 100 search terms used by both the external search engines to find your site and your site search engine - use these search terms in this field and the content of your web page. Use natural language where possible. **Further information** AGLS Part 1 – Reference Description 6.55 Vocabulary encoding schemes apply, see AGLS Part 2 – Usage Guide 5.12	HTML/XHTML - DCTERMS.subject XML/RDF - dcterms:subject

	AGLS Implementation Manual 5.6	

4.3.5 TYPE

Obligation: Recommended in AGLS Part 1 – Reference Description but Optional in AGLS Part 2 – Usage Guide		
Sub-properties	**Notes on use**	**Rendered**
aggregationLevel category documentType serviceType	• TYPE is important for describing groups, collections, aggregations of resources and information domains. • TYPE brings similar resources together. Classify the item by type (eg. agenda, form or checklist) so that it can be indexed alongside other like items. • An AGGREGATION LEVEL or CATEGORY helps people find the entry point to collections and is a key to discovery. • DOCUMENT TYPE is important for providing detail of the nature of the artefact being presented. • A service should carry the SERVICE TYPE property value. **Further information** AGLS Part 1 – Reference Description 6.58 Vocabulary encoding schemes apply, see AGLS Part 2 – Usage Guide 5.13 AGLS Implementation Manual 5.14	HTML/XHTML - DCTERMS.type XML/RDF - dcterms:type

4.4   Optional

4.4.1   ACCESS RIGHTS

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
See Rights	• If the resource has restricted access, ensure the parameters of the restriction are stated in ACCESS RIGHTS and provide further information on accessing the resource using AVAILABILITY. • If information about the policies for access are stated in detail on another page include a URL to that page using either IDENTIFIER or a RELATION property. • Most restricted access items also have security restrictions. If security restrictions are also in place ensure PROTECTIVE MARKING is also complete. • Check the entire record to ensure it clearly reflects all restrictions in one clear context. **Further information** AGLS Part 1 – Reference Description 6.2 Syntax encoding schemes apply, see AGLS Part 2 – Usage Guide 5.20 Rights AGLS Implementation Manual 5.19 Rights	HTML/XHTML – DCTERMS.accessRights XML/RDF - dcterms:accessRights

4.4.2   ACT

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
See Mandate	• Reserve the use of MANDATE properties for legal documents (eg. Legislation, Acts, Case Law). • Do not use ACT to describe other resources that talk about the act.	HTML/XHTML - AGLSTERMS.act XML/RDF - aglsterms:act

• Never present copies of legislative documents on your site, always hyperlink to the single source of truth at the department or agency that holds the stewardship of the information (eg. Victorian Legislation and Parliamentary Documents www.legislation.vic.gov.au) **Further information** AGLS Part 1 – Reference Description 6.1 Syntax encoding schemes apply, see AGLS Part 2 – Usage Guide 5.18 Mandate AGLS Implementation Manual 5.17 Mandate	

4.4.3   AUDIENCE

Obligation: Recommended		
Sub-properties	**Notes on use**	**Rendered**
N/A	• Only use AUDIENCE when the resource is specifically designed for a subset-of people, ie. when not 'all'. • If you are trying to indicate the resource is suitable for all members of an area (eg. people who live in Victoria - Victorians), use SPATIAL or JURISDICTION properties of COVERAGE instead. • Where there is a short list of applicable audiences, and your CMS permits, list them one after another, separated by semi-colons in the one content set, not as a series of tags. • Stating 'Youth' or 'Children' in the audience does not stop your content from being aggregated with potentially inappropriate material. Site blacklisting systems generally do this by URL. **Further information** AGLS Part 1 – Reference Description 6.5 Vocabulary encoding schemes apply, see AGLS Part 2 – Usage Guide 5.14 AGLS Implementation Manual 5.10	HTML/XHTML - DCTERMS.audience XML/RDF - dcterms:audience

4.4.4   AGGREGATION LEVEL

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
See Type	• An AGGREGATION LEVEL or CATEGORY help people find the entry point to collections and are very important to discovery. • The default value for AGGREGATION LEVEL is 'item'. • When designing sites, make sure you manage the content in defined information domains and denote each one of these at an AGGREGATION LEVEL or CATEGORY. • To imply the structure of your web site you can use RELATION to indicate how the different categories or domains are related to one another. **Further information** AGLS Part 1 – Reference Description 6.3 AGLS Part 2 – Usage Guide 5.13 Type AGLS Implementation Manual 5.14 Type	HTML/XHTML - AGLSTERMS.aggregationLevel XML/RDF - aglsterms:aggregationLevel

4.4.5   ALTERNATIVE

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
See Title	• Resources with nicknames or documents known well by their acronym (ie. AGLS) should use ALTERNATIVE as well as TITLE. • ALTERNATIVE can be used to include a byline that may be easily remembered by the user. **Further information** AGLS Part 1 – Reference Description 6.4 AGLS Part 2 – Usage Guide 5.5 Title	HTML/XHTML - DCTERMS.alternative XML/RDF - dcterms:alternative

	AGLS Implementation Manual 5.4 Title	

4.4.6   AVAILABLE

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
N/A	• AVAILABLE is a DATE indicating when something becomes available to access, purchase or use. • Do not confuse AVAILABLE (from DATE) with AVAILABILITY. • AVAILABLE can be used to indicate a release of a resource or a change in its status which makes it available again. • AVAILABLE can be rendered as a range where the availability is a window of time as in an event (eg. 27-30th June 2011). • When expressing dates as a range use VALID or AVAILABLE and follow the conventions of DCMI Period Syntax Encoding Scheme. **Further information** AGLS Part 1 – Reference Description 6.6 Syntax encoding schemes apply, see AGLS Part 2 – Usage Guide 5.4 Date AGLS Implementation Manual 5.3 Date	HTML/XHTML - DCTERMS.available XML/RDF - dcterms:available

4.4.7   BIBLIOGRAPHIC CITATION

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
See Identifier	• BIBLIOGRAPHIC CITATION is used for bibliographic resources only (ie. books, formal publications). • The property can be repeated where the book also has another formal identifier such as an ISSN or ISBN number.	HTML/XHTML - DCTERMS.bibliographic Citation XML/RDF -

	Further information	dcterms:bibliographicCitation
	AGLS Part 1 – Reference Description 6.8 AGLS Part 2 – Usage Guide 5.7 Identifier AGLS Implementation Manual 5.8 Identifier	

4.4.8   CASE

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
See Mandate	• Reserve the use of MANDATE properties for legal documents (eg. Legislation, Acts, Case Law). • Do not use CASE to describe other resources that talk about the case. • Never present copies of legislative documents on your site, always hyperlink to the single source of truth at the department or agency that holds the stewardship of the information (eg. Victorian Legislation and Parliamentary Documents www.legislation.vic.gov.au) **Further information** AGLS Part 1 – Reference Description 6.9 Syntax encoding schemes apply, see AGLS Part 2 – Usage Guide 5.18 Mandate AGLS Implementation Manual 5.17 Mandate	HTML/XHTML - AGLSTERMS.case XML/RDF - aglsterms:case

4.4.9 CATEGORY

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
See Type	- An AGGREGATION LEVEL or CATEGORY helps people find the entry point to collections and is a key to discovery. - The default of CATEGORY is 'document'. - CATEGORY can be used as an informal or formal aggregate of resources. Where a formal grouping is relevant and the logic of the grouping needs to be understood, include a URL to an explanation of the system. If a bespoke category classification is in use it should be intuitive enough for external users to understand. - If CAETGORY is 'document' complete DOCUMENT TYPE as well. **Further information** AGLS Part 1 – Reference Description 6.11 Vocabulary encoding schemes apply, see AGLS Part 2 – Usage Guide 5.13 Type AGLS Implementation Manual 5.14 Type	HTML/XHTML - AGLSTERMS.category XML/RDF - aglsterms:category

4.4.10 CONFORMS TO

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
See Relation	- CONFORMS TO is one of the many sub-properties of RELATION. - CONFORMS TO should be used to cross-reference any standard, policy or framework to which the resource conforms or complies. - CONFORMS TO is best rendered as an URL to the standard, policy or framework to which it conforms. **Further information** AGLS Part 1 – Reference Description 6.10	HTML/XHTML - DCTERMS.conformsTo XML/RDF - dcterms:conformsTo

| | AGLS Part 2 – Usage Guide 5.19 Relation
AGLS Implementation Manual 5.18 Relation | |

4.4.11 CONTRIBUTOR

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
N/A	- CONTRIBUTOR names a party to the creation of the resource. - Naming conventions for CONTRIBUTOR should follow the rules of CREATOR. - CONTRIBUTOR should only be used where the contribution has been significant and is already recognised through a statement of authorship, copyright, partnership or some other formal process. **Further information** AGLS Part 1 – Reference Description 6.12 Syntax & Vocabulary encoding schemes apply, see AGLS Part 2 – Usage Guide 5.15 AGLS Implementation Manual 5.15	HTML/XHTML - DCTERMS.contributor XML/RDF - dcterms:contributor

4.4.12 COVERAGE

Obligation: Recommended		
Sub-properties	**Notes on use**	**Rendered**
jurisdiction spatial temporal	- COVERAGE (in the sense of jurisdiction/geographical) is used when resources are applicable to areas other than 'Australia'. In Victoria, it is more important to focus on the delineation of anything that is not relevant to only Victoria. - JURISDICTION is used for the legal area in which the resource is applicable. - SPATIAL is used for the definition of anything in an 'area' using coordinates. The area can be one that has been pre-named and classified or an un-named area. - TEMPORAL is for the definition of periods of time (eg. the middle ages).	HTML/XHTML - DCTERMS.coverage XML/RDF - dcterms:coverage

• Postcode is no longer recognised in the AGLS standard. Legacy implementations using postcode are still valid. To upgrade content that previously used DC.Coverage.postcode, change the property to SPATIAL in combination with the Postcode Syntax Encoding Scheme. **Further information** AGLS Part 1 – Reference Description 6.13 Syntax & Vocabulary encoding schemes apply, see AGLS Part 2 – Usage Guide 5.16 AGLS Implementation Manual 5.11	

4.4.13 CREATED

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
N/A	• CREATED (DATE) is not to be confused with CREATOR • CREATED is the DATE the resource was originally created. • CREATED is normally a system default and should be automated. **Further information** AGLS Part 1 – Reference Description 6.14 Syntax encoding schemes apply, see AGLS Part 2 – Usage Guide 5.4 Date AGLS Implementation Manual 5.3 Date	HTML/XHTML – DCTERMS.created XML/RDF – dcterms:available

4.4.14 DATE COPYRIGHTED

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
N/A	• DATE COPYRIGHTED is the date the resource was officially authorised as copyrighted. • DATE COPYRIGHTED and ISSUED may not be the same. • Only use for copyright, use DATE LICENSED for licenses and compliances and the general DATE for other legal milestones. **Further information** AGLS Part 1 – Reference Description 6.17 Syntax encoding schemes apply, see AGLS Part 2 – Usage Guide 5.4 Date AGLS Implementation Manual 5.3 Date	HTML/XHTML – DCTERMS.dateCopyrighted XML/RDF – dcterms:dateCopyrighted

4.4.15 DATE LICENSED

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
N/A	• DATE LICENSED is the official date the resource was authorised as licensed. • DATE LICENSED is important for agencies where an information asset management strategy is in use or intended to be developed. In information asset management systems this property can be used to trigger a workflow reminder for when the renewal process is required to be managed. • Only use for licenses and compliances, use DATE COPYRIGHT for copyrighted material and the general DATE for other legal milestones. **Further information** AGLS Part 1 – Reference Description 6.18 Syntax encoding schemes apply, see AGLS Part 2 – Usage Guide 5.4 Date	HTML/XHTML - AGLSTERMS.dateLicensed XML/RDF - aglsterms:dateLicensed

| | AGLS Implementation Manual 5.3 Date | |

4.4.16 DOCUMENT TYPE

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
See Type	• DOCUMENT TYPE is the template form the document takes. It is used when CATEGORY is document (eg. fact sheet). • Where possible try to be as specific as possible by either using the AGLS Document Vocabulary Encoding Scheme (Appendix E, AGLS Part 2 – Usage Guide) or by creating your own targeted value.	HTML/XHTML - AGLSTERMS.documentType XML/RDF - aglsterms:documentType

<table>
<tr><td></td><td align="center">GOOD EXAMPLE</td><td align="center">BAD EXAMPLE</td></tr>
<tr><td></td><td>Annual Report</td><td>Report</td></tr>
<tr><td></td><td>Contract</td><td>Legal Document</td></tr>
<tr><td></td><td>Digital signature</td><td>Authorisation</td></tr>
</table>

• If a deeper contextual understanding occurs through association of the document to the business function, include FUNCTION eg:

```
<meta name="AGLSTERMS.function" content="Citizenship" >
<meta name="AGLSTERMS.documentType" content="promotion" >
```

Further information

AGLS Part 1 – Reference Description 6.20
Vocabulary encoding schemes apply, see AGLS Part 2 – Usage Guide 5.13 Type
AGLS Implementation Manual 5.14 Type

4.4.17 EXTENT

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
See Format	• EXTENT is used for physical or online documents where the size or dimensions are important (eg. document download 12mb, painting 800cm X 1200cm) • Use EXTENT for describing the duration of events, multimedia and sound files (eg. 17 minutes). **Further information** AGLS Part 1 – Reference Description 6.21 Syntax encoding schemes apply, see AGLS Part 2 – Usage Guide 5.17 Format AGLS Implementation Manual 5.16 Format	HTML/XHTML - DCTERMS.extent XML/RDF - dcterms:extent

4.4.18 FORMAT

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
extent medium	• FORMAT is the dimensions and form that the resource takes. • FORMAT can be used to provide more information on services (eg. call centre). • Where the importance of FORMAT includes duration or dimension use EXTENT • Where the importance of FORMAT includes materials, composition (eg. canvas) or how it is delivered (eg. CDRom), use MEDIUM. **Further information** AGLS Part 1 – Reference Description 6.22 Vocabulary encoding schemes apply, see AGLS Part 2 – Usage Guide 5.17 Format AGLS Implementation Manual 5.16 Format	HTML/XHTML - DCTERMS.format XML/RDF - dcterms:format

4.4.19 HAS FORMAT

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
See Relation	- HAS FORMAT is one of the many sub-properties of RELATION. - HAS FORMAT is used when you have two resources that contain the same content but they are presented in different formats (eg. PDF & MS Word). - HAS FORMAT is used to indicate the primary resource (eg. MS WORD). IS FORMAT OF is used to indicate the other resources that are different formats of the original (eg. PDF). - A URL can be used to reference the related resource. **Further information** AGLS Part 1 – Reference Description 6.24 AGLS Part 2 – Usage Guide 5.19 Relation AGLS Implementation Manual 5.18 Relation	HTML/XHTML - DCTERMS.hasFormat XML/RDF - dcterms:hasFormat

4.4.20 HAS PART

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
See Relation	- HAS PART is one of the many sub-properties of RELATION. - HAS PART is used when a resource is made of more than one resource (eg. a compound document). - HAS PART indicates there are other resources to be reference to complete this resource (eg. tender document). IS PART OF is used for the other resources required to complete the main resource (eg. the appendices and a sample contract). - A URL can be used to reference the related resource.	HTML/XHTML - DCTERMS.hasPart XML/RDF - dcterms:hasPart

	Further information	
	AGLS Part 1 – Reference Description 6.25 AGLS Part 2 – Usage Guide 5.19 Relation AGLS Implementation Manual 5.18 Relation	

4.4.21 HAS VERSION

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
See Relation	• HAS VERSION is one of the many sub-properties of RELATION. • HAS VERSION is used to indicate the latest in a series. • HAS VERSION is of most value where there are several documents of the same type and it is imperative to retain access to all versions (eg. for versions of guidelines or legislation which still require access for historic and legal applicability). • HAS VERSION can be used to indicate an edition • It can also be used to indicate members of an archive. • A URL can be used to reference the related resource. **Further information** AGLS Part 1 – Reference Description 6.26 AGLS Part 2 – Usage Guide 5.19 Relation AGLS Implementation Manual 5.18 Relation	HTML/XHTML - DCTERMS.hasVersion XML/RDF - dcterms:hasVersion

4.4.22 IS BASED ON

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
See Relation	- IS BASED ON is one of the many sub-properties of RELATION. - IS BASED ON is attributed to the secondary resource that is a derivation of the original (eg. a film about a book). The derivation does not have to be a permutation of the same format. - The primary resource is allocation IS BASIS FOR. - It is used to show how derivations from a source have generated a new resource, borrowing heavily on the original. In this way you can reference the original where necessary. - If the CREATOR of the derivation is different from the original, ensure your copyright statements are accurate and legal or provide notes of the significance of the relationship. - A URL can be used to reference the related resource. **Further information** AGLS Part 1 – Reference Description 6.29 AGLS Part 2 – Usage Guide 5.19 Relation AGLS Implementation Manual 5.18 Relation	HTML/XHTML - AGLSTERMS.isBasedOn XML/RDF - aglsterms:isBasedOn

4.4.23 IS BASIS FOR

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
See Relation	- IS BASIS FOR is one of the many sub-properties of RELATION. - IS BASIS FOR is similar to IS BASED ON however it indicates the source which has been used to generate one or more derivations (eg. a book which has been the source of information and generally reproduced for a film, a stage play and an electronic game). - The secondary resource is allocated IS BASED ON. - If the CREATOR of the derivation is different from the original, ensure your copyright statements are accurate and legal or provide notes of the significance of the relationship. - A URL can be used to reference the related resource. **Further information** AGLS Part 1 – Reference Description 6.28 AGLS Part 2 – Usage Guide 5.19 Relation AGLS Implementation Manual 5.18 Relation	HTML/XHTML - AGLSTERMS.isBasisFor XML/RDF - aglsterms:isBasisFor

4.4.24 IS FORMAT OF

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
See Relation	- IS FORMAT OF is one of the many sub-properties of RELATION. - IS FORMAT OF is used when you have two resources that contain the same content but they are presented in different formats (eg. PDF & MS Word). - HAS FORMAT is used to indicate the primary resource (eg. MS WORD). IS FORMAT OF is used to indicate the other resources that are different formats of the original	HTML/XHTML - DCTERMS.isFormatOf XML/RDF - dcterms:isFormatOf

(eg. PDF). • A URL can be used to reference the related resource. **Further information** AGLS Part 1 – Reference Description 6.30 AGLS Part 2 – Usage Guide 5.19 Relation AGLS Implementation Manual 5.18 Relation	

4.4.25 IS PART OF

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
See Relation	• IS PART OF is one of the many sub-properties of RELATION. • IS PART OF is used when a resource is made of more than one resource (eg. a compound document). • HAS PART indicates there are other resources to be reference to complete this resource (eg. tender document). IS PART OF is used for the other resources required to complete the main resource (eg. the appendices and a sample contract). • A URL can be used to reference the related resource. **Further information** AGLS Part 1 – Reference Description 6.31 AGLS Part 2 – Usage Guide 5.19 Relation AGLS Implementation Manual 5.18 Relation	HTML/XHTML - DCTERMS.isPartOf XML/RDF - dcterms:isPartOf

4.4.26 IS REFERENCED BY

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
See Relation	- IS REFERENCED BY is one of the many sub-properties of RELATION. - IS REFERENCED BY is used to show that this resource has a relationship of further detail with another resource. - REFERENCES indicates the primary work makes mention or cites a secondary work which is important to understanding the full intent of this primary work. IS REFERENCED BY indicates that a resources has influenced other works. - A URL can be used to reference the related resource. **Further information** AGLS Part 1 – Reference Description 6.32 AGLS Part 2 – Usage Guide 5.19 Relation AGLS Implementation Manual 5.18 Relation	HTML/XHTML - DCTERMS.isReferenced By XML/RDF - dcterms:isReferencedBy

4.4.27 IS REPLACED BY

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
See Relation	- IS REPLACED BY is one of the many sub-properties of RELATION. - It is used to denote supersedence while retaining the relationship between the original and the new. This is important for some documents, such as legal documents, where even though there is a new version, the trial of a case may need to refer to the legislation that was in use at a previous time. This version of the Victorian AGLS Implementation Manual REPLACES the previous version and the previous version IS REPLACED BY this version. - REPLACES is used for the new primary resource and IS REPLACED BY is used for the	HTML/XHTML - DCTERMS.isReplacedBy XML/RDF - dcterms:isReplacedBy

secondary resource. An indication of version change may also be required.
- A URL can be used to reference the related resource.

Further information

AGLS Part 1 – Reference Description 6.33
AGLS Part 2 – Usage Guide 5.19 Relation
AGLS Implementation Manual 5.18 Relation

4.4.28 IS REQUIRED BY

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
See Relation	- IS REQUIRED BY is one of the many sub-properties of RELATION. - IS REQUIRED BY is used for identifying the relationship between resources that act in their aggregate (eg. a compound document is made up of the sum of its part, or a license required by a system or locked document prior to access). - IS REQUIRED BY is used where there is a dependency between the two objects and without the completion of the relationship the resource is incomplete, in-actionable, illegal or would not exist. - REQUIRES is used for the primary resource and IS REQUIRED BY indicates the secondary dependency. - A URL can be used to reference the related resource. **Further information** AGLS Part 1 – Reference Description 6.34 AGLS Part 2 – Usage Guide 5.19 Relation AGLS Implementation Manual 5.18 Relation	HTML/XHTML - DCTERMS.isRequriedBy XML/RDF - dcterms:isRequriedBy

4.4.29 ISSUED

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
N/A	- ISSUED is the date the resource was officially released to the user audience or the agency or department. - The DATE COPYRIGHTED and ISSUED are not always the same. **Further information** AGLS Part 1 – Reference Description 6.35 Syntax encoding schemes apply, see AGLS Part 2 – Usage Guide 5.4 Date AGLS Implementation Manual 5.3 Date	HTML/XHTML - DCTERMS.issued XML/RDF - dcterms:issued

4.4.30 IS VERSION OF

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
See Relation	- IS VERSION OF is one of the many sub-properties of RELATION. - IS VERSION OF is used to indicate a previous version in a series. - IS VERSION OF is of most value where there are several documents of the same type under management and it is imperative to retain access to all versions so that users can access previous versions as required. It can be used to indicate an archive. - IS VERSION OF is can be used to indicate an edition - It can also be used to indicate members of an archive. - A URL can be used to reference the related resource. **Further information** AGLS Part 1 – Reference Description 6.36 AGLS Part 2 – Usage Guide 5.19 Relation	HTML/XHTML - DCTERMS.isVersionOf XML/RDF - dcterms:isVersionOf

| | AGLS Implementation Manual 5.18 Relation | |

4.4.31 JURISDICTION

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
N/A	• JURISDICTION is used to denote an area that is parameterised either politically or administratively. • The resource has applicability or is covered by that JURISDICTION. • Victoria is a JURISDICTION administered by the State Government of Victoria. **Further information** AGLS Part 1 – Reference Description 6.37 Vocabulary encoding schemes apply, see AGLS Part 2 – Usage Guide 5.16 Coverage AGLS Implementation Manual 5.11 Coverage	HTML/XHTML - AGLSTERMS.jurisdiction XML/RDF - aglsterms:jurisdiction

4.4.32 LICENSE

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
N/A	• LICENSE is used to indicate the resource has been formally qualified or acknowledged (eg. special rights, a permit) for use. • LICENSE can also describe the access rights to a restricted resource. • Where available, LICENSE is best referenced by a URL to the authority that issues the license or to a description of the actual compliance to which the resource complies. **Further information** AGLS Part 1 – Reference Description 6.39	HTML/XHTML - DCTERMS.license XML/RDF - dcterms:license

	Syntax encoding schemes apply, see AGLS Part 2 – Usage Guide 5.20 Rights AGLS Implementation Manual 5.19 Rights	

4.4.33 MANDATE

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
N/A	• Reserve the use of MANDATE properties for legal documents (eg. Legislation, Acts, Case Law). • Do not use them to describe other resources that talk about the legislation or mandate. • Never present copies of legislative documents on your site, always hyperlink to the single source of truth at the department or agency that holds the stewardship of the information (eg. Victorian Legislation and Parliamentary Documents www.legislation.vic.gov.au). **Further information** AGLS Part 1 – Reference Description 6.40 Syntax encoding schemes apply, see AGLS Part 2 – Usage Guide 5.18 Mandate AGLS Implementation Manual 5.17 Mandate	HTML/XHTML - AGLSTERMS.mandate XML/RDF - aglsterms:mandate

4.4.34 MEDIUM

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
See Format	• MEDIUM describes the type of material a resource is made from or delivered on (eg. art on canvas, CDRom). • MEDIUM helps users know whether the resource comes in a format that matches their requirements or in a format they can access or use. **Further information** AGLS Part 1 – Reference Description 6.41 AGLS Part 2 – Usage Guide 5.17 Format AGLS Implementation Manual 5.16 Format	HTML/XHTML - DCTERMS.medium XML/RDF - dcterms:medium

4.4.35 MODIFIED

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
N/A	• MODIFIED is the DATE the resource was last modified or changed. • MODIFIED is the most important date to indicate resource currency. • MODIFIED should be an automated property. **Further information** AGLS Part 1 – Reference Description 6.42 Syntax encoding schemes apply, see AGLS Part 2 – Usage Guide 5.4 Date AGLS Implementation Manual 5.3 Date	HTML/XHTML - DCTERMS.modified XML/RDF - dcterms:modified

4.4.36 PROTECTIVE MARKING

Obligation: Conditional		
Sub-properties	**Notes on use**	**Rendered**
see Rights	• PROTECTIVE MARKING is used to describe special resources classifications such as security clearance (eg. Commercial In Confidence). • PROTECTIVE MARKING is recommended if the value is not 'UNCLASSIFIED'. • Organisations often use different protective classification schemes. If your organisation has a private scheme in use, ensure there is a statement of the conventions somewhere on the site or that the classification is intuitive. • If a different set of conventions is used to protect data sets, ensure this is also stated so that the user does not misunderstand the conventions and obligations of use. • Protected resources should not be available on public sites. • PROTECTIVE MARKING does not protect the resource. Ensure as well as a metadata classification, site/directory security, logical or physical separation or other forms or protection and authentication are in use to protect unauthorised access. • Where AGLS is used for intranets & portals, try to demark the protective classification to the collection (eg. to a site, sub-site, directory, site collection, information domain or farm). Item level security is not recommended. • If your department or agency uses an information asset management system or IP protection system for internal information, consider extending the use of properties to cover all permutations of IP licensing and to ensure you have enough detail to support reporting and business intelligence. **Further information** AGLS Part 1 – Reference Description 6.43 AGLS Part 2 – Usage Guide 5.20 Rights AGLS Implementation Manual 5.19 Rights	HTML/XHTML – AGLSTERMS.protective Marking XML/RDF – aglsterms:protectiveMarking

4.4.37 REFERENCES

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
See Relation	• REFERENCES is one of the many sub-properties of RELATION. • REFERENCES is used to show that this resource has a relationship of further detail with another resource. • REFERENCES indicates the primary work makes mention or cites a secondary work which is important to understanding the full intent of this primary work. IS REFERENCED BY indicates that a resources has influenced other works. • A URL can be used to reference the related resource. **Further information** AGLS Part 1 – Reference Description 6.45 AGLS Part 2 – Usage Guide 5.19 Relation (table omitted but in examples) AGLS Implementation Manual 5.18 Relation (table omitted but in examples)	HTML/XHTML – DCTERMS.references XML/RDF – dcterms:references

4.4.38 REGULATION

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
See Mandate	• Reserve the use of MANDATE properties for legal documents (eg. Legislation, Acts, Case Law) • Do not REGULATION to describe other resources that talk about the regulation. • Never present copies of legislative documents on your site, always hyperlink to the single source of truth at the department or agency that holds the stewardship of the information (eg. Victorian Legislation and Parliamentary Documents www.legislation.vic.gov.au) **Further information**	HTML/XHTML - AGLSTERMS.regulation XML/RDF - aglsterms:regulation

| | AGLS Part 1 – Reference Description 6.46
AGLS Part 2 – Usage Guide 5.18 Mandate
AGLS Implementation Manual 5.17 Mandate | |

4.4.39 RELATION

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
conformsTo hasFormat hasPart hasVersion isBasedOn isBasisFor isFormatOf isPartOf isReferencedBy isreplacedBy isRequiredBy isVersionOf references replaces requires	• RELATION is a key property used to show the inter-relationships between different resources. • RELATION has several sub-properties. • Select the sub-property that is most accurate in describing the relationship between the resources. • Use CONFORMS TO to indicate compliance. • Use HAS FORMAT/ IS FORMAT OF to indicate where a resource can be accessed in more than one format. • Use HAS PART/ ISPART OF when it shares its totality with other resources. • Use HAS VERSION/ IS VERSION OF when there is more than one version in use and applicable. • Use IS BASED ON/ IS BASIS FOR where the resource is a derivation of an original. • Use REFERENCES/IS REFERENCED BY where one resource cites another or heavily borrows from another. • Use REPLACES/IS REPLACED BY where a resource has been superseded and it is important to keep both resources online. • Use REQUIRES /IS REQUIRED BY when the resource requires another resource for completion. **Further information** AGLS Part 1 – Reference Description 6.47 Syntax encoding schemes apply, see AGLS Part 2 – Usage Guide 5.19 Relation AGLS Implementation Manual 5.18 Relation	HTML/XHTML - DCTERMS.relation XML/RDF - dcterms:relation

4.4.40 REPLACES

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
N/A	• REPLACES is one of the many sub-properties of RELATION. • Use REPLACES where this resource supersedes another and it is important to keep both resources online. Provide a URL linking to the resource that was superseded and ensure it carries the IS REPLACED BY property. • It is used to denote supersedence while retaining the relationship between the original and the new. This is important for some documents, such as legal documents, where even though there is a new version, the trial of a case may need to refer to the legislation that was in use at a previous time. This version of the Victorian AGLS Implementation Manual REPLACES the previous version and the previous version IS REPLACED BY this version. • REPLACES is used for the new primary resource and IS REPLACED BY is used for the secondary resource. An indication of version change may also be required. • A URL can be used to reference the related resource. **Further information** AGLS Part 1 – Reference Description 6.48 AGLS Part 2 – Usage Guide 5.19 Relation AGLS Implementation Manual 5.18 Relation	HTML/XHTML - DCTERMS.replaces XML/RDF - dcterms:replaces

4.4.41 REQUIRES

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
N/A	- REQUIRES is one of the many sub-properties of RELATION. - REQUIRES is used for identifying the relationship between resources that act in their aggregate (eg. a compound document is made up of the sum of its part, or a license required by a system or locked document prior to access). - REQUIRES is used where there is a dependency between the two objects and without the completion of the relationship the resource is incomplete, in-actionable, illegal or would not exist. - REQUIRES is used for the primary resource and IS REQUIRED BY indicates the secondary dependency. - A URL can be used to reference the related resource. **Further information** AGLS Part 1 – Reference Description 6.49 AGLS Part 2 – Usage Guide 5.19 Relation AGLS Implementation Manual 5.18 Relation	HTML/XHTML - DCTERMS.requires XML/RDF - dcterms:requires

4.4.42 RIGHTS

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
accessRights rightsHolder license protectiveMarking	- RIGHTS is used to ensure correct attribution of payments as well as to protect copyright, everything produced by the government is owned by the government and should be marked as such. Default value for all Victorian Government web sites is Copyright, State Government of Victoria. - If information about the RIGHTS are stated in detail on another page include a URL	HTML/XHTML - DCTERMS.rights XML/RDF - dcterms:rights

to that page using either IDENTIFIER or a RELATION property.	
• If the resource has restricted access, ensure the parameters of the restriction are stated in ACCESS RIGHTS and provide further information on accessing the resource using AVAILABILITY.	
• RIGHTS HOLDER indicates the individual or organisation holding the copyright or other form of rights over the resource.	
• LICENSE is used to indicate the resource has been formally qualified or acknowledged (eg. special rights, a permit) for use.	
• Most restricted access items also have security restrictions. If security restrictions are also in place ensure PROTECTIVE MARKING is also complete.	
Further information	
AGLS Part 1 – Reference Description 6.50	
Syntax encoding schemes apply, see AGLS Part 2 – Usage Guide 5.20 Rights	
AGLS Implementation Manual 5.19 Rights	

4.4.43 RIGHTS HOLDER

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
See Rights	• RIGHTS HOLDER indicates the individual or organisation holding the copyright or other form of rights over the resource. • The default RIGHTS HOLDER value for all Victorian Government web sites is Copyright, State Government of Victoria. • Where RIGHTS HOLDER is a party other than the State Government of Victoria, state the name of that party. • When citing international government department or agency names titles respect their title of address and honours & where possible use the conventions of that Government, rendered in the native language. **Further information**	HTML/XHTML - DCTERMS.rightsHolder XML/RDF - dcterms:rightsHolder

| | AGLS Part 1 – Reference Description 6.51
Syntax encoding schemes apply, see AGLS Part 2 – Usage Guide 5.20 Rights
AGLS Implementation Manual 5.19 Rights | |

4.4.44 SERVICE TYPE

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**

See Type	• SERVICE TYPE is used to provide further descriptive detail about a service.
	• Ensure the value of CATEGORY is 'service'.
	• Where possible try to be as specific as possible by using the AGLS Service Vocabulary Encoding Scheme (Appendix F, AGLS Part 2 – Usage Guide).
	• If a deeper contextual understanding occurs through association of the document to the business function, include FUNCTION eg:
	
	`<meta name="AGLSTERMS.function" content="Citizenship" >`
	`<meta name="AGLSTERMS.servcieType" content="grants" >`
	
	Further information
	
	AGLS Part 1 – Reference Description 6.52
	Vocabulary encoding schemes apply, see AGLS Part 2 – Usage Guide 5.13 Type
	AGLS Implementation Manual 5.14 Type
		HTML/XHTML - AGLSTERMS.serviceType
		
		XML/RDF - aglsterms:serviceType

4.4.45 SOURCE

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
N/A	• SOURCE is used to describe the original source of a derivation, copy or major influence. • SOURCE is important to include when there is a change in the rights between	HTML/XHTML – XML/RDF -

SOURCE and derivation (eg. with programming code & manipulations of images). • Where possible use IDENTIFIER to provide a URL to the SOURCE resource. **Further information** AGLS Part 1 – Reference Description 6.53 Syntax encoding schemes apply, see AGLS Part 2 – Usage Guide 5.21 Source AGLS Implementation Manual 5.20 Source	

4.4.46 SPATIAL

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
N/A	• SPATIAL is used for geographic descriptions. • SPATIAL is used to describe the properties of a resource using coordinates. **Further information** AGLS Part 1 – Reference Description 6.54 Syntax & Vocabulary encoding schemes apply, see AGLS Part 2 – Usage Guide 5.16 Coverage AGLS Implementation Manual 5.11 Coverage	HTML/XHTML - DCTERMS.spatial XML/RDF - dcterms:spatial

4.4.47 TEMPORAL

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
N/A	• TEMPORAL is used to describe the time based characteristics of the resource. • TEMPORAL can be used to indicate the time period covered by the resource (eg. a year, period of history). **Further information** AGLS Part 1 – Reference Description 6.56 Syntax encoding schemes apply, see AGLS Part 2 – Usage Guide 5.16 Coverage AGLS Implementation Manual 5.11 Coverage	HTML/XHTML - DCTERMS.temporal XML/RDF - dcterms:temporal

4.4.48 VALID

Obligation: Optional		
Sub-properties	**Notes on use**	**Rendered**
N/A	• VALID is the date the resource becomes valid or a range denoting the period in which it will be valid (eg. prices and events often have a period of validity). • Anything associated with a cost should include VALID, limiting your period of liability. • When expressing dates as a range use VALID or AVAILABLE and follow the conventions of DCMI Period Syntax Encoding Scheme. **Further information** AGLS Part 1 – Reference Description 6.59 Syntax encoding schemes apply, see AGLS Part 2 – Usage Guide 5.4 Date AGLS Implementation Manual 5.3 Date	HTML/XHTML - DCTERMS.valid XML/RDF - dcterms:valid

5 Agency Examples

One of the easiest ways to learn how to implement metadata is to see good examples.

The following examples are designed to show you multiple applications of the Standard within real Victorian situations.

5.1 Home pages

Checklist:

- Ensure you reference all namespaces used.

- All DC's are changed to DCTERMS.

- All AGLS are changed to AGLSTERMS.

- All of your date tags are simplified (eg. DC.Date.modified becomes DCTERMS.modified) and the actual date is rendered correctly.

- Schemes are appropriately related to their namespace (eg. DCTERMS.URI)

- The identifier is the site URL that user's would type not a system or page specific URL which is hard to read or type. They need to know they are at the root of the site.

- Make sure you indicate your home page is the entry to the collection (eg. <meta name="AGLSTERMS.aggregationLevel" content="collection" />).

- Don't leave auto-generated empty properties in the metadata set.

- Ensure your LANGUAGE property references the current syntax encoding scheme RFC5646.

- Users know they are in Victoria not another state or country

- Make sure XHTML tags use the correct case and syntax and are properly closed "/>".

Premier and Cabinet in HTML

```
<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.title" content="Department of Premier and Cabinet">
<meta name="DCTERMS.creator" content="Department of Premier and Cabinet, Victoria">
<meta name="DCTERMS.created" scheme="XSD.date" content="2011-01-01">
<meta name="DCTERMS.modified" scheme="XSD.date" content="2011-07-10">
<meta name="DCTERMS.identifier" scheme="DCTERMS.URI" content="http://www.dpc.vic.gov.au/">
<meta name="DCTERMS.subject" content="Department of Premier and Cabinet, DPC, Premier, Victoria">
<meta name="DCTERMS.description" content="DPC has four roles: supporting the Premier as head of Government and
Cabinet, policy leadership, developing whole-of-government initiatives and delivering services and programs in relation to
Government Information, Communication and Arts Victoria. ">
<meta name="AGLSTERMS.aggregationLevel" content="collection" >
<meta name="DCTERMS.language" scheme="DCTERMS.RFC5646" content="en-AU">
<meta name="DCTERMS.publisher" content="Department of Premier and Cabinet, Victoria">
<meta name="DCTERMS.rights" content="http://www.dpc.vic.gov.au/legals/copyright.html">
<meta name="DCTERMS.rightsHolder" content="State Government of Victoria">
<meta name="DCTERMS.coverage" content="Victoria">
<meta name="DCTERMS.type" content="text">
```

eGovernment Resource Centre in XHTML

```
<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="eGovernment Resource Centre, Victoria"/>
<meta name="DCTERMS.creator" content="Department of Business and Innovation, State Government of Victoria,
Australia"/>
<meta name="DCTERMS.description" content="The eGovernment Resource Centre aggregates Victorian Government
eGovernment strategies, policies, web site standards, information and communications technology (ICT) and government
web site best practices with international examples."/>
<meta name="DCTERMS.created" scheme="DCTERMS.ISO8601" content="2005-04-07"/>
<meta name="DCTERMS.modified" scheme=" DCTERMS.ISO8601" content="2011-07-01"/>
<meta name="DCTERMS.subject" content="eGovernment; e-Government; Government websites"/>
<meta name="DCTERMS.identifier" scheme="DCTERMS.URI" content="http://www.egov.vic.gov.au/index.html"/>
<meta name="DCTERMS.format" scheme="DCTERMS.IMT" content="text/html" />
<meta name="DCTERMS.language" scheme="DCTERMS.RFC5646" content="en-AU"/>
<meta name="DCTERMS.publisher" scheme="AGLSTERMS.GOLD" content="c=AU; st=Victoria; o=State Government of
Victoria; ou=Department of Business and Innovation"/>
<meta name="AGLSTERMS.aggregationLevel" content="collection" />
<meta name="DCTERMS.coverage" content="International"/>
<meta name="DCTERMS.rights" content="Copyright State Government of Victoria"/>
```

Better Health Channel in HTML

```
<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="Home">
<META NAME="DCTERMS.creator" CONTENT="Department of Health">
<META NAME="DCTERMS.subject" CONTENT="Consumer Health Information; The Better Health Channel; Health
Channel; Better Health; Health; Healthy Living; Health Conditions; Support and Advice; Local Services; Life Events; Medical;
Healthy; Healthy Lifestyle; Health Information; Victoria;  Australia; Victorian Government; Department of Human Services;
Human Services; DHS; Health Department;  Service Directory; Healthier Living; the better health channel; health channel;
better health; health; healthy living; health conditions; support and advice; local services; life events; medical; healthy;
healthy lifestyle; health information; victoria; australia; victorian government; department of human services; human
services; dhs">
<META NAME="DCTERMS.description" CONTENT="Health and medical information for consumers. Includes healthy
living, weight management, recipes, physical activity, pregnancy, nutrition, children's health, and a range of information on
the symptoms, care and treatment of many health conditions.">
< META NAME="AGLSTERMS.aggregationLevel" content="collection">
<META NAME="DCTERMS.publisher" CONTENT="Better Health Channel">
<META NAME="DCTERMS.created" SCHEME=" DCTERMS.ISO8601" CONTENT="2009-10-12">
<META NAME="DCTERMS.modified" SCHEME=" DCTERMS.ISO8601" CONTENT="2010-08-16">
<META NAME="DCTERMS.identifier" SCHEME=" DCTERMS.URI"
CONTENT="http://www.betterhealth.vic.gov.au/bhcv2/bhcsite.nsf/pages/new_homepage">
<META NAME="AGLSTERMS.Audience" SCHEME="AGLSTERMS.audience" CONTENT="all">
<META NAME="DCTERMS.coverage" CONTENT="State of Victoria">
<META NAME="DCTERMS.Language" SCHEME=" DCTERMS.RFC5646" CONTENT="en">
<META NAME="DCTERMS.format" SCHEME=" DCTERMS.IMT" CONTENT="text/html">
<META NAME="DCTERMS.rights" CONTENT="Copyright State Government of Victoria">
```

5.2   Collections

Checklist:

- Ensure you reference all namespaces used.

- All DC's are changed to DCTERMS.

- All AGLS are changed to AGLSTERMS.

- Schemes are appropriately related to their namespace (eg. DCTERMS.URI)

- Indicate the entry to the collection using AGGREGATION LEVEL (eg. <meta name="AGLSTERMS.aggregationLevel" content="collection" />).

- Include AUDIENCE if the collection is particular suited to a subset of users.

- Include any special instructions on collection access using PROTECTIVE MARKING, AVAILABILITY or ACCESS RIGHTS.

Student Resource Portal, Department of Justice in HTML

```
<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="Student Resources portal">
<meta name="AGLSTERMS.aggregationLevel" content="collection">
<meta name="DCTERMS.audience" scheme="AGLSTERMS.agls-audience" content="students">
<meta name="DCTERMS.accessRights content="open">
<meta name="DCTERMS.creator" scheme="Victorian Government Directory" content="c=AU; st=Victoria;
ou1=Department of Justice; ou2=Strategic Communication Branch">
<meta name="DCTERMS.created" scheme="DCTERMS.ISO8601" content="2006-04-30">
<meta name="DCTERMS.modified" scheme="DCTERMS.ISO8601" content="2011-04-27">
<meta name="DCTERMS.valid" scheme="DCTERMS.ISO8601" content="2006-04-30/2016-04-08">
<meta name="DCTERMS.description" content="The Student Resources portal is an educational resource for secondary
and tertiary students undertaking Legal Studies.">
<meta name="DCTERMS.subject" content="Government departments - Department of Justice, Justice sites">
<meta name="DCTERMS.identifier" content=" http://www.justice.vic.gov.au/students/">
<meta name="DCTERMS.publisher" scheme="Victorian Government Directory" content="c=AU; st=Victoria;
ou=Department of Justice">
<meta name="AGLSTERMS.jurisdiction" content="State of Victoria">
<meta name="DCTERMS.language" scheme="DCTERMS.RFC5646" content="en-au">
<meta name="DCTERMS.rights" scheme="DCTERMS.URI"
content="http://www.justice.vic.gov.au/wps/wcm/connect/justlib/DOJ+Internet/Footer/Copyright/JUSTICE+-
+Copyright+%28Footer%29+-+Home">
<meta name="DCTERMS.type" scheme="Department of Justice" content="doc type=General">
```

Office of Water: Victoria Flood Database XHTML

```
<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.title" content="Office of Water: Victoria Flood Database" />
<meta name="DCTERMS.description" content="Provides information about the Victorian Flood Database" />
<meta name="DCTERMS.subject" content="floodplains" />
< meta name="AGLSTERMS.aggregationLevel" content="collection">
<meta name="DCTERMS.identifier" content="http://www.water.vic.gov.au" />
<meta name="DCTERMS.publisher" content="State of Victoria, Australia" />
<meta name="DCTERMS.creator" content="Department of Sustainability and Environment, Victoria" />
<meta name="DCTERMS.created" scheme="XSD.dateTime" content="2008-08-04T13:55:35" />
<meta name="DCTERMS.issued" scheme="XSD.dateTime" content="200-05-13T16:32:53" />
<meta name="DCTERMS.rights" content="http://www.dse.vic.gov.au/copyright" />
<meta name="AGLSTERMS.jurisdiction" content="Victoria">
<meta name="DCTERMS.spatial" content="Victoria" />
```

Planning Maps Online in XHTML

Note the use of AGLS AGENT in this example; see **AGLS Part 2 – Usage Guide, 6.0 Agent Metadata Terms and 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="Planning Maps Online - Land Channel" />
<meta name="DCTERMS.identifier" scheme="DCTERMS.URI" content="http:/services.land.vic.gov.au/maps/pmo.jsp" />
<meta name="AGLSTERMS.category" content="agent" />
<meta name="AGLSTERMS.corporateName" content="Online Services, Land Victoria, Department of Sustainability and Environment" />
<meta name="AGLSTERMS.stateTerritory" content="Victoria" />
<meta name="AGLSTERMS.sector" content="Government" />
<meta name="AGLSTERMS.email" content="land.channel@nre.vic.gov.au" />
<meta name="AGLSTERMS.physicalAddress" content="Level 13, 570 Bourke Street, Melbourne, Victoria" />
<meta name="DCTERMS.publisher" content="Land Channel" />
<meta name="DCTERMS.rights" content="State Government of Victoria, Australia" />
<meta name="DCTERMS.description" content="Introduction to Planning Maps Online for Victoria, Australia" />
<meta name="DCTERMS.language" scheme="DCTERMS.RFC5646" content="en" />
<meta name="DCTERMS.coverage" content="Victoria" />
<meta name="DCTERMS.created" scheme=" DCTERMS.ISO8601" content="2002-12-13" />
<meta name="AGLSTERMS.jurisdiction" content="Victoria">
< meta name="AGLSTERMS.aggregationLevel" content="collection">
<meta name="DCTERMS.format" scheme=" DCTERMS.IMT" content="text/html" />
```

5.3   Documents

Checklist:

- Ensure you reference all namespaces used.

- All DC's are changed to DCTERMS.

- All AGLS are changed to AGLSTERMS.

- All of your date tags are simplified (eg. DC.Date.modified becomes DCTERMS.modified) and the actual date is rendered correctly.

- Use sub-properties of RELATION to accurate relate your document to subparts.

- If the document is only available offline ensure AVAILABILITY is included.

Department of Treasury and Finance, Cost Recovery Guidelines in HTML

```
<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=" Cost Recovery Guidelines ">
<META NAME="DCTERMS.creator" CONTENT="Department of Treasury and Finance">
<META NAME="DCTERMS.identifier"
CONTENT="http://www.dtf.vic.gov.au/CA25713E0002EF43/WebObj/CostRecoveryGuidelinesMay2010/$File/CostRecovery
GuidelinesMay2010.pdf">
<META NAME="DCTERMS.publisher" CONTENT="Department of Treasury and Finance">
<META NAME="DCTERMS.description" CONTENT="The DTF Cost Recovery Guidelines clarify the Government's policy
principles underpinning cost recovery arrangements. The guidelines provide a rigorous framework for use by government
entities when considering, developing and reviewing user charges and regulatory fees. ">
<META NAME="DCTERMS.extent" CONTENT="232 kilobytes">
<META NAME="DCTERMS.subject" CONTENT="finance, cost recovery, regulatory fees, charges">
<META NAME="DCTERMS.language" CONTENT="en-AU">
<META NAME="DCTERMS.coverage" CONTENT="Victoria">
<META NAME="DCTERMS.created" SCHEME="DCTERMS.ISO8601" CONTENT="2011-06-03">
<META NAME="DCTERMS.modified" SCHEME="DCTERMS.ISO8601" CONTENT="2011-06-03">
<META NAME="AGLSTERMS.documentType" SCHEME="AGLSTERMS.agls-document" CONTENT="guidelines">
<META NAME="DCTERMS.hasFormat"
CONTENT="http://www.dtf.vic.gov.au/CA25713E0002EF43/WebObj/CostRecoveryGuidelinesMay2010Word/$File/CostRec
overyGuidelinesMay2010Word.DOC">
<META NAME="DCTERMS.rights" CONTENT="Copyright State Government of Victoria, 2003">
<META NAME="AGLSTERMS.availability" CONTENT="If you have any issues downloading this document, contact
information@dtf.vic.gov.au for assistance.">
```

Enterprising Communities in XHTML

```
<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.title" content="Enterprising Communities - the Victorian Government's Community Enterprise
Strategy" />
<meta name="DCTERMS.extent" content="783 kb">
<meta name="DCTERMS.subject" content="Community Development" />
<meta name="DCTERMS.creator" content="State Government of Victoria; Department of Planning and Community
Development; 1 Spring Street, Melbourne VIC 3001" />
<meta name="DCTERMS.description" content="Read about research that the Department undertakes across a range of
areas." />
<meta name="DCTERMS.publisher" content="Department of Planning and Community Development (DPCD)" />
<meta name="DCTERMS.language" content="en" />
<meta name="DCTERMS.created" scheme="XSD.date" content="22/07/2005" />
<meta name="DCTERMS.modified" scheme="XSD.date" content="23/12/2009" />
<meta name="DCTERMS.valid" scheme="DCTERMS.ISO8601" content="2011-11-25 12:03:47" />
<meta name="DCTERMS.identifier" content="http://www.dpcd.vic.gov.au/home/publications-and-research/dpcd-
research" />
<meta name="DCTERMS.rights" content="Copyright 2010, State Government of Victoria" />
<meta name="AGLSTERMS.documentType" scheme="AGLSTERMS.agls-document" CONTENT="guidelines" />
<meta name="DCTERMS.coverage" content="Victoria" />
```

Media Release: Colonoscopy equipment boost for Victorian hospitals in XHTML

Note the use of AGLS AGENT in this example; see **AGLS Part 2 – Usage Guide, 6.0 Agent Metadata Terms and 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/" />
<link rel="schema.XSD" href="http://www.w3.org/2001/XMLSchema#" />

<meta name="DCTERMS.title" content="Colonoscopy equipment boost for Victorian hospitals - Premier of Victoria -
Media releases" />
<meta name="DCTERMS.subject" content="health, hospitals, media release"/>
<meta name="DCTERMS.description" content=" Victorian hospitals will be assisted to meet increasing demand for
colonoscopy procedures with a $1.81 million boost from the Victorian Coalition Government."/>
<meta name="AGLSTERMS.category" content="agent" />
<meta name="AGLSTERMS.corporatename" content="Office of the Premier of Victoria"/>
<meta name="DCTERMS.created" scheme="XSD.date" content="2011-07-12"/>
<meta name="DCTERMS.modified" scheme="XSD.date" content="2011-07-12"/>
<meta name="DCTERMS.format" scheme="DCTERMS.IMT" content="text/html"/>
<meta name="DCTERMS.hasFormat"
content="http://www.premier.vic.gov.au/images/stories/documents/mediareleases/2011/110712_Davis_-
_Colonoscopy_equipment_boost_for_Victorian_hospitals.pdf" />
<meta name="DCTERMS.extent" content="1524b"/>
<meta name="DCTERMS.identifier" scheme="DCTERMS.URI" content="http://www.premier.vic.gov.au/"/>
<meta name="DCTERMS.language" scheme="DCTERMS.RFC5646" content="en-AU"/>
<meta name="DCTERMS.publisher" scheme="AGLSTERMS.AglsAgent" content="c=AU,o=Victorian Government,
ou=Office of the Premier of Victoria"/>
<meta name="DCTERMS.rights" content="http://www.premier.vic.gov.au/copyright.html"/>
```

5.4   Services

Checklist:

- Ensure you reference all namespaces used.
- All DC's are changed to DCTERMS.
- All AGLS are changed to AGLSTERMS.
- Ensure AVAILABILTY has enough detail to help people access the service without a web page.
- If a web page is available reference it using

Apply for a Birth Certificate in HTML

```
<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.title" content="Apply for a Birth Certificate">
<meta name="DCTERMS.description" content="You can apply for a birth certificate online, by mail or in person. If you
apply in person or by mail, you will need to download and complete a birth certificate application form. ">
<meta name="DCTERMS.creator" content="Victorian Registry of Births, Deaths and Marriages"
<meta name="DCTERMS.created" scheme="DCTERMS.ISO8601" content="2011-01-01">
<meta name="DCTERMS.modified" scheme="DCTERMS.ISO8601" content="2011-07-10">
<meta name="DCTERMS.format" content="text/html">
<meta name="DCTERMS.requires" content="http://online.justice.vic.gov.au/CA2574F700805DE7/page/Listing-
Bar+Menu+Buttons-Forms?OpenDocument&1=0-Listing~&2=-Bar+Menu+Buttons~&3=20-Forms~#BCStand">
<meta name="DCTERMS.relation" content="http://online.justice.vic.gov.au/CA2574F700805DE7/page/About+us-
Proof+of+identity?OpenDocument&1=70-About+us~&2=05-Proof+of+identity~&3=~">
<meta name="AGLSTERMS.availability" scheme="AGLSTERMS.AglsAvail" content="corporateName= Victorian Registry of
Births, Deaths and Marriages; jurisdiction=Victoria; address=Ground floor, 595 Collins Street Melbourne (near Southern
Cross Station); address=GPO Box 4332, Melbourne VIC 3001; contact=Phone 1300 369 367; hours=8.30am to 4.30pm
Monday to Friday (excluding public holidays) Note. Change of name applications are not accepted after 4pm. ">
<meta name="DCTERMS.language" scheme="DCTERMS.RFC5646" content="en-AU" />
<meta name="DCTERMS.coverage" content="Victoria"/>
<meta name="DCTERMS.rights" content="Copyright State Government of Victoria"/>
```

People and Networks – Regional Networks in XHTML

```
<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.title" content="People and Networks – Regional Networks" />
<meta name="DCTERMS.description" content="People and Networks, discussion groups and regional networks." />
<meta name="DCTERMS.creator" content="Department of Primary Industries" />
<meta name="DCTERMS.publisher" content="Department of Primary Industries" />
<meta name="DCTERMS.created" scheme="XSD.date" content="2011-05-19" />
<meta name="DCTERMS.modified" scheme="XSD.date" content="2011-05-31" />
<meta name="DCTERMS.identifier" scheme="DCTERMS.URI" content="http://new.dpi.vic.gov.au/agriculture/dairy/people-
and-networks" />
<meta name="DCTERMS.rights" content="http://www.dpi.vic.gov.au/dpiprivacy" />
<meta name="DCTERMS.category" content="Document" />
<meta name="DCTERMS.documentType" content="guidelines" />
<meta name="DCTERMS.subject" content="contacts; discussion groups; regional networks; dairy industry" />
<meta name="DCTERMS.language" content="en-AU" />
<meta name="DCTERMS.spatial" content="Victoria" />
<meta name="AGLSTERMS.jurisdiction" content="State of Victoria" />
```

Living Victoria Water Rebate Program in XHTML

```
<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.title" content="Office of Water: Living Victoria Water Rebate Program " />
<meta name="DCTERMS.description" content="Information on the Water Smart Home and Garden Rebates Scheme,
including eligible products and how to claim your rebate" />
<meta name="DCTERMS.subject" content="water smart; rebates; home; garden" />
<meta name="DCTERMS.identifier" scheme="DCTERMS.URI" content="http://www.water.vic.gov.au/saving/home/rebates"
/>
<meta name="DCTERMS.publisher" content="State of Victoria, Australia" />
<meta name="DCTERMS.creator" content="Department of Sustainability and Environment, Victoria" />
<meta name="DCTERMS.created" scheme="XSD.dateTime" content="09/04/2008 09:57:41" />
<meta name="DCTERMS.issued" scheme="XSD.dateTime" content="01/07/2011 10:00:03" />
<meta name="DCTERMS.rights" scheme="DCTERMS.URI"  content="http://www.dse.vic.gov.au/copyright" />
<meta name="AGLSTERMS.jurisdiction" content="Victoria" />
<meta name="DCTERMS.spatial" content="Victoria" />
<meta name="DCTERMS.format" content="text/html" />
```

5.5   People

Note the use of AGLS AGENT in all of these examples; see **AGLS Part 2 – Usage Guide, 6.0 Agent Metadata Terms and Examples**.

Peter Hall MLC in HTML

```
<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="Peter Hall MLC"
<meta name="AGLSTERMS.category" content="agent" />
<meta name="AGLSTERMS.corporatename" content="Office for Planning, Strategy and Coordination, Communications">
<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="http://www.education.vic.gov.au/about/ministers/peterhall.htm" >
<meta name="DCTERMS.subject" content="Minister for Tertiary Education &amp; Training Peter Hall MLC">
<meta name="DCTERMS.description" content="Bio of Peter Hall MLC, Minister for Tertiary Education &amp; Training">
<meta name="DCTERMS.created" scheme="DCTERMS.ISO8601" content="2011-05-20">
<meta name="DCTERMS.modified" scheme="DCTERMS.ISO8601" content="2011-05-20">
<meta scheme="IMT" name="DC.Format" content="text/html">
<meta name="DCTERMS.extent" content="2148b">
<meta name="DCTERMS.language" scheme="DCTERMS.RFC5646" content="en-AU">
<meta name="DCTERMS.publisher" content="Department of Education and Early Childhood Development, State of
Victoria">
<meta name="DCTERMS.rights" content="http://www.education.vic.gov.au/copyright.htm">
```

Chief Health Officer in XHTML

```
<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="DCTERMSTERMS.title" content="Chief Health Officer - Department of Health, Victoria, Australia" />
<meta name="DCTERMSTERMS.identifier" scheme="DCTERMSTERMS.URI"
content=http://health.vic.gov.au/chiefhealthofficer/" >
<meta name="DCTERMS.language" scheme="DCTERMSTERMS.ISO639-1" content="en" />
<meta name="AGLSTERMS.jurisdiction" content="State of Victoria" />
<meta name="AGLSTERMS.category" content="agent" />
<meta name="AGLSTERMS.personalName="Dr John Carnie" />
<meta name="AGLSTERMS.role" content="Chief Health Officer " />
<meta name="AGLSTERMS.stateTerritory" content="Victoria" />
<meta name="AGLSTERMS.sector" content="Government" />
<meta name="AGLSTERMS.email" content="chief.healthofficer@health.vic.gov.au" />
<meta name="AGLSTERMS.physicalAddress" content="50 Lonsdale Street, Melbourne 3000, Victoria, Australia  />
<meta name="AGLSTERMS.telephone" content="+61 3 9096 0376" />
<meta name="DCTERMS.publisher" content="c=AU; st=Victoria; o=State Government of Victoria; ou1=Department of
Human Services" />
<meta name="DCTERMS.type" content="guidelines" />
<meta name="DCTERMS.rights" content="Copyright, Department of Health, State Government of Victoria" />
<meta name="DCTERMS.subject" scheme="Health Thesaurus" content="health" />
<meta name="DCTERMS.description" content="The Department of Health, Victoria, Australia, Victorian Government
Health Information Website. Health.vic.gov.au is a gateway to information relating to the provision of health services in
Victoria. The pages in this Website are developed and managed by the Department of Health, Victoria, its funded agencies
and partnership and special interest groups." />
<meta name="DCTERMS.created" scheme="DCTERMS.ISO8601" content="2010-05-11" />
<meta name="DCTERMS.modified" scheme=" DCTERMS.ISO8601" content="2011-07-07" />
<meta name="DCTERMS.valid" scheme=" DCTERMS.ISO8601" content="2011-10-27" />
```

Chief Investigator – Department of Transport in HTML

```
<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="Chief Investigator">
<META NAME="DCTERMS.subject" CONTENT="Office of the Chief Investigator, Transport and Marine Safety
Investigations">
<META NAME="AGLSTERMS.category" content="agent" />
<META NAME="AGLSTERMS.role" content=" Chief Investigator" />
<META NAME="AGLSTERMS.stateTerritory" content="Victoria" />
<META NAME="AGLSTERMS.sector" content="Government" />
<META NAME="AGLSTERMS.email" content="chief.investigator@transport.vic.gov.au" />
<META NAME="AGLSTERMS.postalAddress" content=" PO Box 2797, Melbourne VIC 3001" />
<META NAME="AGLSTERMS.telephone" content="+61 3 9095 4275" />
<META NAME="DCTERMS.description" CONTENT="The Chief Investigator, Transport Safety is a statutory position
established under Part 7 of the Transport Integration Act 2010. The objective of the position is to seek to improve
transport safety by providing for an independent no-blame investigation of transport safety matters consistent with the
vision statement and the transport system objectives of the Act.">
<META NAME="DCTERMS.language" SCHEME="DCTERMS.RFC5646" CONTENT="en">
<META NAME="DCTERMS.creator" CONTENT="Department of Transport - State Government of Victoria, Corporate
Resources, Corporate Public Affairs">
<META NAME="DCTERMS.publisher" CONTENT="Department of Transport - State Government of Victoria">
<META NAME="DCTERMS.created" SCHEME=" DCTERMS.ISO8601" CONTENT="2007-11-28">
```

```
<META NAME="DCTERMS.modified" SCHEME=" DCTERMS.ISO8601" CONTENT="2011-03-16">
<META NAME="DCTERMS.valid" SCHEME=" DCTERMS.ISO8601" CONTENT="2011-09-24">
<META NAME="DCTERMS.identifier"
CONTENT="/DOI/Internet/Home.nsf/Alldocs/0E78E30EBC382A9CCA257854007FF5BB?OpenDocument">
<META NAME="DCTERMS.rights" SCHEME=" DCTERMS.URI" CONTENT="Copyright 2011, State Government of Victoria">
<META NAME="DCTERMS.format" SCHEME=" DCTERMS.IMT" CONTENT="text/html">
<META NAME="DCTERMS.type" CONTENT="text">
```

5.6   Objects

Berth KSA1 – Port of Portland in XHTML

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

<meta name="DCTERMS.title" content=" Berth KSA1 – Port of Portland" />
<meta name="DCTERMS.created" scheme="XSD.date" content="2011-02-05"
<meta name="DCTERMS.creator" content="Port of Portland" />
<meta name="DCTERMS.extent" content="Length 225m, Depth Alongside 12.5m" />
<meta name="AGLSTERMS.availability" scheme="AGLSTERMS.AglsAvail" content="Handling Facilities for Grain - 1400/hr,
Woodchips - 1200/hr, Fertiliser and Breakbulk cargoes. Allowable: 73 tonne axle load or 2.4 t/sqm." />
<meta name="DCTERMS.description" content="Port of Portland is a deep-water bulk port strategically located between
the ports of Melbourne and Adelaide (Australia). It is the international gateway for the Green Triangle Region, an area
blessed with an abundance of natural resources." />
<meta name="DCTERMS.subject" content="port, port of portland, portland victoria, portland australia, bulk port, green
triangle region, bulk commodities, city of portland, shipping, shipping schedule, grain shipping, woodchip shipping, log
shipping, hardwood plantations, aluminium shipping, livestock shipping, import, export" />
```

Greater Bendigo National Park in HTML

```
<link rel="schema.AGLSTERMS" href=http://www.agls.gov.au/agls/terms/">
<link rel="schema.AVAILTERMS" href=http://www.agls.gov.au/agls/availterms/>
<link rel=schema.XSD" href="http://www.w3.org/2001/XMLSchema#" />

<meta name="DCTERMS.title" content="Parks Victoria: Greater Bendigo National Park">
<meta name="DCTERMS.subject" content="This park includes the former Whipstick and Kamarooka State Parks, One Tree
Hill Regional Park, Mandurang State Forest and Sandhurst State Forest and spans 17 007 hectares. The park contains some
of the highest quality Box-Ironbark forest in the Bendigo area, along with broombush mallee, grassy woodlands and
Kamarooka mallee.">
<meta name="DCTERMS.creator" content="Parks Victoria, Level 10, 535 Bourke Street, Melbourne VIC 3000">
<meta name="DCTERMS.publisher" content="The State of Victoria, Australia">
<meta name="DCTERMS.date" scheme="XSD.date" content="2001-08-01">
<meta name="DCTERMS.identifier" content="http://www.parkweb.vic.gov.au/1park_display.cfm?park=213">
<meta name="DCTERMS.rights" content="http://www.parkweb.vic.gov.au/1copyright.htm">
<meta name="DCTERMS.type" content="text">
<meta name="DCTERMS.format" content="text/html">
<meta name="DCTERMS.language" content="en">
```

Walwa Bush Nursing Hospital Inc in HTML

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

<meta name="AGLSTERMS.jurisdiction" content="State of Victoria" >
<meta name="DCTERMS.creator" content="c=AU; st=Victoria; o=State Government of Victoria; ou1=Department of
Health" >
<meta name="DCTERMS.publisher" content="c=AU; st=Victoria; o=State Government of Victoria; ou1=Department of
Health" >
<meta name="DCTERMS.type" content="document" >
<meta name="DCTERMS.title" content="Bush Nursing Hospitals" >
<meta name="DCTERMS.rights" content="Copyright, Department of Health, State Government of Victoria" >
<meta name="DCTERMS.subject" scheme="Health Thesaurus" content="List of Bush Nursing Hospitals 4 May 2011" >
<meta name="DCTERMS.created" scheme=" DCTERMS.ISO8601" content="2011-05-06" >
<meta name="DCTERMS.modified" scheme=" DCTERMS.ISO8601" content="2011-05-10" >
<meta name="DCTERMS.valid" scheme="DCTERMS.ISO8601" content="2011-11-06" >
<meta name="DCTERMS.identifier" scheme="DCTERMS.URI" content="">
<meta name="AGLSTERMS.availability" scheme="AGLSTERMS.AglsAvail" content="16-18 Main Street, WALWA 3709, 02
6037 1220, Walwa and District Bush Nursing Hospital Inc.">
<meta name="DCTERMS.language"  scheme="DCTERMS.RFC5646" content="en-AU">
<meta name="DCTERMS.type"  scheme="AGLSTERMS.agls-service" content="instruction">
<meta name="DCTERMS.description" content="bush nursing hospital Victoria list" >
```

5.7   Part of something else

VIPP Guidelines & Templates Kit in XHTML

Note the use of AGLS AGENT in this example; see **AGLS Part 2 – Usage Guide, 6.0 Agent Metadata Terms and 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.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/">

<meta name="DCTERMS.title" content="VIPP Guidelines &amp;amp; Templates" />
<meta name="AGLSTERMS.category" content="agent" />
<meta name="AGLSTERMS.corporateName " content="Department of Business and Innovation" />
<meta name="AGLSTERMS.stateTerritory" content="Victoria" />
<meta name="AGLSTERMS.sector" content="Government" />
<meta name="AGLSTERMS.physicalAddress" content="121 Exhibition St, MELBOURNE 3000" />
<meta name="DCTERMS.created" scheme=" DCTERMS.ISO8601" content="2003-01-01" />
<meta name="DCTERMS.modified" scheme=" DCTERMS.ISO8601" content="2003-01-01" />
<meta name="DCTERMS.identifier" scheme=" DCTERMS.URI" content="http://www.dbi.vic.gov.au/projects-and-
inititatives/victorian-industry-participation-policy/guidelines-and-templates" />
<meta name="DCTERMS.subject" content="DBI, Department of Business and Innovation, Guidelines, templates, Victorian,
Industry, Participation, Policy,  VIPP, Victorian participation policy, info, information kit, consultants, help, assistance,
contact, small business" />
<meta name="DCTERMS.description" content="Victorian Industry Participation Policy (VIPP) Guidelines and templates" />
<meta name="DCTERMS.hasPart" content="http://www.dbi.vic.gov.au/__data/assets/pdf_file/0007/307078/VIPP-
Guidelines-eff-1-July-2009-110303.pdf ">
<meta name ="DCTERMS.hasPart" content="http://www.dbi.vic.gov.au/__data/assets/word_doc/0006/307077/VIPP-Plan-
effective-1-July-09-09-Amended-03.03.11.DOC ">
<meta name ="DCTERMS.hasPart" content="http://www.dbi.vic.gov.au/__data/assets/pdf_file/0007/84922/Financial-
Reporting-Directions-090611.pdf">
<meta name ="DCTERMS.hasPart" content="http://www.dbi.vic.gov.au/__data/assets/pdf_file/0011/84899/Definition-of-
Regional-Victoria-090611.pdf" >
```

```
<meta name ="DCTERMS.hasPart" content="http://www.dbi.vic.gov.au/__data/assets/word_doc/0003/153948/VIPP-
Monitoring-Template.doc" >
<meta name="DCTERMS.rights" content="Copyright State Government of Victoria 2008" />
<meta name="DCTERMS.publisher" content="Department of Business and Innovation, 121 Exhibition St, MELBOURNE
3000" />
<meta name="DCTERMS.language" content="en-AU" />
```

Compound document, Department of Treasury and Finance in HTML

```
<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.title" CONTENT="Victorian Guide to Regulation (VGA)">
<META NAME="DCTERMS.creator" CONTENT="Department of Treasury and Finance">
<META NAME="DCTERMS.created" SCHEME="XSD.date" CONTENT="2011-06-03">
<META NAME="DCTERMS.modified" SCHEME="XSD.date" CONTENT="2011-06-03">
<META NAME="DCTERMS.hasPart"CONTENT=" VGA appendices A-C">
<META NAME="DCTERMS.hasPart" CONTENT=" VGA appendices D">
<META NAME="DCTERMS.hasPart" CONTENT=" VGA appendices E">
<META NAME="DCTERMS.hasPart" CONTENT=" VGA appendices F">
<META NAME="DCTERMS.hasPart" CONTENT=" VGA appendices G">
<META NAME="DCTERMS.identifier"
CONTENT="http://www.dtf.vic.gov.au/CA25713E0002EF43/WebObj/VictorianGuidetoRegulationMay2011/$File/VictorianG
uidetoRegulationMay2011.pdf">
<META NAME="DCTERMS.publisher" CONTENT="Department of Treasury and Finance">
<META NAME="DCTERMS.subject" CONTENT="Department of Treasury and Finance">
<META NAME="DCTERMS.language" CONTENT="en-AU">
<META NAME="DCTERMS.coverage" CONTENT="Victoria">
<META NAME="AGLSTERMS.category" CONTENT="document">
```

Tutankhamun and the Golden Age of the Pharaohs in XHTML

Note the use of AGLS AGENT in this example; see **AGLS Part 2 – Usage Guide, 6.0 Agent Metadata Terms and Examples**.

```
<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="Tutankhamun and the Golden Age of the Pharaohs">
<meta name="DCTERMS.isPartof" scheme= "DCTERMS.URI" content="
http://www.arts.vic.gov.au/About_Us/Major_Projects_and_Initiatives/Melbourne_Winter_Masterpieces " />
<meta name="AGLSTERMS.category" content="agent" />
<meta name="AGLSTERMS.corporateName" content="Arts Victoria" />
<meta name="AGLSTERMS.stateTerritory" content="Victoria" />
<meta name="AGLSTERMS.sector" content="Government" />
<meta name="AGLSTERMS.email" content="artsvic.webmaster@dpc.vic.gov.au" />
<meta name="AGLSTERMS.physicalAddress" content="Level 6  2 Kavanagh St Southbank 3006" />
<meta name="AGLSTERMS.telephone" content="+61 3 8683 3100" />
<meta name="DCTERMS.created" scheme="DCTERMS.ISO8601" content="2008-11-28"/>
<meta name="DCTERMS.modified" scheme="DCTERMS.ISO8601" content="2011-05-24"/>
<meta name="DCTERMS.issued" scheme="DCTERMS.ISO8601" content="2011-05-24"/>
<meta name="DCTERMS.description" content="Tutankhamun and the Golden Age of the Pharaohs was announced today
as the next Melbourne Winter Masterpieces exhibition for Melbourne Museum, to open on 8 April 2011."/>
<meta name="DCTERMS.aggregationLevel" content="item"/>
<meta name="DCTERMS.subject" content="Melbourne Winter Masterpieces"/>
<meta name="DCTERMS.rights" content="Copyright State of Victoria 2010"/>
<meta name="DCTERMS.publisher" content="Museum Victoria"/>
```

```
<meta name="DCTERMS.identifier" scheme="DCTERMS.URI" content="http://museumvictoria.com.au/about/mv-
news/2010/king-tut-heading-to-melbourne/" />
```

5.8   Council Examples

Alpine Shire Council Home Page in HTML

```
<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.alpineshire.vic.gov.au/index.asp"/>
<META NAME="DCTERMS.creator" CONTENT=" Alpine Shire Council" />
<META NAME="DCTERMS.publisher" CONTENT="Alpine Shire Council" />
<META NAME="DCTERMS.title" CONTENT="Alpine Shire Council Homepage" />
<META NAME="DCTERMS.description" CONTENT="Community services, tourism," />
<META NAME="DCTERMS.created" SCHEME=" DCTERMS.ISO8601" CONTENT="2007-10-24" />
<META NAME="DCTERMS.subject" CONTENT="Alpine Shire, Bright, Myrtleford, Mount Beauty, Wandiligong, Porepunkah,
Tawonga, Dederang, Tawonga South, Mount Buffalo, Dinner Plain, Bogong, Great Alpine Valleys, Great Alpine Road, Local
Government, North East Victoria" />
<META NAME="DCTERMS.coverage" content="Alpine Shire, Victoria" />
<META NAME="DCTERMS.language" scheme="DCTERMS.RFC5646" content="en" />
<META NAME="DCTERMS.rights" CONTENT="Alpine Shire Council" />
<META NAME="AGLSTERMS.aggregationLevel" CONTENT=" collection" />
```

Figure 6: Alpine Shire Council Home Page in HTML

How to pay fines – City of Melbourne in XHTML

Note the use of AGLS AGENT in this example; see **AGLS Part 2 – Usage
Guide, 6.0 Agent Metadata Terms and Examples**.

```
<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="How to pay fines" />
<meta name="AGLSTERMS.category" content="agent" />
<meta name="AGLSTERMS.corporateName " content="City of Melbourne" />
<meta name="AGLSTERMS.stateTerritory" content="Victoria" />
<meta name="AGLSTERMS.sector" content="Government" />
<meta name="AGLSTERMS.postalAddress" content="PO Box 1603 Melbourne Victoria 3001 Australia" />
<meta name="AGLSTERMS.telephone" content="+61 3 9658 9658" />
<meta name="DCTERMS.modified" scheme="DCTERMS.ISO8601" content="2011-02-09" />
<meta name="DCTERMS.description" content="If you receive an infringement notice you have 28 days to pay it, apply for
an internal review or elect to go to court." />
<meta name="DCTERMS.type" content="Parking fines" />
<meta name="AGLSTERMS.function" content="Local government; City Council" />
<meta name="DCTERMS.subject" content="Parking, Transport and Roads; Parking; Parking fines" />
<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="http://www.melbourne.vic.gov.au/ParkingTransportandRoads/Parking/ParkingFines/Pages/PayFines.aspx" />
<meta name="DCTERMS.publisher" scheme="AglsAgent" content="corporateName=City of Melbourne; contact=PO Box
1603 Melbourne Victoria 3001 Australia, phone: +613 9658 9658; sector=Government" />
<meta name="DCTERMS.coverage" content="City of Melbourne" />
<meta name="DCTERMS.language" scheme="DCTERMS.RFC5646" content="EN" />
<meta name="DCTERMS.rights" content="Copyright City of Melbourne 2011" />
```

Figure 7: City of Melbourne – How to pay fines in XHTML

Ageing and Disability Services - City of Boroondara in XHTML

```
<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="Ageing and Disability Services - City of Boroondara" />
<meta name="DCTERMS.creator" content="City of Boroondara" />
<meta name="DCTERMS.created" scheme="DCTERMS.ISO8601" content="1970-01-01" />
<meta name="DCTERMS.modified" scheme="DCTERMS.ISO8601" content="2011-04-18" />
<meta name="DCTERMS.description" content="If you or someone you know needs help with meals or personal care to
remain living at home, find options here." />
<meta name="DCTERMS.identifier" scheme="DCTERMS.URI" content="/residents/ageing-disability" />
<meta name="AGLSTERMS.availablility" content="Ageing and Disability Services: 8.30am to 5.15pm, Monday to Friday.
Phone: 9278 4777 TTY number: 9278 4848 (for speech or hearing impaired) email: Ageing and Disability Services" />
<meta name="DCTERMS.publisher" content="City of Boorondara" />
<meta name="DCTERMS.coverage" content="City of Boorondara" />
<meta name="DCTERMS.language" scheme="DCTERMS.RFC5646" content="en-AU" />
```

Figure 8: City of Boroondara Ageing and Disability Services in XHTML

Let's Talk Bayside in HTML

```
<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="Let's Talk Bayside Publication, Issue 14" >
<meta name="DCTERMS.creator" content="Bayside City Council">
<meta name="DCTERMS.issued" content="July August 2011" >
<meta name="DCTERMS.identifier" scheme="DCTERMS.URI" content="
http://www.bayside.vic.gov.au/BCC8688_Lets_Talk_Spring_2011_WEB.pdf">
<meta name="DCTERMS.extent" content="2.33 megabytes" >
<meta name="DCTERMS.subject" content="Bayside Film Festival; Black Rock Structure Plan" >
<meta name="DCTERMS.publisher" content="Bayside City Council">
<meta name="DCTERMS.coverage" content="City of Bayside">
<meta name="DCTERMS.rights" content="Copyright Bayside City Council 2011">
```

Figure 9: Let's Talk Bayside Publication

6 Appendices

6.1 Standards Cross-reference

dcterms properties	Reference Description	Usage Guide	Implementation Manual
accessRights	6.2	5.20 Rights	5.19 Rights
alternative	6.4	5.5 Title	5.4 Title
audience	6.5	5.14 Audience	5.10 Audience
available	6.6	5.4 Date	5.3 Date
bibliographicCitation	6.8	5.7 Identifier	5.8 Identifier
conformsTo	6.10	5.19 Relation	5.18 Relation
contributor	6.12	5.15 Contributor	5.15 Contributor
coverage	6.13	5.16 Coverage	5.11 Coverage
created	6.14	5.4 Date	5.3 Date
creator	6.15	5.3 Creator	5.2 Creator
date	6.16	5.4 Date	5.3 Date
dateCopyrighted	6.17	5.4 Date	5.3 Date
description	6.19	5.9 Description	5.12 Description
extent	6.21	5.17 Format	5.16 Format
format	6.22	5.17 Format	5.16 Format
hasFormat	6.24	5.19 Relation	5.18 Relation
hasPart	6.25	5.19 Relation	5.18 Relation
hasVersion	6.26	5.19 Relation	5.18 Relation
identifier	6.27	5.7 Identifier	5.8 Identifier

dcterms properties	Reference Description n	Usage Guide	Implementation Manual
isFormatOf	6.30	5.19 Relation	5.18 Relation
isPartOf	6.31	5.19 Relation	5.18 Relation
isReferencedBy	6.32	5.19 Relation	5.18 Relation
isReplacedBy	6.33	5.19 Relation	5.18 Relation
isRequiredBy	6.34	5.19 Relation	5.18 Relation
issued	6.35	5.4 Date	5.3 Date
isVersionOf	6.36	5.19 Relation	5.18 Relation
language	6.38	5.11 Language	5.13 Language
license	6.39	5.20 Rights	5.19 Rights
medium	6.41	5.17 Format	5.16 Format
modified	6.42	5.4 Date	5.3 Date
publisher	6.44	5.8 Publisher	5.9 Publisher
references	6.45	5.19 Relation (table omitted but in examples)	5.18 Relation (table omitted but in examples)
relation	6.47	5.19 Relation	5.18 Relation
replaces	6.48	5.19 Relation	5.18 Relation
requires	6.49	5.19 Relation	5.18 Relation
rights	6.50	5.20 Rights	5.19 Rights
rightsHolder	6.51	5.20 Rights	5.19 Rights
source	6.53	5.21 Source	5.20 Source
spatial	6.54	5.16 Coverage	5.11 Coverage
subject	6.55	5.12 Subject	5.6 Subject

dcterms properties	Reference Description	Usage Guide	Implementation Manual
temporal	6.56	5.16 Coverage	5.11 Coverage
title	6.57	5.5 Title	5.4 Title
type	6.58	5.13 Type	5.14 Type
valid	6.59	5.4 Date	5.3 Date
aglsterms properties			
act	6.1	5.18 Mandate	5.17 Mandate
aggregationLevel	6.3	5.13 Type	5.14 Type
availability	6.7	5.6 Availability	5.7 Availability
case	6.9	5.18 Mandate	5.17 Mandate
category	6.11	5.13 Type	5.14 Type
dateLicensed	6.18	5.4 Date	5.3 Date
documentType	6.20	5.13 Type	5.14 Type
function	6.23	5.10 Function	5.5 Function
isBasisFor	6.28	5.19 Relation	5.18 Relation
isBasedOn	6.29	5.19 Relation	5.18 Relation
jurisdiction	6.37	5.16 Coverage	5.11 Coverage
mandate	6.40	5.18 Mandate	5.17 Mandate
protectiveMarking	6.43	5.20 Rights	5.19 Rights
regulation	6.46	5.18 Mandate	5.17 Mandate
serviceType	6.52	5.13 Type	5.14 Type
agentterms properties			
corporateName	7.1	6.3 Agent terms	6.2 Agent terms
country	7.2	6.3 Agent terms	6.2 Agent terms
email	7.3	6.3 Agent terms	6.2 Agent terms
fax	7.4	6.3 Agent terms	6.2 Agent terms

dcterms properties	Reference Description	Usage Guide	Implementation Manual
localityName	7.5	6.3 Agent terms	6.2 Agent terms
personalName	7.6	6.3 Agent terms	6.2 Agent terms
physicalAddress	7.7	6.3 Agent terms	6.2 Agent terms
positionName	7.8	6.3 Agent terms	6.2 Agent terms
postalAddress	7.9	6.3 Agent terms	6.2 Agent terms
postcode	7.10	6.3 Agent terms	6.2 Agent terms
role	7.11	6.3 Agent terms	6.2 Agent terms
sector	7.12	6.3 Agent terms	6.2 Agent terms
stateTerritory	7.13	6.3 Agent terms	6.2 Agent terms
telephone	7.14	6.3 Agent terms	6.2 Agent terms
web	7.15	6.3 Agent terms	6.2 Agent terms
availterms properties			
corporateName	8.1	7.3 Availability terms	7.3 Availability terms
cost	8.2	7.3 Availability terms	7.3 Availability terms
country	8.3	7.3 Availability terms	7.3 Availability terms
email	8.4	7.3 Availability terms	7.3 Availability terms
fax	8.5	7.3 Availability terms	7.3 Availability terms
hours	8.6	7.3 Availability terms	7.3 Availability terms
instructions	8.7	7.3 Availability	7.3 Availability terms

dcterms properties	Reference Description	Usage Guide	Implementation Manual
			terms
localityName	8.8	7.3 Availability terms	7.3 Availability terms
personalName	8.9	7.3 Availability terms	7.3 Availability terms
physicalAccess	8.10	7.3 Availability terms	7.3 Availability terms
physicalAddress	8.11	7.3 Availability terms	7.3 Availability terms
positionName	8.12	7.3 Availability terms	7.3 Availability terms
postalAddress	8.13	7.3 Availability terms	7.3 Availability terms
postcode	8.14	7.3 Availability terms	7.3 Availability terms
role	8.15	7.3 Availability terms	7.3 Availability terms
sector	8.16	7.3 Availability terms	7.3 Availability terms
stateTerritory	8.17	7.3 Availability terms	7.3 Availability terms
telephone	8.18	7.3 Availability terms	7.3 Availability terms
web	8.19	7.3 Availability terms	7.3 Availability terms
adminterms properties			
dateStamp	9.1	8.3 Admin terms	8.2 Admin terms
fileIdentifier	9.2	8.3 Admin terms	8.2 Admin terms
metadataCharacterSet	9.3	8.3 Admin terms	8.2 Admin terms

dcterms properties	Reference Description	Usage Guide	Implementation Manual
metadataContact	9.4	8.3 Admin terms	8.2 Admin terms
metadataLanguage	9.5	8.3 Admin terms	8.2 Admin terms
metadataStandardName	9.6	8.3 Admin terms	8.2 Admin terms
metadataStandardVersion	9.7	8.3 Admin terms	8.2 Admin terms
metadataUpdateDate	9.8	8.3 Admin terms	8.2 Admin terms
dcterms vocabulary			
DCMIType	11.11	Glossary	App. 8 Glossary
DDC	11.12	Glossary	omitted
IMT	11.14	Appendix J	Appendix 7
LCSH	11.15	Glossary	App. 8 Glossary
MESH	11.16	Glossary	App. 8 Glossary
TGN	11.20	5.16 Coverage	5.11 Coverage
aglsterms vocabulary			
AGIFT	11.1	Glossary	App. 8 Glossary
agls-audience	11.2	Appendix G	Appendix 4
AglsJuri	11.3	Appendix D	Appendix 4
agls-document	11.4	Appendix E	Appendix 4
agls-service	11.5	Appendix F	Appendix 4
ANZSCO	11.6	Glossary	App. 8 Glossary
ANZLIC	omitted	Glossary	App. 8 Glossary
ANZSIC	11.7	Glossary	App. 8 Glossary
APAIS	11.8	Glossary	App. 8 Glossary

dcterms properties	Reference Description	Usage Guide	Implementation Manual
APT	11.9	Glossary	App. 8 Glossary
ASGC	11.10	Glossary	App. 8 Glossary
EdNA	11.13 extra property mentioned	Glossary	App. 8 Glossary
roleCode	11.18	Appendix K	Appendix 4
TAGS	11.19	5.12 Appendix A	App. 8 Glossary
dcterms syntax			
Box	12.3	5.16 Glossary and Further References	5.11 App. 8 Glossary
ISO 3166	12.6	Appendix H1	App. 8 Glossary
ISO 639-3	12.7	Appendix H2	Appendix 6
ISO 8601	12.8	Appendix I	App. 8 Glossary
Period	12.9	5.4 Glossary and Further References	5.3.2 App. 8 Glossary
Point	12.10	5.16 Glossary and Further References	5.11 App. 8 Glossary
RFC 1766	Appendix A	omitted	omitted
RFC 3066	Appendix A	omitted	omitted
RFC 4646	Preface	Appendix H1	omitted

dcterms properties	Reference Description	Usage Guide	Implementation Manual
RFC 5646	12.11	Preface Appendix H1 discusses previous version	Appendix 6
URI	12.12	4.3 4.6.3 Glossary and Further References	App. 8 Glossary
aglsterms syntax			
AglsAgent	12.1	Appendix B	4.4 5.9 7.0
AglsAvail	12.2	Appendix C	5.7 7.0
Geocode	12.4	omitted	omitted
GOLD	12.5	5.3 5.8 5.15 5.20 Appendix A	4.4 5.2 5.9 5.15 5.19 App. 8 Glossary
dcterms classes			
Agent	13.1	Appendix B	Appendix 3
AgentClass	13.2	Appendix B	Appendix 3
BibliographicResource	13.5	omitted	omitted
FileFormat	13.7	omitted	omitted
Frequency	13.8	omitted	omitted
Jurisdiction	13.10	Appendix B	Appendix 4
LicenseDocument	13.11	omitted	omitted
LinguisticSystem	13.12	omitted	omitted
Location	13.13	omitted	omitted
LocationPeriodOrJurisdiction	13.14	omitted	omitted
MediaType	13.15	Appendix	omitted

dcterms properties	Reference Description	Usage Guide	Implementation Manual
		7	
MediaTypeOrExtent	13.16	omitted	omitted
PeriodOfTime	13.17	omitted	omitted
PhysicalMedium	13.18	omitted	omitted
PhysicalResource	13.19	omitted	omitted
Policy	13.20	omitted	omitted
RightsStatement	13.21	omitted	omitted
SizeOrDuration	13.23	omitted	omitted
Standard	13.24	omitted	omitted
aglsterms classes			
AGLSAgentClass	13.3	Appendix B	Appendix 3
AvailClass	13.4	Appendix B	Appendix 3
DocumentClass	13.6	omitted	Appendix 4
JuriClass	13.9	Appendix B	Appendix 4
ServiceClass	13.22	omitted	Appendix 4
DCMA abstract model terms			
memberOf	14.1	omitted	omitted
VocabularyEncodingScheme	14.2	omitted	omitted
legacy dc properties			
contributor	10.3	5.15	omitted
coverage	10.4	5.16	omitted
creator	10.5	5.3	omitted
date	10.6	5.4	omitted
description	10.7	5.9	omitted
format	10.8	5.17	omitted
identifier	10.10	5.7	omitted
language	10.11	5.11	omitted
publisher	10.13	5.8	omitted
relation	10.14	5.19	omitted
rights	10.15	5.20	omitted
source	10.16	5.21	omitted
subject	10.17	5.12	omitted

dcterms properties	Reference Description	Usage Guide	Implementation Manual
title	10.18	5.5	omitted
type	10.19	5.13	omitted
legacy agls properties			
audience	10.1	5.14	omitted
availability	10.2	5.6	omitted
function	10.9	5.10	omitted
mandate	10.12	5.18	omitted

6.2 Local Government business names and jurisdictions

6.2.1 Victorian Metropolitan Councils

The name of the organisation for use with DC.Creator or DC.Publisher	The name of the geographic area that is covered DC.Coverage
Banyule City Council	City of Banyule
Bayside City Council	City of Bayside
City of Boroondara	City of Boroondara
Brimbank City Council	City of Brimbank
Cardinia Shire Council	Shire of Cardinia
Casey City Council	City of Casey
Darebin City Council	City of Darebin
Frankston City Council	City of Frankston
Glen Eira City Council	City of Glen Eira
Greater Dandenong City Council	City of Greater Dandenong
Hobsons Bay City Council	City of Hobsons Bay
Hume City Council	City of Hume
Kingston City Council	City of Kingston
Knox City Council	City of Knox
Manningham City Council	City of Manningham
Maribyrnong City Council	City of Maribyrnong
Maroondah City Council	City of Maroondah
Melbourne City Council	City of Melbourne
Melton Shire Council	Shire of Melton
Monash City Council	City of Monash
Moonee Valley City Council	City of Moonee Valley
Moreland City Council	City of Moreland
Mornington Peninsula Shire Council	Mornington Peninsula Shire
Nillumbik Shire Council	Shire of Nillumbik
Port Phillip City Council	City of Port Phillip
Stonnington City Council	City of Stonnington
Whitehorse City Council	City of Whitehorse
Whittlesea City Council	City of Whittlesea

Wyndham City Council	City of Wyndham
Yarra City Council	City of Yarra
Yarra Ranges Shire Council	Shire of Yarra Ranges

6.2.2   Victorian Rural Councils

The name of the organisation for use with DC.Creator or DC.Publisher	The name of the geographic area that is covered DC.Coverage
Alpine Shire Council	Alpine Shire
Ararat Rural City Council	Ararat Rural City
Ballarat City Council	City of Ballarat
Bass Coast Shire Council	Bass Coast Shire
Baw Baw Shire Council	Baw Baw Shire
Benalla Rural City Council	Benall Rural City
Buloke Shire Council	Buloke Shire
Campaspe Shire Council	Shire of Campaspe
Central Goldfields Shire Council	Central Goldfields Shire
Colac Otway Shire Council	Colac Otway Shire
Corangamite Shire Council	Corangamite Shire
East Gippsland Shire Council	East Gippsland Shire
Gannawarra Shire Council	Gannawarra Shire
Glenelg Shire Council	Glenelg Shire
Golden Plains Shire Council	Golden Plains Shire
Greater Bendigo City Council	City of Greater Bendigo
Greater Geelong City Council	City of Greater Geelong
Greater Shepparton City Council	City of Greater Shepparton
Hepburn Shire Council	Hepburn Shire
Hindmarsh Shire Council	Hindmarsh Shire
Horsham Rural City Council	Horsham Rural City
Indigo Shire Council	Indigo Shire
Latrobe City Council	Latrobe City
Loddon Shire Council	Loddon Shire
Macedon Ranges Shire Council	Macedon Ranges Shire
Mansfield Shire Council	Mansfield Shire
Mildura Rural City Council	Mildura Rural City
Mitchell Shire Council	Mitchell Shire
Moira Shire Council	Moira Shire

Moorabool Shire Council	Moorabool Shire
Mount Alexander Shire Council	Mount Alexander Shire
Moyne Shire Council	Moyne Shire
Murrindindi Shire Council	Murrindindi Shire
Northern Grampians Shire Council	Northern Grampians Shire
Pyrenees Shire Council	Pyrenees Shire
Borough of Queenscliffe	Borough of Queenscliffe
South Gippsland Shire Council	South Gippsland Shire
Southern Grampians Shire Council	Southern Grampians Shire
Strathbogie Shire Council	Shire of Strathbogie
Surf Coast Shire Council	Surf Coast Shire
Swan Hill Shire Council	Swan Hill Rural City
Towong Shire Council	Towong Shire
Wangaratta Rural City Council	Rural City of Wangaratta
Warrnambool City Council	Warrnambool City
Wellington Shire Council	Wellington Shire
West Wimmera Shire Council	West Wimmera
Wodonga Rural City Council	Rural City of Wodonga
Yarriambiack Shire Council	Yarriambiack Shire

For information on Victorian place names, suburbs and postcodes within these Councils, Shires and Boroughs see
http://www.dpcd.vic.gov.au/localgovernment/find-your-local-council

6.3 Glossary

6.3.1 Acronyms

Term	Definition
AGLS	Australian Government Locator Service
AS	Australian Standard
DC	Dublin Core
DCMI	Dublin Core Metadata Initiative
HTML	Hypertext Markup Language
IMF	Victorian Information Management Framework
ISO	International Standards Organisation
KM	Knowledge Management
LAN	Local Area Network
MOSS	Microsoft Office SharePoint Server
OS	Operating System
PSI	Public Sector Information
SME	Subject Matter Expert
UAT	User Acceptance Testing
UI	User Interface
VM	Virtual Machine
WAN	Wide Area Network
XHTML	eXtensible HyperText Markup Language
RDF	Resource Description Framework

6.3.2 Terms

Term	Definition
AGLS Standard	AGLS – Australian Government Locator Service, is an internationally recognised metadata standard (AS5044-2010), and an application profile of Dublin Core (ISO 15836-2003 or ANSI/NISO Z39.85-2007). It was developed by the National Archives of Australia (www.naa.gov.au) on behalf of the Commonwealth Government. Government departments and agencies throughout Australia use AGLS metadata to electronically describe resources for presentation on their web sites.
DCMI Abstract	DCMI (Dublin Core Metadata Initiative) have

Model	produced an information model, (DCMI Abstract Model) that allows you to describe resources without being locked to one particular encoding scheme. The abstract model also supports different levels of resource description complexity to support varying degrees of interoperability.
deprecation	The process of indicating a feature is no longer valid, or superseded. Used in software application development (ie. in GLS-2010, the sub-property of COVERAGE, Postcode, is no longer used).
Dublin Core	Founding body of the Dublin Core metadata standard (ISO 15836-2003 or ANSI/NISO Z39.85-2007). Also used as the alternative name for the metadata standard.
element	The term used to describe properties in previous versions of the standard.
mandatory	If the obligation of a property is mandatory then it must be present in the record.
metadata	Literally means "data about data". In an online context a more appropriate definition of metadata is descriptions of information and non-information resources.
metatag	An HTML, XHTML or XML (machine-readable) tag that provides information about a web page. Unlike normal HTML tags, metatags do not affect how the page is displayed. Instead, they provide information such as who created the page, what the page is about, and keywords that indicate the page's content. Commonly used metatags are title, description and keywords.
metadata set	(previously metadata record) – All the metadata elements used to describe one resource.
namespace	A namespace is a logical grouping of properties. It defines the rules for what properties can be in the group.
obligation	The obligation is the required treatment for the property eg. Mandatory, Conditional, Recommended or Optional.
optional	Optional is a state of obligation for a property which means that there is no obligation to implement the property the choice is yours if the property adds value to your implementation.
property	(previously element) - The primary component of the metadata tag, used to describe one aspect of the resource, eg. DCTERMS.date.

recommended	Recommended is a state of obligation for a property where the property is recognised as adding value to a record however it is still at the discretion of the agency.
Resource Description Framework	(RDF)- A group of World Wide Web Consortium (W3C) specifications and one of the original metadata models used to describe the conceptual modelling of information resources for the web.
scheme	A specific set of rules for naming, encoding and interpreting information. These rules are created to meet the requirements of a specific audience type, eg. "ISO8601" tells us that the date has been written in accordance with the International Standard for representing dates and times. See Vocabulary Encoding Schemes and Syntax Encoding Schemes.
semantic interoperability	The term can be expected to mean the same in whichever system in which it is used, eg. title in application A = title in application B = title in application X.
sets	(previously metadata record) – All the metadata elements used to describe one resource.
sub-property	(previously element refinement or qualifier) - A more specific instance of a property which clarifies the meaning of the property. For example, DCTERMS.modified' refines the meaning of date so that we know the specific date is the date on which the resource was last modified.
syntax	The way in which metadata properties are expressed or written for machine interpretation, eg., in HTML programming language the metadata tag always opens with "<META NAME=" and closes with ">". See Syntax Encoding Scheme.
Syntax Encoding Schemes	The way in which metadata properties are expressed or written for machine interpretation. Syntax encoding schemes are specific about the way in which the value and properties are required to be rendered in code.
text	Any non-controlled information used to describe one of the metadata elements, eg. The content for DCTERMS.description or DCTERMS.title.
thesaurus	The controlled vocabulary of an indexing language or encoding scheme, eg. Keyword AAA or Thesaurus of Australian Government Subjects (TAGS). In a thesaurus, where multiple words in the vocabulary have similar meanings, one central term is recommended for use to

	replace many semantic variants of that term.
value	The actual result or content for the metadata tag, eg. for DCTERMS.modified, the value is "2001-05-01". Different tags use different types of values. Non-numeric values include: - Text - Vocabulary - Thesauri. **Important:** Never guess the value of the metadata. The way in which a value is written is often prescribed by the rules of the scheme, controlled vocabulary or the thesaurus.
vocabulary	A pre-defined, finite set of words from which to choose the relevant content. Also known as controlled vocabulary. See Vocabulary Encoding Scheme.
Vocabulary Encoding Schemes	The way in which metadata properties are expressed or written for machine interpretation. Vocabulary encoding schemes specify what values are allowed to be expressed against a property.

6.4   Key links

Victorian Discoverability Standard
http://www.egov.vic.gov.au/victorian-government-resources/website-management-framework-wmf-/government-website-standards-victoria/discoverability-standard.html

Australian Government Locator Service (AGLS)
http://www.agls.gov.au/

- AGLS Metadata Standard: Part 1, Reference Description
  http://www.agls.gov.au/pdf/AGLS%20Metadata%20Standard%20Part%201%20Reference%20Description.PDF

- AGLS Metadata Standard: Part 2, Usage Guide
  http://www.agls.gov.au/pdf/AGLS%20Metadata%20Standard%20Part%202%20Usage%20Guide.PDF

- AGLS Metadata Standard: Australian Government Implementation Manual http://www.naa.gov.au/records-management/publications/agls-manual.aspx

- AGLS Metadata Standard: Guide to Expressing AGLS metadata in XML v1.0
  http://www.agls.gov.au/pdf/Guide%20to%20expressing%20AGLS%20metadata%20in%20XML%20v1.0.PDF

- AGLS Metadata Standard: Guide to Expressing AGLS metadata in RDF v1.0
  http://www.agls.gov.au/pdf/Guide%20to%20expressing%20AGLS%20metadata%20in%20RDF%20v1.0.PDF

DCMI - Dublin Core Metadata Initiative
http://dublincore.org/

DCMI Usage Board. DCMI Grammatical Principles (DCMI-GRAM-PRIN).
http://dublincore.org/usage/documents/principles/

DCMI Encoding Guidelines
http://dublincore.org/resources/expressions/

Expressing Dublin Core metadata using the Resource Description
Framework (RDF) [DCRDF]
http://dublincore.org/documents/dc-rdf/

RFC 3987: Internationalized Resource Identifiers (IRIs)
http://www.ietf.org/rfc/rfc3987.txt

Resource Description Framework (RDF)
http://www.w3.org/TR/rdf-concepts/

RDF Primer – an introduction to RDF
http://www.w3.org/TR/rdf-primer/

RDF Semantics (RDFMT)
http://www.w3.org/TR/rdf-mt/

RDF Vocabulary Description Language 1.0: RDF Schema (RDFS)
http://www.w3.org/TR/rdf-schema/

RFC 3986: Uniform Resource Identifier (URI)
http://www.ietf.org/rfc/rfc3986.txt

6.5   Version history

- Version 4.0 was updated by InfoRED Consulting and released in July 2011
- Version 3.0 was updated by iFocus and released in December 2004
- Version 2.0 was updated by iFocus and released in October 2004.
- Version 1.0 of this manual was completed by iFocus in August 2002.