



The Open Library | Metadata Application Profile (MAP)

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Nature and Content of the Repository

The eCampusOntario Open Library repository provides educators and learners with access to free and openly-licensed educational resources. The library was launched in 2017 in partnership with BCcampus. Since the initial launch, eCampusOntario has sought to continually improve the library to meet the needs of Ontario's post-secondary educators and learners. The Open Library is built on the foundation of eCampusOntario's instance of DSpace, an open-source digital repository for academic, non-profit, and commercial organizations. More information about the collection and the resources that constitute it, please refer to the *Collection Development Policy*.

Scope of Project

The eCampusOntario Open Library *Metadata Application Profile* supports the organization, use, and growth of the eCampusOntario Open Educational Resource collection. This application profile is intended as the first iteration of an ongoing enhancement project that aims to guide continual improvements to search, evaluation and acquisition of OERs. Through the development and application of robust metadata standards within the DSpace infrastructure, this current iteration looks to facilitate the standardize usage of metadata elements within defined frameworks while setting the groundwork for future development. These efforts are balanced with a sustainable growth approach to ensure the Open Library continues to function effectively throughout the transition process.

Future Directions

Future projects are aimed at developing a foundational metadata application that would facilitate an integrated network of open educational resources across Ontario higher-education institutions. As such, eCampusOntario is prioritizing extended resource description, as well as metadata interoperability and cross-walking capacities for the Open Library repository.

There are currently five key targets for future development:

- Apply this iteration of the metadata application profile to the resource records in the eCampusOntario repository.

- Develop the Open Library's front-end infrastructure to extend search and search filter capabilities.

- Develop frameworks and guidelines to support the inclusion of non-accessible resources in the Open Library to encourage a culture of accessible adaptations.

- Review and implement the necessary infrastructure, workflows and resources for effective metadata harvesting via the [Open Archives Initiative – Protocol for Metadata Harvesting](#) (OAI-PMH).

- Support community engagement and infrastructure development.

Version History

Version	Date	Contributor	Description of Changes
v0.1	2018	Lillian Hogendoorn	Primary metadata development.
v1.0 (current)	11-06-2020	Samantha Daniels	Metadata application profile creation; element standardization.

Users & Usage

This document primarily supports **eCampusOntario's Open Library team** in their effort to maintain and extend discovery of open education resources. Acting as a guide for best practices in resource description, this application profile is intended to ensure the creation of consistent and interoperable metadata and to support future development of the collection.

In a similar capacity, it also supports **content creators and providers** who develop, describe and share the resources that constitute the Open Library collection. The application profile details the suggested descriptive elements that should be shared about each resource to allow optimal functioning of the library and to support eCampusOntario's mandate and *Collection Development Policy*.

For **institutional repository developers** in the OER community, this document acts as a reference for building open learning infrastructure. By making use of standardized schemas for OER metadata description, this application profile acts as a starting point for the development of a new shared standard to support the community in which eCampusOntario serves. Repository developers are encouraged to engage with this document and eCampusOntario to support the development of a mutually-informed interoperable OER metadata standard.

This document may be helpful to **Open Library patrons** who wish to enhance their resources discovery by understanding the infrastructure used to capture and describe resources in the collection. Again, this will be enhanced by reviewing eCampusOntario's *Collection Development Policy* as a companion document to this application profile.

Domain Considerations

In the development of this application profile, several metadata domains have been necessarily taken into consideration. First and foremost, the eCampusOntario's Open Library is foundationally built upon a DSpace repository that prioritizes Dublin Core (Qualified and DC Terms) and all decisions and future considerations must be managed within this framework. Ongoing improvements are developed and built in an iterative fashion and the library infrastructure must remain functional at all times, so any change must balance development with stable functionality.

As a repository designed to hold open education resources, prominent metadata schemas in this domain were consulted to ensure the application profile is congruent with industry-wide development. Schemas that were consulted include: [IEEE Standard for Learning Object](#)

[Metadata](#), [OER Commons Metadata Schema v4](#), and [Learning Resource Metadata Initiative](#).

Additionally, the development of the application profile coincided with work being conducted by SPARC to set OER metadata guidelines and as such, aims to uphold the suggestions put forward by the working group.

To support resource interoperability and metadata exchange, we have also considered the requirements of the [Canadian Association of Research Libraries \(CARL\) OpenAIRE Project](#) and the [Open Archives Initiative – Protocol for Metadata Harvesting](#) (OAI-PMH).

Description of Metadata Application Profile

The overall structure of the application profile follows that of the [IEEE Standard for Learning Object Metadata](#), where the metadata elements have been organized into the following categories:

General Elements: The metadata elements that denote the basic features of the resource (ex. Title, Author, Publisher, Language, DOI, etc.).

Lifecycle Elements: The elements that contain dates that are important to the resource (ex. date of creation, date of publication).

Metadata Elements: The elements that are derived from information about the metadata record of the resource, not the resource itself.

Technical Elements: The metadata elements that contain information about the technical considerations and parameters of the resource and its constituent parts (ex. ancillary materials, etc.).

Educational Elements: The elements that characterize the educational use and alignments of the resource.

Rights Elements: The elements that denote the rights and licensing information about the resource.

Relational Elements: The elements that denote the relationship a resource has to others within the collection.

Annotation Elements: The elements that designate evaluative annotation made about the resource.

Classification Elements: The elements that align the resource within a designated formal classification system.

Accessibility Elements: The elements that assess the resource for accessibility and denote accessible formats.

Each element is individually described using criteria formatted in the following structure:

Element Name Title	Obligation Required	Repeatable? No	Searchable? Yes
Definition	The name of the resource.		
Purpose	The title element of the resource specifies the resource's title, subtitle (if applicable) and edition (if applicable) in the primary language(s) of the resource.		
Encoding Schema N/A	Guidance The title should follow this format: <i>"Title : Subtitle, nth edition (v. # - date)"</i> <u>Populated by:</u> Manual input. <u>Do not confuse with:</u> <i>Alternative Title</i>		
Controlled Vocabulary	N/A		
Namespace Mapping	dc.title		

Element Criteria Terminology

Element Name: *The given name used to denote the element being described.*

Obligation: *The range of obligation that dictates the degree to which information must be recorded about an element. Each element is assigned one of the following obligation statuses. [Click here to view elements arranged by level of obligation.](#)*

Required: *Information must be input in the designated field of the element for every record.*

Required, if Available: *Information must be input in the designated field of the element if that information is available. Due diligence must be made to source the information.*

Recommended: *Information should be input in the designated field of the element when possible. Some effort should be made to source the information.*

Optional: *Information can be input in the designated field should the information be readily available.*

Repeatable: *The cardinality of an element - whether a record can have multiple instances of the given element.*

Searchable: *Whether the element is searchable by the user in the library front-end.*

Definition: *The definition of the element.*

Purpose: *The purpose of the element for the user groups.*

Encoding Schema: *Information about an encoding schema (ex. vocabulary encoding schema or syntax encoding schema), should an element be governed by one.*

Guidance: *Information about the appropriate application of an element and the appropriate way of inputting that information into an element's field.*

Controlled Vocabulary: *Information about the usage of a controlled vocabulary, including standardized, universal/domain-specific, and uncontrolled vocabularies, taxonomies, thesauri, and ontologies.*

Namespace Mapping: *The domain-specific namespace of the element.*

Note: *This field will be expanded in the coming months to include crosswalking to other relevant schemas (MARC 21, MODS, and OpenAIRE).*

eCampusOntario Open Library Application Profile

Metadata Elements – Arranged by Level of Obligation

Required	Required, if Available	Recommended	Optional
Resource Identifier	Alternative Title	Identifier Citation	Sponsorship
Title	Table of Contents	Identifier DOI	Date Created
Language	Subject Keyword	Identifier ISBN	File Extent
Abstract	Editor	Contributor Identifier	Page Count
Provenance	Other Contributor	Contributor Institution Identifier	Print on Demand
Author	Contributor Institution	Education Level	Volume Count
Date Issued	Publisher	Series	
Metadata Record URI	Date Updated		
Date Accessioned	Rights Holder	Content Reference	
Date Available	Traditional Knowledge Label	Peer Review	
Resource Type	License URL	Course Title	
File Format	Ancillary Materials	Accessibility, External Review	
Learning Material Type	Ancillary Materials Statement		
Access Rights	Version		
License Title	Version Parent		
Online Format	Content Source		
Subject	Resource Adoption		
Accessibility Statement	Accessibility, Adaptation Of		
	Accessibility, Has Adaptation		

Metadata Elements – Details

GENERAL ELEMENTS

Element Name	Obligation	Repeatable?	Searchable?
Resource Identifier	Required	No	No
Definition	The globally unique identifier that unambiguously references and identifies the learning object within the DSpace repository environment and the record within the Open Library front end environment.		
Purpose	The Resource Identifier is the basic internal identification string that uniquely points to a given resource stored within the DSpace repository.		
Encoding Schema	Guidance The Resource identifier (known as the “Item internal ID” in DSpace) is automatically created and connected to a record at the point of creation. <u>Populated by:</u> Automatic input at time of record creation. <u>Do not confuse with:</u> <i>Metadata Record URI</i> <i>Identifier Citation</i> <i>Identifier DOI</i> <i>Identifier ISBN</i>		
Controlled Vocabulary	N/A		
Element Mapping	id		

Element Name	Obligation	Repeatable?	Searchable?
Identifier Citation	Recommended	Yes	No
Definition	The human-readable standard bibliographic citation(s) of the resource.		
Purpose	To provide viewers access to the available authoritative standard citations of the resource.		
Encoding Schema	Guidance N/A		

	<p>Some resources list the appropriate way to cite their resource, typically within the prefacing chapters. If it has been stated, copy and paste it within the Identifier Citation field.</p> <p><u>Populated by:</u> Manual entry.</p> <p><u>Do not confuse with:</u></p> <p><i>Resource Identifier</i></p> <p><i>Identifier DOI</i></p> <p><i>Identifier ISBN</i></p>
Controlled Vocabulary	N/A
Element Mapping	DC dc.identifier.citation

Element Name	Obligation	Repeatable?	Searchable?
Identifier DOI	Recommended	No	No
Definition	<p>Digital Object Identifier (DOI) is a uniform resource identifier (URI) format to support the needs of the content industries. It is used for the identification of an object of any material form (digital or physical) or an abstraction (such as a textual work) where there is a functional need to distinguish it from other objects. [1] It provides an actionable, interoperable and persistent network link to information about the object, including where the object, or information about it, can be found on the Internet. [2]</p>		
Purpose	<p>The Identifier DOI element specifies if there is a DOI name registered to the given resource.</p>		
Encoding Schema	Guidance		
<p>ISO 26324:2012 Information and Documentation – Digital Object Identifier System [ISO 26324:2012]</p> <p>The DOI syntax is a National Information Standards Organization standard [ANSI/NISO Z39.84-2010].</p> <p>DOI is a registered URI within the info-URI namespace [IETF RFC 4425] and may also be expressed as URLs through a http: proxy server. The DOI system implements the</p>	<p>Please include the DOI’s complete URL, not just the number string.</p> <p>To determine if the correct DOI is attached to the resource in question, you can check here: https://www.doi.org/index.html.</p> <p>An existing standard identification system number, such as ISBN, may be incorporated into a DOI name by using it as the suffix.</p> <p><u>Populated by:</u> Manual input.</p>		

Handle System [IETF RFC 3650 , 3651 , 3652] which is a general-purpose global name service enabling secure name resolution over the internet, as well as the indecs Framework , which is a generic ontology-based contextual data model structure.	Do not confuse with: <i>Resource Identifier</i> <i>Identifier Citation</i> <i>Identifier ISBN</i>
Controlled Vocabulary	N/A
Element Mapping	DC dc.identifier.doi

Element Name	Obligation	Repeatable?	Searchable?
Identifier ISBN	Recommended	Yes	No
Definition	<p>The International Standard Book Number (ISBN) is a numeric commercial book identifier to uniquely identify a publication. Each separate edition and variation of a publication has its own ISBN.</p> <p>ISBNs are assigned to text-based monographic publications (i.e. one-off publications), and not journals, newspapers or other types of serials (which would instead receive an ISSN).</p>		
Purpose	The Identifier ISBN element specifies if there is an ISBN registered to the given monograph-type resource.		
Encoding Schema ISO 2108:2017	<p>Guidance</p> <p>The ISBN is a ten-digit long number, if it was assigned before 2007, or a 13-digit long number if assign on or after January 1, 2007.</p> <p>Each ISBN consists of 5 elements, each separated by spaces or hyphens [1]:</p> <ol style="list-style-type: none"> 1. Prefix element: currently this can only be either 978 or 979. It is always 3 digits in length. 2. Registration group element: identifies the particular country, geographical region, or language are participating in the ISBN system. This element is between 1 and 5 digits in length. 3. Registrant element: identifies the particular publisher or imprint. This may be up to 7 digits in length. 		

	<p>4. <u>Publication element</u>: identifies the particular edition and format of a specific title. This may be up to 6 digits in length.</p> <p>5. <u>Check digit</u>: always the final single digit that mathematically validates the rest of the number. It is calculated using a Modulus 10 system with alternate weights of 1 and 3.</p> <p>Ensure the number is copy and pasted exactly as shown, including all the spaces and hyphens between numbers.</p> <p>The ISBN contains the following pertinent metadata about the monograph: Title, Contributor, Edition, ISNI, Publisher, Publication Date, and ISBN of parent publication. This information can be used to supplement our record's metadata.</p> <p>If a publication has multiple ISBNs, include them all.</p> <p><u>Populated by</u>: Manual input.</p> <p><u>Do not confuse with</u>:</p> <p><i>Resource Identifier</i></p> <p><i>Identifier Citation</i></p> <p><i>Identifier DOI</i></p>
Controlled Vocabulary	N/A
Element Mapping	DC dc.identifier.isbn

Element Name	Obligation	Repeatable?	Searchable?
Title	Required	No	Yes
Definition	The name of the resource.		
Purpose	The title element of the resource specifies the resource's title, subtitle (if applicable) and edition (if applicable) in the primary language(s) of the resource.		
Encoding Schema	Guidance		

N/A

The title should follow this format:

“Title : Subtitle, nth edition (v. # - significant date/identifier)”

If a resource has a subtitle, please separate the title from the subtitle with a colon ‘:’ character with a space before and after. If the title or subtitle already makes use of a colon ‘:’ character replace it with a dash ‘-’ character.

If a resource has two primary languages (ex. the resource is translated in two languages within the same document), include the title in both languages, separated by a single ‘/’ symbol with a space before and after.

If the resource has more than one edition, identify the edition number after the title (or subtitle, if applicable), separated by a comma ‘,’ symbol and then the word ‘edition’. Please ensure the word ‘edition’ is all lowercase. Ex. “Title : Subtitle, 1st edition”. If there is a country or institution linked to the edition, the name should come between the number and the word ‘edition’. Ex. “2nd Canadian edition” or “1st University of Saskatchewan edition”.

If a resource has multiple versions within the same edition, it should be captured with a “v.” then the number within parentheses after the edition statement. Ex. “Title : Subtitle, 4th edition (v. 2)”. If there is a date attached to the version, it can be included within the parentheses after the v. 2, separated by a “-” dash character with spaces on either side of it (if necessary). Ex. “Title : Subtitle, 4th edition (v. 2 – Fall 2020)” or “Title : Subtitle, 4th edition (Fall 2020)”.

Indigenous language resource guidance to come.

Populated by: Manual input.

Do not confuse with:

	<i>Alternative Title</i>
Controlled Vocabulary	N/A
Element Mapping	DC dc.title

Element Name	Obligation	Repeatable?	Searchable?
Alternative Title	Required, if Available	Yes	Yes
Definition	An alternative name for the resource, including a varying or substitute form of the resource's title (ex. abbreviation or translation).		
Purpose	The alternative title element of the resource specifies alternatives to the resource's title, subtitle (if applicable) and edition (if applicable) in English and French should the primary language of the resource be another.		
Encoding Schema N/A	Guidance The alternative title is used when a resource is written in a primary language other than French or English. Additionally, it can be used to capture variations of the resource's title, including abbreviations. Either way, it should follow the same format as the title element, as described above. <u>Populated by:</u> Manual input. <u>Do not confuse with:</u> <i>Title</i>		
Controlled Vocabulary	N/A		
Element Mapping	DC dc.title.alternative		

Element Name	Obligation	Repeatable?	Searchable?
Language	Required	Yes	Yes
Definition	Current ISO standard for language of intellectual content.		
Purpose	The Language element designates the ISO code for primary language(s) of a given resource.		
Encoding Schema	Guidance		

ISO 369-2	<p>Ordered with the most prominent language of the resource listed first.</p> <p><u>Populated by:</u> Manual input.</p> <p><u>Do not confuse with:</u></p>
Controlled Vocabulary	Language Pick List
Element Mapping	DC dc.language.iso

Element Name	Obligation	Repeatable?	Searchable?
Abstract	Required	No	Yes
Definition	A textual abstract or summary account of the content of the resource.		
Purpose	The Abstract element of the resource provides a textual summary of the contents of the resource to enhance searchability.		
Encoding Schema N/A	Guidance <p>Character string maximum 3000 characters. The description should be in language and terms appropriate for those that decide whether or not the learning object being described is appropriate and relevant to the users.</p> <p><i>Comments & guidance about where to find these details if not readily apparent in development.</i></p> <p>Use

 to force 2 line breaks between paragraphs.</p> <p>If a resource has an abstract in two languages, paste both abstracts and separate them by

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 to delineate the two descriptions.</p> <p>If you need to hyperlink text within the abstract, surround the text you're looking to hyperlink with on the left and on the right, where <i>link</i> should be the URL you're trying to hyperlink.</p> <p><u>Populated by:</u> Manual input.</p>		

	<u>Do not confuse with:</u> <i>Table of Contents</i>
Controlled Vocabulary	N/A
Element Mapping	DC dc.description.abstract

Element Name Table of Contents	Obligation Required, if Available	Repeatable? No	Searchable? No <i>Looking to make searchable in the future.</i>
Definition	A table of contents for the resource.		
Purpose	The Table of Contents element of the resource provides a textual summary of the chapter headings of the resource to enhance searchability.		
Encoding Schema N/A	Guidance Use the numbering system that has been utilized by the resource. If a table of contents hasn't been created in the resource, use Roman numerals (I, II, III, etc.) for section headings, Arabic numbers for chapters (1, 2, 3, etc.) and lowercase letters for subchapters (a, b, c, etc.). Use to force a line break between chapter headings. Use to force two line breaks between sections. <u>Populated by:</u> Manual input. <u>Do not confuse with:</u> <i>Abstract</i>		
Controlled Vocabulary	N/A		
Element Mapping	DC dc.description.tableofcontents		

Element Name	Obligation	Repeatable?	Searchable?
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Provenance	Required	Yes	No
Definition	The history of custody of the item since its creation, including any changes successive custodians made to it.		
Purpose	The Provenance element provides information about the submission and all alterations of a resource, including the name of the individual that deposited the resource, the date and time, information about the resource's bitstream(s) (which are the files associated with the resource), as well as other information about the technical circumstances of the resource's creation.		
<p data-bbox="203 598 438 630">Encoding Schema</p> <p data-bbox="203 651 259 682">N/A</p>	<p data-bbox="820 598 950 630">Guidance</p> <p data-bbox="820 651 1372 724">Two Provenance entries are automatically inputted into the record once submitted.</p> <p data-bbox="820 745 1421 976">The first details who submitted the resource record, when they submitted, information about the bitstream(s) attached to the record (the file name, the file size in bytes, and the checksum), and the previous issue date of the resource.</p> <p data-bbox="820 997 1421 1260">The second details the date and time of when the resource was made available in DSpace, as well as a repetition of information about the bitstream(s) attached to the record (the file name, the file size in bytes, and the checksum), and the previous issue date of the resource.</p> <p data-bbox="820 1281 1404 1512">The values in these fields should not be altered manually from the field. Should a resource file need to be altered or updated, it should be done within the "Files in This Item" section at the bottom of the DSpace record instance.</p> <p data-bbox="820 1533 1412 1680">When uploading resource files during a resource submission, you need to include file descriptions formatted using the File Description controlled vocabulary.</p> <p data-bbox="820 1701 1356 1774"><u>Populated by:</u> Automatic compilation via manual input.</p> <p data-bbox="820 1795 1096 1827"><u>Do not confuse with:</u></p> <p data-bbox="820 1848 982 1879"><i>Sponsorship</i></p>		

	<p><i>Ancillary Materials:</i> The Ancillary Materials element captures ancillary materials that can be accessed through the web (via a URL) or by contacting the resource creator (via an email), whereas the Provenance element captures both primary resource files as well as downloadable ancillary materials files through description tagging. Together, the instance types of these two elements are listed in the “Additional Resources” dropdown section on the Open Library’s front end for the given resource.</p>
Controlled Vocabulary	N/A
Element Mapping	DC dc.description.provenance

Element Name Sponsorship	Obligation Optional	Repeatable? Yes	Searchable? No
Definition	Sponsorship-related circumstances that supported the creation of the resource, such as institutional grants, support, oversight, etc.		
Purpose	The Sponsorship element provides information about the sponsorship-related circumstances of the resource’s creation.		
Encoding Schema N/A	<p>Guidance</p> <p>Any information pertaining to the reasoning or circumstances of the resource’s creation (ex. Sponsorship, grants, support, etc.) should be included here.</p> <p><u>Populated by:</u> Manual input.</p> <p><u>Do not confuse with:</u> <i>Provenance</i></p>		
Controlled Vocabulary	N/A		
Element Mapping	DC dc.description.sponsorship		

Element Name Subject Keyword	Obligation Required, if Available	Repeatable? Yes	Searchable? Yes
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Definition	An uncontrolled index term that supports the usage of keyword or phrase description of a resource.		
Purpose	The Subject Keyword element is used as descriptive keywords or phrases for a resource to support search functionality.		
Encoding Schema N/A	<p>Guidance</p> <p>This field is populated by the suggested keywords provided by the author. Each keyword should have its own field and should not be put together as a list in a single field.</p> <p>For example, the keywords “teaching, teaching assistants, and online learning” should appear in the metadata as: dc.subject: Teaching dc.subject: Teaching assistants dc.subject: Online learning</p> <p>where the first letter of the first word is the only word capitalized, unless it is a proper noun.</p> <p>It is recommended best practice that authors supply at least 3 keywords, but no more than 10.</p> <p>Occasionally, authors provide hashtags instead of keywords – the hashtags can be input into this field using the same format (i.e. First letter of the first word capitalized, each hashtags has its own field, etc.)</p> <p><u>Populated by:</u> Manual input.</p> <p><u>Do not confuse with:</u></p> <p><i>Subject</i></p> <p><i>Subject DDC</i></p>		
Controlled Vocabulary	N/A		
Element Mapping	DC dc.subject		

Element Name	Obligation	Repeatable?	Searchable?
Author	Required, if Available	Yes	Yes

Definition	The author(s) of the resource.		
Purpose	The Author element is used to specify the primary author(s) of a resource.		
Encoding Schema N/A	Guidance The author's name should be ordered "First Name" "Last Name" as displayed on the resource itself. Each author should be captured in separate author fields. Chapter authors should be captured in the Other Contributor element. <u>Populated by:</u> Manual input. <u>Do not confuse with:</u> <i>Other Contributor</i>		
Controlled Vocabulary	N/A		
Element Mapping	DC dc.contributor.author		

Element Name Editor	Obligation Required, if Available	Repeatable? Yes	Searchable? Yes
Definition	Any agent having managerial responsibility related to the writing, compilation, and revision of content for a publication.		
Purpose	The Editor element is used to specify the editor(s) of a resource.		
Encoding Schema	Guidance The editor's name should be ordered "First Name" "Last Name" as displayed on the resource itself. Each editor should be captured in separate author fields. <u>Populated by:</u> Manual input. <u>Do not confuse with:</u>		
Controlled Vocabulary	N/A		
Element Mapping	DC dc.contributor.editor		

Element Name Other Contributor	Obligation	Repeatable?	Searchable?
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	Required, if Available	Yes	Yes
Definition	Any agent, personal or corporate, contributing to the creation of the resource, but not considered the primary author(s), creator(s), editor(s) or publisher(s), such as chapter authors, illustrator, peer reviewers, etc.		
Purpose	The Other Contributor element is used to specify all other contributors to a resource other than the primary author(s), creator(s), editor(s), and publisher(s).		
Encoding Schema	<p>Guidance</p> <p>The other contributor's name should be ordered "First Name" "Last Name" as displayed on the resource itself. Each other contributor should be captured in separate author fields.</p> <p>Other contributors include any agent, personal or corporate, contributing to the creation of the resource, but not considered the primary author(s), creator(s), editor(s) or publisher(s), such as chapter authors, illustrators, peer reviewers, etc.</p> <p><u>Populated by:</u> Manual input.</p> <p><u>Do not confuse with:</u></p> <p><i>Author</i></p> <p><i>Editor</i></p> <p><i>Publisher</i></p>		
Controlled Vocabulary	N/A		
Element Mapping	DC dc.contributor.other		

Element Name	Obligation	Repeatable?	Searchable?
Contributor Identifier	Recommended	Yes	No <i>Looking to make searchable in the future.</i>

Definition	ORCID (Open Research and Contributor Identifier) are persistent digital identifiers designed to distinguish researchers and maintain a record that supports automatic links to their professional activities.		
Purpose	The Contributor Identifier element is used to connect resources to their contributors' ORCIDs.		
Encoding Schema	<p>The ORCID is an https URI with a 16-digit number that is compatible with the ISO Standard (ISO 27729), also known as the International Standard Name Identifier (ISNI), e.g. https://orcid.org/0000-0001-2345-6789.</p> <p>Initially ORCIDs were randomly assigned by the ORCID Registry from a block of numbers that will not conflict with ISNI-formatted numbers assigned in other ways. ORCIDs always require all 16 digits of the identifier; they cannot be shortened to remove leading zeros if they exist.</p>		
	<p><u>Guidance</u></p> <p>ORCIDs always require all 16 digits of the identifier; they cannot be shortened to remove leading zeros if they exist.</p> <p>The last character in the ORCID is a checksum. In accordance with ISO/IEC 7064:2003, MOD 11-2, this checksum must be "0"- "9" or "X", where a capital letter X represents the value of ten. You can see how it works using the ORCID Checksum Digital tool.</p> <p>When inputting the ORCID in the repository, it should be expressed as a full https URI: "https://orcid.org/xxxx-xxxx-xxxx-xxxx", complete with the https protocol (https://) and with hyphens in the identifier (xxxx-xxxx-xxxx-xxxx), where each x represents a number in the ORCID, including all the leading zeros (if applicable).</p> <p><u>Populated by:</u> Manual input.</p> <p><u>Do not confuse with:</u></p> <p><i>Contributor Institution Identifier</i></p>		
Controlled Vocabulary	N/A		
Element Mapping	ecO-OER:contributorORCID		

Element Name	Obligation	Repeatable?	Searchable?
Contributor Institution	Required, if Available	Yes	No
Definition	Name of the institution(s) a resource's contributor(s) is affiliated.		
Purpose	The Contributor Institution element identifies the name of the institution(s) to which a resource's author(s), creator(s), editor(s) and other contributor(s) are affiliated.		

<p>Encoding Schema</p> <p>N/A</p>	<p>Guidance</p> <p>The names of the contributor institutions should be copy and pasted from the Contributor Institution Pick List.</p> <p>Each Institution should be separately input in its own field.</p> <p>There are instances where a contributor has specified the particular campus or branch within a given institution – the campus can be included and should be placed after the name of the institution, separated by a “,” comma character. Ex. “University of Toronto, Mississauga”</p> <p>If the institution cannot be found on the list, please find it in the www.isni.org database and add it to the pick list in the appropriate table.</p> <p>If the institution is not in the pick list or the www.isni.org database, ensure the institution has been spelled correctly via an Internet search and add it to the pick list in the appropriate table.</p> <p><u>Populated by:</u> Manual input.</p> <p><u>Do not confuse with:</u></p> <p><i>Contributor Institution Identifier</i></p> <p><i>Publisher</i></p>
<p>Controlled Vocabulary</p>	<p>Contributor Institution Pick List</p>
<p>Element Mapping</p>	<p>ecO-OER:institutionalAffiliation</p>

Element Name	Obligation	Repeatable?	Searchable?
<p>Contributor Institution Identifier</p>	<p>Recommended</p>	<p>Yes</p>	<p>No</p>
<p>Definition</p>	<p>The International Standard Name Identifier (ISNI) is an ISO Standard (ISO 27729) used to uniquely identify persons and organizations involved in creative activities.</p>		

Purpose	The Contributor Institution Identifier element identifies the ISNI of the institution(s) to which a resource’s author(s), creator(s), editor(s) and other contributor(s) are affiliated.		
Encoding Schema	Guidance		
The International Standard Name Identifier (ISNI) is an ISO Standard (ISO 27729) whose scope is the identification of Public Identities of parties: that is, the identities used publicly by parties involved throughout the media content industries in the creation, production, management, and content distribution chains.	<p>An ISNI is made up of 16 digits with the last character being a check character that is either a digit “0”-“9” or an “X”.</p> <p>Each ISNI should be separately input in its own field. The ISNI should be inputted in the same order that the Institution name has been inputted in the Contributor Institution element field(s).</p> <p>There are instances where a contributor has specified the particular campus or branch within a given institution. If an ISNI for that particular campus or branch does not exist, use the ISNI for the larger institutional parent. Ex. University of Toronto, New College has its own ISNI, however University of Toronto, Woodsworth College does not and would make use of University of Toronto’s ISNI.</p> <p>If an institution’s ISNI cannot be found on the list, please find it in the www.isni.org database and add it to the pick list in the appropriate table.</p> <p>If the institution’s ISNI is not in the pick list or the www.isni.org database, continue onto the next institution’s ISNI.</p> <p><u>Populated by:</u> Manual input.</p> <p><u>Do not confuse with:</u></p> <p><i>Contributor Institution</i></p> <p><i>Contributor Identifier</i></p>		
Controlled Vocabulary	Contributor Institution Pick List		
Element Mapping	ecO-OER:ISNI		

Element Name Publisher	Obligation	Repeatable?	Searchable?
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	Required, if Available	Yes	No
Definition	The entity responsible for publication, distribution, or imprint of the resource, for example, a person, organization or service.		
Purpose	The Publisher element identifies the name of the entity responsible for publication, distribution, or imprint of the resource.		
Encoding Schema N/A	<p>Guidance</p> <p>The publisher is most often an institution or organization, although it can also be an individual. If the name of the publisher is not readily apparent (by looking at the resource or the location of the resource), it is acceptable to leave the field blank.</p> <p>If the publisher is a department of an institution, include the name of the institution after the department, separated by a “,” comma character with a space on either side. Ex. “Department, Institution”</p> <p><u>Populated by:</u> Manual input.</p> <p><u>Do not confuse with:</u> <i>Contributor Institution</i></p>		
Controlled Vocabulary	N/A		
Element Mapping	DC dc.publisher		

LIFECYCLE ELEMENTS

Element Name Date Issued	Obligation Required	Repeatable? No	Searchable? No
Definition	The point or period of time associated with the publication or distribution of the resource.		
Purpose	The Date Issued element identifies the date when the resource was published, distributed, or imprinted.		
Encoding Schema ISO 8601-1	<p>Guidance</p> <p>Date may be used to express temporal information at any level of granularity. While best practice is to include the entire date in a yyyy-mm-dd format, if the full date is</p>		

	<p>unknown yyyy-mm or yyyy is also an acceptable submission.</p> <p>You must include at least a year, so if you cannot find a date, input the current year.</p> <p><u>Populated by:</u> Manual input.</p> <p><u>Do not confuse with:</u></p> <p><i>Date Created</i></p> <p><i>Date Accessioned</i></p> <p><i>Date Available</i></p> <p><i>Date Updated</i></p>
Controlled Vocabulary	N/A
Element Mapping	DC dc.date.issued

Element Name	Obligation	Repeatable?	Searchable?
Date Created	Optional	No	No
Definition	The point of time associated with the creation of the resource, possibly prior to formal publication.		
Purpose	The Date Created element identifies the date when the resource was created.		
Encoding Schema	Guidance		
ISO 8601-1	<p>Date may be used to express temporal information at any level of granularity. While best practice is to include the entire date in a yyyy-mm-dd format, if the full date is unknown yyyy-mm or yyyy is also an acceptable submission.</p> <p>If you cannot find a date, leave the field blank.</p> <p><u>Populated by:</u> Manual input.</p> <p><u>Do not confuse with:</u></p> <p><i>Date Issued</i></p> <p><i>Date Accessioned</i></p> <p><i>Date Available</i></p>		

	<i>Date Updated</i>
Controlled Vocabulary	N/A
Element Mapping	DC dc.date.created

METADATA ELEMENTS

Element Name	Obligation	Repeatable?	Searchable?
Metadata Record URI	Required	No	No
Definition	A globally unique label that identifies the metadata record specifically. This is not an identifier for the learning object contained within the record, but an identifier for the record itself within the DSpace environment.		
Purpose	This Metadata Record Identifier uniquely identifies the metadata record within the DSpace environment.		
Encoding Schema N/A	<p>Guidance</p> <p>The URL follows the below format: https://openlibrary-repo.ecampusontario.ca/jspui/handle/123456789/XXX ,</p> <p>where 123456789 is eCampusOntario’s organizational handle (the default provided by DSpace) and XXX is the item handle specific to the record. Together, they create the record’s handle: <i>123456789/XXX</i>.</p> <p>This URL can be used to access the metadata record in DSpace, but this record is not public-facing. In order to access the public-facing record, you must use the bitstream phrase from the Resource Identifier element in eCampusOntario’s Open Library catalogue URL: https://openlibrary.ecampusontario.ca/catalogue/item/?id=xxxxxxxx-xxxx-xxxx-xxxx-xxxxxxxxxxxx</p> <p>where xxxxxxxx-xxxx-xxxx-xxxx-xxxxxxxxxxxx is the Resource Identifier element (named the Item internal ID in DSpace).</p> <p><u>Populated by:</u> Automatic input at the time of record creation.</p>		

	<u>Do not confuse with:</u> <i>Resource Identifier</i>
Controlled Vocabulary	N/A
Element Mapping	DC dc.identifier.uri

Element Name Date Accessioned	Obligation Required	Repeatable? No	Searchable? No
Definition	Date and time the repository takes possession of the resource.		
Purpose	The Date Accessioned element records the date and time the repository takes possession of the resource.		
Encoding Schema ISO 8601-1	Guidance <u>Populated by:</u> Automatic input at time of record creation. <u>Do not confuse with:</u> <i>Date Issued</i> <i>Date Created</i> <i>Date Available</i> <i>Date Updated</i>		
Controlled Vocabulary	N/A		
Element Mapping	DC dc.date.accessioned		

Element Name Date Available	Obligation Required	Repeatable? No	Searchable? No
Definition	Date or date range item became available to the public.		
Purpose	The Date Available element records the date or date range when the item became available to the public.		
Encoding Schema ISO 8601-1	Guidance <u>Populated by:</u> Automatic input at time of record creation. <u>Do not confuse with:</u> <i>Date Issued</i>		

	<i>Date Created</i> <i>Date Accessioned</i> <i>Date Updated</i>
Controlled Vocabulary	N/A
Element Mapping	DC dc.date.available

Element Name Date Updated	Obligation Required, if Available	Repeatable? No	Searchable? No
Definition	Date and time the item record was updated.		
Purpose	The Date Updated element records the date and time when the item record was updated.		
Encoding Schema ISO 8601-1	Guidance <u>Populated by:</u> Automatic input at time of record alteration. <u>Do not confuse with:</u> <i>Date Issued</i> <i>Date Created</i> <i>Date Accessioned</i> <i>Date Updated</i>		
Controlled Vocabulary	N/A		
Element Mapping	DC dc.date.updated		

TECHNICAL ELEMENTS

Element Name Resource Type	Obligation Required	Repeatable? Yes	Searchable? No <i>Looking to make searchable in the future.</i>
Definition	The nature(s) or genre(s) of the content of the resource.		
Purpose	The Resource Type element identifies the primary nature(s) or genre(s) of the resource's content. This provides additional		

	information about the educational use of a resource and/or its components.
Encoding Schema N/A	Guidance Ordered with the most prominent resource type listed first. <u>Populated by:</u> Manual input. <u>Do not confuse with:</u> <i>Learning Material Type</i>
Controlled Vocabulary	Resource Type Vocabulary
Element Mapping	DC dc.type

Element Name	Obligation	Repeatable?	Searchable?
File Format	Required	Yes	No <i>Looking to make searchable in the future.</i>
Definition	The technical file format datatypes of all the components of the resource, expressed as a PUID .		
Purpose	The File Format element identifies all the file formats of every component of a resource.		
Encoding Schema	Guidance <i>In development.</i> Unordered list of file formats. <u>Populated by:</u> Manual input. <i>Investigating automatic input options.</i> <u>Do not confuse with:</u> <i>File Extent</i>		
Controlled Vocabulary	N/A		
Element Mapping	DC dc.format		

Element Name	Obligation	Repeatable?	Searchable?
File Extent	Optional	Yes	No
Definition	The size or duration of the resource's file(s) being described.		

<p>Purpose</p>	<p>The File Extent element identifies the size or duration of all the files of a resource. This can help a user determine whether this aspect of a resource can meet their needs before they commit to downloading the item.</p>
<p>Encoding Schema</p> <p>N/A</p>	<p>Guidance</p> <p>The size is measured in bytes, which are represented as decimal values (radix 10). Consequently, only the digits “0” through “9” should be used. The unit is bytes, not MBs, GBs, etc.</p> <p>The file extent generally consists of both a numeric value and a caption that is needed to interpret the numeric value. Best practice is to separate the numeric value and the caption with a space. Do not use abbreviations in the caption. When recording the number of pages of textual resources, include the total number of pages, including title pages, blank pages, introductory pages, back cover pages, etc. [1]</p> <p>Examples:</p> <ul style="list-style-type: none"> • Audio: 20 minutes; or 1.5 hours • Physical: 327 pages • Video: 45 minutes <p>When recording FILESIZE, abbreviate the unit of measurement (eg. kb for kilobytes, mb for megabytes, gb for gigabytes). Include a space between the value and the unit of measurement. [1]</p> <p>Examples:</p> <ul style="list-style-type: none"> • 24 mb • 3.4 gb • 546 kb <p>Should there be ambiguity between which file is being referred to, please include more details about the file (ex. Type, name, etc.) to remedy.</p> <p><u>Populated by:</u> Manual entry.</p> <p><u>Do not confuse with:</u></p>

	<i>File Format</i> <i>Page Count</i>
Controlled Vocabulary	N/A
Element Mapping	DC dc.format.extent

Element Name Page Count	Obligation Optional	Repeatable? No	Searchable? No
Definition	The page count of a physical textbook resource.		
Purpose	The Page Count elements provides information about the number of pages of a textbook resource has that have been processed for physical publishing.		
Encoding Schema N/A	Guidance This element is managed by the publisher. Keep this element blank when submitting the resource. <u>Populated by:</u> Manual input by publisher. <u>Do not confuse with:</u> <i>File Extent</i>		
Controlled Vocabulary	N/A		
Element Mapping	ecO-OER:Page-Count		

Element Name Print on Demand	Obligation Optional	Repeatable? No	Searchable? No
Definition	The “Print on Demand” status of a textbook resource.		
Purpose	The Print on Demand element provides information about the Print on Demand status of textbook resource that has been processed for physical publishing.		
Encoding Schema N/A	Guidance This element is managed by the publisher. Keep this element blank when submitting the resource. <u>Populated by:</u> Manual input by the publisher.		

	<u>Do not confuse with:</u>
Controlled Vocabulary	Yes: Available for Print on Demand No: Unavailable for Print on Demand (blank): Has not been assessed for Print on Demand. (Default)
Element Mapping	ecO-OER:POD

EDUCATIONAL ELEMENTS

Element Name Learning Material Type	Obligation Required	Repeatable? Yes	Searchable? No <i>Looking to make searchable in the future.</i>
Definition	The learning material type(s) or kind(s) characterizing the resource.		
Purpose	The Learning Material Type element identifies the learning material type(s) or kind(s) that constitute (the elements of) the resource.		
Encoding Schema N/A	Guidance Ordered with the most dominant type first. <u>Populated by:</u> Manual input. <u>Do not confuse with:</u> <i>Resource Type</i>		
Controlled Vocabulary	Learning Material Type Controlled Vocabulary		
Element Mapping	DC dcterms:learningResourceType		

Element Name Education Level	Obligation Recommended	Repeatable? Yes	Searchable? No <i>Looking to make searchable in the future.</i>
Definition	The educational level(s) or stage(s) within the Canadian higher educational system describing the target audience of the resource's content.		

Purpose	The Educational Level element identifies the level(s) or stage(s) within the Canadian higher educational system for which the resource being described is intended or useful.	
Encoding Schema N/A	Guidance Unordered. <u>Populated by:</u> Manual input. <u>Do not confuse with:</u>	
Controlled Vocabulary	Education Level Controlled Vocabulary	
Element Mapping	DC dcterms:educationLevel	

RIGHTS ELEMENTS

Element Name	Obligation	Repeatable?	Searchable?
Access Rights	Required	No	No
Definition	Information about the right or mode the resource can be accessed. If the metadata describe more than one resource, e.g. fulltext and supplementary material, the access right of the main resource should be provided. The Access Rights defines concepts to declare the access status of a resource. [1]		
Purpose	The Access Rights element allows for rights description in line with the OpenAIRE schema .		
Encoding Schema N/A	Guidance <u>Populated by:</u> Manual input. <u>Do not confuse with:</u> <i>License Description</i> <i>Rights Holder</i> <i>License Title</i> <i>License URL</i>		
Controlled Vocabulary	Access Rights Controlled Vocabulary		
Element Mapping	DC dcterms.accessRights		

Element Name	Obligation	Repeatable?	Searchable?
Rights Holder	Required, if Available	No	No

Definition	The person or organization owning or managing the rights over the resource.		
Purpose	The Rights Holder element identifies the person or organization owning or managing the rights over the resource.		
Encoding Schema N/A	Guidance <i>In development.</i> <u>Populated by:</u> Manual entry. <u>Do not confuse with:</u> <i>License Description</i> <i>License Title</i> <i>License URL</i>		
Controlled Vocabulary	N/A		
Element Mapping	DC dc.rights.holder		

Element Name License Title	Obligation Required	Repeatable? No	Searchable? No
Definition	The proper name of the Open license or rights statement.		
Purpose	The License Title element identifies the proper name of the resource's Open license or rights.		
Encoding Schema N/A	Guidance <u>Populated by:</u> Manual input. <u>Do not confuse with:</u> <i>License Description</i> <i>Rights Holder</i> <i>License URL</i>		
Controlled Vocabulary	License Pick List		
Element Mapping	DC dc.rights.license		

Element Name Traditional Knowledge Label	Obligation Required, if Available	Repeatable? Yes	Searchable? No
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Definition	The proper name of the traditional knowledge label statement(s) of Indigenous resources.
Purpose	The Traditional Knowledge Label element identifies the proper name of the resource's traditional knowledge labels.
Encoding Schema N/A	<p>Guidance</p> <p><u>Populated by:</u> Manual input.</p> <p><u>Do not confuse with:</u></p> <p><i>License Description</i></p> <p><i>Rights Holder</i></p> <p><i>License URL</i></p>
Controlled Vocabulary	Traditional Knowledge Label Controlled Vocabulary
Element Mapping	DC dc.rights

Element Name	Obligation	Repeatable?	Searchable?
License URL	Required, if Available	No	No
Definition	The URL where the owner specifies permissions for using the resource.		
Purpose	The License URL element provides the URL where the owner specifies permissions for using the resource.		
Encoding Schema N/A	<p>Guidance</p> <p><u>Populated by:</u> Manual input.</p> <p><u>Do not confuse with:</u></p> <p><i>License Description</i></p> <p><i>Rights Holder</i></p> <p><i>License Title</i></p>		
Controlled Vocabulary	N/A		
Element Mapping	DC dc.rights.uri		

RELATIONAL ELEMENTS

Element Name	Obligation	Repeatable?	Searchable?
Ancillary Materials	Required, if Available	Yes	No

Definition	The type and link location to access a resource’s ancillary material(s).	
Purpose	The Ancillary Materials element provides the name and location of a resource’s ancillary material(s) (if available) for a user.	
Encoding Schema N/A	Guidance If the resource has ancillary resources (i.e. slide decks, test banks, problem sets) that can be accessed online, use this field. For Web-based Ancillary Materials: Input the title of the ancillary material, followed by a “ ” pipe character with a space on either side and then the complete URL of the location of the material. Ex. “Title URL”. For Ancillary resources that must be requested by email: Input the title of the ancillary material, followed by a “ ” pipe character with a space on either side, and then the phrase “mailto:” followed by the email address (with no space between the “:” colon character and the start of the email address. Ex. “Title mailto:email”. Note: For ancillary resources eCampusOntario manages, use the email open@ecampusontario.ca and ensure the ancillary material(s) is/are in the eCampusOntario Sharepoint. <u>Populated by:</u> Manual input. <u>Do not confuse with:</u> <i>Provenance:</i> The Provenance element captures both primary resource files as well as downloadable ancillary materials files through description tagging, whereas the Ancillary Materials element captures ancillary materials that can be accessed through the web (via a URL) or by contacting the resource creator (via an email). Together, the instance types of these two elements are listed in the “Additional Resources” dropdown section on the Open Library’s front end for the given resource. <i>Ancillary Materials Statement</i>	

Controlled Vocabulary	N/A
Element Mapping	DC dc.relation.haspart

Element Name Ancillary Materials Statement	Obligation Required	Repeatable? No	Searchable? Yes
Definition	A Boolean statement about the existence of ancillary materials for a given resource.		
Purpose	The Ancillary Materials Statement element signals the Open Library's front-end search that the resource has ancillary materials and enables search filtering based on this element.		
Encoding Schema N/A	Guidance The default value in this field is "No". If a resource has an ancillary resource, either from the Ancillary Materials element or the Provenance element, then this field should be switched to "Yes". <u>Populated by:</u> Manual entry. <u>Do not confuse with:</u> <i>Ancillary Materials</i> <i>Provenance</i>		
Controlled Vocabulary	Yes: The resource has ancillary materials. No: The resource does not have ancillary materials. (Default)		
Element Mapping	ecO-OER:AncillaryMaterials		

Element Name Version	Obligation Required, if Available	Repeatable? Yes	Searchable? No
Definition	More recent version(s), edition(s) or adaptation(s) of the resource.		
Purpose	The Version element indicates the proceeding version, edition or adaptation relationship among resources.		
Encoding Schema N/A	Guidance If a resource has more recent version(s) or edition(s), the Resource Identifier element		

	<p>(known as the Internal Item ID in DSpace) should be copied into this element's field.</p> <p>Should there be multiple newer versions or editions, each must have its own field.</p> <p>To ensure the relationship is recorded in the records of all the relevant resources, make sure the resource records of these versions or editions have this resource's Resource Identifier element (the Internal Item ID in DSpace) in their Version Parent element field. However, keep in mind that not all versions, editions, or adaptations especially are inter-related, so you must carefully trace the relationships among these resources to ensure they are correct. For example, just because two resources are adaptations of the same parent resource does not mean that they are related to each other.</p> <p><u>Populated by:</u> Manual input.</p> <p><u>Do not confuse with:</u></p> <p><i>Version Parent</i></p> <p><i>Series</i></p> <p><i>Content Source</i></p> <p><i>Content Reference</i></p> <p><i>Online Format</i></p>
Controlled Vocabulary	N/A
Element Mapping	DC dc.relation.hasversion

Element Name <i>Version Parent</i>	Obligation Required, if Available	Repeatable? No	Searchable? No
Definition	Preceding version(s), edition(s) or adaptation(s) of the resource.		
Purpose	The Version Parent element indicates the preceding version, edition or adaptation source relationship among resources.		
Encoding Schema N/A	Guidance		

	<p>If a resource is a newer version, edition or adaptation of (an)other resource(s), the Resource Identifier element (known as the Internal Item ID in DSpace) of these other resources should be copied into this element's field.</p> <p>Should there be multiple earlier versions, editions, or direct adaptations of this resource, each must have its own field.</p> <p>To ensure the relationship is recorded in the records of all the relevant resources, make sure the resource records of all the previous versions, editions or direct adaptations have this resource's Resource Identifier element (the Internal Item ID in DSpace) in their Version element field. However, keep in mind that not all versions, editions, or adaptations especially are inter-related, so you must carefully trace the relationships among these resources to ensure they are correct. For example, just because two resources are adaptations of the same parent resource does not mean that they are related to each other.</p> <p><u>Populated by:</u> Manual input.</p> <p><u>Do not confuse with:</u></p> <p><i>Version</i></p> <p><i>Series</i></p> <p><i>Content Source</i></p> <p><i>Content Reference</i></p> <p><i>Online Format</i></p>
Controlled Vocabulary	N/A
Element Mapping	DC dc.relation.isversionof

Element Name	Obligation	Repeatable?	Searchable?
<i>Series</i>	Recommended	No	No

Definition	Resources that constitute a series.	
Purpose	The Series element indicates the existence of a serial relationship among resources.	
Encoding Schema N/A	Guidance If a resource is part of a series, the Resource Identifier element (known as the Internal Item ID in DSpace) of each resource in the series should be copied into a separate instance of this element's field (i.e. the Resource Identifier element of each resource should have its own Series field). <u>Populated by:</u> Manual entry. <u>Do not confuse with:</u> <i>Version</i> <i>Version Parent</i> <i>Content Source</i> <i>Content Reference</i> <i>Online Format</i>	
Controlled Vocabulary	N/A	
Element Mapping	DC dc.relation.ispartofseries	

Element Name	Obligation	Repeatable?	Searchable?
Content Source	Required, if Available	Yes	No
Definition	Related resource(s) from which the described resource derives content. Resource(s) that were used in the creation of this resource.		
Purpose	The Content Source element indicates the resource(s) from which this resource has derived content.		
Encoding Schema N/A	Guidance If a resource makes reference to another as a source of content but is not a direct version or edition, that resource's Resource Identifier (known as the Internal Item ID in DSpace) should be copied into this element's field.		

		<p>Should the resource make reference to using content from multiple sources, each source must have its own field.</p> <p>To ensure the relationship is recorded in the records of all the relevant resources, make sure this resource's Resource Identifier (the Internal Item ID in DSpace) is reciprocally input in the Content Reference element field of all of the resource records identified as content sources.</p> <p><u>Populated by:</u> Manual input.</p> <p><u>Do not confuse with:</u></p> <p><i>Content Reference</i></p> <p><i>Version</i></p> <p><i>Version Parent</i></p> <p><i>Series</i></p> <p><i>Online Format</i></p> <p><i>Accessibility, Adaptation Of</i></p>
Controlled Vocabulary	N/A	
Element Mapping	DC dc.relation.isbasedon	

Element Name	Obligation	Repeatable?	Searchable?
Content Reference	Recommended	Yes	No
Definition	Related resource(s) from which the described resource's content has been derived. Resource that was used in the creation of (an)other resource(s).		
Purpose	The Content Reference element indicates the resource(s) from which this resource has lent content.		
Encoding Schema	Guidance		
N/A	If a resource is referenced as a source for content by another resource but is not a direct version or edition of it, the Resource Identifier element (known as the Internal Item ID in DSpace) should be copied into this element's field.		

	<p>Should the resource be referenced as providing source content from multiple sources, each source must have its own field.</p> <p>Make sure the resource records of these adaptations have this resource's Resource Identifier element (the Internal Item ID in DSpace) in their Content Source element field.</p> <p><u>Populated by:</u> Manual entry.</p> <p><u>Do not confuse with:</u></p> <p><i>Content Source</i></p> <p><i>Version</i></p> <p><i>Version Parent</i></p> <p><i>Series</i></p> <p><i>Online Format</i></p> <p><i>Accessibility, Has Adaptation</i></p>
Controlled Vocabulary	N/A
Element Mapping	DC dc.relation.isreferencedby

Element Name	Obligation	Repeatable?	Searchable?
Online Format	Required	No	No
Definition	References the URL of the resource's online version.		
Purpose	The Online Format element depicts the URL of the resource's location in which it can be accessed and viewed in its entirety online.		
Encoding Schema	Guidance		
N/A	<p><u>Populated by:</u> Manual entry.</p> <p><u>Do not confuse with:</u></p> <p><i>Version</i></p> <p><i>Version Parent</i></p> <p><i>Series</i></p> <p><i>Content Source</i></p> <p><i>Content Reference</i></p>		

Controlled Vocabulary	N/A
Element Mapping	DC dc.relation.isformatof

Element Name Volume Count	Obligation Optional	Repeatable? No	Searchable? No
Definition	The number of volumes a text resource would require for physical publishing.		
Purpose	The Volume Count element provides information about the required number of volumes for Print on Demand-approved textbook resource that has been processed for physical publishing.		
Encoding Schema N/A	Guidance This element is managed by the publisher. Keep this element blank when submitting the resource. <u>Populated by:</u> Manual entry by publisher. <u>Do not confuse with:</u> <i>Series</i>		
Controlled Vocabulary	N/A		
Element Mapping	ecO-OER:MultiVol		

ANNOTATION ELEMENTS

Element Name Peer Review	Obligation Recommended	Repeatable? No	Searchable? Yes
Definition	Post-publication peer ratings and comments on the educational value (assessments of the resource, suggestions for use, etc.) of the resource.		
Purpose	The Peer Review element connects a resource to an instance where an individual has engaged in the peer review process for the given resource.		
Encoding Schema N/A	Guidance The URL location of the Peer Review. <u>Populated by:</u> Manual entry.		

	<u>Do not confuse with:</u>
Controlled Vocabulary	N/A
Element Mapping	DC ecO-OER:Reviewed

Element Name Resource Adoption	Obligation Required, if Available	Repeatable? No	Searchable? Yes
Definition	The Boolean indication if a resource has been adopted for use by an Ontario educator.		
Purpose	The Resource Adoption element indicates whether a resource has been a reported adoption for use by an Ontario educator.		
Encoding Schema N/A	Guidance <u>Populated by:</u> Manual entry. <u>Do not confuse with:</u>		
Controlled Vocabulary	<i>Yes:</i> A educator has reported an adoption of the resource. <i>No:</i> There have been no reported adoptions of the resource. (Default)		
Element Mapping	ecO-OER:Adopted		

CLASSIFICATION ELEMENTS

Element Name Subject	Obligation Required	Repeatable? Yes	Searchable? Yes
Definition	Local controlled vocabulary for the topic(s)/subject(s) of the content of the resource.		
Purpose	The Subject element classifies a resource by subject with the controlled vocabulary to support search functionality.		
Encoding Schema N/A	Guidance Each resource should have at least one topic, to a maximum of three. <u>Populated by:</u> Manual entry. <u>Do not confuse with:</u> <i>Subject Keywords</i> <i>Subject DDC</i>		

Controlled Vocabulary	Subject Controlled Vocabulary
Element Mapping	DC dc.subject.other

Element Name Course Title	Obligation Recommended	Repeatable? Yes	Searchable? No
Definition	The name of the course associated with the resource.		
Purpose	The Course Title element specifies the name of the course associated with the resource.		
Encoding Schema N/A	Guidance If a course has a subtitle, please separate the title from the subtitle with a colon ':' character with a space before and after. If the title or subtitle already makes use of a colon ':' character replace it with a dash '-' character. If a course code is available, input it at the end in parentheses. <u>Populated by:</u> Manual entry. <u>Do not confuse with:</u> <i>Title</i> <i>Alternative Title</i>		
Controlled Vocabulary	N/A		
Element Mapping	ecO-OER:CourseTitle		

ACCESSIBILITY ELEMENTS

Element Name Accessibility, Adaptation Of	Obligation Required, if Available	Repeatable? No	Searchable? No
Definition	Identifier of a resource for which this is an adaptation, for accessibility purposes.		
Purpose	The Accessibility, Adaptation Of element identifies the original resource from which this accessible version has been created.		
Encoding Schema	Guidance		

N/A	<p>If a resource has been adapted for accessibility purposes, the Resource Identifier element (the Internal Item ID in DSpace) of the original (non-accessible) resource should be input in this field of the accessible version's record.</p> <p>Make sure the records of the non-accessible resource have the accessible version's Resource Identifier element (the Internal Item ID in DSpace) in their Accessibility, Has Adaptation element field.</p> <p><u>Populated by:</u> Manual entry.</p> <p><u>Do not confuse with:</u> <i>Accessibility, Has Adaptation</i> <i>Content Source</i></p>
Controlled Vocabulary	N/A
Element Mapping	DC dc.relation.replaces

Element Name	Obligation	Repeatable?	Searchable?
Accessibility, Has Adaptation	Required, if Available	Yes	No
Definition	Identifier of a resource that is an adaptation, for accessibility purposes, for this resource.		
Purpose	The Accessibility, Has Adaptation element identifies the resource that is an accessible version of this original resource.		
Encoding Schema	Guidance		
N/A	<p>If a resource has been adapted for accessibility purposes, the Resource Identifier element (the Internal Item ID in DSpace) of the accessible resource should be input in this field of the non-accessible version's record.</p> <p>Make sure the records of the accessible resource have the non-accessible version's Resource Identifier element (the Internal</p>		

	Item ID in DSpace) in their Accessibility, Adaptation Of element field. <u>Populated by:</u> <u>Do not confuse with:</u> <i>Accessibility, Adaptation Of Content Reference</i>
Controlled Vocabulary	N/A
Element Mapping	DC dc.relation.isreplacedby

Element Name <i>Accessibility Statement</i>	Obligation Required	Repeatable? No	Searchable? No <i>Looking to make searchable in the future.</i>
Definition	The Boolean indication if a resource has been determined to be accessible based on accessibility criteria.		
Purpose	The Accessibility Statement elements states the status of accessibility assessment for a given resource.		
Encoding Schema N/A	Guidance <u>Populated by:</u> Manual entry. <u>Do not confuse with:</u>		
Controlled Vocabulary	<p><i>Yes:</i> The resource has been assessed for accessibility purposes and has been determined to be accessible.</p> <p><i>No:</i> The resource has been assessed for accessibility purposes and has been determined to be non-accessible.</p> <p><i>Unknown:</i> The resource has <u>not</u> been assessed for accessibility purposes and its accessibility status is unknown. (Default)</p>		
Element Mapping	ecO-OER:accessibilityStatement		

Element Name <i>Accessibility, External Review</i>	Obligation Recommended	Repeatable? Yes	Searchable? No
Definition	A statement and/or URL about the accessibility of a resource from an external reviewer.		

Purpose	The Accessibility URL element provides a link to an existing accessibility statement for the resource.	
Encoding Schema N/A	Guidance <i>In development.</i> <u>Populated by:</u> Manual input. <u>Do not confuse with:</u>	
Controlled Vocabulary	N/A	
Element Mapping	ecO-OER:accessibility.uri	

Appendix A: Controlled Vocabularies

Language Pick List

Language	ISO 639 Code
Algonquin	alg
Cree	cre
English	eng
French	fre
German	ger
Inuktitut	iku
Mi'kmaq	mic
Ojibwa	oji
Spanish	spa
Other	und
No Linguistic Content/ Not Applicable	zxx

File Description Vocabulary

File Type	File Format/Resource Type	File Description Formatting
Cover Image	Image file (.jpeg, .png, etc.)	%%cover%%
Main Files		
	EPUB3 (.3.epub)	%%downloads%% EPUB3 (<i>size</i>)
	EPUB (.epub)	%%downloads%% EPUB (<i>size</i>)
	Digital PDF (.pdf)	%%downloads%% Digital PDF (<i>size</i>)
	Print_pdf (._print.pdf)	%%downloads%% Print PDF (<i>size</i>)
	MOBI (.mobi)	%%downloads%% MOBI (<i>size</i>)
	HTMLBook (.-htmlbook.html.xml)	%%downloads%% HTMLBook (<i>size</i>)
	XHTML (.html.xml)	%%downloads%% XHTML (<i>size</i>)
	Pressbooks XML (.xml)	%%downloads%% Pressbooks XML (<i>size</i>)

	WordPress XML (.vanilla.xml)	%%downloads%% WordPress XML (<i>size</i>)
	Microsoft Word (.doc, .docx)	%%downloads%% Microsoft Word (<i>size</i>)
	OpenDocument (.odt)	%%downloads%% OpenDocument (<i>size</i>)
	Microsoft PowerPoint (.ppt, .pptx)	%%downloads%% Microsoft PowerPoint (<i>size</i>)
	Web Links (.imsc.html)	%%downloads%% Web Links (<i>size</i>)
	Zip File (.zip)	%%downloads%% Zip File (<i>description of files within package, size</i>)
Ancillary Resources		
Instructor Resources	<i>Resources intended for use by the instructor.</i>	%%ancillary%% Instructor Resources: <i>description (format, size)</i>
Student Resources	<i>Resources intended for use by the student.</i>	%%ancillary%% Student Resources: <i>description (format, size)</i>
Accessibility Checklist	<i>Ancillary documents intended to detail the level of accessibility of a resource.</i>	%%ancillary%% Accessibility Checklist: <i>Source/framework (format, size)</i>
Peer Review	<i>Peer Review document.</i>	%%ancillary%% Peer Review: <i>Source/framework (format, size)</i>
Print on Demand		
Print on Demand Cover	Book # <i>n</i>	%%pod-cover%% Book <i>n</i> cover
Print on Demand File	Print PDF (._print.pdf)	%%pod%% Print PDF

Contributor Institution Pick List

ecO-OER.InstitutionalAffiliation and ecO-OER.ISNI

For Institutions not listed below, please search them on www.isni.org and add them to the appropriate list.

Ontario Institutions

Algoma University	0000 0001 0079 6027
Algonquin College	0000 0001 0485 823X

Brock University	0000 0004 1936 9318
Carleton University	0000 0004 1936 893X
Cambrian College	0000 0001 0689 3733
Canadore College	0000 0001 0147 8258
Centennial College	0000 0000 9604 3750
Collège Boréal	0000 0000 8928 9189
Conestoga College	0000 0000 8726 0577
Confederation College	0000 0001 0012 1337
Durham College	0000 0000 8994 0947
Fanshawe College	0000 0001 0487 5961
Fleming College	0000 0001 0745 1291
George Brown College	0000 0001 2217 5707
Georgian College	0000 0001 2191 2242
Humber College	0000 0000 9808 5532
La Cité collégiale	0000 0004 0413 4751
Lakehead University	0000 0001 0687 7127
Lambton College	0000 0001 0284 0116
Laurentian University	0000 0004 0469 5874
Loyalist College	0000 0001 0012 5653
McMaster University	0000 0004 1936 8227
Mohawk College	0000 0004 0640 6466
Niagara College	0000 0000 9810 4051
Nipissing University	0000 0000 8588 8547
Northern College	0000 0004 0413 5164
OCAD University	0000 0000 9538 916X
Ontario Tech University	0000 0000 8591 5963
Queen's University	0000 0001 2182 7750
Royal Military College	0000 0001 2109 6978
Ryerson University	0000 0004 1936 9422
Sault College	0000 0000 8520 802X

Seneca College	0000 0000 9672 9285
Sheridan College	0000 0001 0419 8964
St. Clair College	0000 0001 0081 3288
St. Lawrence College	
Michener Institute	0000 0000 9675 1466
Trent University	0000 0001 1090 2022
University of Guelph	0000 0004 1936 8198
University of Hearst	
University of Ottawa	0000 0001 2182 2255
University of Toronto	0000 0001 2157 2938
University of Waterloo	0000 0000 8644 1405
University of Windsor	0000 0004 4910 2745
Western University	0000 0004 1936 8884
Wilfrid Laurier University	0000 0001 2158 6280
York University	0000 0004 1936 9430

University Health Network	0000 0004 0474 0428
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Rest of Canada

British Columbia Institute of Technology	0000 0001 0685 9359
Camosun College	0000 0001 0697 332X
Centre for Accessible Post-secondary Education Resources (CAPER-BC)	0000 0004 4684 6896
Kwantlen Polytechnic University	0000 0000 9606 4172
Simon Fraser University	0000 0004 1936 7494
Thompson Rivers University	0000 0000 9945 2031
University of British Columbia	0000 0001 2288 9830
Université Laval	0000 0004 1936 8390
University of Saskatchewan	0000 0001 2154 235X

United States

Brigham Young University	0000 0004 1936 9115
Davenport University	0000 0004 0411 4662
DePaul University	0000 0000 8508 8195
Douglas College	0000 0000 9606 1940
Foothill College	0000 0000 9909 2216
Frostburg State University	0000 0001 0635 9581
Grand Rapids Community College	0000 0000 8945 2097
Houston Community College	0000 0000 8883 6232
Iowa State University	0000 0001 2151 0278
Lane Community College	0000 0004 0536 0275
Louisiana State University	0000 0001 2106 4044
Michigan State University	0000 0004 8690 5723
National Aeronautics and Space Administration	N/A
National Optical Astronomy Observatories	0000 0001 2172 9990
Oregon State University	0000 0001 2112 1969
Pennsylvania College of Technology	0000 0000 9822 1696
Pennsylvania State University	0000 0004 5907 5867
Portland Community College	0000 0004 0536 9405
Portland State University	0000 0001 1087 1481
Plymouth State University	0000 0004 1936 9019
Southern Illinois University Edwardsville	0000 0001 2158 3194
San Diego State University	0000 0001 0790 1491
University of Kansas	0000 0001 2106 0692
University of Minnesota	0000 0004 1936 8657
University of North Dakota	0000 0004 1936 8163
University of South Florida	0000 0001 2353 285X
University of Texas, Arlington	0000 0001 2181 9515
University of Texas at Austin	0000 0001 2172 0670

University of The Cumberland	0000 0000 9229 3752
University of Washington	0000 0001 2298 6657
University of West Georgia	0000 0001 1811 0046
University of Wisconsin-Madison	0000 0001 2167 3675
University of Wisconsin-Milwaukee	0000 0001 2159 036X
Utah State University	0000 0001 2185 8768
Washington and Lee University	N/A
Washington State University	0000 0001 2298 6657

Resource Type Controlled Vocabulary

dc:type

Limited [DCMI Type Vocabulary](#):

Name	Description
Collection	An aggregation of resources.
Dataset	Data encoded in a defined structure.
Image	A visual representation other than text, physical or digital.
Moving Image	A series of visual representations imparting an impression of motion when shown in succession. A subtype of "Image".
Still Image	A static visual representation. A subtype of "Image".
Interactive Resource	A resource requiring interaction from the user to be understood, executed, or experienced.
Physical Object	An inanimate, three-dimensional object or substance.
Software	A computer program in source or compiled form.
Sound	A resource primarily intended to be heard.
Text	A resource consisting primarily of words for reading.

Learning Material Type Controlled Vocabulary

dcterms:learningMaterialType

Learning Material Category	Learning Material Type
Activity	Exercise or Learning Module
	Game
	Lab or Tutorial
	Simulation
	Other
Assessment	Assessment or Rubric
	Assignment or Homework
	Question Bank
	Other
Course Planning	Full Course
	Lesson Plan
	Syllabus
	Teaching or Learning Strategy
	Unit of Study
	Other
Lecture Material	Audio Lecture or Podcast
	Lecture Note
	Slide Deck
	Video Lecture or Demonstration
	Other

Resource	Case Study
	Data or Dataset
	Image or Illustration
	Guide or Manual
	Primary Source
	Text Excerpt
	Textbook
	Reference
	Other

Educational Level Controlled Vocabulary

dcterms:educationalLevel

Educational Level	Definitions
College	Resources designed for primary use in college-level educational programming for the attainment of a diploma.
University – Undergraduate	Resources designed for primary use in undergraduate university-level educational programming for the attainment of a Bachelor’s degree.
University – Graduate & Post-Graduate	Resources designed for primary use in graduate university-level educational programming for the attainment of a Master’s degree or PhD, including professional Master’s and PhD programs and post-graduate training or certification.
Adult and Continuing Education	Resources designed for primary use in adult and continuing education-level programming offered at colleges and universities outside of traditional degree and diploma programs.

Access Rights Controlled Vocabulary

dcterms.accessRights

[COAR Controlled Vocabulary for Access Rights \(Version 1.0\)](#)

Access Right	Description	URI
Open Access	Open access refers to a resource that is immediately and permanently online, and free for all on the Web, without financial and technical barriers. The resource is either stored in the repository or referenced to an external journal or trustworthy archive.	http://purl.org/coar/access_right/c_abf2
Embargoed Access	Embargoed access refers to a resource that is metadata only access until released for open access on a certain date. Embargoes can be required by publishers and funders policies, or set by the author (e.g such as in the case of theses and dissertations).	http://purl.org/coar/access_right/c_f1cf
Restricted Access	Restricted access refers to a resource that is available in a system but with some type of restriction for full open access. This type of access can occur in a number of different situations. Some examples are described below: The user must log-in to the system in order to access the resource The user must send an email to the author or system administrator to access the resource Access to the resource is restricted to a specific	http://purl.org/coar/access_right/c_16ec

	community (e.g. limited to a university community)	
Metadata Only Access	Metadata only access refers to a resource in which access is limited to metadata only. The resource itself is described by the metadata, but neither is directly available through the system or platform nor can be referenced to an open access copy in an external journal or trustworthy archive.	http://purl.org/coar/access_right/c_14cb

License Pick List

dc.rights.license

License Name	License Description	License URL	License Acronym
Creative Commons Attribution	This license allows reusers to distribute, remix, adapt, and build upon the material in any medium or format, so long as attribution is given to the creator. The license allows for commercial use.	https://creativecommons.org/licenses/by/4.0/	CC BY
Creative Commons Attribution-Share-Alike	This license allows reusers to distribute, remix, adapt, and build upon the material in any medium or format, so long as attribution is given to the creator. The license allows for commercial use. If you remix, adapt, or build upon the material, you must license the modified material under identical terms.	https://creativecommons.org/licenses/by-sa/4.0/	CC BY-SA
Creative Commons Attribution-Non-Commercial	This license allows reusers to distribute, remix, adapt, and build upon the material in any medium or format for noncommercial purposes only, and only so long as attribution is given to the creator.	https://creativecommons.org/licenses/by-nc/4.0/	CC BY-NC

Creative Commons Attribution-NonCommercial-ShareAlike	This license allows reusers to distribute, remix, adapt, and build upon the material in any medium or format for noncommercial purposes only, and only so long as attribution is given to the creator. If you remix, adapt, or build upon the material, you must license the modified material under identical terms.	https://creativecommons.org/licenses/by-nc-sa/4.0/	CC BY-NC-SA
Creative Commons Attribution-No-Derivatives	This license allows reusers to copy and distribute the material in any medium or format in unadapted form only, and only so long as attribution is given to the creator. The license allows for commercial use.	https://creativecommons.org/licenses/by-nd/4.0/	CC BY-ND
Creative Commons Attribution-NonCommercial-ShareAlike-NoDerivatives	This license allows reusers to copy and distribute the material in any medium or format in unadapted form only, for noncommercial purposes only, and only so long as attribution is given to the creator.	https://creativecommons.org/licenses/by-nc-nd/4.0/	CC BY-NC-ND
Creative Commons Public Domain Dedication	CC0 (aka CC Zero) is a public dedication tool, which allows creators to give up their copyright and put their works into the worldwide public domain. CC0 allows reusers to distribute, remix, adapt, and build upon the material in any medium or format, with no conditions.	https://creativecommons.org/publicdomain/zero/1.0/	CC0
Public Domain Mark	Public Domain Mark enables works that are no longer restricted by copyright to be marked as such in a standard and simple way, making them easily discoverable and available to others. The Public Domain Mark operates as a tag or a label, allowing institutions like those as well as others with such knowledge to communicate that a work	https://creativecommons.org/share-your-work/public-domain/pdm/	Public Domain Mark

	is no longer restricted by copyright and can be freely used by others.		
GNU General Public License	This License explicitly affirms your unlimited permission to run the unmodified Program. The output from running a covered work is covered by this License only if the output, given its content, constitutes a covered work. This License acknowledges your rights of fair use or other equivalent, as provided by copyright law.	https://www.gnu.org/licenses/gpl-3.0.en.html	GNU General Public License
Open Data Commons Public Domain Dedication and License	The Open Data Commons – Public Domain Dedication and Licence is a document intended to allow you to freely share, modify, and use this work for any purpose and without any restrictions. This licence is intended for use on databases or their contents (“data”), either together or individually.	https://opendatacommons.org/licenses/pddl/1-0/	Open Data Commons PDDL

Traditional Knowledge Label Controlled Vocabulary

dc.rights

[Local Contexts Traditional Knowledge Labels](#)

TK Label Name	TK Label Description	TK Label URL	TK Label Acronym
TK Clan	This Label is being used to indicate that this material is traditionally and usually not publicly available. The Label lets future users know that this material has specific conditions for use and sharing because of clan membership and/or relationships. This material is not, and never was, free, public and available for everyone. This Label asks viewers of these	https://localcontexts.org/tk/cl/1.0	TK CL

	materials to respect the cultural values and expectations about circulation and use defined by designated clans, members and their internal relations.		
TK Multiple Communities	Responsibility and ownership over this material is spread across several distinct communities. Use will be dependent upon discussion and negotiation with the multiple communities named herein [insert names]. Decisions about use will need to be decided collectively. As an external user of this material you are asked to recognize and respect cultural protocols in relation to the use of this material and clear your intended use with the relevant communities.	https://localcontexts.org/tk/mc/1.0	TK MC
TK Non-Verified	This Label is being used because there are concerns about accuracy and/or representations made in this material. This material was not created through informed consent or community protocols for research and engagement. Therefore questions about its accuracy and who/how it represents this community are being raised.	https://localcontexts.org/tk/nv/1.0	TK NV
TK Family	This label is being used to indicate that this material is traditionally and usually not publicly available. The label is correcting a misunderstanding about the circulation options for this material and letting any users know that this material has specific conditions for sharing between family members. Who these family members are, and how sharing occurs will be defined in each locale. This material is not, and never was, free, public and available for everyone at anytime. This label asks you to think about how you are going to use this material and to respect different cultural values and expectations about circulation and use.	https://localcontexts.org/tk/f/1.0	TK F
TK Seasonal	This label is being used to indicate that this material traditionally and usually is heard and/or utilized at a particular time of year and in response to specific seasonal changes and	https://localcontexts.org/tk/s/1.0	TK S

	<p>conditions. For instance, many important ceremonies are held at very specific times of the year. This label is being used to indicate sophisticated relationships between land and knowledge creation. It is also being used to highlight the relationships between recorded material and the specific contexts where it derives, especially the interconnected and embodied teachings that it conveys.</p>		
TK Outreach	<p>This label is being used to indicate that this material is traditionally and usually not publicly available. The label is correcting a misunderstanding about the circulation options for this material and letting any users know that this material can be used for educational outreach activities. This label asks you to respect the designated circulation conditions for this material and additionally, where possible, to develop a means for fair and equitable reciprocal exchange for the use of this material with the relevant TK holders. This exchange might include access to educational or other resources that are difficult to access under normal circumstances.</p>	https://localcontexts.org/tk/o/1.0	TK O
TK Verified	<p>This label affirms that the representation and presentation of this material is in keeping with community expectations and cultural protocols. It lets you know that for the individual, family or community represented in this material, use is considered fair, reasonable and respectful.</p>	https://localcontexts.org/tk/v/1.0	TK V
TK Attribution	<p>This label is being used to correct historical mistakes or exclusions pertaining to this material. This is especially in relation to the names of the people involved in performing or making this work and/or correctly naming the community from which it originally derives. As a user you are being asked to also apply the correct attribution in any future use of this work.</p>	https://localcontexts.org/tk/a/1.0	TK A
TK Community Use Only	<p>This label is being used to indicate that this material is traditionally and usually not publicly available. The label is</p>	https://localcontexts.org/tk/co/1.0	TK CO

	correcting a misunderstanding about the circulation options for this material and letting any users know that this material has specific conditions for circulation within the community. It is not, and never was, free, public and available for everyone at anytime. This label asks you to think about how you are going to use this material and to respect different cultural values and expectations about circulation and use.		
TK Secret / Sacred	This label is being used to indicate that this material is traditionally and usually not publicly available because it contains important secret or sacred components. The label is correcting a misunderstanding about the significance of this material and therefore its circulation conditions. It is letting users know that because of its secret/sacred status it is not, and was never free, public and available for everyone at anytime. This label asks you to think about whether you should be using this material and to respect different cultural values and expectations about circulation and use.	https://localcontexts.org/tk/ss/1.0	TK SS
TK Women General	This material has specific gender restrictions on access. It is usually only to be accessed and used by women in the community. If you are not from the community and you have accessed this material, you are requested not to download, copy, remix or otherwise circulate this material to others without permission. This label asks you to think about whether you should be using this material and to respect different cultural values and expectations about circulation and use.	https://localcontexts.org/tk/wg/1.0	TK WG
TK Women Restricted	This material has specific gender restrictions on access. It is regarded as important secret and/or ceremonial material that has community-based laws in relation to who can access it. Given its nature it is only to be accessed and used by authorized [and initiated] women in the community. If you are an external third party user and you have accessed this material, you are	https://localcontexts.org/tk/wr/1.0	TK WR

	<p>requested to not download, copy, remix or otherwise circulate this material to others. This material is not freely available within the community and it therefore should not be considered freely available outside the community. This label asks you to think about whether you should be using this material and to respect different cultural values and expectations about circulation and use.</p>		
TK Men General	<p>This material has specific gender restrictions on access. It is usually only to be accessed and used by men in the community. If you are not from the community and you have accessed this material, you are requested to not download, copy, remix or otherwise circulate this material to others without permission. This label asks you to think about whether you should be using this material and to respect different cultural values and expectations about circulation and use.</p>	<p>https://localcontexts.org/tk/mg/1.0</p>	TK MG
TK Men Restricted	<p>This material has specific gender restrictions on access. It is regarded as important secret and/or ceremonial material that has community-based laws in relation to who can access it. Given its nature it is only to be accessed and used by authorized [and initiated] men in the community. If you are an external third party user and you have accessed this material, you are requested to not download, copy, remix or otherwise circulate this material to others. This material is not freely available within the community and it therefore should not be considered freely available outside the community. This label asks you to think about whether you should be using this material and to respect different cultural values and expectations about circulation and use.</p>	<p>https://localcontexts.org/tk/mr/1.0</p>	TK MR
TK Non-Commercial	<p>This material has been designated as being available for non-commercial use. You are allowed to use this material for non-commercial purposes including for research, study or public</p>	<p>https://localcontexts.org/tk/nc/1.0</p>	TK NC

	presentation and/or online in blogs or non-commercial websites. This label asks you to think and act with fairness and responsibility towards this material and the original custodians.		
TK Commercial	This material is available for commercial use. While the source community does not have copyright ownership of this material, it may still be protected under copyright and any commercial use will need to be cleared with the copyright holder. Regardless of the copyright ownership, you are asked to pay special attention to the community's protocols and not use this material in any way that could constitute derogatory treatment and/or any other use that could constitute community or cultural harm. Where necessary, contact information is provided to help you enter into a dialogue with the original custodians and to clarify that your use will not be derogatory or cause cultural offense.	https://localcontexts.org/tk/c/1.0	TK C
TK Community Voice	This Label is being used to encourage the sharing of stories and voices about this material. The Label indicates that existing knowledge or descriptions are incomplete or partial. Any community member is invited and welcome to contribute to our community knowledge about this event, photograph, recording or heritage item. Sharing our voices helps us reclaim our histories and knowledge. This sharing is an internal process.	https://localcontexts.org/tk/cv/1.0	TK CV
TK Culturally Sensitive	This Label is being used to indicate that this material has cultural and/or historical sensitivities. The label asks for care to be taken when this material is accessed, used, and circulated, especially when materials are first returned or reunited with communities of origin. In some instances, this label will indicate that there are specific permissions for use of this material required directly from the community itself.	https://localcontexts.org/tk/cs/1.0	TK CS

Subject Controlled Vocabulary

dc:subject.other

Level 1	Level 2
Business & Economics	Accounting & Finance
	Administration and Human Resources
	Hospitality, Leisure, and Tourism
	Management
	Marketing & Business Communications
	Economics
	International Business
	Sport Management
Engineering	Biomedical & Bioengineering
	Chemical Engineering
	Electrical & Mechanical Engineering
	Environmental & Civil Engineering
	Industrial Engineering
	Mining & Materials Engineering
Technology and Computing	Artificial Intelligence & Data Science
	Computer Science
	Cybersecurity
	Game Design
	Information Technology & Systems
	Programming, Programs & Data
Trades	Construction Trades
	Industrial & Manufacturing Trades
	Transportation Trades
	Service Trades
Health & Medical Sciences	Biochemistry & Biomedical Science
	Dentistry

	Medicine
	Naturopathy / Holistic Therapies
	Nursing
	Nutrition
	Pharmacy
	Physiotherapy, Rehabilitation Therapy & Sports Medicine
	Public Health & Health Policy
Humanities	Anthropology & Archaeology
	Religious Studies
	History & Cultural Studies
	Science & Technology Studies
	Language & Linguistics
	Literature
	Communication Studies
Art & Design	Art History
	Architecture
	Music & Performing Arts
	TV, Film & Media Studies
	Landscape Architecture
	Sculpture, Ceramics & metalwork
	Graphic arts & decorative arts
	Painting
	Printmaking & Prints
	Photography & Videography
Support Resources	Academic & Career Success
	Learner Resources
	Instructor Resources
	Open Education Toolkits & Guides
Sciences	Anatomy, Physiology & Biology
	Astronomy

	Chemistry
	Earth Sciences
	Mathematics & Statistics
	Physics
	Cognitive & Neurosciences
Social Sciences	Gender & Sexuality Studies
	Geography
	Information Studies
	Philosophy
	Political Science
	Psychology & Behavioural Sciences
	Sociology
	Social Work
	Indigenous Studies
	Law & Legal Studies
	Criminology
Public Services	Regional Planning
	Public Administration
	Public Goods & Service Management
	Emergency Services
	Education