



The Irish Public Service Metadata Standard

Version 1.0

Part 2 Element Set and Implementation

August 2001



Irish Public Service Metadata Element Set

The elements included in the Irish Public Service Metadata Standard (IPSMS), Version 1.0, are those listed in the Dublin Core Metadata Element Set, Version 1.1. From this point, the elements will be known as the Irish Public Service Metadata Element Set (IPSMES).

Elements used without qualifiers are known as ‘simple’ elements. Where qualifiers are used they are known as ‘qualified’ elements. The one element of the IPSMES that must be qualified is the *Date* element. Qualifiers may be used with a number of elements, and the user guidelines will instruct on the use of those qualifiers.

Elements are categorised as being any one of three types – *Mandatory*, *Conditional* or *Recommended*.

Each metadata record is to include a number of mandatory elements, namely *Title*, *Creator*, *Publisher*, *Subject*, *Date*, *Type* (conditional) and *Identifier*.

Recommended elements are used where they facilitate resource discovery, resource selection or other such function as may be determined by the different agencies.

The *Type* element is mandatory where resources match a limited set of document types taken from a controlled list as approved and mandated for use by the lead agency.

The *Date* element must be qualified.

For a record to be in compliance with the IPSMS the mandatory elements must be present.

See Over for element list.



Element	Element Use	Definition	Obligation
Title	DC.Title	Typically, a name given to a resource.	Mandatory
Creator	DC.Creator	An entity primarily responsible for the intellectual content of the resource.	Mandatory
Subject	DC.Subject	The topic(s) of the content of the resource.	Mandatory
Description	DC.Description	An account of the content of the resource.	Recommended
Publisher	DC.Publisher	An entity responsible for making the resource available.	Mandatory
Date	DC.Date	A date associated with an event in the life cycle of the resource.	Mandatory. The <i>Date</i> element must be qualified.
Identifier	DC.Identifier	A unique identifier for the resource.	Mandatory
Contributor	DC.Contributor	An entity responsible for making a significant contribution to the content of the resource but whose contribution is secondary to the entity entered in the <i>Creator</i> element	Recommended
Type	DC.Type	The nature or genre of the content of the resource. Typically, this might indicate whether a resource was a report, a legislative work, a press release or a circular. Selected from a controlled list.	Conditional***
Format	DC.Format	The physical or digital manifestation of the resource. Typically, <i>Format</i> may include the media-type or dimensions (e.g. size, duration) of the resource. Selected from a controlled list.	Recommended
Source	DC.Source	A reference to a resource from which the present resource is derived	Recommended
Language	DC.Language	The language(s) of the intellectual content of the resource	Recommended
Relation	DC.Relation	A reference to a related resource	Recommended
Coverage	DC.Coverage	The extent or scope of the content of the resource. Typically identifies the spatial or temporal characteristics of the resource, or jurisdiction.	Recommended
Rights	DC.Rights	Information about rights held in and over a resource. Typically, a copyright notice or terms of use statement.	Recommended



Type***

Type is mandatory where a resource matches one of a specified limited number of types taken from a controlled list of terms maintained and approved by the lead agency.

User guidelines will instruct on the use of all elements.

It is recommended that a controlled vocabulary be used in conjunction with the *Subject* element. However, in the absence of a suitable controlled vocabulary, the *Subject* field is to be populated with terms descriptive of the content of, and concepts inherent in, the resource being described.

Qualifiers

Qualifiers are additions and extensions to the metadata elements and give metadata creators the option to refine the meaning or add precision. They consist of two types – element refinements and encoding schemes. Encoding schemes identify the rules or authoritative lists used to control the content of a given field (SEE Encoding Schemes below).

The *Date* element must be qualified.

Qualifiers are categorised as being either of two types – *Mandatory*, or *Recommended*.

See Over for qualifier list.



IPSMS approved qualifiers:

Element	Qualifier	Element Use	Description	Obligation
Title	Alternative	DC.Title.alternative	Used where more than one title is identified.	Recommended
Date	Created	DC.Date.created	Date a resource is created	Mandatory
	Modified	DC.Date.modified	Date a resource is modified	Mandatory
	Valid	DC.Date.valid	Date of validity of a resource	Recommended
	Issued	DC.Date.issued	Formal publication date of a resource	Recommended
	Available	DC.Date.available	Date resource became available	Recommended
Relation	Is Version Of Has Version Is Replaced By Replaces Is Required By Requires Is Part Of Has Part Is Referenced By References Is Format Of Has Format	DC.Relation.isVerionOf DC.Relation.hasVersion DC.Relation.isReplacedBy DC.Relation.replaces DC.Relation.isRequiredBy DC.Relation.requires DC.Relation.isPartOf DC.Relation.hasPart DC.Relation.isReferencedBy DC.Relation.references DC.Relation.isFormatOf DC.Relation.hasFormat	Refers to a related resource. Alternatively, free text entry stipulating relationship if qualifier not used.	Recommended



Encoding Schemes

Encoding schemes indicate how the value is to be interpreted if it has been chosen from a controlled vocabulary or is encoded using some externally defined scheme. The encoding scheme indicates the standard on which the metadata element is based.

An encoding scheme may indicate the standard determining the format by which

- a date is entered (e.g. ISO 8601 stipulating date in format yyyy-mm-dd)
- language is indicated (e.g. ISO 639-1 stipulating language entry, e.g. 'en')

The IPSMS recommends that date entry conforms to the aforementioned ISO 8601 standard, and that the language indicator conforms to the ISO 639-1 standard. For the English language this is 'en'; for the Irish language this is 'ga'.

The lead agency will maintain a list of approved document types. Where a document matches one of a limited number of the approved document types, the document type must be indicated by use of the *Type* element.

The outcome of an ongoing thesaurus project may result in a controlled vocabulary being recommended for use with the *Subject* element.

It is recommended that where terms are taken from a controlled list, the controlled vocabulary should be indicated using the 'scheme' indicator (see example). The user guidelines will offer guidance in this regard.

Implementation

Information resources may be assigned metadata at the item-level or aggregate-level depending on the resources in question. Organisations will decide the level at which metadata is to be assigned to their resources. Such decisions will be made by organisations while ensuring compliance with the IPSMS mandatory requirement and user guidelines. User guidelines will assist organisations in their determination as to the suitable level for assigning metadata.

Metadata may either be embedded in a document (i.e. in the HEAD of the document) or stored separately (e.g. in a database). The organisation or agency responsible for applying the metadata will determine the method for metadata storage.

The exception to any requirement to deploy metadata is where an existing, well-established and internationally recognised standard is already in use, such as a library cataloguing scheme.



Appendix A - Sample metadata record in HTML

```
<meta name="DC.Title" content="Guidelines on Preparing Safety Statements and Carrying Out  
Risk Assessments">  
<meta name="DC.Creator" content="Department of Enterprise, Trade and Employment. Basis  
Project ">  
<meta name="DC.Subject" content="health and safety">  
<meta name="DC.Subject" content="occupational health">  
<meta name="DC.Subject" content="safety statements">  
<meta name="DC.Subject" content="workplace safety">  
<meta name="DC.Description" content=" Guidelines for employers on the management of  
workplace health and safety, the preparation of safety  
statements, and the carrying out of risk assessments">  
<meta name="DC.Publisher" content="Department of Enterprise, Trade and Employment">  
<meta name="DC.Date.created" content="2000-01-28">  
<meta name="DC.Date.modified" content="2001-05-09">  
<meta name="DC.Type" scheme="IPSDT" content="guidelines">  
<meta name="DC.Format" content="text/html">  
<meta name="DC.Identifier" content="http://www.basis.ie/sub1/riskasse.htm">  
<meta name="DC.Source" content="http://www.hsa.ie">  
<meta name="DC.Language" scheme="ISO 639-1" content="en">  
<meta name="DC.Relation.hasFormat" content="http://www.basis.ie/sub1/riskasse.pdf">  
<meta name="DC.Coverage" content="Ireland">  
<meta name="DC.Rights" content="© Department of Enterprise, Trade and Employment  
2000">
```



Previous example excluding tags and with an explanation of usage:

		Explanation of Usage
Title	Guidelines on Preparing Safety Statements and Carrying Out Risk Assessments	
Creator	Department of Enterprise, Trade and Employment. Basis Project	
Subject	health and safety occupational health safety statements workplace safety	Terms taken from a thesaurus
Description	Guidelines for employers on the management of workplace health and safety, the preparation of safety statements, and the carrying out of risk assessments.	
Publisher	Department of Enterprise, Trade and Employment	
Date.created	2000-01-03	ISO 8601 format (yyyy-mm-dd)
Date.modified	2001-05-09	ISO 8601 format (yyyy-mm-dd)
Type	guidelines	Taken from a controlled list of document types
Format	text/html	
Identifier	http://www.basis.ie/sub1/riskasse.htm	Location
Source	http://www.hsa.ie/	Information sourced at this site
Language	en	ISO 639-1 denoting English
Relation.hasFormat	http://www.basis.ie/sub1/riskasse.pdf	Indicates document is also available in pdf format
Coverage	Ireland	
Rights	© Department of Enterprise, Trade and Employment 2000	