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# AGLS Metadata Standard

## Guide to expressing AGLS metadata in RDF

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## INTRODUCTION

The Resource Description Framework (RDF) is a language for representing information about resources in the World Wide Web. It is particularly intended for representing metadata such as the title, author and creation date of a resource, copyright and licensing, or the availability a shared resource. RDF can also be used to represent information about things that can be identified online even if they are only available offline. This document provides guidelines for expressing AGLS metadata using RDF.

This Guide is for use with *AGLS Metadata Standard Part 1: Reference Description*, which explains the semantics of the AGLS properties, and *AGLS Metadata Standard: Guide to expressing AGLS metadata in XML*, which explains the XML syntax of AGLS properties. *AGLS Metadata Standard Part 2: Usage Guide* gives a general overview of AGLS implementation, includes information about certain business issues that need to be resolved when making a decision to implement AGLS metadata, and examples in HTML and XHTML.

This document assumes a basic knowledge of the concepts of eXtensible Markup Language (XML) and RDF and is intended for those familiar with XML/RDF and wishing to implement AGLS. A summary of these concepts can be found in the [W3C RDF Primer](#) and [Expressing Dublin Core metadata using the Resource Description Framework \(RDF\)](#). The syntax for encoding RDF in XML is described in the [W3C RDF/XML Syntax Specification](#). Some of the examples in this document are from those resources.

## 1 TERMINOLOGY

This Standard reflects the terminology used in the revised DCMI Abstract Model approved as a Dublin Core Metadata Initiative Recommendation in 2007. A table comparing the two terminologies is presented below.

Previous terminology	DCMI Abstract Model
element	<i>property</i>
element refinement	<i>property with sub-property of relation</i>
encoding scheme	<i>syntax encoding scheme or vocabulary encoding scheme</i>
syntax encoding scheme	<i>syntax encoding scheme</i>
qualifier	<i>property with sub-property of relation, syntax encoding scheme or vocabulary encoding scheme</i>
vocabulary encoding scheme	<i>vocabulary encoding scheme</i>

The term “element” used in this document refers to an XML element, not a metadata property.

## 2 DEFINITIONS

The key words “must”, “must not”, “required”, “shall”, “shall not”, “should”, “should not”, “recommended”, “may”, and “optional” in this document are to be interpreted as described in [RFC 2119](#).

## 3 RDF SYNTAX

### 3.1 Namespaces and namespace prefixes

The Dublin Core Abstract Model (DCAM) uses URIs to refer both to resources and to metadata terms (properties, Vocabulary Encoding Schemes and Syntax Encoding Schemes). URIs can be represented as XML Qualified Names (QNames). An XML QName is an abbreviation for an “expanded name”, a pair consisting of an XML Namespace Name (a URI which is associated with the QName prefix in an XML Namespace declaration) and a local name. For example, `dcterms:title` is the QName for the URI `http://purl.org/dc/terms/title` where the `http://purl.org/dc/terms` has been defined as the namespace for the `dcterms` namespace prefix.

For a software application that is parsing a metadata instance, the URI is determined from the XML QName by appending the local name part of the QName to the XML Namespace Name.

The following namespace prefixes are used in this document:

Namespace prefix	Namespace URI
dcterms	<code>http://purl.org/dc/terms/</code>
dcam	<code>http://purl.org/dc/dcam/</code>
aglstterms	<code>http://www.agls.gov.au/agls/terms/</code>
agentterms	<code>http://www.agls.gov.au/agls/agentterms/</code>
availterms	<code>http://www.agls.gov.au/agls/availterms/</code>
adminterms	<code>http://www.agls.gov.au/agls/adminterms/</code>
rdf	<code>http://www.w3.org/1999/02/22-rdf-syntax-ns#</code>
xsd	<code>http://www.w3.org/2001/XMLSchema#</code>

Only some terms may be represented as QNames; other URIs must be represented in full. The table below is a summary of the options available:

URI	May be represented as URI	May be represented as QName
Resource URI	Yes	No
Value URI	Yes	No
Property URI	No	Yes
Vocabulary Encoding Scheme URI	Yes	Yes
Syntax Encoding Scheme URI	Yes	Yes

### 3.2 RDF instance vocabulary URI and namespaces

RDF uses URI references to identify resources and properties. Certain URI references are given specific meaning by RDF. These are defined within the RDF syntax specifications identified by the vocabulary URI `http://www.w3.org/1999/02/22-rdf-syntax-ns#` and by convention is associated with namespace prefix “`rdf`”. Example 1 shows an empty RDF instance declaring the `rdf` namespace prefix associated with the vocabulary URI.

#### Example 1: Empty RDF instance

```
<?xml version="1.0"?>
<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#">
```

```
</rdf:RDF>
```

An RDF instance may reference more than one namespace. Example 2 shows an empty RDF instance declaring several namespace prefixes which are likely to be used to encode AGLS metadata.

### Example 2: Empty RDF instance declaring other namespace prefixes

```
<?xml version="1.0"?>
<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:dcterms="http://purl.org/dc/terms/"
  xmlns:agls="http://www.agls.gov.au/agls/terms/"
  xmlns:xsd="http://www.w3.org/2001/XMLSchema#">
  <!-- RDF instance -->
</rdf:RDF>
```

### 3.3 Description Set

An RDF metadata instance may have one or *description set*, each containing one or more *statements*. Example 3 contains an empty description set within an RDF instance.

### Example 3: RDF instance with one description set

```
<?xml version="1.0"?>
<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#">
  <rdf:Description>
    <!-- Description set -->
  </rdf:Description>
</rdf:RDF>
```

### 3.4 RDF subject

A description set is used to describe an *RDF subject*. Example 4 contains an empty description set about a resource identified by the URI `http://www.example.org/123`.

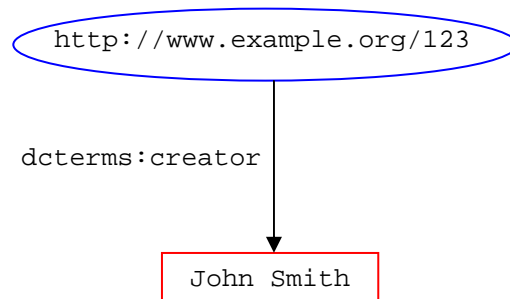
### Example 4: RDF instance with one description set about an RDF subject

```
<?xml version="1.0"?>
<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#">
  <rdf:Description rdf:about="http://www.example.org/123">
    <!-- RDF subject -->
  </rdf:Description>
</rdf:RDF>
```

If the resource (RDF subject) is identified by a URI, this meets the obligation for providing a unique identifier and it is not necessary to use the `dcterms:identifier` property.

### 3.5 Statements

A *description set* may include one or more *statements* about an *RDF subject*. Figure 1 shows an example of a simple statement about a resource.



**Figure 1: RDF graph of a simple statement about a resource**

This describes the English statement:

`http://www.example.org/123` has a **creator** whose value is **John Smith**

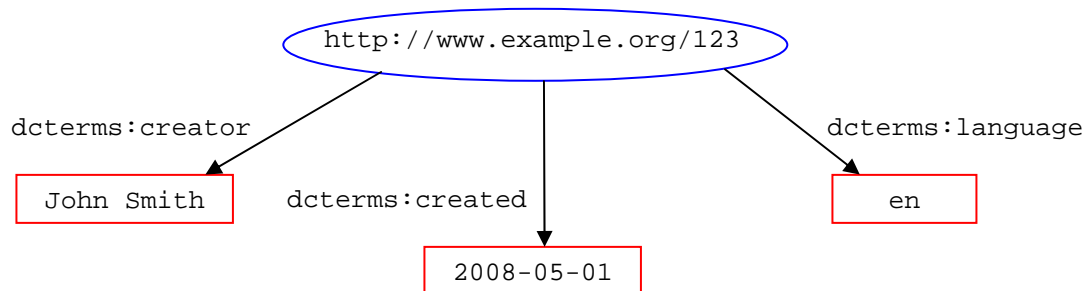
Example 5 shows this statement encoded in a description set. The value of the property is a *plain literal*.

#### Example 5: Description set with one statement about an RDF subject

```

<?xml version="1.0"?>
<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:dcterms="http://purl.org/dc/elements/1.1/">
  <rdf:Description rdf:about="http://www.example.org/123">
    <dcterms:creator>John Smith</dcterms:creator> <!-- Statement -->
  </rdf:Description>
</rdf:RDF>
  
```

A *description set* may include more than one *statements* about an *RDF subject*. Figure 2 shows several statements about a resource.



**Figure 2: RDF graph of several statements about a resource**

This describes the English statements:

`http://www.example.org/123` has a **creator** whose value is **John Smith**  
`http://www.example.org/123` has a **creation date** whose value is **2008-05-01**  
`http://www.example.org/123` has a **language** whose value is **English**

Example 6 shows these statements encoded in a description set.



**Example 6: Multiple description sets containing one statement each**

```
<?xml version="1.0"?>

<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:dcterms="http://purl.org/dc/elements/1.1/">

  <!-- Multiple description sets -->
  <rdf:Description rdf:about="http://www.example.org/123">
    <dcterms:creator>John Smith</dcterms:creator>
  </rdf:Description>

  <rdf:Description rdf:about="http://www.example.org/123">
    <dcterms:created>2008-05-01</dcterms:created>
  </rdf:Description>

  <rdf:Description rdf:about="http://www.example.org/123">
    <dcterms:language>en-AU</dcterms:language>
  </rdf:Description>

</rdf:RDF>
```

RDF/XML allows multiple property elements to be nested in the description set that identifies the subject resource. Example 7 is semantically equivalent to example 6.

**Example 7: Description set containing multiple statements**

```
<?xml version="1.0"?>

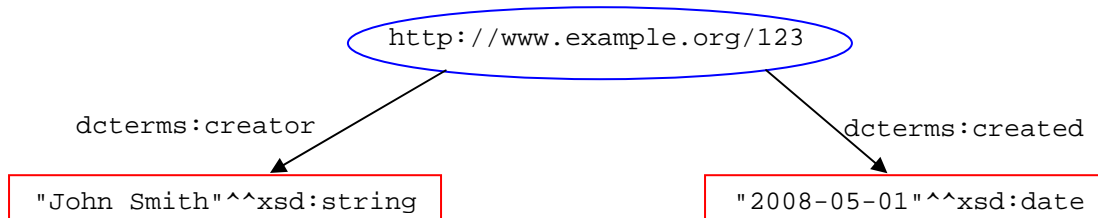
<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:dcterms="http://purl.org/dc/elements/1.1/">

  <rdf:Description rdf:about="http://www.example.org/123">
    <!-- Multiple statements -->
    <dcterms:creator>John Smith</dcterms:creator>
    <dcterms:created>2008-05-01</dcterms:created>
    <dcterms:language>en</dcterms:language>
  </rdf:Description>

</rdf:RDF>
```

**3.6 Data types**

In examples 6 and 7, the value of each statement is a text string. If required, the datatype may be specified explicitly. Example 8 shows that the value of each statement conforms to an externally defined datatype, in which case the value is known as a *typed literal*. Figure 3 shows several statements about a resource with each value identified as having a specified datatype.



**Figure 3: RDF graph of several statements about a resource showing the datatypes**

This describes the English statements:

```
http://www.example.org/123 has a creator represented by the string "John Smith"
http://www.example.org/123 has a creation date represented by the date 2008-05-01
```

Example 8 shows these statements encoded in a description set.

### Example 8: Description set containing several statements

```
<?xml version="1.0"?>

<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:dcterms="http://purl.org/dc/elements/1.1/"
  xmlns:xsd="http://www.w3.org/2001/XMLSchema#">

  <rdf:Description rdf:about="http://www.example.org/123">
    <!--datatypes for typed literals -->
    <dcterms:creator rdf:datatype="xsd:string">John Smith</dcterms:creator>
    <dcterms:created rdf:datatype="xsd:date">2008-05-01</dcterms:created>
  </rdf:Description>

</rdf:RDF>
```

### 3.7 Value language

RDF/XML permits the use of the `xml:lang` attribute defined in XML to indicate that the value is a *plain literal* with an associated language tag. Example 9 shows a statement with the value having a specified value language.

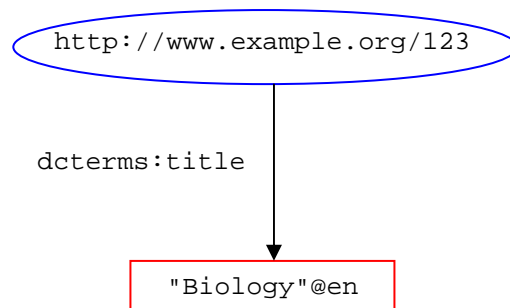


Figure 4: RDF graph of a simple statement showing a value language

This describes the English statement:

```
http://www.example.org/123 has the title "Biology" in English
```

Example 9 shows this statement encoded in a description set.

### Example 9: Statement specifying the value language

```
<?xml version="1.0"?>

<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:dcterms="http://purl.org/dc/elements/1.1/">

  <rdf:Description rdf:about="http://www.example.org/123">
```

```

      <!--Value language -->
      <dcterms:title xml:lang="en">Biology</dcterms:creator>
    </rdf:Description>
  </rdf:RDF>

```

The statement may be repeated in each applicable language, as shown in example 10.

#### Example 10: Statement specifying multiple value languages

```

<?xml version="1.0"?>
<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:dcterms="http://purl.org/dc/elements/1.1/">
  <rdf:Description rdf:about="http://www.example.org/123">
    <!--Value languages -->
    <dcterms:title xml:lang="en">Biology</dcterms:creator>
    <dcterms:title xml:lang="fr">Biologie</dcterms:creator>
    <dcterms:title xml:lang="it">Biologia</dcterms:creator>
  </rdf:Description>
</rdf:RDF>

```

This describes the English statements:

```

http://www.example.org/123 has the title "Biology" in English
http://www.example.org/123 has the title "Biologie" in French
http://www.example.org/123 has the title "Biologia" in Italian

```

### 3.8 Syntax encoding schemes

A value may be identified as conforming to an externally specified syntax. Example 11 shows a value specified as being encoded according to an externally defined syntax encoding scheme.

#### Example 11: Statements with the value encoded according to a syntax encoding scheme

```

<?xml version="1.0"?>
<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:dcterms="http://purl.org/dc/elements/1.1/"
  xmlns:aglstterms="http://www.agls.gov.au/agls/terms/">
  <rdf:Description rdf:about="http://www.example.org/123">
    <dcterms:creator>
      <!-- Syntax encoding scheme -->
      <rdf:value rdf:datatype="aglstterms:AglsAgent">personalName=John Smith,
        email=john.smith@example.org</rdf:value>
    </dcterms:creator>
  </rdf:Description>
</rdf:RDF>

```

Example 12 the syntax encoding scheme identified by its URI.

#### Example 12: Statements with the value encoded according to a syntax encoding scheme URI

```

<?xml version="1.0"?>

<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:dcterms="http://purl.org/dc/elements/1.1/"
  xmlns:agls="http://www.agls.gov.au/agls/terms/">

  <rdf:Description rdf:about="http://www.example.org/123">
    <dcterms:creator>
      <!-- Syntax encoding scheme URI -->
      <rdf:value
        rdf:datatype="http://www.agls.gov.au/agls/terms/AglsAgent">
        personalName=John Smith, email=john.smith@example.org
      </rdf:value>
    </dcterms:creator>
  </rdf:Description>

</rdf:RDF>

```

### 3.9 Vocabulary encoding schemes

A value may be identified as belonging to a controlled vocabulary. This is encoded as a nested description set within the statement and the vocabulary encoding scheme must be referenced according to the DCMI Abstract Model. Example 13 shows a value specified as being a member of a vocabulary encoding scheme.

#### Example 13: Statements with the value being a member of a vocabulary encoding scheme

```

<?xml version="1.0"?>

<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:dcterms="http://purl.org/dc/elements/1.1/"
  xmlns:dcam="http://purl.org/dc/dcam/"
  xmlns:agls="http://www.agls.gov.au/agls/terms/">

  <rdf:Description rdf:about="http://www.example.org/123">
    <dcterms:audience>
      <rdf:Description>
        <!-- Vocabulary encoding scheme -->
        <dcam:memberOf rdf:resource="agls:agls-audience"/>
        <rdf:value>primary industry</rdf:value>
      </rdf:Description>
    </dcterms:audience>
  </rdf:Description>

</rdf:RDF>

```

Example 14 the vocabulary encoding scheme identified by its URI.

#### Example 14: Statements with the value being a member of a vocabulary encoding scheme URI

```

<?xml version="1.0"?>

<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:dcterms="http://purl.org/dc/elements/1.1/"
  xmlns:dcam="http://purl.org/dc/dcam/"
  xmlns:agls="http://www.agls.gov.au/agls/terms/">

  <rdf:Description rdf:about="http://www.example.org/123">
    <dcterms:audience>

```

```

<rdf:Description>
  <!-- Vocabulary encoding scheme URI -->
  <dcam:memberOf
    rdf:resource="http://www.agls.gov.au/agls/terms/agls-audience"/>
  <rdf:value>primary industry</rdf:value>
</rdf:Description>
</dcterms:audience>
</rdf:Description>
</rdf:RDF>

```

### 3.10 Multiple values

Where a statement can have multiple values, these can be encoded within a single statement as an alternative to repeating the statement.

#### Example 15: Single statement with multiple values with specified value languages

```

<?xml version="1.0"?>
<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:dcterms="http://purl.org/dc/elements/1.1/">
  <rdf:Description rdf:about="http://www.example.org/123">
    <dcterms:creator>
      <!-- Multiple values -->
      <rdf:value>John Smith</rdf:value>
      <rdf:value>Jane Jones</rdf:value>
    </dcterms:creator>
  </rdf:Description>
</rdf:RDF>

```

This describes the English statement:

**http://www.example.org/123** has a **creator** whose value is **"John Smith"** and **"Jane Jones"**

If a statement has multiple values, the values can be identified as belonging to a group. RDF provides a *container vocabulary*. A container contains multiple *members*. There are three types of containers.

#### 3.10.1 Bag container

A *Bag* (`rdf:Bag`) represents a group of resources, which may include duplicates, where there is no significance in the order of the members. For example a *Bag container* may be used to describe multiple authors or a list of publications where the order of listing is not significant.

#### Example 16: Single statement with a Bag container of multiple values

```

<?xml version="1.0"?>
<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:dcterms="http://purl.org/dc/elements/1.1/">
  <rdf:Description rdf:about="http://www.example.org/123">
    <dcterms:creator>
      <!-- Bag container -->

```

```

<rdf:Bag>
  <rdf:li>John Smith</rdf:li>
  <rdf:li>Jane Jones</rdf:li>
  <rdf:li>Kim Doe</rdf:li>
</rdf:Bag>
</dcterms:creator>
</rdf:Description>

</rdf:RDF>

```

### 3.10.2 Sequence container

A *Sequence* (`rdf:Seq`) represents a group of resources, which may include duplicates, where the order of the members is significant. For example a *Sequence container* may be used to describe a group of resources that must be maintained in alphabetical order or a group of authors where the order is significant (eg as in academic publishing).

#### Example 17: Single statement with a Sequence container of multiple values

```

<?xml version="1.0"?>

<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:dcterms="http://purl.org/dc/elements/1.1/">

  <rdf:Description rdf:about="http://www.example.org/123">
    <dcterms:creator>
      <!-- Sequence container -->
      <rdf:Seq>
        <rdf:li>Jane Jones</rdf:li>
        <rdf:li>John Smith</rdf:li>
        <rdf:li>Kim Doe</rdf:li>
      </rdf:Seq>
    </dcterms:creator>
  </rdf:Description>

</rdf:RDF>

```

### 3.10.3 Alternative container

A *Alternative* (`rdf:Alt`) represents a group of resources, which may include duplicates, which are alternative values for a single property. For example an *Alternative container* may be used to describe alternative language translations of a title or to describe a list of alternative locations where a service may be obtained. The first member of the *Alternative container* is interpreted as the default.

#### Example 18: Single statement with an Alternative container of values

```

<?xml version="1.0"?>

<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:dcterms="http://purl.org/dc/elements/1.1/">

  <rdf:Description rdf:about="http://www.example.org/123">
    <dcterms:subject>
      <!-- Alternative container -->
      <rdf:Alt>
        <rdf:li>Tasmania</rdf:li>
        <rdf:li>Van Diemen's Land</rdf:li>
      </rdf:Alt>
    </dcterms:subject>
  </rdf:Description>

</rdf:RDF>

```

```

</rdf:Alt>
</dcterms:subject>
</rdf:Description>

</rdf:RDF>

```

### 3.11 Value language

The language of the value may be specified using the `xml:lang` attribute. Languages attributes must be encoded according to RFC 4646. Example 17 a value for a single statement specifying a value language.

#### Example 19: Single statement with multiple values with specified value languages

```

<?xml version="1.0"?>

<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:dcterms="http://purl.org/dc/elements/1.1/">

  <rdf:Description rdf:about="http://www.example.org/123">
    <dcterms:title>
      <!-- Value language -->
      <rdf:value xml:lang="en">Biology</rdf:value>
    </dcterms:title>
  </rdf:Description>

</rdf:RDF>

```

This describes the English statement:

`http://www.example.org/123` has the title **"Biology"** in English.

Example 20 shows multiple values for a single statement, each specifying a value language.

#### Example 20: Single statement with multiple values with specified value languages

```

<?xml version="1.0"?>

<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:dcterms="http://purl.org/dc/elements/1.1/">

  <rdf:Description rdf:about="http://www.example.org/123">
    <dcterms:title>
      <!-- Multiple values with value languages -->
      <rdf:value xml:lang="en">Biology</rdf:value>
      <rdf:value xml:lang="fr">Biologie</rdf:value>
      <rdf:value xml:lang="it">Biologia</rdf:value>
    </dcterms:title>
  </rdf:Description>

</rdf:RDF>

```

This describes the English statement:

`http://www.example.org/123` has the title **"Biology"** in English and **"Biologie"** in French and **"Biologia"** in Italian.

### 3.12 Incorporating other schemas

A description may incorporate properties from any conforming standard. This may be an externally defined standard or a standard created at the implementation level. Example 21 includes contact information from the [Friend of a Friend \(FOAF\) Project](#) which is a machine-readable method of describing people.

#### Example 21: Single statement with a value string and a value URI, with a description of the value

```
<?xml version="1.0"?>
<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:dcterms="http://purl.org/dc/elements/1.1/"
  xmlns:foaf="http://xmlns.com/foaf/0.1/">
  <rdf:Description rdf:about="http://www.example.org/123">
    <dcterms:creator>
      <foaf:Person rdf:about="http://www.example.org/staffID/4567">
        <rdf:value>John Smith</rdf:value>
        <foaf:mbox rdf:resource="mailto:john.smith@example.org"/>
        <foaf:phone rdf:resource="tel:+61-1-2345-6789"/>
      </foaf:Person>
    </dcterms:creator>
  </rdf:Description>
</rdf:RDF>
```

This describes the English statement:

```
http://www.example.org/123 has the creator identified by
http://www.example.org/staffID/4567 represented by the string "John Smith".
http://www.example.org/staffID/4567 is a Person who has the mailbox identified by
john.smith@example.org and the phone number identified by +61-1-2345-6789.
```

### 3.13 Related Descriptions

Each description is represented by a separate description set. The order of the description sets is not significant. In cases where a *description* is about a resource which is the *value* of a *statement* in another *description* within the *description set*, the *description* is known as a *related description*. If that resource has been assigned a URI, then that URI appears as the *value URI* in the first *statement*. Figure 4 shows a statement with a related description.

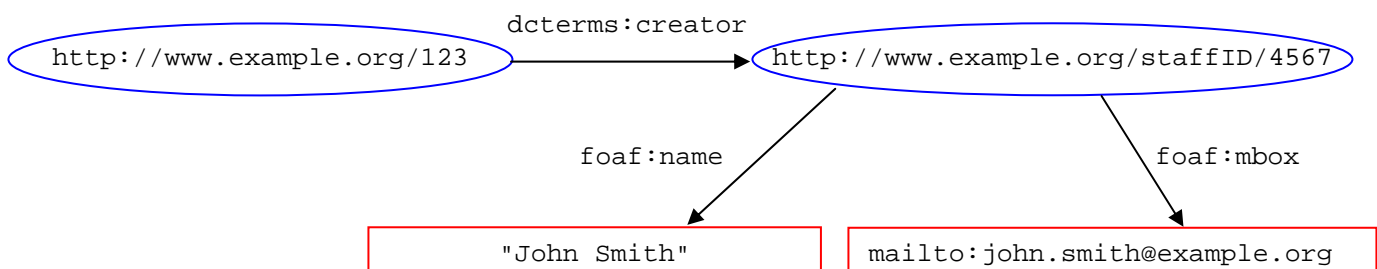


Figure 5: RDF graph of a statement with a related description



This describes the English statement:

```
http://www.example.org/123 has the creator identified by
http://www.example.org/staffID/4567.

http://www.example.org/staffID/4567 is a Person who has the name "John Smith" and
has the mailbox identified by john.smith@example.org
```

Example 22 shows this statement encoded in a description set.

### Example 21: Single statement with a related description

```
<?xml version="1.0"?>

<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:dcterms="http://purl.org/dc/elements/1.1/"
  xmlns:foaf="http://xmlns.com/foaf/0.1/">

  <rdf:Description rdf:about="http://www.example.org/123">
    <dcterms:creator rdf:resource="http://www.example.org/staffID/4567"/>
  </rdf:Description>

  <!-- Related description -->
  <rdf:Description rdf:about="http://www.example.org/staffID/4567">
    <foaf:Person>
      <foaf:name>John Smith</foaf:name>
      <foaf:mbox rdf:resource="mailto:john.smith@example.org"/>
    </foaf:Person>
  </rdf:Description>

</rdf:RDF>
```

Where a related description has been defined in the RDF instance, it can be referenced as many times as required.

### Example 22: Related Description with multiple references to a related description

```
<?xml version="1.0"?>

<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:dcterms="http://purl.org/dc/elements/1.1/"
  xmlns:agls="http://www.agls.gov.au/agls/terms/">

  <rdf:Description rdf:about="http://www.example.org/123">
    <dcterms:title>Basic widget training seminars</dcterms:title>
    <dcterms:creator>Example Organisation</dcterms:creator>
    <agls:category>service</agls:category>
    <agls:serviceType rdf:datatype="agls:agls-service">
      bookings and reservations
    </agls:serviceType>
    <!-- Reference to related description using ID -->
    <dcterms:publisher rdf:ID="BookingAgency" />
  </rdf:Description>

  <rdf:Description rdf:about="http://www.example.org/456">
    <dcterms:title>Advanced widget training seminars</dcterms:title>
    <dcterms:creator>Example Organisation</dcterms:creator>
    <agls:category>service</agls:category>
```

```
<aglstterms:serviceType rdf:datatype="aglstterms:agls-service">
  bookings and reservations
</aglstterms:serviceType>
      <!-- Reference to related description using ID -->
  <dcterms:publisher rdf:ID="BookingAgency" />
</rdf:Description>

<!-- Related description with ID -->
<rdf:Description rdf:ID="BookingAgency">
  <dcterms:title>Over the counter bookings</dcterms:title>
  <aglstterms:category>service</aglstterms:category>
  <aglstterms:serviceType rdf:datatype="aglstterms:agls-service">
    bookings and reservations
  </aglstterms:serviceType>
  <aglstterms:availability rdf:datatype="aglstterms:AglsAvail">
    corporateName=A Booking Agency; address=999 Smith Street,
    Richmond; contact=1800 999 999; hours=Monday to Friday, 09:00
    - 16:30 (excluding public holidays)
  </aglstterms:availability>
</rdf:Description>

</rdf:RDF>
```

### 3.14 RDFa in HTML

RDFa is a specification for attributes to express structured data in any markup language. The underlying RDF syntax can be embedded in XHTML. For further information see:

- [RDFa Primer, Bridging the Human and Data Webs](#) - W3C Working Group Note 14 October 2008
- [RDFa in XHTML: Syntax and Processing, A collection of attributes and processing rules for extending XHTML to support RDF](#) - W3C Recommendation 14 October 2008

## 4 AGLS METADATA PROPERTIES AND EXAMPLES

<b>Table 4.1 AGLS property summary</b>		
<b>AGLS property</b>	<b>Obligation</b>	<b>Related properties</b>
dcterms:audience	Optional	
aglstterms:availability	<b>Conditional</b>	
dcterms:contributor	Optional	
dcterms:coverage	Optional	aglstterms:jurisdiction dcterms:temporal dcterms:spatial
dcterms:creator	<b>Mandatory</b>	
dcterms:date	<b>Mandatory</b>	dcterms:available dcterms:created dcterms:dateCopyrighted aglstterms:dateLicensed dcterms:issued dcterms:modified dcterms:valid
dcterms:description	<b>Recommended</b>	
dcterms:format	Optional	dcterms:extent dcterms:medium
aglstterms:function	<b>Recommended</b>	
dcterms:identifier	<b>Conditional</b>	dcterms:bibliographicCitation
dcterms:language	<b>Recommended</b>	
aglstterms:mandate	Optional	aglstterms:act aglstterms:regulation aglstterms:case
dcterms:publisher	<b>Conditional</b>	
dcterms:relation	Optional	dcterms:conformsTo dcterms:hasFormat dcterms:hasPart dcterms:hasVersion aglstterms:isBasedOn aglstterms:isBasisFor dcterms:isFormatOf dcterms:isPartOf dcterms:isReferencedBy dcterms:isRequiredBy dcterms:isVersionOf dcterms:replaces dcterms:isReplacedBy dcterms:references dcterms:requires
dcterms:rights	Optional	dcterms:accessRights dcterms:license aglstterms:protectiveMarking dcterms:rightsHolder
dcterms:source	Optional	
dcterms:subject	<b>Recommended</b>	
dcterms:title	<b>Mandatory</b>	dcterms:alternative
dcterms:type	<b>Recommended</b>	aglstterms:aggregationLevel aglstterms:category aglstterms:documentType aglstterms:serviceType

## 4.1 Properties and descriptions

In the property descriptions below, a formal single-word term name is assigned. The Mandatory properties (and their related properties) are listed first, then Conditional properties, then Recommended properties and finally all Optional properties are listed alphabetically. The properties are grouped around the 19 property names previously known as elements under old DC and AGLS standards.

Related properties (properties with *sub-property of* relations) are grouped with the major properties.

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

Table 4.x Metadata property description	
<b>Term Name</b>	A token assigned to the term, unique within the term's namespace.
<b>Label</b>	The human-readable label assigned to the term.
<b>RDF/XML syntax</b>	The syntax using the RDF/XML Syntax Specification for the term.
<b>Definition</b>	A statement that represents the concept and essential nature of the term.
<b>Obligation</b>	The obligation status of the term.
<b>Encoding scheme(s)</b>	Valid Vocabulary Encoding Schemes and/or Syntax Encoding Schemes (datatype) indicating how the value is to be interpreted. <b>The list of valid encoding schemes, identified by their QNames, given for each property may not be exhaustive.</b>
<b>Enumerated values</b>	An exact listing of all acceptable values. <b>No values other than those shown may be used.</b>
<b>Default value</b>	The assumed value if none is specified.

Examples only show the *statement* elements rather than a full *description set*.

## 4.2 Creator property

Table 4.2 sets out the attributes for the Creator property.

Table 4.2 Creator property	
<b>Term Name</b>	creator
<b>Label</b>	Creator
<b>Property RDF/XML syntax</b>	dcterms:creator
<b>Definition</b>	An entity primarily responsible for making the resource.
<b>Obligation</b>	<b>Mandatory</b>
<b>Syntax encoding schemes</b>	aglsterms:AglsAgent, aglsterms:GOLD

### 4.2.1 Guidelines for use of Creator

The creator will usually be the name of the person or organisation responsible for creating the content of the resource. If the creator is not known, set the value as “unknown”.

When expressing personal names, the name should be in the form of the last name followed by a comma, then the first name (eg “Smith, Mary”). In the case of organisations where there is a need to express a hierarchy for the creator, express the full hierarchy from largest to smallest (eg “Ajax Service Consulting Pty Ltd, IT Services Division, Web Consulting Team”).

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

Note that metadata creators must be mindful of privacy issues when including personal information in metadata.

### 4.2.2 RDF/XML examples for Creator

```
<dcterms:creator>Smith, Peter</dcterms:creator>

<dcterms:creator>
  <rdf:value>Smith, Peter</rdf:value>
</dcterms:creator>

<dcterms:creator>
  <rdf:Seq>
    <rdf:li>Jones, Jane</rdf:li>
    <rdf:li>Smith, John</rdf:li>
    <rdf:li>Doe, Kim</rdf:li>
  </rdf:Seq>
</dcterms:creator>

<dcterms:creator>
  <rdf:value>Smith, Peter</rdf:value>
  <rdf:value>Ajax Service Consulting Pty Ltd, IT Services Division</rdf:value>
</dcterms:creator>

<dcterms:creator rdf:datatype="http://www.agls.gov.au/agls/terms/AglsAgent">
  corporateName=BHP Corporate Library; contact=+61 3 9999 9999; address=5th floor, 1111
  Smith Street, Flemington, Victoria
</dcterms:creator>

<dcterms:creator rdf:datatype="aglstterms:AglsAgent">
  corporateName=BHP Corporate Library; contact=+61 3 9999 9999; address=5th floor, 1111
  Smith Street, Flemington, Victoria
</dcterms:creator>

<dcterms:creator rdf:datatype="aglstterms:GOLD">
  c=AU; o=Commonwealth of Australia; ou=Department of Prime Minister and Cabinet;
  ou=National Archives of Australia
</dcterms:creator>

<dcterms:creator rdf:resource="http://www.example.org/agents/id1234" />
```

### 4.3 Date property and related properties

Table 4.3 sets out the attributes for the Date property and related properties.

Table 4.3 Date and related properties	
Term Name	date
Label	Date
Property RDF/XML syntax	dcterms:date

<b>Definition</b>	A point or period of time associated with an event in the life of the resource.
<b>Obligation</b>	<b>Mandatory</b> unless a related property is used.
<b>Syntax encoding schemes</b>	xsd:date, xsd:dateTime
<b>Term Name</b>	available
<b>Label</b>	Date Available
<b>Property RDF/XML syntax</b>	dcterms:available
<b>Definition</b>	Date (often a range) that the resource became or will be available.
<b>Obligation</b>	Optional
<b>Syntax encoding schemes</b>	dcterms:Period
<b>Term Name</b>	created
<b>Label</b>	Date Created
<b>Property RDF/XML syntax</b>	dcterms:created
<b>Definition</b>	Date of creation of the resource.
<b>Obligation</b>	Optional – may be used in place of dcterms:date
<b>Syntax encoding schemes</b>	xsd:date, xsd:dateTime
<b>Term Name</b>	dateCopyrighted
<b>Label</b>	Date Copyrighted
<b>Property RDF/XML syntax</b>	dcterms:dateCopyrighted
<b>Definition</b>	Date of creation of the resource.
<b>Obligation</b>	Optional – may be used in place of dcterms:date
<b>Syntax encoding schemes</b>	xsd:date, xsd:dateTime
<b>Term Name</b>	dateLicensed
<b>Label</b>	Date Licensed
<b>Property RDF/XML syntax</b>	aglstterms:dateLicensed
<b>Definition</b>	Date a license was applied or became effective.
<b>Obligation</b>	Optional – may be used in place of dcterms:date
<b>Syntax encoding schemes</b>	xsd:date, xsd:dateTime
<b>Term Name</b>	issued
<b>Label</b>	Date Issued
<b>Property RDF/XML syntax</b>	dcterms:issued
<b>Definition</b>	Date of formal issuance (eg publication) of the resource.
<b>Obligation</b>	Optional – may be used in place of dcterms:date
<b>Syntax encoding schemes</b>	xsd:date, xsd:dateTime

<b>Term Name</b>	modified
<b>Label</b>	Date Modified
<b>Property RDF/XML syntax</b>	dcterms:modified
<b>Definition</b>	Date on which the resource was changed.
<b>Obligation</b>	Optional – may be used in place of <i>date</i> .
<b>Syntax encoding schemes</b>	xsd:date, xsd:dateTime
<b>Term Name</b>	valid
<b>Label</b>	Date Valid
<b>Property RDF/XML syntax</b>	dcterms:valid
<b>Definition</b>	Date (often a range) of validity of a resource.
<b>Obligation</b>	Optional – may be used in place of dcterms:date
<b>Syntax encoding schemes</b>	dcterms:Period

#### 4.3.1 Guidelines for use of Date and related properties

The dcterms:created, dcterms:issued, dcterms:modified or dcterms:valid properties may be used in place of the dcterms:date property to meet the mandatory obligation requirement for dcterms:date.

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

Dates must be formatted according to ISO 8601 Extended Format. This specifies dates in the form YYYY-MM-DD, and can accommodate times (eg 2001-04-30T13:23:31+10:00). The full syntax for date and time encoding is in Appendix I.

When using W3C XML Schema Definition (XSD) Date and Time Data Types, the namespace must be declared in the dcx:descriptionSet element

(xmlns:xsd="http://www.w3.org/2001/XMLSchema#"). Note that dates alone (eg 2008-01-22) must use the xsd:date as the encoding scheme QName and dates with times (eg 2008-01-22T15:35:00+11:00) must use xsd:dateTime.

Use the dcterms:valid property with the DCMI Period Syntax Encoding Schemes for specifying a range of dates when the information is valid.

#### 4.3.2 Describing services

Use the dcterms:available property with the dcterms:Period Syntax Encoding Schemes for periodic or seasonal service availability.

#### 4.3.3 RDF/XML examples for Date and related properties

```
<dcterms:created rdf:datatype="xsd:date">
  2002-03-17
</dcterms:created>
```

```
<dcterms:valid rdf:datatype=" http://purl.org/dc/terms/Period">
  start=2001-05-01; end=2001-09-30
</dcterms:valid>
```

```
<dcterms:valid rdf:datatype="dcterms:Period">
  start=2001-05-01; end=2001-09-30
</dcterms:valid>
```

```

<dcterms:available rdf:datatype="dcterms:Period">
  start=2008-07-01; end=2007-09-30
</dcterms:available>

<dcterms:modified rdf:datatype="xsd:dateTime">
  2008-01-16T14:34:51+11:00
</dcterms:modified>

<dcterms:dateCopyrighted rdf:datatype="xsd:date">
  2004-06-08
</dcterms:dateCopyrighted>

<aglstterms:dateLicensed rdf:datatype="xsd:date">
  2007-06-18
</aglstterms:dateLicensed>

```

#### 4.4 Title property and related properties

Table 4.4 sets out the attributes for the Title property and related properties.

Table 4.4 Title property and related properties	
<b>Term Name</b>	title
<b>Label</b>	Title
<b>Property RDF/XML syntax</b>	dcterms:title
<b>Definition</b>	A name given to the resource.
<b>Obligation</b>	<b>Mandatory</b>
<b>Term Name</b>	alternative
<b>Label</b>	Alternative Title
<b>Property RDF/XML syntax</b>	dcterms:alternative
<b>Definition</b>	An alternative name for the resource.
<b>Obligation</b>	Optional

##### 4.4.1 Guidelines for use of Title and related properties

It is often difficult to decide the correct title for a resource. Creation of ad hoc titles for resources is not recommended. General guidelines are:

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

Ensure that titles are meaningful as most search engines will use these in search results. Subtitles should be included in the title value.

The `dcterms:alternative` property should be used where the resource is also known under a different title, or where the title has recently changed and the resource is still known by its previous title. It may also include abbreviations and acronyms by which a resource is known. It should not be used for subtitles.

When describing multilingual resources, the `dcterms:title` should be repeated in each applicable language.



#### 4.4.2 Describing services

Use the wording of the title of the service where this conveys the correct meaning for the service, or a naming convention that best identifies the service. `dcterms:title` may identify an individual service or a group of services depending on the organisational structure for service delivery.

#### 4.4.3 RDF/XML examples for Title and related properties

```
<dcterms:title>
  Investigation into Research and Development Funding in Australia
</dcterms:title>

<dcterms:alternative>
  The Mortimer Report
</dcterms:alternative>

<dcterms:title>
  <rdf:Alt>
    <rdf:li>Investigation into Research and Development Funding in Australia</rdf:li>
    <rdf:li>The Mortimer Report</rdf:li>
  </rdf:Alt>
</dcterms:title>

<dcterms:alternative>
  The Mortimer Report
</dcterms:alternative>

<dcterms:title>
  <rdf:value xml:lang="en">Information for Surgery Patients</rdf:value>
  <rdf:value xml:lang="it">Informazioni per i Pazienti del reparto
  chirurgia</rdf:value>
</dcterms:title>
```

#### 4.5 Availability property

Table 4.5 sets out the attributes of the Availability property.

Table 4.5 Availability property	
<b>Term Name</b>	availability
<b>Label</b>	Availability
<b>Property RDF/XML syntax</b>	aglsterms:availability
<b>Definition</b>	How the resource can be obtained or accessed, or contact information for obtaining the resource.
<b>Obligation</b>	<b>Conditional - Mandatory</b> for descriptions of offline resources
<b>Syntax encoding scheme</b>	aglsterms:AglsAvail

##### 4.5.1 Guidelines for use of Availability

The `aglsterms:availability` property is primarily for offline resources (including offline electronic resources, such as on portable media) to provide information on how clients may obtain physical access to a resource. The value the property may use the AGLS Availability Syntax Encoding Scheme, described at Appendix C, or a free text description of how to obtain the resource.

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

##### 4.5.2 Describing services

Provide details of how to obtain the service using the structure described in the AGLS Availability Syntax Encoding Scheme. Metadata provided in this property supports both direct and mediated searching (eg call centre operator). Repeat the `aglstterms:availability` property to show multiple access points. Fees or pricing may be included.

If a complex schedule of pricing exists applying to multiple resources, it may be included as a *rich representation* in a separate XML document.

If a resource is available both as an online and offline service, the `dcterms:identifier` property (or the *property URI*) may be used to reference the online resource and the `aglstterms:availability` property to identify how a client may access or obtain the service offline.

### 4.5.3 RDF/XML examples for Availability

```
<aglstterms:availability>
  Contact the Publications Section on 1300 999 999.
</aglstterms:availability>

<aglstterms:availability rdf:datatype="http://www.agls.gov.au/agls/terms/AglsAvail">
  corporateName=Better Read Than Dead; address=121 King Street, Newtown, NSW;
  hours=Mon-Sat 09:30 - 21:00, Sun 10:00 - 18:00; cost=$29.95
</aglstterms:availability>

<aglstterms:availability rdf:datatype="aglstterms:AglsAvail">
  corporateName=Better Read Than Dead; address=121 King Street, Newtown, NSW;
  hours=Mon-Sat 09:30 - 21:00, Sun 10:00 - 18:00; cost=$29.95
</aglstterms:availability>

<aglstterms:availability dcx:valueURI="http://www.example.org/services/id5678/" />
```

## 4.6 Identifier property and related properties

Table 4.6 sets out the attributes for the Identifier property and related properties.

Table 4.6 Identifier property and related properties	
<b>Term Name</b>	identifier
<b>Label</b>	Identifier
<b>Property RDF/XML syntax</b>	dcterms:identifier
<b>Definition</b>	An unambiguous reference to the resource within a given context.
<b>Obligation</b>	<b>Conditional - Mandatory</b> for online resources, unless resource (RDF subject) is identified by a URI.
<b>Syntax encoding schemes</b>	dcterms:DOI, dcterms:ISBN, dcterms:ISSN, dcterms:URI
<b>Term Name</b>	bibliographicCitation
<b>Label</b>	Bibliographic Citation
<b>Property RDF/XML syntax</b>	dcterms:bibliographicCitation
<b>Definition</b>	A bibliographic reference for the resource.
<b>Obligation</b>	Optional

### 4.6.1 Guidelines for use of Identifier and related properties

Although the use of an identifier is Mandatory for online resources, it is not necessary to use the `dcterms:identifier` property if the identifier is given as the *property URI* (`<rdf:Description rdf:about="http://example.org/123">`).

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

Where an organisation has its own system of classification or control symbols for offline resources, these may also be used as identifiers.

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

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

### 4.6.2 RDF/XML examples for Identifier and related properties

```
<dcterms:identifier>
  A1200 L13582C
</dcterms:identifier>

<dcterms:identifier rdf:datatype="dcterms:ISBN">
  0 642 42242 7
</dcterms:identifier>

<dcterms:identifier rdf:datatype="dcterms:URI">
  urn:isbn:0642422427
</dcterms:identifier>

<dcterms:identifier rdf:datatype="http://purl.org/dc/terms/URI">
  urn:uuid:4ef86ac0-de5b-1028-bad9-000E35A1F66C
</dcterms:identifier>

<dcterms:identifier rdf:datatype="dcterms:URI">
  urn:uuid:4ef86ac0-de5b-1028-bad9-000E35A1F66C
</dcterms:identifier>

<dcterms:identifier rdf:datatype="dcterms:URI">
  urn:doi:10.1000/182
</dcterms:identifier>

<dcterms:identifier rdf:datatype="dcterms:DOI">
  10.1000/182
</dcterms:identifier>

<dcterms:bibliographicCitation>
  A. Cunningham and M. Phillips, Accountability and accessibility: ensuring the
  evidence of e-governance in Australia. Aslib Proceedings 57.4 (2005): 301-317
</dcterms:bibliographicCitation>

<dcterms:bibliographicCitation>
  <rdf:value xml:lang="en">A. Cunningham and M. Phillips, Accountability and
  accessibility: ensuring the evidence of e-governance in Australia. Aslib Proceedings
  57.4 (2005): 301-317</rdf:value>
</dcterms:bibliographicCitation>
```

## 4.7 Publisher property

Table 4.7 sets out the attributes for the *publisher* property.

Table 4.7 Publisher property	
Term Name	publisher
Label	Publisher
Property RDF/XML syntax	dcterms:publisher
Definition	The entity responsible for making the resource available.
Obligation	<b>Conditional - Mandatory</b> for information resources (optional for descriptions of services)
Syntax encoding schemes	aglstterms:AglsAgent, aglstterms:GOLD

### 4.7.1 Guidelines for use of Publisher

Use this property to provide information about ownership of the resource. It may be the same as `dcterms:creator`, where this is an organisation name, but may be the parent organisation or separate office of a higher-level organisation, where these smaller units are the `dcterms:creator`. Values may use the AGLS Agent Syntax Encoding Scheme, described in Appendix B.

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

### 4.7.2 Describing services

This property may be used to provide details of the organisation that provides access to the service. However the use of the `dcterms:publisher` property for service descriptions is optional.

### 4.7.3 RDF/XML examples for Publisher

```
<dcterms:publisher>
  Acme Widget Holdings Limited
</dcterms:publisher>

<dcterms:publisher rdf:datatype="http://www.agls.gov.au/agls/terms/GOLD">
  c=AU; o=Commonwealth of Australia; ou=Department of Prime Minister and Cabinet;
  ou=National Archives of Australia
</dcterms:publisher>

<dcterms:publisher rdf:datatype="aglstterms:GOLD">
  c=AU; o=Commonwealth of Australia; ou=Department of Prime Minister and Cabinet;
  ou=National Archives of Australia
</dcterms:publisher>

<dcterms:publisher rdf:datatype="aglstterms:AglsAgent">
  corporateName=Rural Real Estate; address=16 Haybale Avenue, Wheatfield, SA;
  hours=Mon-Fri 08:00-16:00, Sat 08:00-12:00
</dcterms:publisher>

<dcterms:publisher rdf:resource="http://www.example.org/agents/id1234" />
```

## 4.8 Description property

Table 4.8 sets out the attributes for the Description property.

Table 4.8 Description property
--------------------------------

<b>Term Name</b>	description
<b>Label</b>	Description
<b>Property RDF/XML syntax</b>	dcterms:description
<b>Definition</b>	An account of the resource.
<b>Obligation</b>	<b>Recommended</b>

#### 4.8.1 Guidelines for use of Description

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

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

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

When describing multilingual resources, this property should be repeated in each applicable language.

#### 4.8.2 Describing services

Using this property is strongly recommended for services. It should provide a concise description of the content and/or purpose of the service, be client-focused, short enough to read out over the telephone, and identify the problem rather than the solution.

#### 4.8.3 RDF/XML examples for Description

```
<dcterms:description>
```

```
  This document gives guidance and examples for encoding AGLS metadata in RDF.
```

```
</dcterms:description>
```

```
<dcterms:description>
```

```
  <rdf:value xml:lang="en-AU">Information for parents on the location of child care
  services and the range of government financial assistance available, including the
  Supplementary Services Program (SUPS) and the Special Needs Subsidy Scheme
  (SNS).</rdf:value>
```

```
</dcterms:description>
```

#### 4.9 Function property

Table 4.9 sets out the attributes of the Function property.

Table 4.9 Function property	
<b>Term Name</b>	function
<b>Label</b>	Function
<b>Property RDF/XML syntax</b>	aglstterms:function
<b>Definition</b>	The business function to which the resource relates.
<b>Obligation</b>	<b>Recommended</b> if <code>dcterms:subject</code> is not used.
<b>Vocabulary encoding scheme</b>	aglstterms:AGIFT

### 4.9.1 Guidelines for use of Function

Using this property is recommended to describe the business function of the organisation to which the described resource relates. Note that the `aglstterms:function` property does not relate to the function of the resource itself.

Specific business units of an organisation will generally be responsible for particular functions. There may be variation in the values within the `aglstterms:function` property between business units and their resources. Separate terms or phrases by a semicolon.

Use an organisation-specific functional thesaurus, if one exists, as a source of terms for the `aglstterms:function` property. Organisation-specific functional thesauruses should be developed in accordance with the processes described in AS ISO 15489 *Records Management*. The terms may be used without specifying a scheme if there is no formal schema for an organisation-specific functional thesaurus.

Government agencies may use the *Australian Governments' Interactive Functions Thesaurus* (AGIFT) as a source of function terms and a Vocabulary Encoding Scheme.

### 4.9.2 Describing services

Using the `aglstterms:function` property to describe services is recommended even if `dcterms:subject` is also used.

### 4.9.3 RDF/XML examples for Function

```
<aglstterms:function>School Education</aglstterms:function>
```

```
<aglstterms:function>
  <rdf:Description>
    <dcam:memberOf rdf:resource="http://www.agls.gov.au/agls/terms/AGIFT"/>
    <rdf:value>Workers compensation schemes</rdf:value>
    <rdf:value>Occupational health and safety</rdf:value>
  </rdf:Description>
</aglstterms:function>
```

```
<aglstterms:function>
  <rdf:Description>
    <dcam:memberOf rdf:resource="aglstterms:AGIFT"/>
    <rdf:value>Financial investment</rdf:value>
    <rdf:value>Financial system management</rdf:value>
    <rdf:value>Monetary policy</rdf:value>
  </rdf:Description>
</aglstterms:function>
```

## 4.10 Language property

Table 4.10 sets out the attributes of the Language property.

Table 4.10 Language property	
Term Name	language
Label	Language
Property RDF/XML syntax	<code>dcterms:language</code>
Definition	The language of the resource.
Obligation	<b>Recommended</b> where the language of the resource is not English.
Syntax encoding scheme	<code>dcterms:RFC4646</code>

<b>Vocabulary encoding scheme</b>	dcterms:ISO639-3
<b>Default value</b>	en[-AU]

#### 4.10.1 Guidelines for use of Language

Use this property to describe the language of the content of the resource. The default value (in RFC4646 format) is English ('en') or Australian English ('en-AU') so resources in any other language should be described using this property.

Construct values according to [RFC 4646](#), the Internet language description standard. This uses a combination of three ISO standards (ISO 639-1 for language codes, ISO 3166 for country codes and ISO 15924 for script codes).

Where a language does not have an ISO 639-1 two-letter language code, the ISO 639-3 three-letter language code may be used. In such cases dcterms:ISO639-3 must be specified as the Vocabulary Encoding Scheme. A full list of the two and three-letter codes is available from the [SIL International website](#).

Appendix H describes guidelines for language encoding.

#### 4.10.2 Describing services

The dcterms:language property may be repeated to describe all languages in which a service is available.

#### 4.10.3 RDF/XML examples for Language

```
<dcterms:language>en</dcterms:language>

<dcterms:language>fr-CA</dcterms:language>

<dcterms:language rdf:datatype="dcterms:RFC4646">
  en-AU
</dcterms:language>

<dcterms:language rdf:datatype="dcterms:RFC4646">
  Zh-Hant
</dcterms:language>

<dcterms:language rdf:datatype="dcterms:RFC4646">
  Zh-Hans-SG
</dcterms:language>

<dcterms:language>
  <rdf:Description>
    <dcam:memberOf rdf:resource="dcterms:ISO639-3"/>
    <rdf:value>pjt</rdf:value>
  </rdf:Description>
</dcterms:language>
```

### 4.11 Subject property

Table 4.11 sets out the attributes for the Subject property.

Table 4.11 Subject property	
<b>Term Name</b>	subject
<b>Label</b>	Subject
<b>Property RDF/XML syntax</b>	dcterms:subject
<b>Definition</b>	The topic of the resource.

Obligation	Recommended if <code>aglstterms:function</code> is not used
<b>Vocabulary encoding schemes</b>	<code>aglstterms:APAIS</code> , <code>aglstterms:APT</code> , <code>dcterms:LCSH</code> , <code>dcterms:MESH</code> , <code>aglstterms:TAGS</code>

#### 4.11.1 Guidelines for use of Subject

Use a thesaurus or controlled vocabulary to ensure consistency in subject entries across an organisation. In general, choose the most significant and unique subject terms, avoiding those too general to describe a particular resource. Provide adequate terms to allow resource discovery, but do not repeat variations of terms, synonyms, case or tense variations, or alternate spellings. Separate terms or phrases by a semicolon. If the subject of a resource is an individual, the name should be in the form "Lastname, Firstname". If the subject of a resource is an organisation, the full legal name of the organisation should be used.

The Australian Public Affairs Information Service (APAIS) is a general thesaurus of humanities and social science terms. It may be used if no other, more appropriate, subject thesaurus exists for the describing the subjects/topics dealt with by an organisation. The APAIS thesaurus is available online from the [National Library of Australia \(NLA\) website](#).

Organisations should register Vocabulary Encoding Schemes so the AGLS Maintenance Agency can keep schemas up to date.

When describing multilingual resources, this property may be repeated in each applicable language.

#### 4.11.2 Describing services

Using the `dcterms:subject` property to describe services is recommended even if `aglstterms:function` is also used.

#### 4.11.3 RDF/XML examples for Subject

```
<dcterms:subject>Barton, Edmund</dcterms:subject>

<dcterms:subject>
  <rdf:value>diabetes prevention and control</rdf:value>
  <rdf:value>retinal diseases</rdf:value>
  <rdf:value>vision impairments</rdf:value>
</dcterms:subject>

<dcterms:subject>Health Services Australia Limited</dcterms:subject>

<dcterms:subject>
  <rdf:value xml:lang="en">Seafood</rdf:value>
  <rdf:value xml:lang="fr">Fruits de mer</rdf:value>
</dcterms:subject>

<dcterms:subject>
  <rdf:Description>
    <dcam:memberOf rdf:resource="http://www.agls.gov.au/agls/terms/APAIS"/>
    <rdf:value>Industrial research and development</rdf:value>
  </rdf:Description>
</dcterms:subject>

<dcterms:subject>
  <rdf:Description>
    <dcam:memberOf rdf:resource="aglstterms:APAIS"/>
    <rdf:value>Industrial research and development</rdf:value>
  </rdf:Description>
</dcterms:subject>

<dcterms:subject>
  <rdf:Description>
```



```

    <dcam:memberOf rdf:resource="aglstterms:APT" />
    <rdf:value>birds' nests</rdf:value>
    <rdf:value>eggs</rdf:value>
    <rdf:value>feathers</rdf:value>
  </rdf:Description>
</dcterms:subject>

<dcterms:subject>
  <rdf:Description>
    <dcam:memberOf rdf:resource="dcterms:LCSH" />
    <rdf:value> World War, 1914-1918--Campaigns--Turkey--Gallipoli
    Peninsula</rdf:value>
  </rdf:Description>
</dcterms:subject>

<dcterms:subject>
  <rdf:Description>
    <dcam:memberOf rdf:resource="aglstterms:TAGS" />
    <rdf:value>Infrastructure</rdf:value>
    <rdf:value>Railways</rdf:value>
  </rdf:Description>
</dcterms:subject>

```

#### 4.12 Type property and related properties

Table 4.12 sets out the attributes for the Type property and related properties.

Table 4.12 Type property and related properties	
<b>Term Name</b>	type
<b>Label</b>	Type
<b>Property RDF/XML syntax</b>	dcterms:type
<b>Definition</b>	The nature or genre of the resource.
<b>Obligation</b>	Optional
<b>Vocabulary encoding scheme</b>	dcterms:DCMIType
<b>Term Name</b>	aggregationLevel
<b>Label</b>	Aggregation Level
<b>Property RDF/XML syntax</b>	aglstterms:aggregationLevel
<b>Definition</b>	The level of aggregation of the described resource.
<b>Obligation</b>	Optional
<b>Enumerated values</b>	item, collection
<b>Default value</b>	item
<b>Term Name</b>	category
<b>Label</b>	Type Category
<b>Property RDF/XML syntax</b>	aglstterms:category
<b>Definition</b>	The generic type of the resource being described.
<b>Obligation</b>	Optional
<b>Enumerated values</b>	document, agency, service

<b>Default value</b>	document
<b>Term Name</b>	documentType
<b>Label</b>	Document Type
<b>Property RDF/XML syntax</b>	aglsterms:documentType
<b>Definition</b>	The form of the described resource where the value of <i>category</i> is "document".
<b>Obligation</b>	Optional
<b>Vocabulary encoding scheme</b>	aglsterms:agls-document
<b>Term Name</b>	serviceType
<b>Label</b>	Service Type
<b>Property RDF/XML syntax</b>	aglsterms:serviceType
<b>Definition</b>	The form of the described resource where the value of <i>category</i> is "service".
<b>Obligation</b>	<b>Recommended</b>
<b>Vocabulary encoding scheme</b>	aglsterms:agls-service

#### 4.12.1 Guidelines for use of Type and related properties

The `dcterms:type` property is one of the more important properties to enable discovery of resources. It signals the aggregation level of a resource and specifies the resource type. Resources may be described with the DCMIType Vocabulary Encoding Scheme. Specific document and service types may be described using the `aglsterms:documentType` and `aglsterms:serviceType` properties with the AGLS Document and AGLS Service Vocabulary Encoding Schemes respectively, described in Appendixes E and F.

Using the `aglsterms:aggregationLevel` property allows differentiation between collections of items and individual items. For collection-level resources (eg indexes of other resources) the value of `aglsterms:aggregationLevel` should be used with the value 'collection'. Search engines may use this to preference collections in search results.

The default value of `aglsterms:category` is 'document' and the default value of `aglsterms:aggregationLevel` is 'item'. When describing item-level resources it is only necessary to use the `aglsterms:documentType` property to specify the type of document. In such cases the *category* and *aggregationLevel* properties are not required.

#### 4.12.2 Describing services

The value of the `aglsterms:category` property must be 'service' when describing a service. Using the `aglsterms:serviceType` property is recommended to describe the actual business processes or transactions represented by the service (eg bookings and reservations, certificates). Appendix F describes the AGLS Service Vocabulary Encoding Scheme which may be used as a source of terms for the `aglsterms:serviceType` property.

#### 4.12.3 RDF/XML examples for Type and related properties

```
<dcterms:type>Annual report</dcterms:type>
```

```
<dcterms:type>
  <rdf:Description>
    <dcam:memberOf rdf:resource="http://purl.org/dc/terms/DCMIType" />
    <rdf:value>PhysicalObject</rdf:value>
```

```

</rdf:Description>
</dcterms:type>
<dcterms:type>
  <rdf:Description>
    <dcam:memberOf rdf:resource="dcterms:DCMIType" />
    <rdf:value>Event</rdf:value>
  </rdf:Description>
</dcterms:type>
<aglstterms:aggregationLevel>collection</aglstterms:aggregationLevel>
<aglstterms:category>service</aglstterms:category>
<aglstterms:documentType>
  <rdf:Description>
    <dcam:memberOf rdf:resource="aglstterms:agls-document" />
    <rdf:value>contract</rdf:value>
  </rdf:Description>
</aglstterms:documentType>
<aglstterms:serviceType>
  <rdf:Description>
    <dcam:memberOf rdf:resource="aglstterms:agls-service" />
    <rdf:value>bookings and reservations</rdf:value>
  </rdf:Description>
</aglstterms:serviceType>

```

#### 4.13 Audience property

Table 4.14 sets out the attributes of the Audience property.

Table 4.14 Audience property	
<b>Term Name</b>	Audience
<b>Label</b>	Audience
<b>Property RDF/XML syntax</b>	dcterms:audience
<b>Definition</b>	The target audience of the resource
<b>Obligation</b>	Optional
<b>Vocabulary encoding schemes</b>	aglstterms:agls-audience, aglstterms:ANZSCO, aglstterms:ANZSIC, aglstterms:EdNA
<b>Default value</b>	All

##### 4.13.1 Guidelines for use of Audience

Use of the `dcterms:audience` property supports direct targeting of specific community sectors such as families, youth, rural and seniors. Providing this level of granularity allows the search results to be restricted to the area of relevance, or a particular portal. It also allows increased specificity of resources for the user. Separate terms or phrases by a semicolon.

Several Vocabulary Encoding Schemes are available. Appendix G describes the AGLS Audience Vocabulary Encoding Scheme. When using a numbered index such as `aglstterms:ANZSCO` or `aglstterms:ANZSIC`, it is recommended that both the number code and the term name are given so a client can search on either the code or the term.

### 4.13.2 Describing services

Using the `dcterms:audience` property is recommended to identify the potential target group and actual users of the service. The target audience may be socio-economic, demographic or geographic. This allows consumers to decide if the service is worth accessing or retrieving, based on knowledge of the target audience. If a service is provided for a particular group, such as youth, indicate this by setting the value of the *audience* property as 'youth' rather than using subject terms.

### 4.13.3 RDF/XML examples for Audience

```
<dcterms:audience>children</dcterms:audience>

<dcterms:audience>
  <rdf:Description>
    <dcam:memberOf rdf:resource="aglstterms:agls-audience" />
    <rdf:value>people with disabilities</rdf:value>
    <rdf:value>carers</rdf:value>
  </rdf:Description>
</dcterms:audience>

<dcterms:audience>
  <rdf:Description>
    <dcam:memberOf rdf:resource="http://www.agls.gov.au/agls/terms/EdNA" />
    <rdf:value>Upper primary</rdf:value>
  </rdf:Description>
</dcterms:audience>

<dcterms:audience>
  <rdf:Description>
    <dcam:memberOf rdf:resource="aglstterms:agls-audience" />
    <rdf:value>rural</rdf:value>
    <rdf:value>primary industry</rdf:value>
  </rdf:Description>
  <rdf:Description>
    <dcam:memberOf rdf:resource="aglstterms:ANZSIC" />
    <rdf:value>0142</rdf:value>
    <rdf:value>Beef Cattle Farming</rdf:value>
    <rdf:value>0160</rdf:value>
    <rdf:value>Dairy Cattle Farming</rdf:value>
  </rdf:Description>
  <rdf:Description>
    <dcam:memberOf rdf:resource="aglstterms:ANZSCO" />
    <rdf:value>121312</rdf:value>
    <rdf:value>Beef Cattle Farmer</rdf:value>
    <rdf:value>121313</rdf:value>
    <rdf:value>Dairy Cattle Farmer</rdf:value>
    <rdf:value>841511</rdf:value>
    <rdf:value>Beef Cattle Farm Worker</rdf:value>
    <rdf:value>841512</rdf:value>
    <rdf:value>Dairy Cattle Farm Worker</rdf:value>
  </rdf:Description>
</dcterms:audience>
```

## 4.14 Contributor property

Table 4.15 sets out the attributes for the Contributor property.

Table 4.15 Contributor property	
Term Name	Contributor
Label	Contributor

<b>Property RDF/XML syntax</b>	dcterms:contributor
<b>Definition</b>	An entity responsible for making contributions to the resource.
<b>Obligation</b>	Optional
<b>Syntax encoding schemes</b>	aglstterms:AglsAgent, aglstterms:GOLD

#### 4.14.1 Guidelines for use of Contributor

Use to provide the name of a person or organisation with an important but secondary contributory role in the creation of the resource content. The property may be repeated to list multiple contributors. The value of the property may use the AGLS Agent Syntax Encoding Scheme, described at Appendix B. Note that metadata creators must be mindful of privacy issues when including personal information in metadata.

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

#### 4.14.2 RDF/XML examples for Contributor

```
<dcterms:contributor>Smith, Jane</dcterms:contributor>

<dcterms:contributor>
  <rdf:value>Web Design Team, Ajax Design Services Pty Ltd</rdf:value>
  <rdf:value>Graphic Design Team, Acme Graphics Pty Ltd</rdf:value>
</dcterms:contributor>

<dcterms:contributor rdf:datatype="http://www.agls.gov.au/agls/terms/AglsAgent">
  corporateName=WebDesign; email=webdesign@example.com.au
</dcterms:contributor>

<dcterms:contributor rdf:datatype="aglstterms:AglsAgent">
  corporateName=WebDesign; email=webdesign@example.com.au
</dcterms:contributor>

<dcterms:contributor rdf:datatype=" aglstterms:GOLD ">
  c=AU; o=Commonwealth of Australia; ou=Department of Prime Minister and Cabinet;
  ou=National Archives of Australia
</dcterms:contributor>

<dcterms:contributor rdf:resource="http://www.example.org/agents/id1234" />
```

#### 4.15 Coverage property and related properties

Table 4.16 sets out the attributes for the Coverage property and related properties.

Table 4.16 Coverage property and related properties	
<b>Term Name</b>	coverage
<b>Label</b>	Coverage
<b>Property RDF/XML syntax</b>	dcterms:coverage
<b>Definition</b>	The spatial or temporal topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant
<b>Obligation</b>	Optional
<b>Vocabulary encoding schemes</b>	aglstterms:AglsJuri, aglstterms:ASGC, dcterms:TGN
<b>Syntax encoding scheme</b>	Box; Point
<b>Default value</b>	[Commonwealth of] Australia

<b>Term Name</b>	jurisdiction
<b>Label</b>	Australian Jurisdiction
<b>Property RDF/XML syntax</b>	aglstterms:jurisdiction
<b>Definition</b>	The name of the political/administrative entity covered by the described resource.
<b>Obligation</b>	Optional
<b>Vocabulary encoding schemes</b>	aglstterms:AglsJuri, aglstterms:ASGC
<b>Default value</b>	[Commonwealth of] Australia
<b>Term Name</b>	spatial
<b>Label</b>	Spatial Coverage
<b>Property RDF/XML syntax</b>	dcterms:spatial
<b>Definition</b>	Spatial characteristics of the resource.
<b>Obligation</b>	Optional
<b>Vocabulary encoding schemes</b>	aglstterms:ASGC
<b>Syntax encoding schemes</b>	dcterms:Box, aglstterms:Postcode
<b>Term Name</b>	temporal
<b>Label</b>	Temporal Coverage
<b>Property RDF/XML syntax</b>	dcterms:temporal
<b>Definition</b>	Temporal characteristics of the resource.
<b>Obligation</b>	Optional
<b>Syntax encoding schemes</b>	dcterms:Period

#### 4.15.1 Guidelines for use of Coverage and related properties

Use the `dcterms:coverage` property to describe the geographic or time related aspects of the content of a resource. It allows a search to be restricted to resources about a certain place or time. Dates used with the `dcterms:temporal` property must be in ISO 8601 format, described at Appendix I. Jurisdiction names should be drawn from the AGLS Jurisdiction Vocabulary Encoding Scheme, described at Appendix D. Local Government Area names should be drawn from the Australian Standard Geographic Classification (ASGC) scheme.

Note that when using a numbered index such ASGC, it is recommended that both the number code and the term name are given so a client can search on either the code or the term.

Arbitrary spatial regions not covered by gazetted boundaries may be specified using the DCMI Box Syntax Encoding Scheme.

#### 4.15.2 Note on the use of postcodes

The `postcode` property is deprecated and is not defined in the `aglstterms` namespace. Any new description of coverage using postcodes should use the `dcterms:spatial` property with the Postcode Syntax Encoding Scheme. Contiguous blocks of postcodes must be separated by a forward slash '/', eg 4000/4011 means all postcodes from 4000 to 4011 inclusive. Non-contiguous postcodes must be separated by a semicolon.

### 4.15.3 Describing services

When targeting programs and services to a restricted geographical area, the full name of each region or postcode may be included. Local Government Area names may also be used.

When describing:

- general material on the legislative and political affairs of a specific legally defined geographic area, use the `aglstterms:jurisdiction` property;
- general geographic, economic, social or cultural affairs having a strong focus on place, to allow for a consistent retrieval within a specified geographic context, use the `dcterms:spatial` property;
- time-related characteristics of the resource, use the `dcterms:temporal` property.

Use the `dcterms:coverage` property to describe the geographic area covered by the service. For information resources, this property may refer to locations or areas covered in the content. The `dcterms:spatial` property may be used to apply the geographic scope of a service (eg camping permit for Fraser Island).

### 4.15.4 RDE/XML examples for Coverage and related properties

```
<dcterms:coverage>Hunter River region</dcterms:coverage>

<dcterms:coverage rdf:datatype="dcterms:Point">
  name=National Archives of Australia, Perth Office, East Victoria Park, WA;
  east=115.906985; north=-31.993905
</dcterms:coverage>

<dcterms:spatial>Central Australia</dcterms:spatial>

<dcterms:spatial>
  <rdf:Description>
    <dcam:memberOf rdf:resource="aglstterms:ASGC"/>
    <rdf:value>15900</rdf:value>
    <rdf:value>Newcastle</rdf:value>
  </rdf:Description>
</dcterms:spatial>

<dcterms:spatial rdf:datatype="dcterms:Box">
  northlimit=5980000; westlimit=644000; eastlimit=647000; southlimit=5966000; units=m;
  projection=UTM zone 55 south; name=Lake Jindabyne
</dcterms:spatial>

<dcterms:spatial rdf:datatype="http://www.agls.gov.au/agls/terms/Postcode">
  <rdf:value>2600/2617</rdf:value>
  <rdf:value>2900/2910</rdf:value>
</dcterms:spatial>

<dcterms:spatial rdf:datatype="aglstterms:Postcode">
  <rdf:value>3277</rdf:value>
  <rdf:value>3280</rdf:value>
  <rdf:value>3282</rdf:value>
</dcterms:spatial>

<dcterms:temporal>2001-01-31/2001-10-21</dcterms:temporal>

<dcterms:temporal rdf:datatype="dcterms:Period">
  name=Adelaide Festival of Arts; start=2008-02-29; end=2008-03-16
</dcterms:temporal>

<aglstterms:jurisdiction>
  <rdf:Description>
    <dcam:memberOf rdf:resource="aglstterms:AglsJuri"/>
    <rdf:value>WA</rdf:value>
  </rdf:Description>
</aglstterms:jurisdiction>
```

```

<aglstterms:jurisdiction>
  <rdf:Description>
    <dcam:memberOf rdf:resource="http://www.agls.gov.au/agls/terms/AglsJuri"/>
    <rdf:value>Tasmania</rdf:value>
  </rdf:Description>
</aglstterms:jurisdiction>

```

#### 4.16 Format property and related properties

Table 4.16 sets out the attributes of the Format property and related properties.

<b>Table 4.16 Format property and related properties</b>	
<b>Term Name</b>	format
<b>Label</b>	Format
<b>Property RDF/XML syntax</b>	dcterms:format
<b>Definition</b>	The file format, physical medium, or dimensions of the resource
<b>Obligation</b>	Optional
<b>Vocabulary encoding scheme</b>	dcterms:IMT
<b>Term Name</b>	extent
<b>Label</b>	Extent
<b>Property RDF/XML syntax</b>	dcterms:extent
<b>Definition</b>	The size or duration of the resource.
<b>Obligation</b>	Optional
<b>Syntax encoding scheme</b>	xsd:duration
<b>Term Name</b>	Medium
<b>Label</b>	Medium
<b>Property RDF/XML syntax</b>	dcterms:medium
<b>Definition</b>	The material or physical carrier of the resource.
<b>Obligation</b>	Optional

##### 4.16.1 Guidelines for use of Format and related properties

The `dcterms:format` property allows the description of the physical or virtual characteristics of the medium of the resource. Values for online resources should be selected from the Internet Media Types (IMT) list of terms. For more information, see Appendix J. This property allows users to decide if the resource is worth listing, accessing or retrieving based on their capacity to cope with the format. Dimensions and weight of physical resources may be given.

When using W3C XML Schema Definition (XSD) Date and Time Data Types, the namespace must be declared in the `dcx:descriptionSet` element (`xmlns:xsd="http://www.w3.org/2001/XMLSchema#"`).

##### 4.16.2 Describing services

The `dcterms:format` property may describe the method for delivering a service. For example, the value for offline services may be given as 'Call centre' or 'Shop front'.



### 4.16.3 RDF/XML examples for Format and related properties

```

<dcterms:format>oil paint on canvas, 850 mm x 500 mm</dcterms:format>
<dcterms:format>leather bound book, 200x150x25mm</dcterms:format>
<dcterms:format>call centre</dcterms:format>
<dcterms:format>
  <rdf:Description>
    <dcam:memberOf rdf:resource="http://purl.org/dc/terms/IMT"/>
    <rdf:value>text/xml</rdf:value>
  </rdf:Description>
</dcterms:format>
<dcterms:format>
  <rdf:Description>
    <dcam:memberOf rdf:resource="dcterms:IMT"/>
    <rdf:value>application/pdf</rdf:value>
  </rdf:Description>
</dcterms:format>
<dcterms:extent>1.5 megabytes</dcterms:extent>
<dcterms:medium>CD-ROM</dcterms:medium>
<dcterms:extent>650 megabytes</dcterms:extent>
<dcterms:medium>Audio CD</dcterms:medium>
<dcterms:extent>55 minutes</dcterms:extent>
<dcterms:medium>16mm film</dcterms:medium>
<dcterms:extent rdf:datatype="xsd:duration">PT8M</dcterms:extent>
<dcterms:format rdf:resource="http://purl.org/NET/mediatypes/application/pdf" />
<dcterms:format rdf:resource="http://purl.org/NET/mediatypes/image/png" />

```

#### 4.17 Mandate property and related properties

Table 4.17 sets out the attributes of the *mandate* property and related properties.

Table 4.17 Mandate property and related properties	
<b>Term Name</b>	mandate
<b>Label</b>	Mandate
<b>Property RDF/XML syntax</b>	aglstterms:mandate
<b>Definition</b>	A specific legal instrument which requires or drives the creation or provision of the resource.
<b>Obligation</b>	Optional
<b>Term Name</b>	act
<b>Label</b>	Act
<b>Property RDF/XML syntax</b>	aglstterms:act
<b>Definition</b>	A specific piece of legislation which requires or drives the creation or provision of the resource.
<b>Obligation</b>	Optional
<b>Term Name</b>	case

<b>Label</b>	Case
<b>Property RDF/XML syntax</b>	aglsterms:case
<b>Definition</b>	A specific piece of case law which requires or drives the creation or provision of the resource.
<b>Obligation</b>	Optional
<b>Term Name</b>	regulation
<b>Label</b>	Regulation
<b>Property RDF/XML syntax</b>	aglsterms:regulation
<b>Definition</b>	A specific regulation which requires or drives the creation or provision of the resource.
<b>Obligation</b>	Optional

#### 4.17.1 Guidelines for use of Mandate and related properties

The `aglsterms:mandate` property may be used to describe any legislative or other mandate that requires or drives the creation or provision of the resource. The value of the property may be a text reference or a *value URI* pointing to the legal instrument.

#### 4.17.2 RDF/XML examples for Mandate and related properties

```
<aglsterms:mandate>Family Law Act 1975 (Cth)</aglsterms:mandate>
```

```
<aglsterms:act>Archives Act 1983 (Cth)</aglsterms:act>
```

```
<aglsterms:act
rdf:resource="http://www.comlaw.gov.au/comlaw/Legislation/ActCompilation1.nsf/0/0321003
65F7BB019CA25736E00174A75">
  <rdf:value>Archives Act 1983 (Cth)</rdf:value>
</aglsterms:act>
```

```
<aglsterms:act
rdf:resource="http://www.comlaw.gov.au/comlaw/Legislation/ActCompilation1.nsf/0/0321003
65F7BB019CA25736E00174A75"/>
```

```
<aglsterms:case>
  Shaw v University of Queensland [1999] IRCA 3 (14 April 1999)
</aglsterms:case>
```

```
<aglsterms:regulation>
  Great Barrier Reef Region (Prohibition of Mining) Regulations 1999 (Cth)
</aglsterms:regulation>
```

#### 4.18 Relation property and related properties

Table 4.18 sets out the attributes of the Relation property and related properties. For all related properties the obligation is optional.

Table 4.18 Relation property and related properties	
<b>Term Name</b>	Relation
<b>Label</b>	Relation
<b>Property RDF/XML syntax</b>	dcterms:relation
<b>Definition</b>	A related resource
<b>Obligation</b>	Optional

<b>Term Name</b>	conformsTo
<b>Label</b>	Conforms To
<b>Property RDF/XML syntax</b>	dcterms:conformsTo
<b>Definition</b>	An established standard to which the described resource conforms.
<b>Term Name</b>	hasFormat
<b>Label</b>	Has Format
<b>Property RDF/XML syntax</b>	dcterms:hasFormat
<b>Definition</b>	A related resource that is substantially the same as the pre-existing described resource, but in another format.
<b>Term Name</b>	hasPart
<b>Label</b>	Has Part
<b>Property RDF/XML syntax</b>	dcterms:hasPart
<b>Definition</b>	A related resource that is included either physically or logically in the described resource.
<b>Term Name</b>	hasVersion
<b>Label</b>	Has Version
<b>Property RDF/XML syntax</b>	dcterms:hasVersion
<b>Definition</b>	A related resource that is a version, edition, or adaptation of the described resource.
<b>Term Name</b>	isBasisFor
<b>Label</b>	Is Basis For
<b>Property RDF/XML syntax</b>	aglstterms:isBasisFor
<b>Definition</b>	A related resource that is a performance, production, derivation, translation or interpretation of the described resource.
<b>Term Name</b>	isBasedOn
<b>Label</b>	Is Based On
<b>Property RDF/XML syntax</b>	aglstterms:isBasedOn
<b>Definition</b>	A related resource of which the described resource is a performance, production, derivation, translation or interpretation.
<b>Term Name</b>	isFormatOf
<b>Label</b>	Is Format Of
<b>Property RDF/XML syntax</b>	dcterms:isFormatOf
<b>Definition</b>	A related resource that is substantially the same as the described resource, but in another format.

<b>Term Name</b>	isPartOf
<b>Label</b>	Is Part Of
<b>Property RDF/XML syntax</b>	dcterms:isPartOf
<b>Definition</b>	A related resource in which the described resource is physically or logically included.
<b>Term Name</b>	isReferencedBy
<b>Label</b>	Is Referenced By
<b>Property RDF/XML syntax</b>	dcterms:isReferencedBy
<b>Definition</b>	A related resource that references, cites or otherwise points to the described resource.
<b>Term Name</b>	isReplacedBy
<b>Label</b>	Is Replaced By
<b>Property RDF/XML syntax</b>	dcterms:isReplacedBy
<b>Definition</b>	A related resource that supplants, displaces or supersedes the described resource.
<b>Term Name</b>	isRequiredBy
<b>Label</b>	Is Required By
<b>Property RDF/XML syntax</b>	dcterms:isRequiredBy
<b>Definition</b>	A related resource that requires the described resource to support its function, delivery or coherence.
<b>Term Name</b>	isVersionOf
<b>Label</b>	Is Version Of
<b>Property RDF/XML syntax</b>	dcterms:isVersionOf
<b>Definition</b>	A related resource of which the described resource is a version, edition or adaptation.
<b>Term Name</b>	replaces
<b>Label</b>	Replaces
<b>Property RDF/XML syntax</b>	dcterms:replaces
<b>Definition</b>	A related resource that is supplanted, displaced or superseded by the described resource.
<b>Term Name</b>	requires
<b>Label</b>	Requires
<b>Property RDF/XML syntax</b>	dcterms:requires
<b>Definition</b>	A related resource that is required by the described resource to support its function, delivery or coherence.

### 4.18.1 Guidelines for use of Relation and related properties

The `dcterms:relation` property and related properties identify relationships between the described resource and another resource. Typically, the value for this property is a formal identifier. Where the value is a URI, it should be given as the *value URI* in an empty statement element.

The `dcterms:conformsTo` property may be used to indicate that a resource conforms to an externally defined standard, such as the [W3C Web Content Accessibility Guidelines](#).

### 4.18.2 Describing services

The `dcterms:relation` property and related properties may be used to link to another service to support linking or integration of multiple services. Identifying a relation may be of value where a relationship, which is not obvious and not identified by a search engine, exists between services or resources (eg 'marriage' and 'wills' to support linking for life event applications). Values for this property may be based on experience of shop front or call centre staff. Search tools may pick up related services based on `aglstterms:function` and/or `dcterms:subject`.

### 4.18.3 RDF/XML examples for Relation and related properties

```
<dcterms:relation>
  Based on 'The Man from Snowy River' by A.B. Paterson.
</dcterms:relation>

<dcterms:references>
  Registry of Births, Deaths and Marriages, Fact Sheet 6.
</dcterms:references>

<dcterms:isReplacedBy rdf:resource="http://example.org/new_example.html" />
<dcterms:isFormatOf rdf:resource="http://example.org/version2.pdf" />
<dcterms:hasFormat rdf:resource="http://example.org/version3.rtf" />

<dcterms:conformsTo>
  Standards Australia, Records Management (AS ISO 15489), Sydney, 2002
</dcterms:conformsTo>

<aglstterms:isBasedOn rdf:resource="http://example.org/englishversion.pdf" />
```

## 4.19 Rights property and related properties

Table 4.19 sets out the attributes of the Rights property and related properties.

Table 4.19 Rights property and related properties	
Term Name	rights
Label	Rights
Property RDF/XML syntax	<code>dcterms:rights</code>
Definition	Information about rights held in and over the resource
Obligation	Optional
Default value	Copyright Commonwealth of Australia [current year]
Term Name	accessRights
Label	Access Rights
Property RDF/XML syntax	<code>dcterms:accessRights</code>
Definition	Information about who can access the resource.

<b>Obligation</b>	Optional
<b>Term Name</b>	license
<b>Label</b>	License
<b>Property RDF/XML syntax</b>	<code>dcterms:license</code>
<b>Definition</b>	A legal document giving official permission to do something with the resource.
<b>Obligation</b>	Optional
<b>Term Name</b>	protectiveMarking
<b>Label</b>	Protective Marking
<b>Property RDF/XML syntax</b>	<code>aglstterms:protectiveMarking</code>
<b>Definition</b>	A protective marking applied to the described resource. <sup>1</sup>
<b>Obligation</b>	Optional
<b>Default value</b>	Unclassified
<b>Term Name</b>	rightsHolder
<b>Label</b>	Rights Holder
<b>Property RDF/XML syntax</b>	<code>dcterms:rightsHolder</code>
<b>Definition</b>	A person or organisation owning or managing rights over the resource
<b>Obligation</b>	Optional
<b>Syntax encoding schemes</b>	<code>aglstterms:AglsAgent</code> , <code>aglstterms:GOLD</code>

#### 4.19.1 Guidelines for use of Rights and related properties

The `dcterms:rights` property may be used for copyright statements about information resources, and may be text or a *value URI* pointing to a copyright statement. The `dcterms:accessRights` and `dcterms:license` properties may be used to describe access terms, conditions and restrictions applying to the described resource.

The `aglstterms:protectiveMarking` property should be used to indicate the security status of the resource. This property is intended for government use but has applications in non-government areas, eg “commercial-in-confidence” material held on intranets.

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

#### 4.19.2 Describing services

The `dcterms:accessRights` property may be used to describe any eligibility conditions or restrictions applying to the service.

#### 4.19.3 RDF/XML examples for Rights and related properties

```
<dcterms:rights>Copyright Fed Dagg 2001</dcterms:rights>
```

<sup>1</sup> Australian Government users should refer to *the Australian Government Implementation Manual: AGLS Metadata* for further information and guidance. The *Protective Security Manual (PSM)* and *Information Security Manual (formerly ACSI 33)* also provide additional information regarding the application of protective markings.

```

<dcterms:rights rdf:resource="http://www.naa.gov.au/info/copyright.aspx" />
<dcterms:accessRights>open</dcterms:accessRights>
<dcterms:license rdf:resource="http://creativecommons.org/licenses/by-nc-nd/2.5/au" />
<dcterms:rightsHolder rdf:datatype="aglstterms:AglsAgent">
  corporateName=Australian War Memorial; address=GPO Box 345, Canberra ACT 2601
</dcterms:rightsHolder>
<aglstterms:protectiveMarking>
  COMMERCIAL-IN-CONFIDENCE
</aglstterms:protectiveMarking>
<dcterms:rightsHolder rdf:resource="http://www.example.org/agents/id1234" />

```

#### 4.20 Source property

Table 4.20 sets out the attributes for the Source property.

Table 4.20 Source property	
<b>Term Name</b>	Source
<b>Label</b>	Source
<b>Property RDF/XML syntax</b>	dcterms:source
<b>Definition</b>	Information about a resource from which the described resource is derived
<b>Obligation</b>	Optional
<b>Syntax encoding schemes</b>	dcterms:ISBN, dcterms:ISSN

##### 4.20.1 Guidelines for use of Source

Use source to provide a pointer to the original from which the described resource was derived. It may be used where it increases discoverability, or improves the integrity or authenticity of the described resource. For example, it may be useful when describing a scanned version of an original resource, such as a painting, so that a user searching for the original can discover the scanned version.

Although the value of this property may be a text string, recommended best practice is to refer to the source by its formal identification (eg an ISBN, catalogue number, etc). Where the property value is the URI of another online resource, it should be encoded as a *value URI*.

##### 4.20.2 Describing services

This property should not be used for descriptions of offline services.

##### 4.20.3 RDF/XML examples for Source

```

<dcterms:source>
  Pollock, Jackson - Blue Poles Number 11, 1952
</dcterms:source>
<dcterms:source rdf:datatype="dcterms:ISBN">0 9677 0000 0</dcterms:source>
<dcterms:source rdf:resource="http://dublincore.org/documents/dcmi-terms/" />

```

## 5 AGENT METADATA TERMS AND EXAMPLES

### 5.1 Overview

Agent metadata is useful to provide rich descriptions of agents (people and organisations) associated with a resource. Agents are resources and can be described to a limited extent using DC and AGLS terms. Agent metadata provides terms to describe additional attributes of agents, such as contact details.

Agents are described primarily by a postal address.

Table 6.1 Agent metadata term summary	
Property	Obligation
agentterms:corporateName	Optional
agentterms:country	Optional
agentterms:email	Optional
agentterms:fax	Optional
agentterms:localityName	Optional
agentterms:personalName	Optional
agentterms:physicalAddress	Optional
agentterms:positionName	Optional
agentterms:postalAddress	Optional
agentterms:postcode	Optional
agentterms:role	Optional
agentterms:sector	Optional
agentterms:stateTerritory	Optional
agentterms:telephone	Optional
agentterms:web	Optional

### 5.2 Namespace

Identifying the namespace within the *description set* is required for XML to be valid and for metadata to be machine-processible. The namespace for AGLS Administrative Metadata is:

```
xmlns:agentterms="http://www.agls.gov.au/agls/agentterms/"
```

### 5.3 Terms and descriptions

In the term descriptions below, a formal single-word term name is assigned. Although some environments, such as HTML, are not case-sensitive, recommended best practice is to adhere to the case conventions in the term names given below. This will avoid conflicts if converting the metadata to a case-sensitive environment.

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

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

Table 6.2 Agent metadata terms	
Term Name	corporateName
Label	Corporate Name
Term RDF/XML syntax	agentterms:corporateName



<b>Definition</b>	Name of the responsible corporation or organisation
<b>Obligation</b>	Optional
<b>Comment</b>	Maps to AS/NZS ISO 19115 376 rpOrgName. The value should be the full legal name of the organisation.
<b>Term Name</b>	country
<b>Label</b>	Country
<b>Term RDF/XML syntax</b>	agentterms:country
<b>Definition</b>	Country of the postal address
<b>Obligation</b>	Optional
<b>Vocabulary Encoding Scheme</b>	dcterms:ISO3166
<b>Comment</b>	Maps to AS/NZS ISO 19115 385 country. Use codes from ISO 3166-1:2006 <i>Codes for the representation of names of countries and their subdivisions - Part 1: Country codes</i>
<b>Term Name</b>	email
<b>Label</b>	Electronic mail address
<b>Term RDF/XML syntax</b>	agentterms:email
<b>Definition</b>	Address of the electronic mailbox of the responsible party
<b>Obligation</b>	Optional
<b>Comment</b>	Maps to AS/NZS ISO 19115 386 eMailAdd. The addresses must conform to RFC 5321 <i>Simple Mail Transfer Protocol</i> and be expressed as a URI according to RFC 2368 <i>The mailto URL scheme</i> . The value may be encoded as a <i>value URI</i> .
<b>Term Name</b>	fax
<b>Label</b>	Facsimile number
<b>Term RDF/XML syntax</b>	agentterms:fax
<b>Definition</b>	Telephone number(s) of a facsimile machine for the responsible party.
<b>Obligation</b>	Optional
<b>Comment</b>	Maps to AS/NZS ISO 19115 409 faxNum. Numbers must be expressed as a URI according to RFC 2082 <i>URLs for Telephone Calls</i> . The value may be encoded as a <i>value URI</i> .
<b>Term Name</b>	localityName
<b>Label</b>	Locality name
<b>Term RDF/XML syntax</b>	agentterms:localityName

<b>Definition</b>	City, suburb, town or other locality of the postal address
<b>Obligation</b>	Optional
<b>Comment</b>	Maps to AS/NZS ISO 19115 382 city.
<b>Term Name</b>	personalName
<b>Label</b>	Personal Name
<b>Term RDF/XML syntax</b>	agentterms:personalName
<b>Definition</b>	Name of the responsible person
<b>Obligation</b>	Optional
<b>Guideline</b>	Maps to AS/NZS ISO 19115 375 rpIndName. Personal names should be expressed the form "Lastname, Firstname".
<b>Term Name</b>	physicalAddress
<b>Label</b>	Physical Address
<b>Term RDF/XML syntax</b>	agentterms:physicalAddress
<b>Definition</b>	Physical location of the responsible party.
<b>Obligation</b>	Optional
<b>Comment</b>	Maps to AS/NZS ISO 19115 381 delPoint.
<b>Term Name</b>	positionName
<b>Label</b>	Position Name
<b>Term RDF/XML syntax</b>	agentterms:positionName
<b>Definition</b>	Position of the responsible person
<b>Obligation</b>	Optional
<b>Comment</b>	Maps to AS/NZS ISO 19115 377 rpPosName.
<b>Term Name</b>	postalAddress
<b>Label</b>	Postal Address
<b>Term RDF/XML syntax</b>	agentterms:postalAddress
<b>Definition</b>	Address line for the postal address.
<b>Obligation</b>	Optional
<b>Comment</b>	Maps to AS/NZS ISO 19115 378 rpCntlInfo.
<b>Term Name</b>	postcode
<b>Label</b>	Postcode
<b>Term RDF/XML syntax</b>	agentterms:postcode
<b>Definition</b>	Postal code of the postal address
<b>Obligation</b>	Optional
<b>Comment</b>	Maps to AS/NZS ISO 19115 384 postCode

<b>Term Name</b>	role
<b>Label</b>	Role
<b>Term RDF/XML syntax</b>	agentterms:role
<b>Definition</b>	Function performed by the responsible party in relation to the described resource.
<b>Obligation</b>	Optional
<b>Vocabulary Encoding Scheme</b>	aglstterms:roleCode
<b>Comment</b>	Maps to AS/NZS ISO 19115 379 role.
<b>Term Name</b>	sector
<b>Label</b>	Sector
<b>Term RDF/XML syntax</b>	agentterms:sector
<b>Definition</b>	Sector of the agent
<b>Obligation</b>	Optional
<b>Comment</b>	Use only the values "government" or "non-government".
<b>Term Name</b>	stateTerritory
<b>Label</b>	State or Territory
<b>Term RDF/XML syntax</b>	agentterms:stateTerritory
<b>Definition</b>	State or Territory of the postal address.
<b>Obligation</b>	Optional
<b>Vocabulary Encoding Scheme</b>	aglstterms:AglsJuri
<b>Comment</b>	Maps to AS/NZS ISO 19115 383 adminArea. When describing addresses in Australia, select values from the AGLS Jurisdiction Vocabulary Encoding Scheme.
<b>Term Name</b>	telephone
<b>Label</b>	Telephone number
<b>Term RDF/XML syntax</b>	agentterms:telephone
<b>Definition</b>	Telephone number(s) at which the responsible party may be contacted.
<b>Obligation</b>	Optional
<b>Comment</b>	Maps to AS/NZS ISO 19115 408 voiceNum. Numbers must be expressed as a URI according to RFC 2806 <i>URLs for Telephone Calls</i> . The value may be encoded as a <i>value URI</i> .
<b>Term Name</b>	web
<b>Label</b>	Website location
<b>Term RDF/XML syntax</b>	agentterms:web

<b>Definition</b>	Location (address) for online access using a Uniform Resource Indicator.
<b>Obligation</b>	Optional
<b>Comment</b>	Maps to AS/NZS ISO 19115 397 linkage. Addresses must conform to RFC 3986 <i>Uniform Resource Identifier (URI): Generic Syntax</i> . The value may be encoded as a <i>value URI</i> .

Descriptions of agents may use any applicable DC/AGLS terms as well as the above terms with the following changes in obligation:

- The `aglstterms:category` property is **mandatory**, with the value "agent".
- The `dcterms:date` property or a related property is optional.

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

#### 5.4 Examples

```
<?xml version="1.0"?>

<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:dcterms="http://purl.org/dc/elements/1.1/"
  xmlns:aglstterms="http://www.agls.gov.au/agls/terms/"
  xmlns:agentterms="http://www.agls.gov.au/agls/agentterms/">

  <rdf:Description rdf:about="http://www.example.org/agents/id1234">
    <dcterms:title>National Archives of Australia</dcterms:title>
    <dcterms:alternative>NAA</dcterms:alternative>
    <aglstterms:category>agent</aglstterms:category>
    <aglstterms:mandate>Archives Act 1983</aglstterms:mandate>
    <agentterms:corporateName>National Archives of Australia</agentterms:corporateName>
    <agentterms:postalAddress>PO Box 7425</agentterms:postalAddress>
    <agentterms:localityName>Canberra Business Centre</agentterms:localityName>
    <agentterms:stateTerritory>
      <rdf:Description>
        <dcam:memberOf rdf:resource="aglstterms:AglsJuri" />
        <rdf:value>ACT</rdf:value>
      </rdf:Description>
    </agentterms:stateTerritory>
    <agentterms:postcode>2610</agentterms:postcode>
    <agentterms:country>
      <rdf:value rdf:datatype="dcterms:ISO3166">AU</rdf:value>
    </agentterms:country>
    <agentterms:telephone rdf:resource="tel:+61-2-6212-3600" />
    <agentterms:fax rdf:resource="tel:+61-2-6212-3999" />
    <agentterms:email rdf:resource="mailto:naa@naa.gov.au" />
    <agentterms:web rdf:resource="http://www.naa.gov.au/" />
    <agentterms:role>
      <rdf:Description>
        <dcam:memberOf rdf:resource="aglstterms:roleCode" />
        <rdf:value>002</rdf:value>
        <rdf:value>custodian</rdf:value>
        <rdf:value>006</rdf:value>
        <rdf:value>distributor</rdf:value>
        <rdf:value>010</rdf:value>
      </rdf:Description>
    </agentterms:role>
  </rdf:Description>
</rdf:RDF>
```

```

    <rdf:value>publisher</rdf:value>
  </rdf:Description>
</agentterms:role>
<agentterms:sector>government</agentterms:sector>

</rdf:Description>
</rdf:RDF>

```

```

<?xml version="1.0"?>

<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:dcterms="http://purl.org/dc/elements/1.1/"
  xmlns:aglstterms="http://www.agls.gov.au/agls/terms/"
  xmlns:agentterms="http://www.agls.gov.au/agls/agentterms/">

  <rdf:Description rdf:about="http://www.example.org/agents/id1234">
    <dcterms:title>Example Organisation</dcterms:title>
    <aglstterms:category>agent</aglstterms:category>
    <agentterms:corporateName>Example Organisation</agentterms:corporateName>
    <agentterms:telephone rdf:resource="tel:+61-1-2345-6789" />
    <agentterms:email rdf:resource="mailto:example@example.org" />
    <agentterms:web rdf:resource="http://www.example.org/" />
    <agentterms:role>
      <rdf:Description>
        <dcam:memberOf rdf:resource="aglstterms:roleCode" />
        <rdf:value>006</rdf:value>
        <rdf:value>distributor</rdf:value>
      </rdf:Description>
    </agentterms:role>
    <agentterms:sector>non-government</agentterms:sector>

  </rdf:Description>
</rdf:RDF>

```

## 5.5 Related descriptions

Where a resource is an agent and has been assigned a URI, this can be referenced from other metadata descriptions. This is known as a *related description*.

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

```

<?xml version="1.0"?>

<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:dcterms="http://purl.org/dc/elements/1.1/"
  xmlns:aglstterms="http://www.agls.gov.au/agls/terms/"
  xmlns:agentterms="http://www.agls.gov.au/agls/agentterms/">

  <rdf:Description rdf:about="http://www.example.org/agents/id1234">
    <dcterms:title>Example Organisation</dcterms:title>
    <aglstterms:category>agent</aglstterms:category>
    <agentterms:corporateName>Example Organisation</agentterms:corporateName>
    <agentterms:telephone rdf:resource="tel:+61-1-2345-6789" />
    <agentterms:email rdf:resource="mailto:example@example.org" />
    <agentterms:web rdf:resource="http://www.example.org/" />
    <agentterms:role>
      <rdf:Description>
        <dcam:memberOf rdf:resource="aglstterms:roleCode" />

```

```

    <rdf:value>006</rdf:value>
    <rdf:value>distributor</rdf:value>
  </rdf:Description>
</agentterms:role>
<agentterms:sector>non-government</agentterms:sector>

</rdf:Description>
</rdf:RDF>

```

In a description of another resource, the above agent can be referenced as the *creator*, *publisher*, *contributor* or *rightsHolder*. For example:

```
<dcterms:creator rdf:resource="http://www.example.org/agents/id1234/" />
```

Alternatively, the *related description* can be encoded within the same *description set*.

```

<?xml version="1.0"?>

<dcx:descriptionSet
  xmlns:dcterms="http://purl.org/dc/terms/"
  xmlns:aglstterms="http://www.agls.gov.au/agls/terms/"
  xmlns:agentterms="http://www.agls.gov.au/agls/agentterms/"
  xmlns:dcx="http://purl.org/dc/xml/">

  <rdf:Description rdf:about="http://www.example.org/xyz/">
    <dcterms:title>Example Resource</dcterms:title>
    <dcterms:created>2008-10-01</dcterms:created>
    <!-- Reference to related description -->
    <dcterms:creator rdf:resource="http://www.example.org/agents/id1234/" />
    <dcterms:publisher rdf:resource="http://www.example.org/agents/id1234/" />
    <dcterms:rightsHolder rdf:resource="http://www.example.org/agents/id1234/" />
  </rdf:Description>

  <!-- Related description -->
  <rdf:Description rdf:about="http://www.example.org/agents/id1234/">
    <aglstterms:category>agent</aglstterms:category>
    <agentterms:corporateName>Example Organisation</agentterms:corporateName>
    <agentterms:telephone rdf:resource="tel:+61-1-2345-6789" />
    <agentterms:email rdf:resource="mailto:example@example.org" />
    <agentterms:web rdf:resource="http://www.example.org/" />
  </rdf:Description>

</rdf:RDF>

```

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

## 6 AVAILABILITY METADATA TERMS AND EXAMPLES

### 6.1 Overview

Availability metadata is useful to provide rich descriptions of availability channels for offline resources, including services. Availability channel can be described to a limited extent using DC and AGLS terms. Availability metadata provides terms to describe additional attributes of availability channels, such as contact details and costs.

Availability is described primarily by a physical address.

**Table 6.1 Availability metadata term summary**

Property	Obligation
availterms:corporateName	Optional
availterms:cost	Optional
availterms:country	Optional
availterms:email	Optional
availterms:fax	Optional
availterms:hours	Optional
availterms:instructions	Optional
availterms:localityName	Optional
availterms:personalName	Optional
availterms:physicalAccess	Optional
availterms:physicalAddress	Optional
availterms:positionName	Optional
availterms:postalAddress	Optional
availterms:postcode	Optional
availterms:role	Optional
availterms:sector	Optional
availterms:stateTerritory	Optional
availterms:telephone	Optional
availterms:web	Optional

### 6.2 Namespace

Identifying the namespace within the *description set* is required for XML to be valid and for metadata to be machine-processible. The namespace for AGLS Availability Metadata is:

```
xmlns:availterms="http://www.agls.gov.au/agls/availterms/"
```

### 6.3 Terms and descriptions

In the term descriptions below, a formal single-word term name is assigned. Although some environments, such as HTML, are not case-sensitive, recommended best practice is to adhere to the case conventions in the term names given below. This will avoid conflicts if converting the metadata to a case-sensitive environment.

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

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

<b>Table 6.2 Availability metadata terms</b>	
<b>Term Name</b>	corporateName
<b>Label</b>	Corporate Name
<b>Term RDF/XML syntax</b>	availterms:corporateName
<b>Definition</b>	Name of the responsible corporation or organisation
<b>Obligation</b>	Optional
<b>Comment</b>	Maps to AS/NZS ISO 19115 376 rpOrgName. The value should be the full legal name of the organisation.
<b>Term Name</b>	cost
<b>Label</b>	Cost
<b>Term RDF/XML syntax</b>	availterms:cost
<b>Definition</b>	Cost of obtaining the resource.
<b>Obligation</b>	Optional
<b>Term Name</b>	country
<b>Label</b>	Country
<b>Term RDF/XML syntax</b>	availterms:country
<b>Definition</b>	Country of the physical address.
<b>Obligation</b>	Optional
<b>Vocabulary Encoding Scheme</b>	dcterms:ISO3166
<b>Comment</b>	Maps to AS/NZS ISO 19115 385 country. Use codes from ISO 3166-1:2006 <i>Codes for the representation of names of countries and their subdivisions - Part 1: Country codes</i>
<b>Term Name</b>	email
<b>Label</b>	Electronic mail address
<b>Term RDF/XML syntax</b>	availterms:email
<b>Definition</b>	Address of the electronic mailbox of the responsible party
<b>Obligation</b>	Optional
<b>Comment</b>	Maps to AS/NZS ISO 19115 386 eMailAdd. The addresses must conform to RFC 5321 <i>Simple Mail Transfer Protocol</i> and be expressed as a URI according to RFC 2368 <i>The mailto URL scheme</i> .
<b>Term Name</b>	fax
<b>Label</b>	Facsimile number
<b>Term RDF/XML syntax</b>	availterms:fax
<b>Definition</b>	Telephone number(s) of a facsimile machine for the



	responsible party.
<b>Obligation</b>	Optional
<b>Syntax Encoding Scheme</b>	dcterms:URI
<b>Comment</b>	Maps to AS/NZS ISO 19115 409 faxNum. Numbers must be expressed as a URI according to RFC 2082 <i>URLs for Telephone Calls</i>
<b>Term Name</b>	hours
<b>Label</b>	Hours of service
<b>Term RDF/XML syntax</b>	availterms:hours
<b>Definition</b>	Time period (including time zone) when individuals can contact the responsible party.
<b>Obligation</b>	Optional
<b>Comment</b>	Maps to AS/NZS ISO 19115 391 cntHours. Times must be in 24 hour time (am/pm not allowed) and include time zones or offset from UTC.
<b>Term Name</b>	instructions
<b>Label</b>	Instructions
<b>Term RDF/XML syntax</b>	availterms:instructions
<b>Definition</b>	Supplemental instructions about accessing the resource.
<b>Obligation</b>	Optional
<b>Term Name</b>	localityName
<b>Label</b>	Locality name
<b>Term RDF/XML syntax</b>	availterms:localityName
<b>Definition</b>	City, suburb, town or other locality of the physical address
<b>Obligation</b>	Optional
<b>Comment</b>	Maps to AS/NZS ISO 19115 382 city.
<b>Term Name</b>	personalName
<b>Label</b>	Personal Name
<b>Term RDF/XML syntax</b>	availterms:personalName
<b>Definition</b>	Name of the responsible person.
<b>Obligation</b>	Optional
<b>Guideline</b>	Maps to AS/NZS ISO 19115 375 rpIndName. Personal names should be expressed the form "Lastname, Firstname".
<b>Term Name</b>	physicalAccess
<b>Label</b>	Physical Access

<b>Term RDF/XML syntax</b>	<code>availterms:physicalAccess</code>
<b>Definition</b>	Information about physical access to premises and services for people with disabilities.
<b>Obligation</b>	Optional
<b>Comment</b>	May include information about wheelchair access, railings, tactile indicators, disabled persons parking, accessible toilets, etc.
<b>Term Name</b>	<code>physicalAddress</code>
<b>Label</b>	Physical Address
<b>Term RDF/XML syntax</b>	<code>availterms:physicalAddress</code>
<b>Definition</b>	Physical address line of the responsible party.
<b>Obligation</b>	Optional
<b>Comment</b>	Maps to AS/NZS ISO 19115 381 delPoint.
<b>Term Name</b>	<code>positionName</code>
<b>Label</b>	Position Name
<b>Term RDF/XML syntax</b>	<code>availterms:positionName</code>
<b>Definition</b>	Position of the responsible person.
<b>Obligation</b>	Optional
<b>Comment</b>	Maps to AS/NZS ISO 19115 377 rpPosName.
<b>Term Name</b>	<code>postalAddress</code>
<b>Label</b>	Postal Address
<b>Term RDF/XML syntax</b>	<code>availterms:postalAddress</code>
<b>Definition</b>	Postal address of the responsible party.
<b>Obligation</b>	Optional
<b>Comment</b>	Maps to AS/NZS ISO 19115 378 rpCntInfo.
<b>Term Name</b>	<code>postcode</code>
<b>Label</b>	Postcode
<b>Term RDF/XML syntax</b>	<code>availterms:postcode</code>
<b>Definition</b>	Postal code of the physical address
<b>Obligation</b>	Optional
<b>Comment</b>	Maps to AS/NZS ISO 19115 384 postCode
<b>Term Name</b>	<code>role</code>
<b>Label</b>	Role
<b>Term RDF/XML syntax</b>	<code>availterms:role</code>
<b>Definition</b>	Function performed by the responsible party in relation to the described resource.
<b>Obligation</b>	Optional

<b>Vocabulary Encoding Scheme</b>	aglstterms:roleCode
<b>Comment</b>	Maps to AS/NZS ISO 19115 379 role.
<b>Term Name</b>	sector
<b>Label</b>	Sector
<b>Term RDF/XML syntax</b>	availterms:sector
<b>Definition</b>	Sector of the responsibly party
<b>Obligation</b>	Optional
<b>Comment</b>	Use only the values "government" or "non-government".
<b>Term Name</b>	stateTerritory
<b>Label</b>	State or Territory
<b>Term RDF/XML syntax</b>	availterms:stateTerritory
<b>Definition</b>	State or Territory of the physical address.
<b>Obligation</b>	Optional
<b>Vocabulary Encoding Scheme</b>	aglstterms:AglsJuri
<b>Comment</b>	Maps to AS/NZS ISO 19115 383 adminArea. When describing addresses in Australia, select values from the AGLS Jurisdiction Vocabulary Encoding Scheme.
<b>Term Name</b>	telephone
<b>Label</b>	Telephone number
<b>Term RDF/XML syntax</b>	availterms:telephone
<b>Definition</b>	Telephone number(s) at which the responsible party may be contacted.
<b>Obligation</b>	Optional
<b>Comment</b>	Maps to AS/NZS ISO 19115 408 voiceNum. Numbers must be expressed as a URI according to RFC 2806 <i>URLs for Telephone Calls</i> .
<b>Term Name</b>	web
<b>Label</b>	Website location
<b>Term RDF/XML syntax</b>	availterms:web
<b>Definition</b>	Location (address) for online access using a Uniform Resource Indicator.
<b>Obligation</b>	Optional
<b>Comment</b>	Maps to AS/NZS ISO 19115 397 linkage. Addresses must conform to RFC 3986 <i>Uniform Resource Identifier (URI): Generic Syntax</i> .

Descriptions of availability may use any applicable DC/AGLS terms as well as the above terms with the following changes in obligation:

- The *category* property is **recommended** with the value “service” for services or the value of “document” for offline information resources (eg physical objects, DVD, film, information on portable media such as CD-ROM).
- The *date* property or a related property is optional.

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

## 6.4 Examples

```
<?xml version="1.0"?>

<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:dcterms="http://purl.org/dc/elements/1.1/"
  xmlns:aglstterms="http://www.agls.gov.au/agls/terms/"
  xmlns:availterms="http://www.agls.gov.au/agls/availterms/">

  <rdf:Description rdf:about="http://www.example.org/services/id5678">
    <dcterms:title>National Archives of Australia</dcterms:title>
    <dcterms:alternative>NAA</dcterms:alternative>
    <aglstterms:category>service</aglstterms:category>
    <aglstterms:mandate>Archives Act 1983</aglstterms:mandate>
    <availterms:corporateName>National Archives of Australia</agentterms:corporateName>
    <availterms:physicalAddress>Queen Victoria Terrace</agentterms:postalAddress>
    <availterms:localityName>Parkes</agentterms:localityName>
    <availterms:stateTerritory>
      <rdf:Description>
        <dcam:memberOf rdf:resource="aglstterms:AglsJuri" />
        <rdf:value>ACT</rdf:value>
      </rdf:Description>
    </availterms:stateTerritory>
    <availterms:postcode>2600</agentterms:postcode>
    <availterms:country>
      <rdf:value rdf:datatype="dcterms:ISO3166">AU</rdf:value>
    </availterms:country>
    <availterms:hours>09:00 - 17:00 Monday to Saturday, closed Sundays and public
    holidays.</availterms:hours>
    <availterms:cost>Free</availterms:cost>
    <availterms:physicalAccess>Wheelchair ramp</availterms:physicalAccess>
    <availterms:telephone rdf:resource="tel:+61-2-6212-3600" />
    <availterms:fax rdf:resource="tel:+61-2-6212-3999" />
    <availterms:email rdf:resource="mailto:naa@naa.gov.au" />
    <availterms:web rdf:resource="http://www.naa.gov.au/" />
    <availterms:role>
      <rdf:Description>
        <dcam:memberOf rdf:resource="aglstterms:roleCode" />
        <rdf:value>006</rdf:value>
        <rdf:value>distributor</rdf:value>
      </rdf:Description>
    </availterms:role>
    <availterms:sector>government</agentterms:sector>

  </rdf:Description>
</rdf:RDF>
```

```
<?xml version="1.0"?>

<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:dcterms="http://purl.org/dc/elements/1.1/"
  xmlns:aglstterms="http://www.agls.gov.au/agls/terms/"
  xmlns:availterms="http://www.agls.gov.au/agls/availterms/">

  <rdf:Description rdf:about="http://www.example.org/services/id5678">
    <dcterms:title>Example Organisation</dcterms:title>
    <aglstterms:category>service</aglstterms:category>
    <availterms:corporateName>Example Organisation</agentterms:corporateName>
    <availterms:telephone rdf:resource="tel:+61-1-2345-6789" />
    <availterms:email rdf:resource="mailto:example@example.org" />
    <availterms:web rdf:resource="http://www.example.org/" />
    <availterms:cost>$16.50 including GST</availterms:cost>
    <availterms:role>
      <rdf:Description>
        <dcam:memberOf rdf:resource="aglstterms:roleCode" />
        <rdf:value>006</rdf:value>
        <rdf:value>distributor</rdf:value>
      </rdf:Description>
    </availterms:role>
    <availterms:sector>non-government</agentterms:sector>

  </rdf:Description>
</rdf:RDF>
```

## 6.5 Related descriptions

Where a resource is an agent and has been assigned a URI, this can be referenced from other metadata descriptions. This is known as a *related description*.

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

```
<?xml version="1.0"?>

<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:dcterms="http://purl.org/dc/elements/1.1/"
  xmlns:aglstterms="http://www.agls.gov.au/agls/terms/"
  xmlns:availterms="http://www.agls.gov.au/agls/availterms/">

  <rdf:Description rdf:about="http://www.example.org/services/id5678">
    <dcterms:title>Example Organisation</dcterms:title>
    <aglstterms:category>service</aglstterms:category>
    <availterms:corporateName>Example Organisation</agentterms:corporateName>
    <availterms:telephone rdf:resource="tel:+61-1-2345-6789" />
    <availterms:email rdf:resource="mailto:example@example.org" />
    <availterms:web rdf:resource="http://www.example.org/" />
    <availterms:role>
      <rdf:Description>
        <dcam:memberOf rdf:resource="aglstterms:roleCode" />
        <rdf:value>006</rdf:value>
        <rdf:value>distributor</rdf:value>
      </rdf:Description>
    </availterms:role>
    <availterms:sector>non-government</agentterms:sector>

  </rdf:Description>
</rdf:RDF>
```

In a description of another resource, the above agent can be referenced as the *creator*, *publisher*, *contributor* or *rightsHolder*. For example:

```
<aglstterms:availability rdf:resource="http://www.example.org/services/id5678/" />
```

Alternatively, the *related description* can be encoded within the same *description set*.

```
<?xml version="1.0"?>
<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:dcterms="http://purl.org/dc/elements/1.1/"
  xmlns:aglstterms="http://www.agls.gov.au/agls/terms/"
  xmlns:availterms="http://www.agls.gov.au/agls/availterms/">
  <rdf:Description>
    <dcterms:title>Example Service</dcterms:title>
    <!-- Reference to related description -->
    <aglstterms:availability rdf:resource="http://www.example.org/services/id5678/" />
  </rdf:Description>
  <!-- Related description -->
  <rdf:Description rdf:about="http://www.example.org/services/id5678/" >
    <aglstterms:category>service</aglstterms:category>
    <availterms:corporateName>Example Organisation</agentterms:corporateName>
    <availterms:telephone rdf:resource="tel:+61-1-2345-6789" />
    <availterms:email rdf:resource="mailto:example@example.org" />
    <availterms:web rdf:resource="http://www.example.org/" />
    <availterms:cost>$16.50 including GST</availterms:cost>
    <availterms:role>
      <rdf:Description>
        <dcam:memberOf rdf:resource="aglstterms:roleCode" />
        <rdf:value>006</rdf:value>
        <rdf:value>distributor</rdf:value>
      </rdf:Description>
    </availterms:role>
    <availterms:sector>non-government</agentterms:sector>
  </rdf:Description>
</rdf:RDF>
```

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

## 7 ADMINISTRATIVE METADATA TERMS AND EXAMPLES

## 7.1 Overview

Administrative metadata is useful to describe information about the management, provenance, ownership or authorship of other sets of descriptive metadata.

Use of administrative metadata is optional, but if used the obligations below must be met. Where administrative metadata is used, the values should be completed automatically by metadata creation systems

Table 7.1 Administrative metadata term summary	
Property	Obligation
adminterms:fileIdentifier	<b>Mandatory</b>
adminterms:metadataLanguage	<b>Mandatory</b> unless the value is the default
adminterms:metadataCharacterSet	<b>Conditional</b>
adminterms:metadataContact	Optional
adminterms:dateStamp	<b>Mandatory</b>
adminterms:metadataUpdateDate	Optional
adminterms:metadataStandardName	<b>Mandatory</b> unless the value is the default
adminterms:metadataStandardVersion	<b>Mandatory</b>

## 7.2 Namespace

Identifying the namespace within the *description set* is required for XML to be valid and for metadata to be machine-processible. The namespace for AGLS Administrative Metadata is:

```
xmlns:adminterms="http://www.agls.gov.au/agls/adminterms/"
```

## 7.3 Terms and descriptions

In the term descriptions below, a formal single-word term name is assigned. Although some environments, such as HTML, are not case-sensitive, recommended best practice is to adhere to the case conventions in the term names given below. This will avoid conflicts if converting the metadata to a case-sensitive environment.

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

Table 7.2 Administrative metadata terms	
<b>Term Name</b>	fileIdentifier
<b>Label</b>	Metadata File Identifier
<b>Term RDF/XML syntax</b>	adminterms:fileIdentifier
<b>Definition</b>	Unique identifier for the metadata record.
<b>Obligation</b>	<b>Mandatory</b>
<b>Guideline</b>	The fileIdentifier for a metadata record must never change, irrespective of where that metadata record is stored. This property should be system generated. The metadata content creator should not be required to record any information against this property. Metadata creation systems must assign a unique

	identifier, expressed as a UUID and encoded as a URI ( <code>urn:uuid:</code> ), as the value.
<b>Term Name</b>	metadataLanguage
<b>Label</b>	Metadata Language
<b>Term RDF/XML syntax</b>	adminterms:metadataLanguage
<b>Definition</b>	The written language used for completing the metadata record. This property does not describe the language used within the resource itself.
<b>Obligation</b>	<b>Mandatory</b> unless the value is the default
<b>Vocabulary Encoding Scheme</b>	dcterms:ISO639-3, dcterms:RFC4646
<b>Guideline</b>	This property should be completed automatically by metadata creation systems. The metadata content creator is not required to record any information against this property.
<b>Default Value</b>	en[-AU]
<b>Term Name</b>	metadataLanguage
<b>Term Name</b>	metadataCharacterSet
<b>Label</b>	<b>Metadata Character Set</b>
<b>Term RDF/XML syntax</b>	adminterms:metadataCharacterSet
<b>Definition</b>	The metadata character set is the code for the character set used in the metadata record. This property does not describe the character set used within the resource itself.
<b>Obligation</b>	<b>Conditional:</b> It is not necessary to complete this property if the the value is the default ( <code>utf-8</code> ) and/or the character encoding attribute is provided in an XML declaration.
<b>Guideline</b>	This property should be completed automatically by metadata creation systems. The metadata content creator is not required to record any information against this property.
<b>Default Value</b>	utf-8
<b>Term Name</b>	metadataContact
<b>Label</b>	<b>Metadata Contact</b>
<b>Term RDF/XML syntax</b>	adminterms:metadataContact
<b>Definition</b>	Details about the individual, organisation and/or position associated with the metadata information. This property does not convey details about the individual, organisation and/or position associated with the resource itself.
<b>Obligation</b>	Optional
<b>Syntax encoding schemes</b>	aglsterms:AglsAgent
<b>Guideline</b>	This property is automatically completed. The metadata content creator is not required to record any information



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

<b>Guideline</b>	This property should be completed automatically by metadata creation systems. The metadata content creator is not required to record any information against this property.
------------------	---

## 7.4 Examples

```
<?xml version="1.0"?>

<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:dcterms="http://purl.org/dc/elements/1.1/"
  xmlns:agls="http://www.agls.gov.au/agls/terms/"
  xmlns:admin="http://www.agls.gov.au/agls/admin/terms/"
  xmlns:xsd="http://www.w3.org/2001/XMLSchema#">

  <rdf:Description>
    <admin:fileIdentifier rdf:resource="urn:uuid:b3443c5e-5f86-4c2e-8040-3013dd254787" />
    <admin:metadataLanguage rdf:datatype="dcterms:RFC4646">
      en
    </admin:metadataLanguage>
    <admin:metadataCharacterSet>utf-8</admin:metadataCharacterSet>
    <admin:metadataContact rdf:resource="http://example.org/agents/id1234" />
    <admin:dateStamp rdf:datatype="xsd:date">2008-09-01</admin:dateStamp>
    <admin:metadataUpdateDate rdf:datatype="xsd:dateTime">
      2008-10-15T12:34:56+11:00
    </admin:metadataUpdateDate>
    <admin:metadataStandardName>AS5044</admin:metadataStandardName>
    <admin:metadataStandardVersion>2002</admin:metadataStandardVersion>

  </rdf:Description>
</rdf:RDF>
```

```
<?xml version="1.0"?>

<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:dcterms="http://purl.org/dc/elements/1.1/"
  xmlns:agls="http://www.agls.gov.au/agls/terms/"
  xmlns:admin="http://www.agls.gov.au/agls/admin/terms/"
  xmlns:xsd="http://www.w3.org/2001/XMLSchema#">

  <rdf:Description>
    <admin:fileIdentifier rdf:resource="urn:uuid:b3443c5e-5f86-4c2e-8040-
3013dd254787" />
    <admin:metadataLanguage rdf:datatype="dcterms:RFC4646">
      en-AU
    </admin:metadataLanguage>
    <admin:metadataCharacterSet>iso-8859-1</admin:metadataCharacterSet>
    <admin:metadataContact rdf:resource="http://example.org/agents/id1234" />
    <admin:dateStamp rdf:datatype="xsd:date">2008-09-01</admin:dateStamp>
    <admin:metadataUpdateDate rdf:datatype="xsd:dateTime">
      2008-10-15T12:34:56+11:00
    </admin:metadataUpdateDate>
    <admin:metadataStandardName>AS5044</admin:metadataStandardName>
    <admin:metadataStandardVersion>2009</admin:metadataStandardVersion>

  </rdf:Description>
</rdf:RDF>
```

## 8 AGLS MAINTENANCE AGENCY

The AGLS Maintenance Agency manages the evolution of the AGLS Metadata Standard, including the addition and definition of properties, Vocabulary Encoding Schemes and Syntax Encoding Schemes, under the auspices of the National Archives of Australia (NAA).

The AGLS Maintenance Agency:

- convenes regular meetings of the AGLS Working Group (to ensure communication and consultation with Australian government metadata practitioners);
- liaises with the international Dublin Core community; and
- maintains the AGLS website and AGLS documentation (including schemas).

The AGLS Maintenance Agency will make recommendations on changes to the properties in response to input from the AGLS user community and outcomes of studies of AGLS Metadata usage.

The AGLS Maintenance Agency welcomes feedback and suggestions about changes to the AGLS Metadata Standard. If the suggestion has merit, the National Archives will seek the views of the AGLS Working Group.

Contact the AGLS Maintenance Agency, to provide input or feedback at:

AGLS Maintenance Agency  
National Archives of Australia  
Box 7425  
Canberra Business Centre ACT 2610

Phone: +61 2 6212 3600

Fax: +61 2 6212 3989

Email: [agls@naa.gov.au](mailto:agls@naa.gov.au)

Web: <http://www.agls.gov.au/>

## APPENDIX A: RDF/XML EXAMPLES OF METADATA RECORDS

**Example A1: Organisation Home Page**

```
<?xml version="1.0"?>

<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:dcterms="http://purl.org/dc/terms/"
  xmlns:dcam="http://purl.org/dc/dcam/"
  xmlns:aglsterms="http://www.agls.gov.au/agls/terms/"
  xmlns:xsd="http://www.w3.org/2001/XMLSchema#">

  <rdf:Description rdf:about="http://www.naa.gov.au/">
    <dcterms:title>
      <rdf:value xml:lang="en-AU">National Archives of Australia</rdf:value>
    </dcterms:title>
    <dcterms:creator rdf:datatype="aglsterms:AglsAgent"/>
      corporateName=National Archives of Australia; address=PO Box 7425, Canberra
      BC, ACT 2610; address=Queen Victoria Terrace, Parkes ACT 2600
    </dcterms:creator>
    <dcterms:publisher rdf:datatype="aglsterms:AglsAgent"/>
      corporateName=National Archives of Australia; address=PO Box 7425, Canberra
      BC, ACT 2610; address=Queen Victoria Terrace, Parkes ACT 2600
    </dcterms:publisher>
    <dcterms:created rdf:datatype="xsd:date">2006-02-08</dcterms:created>
    <dcterms:modified rdf:datatype="xsd:dateTime">
      2008-03-05T09:20:22+11:00
    </dcterms:modified>
    <dcterms:format>
      <rdf:Description>
        <dcam:memberOf rdf:resource="dcterms:IMT"/>
        <rdf:value>text/html</rdf:value>
      </rdf:Description>
    </dcterms:format>
    <aglsterms:aggregationLevel>collection</aglsterms:aggregationLevel>
    <aglsterms:jurisdiction>
      <rdf:Description>
        <dcam:memberOf rdf:resource="aglsterms:AglsJuri"/>
        <rdf:value>Commonwealth of Australia</rdf:value>
      </rdf:Description>
    </aglsterms:jurisdiction>
    <aglsterms:function>
      <rdf:Description>
        <dcam:memberOf rdf:resource="aglsterms:AGIFT"/>
        <rdf:value>Communications</rdf:value>
        <rdf:value>cultural affairs</rdf:value>
        <rdf:value>Information management standards</rdf:value>
        <rdf:value>Collection management</rdf:value>
      </rdf:Description>
    </aglsterms:function>

  </rdf:Description>
</rdf:RDF>
```

**Example A2: Collection level resource**

```
<?xml version="1.0"?>

<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:dcterms="http://purl.org/dc/terms/"
  xmlns:agls="http://www.agls.gov.au/agls/terms/"
  xmlns:xsd="http://www.w3.org/2001/XMLSchema#">

  <rdf:Description rdf:about="http://www.example.org/documents/">
    <dcterms:title>
      <rdf:value xml:lang="en-AU">Guidelines documentation</rdf:value>
    </dcterms:title>
    <dcterms:creator>Example Organisation</dcterms:creator>
    <dcterms:publisher>Example Organisation</dcterms:publisher>
    <dcterms:created rdf:datatype="xsd:date">2000-03-31</dcterms:created>
    <dcterms:modified rdf:datatype="xsd:date">2008-03-07</dcterms:modified>
    <agls:aggregationLevel>collection</agls:aggregationLevel>
    <dcterms:subject>
      <rdf:value>Information management</rdf:value>
      <rdf:value>Electronic publishing</rdf:value>
    </dcterms:subject>
    <dcterms:rights>Copyright Example Organisation 2008</dcterms:rights>

  </rdf:Description>
</rdf:RDF>
```

**Example A3: Offline service**

```

<?xml version="1.0"?>

<rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#"
  xmlns:dcterms="http://purl.org/dc/terms/"
  xmlns:dcam="http://purl.org/dc/dcam/"
  xmlns:agls="http://www.agls.gov.au/agls/terms/"
  xmlns:xsd="http://www.w3.org/2001/XMLSchema#">

  <rdf:Description>
    <dcterms:title>
      <rdf:value xml:lang="en-AU">Defence Service Records</rdf:value>
    </dcterms:title>
    <dcterms:modified rdf:datatype="xsd:dateTime">
      2007-09-24T15:53:28+10:00
    </dcterms:modified>
    <dcterms:creator rdf:datatype="agls:AglsAgent"/>
      jurisdiction=Commonwealth of Australia; corporateName=National
      Archives of Australia
    </dcterms:creator>
    <dcterms:publisher rdf:datatype="agls:AglsAgent"/>
      jurisdiction=Commonwealth of Australia; corporateName=National Archives of
      Australia
    </dcterms:publisher>
    <dcterms:subject>
      <rdf:value>Armed forces</rdf:value>
      <rdf:value>World War 1</rdf:value>
      <rdf:value>World War 2</rdf:value>
    </dcterms:subject>
    <dcterms:description>
      <rdf:value xml:lang="en-AU">Facility for ordering copies of personnel
      dossiers for members of the Australian armed forces</rdf:value>
    </dcterms:description>
    <agls:category>service</agls:category>
    <agls:serviceType>
      <rdf:Description>
        <dcam:memberOf rdf:resource="agls:agls-service"/>
        <rdf:value>orders and purchases</rdf:value>
      </rdf:Description>
    </agls:serviceType>
    <agls:function>
      <rdf:Description>
        <dcam:memberOf rdf:resource="agls:AGIFT"/>
        <rdf:value>Collection access</rdf:value>
      </rdf:Description>
    </agls:function>
    <dcterms:audience>
      <rdf:value>Genealogists</rdf:value>
      <rdf:value>Historians</rdf:value>
    </dcterms:audience>
    <agls:availability rdf:datatype="agls:AglsAvail"/>
      corporateName=National Archives of Australia (NAA); address=PO Box 7425
      Canberra Mail Centre, ACT 2610; contact=National Reference Service, 1300
      886 881; email=ref@naa.gov.au; cost=$AU25 within Australia, $AU28 from
      outside Australia</rdf:value>
    </agls:availability>

  </rdf:Description>
</rdf:RDF>

```

## APPENDIX B: AGLS AGENT SYNTAX ENCODING SCHEME

## B1 Introduction

The `dcterms:creator`, `dcterms:publisher`, `dcterms:contributor` and `dcterms:rightsHolder` properties provide information about agents associated with a resource. The National Archives of Australia developed the AGLS Agent Syntax Encoding Scheme as a method for describing characteristics of agents in AGLS metadata descriptions. It can easily be adapted for use by non-government organisations. Agents are people, organisations or instruments associated with resources.

Several characteristics of an agent that may be described include, but are not limited to:

- an identifier for the agent, usually consisting of name and possibly a jurisdiction; and
- contact information.

Note that metadata creators must be mindful of privacy issues when including personal information in metadata.

The AGLS Agent Syntax Encoding Scheme may be used to describe agent characteristics with each of these properties. Encode AGLS Agent as a profile of Dublin Core Structured Values (DCSV) described in section B3.

A companion to this description of the AGLS Agent Syntax Encoding Scheme is the description of a scheme for structuring values for the `aglstterms:availability` property. The components of the two schemes overlap to some extent, but the semantic differences between the properties and the additional components available for use with the `aglstterms:availability` property require separate schemes for the two sets of structuring components. Appendix C describes the AGLS Availability Syntax Encoding Scheme in further detail.

## B2 Characterising Agents

AGLS identifies an agent by describing the following characteristics:

<b>Table B1 Agent descriptions</b>	
<b>Component</b>	<b>Definition</b>
personalName	The name of a person.
corporateName	The name of an organisation.
jurisdiction	The legal jurisdiction of the agent. Values for this component must be drawn from the AGLS Jurisdiction Vocabulary Encoding Scheme (Table D1)
contact	Contact details for the agent. Can include an official title. Typically includes a phone number.
address	Street or postal address for the agent.
email	Email address for the agent.
sector	Indicates whether the creator is from the government or non-government sector: 'government' and 'non-government' are the only allowable values. The default value is 'government'.

All components are optional and ordering is not significant. All of the components except sector may be repeated. Typical agent descriptions will consist at least of 'personalName' or 'corporateName'.



## B3 Encoding AGLS Agent

The components of a description have no meaning when considered separately. The scheme is the complete set of components packaged as a single text string acting as the agent description.

Within AGLS metadata descriptions, encode the characteristics of agents using the DCSV scheme. The scheme is available at the [DCMI website](#).

DCSV describes how to write a structured metadata value in a simple text string. It separates components using semicolons ';'. The name of a component and the value of a component are separated by an equals sign '='.

Writing AGLS Agent using DCSV notation is straightforward using the component names defined above. An AGLS Agent value appears as follows:

```
personalName=v1; corporateName=v2; jurisdiction=v3; contact=v4; address=v5;
email=v6; sector=v7
```

where v1-v7 are values defined in Table B1 above.

## B4 Examples

Note that in these examples, only the *value* is given. This form may be used as the value of any property providing information about agents associated with a resource.

### B4.1 Agent who is a person

```
<dcterms:creator rdf:datatype="aglstterms:AglsAgent">personalName=Adrian Cunningham;
jurisdiction=Commonwealth of Australia; contact=Director Recordkeeping Standards and
Policy; contact=+61 02 6212 3600; email=adrianc@naa.gov.au; address=Box 7425 Canberra
BC, ACT 2610</dcterms:creator>
```

### B4.2 Non-government Agent

```
<dcterms:contributor rdf:datatype="aglstterms:AglsAgent">corporateName=Prince Alfred
Old Collegians Cricket Club; contact=Secretary, 08 8431 5483; sector=non-government
</dcterms:contributor>
```

### B4.3 Corporate Agent

```
<dcterms:publisher rdf:datatype="aglstterms:AglsAgent"> corporateName=National Native
Title Tribunal; jurisdiction=Commonwealth of Australia; address=GPO Box 9973, Perth
WA 6848; address=Commonwealth Law Courts, Level 4, 1 Victoria Ave, Perth WA 6000;
contact=08 9268 7272</dcterms:publisher>
```

## APPENDIX C: AGLS AVAILABILITY SYNTAX ENCODING SCHEME

## C1 Introduction

The `aglsterms:availability` property provides information about how to obtain offline resources. The National Archives of Australia developed the AGLS Availability Syntax Encoding Scheme for describing availability characteristics of the person or organisation making offline resources available. The AGLS Availability Syntax Encoding Scheme can be adapted by non-government organisations.

Several characteristics of resource availability may be described in metadata. These include, but are not limited to:

- an identifier for the agent, usually consisting of name and possibly including a jurisdiction;
- contact information;
- cost; and
- geographic location of service accessibility.

The AGLS Availability Syntax Encoding Scheme may be used to describe agent characteristics with each of these properties. Encode AGLS Availability as a profile of Dublin Core Structured Values (DCSV) described in section C3.

Typically, values for the `aglsterms:availability` property will contain information about the agent making the resource available.

A companion to this description of the AGLS Availability Syntax Encoding Scheme is the description of a scheme for structuring values for the AGLS properties describing an 'agent'. The components of the two schemes overlap to some extent, but the semantic differences between the properties and the additional components available for use with the `aglsterms:availability` property require separate schemes for the two sets of structuring components.

## C2 Characterising resource availability

AGLS describes availability or access to a resource using the characteristics defined in Table C1.

<b>Table C1 Resource availability</b>	
<b>Component</b>	<b>8.1.1 Definition</b>
personalName	The name of a person making the resource available.
corporateName	The name of an organisation making the resource available.
jurisdiction	The legal jurisdiction of the agent making the resource available Draw values for this component from the AGLS Jurisdiction Vocabulary Encoding Scheme (see Table D1).
contact	Contact details for the agent making the resource available. Can include an official title, typically includes a phone number.
address	Street or postal address for the agent making the resource available.
email	Email address for the agent making the resource available.
hours	Hours during which the resource is available at the locations identified in address components.
cost	Cost of obtaining the resource.
postcode	Australian postcode(s) where the resource is available. Typically used in describing availability of services.

All components are optional and ordering is not significant.

### C3 Encoding AGLS Availability

The components of an AGLS Availability description have no meaning when considered separately. The scheme is the complete set of components used which acts as the description of how a resource is made available. Use AGLS Availability to identify the availability of a resource by linking the components together into a single text-string. Various syntaxes for the text string are available, including Dublin Core Structured Values (DCSV).

DCSV describes how to write a structured metadata value in a simple text string. It separates components using semicolons ';'. The name of a component and the value of a component are separated by an equals sign '='.

Writing AGLS Availability using DCSV notation is straightforward using the component names defined above. For example:

```
corporateName=v1; jurisdiction=v2; contact=v3; address=v4; email=v5;
hours=v6; cost=v7; postcode=v8
```

where v1-v8 are values defined in Table C1.

### C4 Examples

#### C4.1 *Off-line service*

```
<aglstterms:availability rdf:datatype="aglstterms:AglsAvail">
  corporateName=National Archives of Australia; address=Box 7425 Canberra Business
  Centre ACT 2610; contact=National Reference Service, 1300 886 881;
  email=ref@naa.gov.au; cost=AU$25.00 (inc GST) for purchases within Australia,
  AU$28.00 (GST free) for purchases outside Australia
</aglstterms:availability>
```

#### C4.2 *Service with availability hours*

```
<aglstterms:availability rdf:datatype="aglstterms:AglsAvail">
  corporateName=Registry of Births, Deaths and Marriages; jurisdiction=Queensland;
  address=501 Ann Street, Brisbane; address=PO Box 188, Brisbane Albert Street, Qld,
  4002; contact=Phone (07) 3247 9203; contact=Fax (07) 3247 5803; hours=Monday to
  Friday, 09:00 - 16:30 (excluding public holidays)
</aglstterms:availability>
```

## APPENDIX D: AGLS JURISDICTION VOCABULARY ENCODING SCHEME

## D1 Introduction

The `dcterms:coverage` and `agls:terms:jurisdiction` properties and the AGLS Agent and AGLS Availability Syntax Schemes provide information about jurisdictions associated with a resource. The National Archives of Australia developed the AGLS Jurisdiction Vocabulary Encoding Scheme as a controlled vocabulary for names of major administrative jurisdictions in Australia. It may be used by non-government organisations as a source for jurisdiction names when appropriate. Use the ASGC Vocabulary Encoding Scheme to describe Local Government Areas.

Table D1 defines AGLS Jurisdiction Vocabulary Encoding Scheme, a controlled list of terms for providing jurisdiction values in AGLS metadata records.

## D2 Australian jurisdictions

<b>Table D1 Australian jurisdictions</b>		
<b>Jurisdiction &amp; abbreviation</b>		<b>Definition</b>
[Commonwealth of] Australia	AU	<i>Commonwealth of Australia Constitution Act 1900</i> (UK)
Australian Antarctic Territory	AAT	The Australian Antarctic Territory plus the subantarctic territories of Heard and McDonald Islands
Australian Capital Territory	ACT	<i>Seat of Government Surrender Act 1909</i> (NSW) <i>Seat of Government Surrender Act 1915</i> (NSW)
Indian Ocean Territories	IOT	Cocos (Keeling) Islands and Christmas Island
New South Wales	NSW	<i>Constitution Act 1902</i> (NSW)
Norfolk Island	NI	<i>Norfolk Island Act 1979</i> (Cth)
Northern Territory	NT	<i>Northern Territory Acceptance Act 1910</i> (Cth)
Queensland	QLD	Letters Patent erecting the Colony of Queensland 1859 (UK) Letters Patent altering the western boundary of Queensland 1862 (UK) <i>Queensland Coast Islands Act 1879</i> (Qld)
South Australia	SA	<i>South Australian Act (Foundation Act) 1834</i> (UK) Letters Patent establishing the Province of South Australia 19 February 1836 (UK)
Tasmania	TAS	Order-In-Council Separating Van Diemen's Land From New South Wales 1825 (UK)
Victoria	VIC	General Instructions to the Superintendent of Port Phillip, 1839
Western Australia	WA	Letters Patent re Constitution 25 August 1890 (UK)
Other		Any other Australian jurisdiction not named here
<b>Note:</b> Geographical boundaries of the Australian jurisdictions are contained in the various Acts, Letters Patents, Orders, and Commissions listed above.		

## D3 Examples

```
<dcterms:coverage>
  <rdf:Description>
    <dcam:memberOf rdf:resource="aglstterms:AglsJuri" />
    <rdf:value>South Australia</rdf:value>
  </rdf:Description>
</dcterms:coverage>

<dcterms:coverage>
  <rdf:Description>
    <dcam:memberOf rdf:resource="aglstterms:AglsJuri" />
    <rdf:value>WA</rdf:value>
  </rdf:Description>
</dcterms:coverage>

<aglstterms:jurisdiction>
  <rdf:Description>
    <dcam:memberOf rdf:resource="aglstterms:AglsJuri" />
    <rdf:value>Tasmania</rdf:value>
    <rdf:value>Tas</rdf:value>
  </rdf:Description>
</aglstterms:jurisdiction>

<aglstterms:jurisdiction>
  <rdf:Description>
    <dcam:memberOf rdf:resource="aglstterms:AglsJuri" />
    <rdf:value>NSW</rdf:value>
  </rdf:Description>
</aglstterms:jurisdiction>
```

## APPENDIX E: AGLS DOCUMENT VOCABULARY ENCODING SCHEME

## E1 Introduction

The `agls:terms:documentType` property provides information about document types when a resource is a document. The National Archives of Australia developed the AGLS Document Vocabulary Encoding Scheme as a method for describing document types in AGLS metadata descriptions. However, the controlled vocabulary may be adapted for use by non-government organisations. Table E1 defines AGLS Document, a controlled list of terms for providing document type values in AGLS metadata records. This list describes the logical form of the resource and is not governed by the format of the document. Document types described may be digital or non-digital. This list is not exhaustive and the AGLS Maintenance Agency invites suggestions for additions.

## E2 Document types

AGLS identifies a document from the following list of preferred document types in Table E1.

<b>Table E1 Document types</b>	
<b>Document type</b>	<b>Scope</b>
agenda	A list of issues or activities used as a schedule or program for an event, conference, forum or meeting.
agreement	A summary or record of an arrangement between two or more parties.
checklist	Any listing of items or entries provided for reference purposes, including an inventory, register, directory or index. Use 'dataset' for bibliographic data or catalogues.
contract	An agreement between two or more parties for the delivery of a product, provision of a service, or management of a resource.
dataset	Structured information encoded in lists, tables, databases etc, (eg, spreadsheets, databases, GIS data). Data may be numeric, spatial, spectral, statistical or structured text (including bibliographic data and database reports).
diary	Information arranged in calendar order documenting appointments and engagements. Use 'journal' for information arranged in calendar order documenting events, business or proceedings.
digital certificate	Any form of electronic code that describes or provides permission to access a resource.
digital signature	Any form of electronic code used to simulate the security properties of a handwritten signature or to establish authenticity.
electronic message	Any electronically-mediated communication. This includes but is not limited to electronic mail, text messages, instant messages, electronic voice messages, electronic video messages and computer conferencing.
fact sheet	A summary of information about a product, service, organisation, event or topic.
form	A structured solicitation of input from a user (eg, comments, a survey, or an order). For forms used to provide a service (eg, enquiries, registrations, or orders and purchases) use <code>agls:terms:category</code> value of "service" and select an appropriate value from the list of service types instead.

government gazette	Regular formal publication produced by government that may include vacancies, appointments, bulletins, notices and legislative directives.
guidelines	The primary purpose of the resource is to present factual information, advice or guidance about an organisation, event or service. Most general advisory pages on government websites will be of this document type. Use 'instructional' for resources that provide directions rather than information.
homepage	The introductory page or major entry point for a site on the Internet. In most cases an organisation will have only one resource of this document type, except where there is likely to be a public perception that a distinct business unit stands alone as an organisational entity.
index	Any listing of items or entries provided for reference or navigation purposes, including an inventory, register or directory.
instructional	Resources in which the primary purpose is to provide instructions or directions (eg, how to write a report; how to register for a service). Includes manuals, handbooks, tutorials and quizzes. Use 'guidelines' for resources which have primarily informational content.
journal	A record or register of events, business or proceedings.
letter	A written or printed communication addressed to a person or a number of persons, including scanned versions of written or printed communications, but excludes scanned versions of written or printed messages.
log	A chronological listing of actions, observations, data or transactions.
media release	Resources specifically designed to provide a brief public statement on an issue or event, via the mass media.
meeting minutes	A summary or record of proceedings of a meeting.
memorandum	A note describing something to be remembered or acted upon in the future.
metadata	Data describing the context, content, structure and organisation of records and other information.
minute	A form of correspondence acting as an official note or memorandum, usually recording an action or decision, or seeking approval for a course of action.
moving image	A form of visual representation other than text, involving moving pictures, animation, video or film, with or without audio. For some resources it may be appropriate to use a combination of document types. (For example: video recording of an exhibition opening - specify document types as 'promotional' and 'moving image'.)
note for file	A summary or record of a less formal meeting or ad hoc discussion (including by telephone).
other	Any document form not listed here.
policy statement	A major formal publication detailing a course or line of action adopted and pursued by the organisation. Includes public accountability documents such as corporate directions and other strategic plans. Use 'report' for resources that convey the results of an inquiry, account for activities or document speeches and presentations.
procedure	A sequence of actions or instructions to be followed.

presentation	Any form of visual and/or verbal communication used to show or explain a topic to an audience.
promotion	Descriptive or marketing information about an organisation or material that promotes its products, services, activities or collections (eg, 'What's New' pages, brochures). Includes announcements.
report	The resource provides an account of organisational activity or a speech or presentation. Includes statements of the organisation's opinion, a decision or the results of an inquiry. Use 'dataset' for database reports.
software	Computer programs in source or compiled form which may be available for installation on another machine. For software that exists only to create an interactive environment use <code>aglstterms:category</code> value "service" and choose the service type 'communications forum' instead.
sound	The content is a primarily audio representation, which may be ambient, effects, music, narration or speech. For some audio resources it may be appropriate to use a combination of document types. For example: sound recording of a presentation - specify document types as 'presentation' and 'sound'.
still image	The content is primarily a still visual representation other than text. Includes electronic and physical representations such as images, photographs, diagrams, maps and graphics. For digital representations of physical resources, use a more specific document type where possible. (For example: a scanned media release - use 'media release' and 'still image').

**Table E2 Deprecated and non-preferred document types**

Document type	Preferred value
audio	Use 'sound'.
image	Use 'still image'.
instructional	Use 'instruction'.
photograph	Use 'still image'.
promotional	Use 'promotion'.
recording	Use 'moving image' or 'sound' as appropriate.
video	Use 'moving image'.



### E3 Examples

```
<aglstterms:documentType>
  <rdf:Description>
    <dcam:memberOf rdf:resource="aglstterms:agls-document">
      <rdf:value>media release</rdf:value>
    </rdf:Description>
  </aglstterms:documentType>

<aglstterms:documentType>
  <rdf:Description>
    <dcam:memberOf rdf:resource="aglstterms:agls-document">
      <rdf:value>promotion</rdf:value>
      <rdf:value>moving image</rdf:value>
    </rdf:Description>
  </aglstterms:documentType>

<aglstterms:documentType>
  <rdf:Description>
    <dcam:memberOf rdf:resource="aglstterms:agls-document">
      <rdf:value>policy statement</rdf:value>
    </rdf:Description>
  </aglstterms:documentType>
```

## APPENDIX F: AGLS SERVICE VOCABULARY ENCODING SCHEME

## F1 Introduction

The `agls:serviceType` property provides information about the type of service for a resource which is a service, either offline or online. The National Archives of Australia developed the AGLS Service Vocabulary Encoding Scheme for describing service types in AGLS metadata descriptions. The controlled vocabulary may be adapted for use by non-government organisations. Table F1 defines AGLS Service, a controlled list of terms for providing service type values in AGLS metadata records. This list describes the logical form of the service and is not governed by the format of the service. Service types described may be online or offline. This list is not exhaustive and the AGLS Maintenance Agency invites suggestions for additions.

## F2 Service Types

AGLS identifies a resource as a service from the following list of service types in Table F1.

<b>Table F1 Service types</b>	
<b>Service type</b>	<b>Scope</b>
applications	The resource allows clients to make formal written requests of a general nature, which cannot be more specifically described by another term from the agls-service list. For some types of applications (eg, 'grants') a more specific service type may be listed.
benefits and entitlements	The resource allows clients to apply for payments, allowances or concessions to which he/she has a right, usually as a result of personal circumstance (eg, unemployment, age, family benefits). See also 'claims' and 'grants'. For other aspects of benefits and entitlements, use another service type from the list where available (eg, 'complaints and appeals', 'enquiries', 'financial').
bills, rates and levies	The resource allows clients to pay accounts, taxes or other charges. See also 'orders and purchases' and 'infringements and fines'. For other aspects of bills, rates and levies, use another service type from the list where available (eg, 'complaints and appeals', 'enquiries', 'refunds').
bonds	The resource allows clients to pay sums of money, to be held in trust and paid in default of an agreement, contract or obligation. For other aspects of bonds, use another service type from the list where available (eg, 'complaints and appeals', 'enquiries', 'refunds').
bookings and reservations	The resource allows clients to make (or cancel) engagements or secure places or objects in advance, for use at a later date. See also 'enrolments'.
business advisory	The resource allows clients to make formal requests for professional advice on business matters, such as enquiries on the setting up of a small business.
certificates	The resource allows clients to request formal written statements of fact, endorsement or accreditation (eg, educational qualification, statement of attainment, birth certificate, certificate of registration). See also 'licences and permits' and 'registrations'.

claims	The resource allows clients to make assertions or demands for the recognition of a right or due, usually in response to an event or activity (eg, title, insurance, taxation, compensation claims). See also 'benefits and entitlements', 'complaints and appeals' and 'refunds'.
communications forum	The resource is a setting designed exclusively for interactive involvement with one or more users (eg, chat services, listservs, virtual reality, multimedia learning objects).
complaints and appeals	The resource allows clients to submit formal expressions of discontent, grievance or alleged offences. Includes requests for review of a decision or settlement. See also 'claims' and 'lodgements'.
data exchange	The resource allows clients to undertake electronic reporting, transfer or sharing of information.
enquiries	The resource allows clients to submit questions and requests for advice and information. For some types of enquiries (eg, 'business advisory') a more specific service type may be listed.
enrolments	The resource allows clients to register in a scheme or program, for a conference or course of study etc.
financial	The resource allows clients to undertake transactions relating to money or commercial matters. For some types of financial services (eg, 'bills, rates and levies') a more specific service type may be listed.
grants	The resource allows clients to apply for sums of money or other resources bestowed upon approved individuals or institutions. Includes scholarships, endowments, awards and similar types of funding. For other aspects of grants, use another service type from the list where available. (eg, 'complaints and appeals', 'enquiries'.)
infringements and fines	The resource allows clients to pay charges and other penalties imposed for breaches or violations of obligations, laws and other codes. For other aspects of infringements and fines, use another service type from the list where available (eg, 'complaints and appeals', 'enquiries', 'refunds').
legal advisory	The resource allows clients to make formal requests for professional advice or legal opinions.
licences and permits	The resource allows clients to apply for written orders or formal consent to do, or exemption from, an activity (eg, driving a car, owning a dog, tax exemption). Includes authorisations and approvals. For other aspects of licences and permits, use another service type from the list where available (eg, 'complaints and appeals', 'enquiries', 'renewals'). See also 'certificates' and 'registrations'.
lodgements	The resource allows clients to make formal statements or submissions to a court, tribunal, commission, inquiry or similar body. See also 'complaints and appeals'.
orders and purchases	The resource allows clients to make requests and/or payments for the delivery of goods or services. See also 'subscriptions'.

refunds	The resource allows clients to request reimbursements or compensation for non-supply of goods or services, or for supply of faulty goods or services. See also 'claims' and 'complaints and appeals'.
registrations	The resource allows clients to have recorded, acts, occurrences or items (eg, motor vehicles, letters posted, marriages, businesses). For registrations of participants in a scheme, program, conference or course, use 'enrolments'. For registrations by a board (or similar) authorising an activity, use 'licences and permits'. For formal statements that prove registration, use 'certificates'.
renewals	The resource allows clients to request that provision of an item or benefit be recommenced, or made effective for an additional period.
subscription	The resource allows clients to request the provision of a service for a designated period of time, often in return for payment of a fee (eg, membership of a group, shares, periodicals). See also 'renewals'.
technical	The resource allows clients to access specialised services of a scientific, industrial or mechanical nature, for which a more specific service type is not listed.
tenders	The resource allows providers to submit formal offers to supply goods or services with a stated price and terms. Includes bids, offers, proposals and estimates.
testing	Services that examine, investigate, analyse or check the performance or capabilities of an individual, object or system using a standardised evaluation procedure.
training	Services that provide instruction or practice, designed to impart proficiency or improve efficiency. For other aspects of training, use another service type from the list where available (eg, 'certificates', 'enquiries', 'enrolments').
transactions	Any online service and/or assistance that functions as an intermediary between the user and online data or information, for which a more specific service type is not listed.

### F3 Examples

```
<aglstterms:serviceType>
  <rdf:Description>
    <dcam:memberOf rdf:resource="aglstterms:agls-service">
      <rdf:value>claims</rdf:value>
    </dcam:memberOf>
  </rdf:Description>
</aglstterms:serviceType>

<aglstterms:serviceType>
  <rdf:Description>
    <dcam:memberOf rdf:resource="aglstterms:agls-service">
      <rdf:value>enrolments</rdf:value>
    </dcam:memberOf>
  </rdf:Description>
</aglstterms:serviceType>

<aglstterms:serviceType>
  <rdf:Description>
    <dcam:memberOf rdf:resource="aglstterms:agls-service">
      <rdf:value>tenders</rdf:value>
    </dcam:memberOf>
  </rdf:Description>
</aglstterms:serviceType>
```

## APPENDIX G: AGLS AUDIENCE VOCABULARY ENCODING SCHEME

## G1 Introduction

The `dcterms:audience` property provides information about the target audience for whom a resource intended. The National Archives of Australia developed the AGLS Audience Vocabulary Encoding Scheme as a controlled vocabulary for describing audience types. However, the controlled vocabulary is more widely applicable and may be used by other organisations. Table G1 defines the AGLS Audience Vocabulary Encoding Scheme, a controlled list of terms for providing *audience* values in AGLS metadata records. This list is not exhaustive and the AGLS Maintenance Agency invites suggestions for additions.

## G2 Audience Categories

AGLS identifies an audience from the list of audience categories in Table G1.

<b>Table G1 Audience categories</b>	
<b>Audience categories</b>	<b>Scope</b>
Aboriginal and Torres Strait Islanders	People who identify themselves as part of the Indigenous Australian community.
all	Default value; general public; the whole population.
Australian Antarctic Territory	Persons living or working in the Australian Antarctic Territory.
Australian Capital Territory	Persons living or working in the Australian Capital Territory.
Australians overseas	Citizens of Australia living, working or travelling overseas.
business	Persons or corporations engaged in commerce, trade or industry.
carers	Persons or organisations engaged in the care of others (eg patients, children, elderly, disabled). Use 'parents' for resources aimed at mothers, fathers or legal guardians.
children	Persons under the age of 16 years. Use 'youth' for resources aimed at persons aged 16–25 years.
community groups	Groups who provide services to, or represent the views of, specific community sectors.
employees	Persons working for another person or business for wages. Use 'jobseekers' for resources designed to assist people seeking employment.
employers	Persons or businesses who employ others for wages.
funding applicants	Persons, organisations or businesses seeking funding from Government grant or other financial assistance programs.
gay and lesbian	Persons who identify themselves as part of homosexual community.
government	Agencies and organisations associated with public administration at local, state or federal level.
Indian Ocean Territories	Persons living or working in the Indian Ocean Territories.
jobseekers	Persons seeking employment, whether currently employed or unemployed. Use 'employees' for resources of relevance to people already in employment.

low income earners	As determined by the Australian Taxation Office, persons whose annual income is less than \$28,980 (current at 2007-07-01).
media	Organisations that by means such as radio, television, newspapers, magazines, Internet, etc reach large numbers of people.
men	Adult male persons.
migrants	Persons moving permanently from one country to another, either from Australia overseas, or from other countries to Australia. Includes resources for people from non-English-speaking backgrounds or who have English as a second language.
New South Wales	Persons living or working in New South Wales.
non-Australians	Persons not citizens of or resident in Australia. Use 'Australians overseas' for Australian citizens not resident in Australia.
non-government organisations	Organisations not established by government, especially those involved in not-for-profit charitable, development, environmental or relief programs. Use 'business' for organisations engaged in for-profit activities.
Norfolk Island	Persons living or working in Norfolk Island.
Northern Territory	Persons living or working in the Northern Territory.
parents	Persons fulfilling a mother, father or guardian role in the care of children, whether by birth, adoption or other legal arrangement.
people with disabilities	Persons with a physical or mental incapacity, either permanent or temporary.
primary industry	Persons or organisations involved in the growing, producing or extracting of natural resources (eg, farming, forestry, mining). Use 'rural' for resources aimed at people and communities outside urban areas.
Queensland	Persons living or working in Queensland.
rural	Persons living or working in regional, country or isolated areas of Australia. Use 'primary industry' for resources on commercial activities that may occur in rural areas.
seniors	Persons over the age of 65 years.
South Australia	Persons living or working in South Australia.
students	Persons engaged in a course of study or instruction whether at pre-primary, primary, secondary, vocational or tertiary level.
Tasmania	Persons living or working in Tasmania.
teachers	Members of the teaching profession, persons instructing students at pre-primary, primary, secondary, vocational or tertiary level.

tourists	Persons visiting an area for pleasure, either from other countries or other parts of Australia. Use 'migrants' for persons relocating permanently to Australia.
veterans	As defined in the <i>Veterans' Entitlements Act 1986 (Cth)</i> , persons taken to have rendered eligible war service.
Victoria	Persons living or working in Victoria.
Western Australia	Persons living or working in Western Australia.
women	Adult female persons.
youth	Persons aged 16–25 years. Use 'children' for resources aimed at persons under the age of 16 years.

### G3 Examples

```

<dcterms:audience>
  <rdf:Description>
    <dcam:memberOf rdf:resource="aglstterms:agls-service">
      <rdf:value>youth</rdf:value>
    </rdf:Description>
  </dcterms:audience>

<dcterms:audience>
  <rdf:Description>
    <dcam:memberOf rdf:resource="aglstterms:agls-service">
      <rdf:value>People with disabilities</rdf:value>
      <rdf:value>rural</rdf:value>
    </rdf:Description>
  </dcterms:audience>

<dcterms:audience>
  <rdf:Description>
    <dcam:memberOf rdf:resource="aglstterms:agls-service">
      <rdf:value>Aboriginal and Torres Strait Islanders</rdf:value>
    </rdf:Description>
  </aglstterms:serviceType>

<dcterms:audience>
  <rdf:Description>
    <dcam:memberOf rdf:resource="aglstterms:agls-service">
      <rdf:value>employers</rdf:value>
      <rdf:value>jobseekers</rdf:value>
    </rdf:Description>
  </aglstterms:serviceType>

```



## APPENDIX H: LANGUAGE CODES

### H1 RFC 4646 language codes

RFC 4646 language codes should be used for the `dcterms:language` property or the language of the value of other properties as identified by the `xml:lang` attributes. Language codes should use the RFC4646 Syntax Encoding Scheme, based on the Internet Engineering Task Force document [Tags for Identifying Languages](#). It combines three other standards: ISO 639, ISO 3166 and ISO 15924. A full list of ISO 639-1 two-letter language codes is available at the [SIL International website](#); only the two-letter language codes from ISO 639-1 must be used in the RFC4646 Syntax Encoding Scheme. A full list of ISO 3166 country codes is available at the [ISO website](#). A full list of ISO 15924 script codes is available from the [Unicode website](#).

#### Simple language code examples

A two-letter language code from ISO 639-1.

- `en` (English)
- `de` (German)
- `fr` (French)
- `ja` (Japanese)

#### Language-Region code examples

A two-letter language code from ISO 639-1 and a two-letter country code from ISO 3166.

- `en-AU` (English as used in Australia)
- `en-US` (English as used in the United States)
- `fr-FR` (French as used in France)
- `fr-CA` (French as used in Canada)

#### Language-Script code examples

A two-letter language code from ISO 639-1 and a four-letter script code from ISO 15924.

- `zh-Hant` (Chinese written using Traditional script)
- `zh-Hans` (Chinese written using Simplified script)
- `sr-Cyrl` (Serbian written using Cyrillic script)
- `sr-Latn` (Serbian written using Latin script)

#### Language-Script-Region code examples

A two-letter language code from ISO 639-1, a four-letter script code from ISO 15924 and a two-letter country code from ISO 3166.

- `zh-Hant-CN` (Chinese written using Traditional script as used in China)
- `zh-Hans-SG` (Chinese written using Simplified script as used in Singapore)

### H2 ISO 639-3 language codes

If the `dcterms:language` property requires a language that does not have a two-letter code in ISO 639-1, a three letter code from ISO 639-3 may be used. In this case `dcterms:ISO639-3` must be specified as the Vocabulary Encoding Scheme. ISO 639-3 includes codes for indigenous languages. A full list of ISO 639-3 three-letter language codes is available at the [SIL International website](#)

#### Simple language code examples

- `pjt` (Pitjantjatjara)
- `coa` (Cocos Islands Malay)
- `ban` (Balinese)

## APPENDIX I: AGLS METADATA DATE ENCODING

ISO 8601 *Data elements and interchange formats - Information interchange - Representation of dates and times* is the International Standard for the representation of dates and times. ISO 8601 describes a large number of date/time formats. AGLS metadata date encoding uses ISO 8601 Extended Format and is likely to satisfy most requirements.

The formats are as follows. Only components shown here must be present, with exactly this syntax. Dates in the form 1/2/2007 and times in the form 1:23:45pm *must not* be used as they are not machine processible. Note that the 'T' appears literally in the string, to indicate the beginning of the time component.

**Century:**

YY (eg 20 for 21<sup>st</sup> century)

**Year:**

YYYY (eg 2007)

**Year and month:**

YYYY-MM (eg 2007-07)

**Complete date:**

YYYY-MM-DD (eg 2007-07-16)

**Complete date plus hours and minutes:**

YYYY-MM-DDThh:mmTZD (eg 2007-07-16T19:20+10:00)

**Complete date plus hours, minutes and seconds:**

YYYY-MM-DDThh:mm:ssTZD (eg 2007-07-16T19:20:30+10:00)

**Complete date plus hours, minutes, seconds and a decimal fraction of a second:**

YYYY-MM-DDThh:mm:ss.sTZD (eg 2007-07-16T19:20:30.4+10:00)

**Periods of Time when start and end dates are known:**

YYYY-MM-DD/YYYY-MM-DD (eg 2007-07-16/2007-8-17)

YYYY/YYYY (eg 2006/2007)

**Periods of Time when the start or end date are not known:**

YYYY-MM-DD/- OR -/YYYY-MM-DD (eg 2007-07-16/- OR -/2007-8-17)

YYYY/- OR -/YYYY (eg 2006/- OR -/2007)

**Hours and minutes may be expressed in periods of time, using the conventions described above, where:**

YYYY = four-digit year

MM = two-digit month (01=January, etc)

DD = two-digit day of month (01 through 31)

T = denotes the beginning of the time component

hh = two digits of hour (00 through 23) (12 hour notation with am/pm *must not* be used)

mm = two digits of minute (00 through 59)

ss = two digits of second (00 through 59)

s = one or more digits representing a decimal fraction of a second

TZD = time zone designator (Z or +hh:mm or -hh:mm). Z is Coordinated Universal Time (UTC or "Zulu time") and +hh:mm or -hh:mm is the offset from UTC. For example Australian Eastern Standard Time is +10:00.

Note that dates alone (eg 2008-01-22) must use the `xsd:date` as the datatype and dates with times (eg 2008-01-22T15:35:00+11:00) must use `xsd:dateTime` as the datatype.

**Durations (for the `dcterms:extent` property only)**

The `xsd:duration` datatype may be used to specify a time interval. The time interval is specified in the following form "PnYnMnDTnHnMnS" where:

P = the period (required)

nY = the number of years

nM = the number of months

nD = the number of days

T = the start of a time section (required for specifying hours, minutes or seconds)

nH = the number of hours

nM = the number of minutes

nS = the number of seconds

When encoding durations in the `dcterms:extent` property, use `xsd:duration` as the syntax encoding scheme QName.

Duration syntax:

P5Y	a period of 5 years
P5Y2M10DT15H	a period of 5 years, 2 months, 10 days and 15 hours.
PT15H	a period of 15 hours.
PT8M	a period of 8 minutes.
PT12M45S	a period of 12 minutes and 45 seconds.

## APPENDIX J: FORMAT PROPERTY VALUES

Some more commonly used Internet Media Type (IMT) values are listed here. The full listing is available from the [Internet Assigned Numbers Authority website](http://www.iana.org). These values may be used with the `dcterms:format` property and encoded using the `dcterms:IMT` Vocabulary Encoding Scheme.

Formats may also be expressed as a *value URI* in the form `http://purl.org/NET/mediatypes/` followed by one of the IMTs below, eg `http://purl.org/NET/mediatypes/application/pdf`

<b>Table J1 Internet Media Type values</b>	
<b>IMT</b>	<b>Description</b>
application/atom+xml	Atom syndication format feed
application/msword	Microsoft Word file
application/pdf	Portable Document Format file
application/rdf+xml	RDF file in XML format
application/rss+xml	Really Simple Syndication feed
application/rtf	Rich Text Format file
application/vnd.ms-excel	Microsoft Excel file
application/vnd.ms-powerpoint	Microsoft Powerpoint file
application/vnd.oasis.opendocument.presentation	OpenDocument Presentation file
application/vnd.oasis.opendocument.spreadsheet	OpenDocument Spreadsheet file
application/vnd.oasis.opendocument.text	OpenDocument Text file
application/xhtml+xml	XHTML document (web page)
application/xml	XML file
application/zip	ZIP data compression file
audio/mpeg	MPEG Audio Layer 3 (MP3) encoded audio file
audio/wav audio/wave audio/x-wav	Waveform audio format file
image/gif	GIF encoded image
image/jpeg	JPEG encoded image
image/png	PNG encoded image
image/svg+xml	Scalable Vector Graphics file
image/tiff	TIFF encoded image
message/rfc822	Electronic mail (Internet format)
text/css	Cascading Style Sheet
text/csv	Comma-Separated Values file
text/html	HTML document (web page)
text/plain	Unformatted text
text/sgml	SGML file
video/mp4	MPEG4 encoded video
video/mpeg	MPEG encoded video
video/quicktime	Quicktime encoded video

## APPENDIX K: ROLE CODE VOCABULARY ENCODING SCHEME

The Role Code describes the function performed by the responsible party in relation to the resource, as described in an agent or availability description.

When using a numbered index, it is recommended that both the number code and the term name are given.

<b>Table K1 Role Codes, terms and definitions</b>		
<b>Number code</b>	<b>Term name</b>	<b>Definition</b>
001	resourceProvider	Party that supplies the resource.
002	custodian	Party that accepts accountability and responsibility for and ensures appropriate care and maintenance of the resource.
003	owner	Party that owns the resource.
004	user	Party who uses the resource.
005	distributor	Party who distributes the resource.
006	originator	Party who created the resource.
007	pointOfContact	Party who can be contacted for acquiring knowledge about or acquisition of the resource.
008	principalInvestigator	Key party responsible for gathering information and conducting research.
009	processor	Party who has processed the data in a manner such that the resource has been modified.
010	publisher	Party who publishes the resource.
011	author	Person who authored the resource.

## APPENDIX L: GLOSSARY AND FURTHER REFERENCES

**AGIFT** – Australian Governments’ Interactive Functions Thesaurus. An online interactive version is available from the [National Archives of Australia \(NAA\) website](#).

**ANZSCO** – Australian and New Zealand Standard Classification of Occupations. More information is available from the [Australian Bureau of Statistics \(ABS\) website](#).

**ANZLIC** – the Spatial Information Council. More information is available from the [ANZLIC website](#).

**ANZSIC** – Australian and New Zealand Standard Industrial Classification. More information is available from the [Australian Bureau of Statistics \(ABS\) website](#).

**APAIS** – Australian Public Affairs Information Service Thesaurus. More information is available from the [National Library of Australia website](#).

**APT** – Australian Pictorial Thesaurus, a collection of topic terms for indexing Australian images. See <http://www.picturethesaurus.gov.au/>

**AS/NZS ISO 19115** – Geographic information – Metadata. More information is available from the [ANZLIC website](#).

**ASGC** – Australian Standard Geographic Classification. Includes all Australian Local Government Areas, regions and suburbs. More information is available from the [Australian Bureau of Statistics \(ABS\) website](#).

**Application profile** – a declaration of the metadata terms an organisation, information resource, application or user community uses in its metadata. This includes the set of metadata elements, policies and guidelines defined for a particular application or implementation.

**Box** – DCMI Box Encoding Scheme, a Syntax Encoding Scheme for identifying a region of space using its geographic limits. More information is available from the [DCMI website](#).

**Class** – A group containing members that have attributes, behaviours, relationships or semantics in common; a kind of category.

**DCMES** – Dublin Core Metadata Element Set. See Dublin Core.

**DCMI** – Dublin Core Metadata Initiative. See Dublin Core.

**DCMI Abstract Model** – A set of components and constructs used in Dublin Core metadata, providing an information model independent of any encoding syntax.

**DCMIType** – DCMI Type Vocabulary. A generic controlled vocabulary for the Type element. More information is available from the [DCMI website](#).

**DCSV** – Dublin Core Structured Values. A syntax for writing a list of labelled values in a text string. More information is available from the [DCMI website](#).

**Described resource** – a resource that is described by a description.

**Description** – one or more statements about a resource.

**Description set** – a set of one or more descriptions, each of which describes a resource.

**DOI** – [Digital Object Identifier](#). A system for identifying and exchanging intellectual property in the digital environment.

**Domain** – A relationship between a property and a class which indicates that if the property is part of a property/value pair, then it follows that the described resource is an instance of that class.

**Dublin Core (DC)** – An internationally recognised core set of metadata properties on which AGLS is based. More information is available from the [Dublin Core Metadata Initiative website](#).

- EdNA** – Education Network Australia is a network of education information and services. The EdNA metadata standard is based on the Dublin Core set. More information is available from the [EdNA website](#).
- Element** – a structural markup component within an XML document.
- Embedded metadata** – metadata that is stored and maintained within the resource or object it describes.
- Encoding scheme** – see Vocabulary Encoding Scheme and Syntax Encoding Scheme.
- GOLD** – The Government Online Directory of Australian Commonwealth government agencies and employees. More information is available from the [GOLD website](#).
- IANA** – [Internet Assigned Numbers Authority](#), the coordinator for the assignment of unique parameter values for Internet protocols.
- IETF** – [Internet Engineering Task Force](#), the international community of network designers, operators, vendors, and researchers concerned with the evolution of the Internet architecture and the smooth operation of the Internet.
- IMT** – Internet Media Types. See Appendix J.
- ISBN** – International Standard Book Number.
- ISO** – [International Organization for Standardization](#).
- ISO 639** – Codes for the representation of names of languages. See Appendix H
- ISO 3166** – Codes for representations of names of countries and their subdivisions.
- ISO 8601** – Data elements and interchange formats – Information interchange – Representation of dates and times. See Appendix I.
- ISO 15386** – Information and documentation – The Dublin Core metadata element set. A copy is available from the [National Information Standards Organization \(NISO\) website](#).
- ISO 15924** – Codes for the representation of names of scripts. See: <http://www.unicode.org/iso15924/>
- ISO 19115** – International Standard: Geographic Information – Metadata.
- ISO/IEC 24751-3** – Information technology -- Individualized adaptability and accessibility in e-learning, education and training -- Part 3: “Access for all” digital resource description.
- ISSN** – International Standard Serial Number.
- LCSH** – Library of Congress Subject Headings is a thesaurus of subject headings maintained by the United States Library of Congress for use in bibliographic records. More information is available from the [Library of Congress website](#).
- Literal** – The value of a metadata property that can be either a hyperlink (URI) or a string value (free text).
- MESH** – Medical Subject Headings is thesaurus of medical subject terms developed by the United States National Library of Medicine. More information is available from the [National Library of Medicine website](#).
- Metadata** – structured, machine-processible information that describes and/or enables finding, managing, controlling, understanding or preserving other information over time.
- Metadata record** – a syntactically correct representation of the descriptive information (metadata) for an information resource.
- Namespace** – a logical grouping of metadata terms. Namespaces allow unique identification of metadata terms to allow those terms to be unambiguously used across applications.
- Period** – DCMI Period Encoding Scheme is a Syntax Encoding Scheme for indicating a single time interval. More information is available from [the DCMI website](#).

**Point** – DCMI Point Encoding Scheme, a Syntax Encoding Scheme for identifying a point in space using its geographic coordinates. More information is available from the [DCMI website](#).

**Property** – A specific aspect, characteristic, attribute or relation used to describe a resource (previously called ‘elements’). Dublin Core and AGLS metadata terms are properties.

**Property URI** - specific aspect, characteristic, attribute or relation used to describe a resource represented as a URI or a QName.

**Qualifier** – see property, Vocabulary Encoding Scheme and Syntax Encoding Scheme.

**QName** – XML Qualified Name, a pair consisting of an XML Namespace Name (associated with the QName prefix in the XML namespace declaration) and a local name.

**Range** – A relationship between a property and a class which indicates that if the property is part of a property/value pair, then it follows that the value is an instance of that class.

**RDF** – The [Resource Description Framework](#) for metadata syntax and interoperability.

**Resource** – Anything that has an identity. Examples include an electronic document, an image, a service and a collection of other resources. Not all resources are network retrievable; humans, corporations, physical objects and electronic documents on portable media are also resources.

**Resource URI** - a reference to a URI identifying the property. May be used instead of the `dcterms:identifier` property for online resources.

**RFC** – Request For Comment, the process of establishing a standard on the Internet. More information is available at the [Internet Engineering Task Force website](#).

**RFC 2119** – Key words for use in RFCs to Indicate Requirement Levels. Internet RFC 2119, March 1997. More information is available from the [Internet Engineering Task Force website](#).

**RFC 2368** – The mailto URL scheme, Internet RFC 2368, July 1998. More information is available from the [Internet Engineering Task Force website](#).

**RFC 2806** – URLs for Telephone Calls, Internet RFC 2806, April 2000. More information is available from the [Internet Engineering Task Force website](#).

**RFC 3986** – Uniform Resource Identifiers (URI): Generic Syntax. More information is available from the [Internet Engineering Task Force website](#).

**RFC 4646** – Tags for Identifying Languages – See Appendix H and the [Internet Engineering Task Force website](#).

**Value string** – the representation of the *value* of a property in text.

**Value string language** – The human language in which a *value string* is written.

**Value URI** – a reference to the *value* of a property as a URI.

**Schema** – a machine-processible specification that defines the structure and syntax of metadata in a formal schema language.

**Service** – a service exists where a relationship exists between a business function of an organisation and the identified needs of an individual client or a group of clients.

**Statement** – a specific characteristic of a *resource* comprising of a property and a representation of the *value* of the property.

**Syntax Encoding Scheme** – Indicates that the value is a string formatted in accordance with a formal notation or externally defined standard.



**URI** – Uniform Resource Identifier is a syntax for all names/addresses for resources on the World Wide Web, includes Uniform Resource Locator (URL) and Uniform Resource Name (URN). More information is available at [World Wide Web Consortium website](#) and in [RFC 3986](#).

**URL** – Uniform Resource Locator is a technique for indicating the name and location of Internet resources. More information is available at the [World Wide Web Consortium website](#).

**URN** – Uniform Resource Name, a technique for indicating the name and location of Internet resources that has some assurance of persistence beyond that normally associated with an Internet domain or host name. More information is available at the [World Wide Web Consortium website](#).

**UUID** – Universally Unique Identifier is a unique, persistent identifier capable of being generated on demand without requiring a central registration process. UUIDs consist of 32 hexadecimal digits in the form 8-4-4-4-12, eg 6ba7b810-9dad-11d1-80b4-00c04fd430c8. UUIDs are a form of URN. More information is at the [Internet Engineering Task Force website](#).

**Value** – the content of a metadata *property* providing information about a characteristic of a resource.

**Value string** – the value of a *property* represented by a text string.

**Value URI** – the value of a property represented by a URI.

**Vocabulary Encoding Scheme** – Indicates that the value is a term from a controlled vocabulary.

**W3C** – [World Wide Web Consortium](#), the international consortium that develops web standards, guidelines and protocols.

**XML** – [eXtensible Markup Language](#).

See also:

- [Expressing Dublin Core metadata using XML](#).