

Government of Ontario

**Information
&
Technology
Standards**



Common Metadata Elements Standard (CMES)

Government of Ontario IT Standard (GO-ITS)

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Foreword

Government of Ontario Information Technology Standards (GO-ITS) are the official publications on the guidelines, preferred practices, standards and technical reports adopted by the Information Technology Standards Council (ITSC) under delegated authority of the Management Board of Cabinet (MBC). These publications support the responsibilities of the Ministry of Government Services (MGS) for coordinating standardization of Information & Information Technology (I&IT) in the Government of Ontario. Publications that set new or revised standards provide enterprise architecture guidance, policy guidance and administrative information for their implementation. In particular, GO-ITS describe where the application of a standard is mandatory and specify any qualifications governing the implementation of standards.

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Introduction

1.1 Background and Purpose

This standard is intended for those creating and using specialized metadata standards. The Common Metadata Elements Standard (CMES) defines a set of common metadata elements needed to enable consistency across Government of Ontario (GO) metadata standards, while maintaining the flexibility required for organizations to build on this standard to meet their specific business needs. Specialized metadata standards **must** either adapt and extend this standard, or map another metadata standard to it (known as a cross-walk). Reusing a common set of metadata elements in metadata standards across the Government of Ontario (GO) increases the ability to find, manage and share information.

The most common definition of metadata is 'data about data' (which includes all forms of information resources). The GO definition of metadata is '**data that describes data and that enables collaboration and interoperability**'. The information in a library catalogue describing books by their title, author, publication date, etc. is an example of metadata. Metadata makes it easier to find and manage information resources of any type including web documents, databases, films, images, electronic documents, paper files and so forth.

There are many types of metadata used to describe many different types of data. The CMES focuses on metadata elements that can be reused across GO metadata standards for the purpose of finding, managing and understanding information resources. The CMES is intentionally simple and broad so it can be extended to meet the needs of people and organizations that need to share information. It is expected that many specialized metadata standards will be developed based on this standard. These will enable sharing of specialized types of information within and among organizations, as well as meeting other specialized purposes.

The objective of this standard is for GO information resources to be described with the internationally recognized Dublin Core metadata elements. This will enable discovering and interchanging information among organizations within and outside GO. Using a common set of metadata elements will enable a single search to find information from many separate information sources.

1.2 Applicability Statements

1.2.1 Organization

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

1.3 Impacts to Existing Standards

GO-ITS Number	Describe Impact	Recommended Action (or page number where details can be found)
73.00	This standards replaces GO-ITS 73.00 – Basic Metadata Requirements	Retire GO-ITS 73.00.
43.00	The Web Metadata Standard will need formatting changes to align with this standard.	Next version of Web Standard to include revisions.
72.00	The Geospatial Metadata Standard will need formatting changes to align with this standard.	Next version of Geospatial Standard to include revisions.

1.4 Impacts to Existing Environment

Impacted Infrastructure (includes Common Components and other applications)	Describe Impact	Recommended Action (or page number where details can be found)
Not Applicable	None	

1.5 Requirements Levels

GO-ITS and GO-SPP documents may combine mandatory and non-mandatory information as required to effectively describe the requirements of a standard or standards procurement profile. Therefore, it is important to indicate clearly when a requirement is mandatory.

Where indicated throughout this document, the words "MUST", "MUST NOT", "SHOULD", "SHOULD NOT", and "MAY" are to be interpreted as described below:

MUST

This word, or the terms "REQUIRED" or "SHALL", means that the definition is an absolute requirement of the specification.

Please Note: New standards or standards procurement profiles are NOT retroactive although they MUST be complied with at the next procurement or project opportunity.

MUST NOT

This phrase, or the phrase "SHALL NOT", means that the definition is an absolute prohibition of the specification.

SHOULD

This word, or the adjective "RECOMMENDED", means that there may exist valid reasons in particular circumstances to ignore a particular item, but the full implications must be understood and carefully weighed before choosing a different course.

Please Note: The word "SHOULD" is considered a preferred practice that may have already been vetted, may be advantageous to use and may expedite the approval process.

SHOULD NOT

This phrase, or the phrase "NOT RECOMMENDED" means that there may exist valid reasons in particular circumstances when the particular behaviour is acceptable or even useful, but the full implications should be understood and the case carefully weighed before implementing any behaviour described with this label.

MAY

This word, or the adjective "OPTIONAL", means that an item is truly optional. One vendor may choose to include the item because a particular marketplace requires it or because the vendor feels that it enhances the product while another vendor may omit the same item. An implementation that does not include a particular option MUST be prepared to interoperate with another implementation that does include the option, though perhaps with reduced functionality. In the same vein an implementation that does include a particular option MUST be prepared to interoperate with another implementation that does not include the option (except, of course, for the feature the option provides.)

1.6 Recommended Versioning and/or Change Management

The Corporate Architecture and Standards Branch (CASB), Office of the Corporate Chief Technology Officer, Ministry of Government Services (or successor organization) will be responsible for reviewing this standard and making recommendations as appropriate regarding its revision. CASB will consult stakeholders during the review and revision process.

This standard is based on the Dublin Core Metadata Element Set (DCMES) and the Dublin Core Metadata Initiative's (DCMI) Metadata Terms. When changes are made to the DCMES or DCMI Metadata Terms, CASB will evaluate the changes and consider them for future versions of this standard. See section 2.1 for more information regarding the DCMES and the DCMI Metadata Terms. This standard is based on Dublin Core Metadata Terms as of August 2005.

1.7 Publication Details

Check One	Web Site for Publication
<input type="checkbox"/>	ITSC Web Site at http://intra.occto.mbs.gov.on.ca/occtoservices/goits_standards (Available to the OPS)
<input checked="" type="checkbox"/>	GO-ITS Web Site at http://www.itstandards.gov.on.ca/ (Available to the public)

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2 The Common Metadata Elements Standard

2.1 The Dublin Core Metadata Initiative

The Government of Ontario Common Metadata Element Standard (CMES) is based on the *Dublin Core Metadata Element Set (DCMES)* and the *Dublin Core Metadata Initiative's (DCMI) Metadata Terms*.

Dublin Core (DC) has the following characteristics:

- **Simplicity of creation and maintenance**
The DCMES was designed to allow a non-specialist to create simple descriptive records for information resources easily and inexpensively while providing for effective retrieval of those resources in a networked environment.
- **Commonly understood semantics**
Discovery of information across the vast commons of the Internet is hindered by differences in terminology and descriptive practices from one field of knowledge to the next. The Dublin Core can help a non-specialist searcher find his or her way by supporting a common set of elements, the semantics of which are universally understood and supported.
- **International scope**
The involvement of representatives from virtually every continent has ensured that the development of the DCMES considers the multilingual and multicultural nature of the electronic information universe.
- **Extensibility**
While balancing the needs for simplicity in describing digital resources with the need for precise retrieval, Dublin Core developers have recognized the importance of providing a mechanism for extending the DC element set for additional resource discovery needs. It is expected that other communities of metadata experts will create and administer additional metadata sets, specialized to the needs of their communities. Metadata elements from these sets could be used in conjunction with Dublin Core metadata to meet the need for interoperability.

The DCMES was initially developed for unstructured data. The Government of Ontario has adopted and extended it to include all types of information resources.

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

2.2 Elements, Refinements and Encoding Schemes

A metadata element is used to describe a property of an information resource. Properties of an information resource are characteristics that the resource may have such as a Title, a Subject or a Creator.

While most of the elements described by this standard can be used on their own, many of them include element refinements. Element refinements are used to make the meaning of an element more specific. Note that wherever possible, someone needing the metadata should be able to

ignore any element refinement and use the value as if the element were unrefined. This is known as the 'dumb-down' principle and is important for comparing metadata from different specialized sources.

Many of the elements also include encoding schemes, which define what values are valid for an element. Encoding schemes include both syntax encoding schemes and vocabulary encoding schemes. Syntax encoding schemes indicate the valid data type and/or pattern for the value, such as "2004-01-01" as the standard expression of a date. Vocabulary encoding schemes indicate that a metadata element or an element refinement's value is a term from a controlled vocabulary, such as a value "*Aboriginal Peoples*" from the Government of Canada's Audience Scheme.

2.3 Element and Refinement Descriptions

The elements in CMES are based on the DCMES and the DCMI Metadata Terms with GO-specific extensions and refinements. Not all DCMI Terms are included in the CMES.

The DCMI's definitions and comments included in this standard have not been altered from those found in the *DCMI Metadata Terms*. GO comments have been included to provide further interpretation of how each element is to be used in the GO without compromising the authoritative definition.

If a specialized metadata standard includes a concept described in CMES, it **must** either adopt, refine or provide a mapping to the appropriate CMES element or refinement. If a CMES element or refinement is adopted, it **must** be named and defined as it is in the CMES, and "required" encoding schemes **must** be used.

Many metadata standards include obligation levels for each element and refinement. Levels of obligation include: *mandatory* (the element or refinement must have a value), *conditional* (the element or refinement is mandatory if certain conditions are met), and *optional* (the element or refinement should be given a value if appropriate and the information is available).

Obligation levels for elements and refinements are not designated in this standard. Obligation levels should be defined in specialized metadata standards as specific element and refinement obligation levels may vary depending on the business context in which the elements and refinements are used.

Likewise, elements and refinements in this standard are not designated as 'repeatable' or 'not-repeatable' (a designation of whether or not a specific elements or refinement may be repeated for a single information resource) since some specialized metadata standards or information systems may not allow elements or refinements to be repeated.

2.4 Using this Standard

Specialized metadata standards may **adapt** CMES by combining elements described here with elements from other relevant standards. Adaptations **may** add comments to the definition of an element or refinement, or change encoding schemes that are not "required". Adaptations may **extend** CMES by adding elements, and **refine** CMES by adding refinements and encoding schemes. This approach is also known as a Metadata Profile¹.

¹ The International Standards Organization (ISO) uses the term Profile to incorporate a unique combination of extension, subset, and clarification text that would apply to a given Metadata set.

Specialized metadata standards may instead **map** their elements to the CMES elements that express the same or very similar concept. That mapping (known as a cross-walk) can be used to convert the specialized metadata, making it indirectly interoperable with other systems that use CMES or other Dublin Core based metadata standards.

A detailed guide for creating specialized metadata standards is under development by the Corporate Architecture and Standards Branch (CASB). This guide will contain templates for adapting, mapping, and creating elements for specialized metadata standards along with rules for expressing specialized metadata standards consistently.

2.4.1 Referenced Element Sets

The following elements sets are referenced in this standard. The element sets from which the elements and refinements have been drawn for inclusion in the CMES include:

[DCMES] – *Dublin Core Metadata Element Set*

<http://www.dublincore.org/documents/dces/>

[DCTERMS] – *DCMI Metadata Terms*

<http://www.dublincore.org/documents/dcmi-terms/>

Elements and refinements that are defined in this standard:

[GO-CME] – *Government of Ontario Common Metadata Elements*

2.4.2 Order of Elements and Refinements

The elements included in the CMES are described in alphabetical order with the refinements directly following the element they refine (when applicable). Some DC elements and refinements do not require a GO specific interpretation or encoding scheme and thus the definition and comments can be used directly from the DCMI. These elements and refinements are listed with a link to the element or refinement in the DCMI registry.

2.4.3 Element Descriptions

Each metadata element in the CMES is described in the following way:

Element Name

ELEMENT	Is Defined By	The element set that defines this element. The possible values for this field include: [DCMES] – <i>Dublin Core Metadata Element Set</i> [DCTERMS] – <i>DCMI Metadata Terms</i> [GO-CME] – <i>Government of Ontario Common Metadata Elements</i>
	Definition	A statement that represents the concept and essential nature of an element.
	DC Comments	Additional information about an element or its application taken from DCMI.
	GO Comments	Additional information about the use of an element within the Government of Ontario.
	Encoding Schemes	Encoding Schemes constrain the contents of metadata elements. Types of encoding schemes include: <ol style="list-style-type: none"> 1. Syntax encoding schemes to be used to express and interpret an element's or an element refinement's value; 2. Vocabulary encoding schemes to be used to select values for an element or an element refinement. Encoding schemes for each element are designated as required , recommended , or optional . Encoding schemes apply only if the element is included in a specialized metadata standard.
	XML Usage Examples	The examples in this section are encoded according to the <u>Guidelines for implementing Dublin Core in XML</u> recommended by the DCMI. http://www.dublincore.org/documents/2003/04/02/dc-xml-guidelines/

2.4.4 Refinement Descriptions

Each metadata element refinement in the CMES is described in the following way:

Refinement: Element Refinement Name

REFINEMENT	Is Defined By	The element set that defines this refinement. The possible values for this field include: [DCMES] – <i>Dublin Core Metadata Element Set</i> [DCTERMS] – <i>DCMI Metadata Terms</i> [GO-CME] – <i>Government of Ontario Common Metadata Elements</i>
	Definition	A statement that represents the concept and essential nature of a refinement.
	DC Comments	Additional information about a refinement or its application taken from DCMI.
	GO Comments	Additional information about the use of a refinement within the Government of Ontario.
	Refines	The element (see previous table) with which the refinement is associated.
	Encoding Schemes	Encoding schemes for each element and refinement are designated as required , recommended , or optional . Encoding schemes apply only if the refinement is included in a specialized metadata standard.
	XML Usage Examples	The examples in this section are encoded according to the <u>Guidelines for implementing Dublin Core in XML</u> recommended by the DCMI. http://www.dublincore.org/documents/2003/04/02/dc-xml-guidelines/

2.5 Privacy

Some metadata may include personal information that is defined broadly in the *Freedom of Information and Protection of Privacy Act (FIPPA)* as information about an identifiable individual. As such, metadata that involves the collection, use or disclosure of personal information must be designed in accordance with the protection of privacy provisions found in Part III of *FIPPA*. *FIPPA* can be found on the Government of Ontario's e-Laws website at:
http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/90f31_e.htm.

Metadata is also subject to the privacy and security requirements found in the *Information Security and Privacy Classification Policy*, the *I&IT Security Directive*, and all other applicable legislation and/or program statutes.

The Information Security and Privacy Classification Policy can be found at:
<http://intra.pmed.mbs.gov.on.ca/mbc/pdf/InformationSecurity&PrivacyClassificationPolicy-Aug05.pdf>

The I&IT Security Directive can be found at:
http://intra.pmed.mbs.gov.on.ca/mbc/pdf/I&IT_Security-Dir.pdf

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

Program or program support areas should undertake a Privacy Impact Assessment (PIA) as required. Privacy Impact Assessment Guidelines can be found at:
<http://www.accessandprivacy.gov.on.ca/english/pia/index.html>

2.5.1 Government of Ontario Employee Business Contact Information

Business contact information of employees may generally be included in the content of metadata elements or element refinements.

3 The Common Metadata Elements and Refinements

3.1 Audience

ELEMENT	Is Defined By	[DCTERMS]
	Definition	A class of entity for whom the resource is intended or useful.
	DC Comments	A class of entity may be determined by the creator or the publisher or by a third party.
	GO Comments	-
	Encoding Schemes	<p>The Government of Canada (GoC) Audience Scheme is recommended: http://www.tbs-sct.gc.ca/im-gi/mwg-gtm/aud-aud/docs/2003/schemfinal/schemfinal_e.asp</p> <p>A GO version of the Audience Scheme will be developed and made available. Once this scheme is available it will be required for this element.</p>
XML Usage Examples	<p>For an information resource containing information about government services for aboriginal peoples, where the value "Aboriginal Peoples" has been chosen from the GoC Audience Scheme.</p> <pre><dcterms:audience xsi:type="gcaudience">Aboriginal Peoples</dcterms:audience></pre>	

3.1.1 Other DC Refinements of 'Audience'

See the DCMI Registry (<http://www.dublincore.org/dcregistry/>) for the following refinements of 'Audience':

- Mediator
- Education Level

These refinements are **recommended** for use in GO specialized metadata standards, where appropriate. They are not described in the CMES because there are no additional GO comments and / or encoding schemes for these refinements.

3.2 Contact

ELEMENT	Is Defined By	[GO-CME]
	Definition	The individual or organization to contact with questions or comments about the resource.
	DC Comments	N/A
	GO Comments	This element is intended for administrative purposes within the Government of Ontario.
	Encoding Schemes	<p>When specifying an organizational hierarchy, start with the largest organizational level you wish to specify. When specifying an individual, express the individual's name starting with their last name followed by a comma, then their first name. This encoding scheme is recommended.</p> <p>A pointer to a directory entry may also be used. Using a pointer to a directory entry will ease change management issues as the contact information for the assigned individual changes. If the individual to contact for information about the resource changes, the value in the element must be changed.</p>
XML Usage Examples	<p>For the contact person for the data being described:</p> <pre><go:contact>Boltwood, Alana, Information Architect, Government of Ontario, Ministry of Government Services, Office of the Corporate Chief Information Officer, Office of the Corporate Chief Technology Officer, Corporate Architecture and Standards Branch</go:contact></pre> <p>For the general contact for a web resource:</p> <pre><go:contact>Government of Ontario, Ministry of Government Services, Office of the Corporate Chief Information Officer, Office of Corporate Chief Strategist, E-Government Branch, website.contact@mgs.gov.on.ca</go:contact></pre>	

3.3 Contributor

ELEMENT	Is Defined By	[DCMES]
	Definition	An entity responsible for making contributions to the content of the resource.
	DC Comments	Examples of a Contributor include a person, an organization, or a service. Typically, the name of a Contributor is recommended to indicate the entity.
	GO Comments	It is recommended that Contributors are limited to persons and organizations, and not include services. Indicate the entity using job titles and/or individual names, only as appropriate.
	Encoding Schemes	<p>When specifying an organizational hierarchy, start with the largest organizational level you wish to specify. When specifying an individual, express the individual's name starting with their last name followed by a comma, then their first name. This encoding scheme is recommended.</p> <p>The value in this element should not change in instances where the metadata describes a particular manifestation of a work, such as a published document. In these cases, the element should reflect the organization or individual responsible for the document at the time of its creation.</p>
XML Usage Examples	<p>For an information resource that was written by the Ministry of Natural Resources, with input and advice from the Drinking Water Program Management Branch:</p> <pre><dc:contributor>Government of Ontario, Ministry of Environment, Drinking Water Management Division, Drinking Water Program Management Branch</dc:contributor></pre>	

3.4 Coverage

ELEMENT	Is Defined By	[DCMES]
	Definition	The extent or scope of the content of the resource.
	DC Comments	Coverage will typically include spatial location (a place name or geographic coordinates), temporal period (a period label, date, or date range) or jurisdiction (such as a named administrative entity). Recommended best practice is to select a value from a controlled vocabulary (for example, the Thesaurus of Geographic Names [TGN]) and that, where appropriate, named places or time periods be used in preference to numeric identifiers such as sets of coordinates or date ranges.
	GO Comments	It is not recommended that the Coverage element be used without using a refinement (Jurisdiction, Spatial, Temporal). Please see 3.4.1, 3.4.2 and 3.4.3 for descriptions of these refinements to 'Coverage'.
	Encoding Schemes	
	XML Usage Examples	

3.4.1 Refinement: Jurisdiction

REFINEMENT	Is Defined By	[GO-CME]
	Definition	The name of the political or administrative body covered by the content of the resource.
	DC Comments	N/A
	GO Comments	-
	Refines	Coverage
	Encoding Schemes	<p>For names of municipalities within Ontario, the Ministry of Municipal Affairs and Housing List of All Ontario Municipalities is recommended: http://www.mah.gov.on.ca/userfiles/HTML/nts_1_16479_1.html</p> <p>For outside Ontario, but within Canada, the Canadian Geographic Names Database is recommended: http://geonames.nrcan.gc.ca/search/search_e.php</p> <p>For outside Canada, the Getty Thesaurus of Geographic Names (TGN) is recommended: http://www.getty.edu/research/conducting_research/vocabularies/tgn/</p>
	XML Usage Examples	<p>For a news release that applies to the Province of Ontario:</p> <pre><go:jurisdiction>Province of Ontario </go:jurisdiction></pre> <p>For a report about a project in Temagami:</p> <pre><go:jurisdiction>Municipality of Temagami </go:jurisdiction></pre>

3.4.2 Refinement: Spatial

REFINEMENT	Is Defined By	[DCTERMS]
	Definition	Spatial characteristics of the intellectual content of the resource.
	DC Comments	-
	GO Comments	<p>This refinement is not to be confused with the 'Jurisdiction' refinement of 'Coverage'. Use 'Spatial' when the content of the resource refers to a geographic area that is not equivalent to a jurisdiction (e.g. Algonquin Provincial Park, Lake Superior, Niagara Escarpment).</p> <p>This element corresponds with the 'Geographic Name' element for geospatial information resources. For more information about describing geospatial information refer to <i>GO-ITS 72.00 Geospatial Metadata Basic Content Requirements</i>: http://www.itstandards.gov.on.ca/standards/GOITS_7200.pdf</p>
	Refines	Coverage
	Encoding Schemes	<p>For within Ontario, a value selected from the Ontario Geographic Names Database is recommended: http://www.onterm.gov.on.ca/geo/default_e.asp</p> <p>For outside Ontario, but within Canada, a value selected from the Canadian Geographic Names Database is recommended: http://geonames.nrcan.gc.ca/info/cgndb_e.php</p> <p>For outside Canada, a value selected from the Getty Thesaurus of Geographic Names (TGN) is recommended: http://www.getty.edu/research/conducting_research/vocabularies/tgn/</p>
XML Usage Examples	<p>For an information resource about Algonquin Park where a value is selected from the Ontario Geographic Names Database:</p> <pre><dcterms:spatial>Algonquin Provincial Park </dcterms:spatial></pre>	

3.4.3 Refinement: Temporal

REFINEMENT	Is Defined By	[DCTERMS]
	Definition	Temporal characteristics of the intellectual content of the resource.
	DC Comments	-
	GO Comments	This refinement refers to the <i>period of time</i> that is covered by the resource. Time periods should be expressed as a date range.
	Refines	Coverage
	Encoding Schemes	The World Wide Web Consortium's profile ("W3CDTF") of ISO 8601:2000 "Data Elements and Interchange Formats – Information Interchange – Representation of Dates and Time" is required . http://www.w3.org/TR/NOTE-datetime
	XML Usage Examples	For a report about a project that existed from May 1, 1999 through March 31, 2005 <pre><dcterms:temporal xsi:type="dcterms:W3CDTF">1999-05-01/2005-03-31 </dcterms:temporal></pre>

3.5 Creator

ELEMENT	Is Defined By	[DCMES]
	Definition	An entity primarily responsible for making the content of the resource.
	DC Comments	Examples of a Creator include a person, an organisation, or a service. Typically, the name of a Creator should be used to indicate the entity.
	GO Comments	It is recommended that Creators are limited to persons and organizations, and not include services. Indicate the entity using job titles and/or individual names, only as appropriate.
	Encoding Schemes	<p>When specifying an organizational hierarchy, start with the largest organizational level you wish to specify. When specifying an individual, express the individual's name starting with their last name followed by a comma, then their first name. This encoding scheme is recommended.</p> <p>The value in this element should not change in instances where the metadata describes a particular manifestation of a work, such as a published document. In these cases, the element should reflect the organization or individual responsible for the document at the time of its creation.</p>
XML Usage Examples	<p>For an information resource that was created by Stakeholder Relations and Policy Development in the Ontario Women's Directorate:</p> <pre><dc:creator>Government of Ontario, Ministry of Citizenship and Immigration, Ontario Women's Directorate, Office of the Executive Director, Stakeholder Relations and Policy Development</dc:creator></pre>	

3.6 Date

ELEMENT	Is Defined By	[DCMES]
	Definition	A date associated with an event in the life cycle of the resource.
	DC Comments	Typically, Date will be associated with the creation or availability of the resource. Recommended best practice for encoding the date value is defined in a profile of ISO 8601 [W3CDTF] and follows the YYYY-MM-DD format.
	GO Comments	It is not recommended that the Date element be used without using a refinement. Please see 3.6.1, 0, 3.6.3, 3.6.4, 0 and 3.6.6 for the descriptions of the refinements of 'Date'.
	Encoding Schemes	The World Wide Web Consortium's profile ("W3CDTF") of ISO 8601:2000 "Data Elements and Interchange Formats – Information Interchange – Representation of Dates and Time" is required . http://www.w3.org/TR/NOTE-datetime This encoding scheme applies to all refinements of the Date element.
	XML Usage Examples	See refinements of 'Date'.

3.6.1 Refinement: Created

REFINEMENT	Is Defined By	[DCTERMS]
	Definition	Date of creation of the resource.
	DC Comments	-
	GO Comments	-
	Refines	Date
	Encoding Schemes	See the 'Date' element's encoding scheme.
	XML Usage Examples	For an information resource that was created on December 3, 2004: <code><dcterms:created xsi:type="dcterms:W3CDTF">2004-12-03</dcterms:created></code>

3.6.2 Refinement: Issued

REFINEMENT	Is Defined By	[DCTERMS]
	Definition	Date of formal issuance (e.g., publication) of the resource.
	DC Comments	-
	GO Comments	For web resources, use 'Issued' to specify the date the web resource was first published to the web.
	Refines	Date
	Encoding Schemes	See the 'Date' element's encoding scheme.
	XML Usage Examples	For a web resource that was first published to the web on August 2, 2005: <pre><dcterms:issued xsi:type="dcterms:W3CDTF">2005-08-02</dcterms:issued></pre>

3.6.3 Refinement: Modified

REFINEMENT	Is Defined By	[DCTERMS]
	Definition	Date on which the resource was changed.
	DC Comments	-
	GO Comments	This refinement is only to be used when the resource was changed, when a resource is checked for validity use 'Current As Of' (section 3.6.5).
	Refines	Date
	Encoding Schemes	See the 'Date' element's encoding scheme.
	XML Usage Examples	For an information resource that was modified on January 3, 2005: <pre><dcterms:modified xsi:type="dcterms:W3CDTF">2005-01-03</dcterms:modified"></pre>

3.6.4 Refinement: Valid

REFINEMENT	Is Defined By	[DCTERMS]
	Definition	Date (often a range) of validity of a resource.
	DC Comments	-
	GO Comments	
	Refines	Date
	Encoding Schemes	See the 'Date' element's encoding scheme.
	XML Usage Examples	For an information resource that is valid for the 2005/2006 Fiscal year: <pre><dcterms:valid xsi:type="dcterms:W3CDTF">2005-04-01/2005-03-31</dcterms:valid></pre>

3.6.5 Refinement: Current As Of

REFINEMENT	Is Defined By	[GO-CME]
	Definition	Date that the resource was last confirmed to be valid.
	DC Comments	-
	GO Comments	A resource that was confirmed valid by the creator or other authority.
	Refines	Date
	Encoding Schemes	See the 'Date' element's encoding scheme.
	XML Usage Examples	For an information resource that was last checked for validity on May 15, 2005, but was not modified: <pre><go:currentAsOf xsi:type="dcterms:W3CDTF">2005-05-15</go:currentAsOf></pre>

3.6.6 Other DC Refinements of 'Date'

See the DCMI Registry (<http://www.dublincore.org/dcregistry/>) for the following refinements of 'Date':

- Available
- Date Accepted
- Date Copyrighted
- Date Submitted

These refinements are **recommended** for use in GO specialized metadata standards, where appropriate. They are not described in the CMES because there are no additional GO comments and / or encoding schemes for these refinements.

3.7 Description

ELEMENT	Is Defined By	[DCMES]
	Definition	An account of the content of the resource.
	DC Comments	Description may include but is not limited to: an abstract, table of contents, reference to a graphical representation of content or a free-text account of the content.
	GO Comments	-
	Encoding Schemes	-
	XML Usage Examples	For the 'Finding a Job' Life Event Bundle found on the Government of Ontario's Central Website: <dc:description>How to find a job in Ontario, Canada. Employment information and strategies.</dc:description>

3.7.1 Other DC Refinements of 'Description'

See the DCMI Registry (<http://www.dublincore.org/dcregistry/>) for the following refinements of 'Description':

- Abstract
- Table Of Contents

These refinements are **recommended** for use in GO specialized metadata standards, where appropriate. They are not described in the CMES because there are no additional GO comments and / or encoding schemes for these refinements.

3.8 Format

ELEMENT	Is Defined By	[DCMES]
	Definition	The physical or digital manifestation of the resource.
	DC Comments	Typically, Format may include the media-type or dimensions of the resource. Format may be used to determine the software, hardware or other equipment needed to display or operate the resource. Recommended best practice is to select a value from the list of Internet Media Types (MIME) defining computer media formats.
	GO Comments	Format refers to media or encoding format only. The element 'Type' element (section 3.19) is used to describe the nature or genre of the content of the resource.
	Encoding Schemes	<p>The following encoding schemes are recommended:</p> <p>Internet Media Types (IMT) Scheme also known as MIME types: http://www.iana.org/assignments/media-types/</p> <p>The Government of Canada (GoC) Format Scheme http://www.tbs-sct.gc.ca/im-gi/mwg-gtm/fmt-fmt/docs/2003/schem_e.asp</p>
XML Usage Examples	<p>For a Portable Document Format (PDF) document where the value is selected from the IMT Scheme:</p> <pre><dc:format xsi:type="dcterms:IMT">application/pdf</dc:format></pre> <p>For a Corel WordPerfect® Document where the value is selected from the GoC Format Scheme:</p> <pre><dc:format xsi:type="gcformat">application/x-corel- wordperfect</dc:format></pre>	

3.8.1 Other DC Refinements of 'Format'

See the DCMI Registry (<http://www.dublincore.org/dcregistry/>) for the following refinements of 'Format':

- Extent
- Medium

These refinements are **recommended** for use in GO specialized metadata standards, where appropriate. They are not described in the CMES because there are no additional GO comments and / or encoding schemes for these refinements.

3.9 Identifier

ELEMENT	Is Defined By	[DCMES]
	Definition	An unambiguous reference to the resource within a given context.
	DC Comments	Recommended best practice is to identify the resource by means of a string or number conforming to a formal identification system. Example formal identification systems include the Uniform Resource Identifier (URI) (including the Uniform Resource Locator (URL)), the Digital Object Identifier (DOI) and the International Standard Book Number (ISBN).
	GO Comments	<p>Identifier can also include a system generated unique identifier for the resource (e.g. a Records and Document Management system unique identifier).</p> <p>If the resource being described has been assigned an ISBN or an ISSN, then the ISBN or ISSN number is required. Refer to the '<i>Government Publications Directive</i>' and the '<i>Obtaining an ISBN/ISSN for Ontario Government Publications and ISBN/ISSN Printing Instruction FAQ</i>'.</p> <p><i>Government Publication Directive</i> http://intra.pmed.mbs.gov.on.ca/mbc/pdf/Government_Publications.pdf</p> <p><i>Obtaining an ISBN/ISSN for Ontario Government Publications and ISBN/ISSN Printing Instruction FAQ</i> http://www.ontla.on.ca/library/isn/isnfaq.pdf</p>
	Encoding Schemes	<p>The following encoding schemes are recommended:</p> <p>URI – http://www.ietf.org/rfc/rfc2396.txt ISBN – http://www.isbn-international.org/ ISSN – http://www.issn.org DOI - http://www.doi.org</p>
	XML Usage Examples	<p>For a publication that has been assigned an ISBN:</p> <pre><dc:identifier xsi:type="ISBN">0-7794-0000-0 <dc:identifier></pre>

3.9.1 Other DC Refinements of 'Identifier'

See the DCMI Registry (<http://www.dublincore.org/dcregistry/>) for the following refinements of 'Identifier':

- Bibliographic Citation

These refinements are **recommended** for use in GO specialized metadata standards, where appropriate. They are not described in the CMES because there are no additional GO comments and / or encoding schemes for these refinements.

3.10 Language

ELEMENT	Is Defined By	[DCMES]
	Definition	A language of the intellectual content of the resource.
	DC Comments	Recommended best practice is to use RFC 3066 [RFC3066], which, in conjunction with ISO 639 [ISO639], defines two- and three-letter primary language tags with optional subtags. Examples include "en" or "eng" for English, "akk" for Akkadian, and "en-GB" for English used in the United Kingdom.
	GO Comments	If the same information resource exists in other languages, use the 'Has Translation/Is Translation Of' refinements of the 'Relation' element (section 3.15) to reference it. If the resource being described is multilingual, repeat the language element for each language used.
	Encoding Schemes	<p>The ISO639-2 three-character bibliographic language code is recommended.</p> <p><i>Codes for the representation of Names of Languages</i> http://www.loc.gov/standards/iso639-2/englangn.html</p> <p>For a resource in American Sign Language (ASL), use the code "sgn-US".</p> <p>For a resource in La langue des signes québécoise (LSQ), use the code "sgn-CA-QC".</p>
XML Usage Examples	<p>For an information resource in English: <code><dc:language xsi:type="ISO639-2">eng</dc:language></code></p> <p>For an information resource in French: <code><dc:language xsi:type="ISO639-2">fre</dc:language></code></p> <p>For a multi-lingual information resource with English, French and Inuktitut in the same resource: <code><dc:language xsi:type="ISO639-2">eng</dc:language></code> <code><dc:language xsi:type="ISO639-2">fre</dc:language></code> <code><dc:language xsi:type="ISO639-2">iku</dc:language></code></p>	

3.11 Location

ELEMENT	Is Defined By	[GO-CME]
	Definition	The physical location of the resource.
	DC Comments	N/A
	GO Comments	This element enables the physical form of the resource to be found. The Location element is only for resources in physical form (e.g. paper files, books, CD/DVD, Audio/Video tapes).
	Encoding Schemes	<p>Where the location is a Physical Address (as defined in the <i>Common Data Elements Model</i>) that is to be machine readable, use the <i>Common Data Elements Schema</i> (GO-TS 27.1).</p> <p><i>Common Data Elements Model</i> http://142.108.46.59/Structure/DATA/EA Domains/IADWG/Resource Materials/CDM/CDEM Party 2.0.0/CDE overview May 2004.pdf</p> <p>Information Standard for Address Specification using Government of Ontario CDE Schema Version 2.0 (GOCDES) http://142.108.46.59/Structure/DATA/EA Domains/IADWG/Resource Materials/CDM/CDEM Party 2.0.0/CDE overview May 2004.pdf</p> <p>Where the location of the resource needs to be human readable write out the physical address as in the example below.</p> <p>Where the location involves shelf numbers, room names, etc., create a local encoding scheme.</p>
XML Usage Examples	<p>For a resource located in a reference library:</p> <pre><go:location>250 Yonge Street, 16th Floor, ESDI Lab - reference library, Toronto, Ontario</go:location></pre>	

3.12 Mandate

ELEMENT	Is Defined By	[GO-CME]
	Definition	A specific authority that requires the resource to be created or provided.
	DC Comments	N/A
	GO Comments	Use this element to indicate the specific legal mandate that requires the resource to be created or provided to the public. The content of this element should be a reference to a legal instrument such as an Act, Regulation or Contract.
	Encoding Schemes	-
	XML Usage Examples	For data that is required to be collected according to the Environmental Protection Act: <go:mandate>Environmental Protection Act, R.S.O. 1990, c. E.19</go:mandate>

3.13 Publisher

ELEMENT	Is Defined By	[DCMES]
	Definition	An entity responsible for making the resource available.
	DC Comments	Examples of a Publisher include a person, an organisation, or a service. Typically, the name of a Publisher is recommended to indicate the entity.
	GO Comments	It is recommended that Publishers are limited to persons and organizations, and not include services.
	Encoding Schemes	<p>When specifying an organizational hierarchy, start with the largest organizational level you wish to specify. When specifying an individual, express the individual's name starting with their last name followed by a comma, then their first name. This encoding scheme is recommended.</p> <p>The value in this element should not change in instances where the metadata describes a particular manifestation of a work, such as a published document. In these cases, the element should reflect the organization or individual responsible for the document at the time of its creation.</p>
XML Usage Examples	<p>For a resource published by the Policy and Public Safety Programs Division of the Ministry of Community Safety and Correctional Services:</p> <pre><dc:publisher>Government of Ontario, Ministry of Community Safety and Correctional Services, Community Safety, Policy and Public Safety Programs Division</dc:publisher></pre>	

3.14 Records Retention Schedule ID

ELEMENT	Is Defined By	[GO-CME]
	Definition	The unique identifier used to identify the applicable records retention schedule.
	DC Comments	N/A
	GO Comments	
	Encoding Schemes	<p>Identify the retention schedule by the ministry, title and identification code for the applicable records retention schedule.</p> <p>For guidance related to Records Retention Schedules, see the "Guidelines for the Ontario Government's Records Scheduling Program" - http://www.archives.gov.on.ca/english/rimdocs/guidlist.htm.</p>
	XML Usage Examples	<p>For a resource governed by the Ministry of Labour's Employment Practices Program Operations Retention Schedule:</p> <pre><go:recordsRetentionScheduleID> MOL-37R, Operations, , Employment Practices Program, Ministry of Labour </go:recordsRetentionScheduleID></pre>

3.15 Relation

ELEMENT	Is Defined By	[DCMES]
	Definition	A reference to a related resource.
	DC Comments	Recommended best practice is to reference the resource by means of a string or number conforming to a formal identification system.
	GO Comments	It is not recommended that the 'Relation' element be used without using a refinement. Please see sections 3.15.1 through 3.15.9 for descriptions of the refinements of 'Relation'.
	Encoding Schemes	
	XML Usage Examples	

3.15.1 Refinement: Has Format

REFINEMENT	Is Defined By	[DCTERMS]
	Definition	The described resource pre-existed the referenced resource, which is essentially the same intellectual content presented in another format.
	DC Comments	-
	GO Comments	-
	Refines	Relation
	Encoding Schemes	See the encoding scheme for the 'Format' element (section 3.8). If possible, include a reference to a resource available in another format by indicating its URL, URI or other unique identifier.
	XML Usage Examples	For an HTML page that also exists in Adobe®PDF format: <dcterms:hasFormat>http://www.fin.gov.on.ca/english/budget/bud05/statement.pdf</dcterms:hasFormat>

3.15.2 Refinement: Is Format Of

REFINEMENT	Is Defined By	[DCTERMS]
	Definition	The described resource is the same intellectual content of the referenced resource, but presented in another format.
	DC Comments	-
	GO Comments	-
	Refines	Relation
	Encoding Schemes	See the encoding scheme for the 'Format' element (section 3.8). If possible, include a reference the original resource by indicating its URL, URI or other unique identifier.
	XML Usage Examples	For an Adobe® PDF document that contains the same intellectual content as an HTML page: <dcterms:isFormatOf>http://www.fin.gov.on.ca/english/budget/bud05/statement.html</dcterms:isFormatOf>

3.15.3 Refinement: Has Part

REFINEMENT	Is Defined By	[DCTERMS]
	Definition	The described resource includes the referenced resource either physically or logically.
	DC Comments	-
	GO Comments	Use where the described resource is a collection or aggregation of resources.
	Refines	Relation
	Encoding Schemes	
	XML Usage Examples	For the Ministry of Natural Resources energy project files Ontario (Government Record Series RG 1-265) containing a file entitled 'Biomass Wood Studies': <dcterms:hasPart> Biomass Wood Studies</dcterms:hasPart>

3.15.4 Refinement: Is Part Of

REFINEMENT	Is Defined By	[DCTERMS]
	Definition	The described resource is a physical or logical part of the referenced resource.
	DC Comments	-
	GO Comments	Use where the described resource is part of a collection or aggregation of resources.
	Refines	Relation
	Encoding Schemes	
	XML Usage Examples	For the 'Biomass Wood Studies' file that is part of the Ministry of Natural Resources energy project files record series: <dcterms:isPartOf> Ministry of Natural Resources energy project files, Ontario Government Record Series RG 1-265</dcterms:isPartOf>

3.15.5 Refinement: Has Translation

REFINEMENT	Is Defined By	[GO-CME]
	Definition	The described resource in the source language has a translated version in the target language, namely the referenced resource.
	DC Comments	N/A
	GO Comments	
	Refines	Relation
	Encoding Schemes	See the encoding scheme for the 'Language' element (section 3.10) to indicate the language of the translation. If possible, include a reference to the translated resource by indicating its URL, URI or other unique identifier.
	XML Usage Examples	For a resource also available in French: <go:hasTranslation xml:lang="fre">Loi sur l'accès à l'information et la protection de la vie privée, http://www.e-laws.gov.on.ca/DBLaws/Statutes/French/90f31_f.htm</go:hasTranslation>

3.15.6 Refinement: Is Translation Of

REFINEMENT	Is Defined By	[GO-CME]
	Definition	The described resource is a translation in the target language of the referenced resource in the source language.
	DC Comments	N/A
	GO Comments	-
	Refines	Relation
	Encoding Schemes	See the encoding scheme for the 'Language' element (section 3.10) to indicate the language of the translated resource. If possible, include a reference to the original resource by indicating its URL, URI or other unique identifier.
	XML Usage Examples	For a web resource that is a French translation of an English web resource: <code><go:isTranslationOf xml:lang="eng"> Freedom of Information and Protection of Privacy Act, http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/90f31_e.htm </go:isTranslationOf></code>

3.15.7 Refinement: Has Adaptation

REFINEMENT	Is Defined By	[GO-CME]
	Definition	The described resource in the source language has an adapted version in the target language, namely the referenced resource.
	DC Comments	N/A
	GO Comments	Use where the resource described exists in another language but is interpreted or adapted rather than a direct translation.
	Refines	Relation
	Encoding Schemes	See the encoding scheme for the 'Language' element (section 3.10) to indicate the language of the adaptation. If possible, include a reference to the adapted resource by indicating its URL, URI or other unique identifier.
	XML Usage Examples	For a web resource describing Ontario's climate that has an adaptation in French: <code><go:hasAdaptation xml:lang="fre">Climat - Géographie - l'Ontario en bref (Gouvernement de l'Ontario, Canada), http://www.gov.on.ca/ont/portal/!ut/p/.cmd/cs/.ce/7_0_A/.s/7_0_252/_s.7_0_A/7_0_252/_l/fr?docid=004782</go:hasAdaptation></code>

3.15.8 Refinement: *Is Adaptation Of*

REFINEMENT	Is Defined By	[GO-CME]
	Definition	The described resource is an adaptation in the target language of the referenced resource in the source language.
	DC Comments	N/A
	GO Comments	Use where the resource described is an interpretation or adaptation of an existing resource rather than a direct translation.
	Refines	Relation
	Encoding Schemes	See the encoding scheme for the 'Language' element (section 3.10) to indicate the language of the resource adapted. If possible, include a reference to the original resource by indicating its URL, URI or other unique identifier.
	XML Usage Examples	For a French adaptation of the Ontario Health and Physical Education Curriculum for Grades 1-8: <code><go:isAdaptationOf xml:lang="eng">Health and Physical Education, The Ontario Curriculum, Grades 1-8, 1998</go:isAdaptationOf></code>

3.15.9 Other DC Refinements of 'Relation'

See the DCMI Registry (<http://www.dublincore.org/dcregistry/>) for the following refinements of 'Relation':

- Conforms To
- Has Version
- Is Version Of
- References
- Is Referenced By
- Replaces
- Is Replaced By
- Requires
- Is Required By

These refinements are **recommended** for use in GO specialized metadata standards, where appropriate. They are not described in the CMES because there are no additional GO comments and / or encoding schemes for these refinements.

3.16 Rights

ELEMENT	Is Defined By	[DCMES]
	Definition	Information about rights held in and over the resource.
	DC Comments	Typically, a Rights element will contain a rights management statement for the resource, or reference a service providing such information. Rights information often encompasses Intellectual Property Rights (IPR), Copyright, and various Property Rights. If the Rights element is absent, no assumptions can be made about the status of these and other rights with respect to the resource.
	GO Comments	It is not recommended that the 'Rights' element be used without using a refinement. Please 3.16.1, 3.16.2, 3.16.3, and 3.16.4 for descriptions of refinements of 'Rights'.
	Encoding Schemes	
	XML Usage Examples	

3.16.1 Refinement: Access Rights

REFINEMENT	Is Defined By	[DCTERMS]
	Definition	Information about who can access the resource or an indication of its security status.
	DC Comments	Access rights may include information regarding access or restrictions based on privacy, security or other regulations.
	GO Comments	Refer to the <i>Information and Information Technology Security Directive</i> . http://intra.pmed.mbs.gov.on.ca/mbc/pdf/I&IT_Security-Dir.pdf
	Refines	Rights
	Encoding Schemes	
	XML Usage Examples	For an information resource that is restricted to Ontario Public Service Staff only: <dcterms:accessRights>Restricted to Ontario Public Service Employees</dcterms:accessRights>

3.16.2 Refinement: Sensitivity

REFINEMENT	Is Defined By	[GO-CME]
	Definition	The sensitivity value of the resource from the <i>Information Security and Privacy Classification Policy</i> .
	DC Comments	N/A
	GO Comments	-
	Refines	Rights
	Encoding Schemes	Use the sensitivity values from the <i>Information Security & Privacy Classification Policy (ISPC)</i> . http://intra.pmed.mbs.gov.on.ca/mbc/pdf/InformationSecurity&PrivacyClassificationPolicy-Aug05.pdf The possible values include: <ul style="list-style-type: none"> ▪ High Sensitivity ▪ Medium Sensitivity ▪ Low Sensitivity ▪ Unclassified
XML Usage Examples	For a document that is classified as Medium Sensitivity according to the ISPC: <code><go:sensitivity>Medium Sensitivity</go:sensitivity></code>	

3.16.3 Refinement: Intellectual Property

REFINEMENT	Is Defined By	[GO-CME]
	Definition	Use to express trademark and/or patent and/or copyright notices as applicable.
	DC Comments	N/A
	GO Comments	-
	Refines	Rights
	Encoding Schemes	
XML Usage Examples	The copyright notice for a Government of Ontario publication: <code><go:intellectualProperty>Copyright Queen's Printer for Ontario, 2005</go:intellectualProperty></code>	

3.16.4 Other DC Refinements of 'Rights'

See the DCMI Registry (<http://www.dublincore.org/dcregistry/>) for the following refinements of 'Rights':

- License

This refinement is **recommended** for use in GO specialized metadata standards, where appropriate. They are not described in the CMES because there are no additional GO comments and / or encoding schemes for this refinement.

3.17 Subject

ELEMENT	Is Defined By	[DCMES]
	Definition	The topic of the content of the resource.
	DC Comments	Typically, a Subject will be expressed as keywords, key phrases or classification codes that describe a topic of the resource. Recommended best practice is to select a value from a controlled vocabulary or formal classification scheme.
	GO Comments	-
	Encoding Schemes	The GO-Thesaurus is strongly recommended (currently under construction) once available. Repeat the subject element if you are choosing terms from more than one controlled vocabulary.
	XML Usage Examples	For an information resource about nutrient management where a value is selected from GO-Thesaurus; <code><dc:subject xsi:type="gothesaurus">Nutrient Management</dc:subject></code> For an information resource about highway safety where two values were selected from GO-Thesaurus, and one value was selected from the GoC Core Subject Thesaurus: <code><dc:subject xsi:type="gothesaurus">Highway Safety, Highway Policing </dc:subject></code> <code><dc:subject xsi:type="gcore">Road Safety</dc:subject></code>

3.18 Title

ELEMENT	Is Defined By	[DCMES]
	Definition	A name given to the resource.
	DC Comments	Typically, a Title will be a name by which the resource is formally known.
	GO Comments	
	Encoding Schemes	
	XML Usage Examples	For a slide show entitled "Knowledge Management in the OPS": <dc:title>Knowledge Management in the OPS</dc:title>

3.18.1 Refinement: Alternative

REFINEMENT	Is Defined By	[DCTERMS]
	Definition	Any form of the title used as a substitute or alternative to the formal title of the resource.
	DC Comments	This qualifier can include Title abbreviations as well as translations.
	GO Comments	It is recommended that Alternative be used for other commonly used titles and/or abbreviations, and not include translations. Use the 'Has Translation / Is Translation Of' refinements of the 'Relation' element (section 3.15) to express translated resources.
	Refines	Title
	Encoding Schemes	
	XML Usage Examples	For a slide show entitled "Knowledge Management in the OPS" that is also known as the "Generic KM Presentation": <dc:title>Knowledge Management in the OPS</dc:title> <dcterms:alternative>Generic KM Presentation</dcterms:alternative>

3.19 Type

ELEMENT	Is Defined By	[DCMES]
	Definition	The nature or genre of the content of the resource.
	DC Comments	Type includes terms describing general categories, functions, genres, or aggregation levels for content. Recommended best practice is to select a value from a controlled vocabulary (for example, the DCMI Type Vocabulary [DCMITYPE]). To describe the physical or digital manifestation of the resource, use the Format element.
	GO Comments	GO-Thesaurus (currently under construction) is recommended .
	Encoding Schemes	<p>The Government of Canada (GoC) Type Scheme is optional. http://www.tbs-sct.gc.ca/im-gi/mwg-gtm/typ-tyt/docs/2003/schem/schem_e.asp</p> <p>DCMI Type Scheme is optional. http://purl.org/dc/terms/DCMIType</p>
XML Usage Examples	<p>For a Memorandum of Understanding where a value is selected from the GoC Type Scheme:</p> <pre><dc:type xsi:type="gctype">agreement</dc:type></pre> <p>For a movie clip where a value is selected from the DCMI type scheme:</p> <pre><dc:type xsi:type="dcterms:DCMIType">MovingImage</dc:type></pre>	

3.20 Version

ELEMENT	Is Defined By	[GO-CME]
	Definition	Number or name of the version, edition, release or revision of the resource.
	DC Comments	N/A
	GO Comments	Branches, departments, program areas, project teams or individuals may define their own resource version numbering conventions.
	Encoding Schemes	-
	XML Usage Examples	<p>For an information resource that is considered to be a draft version:</p> <p><code><go:version>Draft Version 1.0 </go:version></code></p> <p>For a resource considered to be the Final Version:</p> <p><code><go:version>Final Version </go:version></code></p> <p>For the second edition of version 2.0 of a document:</p> <p><code><go:version>Version 2.0, Second Edition</go:version></code></p>

3.21 Other Dublin Core Elements

The Dublin Core Metadata Initiative is an evolving initiative. The following elements are additional elements published by the DCMI as of August 2005. New Dublin Core elements and element refinements developed by the DCMI will be reviewed periodically and the CMES will be updated accordingly.

See the DCMI Registry for the following **recommended** elements:

- Provenance
- Rights Holder
- Accrual Method
- Accrual Periodicity
- Accrual Policy

The following element is **not recommended**:

- Source

Instead, it is recommended that a reference to a source document be expressed using a refinement of the 'Relation' element (use 'References' or 'Is Version Of').

Errata

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References

Common Data Elements Model – Overview

<http://142.108.46.59/Structure/DATA/EA%20Domains/IADWG/CDEMJuly05/CDEoverviewJuly2005.pdf>

Common Data Elements Model – Party

<http://142.108.46.59/Structure/DATA/EA%20Domains/IADWG/Resource%20Materials/CDM/CDEM%20Party%202.0.0/CDEM%20Party.pdf>

Common Data Elements Model – Address

<http://142.108.46.59/Structure/DATA/EA%20Domains/IADWG/Resource%20Materials/CDM/CDEM%20Party%202.0.0/CDEM%20Party.pdf>

Common Data Elements Model – Privacy and Security

<http://142.108.46.59/Structure/DATA/EA%20Domains/IADWG/CDEMJuly05/CDEMPrivacy&Security.pdf>

Digital Object Identifier (DOI) System:

<http://www.doi.org/index.html>

Dublin Core Metadata Element Set (DCMES) Version 1.1:

<http://dublincore.org/documents/dces/>

Dublin Core Metadata Initiative (DCMI):

<http://dublincore.org>

DCMI Metadata Terms:

<http://dublincore.org/documents/dcmi-terms/>

DCMI Glossary:

<http://dublincore.org/documents/usageguide/glossary.shtml>

DCMI Registry:

<http://www.dublincore.org/dcregistry/>

Freedom of Information and Protection of Privacy Act:

http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/90f31_e.htm

Government of Ontario Access and Privacy Office:

<http://www.accessandprivacy.gov.on.ca/english>

Government of Ontario Information Technology Standards:

<http://www.itstandards.gov.on.ca/>

Government Publication Directive:

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

Information Security and Privacy Classification Policy:

<http://intra.pmed.mbs.gov.on.ca/mbc/pdf/InformationSecurity&PrivacyClassificationPolicy-Aug05.pdf>

Internet Media Types (IMT) Scheme (also known as MIME types):

<http://www.iana.org/assignments/media-types/>

International Standard Book Number (ISBN):

<http://www.isbn-international.org/>

ISO 639-2: Codes for the Representation of Names of Languages
<http://www.loc.gov/standards/iso639-2/englangn.html>

ISO 15836-2003: Information and documentation – The Dublin Core metadata element set
<http://www.niso.org/international/SC4/n515.pdf>

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

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

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

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

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

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

Glossary of Terms

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

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

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

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

Entity: An individual or an organization.

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

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

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

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

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

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

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

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

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

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