

**NAL Metadata Task Force  
Template for Standard NAL Metadata**

**FINAL 10/01/2001**

<b>Metadata Element</b>	<b>Required</b>	<b>Required if Available</b>	<b>Optional</b>	<b>Description</b>	<b>Comments</b>
Title	X			The name given to the resource by the creator or publisher.	
Creator		X		The person(s) or organization(s) primarily responsible for the intellectual content of the resource.	
Subject: Keywords	X			The creator's own keywords describing the topic of the content of the resource	
Subject: NAL Thesaurus	X			National Agricultural Library's controlled vocabulary	Use terms from NAL agricultural classification ( <a href="http://agclass.nal.usda.gov/agt/agt.htm">http://agclass.nal.usda.gov/agt/agt.htm</a> )
Subject: LCSH (Library of Congress Subject Headings)			X	Topical headings	
Subject: LCNAF (Library of Congress Name Authority File)			X	For names used as subjects	
Description				Abstract, content description.	Highly recommended.

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Publisher	X			An entity responsible for making the resource available. Examples of a Publisher include a person, an organization, or a service.	
Contributor			X	An entity (other than the creator) responsible for making contributions to the content of the resource. Examples of a Contributor include a person, an organization, or a service.	
Date Available			X	Date the resource will become or did become available. Provides for dates associated with the availability of electronic systems and services.	
Date Created		X		Primary date that is used for resource discovery. Can mean various things: date the item was produced, date the intellectual content was created, date the original was created when a reproduction, etc.	
Date Issued	X			The formal issuance (e.g., publication) of the resource.	
Date Modified		X		Date on which the resource was changed.	
Date Valid		X		Date of validity of a resource. Generally applies to resources whose content is valid only within a certain time period.	

<b>Metadata Element</b>	<b>Required</b>	<b>Required if Available</b>	<b>Optional</b>	<b>Description</b>	<b>Comments</b>
Format	X			The data representation of the resource, such as text/html, ASCII, Postscript file, executable application, or JPEG image. FORMAT will be assigned from IANA (Internet Assigned Numbers Authority) list of Internet Media Types (MIME). In principal, formats can include physical media such as books, serials, or other non-electronic media.	(1) Default: Select from pulldown menu (or hyperlink) of main types & subtypes ( <a href="http://www.isi.edu/in-notes/iana/assignments/media-types/media-types">http://www.isi.edu/in-notes/iana/assignments/media-types/media-types</a> ) (2) Freetext (?)
Type	X			Describes the category or genre of the content of the resource.	Select from pulldown list:  Collection Dataset Event Image Interactive Resource Service Software Sound Text Multimedia
Identifier	X			String or number used to uniquely identify the resource described by this metadata.	Provide a pull-down list (such as found on the Nordic Metadata Project D.C. Template) URL URN ISBN ISSN Other

Metadata Element	Required	Required if Available	Optional	Description	Comments
NAL Identifier	X				<p>Need to establish for NAL a standard identifier that can be used for all NAL documents, electronic and otherwise, and that can be adapted for use by other USDA agencies.</p> <p>Possibilities:</p> <p><b>(A) Handles</b></p> <p>(i) Adopt system used by DTIC, DOD and possibly other CENDI &amp; FLICC libraries. DTIC handle consists of naming authority (assigned by CNRI) and item ID (dumb number)</p> <p><b>Example: 100.2/ADA123456</b></p> <p>Additional information:  <a href="http://www.handle.net/">http://www.handle.net/</a>  <a href="http://www.cnri.reston.va.us/dtic.html">http://www.cnri.reston.va.us/dtic.html</a></p> <p>(ii) Establish a local identifier system wherein the separate elements have a specific meaning:</p>

Metadata Element	Required	Required if Available	Optional	Description	Comments
					<p><b>Example:</b></p> <p>2001USDAARSNALTB001E</p> <p>published 2001 published by USDA, ARS, NAL Technical Bulletin No. 1 Electronic version</p> <p>(iii) DOI/CrossRef</p> <p>(DOI=Digital Object Identifier)</p> <p>CrossRef is a not-for-profit membership organization of scientific, technical, &amp; medical publishers; it links 2 million+ citations to online content and utilizes DOI to ensure permanent links</p> <p>Additional information: <a href="http://www.doi.org/">http://www.doi.org/</a> <a href="http://www.crossref.org/">http://www.crossref.org/</a></p> <p>(iv) Develop a system based on USDA mode codes.</p>

Metadata Element	Required	Required if Available	Optional	Description	Comments
					<p><b>(B) PURLS</b></p> <p>The information below was taken directly from the OCLC PURL Web Page:</p> <p>“A PURL is a <b>Persistent Uniform Resource Locator</b>. Functionally, a PURL is a URL. However, instead of pointing directly to the location of an Internet resource, a PURL points to an intermediate resolution service. The PURL resolution service associates the PURL with the actual URL and returns that URL to the client. The client can then complete the URL transaction in the normal fashion. In Web parlance, this is a standard HTTP redirect.”</p> <p>PURLs are not location independent</p> <p>Additional information:  <a href="http://www.oclc.org/research/publications/arr/1996/purl.htm">http://www.oclc.org/research/publications/arr/1996/purl.htm</a></p>
Source		X		A string or number used to uniquely identify the work from which this resource was derived, e.g. the paper version of an HTML-encoded document; an ISBN no. for a physical version of a PDF document.	Suggested pulldown list per Nordic Metadata Template: Freetext string (default) URL URN ISSN ISBN Other

<b>Metadata Element</b>	<b>Required</b>	<b>Required if Available</b>	<b>Optional</b>	<b>Description</b>	<b>Comments</b>
Language	X			A language of the intellectual content of the resource.	Provide pull-down menu (or hyperlink) to MARC language code list, with default to English Repeat this field in template
Relation			X	Relationship to other resources. Recommended best practice is to reference the resource by means of a string or number conforming to a formal identification system.  Examples: images in a document, chapters in a book, or items in a collection	Suggested pulldown list per Nordic Metadata Template: Freetext string (default) URL URN ISSN ISBN Other

Metadata Element	Required	Required if Available	Optional	Description	Comments
Coverage: Spatial Location			X	Place name or geographic coordinates.	<p><b>Example (place names):</b></p> <p>Select from pulldown list (<b>NAL Agricultural Classification</b>):</p> <p>Africa  Antarctic regions  Arctic regions Asia  Atlantic Ocean Islands  Australia  Central America  Europe  historical geographic locations  Indian Ocean Islands  North America  Pacific Ocean Islands  South America</p> <p><b>Example (geographic coordinates):</b></p> <p>DMS: Degrees-Minutes-Seconds, in DDD-MM-SSX format, where D=Degrees, M=Minutes, S=Seconds, and X=N or S for North or South latitude, respectively, and E or W for East or West longitude.</p>



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Coverage: Jurisdiction			X	A named administrative entity	<p>Freetext</p> <p><b>Examples:</b></p> <p>Grand Canyon, Arizona</p> <p>10 Downing Street, London, England [address of the Prime Minister of England]</p> <p>Grand Canal, Venice [ location shown in Canaletto' s view of the Grand Canal]</p> <p>Frederick County (Maryland)</p> <p>Frederick County (Virginia)</p>
Coverage: Temporal Period				A period label, date, or date range	<p>Highly recommended.</p> <p>Freetext</p> <p><b>Examples:</b></p> <p>15th century</p> <p>ca. 1560</p> <p>before 1713</p> <p>between 1910 and 1912</p>

Metadata Element	Required	Required if Available	Optional	Description	Comments
Rights	X			<p>Information about rights held in and over the resource. May encompass Intellectual Property Rights (IPR), Copyright, and various Property Rights.</p>	<p>Provide pulldown list:</p> <p><b>Public Domain:</b> (default) Public domain information may be freely distributed or copied, but use of appropriate byline/photo/image credits is requested. Attribution may be cited as follows: "National Agricultural Library, Agricultural Research Service, U. S. Department of Agriculture."</p> <p><b>Rights Protected:</b> Some materials are protected by copyright, trademark, or patent, and/or are provided for personal use only. These materials are used by NAL with permission, and NAL has made every attempt to identify and clearly label them. You may need to obtain permission from the copyright, trademark, or patent holder to acquire, use, reproduce, or distribute these materials.</p>
Resource Availability	X			<p>The extent to which a given resource is guaranteed to remain available.</p> <p><b>No Guarantee</b> (resource may become unavailable at any time)</p> <p><b>Permanently Available</b> (NAL has made a commitment to making these resources available for permanent public access)</p>	

Metadata Element	Required	Required if Available	Optional	Description	Comments
Content Stability	X			<p>The extent to which the content of a given resource and the links it contains are guaranteed to remain unchanged</p> <p>Permanence Ratings:</p> <p><b>Permanent:</b> Unchanging Content  <b>Permanent:</b> Stable Content  <b>Permanent:</b> Dynamic Content  <b>Permanence Not Guaranteed</b></p> <p>Additional subratings for aggregate resources such as databases and digital library collections:</p> <p><b>Permanent:</b> Growing  <b>Permanent:</b> Closed</p> <p>May assign both a rating &amp; a subrating</p>	<p>Need to identify categories of NAL electronic resources and assign preliminary default ratings?</p> <p>Provide pull-down menu of choices? Default?</p>
Identifier Validity	X			<p>The extent to which a user can be assured that a given name or other identifier will always retrieve the same resource</p> <p><b>Transient</b> (the identifier is subject to change at any time)  <b>Guaranteed</b> (identifier will always retrieve the same resource)</p>	