AGLS Metadata Standard
Guide to expressing AGLS metadata in RDF

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CONTENTS

1   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.

2   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	*property*
element refinement	*property* with *sub-property of* relation
encoding scheme	*syntax encoding scheme* or *vocabulary encoding scheme*
syntax encoding scheme	*syntax encoding scheme*
qualifier	*property* with *sub-property of* relation, *syntax encoding scheme* or *vocabulary encoding scheme*
vocabulary encoding scheme	*vocabulary encoding scheme*

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

3   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.

4   RDF SYNTAX

4.1   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`	`http://purl.org/dc/terms/`
`dcam`	`http://purl.org/dc/dcam/`
`aglsterms`	`https://agls.gov.au/agls/terms/`
`agentterms`	`https://agls.gov.au/agls/agentterms/`
`availterms`	`https://agls.gov.au/agls/availterms/`
`adminterms`	`https://agls.gov.au/agls/adminterms/`
`rdf`	`http://www.w3.org/1999/02/22-rdf-syntax-ns#`
`xsd`	`http://www.w3.org/2001/XMLSchema#`

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

4.2   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:aglsterms="https://agls.gov.au/agls/terms/"
        xmlns:xsd="http://www.w3.org/2001/XMLSchema#">
  <!-- RDF instance -->
</rdf:RDF>
```

4.3   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>
```

4.4   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.

4.5   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.
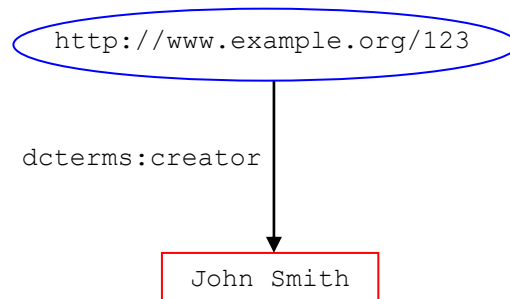
Figure 1: RDF graph of a simple statement about a resource

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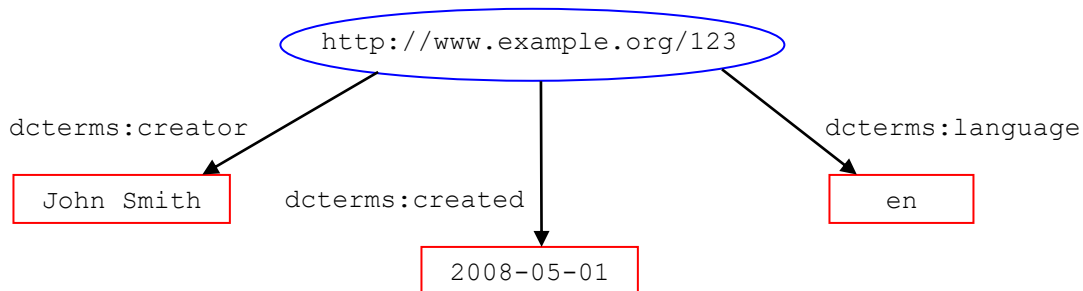
Figure 2: RDF graph of several statements about a resource

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.

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Example 6: Multiple description sets containing one statement each

```xml
<?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
<?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>
```

4.6   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.
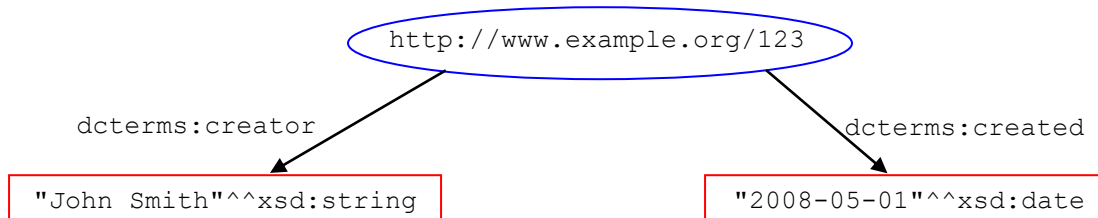
Figure 3: RDF graph of several statements about a resource showing the datatypes

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
<?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:creator>
  </rdf:Description>

</rdf:RDF>
```

4.7   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.
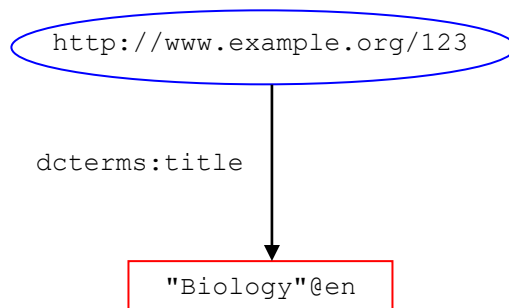
Figure 4: RDF graph of a simple statement showing a value language

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
<?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
```

4.8   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:aglsterms="https://agls.gov.au/agls/terms/">

  <rdf:Description rdf:about="http://www.example.org/123">
    <dcterms:creator>
                   <!-- Syntax encoding scheme -->
      <rdf:value rdf:datatype="aglsterms: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:aglsterms="https://agls.gov.au/agls/terms/">

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

</rdf:RDF>
```

4.9   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:aglsterms="https://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="aglsterms: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:aglsterms="https://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="https://agls.gov.au/agls/terms/agls-audience"/>
        <rdf:value>primary industry</rdf:value>
      </rdf:Description>
    </dcterms:audience>
  </rdf:Description>

</rdf:RDF>
```

4.10 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.

4.10.1 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>
```

4.10.2 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>
```

4.10.3 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>
```

4.11   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.
```

4.12   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
<?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**.

4.13   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.
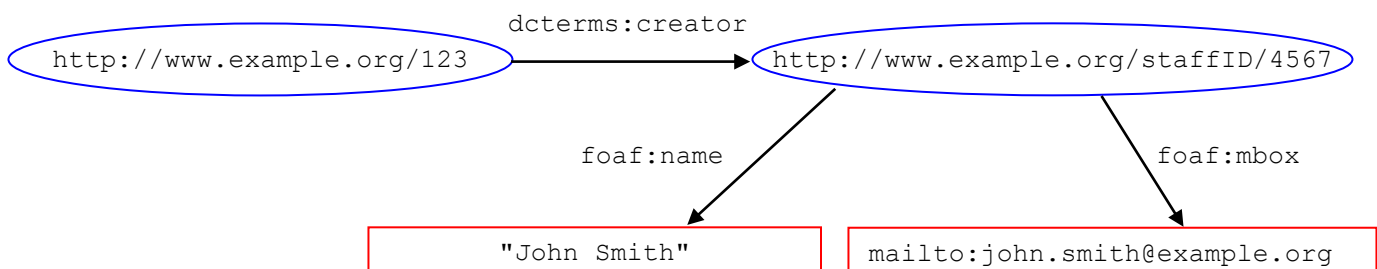
Figure 4: RDF graph of a statement with a related description

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:aglsterms="https://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>
    <aglsterms:category>service</aglsterms:category>
    <aglsterms:serviceType rdf:datatype="aglsterms:agls-service">
      bookings and reservations
    </aglsterms: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>
    <aglsterms:category>service</aglsterms:category>
```

```
      <aglsterms:serviceType rdf:datatype="aglsterms:agls-service">
        bookings and reservations
      </aglsterms: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>
      <aglsterms:category>service</aglsterms:category>
      <aglsterms:serviceType rdf:datatype="aglsterms:agls-service">
        bookings and reservations
      </aglsterms:serviceType>
      <aglsterms:availability rdf:datatype="aglsterms: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)
      </aglsterms:availability>
    </rdf:Description>

</rdf:RDF>
```

4.14   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

5 AGLS METADATA PROPERTIES AND EXAMPLES

Table 4.1 AGLS property summary		
AGLS property	**Obligation**	**Related properties**
`dcterms:audience`	Optional	
`aglsterms:availability`	**Conditional**	
`dcterms:contributor`	Optional	

`dcterms:coverage`	Optional	`aglsterms:jurisdiction`
		`dcterms:temporal`
		`dcterms:spatial`

`dcterms:creator`	**Mandatory**	

`dcterms:date`	**Mandatory**	`dcterms:available`
		`dcterms:created`
		`dcterms:dateCopyrighted`
		`aglsterms:dateLicensed`
		`dcterms:issued`
		`dcterms:modified`
		`dcterms:valid`

`dcterms:description`	**Recommended**	
`dcterms:format`	Optional	`dcterms:extent` `dcterms:medium`
`aglsterms:function`	**Recommended**	
`dcterms:identifier`	**Conditional**	`dcterms:bibliographicCitation`
`dcterms:language`	**Recommended**	

`aglsterms:mandate`	Optional	`aglsterms:act`
		`aglsterms:regulation`
		`aglsterms:case`

`dcterms:publisher`	**Conditional**	

`dcterms:relation`	Optional	`dcterms:conformsTo`
		`dcterms:hasFormat`
		`dcterms:hasPart`
		`dcterms:hasVersion`
		`aglsterms:isBasedOn`
		`aglsterms: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`
		`aglsterms:protectiveMarking`
		`dcterms:rightsHolder`

`dcterms:source`	Optional	
`dcterms:subject`	**Recommended**	
`dcterms:title`	**Mandatory**	`dcterms:alternative`

`dcterms:type`	**Recommended**	`aglsterms:aggregationLevel`
		`aglsterms:category`
		`aglsterms:documentType`
		`aglsterms:serviceType`

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5.1   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	
Term Name	A token assigned to the term, unique within the term's namespace.
Label	The human-readable label assigned to the term.
RDF/XML syntax	The syntax using the RDF/XML Syntax Specification for the term.
Definition	A statement that represents the concept and essential nature of the term.
Obligation	The obligation status of the term.
Encoding scheme(s)	Valid Vocabulary Encoding Schemes and/or Syntax Encoding Schemes (datatype) indicating how the value is to be interpreted. **The list of valid encoding schemes, identified by their QNames, given for each property may not be exhaustive.**
Enumerated values	An exact listing of all acceptable values. **No values other than those shown may be used.**
Default value	The assumed value if none is specified.

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

5.2   Creator property

Table 4.2 sets out the attributes for the Creator property.

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

5.2.1   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.

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

<dcterms:creator rdf:datatype="aglsterms: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" />
```

5.3   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`

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

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

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

5.4 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	
Term Name	title
Label	Title
Property RDF/XML syntax	`dcterms:title`
Definition	A name given to the resource.
Obligation	**Mandatory**
Term Name	alternative
Label	Alternative Title
Property RDF/XML syntax	`dcterms:alternative`
Definition	An alternative name for the resource.
Obligation	Optional

5.4.1 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.

5.4.2 *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.

5.4.3 *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>
```

5.5 Availability property

Table 4.5 sets out the attributes of the Availability property.

Table 4.5 Availability property	
Term Name	availability
Label	Availability
Property RDF/XML syntax	`aglsterms:availability`
Definition	How the resource can be obtained or accessed, or contact information for obtaining the resource.
Obligation	**Conditional - Mandatory** for descriptions of offline resources
Syntax encoding scheme	`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 `aglsterms: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 `aglsterms:availability` property to identify how a client may access or obtain the service offline.

4.5.3   *RDF/XML examples for Availability*

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

<aglsterms:availability rdf:datatype="https://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
</aglsterms:availability>

<aglsterms:availability rdf:datatype="aglsterms: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
</aglsterms:availability>

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

5.6   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	
Term Name	identifier
Label	Identifier
Property RDF/XML syntax	`dcterms:identifier`
Definition	An unambiguous reference to the resource within a given context.
Obligation	**Conditional - Mandatory** for online resources, unless resource (RDF subject) is identified by a URI.
Syntax encoding schemes	`dcterms:DOI, dcterms:ISBN, dcterms:ISSN, dcterms:URI`
Term Name	bibliographicCitation
Label	Bibliographic Citation
Property RDF/XML syntax	`dcterms:bibliographicCitation`
Definition	A bibliographic reference for the resource.
Obligation	Optional

5.6.1 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).

5.6.2 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>
```

5.7   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	**Conditional - Mandatory** for information resources (optional for descriptions of services)
Syntax encoding schemes	`aglsterms:AglsAgent`, `aglsterms:GOLD`

5.7.1   *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.

5.7.2   *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.

5.7.3   *RDF/XML examples for Publisher*

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

<dcterms:publisher rdf:datatype="https://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="aglsterms: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="aglsterms: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" />
```

5.8   Description property

Table 4.8 sets out the attributes for the Description property.

Table 4.8 Description property

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

5.8.1   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.

5.8.2   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.

5.8.3   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
  (SNSS).</rdf:value>
</dcterms:description>
```

5.9   Function property

Table 4.9 sets out the attributes of the Function property.

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

5.9.1   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 `aglsterms: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 `aglsterms: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 `aglsterms: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 forma 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.

5.9.2   Describing services

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

5.9.3   RDF/XML examples for Function

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

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

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

5.10   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	`dcterms:language`
Definition	The language of the resource.
Obligation	**Recommended** where the language of the resource is not English.
Syntax encoding scheme	`dcterms:RFC4646`

Vocabulary encoding scheme	`dcterms:ISO639-3`
Default value	en[-AU]

5.10.1 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.

5.10.2 Describing services

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

5.10.3 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>
```

5.11 Subject property

Table 4.11 sets out the attributes for the Subject property.

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

Obligation	**Recommended** if `aglsterms:function` is not used
Vocabulary encoding schemes	`aglsterms:APAIS, aglsterms:APT, dcterms:LCSH, dcterms:MESH, aglsterms:TAGS`

5.11.1 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.

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

5.11.2 Describing services

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

5.11.3 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="https://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="aglsterms:APAIS"/>
    <rdf:value>Industrial research and development</rdf:value>
  </rdf:Description>
</dcterms:subject>

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

5.12   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	
Term Name	type
Label	Type
Property RDF/XML syntax	`dcterms:type`
Definition	The nature or genre of the resource.
Obligation	Optional
Vocabulary encoding scheme	`dcterms:DCMIType`
Term Name	aggregationLevel
Label	Aggregation Level
Property RDF/XML syntax	`aglsterms:aggregationLevel`
Definition	The level of aggregation of the described resource.
Obligation	Optional
Enumerated values	item, collection
Default value	item
Term Name	category
Label	Type Category
Property RDF/XML syntax	`aglsterms:category`
Definition	The generic type of the resource being described.
Obligation	Optional
Enumerated values	document, agency, service
Default value	document
Term Name	documentType
Label	Document Type
Property RDF/XML syntax	`aglsterms:documentType`
Definition	The form of the described resource where the value

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

5.12.1 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.

5.12.2 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.

5.12.3 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>
```

```
<aglsterms:aggregationLevel>collection</aglsterms:aggregationLevel>

<aglsterms:category>service</aglsterms:category>

<aglsterms:documentType>
  <rdf:Description>
    <dcam:memberOf rdf:resource="aglsterms:agls-document"/>
    <rdf:value>contract</rdf:value>
  </rdf:Description>
</aglsterms:documentType>

<aglsterms:serviceType>
  <rdf:Description>
    <dcam:memberOf rdf:resource="aglsterms:agls-service"/>
    <rdf:value>bookings and reservations</rdf:value>
  </rdf:Description>
</aglsterms:serviceType>
```

5.13   Audience property

Table 4.14 sets out the attributes of the Audience property.

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

5.13.1   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 `aglsterms:ANZSCO` or `aglsterms: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.

5.13.2   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.

5.13.3   RDF/XML examples for Audience

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

<dcterms:audience>
```

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

<dcterms:audience>
  <rdf:Description>
    <dcam:memberOf rdf:resource="aglsterms:agls-audience" />
    <rdf:value>rural</rdf:value>
    <rdf:value>primary industry</rdf:value>
  </rdf:Description>
  <rdf:Description>
    <dcam:memberOf rdf:resource="aglsterms: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="aglsterms: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>
```

5.14 Contributor property

Table 4.15 sets out the attributes for the Contributor property.

Table 4.15 Contributor property	
Term Name	Contributor
Label	Contributor
Property RDF/XML syntax	`dcterms:contributor`
Definition	An entity responsible for making contributions to the resource.
Obligation	Optional
Syntax encoding schemes	`aglsterms:AglsAgent, aglsterms:GOLD`

5.14.1 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.

5.14.2 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="https://agls.gov.au/agls/terms/AglsAgent">
  corporateName=WebDesign; email=webdesign@example.com.au
</dcterms:contributor>

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

<dcterms:contributor rdf:datatype=" aglsterms: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" />
```

5.15   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	
Term Name	coverage
Label	Coverage
Property RDF/XML syntax	`dcterms:coverage`
Definition	The spatial or temporal topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant
Obligation	Optional
Vocabulary encoding schemes	`aglsterms:AglsJuri, aglsterms:ASGC,` `dcterms:TGN`
Syntax encoding scheme	Box; Point
Default value	[Commonwealth of] Australia
Term Name	jurisdiction
Label	Australian Jurisdiction
Property RDF/XML syntax	`aglsterms:jurisdiction`
Definition	The name of the political/administrative entity covered by the described resource.
Obligation	Optional
Vocabulary encoding	`aglsterms:AglsJuri, aglsterms:ASGC`

schemes	
Default value	[Commonwealth of] Australia
Term Name	spatial
Label	Spatial Coverage
Property RDF/XML syntax	`dcterms:spatial`
Definition	Spatial characteristics of the resource.
Obligation	Optional
Vocabulary encoding schemes	`aglsterms:ASGC`
Syntax encoding schemes	`dcterms:Box, aglsterms:Postcode`
Term Name	temporal
Label	Temporal Coverage
Property RDF/XML syntax	`dcterms:temporal`
Definition	Temporal characteristics of the resource.
Obligation	Optional
Syntax encoding schemes	`dcterms:Period`

5.15.1 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.

5.15.2 Note on the use of postcodes

The `postcode` property is deprecated and is not defined in the `aglsterms` 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.

5.15.3 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 `aglsterms: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).

5.15.4 RDF/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="aglsterms: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="https://agls.gov.au/agls/terms/Postcode">
  <rdf:value>2600/2617</rdf:value>
  <rdf:value>2900/2910</rdf:value>
</dcterms:spatial>

<dcterms:spatial rdf:datatype="aglsterms: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>

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

<aglsterms:jurisdiction>
  <rdf:Description>
    <dcam:memberOf rdf:resource="https://agls.gov.au/agls/terms/AglsJuri"/>
    <rdf:value>Tasmania</rdf:value>
  </rdf:Description>
</aglsterms:jurisdiction>
```

5.16   Format property and related properties

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

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

5.16.1 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#"`).

5.16.2 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'.

5.16.3 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" />
```

5.17   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	
Term Name	mandate
Label	Mandate
Property RDF/XML syntax	`aglsterms:mandate`
Definition	A specific legal instrument which requires or drives the creation or provision of the resource.
Obligation	Optional
Term Name	act
Label	Act
Property RDF/XML syntax	`aglsterms:act`
Definition	A specific piece of legislation which requires or drives the creation or provision of the resource.
Obligation	Optional
Term Name	case
Label	Case
Property RDF/XML syntax	`aglsterms:case`
Definition	A specific piece of case law which requires or drives the creation or provision of the resource.
Obligation	Optional
Term Name	regulation
Label	Regulation

Property RDF/XML syntax	`aglsterms:regulation`
Definition	A specific regulation which requires or drives the creation or provision of the resource.
Obligation	Optional

5.17.1 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.

5.17.2 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>
```

5.18   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	
Term Name	Relation
Label	Relation
Property RDF/XML syntax	`dcterms:relation`
Definition	A related resource
Obligation	Optional
Term Name	conformsTo
Label	Conforms To
Property RDF/XML syntax	`dcterms:conformsTo`
Definition	An established standard to which the described resource conforms.
Term Name	hasFormat
Label	Has Format

Property RDF/XML syntax	`dcterms:hasFormat`
Definition	A related resource that is substantially the same as the pre-existing described resource, but in another format.
Term Name	hasPart
Label	Has Part
Property RDF/XML syntax	`dcterms:hasPart`
Definition	A related resource that is included either physically or logically in the described resource.
Term Name	hasVersion
Label	Has Version
Property RDF/XML syntax	`dcterms:hasVersion`
Definition	A related resource that is a version, edition, or adaptation of the described resource.
Term Name	isBasisFor
Label	Is Basis For
Property RDF/XML syntax	`aglsterms:isBasisFor`
Definition	A related resource that is a performance, production, derivation, translation or interpretation of the described resource.
Term Name	isBasedOn
Label	Is Based On
Property RDF/XML syntax	`aglsterms:isBasedOn`
Definition	A related resource of which the described resource is a performance, production, derivation, translation or interpretation.
Term Name	isFormatOf
Label	Is Format Of
Property RDF/XML syntax	`dcterms:isFormatOf`
Definition	A related resource that is substantially the same as the described resource, but in another format.
Term Name	isPartOf
Label	Is Part Of
Property RDF/XML syntax	`dcterms:isPartOf`
Definition	A related resource in which the described resource is physically or logically included.
Term Name	isReferencedBy
Label	Is Referenced By

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

5.18.1   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](#).

5.18.2   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 `aglsterms:function` and/or `dcterms:subject`.

5.18.3 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>

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

5.19   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	`dcterms:rights`
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	`dcterms:accessRights`
Definition	Information about who can access the resource.
Obligation	Optional
Term Name	license
Label	License
Property RDF/XML syntax	`dcterms:license`
Definition	A legal document giving official permission to do something with the resource.
Obligation	Optional

Term Name	protectiveMarking
Label	Protective Marking
Property RDF/XML syntax	`aglsterms:protectiveMarking`
Definition	A protective marking applied to the described resource.
Obligation	Optional
Default value	Unclassified
Term Name	rightsHolder
Label	Rights Holder
Property RDF/XML syntax	`dcterms:rightsHolder`
Definition	A person or organisation owning or managing rights over the resource
Obligation	Optional
Syntax encoding schemes	`aglsterms:AglsAgent, aglsterms:GOLD`

5.19.1 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 `aglsterms: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.

5.19.2 Describing services

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

5.19.3 RDF/XML examples for Rights and related properties

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

```
<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="aglsterms:AglsAgent">
  corporateName=Australian War Memorial; address=GPO Box 345, Canberra ACT 2601
</dcterms:rightsHolder>
```

```
<aglsterms:protectiveMarking>
  COMMERCIAL-IN-CONFIDENCE
</aglsterms:protectiveMarking>
```

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

5.20   Source property

Table 4.20 sets out the attributes for the Source property.

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

5.20.1   *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*.

5.20.2   *Describing services*

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

5.20.3   *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/" />
```

6   AGENT METADATA TERMS AND EXAMPLES

6.1   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

6.2   Namespace

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

```
xmlns:agentterms="https://agls.gov.au/agls/agentterms/"
```

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.

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

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

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

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

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

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

- The `aglsterms: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).

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:aglsterms="https://agls.gov.au/agls/terms/"
        xmlns:agentterms="https://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>
    <aglsterms:category>agent</aglsterms:category>
    <aglsterms:mandate>Archives Act 1983</aglsterms: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="aglsterms: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="aglsterms: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: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:aglsterms="https://agls.gov.au/agls/terms/"
         xmlns:agentterms="https://agls.gov.au/agls/agentterms/">

   <rdf:Description rdf:about="http://www.example.org/agents/id1234">
      <dcterms:title>Example Organisation</dcterms:title>
      <aglsterms:category>agent</aglsterms: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="aglsterms: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>
```

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 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:aglsterms="https://agls.gov.au/agls/terms/"
         xmlns:agentterms="https://agls.gov.au/agls/agentterms/">

   <rdf:Description rdf:about="http://www.example.org/agents/id1234">
      <dcterms:title>Example Organisation</dcterms:title>
      <aglsterms:category>agent</aglsterms: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="aglsterms: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:aglsterms="https://agls.gov.au/agls/terms/"
  xmlns:agentterms="https://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/">
    <aglsterms:category>agent</aglsterms: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.

7   AVAILABILITY METADATA TERMS AND EXAMPLES

7.1   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

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 Availability Metadata is:

```
xmlns:availterms="https://agls.gov.au/agls/availterms/"
```

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.

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

	responsible party.
Obligation	Optional
Syntax Encoding Scheme	`dcterms:URI`
Comment	Maps to AS/NZS ISO 19115 409 faxNum. Numbers must be expressed as a URI according to RFC 2082 *URLs for Telephone Calls*
Term Name	hours
Label	Hours of service
Term RDF/XML syntax	`availterms:hours`
Definition	Time period (including time zone) when individuals can contact the responsible party.
Obligation	Optional
Comment	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.
Term Name	instructions
Label	Instructions
Term RDF/XML syntax	`availterms:instructions`
Definition	Supplemental instructions about accessing the resource.
Obligation	Optional
Term Name	localityName
Label	Locality name
Term RDF/XML syntax	`availterms:localityName`
Definition	City, suburb, town or other locality of the physical address
Obligation	Optional
Comment	Maps to AS/NZS ISO 19115 382 city.
Term Name	personalName
Label	Personal Name
Term RDF/XML syntax	`availterms:personalName`
Definition	Name of the responsible person.
Obligation	Optional
Guideline	Maps to AS/NZS ISO 19115 375 rpIndName. Personal names should be expressed the form "Lastname, Firstname".
Term Name	physicalAccess
Label	Physical Access

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

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

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).

7.4   Examples

```xml
<?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:aglsterms="https://agls.gov.au/agls/terms/"
        xmlns:availterms="https://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>
    <aglsterms:category>service</aglsterms:category>
    <aglsterms:mandate>Archives Act 1983</aglsterms: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="aglsterms: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="aglsterms: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:aglsterms="https://agls.gov.au/agls/terms/"
         xmlns:availterms="https://agls.gov.au/agls/availterms/">

  <rdf:Description rdf:about="http://www.example.org/services/id5678">
    <dcterms:title>Example Organisation</dcterms:title>
    <aglsterms:category>service</aglsterms: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="aglsterms: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>
```

7.5   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:aglsterms="https://agls.gov.au/agls/terms/"
         xmlns:availterms="https://agls.gov.au/agls/availterms/">

  <rdf:Description rdf:about="http://www.example.org/services/id5678">
    <dcterms:title>Example Organisation</dcterms:title>
    <aglsterms:category>service</aglsterms: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="aglsterms: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:

```
<aglsterms: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:aglsterms="https://agls.gov.au/agls/terms/"
         xmlns:availterms="https://agls.gov.au/agls/availterms/">

  <rdf:Description>
    <dcterms:title>Example Service</dcterms:title>
                           <!-- Reference to related description -->
    <aglsterms:availability rdf:resource="http://www.example.org/services/id5678/" />
  </rdf:Description>

  <!-- Related description -->
  <rdf:Description rdf:about="http://www.example.org/services/id5678/" >
    <aglsterms:category>service</aglsterms: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="aglsterms: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.

8   ADMINISTRATIVE METADATA TERMS AND EXAMPLES

8.1   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	**Mandatory**
adminterms:metadataLanguage	**Mandatory** unless the value is the default
adminterms:metadataCharacterSet	**Conditional**
adminterms:metadataContact	Optional
adminterms:dateStamp	**Mandatory**
adminterms:metadataUpdateDate	Optional
adminterms:metadataStandardName	**Mandatory** unless the value is the default
adminterms:metadataStandardVersion	**Mandatory**

8.2   Namespace

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

```
xmlns:adminterms="https://agls.gov.au/agls/adminterms/"
```

8.3   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	
Term Name	fileIdentifier
Label	Metadata File Identifier
Term RDF/XML syntax	adminterms:fileIdentifier
Definition	Unique identifier for the metadata record.
Obligation	**Mandatory**
Guideline	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 (`urn:uuid:`), as the value.
Term Name	metadataLanguage
Label	Metadata Language
Term RDF/XML syntax	`adminterms:metadataLanguage`
Definition	The written language used for completing the metadata record. This property does not describe the language used within the resource itself.
Obligation	**Mandatory** unless the value is the default
Vocabulary Encoding Scheme	`dcterms:ISO639-3, dcterms:RFC4646`
Guideline	This property should be completed automatically by metadata creation systems. The metadata content creator is not required to record any information against this property.
Default Value	en[-AU]
Term Name	metadataLanguage
Term Name	metadataCharacterSet
Label	**Metadata Character Set**
Term RDF/XML syntax	`adminterms:metadataCharacterSet`
Definition	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.
Obligation	**Conditional**: It is not necessary to complete this property if the the value is the default (`utf-8`) and/or the character encoding attribute is provided in an XML declaration.
Guideline	This property should be completed automatically by metadata creation systems. The metadata content creator is not required to record any information against this property.
Default Value	`utf-8`
Term Name	metadataContact
Label	**Metadata Contact**
Term RDF/XML syntax	`adminterms:metadataContact`
Definition	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.
Obligation	Optional
Syntax encoding schemes	`aglsterms:AglsAgent`
Guideline	This property is automatically completed. The metadata content creator is not required to record any information

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

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

8.4   Examples

```xml
<?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:aglsterms="https://agls.gov.au/agls/terms/"
         xmlns:adminterms="https://agls.gov.au/agls/adminterms/"
         xmlns:xsd="http://www.w3.org/2001/XMLSchema#">

  <rdf:Description>
    <adminterms:fileIdentifier rdf:resource="urn:uuid:b3443c5e-5f86-4c2e-8040-
    3013dd254787" />
    <adminterms:metadataLanguage rdf:datatype="dcterms:RFC4646">
      en
    </adminterms:metadataLanguage>
    <adminterms:metadataCharacterSet>utf-8</adminterms:metadataCharacterSet>
    <adminterms:metadataContact rdf:resource=" http://example.org/agents/id1234" />
    <adminterms:dateStamp rdf:datatype="xsd:date">2008-09-01</adminterms:dateStamp>
    <adminterms:metadataUpdateDate rdf:datatype="xsd:dateTime">
      2008-10-15T12:34:56+11:00
    </adminterms:metadataUpdateDate>
    <adminterms:metadataStandardName>AS5044</adminterms:metadataStandardName>
    <adminterms:metadataStandardVersion>2002</adminterms: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:aglsterms="https://agls.gov.au/agls/terms/"
         xmlns:adminterms="https://agls.gov.au/agls/adminterms/"
         xmlns:xsd="http://www.w3.org/2001/XMLSchema#">

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

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

9   AGLS MAINTENANCE AGENCY

The National Archives of Australia in its role as the AGLS Maintenance Agency is responsible for the AGLS website and associated documentation. It welcomes feedback and suggestions from any interested parties concerning the AGLS Metadata Standard.

The AGLS Working Group is an ad-hoc special interest group that is convened by the AGLS Maintenance Agency from time to time when significant changes to the standard need to be discussed. Please contact the AGLS Maintenance Agency using one of the channels below:

AGLS Maintenance Agency

National Archives of Australia

PO Box 4924

Kingston ACT 2604

Phone: +61 2 6212 3600

Online form

Web: https://agls.gov.au/

APPENDIX A: RDF/XML EXAMPLES OF METADATA RECORDS

Example A1: Organisation Home Page

```xml
<?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="https://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:aglsterms="https://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>
    <aglsterms:aggregationLevel>collection</aglsterms: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
<?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="https://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="aglsterms:AglsAgent"/>
      jurisdiction=Commonwealth of Australia; corporateName=National
       Archives of Australia
    </dcterms:creator>
    <dcterms:publisher rdf:datatype="aglsterms: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>
    <aglsterms:category>service</aglsterms:category>
    <aglsterms:serviceType>
      <rdf:Description>
        <dcam:memberOf rdf:resource="aglsterms:agls-service"/>
        <rdf:value>orders and purchases</rdf:value>
      </rdf:Description>
    </aglsterms:serviceType>
    <aglsterms:function>
      <rdf:Description>
        <dcam:memberOf rdf:resource="aglsterms:AGIFT"/>
        <rdf:value>Collection access</rdf:value>
      </rdf:Description>
    </aglsterms:function>
    <dcterms:audience>
      <rdf:value>Genealogists</rdf:value>
      <rdf:value>Historians</rdf:value>
    </dcterms:audience>
    <aglsterms:availability rdf:datatype="aglsterms: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>
    </aglsterms: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 `aglsterms: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 `aglsterms: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:

Table B1 Agent descriptions	
Component	**Definition**
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="aglsterms: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="aglsterms: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="aglsterms: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.

Table C1 Resource availability	
Component	*9.1.1 Definition*
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*

```
<aglsterms:availability rdf:datatype="aglsterms: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
</aglsterms:availability>
```

C4.2   *Service with availability hours*

```
<aglsterms:availability rdf:datatype="aglsterms: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)
</aglsterms:availability>
```

APPENDIX D: AGLS JURISDICTION VOCABULARY ENCODING SCHEME

D1   Introduction

The `dcterms:coverage` and `aglsterms: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

Table D1 Australian jurisdictions		
Jurisdiction & abbreviation		**Definition**
[Commonwealth of] Australia	AU	*Commonwealth of Australia Constitution Act 1900* (UK)
Australian Antarctic Territory	AAT	The Australian Antarctic Territory plus the subantarctic territories of Heard and McDonald Islands
Australian Capital Territory	ACT	*Seat of Government Surrender Act 1909* (NSW) *Seat of Government Surrender Act 1915* (NSW)
Indian Ocean Territories	IOT	Cocos (Keeling) Islands and Christmas Island
New South Wales	NSW	*Constitution Act 1902* (NSW)
Norfolk Island	NI	*Norfolk Island Act 1979* (Cth)
Northern Territory	NT	*Northern Territory Acceptance Act 1910* (Cth)
Queensland	QLD	Letters Patent erecting the Colony of Queensland 1859 (UK) Letters Patent altering the western boundary of Queensland 1862 (UK) *Queensland Coast Islands Act 1879* (Qld)
South Australia	SA	*South Australian Act (Foundation Act) 1834* (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
Note: 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="aglsterms:AglsJuri" />
    <rdf:value>South Australia</rdf:value>
  </rdf:Description>
</dcterms:coverage>

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

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

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

APPENDIX E: AGLS DOCUMENT VOCABULARY ENCODING SCHEME

E1   Introduction

The `aglsterms: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.

Table E1 Document types	
Document type	**Scope**
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 `aglsterms:category` 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 `aglsterms:category` 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

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

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

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

APPENDIX F: AGLS SERVICE VOCABULARY ENCODING SCHEME

F1   Introduction

The `aglsterms: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.

Table F1 Service types	
Service type	**Scope**
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 recommended, 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

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

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

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

APPENDIX G: AGLS AUDIENCE VOCABULARY ENCODING SCHEME

G1   Introduction

The `dcterms:audience` a 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.

Table G1 Audience categories	
Audience categories	**Scope**
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 *Veterans' Entitlements Act 1986* (Cth), 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="aglsterms:agls-service">
    <rdf:value>youth</rdf:value>
  </rdf:Description>
</dcterms:audience>

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

<dcterms:audience>
  <rdf:Description>
    <dcam:memberOf rdf:resource="aglsterms:agls-service">
    <rdf:value>employers</rdf:value>
    <rdf:value>jobseekers</rdf:value>
  </rdf:Description>
</aglsterms: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 use 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 ecoding 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 21st 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 <u>Internet Assigned Numbers Authority website</u>. 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`

Table J1 Internet Media Type values	
IMT	**Description**
`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.

Table K1 Role Codes, terms and definitions		
Number code	**Term name**	**Definition**
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](#). This is an archived resource.

APT – [Australian Pictorial Thesaurus](#), a collection of topic terms for indexing Australian images. This is an archived resource.

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 website](#). Note: the ASGC was superseded by the [ASGS](#) in 2011.

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 was a network of education information and services. The EdNA metadata standard was based on the Dublin Core set. This resource is no longer available. An alternative is the [Schools Online Thesaurus (ScOT)](#).

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 [Government Online Directory 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. Available from the [International Organization for Standardization](#).

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-processable 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.