

Learning Object Repository (LOR)

Metadata Dictionary

nsc

Introduction

This document presents quality descriptions of terms used in the Learning Object Repository (LOR). The metadata dictionary is a reference and support resource for users to understand the importance and purpose of each of the items.

Metadata is information used to describe an item for the purpose of identification and discovery. It can include elements such as title, creator, keyword, etc...

The quality of the metadata attached to items (documents, images, etc...) in the LOR is extremely important for findability, particularly as the LOR grows over time. Good metadata will ensure that items can be easily searched and discovered.

Standards and documentation consulted and/or used to develop this data dictionary include:

1. Library of Congress MODS User Guidelines version 3, MODS Elements and Attributes: <http://www.loc.gov/standards/mods/userguide/generalapp.html>

Definitions were taken almost entirely from it, except in instances where clarification of local practice is required. Only elements used in the LOR are included in this data dictionary.

NSCC's LOR Metadata Field Names

- I. **Title** (user controlled).
- II. **Creator** (system controlled).
- III. **School** (user controlled).
- IV. **Program** (user controlled).
- V. **Description** (user controlled).
- VI. **Keywords** (user controlled).
- VII. **Date** (system controlled).
- VIII. **Course Name** (system controlled).
- IX. **Resource Type** (user controlled).
- X. **Copyright License Type** (user controlled).
- XI. **Permission/License Type** (user controlled).

Title

Definition

A word, phrase, character, or group of characters that constitutes the chief title of a resource, i.e., the title normally used when citing the resource.

Instructions

Provide the full title of the item.

Examples of Title:

Example 1:

Assignment 1: Accounting Practices in Action

Example 2:

A list of accounting resources for practical accounting

Creator

Definition

The name of the person responsible for creating and uploading the resource.

Instructions

The Last Name, First Name of the person responsible for creating the resource. This is automatically entered during the upload.

Examples of Creator:

Example:

Smith, Jane

School

Definition

The name of the NSCC School the resource belongs to.

Instructions

Choose the appropriate school from the dropdown menu.

Examples of School:

Example:

School of Business and Creative Industries

Program

Definition

The name of the NSCC program the resource belongs to.

Instructions

Enter the full name of the program.

Examples of Program:

Example 1:

Business Administration – Marketing Concentration

Example 2:

Cyber Security

Description

Definition

A summary of the content of the resource.

Instructions

Provide a relevant summary of the content of the resource.

Examples of Description:

Example:

Accounting resource, includes how to read budget lines, how to prepare a balance sheet, the principles of amortization.

Keywords

Definition

A significant word from the title or document used especially as an index to content.

Instructions

Provide at least 3 keywords that are descriptive of the resource to aid in discoverability of the resource. Separate keywords with a semicolon.

Examples of Keywords:

Example:

Intraoral; radiography; dental

Date

Definition

The date that the resource was uploaded and published to the LOR.

Instructions

This is automatically entered during the upload.

Examples of Date:

Example:

Mar 6, 2020 - 10:11 AM

Course Name

Definition

Unique standard number, code, and/or name that distinctively identifies an NSCC's course.

Instructions

The system generated course name. This is automatically entered during the upload.

Examples of Description:

Example:

PRNS2022/Mental Health Nursing(O)/Boudreau,Paul/1610

Resource Type

Definition

A term that specifies the characteristics and general type of content of the resource.

Instructions

Choose the type of resource from the dropdown menu.

Examples of Resource Type:

Example 1:

PDF

Example 2:

Word Document

Copyright License Type

Definition

Information about type of copyright licensing attached to a resource.

Instructions

Choose the type of copyright license from one of the following choices:

1. Created solely by NSCC Faculty/Staff: No copyrighted content [text or visuals] included.
2. Includes copyrighted content: Use adheres to NSCC Policies. Qualifies for fair dealing/educational exceptions in Copyright Act of Canada.
3. Includes copyrighted content: Use falls under a permission or a license.
4. Open Educational Resource (OER) with a Creative Commons (CC) License: Free to copy, revise and share with attribution.

NOTE: If you are unsure which copyright license type applies, contact the Copyright Office copyright@nsc.ca for support.

Permission/License Type

Definition

Information about restrictions imposed on access and usage of a resource.

Instructions

This field applies if you chose option #3 “includes copyrighted content: use falls under a permission or a license” in The Copyright License Type. Choose **Not Applicable** from the list of choices if it does not apply.

Choose the type of permission/license from one of the following choices:

- College-wide permission/license.
- School-based permission/license.
- Program-based permission/license.
- Not Applicable.

Note: Wherever possible, it is recommended to request a Program, School or College-based permission/license to allow for broader use. Contact the Copyright Office copyright@nsc.ca for support.