A Proof-of-Concept Repository for Learning Objects: Supporting the Reuse and Repurposing of Redesigned Courses and Their Content

THECB Learning Object Repository
Metadata Creation Guide

Prepared by the THECB LOR Team

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1.01	07/24/2007	Hong Xu	2.1., 2.12., 2.14., 2.16., 2.18., 2.33	Add 2.8.gem.cataloging.domaincataloger and 2.32.dc.format, 2.33 dc.relation.uri (IMS Content Package)
1.02	08/14/2007	Hong Xu	2.34, 2.35	Add 2.34, IMS tile and 2.35 Learning Object Description
2	01/28/2008	Hong Xu		Use the template format

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THECB Learning Object Repository Metadata Creation Guide

1. Introduction

This document presents the metadata creation guidelines for the metadata records contained in the THECB Learning Object Repository (LOR). The *THECB LOR Metadata Creation Guide* provides the basis for the inclusion of metadata elements, their characteristics, etc. This Guide provides the submitter of resources to the THECB LOR with detailed instructions to create appropriate metadata records at the time a resource is submitted to the THECB LOR. The *THECB LOR Metadata Creation Guide* provides the Name of the Term (i.e., how the metadata element is known by the system) and a human readable label intended for display to the metadata creator for input and for record displays. The elements (listed by the human-readable label) addressed in this document are:

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The *THECB LOR Metadata Creation Guide* can be consulted for additional details about these elements, including commentary about usage, etc.

For each metadata element used in the THECB LOR, the Guide provides the following information:

> **The Name of the Element in Human-Readable Form**
> **Obligation/Occurrences:**
> **Name of Term:**
> **Label:**
> **Definition:**
> **Chief Source of Data:**
> **Guidelines for Content Creation:**
> **Examples:**

Use of the instructions that follow should yield relatively consistent and complete metadata records that represent the resources in the THECB LOR.

2. Instructions for Creating HTECB LOR Metadata

2.1. Title (Dublin Core Element)

Obligation/Occurrences: Mandatory/Not repeatable

Name of Term: title

Label: Title

Definition: A name given to the resource.

Chief Source of Data: Formally presented evidence found in the course outline, the title screen(s), initial display(s) of information, home page(s), file header(s), document properties, and encoded metadata (such as XML tags), as applicable.

Guidelines for Content Creation: The title should be expressed using the general rules for capitalizing words in document titles set out in The Chicago Manual of Style: 1. Always capitalize the first and the last word; 2. Capitalize all nouns, pronouns, adjectives, verbs, adverbs, and subordinate conjunctions ("as", "because", "although"); 3. Lowercase all articles, coordinate conjunctions ("and", "or", "nor"), and prepositions regardless of length, when they are other than the first or last word; 4. Lowercase the "to" in an infinitive. If there are multiple titles, other tiles should be expressed in **Other Titles** (see 2.2 Other Titles).If no title at all can be found, the submitter must enter a simple, descriptive title of his/ her own choosing. For **the history course Learning Objects in THECB LOR**, you may refer to the following table:

Titles	All Units titled: Unit 1: Name of Unit
	All lessons titled: Lesson 1: Name of Lesson
	All pages titled: name of page
	All objects titled: name of object

Examples: Central and South American Indians

2.2. Other Titles (Dublin Core Element Refinement)

Obligation/Occurrences: Mandatory if applicable/Repeatable

Name of Term: alternative

Label: Other Titles

Refines: title

Definition: Any form of the title used as a substitute or alternative to the formal title of the resource.

Chief Source of Data: Formally presented evidence found in the title screen(s), initial display(s) of information, home page(s), file header(s), document properties, and encoded metadata (such as XML tags), as applicable.

Guidelines for Content Creation: The alternative title should be expressed using the general rules for capitalizing words in document titles set out in The Chicago Manual of Style: 1. Always capitalize the first and the last word; 2. Capitalize all nouns, pronouns, adjectives, verbs, adverbs, and subordinate conjunctions ("as", "because", "although"); 3. Lowercase all articles, coordinate conjunctions ("and", "or", "nor"), and prepositions regardless of length, when they are other than the first or last word; 4. Lowercase the "to" in an infinitive.

Examples: Creating Web Pages with HTML

2.3. Authors (Dublin Core Element Refinement)

Obligation/Occurrences: Mandatory if applicable/Repeatable

Name of Term: author

Label: Authors

Refines: contributor

Definition: An entity primarily responsible for making the content of the resource.

Chief Source of Data: Formally presented evidence found in the title screen(s), initial display(s) of information, home page(s), file header(s), document properties, and encoded metadata (such as XML tags), as applicable.

Guidelines for Content Creation: This element can be repeated for each person or entity responsible for the content. Personal names should be entered in the appropriate box for Last Name and First Name. If the name has a suffix such as Jr., Sr., or III, add it to the end of the first name (but do not separate with a comma) and follow with a period. Do not include any titles such as Dr. unless the title is necessary to identify the person. If the surname has added prepositions such as van or de, place them before the surname, and capitalize (or not) as it appears in the original. For organizations or other group names enter the full name in the Last name field only. Enter the name exactly as it appears in the resource keeping any additional article such as "The" where it naturally appears in the name (e.g., The University of Texas). For hierarchical organizations, list the parts of the hierarchy from largest to smallest, separated by a period and a space. Enter each name in the order it appears in the resource – for example, if there are three authors given, enter the first listed author first, the next author second, and the last author third. If no author name can be found, leave this element blank. **For some collections in THECB LOR, this element uses default values.**

Examples:
Last name = Brand   First name = Amy
Last name = van der Meer First name = Jeff Jr.
Last name = Toshio Yamada   First name =
Last name = The University of North Texas   First name =
Last name = School of Library and Information Science. Metadata Committee First name =

2.4. Author Affiliation (Locally Defined Dublin Core Element Refinement)

Obligation/Occurrences: Optional/Not Repeatable

Name of Term: affiliation

Label: Author Affiliation

Refines: contributor

Definition: An organization that author has affiliations with.

Chief Source of Data: authors' associated affiliation

Guidelines for Content Creation: Enter the full name of the affiliation associated with the first author. For hierarchical affiliation, list the parts of the hierarchy from largest to smallest, separated by a comma and a space. If no affiliation can be found, leave this element blank. **For some collections in THECB LOR, this element uses default value.**

Examples: University of North Texas
University of North Texas, School of Library and Information Science; University of North Texas, College of Art Education, Department of Learning Technologies

2.5. Other Contributors (Dublin Core Element Refinement)

Obligation/Occurrences: Mandatory if applicable/Repeatable

Name of Term: other

Label: Other Contributors

Refines: contributor

Definition: An entity responsible for making significant contribution to the content of the resource

Chief Source of Data: Formally presented evidence found in the title screen(s), initial display(s) of information, home page(s), file header(s), document properties, and encoded metadata (such as XML tags), as applicable.

Guidelines for Content Creation: Use this element if: a) the primary author is unknown or irrelevant, and/or 2) there are entities named whose input is clearly secondary to that of the main author(s). If these two conditions are not applicable, then this element may be left blank. If used, this element should be repeated for each person or entity who contributes to the content. Personal names should be entered in the appropriate box for Last Name and First Name. If the name has a suffix such as Jr., Sr., or III, add it to the end of the first name (but do not separate with a comma) and follow with a period. Do not include any titles such as Dr. unless the title is necessary to identify the person. If the surname has added prepositions such as van or de, place them before the surname, and capitalize (or not) as it appears in the original. For organizations or other group names enter the full name in the Last name field only. Enter the name exactly as it appears in the resource keeping any additional article such as "The" where it naturally appears in the name (e.g., The University of Texas). For hierarchical organizations, list the parts of the hierarchy from largest to smallest, separated by a period and a space. Enter each name in the order it appears in the resource - for example, if there are three contributors given, enter the first listed contributor first, the next contributor second, and the last contributor third. If no contributor can be found, leave this element blank.

Examples: Last name = Brand   First name = Amy
Last name = van der Meer   First name = Jeff Jr.
Last name = Toshio Yamada   First name =
Last name = The University of North Texas   First name =
Last name = School of Library and Information Science. Metadata Committee   First name =

2.6. Publisher (Dublin Core Element)

Obligation/Occurrences: Mandatory if applicable/Repeatable

Name of Term: publisher

Label: Publisher

Definition: An entity responsible for the original publication of the resource.
Chief Source of Data: Formally presented evidence found in the title screen(s), initial display(s) of information, home page(s), file header(s), and encoded metadata (such as XML tags), as applicable.

Guidelines for Content Creation: This element should be repeated for each entity responsible for the original publication of the resource. For organizations or other group names enter the full name in the Last name field only. Enter the name exactly as it appears in the resource keeping any additional article such as "The" where it naturally appears in the name (e.g., The University of Texas). For hierarchical organizations, list the parts of the hierarchy from largest to smallest, separated by a comma and a space. If no publisher can be identified, leave this element blank.
For some collections in THECB LOR, this element uses default values.

Examples:
NISO Press
The University of North Texas, School of Library and Information Science

2.7. Metadata Cataloger (GEM Element Refinement)

Obligation/Occurrences: Mandatory/Repeatable

Name of Term: individualCataloger

Label: Metadata Cataloger

Refines: cataloging

Definition: The name of the individual responsible for creation of the description (metadata record) of a resource.

Chief Source of Data: If you are submitting a resource or created metadata, your name is the source.

Guidelines for Content Creation: In THECB LOR, all names of THECB LOR team members have been given as default values, catalogers need to select their names from the name list given by the system. If there is more than one cataloger, this element can have more than

one value by holding down "CTRL" or "Shift" key to select more than one value for this element from the drop down list.

Examples: Kelly McMichael

2.8. Domain Cataloger (Locally Defined GEM Element Refinement)

Obligation/Occurrences: Mandatory/Repeatable

Name of Term: DomainCataloger

Label: Domain Cataloger

Refines: cataloging

Definition: The name of the individual responsible for creation of the description (metadata record) of a resource.

Chief Source of Data: If you created some domain metadata, for example the subjects, summary, your name is the source.

Guidelines for Content Creation: In THECB LOR, all names of THECB LOR team members have been given as default values, catalogers need to select their names from the name list given by the system. If there is more than one cataloger, this element can have more than one value by holding down "CTRL" or "Shift" key to select more than one value for this element from the drop down list.

Examples: Kelly McMichael

2.9. Subjects (Dublin Core Element)

Obligation/Occurrences: Mandatory/Repeatable

Name of Term: subject

Label: Subjects

Definition: The topic of the resource. Controlled subject term(s) chosen from the THECB LOR Subject Terms.

Chief Source of Data: THECB LOR Subject Terms.

Guidelines for Content Creation: THECB LOR terms and phrases are used as data values for this element. They must be selected so as to significantly and concisely describe the content of the resource. Submitters can select a major categoryor a narrower categoryas a subject term. But if the content warrants it, submitters can select both a broad category and a narrower category. The element must appear at least once in a metadata record. No additional rules, pertaining to syntax, are necessary, as these terms and phrases are pre-determined. If there are no terms fit to this resource, metadata creator can create according to the contents of this resource. This

element can be repeated. This element must appear at least once in a metadata record. **For THECB LOR, use the default subject vocabulary which can be developed by THECB LOR team.**

Examples: Hopewell

2.10. Discipline and Sub-Discipline (LOM Element Refinement)

Obligation/Occurrences: Optional/Repeatable

Name of Term: taxon

Label: Discipline and Sub-Discipline

Refines: classification

Definition: A particular term within a taxonomy. A taxon is a node that has a defined label or term. A taxon may also have an alphanumeric designation or identifier for standardized reference. Either or both the label and the entry may be used to designate a particular taxon.

Chief Source of Data: Taxon Terms.

Guidelines for Content Creation: Terms will be selected from default discipline and sub-discipline vocabulary

Examples: History

2.11. Summary (Dublin Core Element Refinement)

Obligation/Occurrences: Mandatory if applicable/Not repeatable

Name of Term: abstract

Label: Summary

Refines: description

Definition: A summary of the content of the resource in the form of a formal abstract.

Chief Source of Data: Consult the beginning of the content of the resource.

Guidelines for Content Creation: Only the abstract of the resource can be used for this element, which can be extracted from the resource or created by the metadata creator. If neither option is available, the element Description must be employed to contain a description of the resource.Proper syntax and punctuation must be used if the abstract is created by the metadata creator. A concise but descriptive writing style (containing full sentences) is recommended, although there are no size limits enforced.

Examples: This project is intended to provide students, professors, and library professionals with metadata and cataloging practices and research.

2.12. Learning Object's Contents (Dublin Core Element Refinement)

Obligation/Occurrences: Optional/Not repeatable

Name of Term: tableofContents

Label: Learning Object's Contents

Refines: description

Definition: A list of subunits of the content of the resource.

Chief Source of Data: Consult the contents of the resource.

Guidelines for Content Creation: Can simply list the topics that are part of the lesson or course. For the history course Learning Objects in **THECB LOR**, you may refer to the following table:

Learning Object's Contents	Unit
	Lesson
(use this as a guide to fill in this area)	Single lesson page within lesson XX

Examples:
Lessons' Topic:
1. The Americas Before Columbus
2. How did the First People Come to the Americas?
3. Central and South American Natives

2.13. Educational Interactivity Type (LOM Element Refinement)

Obligation/Occurrences: Optional/ Not repeatable

Name of Term: interactivityType

Label: Educational Interactivity Type

Refines: Educational

Definition: Predominant mode of learning supported by this learning object.

Chief Source of Data: IEEE LOM Interactivity Type Vocabulary

Guidelines for Content Creation: Selecting values from the drop down value list according to the submitted learning materials. According to IEEE LOM Interactivity Type Vocabulary, there are three values for this element: active, expositive and mixed. In "active" mode, learners learn by doing, and it is supported by content that directly induces productive action by the learner. An active learning object prompts the learner for semantically meaningful input or for some other kind of productive action or decision, not necessarily performed within the learning object's framework. Active documents include simulations, questionnaires, and exercises. In "expositive" mode, learning (e.g., passive learning) occurs when the learner's job mainly consists of absorbing the

content exposed to him (generally through text, images or sound). An expositive learning object displays information but does not prompt the learner for any semantically meaningful input. Expositive documents include essays, video clips, all kinds of graphical material, and hypertext documents. When a learning object blends the active and expositive interactivity types, then its interactivity type is "mixed". **Active:** Most of the learners' time is spent interacting through input and feedback. **Mixed:** Requiring input from the user and responding to this. (Thus resources which require the following of links cannot be classified as Interactive.) **Expositive:** No response to the user that is dependent on the user's input, beyond the normal responses of hypertext. (i.e. clicking on links.)

Examples: mixed

2.14. Educational Interactivity Level (LOM Element Refinement)

Obligation/Occurrences: Optional/ Not repeatable

Name of Term: interactivityLevel

Label: Educational Interactivity Level

Refines: Educational

Definition: The degree of interactivity characterizing this learning object. Interactivity in this context refers to the degree to which the learner can influence the aspect or behavior of the learning object.

Chief Source of Data: IEEE LOM Interactivity Level Vocabulary

Guidelines for Content Creation: Selecting values from the drop down value list according to the submitted learning materials. According to IEEE LOM Interactivity Level Vocabulary, there are three values for this element: very low, low, medium, high, very High. Learning objects with 2.11: Educational.InteractivityType="active" may have a high interactivity level (e.g., a simulation environment endowed with many controls) or a low interactivity level (e.g., a written set of instructions that solicit an activity). Learning objects with 2.11: Educational.InteractivityType="expositive" may have a low interactivity level (e.g., a piece of linear, narrative text produced with a standard word processor) or a medium to high interactivity level (e.g., a sophisticated hyperdocument, with many internal links and views).

Interactivity Type	Very Low	Low	Medium	High	Very High
Active	Test questions formatted for printing	Links provided with instructions for their exploration	Online multiple-choice exercise providing feedback	Dissection simulation with pre- and post-tests	3-D immersive simulation for completing prescribed series of steps

Expositive	Essay formatted for printing	Video clip with play, pause, and replay controls	Hypertext in which readers choose ending	Dissection simulation without evaluation components	3-D immersive environment for exploring remote location

Examples: low

2.15. Difficulty Level (LOM Element Refinement)

Obligation/Occurrences: Optional/ Not repeatable

Name of Term: difficulty

Label: Difficulty Level

Refines: Educational

Definition: How hard it is to work with or through this learning object for the typical intended target audience.

Chief Source of Data: IEEE LOM Difficulty Level Vocabulary

Guidelines for Content Creation: Selecting values from the drop down value list according to the submitted learning materials. According to IEEE LOM Difficulty Level Vocabulary, there are five values for this element: very easy, easy, medium, difficult, very difficult.

Examples: easy

2.16. Typical Learning Time (LOM Element Refinement)

Obligation/Occurrences: Optional/ Not repeatable

Name of Term: typicalLearningTime

Label: Typical Learning Time

Refines: Educational

Definition: Approximate or typical time it takes to work with or through this learning object for the typical intended target audience.

Chief Source of Data: consult the resource itself.

Guidelines for Content Creation: Select the learning time according to the following table. If there is no value fit the learning object, you may select "varies (see summary)", and then in the summary you can indicate the typical learning time.

Learning Object Type	Learning Object Type	Instructional Method	Typical Learning Time
Units	Lesson	Multimedia Instruction	10 hours
Lessons	Lesson	Multimedia Instruction	2.5 hours
Single page of Lesson XX	Lesson	Multimedia Instruction	20 minutes
Freestanding Learning Object	Case Study Game Simulation Map Instructor Guide Glossary Curriculum Assessment Demonstration Music Audio Video	Will vary	Vary, ranging between 5 minutes and several days, for the case studies (or games, simulations)

Examples: 10 hours,   5 minutes

2.17. Learning Object Type (Dublin Core Element)

Obligation/Occurrences: Mandatory/Repeatable

Name of Term: type

Label: Learning Object Type

Definition: The nature or genre of the content of the resource.

Chief Source of Data: The content of the resource itself. The data is select from the NSDL Type Vocabulary [NSDLResType].

Guidelines for Content Creation: This element includes terms describing different types of resources. Recommended best practice is to use a controlled vocabulary such as the NSDL Type Vocabulary [NSDLResType]. Select the value(s) for this element from the drop down list. If the resource being submitted contains several resource types, you may have to hold down the "CTRL" or "Shift" key to select more than one value in the list. To describe the file format, physical medium, or dimensions of the resource, use the **Technical Requirement (2.22.)** element.

Examples: Lesson

2.18. Instructional Method (Dublin Core Element)

Obligation/Occurrences: Optional/ Repeatable

Name of Term: instructionalMethod

Label: Instructional Method

Definition: A process, used to engender knowledge, attitudes and skills, that the resource is designed to support.

Chief Source of Data: consult the THECB LOR Instructional Method Terms

Guidelines for Content Creation: Selecting values from the drop down value list according to the submitted learning materials. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

Examples: Case Study

Suggested Vocabulary: The following is the table of suggested Instructional Method vocabulary. The left volume provides the method terms and the right column provides associated definitions.

Method	Definition
Assessment Item	An item designed to measure student learning
Activity Exercise	A task that students are asked to do that develop particular skills, knowledge, or habits of mind
Case Study	A learning resource that is a detailed account of a process or activity
Computer-Based Tutorial Instruction	A computer-based resource that provides guided, practical information about a specific subject
Computer simulations	A representation of a process, activity, organization, or object
Course Lecture Presentation Notes	A set of notes or slides that accompany a course, lecture, presentation, speech, or classroom session
Cooperative learning	Learning engaged in by groups of 2 or more students
Demonstrations	A video or audio recording or a transcript of a practical exhibition of a process, activity, or object
Curriculum Syllabus	Outlines of courses and modules and their contents. General material describing a course or unit of study
Discussions	Activity that generates discussion from a student or students
Examination Test	Several assessment items that measure student learning
Experiential learning	Hands-on highly active learning that includes discussion, case studies, role-playing, and simulations
Glossary	A collection of specialized terms and their meanings
Interdisciplinary	Instructional item that can be used across disciplines
Learning Module	Complete lesson that contains all content for a specific topic
Lecture Presentation	A video or audio recording or a transcript of a lecture, presentation, speech or classroom session
Multiple Activities	Activity that contains multiple items
Multimedia Instruction	Activity that includes audio and video, in addition to text
Project-based learning	Activity that includes hands-on learning extending over time
Role playing	Activity that includes in-class role playing

Games	Activity that includes gaming or gaming theory that can be used in-class or online
Simulations	Activity that includes simulations that can be used online or in-class
Student Success guide	A guide created to provide students with hints, techniques, or management ideas in a particular area
Teaching guide	A guide created to provide teachers with hints, techniques, or management ideas in a particular area
Podcast	An audio recording of content
Vodcast	A video recording of content
Visual instruction	Object used primarily for its ability to convey content visually. Includes images and flash maps

2.19. Audience Educational Level (Dublin Core Element Refinement)

Obligation/Occurrences: Optional/ Not repeatable

Name of Term: educationLevel

Label: Audience Educational Level

Refines: audience

Definition: A general statement describing the education or training context. Alternatively, a more specific statement of the location of the audience in terms of its progression through an education or training context.

Chief Source of Data: consult the resource itself, and select data from THECB LOR Audience Educational Level Terms

Guidelines for Content Creation: Selecting values from the drop down value list according to the submitted learning materials.

Examples: Graduate

2.20. Date Published (Locally Defined Dublin Core Element Refinement)

Obligation/Occurrences: Mandatory if applicable/ Not repeatable

Name of Term: datePublished

Label: Date Published

Refines: date

Definition: Date of acceptance of the resource (e.g. of thesis by university department, of article by journal, etc.).

Chief Source of Data: the date related to when the item was accepted into the repository.

Guidelines for Content Creation: The date format should be in MMM. YYYY style.

Examples: Mar. 2007

2.21. Extent (Dublin Core Element Refinement)

Obligation/Occurrences: System supplied/Not applicable

Name of Term: extent

Label: Size

Refines: format

Definition: The size or duration of the resource.

Chief Source of Data: This information is system-supplied.

Guidelines for Content Creation: This element is supplied by the system.

Examples: 325Kb

2.22. Medium (Dublin Core Element Refinement)

Obligation/Occurrences: System supplied/Not applicable

Name of Term: mimeType

Label: Medium

Refines: format

Definition: The material or physical carrier of the resource.

Chief Source of Data: This information is system-supplied.

Guidelines for Content Creation: This element is supplied by the system and in form of a MIMEType

Examples: application/msword

2.23. Technical Requirements (LOM Element Refinement)

Obligation/Occurrences: Optional/Repeatable

Name of Term: requirement

Label: Technical Requirements

Refines: technical

Definition: The technical capabilities necessary for using this learning object.

Chief Source of Data: examine the file extension to determine the file format. For example, a PDF viewer or editor for .pdf, a graphics program for .png, .gif or .jpg, a spreadsheet program for .xls or .ods, and a flash for .swf.

Guidelines for Content Creation: Selecting values from the drop down value list according to the submitted learning materials. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

Examples: Flash

2.24. Identifier (Dublin Core Element)

Obligation/Occurrences: System supplied/Not repeatable

Name of Term: identifier

Label: Identifier

Definition: An unambiguous reference to the resource within a given context.

Chief Source of Data: This information is system-supplied.

Guidelines for Content Creation: This information is system-supplied.

Examples: http://hdl.handle.net/123456789/23

2.25. Language (Dublin Core Element)

Obligation/Occurrences: Mandatory/Repeatable

Name of Term: language

Label: Language

Definition: A language of the intellectual content of the resource.

Chief Source of Data: The resource itself.

Guidelines for Content Creation: Choose a value from the drop down menu provided. If the information entity appears in more than one language, you may have to hold down the "CTRL" or "Shift" key.

Examples: English

2.26 Creation and Ownership Information (Dublin Core Element)

Obligation/Occurrences: Optional/Not repeatable

Name of Term: provenance

Label: Creation and Ownership Information

Definition: A statement of any changes in ownership and custody of the resource since its creation that are significant for its authenticity, integrity and interpretation.

Chief Source of Data: consult the resource itself and the resource creator.

Guidelines for Content Creation: The statement may include a description of any changes successive custodians made to the resource. **For THECB LOR, use the default value.**

Examples:

2.27 Intellectual Property Rights (Dublin Core Element)

Obligation/Occurrences: Mandatory if applicable/Not repeatable

Name of Term: rights

Label: Intellectual Property Rights

Definition: Information about rights held in and over the resource.

Chief Source of Data: Consult a cover page, or if an electronic resource, the end of the document.

Guidelines for Content Creation: Rights information, maintained by the author or rights holder, must be entered in the form of text if a URI is not available. If URI and text is available, the URI is the preferred choice for this element. If text is the only option, full sentences and punctuation are not mandatory, if not already contained in the resource. Alphanumerical values are accepted. **For THECB LOR, use the default value.**

Examples:

2.28. Access Rights (Dublin Core Element Refinement)

Obligation/Occurrences: Mandatory if applicable/Not repeatable

Name of Term: accessRights

Label: Access and Use Rights

Refines: rights

Definition: Information about who can access the resource or an indication of its security status.

Chief Source of Data: Usually available at the beginning of an electronic resource (i.e. digitized book/dissertation), or at the end of an HTML page.

Guidelines for Content Creation: Access rights information must be entered in the form of text if a URI is not available. If both, URI and text are available, the URI is the preferred choice for this element. When using text, punctuation and syntax are not mandatory if not already contained in the resource. If both, URI and text are available, the URI is the preferred choice for this element. Alphanumerical values are accepted. **For THECB LOR, use the default value.**

Examples:

2.29. Right License (Dublin Core Element Refinement)

Obligation/Occurrences: Mandatory if applicable/Not repeatable

Name of Term: license

Label: Access and Use License

Refines: rights

Definition: A legal document giving official permission to do something with the resource.

Chief Source of Data: Consult the beginning of an electronic resource (i.e. digitized book/dissertation), or the end of an HTML page.

Guidelines for Content Creation: Licensing rights information is best obtained through the use of a URI. The Creative Commons Web site: http://creativecommons.org/licenses/ contains a list of license types that are commonly used. Alphanumerical values are accepted. **For THECB LOR, use the default value.**

Examples:

2.30. Rights Holder (Dublin Core Element)

Obligation/Occurrences: Mandatory if applicable/Repeatable

Name of Term: rightsHolder

Label: Rights Holder

Definition: A person or organization owning or managing rights over the resource.

Chief Source of Data: Consult the beginning of an electronic resource (i.e. digitized book/dissertation), or the end of an HTML page.

Guidelines for Content Creation: The URI and/or the name of an individual or entity can be used for the Rights Holder element. If the rights holder is an individual, the order of Last Name First Name must be followed (do not separate with a comma). If there is doubt as to what order should be used, the name should not be inverted. If the name has a suffix such as Jr., Sr., or III, add it to the end of the first name (but do not separate with a comma) and follow with a period. If the surname has added prepositions such as *van* or *de*, place them before the surname, If the rights holder is an organization or other group, the name must be entered exactly as it appears in the resource keeping any additional article such as "The" where it naturally appears in the name (The University of Texas) For hierarchical organizations, list the parts of the hierarchy from largest to smallest, separated by a period and a space. The name of the individual or organization should be followed by an URI, if available. A space, semi-colon (;), space must separate the name of the individual or entity, and the URI. Follow capitalization as it appears in the resource. **For THECB LOR, use the default value.**

Examples:

2.31. Course Structure (Dublin Core Element Refinement)

Obligation/Occurrences: Mandatory if applicable/Not Repeatable

Name of Term: ispartof

Label: Course Structure

Refines: relation

Definition: The described resource is physical or logical part of the referenced resource.

Chief Source of Data: This element will be extracted from the relation of the submitted resource with other resources.

Guidelines for Content Creation: This element will contain the identifier URL which points to the item which includes the outline of the course.

Examples: http://hdl.handle.net/123456789/62

2.32. Media Format (Dublin Core Element)

Obligation/Occurrences: Optional/Not Repeatable

Name of Term: format

Label: Media Format

Definition: The physical or digital manifestation of the resource. Typically, Format may include the media-type.

Chief Source of Data: the Learning Object itself.

Guidelines for Content Creation: Selecting values from the drop down value list according to the submitted learning materials.

Examples: Audio

2.33. IMS Content Package (Dublin Core Element Refinement)

Obligation/Occurrences: Mandatory if applicable /Not Repeatable

Name of Term: uri

Label: IMS Content Package

Refines: relation

Definition: A reference to a related resource.

Chief Source of Data: IMS Content Package Identifier.

Guidelines for Content Creation: Your may leave it blank unless you get the related IMS content package identifier URL.

Examples:

2.34. Title (Dublin Core Element, for the collection of I. IMS Content Packages)

Obligation/Occurrences: Mandatory/Not Repeatable

Name of Term: title

Label: Title

Refines: title

Definition: The title of the IMS content packages name.

Chief Source of Data: LOs' structure and names.

Guidelines for Content Creation: You may create the title according to the style: Unit #, Unit # Lesson #, Unit # Lesson # Topic #, or Case Study #.

Examples: Unit 1

   Unit 1 Lesson 1

2.35. Learning Object Description (Dublin Core Element Refinement, for the collection of I. IMS Content Packages)

Obligation/Occurrences: Mandatory /Not Repeatable

Name of Term: uri

Label: Learning Object Description

Refines: description

Definition: A reference to a related LOs.

Chief Source of Data: the relating LO's handle URI.

Guidelines for Content Creation: Your may check the relating LOs in collections under **History Courses** community and put the handle URI.

Examples: