

CITIZEN ACCESS AND TRANSFORMATION

**DEPARTMENT OF PLANNING AND
COMMUNITY DEVELOPMENT -
VICTORIA ONLINE**

METADATA APPLICATION PROFILE

(VOMAP)

**VERSION 4.2
AUGUST 2007**

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Document Modification

Modifications The following table outlines modifications made to this document:

Date	Ver.	Change	Section	Author
12/09/03	2	Updated Metadata Application Profile to include a notation on Date to be Published and Organisational Identifier	Part B	KS
09/10/03	2.1	Updated metadata elements and reviewed defaults		KS
12/11/03	2.2	Updated Related Documents table to include taxonomies	Related Documents	KS
12/11/03	2.2	Update handling of aliases	Part B	KS
23/03/04	2.3	Updated Metadata Application Profile one page version on Page 13 to include Keywords, DC.Subject	Part B	KS
20/09/04	3	Major update	All	VB
07/12/05	4	Part A – Update Introduction. Add audience Part B- Update Local council services, home pages, site map pages, control lists, VOMAP table, reorder metadata elements into alphabetical order Part C – Update taxonomy information to incorporate new Topic taxonomy Part D – Update examples and add example for ‘Other’ record Part E – Update appendices	Parts A, B, C, D & E	VB
10/06	4.1	Part B – added Priority Search Term(s)		VB
25/05/07	4.2	Changed departmental information Part B – Several parts removed Part C (Taxonomy) removed Part D – Update examples, rename to Part C Part E – Update and rename to Part D	General, Part B, C	VB
14/08/07	4.2	Changed departmental information	General	VB

Related Documents The following table outlines related documents which should be read in conjunction with the VO Metadata Application Profile and Taxonomy Guidelines (VOMAP)

Document Title	Version	Owner
AGLS Victoria: Metadata Implementation Manual	3.0	Victoria Online, Citizen Access and Transformation, Department of Planning and Community Development, Victorian Government
Victoria Online Application Profile Naming Conventions	1.1	As above
Stakeholder Metadata Review Process	1.0	As above
Victoria Online Taxonomy Redevelopment Report		As above
VO Taxonomy	2.3	As above
Ensuring Your Site Is Discoverable Via Victoria Online	2.0	As above
Victoria Online Thesaurus	2.2	As above
Cataloguing Guidelines	1.0	As above
Cataloguing Processes	1.0	As above
CiTR accesspoint - Resource Manager User Guide	1.02	Hyro

PART A – Introduction

Overview [Victoria Online](#) (VO) is a government entry point for Victorians - funded and managed by the State Government of Victoria – providing Victorians with a single entry point to Federal, Victorian State and Local Government information and services.

VO is a metadata driven portal which uses the VO Metadata Application Profile (VOMAP) and a taxonomy structure to support information and service discovery via searching and browsing.

The Metadata Application Profile and Taxonomy Guidelines provide a metadata and taxonomic model for VO. The Metadata Application Profile is based on the AGLS Victoria: Metadata Implementation Manual and the Australian Government Locator Service (AGLS) Metadata Standard.

Purpose of this document The purpose of the Victoria Online Metadata Application Profile (VOMAP) is to provide guidelines in the use of the metadata profile and taxonomy for anyone who has to catalogue, modify or review a metadata record on Victoria Online. Victoria Online uses a web-based tool called CiTR Accesspoint for cataloguing.

This document will also be of interest to anyone who would like to know how records are catalogued onto Victoria Online.

It is assumed that users of this guideline will have read the [AGLS Victoria: Metadata Implementation Manual](#) or have an understanding of the AGLS Metadata Standard.

Users should also refer to the Cataloguing Guidelines and Cataloguing Processes for detailed instructions on how to add, modify and delete records for Victoria Online.

Audience This document is intended for people who are cataloguing resources onto Victoria Online.

For further information This document has been published by Victoria Online, Citizen Access and Transformation, Department of Planning and Community Development.

Contact Vanessa Booth, Metadata Manager, Victoria Online (ph: 9655 1038) for further information. Any recommended additions or changes to this document are welcome and should be forwarded to the Metadata Manager.

PART B – Victoria Online Metadata Application Profile

Overview The Metadata Application Profile outlines the model/standard for the use of metadata within Victoria Online. It details the functional use of each metadata element, guidelines for cataloguing the element and associated validations.

In this part This part contains the following sections:

Topic	See Page
Metadata	7
VO Metadata Application Profile	9
VOMAP Guidelines	10

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Metadata

Definition

The AGLS Victoria: Metadata Implementation Manual defines metadata which supports online delivery as ‘descriptive information about web resources’.

How VO uses Metadata

Victoria Online uses metadata to:

- facilitate discovery of information or services via the portal’s search and browse capability,
- inform the design of the user interface (UI),
- inform the user experience, and
- ensure high precision low recall in results.

The power of metadata used for discovery in VO enables the user to make an informed decision about the resource being retrieved, with an emphasis on providing information pathways.

Metadata helps to ensure consistency in format and presentation of results in the user interface. Metadata optimises internal discovery (both search and browse) to provide clear logically meaningful information with an emphasis on high precision and low recall.

Within VO, metadata describes an html resource (eg. a web page).

VOMAP

VOMAP provides a model for the application of metadata within VO. The associated guidelines provide direction in the cataloguing and reviewing of metadata for Victoria Online.

VOMAP is an extension of AGLS and includes fifteen new metadata elements to support VO’s information and discovery needs. This allows richer and more accurate description of resources.

Continued on the next page

**Handcrafted
versus
Harvested
Metadata**

The VO metadata repository holds three classes of metadata records:

Class A records

- Hand-catalogued (handcrafted) records of resources purposely selected for discovery via Victoria Online
- Compliant with the minimum AGLS standard requirements and VOMAP (all elements)
- Assigned to one or more taxonomic positions (non-mandatory)
- Ranked higher than Class B records in search
- Alphabetically ranked in Browse
- Metadata and fulltext included in Search
- Used as a referral point for spidering of Class B records.

Class B+ locally authored content records

- Locally authored content within VO. These records can be hard-coded by the system (eg. ancillary pages such as FAQ) or hand catalogued (eg. Topic pages)
- Compliant with the minimum AGLS standard requirements and VOMAP
- Assigned a taxonomic position
- By default, not discoverable by the internal search engine but discoverable by commercial search engines
- With a status of *Imported* within CINTR Accesspoint, the exception being Class B+ Government Contact metadata records where the status is *Final* to ensure discoverability in the Front Office.

Class B records

- Derived from using the Class A records as referral points for spidering and harvesting back full text content from one to two levels below
 - Not necessarily compliant with the minimum AGLS standard requirements or VOMAP
 - Not assigned a taxonomic position
 - Only discoverable through Search (unbounded) using the internal search engine. Any metadata and fulltext associated with Class B records will be searched.
-

Victoria Online Metadata Application Profile (VOMAP)

For a full explanation of each AGLS element and qualifier please refer to the AGLS Victoria: Metadata Implementation Manual.

VO Element Name	Notation	Mapped to AGLS Element/Qualifier	Scheme	Mandatory	Repeatable Field	Repeatable Value in Field	Displayed (in Interface)	Default Value
URL		DC.Identifier	URI	Y	N	N	Y	N
Title		DC.Title		Y	N	N	Y	N
Title (Alt)		DC.Title.alternative		N	N	Y	N	N
Content type		VO.Content		Y	N	N	N	Y
Publisher		DC.Publisher		Y	N	N	N	N
Publisher (Alt)		VO.Publisher.alternative		N	N	Y	N	N
Tier of Govt		VO.Tier		Y	N	N	Y	Y
Jurisdiction		DC.Coverage.jurisdiction	AglJuri	Y	N	N	N	Y
Creator		DC.Creator		Y	N	N	N	N
Creator (Alt)		VO.Creator.alternative		N	N	Y	N	N
Rights		DC.Rights		Y	N	N	N	Y
Date Created		DC.Date.created	ISO8601	N	N	N	N	N
Date Catalogued	(1)	VO.Date.catalogued	ISO8601	Y	N	N	N	N
Last Modified	(2)	VO.Last.modified	ISO8601	Y	N	N	N	Y
Review Date		VO.Review.date	ISO8601	Y	N	N	N	Y
Date to be Published	(3)	VO.Publish.date	ISO8601	Y	N	N	N	Y
Description		DC.Description		Y	N	N	Y	N
Description (Non-English)	(4)	DC.Description		N	N	N	N	N
Taxonomy Levels	(5)	DC.Subject	VO Taxonomy	N	Y	Y	Y	N
Keywords		DC.Subject	VO.Keywords	Y	N	Y	N	N
Priority Search Term		CAP.PrioritySearch	CAP.PrioritySearch	N	Y	Y	N	N
Audience		AGLS Audience	agls-audience	N	N	Y	N	Y
Place (Content)		DC.Coverage.spatial		N	N	Y	N	Y
Language		DC.Language	RFC3066	N	N	N	N	Y
URL (Non-English)	(6)	VO.Identifier	URI	N	N	Y	N	N
Language		VO.Identifier.code		N	N	N	Y	Y
Other Language Identifiers (uri)		VO.Identifier.identifier		N	Y	Y	Y	N
Type/Size		VO.Identifier.typeSize		N	Y	Y	Y	N
Harvest Depth		VO.Harvest.depth		Y	N	N	N	Y
Aggregation level		DC.Type.aggregation.Level	(Item or Collection)	Y	N	N	N	Y
Services identifier		DC.Type.category	(Service, Document, Agency)	Y	N	N	N	Y
Function	(7)	AGLS.Function		N	N	N	N	NA
VO Notes				N	N	N	N	N
Department	(8)	VO.Org.identifier		Y	N	N	N	N

Legend:

- (1) The date the resource was catalogued (added) to Victoria Online.
- (2) The date the resource was last modified on Victoria Online. This is a system generated, non-editable date.
- (3) Date to be Published - currently not being used by Victoria Online.
- (4) A brief textual description of the resource in another language – currently not being used in Victoria Online
- (5) The Taxonomic topic path that is selected for the resource.
- (6) If an English URL is also available in another language.
- (7) Not currently being used by Victoria Online.
- (8) The local, state or federal department the organisation belongs to.

Continued on the next page

VOMAP Guidelines

Aggregation Level

HTML Metatag Name	DC.Type.aggregation.level
Encoding Scheme	N/A
Controlled List	DC_Type_aggregationLevel
Mandatory	Yes
Repeatable Field	No
Repeatable Value	No
Displayed (in VO user interface)	No
Default Value	Item

Functional Use

- Enables sorting by channels or gateways, or the capacity to narrow search to aggregations

Guidelines

- Select from the control list
- Used to identify web sites that comprise a collection of different agencies' sites
- Defaults to *item*

Validations

- This element is mandatory and must be complete for a metadata record to be valid
-

Audience

HTML Metatag Name	AGLS.Audience
Encoding Scheme	AglS-audience
Controlled List	AGLS_Audience
Mandatory	No
Repeatable Field	No
Repeatable Value	Yes
Displayed (in VO user interface)	No
Default Value	All

Functional Use

- Labels web resources with a particular target audience, eg seniors, women, people with disabilities
- May be used to identify a narrow set of pages for searching by people with particular needs/interests

Guidelines

- Currently defaults to All

Validations

- None
-

Content Type

HTML Metatag Name	VO.Content
Encoding Scheme	N/A
Controlled List	VO_Content
Mandatory	Yes
Repeatable Field	No
Repeatable Value	No
Displayed (in VO user interface)	No
Default Value	Home page

Functional Use

- Enables sorting and reporting by type of VO content – home page, site map page, index page, directory page, information gateway, services page
- Supplies additional information to support search precision

Guidelines

Select the type of page from the control list:

- **Home page** - use for the top level of the site, unable to move to a higher level page.
- **Index page** - use for page(s) within a site which provide an A-Z or category-based index to the site's pages.
- **Site map page** - use for a page within a site which displays an overview of the site contents and is labelled *site map*.
- **Information gateway** - used for portals and channels. Sites which consist of an entry point to a collection of web sites around a theme or having some shared characteristic.
- **Services page** - use for either a specific service (offline or online transaction "doing" thing) or the introductory page to a range of services.
- **Directory page** - use for a page which consists of directory-type information (eg name and contact details) or for the front pages of directories, eg. www.directory.gov.au.
- **Web page** - any page which does not fall into the above categories.

Validations

- This element is mandatory and must be complete for a metadata record to be valid
-

Creator

HTML Metatag Name	DC.Creator
Encoding Scheme	N/A
Controlled List	DC_Creator
Mandatory	Yes
Repeatable Field	No
Repeatable Value	No
Displayed (in VO user interface)	No
Default Value	No

Functional Use

- Supplies formal name of the agency responsible for creating the web site which the user may search for by exact match, keyword or phrase
- Commonly (but not always) identical with **Publisher**

Validations

- This element is mandatory and must be complete for a metadata record to be valid.

Guidelines

Keep the following publishing rules in mind when adding new values to the Creator (DC.Creator) control list.

- Keep a whole of government perspective in mind. People in other states and overseas may be users of the site and so names need to be meaningful in a wide context
 - Add comma and name of jurisdiction to names of departments, eg. *Department of Human Services, Victoria*
 - Statutory or other non State government department organisations should include the jurisdiction in brackets, eg. *North East Water Authority (Victoria)*
 - Hierarchical names should be entered in order from small to big and should only include the section/division that is most useful or relevant to the user, eg. *Planning and Research Section, Disability Services Division, Department of Human Services, Victoria*
 - If the state or jurisdiction name appears within the name, no qualifier for jurisdiction is required, eg. *Food Victoria; Australian Government Department of Defence; North East Water Authority (Victoria)*
 - If the creator is a statutory body or agency then the department must be included in the name, eg. *Marine Safety Victoria, Department of Infrastructure, Victoria*
 - The creating organisation is the organisation that takes responsibility for the content of the page/site. On occasion it might be the name of a consulting company who prepared the page
 - Ignore the names of any individuals associated with the creation of the page
-

Creator (Alt)

HTML Metatag Name	VO.Creator.alternative
Encoding Scheme	N/A
Controlled List	N/A
Mandatory	No
Repeatable Field	No
Repeatable Value	Yes
Displayed (in VO user interface)	No
Default Value	No

Functional Use

- Supplies other forms of name (acronyms, former names, etc) which the user may search for by exact match, keyword or phrase

Guidelines

- Enter any past names, acronyms or abbreviations that users might recognise the publisher by, eg. Department of Education and Training may also be remembered as Department of Education, Employment and Training; DEET; DE&T. Use other records from the same creator as reference to identify alternative creators.
- Use alternative council names for local councils, eg. City of Yarra (for Yarra City Council)

Validations

- None
-

**Date
Catalogued**

HTML Metatag Name	VO.Date.catalogued
Encoding Scheme	ISO8601
Controlled List	N/A
Mandatory	Yes – System Generated
Repeatable Field	No
Repeatable Value	No
Displayed (in VO user interface)	No
Default Value	System Generated

Functional Use

- System generated non editable date that the record first was catalogued within Victoria Online
- Indicates that the resource site was accessible on this date

Guidelines

- None

Validations

- None
-

Date Created

HTML Metatag Name	DC.Date.created
Encoding Scheme	ISO8601
Controlled List	N/A
Mandatory	No
Repeatable Field	No
Repeatable Value	No
Displayed (in VO user interface)	No
Default Value	No

Functional Use

- Date of original creation of the web site/page. Only known if supplied by the creating agency
- Supplies additional information to support search precision

Guidelines

- The date of creation is the date when the web resource was created for the first time (intellectually and technically)
- Only use if the creation date is available through the HTML source code (View Source), otherwise it is acceptable to type in the year only or leave the field blank

Validations

- None
-

Date to be Published

HTML Metatag Name	VO.Publish.date
Encoding Scheme	ISO8601
Controlled List	N/A
Mandatory	Yes
Repeatable Field	No
Repeatable Value	No
Displayed (in VO user interface)	No
Default Value	Today's Date

Functional Use

- Date at which the metadata record and/or VO content record should be published

Guidelines

- Should be defaulted to Today's Date, with the ability for the cataloguer to override

Validations

- This element is mandatory and must be complete for a metadata record to be valid

Note: Currently not in use by Victoria Online

Department

HTML Metatag Name	VO.Org.identifier
Encoding Scheme	No
Controlled List	department
Mandatory	Yes
Repeatable Field	No
Repeatable Value	No
Displayed (in VO user interface)	No
Default Value	No

Functional Use

- Used to assist in the administration of metadata within the Back Office of Victoria Online

Guidelines

- Victoria Online is the default value
- Select the appropriate department. There is a choice of Federal, the ten state departments (DET, DHS, DIIRD, DOI, DOJ, DPC, DPI, DSE, DTF, DVC), Victorian Parliament, 79 local councils, Other or Victoria Online.
- All Victorian statutory bodies are put under the department they belong to
- The value “Victoria Online” is also used for B+ metadata records and associated Latest news metadata records

Validations

- This element is mandatory and must be complete for a metadata record to be valid
-

Description

HTML Metatag Name	DC.Description
Encoding Scheme	N/A
Controlled List	N/A
Mandatory	Yes
Repeatable Field	No
Repeatable Value	No
Displayed (in VO user interface)	Yes
Default Value	No

Functional Use

- Supplies descriptive information about the web page resource
- Contains useful search terms, which support search precision
- Key display item in VO browse or search result set

Guidelines

- Descriptions should be short and precise and no longer than 2 sentences
- Give a brief overview of the contents of the page
- Start the description with an active verb, eg *Provides, Introduces, Details, Gives, Lists, Examines*
- Use identified keywords as this will support internal search precision
- The word 'website' should be spelt as one word
- End the description with a full stop and no spaces
- Description meta tag is mapped to DC.Description

Validations

- This element is mandatory and must be complete for a metadata record to be valid
-

Function

HTML Metatag Name	AGLS.Function
Encoding Scheme	AglS-function
Controlled List	N/A
Mandatory	No
Repeatable Field	Yes
Repeatable Value	No
Displayed (in VO user interface)	No
Default Value	No

Functional Use

Note: Currently not in use by Victoria Online

Harvest Depth

HTML Metatag Name	VO.Harvest.depth
Encoding Scheme	
Controlled List	
Mandatory	Yes
Repeatable Field	No
Repeatable Value	No
Displayed (in VO user interface)	No
Default Value	Yes

Functional Use

- Provides the harvest level that the web resource can be harvested. This means that the harvester will harvest back the specified number of levels.

Guidelines

- Default value equals 1. Other values are 0 and 2. The majority of web pages catalogued will have a harvest level of 1
- All service pages have a harvest level of 0 because there is no need to harvest below these pages
- All https pages have a harvest level of 0 because they are secure pages

Validations

- This element is mandatory and must be complete for a metadata record to be valid
-

Jurisdiction

HTML Metatag Name	DC.Coverage.jurisdiction
Encoding Scheme	AglsJuri
Controlled List	DC_Coverage_jurisdiction
Mandatory	Yes
Repeatable Field	No
Repeatable Value	No
Displayed (in VO user interface)	No
Default Value	Victoria

Functional Use

- Enables sorting and reporting by jurisdiction covered by the agencies' web sites (Victoria, Commonwealth, other states)
- Supplies additional information to support search precision

Guidelines

- Add the jurisdiction appropriate to the scope of the agency's functions
- Select 'Victoria' for all State Government departments
- Select 'Australia' for all Federal Government departments
- Select 'Australia' for company names (because companies have an ABN)
- Use individual states where applicable

Validations

- This element is mandatory and must be complete for a metadata record to be valid
-

Keywords

HTML Metatag Name	DC.Subject
Encoding Scheme	VO.Keywords
Controlled List	VO Thesaurus
Mandatory	Yes
Repeatable Field	No
Repeatable Value	Yes
Displayed (in VO user interface)	No
Default Value	No

Functional Use

- Specific descriptive phrases and words which are a vital source of search terms

Guidelines

- Use the Victoria Online Thesaurus for the preferred choice of keywords, associated synonyms and related terms (other keywords may be used but at the cataloguer's discretion – typically for terms such as personal names, departmental names or program names which are not covered by the Thesaurus)
- Look for major themes / topics / products / services from the web page
- It is sometimes impossible to catalogue all topics covered within a web page, so put yourself in the user's shoes and consider which topics the user might find most useful
- Try to make sure that when the user opens the page, s/he can quickly see why they have been led to it - in other words, the keywords need to be specific to the page you are cataloguing (even if the keywords represent links only), and not to deeper pages
- Both content selection and translation into terms and phrases (keywords) will be subjective processes and therefore open to interpretation. The quality assurance process should assist in ensuring the best possible keywords are applied
- Keywords meta tag is mapped to the DC.Subject (VO.Keywords)

Very Important

- Each keyword/ phrase should begin with an upper case letter
- If entering a string of keywords in one action, delimit them by a semi-colon, eg. ***Education; Training; Courses***
- Ensure consistency in terminology
- Use the [Victoria Online Thesaurus](#)
- Provide the full term as well as the acronyms for accessibility purposes. Ensure that all forms are represented, eg. ***Severe Acute Respiratory Syndrome; SARS***

Validations

- This element is mandatory and must be complete for a metadata record to be valid
-

Language

HTML Metatag Name	DC.Language
Encoding Scheme	RFC3066
Controlled List	N/A
Mandatory	No
Repeatable Field	Yes
Repeatable Value	No
Displayed (in VO user interface)	No
Default Value	en

Functional Use

- Identifies the language(s) in which the page is delivered

Guidelines

- VO can provide non-English language resources in its search and/or browse results. This is indicated by a link to a non-English URL
- Choose one or more
- Defaults to 'en'

Validations

- None
-

Last Modified

HTML Metatag Name	VO.Last.modified
Encoding Scheme	ISO8601
Controlled List	N/A
Mandatory	Yes – System Generated
Repeatable Field	No
Repeatable Value	No
Displayed (in VO user interface)	No
Default Value	System Generated

Functional Use

- System-generated non-editable date of when the record was last modified within Victoria Online

Guidelines

- None

Validations

- None
-

Place

HTML Metatag Name	DC.Coverage.spatial
Encoding Scheme	N/A
Controlled List	DC_Coverage_spatial
Mandatory	No
Repeatable Field	No
Repeatable Value	Yes
Displayed (in VO user interface)	No
Default Value	Victoria

Functional Use

- Identifies the geographic area dealt with in the web resource. Particularly used for local government web pages to indicate names of places (suburbs) covered by the local municipality
- A source of search terms

Guidelines

- For state government, select Victoria
- For federal government, select Australia

Validation

- None
-

**Priority
Search
Term(s)**

HTML Metatag Name	CAP.Priority.Search
Encoding Scheme	N/A
Controlled List	
Mandatory	No
Repeatable Field	No
Repeatable Value	Yes
Displayed (in VO user interface)	No
Default Value	None

Functional Use

- Ability to “push up’ and prioritise a metadata record in search results by using a priority search term(s)
- Allows manipulation of results set of common searches, overriding relevancy ranking

Guidelines

- Priority search terms are selected based on analysis of top search terms
- Terms should correlate with the Victoria Online Thesaurus
- Singular and plural variants of terms may be required if both are common searches
- More than one priority search term can be used for a particular metadata record
- Priority search terms are managed through the Priority Search Keyword Register

Validation

- None

Publisher

HTML Metatag Name	DC.Publisher
Encoding Scheme	N/A
Controlled List	DC_Publisher
Mandatory	Yes
Repeatable Field	No
Repeatable Value	No
Displayed (in VO user interface)	No
Default Value	No

Functional Use

- Supplies the formal name of the agency delivering the web site, which the user may search for by exact match, keyword or phrase
- Supplies additional information to support search precision
- Commonly (but not always) identical with **Creator**

Validations

- This element is mandatory and must be complete for a metadata record to be valid

Guidelines

Keep the following publishing rules in mind when adding new values to the Publisher (DC.Publisher) control list.

- Keep a whole of government perspective in mind. People in other states and overseas may be users of the site and so names need to be meaningful in a wide context
 - Add comma and name of jurisdiction to names of departments, eg. *Department of Human Services, Victoria*
 - Statutory or other non State government department organisations should include the jurisdiction in brackets, eg. *North East Water Authority (Victoria)*
 - Hierarchical names should be entered in order from small to big and should only include the section/division that is most useful or relevant to the user, eg. *Planning and Research Section, Disability Services Division, Department of Human Services, Victoria*
 - If the state or jurisdiction name appears within the name, no qualifier for jurisdiction is required, eg. *Food Victoria; Australian Government Department of Defence; North East Water Authority (Victoria)*
 - If the publisher is a statutory body or agency then the department must be included in the name, eg. *Marine Safety Victoria, Department of Infrastructure, Victoria*
-

**Publisher
(Alt)**

HTML Metatag Name	VO.Publisher.alternative
Encoding Scheme	N/A
Controlled List	N/A
Mandatory	No
Repeatable Field	No
Repeatable Value	Yes
Displayed (in VO user interface)	No
Default Value	No

Functional Use

- Supplies other forms of name (acronyms, former names, etc) which the user may search for by exact match, keyword or phrase

Guidelines

- Enter any past names, acronyms or abbreviations that users might recognise the publisher by, eg. Department of Education and Training may also be remembered as Department of Education, Employment and Training; DEET; DE&T. Use other records from the same publisher as reference to identify alternative publishers.
- Use alternative council names for local councils, eg. City of Yarra (for Yarra City Council)

Validations

- None
-

Review Date

HTML Metatag Name	VO.Review.date
Encoding Scheme	ISO8601
Controlled List	N/A
Mandatory	Yes
Repeatable Field	No
Repeatable Value	No
Displayed (in VO user interface)	No
Default Value	Predetermined forward date

Functional Use

- Date at which the metadata record and/or VO content record should be reviewed
- Useful for records with a short life span

Guidelines

- Defaults to 12 months but can be modified by the cataloguer
- Useful for annual repeated events that are typically hidden from the Front Office until near to their time the following year

Validations

- This element is mandatory and must be complete for a metadata record to be valid
-

Rights

HTML Metatag Name	DC.Rights
Encoding Scheme	N/A
Controlled List	N/A
Mandatory	Yes
Repeatable Field	No
Repeatable Value	No
Displayed (in VO user interface)	No
Default Value	Copyright State Government of Victoria

Functional Use

- Copyright statement containing useful 'name' search terms, and possible dates
- Supplies additional information to support search precision

Guidelines

- If there is a copyright statement accessible from the webpage, copy it as it appears, including the copyright date if supplied. If there is no date, omit it
- If there is no copyright information available, name the State or Commonwealth as copyright owners, as appropriate, or insert the name of the publisher/creator as the likely copyright owner. Do not leave this field blank, but rather use the default format, eg.

Default format: *Copyright State Government of Victoria*

Common format: *Copyright Commonwealth of Australia*

- Do not use the copyright symbol (©) - use 'Copyright' in preference
- On many websites the copyright is likely to change each year, so this field may require bulk modification

Validations

- This element is mandatory and must be complete for a metadata record to be valid
-

Services Identifier

HTML Metatag Name	DC.Type.category
Encoding Scheme	Agls-service
Controlled List	DC_Type_category
Mandatory	Yes
Repeatable Field	No
Repeatable Value	No
Displayed (in VO user interface)	No
Default Value	Document

Functional Use

- Used to label pages which predominantly deliver one or more services
- Enables sorting by services pages

Guidelines

- This field makes it possible to extract pages which are service-oriented. (Note – these pages may also be separately referenced within the Services & Payments facet)
- Select from the control list
- Defaults to ‘Document’
- For service pages, select ‘Service’. Home pages and other general pages, or pages introducing a wide range of services should be labelled as ‘Document’. Use ‘Agency’ for a page consisting of a directory entry.

Validation

- This element is mandatory and must be complete for a metadata record to be valid
-

Tier of Govt

HTML Metatag Name	VO.Tier
Encoding Scheme	N/A
Controlled List	VO_Tier
Mandatory	Yes
Repeatable Field	No
Repeatable Value	No
Displayed (in VO user interface)	Yes
Default Value	State

Functional Use

- Enables sorting and reporting by state, statutory, local, federal, other agencies' web sites
- Displays item used to highlight tier of government in the VO result set
- Supplies additional information to support search precision and to provide a visual cue for a page's source to site users

Guidelines

- Add the tier of government applicable to the government agency
- Select 'State' for all State Government departments
- Select 'Statutory' for all statutory bodies of the State Government
- Select 'Federal' for all Australian Government departments and statutory bodies
- Select 'Local' for all Local Councils
- Select 'Other' for non-government companies and records that do not fit any of the above criteria
- Victorian statutory bodies will be defaulted to 'State' in the displayed results

Validations

- This element is mandatory and must be complete for a metadata record to be valid
-

Title

HTML Metatag Name	DC.Title
Encoding Scheme	N/A
Controlled List	N/A
Mandatory	Yes
Repeatable Field	No
Repeatable Value	No
Displayed (in VO user interface)	Yes
Default Value	No

Functional Use

- Aids discovery and provides a rich source of search terms for the internal VO search engine.
- Display item with a link to the external resource within VO browse and search result sets.

Guidelines

- Transcribe the title exactly as it appears on the page including punctuation, upper/lower case and symbols eg. ***Leg@lonline, Archives@Victoria***
- However, remove the word ‘the’ when it is at the beginning of a title eg. **The Great Ocean Road** should be **Great Ocean Road**
- Check View Source to see what the department/agency noted as the title in the HTML header and consider including this in **Title Alt**
- If two words are combined into one word, add the separate words in **Title Alt**, eg. ***Breastcare*** in **Title** should be ***Breast Care*** in **Title Alt**
- If the title is gimmicky in display, add the title in to **Title Alt** using natural language, eg. ***Leg@lonline*** should be ***Legal Online*** in **Title Alt**
- Add context to titles that are general and could apply to a range of organisations/ jurisdictions, by adding some words in brackets to help make it more meaningful (include location information to support interstate and overseas users), eg. ***About us (Estate Agents Council, Victoria); Welcome to the Department of Human Services (Victoria)***
- If the Title includes an apostrophe, use the **Title Alt** field and repeat the title without the apostrophe, eg. ***Children’s Court*** should also appear as ***Childrens Court*** in the **Title Alt** field
- If an acronym is the only source of agency information, consider adding the full version of the name in brackets, eg. ***EGW (East Gippsland Water) online***
- Add ‘– home page’ at the end of the title if the VO Content Type is Home page or Information gateway. Refer to Example 1 where DC.Title is as follows: ***Department of Treasury and Finance (Victoria) – home page***
- Local government records should include the council name and the name of the page separated by a colon, then in brackets the information required to make it more meaningful, eg. ***Yarra City Council: Urban Planning (Victoria)***
- Do not add full stops at the end of the title
- Do not include location information in bracket if already evident in title, eg. ***Australian Film Commission***

Validations

- This element is mandatory and must be complete for a metadata record to be valid

Title (Alt)

HTML Metatag Name	DC.Title.alternative
-------------------	----------------------

Encoding Scheme	N/A
Controlled List	N/A
Mandatory	No
Repeatable Field	No
Repeatable Value	Yes
Displayed (in VO user interface)	No
Default Value	No

Functional Use

- Supplies additional search terms which may be familiar or useful to a user

Guidelines

- If there is more than one title on the page, or a version of the title that a user may reasonably search on, use this field to record alternatives, for example acronyms, past titles, section titles that may add meaning and/or context
- Often used when a website is redeveloped and the cataloguer wishes to retain the previous title

Validations

- None
-

URL

HTML Metatag Name	DC.Identifier
Encoding Scheme	URI
Controlled List	N/A
Mandatory	Yes
Repeatable Field	No
Repeatable Value	No
Displayed (in VO user interface)	Yes
Default Value	No

Functional Use

- Unique identification for the catalogued metadata record (web resource)
- Truncated URL displays in a search result, not a browse result
- Is used as a referral record for harvesting Class B records

Guidelines

- Copy and paste the given URL into this field
- The URL should begin with “http://” or “https://”
- Check that the URL is active
- Ensure there is no space before the beginning or at the end of the URL address
- Use the actual URL rather than the alias or re-direct, eg.
http://www.justice.vic.gov.au/wps/wcm/connect/DOJ+Internet/Utility/Home/
instead of *http://www.justice.vic.gov.au*

Validations

- This element is mandatory and must be complete for a metadata record to be valid
-

URL (Non-English)

HTML Metatag Name	VO.Identifier
Encoding Scheme	URI
Controlled List	N/A
Mandatory	No
Repeatable Field	No
Repeatable Value	Yes
Displayed (in VO user interface)	No
Default Value	No

Functional Use

- Unique identification for a non-English catalogued metadata record (web resource)
- Is used as a referral record for harvesting Class B records

Guidelines

- Copy and paste the given URL into this field
- The URL should begin with “http://”
- Check that the URL is active
- Ensure there is no space before the beginning or at the end of the URL address
- Use the actual URL rather than the alias or re-direct
- Match the non-English URL with the language selected from the control list
- Where the URL is a web page, there is no need to complete the file type & size field – leave it blank. No brackets will appear when file type & size is left blank.
- Where the URL is a PDF, add the file type and size, eg (PDF, 420 KB)
- Non-English links will appear in the Front Office under the URL as a hyperlink with alternative text of <language> - <DC.Title>

Validations

- This element is non-mandatory and is only used for resources that have non-English equivalent pages
-

VO Notes

HTML Metatag Name	VO.Notes
Encoding Scheme	N/A
Controlled List	N/A
Mandatory	No
Repeatable Field	No
Repeatable Value	No
Displayed (in VO user interface)	No
Default Value	No

Functional Use

- The cataloguer may enter notes/issues relating to the catalogued record, to be read by the cataloguer, the reviewer or as future reference

Guidelines

- Add a note to highlight any cataloguing issues that came up in the cataloguing of the page or anything about the web resource or the metadata record that might be of relevance to the reviewer of the record
- This field is particularly useful for alerting the VO Metadata Manager to issues relating to the Topic Taxonomy. For instance, a note can be recorded if an appropriate level 2 or 3 category cannot be found. Use of the Notes to suggest a new heading is helpful in such instances.
- Useful for the cataloguer to record occurrences of when the record appeared in the dead link report, eg. *Dead link report 25/11/05 – VB*

Validations

- None
-

PART C – Supporting Information

In this part

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Metadata Record Examples

Example 1 Victorian State Government

Identifier	System Generated ID number - urn:service:00001124
URL (DC.Identifier)	http://www.dtf.vic.gov.au/CA25713E0002EF43/pages/home
Title (DC.Title)	Department of Treasury and Finance (Victoria) - home page
Title (Alt)	DTF
Keywords (VO.Keywords)	State government departments; Government departments; State government; Treasury; State Treasury; Victorian Treasury; Public finance; Public accounting; Public administration; Fiscal policy; Financial policy; Monetary policy; Policies; Economic policy; Economic development; Budgeting; Economic statements; State budgets; Victorian Budget; Budget papers; DTF; Tim Holding; John Brumby
Priority Search Term(s) (CAP.PrioritySearch)	DTF; Treasury; Treasury and finance; Department of treasury and finance
Publisher (DC.Publisher)	Department of Treasury & Finance, Victoria
Publisher (Alt) (VO.Publisher.alternative)	DTF
Creator (DC.Creator)	Department of Treasury & Finance, Victoria
Creator (Alt) (VO.Creator.alternative)	DTF
Rights (DC.Rights)	Copyright State Government of Victoria, Australia
Tier of Govt (VO.Tier)	State
Jurisdiction (DC.Coverage.jurisdiction)	Victoria
Place (Content) (DC.Coverage.spatial)	Victoria
Description (DC.Description)	The Department of Treasury and Finance provides the Government with economic, financial and resource management policy advice to assist the Government in delivering its policy outcomes.
Content type	Home page
Services identifier (DC.Type.category)	Document
Aggregation level (DC.Type.aggregation.level)	Item
Taxonomy Levels (DC.Subject)	[Topic]Government & Politics;Victorian government;State departments & agencies; [Topic]Economy & Finance;Government budgets & funding;Fiscal policy; [Topic]Government & Politics;Policy areas;Fiscal policy;
Audience (AGLS.Audience)	Currently not applicable – defaults to All
Language (DC.Language)	English
Other Language Identifiers (uri)	
Harvest Depth	1
Notes	No date created - AG
Date Created (DC.Date.created)	
Date Catalogued (VO.Date.catalogued)	System generated
Review Date (VO.Review.date)	System generated when creating a new record. Able to change this date.
Last Modified (VO.Last.modified)	System generated

Department (VO.Org.identifier)	DTF
---	-----

Continued on the next page

Example 2 Statutory Body

Identifier	System Generated ID number - urn:service:00004755
URL (DC.Identifier)	http://www.epa.vic.gov.au/reporting/default.asp
Title (DC.Title)	Reporting Pollution (Environment Protection Authority, Victoria)
Title (Alt)	
Keywords (VO.Keywords)	Pollution; Contamination; Contaminants; Pollutants; Air pollution; Smoky vehicles; Motor vehicle emissions; Smoky cars; Industrial wastes; Water pollution; Noise pollution; Litter; Littering;
Priority Search Term(s) (CAP.PrioritySearch)	
Publisher (DC.Publisher)	Environment Protection Authority (Victoria)
Publisher (Alt) (VO.Publisher.alternative)	EPA
Creator (DC.Creator)	Environment Protection Authority (Victoria)
Creator (Alt) (VO.Creator.alternative)	EPA
Rights (DC.Rights)	Copyright EPA Victoria
Tier of Govt (VO.Tier)	Statutory
Jurisdiction (DC.Coverage.jurisdiction)	Victoria
Place (Content) (DC.Coverage.spatial)	Victoria
Description (DC.Description)	Everyone has a vital role to play in protecting our environment. Pollution can occur at any time of the day or night, at any time of the year and in both metropolitan and country areas. EPA relies on you to be its eyes and ears in your neighbourhood.
Content type	Index page
Services identifier (DC.Type.category)	Document
Aggregation level (DC.Type.aggregation.level)	Item
Taxonomy Levels (DC.Subject)	[Topic]Environment;Air & weather;Air pollution; [Topic]Environment;Environmental management;Environmental protection; [Topic]Environment;Land;Soil pollution; [Topic]Environment;Water;Water pollution;
Audience (AGLS.Audience)	All
Language (DC.Language)	English
Other Language Identifiers (uri)	
Harvest Depth	1
Notes	No date created - AG
Date Created (DC.Date.created)	
Date Catalogued (VO.Date.catalogued)	19/01/2004
Review Date (VO.Review.date)	System generated when creating a new record. Able to change this date.
Last Modified (VO.Last.modified)	System generated
Department (VO.Org.identifier)	DSE

Continued on the next page

Example 3 Local Council

Identifier	System Generated ID number - urn:service:00000834
URL (DC.Identifier)	http://www.darebin.vic.gov.au/page/page.asp?Page_Id=86&h=0
Title (DC.Title)	Darebin City Council: Pets and Local Laws (Victoria)
Title (Alt)	
Keywords (VO.Keywords)	Cat registration; Dog registration; Local laws; Parks; Pets; Animal registration; Owner responsibilities; Animal welfare; Swimming pools; Fire hazards; Burning off; Litter; Shopping trolleys; Street traders; Abandoned vehicles; Animal registration; Pet registration; Animal permits; Animal licences
Priority Search Term(s) (CAP.PrioritySearch)	
Publisher (DC.Publisher)	Darebin City Council (Victoria)
Publisher (Alt) (VO.Publisher.alternative)	City of Darebin
Creator (DC.Creator)	Darebin City Council (Victoria)
Creator (Alt) (VO.Creator.alternative)	City of Darebin
Rights (DC.Rights)	Copyright City of Darebin 2006
Tier of Govt (VO.Tier)	Local
Jurisdiction (DC.Coverage.jurisdiction)	Victoria
Place (Content) (DC.Coverage.spatial)	Darebin City Council; Alphington; Bundoora; Coburg; Fairfield; Keon Park; Kingsbury; Macleod; Northcote; Preston; Regent West; Reservoir; Thornbury
Description (DC.Description)	Provides information about pets and local laws within Darebin City Council. Includes animal welfare services, dog and cat registration, pet permits as well as local laws such as swimming pool safety, permit applications, abandoned vehicles and litter.
Content type	Index page
Services identifier (DC.Type.category)	Document
Aggregation level (DC.Type.aggregation.level)	Item
Taxonomy Levels (DC.Subject)	[Topic]Health & Community;Animals & pets;Animal registration & services; [Topic]Government & Politics;Local councils;Darebin City Council;
Audience (AGLS.Audience)	All
Language (DC.Language)	English
Other Language Identifiers (uri)	
Harvest Depth	1
Notes	
Date Created (DC.Date.created)	03/11/2003
Date Catalogued (VO.Date.catalogued)	25/08/2002 (System generated)
Review Date (VO.Review.date)	System generated when creating a new record. Able to change this date.
Last Modified (VO.Last.modified)	System generated
Department (VO.Org.identifier)	Darebin City Council

Continued on the next page

Example 4 Federal Government

Identifier	System Generated ID number - urn:service:00001475
URL (DC.Identifier)	http://www.immi.gov.au/index.htm
Title (DC.Title)	Australian Government Department of Immigration and Citizenship - home page
Title (Alt)	
Keywords (VO.Keywords)	Immigration policy; Immigration; Indigenous policy; Indigenous affairs; Multicultural services; Immigrants; Immigrant; Migrants; Migrant;
Priority Search Term(s) (CAP.PrioritySearch)	Immigration; Migration; Immigration policy
Publisher (DC.Publisher)	Australian Government Department of Immigration and Citizenship
Publisher (Alt) (VO.Publisher.alternative)	DAC; DIMIA; Australian Government Department of Immigration and Multicultural and Indigenous Affairs
Creator (DC.Creator)	Australian Government Department of Immigration and Citizenship
Creator (Alt) (VO.Creator.alternative)	DAC; DIMIA; Australian Government Department of Immigration and Multicultural and Indigenous Affairs
Rights (DC.Rights)	Copyright Commonwealth of Australia 2006
Tier of Govt (VO.Tier)	Federal
Jurisdiction (DC.Coverage.jurisdiction)	Australia
Place (Content) (DC.Coverage.spatial)	Australia
Description (DC.Description)	The Department of Immigration and Citizenship (DIAC) aims to enrich Australia through the well managed entry and settlement of people. The department's key objectives are to: manage the lawful and orderly entry and stay of people in Australia, including through effective border security and to promote a society which values Australian citizenship, appreciates cultural diversity and enables migrants to participate equitably.
Content type	Home page
Services identifier (DC.Type.category)	Document
Aggregation level (DC.Type.aggregation.level)	Item
Taxonomy Levels (DC.Subject)	[Topic]Government & Politics;Federal government;Federal departments & agencies; [Topic]Law & Justice;Citizenship & migration;Migration; [Topic]Law & Justice;Citizenship & migration;Citizenship & naturalisation;
Audience (AGLS.Audience)	All
Language (DC.Language)	English
Other Language Identifiers (uri)	
Harvest Depth	1
Notes	
Date Created (DC.Date.created)	11/12/2001
Date Catalogued (VO.Date.catalogued)	17/10/2002 (System generated)
Review Date (VO.Review.date)	24/11/2007 - System generated when creating a new record. Able to change this date.
Last Modified (VO.Last.modified)	31/05/2007 - System generated
Department (VO.Org.identifier)	Federal

Continued on the next page

Example 5 Other

Identifier	System Generated ID number
URL (DC.Identifier)	http://www.seita.com.au/html2/home/home/index.htm
Title (DC.Title)	Eastlink (Southern and Eastern Integrated Transport Authority) - home page
Title (Alt)	Mitcham Frankston Project
Keywords (VO.Keywords)	Scoresby freeway; EastLink; Freeways; Free ways; Free-ways; Mitcham Frankston freeway; Tollways
Priority Search Term(s) (CAP.PrioritySearch)	Eastlink
Publisher (DC.Publisher)	Southern and Eastern Integrated Transport Authority (Australia)
Publisher (Alt) (VO.Publisher.alternative)	SEITA
Creator (DC.Creator)	Southern and Eastern Integrated Transport Authority (Australia)
Creator (Alt) (VO.Creator.alternative)	SEITA
Rights (DC.Rights)	Copyright SEITA 2004-2006
Tier of Govt (VO.Tier)	Other
Jurisdiction (DC.Coverage.jurisdiction)	Victoria
Place (Content) (DC.Coverage.spatial)	Victoria
Description (DC.Description)	Provides up-to-date information about EastLink. Includes interactive maps and details about how the major connections will work.
Content type	Home page
Services identifier (DC.Type.category)	Document
Aggregation level (DC.Type.aggregation.level)	Item
Taxonomy Levels (DC.Subject)	[Topic]Transport & Vehicles;Roads & road transport;Freeways & highways; [Topic]Transport & Vehicles;Roads & road transport;Tollways;
Audience (AGLS.Audience)	All
Language (DC.Language)	English
Other Language Identifiers (uri)	
Harvest Depth	1
Notes	No date created - VB
Date Created (DC.Date.created)	
Date Catalogued (VO.Date.catalogued)	System generated
Review Date (VO.Review.date)	System generated when creating a new record. Able to change this date.
Last Modified (VO.Last.modified)	System generated
Department (VO.Org.identifier)	Other

Reference Resources for Use in Cataloguing

Sources

There are a number of resources that can be used to aid in the cataloguing of metadata records for Victorian Online including:

- Victoria Online Thesaurus, Version 2.1 - http://www.egov.vic.gov.au/index.php?env=-innews/detail:m2110-1-1-8-s:n-9-1-0&n_event=
 - Macquarie Dictionary (latest)
 - Victorian Government Directory
 - Access to Australian Government Information and Services – <http://www.australia.gov.au>
 - Victorian Local Government - <http://www.dvc.vic.gov.au/web20/dvclgv.nsf>
 - Municipal Association of Victoria web site for towns within council jurisdictions - <http://www.mav.asn.au/>
 - Cataloguing New Records for Victoria Online Process
 - Modifying Records Process
 - Deleting Records Process
-

PART D – Appendices

In this part

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Appendix A - Glossary

Front Office	Refers to the publicly available website functionality. No authentication is required to access Front Office features.
Back Office	The administration functions of the Victoria Online website. These functions require authentication to access, and are not available to the public.
Metadata	Descriptive information about web resources.
Record	Catalogued information presented as metadata about resources that have been identified for classification on Victoria Online.
Resource	Information page/s, online collections or websites that provide government information or services.
Taxonomy	A controlled vocabulary used primarily for the creation of navigation structures for websites. Often based on a thesaurus, but may have shallower hierarchies and less structure, for example, no related terms. ¹
Thesaurus	A controlled vocabulary that indicates preferred terms and variant terms. In addition to the equivalence relationship, vocabulary terms in a thesaurus exhibit both hierarchical and associative relationships ²
Victoria Online (VO)	Victoria Online (VO) is a government entry point for Victorians - funded and managed by the State Government of Victoria – providing Victorians with a single access point to Federal, Victorian State and Local Government information and services.

¹ Browne, G & Jerney, J, Website Indexing – enhancing access to information within websites, 2nd Edition, Auslib Press, 2004

² Controlled Vocabularies: A Glosso-Thesaurus,
http://www.boxesandarrows.com/archives/controlled_vocabularies_a_glossothesaurus.php

Appendix B – Control Lists

Overview

A number of elements within VOMAP are supported by control/option lists (see Appendix A – Victorian Online Metadata Application Profile Naming Convention matrix). The Creator and Publisher control lists are regularly updated by the Metadata Manager.

Tier of Government Federal State Statutory Local Other	Jurisdiction Australia Australian Capital Territory New South Wales Northern Territory Queensland South Australia Tasmania Victoria Western Australia	Content Type Directory page Home page Index page Information gateway Services page Site map page Web page
Aggregation Level Collection Item	Audience Aboriginal and Torres Strait Islanders Business Local government People with disabilities Rural Seniors Women	
Services Identifier Agency Document Service	Languages Arabic - ar Chinese - zh Croatian - hr English - en Greek - el Italian - it Macedonian - mk Polish - pl Spanish - es Turkish - tr Vietnamese - vi	

Publisher

- Control Lists, Version 2.12. Contact the Metadata Manager to arrange an update to this list.
-

Creator

- Control Lists, Version 2.12. Contact the Metadata Manager to arrange an update to this list.
-

Appendix C – Taxonomy Facets

Topic Facet Taxonomy	See spreadsheet VO Taxonomy – latest version
---------------------------------	--

Appendix D – Quality Assurance Checklist

Accuracy & Currency	
<ul style="list-style-type: none"> • Is the URL (DC.Identifier) active? 	
<ul style="list-style-type: none"> • Is the web page that you are cataloguing current? 	
<ul style="list-style-type: none"> • Is the spelling and grammar correct? (particularly with DC.Title, DC.Description and VO.Keywords) 	
Content	
<ul style="list-style-type: none"> • Has the exact title been used? 	
<ul style="list-style-type: none"> • Has the organisation/jurisdiction been added in brackets at the end to add context to the title? 	
<ul style="list-style-type: none"> • Is the description rich in keywords? 	
<ul style="list-style-type: none"> • Is the description using natural language instead of government jargon? 	
<ul style="list-style-type: none"> • Is the description short, concise and meaningful to the user? 	
<ul style="list-style-type: none"> • Have acronyms been fully spelt out (for accessibility reasons)? 	
<ul style="list-style-type: none"> • Does the description end with a full-stop and no space? 	
<ul style="list-style-type: none"> • Have you added keywords that users would search by? 	
Completeness	
<ul style="list-style-type: none"> • Have all mandatory elements (indicated orange) been completed? 	
<ul style="list-style-type: none"> • If VO Proxy has been used for DC.Creator and/or DC.Publisher, have you notified the Metadata Manager about the new value to be added to the control list(s)? • If VO Proxy has been used for DC.Creator and/or DC.Publisher, have you added the correct values in the VO.Creator.alternative and/or VO.Publisher.alternative fields instead? 	