



# NZGLS Metadata Element Set Version 2.1

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**Abstract:** Defines nineteen metadata elements for resource description in a cross-disciplinary information environment.



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## FOREWORD

The New Zealand Government Locator Service (NZGLS) Metadata Element Set provides a set of metadata elements designed to improve the discovery, visibility, accessibility and interoperability of online information and services.

The set was determined by a working group at a series of meetings held during 1998-2002.

The development objective of the NZGLS working group was to define a set of metadata elements that would improve the discovery of New Zealand government information and services. The elements would be accessible through standard web-based resource descriptions that would enable users to locate the information or service that they require.

### Relationship to Dublin Core

The NZGLS element set described here comprises 19 descriptors that resulted from the working group meetings in 1998-2002.

NZGLS is based on:

- the Dublin Core Metadata Element Set (DCMES) of 15 descriptors documented on the Dublin Core Metadata Initiative (DCMI) website at <http://dublincore.org/documents/dces/> and issued by the International Organization for Standardization as ISO 15836-2003; and
- the Australian Government Locator Service (AGLS) Metadata Element Set, documented on the National Archives of Australia website at [http://www.naa.gov.au/recordkeeping/gov\\_online/agls/summary.html](http://www.naa.gov.au/recordkeeping/gov_online/agls/summary.html) and issued as AS 5044-2002.

NZGLS is a more complex element set than the Dublin Core Standard. It contains 4 new elements and a number of different qualifiers that enable it to describe more categories of resources and allow richer description of resources. None the less, NZGLS is entirely compatible and interoperable with the Dublin Core element set. NZGLS is not intended to displace any other metadata standard. It is envisaged that NZGLS will coexist with other metadata standards, based on different semantics.

## 1. Introduction - Scope and Purpose

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The NZGLS Metadata Standard is a standard for cross-domain resource description. Here, a resource is defined to be anything that has identity; this is the definition used in Internet RFC 2396, “Uniform Resource Identifiers (URI): Generic Syntax” by Tim Berners-Lee et al.

The NZGLS metadata set was originally designed for use by any government agency wishing to make information sources or services more readily discoverable. The standard is, however, suitable for more general use. For the purposes of NZGLS metadata, a resource will typically be an online information or service resource, but may be applied more broadly to people and organisations, and information, objects or services that are not available online.

## 2. Definitions

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**DCMI** - Dublin Core Metadata Initiative, the maintenance agency for the Dublin Core.

**Element** - A discrete unit of data or metadata. An element may contain sub-elements that are called qualifiers

**Metadata** - structured information that describes and/or enables finding, managing, controlling, understanding or preserving other information over time.

**Qualifier** - a mechanism for refining element semantics or to provide information for understanding element values.

**Resource** - anything that has identity (the same definition as in Internet RFC2396).

**Scheme** - an encoding scheme used to structure NZGLS values, or the name of a thesaurus or controlled vocabulary that is the source of a value.

**Value** - the content of a metadata element, which provides information about a characteristic of a resource.

For further definitions refer to the Dublin Core Glossary, available from:  
<http://www.dublincore.org/documents/usageguide/>

### 3. Referenced Standards

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**Metadata:**

AS ISO 15489 : 2002 - Records Management - Part 1: General and Part 2: Guidelines  
AS 4390 : 1996 - Australian Standard: Records Management. Standards Australia  
ISO 15836 : 2003 - The Dublin Core Metadata Element Set.  
AS 5044 : 2002 - AGLS Metadata Element Set

**Date:**

Date and Time Formats, W3C Note. [W3CDTF] <http://www.w3.org/TR/NOTE-datetime>  
ISO 8601 : 2000 - Data Elements and Interchange Formats - Information Interchange -  
Representation of Dates and Times. International Organization for Standardization.  
DCMI Period Encoding Scheme  
<http://dublincore.org/documents/2000/07/28/dcmi-period/>

**Format:**

Multipurpose Internet Mail Extensions (MIME) Internet Media Types  
<http://www.isi.edu/in-notes/iana/assignments/media-types/media-types>

**Identifiers/Addressing**

RFC 2396 Uniform Resource Identifiers (URI): Generic Syntax  
<http://www.ietf.org/rfc/rfc2396.txt>

**Language:**

RFC 3066 Tags for the Identification of Languages  
<http://www.ietf.org/rfc/rfc3066.txt>  
ISO 639.2 : 1998 Codes for the representation of names of languages  
authoritative lists, maintained according to the standard, are available at:  
<http://lcweb.loc.gov/standards/iso639-2/englangn.html> , or  
<http://www.loc.gov/standards/iso639-2/langcodes.html>  
ISO 3166.1 : 1997 Codes for the representation of names of countries and their subdivisions –  
Part 1 : Country Codes  
an authoritative list, maintained according to the standard, is available at:  
<http://www.iso.org/iso/en/prods-services/iso3166ma/02iso-3166-code-lists/list-en1.html>  
IANA (Internet Assigned Names Authority) list of registered languages is maintained at:  
<http://www.iana.org/assignments/language-tags>

**Computer Language Encoding:**

Extensible Mark-up Language (XML)  
<http://www.w3.org/TR/REC-xml>

## 4. The Element Set

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Each of the 19 NZGLS elements is described below with:

- ◆ a unique, machine-understandable, single-word element name intended for use in the computer programming rules (syntactic use) which is intended to make the specification of elements simpler for encoding schemes;
- ◆ a label, which is intended to convey a common understanding of the element;
- ◆ a definition (the semantics or meaning of the element);
- ◆ an indication of whether the element *must* be used to comply with the NZGLS standard (obligation);
- ◆ a comment which further expands or refines the meaning of the element and how it may be used, and may include examples.

Where qualifiers are used, they are described in much the same pattern below the element description with the addition of “qualifier type” (see section 5 below).

These five elements must be in any NZGLS record for any type of resource:

- ◆ *Creator*
- ◆ *Function*
- ◆ *Subject*
- ◆ *Title*
- ◆ *Type* - with the category refinement

Three other elements are mandatory for some types of resources:

- ◆ *Availability* - mandatory element when adding an agency, service, or off-line document; optional when adding an on-line document
- ◆ *Identifier* - mandatory for online resources, otherwise recommended where available. Not used for services.
- ◆ *Publisher* - mandatory for all documents, but not applicable for services or agency resources

Five further elements are recommended:

- ◆ Audience
- ◆ Date
- ◆ Description
- ◆ Language
- ◆ Mandate

All other elements are optional.

All elements are repeatable. Metadata elements may appear in any order. Elements are listed in section 6 below alphabetically within the obligation categories - mandatory, conditional, recommended and optional.

Although some environments, such as HTML, are not case-sensitive, it is recommended best practice always to adhere to the case conventions in the element and qualifier names given below to avoid conflicts in the event that metadata is subsequently extracted and converted to a case-sensitive syntax, such as XML (eXtensible Mark-up Language).

## 5. Qualifiers

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Qualifiers are additions and extensions to the metadata elements that provide information about how the semantics (meaning) of an element have been refined, or about how the value (specific content) of an element should be interpreted.

The guiding principle for using qualifiers with NZGLS elements, colloquially known as the ‘Dumb-Down Principle’, is that a client (e.g. a person or software) should be able to ignore any qualifier and use the description (element content) as if it were unqualified. The remaining element value without the qualifier should continue to be generally correct and useful for discovery and other management purposes.

### **NZGLS uses two types of qualifier:**

#### *Element refinements:*

Element refinements refine the semantics (meaning) of the element by further specifying the relationship of the element value to the resource itself. A refined element shares the meaning of the unqualified element, but with a more restricted scope. For example, the element *Coverage* can refer to legal or administrative scope (jurisdiction), to the geographical scope (spatial), or to the period of time covered by the resource (temporal).

The element refinements that may be used in NZGLS are listed in the description of each element. It is expected that the element refinements will continue to change over time. The NZGLS metadata set will be modified from time to time to specify the element refinements that may be used for each element. Please check the NZGLS website (<http://www.nzgls.govt.nz/>) for updates.

#### *Encoding schemes:*

Encoding schemes indicate how the value of an element is to be interpreted if it has been chosen from a controlled vocabulary, or is encoded if an externally defined standard is used. A value expressed using an encoding scheme will be either selected from a controlled vocabulary (e.g. a term from a classification system or set of subject headings) or a string formatted in accordance with a formal notation (i.e. YYYY-MM-DD as the standard expression of a date, e.g. 2000-01-21). This standard is not prescriptive about available encoding schemes for particular elements and does not attempt to specify available schemes for each element. Most elements in the NZGLS element set may be qualified with an encoding scheme.

It is assumed that metadata instances based on this standard will specify the encoding scheme used for any element where this is appropriate. The standard identifies best practice encoding schemes, and it should be noted that in particular implementation environments specific encoding schemes may be mandatory.



## 6. NZGLS Metadata Elements

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### 6.1 Mandatory Obligation

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**Element Name:** Creator

<b>Label:</b>	Creator
<b>Definition:</b>	An entity primarily responsible for making the content of the resource.
<b>Obligation:</b>	Mandatory
<b>Comment:</b>	Examples of a <i>Creator</i> include a person, or an organisation. Typically, the name of a <i>Creator</i> should be used to indicate the entity. This element value contains the name of the agency responsible for creating the resource or providing the service.

If a structured value is to be given (including for example name and address information) it is recommended that the NZGLS Agent Encoding scheme be used. Alternatively, a link to a directory, authority file or similar set of identity information may be provided.

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**Element Name:** Function

<b>Label:</b>	Function
<b>Definition:</b>	The business function of the organisation to which the resource relates.
<b>Obligation:</b>	Mandatory
<b>Comment:</b>	Used to indicate the business role of the resource in terms of business functions and activities. Functions are the major units of activity which organisations pursue in order to meet the mission and goals of the organisation. They are defined in the Australian Records Management Standard [AS4390] as ‘the largest unit of business activity in an organisation...’.

Recommended best practice is to select a value from a controlled vocabulary or formal classification scheme. Resources being described within the NZ Government should use the Functions of New Zealand (FONZ) thesaurus. Use of this encoding scheme is mandatory for metadata prepared for use by the NZ Government Portal.

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**Element Name:** Subject

<b>Label:</b>	Subject and Keywords
<b>Definition:</b>	The topic of the content of the resource.
<b>Obligation:</b>	Mandatory
<b>Comment:</b>	Typically, a <i>Subject</i> will be expressed as keywords, key phrases or classification codes that describe a topic of the resource.

Recommended best practice is to select a value from a controlled vocabulary or formal classification scheme. Resources being described within the NZ Government should use the Subjects of New

Zealand (SONZ) thesaurus. Use of this encoding scheme is mandatory for metadata prepared for use by the NZ Government Portal.

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**Element Name: Title**

**Label:** Title  
**Definition:** A name given to the resource.  
**Obligation:** Mandatory  
**Comment:** Typically, a *Title* will be the name by which the resource is formally known.

If the resource is a text document, use the full title as it appears on the title page. If the document has another common usage name, use the "alternative" refinement.

**Qualifiers**

**Qualifier Name:** **alternative**  
**Label:** Alternative  
**Qualifier Type:** element refinement  
**Definition:** Any form of the title used as a substitute or alternative to the formal title of the resource.  
**Comment:** This qualifier could include abbreviations, translations and acronyms by which a resource may be known.

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**Element Name: Type**

**Label:** Resource Type  
**Definition:** The nature or genre of the content of the resource.  
**Obligation:** Mandatory (with the refinement Category)  
**Comment:** *Type* includes terms describing general categories, genres, or aggregation levels for content. NZGLS metadata must include a value for the Category refinement of *Type* (i.e. either document, service or agency).

Recommended best practice is to select a value from a controlled vocabulary. To describe the physical or digital manifestation of the resource, use the *Format* element.

**Qualifiers**

**Qualifier Name:** **category**  
**Label:** Category  
**Qualifier Type:** element refinement  
**Definition:** The generic type of the resource being described.  
**Comment:** The value for this qualifier must be one of either service, document, or agency.

**Service:** used when describing a service directly, not a document about a service;

**Document:** used for all resources which are not services or agencies, even if they are not traditional "documents" - for example, a sculpture;

**Agency:** used to describe an organisation.

**Qualifier Name:** **aggregationLevel**

**Label:** Aggregation Level

**Qualifier Type:** element refinement

**Definition:** The level of aggregation of the resource being described.

**Comment:** There are only two values possible for this qualifier, either item or collection.

## 6.2 Conditional Obligation

**Element Name:** **Availability**

**Label:** Availability

**Definition:** How the resource can be obtained or contact information for obtaining the resource.

**Obligation:** Conditional - mandatory when adding an agency, service, or off-line document; optional when adding an on-line document.

**Comment:** The *Availability* element is primarily used for non-electronic resources to provide information on how to obtain physical access to the resource.

The *Availability* element should be repeated to show multiple access points - for example, a service where someone could pay a bill at two separate organisations.

Generally, full details of how any service can be obtained, or contact information, should be provided.

If a structured value is to be given (including for example name and address information) it is recommended that the NZGLS Agent Encoding scheme be used.

Alternatively, a link to a directory, authority file or similar set of identity information may be provided.

**Element Name:** **Identifier**

**Label:** Resource Identifier

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

**Obligation:** Conditional – mandatory for online resources, otherwise recommended where available. Not used for services.

**Comment:** Recommended best practice is to identify the resource by means of a string or number conforming to a formal identification system. Examples of formal identification systems include the Uniform

Resource Identifier (URI) (including the Uniform Resource Locator (URL)), the Digital Object Identifier (DOI) and the International Standard Book Number (ISBN).

The *Identifier* for most electronic resources will be a URI. It is important to note that the *Identifier* element will work only if the online resource being described has a stable or persistent URL/URI. Web systems that dynamically generate pages with a different URL/URI are not stable in terms of their metadata. In these cases, consider whether a higher level stable URI can be used for creating a metadata record.

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**Element Name:** Publisher

**Label:** Publisher  
**Definition:** An entity responsible for making the resource available.  
**Obligation:** Conditional - Mandatory for document resources.  
**Comment:** This field is often the name of the organisation that owns or controls or publishes the resource. It is not recommended that this element be used for the name of the entity which merely acts as the host for a website.

The *Publisher* element is not generally used when describing services, since there is no concept of "publisher" for physical services as there is for information resources. The closest concept is the service provider, which fits better under the *Availability* element.

If a structured value is to be given (including for example name and address information) it is recommended that the NZGLS Agent Encoding Scheme be used. Alternatively, a link to a directory, authority file or similar set of identity information may be provided.

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**6.3 Recommended Obligation**

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**Element Name:** Audience

**Label:** Audience  
**Definition:** A class of entity for whom the resource is intended or useful.  
**Obligation:** Recommended  
**Comment:** A class of entity may be determined by the creator, the publisher, or a third party, and typically represents the target audience of the resource. Types of audiences commonly used in this element include particular industry sectors, education levels, skill levels, occupations, and EEO (Equal Employment Opportunities) categories.

Recommended best practice is to select a value from a controlled vocabulary or formal classification scheme. Where a target audience is described using a numbered index, it is recommended that a common use term also be used, so that a searcher can use either the

code or the term.

A searcher could use this element to decide whether a resource was worth accessing or retrieving based on the audience the resource was designed for.

It can also be used by an agency to target a service or resource at a particular demographic or socio-economic group.

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**Element Name: Date**

<b>Label:</b>	Date
<b>Definition:</b>	A date of an event in the life cycle of the resource.
<b>Obligation:</b>	Recommended
<b>Comment:</b>	Typically, <i>Date</i> will be associated with the creation or availability of the resource. Recommended best practice for encoding the date value is defined in a W3C profile [W3CDTF] of ISO 8601 and follows the YYYY-MM-DD format. Where a date range or period is being described, best practice is to use the DCMIPeriod encoding scheme.

**Date created vs. date modified.** It is up to individual agencies to decide when a change is a modification to a resource, and when changes to a resource are so significant that they actually create a new resource - which will require its own set of metadata.

Where the content of a resource refers to a period or time, this should be described using the Coverage element. The Date element only refers to the resource itself, not the intellectual content. The Coverage element refers to time periods covered or discussed in the content of the resource.

**Qualifiers**

<b>Qualifier Name:</b>	<b>created</b>
<b>Label:</b>	Created
<b>Qualifier Type:</b>	element refinement
<b>Definition:</b>	Date of creation of the resource.

<b>Qualifier Name:</b>	<b>modified</b>
<b>Label:</b>	Modified
<b>Qualifier Type:</b>	element refinement
<b>Definition:</b>	Date on which the resource was changed.

<b>Qualifier Name:</b>	<b>valid</b>
<b>Label:</b>	Valid
<b>Qualifier Type:</b>	element refinement
<b>Definition:</b>	Date (often a range) of validity of a resource.
<b>Comment:</b>	Typically, a date the resource becomes valid or ceases to be valid, or the date range for which the resource is valid.

**Qualifier Name:** issued  
**Label:** Issued  
**Qualifier Type:** element refinement  
**Definition:** Date of formal issuance (e.g. publication) of the resource.

**Qualifier Name:** available  
**Label:** Available  
**Qualifier Type:** element refinement  
**Definition:** Date (often a range) that the resource will become or did become available.

---

**Element Name:** Description

**Label:** Description  
**Definition:** An account of the content of the resource.  
**Obligation:** Recommended  
**Comment:** *Description* element contains text describing a resource. It can contain abstracts if these are available. It can also contain:

- a prose description of the content of the resource
- a description of the nature of the service or objects, or
- thumbnail images or other electronic samples of content.

When people write a description, they should make it concise and clear, and use non-technical language.

---

**Element Name:** Language

**Label:** Language  
**Definition:** A language of the intellectual content of the resource.  
**Obligation:** Recommended  
**Comment:** It is strongly recommended (mandatory within the New Zealand government) that the values of the *Language* element be defined by RFC 3066 which includes a two (or three) letter language code (taken from the ISO 639 standard), followed when necessary, by a two-letter country code (taken from the ISO 3166 standard). For example, 'en' for English, 'mi' for Maori, or 'en-uk' for English used in the United Kingdom. By default, the value is 'en'.

A full list of language codes is available at:  
<http://lcweb.loc.gov/standards/iso639-2/englangn.html>

Where a single resource contains more than one language repeat the *Language* element to cover each language.

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**Element Name:** Mandate

**Label:** Mandate  
**Definition:** A specific warrant which requires the resource to be created or provided.  
**Obligation:** Recommended

**Comment:** The element is useful to indicate the specific legal mandate that requires the resource being described to be created or provided to the public. The content of this element will usually be a reference to a specific Act, Regulation or Case, but may be a URI pointing to the legal instrument in question.

#### **Qualifiers**

**Qualifier Name:** **act**  
**Label:** Act  
**Qualifier Type:** element refinement  
**Definition:** A reference to a specific Act of Parliament which requires the creation or provision of the resource.

**Qualifier Name:** **regulation**  
**Label:** Regulation  
**Qualifier Type:** element refinement  
**Definition:** A reference to a specific regulation which requires the creation or provision of the resource.

**Qualifier Name:** **rules**  
**Label:** Rules  
**Qualifier Type:** element refinement  
**Definition:** The specific rule or bylaw which requires the creation or provision of the resource.

**Qualifier Name:** **case**  
**Label:** Case Law  
**Qualifier Type:** element refinement  
**Definition:** A reference to a specific case which requires the creation or provision of the resource.

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## **6.4 Optional Obligation**

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**Element Name:** **Contributor**

**Label:** Contributor  
**Definition:** An entity responsible for making contributions to the content of the resource.

**Obligation:** Optional

**Comment:** Typically, a contributor will be an entity that has played an important but secondary role in creating the content of the resource and is not specified in the creator element.

If a structured value is to be given (including for example name and address information) it is recommended that the NZGLS Agent Encoding Scheme be used. Alternatively, a link to a directory, authority file or similar set of identity information may be provided.

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**Element Name: Coverage**

**Label:** Coverage  
**Definition:** The extent or scope of the content of the resource.  
**Obligation:** Optional  
**Comment:** *Coverage* will typically include spatial location (a place name or geographic coordinates), temporal period (date, or date range, or a period label) or jurisdiction (such as a named administrative entity). Recommended best practice is to select names from a controlled vocabulary (for example, the New Zealand Geographic Place Names Database maintained by LINZ).

**Qualifiers**

**Qualifier Name:** **jurisdiction**  
**Label:** Jurisdiction  
**Qualifier Type:** element refinement  
**Definition:** The name of the political/administrative entity covered by the content of the resource.  
**Comment:** Jurisdiction is a description of the territory over which a particular government exercises its authority or a particular business transacts its operations, to which the resource content is applicable.

**Qualifier Name:** **spatial**  
**Label:** Spatial  
**Qualifier Type:** element refinement  
**Definition:** Spatial characteristics of the intellectual content of the resource.  
**Comment:** Spatial (geographic) coverage or locations or areas covered in the content of a resource. Use of the New Zealand Geographic Place Names Database (LINZ) may be appropriate. In some cases the DCMi Box Encoding Scheme may be suitable. Refer: <http://dublincore.org/documents/2000/07/28/dcmi-box/>

**Qualifier Name:** **temporal**  
**Label:** Temporal  
**Qualifier Type:** element refinement  
**Definition:** Temporal characteristics of the intellectual content of the resource.  
**Comment:** The refinement "temporal" refers to time periods that are covered by or discussed in the content of resource. Time periods will generally be best expressed as date ranges, although named periods may be appropriate. The recommended encoding schemes for dates and date ranges are noted in the section on *Date*.

---

**Element Name: Format**

**Label:** Format  
**Definition:** The physical or digital manifestation of the resource.  
**Obligation:** Optional  
**Comment:** Typically, *Format* may include the media-type or dimensions of the resource. Format may be used to determine the software, hardware or other equipment needed to display or operate the resource. Examples of dimensions include size and duration. Recommended best practice



is to select a value from a controlled vocabulary (for example, the list of Internet Media Types (IMT) defining computer media formats). This element can also be used to describe the size of electronic resources in bytes by using the "extent" refinement.

The encoding scheme [ISO] can also be used to indicate that the format of the resource is defined by an ISO standard. The element value is the ISO standard's number, e.g. the specification for 120mm CD-ROM discs: [ISO] 10149:1995.

#### **Qualifiers**

**Qualifier Name:** **extent**  
**Label:** Extent  
**Qualifier Type:** element refinement  
**Definition:** The size or duration of the resource.  
**Comment:** The extent qualifier allows the description of the physical dimensions, file size or duration of the resource.

**Qualifier Name:** **medium**  
**Label:** Medium  
**Qualifier Type:** element refinement  
**Definition:** The material or physical carrier of the resource.

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#### **Element Name: Relation**

**Label:** Relation  
**Definition:** A reference to a related resource.  
**Obligation:** Optional  
**Comment:** Recommended best practice is to reference the related resource by means of a string or number conforming to a formal identification system.

#### **Qualifiers**

**Qualifier Name:** **isVersionOf**  
**Label:** Is Version Of  
**Qualifier Type:** element refinement  
**Definition:** The described resource is a version, edition, or adaptation of the referenced resource. Changes in version imply substantive changes in content rather than differences in format.

**Qualifier Name:** **hasVersion**  
**Label:** Has Version  
**Qualifier Type:** element refinement  
**Definition:** The described resource has a version, edition, or adaptation, namely, the referenced resource.

**Qualifier Name:** **isReplacedBy**  
**Label:** Is Replaced By  
**Qualifier Type:** element refinement

<b>Definition:</b>	The described resource is supplanted, displaced, or superseded by the referenced resource.
<b>Qualifier Name:</b>	<b>replaces</b>
<b>Label:</b>	Replaces
<b>Qualifier Type:</b>	element refinement
<b>Definition:</b>	The described resource supplants, displaces, or supersedes the referenced resource.
<b>Qualifier Name:</b>	<b>isRequiredBy</b>
<b>Label:</b>	Is Required By
<b>Qualifier Type:</b>	element refinement
<b>Definition:</b>	The described resource is required by the referenced resource, either physically or logically.
<b>Qualifier Name:</b>	<b>requires</b>
<b>Label:</b>	Requires
<b>Qualifier Type:</b>	element refinement
<b>Definition:</b>	The described resource requires the referenced resource to support its function, delivery, or coherence of content.
<b>Qualifier Name:</b>	<b>isPartOf</b>
<b>Label:</b>	Is Part Of
<b>Qualifier Type:</b>	element refinement
<b>Definition:</b>	The described resource is a physical or logical part of the referenced resource.
<b>Comment:</b>	Used to describe the relationship between a service and relevant documents (e.g. web pages and forms)
<b>Qualifier Name:</b>	<b>hasPart</b>
<b>Label:</b>	Has Part
<b>Qualifier Type:</b>	element refinement
<b>Definition:</b>	The described resource includes the referenced resource either physically or logically.
<b>Qualifier Name:</b>	<b>isReferencedBy</b>
<b>Label:</b>	Is Referenced By
<b>Qualifier Type:</b>	element refinement
<b>Definition:</b>	The described resource is referenced, cited, or otherwise pointed to by the referenced resource.
<b>Qualifier Name:</b>	<b>references</b>
<b>Label:</b>	References
<b>Qualifier Type:</b>	element refinement
<b>Definition:</b>	The described resource references, cites, or otherwise points to the referenced resource.
<b>Qualifier Name:</b>	<b>isFormatOf</b>
<b>Label:</b>	Is Format Of
<b>Qualifier Type:</b>	element refinement

<b>Definition:</b>	The described resource is the same intellectual content of the referenced resource, but presented in another format.
<b>Qualifier Name:</b>	<b>hasFormat</b>
<b>Label:</b>	Has Format
<b>Qualifier Type:</b>	element refinement
<b>Definition:</b>	The described resource pre-existed the referenced resource, which is essentially the same intellectual content presented in another format.
<b>Qualifier Name:</b>	<b>isBasisFor</b>
<b>Label:</b>	Is Basis For
<b>Qualifier Type:</b>	element refinement
<b>Definition:</b>	The described resource pre-existed the referenced resource, which is a performance, production, derivation, translation, or interpretation of the described resource.
<b>Qualifier Name:</b>	<b>isBasedOn</b>
<b>Label:</b>	Is Based On
<b>Qualifier Type:</b>	element refinement
<b>Definition:</b>	The described resource is a performance, production, derivation, translation, or interpretation of the referenced resource.

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**Element Name: Rights**

<b>Label:</b>	Rights Management
<b>Definition:</b>	Information about rights held in and over the resource.
<b>Obligation:</b>	Optional, not used for Agency.
<b>Comment:</b>	Typically, the <i>Rights</i> element will contain a rights management statement for the resource, or refer to a service providing such information. Rights information often encompasses Intellectual Property Rights (IPR), Copyright, and various Property Rights. For documents, the default value within the NZ Government is 'Crown Copyright New Zealand, yyyy'. If the <i>Rights</i> element is absent, no assumptions can be made about the status of these and other rights with respect to the resource.

Although the NZGLS metadata describing the resource might be freely available, the actual resource or service may have some restrictions on it regarding access. If this is the case, then the *Rights* element should be used to describe access terms and conditions. Note that there is no way of enforcing the access policy through the metadata, and agencies will need some kind of external mechanism to do this.

If a resource or service is freely available without any restrictions or conditions on usage, then this element should be left blank.

This element should only be used for intellectual property rights or restrictions on access to a resource or service. Details on where and how to get at the resource or service should be recorded in the

*Availability* element, not here. The *Rights* element deals with who can legitimately have access to a resource or service. *Availability* deals with how to obtain access.

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**Element Name: Source**

<b>Label:</b>	Source
<b>Definition:</b>	A reference to a resource from which the present resource is derived.
<b>Obligation:</b>	Optional
<b>Comment:</b>	It is recommended that <i>Source</i> should not be used. The element is included in the NZGLS standard to support interoperability with the DCMES. The present resource may be derived from the Source resource in whole or in part.

Consider whether creation of metadata for the source record, or the description of a relationship (such as *isBasedOn*) may be better than using *Source*.

**Appendix A: NZGLS Qualifier Summary**

(This Appendix is not part of the NZGLS Metadata Element Set. It is included for information only.)

<b>Elements</b>	<b>Element refinements</b>
Audience	
Availability	
Contributor	Role of contributor should appear as an element refinement if required
Coverage	temporal spatial jurisdiction
Creator	
Date	created modified valid issued available
Description	
Format	extent medium
Function	
Identifier	
Language	
Mandate	act regulation rules case
Publisher	
Relation	isPartOf/hasPart isVersionOf/hasVersion isFormatOf/hasFormat references/isReferencedBy isBasedOn/isBasisFor isRequiredBy/requires isReplacedBy/replaces
Rights	
Source	
Subject	
Title	alternative
Type	category aggregationLevel

## **Appendix B: Further Reading**

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Further information about the NZGLS metadata standard is available at the URL,

<http://www.nzgls.govt.nz/>

This website contains information about new developments concerning NZGLS, reports of new initiatives and proposed changes to the NZGLS standard, and information and tools to assist implementation of NZGLS metadata.

## **Appendix C: NZGLS Maintenance Agency**

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Archives New Zealand is the NZGLS Custodian, and maintains the standard on behalf of the State Services Commission, which is the NZGLS Steward. Archives New Zealand is supported in this role by the NZGLS Working Group, which comprises members from a range of government agencies.