Metadata Planning for the OSTRICH OER repository

* Required fields	JISC OER project requirements	JorumOpen data fields	Notes
* Title	• **Mandatory: Title**	• Title	• Text entry • Limited Characters?
* Authors	• **Mandatory: Author / owner / contributor**	• Author	• Need to allow for multiple authors for each OER – possibly also allow for departmental/team authors e.g. e-learning team • Need to avoid duplicate entries eg free text similar but differently formatted names eg Mr J Smith or Mr. J. Smith • Perhaps have predictive entries based on previous form-fill – i.e. to prevent duplicates of entries spelt/formatted slightly differently • Or solve this procedurally by agreeing a format for naming convention and highlight at point of text entry. • Deveolper would ideally like to have each author as a separate database object – he is going to look at how this might be achieved… ie if so, how will initial author data be added?
* Date	• **Mandatory: Date (possibly of creation as well as upload?)**	• Automated?	• Automated date of upload (ie OER record creation) • Date of creation (MMM/YYYY) – useful to add as optional info field?
* Description	• Additional Info – not mandatory	• Description	• Text description of resource • Allow for how many characters? We will be suggesting comprehensive descriptions and providing examples of metadata • Should this definitely be a required field?
* Creative Commons Licence	• **Mandatory**	• CC Licence Note	• From a dropdown – which licences to be included? v 2.0, 3.0, UK? • Perhaps clearly mark/top the list with the institution's recommended licence (but this won't be possible if Derby and Bath are using different default CC licences) • What about resources that include other materials with incompatible licences to the main resource? i.e. need a licence with exceptions • Shows CC Licence image on OER record • Links to description of CC Licence on CC website

*** Keywords**	• Additional Info – not mandatory • **BUT Mandatory: Programme tag – ukoer** • **Project tag – ostrichoer**	• Keywords	• User defined? • Is it possible to have predictive entries based on previous form-fill i.e. to prevent duplicates of entries spelled/formatted slightly differently • Force programme/project keyword for all OERs in repository?
*** Institution**	n/a	n/a	• Need to distinguish between Bath and Derby OER records for purposes of OSTRICH repository? • May allow us to theme institutional OER records – if only by adding logo… Perhaps add this functionality later…
Level Should this be mandatory bearing in mind JorumOpen data requirements?	• Additional Info – not mandatory	• Community (FE or HE)	• From a dropdown? Multi-pick checkboxes? • FE/HE/PG/UG? Or Level 3, 4, 5 from Qualifications and Credit Framework? Which is going to be better understood/most useful institutionally/nationally/internationally? • Do we really need this level of granularity or can this detail be added in the Description? • How do we feed this information into JorumOpen where we might have multiple levels yet JorumOpen now (post-BETA) only provides for the choice to be either FE or HE community?
Subject area Should this be mandatory bearing in mind JorumOpen data requirements?	• Additional Info – not mandatory • Use subject classification already in use	• Collection (HE = JACS FE = LearnDirect?)	• Is this required? Or can the detail be included in Description? • Do we want to multi-pick from a dropdown (follow JASC or LearnDirect categories? Which?) or add this by keyword instead? • Again – does JorumOpen allow for choice of more than one option? Can we push this data in? Alex suggests it might be possible to get users to choose a primary category and then list additional relevant categories – then push into JorumOpen collection from the primary choice • Where will staff development resources sit? These categories are not applicable in this context. • If we have a browse function from the repository front page – would we really want to use the JorumOpen categories for our front page browse options?
Technical information	• May be added but is no longer mandatory.		• File type (eg .doc .pdf .mp4) or resource type (media, audio, website, presentation) might be useful search terms – which is preferable? • Perhaps add this functionality later…

View/download OER	• URL	• Web Resource Address:	• View or download? What will the difference be? Is it actually useful to have both? • Long-term should we enable viewing of media from within OER record? Display a thumbnail image where applicable. Too complex?
Number of times downloaded	• No mention		• Is this practical? Useful? Appropriate? • Could be useful for evaluation purposes
Comments	• Additional Info – not mandatory		• Too complicated at this stage? But might need to plan for this. • Needs further discussion at institutional level about direction of repository... links well with themes of open-ness, community, dialogue • Moderated/comment approval centrally? By individual authors? Moderation/approval only required for non-logged-in-users?