



## HEAL METADATA POLICY

### VERSION 1.0, SEPTEMBER 2004

#### VERSION HISTORY

Version	Date	Changed By	Changes Made
0.1	03 March 2004	SRD	Initial draft
0.8	21 July 2004	SRD	Added version history and revised version numbering
0.9	16 August 2004	SRD	Edited Sections 1.0 and 4.2; Added comment re: issue of HEAL copyright ownership to Section 2.1 based on feedback at HEAL meeting 07/30/04
0.91	2 Sept 2004	CC, SRD	Edited language throughout
0.92	14 Sept 2004	CC, SU, SAM, SRD	Edited throughout
0.93	20 Sept 2004	SRD	Diagram edited
1.0	23 Sept 2004	SRD	Updated links

## 1.0 INTRODUCTION

For details regarding the mission and vision of the Health Education Assets Library (HEAL) please consult the Web site (<http://www.healcentral.org/about/aboutHEAL.jsp>).

### 1.1 Purpose of this Document

This document is intended for internal use by the HEAL team and federation partners in the HEAL digital library, including the [National Science Digital Library](#) (NSDL). This policy defines the types of metadata used in the description of health sciences educational multimedia resources to promote their discovery and use, and administration of those resources. It describes the process of accessioning metadata, creation and copyright of metadata, the preferred metadata schema and crosswalks, and usage rights associated with the display and distribution of metadata by HEAL and its federation partners, as well as removal of metadata.

This document is based on and compatible with the [Metadata Policy for NSDL](#) (version PC-3 dated 29 September 2002).

### 1.2 Maintenance of this Document

This document was organized and compiled by the lead metadata librarian/cataloger in consultation with the HEAL team. The lead metadata librarian/cataloger is responsible for ongoing maintenance of this document.

### 1.3 Definitions

The *HEAL digital library* is a network of resources and collections accessible through a single online search interface.

*Resources* are individual multimedia files such as images, videos, and animations, as well as more complex learning objects including Web sites and interactive audio/visual tutorials. Resources are Web accessible.

A *collection* is a set of resources.

*Affiliate collections* are owned and maintained by *federation partners* using internal quality assurance (QA) mechanisms and are searchable through the HEAL interface.

*Metadata* describe the content, form, and other characteristics of information objects or resources using a standardized structure and vocabulary.

A *metadata record* consists of an individual set of descriptive information associated with a particular resource or collection.

A *metadata element* is a named component or piece of a metadata description, sometimes a field, such as 'title' or 'contributor.'

A *metadata schema* is a bounded set of clearly defined and named metadata elements and established rules for their use and syntax. Examples include the [Dublin Core Metadata Element Set](#) and the [HEAL metadata specification](#).

A *metadata crosswalk* is a translation from one metadata schema to another, where elements from the two schemas with similar semantics are related.

*Metadata display* is the process where HEAL or a federation partner, e.g., the NSDL, publicly presents a digital copy of metadata to a user.

*Metadata distribution* occurs when HEAL or a federation partner, e.g., the NSDL makes a portion or the entirety of compiled metadata records digitally available to others.

### 1.4 Accessioning Processes

While the HEAL digital library includes thousands of multimedia items, it is not essential that all content be stored centrally. Federation partners may continue to host their own content as long as they allow HEAL to periodically "harvest" their metadata so that all such content is accurately reflected to users (see Figure 1A).

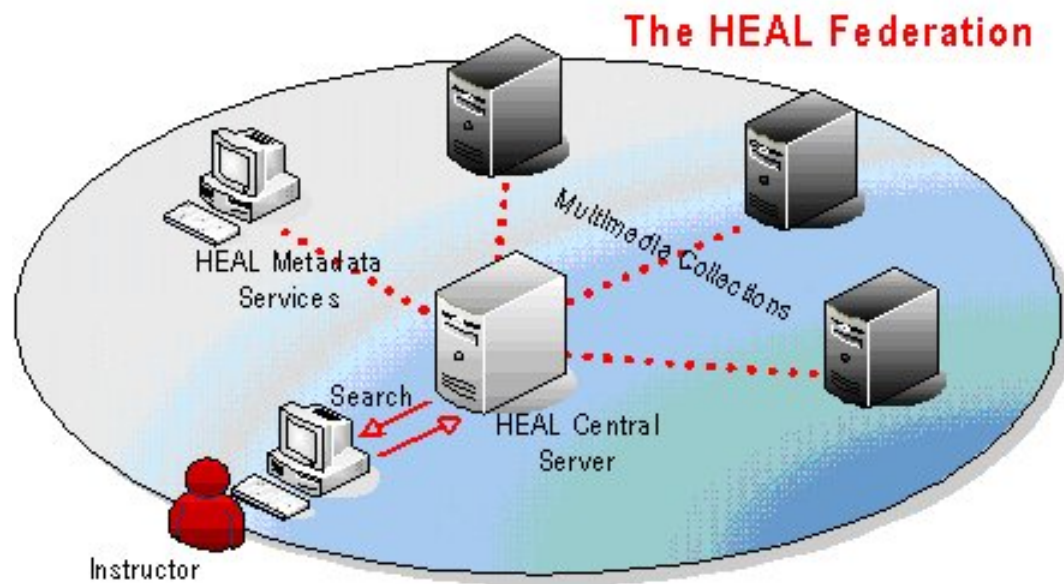


Figure 1A – The HEAL federation model.

There are a number of technical mechanisms by which metadata are incorporated into HEAL, as is illustrated in the following diagram (Figure 1B).

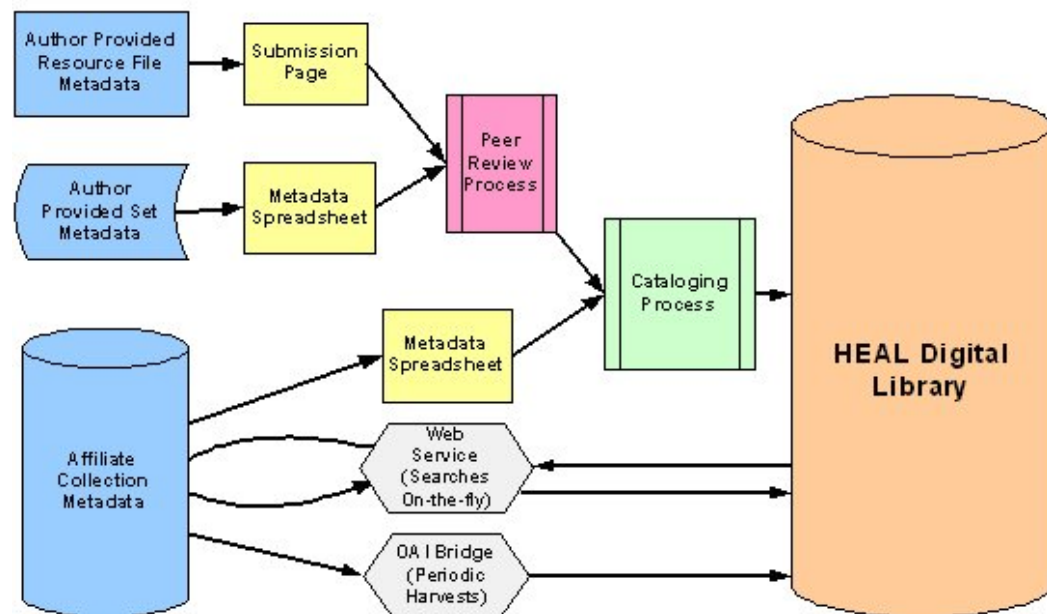


Figure 1B – Technical options for metadata accession into HEAL.

### 1.4.1 Submission Page

Authors may submit individual or small numbers of resources through the Submission Web Page. A simple form allows them to provide basic metadata describing the resource, upload the media file, and submit it for triage, peer review, and possible publication.

### 1.4.2 Metadata Spreadsheet

Metadata imports from spreadsheet files (e.g., Excel) into the HEAL database which tend to occur on a one-time basis.

### 1.4.3 OAI Bridge

Automated mechanisms are often required when dealing with remote affiliate collections that continue to evolve or where metadata exchange is reciprocal, as opposed to individual Web submissions or one-time metadata imports. These bridges are created and managed under the [Open Archives Initiative Protocol for Metadata Harvesting](#) (OAI-PMH).

### 1.4.4 Web Services

Web services are used to search the metadata of a collection on a partner's server directly, on-the-fly, or, conversely, provide HEAL metadata in response to queries emanating from a partner server.

The HEAL federation model supports the exchange of catalog information between the HEAL server and federation partner servers (see Figure 1C).

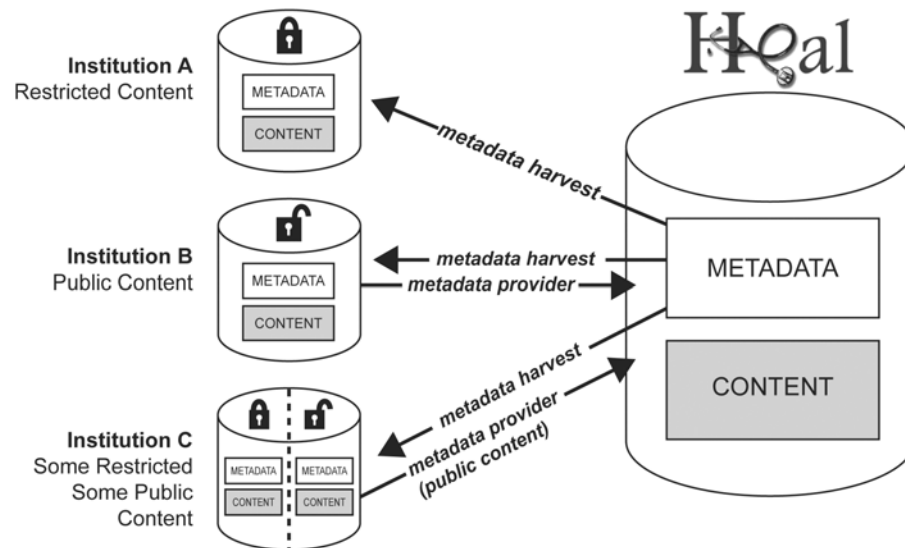


Figure 1C – The various relationships possible in the HEAL federation. Using the OAI-PMH, or other mechanisms, institutional collections can elect to share all, none, or a portion of their metadata with the HEAL digital library, while obtaining HEAL metadata for their own use.

## 2.0 METADATA CREATION AND COPYRIGHT

### 2.1 HEAL Original Metadata

The copyright to HEAL original metadata records created by the HEAL team or an authorized agent are held by HEAL.

## 2.2 Author Metadata

The copyrights to original metadata created and submitted by authors are held by the authors and/or the author's institution.

## 2.3 Federation Partner Metadata

The copyright to federation partner metadata created by that partner and contributed to the HEAL system are held by the federation partner.

## 2.4 Derived Metadata

The copyright to derived metadata records based on author provided metadata or via crosswalks from federation partner metadata are held by the original creator and HEAL as joint works (as defined in [Section 101 of Title 17 of the United States Code](#)).

## 2.5 HEAL-Edited Metadata

The copyright to metadata records edited by HEAL is held by the author or federation partner and HEAL as joint works (as defined in [Section 101 of Title 17 of the United States Code](#)).

## 2.6 HEAL-Compiled Metadata

The copyright to the metadata compilation (as defined in [Section 101 of Title 17 of the United States Code](#)) of the HEAL digital library are held by HEAL.

# 3.0 PREFERRED SCHEMA AND CROSSWALKS

## 3.1 Preferred Schema

### 3.1.1 HEAL Metadata Schema

The [HEAL Metadata schema](#) is preferred.

## 3.2 Crosswalks

Depending on the availability of resources, HEAL will provide services including software, code, documentation, and advice to federation partners interested in generating derived metadata for use in the HEAL catalog where existing metadata conforms to non-preferred schemas. [Dublin Core Metadata Element Set](#) conformance is the minimum requirement for metadata within the HEAL digital library.

# 4.0 METADATA DISTRIBUTION

## 4.1 Federation Partner to HEAL Metadata Distribution

All distributions of federation partner metadata records are governed by HEAL's acceptable metadata use statement as defined below.

Acceptable use is defined by the following conditions: the metadata are used by HEAL for the provision of a legitimate digital library service; and that service is non-commercial in that it does not directly generate revenue for HEAL; and HEAL retains, at a minimum, Dublin Core conformant, accurate metadata representative of the original metadata provider's record(s).

#### **4.2 HEAL to Federation Partner Metadata Distribution**

All distributions of HEAL original, edited, and derived metadata to third parties, including the NSDL, are governed by HEAL's acceptable metadata use statement.

Acceptable use is defined by the following conditions: permission has been granted in writing by HEAL; the metadata are used for the provision of a legitimate digital library service; and that the digital library service functions under the direction of a not-for-profit or non-commercial organization or an accredited educational institution; and the service provider retains, at a minimum, Dublin Core conformant, accurate metadata representative of the original metadata provider's record(s).

### **5.0 METADATA DISPLAY**

#### **5.1 HEAL Metadata Display**

HEAL may display any or all types of metadata as described above in any venue at the discretion of the co-directors.

#### **5.2 Federation Partner Metadata Display**

HEAL supports its federation partners including the NSDL in building portals and providing digital library services making use of HEAL metadata to benefit the community. HEAL reserves the right to restrict displays of HEAL original, derived, edited and compiled metadata.

### **6.0 REMOVAL OF METADATA FROM THE HEAL DIGITAL LIBRARY**

Federation partners may request removal of their metadata, HEAL-edited metadata, or metadata derived from their metadata from the HEAL digital library. Such requests will be considered by the co-directors and decisions made on a case-by-case basis. Upon receipt of written notification by the lead metadata librarian/cataloger these requests will be handled within ninety days whenever possible.

HEAL may remove any individual metadata records, whether original, edited, or derived, from the HEAL digital library at the discretion of the co-directors.

### **7.0 REFERENCES**

Arms, William, Hillmann, Diane I., Simutis, Len, and Sutton, Stuart A. *Metadata Policy for NSDL*. 29 September 2002. Retrieved 07 June 2004 from <http://comm.nsd.org/download.php/83/PC3Final.pdf>.

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*HEAL Collection Development Policy*. Version 1.0. September 2004. Retrieved 23 September 2004 from [http://www.healcentral.org/services/policies/HEALcdp\\_v1p0.doc](http://www.healcentral.org/services/policies/HEALcdp_v1p0.doc).

*HEAL Metadata Elements Description*. Version 1.5. September 2004. Retrieved 23 September 2004 from [http://www.healcentral.org/services/schema/HEALmdElementsDescript\\_v1p5.doc](http://www.healcentral.org/services/schema/HEALmdElementsDescript_v1p5.doc).

*HEAL Metadata Schema*. Version 1.5. September 2004. Retrieved 23 September 2004 from <http://www.healcentral.org/services/schema/HEALmdSchemaXMLv1p5.xsd.xml>.

Hillmann, D. *NSDL Metadata Primer*. 05 November 2003. Retrieved 07 June 2004 from <http://metamanagement.comm.nsdlib.org/outline.html>.

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*Open Archives Initiative Protocol for Metadata Harvesting*. Version 2.0. 14 June 2002. Retrieved 07 June 2004 from <http://www.openarchives.org/OAI/openarchivesprotocol.html>.

Section 101 of Title 17 of the *United States Code*. June 2003. Retrieved 07 June 2004 from <http://www.copyright.gov/title17/92chap1.html#101>.