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Terms	Comments
abstract (résumé)	A summary of a document or text
administrative page (page administrative)	Resources whose purpose is to assist the user navigate or use the site Examples: help, site map, copyright notices, feedback pages, what's new, etc.
agreement (accord)	An arrangement between parties regarding a course of action, mutual understanding, etc. Examples: Memoranda of understanding, NAFTA, Kyoto, etc.
assessment (évaluation)	A determination of performance or worth Examples: appraisal, etc.
biography (biographie)	An account of a person's life written, composed, or produced by another; may be a brief or partial account
calendar (calendrier)	A system of timekeeping that defines the beginning, length, divisions time by year, month, week, etc.; may also include events which take place at specific times
contact information (information sur la personne-ressource)	Personal or organizational names, telephone, fax, TDD numbers, mailing or email addresses, etc. for the purpose of communicating with an organization or one or more of its employees
contractual material (document contractuel)	Material produced in the course of initiating or negotiating an agreement between two or more parties for the delivery of a product, provision of a service, or management of a resource Examples: contract, request for proposal, request for information, etc.
correspondence (correspondance)	Written communication between two or more parties Examples: letters, etc.

decision (décision)	A conclusion or judgement Examples: rulings, judgements, reasons for decision, etc.
educational material (matériel didactique)	Material whose primary purpose is to present information of a pedagogical nature; by teachers or for teaching Examples: homework aids, quizzes, study guides, etc.
encyclopaedia (encyclopédie)	A comprehensive reference work containing articles on a wide range of subjects or on numerous aspects of a particular field
event (événement)	A time-based occurrence, something that takes place. Metadata for an event would be applied to any document that supplies information relating to the purpose, location, duration, or responsible agents of that occurrence Examples: exhibition, Web-cast, workshop, performance, ceremony, exhibition, conference, etc.
	
fact sheet (fiche de renseignements)	A brief essay or series of points on a single topic and/or intended for a specified audience. Examples: tips, information/issue overviews, etc.
financial report (rapport financier)	A quantitative description of the financial status of a program, initiative or organization Examples: budget, expenditures, forecast, etc.
form (formulaire)	A structured solicitation of input from a user Examples: registration, permit, application, etc.
frequently asked questions (foire aux questions)	A compendium of accumulated questions and answers
	
geospatial material (document géospatial)	Resources which describe, show or list entit(y)(ies) whose position is referenced to the Earth Examples: map, atlas, navigational chart, gazetteer, etc.
guide (guide)	The primary purpose of the resource is to provide instructions or directions (e.g. how to write a report, how to obtain a copy of a publication, how to register for a service) Examples: guideline(s), handbook, instructions, manual, procedure, style guide, toolkit, tutorial, user guide, etc.
	
home page (page d'accueil)	The introductory page or major entry point for a site on the Internet

intellectual property statement <u>(énoncé sur la propriété intellectuelle)</u>	A resource showing the right to ownership and control over a form of creative endeavour. Examples: patents, copyrights, trademarks, etc.
interactive resource <u>(ressource interactive)</u>	A resource which requires engagement from the user to be understood, executed, or experienced. Interactive resources are simultaneously or reciprocally active with the user Examples: game, simulation, e-learning application, real-time "chat", collaborative application, etc. <i>Note: Do not include applications which require data input followed by an execution prompt (e.g. e-forms, databases, calculators, dictionaries, search engines, e-mail discussion groups, etc.) or pages/sites which may be customized by the user ("My...")</i>
	
legislation and regulations <u>(législation et règlements)</u>	A proposed or enacted law or group of laws Examples: laws, statutes, etc.
licences and permits <u>(licences et permis)</u>	Permission from the proper authorities to perform certain acts which without such conduct would be illegal Examples: For hunting, fishing, gun, motor vehicles, business, etc.
literary material <u>(matériel littéraire)</u>	A written work in which the author expresses thoughts and/or opinions primarily for aesthetic purposes. Examples: essays, stories, plays, commentaries, etc.
	
manuscript <u>(manuscrit)</u>	Handwritten or typewritten copy of an author's work before it is printed or published
media release <u>(diffusion auprès des médias)</u>	Resources specifically designed to provide a brief public statement on an issue or event, via the mass media Examples: News release, press release, etc.
meeting material <u>(documentation de réunion)</u>	Information relating to the purpose, activities, products, membership, etc. of groups which meet on a regular or ad hoc basis Examples: committees, agenda, minutes, proceedings, terms of reference, etc.
memorandum <u>(note)</u>	Office- or business-based communication between two identified parties for the purpose of presenting or outlining a specific issue, proposal, etc.
	
moving image <u>(image en mouvement)</u>	Any image that alters with time and that is able to be displayed or projected on a screen Examples: movies, films, animation, video, etc.

multimedia (multimédia)	A resource in which multiple types, no one of which is identifiable as the predominant constituent, are completely integrated and not intended to be experienced or used separately
music notation (notation musicale)	A system of figures, symbols and/or words used to represent musical sounds, duration and instrumentation; may also include lyrics or text Examples: music scores, song sheets (not text only), etc.
	
news publication (publication d'information)	Information about recent events or happenings Examples: communiqué, bulletin, newsletter, etc.
notice (avis)	An announcement, notification, warning, or alert issued periodically in a structured, standardized format and on a specific topic Examples: job posters, health advisories, weather alerts, travel reports, etc.
	
organizational description (description de l'organisation)	Resources describing the structure, mandate, purpose, etc. of an organization or initiative Examples: organization charts, mandate, vision, "who we are", etc.
	
policy (politique)	Statements regarding a course of action intended to influence and determine decisions, actions, and other matters Examples: policy, directive, etc.
presentation (présentation)	Text and/or graphics used to accompany a lecture or speech for an audience Examples: speeches, slide presentations, etc.
promotional material (matériel publicitaire)	Descriptive or marketing information about an organisation's activities, or material that promotes products, services, activities or collections Examples: organizational programs and initiatives, career opportunities, etc.
	
reference material (matériel de référence)	Predominantly textual, factual work presented at length on a specific topic or theme for the purpose of informing the reader. Examples: strategies, competency profiles, frameworks, textbooks, histories, etc.
report (rapport)	Results of research or an account of past or projected organizational activity; may include statements of the organization's plans, opinions, resources, etc. Examples: Case studies, Report on plans and priorities, Departmental performance report, etc.

resource list <i>(liste de référence)</i>	Any listing of items or entries provided to refer the user to additional resources Examples: bibliography, directory, index, links, etc.
	
search interface <i>(interface de recherche)</i>	A resource which allows users to query specified sources by entering or selecting keywords and/or phrases, then automatically displays results based on the user's input
service <i>(service)</i>	A system or activity that is needed or requested Examples: advice, appeal, benefit, claim, consultation, counselling, inspection, loan, refund, registration, etc.
sound <i>(son)</i>	Auditory material such as music, human speech that is recorded and meant to be heard through an electronic device such as a television, radio, loudspeaker or computer Examples: music recordings, voices, sound effects, etc.
standard <i>(norme)</i>	Mandatory measures or practices to ensure compliance with legislation or policy Examples: Selection standards, Treasury Board Information Technology Standards, service standards, etc.
statistics <i>(statistiques)</i>	Classified facts respecting any particular topic, especially those facts which can be stated in numbers Examples: census, etc.
still image <i>(image fixe)</i>	A visual representation of a person, object or act, produced either physically or electronically; a picture as opposed to text Examples: paintings, prints, drawings, diagrams, graphics, photographs, etc.
survey <i>(enquête)</i>	A sample of data or opinions considered to be representative of a whole, may contain questions as well as responses
	
terminology <i>(terminologie)</i>	Vocabulary of terms used in a particular field, subject, science, art, etc. Examples: dictionary, glossary, lexicon, thesaurus, taxonomy, etc.
welcome page <i>(page de bienvenue)</i>	Resource used to identify the responsible organization or body and provide choice of continuing in either English or French Examples: "splash" page

Government of Canada Aggregation Level Scheme

Terms	Comments
item <i>(élément)</i>	A single item, document etc. in a resource

collection (collection)	More than one item of the same type or of various types within a resource which may be described and navigated separately
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