



Guidance on populating 'Metadata Standard Version'

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Background

The element 'Metadata Standard Version' in the MEDIN Discovery Metadata Standard is a mandatory free-text field. As it is free text, the entries made are not consistent and this has caused issues throughout the lifetime of the MEDIN Standard.

This inconsistency in population diminishes the value of the element and makes searching more difficult. Version number is also used in the [MEDIN portal](#) to indicate which version of the standard the metadata record should be validated against, so a standard syntax will help improve the number of valid records on the portal.

This document has therefore been drafted to provide guidance for metadata creators on how to populate Metadata Standard Version in a consistent manner.

Guidance

- Only the numeric increments that define the version of the standard shall be used. This means that 2.3.8 is acceptable but 'Public version 2.3.8' is not.
- The location of the numeric increment depends on which version(s) of the Standard are being used.
- For versions of the standard from 2.3.4 onwards, the Guidance Notes document has a cover page table that has Version in it. Metadata creators shall use the numeric value provided for Version in the cover page table.
- For versions of the standard prior to 2.3.4, the Guidance Notes document has a different format. In these cases, version number can be found in the change history table, normally on the page immediately following the title page. It may be part of a larger line of text, such as 'Interim draft 1.2' or 'Public Standard 2.3.1'. In this situation, metadata creators shall only use the numeric part of the text e.g. 1.2 for 'Interim draft 1.2'