**Draft Open Information Metadata Element Set 2.0**

Open Government Secretariat

Treasury Board of Canada Secretariat

January 18th, 2016

Contents

[1.0 Introduction 4](#_Toc427932298)

[2.0 Background 4](#_Toc427932299)

[2.1 Open Information Metadata Element Set 1.0 5](#_Toc427932300)

[3.0 Objective 6](#_Toc427932301)

[4.0 Requirements 6](#_Toc427932302)

[5.0 Draft Open Information Metadata Element Set 2.0 7](#_Toc427932303)

[5.1 Element Breakdown 7](#_Toc427932304)

[Appendix A 19](#_Toc427932305)

[Appendix B 23](#_Toc427932306)

[1.0 Publisher 23](#_Toc427932307)

[2.0 Audience 36](#_Toc427932308)

[3.0 Subject 40](#_Toc427932312)

[4.0 Genre 41](#_Toc427932313)

[5.0 Geographic Region Name 42](#_Toc427932314)

[6.0 Issuance 43](#_Toc427932315)

[7.0 Frequency of Issuance 44](#_Toc427932316)

[8.0 Maintenance and Update Frequency 45](#_Toc427932317)

[9.0 Jurisdiction 45](#_Toc427932318)

[10.0 Licence 46](#_Toc427932319)

[11.0 Resource Type 46](#_Toc427932320)

[12.0 Format 57](#_Toc427932321)

# 1.0 Introduction

The [Open Information Portal](http://open.canada.ca/vl/en/doc?q=), previously referred to as the ‘Virtual Library’, launch its first phase in November 2014. To support this phase an Open Information Metadata Element Set 1.0 (Appendix A) was created in the summer of 2014. In order to complete the next phases of this initiative, an Open Information Metadata Element Set 2.0 will need to be developed. This element set will support openness and transparency in the Government of Canada by describing and providing public access to electronic Federal Government information in various formats; including documents, videos, photos and other unstructured information. The assets available via the Open Information Portal will, to the extent possible, be provided in accessible formats and available under one common licence – the GC Open Government Licence. By expanding on the Open Government Common Core Metadata Element Set (see [GCConnex](http://gcconnex.gc.ca/file/group/12263935/all) and [Github](https://github.com/open-data/open-data)), additional elements will be added to create the Open Information metadata extension. This document outlines how the Open Information Metadata Element Set 2.0 was developed, as well as a draft element set, for the purposes of consultation. Feedback will be gathered, and updates and revisions will be made in order to develop the final version.

# 2.0 Background

In keeping with the Government of Canada’s Action Plan on Open Government, the Open Information Portal is intended to simplify access to a range of government information. The Government of Canada creates and publishes a wide range of digital information products in a variety of formats (i.e. documents, presentations, white papers, speeches, photographs); however, these assets are made publically available via various disparate silos. The Open Information Portal will consolidate these assets and enable cross-searching and cross-browsing over the distributed resources found in these various libraries and catalogues throughout the Government of Canada. Once fully deployed, the intention is that the portal will act as a central access point to electronically available information assets created and published by the Government of Canada.

In order to provide access to all collections throughout the Government of Canada, it is necessary to integrate the different technical systems in a phased approach. The creation of the Open Information Portal will be completed in three phases :

1. **Phase 1 – November 2014**
   * Develop draft functional requirements, information architecture, detailed implementation plan and Open Information Metadata Element Set 1.0.
   * Release the first phase of the Open Information Portal by providing a consolidated search of Library and Archives Canada’s CollectionsCanada.gc.ca and Public Works and Government Services Canada’s Publications.gc.ca.
2. **Phase 2 – October 2015**
   * Repository development
   * Workflows and processes
     + Standardize workflows for document publishing to the Virtual Library;
     + Standardize approach for publishing documents on Canada.ca.
   * Second release of the Virtual library
     + Enhanced public portal with access to new GC document repository.
3. **Phase 3 – October 2015 to ongoing**
   * Onboarding of content from GC departments.
   * Deploy back-end solutions to support departmental publishing.
   * Standardize workflows for departments to enter and maintain metadata on their documents, obtain approvals for publishing, and enable access via the “central repository” function.
   * Integrate with Canada.ca Web publishing workflows and CMS.

## 2.1 Open Information Metadata Element Set 1.0

The objective of creating the element set for Phase 1 of the Open Information Portal was to support the federated search between Library and Archives Canada’s CollectionsCanada.gc.ca and Public Works and Government Service Canada’s publications.gc.ca. An element set was established by selecting elements common to both schemas, as well as the open Data Metadata Element Set. The element set was minimal, and included many optional fields due to the inconsistencies between the two schemas. It was understood at the time of creation that the element set would need to be revised and expanded upon in order to sufficiently describe all open information assets, which would be included in the later phases of the Open Information Portal. To learn more about the Phase 1 Metadata Element Set, refer to Appendix A.

# 3.0 Objective

The objectives of developing the Open Information Metadata Element Set 2.0 are :

* To provide search and discoverability of all electronic information assets throughout the Government of Canada,
* To provide a consistent representation and interpretation of the elements used to describe information resources,
* To promote interoperability and sharing of information resources; that is, to be able to consolidate information from disparate systems,
* To ensure consistent and predictable search results,
* To create a co-ordinated, cost effective approach to metadata,
* To integrate information based on different metadata, e.g.: resources, user profiles, and taxonomies
* To assist in the delivery of robust, user friendly and adaptable search and browsing interfaces, with the objective of aligning with future GC html data and semantics initiatives.

# 4.0 Requirements

The Open Information Metadata Element Set 2.0 that will be used to describe information assets included in the Open Information Portal must :

* Be completed by September 2015,
* Support commitments outlined in the Government of Canada Open Government Action Plan,
* Include all elements captured in the Open Government Common Core Metadata Element Set,
* Effectively promote the discoverability of all electronic information resources; including the development of facets to allow users to refine their searches,
* Offer the ability to identify relationships or linkages to other information assets, or datasets found in the Open Data Portal,
* Support and align with Web Renewal Initiative,
* Align with the Open Information Metadata Element Set 1.0, used to describe publications released in phase 1,
* Enable the creation of a single bilingual metadata record, in order to support bilingual requirements outlined in the [Official Languages Act](http://laws-lois.justice.gc.ca/eng/acts/O-3.01/),
* Sufficiently describe all information assets, in a variety of content types (See full list in Appendix B) :
  + - Publications,
    - Videos,
    - Photographs,
    - Documents,
    - Presentations,
* Be consulted on by leveraging the expertise of stakeholders both internal and external to the Government of Canada,
* Easy to implement, and understand by GC departments and agencies,
* Flexible and extensible,
  + Support the development of further metadata extensions for specific collections within the Open Information Portal as required (for example Open Science)

# 5.0 Draft Open Information Metadata Element Set 2.0

The draft element set for second phase of the Open Information Portal has been developed by adding domain specific elements to the Open Government Common Core Metadata Element Set. Starting with the core, elements from MODS and the Open Information Phase 1 Metadata Element Set were added. MODS (Metadata Object Description Schema) is a schema for a bibliographic element set that may be used for a variety of purposes, and particularly for library applications. It is a derivative of the MARC 21 bibliographic format (Machine-Readable Cataloging) and includes a subset of MARC fields, using language-based tags rather than numeric ones. Top level elements, as well as their attributes and most subelements, have been applied to this draft Open Information Element Set. Although no element is mandatory in a MODS record, this profile has specified mandatory elements in order to enrich the search and discovery of records found in the open information portal.

Below is the draft element set. Elements highlighted in orange are those found in the Open Government Common Core Metadata Element Set, and those indicated in yellow are the Open Information Metadata Extension Elements. The Element set is divided into three sections : Catalog Metadata, elements that describe the catalog the record belongs to, Asset Metadata, elements that describe the asset itself, and Distribution Metadata, elements that describe a single resource that is added to a metadata record. CKAN, the metadata catalogue for Open Government Resources, enables the addition of multiple resources to a single record. Resources can be grouped together if the content is similar; for example, various formats or languages. There is no limit to the number of resources that can be added to a metadata record, and all Distribution Metadata elements are required for each resource added.

At a minimum, all mandatory elements (those indicated with an M) must be provided in a metadata record in order to be registered on the Open Information Portal. Users may choose to use as many optional fields as possible to describe assets more effectively and clearly.

## 

## 5.1 Element Breakdown

**5.1.1 Catalog Metadata**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Description** | **Oblig.** | **Occur.** | **Encoding Scheme** | **Comments** | **Dublin Core Terms** |
| **Portal Type** | The portal to which the metadata record belongs (Open Data or Open Information) | M | Single | Controlled Vocabulary   OGS Defined | This element will be defaulted to ‘Open Information’  Possible values include ‘Open Data’ and ‘Open Information’ |  |
| **Collection Type** | The collection (domain specific) to which the metadata record belongs to, for example 'Open Maps, Non-Spatial Data, Open Publications etc.) | M | Single | Controlled Vocabulary   OGS Defined | This element will be system generated, and determined by identifying the source of the metadata record.  Possible values include  Non-Spatial data, Open Maps, Open Science, Open Information – Phase 1 [or ‘Open Publications’] and Open Information – Phase 2.  For now, this will be defaulted to ‘Open Information –Phase 2’ |  |
| **Metadata Scheme** | The name of the metadata scheme (including profile name) used. | M | Single | Free text (URL) | This element will be system generated to provide a URL to the Open Government Metadata Application Profile, and related information (including machine readable version of the schema) located on the open data portal |  |
| **Metadata Scheme Version** | The version of the metadata scheme (version of the profile) used. | M | Single | Free text | This element will be system generated, and defaulted to ‘Open Information Metadata Element Set 2.0’ |  |

**5.1.2 Asset Metadata**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Description** | **Oblig.** | **Occur.** | **Encoding Scheme** | **Comments** | **Dublin Core Terms** |
| **Metadata Record Identifier** | A unique phrase or string which identifies the metadata record within the Open Government Portal | M | Single | Free text | This element will be system generated, unless a department has already captured a unique ID for the record in their catalogue. If so, then they can map their Unique ID to this field. | <http://purl.org/dc/terms/identifier> |
| **Title English** | The English name by which the information asset is known | M | Single | Free text | This element should be populated with plain language, and include sufficient detail to support search and discovery. Avoid using acronyms, or table numbers. Concatenate title with all information, including any relevant part name and number. | <http://purl.org/dc/terms/title> |
| **Title French** | The French name by which the dataset or information asset is formally known | M | Single | Free text | This element should be populated with plain language, and include sufficient detail to support search and discovery. Avoid using acronyms, or table numbers. | <http://purl.org/dc/terms/title> |
| **Alternative Name English** | An alternative name for the information asset, in English. | O | Repeatable | Free text | The distinction between titles and alternative titles is application-specific. | <http://purl.org/dc/terms/alternative> |
| **Alternative Name French** | An alternative name for the information asset, in French. | O | Repeatable | Free text | The distinction between titles and alternative titles is application-specific. | <http://purl.org/dc/terms/alternative> |
| **Publisher** | An entity (GC Department or Agency) primarily responsible for publishing the information asset | M | Repeatable | Controlled Vocabulary :  Government of Canada Registry of Applied Titles  (See Appendix B) |  | <http://purl.org/dc/terms/publisher> |
| **Creator** | An [individual] entity primarily responsible for making the dataset or information asset | O | Repeatable | Free text |  | <http://purl.org/dc/terms/creator> |
| **Contact Email** | The contact person's email for the information asset | M | Single | Free text | This will be defaulted to 'open-ouvert@tbs-sct.gc.ca', however departments will be encourage to populate this with their own generic email accounts |  |
| **Description English** | An account of the information asset, in English. A description may include but is not limited to: an abstract, a table of contents, or a free-text account of the resource. | M | Single | Free text | This element should be populated with a human-readable description of the dataset / information asset with enough detail to allow the user to easily understand what the item is about. | <http://purl.org/dc/terms/description> |
| **Description French** | An account of the information asset, in French. A description may include but is not limited to: an abstract, a table of contents, or a free-text account of the resource. | M | Single | Free text | This element should be populated with a human-readable description of the dataset / information asset with enough detail to allow the user to easily understand what the item is about. | <http://purl.org/dc/terms/description> |
| **Physical Description English** | Describes the physical attributes of the information resource, in English. | O | Single | Free text | This element could include information about the asset’s form (A designation of a particular physical presentation of a resource, including the physical form or medium of material for a resource), or extent (A statement of the number and specific material of the units of the resource that express physical extent) or a note that provides general textual information about the physical description. | <http://www.loc.gov/standards/mods/userguide/physicaldescription.html> |
| **Physical Description French** | Describes the physical attributes of the information resource, in French. | O | Single | Free text | This element could include information about the asset’s form (A designation of a particular physical presentation of a resource, including the physical form or medium of material for a resource), or extent (A statement of the number and specific material of the units of the resource that express physical extent) or a note that provides general textual information about the physical description. | <http://www.loc.gov/standards/mods/userguide/physicaldescription.html> |
| **Note English** | General textual information relating to an information asset, in English | O | Single | Free text | This element can concatenate notes found in [MARC 5XX – Note Fields – General Information](http://www.loc.gov/marc/bibliographic/bd5xx.html). | <http://www.loc.gov/standards/mods/userguide/dlfaquifer.html#note> |
| **Note French** | General textual information relating to an information asset, in French | O | Single | Free text | This element can concatenate notes found in [MARC 5XX – Note Fields – General Information](http://www.loc.gov/marc/bibliographic/bd5xx.html). | <http://www.loc.gov/standards/mods/userguide/dlfaquifer.html#note> |
| **Target Audience** | A description of the intellectual level of the audience for which the information asset is intended. | M | Single | [Controlled](http://www.collectionscanada.gc.ca/webarchives/20071207091037/www.tbs-sct.gc.ca/im-gi/mwg-gtm/aud-aud/docs/2003/schemfinal/schemfinal_e.asp) Vocabulary :  [IMRC - dc.audience Sub-group: Government of Canada Audience Scheme - Final Version](http://www.collectionscanada.gc.ca/webarchives/20071207091037/www.tbs-sct.gc.ca/im-gi/mwg-gtm/aud-aud/docs/2003/schemfinal/schemfinal_e.asp)  (See Appendix B) |  | <http://www.loc.gov/standards/mods/userguide/dlfaquifer.html#targetaudience> |
| **Keywords English** | Commonly used words or phrases which describe the information asset, in English | M | Repeatable | Free text | This element should be populated with plain language terms or phrases that match the terms expected to be used by target, defined audiences to support search | http://nap.geogratis.gc.ca/metadata/register/registerItems-eng.html#RI\_32 |
| **Keywords French** | Commonly used words or phrases which describe the information asset, in French | M | Repeatable | Free text | This element should be populated with plain language terms or phrases that match the terms expected to be used by target, defined audiences to support search | http://nap.geogratis.gc.ca/metadata/register/registerItems-eng.html#RI\_32 |
| **Subject** | The topic of the content of the dataset or information asset | M | Repeatable | Controlled Vocabulary [Government of Canada Core Subject Thesaurus](http://www.thesaurus.gc.ca/recherche-search/thes-eng.html)  (See Appendix B) | Note, the English controlled list will be mapped to the French, so only one input is required. | <http://purl.org/dc/terms/subject> |
| **Genre** | A term or terms that designate a category characterizing a particular style, form, or content, such as artistic, musical, literary composition, etc. | M | Single | [Controlled Vocabulary MARC Genre Term List](http://www.loc.gov/standards/valuelist/marcgt.html)  (See Appendix B) |  | <http://www.loc.gov/standards/mods/userguide/genre.html> |
| **Spatial** | The range of spatial applicability of the information asset. This element could include either a bounding box, or GeoJson string. | O | Repeatable | Free text | Bounding Box coordinates, or a GeoJson string are acceptable values | <http://purl.org/dc/terms/spatial> |
| **Geographic Region Name** | The geographic region of an information asset. This element will be a region name. | O | Repeatable | [Controlled Vocabulary :](http://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVD&TVD=116940)  [Standard Geographical Classification (SGC) 2011](http://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVD&TVD=116940)  (See Appendix B) |  |  |
| **Temporal** | The range of temporal applicability an information asset. For example, the start and end date covered by the data. | O | Single | Free-text :  W3C Date and Time Formats (YYYY-MM-DD) | This element will be expressed by YYYY-MM-DD / YYYY-MM-DD to represent the start - end date of coverage. If the end date is unknown, leave end date blank. | <http://purl.org/dc/terms/temporal> |
| **Issuance** | A term that designates how the resource is issued. | O | Single | Controlled Vocabulary :  MODS <issuance> term list (See Appendix B) | Values for this element include : continuing, monographic, single unit, multipart monograph, serial, integrating resource | <http://www.loc.gov/standards/mods/userguide/origininfo.html#issuance> |
| **Frequency of Issuance** | A statement of publication frequency in textual form. | O | Single | Controlled Vocabulary :  [MARC Frequency of Issue Term List](http://www.loc.gov/standards/valuelist/marcfrequency.html). (See Appendix B) |  | <http://www.loc.gov/standards/mods/userguide/origininfo.html#frequency> |
| **Maintenance and Update Frequency** | The frequency with which changes and additions are made to the information asset after the initial resource is completed | M | Single | [Controlled Vocabulary :](http://nap.geogratis.gc.ca/metadata/register/registerItemClasses-eng.html" \l "IC_102)  [North American Profile ISO:19115 napMD\_MaintenanceFrequencyCode](http://nap.geogratis.gc.ca/metadata/register/registerItemClasses-eng.html" \l "IC_102) (See Appendix B) | This element indicates the frequency of changes and additions made to the resource after the initial completion. If the frequency is unknown, select 'unknown' from the code list. | <http://nap.geogratis.gc.ca/metadata/register/registerItems-eng.html#RI_170> |
| **Date Published** | The date of issuance (e.g., publication) of the information asset. | M | Single | Free-text :  W3C Date and Time Formats (YYYY-MM-DD) | W3C Date no less than YYYY-MM-DD up to a fully qualified Date time | <http://purl.org/dc/terms/created> |
| **Date Modified** | The date on which the information asset was changed, updated or modified. | O | Single | Free-text :  W3C Date and Time Formats (YYYY-MM-DD) | W3C Date no less than YYYY-MM-DD up to a fully qualified Date time | htttp://purl.org/dc/terms/modified |
| **Date Released** | The date on which the metadata record was released, made available, on the Open Government Portal | M | Single | Free-text :  W3C Date and Time Formats (YYYY-MM-DD) | W3C Date no less than YYYY-MM-DD up to a fully qualified Date time | <http://purl.org/dc/terms/dateSubmitted> |
| **Date Created** | The date of creation of the information asset. | O | Single | Free-text :  W3C Date and Time Formats (YYYY-MM-DD) | W3C Date no less than YYYY-MM-DD up to a fully qualified Date time | <http://purl.org/dc/terms/created> |
| **Date Captured** | The date on which the information asset was digitized or a subsequent snapshot was taken. | O | Single | Free-text :  W3C Date and Time Formats (YYYY-MM-DD) | W3C Date no less than YYYY-MM-DD up to a fully qualified Date time | <http://www.loc.gov/standards/mods/userguide/origininfo.html#datecaptured> |
| **Date Valid** | The date (often a range) of validity of and information asset. | O | Single | Free-text :  W3C Date and Time Formats (YYYY-MM-DD) | W3C Date no less than YYYY-MM-DD up to a fully qualified Date time | <http://purl.org/dc/terms/valid> |
| **Date Copyrighted** | The Date of copyright. | O | Single | Free-text :  W3C Date and Time Formats (YYYY-MM-DD) | W3C Date no less than YYYY-MM-DD up to a fully qualified Date time | <http://purl.org/dc/terms/dateCopyrighted> |
| **Edition** | Information identifying the version of the information asset. | O | Single | Free text |  | <http://www.loc.gov/standards/mods/userguide/origininfo.html#edition> |
| **Series Dates of Publication and/or Sequential Designation English** | The beginning/ending date(s) of publication and/or sequential designations used on items in a series, in English. | O | Repeatable | Free text | Note, sequential designation information in this field is not an example of Series Number.  Examples include :  Complete in 15v. Vols. Published for the years 1864-1910 | http://www.loc.gov/marc/authority/ad640.html |
| **Series Dates of Publication and/or Sequential Designation French** | The beginning/ending date(s) of publication and/or sequential designations used on items in a series, in French. | O | Repeatable | Free text | Note, sequential designation information in this field is not an example of Series Number.  Exemples include :  Terminez en 15v . Vol. Publié pour les années 1864-1910 | http://www.loc.gov/marc/authority/ad640.html |
| **Series Title English** | The name of the series of which the information asset is a part, in English. | O | Repeatable | Free text |  | <http://purl.org/dc/terms/hasPart> |
| **Series Title French** | The name of the series of which the information asset is a part, in French. | O | Repeatable | Free text |  | <http://purl.org/dc/terms/hasPart> |
| **Series Number** | The identification of the series’ issue information | O | Repeatable | Free text |  |  |
| **ISBN** | The identification of the asset’s issue information - International Standard Book Number | O | Repeatable | Free text | This element will be populated with 10 or 13 alphanumeric characters | <http://www.loc.gov/standards/mods/userguide/identifier.html> |
| **ISSN** | The identification of the asset’s issue information - International Standard Serial Number | O | Repeatable | Free text | This element will be populated with 4 alphanumeric characters, hyphen, 4 alphanumeric characters; may be followed by alphabetic qualifiers and additions | <http://www.loc.gov/standards/mods/userguide/identifier.html> |
| **GC Docs Number** | The identification of the asset’s issue information - GC Docs Number | O | Single | Free text |  | <http://www.loc.gov/standards/mods/userguide/identifier.html> |
| **LAC Identifier** | The identification of the metadata record from the system of origin (Canadiana) | O | Single | Free text |  |  |
| **Amicus Identifier** | The identifier of the metadata record from the system of origin (AMICUS). | O | Single | Free text |  | http://www.loc.gov/standards/mods/userguide/identifier.html |
| **Departmental Catalogue Number** | The identification of the asset’s GC Catalogue Number | O | Single | Free text |  | http://www.loc.gov/standards/mods/userguide/identifier.html |
| **DOI** | The identification of the asset’s Digital Object Identifier | O | Single | Free text |  | http://www.loc.gov/standards/mods/userguide/identifier.html |
| **Homepage URL** | A program or homepage that can be navigated to gain additional or contextual information about the information asset. | O | Single | Free-text (URL) | This is not used to capture access to the resources, but rather background information. |  |
| **Related Items** | A related information asset in the Open Government Portal. | O | Repeatable | Free-text (URL) | Recommended best practice is to identify the related resource by means of a string conforming to a formal identification system. Therefore, this field will be implemented by adding the unique i.d. of the related record in the Open Government Portal. | <http://purl.org/dc/terms/relation> |
| **Jurisdiction** | The extent or range of judicial, law enforcement, or other authority. For example, the level of government has contributed the dataset or open information asset. | M | Single | Controlled Vocabulary :   OGS Defined  (See Appendix B) | This field will be automatically populated with 'Federal' for all records provided by the Government of Canada. Then, the appropriate level of government will be selected for those records that are contributed from other portals, via federation. | <http://purl.org/dc/terms/jurisdiction> |
| **Licence** | The licence applied to the information asset. It may outline the limitations or constraints on the use of the item. | M | Single | Controlled Vocabulary :  OGS Defined  (See Appendix B) | This element will be automatically populated with 'Open Government Licence - Canada'. When other collections are added from provinces and municipalities, this field will include a controlled list of all versions of the OGL | <http://purl.org/dc/terms/license> |

**5.1.3 Distribution (Resource) Metadata**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Description** | **Oblig.** | **Occur.** | **Encoding Scheme** | **Comments** | **Dublin Core Terms** |
| **Unique Identifier** | A unique phrase or string which identifies the resource. | O | Single | Free text |  |  |
| **Title English** | An English name given to the resource. | M | Single | Free text | Free text. Enter the title applied to the resource. Refine using file formats, the name of the service, or year of coverage, and other additional terms as required. |  |
| **Title French** | A French name given to the resource. | M | Single | Free text | Free text. Enter the title applied to the resource. Refine using file formats, the name of the service, or year of coverage, and other additional terms as required. |  |
| **Date Published** | Date of formal issuance (e.g., publication) of the resource. | O | Single | Free-text :  W3C Date and Time Formats (YYYY-MM-DD) |  | htttp://purl.org/dc/terms/modified |
| **Type** | The nature or genre of the content of the resource. (For example; dataset, supporting documentation, data dictionary, API or App). | M | Single | Controlled Vocabulary  TBS Defined  (See Appendix B) | Select from the drop down list, controlled vocabulary. Note the full 'Content Type' controlled vocabulary is currently being developed by the GC Web Renewal team. | <http://purl.org/dc/terms/type> |
| **Format** | The file format, physical medium, or dimensions of the resource. | M | Single | Controlled Vocabulary  OGS Defined (See Appendix B) | Select from the drop down list, controlled vocabulary. The controlled vocabulary has been developed for the Open Government Portal. Additions can be made by sending a request to open-ouvert@tbs-sct.gc.ca. | <http://purl.org/dc/terms/format> |
| **Size** | The [estimated] size of a distribution in bytes. | O | Single |  | Enter the size of the file in bytes. | <http://purl.org/dc/terms/extent> |
| **Language** | The language of the resource. | M | Single | Controlled vocabulary : BCP-47 | Select from the drop down list, controlled vocabulary. | <http://purl.org/dc/terms/language> |
| **Download URL** | The location for online access to the distribution of the resource | M | Single | Free-text (URL) | Enter the electronic location where the resource can be found. Note, this element should be populated with the URL that provides direct access, and not a homepage or interface to access it. Departments are also encouraged to use persistent identifiers for the URLs. |  |

# Appendix A

**Open Information Metadata Element Set 1.0**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **System generated** |  |  |  |  |  |
|  |  |  |  |  |  |  |
| # | **Name** | **Description** | **Obligation** | **Occurrence** | **Encoding Scheme** | **Notes** |
| **1** | **Metadata Identifier** | A unique phrase or string which uniquely identifies the metadata record within the Virtual Library file. | M | Single | System generated | This I.D. will be used to create the URL for the metadata record. - We will need to determine how this number should be generated (i.e. using i.d. from MARC 016) |
| **2** | **Title** | The name by which the resource is formally known | M | Repeatable | Free-text |  |
| **3** | **GC Department or Agency** | An entity (GC Department or Agency) primarily responsible for publishing, releasing or issuing the resource | M | Repeatable | Free-text |  |
| **4** | **Author** | An entity (individual, or non-corporate author) primarily responsible for the creation of the resource | M, if App. | Repeatable | Free-text | -This field is 'Mandatory', if provided |
| **5** | **Description** | An account or abstract of the content of the resource | M, if App. | Single | Free-text | -This field is 'Mandatory', if provided |
| **6** | **Subject** | The topic of the content of the resource | M | Repeatable | Free-text |  |
| **7** | **Keywords** | The commonly used word(s), or formalized word(s) or phrase(s) used to describe the subject of the resource. | O | Repeatable | Free-text |  |
| **11** | **Date Resource Created** | Date on which the resource was created | M, if App. | Single | W3C Date and Time Formats (YYYY-MM-DD) | -This field is 'Mandatory', if provided |
| **8** | **Date Resource Published** | The physical or digital manifestation of the resource | M | Single | (YYYY) |  |
| **9** | **Date Contributed** | Date on which the metadata record was contributed to the Virtual Library | M | Single | W3C Date and Time Formats (YYYY-MM-DD) | This date will automatically be added, 'time stamped', when it is added to the Virtual Library -This field will be system generated |
| **10** | **Date Modified** | Date on which the metadata record was modified | M, if App. | Single | W3C Date and Time Formats (YYYY-MM-DD) | -This field is 'Mandatory', if provided |
| **12** | **ISBN** | The identification of the resource's issue information - International Standard Book Number | M, if App. | Multiple | Text (no encoding scheme) | -This field is 'Mandatory', if provided |
| **13** | **ISSN** | The identification of the resource's issue information - International Standard Serial Number | M, if App. | Multiple | Text (no encoding scheme) | -4 alphanumeric characters, hyphen, 4 alphanumeric characters; may be followed by alphabetic qualifiers and additions -This field is 'Mandatory' if provided |
| **14** | **GC Catalogue Number** | The identification of the resource's issue information - GC Catalogue Number | M, if App. | Single | Text (no encoding scheme) | -This field is 'Mandatory', if provided |
| **15** | **Departmental Catalogue Number** | The identification of the resource's issue information - Departmental Catalogue Number | M, if App. | Single | Text (no encoding scheme) | -This field is 'Mandatory', if provided |
| **16** | **Weekly Checklist Number** | The identification of the resource's issue information - Weekly Checklist Number | M, if App. | Single | Text (no encoding scheme) | -This field is 'Mandatory', if provided |
| **17** | **File Code** | The identification of the resource's issue information - File Code. A file code is the alphanumeric sequence associated to a records series within a corporate file classification plan. | Optional | Single | Text (no encoding scheme) | -This field is 'Mandatory', if provided |
| **18** | **GC Docs Number** | The identification of the resource's issue information - GC Docs Number | M, if App. | Single | Text (no encoding scheme) | -This field is 'Mandatory', if provided |
| **19** | **LAC Identifier** | The identifier of the metadata record from the system of origin (Canadiana). | M, if App. | Single | Text (no encoding scheme) | -This field is 'Mandatory', if provided |
| **20** | **Amicus Identifer** | The identifier of the metadata record from the system of origin (AMICUS). | M, if App. | Single | Text (no encoding scheme) | -This field is 'Mandatory', if provided |
| **21** | **Catalogue System Number** | The identifier of the metadata record from the system of origin (PWGSC). | M, if App. | Single | Text (no encoding scheme) | -This field is 'Mandatory', if provided |
| **22** | **DOI** | The identification of the resource's issue information - Digital Object Identifier | O | Repeatable | DOI syntax | -Resources may have DOIs assigned |
| **23** | **Series Title** | The name of the series of which the resource is a part | M, if App. | Repeatable | Free-text | -This field is 'Mandatory', if provided |
| **24** | **Series Number** | Identification of the series’ issue information | M, if App. | Repeatable | Free-text | -This field is 'Mandatory', if provided |
| **25** | **Frequency of Serial** | Current frequency of publication of issues of a serial, e.g.: Semestriel Semiannual Weekly | M, if App. | Single | Text (no encoding scheme) | -This field is 'Mandatory', if provided |
| **26** | **Former Frequency of Serial** | Former frequency of publication of issues of a serial | M, if App. | Multiple | Text (no encoding scheme) | -This field is 'Mandatory', if provided |
| **27** | **Numeric and Chronological Designation** | Numbering and date of first issue, e.g.: "Paraît depuis le 8 janvier 2010." "Began with 2010." "Began with v. 1, no. 1 (winter 2010)." | M, if App. | Multiple | Text (no encoding scheme) | -This field is 'Mandatory', if provided |
| **28** | **File Type** | The mode of issuance (monograph or serial) and file type, e.g.: "Electronic monograph in PDF format." "Publication monographique en format PDF." "Electronic serial in HTML format." "Electronic serial in PDF and HTML formats." "Publication en série électronique en format PDF." | M, if App. | Single | Text (no encoding scheme) | -This field is 'Mandatory', if provided |
| **29** | **Language** | The language of the content of the resource | M | Repeatable | ISO 639-2/B | -This field is 'Mandatory', if provided |
| **30** | **Other Language Edition** | The reference to the resource’s equivalent metadata record in another language | M, if App. | Repeatable | Free-text |  |
| **31** | **Type** | The nature or genre of the content of the resource | M | Repeatable | Controlled Vocabulary | Controlled List to be created (see 'Type Mapping' tab for possible 'types') |
| **32** | **Format** | The physical or digital manifestation of the resource | M | Repeatable | Controlled Vocabulary | -This field will be system generated based on the file extension |
| **33** | **Size** | The estimated size of the resource (electronic) in the specified transfer format, expressed in bytes. | O | Repeatable | Free-text |  |
| **34** | **Number of Pages** | The number of pages of the resource | M, if App. | Repeatable | Free-text | -This field is 'Mandatory', if provided |
| **35** | **Access URL / Info** | The electronic location where the resource can be accessed. If the resource is not available online, this field will provide information about how it can be accessed. | M | Repeatable | Website URL, i.e. http://www.data.gc.ca |  |
| **36** | **Licence** | The limitations or constraints on the use of the resource. | M | Non-Repeatable | Set text | This field will be automatically populated with "Open Government Licence-Canada" |

# Appendix B

Controlled Vocabularies used throughout the Open Information Metadata Element Set 2.0

## 1.0 Publisher

**Source :** [Government of Canada Registry of Applied Titles](http://www.tbs-sct.gc.ca/fip-pcim/reg-eng.asp)

**Note:** The columns below include all federal institutions listed in schedules I, I.1, II, and III of the [*Financial Administration Act (FAA)*](http://laws.justice.gc.ca/eng/acts/F-11/). The first column on the left indicates which of the FAA schedules the institution falls under. The next four columns indicate the institution's legal title as it appears in the FAA in English and French, followed by the institution's applied title as registered in both languages under the Federal Identity Program. The next two columns to the right show the official abbreviation of the institution in each language.

**Values:**

| **FAA** | **Legal Title** | **Appellation légale** | **Applied Title** | **Titre d'usage** | **Abbr.** | **Abrév.** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| \* These institutions are listed in schedule III, Part 2, of the FAA. | | | | | | | |
| - | Government of Canada | Gouvernement du Canada | Government of Canada | Gouvernement du Canada | GC | | GC |
| - | Treasury Board Secretariat | Secrétariat du Conseil du Trésor | Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada | TBS | | SCT |
| I | Department of Agriculture and Agri-Food | Ministère de l'Agriculture et de l'Agroalimentaire | Agriculture and Agri-Food Canada | Agriculture et Agroalimentaire Canada | AAFC | | AAC |
| I | Department of Canadian Heritage | Ministère du Patrimoine canadien | Canadian Heritage | Patrimoine canadien | PCH | | PCH |
| I | Department of Citizenship and Immigration | Ministère de la Citoyenneté et de l'Immigration | Citizenship and Immigration Canada | Citoyenneté et Immigration Canada | CIC | | CIC |
| I | Department of Employment and Social Development | Ministère de l'Emploi et du Développement social | Employment and Social Development Canada | Emploi et Développement social Canada | ESDC | | EDSC |
| I | Department of Finance | Ministère des Finances | Department of Finance Canada | Ministère des Finances Canada | FIN | | FIN |
| I | Department of Fisheries and Oceans | Ministère des Pêches et des Océans | Fisheries and Oceans Canada | Pêches et Océans Canada | DFO | | MPO |
| I | Department of Foreign Affairs, Trade and Development | Ministère des Affaires étrangères, du Commerce et du Développement | Foreign Affairs, Trade and Development Canada | Affaires étrangères, Commerce et Développement Canada | DFATD | | MAECD |
| I | Department of Health | Ministère de la Santé | Health Canada | Santé Canada | HC | | SC |
| I | Department of Indian Affairs and Northern Development | Ministère des Affaires indiennes et du Nord canadien | Aboriginal Affairs and Northern Development Canada | Affaires autochtones et Développement du Nord Canada | AANDC | | AADNC |
| I | Department of Industry | Ministère de l'Industrie | Industry Canada | Industrie Canada | IC | | IC |
| I | Department of Justice | Ministère de la Justice | Department of Justice Canada | Ministère de la Justice Canada | JUS | | JUS |
| I | Department of National Defence | Ministère de la Défense nationale | National Defence | Défense nationale | DND | | MDN |
| I | Department of Natural Resources | Ministère des Ressources naturelles | Natural Resources Canada | Ressources naturelles Canada | NRCan | | RNCan |
| I | Department of Public Safety and Emergency Preparedness | Ministère de la Sécurité publique et de la Protection civile | Public Safety Canada | Sécurité publique Canada | PS | | SP |
| I | Department of Public Works and Government Services | Ministère des Travaux publics et des Services gouvernementaux | Public Works and Government Services Canada | Travaux publics et Services gouvernementaux Canada | PWGSC | | TPSGC |
| I | Department of the Environment | Ministère de l'Environnement | Environment Canada | Environnement Canada | EC | | EC |
| I | Department of Transport | Ministère des Transports | Transport Canada | Transports Canada | TC | | TC |
| I | Department of Veterans Affairs | Ministère des Anciens Combattants | Veterans Affairs Canada | Anciens Combattants Canada | VAC | | ACC |
| I | Department of Western Economic Diversification | Ministère de la Diversification de l'économie de l'Ouest canadien | Western Economic Diversification Canada | Diversification de l'économie de l'Ouest Canada | WD | | DEO |
| I | Treasury Board | Conseil du Trésor |  |  | TB | | CT |
| I.1 | Administrative Tribunals Support Service of Canada | Service canadien d'appui aux tribunaux administratifs | Administrative Tribunals Support Service of Canada | Service canadien d'appui aux tribunaux administratifs | ATSSC | | SCDATA |
| I.1 | Atlantic Canada Opportunities Agency | Agence de promotion économique du Canada atlantique |  |  | ACOA | | APECA |
| I.1 | Canadian Environmental Assessment Agency | Agence canadienne d'évaluation environnementale | Canadian Environmental Assessment Agency | Agence canadienne d'évaluation environnementale | CEAA | | ACEE |
| I.1 | Canadian Grain Commission | Commission canadienne des grains |  |  | CGC | | CCG |
| I.1 | Canadian Human Rights Commission | Commission canadienne des droits de la personne |  |  | CHRC | | CCDP |
| I.1 | Canadian Intergovernmental Conference Secretariat | Secrétariat des conférences intergouvernementales canadiennes |  |  | CICS | | SCIC |
| I.1 | Canadian Northern Economic Development Agency | Agence canadienne de développement économique du Nord | Canadian Northern Economic Development Agency | Agence canadienne de développement économique du Nord | CanNor | | CanNor |
| I.1 | Canadian Radio­television and Telecommunications Commission | Conseil de la radiodiffusion et des télécommunications canadiennes | Canadian Radio-television and Telecommunications Commission | Conseil de la radiodiffusion et des télécommunications canadiennes | CRTC | | CRTC |
| I.1 | Canadian Security Intelligence Service | Service canadien du renseignement de sécurité |  |  | CSIS | | SCRS |
| I.1 | Canadian Space Agency | Agence spatiale canadienne | Canadian Space Agency | Agence spatiale canadienne | CSA | | ASC |
| I.1 | Canadian Transportation Agency | Office des transports du Canada | Canadian Transportation Agency | Office des transports du Canada | CTA | | OTC |
| I.1 | Civilian Review and Complaints Commission for the Royal Canadian Mounted Police | Commission civile d’examen et de traitement des plaintes relatives à la Gendarmerie royale du Canada | Civilian Review and Complaints Commission for the RCMP | Commission civile d’examen et de traitement des plaintes relatives à la GRC | CRCC | | CCETP |
| I.1 | Communications Security Establishment | Centre de la sécurité des télécommunications | Communications Security Establishment Canada | Centre de la sécurité des télécommunications Canada | CSEC | | CSTC |
| I.1 | Copyright Board | Commission du droit d'auteur | Copyright Board Canada | Commission du droit d'auteur Canada | CB | | CDA |
| I.1 | Correctional Service of Canada | Service correctionnel du Canada | Correctional Service Canada [Footnote 2](http://www.tbs-sct.gc.ca/fip-pcim/reg-eng.asp#fn2) | Service correctionnel Canada [Footnote 2](http://www.tbs-sct.gc.ca/fip-pcim/reg-eng.asp#fn2) | CSC | | SCC |
| I.1 | Courts Administration Service | Service administratif des tribunaux judiciaires | Courts Administration Service | Service administratif des tribunaux judiciaires | CAS | | SATJ |
| I.1 | Economic Development Agency of Canada for the Regions of Quebec | Agence de développement économique du Canada pour les régions du Québec | Canada Economic Development for Quebec Regions | Développement économique Canada pour les régions du Québec | CED | | DEC |
| I.1 | Federal Economic Development Agency for Southern Ontario | Agence fédérale de développement économique pour le Sud de l'Ontario | Federal Economic Development Agency for Southern Ontario | Agence fédérale de développement économique pour le Sud de l'Ontario | FedDev Ontario | | FedDev Ontario |
| I.1 | Financial Consumer Agency of Canada | Agence de la consommation en matière financière du Canada | Financial Consumer Agency of Canada | Agence de la consommation en matière financière du Canada | FCAC | | ACFC |
| I.1 | Financial Transactions and Reports Analysis Centre of Canada | Centre d'analyse des opérations et déclarations financières du Canada | Financial Transactions and Reports Analysis Centre of Canada | Centre d'analyse des opérations et déclarations financières du Canada | FINTRAC | | CANAFE |
| I.1 | Immigration and Refugee Board | Commission de l'immigration et du statut de réfugié | Immigration and Refugee Board of Canada | Commission de l'immigration et du statut de réfugié du Canada | IRB | | CISR |
| I.1 | Indian Residential Schools Truth and Reconciliation Commission | Commission de vérité et de réconciliation relative aux pensionnats indiens |  |  |  | |  |
| I.1 | Library and Archives of Canada | Bibliothèque et Archives du Canada | Library and Archives Canada | Bibliothèque et Archives Canada | LAC | | BAC |
| I.1 | Military Grievances External Review Committee | Comité externe d'examen des griefs militaires | Military Grievances External Review Committee | Comité externe d'examen des griefs militaires | MGERC | | CEEGM |
| I.1 | Military Police Complaints Commission | Commission d'examen des plaintes concernant la police militaire | Military Police Complaints Commission of Canada | Commission d'examen des plaintes concernant la police militaire du Canada | MPCC | | CPPM |
| I.1 | National Energy Board | Office national de l'énergie |  |  | NEB | | ONE |
| I.1 | National Farm Products Council | Conseil national des produits agricoles | Farm Products Council of Canada | Conseil des produits agricoles du Canada | FPCC | | CPAC |
| I.1 | National Film Board | Office national du film |  |  | NFB | | ONF |
| I.1 | Northern Pipeline Agency | Administration du pipe­-line du Nord | Northern Pipeline Agency Canada | Administration du pipe-line du Nord Canada | NPA | | APN |
| I.1 | Office of Infrastructure of Canada | Bureau de l'infrastructure du Canada | Infrastructure Canada | Infrastructure Canada | INFC | | INFC |
| I.1 | Office of the Auditor General | Bureau du vérificateur général | Office of the Auditor General of Canada | Bureau du vérificateur général du Canada | OAG | | BVG |
| I.1 | Office of the Chief Electoral Officer | Bureau du directeur général des élections |  |  | elections | | elections |
| I.1 | Office of the Co-ordinator, Status of Women | Bureau de la coordonnatrice de la situation de la femme | Status of Women Canada | Condition féminine Canada | SWC | | CFC |
| I.1 | Office of the Commissioner for Federal Judicial Affairs | Bureau du commissaire à la magistrature fédérale | Office of the Commissioner for Federal Judicial Affairs Canada | Commissariat à la magistrature fédérale Canada | FJA | | CMF |
| I.1 | Office of the Commissioner of Lobbying | Commissariat au lobbying | Office of the Commissioner of Lobbying of Canada | Commissariat au lobbying du Canada | OCL | | CAL |
| I.1 | Office of the Commissioner of Official Languages | Commissariat aux langues officielles |  |  | OCOL | | CLO |
| I.1 | Office of the Communications Security Establishment Commissioner | Bureau du commissaire du Centre de la sécurité des télécommunications |  |  | OCSEC | | BCCST |
| I.1 | Office of the Correctional Investigator of Canada | Bureau de l'enquêteur correctionnel du Canada | The Correctional Investigator Canada | L'Enquêteur correctionnel Canada | OCI | | BEC |
| I.1 | Office of the Director of Public Prosecutions | Bureau du directeur des poursuites pénales | Public Prosecution Service of Canada | Service des poursuites pénales du Canada | PPSC | | SPPC |
| I.1 | Office of the Governor General's Secretary | Bureau du secrétaire du gouverneur général | Office of the Secretary to the Governor General | Bureau du secrétaire du gouverneur général | OSGG | | BSGG |
| I.1 | Office of the Public Sector Integrity Commissioner | Commissariat à l'intégrité du secteur public | Office of the Public Sector Integrity Commissioner of Canada | Commissariat à l'intégrité du secteur public du Canada | PSIC | | ISPC |
| I.1 | Office of the Superintendent of Financial Institutions | Bureau du surintendant des institutions financières | Office of the Superintendent of Financial Institutions Canada | Bureau du surintendant des institutions financières Canada | OSFI | | BSIF |
| I.1 | Offices of the Information and Privacy Commissioners of Canada | Commissariats à l'information et à la protection de la vie privée au Canada |  |  | OIC | | CI |
| I.1 | Offices of the Information and Privacy Commissioners of Canada | Commissariats à l'information et à la protection de la vie privée au Canada |  |  | OPC | | CPVP |
| I.1 | Parole Board of Canada | Commission des libérations conditionnelles du Canada | Parole Board of Canada | Commission des libérations conditionnelles du Canada | PBC | | CLCC |
| I.1 | Patented Medicine Prices Review Board | Conseil d'examen du prix des médicaments brevetés | Patented Medicine Prices Review Board Canada | Conseil d'examen du prix des médicaments brevetés Canada | PMPRB | | CEPMB |
| I.1 | Privy Council Office | Bureau du Conseil privé | Privy Council Office [Footnote 4](http://www.tbs-sct.gc.ca/fip-pcim/reg-eng.asp#fn4) | Bureau du Conseil privé [Footnote 4](http://www.tbs-sct.gc.ca/fip-pcim/reg-eng.asp" \l "fn4) | PCO | | BCP |
| I.1 | Public Health Agency of Canada | Agence de la santé publique du Canada | Public Health Agency of Canada | Agence de la santé publique du Canada | PHAC | | ASPC |
| I.1 | Public Service Commission | Commission de la fonction publique | Public Service Commission of Canada | Commission de la fonction publique du Canada | PSC | | CFP |
| I.1 | Registrar of the Supreme Court of Canada and that portion of the federal public administration appointed under subsection 12(2) of the Supreme Court Act | Registraire de la Cour suprême du Canada et le secteur de l'administration publique fédérale nommé en vertu du paragraphe 12(2) de la Loi sur la Cour suprême |  |  | SCC | | CSC |
| I.1 | Royal Canadian Mounted Police | Gendarmerie royale du Canada |  |  | RCMP | | GRC |
| I.1 | Royal Canadian Mounted Police External Review Committee | Comité externe d’examen de la Gendarmerie royale du Canada | RCMP External Review Committee | Comité externe d'examen de la GRC | ERC | | CEE |
| I.1 | Security Intelligence Review Committee | Comité de surveillance des activités de renseignement de sécurité |  |  | SIRC | | CSARS |
| I.1 | Shared Services Canada | Services partagés Canada | Shared Services Canada | Services partagés Canada | SSC | | SPC |
| I.1 | Statistics Canada | Statistique Canada | Statistics Canada | Statistique Canada | StatCan | | StatCan |
| I.1 | Veterans Review and Appeal Board | Tribunal des anciens combattants (révision et appel) |  |  | VRAB | | TACRA |
| II | Canada Border Services Agency | Agence des services frontaliers du Canada | Canada Border Services Agency | Agence des services frontaliers du Canada | CBSA | | ASFC |
| II | Canada Emission Reduction Incentives Agency | Agence canadienne pour l'incitation à la réduction des émissions |  |  |  | |  |
| II | Canada Employment Insurance Commission | Commission de l'assurance-emploi du Canada | Canada Employment Insurance Commission | Commission de l'assurance-emploi du Canada | CEIC | | CAEC |
| II | Canada Revenue Agency | Agence du revenu du Canada |  |  | CRA | | ARC |
| II | Canada School of Public Service | École de la fonction publique du Canada |  |  | CSPS | | EFPC |
| II | Canadian Centre for Occupational Health and Safety | Centre canadien d'hygiène et de sécurité au travail |  |  | CCOHS | | CCHST |
| II | Canadian Food Inspection Agency | Agence canadienne d'inspection des aliments | Canadian Food Inspection Agency | Agence canadienne d'inspection des aliments | CFIA | | ACIA |
| II | Canadian High Arctic Research Station | Station canadienne de recherche dans l’Extrême-Arctique | Polar Knowledge Canada | Savoir polaire Canada | POLAR | | POLAIRE |
| II | Canadian Institutes of Health Research | Instituts de recherche en santé du Canada |  |  | CIHR | | IRSC |
| II | Canadian Nuclear Safety Commission | Commission canadienne de sûreté nucléaire | Canadian Nuclear Safety Commission | Commission canadienne de sûreté nucléaire | CNSC | | CCSN |
| II | Canadian Transportation Accident Investigation and Safety Board | Bureau canadien d'enquête sur les accidents de transport et de la sécurité des transports | Transportation Safety Board of Canada | Bureau de la sécurité des transports du Canada | TSB | | BST |
| II | Law Commission of Canada | Commission du droit du Canada | Law Commission of Canada | Commission du droit du Canada |  | |  |
| II | National Research Council of Canada | Conseil national de recherches du Canada | National Research Council Canada | Conseil national de recherches Canada | NRC | | CNRC |
| II | Natural Sciences and Engineering Research Council | Conseil de recherches en sciences naturelles et en génie | Science and Engineering Research Canada | Recherches en sciences et en génie Canada | SERC | | RSGC |
| II | Parks Canada Agency | Agence Parcs Canada | Parks Canada | Parcs Canada | PC | | PC |
| II | Social Sciences and Humanities Research Council | Conseil de recherches en sciences humaines | Social Sciences and Humanities Research Council of Canada | Conseil de recherches en sciences humaines du Canada | SSHRC | | CRSH |
| II | The National Battlefields Commission | Commission des champs de bataille nationaux | The National Battlefields Commission [Footnote 4](http://www.tbs-sct.gc.ca/fip-pcim/reg-eng.asp#fn4) | Commission des champs de bataille nationaux [Footnote 4](http://www.tbs-sct.gc.ca/fip-pcim/reg-eng.asp" \l "fn4) | NBC | | CCBN |
| III | Atlantic Pilotage Authority | Administration de pilotage de l'Atlantique | Atlantic Pilotage Authority Canada | Administration de pilotage de l'Atlantique Canada | APA | | APA |
| III | Atomic Energy of Canada Limited | Énergie atomique du Canada, Limitée |  |  | AECL | | EACL |
| III | Business Development Bank of Canada | Banque de développement du Canada | Business Development Bank of Canada | Banque de développement du Canada | BDC | | BDC |
| III | Canada Deposit Insurance Corporation | Société d'assurance-dépôts du Canada | Canada Deposit Insurance Corporation | Société d'assurance-dépôts du Canada | CDIC | | SADC |
| III | Canada Lands Company Limited | Société immobilière du Canada Limitée |  |  | CLCL | | SICL |
| III | Canada Mortgage and Housing Corporation | Société canadienne d'hypothèques et de logement | Canada Mortgage and Housing Corporation | Société canadienne d'hypothèques et de logement | CMHC | | SCHL |
| III | Canadian Air Transport Security Authority | Administration canadienne de la sûreté du transport aérien | Canadian Air Transport Security Authority | Administration canadienne de la sûreté du transport aérien | CATSA | | ACSTA |
| III | Canadian Commercial Corporation | Corporation commerciale canadienne | Canadian Commercial Corporation | Corporation commerciale canadienne | CCC | | CCC |
| III | Canadian Dairy Commission | Commission canadienne du lait | Canadian Dairy Commission | Commission canadienne du lait | CDC | | CCL |
| III | Canadian Museum for Human Rights | Musée canadien des droits de la personne | Canadian Museum for Human Rights | Musée canadien pour les droits de la personne | CMHR | | MCDP |
| III | Canadian Museum of History | Musée canadien de l'histoire | Canadian Museum of History | Musée canadien de l'histoire | CMH | | MCH |
| III | Canadian Museum of Immigration at Pier 21 | Musée canadien de l'immigration du Quai 21 | Canadian Museum of Immigration at Pier 21 | Musée canadien de l'immigration du Quai 21 | CMIP | | MCIQ |
| III | Canadian Museum of Nature | Musée canadien de la nature | Canadian Museum of Nature | Musée canadien de la nature | CMN | | MCN |
| III | Canadian Tourism Commission | Commission canadienne du tourisme | Destination Canada | Destination Canada | DC | | DC |
| III | Defence Construction (1951) Limited | Construction de défense (1951) Limitée | Defence Construction Canada | Construction de Défense Canada | DCC | | CDC |
| III | Export Development Canada | Exportation et développement Canada | Export Development Canada | Exportation et développement Canada | EDC | | EDC |
| III | Farm Credit Canada | Financement agricole Canada | Farm Credit Canada | Financement agricole Canada | FCC | | FAC |
| III | Freshwater Fish Marketing Corporation | Office de commercialisation du poisson d'eau douce | Freshwater Fish Marketing Corporation | Office de commercialisation du poisson d'eau douce | FFMC | | OCPED |
| III | Great Lakes Pilotage Authority | Administration de pilotage des Grands Lacs | Great Lakes Pilotage Authority Canada | Administration de pilotage des Grands Lacs Canada | GLPA | | APGL |
| III | Laurentian Pilotage Authority | Administration de pilotage des Laurentides | Laurentian Pilotage Authority Canada | Administration de pilotage des Laurentides Canada | LPA | | APL |
| III | Marine Atlantic Inc. | Marine Atlantique S.C.C. |  |  | MarineAtlantic | | MarineAtlantique |
| III | National Capital Commission | Commission de la capitale nationale | National Capital Commission | Commission de la capitale nationale | NCC | | CCN |
| III | National Gallery of Canada | Musée des beaux-arts du Canada | National Gallery of Canada | Musée des beaux-arts du Canada | NGC | | MBAC |
| III | National Museum of Science and Technology | Musée national des sciences et de la technologie | Canada Science and Technology Museum | Musée des sciences et de la technologie du Canada | CSTM | | MSTC |
| III | Pacific Pilotage Authority | Administration de pilotage du Pacifique | Pacific Pilotage Authority Canada | Administration de pilotage du Pacifique Canada | PPA | | APP |
| III | Ridley Terminals Inc. | Ridley Terminals Inc. |  |  |  | |  |
| III | Standards Council of Canada | Conseil canadien des normes |  |  | SCC-CCN | | SCC-CCN |
| III | The Federal Bridge Corporation Limited | La Société des ponts fédéraux Limitée | Federal Bridge Corporation | Société des ponts fédéraux | FBCL | | SPFL |
| III | The Jacques-Cartier and Champlain Bridges Inc. | Les Ponts Jacques-Cartier et Champlain Inc. |  |  |  | |  |
| III | VIA Rail Canada Inc. | VIA Rail Canada Inc. |  |  | VIA Rail | | VIA Rail |
| III | Windsor-Detroit Bridge Authority | Autorité du pont Windsor-Détroit | Windsor-Detroit Bridge Authority | Autorité du pont Windsor-Détroit | WDBA | | APWD |
| III\* | Canada Development Investment Corporation | Corporation d'investissements au développement du Canada | Canada Development Investment Corporation | Corporation de développement des investissements du Canada | CDEV | | CDEV |
| III\* | Canada Post Corporation | Société canadienne des postes | Canada Post | Postes Canada | CPC | | SCP |
| III\* | Royal Canadian Mint | Monnaie royale canadienne |  |  | Mint | | Monnaie |

## 2.0 Audience

**Source :** [IMRC - dc.audience Sub-group: Government of Canada Audience Scheme - Final Version](http://www.collectionscanada.gc.ca/webarchives/20071207091037/www.tbs-sct.gc.ca/im-gi/mwg-gtm/aud-aud/docs/2003/schemfinal/schemfinal_e.asp)

|  |  |  |
| --- | --- | --- |
| Descriptor | Scope Note | Comment |
| **Aboriginal peoples** [*Peuples autochtones*](http://www.collectionscanada.gc.ca/webarchives/20071207091037/http:/www.tbs-sct.gc.ca/im-gi/mwg-gtm/aud-aud/docs/2003/schemfinal/schemfinal_f.asp#Peuples)  [Source: glossary of the Aboriginal peoples' Cluster] | Persons who identify themselves as Status Indians, Non-Status Indians, Métis or Inuit.  [Source: glossary of the Aboriginal peoples' Cluster] | Usage note: please respect capitalization and plural. |
| **business** [*entreprises*](http://www.collectionscanada.gc.ca/webarchives/20071207091037/http:/www.tbs-sct.gc.ca/im-gi/mwg-gtm/aud-aud/docs/2003/schemfinal/schemfinal_f.asp#entreprises)  [Source: Business Gateway] | Persons or corporations engaged in commercial activities.  [Source: Australia's AGLS definition adapted] |  |
| **children** [*enfants*](http://www.collectionscanada.gc.ca/webarchives/20071207091037/http:/www.tbs-sct.gc.ca/im-gi/mwg-gtm/aud-aud/docs/2003/schemfinal/schemfinal_f.asp#enfants)  [Source: Youth Cluster] | Typically, persons 14 years of age and under.  [Source: Youth Cluster] |  |
| **educators** [*éducateurs*](http://www.collectionscanada.gc.ca/webarchives/20071207091037/http:/www.tbs-sct.gc.ca/im-gi/mwg-gtm/aud-aud/docs/2003/schemfinal/schemfinal_f.asp#educateurs)  [Source: <dc.audience> Sub-group] | Members of the teaching community.  [Source: <dc.audience> Sub-group] |  |
| **employers** [*employeurs*](http://www.collectionscanada.gc.ca/webarchives/20071207091037/http:/www.tbs-sct.gc.ca/im-gi/mwg-gtm/aud-aud/docs/2003/schemfinal/schemfinal_f.asp#employeurs)  [Source: <dc.audience> Sub-group] | Persons or businesses who employ others for wages.  [Source: Australia's AGLS definition adapted] |  |
| **funding applicants** *[demandeurs de financement](http://www.collectionscanada.gc.ca/webarchives/20071207091037/http:/www.tbs-sct.gc.ca/im-gi/mwg-gtm/aud-aud/docs/2003/schemfinal/schemfinal_f.asp" \l "demandeurs)*  [Source: PCH] | Persons or organizations who apply for financial assistance including assistance in such forms as loans, grants, contributions, investment programs, but excluding assistance in the form of legislated benefits such as pensions.  [Source: PCH] |  |
| **general public** [*grand public*](http://www.collectionscanada.gc.ca/webarchives/20071207091037/http:/www.tbs-sct.gc.ca/im-gi/mwg-gtm/aud-aud/docs/2003/schemfinal/schemfinal_f.asp#grand)  [Source: <dc.audience> Sub-group] | General audience.  [Source: <dc.audience> Sub-group] | Usage note: This descriptor is to be used when no other audience defined in the scheme is used. Its primary purpose is to indicate that the resource has been assessed. |
| **government** [*gouvernement*](http://www.collectionscanada.gc.ca/webarchives/20071207091037/http:/www.tbs-sct.gc.ca/im-gi/mwg-gtm/aud-aud/docs/2003/schemfinal/schemfinal_f.asp#gouvernement)  [Source: <dc.audience> Sub-group] | Persons or organizations working on behalf of government using governmental information to perform duties.  [Source: <dc.audience> Sub-group] | Usage note: All levels of governments can be represented (federal, provincial, territorial, municipal, international, etc.) |
| **immigrants** *[immigrants](http://www.collectionscanada.gc.ca/webarchives/20071207091037/http:/www.tbs-sct.gc.ca/im-gi/mwg-gtm/aud-aud/docs/2003/schemfinal/schemfinal_f.asp" \l "immigrants)*  [Source: <dc.audience> Sub-group] | Persons coming to settle permanently in Canada from another country.  [Source: <dc.audience> Sub-group] |  |
| **job seekers** *[chercheurs d'emploi](http://www.collectionscanada.gc.ca/webarchives/20071207091037/http:/www.tbs-sct.gc.ca/im-gi/mwg-gtm/aud-aud/docs/2003/schemfinal/schemfinal_f.asp" \l "chercheurs)*  [Source: Termium] | Persons looking for a job.  [Source: <dc.audience> Sub-group] |  |
| **media** [*médias*](http://www.collectionscanada.gc.ca/webarchives/20071207091037/http:/www.tbs-sct.gc.ca/im-gi/mwg-gtm/aud-aud/docs/2003/schemfinal/schemfinal_f.asp#medias)  [Source: National Research Council] | Members of the media community. | Usage note: For resources clearly targeted at the media community, not resources that might be of interest to (e.g. not for marketing purposes).  Note: The media community may also be targeted using the Type metadata element and its [GoC Type Scheme](http://www.collectionscanada.gc.ca/webarchives/20071207091037/http:/www.tbs-sct.gc.ca/im-gi/mwg-gtm/typ-typ/docs/2003/schem/schem_e.asp). |
| **non-Canadians** *[non-Canadiens](http://www.collectionscanada.gc.ca/webarchives/20071207091037/http:/www.tbs-sct.gc.ca/im-gi/mwg-gtm/aud-aud/docs/2003/schemfinal/schemfinal_f.asp" \l "non)*  [Source: non-Canadians Gateway] | Persons who are not Canadian citizens or permanent residents.  [Source: <dc.audience> Sub-group] | Usage note: "Canadians" is always capitalized. |
| **non-governmental organizations** *[organisations non gouvernementales](http://www.collectionscanada.gc.ca/webarchives/20071207091037/http:/www.tbs-sct.gc.ca/im-gi/mwg-gtm/aud-aud/docs/2003/schemfinal/schemfinal_f.asp" \l "organisations)*  [Source: Termium] | Community groups or organizations that are neither affiliated with nor under the direction of a government (usually not-for-profit organizations).  [Source: adapted from *Black's Law Dictionary 7th Edition*] | Usage note: Do not use the abbreviation NGO. |
| **parents** [*parents*](http://www.collectionscanada.gc.ca/webarchives/20071207091037/http:/www.tbs-sct.gc.ca/im-gi/mwg-gtm/aud-aud/docs/2003/schemfinal/schemfinal_f.asp#parents)  [Source: <dc.audience> Sub-group] | Persons responsible for the care of children.  [Source: <dc.audience> Sub-group] | Usage note: this definition includes legal guardians. |
| **persons with disabilities** [*personnes handicapées*](http://www.collectionscanada.gc.ca/webarchives/20071207091037/http:/www.tbs-sct.gc.ca/im-gi/mwg-gtm/aud-aud/docs/2003/schemfinal/schemfinal_f.asp#personnes)  [Source: name of the Cluster] | Persons having a physical, mental, psychiatric, sensory or learning impairment that is persistent, i.e. long-term and ongoing or recurring.  [Source: after the *Employment Equity Act*] |  |
| **rural community** [*communauté rurale*](http://www.collectionscanada.gc.ca/webarchives/20071207091037/http:/www.tbs-sct.gc.ca/im-gi/mwg-gtm/aud-aud/docs/2003/schemfinal/schemfinal_f.asp#communaute)  [Source: <dc.audience> Sub-group] | Persons or organizations living or working in regional, remote or isolated areas of Canada.  [Source: Australia's AGLS definition adapted] |  |
| **seniors** [*aînés*](http://www.collectionscanada.gc.ca/webarchives/20071207091037/http:/www.tbs-sct.gc.ca/im-gi/mwg-gtm/aud-aud/docs/2003/schemfinal/schemfinal_f.asp#aines)  [Source: Seniors Online Cluster] | Typically, persons 55 years of age and older.  [Source: Seniors Online Cluster] |  |
| **scientists** [*scientifiques*](http://www.collectionscanada.gc.ca/webarchives/20071207091037/http:/www.tbs-sct.gc.ca/im-gi/mwg-gtm/aud-aud/docs/2003/schemfinal/schemfinal_f.asp#scientifiques)  [Source: National Research Council] | Scientists and members of the scientific community. |  |
| **students** *[étudiants](http://www.collectionscanada.gc.ca/webarchives/20071207091037/http:/www.tbs-sct.gc.ca/im-gi/mwg-gtm/aud-aud/docs/2003/schemfinal/schemfinal_f.asp" \l "etudiants)*  [Source: <dc.audience> Sub-group] | Persons studying or planning to study at an educational institution.  [Source: <dc.audience> Sub-group] |  |
| **travellers** *[voyageurs](http://www.collectionscanada.gc.ca/webarchives/20071207091037/http:/www.tbs-sct.gc.ca/im-gi/mwg-gtm/aud-aud/docs/2003/schemfinal/schemfinal_f.asp" \l "voyageurs)*  [Source: <dc.audience> Sub-group] | Canadians and permanent residents who travel within or outside Canada.  [Source: <dc.audience> Sub-group] | Note: See also *visitors to Canada*'s definition to ensure that you select the proper term. |
| **veterans** *[anciens combattants](http://www.collectionscanada.gc.ca/webarchives/20071207091037/http:/www.tbs-sct.gc.ca/im-gi/mwg-gtm/aud-aud/docs/2003/schemfinal/schemfinal_f.asp" \l "anciens)*  [Source: VAC] | Persons who served in the Canadian Forces.  [Source: <dc.audience> Sub-group; definition that is a very simplified version of the VAC's] |  |
| **visitors to Canada** [*visiteurs au Canada*](http://www.collectionscanada.gc.ca/webarchives/20071207091037/http:/www.tbs-sct.gc.ca/im-gi/mwg-gtm/aud-aud/docs/2003/schemfinal/schemfinal_f.asp#visiteurs)  [Source: <dc.audience> Sub-group] | Non-Canadians visiting Canada for a specific purpose (work, study, holidays).  [Source: <dc.audience> Sub-group] | Usage note: "Canada" is always capitalized.  Note: See also *travellers*' definition to ensure that you select the proper term. |
| **women** [*femmes*](http://www.collectionscanada.gc.ca/webarchives/20071207091037/http:/www.tbs-sct.gc.ca/im-gi/mwg-gtm/aud-aud/docs/2003/schemfinal/schemfinal_f.asp#femmes)  [Source: <dc.audience> Sub-group] | Adult female persons.  [Source: Australia's AGLS] |  |
| **youth** [*jeunesse*](http://www.collectionscanada.gc.ca/webarchives/20071207091037/http:/www.tbs-sct.gc.ca/im-gi/mwg-gtm/aud-aud/docs/2003/schemfinal/schemfinal_f.asp#jeunesse)  [Source: Youth Cluster] | Typically, persons aged 15 to 24 years.  [Source: Youth Cluster] | Note: In the case of information on specific government programs, it can include persons up to 30 years of age. |

## 3.0 Subject

**Source :** [Government of Canada Core Subject Thesaurus](http://www.thesaurus.gc.ca/recherche-search/thes-eng.html)

**Values:**

* [AA Arts, Music, Literature](http://www.thesaurus.gc.ca/recherche-search/mtwdk.exe?k=these&l=60&n=20&s=cid&t=&w=112&h=AA%20Arts%2C%20Music%2C%20Literature)
* [AG Agriculture](http://www.thesaurus.gc.ca/recherche-search/mtwdk.exe?k=these&l=60&n=20&s=cid&t=&w=110&h=AG%20Agriculture)
* [EC Economics and Industry](http://www.thesaurus.gc.ca/recherche-search/mtwdk.exe?k=these&l=60&n=20&s=cid&t=&w=98&h=EC%20Economics%20and%20Industry)
* [ET Education and Training](http://www.thesaurus.gc.ca/recherche-search/mtwdk.exe?k=these&l=60&n=20&s=cid&t=&w=103&h=ET%20Education%20and%20Training)
* [FM Form descriptors](http://www.thesaurus.gc.ca/recherche-search/mtwdk.exe?k=these&l=60&n=20&s=cid&t=&w=109&h=FM%20Form%20descriptors)
* [GV Government and Politics](http://www.thesaurus.gc.ca/recherche-search/mtwdk.exe?k=these&l=60&n=20&s=cid&t=&w=96&h=GV%20Government%20and%20Politics)
* [HE Health and Safety](http://www.thesaurus.gc.ca/recherche-search/mtwdk.exe?k=these&l=60&n=20&s=cid&t=&w=102&h=HE%20Health%20and%20Safety)
* [HI History and Archaeology](http://www.thesaurus.gc.ca/recherche-search/mtwdk.exe?k=these&l=60&n=20&s=cid&t=&w=99&h=HI%20History%20and%20Archaeology)
* [IN Information and Communications](http://www.thesaurus.gc.ca/recherche-search/mtwdk.exe?k=these&l=60&n=20&s=cid&t=&w=104&h=IN%20Information%20and%20Communications)
* [LB Labour](http://www.thesaurus.gc.ca/recherche-search/mtwdk.exe?k=these&l=60&n=20&s=cid&t=&w=107&h=LB%20Labour)
* [LN Language and Linguistics](http://www.thesaurus.gc.ca/recherche-search/mtwdk.exe?k=these&l=60&n=20&s=cid&t=&w=94&h=LN%20Language%20and%20Linguistics)
* [LW Law](http://www.thesaurus.gc.ca/recherche-search/mtwdk.exe?k=these&l=60&n=20&s=cid&t=&w=100&h=LW%20Law)
* [MI Military](http://www.thesaurus.gc.ca/recherche-search/mtwdk.exe?k=these&l=60&n=20&s=cid&t=&w=111&h=MI%20Military)
* [NE Nature and Environment](http://www.thesaurus.gc.ca/recherche-search/mtwdk.exe?k=these&l=60&n=20&s=cid&t=&w=106&h=NE%20Nature%20and%20Environment)
* [PE Persons](http://www.thesaurus.gc.ca/recherche-search/mtwdk.exe?k=these&l=60&n=20&s=cid&t=&w=101&h=PE%20Persons)
* [PR Processes](http://www.thesaurus.gc.ca/recherche-search/mtwdk.exe?k=these&l=60&n=20&s=cid&t=&w=95&h=PR%20Processes)
* [SO Society and Culture](http://www.thesaurus.gc.ca/recherche-search/mtwdk.exe?k=these&l=60&n=20&s=cid&t=&w=97&h=SO%20Society%20and%20Culture)
* [ST Science and Technology](http://www.thesaurus.gc.ca/recherche-search/mtwdk.exe?k=these&l=60&n=20&s=cid&t=&w=108&h=ST%20Science%20and%20Technology)
* [TR Transport](http://www.thesaurus.gc.ca/recherche-search/mtwdk.exe?k=these&l=60&n=20&s=cid&t=&w=105&h=TR%20Transport)

## 4.0 Genre

**Source :** [**MARC Genre Term List**](http://www.loc.gov/standards/valuelist/marcgt.html)

**Note:** This list includes terms that describe general categories, or genres that may be applied to various types of information resources. It has been compiled from controlled lists of values in various data elements in the MARC 21 Format for Bibliographic Data. In some cases there are slight revisions to the term (e.g., MARC "updating web site" is listed here as "web site" to be more generic; MARC "essays" is listed here as "essay" to agree with other values).

**Values:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **abstract or summary**  **art original**  **art reproduction**  **article**  **atlas**  **autobiography**  **bibliography**  **biography**  **book  calendar catalog chart comic or graphic novel  comic strip conference publication database dictionary diorama directory**  **discography** | **drama encyclopedia essay**  **festschrift fiction filmography filmstrip finding aid  flash card folktale  font game government publication  graphic globe handbook history  hymnal humor, satire** | **index**  **instruction  interview  issue journal kit language instruction law report or digest legal article legal case and case notes legislation letter  loose-leaf  map memoir  microscope slide model motion picture multivolume** | **monograph newspaper novel**  **numeric data**  **offprint online system or service patent periodical picture poetry  programmed text realia rehearsal  remote sensing image reporting  review script series short story slide** | **sound  speech standard or specification statistics survey of literature technical drawing technical report thesis toy transparency treaty videorecording  web site yearbook** |

## 5.0 Geographic Region Name

**Source :** [Standard Geographical Classification (SGC) 2011](http://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVD&TVD=116940)

**Values:**

| **Code** | **Geographical region of Canada** | **Map** |
| --- | --- | --- |
| [**1Atlantic**](http://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVD&TVD=116940&CVD=31554&CPV=1&CST=01010001&CLV=1&MLV=4) | Atlantic | [HTML](http://www23.statcan.gc.ca/imdb-bmdi/document/SGC_CGT_78238_V1-eng.html) | [PDF](http://www.statcan.gc.ca/access_acces/alternative_alternatif.action?l=eng&loc=http://www23.statcan.gc.ca/imdb-bmdi/document/SGC_CGT_78238_V1-eng.pdf) |
| [**2Quebec**](http://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVD&TVD=116940&CVD=31554&CPV=2&CST=01010001&CLV=1&MLV=4) | Quebec | [HTML](http://www23.statcan.gc.ca/imdb-bmdi/document/SGC_CGT_78239_V1-eng.html) | [PDF](http://www.statcan.gc.ca/access_acces/alternative_alternatif.action?l=eng&loc=http://www23.statcan.gc.ca/imdb-bmdi/document/SGC_CGT_78239_V1-eng.pdf) |
| [**3Ontario**](http://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVD&TVD=116940&CVD=31554&CPV=3&CST=01010001&CLV=1&MLV=4) | Ontario | [HTML](http://www23.statcan.gc.ca/imdb-bmdi/document/SGC_CGT_78240_V1-eng.html) | [PDF](http://www.statcan.gc.ca/access_acces/alternative_alternatif.action?l=eng&loc=http://www23.statcan.gc.ca/imdb-bmdi/document/SGC_CGT_78240_V1-eng.pdf) |
| [**4Prairies**](http://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVD&TVD=116940&CVD=31554&CPV=4&CST=01010001&CLV=1&MLV=4) | Prairies | [HTML](http://www23.statcan.gc.ca/imdb-bmdi/document/SGC_CGT_78241_V1-eng.html) | [PDF](http://www.statcan.gc.ca/access_acces/alternative_alternatif.action?l=eng&loc=http://www23.statcan.gc.ca/imdb-bmdi/document/SGC_CGT_78241_V1-eng.pdf) |
| [**5British Columbia**](http://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVD&TVD=116940&CVD=31554&CPV=5&CST=01010001&CLV=1&MLV=4) | British Columbia | [HTML](http://www23.statcan.gc.ca/imdb-bmdi/document/SGC_CGT_78242_V1-eng.html) | [PDF](http://www.statcan.gc.ca/access_acces/alternative_alternatif.action?l=eng&loc=http://www23.statcan.gc.ca/imdb-bmdi/document/SGC_CGT_78242_V1-eng.pdf) |
| [**6Territories**](http://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVD&TVD=116940&CVD=31554&CPV=6&CST=01010001&CLV=1&MLV=4) | Territories | [HTML](http://www23.statcan.gc.ca/imdb-bmdi/document/SGC_CGT_78243_V1-eng.html) | [PDF](http://www.statcan.gc.ca/access_acces/alternative_alternatif.action?l=eng&loc=http://www23.statcan.gc.ca/imdb-bmdi/document/SGC_CGT_78243_V1-eng.pdf) |

## 6.0 Issuance

**Source :** [MODS value list for <issuance>](http://www.loc.gov/standards/mods/userguide/origininfo.html#issuance)

**Values:**

* **monographic** – A resource that is either complete in one part or intended to be completed in a finite number of separate parts. Alternatively, more specific values distinguishing "single unit" from "multipart monograph" may be used.
* **single unit** – A type of monographic resource that is issued either as a single physical unit (e.g., as a single-volume monograph) or, in the case of an intangible resource, as a single logical unit (e.g., as a PDF file mounted on the Web).
* **multipart monograph** – A type of monographic resource issued in two or more parts (either simultaneously or successively) that is complete or intended to be completed within a finite number of parts (e.g., a dictionary in two volumes or three audiocassettes issued as a set).
* **continuing** – A resource that is issued over time with no predetermined conclusion. Continuing resources include serials and ongoing integrating resources, i.e. those that are continuously updated. Alternatively, more specific values distinguishing "serial" from "integrating resource" may be used.
* **serial** – A type of continuing resource issued in successive parts, usually bearing numbering, that has no predetermined conclusion (e.g., a periodical, a monographic series, or a newspaper). Includes resources that exhibit characteristics of serials, such as successive issues, numbering, and frequency, but whose duration is limited (e.g., newsletters of events) and reproductions of serials.
* **integrating resource** – A type of continuing resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. An integrating resource may be tangible (e.g., a loose-leaf manual that is updated by means of replacement pages) or intangible (e.g., a Web site that is updated either continuously or on a cyclical basis).

## 7.0 Frequency of Issuance

**Source :** [**MARC Frequency of Issue Term List**](http://www.loc.gov/standards/valuelist/marcfrequency.html)

**Note :** This list was compiled from a controlled list in the MARC 21 Holdings Format for Bibliographic Data used in MARC fields 853-855 (Caption and Pattern fields), subfield w (Frequency).

**Values :**

* **Continuously updated**
* **Daily**
* **Semiweekly -** 2 times a week
* **Three times a week**
* **Weekly**
* **Biweekly -** every 2 weeks
* **Three times a month**
* **Semimonthly** - 2 times a month
* **Monthly**
* **Bimonthly -** every 2 months
* **Quarterly**
* **Three times a year**
* **Semiannual -** 2 times a year
* **Annual**
* **Biennial -** every 2 years
* **Triennial -** every 3 years
* **Completely irregular**

## 8.0 Maintenance and Update Frequency

**Source :** [North American Profile ISO : 19115 -](http://nap.geogratis.gc.ca/metadata/register/registerItemClasses-eng.html" \l "IC_102) **[napMD\_MaintenanceFrequencyCode](http://nap.geogratis.gc.ca/metadata/register/registerItemClasses-eng.html" \l "IC_102)**

**Values:**

* [continual](http://nap.geogratis.gc.ca/metadata/register/registerItems-eng.html#RI_532),
* [daily](http://nap.geogratis.gc.ca/metadata/register/registerItems-eng.html#RI_533),
* [weekly](http://nap.geogratis.gc.ca/metadata/register/registerItems-eng.html#RI_534),
* [fortnightly](http://nap.geogratis.gc.ca/metadata/register/registerItems-eng.html#RI_535),
* [monthly](http://nap.geogratis.gc.ca/metadata/register/registerItems-eng.html#RI_536),
* [quarterly](http://nap.geogratis.gc.ca/metadata/register/registerItems-eng.html#RI_537),
* [biannually](http://nap.geogratis.gc.ca/metadata/register/registerItems-eng.html#RI_538),
* [annually](http://nap.geogratis.gc.ca/metadata/register/registerItems-eng.html#RI_539),
* [asNeeded](http://nap.geogratis.gc.ca/metadata/register/registerItems-eng.html#RI_540),
* [irregular](http://nap.geogratis.gc.ca/metadata/register/registerItems-eng.html#RI_541),
* [notPlanned](http://nap.geogratis.gc.ca/metadata/register/registerItems-eng.html#RI_542),
* [unknown](http://nap.geogratis.gc.ca/metadata/register/registerItems-eng.html#RI_543),
* [semimonthly](http://nap.geogratis.gc.ca/metadata/register/registerItems-eng.html#RI_544)

## 9.0 Jurisdiction

**Source :** Defined by the Open Government Secretariat – Government of Canada

**Values :**

* National
* Federal
* Provincial / Territorial
* Municipal

## 10.0 Licence

**Source :** Defined by the Open Government Secretariat – Government of Canada

**Value:**

* Open Government Licence – Canada

\*Note, this controlled list will expand when the Open Government Portal federate resources from other jurisdictions

## 11.0 Resource Type

**Source :** [Government of Canada Recordkeeping Document Type Scheme](http://www.gcpedia.gc.ca/gcwiki/images/6/68/IMD_-_Policy_and_Governance_-_Government_of_Canada_Web_Resource_Type_Scheme_for_Web_Resource_Discovery_-_July_2012_TBSSCT_1018686.doc), and [Government of Canada Web Type Scheme for Web Resource Discovery](http://www.gcpedia.gc.ca/gcwiki/images/b/b7/Canada_Site_Content_IA_Specification_-_V1_1_-_edited-EN.pdf)

\*Note that this is a draft list, please indicate if you notice any significant gaps.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LAC Controlled Vocabulary Label** | **First-level Term** | **Second-level Term** | **Definition** | **Examples** |
| gcrktype | abstract | -- | A summary of a document or text. | Examples: scientific abstract, article summary, briefing summary, etc. |
| gcrktype | agreement | -- | An arrangement between parties regarding a course of action or a mutual understanding. | Examples: collaborative agreement, cooperative agreement, collective agreement, etc. |
| gcrktype | contractual material | Resources 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, terms and conditions, Request for Information, Request for Proposal, etc. |
| gcrktype | intergovernmental agreement | Any agreement made between two or more governments or levels of government to cooperate in some specific way. | Examples: NAFTA, Kyoto, International Agreement on Space Station Cooperation, Agreement on Internal Trade, etc. |
| gcrktype | lease | A contract by which one conveys land, equipment or facilities to another for a specified term in return for a specified payment. | Examples: residential lease, commercial lease, car lease, etc. |
| gcrktype | memorandum of understanding (MOU) | A resource describing an agreement between parties regarding an intended line of action, which does not necessarily have a legally binding commitment or obligation. | Examples: letter of intent, etc. |
| gcrktype | nondisclosure agreement | A contract between at least two parties that specifies confidential information to be shared between the parties that is otherwise restricted from disclosure. | Examples: confidentiality agreement, etc. |
| gcrktype | service-level agreement | A contract in which levels of services are formally defined, often including details pertaining to contracted delivery time or performance. | Examples: -- |
| gcrktype | affidavit | -- | A sworn, written declaration that a certain set of facts is true. | Examples: -- |
| gcrktype | application | -- | Documentation detailing a request for assistance, services, employment, or participation in a program. | Examples: employment application, funding application, etc. |
| gcrktype | architectural or technical design | -- | Graphic delineations and/or related documentation made for the design and construction of architectural structures, sites, furnishings and objects as well as civil, hydraulic, mechanical and other engineering works or structural components. | Examples: accepted designs, architectural plans, as-built designs, modifications design, preliminary drawing, technical drawings, etc. |
| gcrktype | article | -- | A brief non-fictional work that is typically written for publication | Examples: journal article, newspaper article, etc. |
| gcrktype | assessment | -- | A determination of performance or worth. | Examples: appraisal, analysis, evaluation, study, etc. |
| gcrktype | audit | An evaluation of an organization, system, process, enterprise, project or product. | Examples: financial audits, quality management audits, regulatory audits, operations audit, recipient audit, etc. |
| gcrktype | environmental assessment | An evaluation of the possible positive or negative impact that a proposed project may have on the environment, together consisting of the natural, social and economic aspects. | Examples: -- |
| gcrktype | examination | A set of questions or exercises evaluating skill or knowledge | Examples: HR competition exams, language assessment tests, etc. |
| gcrktype | gap assessment | Documentation of the discrepancies between current conditions and desired future conditions, often including suggestions or instructions for how to bridge the gaps. | Examples: gap analysis, needs assessment, etc. |
| gcrktype | lessons learned | A compilation of feedback and experience that can inform subsequent drafts or actions. | Examples: -- |
| gcrktype | performance indicator | Documentation outlining the specific approach and metrics used to measure the performance of an activity, function, mandate or person. | Examples: -- |
| gcrktype | risk assessment | Documentation of the determination of quantitative or qualitative value of risk related to a concrete situation and a recognized threat. | Examples: -- |
| gctype | biography |  | An account of a person’s professional or personal life (may be a brief or partial account) | professional profile, CV, biographical notes |
| gcrktype | briefing material | -- | Short communications intended to inform and /or advise a decision maker | Examples: -- |
| gcrktype | backgrounder | Short communications providing a brief explanation of the history of an issue, action or policy | Examples: -- |
| gcrktype | briefing note – non-ministerial | Short communications intended to inform a decision maker by exploring and defining an issue or proposing a course of action. | Examples: -- |
| gcrktype | business case | -- | Documentation that puts proposed investment decisions into strategic context and provides the information necessary to make informed decisions. | Examples: -- |
| gcrktype | claim | -- | Right to assets held by another individual or organization. | Examples: land claim, claim for damages, insurance claim, etc. |
| gcrktype | comments | -- | Written expression of opinion. | Examples: critique, feedback, etc. |
| gcrktype | computer code or software | -- | Programs executed by a computer system as distinct from the physical hardware of that computer system. | Examples: Computer-aided Software Engineering (CASE), batch file, visual basic code, etc. |
| gctype | conference proceedings |  | Information produced before, during or after a gathering of people for the exchange of views on matters of common concern or interest | proceedings, conference report |
| gctype | consultation |  | A proposal for change published to seek views and allow the opportunity for comment | discussion papers, forum posts, submissions |
| gctype | contact information |  | Personal or organizational information for the purpose of communicating with an organization or one or more of its employees | telephone number, fax number, TDD number, mailing or email addresses, organizational information |
| gcrktype | correspondence | -- | Written communication between two or more parties. | Examples: letters, emails, etc. |
| gcrktype | ministerial correspondence | Written communication to or from the Minister’s Office. | Examples: -- |
| gcrktype | memorandum | Office- or business-based communication between two identified parties for the purpose of presenting or outlining a specific issue, proposal, etc. | Examples: -- |
| gcrktype | dataset | -- | A logically meaningful grouping or collection of similar or related data. | Examples: Crop Code Lists, National Soil Database Tables, climate data, land inventory data, air quality data, etc. |
| gcrktype | delegation of authority | -- | A statement in which a person vested with specific authority assignees a particular power or function to another. | Examples: -- |
| gctype | educational material |  | Material whose primary purpose is to present information of a pedagogical nature | homework aid, quiz, online course, outreach and awareness material, tutorial |
| gctype | employment opportunity |  | An announcement and description of an available position in an organization | job poster, job description |
| gctype | event |  | A time-based occurrence | exhibition, webcast, workshop, performance, ceremony, conference, symposium, calendar of events |
| gctype | fact sheet |  | A brief essay or series of points on a single topic | tips, information or issue overviews, backgrounders |
| gcrktype | financial material | -- | Documentation used in understanding, managing and reporting on the monetary aspects of any activity or organization. | Examples: forecasts, expenditures, commitments, revenues, assets and liabilities etc. |
| gcrktype | budget | An itemized forecast of income and expenditure for a given future period. | Examples: -- |
| gcrktype | funding proposal | Formal written plan put forward for consideration which requests financial support for a project or service. | Examples: -- |
| gcrktype | invoice | Bill written by a provider of goods or services and submitted to the purchaser. | Examples: -- |
| gcrktype | statement | A quantitative description of the financial health of an organization. | Examples: income statement, balance sheet, cash flow statement, etc. |
| gcrktype | form | -- | A structured document with a pre-set format allowing for input from a user or a group. | Examples: questionnaire, registration, etc. |
| gcrktype | framework | -- | Formal statement that provides a broader structure within which policy, business or strategy can be defined and managed. | Examples: -- |
| gcrktype | geospatial material | -- | Resources which describe, show or list entit(y)(ies) by their position in reference to the Earth. | Examples: map, atlas, navigational chart, gazetteer, satellite imagery, aerial photography, etc. |
| gcrktype | guide | -- | Documentation that provides instruction or direction for carrying out a task. | Examples: guideline, handbook, manual, toolkit, etc. |
| gcrktype | best practices | Documented strategies and tactics that define the most efficient approaches to support business activities. | Examples: -- |
| gctype | intellectual property statement |  | Information related to distinctive types of creations of the mind, including the right to ownership and control over the creation | patents, copyrights, trademarks, Crown copyright, industrial designs, open source, GNU operating system |
| gcrktype | legal complaint | -- | A sworn statement identifying the facts and legal reasons behind a charge against a party supporting a claim for remedy or compensation in a court of law. | Examples: -- |
| gcrktype | legal opinion | -- | Written statement by a court, judicial officer, or legal expert as to the legality of an action, condition or intent. | Examples: -- |
| gcrktype | legislation and regulations | -- | A proposed or enacted law, group of laws, or regulation. | Examples: laws, acts, statutes, regulations, bills, amendments, by-laws, etc. |
| gcrktype | licenses and permits | -- | Permission from the proper authorities to perform certain acts which without such conduct would be illegal. | Examples: licenses or permits for hunting, fishing, gun, motor vehicles, business, software, etc. |
| gctype | literary material |  | A written work in which the author primarily expresses thoughts and opinions | Examples : essays, stories, plays, commentaries |
| gcrktype | media release | -- | Resources specifically designed to provide a brief public statement on an issue or event, via the mass media. | Examples: news release, press release, news publication, etc. |
| gcrktype | meeting material | -- | Information relating to the activities of groups which meet on a regular or ad hoc basis. | Examples: membership, records of decision, etc. |
| gcrktype | agenda | A list of items to be discussed at a meeting. | Examples: -- |
| gcrktype | minutes | Written account of a meeting including attendees, and primary discussion or decision points. | Examples: -- |
| gcrktype | memorandum to Cabinet | -- | Communication specifically drafted for Cabinet to present or outline an issue, proposal, etc. | Examples: -- |
| gcrktype | multimedia resource | -- | Information resources that combine two or more types of media. | Examples: games, simulation, movies, films, animation, videos, etc. |
| gcrktype | notice | -- | An announcement, notification, warning or alert issued on a specific topic. | Examples: health advisories, weather alerts, travel reports, food recall, manufacturer’s warning, communiqué, etc. |
| gcrktype | organizational description | -- | Resources describing the structure, mandate, purpose, programs and services of an organization or initiative. | Examples: organization charts, mandate, vision, "who we are", about us, mission statement, etc. |
| gcrktype | plan | -- | A scheme, program, or method worked out beforehand for the accomplishment of an objective. | Examples: operational plan, work plan, etc. |
| gcrktype | business plan | A type of plan that defines an organization’s program goals, key priorities and other objectives and its strategies to achieve them. | Examples: Directorate Business Plan, etc. |
| gcrktype | strategic plan | An information resource defining an organization’s direction with indication of decisions on allocation of financial resources. | Examples: -- |
| gcrktype | policy | -- | Formal statements that provide context, direction or instruction on results, accountabilities, specific action or use to ensure compliance. | Examples: directive, standard, etc. |
| gcrktype | white paper | A resource tabled in the House of Commons presenting Government policy in a given area that may contain legislative or administrative proposals on which the Government intends to act. | Examples: Canada’s First Defense Strategy, White Paper on Election Law Reform, etc. |
| gcrktype | presentation | -- | Text and/or graphics used to accompany a lecture or speech for an audience. | Examples: speeches, slide presentations, deck, etc. |
| gcrktype | procedure | -- | A course of action to be taken to perform a given task. | Example: Standard Operating Procedure, etc. |
| gcrktype | profile | -- | A summary, outline or description of a particular activity, person or other factor detailing elements to be considered. | Examples: risk profile, job competency profile, user security profile, etc. |
| gcrktype | project material | -- | Resources describing a temporary endeavor undertaken to create a unique product, service, or result. | Examples: Acceptance Criteria, Change Request, dashboard, requirements, schedules, etc. |
| gcrktype | project charter | A resource issued by the project initiator or sponsor that formally authorizes the existence of a project and provides the project manager with the authority to apply organizational resources to project activities. | Examples: -- |
| gcrktype | project plan | Resource that describes how a project will be executed, monitored, and controlled. | Examples: -- |
| gcrktype | project proposal | A document that initiates the project life cycle which can result in the authorization and scope definition of a new project. | Examples: -- |
| gcrktype | promotional material | -- | Descriptive or marketing information about an organization’s activities, or material that promotes products, services, activities or collections. | Examples: organizational programs and initiatives, booklets, posters, etc. |
| gctype | publication | -- | A monograph or a continuing resource with unique identification numbers such as ISBN, ISSN or digital object identifier (DOI) | Examples: yearbook, recipe book, compendium |
| gcrktype | monograph | A published work concerning a single subject. | Examples: audio book, book, treatise, etc. |
| gcrktype | serial publication | A continuing resource issued in a succession of discrete parts, usually bearing numbering, that has no predetermined conclusion. | Examples: journals, magazines, etc. |
| gcrktype | Q & A | -- | A compendium of accumulated questions and answers. | Examples: Frequently asked questions, etc. |
| gcrktype | record of decision | -- | Documentation of a conclusion or judgement in a legal or administrative context. | Examples: rulings, judgements, reasons for decision, etc. |
| gcrktype | report | -- | Results of research or an account of past or projected organizational activity. | Examples: report on plans and priorities, departmental performance report, audit report, research paper, technical report, scholarly or scientific investigation, case studies, proactive disclosure, etc. |
| gcrktype | annual report | A report on an organization’s activities throughout the preceding year. | Examples: Canada Health Act Annual Report, Annual Report on the Personal Information Protection and Electronic Documents Act, etc. |
| gcrktype | interim report | A report covering a period of less than a year of research in-progress or an account of the status of ongoing organizational activity. | Examples: Interim Report on the Canadian News Media, The Truth and Reconciliation Commission of Canada Interim Report, etc. |
| gcrktype | research proposal | -- | A resource that describes the ideas for an investigation on a certain topic from beginning to end. | Examples: -- |
| gctype | resource list |  | Any list of items or entries that refers the user to additional references. | bibliography, catalogue, directory, index, links |
| gcrktype | routing slip | -- | A form containing basic information about a separate document that it accompanies through its circulation, providing a means to document and control distribution and receipt of that document. | Examples: routing slip accompanying transfer payment documentation, contribution agreement, etc. |
| gcrktype | Social media resource | -- | Resource derived from a variety of web-based platforms, applications and technologies that enable people to socially interact and collaborate online. | Examples: blog, wiki, podcast, collaboration application, real-time chat, GCpedia, GCconnex, Facebook, Twitter, YouTube, Digg, del.icio.us., etc. |
| gcrktype | sound recording | -- | Auditory material recorded and meant to be listened to. | Examples: music recordings, human speech, text to speech, sound effects, oral history, podcasts, broadcast radio program, etc. |
| gcrktype | specification | -- | A description of the requirements for a materiel, product, process, or service, including the procedure by which it will be determined that the requirements have been met. | Examples: design specification, product specification, requirements specification, functional specification, testing specification and statement of requirements, etc. |
| gcrktype | statistics | -- | Aggregated or unit-level information respecting a particular topic; commonly stated as numbers. | Examples: employment rate, number of website visits, population of Canada, etc. |
| gcrktype | still image | -- | A visual representation. | Examples: paintings, prints, drawings, diagrams, graphics, photographs, charts, graphs, cartoons, posters, etc. |
| gcrktype | submission | -- | Document submitted to an authority, usually in response to a process or requirements. | Examples: TB Submission, etc. |
| gctype | survey |  | A sample of data or opinions considered representative of a whole group that may contain questions as well as responses | public opinion research, business surveys, market surveys, web usability surveys |
| gcrktype | terminology | -- | Vocabulary of terms used in a particular field, subject, science, art, etc. | Examples: dictionary, glossary, lexicon, thesaurus, taxonomy, etc. |
| gcrktype | terms of reference | **--** | Resource describing the purpose and structure of a project, committee, meeting, negotiation, or any similar collection of people who have agreed to work together to accomplish a shared goal. | Examples: investigative terms of reference, working group terms of reference, etc. |
| gcrktype | tool | -- | A resource providing instructions or a method through the completion of which a result or answer is obtained that serves to inform or influence a separate task or activity. | Examples: application and program tool, assessment tool, data collection tool, generic valuation tool, etc. |
| gcrktype | training material | -- | Resources used in the course of providing training to learners. | Examples: lecture notes, exercises, lesson plans, etc. |
| gcrktype | transcript | -- | A text representation of the spoken word. | Examples: interview transcript, video transcript, speech transcript, auditory track, etc. |
| gcrktype | website | -- | A set of linked web pages, usually including a home page, related by content or domain, and prepared and maintained as a collection of information by a person, group, or organization. | Examples: government corporate website, non-government corporate website, personal website. |
| gcrktype | Workflow | -- | Resources documenting a progression of steps that comprise a work process and create or add value to the organization's activities. | Examples: information management work flow process map, information technology work flow process map, etc. |

## 12.0 Format

**Format**

**Source:** Defined by the Open Government Secretariat – Government of Canada  
The controlled list was developed by aligning to the following tools :

* [Guidelines on File Formats for Transferring Information Resources of Enduring Value](http://www.bac-lac.gc.ca/eng/services/government-information-resources/guidelines/Pages/guidelines-file-formats-transferring-information-resources-enduring-value.aspx)

\*Note that this is a draft list, please indicate if you notice any significant gaps.

|  |  |
| --- | --- |
| **Resource Type** | **Format** |
| **Text** | * American Standard Code for Information Interchange Text (ASCII Text), * Electronic Publication EPUB3), Open Document Text Format (ODF), * Portable Document Format/Archival (PDF/A-1) * Portable Document Format/Archival (PDF/A-2) * Unicode Text (UTF-8) * American Standard Code for Information Interchange Text (ASCII Text) * Electronic Publication EPUB3) * Open Document Text Format (ODF) * Portable Document Format/Archival (PDF/A-1) * Portable Document Format/Archival (PDF/A-2) * Electronic Publication (EPUB2.0.1) * Microsoft Word 97 Binary Document Format (doc) * Microsoft Word Office Open XML (docx) * Portable Document Format (PDF) |
| **Presentation Formats** | * OpenDocument Presentation Format (odp) * Portable Document Format Archival (PDF/A-1) * Microsoft PowerPoint 1997-2007 Binary Format (ppt) * Microsoft PowerPoint Office Open XML Format (pptx) |
| **Email** | * Internet Message Format (EML) * MBOX Email Format * Microsoft Outlook Item Message Format (MSG) * Microsoft Personal Folders Format (PST) |
| **Digital Photographs** | * Tagged Image File Format (TIFF) * JPEG 2000 (JP2) * Portable Network Graphics (PNG) * JPEG File Interchange Format (JFIF) with Joint Photographic Experts Group (JPEG) compression * Digital Imaging and Communications in Medicine (DICOM) * Digital Negative (DNG), with preview JPEG image included * Graphics Interchange Format (GIF) |
| **Scanned Text** | * JPEG 2000 (JP2), lossless * Portable Document Format/Archival (PDF/A), lossless * Tagged Image File Format (TIFF), lossless * JPEG File Interchange Format (JFIF) with Joint Photographic Experts Group (JPEG) compression * Plain text in combination with one of the above image formats |
| **Digital Audio Formats** | * Broadcast Wave (BWF) * Audio Interchange Format (AIFF) * Moving Pictures Expert Group (MPEG) * MPEG-1 Layer 3, * MPEG-2 Layer-3 (MP3) * MPEG-4 AAC Advanced Audio Coding (AAC) * WAVeform Audio (WAV) |
| **Digital Cinema** | * Digital Cinema Distribution Master (DCDM) * Digital Moving Picture Exchange Bitmap (DPX) * Digital Cinema Package (DCP) * Unencrypted Interop or SMPTE compliant * Digital Cinema Package (DCP) * Unencrypted Interop or SMPTE compliant |
| **Digital Video** | * Audio Video Interleaved Format (AVI) * Material Exchange Format (MXF) OP1a * Audio Video Interleaved Format (AVI) * MPEG-2 Video (MPEG2) * MPEG 4à * QuickTime File Format (MOV) * Windows Media Video 9 File Format (WMV) |
| **Geospatial Products** | * Band Interleaved by Line (BIL) * Band Interleaved by Pixel * Band Interleaved Sequential (BSQ) * Digital Elevation Model (DEM) * Environmental Systems Research Institute (ESRI) Arc/Info ASCII Grid * Environmental Systems Research Institute (ESRI) Shapefile (SHP) * GeoTiff * Geography Markup Language (GML) * Keyhole Markup Language (KML) * Canadian Council on Geomatics Interchange Format (CCOGIF) * Digital Lines Graphics – Level 3 (DIG-3) * Environmental Systems Research Institute (ESRI) Export Format (E00) * Geospatial PDF (GeoPDF) * International Hydrographic Organization (IHO) S-57 * Portable Document Format/ Engineering (PDF/E) * Standard for the Exchange of Product Model Data (STEP) |
| **Open Data** | * American Standard Code for Information Interchange Text (ASCII Text) * Comma Separated Value (CSV) * dBASE Table File Format (DBF) * Extended Binary Coded Decimal Interchange Code (EBCDIC) * Microsoft Excel Office Open XML * Microsoft Excel 97 Binary Document Format (xls) * OpenDocument Format Spreadsheet (ODS) * Application Programming Interface (API) * Application |