



Metadata Management Glossary

Service Alberta Information Management Branch

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Revision History

Version	Date	Author	Description
0.1	March 31, 2014	Colin Lynch	Draft glossary
0.2	October 14, 2014	Colin Lynch	Revised draft
0.3	October 27, 2014	Madeline Driscoll	Revised draft (integration of IRMS)
0.4	November 12, 2014	Madeline Driscoll	Revised draft – integration of new terms. Alignment with Canadian/Alberta leg.
0.5	December 15, 2014	Colin Lynch	Added new terms and definitions related to data. Changed cross reference use of Also See to See Also.
0.6	January 27, 2015	Colin Lynch	Final draft
0.7	February 2, 2015	Madeline Driscoll	Final edits, final draft
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0.9	Aug 22, 2017	Ryan Dyck	Template change/Update of content

Introduction

The Metadata Management Glossary is a continually expanding glossary of commonly used terms and definitions specific to:

- Data Management;
- Information Management;
- Metadata Management; and
- Metadata Standards.

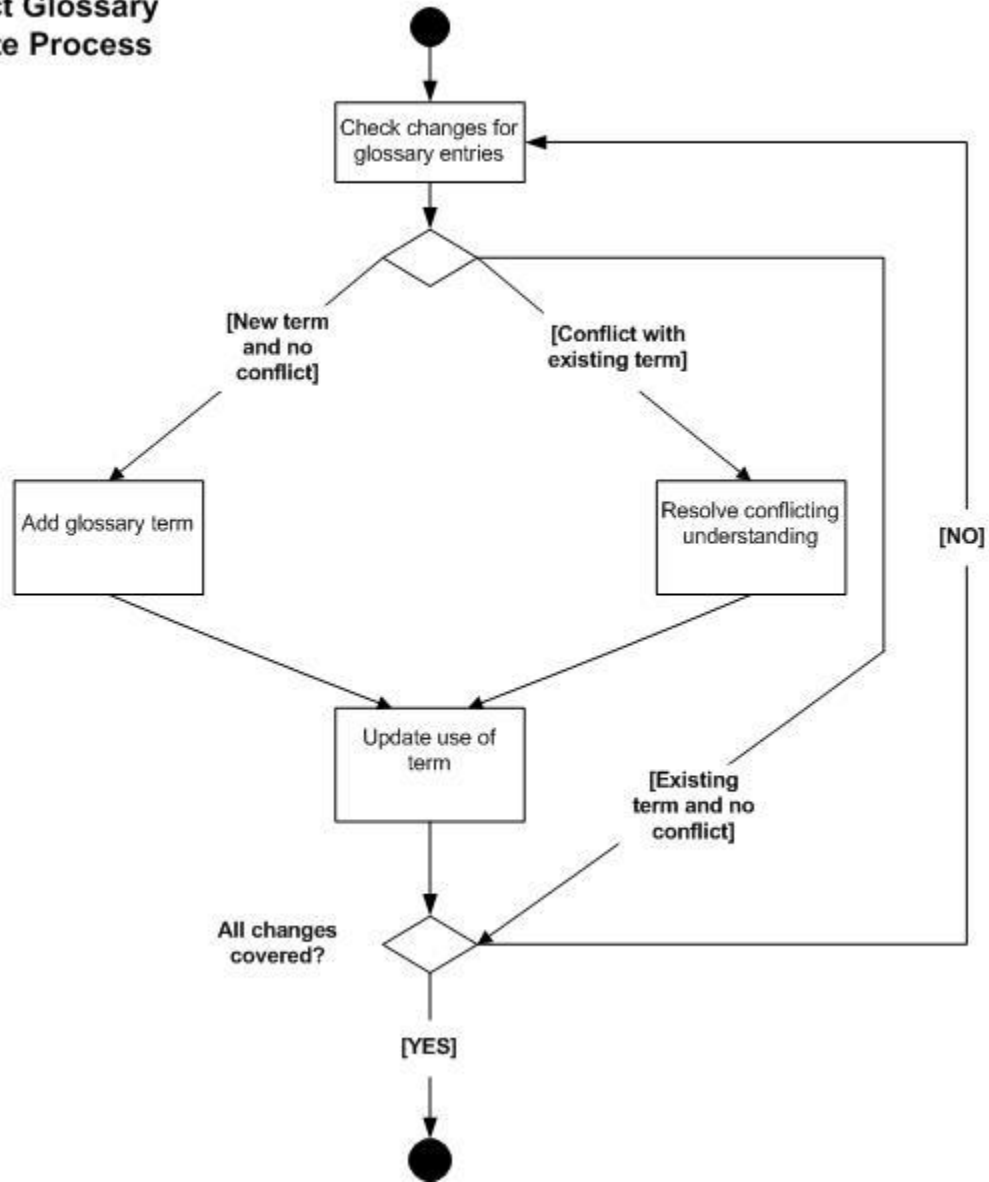
Sometimes, “shared meaning” in effective communications can be difficult to manage, especially in relation to large projects where so many different terms and concepts can have subtle shades of variation in meaning.

The aim in producing and maintaining this glossary, therefore, is to provide the most current and commonly used enterprise-wide terms and definitions while also promoting accuracy and consistency in language and usage.

Metadata Management Glossary Update Process

The Metadata Management Glossary should be maintained regularly as terms and definitions in use can often change to suit business and technology changes and so any conflicting understandings can be quickly resolved. The process below shows an example workflow for new terms that can emerge in research and analysis.

Project Glossary Update Process



Glossary of Terms, Concepts and Definitions

The Metadata Management Glossary is presented as a banded alphabetical index to aid usability and familiarization. Definition terms and concepts presented in bold are those which appear as individual entries elsewhere in the glossary.

A	
Abstract (Dublin Core)	<p>Metadata element used to provide a summary of a resource.</p> <p>The abstract should provide an immediate understanding of the content to both experienced users and to those with a limited knowledge of the resource and generally consists of one or more brief statements. It should summarize the main characteristics of, for example, a dataset or publication.</p>
Activity Diagram	<p>An activity diagram is a Unified Modeling Language (UML) diagram that is used to model a process. It models the actions (or behaviors) performed by the components of a business process or IT system, the order in which the actions take place, and the conditions that coordinate the actions in a specific order.</p> <p>Activity diagrams use swim lanes to group actions together. Actions can be grouped by the actor performing the action or by the distinct business process or system that is performing the action.</p>
Administrative Data	Information collected through the administration of a program or service where collection of the information in question is not the primary intent of the program.
Administrative Metadata	Metadata related to the use, management, and encoding processes of digital objects over a period of time. Includes the subsets of technical metadata, rights management metadata, and preservation metadata.
Aggregation	<p>In Records Management metadata, aggregation refers to the level at which records or groups of records are described and controlled. Aggregation refers to the position of records within larger groups or collections or records.</p> <p>Use of aggregation can determine the set of metadata properties that apply to records, allows searches to be restricted to a particular level, contributes to records' context, supports the relation of records to life cycle management policies, and helps to indicate which actions can be carried out on a record or group of records.</p> <p>See also: Recordkeeping Metadata Application Profile (RECMAP) Source: GoA Recordkeeping Metadata Application Profile (RECMAP)</p>
Alberta Official Statistics	Statistics produced by the GoA that have undergone a rigorous selection process for quality, relevance, and timeliness.

Alternative (Dublin Core)	<p>The distinction between titles and alternative titles is application-specific.</p> <p>Source: http://dublincore.org/</p>
Anonymization	<p>The process of adapting data so that individual people or businesses cannot be identified from it.</p> <p>See also: Aggregated Data, Pseudonymised Data Source: http://data.gov.uk/glossary</p>
ANSI (American National Standards Institute)	<p>ANSI administers and coordinates the U.S. voluntary standardization and conformity assessment system.</p> <p>Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)</p>
API (Application Programming Interface)	<p>A specification intended to be used as an interface by software components to communicate with each other. An API may include specifications for routines, data structures, object classes, and variables.</p> <p>Source: http://data.gov.uk/glossary</p>
Attribution License	<p>A license that requires that the original source of the licensed material is cited (attributed).</p> <p>Source: http://data.gov.uk/glossary</p>
Audience (Dublin Core)	<p>1 - A class of entity for whom the resource is intended or useful.</p> <p>Source: http://dublincore.org/</p> <p>2 - Metadata element describing a group of people for whom a resource is intended. Audience describes the group of people for whom an information product is principally designed, helping users to determine its relevance to their information requirements.</p> <p>Source: Government of Alberta Office of Statistics and Information - datalink_Metadata_Properties_and_Descriptions_v3.0_2012-07-20</p>
Authoritative	<p>Able to be trusted as being accurate or true; reliable: e.g. "clear, authoritative information".</p> <p>Source: http://data.gov.uk/glossary</p>
Automated Metadata	<p>Automatic metadata generation is an output of machine processing and, other than engineers developing the software and contributors or cataloguers initiating the generating process, has no other human interaction.</p> <p>The benefits of automated metadata are savings in time and human resources, and in certain cases, an increased level of consistency when compared against human-created metadata.</p>

B	
Big Data	<p>Datasets that are too awkward to work with using traditional, hands-on database management tools.</p> <p>See also: Big Data Analytics</p> <p>Source: http://data.gov.uk/glossary</p>
Big Data Analytics	<p>The process of examining and interrogating big data assets to derive insights of value for decision making</p> <p>See also: Big Data</p> <p>Source: http://data.gov.uk/glossary</p>
Business Intelligence (BI)	<p>Business Intelligence (BI) is an umbrella term that includes the applications, infrastructure and tools, and best practices that enable access to and analysis of information to improve and optimize decisions and performance.</p> <p>Source: http://www.gartner.com/it-glossary/business-intelligence-bi/</p>

C	
CDWA (Categories for the Descriptions of Works of Art)	A metadata element set for describing artworks.
Commercial Re-use	<p>Use that is intended for or directed toward commercial advantage or private monetary compensation.</p> <p>Source: http://data.gov.uk/glossary</p>
Communication Diagram	A communication diagram is a UML 2.0 diagram which models the objects or parts of a system, the interactions (or messages) between them, and the sequence in which these interactions occur. A communication diagram models this as a free-form arrangement of objects or parts of a system. The free-form arrangement of objects lends itself well to showing the sequenced interactions in a more compact space.
Conceptual Alignment	<p>Conceptual alignment refers to metadata terms and/or definitions that share the same meaning, purpose, and function.</p> <p>Source: adapted from http://dublincore.org/</p>
Conceptual Data Model	<p>A data model that is presented at a high level of abstraction, hiding the underlying details and making it easier for people to comprehend.</p> <p><i>Source: Integrated Resource Management System, Government of Alberta.</i></p>
Conditional Formatting	<p>Formatting of data and layouts on reports or screens that changes based upon specific criteria.</p> <p>For example: displaying all negative quantities in red on a forecast report.</p>
Content	Published information.

Content Management	<p>Accessing, storing, protecting, and indexing data found in unstructured sources and making this data available for integration and interoperation.</p> <p>See also: Document Management</p> <p><i>Source: Integrated Resource Management System (IRMS), Government of Alberta</i></p>
Content Type	<p>A content type is a reusable collection of metadata (columns), workflow, behavior, and other settings for a category of items or documents in a Microsoft SharePoint Foundation list or document library. Content types enable the management of settings for a category of information in a centralized, reusable way.</p> <p><i>Source: MSDN website</i></p>
Context Diagram	<p>A context diagram is a special form of a data flow diagram that represents an entire system as a single process and highlights the interactions between the system being analyzed and other systems or people that interact with it.</p>
Controlled Vocabulary	<p>A controlled vocabulary is an established list of standardized terms used for both indexing and retrieval of information. An example of a controlled vocabulary is subject headings used to describe library resources. A controlled vocabulary ensures that a subject will be described using the same preferred term each time it is indexed, making it easier to find all information about a specific topic during the search process.</p> <p>Source: http://www.collectionscanada.gc.ca/government/controlled-vocabularies/007004-4000-e.html</p>
Core Reference Data	<p>Authoritative or definitive data necessary to use other information, produced by the public sector as a service in itself due to its high importance and value.</p> <p>Source: http://data.gov.uk/glossary</p>
Creative Commons	<p>A US non-profit organization which offers a suite of licenses to copyright holders to enable them to license their work. The licenses offered are all free and licenses offered allow the copyright holder to stipulate the certain conditions on how the work may be re-used.</p> <p>Source: http://data.gov.uk/glossary</p>
Creator (Dublin Core)	<p>An entity primarily responsible for making the resource. Examples of a Creator include a person, an organization, or a service.</p> <p>Source: http://dublincore.org/</p>

Crosswalk (metadata)	<p>A mapping of the elements, semantics, and syntax from one metadata scheme to another.</p> <p>Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)</p>
CSDGM (Content Standard for Digital Geospatial Metadata)	<p>A metadata standard developed by the Federal Geographic Data Committee (FGDC). Officially known as FGDC-STD-001.</p> <p>Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)</p>

D	
DAMA-DMBOK	<p>The Data Management (DAMA) International Data Management Body of Knowledge (DMBOK) defines a standard industry view of data management functions, terminology, and best practices, without detailing specific methods and techniques.</p> <p>Source: Integrated Resource Management System, Government of Alberta.</p>
Data	<p>Values of qualitative or quantitative variables, belonging to a set of items. Data in computing (or data processing) is often represented by a combination of items organized in rows and multiple variables organized in columns.</p> <p>The terms data, information, and knowledge are frequently used for overlapping concepts. The main difference is in the level of abstraction being considered.</p> <p>Data is a broad term, embracing others, but is often the lowest level of abstraction, information is the next level and, finally, knowledge is the highest level.</p> <p>In common usage, Data may be either singular or plural.</p> <p>See also: Raw data, Derived data, Metadata, Electronic Information Resource.</p> <p>Source: http://data.gov.uk/glossary</p>
Data Analyst	<p>An individual who identifies data requirements, defines data as well as developing and maintaining data models.</p> <p>Source: Integrated Resource Management System, Government of Alberta.</p>
Data Architect	<p>An individual who is responsible for data architectures, data models, design of the databases and data integration solutions.</p> <p>See also: Data Architecture.</p> <p>Source: Integrated Resource Management System, Government of Alberta.</p>

<p>Data Architecture</p>	<p>Overall structure of data and data-related resources as an integral part of the enterprise architecture.</p> <p>See also: Data Architect.</p> <p>Source: Integrated Resource Management System, Government of Alberta.</p>
<p>Data Custodian</p>	<p>The individual or entity accountable for the data quality and data practices within their assigned area. Responsible for planning and oversight of data management programs and appointing of data stewards.</p> <p>Source: Integrated Resource Management System, Government of Alberta.</p>
<p>Data Discovery</p>	<p>The process of finding out what data exists and how it can be accessed.</p> <p>Source: http://data.gov.uk/glossary</p>
<p>Data Flow Diagram</p>	<p>A data flow diagram models the system as a network of functional processes and its data. It documents the system's processes, data stores, flows which carry data, and terminators which are the external entities with which the system communicates.</p>
<p>Data Governance (DG)</p>	<p>Data governance (DG) refers to the overall management of the availability, usability, integrity, and security of the data employed in an enterprise. A sound data governance program includes a governing body or council, a defined set of procedures, and a plan to execute those procedures.</p> <p>The initial step in the implementation of a data governance program involves defining the owners or custodians of the data assets in the enterprise. A policy must be developed that specifies who is accountable for various portions or aspects of the data, including its accuracy, accessibility, consistency, completeness, and updating.</p> <p>Processes must be defined concerning how the data is to be stored, archived, backed up, and protected from mishaps, theft, or attack. A set of standards and procedures must be developed that defines how the data is to be used by authorized personnel. Finally, a set of controls and audit procedures must be put into place that ensures ongoing compliance with government regulations.</p> <p>See also: Data Custodians, Data Stewards.</p> <p>Source: http://searchdatamanagement.techtarget.com/definition/data-governance</p>

Dataset	A collection of data in tabular form, usually based around the same indicator.
Data Sharing	The transfer of data between different organizations, branches or departments to achieve an improvement in the efficiency and effectiveness of public service delivery. Adapted from source: http://data.gov.uk/glossary
Data Steward	A subject matter expert who has been designated to be accountable for: the identification of operational and business intelligence data requirements within an assigned subject area; the quality of data names, business definitions, data integrity rules, and domain values within an assigned subject area, compliance with regulatory requirements and conformance to enterprise data policies and data standards; application of appropriate security and access controls; identifying and resolving data related issues. Source: Integrated Resource Management System, Government of Alberta.
Date (Dublin Core)	A point or period of time associated with an event in the lifecycle of the resource. YYY-MM-DD Hh:mm:ssZhh:mm Source: http://dublincore.org/
Date Created (Dublin Core)	The date, or date and time, on which a series, folder, folder part, record or record part is created. The use of Date Created assists in distinguishing items and limiting search results to a particular date or date range. It supports management processes and provides evidence to support records' authenticity. Adapted from source: http://dublincore.org/
Date of Closure	In Records Management metadata, the Date of Closure refers to the date, or date and time, on which the Closure criterion takes effect to initiate the start of the Retention Period. Date of Closure is necessary for life cycle management processes. It is used with Retention Period to calculate Date Eligible for Disposition, and plan and implement retention and disposition actions. Source: Recordkeeping Metadata Application Profile (RECMAP) (RECMAP_2009-11-05.pdf)

Date Eligible for Disposition	<p>In Records Management, the Date Eligible for Disposition refers to the date or date and time, on which the Final Disposition of a group of records is planned to take place.</p> <p>Date Eligible for Disposition alerts staff to commence concurrence and other planned pre-disposition actions, facilitates searching and retrieval for groups of records due for disposition on specific dates, and supports planning for digital and physical storage and preservation.</p> <p>See also: Date of Final Disposition</p> <p>Source: Recordkeeping Metadata Application Profile (RECMAP) (RECMAP_2009-11-05.pdf)</p>
Date of Final Disposition	<p>Date of Final Disposition is part of the life cycle events of a record or group of records. It must be documented as evidence that records have been disposed of according to the requirements of authorized records retention and disposition schedules, and to help organizations demonstrate compliance with legal and other conditions.</p> <p>See also: Date of Eligible Disposition</p> <p>Source: Recordkeeping Metadata Application Profile (RECMAP) (RECMAP_2009-11-05.pdf)</p>
Date Modified (Metadata)	<p>Date Modified refers to the date, or date and time, on which a series, folder, folder part, record, or record part is changed.</p> <p>Use of Date Modified supports the management of life cycle processes, allows users to retrieve records based on particular dates and date ranges, and helps to determine the relevance of records retrieved. It also provides evidence for establishing accountability and the integrity of records through time.</p> <p>Source: Recordkeeping Metadata Application Profile (RECMAP) (RECMAP_2009-11-05.pdf)</p>

<p>DCMI Abstract Model (DCAM)</p>	<p>The DCMI Abstract Model (DCAM) specifies an abstract syntax for metadata records independent of particular concrete encoding syntaxes.</p> <p>The components of DCAM's abstract syntax map unambiguously to components of the RDF abstract syntax. In addition, DCAM's abstract syntax provides several grouping constructs not present in RDF -- notably "description sets" (mapable in principle to a named graph instantiated as a "metadata record"), "descriptions" (mapable in principle to a sub-graph of RDF triples about a single subject), "DCAM statements" (mapable to a sub-graph composed of an RDF statement plus contextual information about the value of that statement), and "value surrogates" (mapable to the different sets of statements used to describe values directly encoded as literal string values as opposed to values identified by URIs or blank nodes).</p> <p>These constructs are used to group syntactic "slots" for holding the URIs and string literals used in instance metadata. URIs (for identifying described resources, values, properties, vocabulary encoding schemes, or RDF data types) and literals (language tags or text strings) are the components of the DCAM abstract syntax that can be tested or validated.</p> <p>The DCMI Abstract Model was designed to be used together with a constraint language for specifying the contents of application-specific metadata record formats in a form independent of particular concrete encoding syntaxes -- the function of a Dublin Core application profile.</p> <p>Source: http://wiki.dublincore.org/index.php/Glossary/DCMI_Abstract_Model</p>
<p>DC Qualifier</p>	<p>Exemplary Dublin Core (DC) terms extending or refining the original 15 elements of the Dublin Core Metadata Element Set. For example, the core element 'Date' can be 'qualified' or refined by the qualifying terms 'Created' (as in Date Created), 'Modified' (as in Date Modified) etc.</p> <p>Source: adapted from CORMAP and Dublin Core</p>

Dublin Core Metadata Element Set (DCMES)	<p>The Dublin Core Metadata Element Set is a vocabulary of fifteen properties for use in resource description. The name "Dublin" is due to its origin at a 1995 invitational workshop in Dublin, Ohio; "core" because its elements are broad and generic, usable for describing a wide range of resources.</p> <p>The fifteen elements "Dublin Core" described in this standard is part of a larger set of metadata vocabularies and technical specifications maintained by the Dublin Core Metadata Initiative (DCMI). The full set of vocabularies, DCMI Metadata Terms [DCMI-TERMS], also includes sets of resource classes (including the DCMI Type Vocabulary [DCMI-TYPE]), vocabulary encoding schemes, and syntax encoding schemes. The terms in DCMI vocabularies are intended to be used in combination with terms from other, compatible vocabularies in the context of application profiles and on the basis of the DCMI Abstract Model [DCAM].</p> <p>Source: http://www.dublincore.org/documents/dces/</p>
Derived Data	<p>A data element adapted from other data elements using a mathematical, logical, or other type of transformation, e.g. arithmetic formula, composition, aggregation.</p> <p>See also: Value-added Information (or Data)</p> <p>Source: http://data.gov.uk/glossary</p>
Description/Full Description	<p>Metadata element that provides for a concise narrative of the content, context and/or purpose of a resource. Use of Description supports provides a summary for display of search results, with more detail than is provided by Official Title alone, allowing users to determine whether the series, folders, or records retrieved fit their needs.</p> <p>Source: Recordkeeping Metadata Application Profile (RECMAP) (RECMAP_2009-11-05.pdf)</p>
Digital Continuity	<p>Digital continuity is the ability to use digital information in the way that you need, for as long as you need. It is about ensuring that your information is complete, available and usable for your business needs. Information is usable when you can find, open and work with it in the way you need to, understand what it is and what it is about, and trust its source.</p> <p>Source: The National Archives, United Kingdom</p>

<p>Dublin Core Metadata Initiative (DCMI)</p>	<p>The Dublin Core metadata terms are a set of vocabulary terms which can be used to describe resources for the purpose of discovery. The terms comprise the original set of 15 classic metadata terms</p> <p>Additional information:</p> <p>The Dublin Core® Metadata Initiative, or "DCMI", is an open organization supporting innovation in metadata design and best practices across the metadata ecology.</p> <p>The Dublin Core metadata terms are a set of vocabulary terms which can be used to describe resources for the purposes of discovery. The terms comprise the original set of 15 classic metadata terms, known as the Dublin Core Metadata Element Set and are endorsed in the following standards documents: IETF RFC 5013 ISO Standard 15836-2009 NISO Standard Z39.85</p> <p>Dublin Core Metadata can be used for multiple purposes, from simple resource description, to combining metadata vocabularies of different metadata standards, to providing interoperability for metadata vocabularies in the Linked data cloud and Semantic web implementations.</p> <p>The Dublin Core Metadata Initiative (DCMI) provides an open forum for the development of interoperable online metadata standards for a broad range of purposes and of business models. DCMI's activities include consensus-driven working groups, global conferences and workshops, standards liaison, and educational efforts to promote widespread acceptance of metadata standards and practices.</p> <p>Source: http://dublincore.org/</p>
<p>DDI (Data Documentation Initiative)</p>	<p>A specification for describing social science datasets.</p> <p>Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)</p>
<p>Descriptive Metadata</p>	<p>Metadata that describes a work for purposes of discovery and identification, such as creator, title, and subject.</p> <p>Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)</p>
<p>Derived Data</p>	<p>A data element adapted from other data elements using a mathematical, logical, or other type of transformation, e.g. arithmetic formula, composition, aggregation.</p> <p>See also Value-added data</p> <p>Source: http://data.gov.uk/glossary</p>

Disclosive	Data is potentially disclosive if, despite the removal of obvious identifiers, characteristics of this dataset in isolation or in conjunction with other datasets might lead to identification of the individual to whom a record belongs. Source: http://data.gov.uk/glossary
DTD (Document Type Definition)	A formal description in SGML or XML syntax of the structure (elements, attributes, and entities) to be used for describing the specified document type. Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)
DLF (Digital Library Federation)	A membership organization dedicated to making digital information widely accessible. Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)
Document Management	Accessing, storing, protecting, and indexing data found in unstructured sources and making this data available for integration and interoperation. See also: Content Management Source: Integrated Resource Management System (IRMS), Government of Alberta
DOI (Digital Object Identifier)	A unique identifier assigned to electronic objects of intellectual property which can be resolved to the object's location on the Internet. Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)

E	
EAD (Encoded Archival Description)	A metadata scheme for collection finding aids Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)
Electronic Information Resource	An information resource that is maintained in electronic, or computerized format, and may be accessed, searched and retrieved via electronic networks or other electronic data processing technologies. For the context of this document, the information resource is synonymous with “information” that must be managed as a strategic asset (See GoA Information Management Strategy). See also: Information, Data. Source: http://dublincore.org/documents/2001/04/12/usageguide/glossary.shtml .

Element Set	<p>Information segments of the metadata record, often called semantics or content.</p> <p>Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)</p>
Encoding Rules	<p>The syntax or prescribed order for the elements contained in the metadata description.</p> <p>Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)</p>
Enterprise Data	<p>Enterprise data is all data held or produced by the Government of Alberta.</p>
Entity	<p>A database table or more precisely the schema for the table. Each field/column of a table will have a name, data type, and length associated with it.</p>
Entity Relationship Diagram	<p>An entity-relationship diagram models the relationships between entities in a database. Standard symbols are used to represent different types of information. The conventional notation uses rectangles to represent entities (nouns), diamonds to represent relationships (verbs) and ovals to represents attributes of entities. Other notations are sometimes used.</p> <p>Also referred to as: ER Diagram, E-R Diagram, Entity-Relationship model</p>
Extension	<p>An element that is not officially part of a metadata scheme, which is defined for use with that scheme for a particular application.</p> <p>Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)</p>
Extent	<p>In metadata, Extent refers to the logical or physical size or duration of a record or group of records.</p> <p>Extent can provide information to determine: the size of a collection of records and the amount of physical or digital storage space that it requires; the time required to download records in a digital environment; the informed selection of a storage medium or location for records of specific formats, sizes, or with particular access, retention or preservation requirements.</p> <p>Source: Recordkeeping Metadata Application Profile (RECMAP) (RECMAP_2009-11-05.pdf)</p>

F	
FGDC (Federal Geographic Data Committee)	<p>A U.S. Federal government interagency committee responsible for developing the National Spatial Data Infrastructure.</p> <p>Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)</p>

Format	<p>The encoding method used for an electronic record or record part.</p> <p>Use of Format supports retrieval and display, as well as control, storage, preservation and access management of records through time. It can alert users to the existence of requirements for software, hardware or equipment to display or use records, and supports specialists in managing the movement of records to new applications, formats or media.</p>
Frequency	<p>The interval at which an information product is disseminated over a given time period.</p> <p>Documenting the Generation Frequency, or the periods at which an ongoing information product is issued, can help users to understand the context, availability and relevance of its content. Generation Frequency is also a component in managing the production and publication process.</p> <p>See also: Generation Frequency</p> <p>Source: Alberta Office of Statistics and Information - datalink_Metadata_Properties_and_Descriptions_v3.0_2012-07-20</p>

G	
Geospatial Data	<p>Also known as spatial data or geographic information; it is the data or information that identifies the geographic location of features and boundaries on Earth, such as natural or constructed features, oceans, and more.</p> <p>Spatial data is usually stored as coordinates and topology, and is data that can be mapped.</p> <p>Source: http://data.gov.uk/glossary</p>
Generation Frequency	See also: Frequency
GIS (Geographic Information System)	A computer system for capturing, managing, and displaying data related to positions on the Earth's surface
Global Search	Searches all records in a system or application for every occurrence of a word or 'keywords'.

H	
Home Location	<p>In Records Management metadata, Home Location refers to the place where a record or group of records is normally stored.</p> <p>Use of Home Location enables the retrieval process, supports storage management analysis and decisions, and assists with managing the temporary movement of records.</p> <p>Source: Recordkeeping Metadata Application Profile (RECMAP) (RECMAP_2009-11-05.pdf)</p>

I	
Identifier (Dublin Core)	<p>An unambiguous reference to the resource within a given context.</p> <p>Recommended best practice is to identify the resource by means of a string conforming to a formal identification system.</p> <p>Source: http://dublincore.org/</p>
Indicator	The concept that a statistic measures.
<indecs> (Interoperability of Data in Ecommerce Systems)	<p>A framework for metadata to support commerce in intellectual property.</p> <p>Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)</p>
Information	<p>Data that is processed, organized, structured or presented in a given context so as to make it useful.</p> <p>See also: Data</p>
Information Asset Registers (IAR)	<p>With regard to metadata, IARs are registers specifically set up to capture and organize metadata about the vast quantities of information held by government departments and agencies. A comprehensive IAR includes databases, old sets of files, recent electronic files, collections of statistics, research and so forth.</p> <p>Source: http://data.gov.uk/glossary</p>
Information Management	<p>Information Management (IM) is the means through which the organization ensures that the value of its information resources is identified so that these resources may be utilized to their fullest potential.</p> <p>The primary objective of IM is to ensure that the right information is available to the right person, in the right format at the right time.</p> <p>IM is the way in which an organization plans, identifies, captures, manages, preserves and disposes of its information across all formats, (physical and digital), and includes the management of all functions associated with information, such as security, metadata management, quality management, etc.</p> <p>Source: Information Management Strategy (Government of Alberta)</p>

Information Management Framework (IMF)	<p>An Information Management Framework (IMF) is an enterprise framework, which fosters a disciplined approach to managing information resources that is consistent across the government.</p> <p>Focusing on information content and the use of information enables government to capitalize on the value of its information resources.</p> <p>Source: Information Assets in the GOA: A Management Framework)</p>
Information Management Strategy (IMS)	<p>The Information Management Strategy (IMS) strives to coordinate the disciplines associated with information technology, records management practices, and business requirements, thereby enabling the GoA to effectively manage its information holdings.</p> <p>Source: Information Management Strategy (Government of Alberta)</p>
Information Resource	<p>Prime resources and products created by the Government of Alberta.</p> <p>Related terms: Information Asset, Information Product, Electronic Information Resource.</p> <p>Source: Information Management Strategy (Government of Alberta)</p>
Intellectual Property Rights	<p>A set of property rights that grant the right to protect the created materials. Intellectual property rights comprise trademarks, patents, registered designs copyright and database rights.</p> <p>Source: http://data.gov.uk/glossary</p>
Interoperability	<p>The ability of multiple systems, using different hardware and software platforms, data structures, and interfaces, to exchange and share data.</p> <p>Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)</p>
ISO (International Organization for Standardization)	<p>The primary international standards development organization.</p> <p>Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)</p>

J	
Joint Application Development (JAD)	<p>Joint Application Development is a requirements definition and software system design methodology in which stakeholders, subject matter experts (SME), end-users, business analysts, software architects and developers attend collaborative workshops (called JAD sessions) to work out a system's details.</p>

K	
Key Government Data	<p>Key Government Data is a subset of operational data that can be share with other Government of Alberta ministries</p> <p>See also: Operational Data</p>
Knowledge Management (KM)	<p>Knowledge management (KM) is the deliberate and systematic coordination of an organization’s people, technology, processes, and organizational structure in order to add value through reuse and innovation. This is achieved through the promotion of creating, sharing, and applying knowledge as well as through the feeding of valuable lessons learned and best practices into corporate memory in order to foster continued organizational learning.</p> <p>Source: Knowledge Management in Theory and Practice (2011). Dalkir, K.</p>

L	
Language (Dublin Core)	<p>A language of the resource. Recommended best practice is to use a controlled vocabulary such as RFC 4646 [RFC4646].</p> <p>Source: http://dublincore.org/</p>
Linked Data	<p>The term used to describe the recommended best practice for exposing, sharing and connecting items of data on the semantic web using unique resource identifiers (URIs) and resource description framework (RDF).</p> <p>Source: http://data.gov.uk/glossary</p>
Logical Data Dictionary	<p>A centralized repository of logical data elements and other metadata about them. This may include the meaning of a piece of data, relationships to other logical data, origin, usage, type and length. Logical data usually models the real world far more closely that of physical data since physical data and its structure is usually optimized for system performance purposes.</p>
Logical Data Model	<p>An entity relationship data model including data attributes that represents the inherent properties of the data, including names, definitions, structures, and integrity rules; independent of software, hardware, frequency of use, or performance considerations.</p> <p><i>Source: Integrated Resource Management System, Government of Alberta.</i></p>
LOM (Learning Object Metadata)	<p>A metadata scheme for technology-supported learning resources.</p> <p>Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)</p>

M	
MARC 21 (Machine Readable Cataloging)	<p>A formatting, record structure, and encoding standard for electronic bibliographic cataloging records developed by the Library of Congress. The “21” refers to the version of MARC issued in 1998 that integrated the U.S. and Canadian versions of Marc.</p> <p>Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)</p>
MARCXML	<p>A metadata scheme for working with MARC data in a XML environment.</p> <p>Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)</p>
Metadata	<p>Structured information about data. Metadata describes, defines, explains, locates, and otherwise makes it easier to retrieve and use an information resource or data asset. Essentially, metadata is anything that might influence the way in which the data or information is used.</p> <p>Adapted from Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)</p>
Metadata Application Profile (MAP)	<p>A “MAP” is a declaration specifying which metadata terms an organization, an information provider, or a community uses in its metadata. It identifies the source of the metadata terms used, and may provide additional information on how the terms are constrained, encoded, or interpreted.</p> <p>Source: adapted from CORMAP and Dublin Core</p>
METS (Metadata Encoding and Transmission Standard)	<p>A metadata scheme for complex digital library objects.</p>
Modelled Data	<p>Information created by mathematical representation of data relationships; sometimes more reliable and internally consistent than sampled observations.</p> <p>Source: http://data.gov.uk/glossary</p>
Mosaic/Jigsaw Effect	<p>The process of combining anonymized data with auxiliary data in order to reconstruct identifiers linking data to the individual it relates to.</p> <p>Source: http://data.gov.uk/glossary</p>
MODS (Metadata Object Description Schema)	<p>A metadata scheme for rich description of electronic resources.</p> <p>Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)</p>

N	
Namespace	<p>In Resource Description Framework (RDF), a way to tie a specific use of a metadata element to the scheme where the intended definition is to be found.</p> <p>Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)</p>
NISO (National Information Standards Organization)	<p>A standards development organization, accredited by the American National Standards Institute, that develops library and information related standards.</p> <p>Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)</p>
Non-Functional Requirement	<p>Non-functional requirements are characteristics of a system or solution which describe non-behavioral characteristics or qualities of a system. Non-functional requirements have also been called the 'ilities': usability, reliability, interoperability, scalability, extensibility, etc.</p> <p>Non-functional requirements are also commonly referred to as quality of service (QoS) requirements or service-level requirements.</p>

O	
Obligation	<p>Obligation values refer to whether a metadata property is deemed to be Mandatory, Mandatory if Applicable, Recommended, or Optional for best practice and compliance to the standard.</p> <p>Mandatory (M) – a value for this property must be provided. Mandatory if Applicable (MA) – a value for this property must be provided where it is considered to be applicable within a business context and/or provides greater insight into the purpose and function of the resource. Recommended (R) – a value for this property should be provided where it is considered to be of value within a business context and/or where it may provide greater insight into the purpose and function of the resource. Optional (O) – a value for this property may be provided if it adds value based on business requirements.</p>
ONIX (Online Information Exchange)	<p>A metadata scheme for book, bibliographic, trade, and promotional data.</p> <p>Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)</p>
Ontology	<p>Formal representation of knowledge as a set of concepts within a domain, and the relationships among those concepts.</p> <p>Source: http://data.gov.uk/glossary</p>

Open Data	A subset of key government data that can be shared under an open/non-restrictive licence e.g. the GOA Open License. See also: Primary Data, Public Data, Statistical Data, Operational Data, Key Government Data
Open Data Commons	Open Data Commons is the home of a set of legal 'tools' to help others provide and use open data. Source: http://data.gov.uk/glossary
Operational Data	Operational data is created by Ministries as part of ongoing business operations. See also: Key Government Data, Open Data

P	
Preservation Metadata	A form of administrative metadata dealing with the provenance of a resource and its archival management. Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)
Primary Data	Record level data that contains no information other than that directly included in the record (i.e. a list of all campsites in Alberta, including their location, amenities and size). See also: Open Data, Public Data, Statistical Data
Profile	A subset of a scheme defined and used by a particular interest group to customize the scheme for its purposes. Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)
Property	A Property is a specific aspect, element, characteristic, or relation that describes a resource, for example, Title, Date Modified, Identifier, etc. Many metadata elements describe resources themselves, while others relate to resources to the business context and IT environment in which they were created, or allow for their active management and reliable maintenance.
Pseudonymised Data	Data relating to a specific individual where the identifiers have been replaced by artificial identifiers to prevent identification of the individual. See also: Aggregated Data, Anonymisation Source: http://data.gov.uk/glossary
Public Data	Information that can be shared with the general public (i.e. security classification is non-confidential). See also: Primary Data, Open Data, Statistical Data

Public Domain	<p>Works that are publicly available and in which the intellectual property rights have expired or been waived. Public Domain works are generally available without licensing restraints; however, source citations and/or author credits may still be a requirement from the provider.</p> <p>Source: http://data.gov.uk/glossary</p>
Public Sector Information (PSI)	<p>The wide range of information that public sector bodies collect, produce, reproduce and disseminate in many areas of activity while accomplishing their institutional tasks.</p> <p>Source: http://data.gov.uk/glossary</p>
Publisher (Dublin Core)	<p>An entity responsible for making the resource available.</p> <p>Examples of a Publisher include a person, an organization, or a service. Typically, the name of a Publisher should be used to indicate the entity.</p> <p>Source: http://dublincore.org/</p>

Q	
Qualifier	<p>An optional sub-element to a Dublin Core metadata element that is used to further refine the element or support a specific encoding scheme.</p> <p>Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)</p>
Quality	Degree to which a set of inherent characteristics fulfils requirements (meeting agreed customer requirements).
Quality Assurance	Quality Assurance is the proactive method of establishing a process capable of producing a product or deliverable that is error or defect free and as such, instills a degree of confidence that requirements will be or have been fulfilled. The ultimate goal of quality assurance is to ensure that the product fulfills or exceeds customer expectations.
Quality Control	A system of maintaining quality standards by testing and inspection. It includes the testing or checking of a final product or deliverable to ensure that it is defect or error free and meets design requirements and specifications.

Quality Management System (QMS)	<p>A Quality Management System (QMS) can be expressed as the organizational structure, procedures, processes and resources needed to implement quality management. The QMS will typically cover:</p> <ul style="list-style-type: none"> • Organizational structure • Responsibilities • Methods • Data Management • Processes • Resources • Customer Satisfaction • Continuous Improvement • Product Quality
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R	
Raw Data	<p>In the context of Public Sector Information (PSI), raw data is data collected which has not been subjected to processing or any other manipulation beyond that necessary for its first use. Raw data, i.e. unprocessed data, is a relative term; data processing commonly occurs by stages, and the 'processed data' from one stage may be considered the 'raw data' of the next.</p> <p>Source: http://data.gov.uk/glossary</p>
Resource	<p>The business object or entity associated with a metadata element or property, for example, a publication, web page content or component, dataset, record, etc.</p> <p>Source: adapted from CORMAP and Dublin Core</p>
Re-use	<p>The use by persons or legal entities of data or information held by public sector bodies, for commercial or non-commercial purposes other than the initial purpose within the public task for which the data or information were produced. Exchange of documents between public sector bodies purely in pursuit of their public tasks does not constitute re-use.</p> <p>Source: http://data.gov.uk/glossary</p>
Relation (Dublin Core)	<p>A related resource.</p> <p>Recommended best practice is to identify the related resource by means of a string conforming to a formal identification system.</p> <p>Source: http://dublincore.org/</p>
RDA (Resource Description Access)	<p>RDA is the descriptive cataloguing standard designed to replace the Anglo-American Cataloguing Rules (AACR2). It was published in 2010.</p> <p>Source: http://www.rdatoolkit.org/</p>

RDF (Resource Description Framework)	<p>A language for representing metadata about Web resources so it can be exchanged between applications without loss of meaning. Officially, a suite of W3C specifications.</p> <p>Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)</p>
Records Management (RM)	<p>The field of management responsible for efficient and systematic control of the creation, receipt, maintenance, use, and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records.</p> <p>Source: Information and Documentation - Records Management - Part 1: Concepts and Principles [ISO 15489:2016]</p>
Recordkeeping Metadata Application Profile (RECMAP)	<p>The Recordkeeping Metadata Application Profile (RECMAP) is one of a set of profiles for the Government of Alberta based on the “Dublin Core Metadata Element Set” 1. It documents the metadata properties used to describe records series, folders and individual records, and their related retention and disposition requirements.</p> <p>The purpose of the Recordkeeping Metadata Application Profile (RECMAP) is to provide a set of common metadata properties and implementation guidance as a cross-government standard to describe records series, folders and individual records, and their related retention and disposition requirements.</p> <p>This profile is intended to assist specialists in ministries or other organizations who design or implement the systems that manage official records and/or work-in-progress, as well as those who are responsible for life cycle management of records and associated metadata.</p> <p>Though intended mainly for use with electronic records management (ERM) systems, many concepts and properties apply equally well in hybrid and paper-based records management environments.</p> <p>This metadata profile was developed by Service Alberta, Records and Information Management Branch, in conjunction with the Recordkeeping Metadata Review Team, and with input from the Metadata Standards Management Group (MSMG).</p> <p>Source: Recordkeeping Metadata Application Profile (RECMAP) (RECMAP_2009-11-05.pdf)</p>
Registry	<p>A formal system for the documentation of the element sets, descriptions, semantics, and syntax of one or more metadata schemes.</p> <p>Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)</p>

Rights Management Metadata	<p>A form of administrative metadata dealing with the intellectual property rights of a resource.</p> <p>Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)</p>
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S	
SARS (Sample of Anonymized Records)	<p>A set of unit records available for research where key information has been removed to ensure anonymity.</p> <p>Source: http://data.gov.uk/glossary</p>
Scheme (schema)	<p>A metadata element set and rules for using it.</p> <p>Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)</p>
Sensitive Data	<p>Information that cannot be shared with the general public, for example, instances where the GOA Information Security Classification criteria requires data to be classified as Protected, Confidential, or Restricted.</p>
Statistic	<p>An individual measure of an attribute of a sample that is extracted from a series of data points, and provides useful information.</p>
Statistical Data and Metadata eXchange (SDMX)	<p>SDMX is an initiative to foster standards for the exchange of statistical information.</p>
Search	<p>System embedded tool for querying records for selected parameters and keywords.</p> <p>See also: Global Search</p> <p>Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)</p>
Semantics (metadata)	<p>The names and meanings of metadata elements.</p> <p>Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)</p>
Semantic Interoperability	<p>Semantics concerns the study of meanings. Semantic interoperability is the ability of computer systems to exchange data with unambiguous, shared meaning. Semantic interoperability is a requirement to enable machine computable logic, inferencing, knowledge discovery, and data federation between information systems.</p>
Semantic Web	<p>A web of data that can be processed directly and indirectly by machines.</p> <p>Source: http://data.gov.uk/glossary</p>

Semi-structured Data	<p>Semi-structured data is a cross between structured data and unstructured data. It is a type of structured data, but lacks the strict data model structure. With semi-structured data, tags or other types of markers are used to identify certain elements within the data, but the data doesn't have a rigid structure.</p> <p>For example, word processing software now can include metadata showing the author's name and the date created, with the bulk of the document just being unstructured text. Emails have the sender, recipient, date, time and other fixed fields added to the unstructured data of the email message content and any attachments.</p> <p>Photos or other graphics can be tagged with keywords such as the creator, date, location and keywords, making it possible to organize and locate graphics. XML and other markup languages are often used to manage semi-structured data.</p> <p>See also: Structured data, Unstructured data</p> <p>Source: http://www.webopedia.com/TERM/S/structured_data.html</p>
SGML (Standard Generalized Markup Language)	<p>A language used to mark-up electronic documents with tags that define the relationship between the content and the structure. Officially, international standard ISO 8879, <i>Information processing—Text and office systems—Standard Generalized Markup Language (SGML)</i>.</p> <p>Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)</p>
Share-alike License	<p>A Creative Commons style license that requires users of a work to provide the content under the same or similar conditions as the original.</p> <p>Source: http://data.gov.uk/glossary</p>
Source (Dublin Core)	<p>A related resource from which the described resource is derived.</p> <p>The described resource may be derived from the related resource in whole or in part. Recommended best practice is to identify the related resource by means of a string conforming to a formal identification system.</p> <p>Source: http://dublincore.org/</p>

Statistical Data	<p>Primary data that have undergone statistical processing to generate insight with the intent of creating additional information or knowledge. May be record level (i.e. a list of all campsites in Alberta ranked by size percentile) or aggregate (i.e. the number of campsites in each economic region).</p> <p>See also: Open Data, Primary Data, Public Data</p>
Structured Data	<p>Data that resides in a fixed field within a record or file is called structured data. This includes data contained in relational databases and spreadsheets.</p> <p>Structured data first depends on creating a data model – a model of the types of business data that will be recorded and how they will be stored, processed and accessed. This includes defining what fields of data will be stored and how that data will be stored: data type (numeric, currency, alphabetic, name, date, address) and any restrictions on the data input (number of characters; restricted to certain terms such as Mr., Ms. or Dr.; M or F).</p> <p>Structured data has the advantage of being easily entered, stored, queried and analyzed. At one time, because of the high cost and performance limitations of storage, memory and processing, relational databases and spreadsheets using structured data were the only way to effectively manage data. Anything that couldn't fit into a tightly organized structure would have to be stored on paper in a filing cabinet.</p> <p>See also: Unstructured Data, Semi-structured data</p> <p>Source: http://www.webopedia.com/TERM/S/structured_data.html</p>
Structural Metadata	<p>Metadata that indicates how compound objects are structured and provided to support use of the objects.</p> <p><i>Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)</i></p>
Subject (Dublin Core)	<p>The topic of the resource. Typically, the subject will be represented using keywords, key phrases, or classification codes. Recommended best practice is to use a controlled vocabulary.</p> <p>Source: http://dublincore.org/</p>
Survey Data	<p>Information collected through a program where collection of the information in question is the primary intent of the program. May be collected by census (data is collected from all members of the target population) or sample (data is collected from some members of the target with the intent of estimating data for the whole target population).</p>

Syntax	Rules for how metadata elements and their content are encoded. Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)
Synthetic Population	A particular application of simulated data that attempts to generate a complete base micro-view of individual subjects of interest.

T	
Taxonomy	The science or technique of classification. Source: http://data.gov.uk/glossary
Technical Metadata	Documents the digital and physical features of a resource necessary to use it and understand when it is necessary to migrate it to a new format
TEI (Text Encoding Initiative)	A metadata scheme for electronic text. Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)
Title (Dublin Core)	A name given to the resource. Source: http://dublincore.org/
Type (Dublin Core)	The nature or genre of the resource. Recommended best practice is to use a controlled vocabulary such as the DCMI Type Vocabulary [DCMITYPE]. To describe the file format, physical medium, or dimensions of the resource, use the Format element. Source: http://dublincore.org/

U	
Unit Records	Individual items of information from surveys or observations that often contain confidential details. Source: http://data.gov.uk/glossary
Unit Testing	Testing of individual software components or modules. Typically done by the developer and not by testers, as it requires detailed knowledge of the internal program design and code.
Unstructured Data	Unstructured data is all those things that can't be so readily classified and fit into a neat box: photos and graphic images, videos, streaming instrument data, webpages, pdf files, PowerPoint presentations, emails, blog entries, wikis and word processing documents. See also: Structured Data, Semi-structured data Source: http://www.webopedia.com/TERM/S/structured_data.html

Users	<p>End consumers of the data management system those who consume data as an input to solve problems and/or make decisions.</p> <p><i>Source: Integrated Resource Management System, Government of Alberta</i></p>
URI (Uniform Resource Identifier)	<p>A string of characters used to identify a name or a resource over a network (typically the World Wide Web) using specific protocols.</p> <p>Source: http://data.gov.uk/glossary</p>
URL (Uniform Resource Locator)	<p>A unique address for identifying and locating a resource on the Internet.</p> <p>Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)</p>

V	
Value-added Information (or Data)	<p>Raw data to which value has been added to enhance and facilitate its use and effectiveness by or for users.</p> <p>See also: Derived Data</p> <p>Source: http://data.gov.uk/glossary</p>
Version	<p>A Version of a file is a snapshot of the file at a specific instance in time. A new Version is created any time a change is made to the content of a file. Examples of changes to the content of a file include the removal of words to an MS Word Document, or the addition of a cloud to a PDF Document.</p> <p>Not to be confused with: Revision</p>
VRA (Visual Resources Association) Core	<p>A metadata scheme for describing a visual work and its representations.</p> <p>Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)</p>

W	
W3C (World Wide Web Consortium)	<p>An international consortium that develops consensus protocols and specifications to ensure the interoperability of the World Wide Web.</p> <p>Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)</p>

X	
XML	XML stands for EXtensible Markup Language. XML was designed to transport and store data. It is a self-descriptive markup language. This means that the tags used to describe the content of the XML file are not predefined, but instead the author defines his own tags and document structure.

Z	
Z39.50	<p>A NISO and ISO standard protocol for cross-system search and retrieval. Officially, international standard, ISO 23950, Information Retrieval (Z39.50): Application Service Definition and Protocol Specification, and ANSI/NISO standard Z39.50.</p> <p>Source: Understanding Metadata – National Information Standards Organization (NISO) Press (2004)</p>