



Example of Essential Metadata Entry

Overview

Despite the innumerable pleasures that describing and indexing your educational content can bring, most of us do not have the time to learn the art of metadata. Here is an example of the “bare minimum” set of metadata fields that are necessary to describe your educational content.

While our metadata specialists are reluctant to provide a “minimum” set, the recommendation is that you fill out all of the metadata fields listed below. It is important to realize that the most relevant and critical metadata for a particular object will depend on what it is and how it could be used within or across educational contexts. In many cases, the below set will be indispensable in making your content easily searchable. Certainly, in other cases, these fields will not be as critical as others (not listed here but provided in the more extensive CanCore, Dublin Core or IMS sets).

Keep this mantra in mind, “...the needs of users of the repositories should drive the metadata, and not the other way around.”

Minimum metadata set

- Title
- Location
- Keyword
- Description

If you know how the object will or could be used, add:

- Educational
- Learning Resource Type
- Context