ReDBox Metadata Elements : Use and Context
University of Newcastle Library, ReDBox Implementation

<table>
<thead>
<tr>
<th>Document</th>
<th>ReDBox Metadata Elements : Use and Context</th>
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<tbody>
<tr>
<td>Date</td>
<td>14th June 2011</td>
</tr>
<tr>
<td>Purpose</td>
<td>This document :</td>
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<td></td>
<td>1. identifies the metadata elements contained within the ReDBox system and</td>
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<td></td>
<td>2. describes the intended use of the data element/field and its use and context. Any relevant parameters, restrictions or constraints for metadata elements are also identified.</td>
</tr>
<tr>
<td>Standards and Compliance</td>
<td>The RedBox metadata forms and their corresponding data elements have been developed to be inclusive of the requirements of the RIF-CS Schema version 1.2 (ISO 2146) and to conform with the Australian National Data Service and ISO 2146 vocabularies where required.</td>
</tr>
</tbody>
</table>

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<tr>
<th><strong>ReDBox – Metadata Elements</strong></th>
<th><strong>Use and Context</strong></th>
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</table>
| **Title** | The *Title* field identifies the primary title that the resource will be known by.  

It is recommended that the *title* attributed to a dataset or collection be unique to that dataset or collection. It is not recommended to use a title identical to an existing publication that is related to and/or underpinned by the data or collection.  

Titles that are descriptive of the actual data are considered to be more robust. This will also eliminate potential confusion in terms of duplicate titles existing for the publication and potentially the data. When determining a title, good practice should be to include key distinctive descriptive characteristics of the data or collections that provide meaningful information for potential users that will assist to determine usefulness. These may include information specific to the entities studied, survey data, observations, images collected, location, time, and temporal or spatial coverage.  

Examples:  


Study on the sporting aptitude of left-handed female teenagers, aged between 14 and 18, attending secondary schools in the Melbourne metropolitan area during 1975-1985.  

*This is a required field in ReDBox.* |
| **Type** | The *Type* field records the type of resource being described within the metadata record. Each record is assigned a *Type*.  

The *Type* assigned to the metadata record is defined by the Australian National Data Service (ANDS) *Collection Type Vocabulary*. The *type* is a requirement of the RIF-CS schema (ISO2146) |
used by ANDS for the Research Data Australia service.

ANDS Collection Types are:

- **catalogueOrIndex**: collection of resource descriptions describing the content of one or more repositories or collective works at the item level.
- **collection**: compiled content created as separate and independent works and assembled into a collective whole for distribution and use.
- **registry**: collection of registry objects compiled to support the business of a given community.
- **repository**: collection of physical or digital objects compiled for information and documentation purposes and/or for storage and safekeeping.
- **dataset**: collection of physical or digital objects generated by research activities.

URL [http://services.ands.org.au/documentation/rifcs/1.2.0/schema/vocabularies.html#Originating Source Type](http://services.ands.org.au/documentation/rifcs/1.2.0/schema/vocabularies.html#Originating Source Type)

Only those Types listed above can currently be assigned to metadata records in ReDBox.

*This is a required field in ReDBox.*

### Date Record Created

The **Date Record Created** field corresponds to the date the metadata record is created/accessioned in the RedBox system.

This field is automatically populated by the system at the time the record is created.

*This is a required field in ReDBox.*

### Date Record Modified

The **Date Record Modified** should be updated to reflect the date the metadata record was last updated, modified or changed in the ReDBox system.

This system default for this field is for this to be blank.

*This is an optional field in ReDBox.*
<table>
<thead>
<tr>
<th><strong>Language</strong></th>
<th>The <em>Language</em> field identifies the language of the metadata record eg. English, French, German, etc. The required language can be selected from a pre-populated list (ISO 639.2) within the system. The ReDBox language default for a metadata record is set to <em>English</em>. <em>This is a required field in ReDBox.</em></th>
</tr>
</thead>
</table>
| **Date Coverage** | The *Date Coverage* field is used to indicate a date range relevant to the content of resource being described, i.e. the dataset/collection, registry/repository, catalogue or index. Examples of use include:  
  1990-2005  
  2011-05-29 – 2011-12-31  
Specific dates can be selected from the available calendar tool, however for dates that follow a year format only (e.g. 2001-2003) the user is required to manually enter the dates by clicking into the corresponding data entry box and typing the numerals as opposed to selecting a date from the calendar tool.  
*This is an optional field in ReDBox.* |
| **Time Period** | The *Time Period* field captures information to describe the *time period* during which data was collected, observations were made, images were captured, etc, or the time period that the resource is linked to intellectually or thematically. Examples include:  
  1997 - 1998  
  18th Century  
  World War II  
*This is an optional field in ReDBox.* |
| **Geospatial location** | The *Geospatial location* field captures geospatial location information relevant to the research dataset/collection, registry/repository, catalogue or index.  

This information may describe a geographical area where data was collected, a place which is the subject of a collection, or a location which is the focus of an activity eg. coordinates or placename.  

*This is an optional field in ReDBox.* |
| **Description** | The *Description* field describes the specific research dataset/collection, registry/repository, catalogue or index.  

The description should be as rich as possible. Recommended information for the description includes:  

General descriptive information including characteristics and features of the resource, e.g. This dataset contains observational data, calibration files and catalogue information collected from the Mount Stromlo Observatory Facility.  

If applicable, include: the scope; details of entities being studied or recorded; methodologies used, information about any instruments used; relevant standards utilised; conditions under which the study or research occurred or the data was collected, etc.  

The description field in ReDBox allows entry of up to 4000 characters. This is due to the current 4000 character limitation imposed by Research Data Australia for this field.  

*This is a required field in ReDBox.* |
| **Related Publications** | The *Related Publications* field contains two corresponding elements. These are *URL* and *Notes*. The URL and Notes elements reference each other.  

Use these fields to include the URL of any publications that relate to the resource being described.  

Example |
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>URL</td>
<td>The URL field includes the Internet protocol address and path location of the data.</td>
</tr>
<tr>
<td>Title</td>
<td>The Title field includes the title of the data.</td>
</tr>
<tr>
<td>Related Data</td>
<td>The Related Data field contains two corresponding elements. These are URL and Notes. The URL and Notes elements reference each other.</td>
</tr>
<tr>
<td>Example</td>
<td>Example of Related Data: URL: <a href="http://hdl.handle.net/1959.13/807092">http://hdl.handle.net/1959.13/807092</a></td>
</tr>
<tr>
<td>Related Website</td>
<td>The Related Website field contains two corresponding elements. These are URL and Notes. The URL and Notes elements reference each other. Use these fields to include the URL of any data related to the data resource being described.</td>
</tr>
<tr>
<td>Example</td>
<td>Example of Related Website: URL: <a href="http://www.newcl.org/">http://www.newcl.org/</a></td>
</tr>
<tr>
<td>Creators</td>
<td>The Creators field records the names of persons who created the data. It is also possible to associate the roles of Chief Investigators or Partner Investigators to those identified as Creators.</td>
</tr>
<tr>
<td><strong>Field</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>-----------</td>
<td>----------------</td>
</tr>
</tbody>
</table>
| **Creator** | This field is controlled by a system lookup function. The name entered by the user is then queried against the lookup Name Authority for Creators. The selected Creator name is then assigned to the field.  
Context: The name authority (data source) is stored in the Mint system with a look-up service operating between ReDBox and the Mint.  
A note about use of this field: If a Creator name is not selected via the look-up but instead is added manually by the user, the Creator details will be captured in ReDBox however these details will not result in the generation of a Party record (person/group) for harvest to Research Data Australia, for compliance with RIF-CS (ISO 2146).  
This is a required field in ReDBox. |
| **Affiliation** | The Affiliation field records the faculty, school, organisational unit, research centre to which the data creator is affiliated.  
This is an optional field in ReDBox. |
| **Primary Contact** | This Primary Contact field records the name of person nominated as the primary contact for the data.  
This field is controlled by a system lookup function. The name entered by the user is then queried against the lookup Name Authority for Creators. The selected Primary Contact name is then assigned to the field.  
Context: The name authority (data source) is stored in the Mint system with a look-up service operating between ReDBox and the Mint.  
A note about use of this field: If a Primary Contact name is not selected via the look-up but instead is added manually by the user, the Creator details will be captured in ReDBox however these details will not result in the generation of a Party record (person/group) for harvest to Research Data Australia, for compliance with RIF-CS (ISO 2146).  
This is an optional field in ReDBox. |
| **Supervisors** | This *Supervisors* field records the name of person identified as supervisor in relation to the creation of the data. This field is controlled by a system *lookup* function. The name entered by the user is then queried against the lookup Name Authority for *Supervisors*. The selected *Supervisor* name is then assigned to the field. Context: The name authority (data source) is stored in the Mint system with a look-up service operating between ReDBox and the Mint. A note about use of this field: If a *Supervisors* name is not selected via the look-up but instead is added manually by the user, the supervisor details will be captured in ReDBox however these details will not result in the generation of a Party record (person/group) for harvest to Research Data Australia, for compliance with RIF-CS (ISO 2146). *This is an optional field in ReDBox.* |
| **Collaborators** | The *Collaborator* field records the names of any other collaborators in the research project which created the data. *This is an optional field in ReDBox.* |
| **Fields of Research** | The *Fields of Research* field allows terms and corresponding classification codes to be associated with the resource being described. Information on the Fields of Research Classification can be found at the following URL [http://www.arc.gov.au/applicants/codes.htm#FOR](http://www.arc.gov.au/applicants/codes.htm#FOR) *This is an optional field in ReDBox.* |
| **Socio-Economic Objective** | The *Socio-Economic Objective* field allows terms and corresponding classification codes to be associated with the resource being described. Information on the Socio-Economic Objectives Classification Codes can be found at the following URL [http://www.arc.gov.au/applicants/codes.htm#SEO](http://www.arc.gov.au/applicants/codes.htm#SEO) |
| **Keywords** | The *Keywords* field records keywords describing the resource, i.e. the data, etc.  
*This is a required field in ReDBox.* |
|-------------|---------------------------------------------------------------------------------|
| **Type of Research Activity** | The *Type of Research Activity* field allows the user to assign a research activity classification to the metadata record (if required). The Research Activity Type is in line with the Australian and New Zealand Standard Research Classification (ANZSRC) 2008.  
Source: Australian Bureau of Statistics. 1297.0 - Australian and New Zealand Standard Research Classification (ANZSRC), 2008.  
There are four set values, one of which can be assigned if required:  
  * Pure Basic Research  
  * Strategic Research  
  * Applied Research  
  * Experimental Research  
*This is an optional field in ReDBox.* |
| **Access Rights/ Conditions** | The Access Rights/Conditions field records information about access (and or access conditions) to the resource. This will include access restrictions or embargoes based on privacy, security or other policies.  
Example  
  * Contact Chief Investigator to negotiate access to the data.  
  * Embargoed until 1 year after publication of the research.  
*This is a required field in ReDBox.*  
***(Access Rights/Conditions and Rights work in tandem as required field, e.g. a statement for one***
| **Rights** | The *Rights* field records information about rights held in and over the resource (e.g. data) such as copyright, licences and other intellectual property rights.  
**Example**  
This dataset is made available under the Public Domain Dedication and License v1.0 whose full text can be found at: [http://www.opendatacommons.org/licences/pddl/1.0/](http://www.opendatacommons.org/licences/pddl/1.0/)  
This is a required field in ReDBox.  
** (Access Rights/Conditions and Rights work in tandem as required field, e.g. a statement for one or the other must be included ) |
| **License - Creative Commons** | The *License- Creative Commons* field records which Creative Commons licence is assigned to the data (if relevant).  
Refer to URL: [http://creativecommons.org.au/learn-more/licences](http://creativecommons.org.au/learn-more/licences)  
*This is an optional field in ReDBox.* |
| **License - Other** | The *License- Other* field records details of other licences that may be assigned to the data (if relevant), excluding Creative Commons.  
Refer to examples of other licences: URL [http://www.opendefinition.org/licenses](http://www.opendefinition.org/licenses)  
*This is an optional field in ReDBox.* |
| **Identifier or URL** | The *Identifier or URL* field identifying the location of the resource, e.g. dataset or collection, etc.  
**Example**  
[http://hdl.handle.net/1959.13/807086](http://hdl.handle.net/1959.13/807086)  
Note: This field also allows the user to indicate if data is stored with the metadata record being |
Created. This function allows for publishing metadata records to institutional repositories (or similar) where the data is also stored in the repository file system/storage and will therefore be available directly from the metadata record as it is embedded.

This is a required field in ReDBox.

<table>
<thead>
<tr>
<th>Stored at</th>
<th>The Stored at field records any contextual information to assist with data management at the organisational level. Use to record details of physical location of the data. This is an optional field in ReDBox.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Retention Period</th>
<th>The Retention Period field records the period of time that the resource (e.g. data) must be retained. This is in line with institutional/funding body or legislative retention policies. Example 7 years Until 31st December 2016 Indefinite This is a required field in ReDBox.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Disposal Date</th>
<th>The Disposal Date field records the identified disposal date for data, if one exists. This is a required field in ReDBox.</th>
</tr>
</thead>
</table>

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<thead>
<tr>
<th>Data Owner (IP)</th>
<th>The Data Owner (IP) field records the person/institution identified as intellectual property owner/s of the resource being described, e.g. dataset or collection. This is an optional field in ReDBox.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Data Custodian</th>
<th>The Data Custodian field records the Person/institution identified as custodian of the data. This is often dictated by organisational policy. Example</th>
</tr>
</thead>
</table>
| **Data Affiliation** | The Data Affiliation field records the appropriate data affiliation within an organisation.

Example

Centre for Brain and Mental Health Research
Faculty of Health, School of Health Sciences.

*This is an optional field in ReDBox.* |
|----------------------|-------------------------------------------------------------------------------------------------|
| **Funding Body/s**   | The *Funding Body* field records the title/name of the funding body associated (if any) with the resource being described.

This field is controlled by a system *lookup* function. The funding entered by the user is then queried against the lookup Funding Body Authority for *Funding body* names. The selected *Funding Body* is then assigned to the field.

This field uses predictive text to assist the user.

Context: The funding body authority (data source) is stored in the Mint system with a look-up service operating between ReDBox and the Mint.

*This is an optional field in ReDBox.* |
| **Grant Numbers**    | The *Grant Number* field records the funding grant number associated (if any) with the resource being described.

This field is controlled by a system *lookup* function. The grant number entered by the user is then queried against the lookup Grant Authority for *Grant Numbers*. The selected *Grant Number* is then assigned to the field and the corresponding description from the authority source is also displayed.

Context: The grant number authority (data source) is stored in the Mint system with a look-up service operating between ReDBox and the Mint. |
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Title</strong></td>
<td>The <em>Project Title</em> field records the name of the research project associated with the creation of the resource, e.g. data. This is an optional field in ReDBox.</td>
</tr>
<tr>
<td><strong>Depositor</strong></td>
<td>The <em>Depositor</em> field records the name of the person depositing the data. This is a required field in ReDBox.</td>
</tr>
<tr>
<td><strong>Data Size</strong></td>
<td>The <em>Data Size</em> field records the size of the data in KB, MB, GB, TB, etc. This is an optional field in ReDBox.</td>
</tr>
<tr>
<td><strong>Extent or Quantity</strong></td>
<td>The <em>Extent or Quantity</em> field can record the file format, structure of the data, scale of the data. Example: 6 csv files, 10 csv files, data dictionary, glossary, 1500 tif images organised chronologically by date time stamp. This is a required field in ReDBox.</td>
</tr>
<tr>
<td><strong>Institutional Data Management Policy</strong></td>
<td>The <em>Institutional Data Management Policy</em> field is available to record the details of an institutional policy. These may include the title, version number and date of an associated Institutional Policy, where a policy exists, and if relevant. The intent is to capture a contextual snapshot of the relevant institutional policy at the time the metadata is being created, as this can change over time. Example:</td>
</tr>
</tbody>
</table>
| **Data Management Plan** | The *Data Management Plan* field provides a radio button indicator (yes/no) to indicate the existence of data management plan, relative to the resource. An accompanying element titled *Notes* is available to provide context information around the existence of a plan.

Examples:

No
Yes

No. Data management planning was not undertaken in relation to this data.
Yes. Data management plan submitted to the funding body. Chief Investigator has copy.

(This is an optional field in ReDBox.) |
|---|---|
| **Attach Files** | The *Attach Files* field allows the user to upload files associated with the metadata record. Files may include: the data (size and storage dependant), any supporting documentation or user instructions, i.e. read me files.

Each file uploaded must be assigned a *Type* and *Access* must be set for each file.

File Types to be associated with the file are:

- Data file
- Supporting Material |
|---|---|
Read me

Access levels are:

Private

Public

Note: All files uploaded to ReDBox are stored with the metadata record in ReDBox. Access levels only relate to files attached with metadata records which are subsequently published to an institutional repositories (or similar). The Access level allows the user to determine if the files will be publicly available when published or if they will be suppressed from public view, i.e. private (for example - administrative, ethics, permissions).

With exception to the institutional repository example provided above, all attached files are not made publicly available outside of ReDBox.