

Metadata Policy

O2 Repository UOC

UOC

Universitat Oberta
de Catalunya

Library and Learning Resources Area

Version 1
Approved November 26th, 2019

O2 Repository UOC. Metadata Policy

Metadata identify the minimum information necessary to identify a document. They are the descriptive information about the context, quality, condition and characteristics of a resource, piece of data or object with the aim of aiding their retrieval, authentication, assessment, preservation and/or interoperability. This is why it is important to define what they will be, how they will be entered, how they will be presented and who will have access to them. This policy aims to establish the guidelines for using the metadata of the resources that are in the [O2 Repository UOC](#).

Metadata model

The O2 Repository UOC uses the **Dublin Core (DC)** schema of metadata. Through a series of elements, DC enables an accurate description of the content of the items (in fields such as: title, author, publication date, abstract, keywords, etc), the user licence or rights and resource instantiation. This way, we achieve uniformity in the metadata registers and rigour when individually describing each digital object.

Use and reuse licences

All of the metadata published in the O2 Repository UOC are available under the [Creative Commons CC0 1.0 Universal Public Domain Dedication](#) (CC0 1.0) licence. This licence enables metadata to be copied, modified, distributed, reused and shared publicly (including for commercial use) freely, without having to request permission. If these metadata are used by third parties, they must recognize and credit the source of the metadata. The reuse of these metadata is also free, as established in the CC0 use licence mentioned above.

The use of this licence strengthens the [UOC's commitment](#) to open up and share knowledge around the world.

The metadata and any improvements made to them must be available free of charge on the same terms as are set out in this policy, i.e. without placing legally binding conditions on access to the metadata or their improvements.

When using the metadata of the O2 Repository UOC the user does so at their own risk.

The O2 Repository UOC makes no statement or guarantee of any kind in relation to the metadata published. Any use of the metadata must be in line with current legislation and regulations in Spain and the European Union.

Access

Access to the complete metadata register for each O2 Repository UOC resource is open, and therefore free of charge, to any user. This way, it provides better information retrieval by meta-searchers. Also, thanks to the O2 Repository UOC digital preservation policy, it is guaranteed permanent access to its documents and metadata.

Technical features

The metadata exchange protocol that the O2 Repository UOC uses is the Open Archives Initiative Protocol for Metadata Harvesting ([OAI-PMH](#)), the standard that has been put in place worldwide among all institutional repositories. This is a metadata transfer protocol that requires their coding in DC. In these exchanges, requests are formulated in HTTP and answered with XML documents coded as UTF-8.