



Guide

to the **Justice Sector** Metadata Standard

Providing pathways to
community legal information



February 2006

LawAccess NSW

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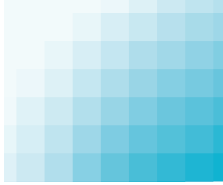
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Foreword



The explosion of the Internet has changed how the community accesses information about their legal rights and responsibilities. Plain language resources can be found on almost any topic, from victims' compensation to registering firearms. The challenge now is how to find relevant and reliable information from amongst the millions of pages on the Internet.

Information that helps the community to resolve their legal problems should be easy to understand and find. LawAccess Online is designed to provide access to quality plain language legal resources and is a key strategy of LawAccess NSW to improve the accessibility of the law.

LawAccess Online's success is largely due to the implementation of the Justice Sector Metadata Standard (JSMS), as it ensures that web resources are indexed to best practice and accessible to the community.

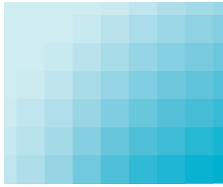
This guide explains how LawAccess Online operates and why organisations should add metadata to web resources. It is a practical guide for organisations publishing community legal information on the Internet. The JSMS is a sector wide initiative and I congratulate all those involved in its development.

Laurie Glanfield

Director General

Attorney General's Department of NSW





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1.1 What is LawAccess Online?

LawAccess Online (www.lawaccess.nsw.gov.au) provides quick and easy access to plain language legal resources and legal assistance services for people in NSW. The service indexes resources from over 100 justice sector organisations and currently holds over 1800 plain language factsheets, including resources in community languages.

1.2 How do I make my resources accessible via LawAccess Online?

To make your legal resources and services accessible via LawAccess Online, you must add metadata that conforms to the AGLS and the Justice Sector Metadata Standard (JSMS) schemes to your webpages. In particular, the JSMS document scheme must be included in your metadata as it will enable LawAccess Online to access the resources on your website.

Once you have added the metadata, contact LawAccess NSW with the address of your website and we will harvest your website. Harvesting is the process by which LawAccess Online collects the metadata from your webpages and ensures your resources are accessible through LawAccess Online.

To ensure that our customers obtain plain language legal information that is accurate and up to date, your website should conform to the Law and Justice Foundation of NSW, Best Practice Guidelines for Australian Legal Websites at <http://www.lawfoundation.net.au/publications/guidelines/bpguide.html>

By complying with these guidelines, customers can have confidence in the quality of the information accessible via LawAccess Online.

1.3 Will all webpages with JSMS metadata be accessible by LawAccess Online?

No, LawAccess Online is designed to facilitate access to plain language legal materials and will not initially include formal reports, primary materials or press releases. However, the JSMS metadata can be picked up by other metadata enabled search engines such as the NSW Government Online Entry Point <http://www.nsw.gov.au>.

1.4 How does LawAccess Online incorporate my metadata?

Metadata is harvested from the contributing websites, stored in the LawAccess Online's metadata database and then accessed via the search interface. The customer will view part of the metadata and a link to your resource.

1.5 Will my webpages be monitored by LawAccess Online?

There is no formal audit process. However, to ensure best practice, we will randomly check the resources accessible via LawAccess Online to verify the accuracy of the metadata. Your metadata may also undergo a validation process to ensure it conforms to the JSMS.

1.6 What if I cannot add metadata to my web resources?

LawAccess Online has the capacity to index external web resources. If you would like your resources indexed on LawAccess Online, but cannot add metadata to your webpages, contact LawAccess NSW.

1.7 Where can I get help?

For any help or assistance regarding LawAccess Online or the Justice Sector Metadata Standard please contact:

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LawAccess NSW
PO Box 620
Parramatta NSW 2124

Telephone: + 61 2 8833 3161
Facsimile: + 61 2 8833 3101
Email: jane_pritchard@agd.nsw.gov.au

2.1 What is metadata?

Metadata is information that describes the content of a document and its location to help consumers find web resources and services more effectively.

EXAMPLE

A library catalogue is a type of metadata. By using a library catalogue, we are able to search for resources on a particular subject, or by the name of the resource, the author or publisher. The catalogue displays the location of the resource. Metadata on the Internet works the same way.

2.2 Is a standard necessary?

The major reason for having an agreed standard is to ensure consistency across different websites in the way information is described. Metadata allows search engines to find relevant and useful information for consumers on particular topics.

For many people, finding information or services on the Internet can be frustrating. Some of the most common problems encountered by Internet users when searching for information or services are getting:

1. too many results
2. irrelevant or inappropriate information.

As a result, customers may miss important and relevant information.

The inclusion of metadata on websites aims to assist:

- customers to find reliable information quickly and easily
- website authors and administrators to organise their website information.

2.3 Can you see metadata on a webpage?

No. Metadata usually sits behind the webpage in what is called the 'source code'.

3.1 What is AGLS?

The Australian Government Locator Service (AGLS) standard, AS 5044:2002, was developed in 1998 in response to *The Management of Government Information as a National Strategic Resource, 1997*, report of the Information Management Steering Committee.

The AGLS metadata standard is a set of 19 elements or fields. AGLS is based on the leading international metadata standard, the Dublin Core Standard.

The AGLS metadata has been adopted by all Australian State and Territory governments.

In NSW, all government agency websites are required to comply with AGLS. State Records NSW has also issued guidelines for the use of AGLS for government record keeping.

The aim of AGLS is to enhance the accessibility of government services to the community. Until recently the community has needed to understand government structures to access information. The use of metadata has enabled information to be organised in a way communities understand, by subject or topic. The same principle underlies the development of JSMS.

3.2 How does JSMS fit in with AGLS?

The JSMS is a subset of the AGLS metadata standard.

EXAMPLE

AGLS metadata includes a 'subject' field to describe the subject matter of the web resource. AGLS recommends that a thesaurus or controlled vocabulary be used to ensure all resources on the same topic use the same subject heading. To be meaningful, the subject terms need to be specific to the legal sector.

JSMS uses the 'LIAC' (Legal Information Access Centre) subject headings scheme, which have been developed in conjunction with the Legal Information Access Centre to reflect the way consumers think about legal issues.

The JSMS schemes can be used in the AGLS fields to describe legal information resources and services. JSMS has been designed to comply with the requirements of AGLS version 1.3. JSMS will be updated to ensure continuous compliance to AGLS.

JSMS defines a minimum set of AGLS metadata fields. The standard does not preclude the use of optional AGLS fields and other schemes in addition to the JSMS schemes.

3.3 Will I comply with AGLS if I use JSMS?

AGLS allows sectors to create sector specific metadata schemes to be used in AGLS fields. For example, the LIAC subject headings scheme is in plain language terms that describe particular areas of law. The JSMS Document scheme describes the types of resources, for example, case, Act, legislation or factsheet.

In this way, JSMS is fully consistent with AGLS but is enhanced to reflect the specific needs of justice sector organisations and consumers.

4.

A Metadata Standard for the Justice Sector

4.1 What is the Justice Sector Metadata Standard?

The Justice Sector Metadata Standard (JSMS) is a metadata set to describe legal resources and services.

4.2 Why should the justice sector have a metadata standard?

A major issue confronting people in the justice system is how to find relevant and reliable legal information and services. This is sometimes critical when time limits may operate on obtaining remedies, or where getting the wrong information may lead to unnecessary costs or other disadvantage.

Government, the community and the private legal sector have created thousands of plain language legal resources that enhance access to justice. Use of metadata enables websites like LawAccess Online to provide easy access to legal information that is reliable and specific to a particular jurisdiction.

4.3 Why use JSMS rather than another standard?

The JSMS is designed specifically for organisations that publish community legal information and provide legal services.

4.4 Can JSMS be used to describe legal assistance services?

Yes. JSMS has developed schemes to describe services which are outlined in Appendix G. However, the use of metadata to describe services is complex. You can contact LawAccess NSW for advice and assistance in the use of these schemes.

4.5 Will the standard change?

Yes. To remain relevant and keep up with changes in the law over time, the content of the schemes will change. For example, new subjects will be added over time as we learn more about how consumers understand and think about the law.

Getting started

5.1 Who creates the metadata?

The author or a skilled intermediary would ordinarily create the metadata. Metadata creation requires an understanding of the resource including the nature of the content, the area of law it covers and the audience for whom it is intended.

Accuracy is critical to ensure effectiveness of searching. Authoring staff should be trained in the application of metadata to ensure consistency and accuracy.

5.2 Which webpages need metadata?

Metadata is required for any resource that would benefit from enhanced 'findability'. This includes homepages and most content documents. When adding metadata, consider your target audience and the value of the information or service to the community. Navigation pages should include metadata only if they contain useful content. For example, you might put metadata on a major publications list.

If a document or resource is divided into multiple pages, then metadata should only be put on the top page. If you put metadata on every page, this leads to multiple hits in the search results, which can frustrate the searcher.

We recommend that you do not put multiple resources on one page. If you have multiple resources on the one page, the search results are often too general to be of use.

EXAMPLE

If 10 fact sheets on a range of topics are located on a single webpage it is difficult to create meaningful metadata. A search on 'Austudy' may display a result with a title of 'Factsheets' and a general description 'This webpage contains a series of factsheets on social services'. This will not help searchers as they will not know that they have retrieved the relevant information. If the resources are separate pages the metadata will reflect each resource. For example a search result with a title 'How to apply for Austudy'.

There may be situations where you want to guide people to a higher level page rather than directly to individual resources. For example, if you have a set of documentation relating to a grants scheme, it may be better to put metadata on the entry level page and not on the individual forms, advertisements etc. However, we recommend that you avoid using this approach too often because of the need to use the metadata to precisely describe individual resources.

When metadata is added to a higher level page the metadata should relate to the set of pages connected to the higher level page. For example, metadata on a website's homepage should relate to the website as a whole.

5.3 How much work is involved in adding metadata to a webpage?

It will take approximately five to ten minutes to create JSMS metadata and incorporate it in an individual webpage. You must keep the metadata up to date if the content of the webpage changes.

5.4 Where is metadata recorded?

Metadata can be embedded in HTML pages on contributor websites or stored in a separate database repository. When a browser displays HTML pages, the metadata is hidden. However, it can be seen when viewing the source of the page.

5.5 What about non-HTML resources?

For non-HTML resources (for example, PDF, sound files or videos) you should create an HTML cover page with the relevant metadata. This page can also be used to provide a full abstract or description of the resource with details of how to download it. Once again, do not link multiple PDF resources to the one cover page.

5.6 Why is the accuracy of metadata so important?

Customers select resources by scanning the metadata displayed in their search results. It is important that the metadata accurately identifies the resource. Always look at the resource's content when you are adding metadata.

Always proofread your metadata. If you are using a metadata template with default values, always check that the defaults are appropriate for the resource you are currently indexing.

When copying and pasting metadata from a previous resource to apply to a similar resource, edit the metadata immediately. Proofread to make sure the metadata matches the new resource.

5.7 When should metadata be updated?

When modifying a resource, always check the metadata and update, if appropriate. If there has been any change in the real content of the resource, then, as a minimum, the Date.modified metadata field will need to be updated.

If you have metadata on a higher level page, you need to keep track of any changes to the set of pages connected to the higher level page and update the metadata accordingly. For example, with a growing website, the metadata Date.modified on the homepage would need to be updated regularly.

Websites will be harvested for metadata by LawAccess Online on a regular basis to pick up any updates.

Justice Sector Metadata fields

5.8 What are the JSMS fields?

The following list includes the standard metadata fields for the justice sector. The fields marked with an asterisk (*) are compulsory fields.

- * DC.Title
- * DC.Creator
- * DC.Publisher
- DC.Rights
- * DC.Subject
- Keywords
- * DC.Description
- Description
- * DC.Language
- * DC.Coverage
- * DC.Coverage.jurisdiction
- DC.Coverage.spatial
- * DC.Date.created
- * DC.Date.modified
- * DC.Type.documentType
- DC.Type.category
- DC.Format
- * DC.Identifier
- AGLS.Availability
- AGLS.Audience
- Admin.Creator
- Admin.DateCreated
- Admin.DateValidTo

DC=Dublin Core

AGLS=Australian Government Locator Service

5.9 Do I need to complete all the JSMS and AGLS fields?

The Justice Sector Metadata Standard defines a minimum set of metadata fields for inclusion in relation to legal materials. Some fields have been designated as compulsory fields. If you want a webpage indexed by LawAccess Online the DC.Type.documentType field must be populated using the JSMSDocument scheme.

If a field is optional, add the information only when it will assist the customer to identify the resource.

5.10 Should I use HTML tags as well?

Yes. HTML tags, such as <Title>, Description and Keywords are traditionally used to define the content of resources on the web. This system is being replaced by the DC scheme, however, many search facilities do not yet read DC metadata fields. These HTML tags should be used to improve relevance of search results from search engines, such as Google.

These fields correlate to DC.Title, DC.Description and DC.Subject. You may wish to copy and paste the content of these fields to reduce data entry.

5.11 How do I include multiple terms in a metadata field?

Terms in the metadata field should be separated by a semicolon ';' followed by a space.

For example:

```
META NAME="DC.Subject" Scheme="LIAC"
CONTENT="Courts; Dispute resolution"
```

Don't use a comma ',' or colon ':' to separate terms as these are used for punctuation purposes.

5.12 How does the metadata look if you view the HTML source code?

Below is a table of standard metadata fields and HTML tags for the justice sector, as they would appear in an HTML document:

```
<Title></Title>
<meta name="DC.Title" content="">
<meta name="DC.Creator" content="">
<meta name="DC.Publisher" content="">
<meta name="DC.Rights" content="">
<meta name="DC.Subject" scheme="LIAC" content="">
<meta name="Keywords" content="">
<meta name="DC.Description" content="">
<meta name="Description" content="">
<meta name="DC.Language" scheme="RFC3066" content="">
<meta name="DC.Coverage" scheme="ISO3166" content="">
<meta name="DC.Coverage.jurisdiction" scheme="AglsJuri" content="">
<meta name="DC.Coverage.spatial" scheme="ASGC" content="">
<meta name="DC.Date.created" scheme="IS08601" content="">
<meta name="DC.Date.modified" scheme="IS08601" content="">
<meta name="DC.Type.documentType" scheme="JSMSDocument" content="">
<meta name="DC.Type.category" content="">
<meta name="DC.Format" scheme="IMT" content="">
<meta name="DC.Identifier" scheme="URI" content="">
<meta name="AGLS.Availability" content="">
<meta name="AGLS.Audience" scheme="Agls-audience" content="">
<meta name="Admin.Creator" content="">
<meta name="Admin.DateCreated" scheme="IS08601" content="">
<meta name="Admin.DateValidTo" scheme="IS08601" content="">
```

Remember: The customer does not see this information unless they view the HTML source code.

How to fill out the metadata fields

Below is a quick reference guide that identifies each of the JSMS metadata elements and what information should go in it. The guide also includes some common HTML tags and their relationship to JSMS metadata elements.

Name	DC.Title
What do I put in this field?	The name of the resource.
Is this field compulsory?	Yes
Can I include more than one item in this field?	No
Is there a scheme for this field?	No
How do I complete this field?	Use the title as it appears on the resource itself.
Example	<meta name="DC.Title" content="Guide to Law on the Internet – NSW">

Name	Title
What do I put in this field?	The same name as given to DC.Title.
Is this field compulsory?	No, but it is recommended to improve the search results from search engines like Google.
Can I include more than one item in this field?	No
Is there a scheme for this field?	No
How do I complete this field?	Use the same title as in DC.Title field.
Example	<Title>Guide to the Law on the Internet – NSW</Title>

Name	DC.Creator
What do I put in this field?	The name of the person or organisation primarily responsible for the content of the resource or the service.
Is this field compulsory?	Yes
Can I include more than one item in this field?	Yes
Is there a scheme for this field?	No
How do I complete this field?	<p>In many organisations (e.g. government departments), the organisation is regarded as the author, not the person. Use the name of the organisation that created or authored the resource. Record the name of the organisation as it was at the time of publication.</p> <p>If an organisation name has a well known acronym, add the acronym in brackets at the end of the name eg. Anti-Discrimination Board of NSW (ADB). For personal creators, use the format "Lastname, Firstname".</p> <p>The creator is not the name of a person or contractor who has merely converted a resource into an internet version. However, if the resource's content has been produced under contract, then it</p>

Name	DC.Creator
How do I complete this field? continued	<p>may be appropriate to enter the name of the contractor (personal or company).</p> <p>In some cases, an organisation may exist as a part of a larger organisation, for example, a division of an organisation. The creator field is designed to assist customers to identify the area responsible for the creation of the resource, as opposed to the organisation that publishes the resource. For example a resource may be created by the Registry of Encumbered Vehicles, but be published by the Department of Fair Trading.</p> <p>You can enter more than one name for joint creators. Separate these with semicolons.</p>
Example	<meta name="DC.Creator" content="LawAccess NSW">

Name	DC.Publisher
What do I put in this field?	The name of the organisation responsible for producing the resource, such as a government department or community legal centre.
Is this field compulsory?	Yes
Can I include more than one item in this field?	Yes, if more than one organisation is responsible for making the resource available.
Is there a scheme for this field?	No
How do I complete this field?	<p>Generally this will be the name of the organisation that owns the website, not the organisation that owns the computer on which the website may reside. For example, the website owner will be the Tenants' Union, even if the website is sitting on the computers of a private Internet Service Provider (ISP).</p> <p>This field is different to the 'DC.Creator' field. For example, while the Community Relations Division of the Attorney General's Department of NSW may have created the resource, it is published on a website owned by the Attorney General's Department of NSW. In this case, the Division is the creator and the Department is the publisher.</p> <p>In some cases, the creator and publisher may be the same organisation.</p> <p>For older resources, use the name valid for the date the resource was published.</p> <p>If the publisher name has a well-known acronym, add the acronym in brackets at the end of the name e.g. Redfern Legal Centre Publishing (RLCP).</p> <p>You can enter more than one name for joint publications. Separate these with semicolons.</p>
Example	<meta name="DC.Publisher" content="LawAccess NSW">

5.

The Justice Sector Metadata Standard *continued*

Name	DC.Rights
What do I put in this field?	A copyright statement or link to a copyright notice.
Is this field compulsory?	No
Can I include more than one item in this field?	No
Is there a scheme for this field?	No
How do I complete this field?	Enter the details of the copyright owner or a link to website's copyright notice. Generally, use only if there are special constraints regarding the right to use the resource. Rights information should always be listed on the resource itself.
Example	<code><meta name="DC.Rights" content="http://info.lawaccess.nsw.gov.au/lawaccess/lawaccess.nsf/pages/copyright"></code>

Name	DC.Subject
What do I put in this field?	A broad topic heading to describe the area of law the resource belongs in eg. employment.
Is this field compulsory?	Yes
Can I include more than one item in this field?	Yes
Is there a scheme for this field?	Yes
Scheme:	LIAC See Appendix A for the LIAC Subject Headings Scheme.
How do I complete this field?	Select one or more of the terms from the LIAC Subject Headings Scheme, second level subjects. Separate these with semicolons. Determine the subject from the resource content. The LIAC subject headings has been designed to describe plain language legal resources. The top level topics are used for display of resources and are not included in the metadata. The Keywords field and DC.Description can be used for entering words not included in the LIAC subject headings.
Example	<code><meta name="DC.Subject" scheme="LIAC" content="Divorce; Family Law – Children"></code>

5.

The Justice Sector Metadata Standard *continued*

Name	Keywords
What do I put in this field?	Terms that assist in describing the resource in addition to those used in DC.Subject e.g. renting; unfair dismissal.
Is this field compulsory?	No, but it is recommended to improve results from search engines like Google.
Can I include more than one item in this field?	Yes
Is there a scheme for this field?	No
How do I complete this field?	<p>The terms used to complete the keywords field should be descriptive of the content of the resource. Try to limit the number of keywords to a maximum of six.</p> <p>Try not to use keywords that are too broad, as this will result in users retrieving irrelevant material. Avoid terms such as 'law', 'rights' etc. as they can be associated with almost any legal resource. The effect of using terms such as these will be that customers searching for information on 'tenancy law', for example, may return any resources that used the term 'law' in the keywords field, regardless of whether it relates to tenancy.</p> <p>Other keywords to avoid are 'legal information' and 'legal advice'.</p>
Example	<code><meta name="Keywords" content="Internet guide; Legal websites"></code>

Name	DC.Description
What do I put in this field?	A concise description of the content or purpose of the resource.
Is this field compulsory?	Yes
Can I include more than one item in this field?	No
Is there a scheme for this field?	No
How do I complete this field?	<p>Generally, the description should be one or two sentences – just enough to help a user decide whether to view the resource. Use information from the abstract or summary of the resource, if available.</p> <p>The description will often be displayed as part of the search results. In writing a description, think of the target audience and what they might need to know about the resource.</p>
Example	<code><meta name="DC.Description" content="This guide is designed to help you search for reliable, up-to-date legal information on the Internet. It identifies the main starting points, called portals to legal information. It also lists, under subject headings some of the main websites that provide legal information"></code>

5.

The Justice Sector Metadata Standard *continued*

Name	Description
What do I put in this field?	The same content as DC.Description.
Is this field compulsory?	No, but it is recommended to improve the results from search engines like Google.
Can I include more than one item in this field?	No
Is there a scheme for this field?	No
How do I complete this field?	Use the description from the DC.Description field.
Example	<code><meta name="Description" content="This guide is designed to help you search for reliable, up-to-date legal information on the Internet. It identifies the main starting points, called portals to legal information. It also lists, under subject headings some of the main websites that provide legal information"></code>

Name	DC.Language
What do I put in this field?	The language of the resource's content.
Is this field compulsory?	Yes
Can I include more than one item in this field?	Yes, for example, if the resource has links to documents in a variety of different languages.
Is there a scheme for this field?	Yes Scheme: RFC3066 – Tags for the identification of languages. Appendix B contains a list of commonly used languages. The full list of codes is available at http://lcweb.loc.gov/standards/iso639-2/englangn.html .
How do I complete this field?	Use the default 'en' for English. If there is not a two-letter language code under the scheme you can use the applicable three-letter code. More than one language can be entered. For example, the metadata might be on a cover page that links to versions of a document in different languages. Use a semicolon between each entry.
Example	<code><meta name="DC.Language" scheme="RFC3066" content="en"></code>

5.

The Justice Sector Metadata Standard *continued*

Name	DC.Coverage.jurisdiction
How do I complete this field? <i>continued</i>	<p>include a report on National Competition Policy implementation in Australian states or a guide to making an application in the Family Court.</p> <p>In some cases, content may be relevant to multiple jurisdictions. For example, a collaborative law reform report. In this case, all jurisdictions covered by the report should be included.</p> <p>Be careful to ensure a resource is legally accurate for all states or territories selected. If the resource has not been validated against all jurisdictions, a single state or territory identifier should be selected.</p> <p>Use 'au' for resources of general interest e.g. an article on discrimination.</p>
Example	<code><meta name="DC.Coverage.jurisdiction" scheme="AglsJuri" content="au; nsw"></code>

Name	DC.Coverage.spatial
What do I put in this field?	The application of the resource to a geographic area within NSW.
Is this field compulsory?	No, unless the resource describes a service. It is also recommended if the resource is applicable to a specific region.
Can I include more than one item in this field?	Yes, for example, if the resource is a report about legal issues in a variety of different regions.
Is there a scheme for this field?	<p>Yes</p> <p>Scheme: ASGC (Australian Standard Geographical Classification)</p> <p>All regions</p> <p>Central West</p> <p>Far West</p> <p>Hunter</p> <p>Illawarra</p> <p>Mid-North Coast</p> <p>Murray</p> <p>Murrumbidgee</p> <p>North Western</p> <p>Northern</p> <p>Richmond Tweed</p> <p>South Eastern</p> <p>Sydney</p> <p>Blacktown</p> <p>Canterbury-Bankstown</p> <p>Central Western Sydney</p> <p>Eastern Suburbs</p> <p>Fairfield-Liverpool</p> <p>Gosford-Wyong</p> <p>Central Northern Sydney</p>

NAME	DC.COVERAGE.SPATIAL
What do I put in this field? <i>continued</i>	<p>Inner Sydney Inner Western Sydney Lower Northern Sydney Northern Beaches Outer South Western Sydney Outer Western Sydney St George-Sutherland</p> <p>This scheme is used by the Australian Bureau of Statistics NSW for NSW statistical divisions and Sydney subdivisions.</p>
How do I complete this field?	<p>This field is primarily used to describe the location of services.</p> <p>Select a region where the resource has been prepared for use by people in a particular region, or where the resource defines services available to people in a particular region (e.g. a page containing the contact details of a community legal centre in a particular region).</p> <p>If the resource is not specific to a region, but relevant to all regions, 'all regions' should be selected.</p>
Example	<pre><meta name="DC.coverage.spatial" scheme="AGCS" content="All regions"></pre>

Name	DC.Date.created
What do I put in this field?	The date the resource was made available in its present form.
Is this field compulsory?	Yes, unless the date is unknown.
Can I include more than one item in this field?	No
Is there a scheme for this field?	Yes Scheme: ISO8601
How do I complete this field?	<p>ISO8601 defines the format for dates. This scheme uses the format: YYYY or YYYY-MM or YYYY-MM-DD) e.g. 1944-02-19.</p> <p>Try to enter full dates, if known. If the full date is not known enter the part of the date that is known e.g. YYYY. Leave the field blank if the date is unknown.</p> <p>Date.created is important to indicate the currency of the resource. It should be the date when the content was created/published, not the date it was put on the web.</p>
Example	<pre><meta name="DC.Date.created" scheme="ISO8601" content="2003-05"></pre>

5.

The Justice Sector Metadata Standard *continued*

Name	DC.Date.modified
What do I put in this field?	The date the content of the resource was last modified (not including modification of visual presentation or structural organisation).
Is this field compulsory?	Yes, unless the date is unknown.
Can I include more than one item in this field?	No
Is there a scheme for this field?	Yes Scheme: ISO8601
How do I complete this field?	ISO8601 defines the format for dates. This scheme uses the format: YYYY or YYYY-MM or YYYY-MM-DD) e.g. 1944-02-19. Try to enter full dates, if known. If the resource has not been modified Date.modified = Date.created. Date.modified should reflect the currency of the content of the resource. If the content is updated Date.modified must also be updated. It should not be updated for minor changes to the presentation of the resource.
Example	<code><meta name="DC.Date.modified" scheme="ISO8601" content="2003-05"></code>

Name	DC.Type.documentType
What do I put in this field?	The nature of the resource.
Is this field compulsory?	Yes
Can I include more than one item in this field?	Yes, but most resources should be allocated a single category.
Is there a scheme for this field?	Yes Scheme: JSMSdocument See Appendix B for a detailed explanation of the categories.
How do I complete this field?	These headings should be used to define the purpose of a document, and to reflect the type of audience and complexity implicit in particular document types. Select one of the options in Appendix B to define the resource.
Example	<code><meta name="DC.Type.documentType" scheme="JSMSDocument" content="Resource guide"></code>

5.

The Justice Sector Metadata Standard *continued*

Name	DC.Type.category
What do I put in this field?	Describes the category of the web resource e.g. document, service or agency.
Is this field compulsory?	No, unless you are describing a service.
Can I include more than one item in this field?	No
Is there a scheme for this field?	AGLS recommends that the resource should be identified as one of the following: document service agency
How do I complete this field?	Include the DC.Type.category element when you are describing a service. JSMS has developed schemes to describe legal services which are outlined in Appendix G. You can contact LawAccess NSW for advice and assistance using these schemes.
Example	Describing the LawAccess NSW service: <meta name="DC.Type.category" content="service" > <meta name=" DC.Type.ServiceType" content ="legal advice; legal information">

Name	DC.Format
What do I put in this field?	The format of the resource (e.g. Word, pdf, HTML etc).
Is this field compulsory?	No, but it is recommended to indicate the format of the resource to the customer.
Can I include more than one item in this field?	No
Is there a scheme for this field?	Yes Scheme: IMT See Appendix E. Commonly used values: text/html, application/pdf, image/jpeg, image/gif.
How do I complete this field?	In an HTML cover page for a non-HTML resource, give the format of the actual resource e.g. application/pdf.
Example	<meta name="DC.Format" scheme="IMT" content="text/html ">

5.

The Justice Sector Metadata Standard *continued*

Name	DC.Identifier
What do I put in this field?	A unique identifier for the resource (e.g. the web address of the resource).
Is this field compulsory?	Yes
Can I include more than one item in this field?	No
Is there a scheme for this field?	Yes URI (Uniform Resource Identifier).
How do I complete this field?	Generally, use the resource's web address or unique resource identifier (URL). For a non-HTML resource with a cover page, generally use the cover page URL. This is recommended so that users can find out more information about the resource before deciding whether to open/download it. If the resource is not a web resource, you can use the ISBN or ISSN number separated by a semicolon.
Example	<code><meta name="DC.Identifier" scheme="URI" content="http://info.lawaccess.nsw.gov.au/lawaccess/lawaccess.nsf/pages/guide"></code>

Name	AGLS.Availability
What do I put in this field?	Information relating to the availability of a non-web-based document or contact details for a service description.
Is this field compulsory?	No
Can I include more than one item in this field?	Yes
Is there a scheme for this field?	No
How do I complete this field?	Enter details of how the material may be obtained e.g. full publishing details, contact details, price or details of a library where the item is available.
Example	<code><meta name="AGLS.Availability" content="Contact LawAccess NSW on 1300 888 529 for free copies of the guide"></code>

5.

The Justice Sector Metadata Standard *continued*

Name	AGLS.Audience
What do I put in this field?	Information relating to the audience for a resource.
Is this field compulsory?	No
Can I include more than one item in this field?	Yes
Is there a scheme for this field?	Yes, Scheme: Agls-audience Aboriginal and Torres Strait Islanders all business carers children community groups employees employers gay and lesbian government jobseekers low income earners men migrants parents people with disabilities primary industry rural seniors students teachers tourists women youth See Appendix F for a detailed explanation of the categories.
How do I complete this field?	Use this field if the resource is directed at a particular audience. If this field is left blank it is assumed the resource is directed to all audience groups.
Example	<meta name="AGLS.Audience" scheme="Agls-audience" content="all">

Administrative metadata

5.13 What is administrative metadata?

Administrative metadata allows you to include information that will assist site owners and authors with updating and managing your web information. For example, where information has an expiry date, such as an upcoming event, the Admin.DateValidTo field can be used to prompt you to remove the resource from the Internet. This will ensure users only receive information that is current and will help to keep your website up to date and relevant. Use of these fields is optional.

Name	Admin.Creator
What do I put in this field?	The name of the person and/or organisation entering the metadata.
Is this field compulsory?	No
Can I include more than one item in this field?	Yes
Is there a scheme for this field?	No
How do I complete this field?	Include the name of any person who was involved in entering the metadata for the resource.
Example	<meta name="Admin.Creator" content="J Smith">

Name	Admin.DateCreated
What do I put in this field?	The date the metadata is created.
Is this field compulsory?	No
Can I include more than one item in this field?	Yes
Is there a scheme for this field?	Yes Scheme: ISO8601
How do I complete this field?	Include the date the metadata was first created. ISO8601 defines the format for dates. This scheme uses the format: YYYY or YYYY-MM or YYYY-MM-DD) e.g. 1944-02-19. Try to enter full dates, if known.
Example	<meta name="Admin.DateCreated" scheme="ISO8601" content="2003-05-15">

Name	Admin.DateValidTo
What do I put in this field?	The date to which the information is valid.
Is this field compulsory?	No
Can I include more than one item in this field?	No
Is there a scheme for this field?	Yes Scheme: ISO8601
How do I complete this field?	Include the date the metadata is valid to, for example, if the resource has an expiry date (e.g. an announcement) this date will assist in determining when the resource should be removed from the internet. ISO8601 defines the format for dates. This scheme uses the format: YYYY or YYYY-MM or YYYY-MM-DD) eg. 1944-02-19. Try to enter full dates, if known.
Example	<meta name="Admin.DateValidTo" scheme="ISO8601" content="2004-05-15">

Example: JSMS Metadata

This example shows metadata is for an HTML page published by the NSW Anti-Discrimination Board.

```
<Title>Race Discrimination: Your Rights</Title>
<meta name="DC.Title" content="Race Discrimination: Your Rights">
<meta name="DC.Creator" content="Anti-Discrimination Board of NSW (ADB)">
<meta name="DC.Publisher" content="New South Wales Attorney General's Department">
<meta name="DC.Rights" content="http://www.lawlink.nsw.gov.au/lawlink.nsf/pages/disclaimer">
<meta name="DC.Subject" scheme="LIAC" content="discrimination – race">
<meta name="Keywords" content="harassment; race; ethnic; indigenous; aborigine; colour">
<meta name="DC.Description" content="This page provides information on your rights if you have
been treated unfairly because of your race in New South Wales, Australia.">
<meta name="Description" content="This page provides information on your rights if you have been
treated unfairly because of your race in New South Wales, Australia.">
<meta name="DC.Language" scheme="RFC3066" content="en">
<meta name="DC.Coverage" scheme="ISO3166" content="au">
<meta name="DC.Coverage.jurisdiction" scheme="AglJuri" content="nsw">
<meta name="DC.Coverage.spatial" scheme="ASGC" content="">
<meta name="DC.Date.created" scheme="IS08601" content="1998-07-02">
<meta name="DC.Date.modified" scheme="IS08601" content="2000-11-24">
<meta name="DC.Type.documentType" scheme="JSMSDocument" content="Factsheet">
<meta name="DC.Type.category" content="Document">
<meta name="DC.Format" scheme="IMT" content="text/html">
<meta name="DC.Identifier" scheme="URI" content="
http://www.lawlink.nsw.gov.au/adb.nsf/pages/race ">
<meta name="AGLS.Availability" content="">
<meta name="AGLS.Audience" scheme="AglS-audience" content="">
<meta name="Admin.Creator" content="smith, jane">
<meta name="Admin.DateCreated" scheme="IS08601" content="1998-07-02">
<meta name="Admin.DateValidTo" scheme="IS08601" content="2002-11-10">
```

A

Appendix A: LIAC Subject Headings Schema

A list of subject headings and their related topics appear below. One or more relevant terms should be carefully selected only from the 'Second level subjects' list below and entered into the DC.Subject field. The following list is sorted by top-level topic then second level subject heading.

Top-level – topics	Second level – subjects
(Not to be used in metadata)	(Select subjects from this list)
Accidents and Compensation	Compensation Emergency services Insurance Motor vehicle accidents Negligence and liability Victims compensation Workers compensation
Banking and Finance	Banking Bankruptcy Credit Debt Electronic commerce Unclaimed money
Business	Advertising and marketing Associations Business Business licences Business names Contracts Cooperatives Electronic commerce Franchises Incorporation Meetings Sales Trusts
Children and young people	Child abuse Children and young people Childrens rights Juvenile justice
Consumers	Advertising and marketing Consumer protection Contracts Prices Product safety Shopping
Courts and Tribunals	Childrens Court Compensation Court Coroners Court Courts District Court Drug Court Family Court





Appendix A: LIAC Subject Headings Schema *continued*

Courts and Tribunals <i>continued</i>	Federal Court Federal Magistrates Court High Court Land and Environment Court Local Court Supreme Court Tribunals
Crime	Apprehended violence orders Arrest Assault Bail Child abuse Crime Criminal records Domestic violence Drugs Firearms Fraud Juvenile justice Police Prisoners Sentencing Sexual assault Theft Victims
Culture and Recreation	Arts law Associations Gambling Sport Tourism
Employment	Awards Discrimination – Employment Employment Employment contracts Equal employment opportunity Occupational health and safety Superannuation Termination of employment Workers compensation
Environment	Environment Heritage Pollution
Family Law and Relationships	Adoption Birth Child support De facto relationships Divorce Domestic violence



Appendix A: LIAC Subject Headings Schema *continued*

Family Law and Relationships <i>continued</i>	Family law Family law – Children Family law – Property Gay men and lesbians Guardianship Marriage Power of attorney
Government	Administrative law Constitution Freedom of Information Government Local government Ombudsman Privacy
Health	Abortion AIDS Drugs Health Mental health Quarantine
Housing, Property and Development	Building and construction Conveyancing Housing Housing – Boarding houses Housing – Nursing homes Housing – Residential parks Housing – Retirement villages Housing – Strata title Housing – Tenancy Land ownership Planning and development
Human rights	Childrens rights Discrimination Discrimination – Age Discrimination – Disability Discrimination – Race Discrimination – Sex Human rights Privacy
Immigration and Citizenship	Citizenship Immigration Refugees
Indigenous Australians	Indigenous Australians Native title
Intellectual Property	Copyright Designs, patents and trade marks





Appendix A: LIAC Subject Headings Schema *continued*

<p>Legal system See also Courts and Tribunals</p>	<ul style="list-style-type: none"> Constitution Dispute resolution Guides to the law International law Judges and magistrates Juries Justices of the Peace Law reform Lawyers Legal costs Legal dictionaries Legal forms Legal services Legislation Parliament Representing yourself
<p>Media and Communications</p>	<ul style="list-style-type: none"> Censorship Defamation Internet Media law Radio Telecommunications Television
<p>Neighbours</p>	<ul style="list-style-type: none"> Animals Fences Neighbours Noise Nuisance
<p>Social Services</p>	<ul style="list-style-type: none"> Community support services Community support services – Aged Community support services – Disability Community support services – Veterans Community support services – Women Emergency services Pensions and allowances
<p>Taxation</p>	<ul style="list-style-type: none"> Taxation
<p>Transport</p>	<ul style="list-style-type: none"> Motor vehicles Motor vehicle accidents Traffic offences
<p>Wills and Estates</p>	<ul style="list-style-type: none"> Death Family provision Funerals Power of attorney Probate Wills



Appendix B: JSMSDocument Schema

Name	Definition / Examples
Act	Includes an act, regulation, ordinance, notice, order, commission or other statutory instrument.
Bill	Includes bills and explanatory memoranda.
Case	Judicial or quasi-judicial decisions of courts, commissions, tribunals or boards empowered to make findings of fact or law in the form of a formal determination.
Educational	Resources designed for students to use in study programs or research or for educating the community about the law.
Factsheet	A plain language document designed to instruct or inform a general audience, including a brochure style publication. The information is simple, concise and provides a summary of the law. Factsheets may be 'frequently asked questions'.
Form	A document used as a guide such as a pro forma letter or a contract. A document designed to elicit a structured response, such as an application, summons, questionnaire or survey.
Guide	A set of clear instructions on how to complete a process or steps to an outcome, generally written to explain complex procedures to general consumers. A guide gives options and alternative strategies as opposed to a summary of the law. Includes self-help resources, toolkits, sample letters and practical guides. Examples include the Tenants' Rights Manual and the Law Handbook.
Guideline	A direction or instruction about how to follow a procedure prepared for professionals e.g. practice note or direction issued by a court or legal organisation.
Homepage	The main page of a website.
Media Release	Information prepared for the media about particular activities.
Promotional	Any material designed to promote a specific activity (excluding press releases).
Referral	Resources offering referral to a source of legal assistance.
Report	Includes journal articles, conference papers and reports. A document prepared to illicit a formal response or a submission (e.g. a discussion paper, issues paper, options paper etc.). A formal account or report of findings, evaluation or recommendations (such as a report on law reform). A formal submission to account for activities e.g. an annual report, journal articles, occasional papers (not being reports), lectures, seminar papers and conference papers.
Resource guide	Websites that collate links to other internet and non-internet resources, relating to a particular topic or topics e.g. Guide to family law resources on the Internet.
Speech	Includes ministers or judges speeches.
Statistic	Includes quantitative data.





Appendix C: Language Codes

A list of language codes is provided below. It is based on the Internet Engineering Task Force RFC3066: 'Tags for the Identification of Languages' available at www.ietf.org/rfc/rfc3066.txt. A full list of the two letter and three letter language codes is available at <http://lcweb.loc.gov/standards/iso639-2/englagn.html>.

ab	Abkhazian	hi	Hindi	ro	Romanian
af	Afrikaans	hr	Croatian	ru	Russian
ar	Arabic	hu	Hungarian	sa	Sanskrit
az	Azerbaijani	hy	Armenian	sh	Serbian
bg	Bulgarian	id	Indonesian	sk	Slovak
bo	Tibetan	it	Italian	sl	Slovenian
ca	Catalan	iu	Inuktitut (Eskimo)	sm	Samoan
co	Corsican	ja	Japanese	so	Somali
cs	Czech	jw	Javanese	sq	Albanian
cy	Welsh	ka	Georgian	sr	Serbian
da	Danish	km	Khmer	su	Sudanese
de	German	ko	Korean	sv	Swedish
el	Greek	ks	Kashmiri	sw	Swahili
en	English	ku	Kurdish	ta	Tamil
es	Spanish	lt	Lithuanian	th	Thai
et	Estonian	lo	Lao	to	Tonga
fa	Persian	lv	Latvian	tr	Turkish
fi	Finnish	mi	Maori	ug	Uighur
fj	Fijian	mk	Macedonian	uk	Ukrainian
fr	French	ml	Malayalam	ur	Urdu
ga	Irish	mn	Mongolian	vi	Vietnamese
mt	Maltese	mo	Moldavian	yi	Yiddish
my	Burmese	ms	Malay	za	Zhuang
ne	Nepali	no	Norwegian	zh	Chinese
nl	Dutch	pa	Punjabi	zu	Zulu
gd	Scots/ Gaelic	pl	Polish		
he	Hebrew	pt	Portuguese		

D

Appendix D: Country Codes

A list of country codes is provided below. It is based on the ISO 3166: 'Tags for the Identification of Countries'. A full list of the country codes is available at <http://www.iso.org/iso/en/prods-services/iso3166ma/02iso-3166-code-lists/list-en1.html>

Afghanistan	AF	Iraq	IQ	Poland	PL
Albania	AL	Ireland	IE	Portugal	PT
Algeria	DZ	Israel	IL	Puerto Rico	PR
American Samoa	AS	Italy	IT	Romania	RO
Antarctica	AC	Jamaica	JM	Russian Federation	RU
Argentina	AR	Japan	JP	Samoa	WS
Australia	AU	Jordan	JO	Saudi Arabia	SA
Austria	AT	Kenya	KE	Singapore	SG
Bangladesh	BD	Korea, Democratic People's Republic Of	KP	Solomon Islands	SB
Belgium	BE	Korea, Republic Of	KR	Somalia	SO
Bosnia and Herzegovina	BA	Kuwait	KW	South Africa	ZA
Brazil	BR	Lao People's Democratic Republic	LA	Spain	ES
Cambodia	KH	Latvia	LV	Sri Lanka	LK
Canada	CA	Lebanon	LB	Sudan	SD
Chile	CL	Libyan Arab Jamahiriya	LY	Sweden	SE
China	CN	Macedonia, The Former Yugoslav Republic of	MK	Switzerland	CH
Christmas Island	CX	Malaysia	MY	Syrian Arab Republic	SY
Cocos (Keeling) Islands	CC	Marshall Islands	MH	Taiwan, Province Of China	TW
Colombia	CO	Mauritania	MR	Thailand	TH
Cook Islands	CK	Mexico	MX	Tonga	TO
Croatia	HR	Micronesia, Federated States of	FM	Trinidad and Tobago	TT
Czech Republic	CZ	Morocco	MA	Tunisia	TN
Denmark	DK	Mozambique	MZ	Turkey	TR
East Timor	TL	Nauru	NR	Uganda	UG
Egypt	EG	Nepal	NP	Ukraine	UA
Ethiopia	ET	Netherlands	NL	United Arab Emirates	AE
Fiji	FJ	New Caledonia	NC	United Kingdom	GB
Finland	FI	New Zealand	NZ	United States	US
France	FR	Nigeria	NG	Uruguay	UY
Germany	DE	Norway	NO	Vanuatu	VU
Greece	GR	Oman	OM	Venezuela	VE
Heard Island and McDonald Islands	HM	Pakistan	PK	Viet Nam	VN
Hong Kong	HK	Palestinian Territory, occupied	PS	Yemen	YE
Hungary	HU	Papua New Guinea	PG	Yugoslavia	YU
India	IN	Paraguay	PY	Zambia	ZM
Indonesia	ID	Peru	PE	Zimbabwe	ZW
Iran, Islamic Republic of	IR	Philippines	PH		



Appendix E: Internet Media Type (IMT) Scheme

Commonly used Internet Media Types (IMT) values.

IMT	Description
text/plain	Unformatted text
text/html	Webpages (HTML)
text/sgml	SGML document
text/xml	XML document
multipart/mixed	Mixed format resources, which are encoded according to Internet MIME standard
message/rfc822	Electronic mail (Internet format)
application/postscript	Postscript document
application/rtf	Rich Text Format document
application/wordperfect5.1	WordPerfect V5.1 document
application/pdf	Portable Data Format document
application/msword	Microsoft Word document
application/EDIFACT	Electronic Data Interchange for Administration, Commerce and Transport resource
image/jpeg	JPEG encoded image
image/gif	GIF encoded image
image/png	PNG encoded image
video/mpeg	MPEG encoded video
video/quicktime	Quicktime encoded video
model/vrml	VRML encoded resource



Appendix F: AGLS.Audience Schema

Aboriginal and Torres Strait Islanders	People who identify themselves as part of the Indigenous Australian community.
All	Default value, general public, the whole population.
Business	Persons or corporations engaged in commerce, trade or industry.
Carers	Persons or organisations engaged in the care of others (e.g. patients, children, elderly, disabled). Use 'parents' for resources aimed at mothers, fathers or legal guardians.
Children	Persons under the age of 16 years. Use 'youth' for resources aimed at persons aged 16 to 25 years.
Community groups	Groups who provide services to, or represent the views of, specific community sectors.
Employees	Persons working for another person or business for pay. Use 'jobseekers' for resources designed to assist people seeking employment.
Employers	Persons or businesses who employ others for wages.
Gay and lesbian	Persons who identify themselves as part of the homosexual community.
Government	Agencies and organisations associated with public administration at local, state or federal level.
Jobseekers	Persons seeking employment, whether currently employed or unemployed. Use 'employees' for resources of relevance to people already in employment.
Low income earners	As determined by the Australian Taxation Office, persons whose annual income is less than \$14,927 (current at 2002-01-01).
Men	Adult male persons.
Migrants	Persons moving permanently from one country to another, either from Australia overseas, or from other countries to Australia. Includes resources for people from non-English-speaking backgrounds or who have English as a second language.
Parents	Persons fulfilling a mother, father or guardian role in the care of children, whether by birth, adoption or other legal arrangement.
People with disabilities	Persons with a physical or mental incapacity, either permanent or temporary.
Primary industry	Persons or organisations involved in the growing, producing or extracting of natural resources (e.g. farming, forestry, mining.) Use 'rural' for resources aimed at people and communities outside urban areas.
Rural	Persons living or working in regional, country or isolated areas of Australia. Use 'primary industry' for resources or commercial activities that may occur in rural areas.
Seniors	Persons over the age of 65 years.
Students	Persons engaged in a course of study or instruction whether at pre-primary, primary, secondary, vocational or tertiary level.
Teachers	Members of the teaching profession, persons instructing students at pre-primary, primary, secondary, vocational or tertiary level.
Tourists	Persons visiting an area for pleasure, either from other countries or other parts of Australia. Use 'migrants' for persons relocating permanently.
Women	Adult female persons.
Youth	Persons aged 16 to 25 years. Use 'children' for resources aimed at persons under the age of 16 years.





Appendix G: Describing Legal Assistance Services

The following schemes have been developed to assist in describing legal assistance services. Please contact LawAccess NSW for advice and assistance regarding these schemes.

Describes	AGLS Field	Scheme
Type of service	DC.Type.serviceType	JSMSservice
Format of service	DC.Format	JSMSserviceChannel
Category of service provider	DC.Publisher	Agent scheme, Sector JSMSsector

JSMSservice

Service type	Description
Advocacy	Acting on behalf of a customer in a non-legal environment
Community education	Seminars explaining the law
Complaints	Assistance to resolve complaints about a service, organisation or business
Counselling or Crisis assistance	Assistance to resolve personal issues and crisis situations
Dispute resolution	Face-to-face resolution of disputes in the presence of a neutral third party
Legal advice	Providing options or advice about a legal problem
Legal information	Provision of information explaining the law
Legal procedure	Explanation of legal processes or assistance with documentation such as forms or letters
Legal representation	Representation of the customer in court

JSMSserviceChannel

Format	Description
Email	Customers can access the service by email
Face-to-face	Customers can visit the service
Facsimile	Customers can access the service by facsimile
Home visit	Service is delivered to customers in their home
Print	Customers can obtain hardcopy publications
Telephone	Customers can access the service by telephone
Video conferencing	Service is delivered via video conferencing
Web	Customers can access publications or information about the service via the Internet

JSMSsector

Sector	Description
Association	Society, club or institution
Community legal centre	Community based non profit organisation providing legal services
Community organisation	Non profit organisation that assists the local community but does not specialise in legal services. For example Neighbourhood Centres
Court or Tribunal	State or Commonwealth Court or Tribunal
Dispute resolution service	Organisations that provide a dispute resolution service
Government – Commonwealth	Commonwealth Government departments and agencies
Government – State	State Government departments and agencies
Government – Local	Local Government councils
Legal Aid	Legal Aid Commission services
Library	Libraries
Police	State and Federal Police force
Private sector	For profit organisation or business. Includes barristers and law firms
University	Tertiary institution

Metadata Creation Tools

If you do not have a web authoring tool that allows you to incorporate metadata the LawAccess NSW has a metadata generator located at:

<http://info.lawaccess.nsw.gov.au/lawaccess/lawaccess.nsf/MetaDataGenerator>

Code is generated by entering information about your webpage, which you can then paste into the top of the HTML code of your webpage, directly following the <Head> tag.

Metadata and HTML syntax

The AGLS recommended best practice is to use HTML 4.0 syntax when embedding metadata directly into a resource.

Improving the harvesting process

The harvesting process can be facilitated and the load on your web server reduced through the following techniques:

Robots Exclusion protocol (Robots.txt)

The website administrator can indicate the parts of the website that should not be visited by the harvester robot by creating a robots.txt file. The robot for the harvester is called BatHarvester. Included in the robots.txt file are any parts of the web server that do not contain any plain language legal resources or JSMS metadata.

Resources are located in a certain section of your website

Tell LawAccess NSW if your plain language legal resources are located in a particular area of your website. The harvester can be configured to harvest only that section of your website.

You will need to contact LawAccess NSW if you create plain language resources in other parts of your website, as these will not be harvested.

Configure web server to display last-modified date in the http header

The http header can be used by the harvester to identify whether the content of a webpage has changed without downloading the page. The harvester can verify the last modified date on the header against the record in the repository.

Harvest Control Lists

Potentially harvest control lists can be used to list all the pages to be harvested. The control list is an xml file that includes the date the harvest control list was last updated. The harvester checks to see whether the file has been updated since the last harvest. This may be an option for dynamically created websites, where the content management system automatically creates the list.



Attorney General's
department of nsw