

## **METADATA POLICY**

The metadata used in the QU institutional repository is Qualified Dublin Core.

Anyone may access and use metadata records. The metadata may be re-used in any medium without prior permission for not-for-profit purposes provided the OAI Identifier or a link to the original metadata record are given.

Institutional repository contributors are required to provide sufficient metadata describing the content submitted. Upon receipt of content, IR administrators will be responsible for reviewing, creating, editing, and enhancing metadata. The following is a list of metadata fields required by submitter:

### **Author(s)**

An entity primarily responsible for creating the resource. Names are entered family name first followed by the given name.

### **Title**

The main title given to the resource. In addition to this required field, there is the optional field to add an alternative title if you wish to add the title in another language.

### **Abstract**

A summary of the resource. As with the title, there is additional optional field to add the abstract in another language.

### **Type**

Nature or genre of content, i.e. article, book, presentation, thesis.

### **Date of issue**

This is the date of publication or public distribution of your work.

### **Language**

A language of the resource. You have the option to select one or more languages from a dropdown menu, if you choose to upload your work in more than one language.

**Subject keywords**

The topic of the resource.