Resource Metadata Rubric

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	Acceptable	Unacceptable
Purpose of Metadata	To describe the content of learning resources for search and discovery by educators and students	Usage data, such as how many times resource was reviewed
Metadata format	lar v1.00 is the canonical format (except for existing NSDL collections)	oai_dc; nsdl_dc, msp2, mathpath, comm._core
Technical binding	http://ns.nsdl.org/ncs/lar/1.00/ contains XML and controlled vocabulary schemas and sample XML records	Any other technical binding
Required metadata	☐ URL to resource ☐ Type ☐ Title ☐ Date and Date type ☐ Description ☐ Contributor and role ☐ Subject ☐ Access restrictions ☐ Language ☐ License name ☐ Format ☐ License property ☐ Educational level ☐ Contributor ☐ Audience refinement ☐ Language	Metadata fields relevant to identification, discovery and use of the resource are missing
Desired metadata	☐ Partner URL (landing page) ☐ Reading level ☐ More description ☐ Reading grade level ☐ Keywords ☐ Standards ☐ Access mode ☐ Related resource ☐ File size ☐ License URL ☐ Media run time (duration) ☐ Copyright holder	Using fields and controlled vocabularies incorrectly
Use of fields	• Follows LAR Metadata Best Practices • Avoids testimonials • Avoids non-informative data values (e.g. 'unknown' for subject) • Avoids overloading metadata fields with values that appear in other metadata elements (e.g. creator information in the description field)	Fields are not used in accordance with LAR Metadata Best Practices
Use of vocabularies	Metadata records use and correctly apply vocabulary terms for all fields with controlled vocabulary, including Education level, Type, Subject, Format, Access restrictions, License property and Language	Metadata records do not apply vocabularies, or do so in an inconsistent or incorrect way
Metadata descriptions	Metadata descriptions are comprehensive and accurate to ensure proper discovery and understanding by users	Metadata descriptions are not accurate, objective, or do not aid in discovery of the resource
XML	XML is valid and well-formed	XML is invalid or not well-formed
Acronyms & abbreviations	Acronyms and abbreviations are spelled out in metadata records	Acronyms and abbreviations are not spelled out, or are inconsistently spelled out
URLs	• <identifier> element holds a single URL to the resource (required) • <partnerURL> element can have a single URL to a resource landing page URL (optional) • If a URL does not exist for a resource, do not provide metadata about the resource to NSDL	• URL is unavailable • identifier URL goes to a landing page • URL does not exist for resource
Character encoding	Special characters (e.g. tildes, ampersands, etc.) are correctly encoded	Improper character encodings
Correct spelling	Metadata is free of spelling and punctuation errors	Metadata contains spelling and punctuation errors