

Access to and Preservation of Texas Electronic State Publications: Metadata for Electronic Publications

The Texas State Library has established an automated system to collect, index and preserve electronic state publications. The Texas Records and Information Locator and Electronic Depository Program (TRAIL/EDP) harvests web sites, retrieving the text, graphics, programming code, style sheets, scripts, sounds and other files and components of each page it encounters within the entity's domain. The TRAIL/EDP search interface address is: www.tsl.texas.gov/trail

Electronic State Publication Requirements

To ensure that publications are appropriately harvested and indexed, the publishing entity must include *metadata* in its on-line publications, in accordance with *Texas Administrative Code*, Title 13, §3.4. Metadata describes various aspects of the publication. Special tags in the header of an HTML document indicate the metadata elements. If the encoding of an electronic state publication is not in an HTML or XML format (for example, a Microsoft Word document or an Adobe PDF file), the publisher must create an HTML "wrapper" that contains the metadata elements and links to the resource. The TRAIL/EDP system treats documents that don't have metadata as sub-documents or continuations of the HTML page from which they are linked.

Essential Metadata Elements

Name	Alternate Name	Description / Content
DC.Subject.Keyword	Keywords	<i>Significant words</i> from the electronic publication. Pages without this tag are assumed to be part of some other electronic publication
DC.Description	Description	<i>A narrative description</i> of the electronic publication
DC.Subject	Subject	<i>The topic</i> of the electronic publication, selected from an approved list .
DC.Type	Type	<i>The category</i> of the electronic publication, selected from an approved list . Default value is "Web documents - Undefined." Publications about state-administered grant programs must be tagged as type "Grants or Funding Opportunities" in order to appear in the TRAIL grant search results

Optional Metadata Elements

Name	Alternate Name	Description / Content
DC.Title	Title	<i>Official title</i> of the electronic publication. The TRAIL/EDP system uses an HTML <Title> tag if present. The system uses the <DC.Title> tag if both tags are present or if the <Title> tag is missing.
DC.Author	Author	<i>Name of the author or creating agency/institution.</i> Default value is the Agency Name from the TRAIL record of Texas government entities.
DC.Language	Language	<i>Language</i> of the electronic publication. Default value is "English."
DC.Date	Date	<i>Date</i> of the electronic publication's creation. Default value is the file creation date.
DC.Coverage	Coverage	<i>Geographic coverage</i> of the electronic publication. Default value is "Texas."
Relationships		When necessary, use this tag to define <i>relationships to other print or electronic publications</i> . Content may take the form of "Supercedes print publication 123.AB."
Exceptions		When necessary, use this tag to <i>explain exceptions that prevent archival preservation</i> of a portion of an electronic publication. Content may take the form of "Licensed content from XYZ database has been excluded."
Finding Aids		When necessary, use this tag to <i>identify finding aids or other research tools</i> needed in order to make full use of an electronic publication. Content may take the form of "Index published separately as"

Standard Metatagging Format

The standard format for adding metadata tags to HTML and XML files is
<META NAME="name" CONTENT="content">
 substituting the appropriate name and content for each metadata element.

Example 1 : HTML web page

A typical web page:



The HTML code showing the metatags in the header area:

```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 3.2//EN">

<HTML>
<HEAD>
<TITLE>Texas State Publications Depository Program - Texas State
  Library</TITLE>
<META NAME="description" CONTENT="This page describes the Texas State
  Publications Depository Program and provides links (1) to pages
  with further information about the program's services and
  products, and (2) to overviews of compliance requirements and
  forms.">
<META NAME="keywords" CONTENT="Texas State Publications Depository
  Program">
<META NAME="keywords" CONTENT="Texas State Publications
  Clearinghouse">
<META NAME="keywords" CONTENT="Texas state documents">
<META NAME="keywords" CONTENT="Texas government publications">
<META NAME="subject" CONTENT="Government information">
<META NAME="subject" CONTENT="State governments">
<META NAME="subject" CONTENT="Libraries">
<META NAME="subject" CONTENT="Executive departments">
<META NAME="subject" CONTENT="Public institutions">
```

```
<META NAME="subject" CONTENT="Government policy">
<META NAME="subject" CONTENT="Freedom of information">
<META NAME="type" CONTENT="Programs and services">
<META NAME="Author" CONTENT="State of Texas, Texas State Library and
Archives Commission">
<LINK rel="stylesheet" href="/templates/Styles/master.css">
</HEAD>
[...]
```

Another approach for the same header:

```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 3.2//EN">

<HTML>
<HEAD>
<TITLE>Texas State Publications Depository Program - Texas State
Library</TITLE>
<META NAME="DC.Description" CONTENT="This page describes the Texas
State Publications Depository Program and provides links (1) to
pages with further information about the program's services and
products, and (2) to overviews of compliance requirements and
forms.">
<META NAME="DC.Subject.Keyword" CONTENT="Texas State Publications
Depository Program, Texas State Publications Clearinghouse, Texas
state documents, Texas government publications">
<META NAME="DC.Subject" CONTENT="Government information, State
governments, Libraries, Executive departments, Public
institutions, Government policy, Freedom of information">
<META NAME="DC.Type" CONTENT="Programs and services">
<META NAME="DC.Author" CONTENT="State of Texas, Texas State Library
and Archives Commission">
<LINK rel="stylesheet" href="/templates/Styles/master.css">
</HEAD>
[...]
```

Example 2 : Non-HTML Files

This example shows a "wrapper" page (in HTML) that contains links to individual monthly issues of *Texas state publications* in Adobe PDF format files.

Texas State Publications Depository Program
Texas State Library and Archives Commission

Agency Information | Areas of General Interest | Services to Librarians | Services to Gov't Agencies | Catalogs & Searches | Our Publications | News & Events | TRAIL

back to > Services to Government Agencies > Texas State Publications Depository Program

Texas State Publications

Texas State Publications is a monthly index of Texas documents received and cataloged at the Texas State Library. Each calendar year the monthly issues are combined into a single [annual index](#). The monthly issues available here are in PDF format.

2002	2003
January	January
February	February
March	March
April	April
May	May
June	June

The HTML code showing the metatags in the header area:

```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 3.2//EN">

<HTML>
<HEAD>
<TITLE>Texas State Publications - Texas State Library</TITLE>
<META NAME="description" CONTENT="This page provides links to the
monthly issues of Texas State Publications, a monthly index of
documents">
<META NAME="keywords" CONTENT="Texas State Publications monthly
index">
<META NAME="keywords" CONTENT="Texas government documents monthly
checklist">
<META NAME="subject" CONTENT="Government information">
<META NAME="subject" CONTENT="State governments">
<META NAME="subject" CONTENT="Libraries">
<META NAME="subject" CONTENT="Executive departments">
<META NAME="subject" CONTENT="Universities and colleges">
<META NAME="subject" CONTENT="Courts">
<META NAME="subject" CONTENT="Public institutions">
<META NAME="subject" CONTENT="Freedom of information">
```

```
<META NAME="type" CONTENT="Finding aids, indexes, and tracking
systems">
<META NAME="Author" CONTENT="State of Texas, Texas State Library and
Archives Commission">
<LINK rel="stylesheet" href="/templates/Styles/master.css">
</HEAD>
[...]
```

Another approach for the same header:

```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 3.2//EN">

<HTML>
<HEAD>
<TITLE>Texas State Publications - Texas State Library</TITLE>
<META NAME="DC.Description" CONTENT="This page provides links to the
monthly issues of Texas State Publications, a monthly index of
documents">
<META NAME="DC.Subject.Keyword" CONTENT="Texas State Publications
monthly index, Texas government documents monthly checklist">
<META NAME="DC.Subject" CONTENT="Government information, State
governments. Libraries, Executive departments, Universities and
colleges, Courts, Public institutions, Freedom of information">
<META NAME="DC.Type" CONTENT="Finding aids, indexes, and tracking
systems">
<META NAME="DC.Author" CONTENT="State of Texas, Texas State Library
and Archives Commission">
<LINK rel="stylesheet" href="/templates/Styles/master.css">
</HEAD>
[...]
```