

	Acceptable	Unacceptable
Purpose	To describe the content of learning resources for search and discovery by educators and students	Usage data, such as how many times used
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.nsd.org/ncs/lar/1.00/ contains XML and controlled vocabulary schemas and sample XML records	Any other technical binding
Required metadata	<input type="checkbox"/> Title <input type="checkbox"/> URL to resource <input type="checkbox"/> Description <input type="checkbox"/> Subject <input type="checkbox"/> Educational level <input type="checkbox"/> Resource type <input type="checkbox"/> Format <input type="checkbox"/> Rights usage <input type="checkbox"/> Access restrictions <input type="checkbox"/> Contributor <input type="checkbox"/> Language	Metadata fields relevant to identification, discovery and use of the resource are missing
Desired metadata	<input type="checkbox"/> Record date <input type="checkbox"/> Landing page URL <input type="checkbox"/> Audience <input type="checkbox"/> Reading level <input type="checkbox"/> Rights URL <input type="checkbox"/> Rights holder <input type="checkbox"/> Rights description <input type="checkbox"/> Rights license <input type="checkbox"/> More description <input type="checkbox"/> Related resource <input type="checkbox"/> Access mode <input type="checkbox"/> Keywords <input type="checkbox"/> Size <input type="checkbox"/> Duration <input type="checkbox"/> Resource date <input type="checkbox"/> Standards	Using fields and controlled vocabularies incorrectly
Use of fields	<ul style="list-style-type: none"> Follows LAR Metadata Guidelines 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 metadata guidelines and definitions
Use of vocabularies	Metadata records use and correctly apply vocabulary terms for audience, education level, resource type, subject, format, access restrictions, rights usage 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	<ul style="list-style-type: none"> <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 	<ul style="list-style-type: none"> URL is unavailable 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