

## Standard resource submissions: Information sheet

This information sheet provides a brief guide to submitting resources to the West Midlands Regional Observatory's Resource Catalogue. The full guidelines are available on the Help page of the Observatory's website, [www.wmro.org](http://www.wmro.org).



There are six pages to the submission form, which is accessible by navigating through 'My Details' > 'My Resources' > 'Create a new resource' link. The following table provides guidelines on what to put in each field and provides an example entry. Most fields are optional, but there are five fields which must be completed and these are marked below with an 'M'.

### 1 Resource Origin

Title		
M	Type the title of the publication in this field.	E.g. The supply and demand for science, technology, engineering and mathematical skills in the UK economy
Alternative Title		
	If the publication is also known by another title, type the alternate title in this field.	E.g. The Macpherson report.
Creator		
M	The creator can be thought of as the author of the publication and this may be a person, group of people or an organisation. The <i>Creator</i> and <i>Publisher</i> are sometimes the same. Please enter the full contact details if known.	E.g. West Midlands Regional Observatory, Skills Research Team Level L1 Millennium Point, Curzon Street, Birmingham B4 7XG Tel: 0121 202 3255 Email: <a href="mailto:enquiries@wmro.org">enquiries@wmro.org</a> Web: <a href="http://www.wmro.org">www.wmro.org</a>

Publisher	
Type details the organisation that made the publication available - this could be in terms of producing a printed copy of the resource or publishing it on their website.	E.g. The Stationery Office St Crispins, Duke Stree, Norwich NR3 1PD Tel: 0870 600 5522 Email: <a href="mailto:support@tso.co.uk">support@tso.co.uk</a> Web: <a href="http://www.tso.co.uk">www.tso.co.uk</a>
Contributor	
Some publications include contributions from people or organisations, but they are not the author of the publication. Include their details here. Most publications on our resource catalogue tend not to have <i>contributors</i> .	
Date Created	
Enter the date that the publication was published, if known.	E.g. 26 Jul 2006
Date Available	
Type the date that the publication was made available, if different to the <i>Date created</i> . Most resources will not have an entry for this field.	E.g. 9 Aug 2006
Date Valid	
Type the date that the publication became valid. Most resources will not have an entry for this field.	E.g. 1 Jan 2007

Next Version Due	
	If the publication is due to be revised or another version issued, enter the date this is due in this field. This is most appropriate for publications such as annual reviews, quarterly newsletters, etc.
	E.g. 1 Jan 2009
Freq. of Update	
	If a publication is published or revised on a regular basis, select the appropriate frequency.
	E.g. Quarterly

## 2 Subject (IPSV Classification)

Subject	
<b>M</b>	<p>This tree provides a selection of subject headings. You may wish to use the search functionality above the IPSV tree to search for relevant headings. Suggested headings matching your search term will appear as you type or you can just search for the term entered.</p> <p>Select the checkbox associated with each subject heading that you want associated with the publication. You can select as many subject headings as you wish, but you must select at least one.</p>
	<p>E.g. Charities Information and communication technology Voluntary section</p>

### 3 Strategy Classification

Strategy Classification	
There are a wide variety of regional strategies for the West Midlands. If the publication that you are submitting is relevant to any of these, select the appropriate checkbox. If it is not directly relevant to any strategies, you can leave all unselected.	E.g. Regional Spatial Strategy Regional Housing Strategy

### 4 Resource Description

Subject Keywords	
Type any keywords that may be useful in helping someone else find this publication. You can enter as many keywords or phrases as you wish, but they should be relevant to the publication.	E.g. Voluntary and community sector; VCS; computer ownership; email; communications; website; ICT spending; resources; training; skills; ICT; information communication technology
Description	
<b>M</b> Write a brief summary of the publication. This displays in the search results and helps users to decide whether the publication is relevant to their requirement.	E.g. Aims to recognise the value of the voluntary and community sector (VCS) across Herefordshire & Worcestershire and provide an evidence base to inform policy, strategy and service provision in the VCS. The research involved also acted as a data gathering exercise to support local VCS database developments to capture and assemble comprehensive information.

Coverage Geographical	
	Many of our users are looking for information based of specific geographical areas. If the publication you are submitting is specific to a location, type the location in this field.
	E.g. Herefordshire and Worcestershire
Coverage Time Period	
	It can be useful to know when data was collected or over what period of time a report was researched. If the publication you are submitting has a specific time-frame, type the dates in this field in the format of YYYY-MM-DD/YYYY-MM-DD.
	E.g. 2006-12/2007-03
Type	
	Select the most appropriate type of publication you are submitting. There are lot of types in this list, but most material in our resource catalogue tends to be a Report, Dataset or Statistics.
	E.g. Report

## 5 Resource Access

Rights	
<b>M</b>	This states who owns the rights to the publication. Usually there will be a Copyright statement in the document or on the website.
	E.g. Copyright Worcestershire County Council, 2006

<b>Identifier - URL</b>		
	This is the URL of the resource if it is a web-based publication.	E.g. <a href="http://www.wmro.org/resources/res.aspx/CmsResource/resourceFilename/739/Context-Mon-Main-Report_v2.0_report_KG-CO.pdf">http://www.wmro.org/resources/res.aspx/CmsResource/resourceFilename/739/Context-Mon-Main-Report_v2.0_report_KG-CO.pdf</a>
<b>Identifier - ISBN</b>		
	If the resource is available in printed form, it may have an ISBN (International Standard Book Number) which should be typed in this field.	E.g. 9781859355770
<b>Identifier - Other</b>		
	Sometimes a publication also has another identifier such as a product or catalogue code. If it has, type it into this field.	E.g. Product number: ODP/MD2607
<b>Access Restrictions</b>		
	If access to the resource is restricted to certain people or organisations, specify the restrictions here. For example, some publications are only available to members of an organisation or may require a person to register with their website/organisation.	E.g. Registration on website required for access.
<b>Cost</b>		
	This is the price of the publication. Much of the material in the resource catalogue is free to download.	E.g. Free download; £15 hard copy

Language	
	Usually English, but specify the language in this field.
	E.g. English
Location	
	This field is rarely used, and refers to the case where a publication is only available at a physical location and is otherwise unavailable.
Resource Contact	
	It is useful for users to know who to contact about the publication. Use this field to enter these contact details. It is especially important if this is different from the <i>Creator</i> or <i>Publisher</i> .
	E.g. John Walker, Research Analyst West Midlands Regional Observatory, Level L1 Millennium Point, Curzon Street, Birmingham B4 7XG Tel: 0121 202 3246 Email: john.walker@wmro.org Web: www.wmro.org

## 6 Specialist Metadata

Primary Format - Content	
	This is the primary content of the resource. Usually this is Text (i.e. words), but for datasets or statistics it may be Numeric.
	E.g. Text & Numeric
Primary Format - File Format	
	This is the primary format of the file. This is particularly relevant to downloadable files.
	E.g. PDF

<b>Primary Format - Medium</b>	
	This is usually either <i>Internet</i> if the publication is available online or <i>Hard copy</i> if the publication is available in printed form.
	E.g. Internet
<b>Other Formats</b>	
	If the resource is available in multiple formats, type those details here.
	E.g. Hard copy; Audio CD; Large print
<b>Source</b>	
	If the publication uses data from another source, for example Census data, it is useful to record that information in the Source field.
	E.g. Census 2001
<b>Relation</b>	
	This is one of the more difficult fields to specify, but fortunately is not relevant to most resources in the catalogue. If the publication has other versions, references other publications, requires another publication to “make sense” or replaces another publication, you can record detail with this field. Select the number of <i>Relations</i> and then enter the details.
	E.g. Replaces: Warwickshire County Council homelessness strategy 1998-2003