



# ***Administrative Metadata***

## **About This Exercise**

In this exercise you will work in your group to define metadata attributes which may be required in order to help website managers and information providers to manage web resources more effectively.

## **The Problem**

Imagine you are responsible for ensuring that your University web site provides quality information. You wish to ensure that out-of-date materials can be removed or flagged in some way. Since you run a large web site you wish to automate this process. You also wish to delegate responsibility for the maintenance wherever possible.

## **Your Tasks**

### **Task 1 Defining Administrative Processes**

Discuss the automated processes which would be needed in order to:

- Detect out-of-date resources.
- Audit the resources.
- Inform the appropriate individuals.
- Update the resources.

You may work on an abstract level or use particular examples, such as:

- Departmental or University events.
- Research papers.
- Staff lists.

### **Task 2 Defining Administrative Metadata**

Discuss the administrative metadata which is needed for use by the automated processes described above.