Here is the metadata schema for UCL's OpenEd@UCL repository:

- Populated automatically
- Mandatory for each resource/collection
- Required only if certain other criteria are met
- Optional/additional information

METADATA	VALUE (EXAMPLE IN GREY)
File name/extension (tech info)	File name including extension
URI (Uniform Resource Identifier)	https://edshare.gcu.ac.uk/id/eprint/3303 - leave blank for now
Date deposited	E.g. 18 Dec 2017 10:30
Depositing user	Name of depositor (inc. URL link to staff IRIS page/ORCID ID)
Publisher/institution	UCL
Contact	Institutional email address
Last modified:	E.g. 26 Jan 2018 11:44:00
Terms for use / license	CC BY-SA 4.0
Creator/author	Name of owner/creator (inc. URL link to staff IRIS page/ORCID ID)
Date created	Date the original resource was created
Title	Title information
Description	Contextual information describing the resource, what is contained within it, and how it is to be used
Keywords/tags	To improve discoverability?
Copyright holder - if not creator/author	Author/creator (inc. URL link to staff IRIS page/ORCID ID if applicable)
Third-party content statement	Any third-party content? If yes, indicate where/ what, and if permission for reuse has been sought)
Version	Version number if not 1
Media type	Video, document, audio, presentation slides, exam paper, handout, etc.
Contributing author	Authors of previous versions of OER, if re-using
Subject classification	Subject/LOC or UCL classification?
Project/course title or subject heading	What module or programme does this resource fall under?
Intended user/audience	History researchers, A-Level students, etc.
Level	Undergraduate (UG) postgraduate (PG), which year of study?
Educational use	For example, what learning context/environment is needed: individual or groupwork?
Activity type	For example: active, mixed, etc.
Geographic location	If created off-campus / field-work?
Language - if not English	French, etc.
Related content	Can link to relevant course pages or other OER in the repository
Software requirement	What software does the user need to access/open the material, and where can they download this IF NOT ALREADY AVAILABLE ON UCL SYSTEMS?
Media length	Amount of time required to get through video, presentation, etc.
Comments	Any notes or additional comments on the file? Attributor/third-party info? Are the files editable?

Fig. 1 Metadata schema for UCL's OER