

## BEN Collaborators Collections Tool

### Definitions

#### *General*

**Collection** – A group of peer-reviewed scientific learning resources, and the metadata records associated with those learning resources.

**Collections Tool** – A generalized application, database, and user interface framework for resource & metadata management for BEN Collaborators. The tool includes a metadata catalog, user registration and login, resource submission/cataloging interface (including upload of resource to online repository), basic administration of users, metadata and resources, and metadata record editing/validation. Runs on Apache/PHP/MySQL platform.

#### *Objects*

**Learning Resource** – A file or set of files which together comprise a digital learning object.

**Metadata Record** – A set of data which describes a learning resource, and conforms to a metadata specification. All metadata records created by the BEN Collaborators Collections Tool will conform to the BEN Metadata Specification.<sup>1</sup>

#### *Activities*

**Acceptance** – The decision to include a learning resource in the collection. This decision certifies that the resource is scientifically accurate and/or of sufficient pedagogical quality to meet the standards of the organization maintaining the collection.

**Cataloging** – The process of creating a metadata record for a resource for inclusion in the collection. Generally performed by a staff member or affiliate of the Collaborator's organization for already peer-reviewed resources.

**Metadata Editing** – The process of modifying a metadata record for a specific learning resource.

**Peer Review** – The process of subjecting a learning resource to the scrutiny of one or more experts in the field for the purposes of reviewing the scientific accuracy and/or pedagogical quality of a learning resource. Used to help make a decision on eventual acceptance & publication of the learning resource. May involve resource revision and metadata editing.

**Publishing** – The process of making a learning resource and its associated metadata record available to non-administrative users in a collection.

**Resource Revision** – The process of modifying a learning resource. Usually performed by the resource's author, in order to respond to comments made during the peer review process.

**Submission** – The process of submitting a resource for inclusion in the collection. Generally performed by the author of the resource or somebody otherwise outside of the Collaborator's organization for resources that have not yet been peer-reviewed. Includes creation of a minimal metadata record for the resource.

**Validation** – The process by which a Validator confirms that the metadata record representing a learning resource is complete and accurate, and that the learning resource is a valid, peer-reviewed resource. May involve metadata editing, but usually does not involve resource revision.

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<sup>1</sup> [http://www.biosciencednet.org/docs/BEN\\_Metadata\\_White\\_Paper\\_V5.pdf](http://www.biosciencednet.org/docs/BEN_Metadata_White_Paper_V5.pdf)

*Learning Resource/Metadata Status*

**Accepted** – Learning resource has been peer reviewed and is considered of sufficient scientific and/or pedagogical quality to meet the standards of the organization maintaining the collection.

**Not Accepted** – Learning resource has not yet been included in the collection.

**Not Validated** – Metadata record for a learning resource has not yet been validated.

**Published** – Submission is in final format and has been made available in the online library.

**Rejected** – Submission has been peer reviewed and has not been accepted for publication.

**Validated** – The metadata record associated with a learning resource has been reviewed by an expert and acknowledged as accurate and complete.

*User Roles*

**Administrator** – System administrator. Has control over configuration of the collections tool and user accounts.

**Author** – Person who creates a learning resource.

**Browser** – User who consumes learning resources via the services available in the digital library, usually search & browse.

**Cataloger** – User who creates the metadata record for a learning resource with the collections tool.

**Editor** – A manager of a collection's peer review and/or validation and publication processes.

**Reviewer** – User who reviews a resource for scientific and/or pedagogical quality.

**Validator** – User who validates a metadata record

*Technical*

**Production** – Live site. Actual site used by system users.

**Staging** – Test site. Usually appears to be very similar to the live site, but is not made available to external system users. Used for deployments of new system versions before migration to production use.