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Information and documentation — Description and presentation of rights information

Information et documentation — Description et présentation de l'information relative aux droits

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

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Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT), see www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 9, *Identification and description*.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

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Introduction

Many libraries, museums and archives are digitizing their collections to provide them for the public through the network. In addition, there are many services on the network that supply similar digital resources to the public. These digital collections are invaluable sources for cultural activities. But the digital resources provided by these collections may have some restriction for the usage. Intellectual rights and terms of use concerning the provided resource have to be respected.

Most digital collections present such rights information somewhere in their services. In many cases, however, it is hard for ordinary users to find correct information. There are many ways to present rights information. This document provides a guideline to present rights information in an easily accessible way. It will ease the work involved in seeking proper rights information and promote usage of digital collections.

This document is intended to provide guidelines for digital collection service developers to design systems that can effectively present rights information to the end-users. Digital collection providers (e.g. libraries, museums, etc.) can refer to this document when they commission their service systems.

This document does not provide the guidelines for the entire design of a service system. References to search page or browsing page, for example, does not mean that they are recommended. Only the parts concerning the presentation of rights information are the recommendations of this document.

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Information and documentation — Description and presentation of rights information

1 Scope

This document provides an effective presentation of rights information in digital collections to end-users. Digital collection, in this document, is mainly focused on digital collections in libraries, museums, archives or other organizations that offer similar resources to their patrons.

This document deals with the human-readable aspects of the rights presentation. Technical aspects of the storage and management of rights expression information, such as, metadata schemas, interoperability of machine-readable expressions and user interfaces are out of scope of this document.

2 Normative references

There are no normative references in this document.

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

— ISO Online browsing platform: available at https://www.iso.org/obp

— IEC Electropedia: available at http://www.electropedia.org/

3.1
digital collection
collection formed by a collection process on existing data and data sets where the collected data is in digital form (ISO 5127) and/or its service

3.2
digital resource
resource transmitted from the *digital collection* (3.1) through the service

3.3
rights information
intellectual property rights and related access and/or usage rights information concerning resources

3.4
service page
unit of information sent from a *digital collection* (3.1) to a user

Note 1 to entry: Usually, a service page is intended to be displayed on the screen at the same time, but it may comprise larger amounts of information that cannot fit a display device.

3.5
underlying work
original resource from which the *digital resource* (3.2) is derived

Note 1 to entry: A digital resource may have more than one underlying work.

EXAMPLE 1 When the digital resource is a digitized representation of a painting, the original painting is the underlying work.

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