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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](http://www.iso.org/directives)).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see [www.iso.org/patents](http://www.iso.org/patents)).

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](http://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](http://www.iso.org/members.html).

## 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.

EXAMPLE 2 When the digital resource is a digitized image of a book, both the book as the physical object and the contents as the abstract work are the underlying works.

EXAMPLE 3 When the digital resource is a digital motion picture which presents a painting with some related essays and some background music, the painting, the essays and the music are underlying works.

## 4 Rights information

### 4.1 General consideration

Rights information to be presented includes the rights concerning the conditions of access to and/or use of the digital resource. Copyright information under the appropriate jurisdiction, agreements between stakeholders and/or social customs is typically included.

Rights information should clearly state what users are allowed to do with the provided resource. There may be statements regarding the underlying works if necessary. Rights information may be included on the same page or may be a link to a separate information page.

### 4.2 Use of community supported expression

The adoption of a widely used format to express rights information is highly recommended. Examples of the most common community-supported formats for digital collections are listed in [Annex A](#).

### 4.3 International consideration

The legal condition of the user depends on the jurisdiction. When presenting the rights information, particular jurisdiction should not be assumed.

### 4.4 Rights information elements

The following elements may be presented as rights information:

- a) Type of the rights
- b) Information to identify the rights holder:
  - identifier
  - name
  - contact information
  - other details
- c) Legal basis for the rights:
  - jurisdiction
  - title of the applicable laws, rules, regulations and legal instruments
- d) Dates concerning the right:
  - copyright year
  - other dates related to the effective term
- e) Permissions or licenses:
  - permissible actions
  - prohibited actions



- conditions for the actions above
- patterned license name and/or link to the license

EXAMPLE CC BY defined by Creative Commons (see [A.2.1](#)).

## 5 Categorization of service pages

### 5.1 Purpose of this categorization

This categorization lists the types of service pages that might present rights information on the page or link to the rights information on another page. This categorization is neither exhaustive nor exclusive.

### 5.2 Top page

A top page is a page presenting the title and general information about the digital collection. Generally, it provides entries to other pages. A collection may have sub-collections. In such cases, each sub-collection may have a separate top page.

### 5.3 Search page

A search page enables queries to be made about resources in a digital collection.

### 5.4 Browsing page

A browsing page presents summary information about the digital resources and provides links to the resource information pages or the resource presentation pages. This summary information may include title, name, thumbnail images, and snippets of information.

### 5.5 Resource information page

A resource information page provides information about the digital resource and/or the underlying works. It may describe a single resource or several resources. It provides link(s) to the resource download page(s) or the resource presentation page(s).

### 5.6 Resource download page

A resource download page has the function of starting the download of the digital resource. It is used when the digital resource is not displayed, or when options are available for the download of the digital resource.

### 5.7 Resource presentation page

A resource presentation page provides the digital resource itself. When the digital resource is an image or a text, it is displayed to the user directly. A resource presentation page may present additional information, such as the title of the resource.

### 5.8 Information page

An information page provides a variety of information to the users. It is also used to display help messages to the users of the system.

### 5.9 Authentication page

An authentication page enables user authentication.