A Sample Template

While using this template will help to make a compliant metadata record, you must note that not all elements are represented within this template. Just because something is not in the template, it does not mean that it shouldn't be. For example, the author has left out the section dedicated to vertical positional accuracy because it is not relevant to much of the data he handles; however, it may be extremely critical to the quality of your data. Please make sure you refer to the standard for other sections while using this template.

KEY

Bold green indicates a section heading (do not change).

Unbolded green indicates a compound element (do not change).

Red indicates a data element heading (do not change).

Blue indicates a definition for the data element (remove the definition and put in the proper information).

Identification_Information:

Citation:

Insert the Citation Information (Section 8) for the data set.

Description: a characterization of the data set, including its intended use and limitations.

Abstract: A brief narrative summary of the data set you are describing.

Purpose: A summary of the intentions with which the data set you are describing was develope

Time_Period_of_Content: time period(s) for which the data set corresponds to correctness reference

Insert the Time Period Information (Section 9) for the data set.

Currentness_Reference: The basis on which the time period of content is determined (publication date or ground condition.)

Status: the state of and maintenance information for the data set.

Progress: The state of the data set (Complete, In work, or Planned).

Maintenance_and_Update_Frequency: The frequency with which changes and additions are made to the data set after the initial data set is completed (Continually, Daily, Weekly, etc.).

Don't Duck Metadata

Spatial_Domain: the geographic aerial domain of the data set.

Bounding_Coordinates: the limits of coverage of a data set expressed in latitude and longitude.

West_Bounding_Coordinate: The western most coordinate of the limit of coverage expressed in longitude.

East_Bounding_Coordinate: The eastern most coordinate of the limit of coverage expressed in longitude.

North_Bounding_Coordinate: The northern most coordinate of the limit of coverage expressed in latitude.

South_Bounding_Coordinate: The southern most coordinate of the limit of coverage expressed in latitude.

Keywords: words or phrases summarizing an aspect of the data set.

Theme: subjects covered by the data set.

Theme_Keyword_Thesaurus: Reference to a formally registered thesaurus or a similar authoritative source of theme keywords (None or a Keyword Thesaurus).

Theme_Keyword: Common use word or phrase used to describe the subject of the data set.

Theme_Keyword: More theme keywords.

Place: geographic locations characterized by the data set.

Place_Keyword_Thesaurus: Reference to a formally registered thesaurus or a similar authoritative source of place keywords (None or a Keyword Thesaurus).

Place_Keyword: The geographic name of a location covered by a data set.

Place_Keyword: More place keywords.

Access_Constraints: Restrictions and legal prerequisites for accessing the data set. These include any access constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on obtaining the data set.

Use_Constraints: Restrictions and legal prerequisites for using the data set after access is granted. These include any use constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on using the data set.

Point_of_Contact: contact information for an individual or organization that is knowledgeable about the data set.

Insert Contact Information (Section 10) for the person to be contacted about the data set.

Data_Set_Credit: Recognition of those who contributed to the data set.

Native_Data_Set_Environment: A description of the data set in the producer's processing environment, including items such as the name of the software (including version), the computer operating system, file name (including host-, path-, and filenames), and the data set size.

Data_Quality_Information:

Attribute_Accuracy: an assessment of the accuracy of the identification of entities and assignment of attribute values in the data set.

Attribute_Accuracy_Report: An assessment of the accuracy of the identification of entities and assignment of attribute values in the data set.

Logical_Consistency_Report: An explanation of the fidelity of relationships in the data set and tests used.

Completeness_Report: Information about omissions, selection criteria, generalization, definitions used, and other rules used to derive the data set.

Positional_Accuracy: an assessment of the accuracy of the positions of spatial objects.

Horizontal_Positional_Accuracy: an estimate of accuracy of the horizontal positions of the spatial objects.

Horizontal_Positional_Accuracy_Report: An estimate of accuracy of the horizontal positions of the spatial objects.

Lineage: information about the events, parameters, and source data which constructed the data set, and information about the responsible parties.

 Source_Information: list of sources and a short discussion of the information contributed by each.

Source_Citation:

Insert the Citation Information (Section 8) for the source data.

Source_Scale_Denominator: The denominator of the representive fraction on a map (i.e. on a 1:24,000 map, the denominator is 24,000).

Type_of_Source_Media: The medium of the source data set (paper, stable-base material, CD-Rom, electronic mail system, etc.)

Source_Time_Period_of_Content:

Insert the Time Period Information (Section 9) for the Source you are describing.

Source_Currentness_Reference: The basis on which the time period of content is determined (publication date or ground condition.) for the source.

Source_Citation_Abbreviation: Short name used to identify the source you are currently describing (this abbreviation will be useful when it comes to describing your process steps.)

Source_Contribution: A brief statement identifying how the source was used in developing the data set.

Process_Step: information about a single event

Process_Description: An explanation of the processing step.

Source_Used_Citation_Abbreviation: The Source_Citation_Abbreviation of a data set used in the processing step.

Process_Date: The date when the processing step was completed (YYYYMMDD).

Process_Contact: the party responsible for the processing step information.

Insert the Contact Information (Section 10) of the person to contact about the processing step

Spatial_Data_Organization_Information: the mechanism used to represent spatial information in the data set.

 Direct_Spatial_Reference_Method: The system of objects used to represent space in the data set (Point, Vector, Raster).

Spatial_Reference_Information: the description of the reference frame for, and the means to encode, coordinates in the data set.

Horizontal_Coordinate_System_Definition: the reference from or system from which linear or angular quantities are measured and assigned to the position that a point occupies.

Geographic: the quantities of latitude and longitude which define the position of a point on the Earth's surface with respect to a reference spheroid.

Latitude_Resolution: The minimum difference between two adjacent latitude values.

Longitude_Resolution: The minimum difference between two adjacent longitude values.

Geographic_Coordinate_Units: Units of measure used for the latitude and longitude values (Decimal degrees, Decimal minutes, Decimal seconds, etc.)

Entity_and_Attribute_Information: details about the information content of the data set, including the entity types, their attributes, and the domains from which attribute values may be assigned.

Detailed_Description: description of the entities, attributes, attribute values, and related characteristics encoded in the data set.

Entity_Type: the definition and description of a set in to which similar entity instances are classified.

Entity_Type_Label: The name of the entity type (i.e. wetland, Atlantic Hurricanes, soils, etc.).

Entity_Type_Definition: The description of the entity type.

Entity_Type_Definition_Source: The authority of the definition.

Attribute: a defined characteristic of an entity.

Attribute_Label: The name of the attribute.

Attribute_Definition: A description of the attribute.

Attribute_Definition_Source: The authority of the definition.

Attribute_Domain_Values: the valid values that can be assigned for an attribute.

-------------Choose one of the following----------------------------

Enumerated_Domain: the members of an established set of valid values.

Enumerated_Domain_Value: The name of the member of the set.

Enumerated_Domain_Value_Definition: A description of the value.

Enumerated_Domain_Value_Definition_Source: The authority of the description.

OR

Range_Domain: the minimum and maximum values of a continuum of valid values.

Range_Domain_Minimum: The least value that the attribute can be assigned.

Range_Domain_Maximum: The greatest value that the attribute can be assigned.

OR

Codeset_Domain: reference to a standard or list which contains the members of an established set of valid values.

Codeset_Name: Reference to a standard or list, which contains the members of an established set of valid values.

Codeset_Source: The authority for the codeset.

OR

Unrepresentable_Domain: A description of the values and reasons why they cannot be represented.

Distribution_Information: information about the distributor of and options for obtaining the data set.

Distributor: the party from whom the data set may be obtained.

Insert Contact Information (Section 10) for the person to contact about distribution of the data.

Distribution_Liability: Statement of the liability assumed by the distributor.

Standard_Order_Process: the common ways in which the data set may be obtained or received, and related instructions and fee information.

Digital_Form: the description of options for obtaining the data set on computer-compatible media.

Digital_Transfer_Information: description of the form of the data to be distributed.

Format_Name: The name of the data transfer format.

Digital_Transfer_Option: the means and media by which a data set is obtained from the distributor.

Online_Option: information required to directly obtain the data set electronically.

Computer_Contact_Information: instructions for establishing communications with the distribution computer.

Network_Address: the electronic address from which the data set can be obtained from the distribution computer.

Network_Resource_Name: The name of the file or service from which the data set can be obtained.

Fees: The fees and terms for receiving the data set.

Metadata_Reference_Information: information on the correctness of the metadata information, and the responsible party.

Metadata_Date: The date that the metadata was created or last updated (YYYYMMDD).

Metadata_Review_Date: The date of the latest review of the metadata entry (YYYYMMDD).

Metadata_Contact: the party responsible for the metadata information.

Insert Contact Information (Section 10) that describes the person who should be contacted about questions dealing with the metadata.

Metadata_Standard_Name: The name of the metadata standard used to document the data set.

Metadata_Standard_Version: Identification of the version of the metadata standard used.

Section 8: Citation Information

Citation_Information: the recommended reference to be used for the data set.

Originator: The creator of the data set you are describing. (This field may be repeated.)

Publication_Date: The date of the publication of the data (YYYYMMDD).

Title: The title of the data set you are describing (topic, time, and place).

Geospatial_Data_Presentation_Form: The presentation form of the data you are describing (map, remote-sensing image, spreadsheet, etc.)

Publication_Information: publication details for published data sets.

Publication_Place: The place where the data you are describing was published.

Publisher: The publisher of the data you are describing.

Other_Citation_Details: Any other details you want to include about the data you are describing.

Online_Linkage: The URL location where the data can be found online.

Larger_Work_Citation: the information identifying a larger work in which the data set is included.

Citation_Information:

Originator: The originator of the larger work of the data you are describing.

Publication_Date: The date of the publication of the data's larger work (YYYYMMDD).

Title: The title of the larger work of the data you are describing.

Publication_Information:

Publication_Place: The place where the larger work of the data you are describing was published.

Publisher: The publisher of the larger work of the data you are describing.

Other_Citation_Details: Any other details you want to include about the larger work of the data.

Online_Linkage: The URL location where the larger work can be found.

Section 9: Time Period Information

Time_Period_Information: information about the date and time of an event.

Insert one of the three options listed below (single, range, or multiple.)

Single_Date/Time: means of encoding a single date and time.

Calendar_Date: The date of the content of the data you are being asked to describe (YYYYMMDD).

OR

Multiple_Dates/Times: means of encoding multiple individual dates and times.

Calendar_Date: The date of the content of the data you are being asked to describe (YYYYMMDD).

Calendar_Date: As many additional dates as are necessary (there must be at least two dates or else it would be considered a single date.

OR

Range_of_Dates/Times: means of encoding a range of dates and times.

Beginning_Date: The first date of the content of the data you are being asked to describe (YYYYMMDD).

Ending_Date: The last date of the content of the data you are being asked to describe (YYYYMMDD).

Section 10: Contact Information

Contact_Information: identity of, and means to communicate with, person(s) and organization(s) associated with the data set.

Contact_Organization_Primary: the organization, and the member of the organization, associated with the data set. Used in cases where the association of the organization to the data set is more significant than the association of the person to the data set.

Contact_Organization: The organization to contact in order to gain more information about the data.

Contact_Position: The title of the individual who should be contacted to gain more information about the data.

Contact_Address: the address for the organization or individual.

Address_Type: The type of address provided ("mailing," "physical," or "mailing and physical") for the contact.

Address: The address line for the contact.

City: The city of the address.

State_or_Province: The state of the address.

Postal_Code: The zip or other postal code of the address.

Country: The country of the address.

Contact_Voice_Telephone: The voice telephone number of the contact.

Contact_Facsimile_Telephone: The facsimile number of the contact.

Contact_Electronic_Mail_Address: The email of the contact.

Hours_of_Service: The hours when the contact can be reached.