Metadata Review Checklist

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| --- | --- | --- | --- | --- | --- |
| **IP Number: IP-** Click here to enter IP-Number. | | | **Senior USGS Author:** Click here to enter name. | | |
| **Title:** Click here to enter title. | | | | | |
| **Metadata Reviewer’s Name:** Click here to enter the metadata reviewer’s name. | | | | | |
| **Reviewer’s Title, Affiliation, and Location:** Click here to enter Reviewer’s information. | | | | | |
| **Reviewer’s Rating:** | Approve (A) | Approve with minor changes (MI) | | Approve with Major Changes (MA) | Reject |

# Reviewer’s Comments and Recommendations (required):

# Reviewer’s Checklist:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Metadata Review Checklist** ✓ | | | | |
| Check compliance with standards using the metadata wizard. [Instructions on how to download and validate metadata with the Metadata Wizard.](https://doimspp.sharepoint.com/:w:/r/sites/usgs-CRU-Internal-Site/_layouts/15/Doc.aspx?sourcedoc=%7B8288C76B-3333-429F-8C82-6890E215F951%7D&file=HowTo_MetadataWizard.docx&_DSL=1&action=default&mobileredirect=true&cid=00358d6e-dfcb-4381-aee9-06dcedf8a870) | | | | |
| **Perform quality checks on the metadata to confirm that:** | **A** | **MI** | **MA** | **N/A** |
| Does the metadata file describe all the data to be released? For example, if 3 spreadsheets are to be released, does the metadata list and describe all three files as well as a title, process steps, and other information appropriately related to the three data files? |  |  |  |  |
| Links to data, publications, and services exist (although links may change when final DOI is assigned) |  |  |  |  |
| Metadata explains field names and values contained in the dataset |  |  |  |  |
| If applicable, geographic coordinates match location keywords in metadata and these agree with the data |  |  |  |  |
| Keywords accurately represent the data and include terms from standard vocabularies whenever possible (such as the USGS Thesaurus, <http://www.usgs.gov/science/services.html> or Biocomplexity Thesaurus, <http://www.usgs.gov/core_science_systems/csas/biocomplexity_thesaurus/> ); |  |  |  |  |
| Information about data processing steps, methodology, and lineage are included in the record and match any associated publications |  |  |  |  |
| The metadata provides complete and current information about how to use the data files – access instructions, unusual software requirements, data models, definitions of terms, size of the data, etc; |  |  |  |  |
| Access constraints, use constraints and distribution liability statements are included; |  |  |  |  |
| Content is written in a way that is usable and helpful, without use of formatting or special characters that will fail to be transferred to XML. (See metadata best practices on the data management website, [www.usgs.gov/datamanagement/describe/metadata.php](file://IGSBDAEBGSDATA1/DATA/DATA/study-documents/www.usgs.gov/datamanagement/describe/metadata.php)) |  |  |  |  |