Same on all our maps or unique to the individual map	ArcGIS editor section	ArcGIS Metadata Element	FGDC Major Section	FGDC Element	How to find or create this element	Value or example		
				OVERVIEW				
unique	Overview > Item Description	Title	1	Citation > Citation Information > Title	Title that is printed on the map in large text			
	Overview > Item Description	Tags	1	This would become Theme Keywords IF we don't provide any below.	You can leave this blank; we will add keywords in the Topic Categories section below, which will then be used to populate the tags.			
unique	Overview > Item Description	Summary	1	Description > Purpose		This dataset is a digital representation of the [Pleistocene] material in [Florence] County, Wisconsin.		
unique	Overview > Item Description	Description	1	Description > Abstract		This dataset is the digital version of a map titled "Pleistocene Geology of Florence County, Wisconsin," originally published as plate 1 of Pleistocene Geology of Florence County, Wisconsin, Information Circular 51, by Lee Clayton, 1986.		
same	Overview > Item Description	Use Limitation	1	Use_Constraints		These data are provided by the Wisconsin Geological and Natural History Survey (WGNHS) on an "as is" basis. WGNHS will not be liable for any damages of any kind arising from the use of these data, including, but not limited to direct, indirect, punitive, and consequential. WGNHS makes no warranties on these data, express, implied, statutory, or in any other provision of any agreement or communication, and specifically disclaims any implied warranties of merchantability or fitness for a particular purpose.		
	Overview > Item Description	Appropriate Scale Range	n/a	n/a		State (1:5,000,000) to City (1:50,000)		
unique	Overview > Item Description	Bounding Box	1	Spatial Domain > Bounding Coordinates	auto-set by arcgis...			
same	Overview > Topics and Keywords	Topic Categories	1	Keywords > Theme > Theme_Keyword (with Thesaurus 'ISO 19115 Topic Categories')	Check the checkbox for 'Geoscientific'	Geoscientific		
same for Quaternary/ Pleistocene	Overview > Topics and Keywords	Theme Keywords	1	Keywords > Theme > Theme_Keyword (with Thesaurus: USGS Thesaurus)		digitization geospatial datasets geologic maps geology glaciology glaciation land surface characteristics unconsolidated deposits surficial geologic units		
unique	Overview > Topics and Keywords	Place Keywords	1	Keywords > Place > Place_Keyword (with Thesaurus: None)	No thesaurus, use the county and state	_____ County Wisconsin		
same for Quaternary/ Pleistocene	Overview > Topics and Keywords	Temporal Keywords	1	Keywords > Temporal > Temporal_Keyword (with Thesaurus: USGS Thesaurus)	USGS thesaurus. For Quaternary / Pleistocene maps, use 'Quaternary'	Quaternary		
unique	Overview > Citation	Titles	2	Lineage > Source_Information > Source_Citation > Citation_Information				
same	Overview > Citation	FGDC Geospatial Data Presentation Form	1	Citation > Citation Information > Geospatial Data Presentation Form		Vector Digital Data		
unique	Overview > Citation	Dates > add a Publication Date	1	Time Period of Content >Time Period Information > Single Date/Time > Calendar Date	January 1 of the publication year			
unique	Overview > Citation	Series > Name	1	Citation > Citation Information > Series Information > Series Name	Bulletin, Information Circular, etc			

Same on all our maps or unique to the individual map	ArcGIS editor section	ArcGIS Metadata Element	FGDC Major Section	FGDC Element	How to find or create this element	Value or example
unique	Overview > Citation	Series > Issue	1	Citation > Citation Information > Series Information > Issue Identification	number of the publication (e.g., 92)	
~~unique~~	~~Overview > Citation~~	~~Series > Page~~	~~n/a~~	~~n/a~~		~~Plate 1 if appropriate~~
unique	Overview > Citation Contacts		1	Citation > Citation Information > Originator	Add a "New Contact" (originator role) for each author	
same	Overview > Citation Contacts		1	Citation > Citation Information > Originator	Add a "New Contact" for WGNHS (originator role)	
				Contact		
				Organization		Wisconsin Geological and Natural History Survey
				Position		Information Manager
				Role		Originator
				Email		data@wgnhs.wisc.edu
				Address type		Both
				Address		3817 Mineral Point Rd
				City		Madison
				State		Wisconsin
				Postal code		53705-5100
				Country		United States
				Phone		608-263-7389
				linkage		https://wgnhs.wisc.edu
	Overview > Contacts Manager				Every time you "load" a contact in the metadata, it shows up here. You can't edit any contacts here.	
	METADATA					
	Metadata > Details				leave blank	
same	Metadata > Contacts	Contact	7	Metadata Contact	load the WGNHS contact	
same	Metadata > Maintenance	Update Frequency	1	Citation > Status > Maintenence and Update Frequency		Not Planned
	Metadata > Contraints				leave blank	
	RESOURCE					
same	Resource > Details	Status (add a New Status)	1	Status > Progess		Completed
same	Resource > Details	Spatial Representation Type	3	Direct_Spatial_Reference_Method		Vector
unique	Resource > Extents	add Bounding Box >Bounding Box				Bounding Box extent
same	Resource > Extents	New Temporal Instant Extent > Description	1	Time_Period_of_Content > Currentness_Reference		Publication date
unique	Resource > Extents	New Temporal Instant Extent > Temporal Instant Extent	1	Time_Period_of_Content > Time_Period_Information > Single_Date/Time > Calendar_Date	Instant Date for the first of the publication year	
same	Resource > Points of Contact		1	Point of Contact	load the WGNHS contact with Role "Point of Contact"	
same	Resource > Maintenance	Update Frequency	1	Status > Maintenance and Update Frequency		Not planned

Same on all our maps or unique to the individual map	ArcGIS editor section	ArcGIS Metadata Element	FGDC Major Section	FGDC Element	How to find or create this element	Value or example	
same	Resource > Constraints	New Legal Constraint >Use Limitation	6	Distribution Liability		These data are provided by the Wisconsin Geological and Natural History Survey (WGNHS) on an "as is" basis. WGNHS will not be liable for any damages of any kind arising from the use of these data, including, but not limited to direct, indirect, punitive, and consequential. WGNHS makes no warranties on these data, express, implied, statutory, or in any other provision of any agreement or communication, and specifically disclaims any implied warranties of merchantability or fitness for a particular purpose.	
same		New Legal Constraint >Use Limitation > Other Constraints	1	Access constraints		Empty (none)	
	Resource > Spatial Data Representation				leave blank (not applicable)		
	Resource > Content				leave blank (not applicable)		
same	Resource > Quality	New Report - Report Type: Conceptual Consistency > Expand the Measure section > Description	2	Logical Consistency Report	Describes that topology and attribute rules are followed.	[write a consistency report]	
same	Resource > Quality	New Report - Report Type: Completeness Omission > Expand the Measure section > Description	2	Completeness Report	How completely was the information captured? Are you sure you got all of the polygons, lines, etc. from the original map?	[write a completeness report]	
same	Resource > Lineage	New Data Source > Source description	2	Source_Contribution		"Original publication"	
same	Resource > Lineage	New Data Source > Medium Name	2	Type_of_Source_Media	Use "hardcopy" (not "paper") because the metadata log files indicate an error when I used the term paper.	Hardcopy	
unique	Resource > Lineage	New Data Source > Scale denominator	2	Lineage > Source_Scale_Denominator	scale denominator with no commas (100000 or 250000)		
unique	Resource > Lineage	New Data Source > New Source Citation > Title	2	Source_Title	Title on the map		
unique	Resource > Lineage	New Data Source > New Source Citation > Online Resource > Linkage	2	Source_Online_Linkage	The URL of the publication webpage		
unique	Resource > Lineage	New Data Source > New Source Citation > Dates > published	2	Source_Publication_Date	year		
unique	Resource > Lineage	New Data Source > New Source Citation > Series Name	2	Series Name	Series (Bulletin, Information Circular, etc)		
unique	Resource > Lineage	New Data Source > New Source Citation > Series Issue	2	Issue Identification	51 (or whatever the number is)		
unique	Resource > Lineage	New Data Source > New Source Citation > Load a contact	2	Source_Originator	load each author as originator		
same	Resource > Lineage	New Data Source > New Source Citation > Load a contact	2	Source_Originator	load WGNHS as originator		
unique	Resource > Lineage	New Data Source > New Source Extent > Temporal Instant Extent	2	Source_Time_Period_of_Content	enter the publication year, Jan 1		
same	Resource > Lineage	New Data Source > New Source Extent > Description	2	Source_Currentness_Reference		publication reference	

Same on all our maps or unique to the individual map	ArcGIS editor section	ArcGIS Metadata Element	FGDC Major Section	FGDC Element	How to find or create this element	Value or example
unique	Resource > Lineage	New Process Step > Process Description	2	Process_Step > Process_Description	reference the original metadata txt file.	
unique	Resource > Lineage	New Process Step > Process Step Date	2	Process_Step > Process_Date	reference the original metadata txt file.	
same	Resource > Lineage	New Process Step > Load a processor	2	Process_Step > Process_Contact	load WGNHS	load WGNHS with role processor
same	Resource > Lineage	New Process Step > Process Description	2	Process_Step > Process_Description		Digital vector data was converted from ArcGIS Coverage files into file geodatabase feature classes following the USGS Geologic Map Schema (GeMS) Data Standard. Layers, tables, and attributes were constructed as required by the GeMS schema.
same	Resource > Lineage	New Process Step > Process Step Date	2	Process_Step > Process_Date		2019
same	Resource > Lineage	New Process Step > Load a processor	2	Process_Step > Process_Contact	load WGNHS	load WGNHS with role processor
same	Resource > Distribution	Add a Distributor	6	Distributor > Contact Information	load WGNHS	
	Resource > Fields					USGS Metadata Script will do this
	Resource > References					USGS Metadata Script will do this