Metadata Review Checklist

073304

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IP Number: IP- Senior USGS Author:

Title:

Metadata Reviewer’s Name:

Your Title, Affiliation, and Location:

Your Review Rating: Approve Approve with minor changes Approve with Major Changes Reject

Western Basin Trawl Survey, Lake Erie (2013-2015)

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x

In March 2014, the Community for Data Integration (CDI) developed a checklist of metadata quality-check questions that a reviewer can use as reference. Not all questions are applicable or need to be answered; instead this is a guidance document. Included on this template is the checklist and space for the metadata reviewer to add their comments and recommendations. This document will be collected by the data author and placed in IPDS as part of the data release documentation. [[1]](#footnote-1)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Metadata Review Checklist** ✓ | | | | |
| Check compliance with standards using a recommended metadata validation tool (<http://www.usgs.gov/datamanagement/describe/metadata.php>). Currently, USGS recommends using the Metadata Parser to validate the FGDC Content Standard for Digital Geospatial Metadata standard. | | | | |
| **Perform quality checks on the metadata to confirm that:** | **A** | **MI** | **MA** | **N/A** |
| The metadata matches the data and its correct version (e.g., is this metadata record describing the correct dataset? Sometimes existing metadata records are used as templates and some old information carries over to the new record) | X |  |  |  |
| Links to data, publications, and services exist (although links may change when final DOI is assigned) |  | X |  |  |
| Metadata explains field names and values contained in the dataset |  | X |  |  |
| If applicable, geographic coordinates match location keywords in metadata and these agree with the data |  | X |  |  |
| 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](http://www.usgs.gov/science/services.html%20) or Biocomplexity Thesaurus, [http://www.usgs.gov/core\_science\_systems/csas/biocomplexity\_thesaurus/](http://www.usgs.gov/core_science_systems/csas/biocomplexity_thesaurus/%20) ); |  | X |  |  |
| Information about data processing steps, methodology, and lineage are included in the record and match any associated publications | X |  |  |  |
| 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; |  | X |  |  |
| Access constraints, use constraints and distribution liability statements are included and reflect USGS policy; | X |  |  |  |
| 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\LIBRARY\Library_Docs\DataRelease\www.usgs.gov\datamanagement\describe\metadata.php)) | X |  |  |  |

# Reviewer’s Comments and Recommendations:

**Sec. 1 – Identification Information:**

*Sec. 1.1 – Citation*

title

It’s best practice to include the dates of the study in the title for the metadata. Let’s make this change in the XML file and in ScienceBase. Add “2013-2015” to the end of the current title.

geoform

There is a standard list of values to choose from. You will want to use “tabular digital data”.

onlink:

You will need to obtain a DOI for the Western Basin Trawl Survey, Lake Erie landing page. You can register for one at <https://www1.usgs.gov/csas/doi/>.

*Sec. 1.2 – Description*

suppliinf

This element cannot have any child elements. You will need to include everything in this section in a single text field under the first suppliinf element. Another option is create a PDF or txt file with the sampling protocol, vessel info, and field notes. You could then upload that to the landing page and mention it in this section.

\*It looks like you revised the record to include this information in the methodology section. That works too.

*Sec. 1.6 – Keywords*

You might also want to consider adding keywords from the [USGS Biocomplexity Thesaurus](http://www.usgs.gov/core_science_systems/csas/biocomplexity_thesaurus/)

themekt

The theme key thesaurus is GLSC Science Theme (replace “None” with “GLSC Science Theme”)

themekey

The theme keys are Forage fish and Population assessment (delete ULSC Science Theme)

You may want to add Place keywords from the [Getty Thesaurus of Geographic Names](http://www.getty.edu/research/tools/vocabularies/tgn/), such as “Ohio” and “Erie, Lake”. The place element is at the same level at the <theme> element:

<place>

<placekt> Getty Thesaurus of Geographic Names</placekt>

<placekey>Ohio</placekey>

<placekey>Erie, Lake</placekey>

</place>

**Sec 5. – Entity and Attribute Information**

*Sec 5.1 – Detailed Description*

enttply

The enttypl element for each of your five tables, should be the name of the table (instead of “attribute table”)

attrunit

Some of your attributes in the WaterQaulity entity do not have units - depth\_std and depth\_CV Temp\_Std\_d, Temp\_CV, SpCond\_Std, spCond\_CV, pH\_Std\_Dev, pH\_CV, Turbitit\_Std\_Dev, Turbitit\_CV, Chlor\_Std\_Dev, Chlor\_CV, DOpercent\_Std\_Dev, DOpercent\_CV, DOppm\_Std\_Dev, DOppm\_CV.

For year, serial, date and n attributes, you can delete the attrunit element.

attrdomv

For the species attribute in the Catch, ExpandedLengths, and LengthWeight entities, provide more information by listing the possible values in this field, e.g. “Values include Alewife, Brown Bullhead, Channel Catfish, Common Carp, etc.”, instead of “Unknown”.

The udom under the species attribute in the ExpandedLengths entity is currently missing a text field (causing a validation error) – just copy and paste from the udom element in the Catch entity.

You are missing the attrdomv element for the species attribute in the LengthWeight entity.

attrdef

For the attrdef of the life\_stage attribute in the Catch entity, “length defined lifestage” is sort of strange to me. Perhaps rewording to “lifestage as determined by fish’s length” would be clearer. For the attrdef of the n attribute in the waterQuality entity, the current text “Number of recorded observation a depth bin” needs revision - “Number of recorded observations per depth bin”.

**Sec. 6 – Distribution Information**

*Sec. 6.4 Standard Order Process*

fees

This element should be inside of the stdorder element, at the same level as the digform element. (causing a validation error)

1. \*Note that there is a separate document for data review, but that both the data review and metadata review may be completed by the same person depending on supervisorial approval. For more information, review the [checklist description](http://www.usgs.gov/datamanagement/documents/MetadataReviewChecklist_2014.pdf) provided by the CDI. [↑](#footnote-ref-1)