### A CSDGM Reference Map

Use this map as a guide to creating metadata templates and filling in the Metadata sections using the ArcGIS 10 Editor using the FGDC CSDGM metadata style.

Key

To be filled in by developer for each layer

Provided by Organizational Template but might differ for Project Template

Provided by Organizational Template

Automatically generated by ArcCatalog

1. Identification

General

Abstract

Provide a brief description of the information contained in the data set.

Purpose

What is the intended use for this data set? Under what conditions is it valid?

Supplemental Information

This is a good place to list modifications made to imported data, such as subsetting it to a study area from an ESRI data set. This is also a good place to put the largest scale recommendation. Largest scale when displaying the data: 1:xxxxx. Other things may be added as appropriate.

Access Constraints

Who is allowed to access the data? The public? Only those who have licensed it?

Use Constraints

Generally, this contains a legal statement concerning those who may access the data, whether and under what conditions they may be redistributed, and a liability clause.

Data Set Credit

Credit the originator of the data set (USGS? Contractor? Map author?).

Native Data Set Environment

Native Data Set Format

Contact

Point of Contact Details

Provide the person or organization to be contacted with questions about the data set.

Citation

Citation Details

Provide information on the originator of the data set or publication as completely as possible, including publication references, URLs, agency address/phone, and so on.

Time Period

Currentness Reference

For what time period is this layer valid? Is it unlikely to change (topography), good only for a short time period (evapotranspiration), or somewhere in between (population)?

Status

Status

Is this in progress or a final version? How often are updates, if any, intended?

Spatial Domain

Bounding coordinates

Keywords

Keyword and Thesaurus

Provide at least two keywords for searching, including place name keywords.

2. Data Quality

General

Logical Consistency Report

Logical consistency is largely concerned with topology. Did you test to see if the data contain dangles, gaps, or overlaps? What tests were applied, and what were the results?

Completeness Report

Provide information about omissions, selection criteria, generalization, and other processes that might impact how complete a data set is. Are all spatial entities included? For example, did you get all the wells or might some be missing? Did you subset the data from their original source? Were any criteria used in deciding which features to include (public versus private roads, for example)?

Attribute Accuracy

Accuracy Report

Summarize processes used to establish the accuracy of the attribute(s), for example, known detection limits of analyses. Evaluate detail or completeness of categorical classes. Provide known information about problems with any attributes. If no accuracy data are available, enter “Unknown”.

Value/Explanation

For each attribute with a known accuracy, enter the data value and any explanation. For example, for a TMDL reading, enter “TMDL” as the value and “Detection limit xx mg/l, accuracy +/1 yy mg/l” for the Explanation.

Positional Accuracy

Horizontal Accuracy Report/Value/Explanation

If data are from a standard US federal data product, enter the national map accuracy standard of 1 in 10,000. If data are surveyed or obtained via GPS, enter the known or estimated positional accuracy of the survey or GPS unit. If data have been georeferenced, transformed, or spatially adjusted, also include the RMS error.

Source Information

General

The Source Scale Denominator is the original scale of the data set, such as 24,000 for quad data.

Type of source media would be paper for a digitized map, data download/CD for a DLG, GPS unit, and so on. The Source Citation Abbreviation would be DLG, DRG, and so on.

Source Citation

Enter the original publication details of the data set: title, originator, publication date, edition,   
and so on.

Source Time Period of Content

Enter Currentness reference as Ground Condition (at time of measurement) or Publication Date.

Also enter whether data were collected all at one time, at multiple times, or in a range of times and enter dates. For example, if you sampled wells from January 08 to March 09, enter Range and the dates.

Process Step

Process Description

Describe one or more processing actions taken on the data before reaching their final form, for example, importing STDS quads and joining elevation attributes, merging into a single data set, projecting to current coordinate system, and clipping to study area boundary. Enter software version, process date, and the name of the person who did the processing. Include impacts on accuracy, such as an RMS error associated with georeferencing.

3. Data Organization

General

This entire section is updated automatically by ArcCatalog.

4. Spatial Reference

This entire section is updated automatically by ArcCatalog.

5. Entity Attribute

Fill out either the Detailed Description tab or the Overview Description tab, whichever makes the most sense for documenting the attribute values of that particular data set.

Detailed Description

Entity Type

Attribute

General

This section is mostly filled in for you, but, for each attribute important to the data set, you should enter a **Definition**, including units. For a field titled “TMDL”, you should enter “Total Maximum Daily Load in mg/l”. For an Area field, you might enter “Feature area in sq km”. If you wish to enter accuracies for fields, you can, but this is optional. The **Definition Source** describes who defined a particular attribute. If you are using Anderson landcover categories Level I or Level II, for example, you would enter it. If it is very generic or obvious, such as acres or population, just leave this part blank.

You don’t have to fill in a Definition for every field, but you should do it for anything that is not obvious and/or needs interpretation, units, and so on. Think about the information YOU would want to know if you had to use this data set.

Overview Description

This is the place to save time if you have many fields in a data set with the same type of data. For example, an agricultural table might have 20 fields of different animal counts and 30 fields of agricultural production for different crops in acres. In some cases, you might have a large table of values that are not obvious. If you are using zoning codes and the table does not include a text description, you will need to provide that information as a separate table in the database. Here you could reference the name of that table so that people know where to find out what the codes mean.

Data Set Overview

Describe the general purpose of the table, for example, “This data set lists animal counts and production of various crops by county.”

Entity and Attribute Overview

Describe the main characteristics, such as animal counts in number of animals, stocking densities in cow/calf units per acre, or production in bushels. You can put them all in one entry or add multiple entries using the + button at the bottom, such as one for animal counts, one for production, and so on.

6. Distribution

This section describes whether and how the data could be ordered from a vendor/distributor, if applicable. It also is where you put your standard liability clause.

General

Provide general instructions on how to access the data, costs, if any, and what form the distribution takes.

Distributor

Enter the agency or person responsible for distributing the data and the contact information.

Standard Order Process

Enter the procedures to be followed to order or access the data.

Available Time Period

This is the time when the data will be available to the clients or public. Enter starting date of data availability and end date of availability, if known.

7. Metadata Reference

General

Provide metadata date, contact info of person or organization that created the metadata, and access and redistribution limits on metadata, if any.