### A NAP 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 North American Profile of ISO 19115 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. Overview

Item Description

Title

The name of the data set

Tags

Comma-delimited list of key words to aid in searching for the data

Summary

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

Description

Provide a brief description of the information contained in the data set. This is also a good place to put the largest scale recommendation. Largest scale when displaying the data: 1:xxxxx.

Credits

List those who created or contributed the data. 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. Other things may be added as appropriate.

Topics & Keywords

Topic categories

Choose from a predefined list of general topics, such as environment or transportation

Theme keywords

Search key words relating to the content or theme, such as geology or census

Place keywords

Search keywords relating to the location, such as United States, Austin, or Oregon

Temporal keywords

Keywords relating to the relevant time period of the data, such as the 2010 Census, 1990, etc.

Citation

Titles

The name used to identify the data set

Identifiers

The authoritative reference, such as the USGS or the National Weather Service

Dates

Dates when the data set was created, published, and if applicable, revised

Edition, Series

Information regarding the edition of the data, if multiple versions are available, and/or a collection or series of which the data are a part

Responsible party

The person, position title, or organization responsible for or associated with the resource. At least one of the three must be provided, with appropriate contact information, including address, phone,   
e-mail, hours of operation, etc.

Citation Contacts

Citation Contact(s)

The person, position title, or organization responsible for or associated with the resource. At least one of the three must be provided, with appropriate contact information, including address, phone,   
e-mail, hours of operation, etc.

Locales

Locale

The language in which the data set is published and the country to which it pertains

2. Metadata

Details

File Identifier

Name of the metadata file and a date stamp

Language and Character Set

Language and computer character set used to create the metadata

Hierarchy Level

The scope to which the metadata apply—are they for a data set, software, model, etc.

Metadata Standard Name

The name of the metadata standard and profile, if applicable, used to generate the data. These items can be left blank if the metadata are intended to remain within ArcGIS.

Contacts

Metadata Contacts

The person, position title, or organization responsible for the metadata. At least one of the three must be listed. Contact information should also be entered.

Maintenance

Update Frequency and Scope

Are there future updates planned for the metadata? At what intervals? When is the next scheduled update? Additional contacts may also be listed here.

Constraints

Use Limitation

Describe any potential limitations as to the use of the metadata.

Legal Constraints

Specify who may legally use the metadata. Are they freely available or must they be purchased? This is the place for an organization to enter any statement limiting liability or restricting the use of the metadata to certain entities. Includes information on copyrights, trademarks, etc.

Security Constraints

Use to indicate data for which security clearance or other restrictions are needed.

3. Resource

Status

Status

Is this in progress or a final version?

Credit

List those who created or contributed the data. This is a good place to list modifications made to imported data, such as subsetting them to a study area from an ESRI data set. Other things may be added as appropriate.

Language and Character Set

Language and computer character set used to create the metadata

Spatial Representation Type

Vector data? Grid? Table? Video? What is the intended scale resolution for vector data, or distance resolution (cell size) for raster data?

Processing Environment

What operating system was used to generate the data?

Extents

This entire section is updated automatically by ArcCatalog.

Points of Contact

Contacts

The person, position title, or organization responsible for or associated with the data set. At least one of the three must be provided, with appropriate contact information, including address, phone, e-mail, hours of operation, etc. If there is an online point of contact, then the URL linkage must be listed.

Maintenance

Update Frequency and Scope

Are there future updates planned for the data set? At what intervals? When is the next scheduled update? Additional contacts may also be listed here.

Constraints

Use Limitation

Describe any potential limitations on the use of the data set.

Legal Constraints

Specify who may legally use the data set. Is it freely available or must it be purchased? This is the place for an organization to enter any statement limiting liability or restricting the use of the metadata to certain entities. Includes information on copyrights, trademarks, etc.

Security Constraints

Use to indicate data for which security clearance or other restrictions are needed.

Spatial Reference

This entire section is updated automatically by ArcCatalog.

Spatial Data Representation

This entire section is updated automatically by ArcCatalog.

Content

Coverage, Image, or Feature Description

Add a section based on whether the data set is a coverage (gridded thematic data such as a geology raster), an image, or a feature catalog (vector data set). Then details about the content will be added, dependent on the type. For example, the gridded NEXRAD radar data are a coverage with a physical measurement content type. An image description would contain information such as the number of bands, the illumination angle, quality codes, processing levels, etc.

Quality

Level Scope

Level to which the data quality reports refer, such as the data set, a table, an attribute, a model, etc.

Reports

One or more reports may be added as applicable, including common reports on:

**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 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.”

**Horizontal Accuracy Report:** 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.

Lineage

Data Source(s)

A general statement or detailed citation of the source(s) of data used to create the resource. Multiple sources and citations may be added. You may include original publication details of the data set: title, originator, publication date, edition, and so on.

Process Step(s)

Describe one or more processing actions taken on the data before reaching its 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.

Distribution

Distribution format

Format in which the data are distributed, for example, zip file, DVD, download, specifications, etc.

Distributor

Enter the agency or person responsible for distributing the data and their contact information. It also includes information on how to order the data, download options, URL linkages, costs, etc.

Fields

Entity and Attribute Details

A listing of data fields with specific field definitions. Most of the information is supplied by ArcGIS, but the user can add important descriptions. Describe the main characteristics, such as animal counts in number of animals, stocking densities in cow/calf units per acre, or production in bushels.

Geoprocessing History

This entire section is updated automatically by ArcCatalog.