

Discovery Metadata Fields - Pacific Islands Region

May 3, 2012

- Use the Help/Editor Help pages in the InPort Catalog Editor for detailed descriptions of these fields and how to complete them
- If applicable, the appropriate FGDC reference is given, e.g. [F1.3.1]
- First Pass field list is on the second tab; Detailed (Full Doc) field list is on the third tab

| Metadata Level | InPort Form Tab | Form Field(s) | Data Entry Notes |
|----------------|-----------------|--|--|
| Discovery | Item | Item_ID | Assigned automatically when item is created |
| Discovery | Item | Catalog Item Type | Select "Data Set" normally, unless you wish to create a Project above the Data Set [1.4] |
| Discovery | Item | Status | Use pulldown list (see Editor Help page). Default is "In Work" (ongoing) [F1.4.1] |
| Discovery | Item | Title | The full title of the catalog item [8.4] |
| Discovery | Item | Abstract | The full description of the catalog item [F1.2.1] |
| Discovery | Item | Purpose | The reason the catalog item exists [F1.2.2] |
| Discovery | Keywords | 1) Keyword Type 2) Thesaurus 3) Keyword | 1) Options: Thematic (general) , Place, Time, Stratum (layer) 2) Enter name of authoritative source if used (can be left blank) 3) Enter as many keywords as needed in order to search for and find this record; additional keywords can be added during Full Doc phase [F1.6] |
| Discovery | Support Role(s) | 1) Support Role 2) Date Effective From and Date To (if ended) 3) Person and/or Organization 4) Contact Instructions | 1) Enter one or more support roles (e.g., Point of Contact, Data Steward, Metadata Contact, Originator) to identify person(s) knowledgeable about the data set and reachable by phone or email. See Help/ for Support Role definitions. 2) Enter begin/end dates for the support person or org 3) Enter the person and/or org responsible for support of this catalog item 4) Optional unless Person is left blank. Describe how to reach the support person or organization (phone, website, duty hours, etc). [F1.9], [F1.11], [F7.4], [F8.1], others |
| Discovery | Geographic Area | 1) Dec. degrees or lat/long or 2) Geographic area or both | 1) See Help/Editor Help page for numeric formats and definitions 2) Describe the geographic area covered by the catalog item [F1.5.1] |
| Discovery | Time Frames | 1) Granularity/Start date 2) Time Type 3) Granularity/End date (if ended) | 1) and 3) See Help/Editor Help page for time granularity options (Y=Year, D=Day, etc), date options and date formats 2) See Help/Editor Help for options |
| Discovery | Access | 1) Security Class 2) Security Classif Sys | 1) Currently includes U.S. National Security classes (Top Secret, Secret, Confidential, Unclassified) and PIFSC Fisheries data classes (Fisheries Confidential, Sensitive, Proprietary, Proprietary Research Reserved, Public); request others if needed 2) If using a Security Class other than "Unclassified", list the Security Classification System in use |
| Discovery | Catalog Details | Metadata Work Flow State | Ensure that all completed elements of this catalog item are changed from "Draft" status to "Review/Revise" status or higher |

First Pass Metadata Fields - Pacific Islands Region

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| Metadata Level | InPort Form Tab | Form Field(s) | Data Entry Notes |
|----------------|-------------------|---|---|
| First Pass | Item | Supplemental Information | Optional. Additional, “need to know” information about the catalog item. Only put information here that has no specific field for it in InPort. [F1.2.3] |
| First Pass | Physical Location | 1) Organization 2) City 3) State 4) Country 5) Location Description | 1) Use pulldown list or use button “Copy from Parent” 2) 3) 4) Optional unless Org is blank. Fill in city, State (Territory) ,Country, if known 5) Optional. Give further details about the catalog item’s physical location. |
| First Pass | Data Set | Data Set Type | Pulldown list options: Database, Mixed, Flat file or Other |
| First Pass | Data Set | Maintenance Frequency | Frequency of <i>data</i> updates. Use pulldown list. [F1.4.2] |
| First Pass | Data Set | Publication Date | Refers to <i>data</i> publication date (not metadata publication date) [F8.2] |
| First Pass | Data Set | Entity/Attribute Overview | List all entities (tables) in the data set; other details can be added during Full Doc phase [F5.2.1] |
| First Pass | Access | 1) Data Access Policy 2) Data Access Constraints 3) Data Use Constraints | 1) Insert your group's data access policy here. (e.g., PIFSC Data Access, Sharing and Dissemination Guidelines) 2) See Help/Editor Help page or choose from list of regionally-developed responses based on Security Class selected; e.g., Non-disclosure form required, Password restricted, Available Dec 2013, Unrestricted) [F1.7] 3) See Help/Editor Help page or choose from list of regionally-developed responses based on Security Class selected; e.g., Aggregated data only, Restricted to Fisheries staff, Publicly available) [F1.8] |
| First Pass | Catalog Details | Linking Share Level | Set the Share Level for this Catalog Item. Options: InPort Catalog, Inport Library, Project. Default is “Project.” See Help/ Editor Help (Catalog Details tab) to learn how to link (relate) items. |
| First Pass | Catalog Details | Metadata Work Flow State | Ensure that all completed elements of this catalog item are changed from “Draft” status to “Review/Revise” status or higher |

Full Doc (Usage and Understanding) Metadata Fields - Pacific Island Region (DRAFT)

May 3, 2012

- The requirements for Full Documentation of a data set vary greatly depending on the type of data set
- Most Full Doc requirements will be set by your regional metadata advisory group
- In general, complete any fields that add to the understanding or proper usage of the data

| Metadata Level | InPort Form Tab(s) | Form Field(s) | Data Entry Notes |
|----------------|---------------------------------------|---|---|
| Full Doc | Keywords, Support Roles | All | Add keywords that contribute to the proper usage and clearer understanding of the data; add remaining support roles for this data set |
| Full Doc | Data Entity/ Data Attributes | Choose method for entering this data: 1) InPort Batch Loading or 2) Manual data entry | 1) Upload table/column names, formats and descriptions from Oracle database or other scripted upload method. See Batch Extract Upload on InPort website (must log in first). Note: Must enter by hand any regionally-required fields not included in the batch upload procedure. 2) Manually enter table/column data into InPort Catalog Editor (Data Entity and Data Attribute tabs). [F5.1] Note: Refer to regionally-developed list of Data Entity and Data Attribute required fields. |
| Full Doc | Time Frame | Currentness | Indicate whether this date reflects the date of the Ground Condition (date of occurrence or data collection) or Publication Date. Default is "Ground Condition." [F1.3.1] |
| Full Doc | Access | 1) Security Handling Description 2) Metadata Access Constraints 3) Metadata Use Constraints | 1) In addition to the Security Class and Security Classification System, describe in detail any restrictions on handling the data set [1.12.3] 2) Restrictions and legal prerequisites for accessing the metadata. See Help/Editor Help for examples. [7.8] 3) Restrictions and legal prerequisites for using the metadata after access is granted. See Help/Editor Help for examples. [7.9] |
| Full Doc | URL | 1) URL 2) Description | 1) User-accessible web location of the data described in this catalog item (or inclusion of other URLs pertinent to this catalog item) 2) Describe what the user will encounter when accessing this URL. [F6.4.2.2.1, F7.11.1] |
| Full Doc | Issues | 1) Issue date 2) Author 3) Issue | List any issues that seriously affect the use or value of this data |
| Full Doc | Tech Env | Technical Environment | Explain any necessary details that users need to know about the technical environment of this data set (see InPort Help). [F6.6 and others] |
| Full Doc | Data Quality | 1) Completeness Rpt 2) Accuracy | 1) and 2) See Help/Editor Help (Data Quality tab) for definitions [F2.3], [2.1.1] |
| Full Doc | 1) Activity Log, FAQs 2) Downloads | --Optional-- | 1) Use fields on these tabs to supplement the understanding and proper use of this data set or data asset. 2) If you wish to provide access to the <i>data</i> described in this catalog item, use the Download tab. |
| Full Doc | Related Items | Related Item ID | Enter the Item IDs of important data sets that are related or linked to this data (title will be linked automatically). See Help/Editor Help (Related Items tab) for details on how to share items. [F1.14] |
| Full Doc | Catalog Details | Metadata Work Flow State | Ensure that all elements of this catalog item have been thoroughly reviewed and are set in InPort to "Publish External" |