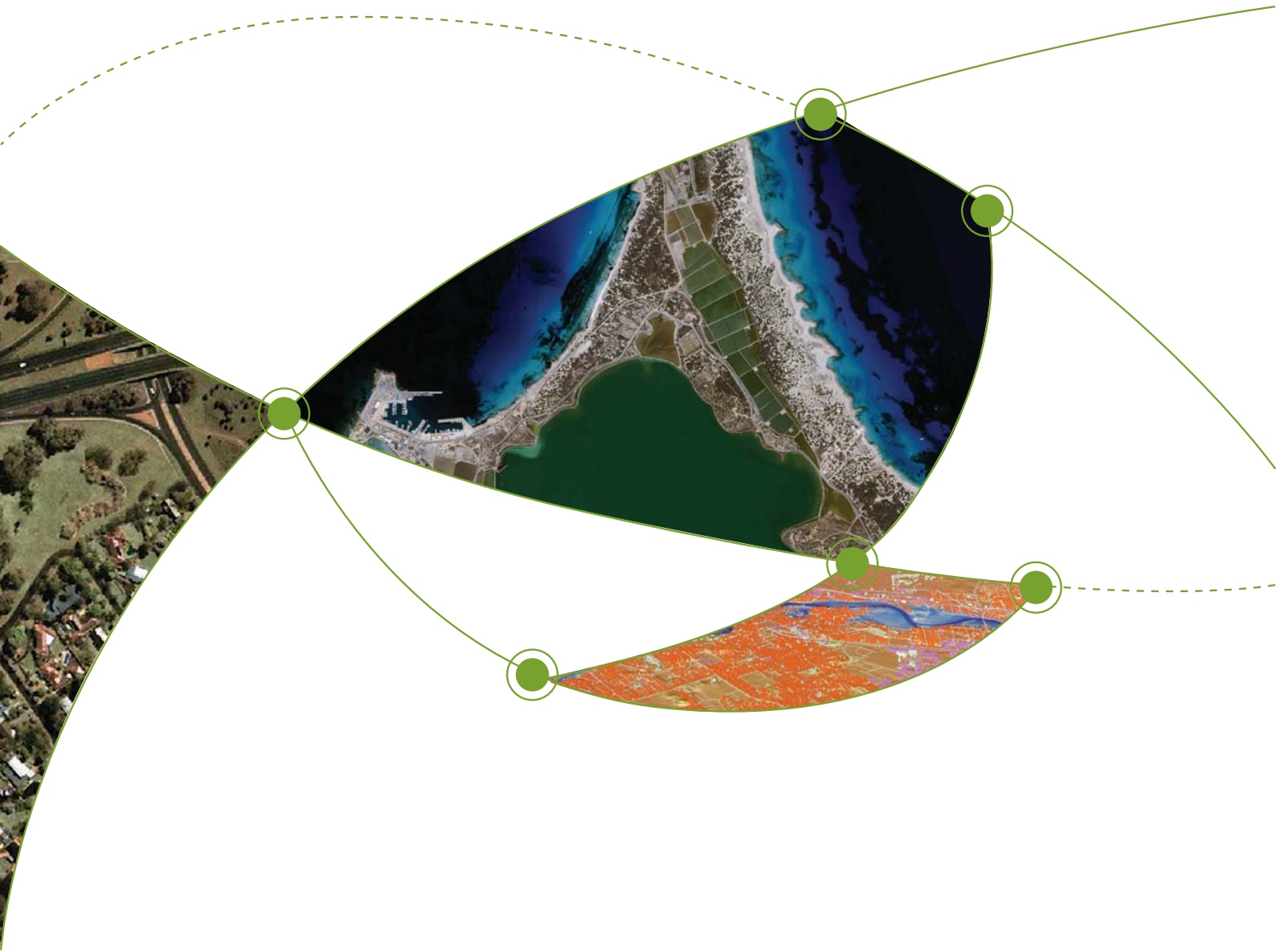


ANZLIC SPATIAL RESOURCE DISCOVERY AND ACCESS PROGRAM

Introduction to the ANZLIC Spatial Resource Discovery and Access Toolkit

Version 1.0, June 2009



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The information contained in this publication is intended for general use, to assist public knowledge and discussion and to help improve the management and facilitation of the discovery of and access to spatial data and services provided by a wide range of public and private sector organisations throughout Australia and New Zealand. The Australian Government, ANZLIC – the Spatial Information Council, The Office of Spatial Data Management and the authors do not assume liability of any kind whatsoever resulting from any person's reliance upon the content of this document.

Design work by Design ONE

Foreword

ANZLIC – the Spatial Information Council has implemented the Spatial Resource Discovery and Access Toolkit to help facilitate the location and access of spatial data and services provided by organisations in Australia and New Zealand.

This program was coordinated by the Office of Spatial Data Management.

The Spatial Resource Discovery and Access Toolkit on this CD-ROM has been designed as an introduction to discovery and access of predominantly spatial resources, with a user friendly metadata entry tool that will directly suit small organisations.

Additionally the toolkit can provide useful material for many of the sectors who want to improve discovery of and access to their data and resources.

The toolkit is freely available and comprises:

1. An outer cover and inserts for the folder (if the toolkit is printed off).
2. An Education Library of slides with associated research document that can be used to facilitate the creation of a presentation about spatial resource discovery and access. These slides are covered by Creative Commons Licensing.
3. The ANZMet Lite metadata entry tool with quickStart presentations, a Short User Guide to the ANZLIC Metadata Profile (giving format information about the fields in the tool) and a Quick Reference sheet that can be printed off in A3 format. The software remains the intellectual property of the Australian Government. You are able to add elements to ANZMet Lite but you will need to contact info@osdm.gov.au in order to begin this process.
4. The User Manual for the ANZMet Lite metadata entry tool.
5. A presentation on how to publish your metadata once it is created.

This toolkit is likely to contain errors and omissions and we encourage feedback so that we can continue to improve the product.

Further, if you create or tailor more slides for the Education Library, we would encourage you to add them to the toolkit for all to use by sending them to ANZLIC – they will be attributed to you or your organisation.

Updates, Jurisdictional resources and information on how to join the Toolkit Forum can be obtained through info@anzlic.org.au.

On this CD-ROM

- The ANZMet Lite metadata entry tool software [self extracting/loading ZIP]
- The Folder cover and dividers¹ can be printed off [PDF] for inclusion in a hard copy folder. The folder tabs are used as headings for the work contained on this CD-ROM.

1. Introducing Metadata

- Introduction to Introducing Metadata – Education Program [PDF]
- ANZLIC Spatial Resource Discovery and Access Program Toolkit
 - Introducing Metadata PowerPoint Library of slides. [PDF] and [PPT]
 - Introducing Metadata Research material [PDF] and [DOC]

2. Producing your Metadata

- Introduction to Producing Metadata [PDF]
- quickStart presentations
 - 1 quickStart: Introduction to ANZMet Lite – metadata entry tool [PDF] covers installation of the program
 - 2 quickStart: Creating Metadata with the ANZMet Lite – metadata entry tool [PDF] creates a valid metadata record
- Metadata Saves the Day! Starring Bob – a light-hearted look at why metadata should be collected. With permission from the NOAA Coastal Services Centre [PDF]

3. Producing your Metadata

- ANZMet Lite Metadata Entry Tool User Guide version 1.0 [PDF]
- A3 printable overview of the ANZLIC metadata profile elements contained in ANZMet Lite; their name, definition, condition of use and obligation [PDF]
- ANZLIC Metadata Profile Short User Guide for the ANZMet Lite version 0.3 [PDF]

4. Publishing your Metadata

- A brief Introduction to Publishing your Metadata [PDF]

¹ In this file we have included an additional final divider Other Information with the intention that any metadata information that is supplied by your jurisdiction should be kept here should the toolkit be printed off in hard-copy. There is no information of this type supplied with the CD-ROM.