Creating Metadata with the ANZMet Lite metadata entry tool
The ANZMet Lite metadata entry tool remains the intellectual property of the Commonwealth of Australia.
Open ANZMet Lite
If the resource is not available
If the resource is available
e.g. Only the title and abstract have changed
New Linked Metadata
New Linked Metadata

You are now ready to start entering information describing the resource!
Information pages about the resource

Dataset (Resource) properties
Resource properties

Is this the resource?
Resource properties

Is it part of a series?
What kind of a resource is it?
About the MET icons

You must complete these pages.
About the MET icons

Required pages not yet complete
About the MET icons

Will validate but you could enter more
All possible information has been entered.

About the MET icons

This wizard enables you to document your resources to a standard compliant to the ANZLIC Metadata Profile of ISO 19115.

Answer the questions on each page of the wizard. The pages are shown in the Contents view in the left pane.

To move between pages, click the Next or Back buttons below, or click on a page in the Contents pane.

You can click Finish at any time to save your data and return to the explorer window.

Items marked with this symbol must be entered for the metadata to comply with the ANZLIC Metadata Profile.

Pages with required information not entered are shown with this icon in the Contents list.

If any of these remain in the metadata, it will NOT validate against the ANZLIC Metadata Profile, and will not be able to be published through an ASDC portal. However, it may be saved and edited at a later date to comply.

Pages with optional information not entered are shown with this icon in the Contents list.

Pages with all information entered are shown with this icon in the Contents list.
Are there any questions?

Don’t Duck Metadata!
You must enter a title.
Other known titles for the resource
Title

Other citation details
The Tip may help you get started
How much needs to be entered?
How much needs to be entered?
How much needs to be entered?

Title

The Title field is used to enter the title of the resource. It can be a general name or a more specific description of the resource. For example, if the resource is a map, the title might be something like "Jamberoo Map" or "Topographical Map of Jamberoo".

Title

The File Name of the Resource File: jamberoo.dwg

Enter a Title for the Resource:

Small topographical map of the Jamberoo region in NSW, Australia

If the Resource has alternative Titles, enter these here:

Example of a topographical map - Jamberoo NSW region

Other citation details:

Education resource sourced by J. Weaver on behalf of the Canberra Institute of Technology for an introductory mapping course.
New Linked Metadata will default to the last update "date" of the resource.
New Unlinked Metadata will default to “today’s” date.
Abstract and purpose

Give a brief narrative summary about the content of the Resource.

Purpose: Defines the specific needs the Resource has been designed to meet.
Abstract and purpose

The minimum is "a character"
Abstract and purpose

A detailed description is useful to people unfamiliar with the data... your clients.
Metadata author

MET v1.0 [H:My Documents\ANZMet Lite examples\jamb...]

Metadata role: pointOfContact

Author's Name: [Enter name]

The organization the author represents: [Enter or select from list]

The position of the author in the organization: [Enter position]

You must enter a value in at least one of the above three fields.

Author's contact details:
- Delivery point
- City
- State or admin area
- Postal Code and Country: [Enter code]
- Email address
- Telephone number
- Facsimile number

Save to list
Select from list...
Save as default
Edit contact list
The minimum is “a character”
Metadata author

MET v1.0 [H:\My Documents\ANZMet Lite examples\jamb...]

Metadata author

Author's Name: Howard Smith
Withhold Name: Yes

The organization the author represents
An important jurisdictional agency

The position of the author in the organization: The Boss

Author's contact details
- Delivery: 123 Abc Street
- City: Utopia
- State or admin area: ACT
- Postal Code and Country: 00000 Australia
- E-mail address: fed.abc@yz.com.au
- Telephone number: 61 (0)1234 5678
- Facsimile number: 61 (0)1234 5679

Save to list
Select from list...
Save as default
Edit contact list
Contacts and recognition

A point of contact is a person who is associated with the Resource and may be contacted for information about it.

The following contact forms allow the Metadata author to record contact details for the Resource for roles that may include: custodian, owner, distributor, publisher of the Resource.

If you wish, you can make the author a contact. This copies the author details to a new Contact record.

Recognition means acknowledging people who were associated with the resource, but who cannot be contacted about it.

Do you want to include recognition of any people for this resource?

- Yes
- No
Are there any questions?

Don't Duck Metadata!
History of resource

You do not need to enter information.

Describe the lineage of how the Resource was created and the sources and processes that were used.
History of resource

The minimum is "a character"
History of resource

Describe the lineage of how the resource was created and the sources and processes that were used. For example:

- Janbaroo 1:100,000 map sheet, Vegetation Survey and Mapping of W/D Bioregional Region, R.M. Williams & N. Kidman (1989), National Vegetation Information System. Audit vegetation mapping at a map scale of 1:100,000, based on surveys of vegetation communities. Updated 1999 to include regional ecosystems.

- Updated 2005 to include set of polygon coverage in well-defined themes: pre-clearing vegetation and remnant vegetation. Other relevant coverage includes coverage of survey traverses and single coverage of survey sites for the region.

Complete site data are stored on the XYZ database; planned update of data 2010.
Jurisdictions and search words

You do not need to enter information
Jurisdictions and search words

The top box is populated from here
Jurisdictions and search words

The top box is populated from here.
Jurisdictions and search words

Select the Jurisdiction(s) and/or search words and Add.
Topic category
Topic category

Which of the following themes or categories best describe the content of the Resource:

- [ ] farming
- [ ] flora
- [ ] boundaries
- [ ] climate
- [ ] meteorology
- [ ] atmosphere
- [ ] economy
- [ ] elevation
- [ ] environment
- [ ] geoscientific information
- [ ] health
- [ ] imagery
- [ ] basemaps
- [ ] EarthCover
- [ ] intelligence
- [ ] military
- [ ] inlandWaters
- [ ] location
- [ ] coastline
- [ ] planning
- [ ] geosites
- [ ] society
- [ ] structure
- [ ] transportation
- [ ] utilities
- [ ] communication
You do not need to complete this
If you do, all fields need to be completed to remove “?”
Don't Duck Metadata!

Are there any questions?
Reference system 1

Select the appropriate data type from the list.

The Reference System refers to the projection used to represent the data.

Reference System
Scale 1

Describe the Dataset's level of detail by specifying its scale or resolution.

- Don't specify a scale or resolution
- Scale
  Specify the scale or range of scales at which it is most appropriate to use this Dataset. This may reflect the scale at which the data was digitized or simply the best scale for displaying the data.

Scale 1:

- Resolution
  A Dataset's resolution is the smallest distance on the ground that can exist between two adjacent points. E.g. If the distance is 100 and the unit of measure is metres, two points cannot be closer than 0.01m; when defining a feature all distances must be rounded to that level of accuracy.

Distance Units of measure

Remove this Scale
Add another Scale

Turn Tooltips OFF

< Back Next > Finish Cancel
Spatial representation type 1
Security restrictions and use limits

MET v1.0

[Image of MET v1.0 interface with options for security restrictions and use limits]
Legal restrictions

Any restrictions and legal prerequisites for accessing and using the resource or the metadata.

Items shown in blue have explanatory text; click on the item to view/edit the text below.

Resource Access | Resource Use | Metadata Access | Metadata Use
---|---|---|---
[ ] copyright | [ ] copyright | [ ] copyright | [ ] copyright
[ ] patent | [ ] patent | [ ] patent | [ ] patent
[ ] patentPending | [ ] patentPending | [ ] patentPending | [ ] patentPending
[ ] trademark | [ ] trademark | [ ] trademark | [ ] trademark
[ ] license | [ ] license | [ ] license | [ ] license
[ ] intellectualProperty | [ ] intellectualProperty | [ ] intellectualProperty | [ ] intellectualProperty
[ ] restricted | [ ] restricted | [ ] restricted | [ ] restricted
[ ] otherRestrictions | [ ] otherRestrictions | [ ] otherRestrictions | [ ] otherRestrictions

* These restrictions are NOT the same as Security restrictions.

Resource Use [copyright]

Turn Tooltips Off

< Back | Next > | Finish | Cancel
Embargoes

Indicate if any of the following embargoes apply to the resource or the metadata.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Metadata</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indigenous</td>
<td>Indigenous</td>
</tr>
<tr>
<td>Pending Research</td>
<td>Pending Research</td>
</tr>
<tr>
<td>Threatened/Endangered Species</td>
<td>Threatened/Endangered Species</td>
</tr>
<tr>
<td>Natural Heritage</td>
<td>Natural Heritage</td>
</tr>
<tr>
<td>Historic Heritage</td>
<td>Historic Heritage</td>
</tr>
</tbody>
</table>

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Extent Information

Geographic bounding box, using coordinates in decimal degrees, minutes and seconds in WGS84.

North bounding latitude (deg)

West bounding longitude (deg)

East bounding longitude (deg)

South bounding latitude (deg)

Define one or more boundary polygons to enclose the Resource.
You need to select one or more boxes.
Additional extent information

This gives an additional page that is prepopulated.
This is the default for validation.
Select "Australia" to get another region within Australia.
Then select the Description and Add.
You can also select the Geographic extent name type at this point.
Distributor 1
Review the contents tree on the left for any items that have a red ‘!’ or amber ‘?’ on their icon.

Any screen that lacks REQUIRED data will have a red ‘!’ and will not validate and cannot be entered into the ASDD. Any screen that lacks OPTIONAL data will have an amber ‘?’.

As noted above, if any red ‘!’ are still present then the metadata will not validate to the ANZLIC profile of the ISO 19115 Metadata Standard. However, the data can still be saved and can be edited again at a later time.

Click Finish below to save data and return to the MET Explorer window.
SUMMARY

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Summary

MET v1.0

Dataset properties
About the MET
General Information
Title
Key dance and language
Abstract and purpose
Metadata author
Contacts and recognition

History

Identify
Jurisdiction
Topic
Series
Referee
Scale
Spatial
Security
Language
Metadata

Extent

Distribution
Distributor 1

Summary

Metadata validates to the ANZLIC Profile.
Some optional information has not been entered.

OK
Review window
You now have an ANZLIC profile compliant metadata record ready for publishing!