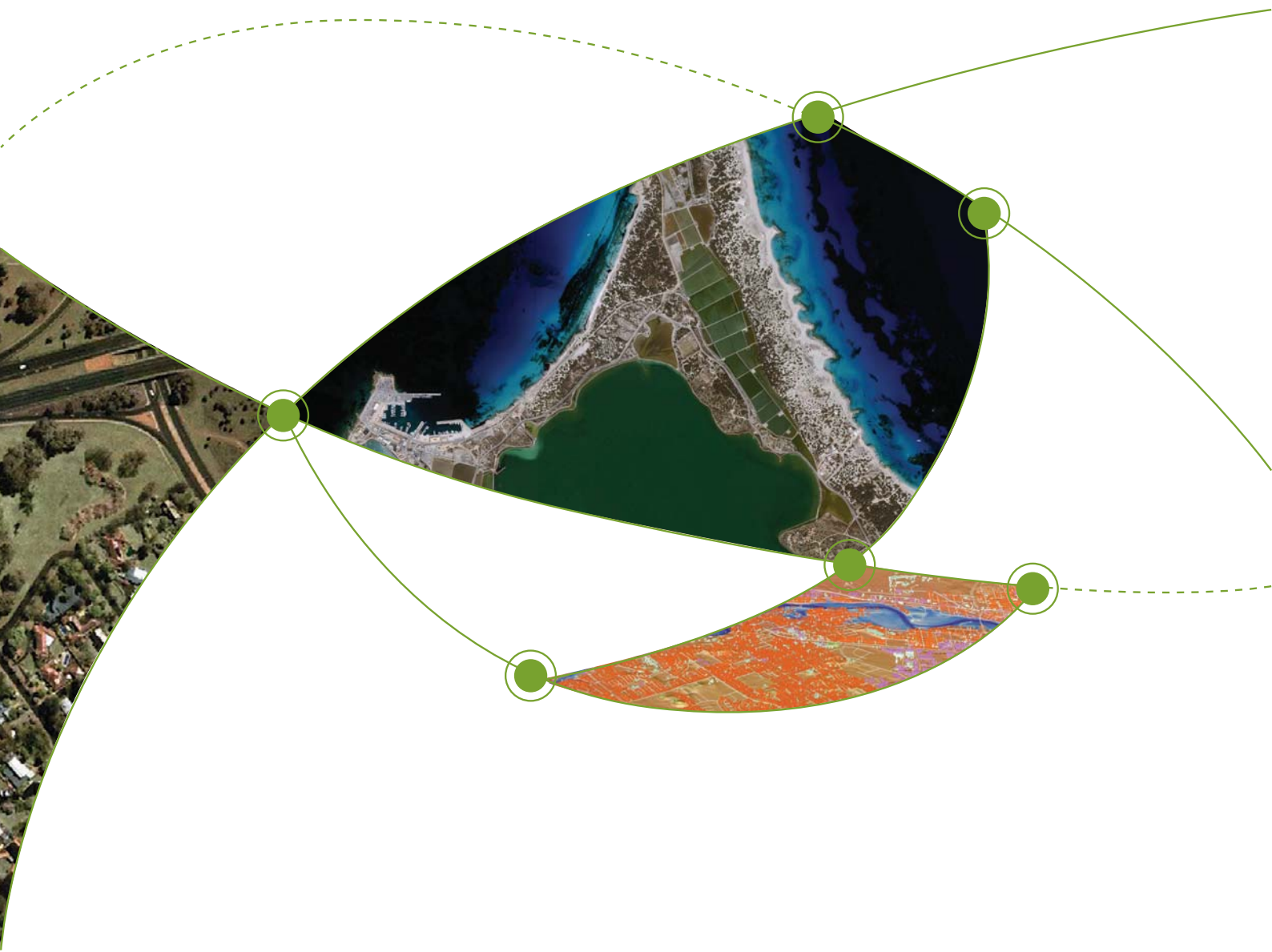
ANZLIC SPATIAL RESOURCE DISCOVERY AND ACCESS PROGRAM

ANZMet Lite Metadata Entry Tool User Guide

Version 1.0, July 2009



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Chapter 1 Acknowledgements and Foreword

Welcome to the ANZMet Lite Metadata Collection Tool User Guide.

This tool has been developed for the Australian and New Zealand communities by ANZLIC the Spatial Information Council. ANZMet Lite is one component in a suite of tools required to underpin any spatial data infrastructure.

Acknowledgements

This metadata collection tool is provided to anyone wishing to produce Metadata complying with ISO 19115 and 19139 international standards; specifically the ANZLIC Profile of those standards.

The collection tool has been developed by modifying source code originally developed by Sinclair Knight Merz for the Department of Defence and provided to ANZLIC by Defence Services Group. Software Improvements Pty Ltd modified the source code on behalf of ANZLIC.

The source code remains the intellectual property of the Australian Government.

The Office of Spatial Data Management supervised the development process and prepared the associated documentation and training packages on behalf of ANZLIC.

Target User Group

ANZMet Lite is designed as a basic entry level metadata collection tool. It will suit:

- organisations with up to 30 resources requiring metadata records to be published.
- contractors who are creating resources on behalf of government agencies where the contract specifies the provision of associated metadata to ANZLIC Profile standards
- community groups collecting small scale data on local parks, woodland, creeks etc, particularly where such data needs to be shared with other groups or the government for grant purposes.
- individuals collecting data for their own use to manage and maintain their own resources in a systematic way compliant to international standards.

Installation

ANZMet Lite can be downloaded from **www.anzlic.org.au/metadata**.

If a previous version of the tool has been loaded this will need to be removed using the 'Add or Remove Programs' tools from the 'Control Panel'.

Running the Installation file will create a folder called **C:\Program Files\ANZLIC\MET**

ANZMet Lite Limitations

Because of the nature of this collection tool there are some limitations on what it can do. These include but are not limited to:

1. Collecting elements beyond the ANZLIC Profile Minimum and Core

This tool supports the basic minimum and core elements defined in the ANZLIC Profile; approximately 10% of the ISO 19115 elements or 30 elements in all. Individuals or organisations that need to collect more extensive metadata should use a different tool.

2. Editing existing metadata records

If you are editing metadata records that have been created using a different tool, especially a more sophisticated one, some metadata could be lost.

3. Publishing Metadata

ANZMet Lite does not directly publish metadata records created using it. Valid records (XML files) need to be submitted to a node of the Australian Spatial Data Directory (ASDD) or a similar facility for publishing. In the short term these records can be submitted to info@osdm.gov.au for publishing through the Geoscience Australia node of the ASDD.

User Assistance

Each jurisdiction has a local training and support network for ANZMet Lite. Refer to the ANZLIC web page for your local Metadata Contact Officer: http://www.anzlic.org.au/

OSDM has established a WIKI as an ANZMet Lite User Forum where experiences, questions and requirements can be shared with others. Registration can be sought by emailing info@osdm.gov.au.

Chapter 2 Download and Installation

Introduction

The ANZMet Lite metadata collection tool has been developed by the Office of Spatial Data Management on behalf of ANZLIC the Spatial Information Council.

The Intellectual Property for the tool is owned by the Australian Government and the tool is a wizard based, free to use, metadata collection tool. It creates XML metadata records that validate to the ANZLIC Profile of ISO 19115 and generates a plain text metadata record within the tool.The plain text record cannot be published.

Download

ANZMet Lite and the associated documentation can be downloaded, free of charge, from the ANZLIC metadata web page:

www.anzlic.org.au/metadata

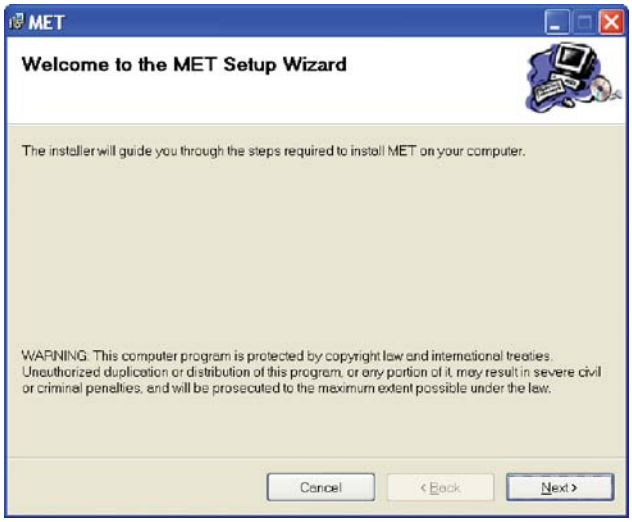
Installation

Unpacking the ZIP file will produce a Setup file:

Double click on the setup file icon and ANZMet Lite will install on your local disk.

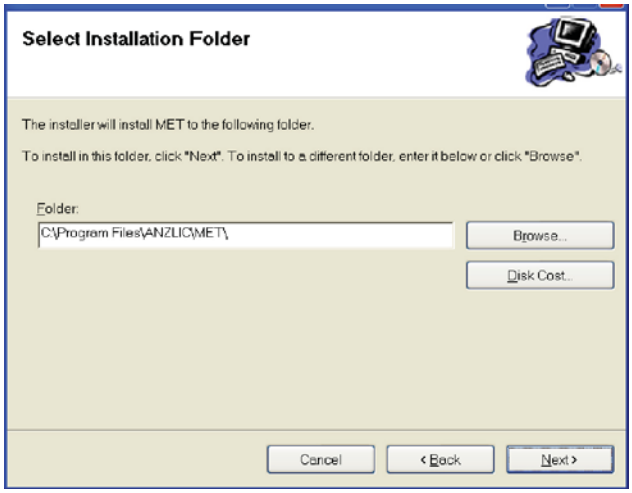
Installation will proceed via the MET Setup Wizard.

MET Setup Wizard

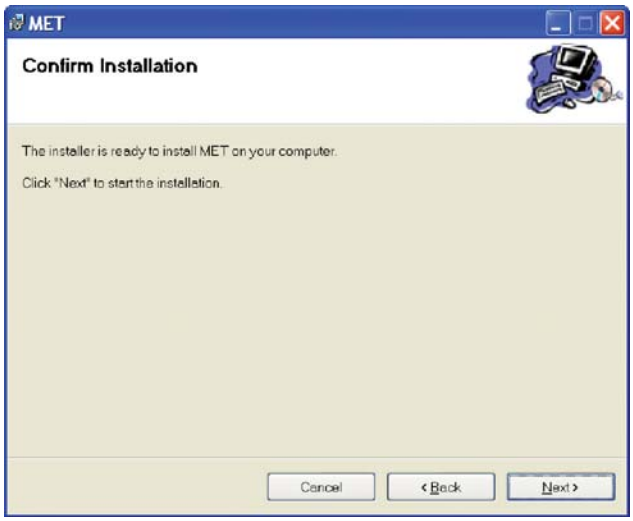


The first screen to display will be the Setup Wizard which gives you the option to continue **Next >** or **Cancel** the install process.

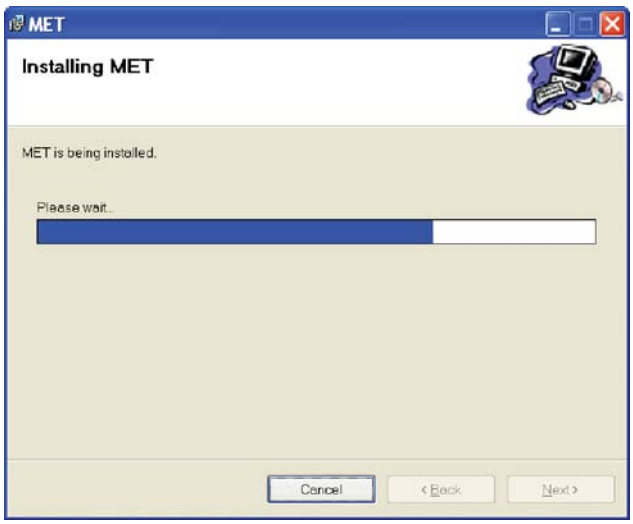
Clicking **Next >** moves you to the **Select Installation Folder** which allows you to specify the directory location for the installation of ANZMet Lite. The default location is C:\Program Files\ANZLIC\MET\



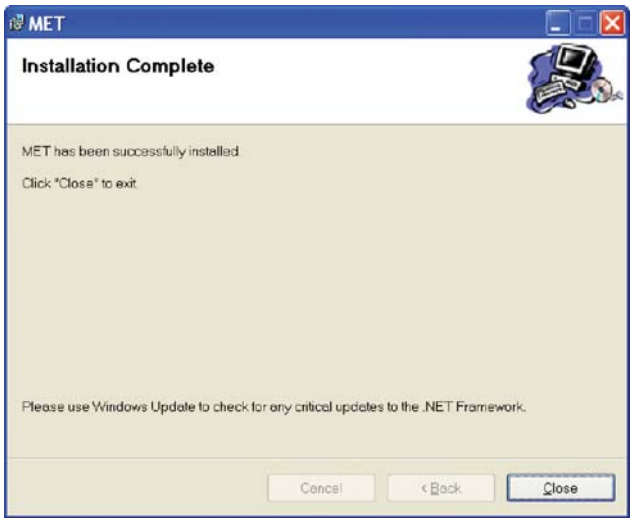
The next screen is the **Confirm Installation** screen which allows you to **Cancel** or continue.



ANZMet Lite will then install.



Upon successful installation the completion screen will display.



ANZMet Lite is now ready to use.

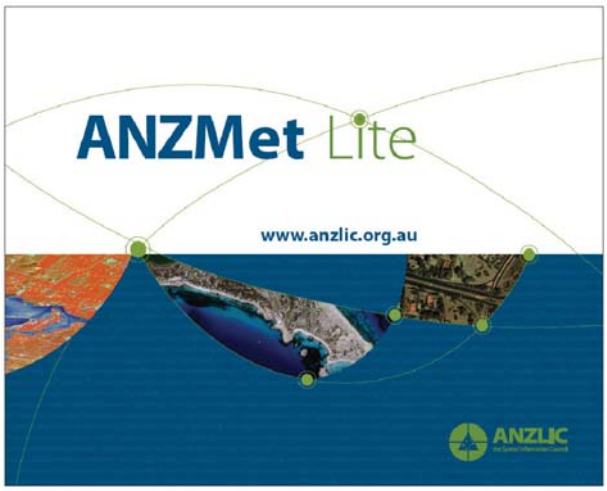
Starting the Tool

The ANZMet Lite Icon will now be available on your desktop.

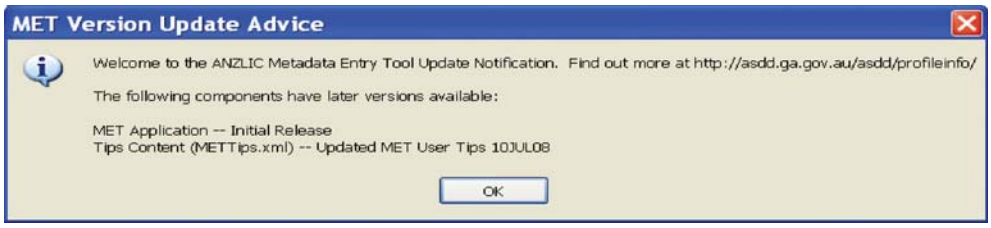
Clicking on the icon will start the tool.

Splash Screen and Version Notice

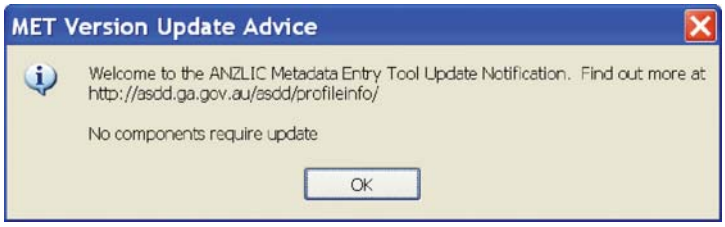
In rapid succession you will see the **ANZMet Lite splash screen**



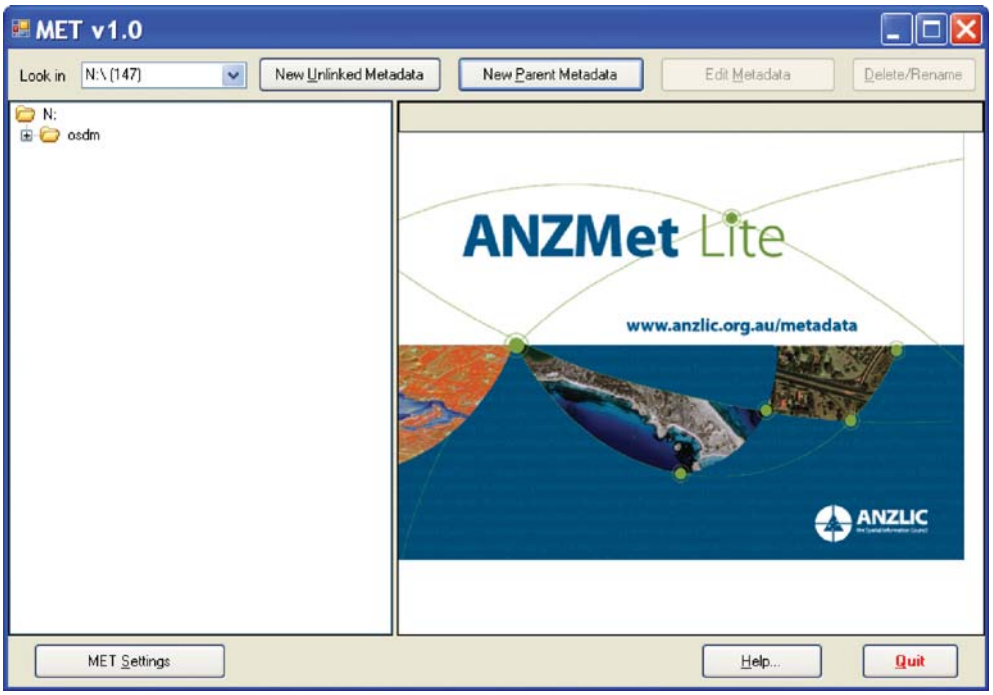
At this point, if you have a current internet connection, the software will check the ANZLIC web site to see if a more current version of ANZMET Lite or any of the associated registers has been added to. If so it will notify the user, giving the option of downloading the new resources.



OR



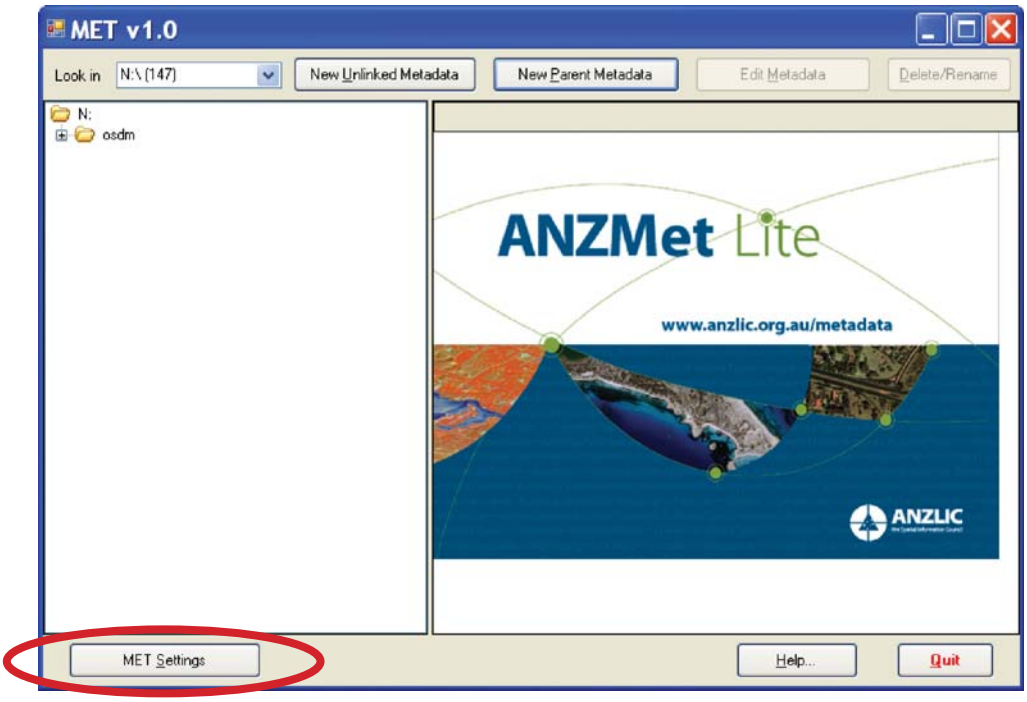
When ANZMet Lite opens you will see this screen.



You are now ready to configure the tool, if required, and to create metadata.

Chapter 3 Configuration

The Opening Screen



ANZMet Lite Configuration

If required, this is undertaken by selecting **MET Settings** found on the opening screen. There are a number of components of ANZMet Lite that can be configured or modified by the user before metadata collection begins. This section of the User Guide explains what these components are and how they can be set.

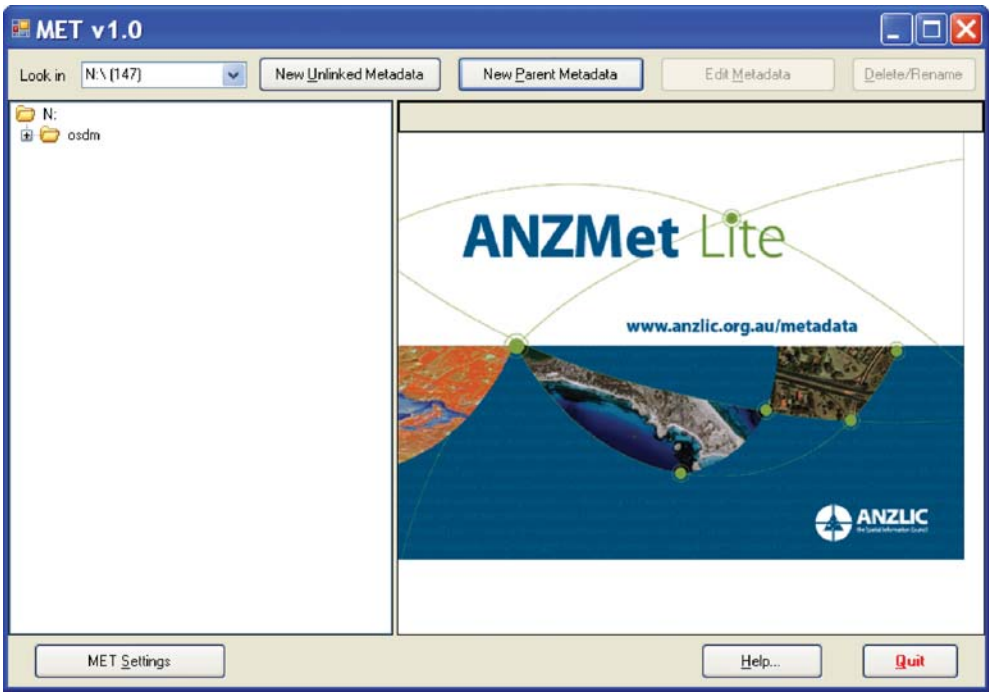
The options which can be selected for customization are:

- List of Filename Extensions which the tool will recognize
- List of Organisation Names
- Full or Short pathname
- Tooltips On or Off
- Nominate metadata as being from an Australian Government agency
- Check Updates to the tool
- Update Code lists

> **NOTE** that if you choose to modify the Codelists the local (modified) version will no longer be consistent with master lists on, http://www.anzlic.org.au/infrastructure_GENfiles.html .
>
> If, after you amend the lists, you do a '**Check for Updates**' the ***Updates*** from the ANZLIC source will overwrite your local version of the Codelist, potentially setting them back to the original version.

ANZMet Entry Screen

Upon start-up ANZMet Lite will deliver the user to the **Opening Screen**. This screen allows you to set up components of the tool and to begin creating metadata.



MET Settings

The Met Settings button is located on the bottom left corner of the Opening Screen (at the start of the collection process) and the Summary Screen (at the end of the collection process).

The MET Settings screen allows the operator to tailor certain aspects of ANZMet Lite behaviour. In most cases users will not need to enter this screen.

Australian Government Agencies or people acting as agents for the Australian Government will need to enter the MET Settings screen and set the tick box for Create metadata for an Australian government organization to ON.

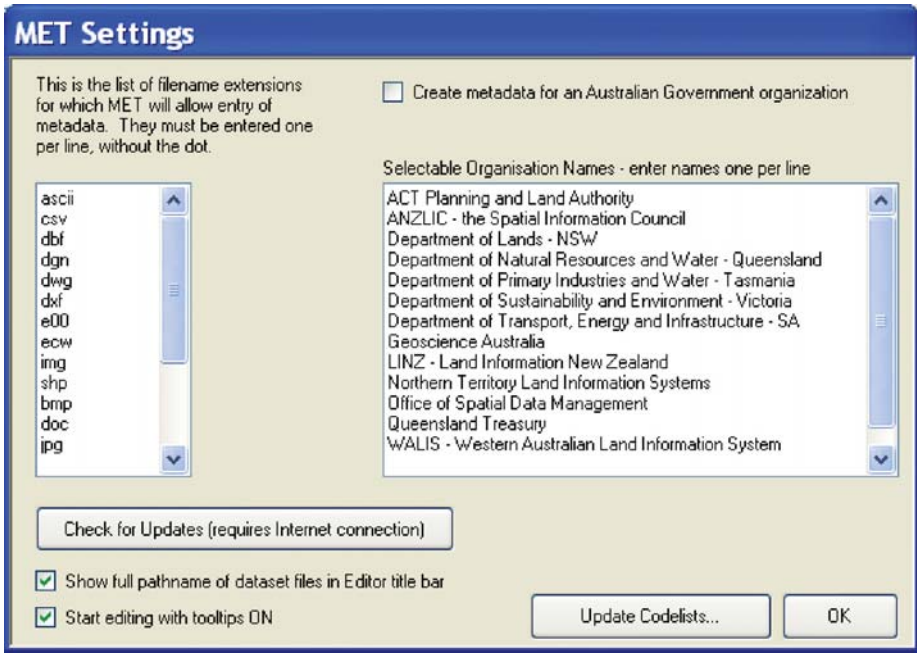
To enter the settings environment click on the **MET Settings** button on the bottom left of the screen

The MET Settings screen has the following features:

Tick Boxes that allow you to nominate whether

- you are entering metadata for an Australian Government agency. If checked this will activate a **Schedule** screen which defines the conditions of access for data. Default setting for this button is **OFF**.

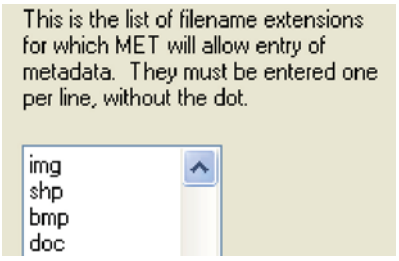
- to show the full path name of the dataset file selected for creating the metadata record in the Editor title bar or not. **Default is ON.**
- to have the **tool tips** turned on at the start of an editing session. **Default is ON.**



Features of the MET Settings Screen

Filename Extensions List

Additional filename extensions can be added here. If you are using a system that creates resources with an extension not already represented here; type it into the list without the dot and select **OK**.



Selectable Organisation Names

If the organisation for which you are collecting metadata is not included in this list – type it in at the bottom of the list, select **OK** and the new entry will appear in the pull down lists on the **Contact** and **Distributor** pages.

Check for Updates Button

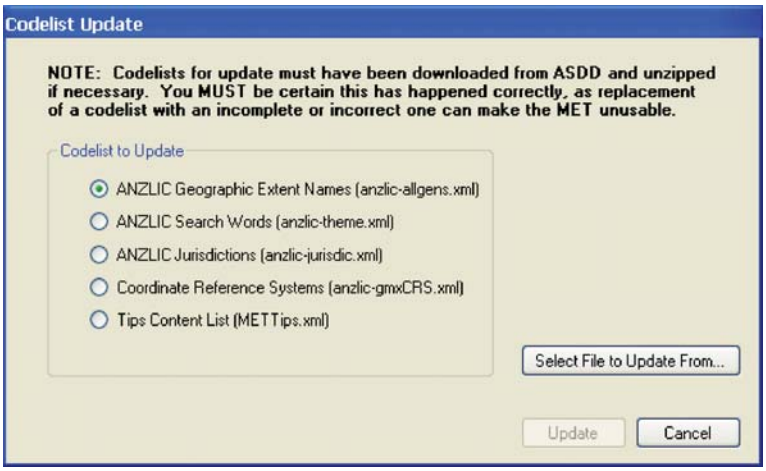
Clicking this button will initiate a search of the ASDD website for updated versions of the ANZMET Lite tool or its associated registers. Use of this function requires access to the internet.

Update Codelists Button

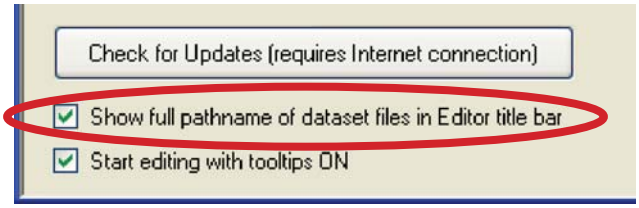
This button allows you to change the entries in some of the Codelists accessed by ANZMet Lite. These lists will need to have been downloaded from the master set and stored on a local drive.

NOTE: If you modify these Codelists they will no longer be consistent with master lists on the ASDD website. If you amend the lists and then '**Check for Updates**' the ***Updates*** from the ANZLIC source will overwrite your local version of the Codelist, potentially resetting them back to the original version.

The lists are XML files and a competent XML programmer will be required to make changes. The standard installation of ANZMet Lite will store these files in C:\Program Files\ANZLIC\MET\METSchemaANZLIC\resources\ANZLIC



Show Full Pathname Tick Box

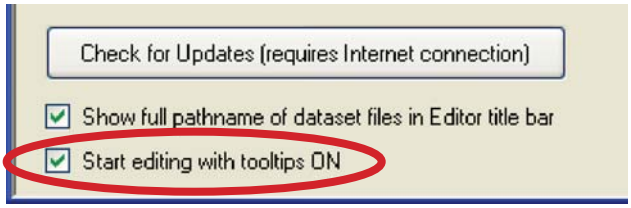


Turning this option on or off effects the way the file location is displayed on the header bar on the edit / entry screens.

When **turned on** the full file path name will be displayed:

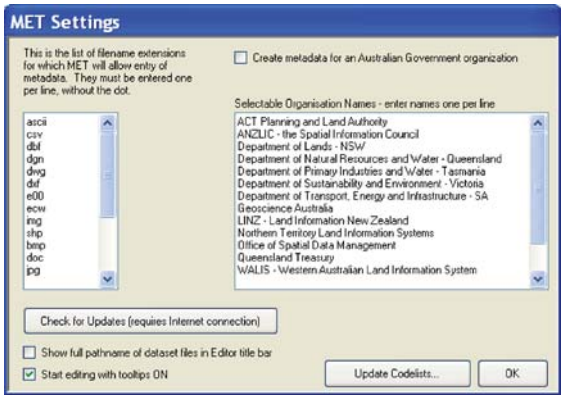
When **turned off** only the file name will be displayed:

Start Editing with Tooltips



This setting determines whether the Tool Tips and Hot Tips are available to the user as they work through the metadata collection process. ANZLIC strongly recommends that these be **turned ON** at all times.

Default Settings



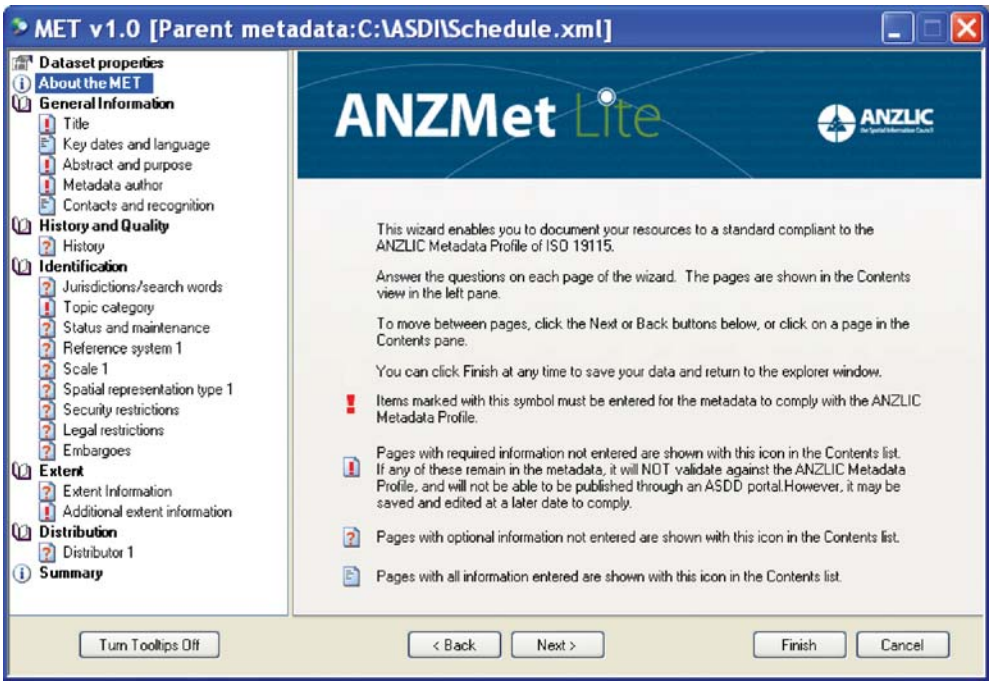
The default selection for the MET Settings screen shown above is for all but Australian Government agencies or agents.

Australian Government Agencies and agents collecting metadata for them MUST select the **Create metadata for an Australian government organization check box.**

Once you are happy with all the settings on this screen click **OK** and you are ready to begin creating metadata.

Chapter 4 About ANZMet Lite

About the MET



This screen describes the icons and their behaviour in ANZMet Lite.

Guidance

The screen contains some explanatory notes followed by a description of the icons that appear in the Navigation Panel on the left of the screen.

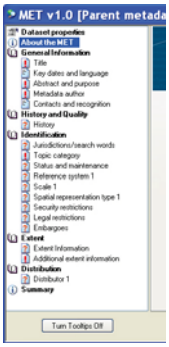
> NOTE: By selecting **Finish** at any time during the metadata collection process you can save the entries you have already made. This will display the formatted summary of the record so far and return you to the explorer view. This will also give you access to the **Met Settings** button so that you can modify the configuration of the tool and then return to editing the current record. If you have not completed all the mandatory fields you will receive a warning message saying that the metadata does not validate.

Warning!

If you **do** modify the **MET Settings** and return to editing the current record you MAY lose information already entered.

For example if you have started the collection process with the Australian Government setting ON and have filled in the Schedule screen, then finished, set the button to OFF and resume editing, the content of the Schedule record will be lost.

Navigation Panel



The navigation panel appears on the left of the entry screen. It replaces the Explorer view which allows the user to navigate to the files for which metadata is to be created at the start of the collection process.

The navigation panel updates as metadata is created against each of the entry screens, providing feedback and guidance to the user on progress and what fields still need to be completed to produce a valid record.

The icons in this panel only update when the user moves to another screen (ie selects **< Back** or **Next >**).

ICON Descriptions

Mandatory items

Items flagged with this symbol **MUST** be completed to generate an ANZLIC Profile compliant metadata record.

The navigation panel shows the minimum number of screens that need to be completed for a compliant metadata record. You will note that, in some cases, **Title, Abstract and purpose, Metadata author, Topic category** and some **extent information** is all that is required for a valid record.

Once all fields marked with this icon have been completed ANZMet Lite will create a valid XML file capable of being published on a node of the ASDD.

Some fields will move from Optional to Mandatory depending on which options are selected. The navigation panel will advise the user interactively of these changes.

This icon is also used on some entry screens to draw the user's attention to important notes or to flag incorrect entries such as text entered into a numeric field.

Optional Elements / Incomplete Pages

Items flagged with this symbol are **optional** and may be completed at the operator's discretion. These items move beyond the ANZLIC Minimum and ANZLIC Core elements. ANZLIC recommends that these fields be completed since the more metadata collected the easier it is to locate resources using a structured search.

Some fields will move from Optional to Mandatory depending on which options are selected. The navigation panel will advise the user interactively of these changes.

The notification icon for Screens containing a mix of Mandatory and Optional fields will change from ! to ? once all of the mandatory elements have been completed with the minimum of information.

Completed Screens

Once all fields on any screen have been completed the navigation panel will display this icon against the screen name.

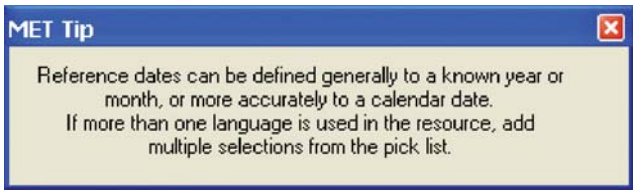
The icons in the navigation panel will only update when the user moves to a new screen by selecting either **< Back** or **Next >.**

User Support

Each entry screen has 'MET Tips' and 'hot tips' associated with it. These provide general guidance on what information is required to complete a screen and specific guidance on the content required for each text box.

MET Tips

The MET tips can be accessed by selecting the 'Tip' icon on the top right corner of the entry screen. Selecting this icon will generate a pop up screen giving further information and guidance on the information required to create a valid metadata record.

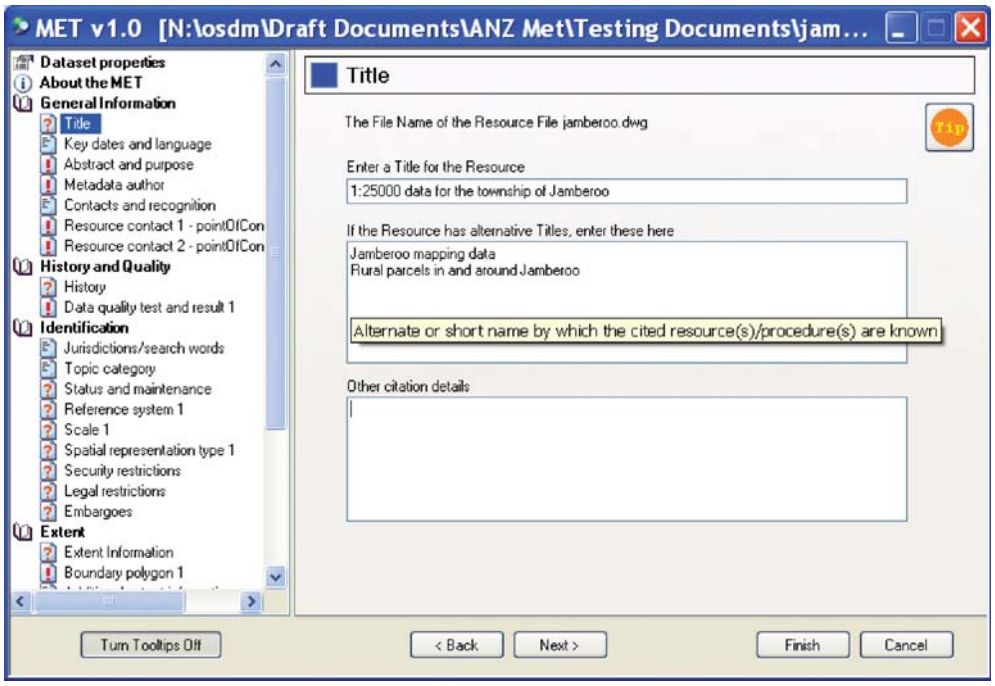


The amount of information in these tips varies from screen to screen.

More specific information can be accessed by referring to the **ANZLIC Metadata Profile Short User Guide for the ANZMet Lite** on www.anzlic.org.au/metadata or by reference to the ISO 19115 Standard.

Hot Tips

Hot Tips appear when you hold the mouse over a text box. These tips give specific guidance or hints on what information is required within that box to create a valid metadata record. See example below.



Additional information on the appropriate content for the various fields can be found by referring to the ANZLIC Metadata Profile Guidelines available for download at http://www.anzlic.org.au/publications.html.

Chapter 5 Create a New Parent Metadata Record

Introduction

There are four different ways to create a metadata record using the ANZMet Lite tool. When starting the tool there are two options available by default. These are:

1. New Parent Metadata File and

2. New Unlinked Metadata

A third method of creating a metadata record is by selecting a resource from the Navigation Panel for which a metadata record is to be created. This will activate a new button to create

3. New Linked Metadata

The final method of creating a record is by selecting the button

4. Clone From...

This becomes active once a resource has been selected and prompts the user to browse to an existing metadata (XML) record. The entire contents of the selected record are copied to the new record, which then can be modified as required.

This section describes how to create a **New Parent Metadata File**.

Creating A New Parent Metadata Record

A Parent Metadata file is one to which other metadata files in a package can be linked. An example might be a metadata file for the 1:25000 topographic mapping series. Each map sheet in the series might have its own metadata record with all of them being linked back to the parent file that describes the general properties of the collection. [a further example would be: Parent Metadata Record – Car Brands; subsequent 'child' metadata records – Ford, Holden, Mercedes, Saab, Suzuki etc.]

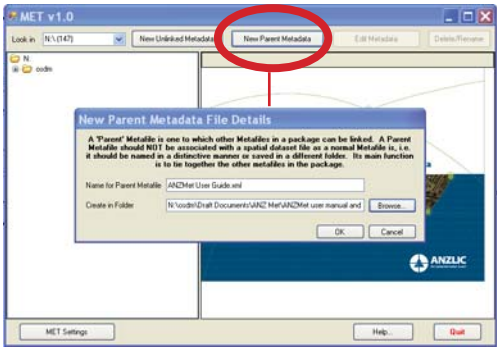
Multi Layered Parent Files

Parent metadata files can be "stacked". A metadata record for a series can be the parent of a metadata record for a dataset that in turn can be the parent metadata record for an attribute.

Selecting the **New Parent Metadata File** button brings up a screen, which requires the user to define the name of and location for the Metadata file. The **name** of the file should be carefully considered. It doesn't help with metadata searches if the files are named Test1.xml, Test2.xml etc.

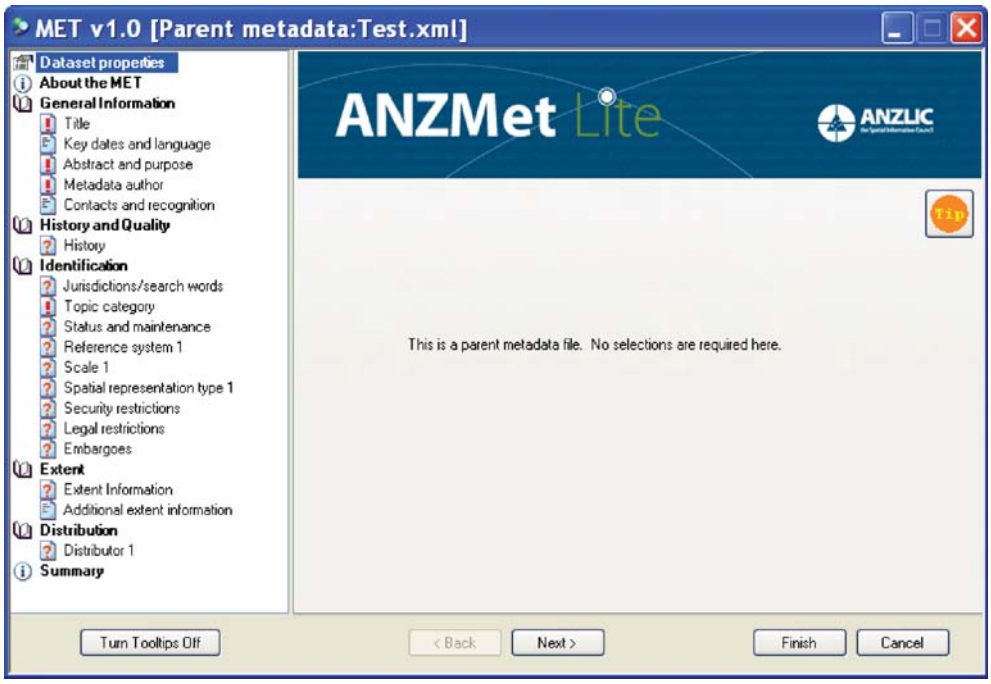
When typing the name of the parent file into the text box remember to **add the '.xml' extension** if it is not there, as the tool does not assume this.

Selecting the **Browse...** button will open a Windows Explorer-like environment where the user can select the directory in which the file is to be stored. Depending on the business' filing practices you might consider saving the parent file one level up from the associated dependant files.



Selecting **OK** will move you to the **Dataset Properties** screen. Because you have elected to create a parent record the settings are predefined so this screen simply says:

'No selections are required here.'



Move to the next screen by clicking the **Next >** button, which will open the **About the MET** screen [see chapter 4], or by making a selection from the Navigation Panel.

Chapter 6 Create a New Unlinked Metadata Record

Introduction

Remember [refer to Chapter 5] that there are four ways of creating a metadata record depending on your requirements:

1. New Parent Metadata File and
2. New Unlinked Metadata
3. New Linked Metadata
4. Clone From…

This section describes how to create a **New Unlinked Metadata File.**

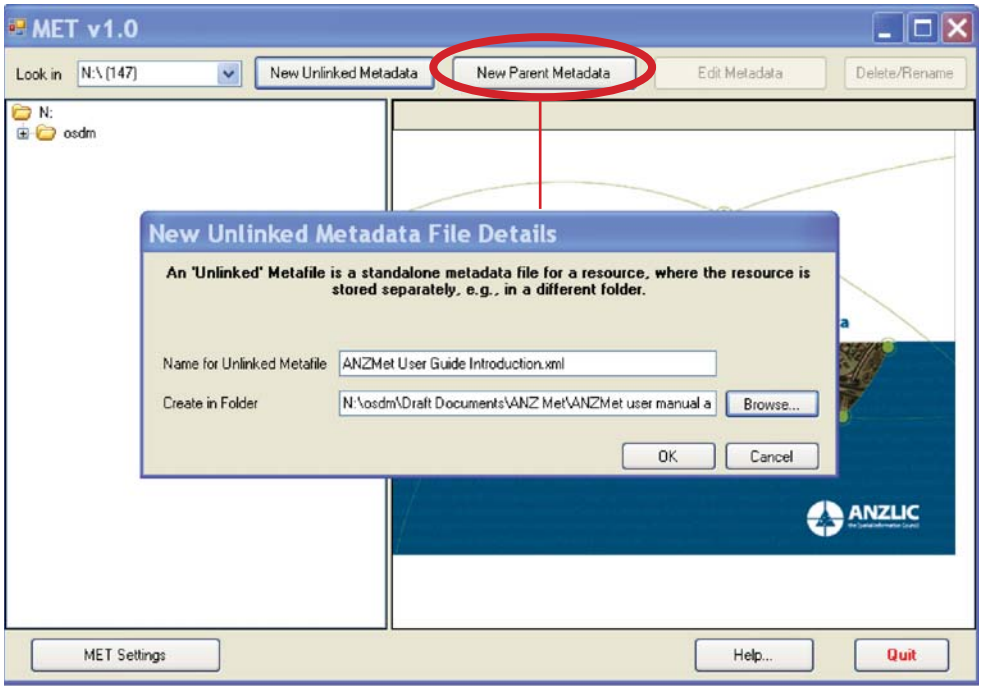
Creating A New Unlinked Metadata Record

An unlinked metadata file is a file that is independent of the resource it describes (that is: it is not linked to, or necessarily stored with, the resource it describes). This option can be used to document resources that are not immediately accessible to the officer creating the record or to define metadata to guide the collection of a resource.

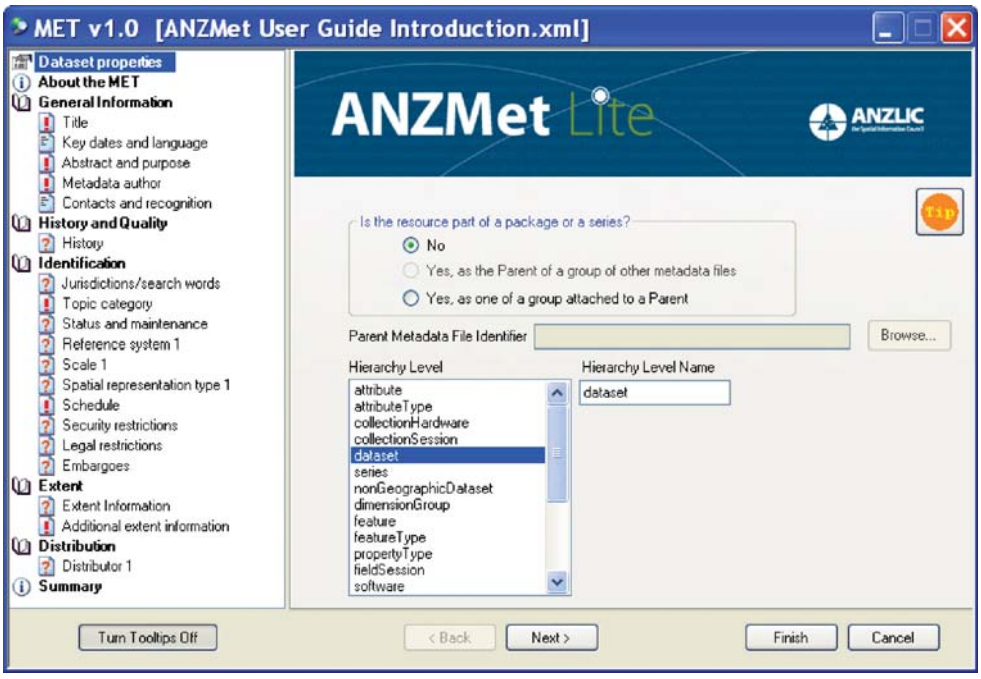
Selecting the **New Unlinked Metadata File** button brings up a screen, which requires the user to define the name of, and location for the Metadata file. The **name** of the file should be carefully considered. It doesn't help with metadata searches if the files are named Test1.xml, Test2.xml etc.

When typing the name of the file into the text box remember to **add the '.xml' extension** as the tool does not assume this.

Selecting the **Browse...** button will open a Windows Explorer environment where the user can select the directory in which the file is to be stored. Depending on the business' filing practices you might consider saving the unlinked metadata file in a directory specifically assigned for the storage of these records.



Selecting **OK** will move you to the **Dataset Properties** screen where you can set the basic parameters of the resource being documented.



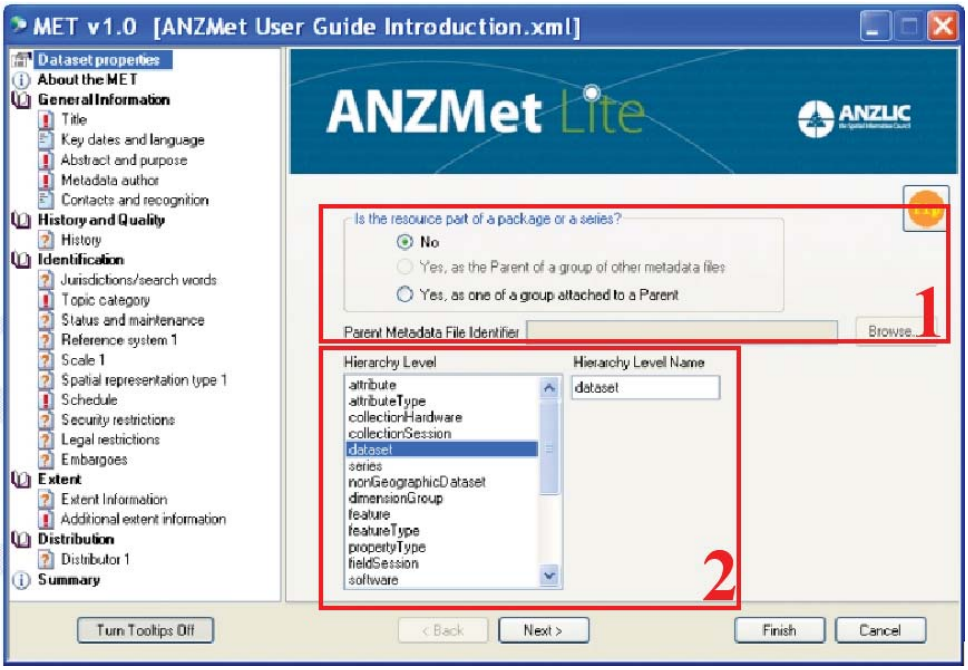
Dataset Properties

The default settings on the **Dataset properties** screen assume that:

- The resource is NOT to be linked to a parent record
- The resource is a Dataset

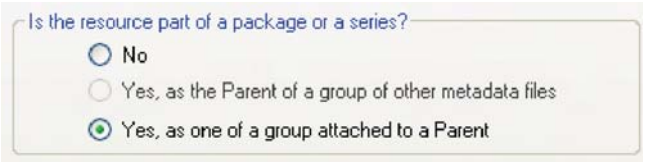
These settings can be changed on this screen.

The following information refers to the details located in the Dataset properties screen.

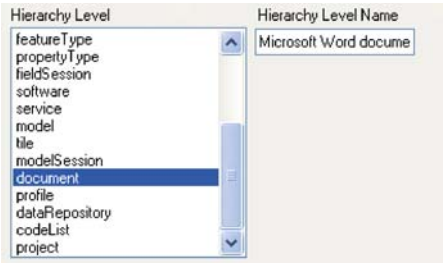


1. If you select the radio button (see image below) to indicate that the resource **is** part of a series the **Browse...** button becomes active and, by selecting it, you can navigate to the Parent Metadata Record to be associated with the new metadata record. The Parent Metadata File Identifier will then be displayed, greyed out, in the panel at the centre of the screen.

2. You can select the appropriate **Hierarchy Level** from the pick list and provide an extended or more specific **Hierarchy Level Name** in the text box.



Once you are satisfied with the settings move to the next screen by selecting the **Next >** button, which will open the **About the MET** screen (Ref Chapter 4), or by making a



direct selection from the Navigation Panel.

Chapter 7 Create a New Linked Metadata Record

Introduction

Remember [Ref Chapter 5] that there are four ways of creating a metadata record depending on your requirements:

1. New Parent Metadata File and
2. New Unlinked Metadata
3. New Linked Metadata
4. Clone From…

This section describes how to create a **New Linked Metadata** record.

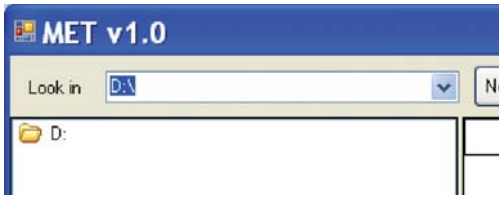
Creating A New Linked Metadata Record

Existing metadata records, whether complete or only partial, can be updated or amended by selecting the record and clicking the **Edit Metadata** button at this point.

This section describes how to create a **New Linked Metadata** File associated with an existing resource.

To begin creating a metadata record using this option the user first needs to select the resource to be documented using the navigator pane on the left of the entry screen.

Selecting Resource Files

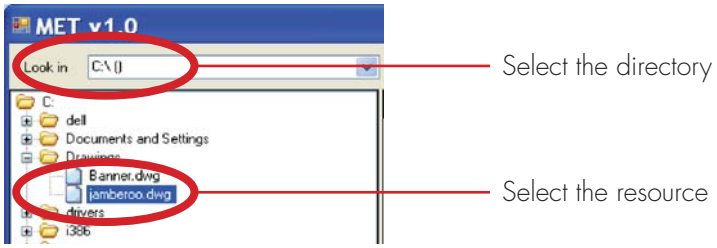


The directory structure displayed in the **Look in** pull down list may be **D:** as shown. You will need to navigate to the directory where the resources for which you are creating metadata are housed.

The metadata record will be created in the same directory as the resource and will remain linked to the resource. If you move the metadata record to a new directory without also moving the resource file the metadata record will report itself as an **Orphan** file.

You can select an existing data file to associate metadata with using the navigator panel on the left hand side of the entry screen.

ANZMet will check the file for existing metadata records.



Metadata Status Messages

- **No associated metadata file**
  If no metadata records are associated with the selected file the following message will be displayed in the message bar at the top of the entry screen.

  This item has no matching Metadata file

- **ANZLIC compliant metadata record exists**
  If a metadata record exists the tool will load the record.
  If the record is complete and compliant with the ANZLIC Profile the tool will:

  1. default to the formatted view of the record and
  2. display the following message

  ANZLIC metadata file: file is complete

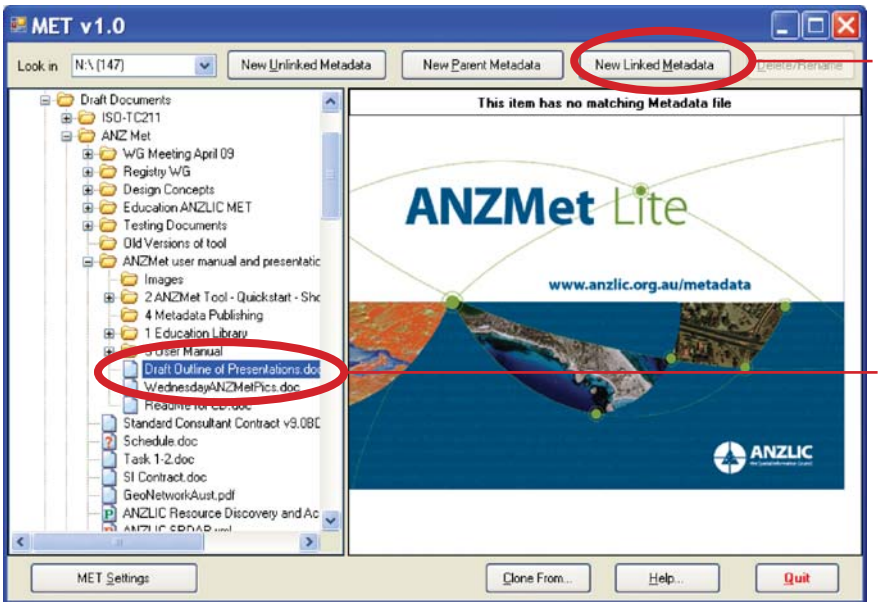
- **Incomplete metadata record exists**
  If the record is incomplete or, for any reason, is not compliant with the ANZLIC Profile the tool will:

  1. default to the formatted view of the record and
  2. display the following message

  ANZLIC metadata file: file is incomplete

WARNING: If opening a metadata record that was created using another collection tool, such as GeoNetwork, some of the metadata could be lost. The metadata status message in this case will be red.

Once you have selected the resource file from the Navigator Pane the **New Linked Metadata** button, which has been greyed out until a resource was selected, will become active. Select the **New Linked Metadata** button.



You will be taken to the **Dataset Properties** screen where the basic parameters of the resource to be documented can be set.

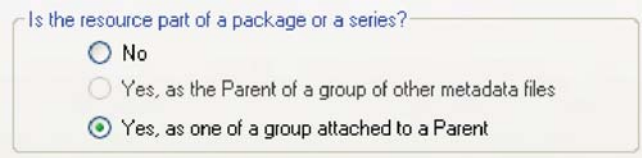
Dataset Properties

As explained previously [Ref Chapter 6], the default settings on this screen assume:

- The file name of the resource file which will appear in the blue bar at the top
- The resource is NOT to be linked to a parent record
- The resource is a Dataset

These settings can be changed on this screen.

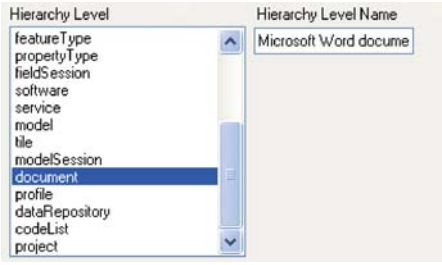
If you click the radio button to indicate that the resource **is** part of a series the **Browse...** button becomes active and, by selecting it, you can navigate to the Parent Metadata Record to be associated with the resource.



The Parent Metadata File Identifier will be displayed greyed out (since it can't be altered) as shown below.

Hierarchy Level

You can select the appropriate **Hierarchy Level** from the pick list and provide an extended or more specific **Hierarchy Level Name** in the text box. The definitions of the options available can be found in the ANZLIC Metadata Profile Guidelines v1.0 under MD_ScopeCode<<CodeList>>.



Once you are satisfied with the settings move to the next screen by clicking the **Next >** button, which will open the **About the MET** screen, or by making a selection from the Navigation Panel.

Chapter 8 Clone a Metadata Record

Introduction

Remember that there are four ways of creating a metadata record depending on your requirements:

1. New Parent Metadata File and
2. New Unlinked Metadata
3. New Linked Metadata
4. Clone From…

This section describes how to Clone a metadata record by selecting the **Clone From...** button that will become active once a resource has been selected.

> Existing metadata records, whether complete or only partial, can be updated or amended by selecting the record and clicking the **Edit Metadata** button.

Creating a Metadata Record – Cloning

The **Clone From...** button becomes active only after a resource file has been selected in the file explorer screen, displayed at this point in the navigation pane. This option allows you to select an existing metadata record and use it as a template for a new record, requiring only those changes necessary to make the new record unique.

This option can be used for setting up a template metadata file with virtually all of the fields pre-populated so that the operator need only add or change content in two or three of the element screens [for example, by changing the title].

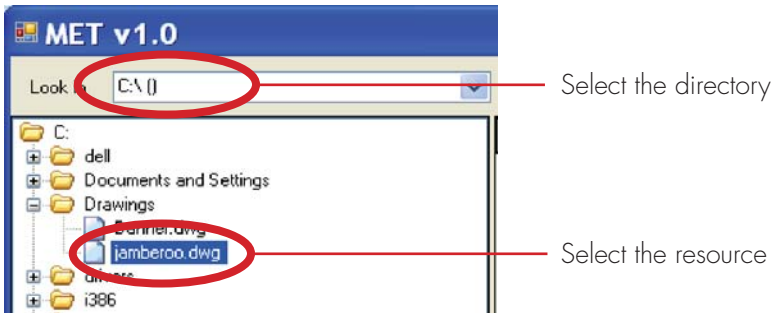
Cloning a Metadata Record

To create a cloned record, first select the resource file for which you intend to create metadata from the explorer screen in the navigator pane. If the selected resource already has a metadata record associated with it, the Clone option does not become active.

> CLICK HERE TO VIEW CREATING A TEMPLATE CLONING PDF

Selecting Resource Files

You will need to navigate to the directory where the resources for which you are creating metadata are housed. The metadata record will be created in the same directory as the resource.

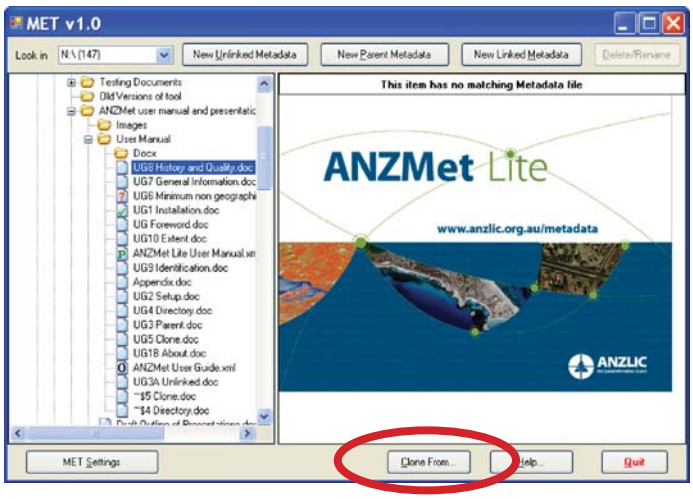


ANZMet will check the selected file for existing metadata records.

If no metadata records are associated with the selected file the following message will be displayed in the message bar at the top of the entry screen.

This item has no matching Metadata file

When you select the resource file that you are creating a metadata record for, the **Clone From...** button, which has not been displayed previously, will become active and appear on the bottom of the entry screen. Select this button.



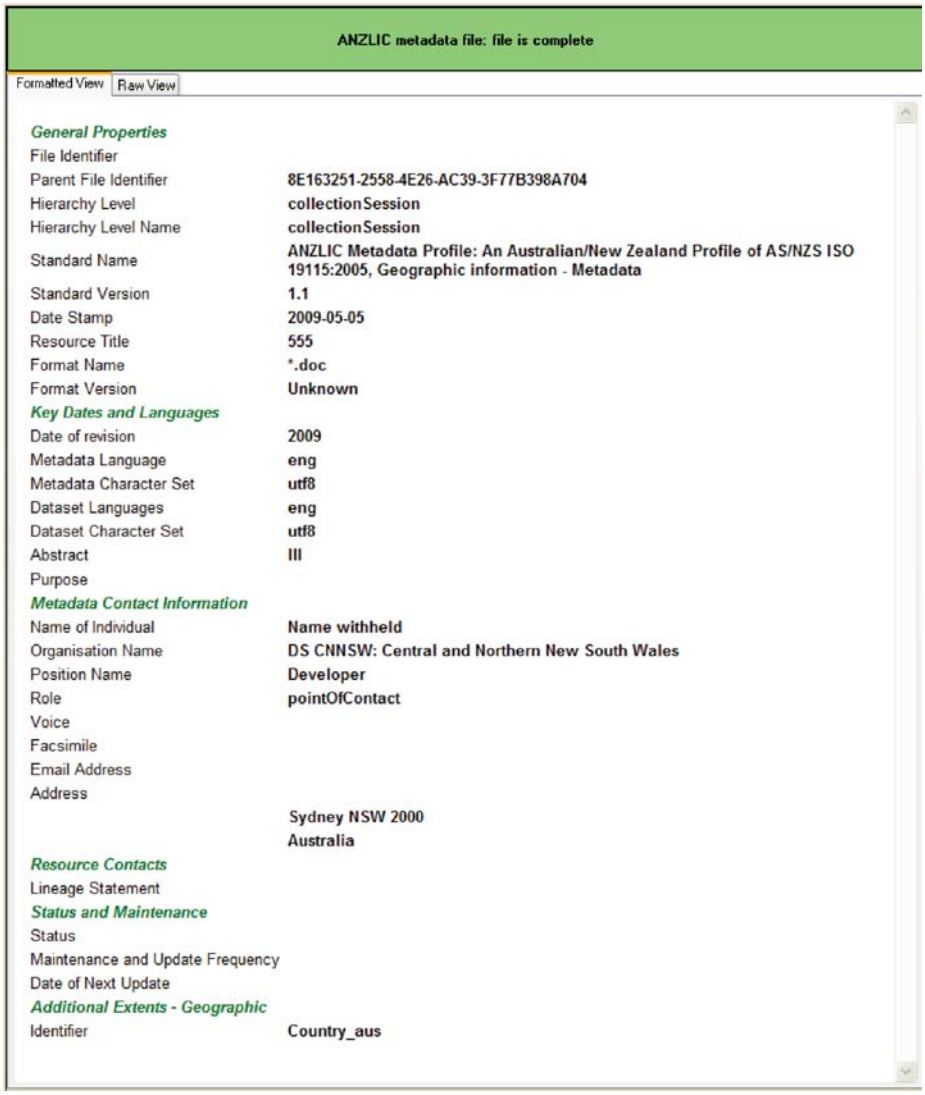
This will open a file explorer screen in the navigation pane from which you will select the metadata (.xml) file to be used as the template file to clone from.

File Status Icons

✔	Files with a tick in the icon are complete and have valid ANZLIC Profile compliant records.
P	Files with a P in the icon are parent metadata records.
○	Files with an ○ in the icon are orphan files (not located in the same directory level as the resource they describe).
?	Files with a ? in the icon are incomplete records which may not validate to the ANZLIC Profile
X	Files with and X as the icon cannot be edited by ANZMet Lite

Summary Page

After selecting the master file for cloning, ANZMet Lite will display the Formatted View of the master metadata record. Inspection of this view will advise the user which fields need to be amended.



These changes can then be made to the relevant fields by selecting the **Edit Metadata with MET** button and selecting the appropriate headings from the navigation panel.

Chapter 9 Minimum Metadata Required for a Compliant Record

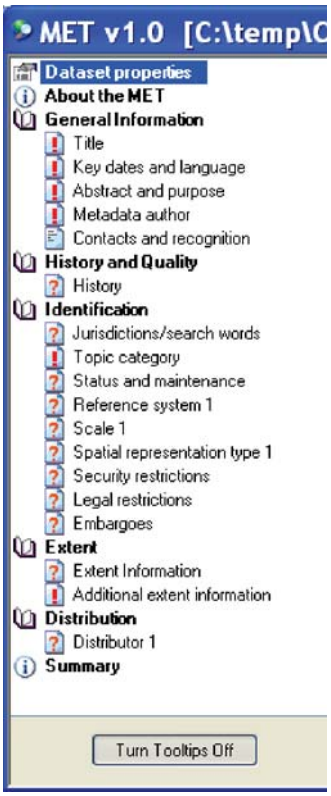
ANZLIC Profile of ISO 19115

The **ANZLIC Profile of ISO 19115** allows all 300+ elements of the International Standard. The Profile identifies about thirty elements as either ANZLIC Minimum or Core and ANZMet Lite is designed to support these elements plus a few extensions to support specific needs such as the Schedule list for Australian Government agencies.

A valid metadata record can be produced with only the **ANZLIC Minimum,** however ANZLIC strongly recommends that both the minimum and core elements be populated in every case.

Minimum Metadata

The ANZLIC Metadata Profile has a 'minimum' requirement for a compliant record for a resource. The elements that **must** be populated using ANZMet Lite are:



Title
Key dates and language
Abstract and purpose
Metadata author

Topic category

Extent Information or
Additional extent information

This section describes those minimum elements.

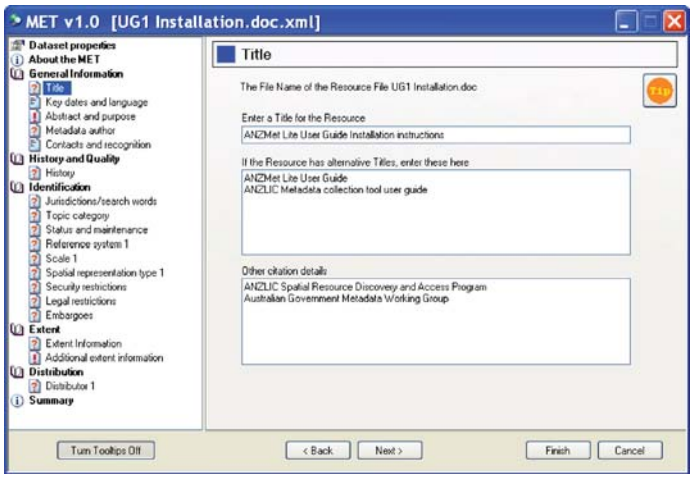
The Elements:

These are also explained in the QuickStartCreateMetadata.ppt – it is recommended that you look at the presentation before reading this chapter.

Title

{ ! - Manually entered}

Title is a mandatory field in ISO 19115 and in the ANZLIC Profile. In the International Standard it is "Resource Title" ISO reference 360.



There are three text entry boxes (fields) on this screen and they all accept free text entries.

The **first box** is for the Primary Title of the resource. This is a **mandatory** field and must be filled in for a valid record to be created.

The **second box** allows the operator to add other titles by which the resource might be known. Multiple alternative titles can be entered into this text box as long as a new line is used for each one. This is an **optional** field.

The **third box** allows the input of any additional information that will help identify the resource. You might include a range of names of activities or working groups that are associated with the resource more or less directly but which might be useful for discovering the resource through the ASDD or similar search devices. This is an **optional** field.

At least the first box on this screen must be filled in to create a valid record.

The plain English report of the Title information will look like this:

General Properties	
File Identifier	48D539F5-77EA-46D8-A82F-0D5AAD055CCA
Parent File Identifier	C50D930E-343F-4497-8804-237641522886
Hierarchy Level	document
Hierarchy Level Name	document
Standard Name	ANZLIC Metadata Profile: An Australian/New Zealand Profile of AS/NZS ISO 19115:2005, Geographic information - Metadata
Standard Version	1.1
Date Stamp	2009-05-21
Resource Title	ANZMet Lite User Guide Installation instructions
Alternate Resource Titles	
	ANZMet Lite User Guide
	ANZLIC Metadata collection tool user guide
Other Resource Details	ANZLIC Spatial Resource Discovery and Access Program, Australian Government Metadata Working Group

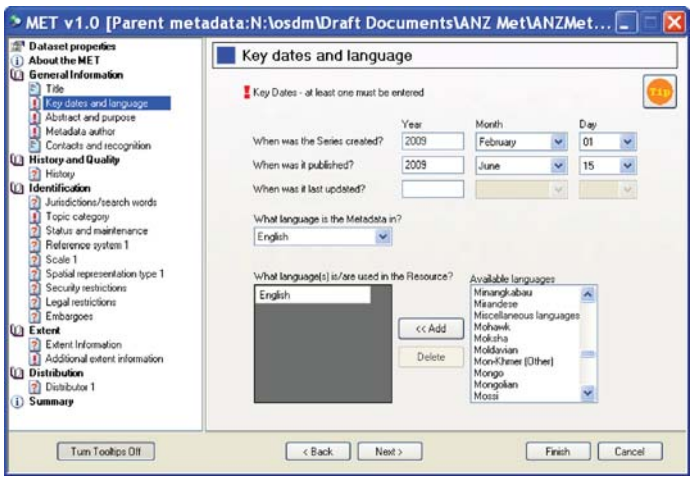
Key Dates and Language

{ ! - Machine populated but editable}

The Key Dates element is constructed from a combination of two mandatory elements in ISO 19115. These are:

- Key Date is a mandatory field in ISO 19115 and in the ANZLIC Profile. In the International Standard it is "Reference Date" ISO reference 394.
- Date Type is a mandatory field in ISO 19115 and in the ANZLIC Profile. In the International Standard it is "Reference Date Type" ISO reference 395. The three options under this element are Creation, Publication and Revision and these are mirrored in the screen set up.

Language is a mandatory field in ISO 19115 and in the ANZLIC Profile. In the International Standard it is ISO reference 39.



Key Dates

At least one of the three key date fields must be completed to create a valid metadata file.

If a resource file is selected the default setting for the date screen will populate the fields for '**When was it last updated?**' with date of last update details derived from the source document.

If the information required to complete a date is not known, leave the field blank. Although the **Published** and **Update** fields will allow the user to enter free text, and will change the icon to complete if this is done, the schema will look for a properly formatted date and the record will fail to validate if this is done.

Language

The default language for both the metadata and the resource is English and this information is auto populated. The resource may contain a different language to the metadata or data in multiple languages so the tool supports this.

This page assumes the metadata and resource language (English) and the last update date so the navigation panel shown the page with the completed icon.

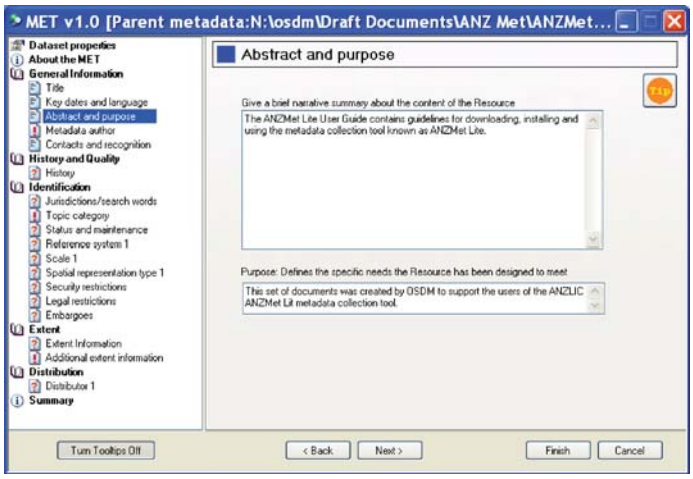
The plain English report of this information will appear like this:

Key Dates and Languages	
Date of revision	2008-10-22
Metadata Language	eng
Metadata Character Set	utf8
Dataset Languages	eng
Dataset Character Set	utf8

Abstract and Purpose

{ ! - Manually entered}

Abstract is a mandatory field in ISO 19115 and in the ANZLIC Profile. In the International Standard it is ISO reference 25.



The Abstract should provide enough information to assist a user to make decisions about the suitability of the resource for their purpose.

Only the first text box need be filled in to create a valid record.

The plain English report of Abstract and Purpose will appear like this:

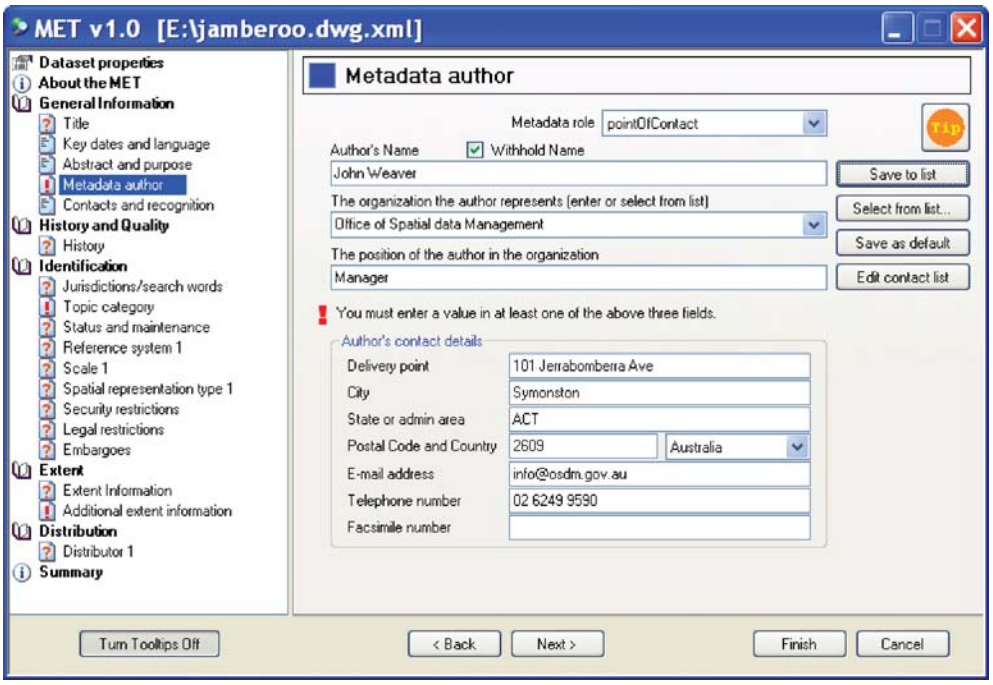
Abstract	**This document provides guidance on the methods of downloading and installing the ANZMet Lite Metadata collection tool developed by OSDM on behalf of ANZLIC.**
Purpose	**Produced to give guidance to training officers and metadata managers on the installation of ANZMet Lite.**

Metadata Author

{ ! - Manually entered; can be populated from a saved list}

Metadata Author is comprised of a range of mandatory fields in ISO 19115 and in the ANZLIC Profile. In the International Standard they are:

- "Metadata Point of Contact" ISO reference 8.
- "Metadata Contact Role" ISO reference 379
- "Metadata Contact Individual Name" ISO reference 375
- "Metadata Contact Organisation" ISO reference 376
- "Metadata Contact Position" ISO reference 377

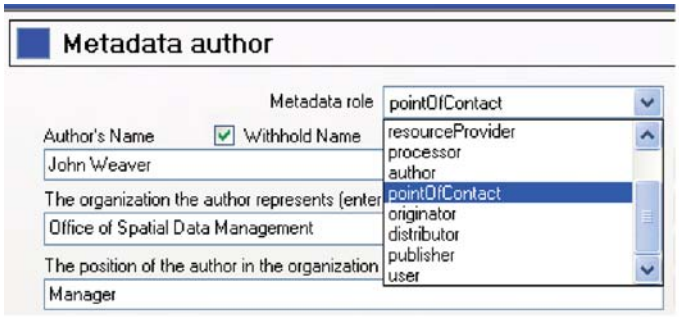


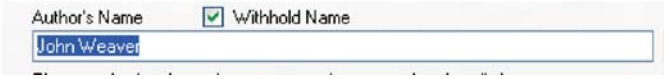
Although the entry screen is titled **Metadata Author** the **Metadata Role** can be specified in the pull down menu.

The default setting is Point of Contact.

Authors Name has the option to withhold the name from the published metadata record.

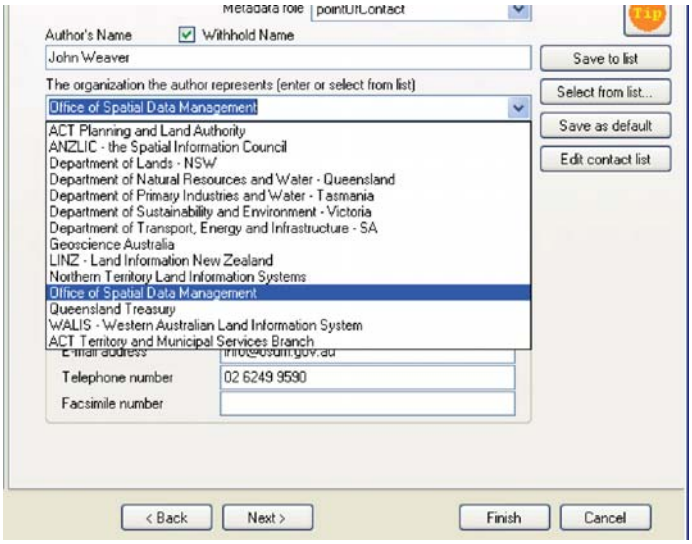
The default setting is Withhold Name selected.





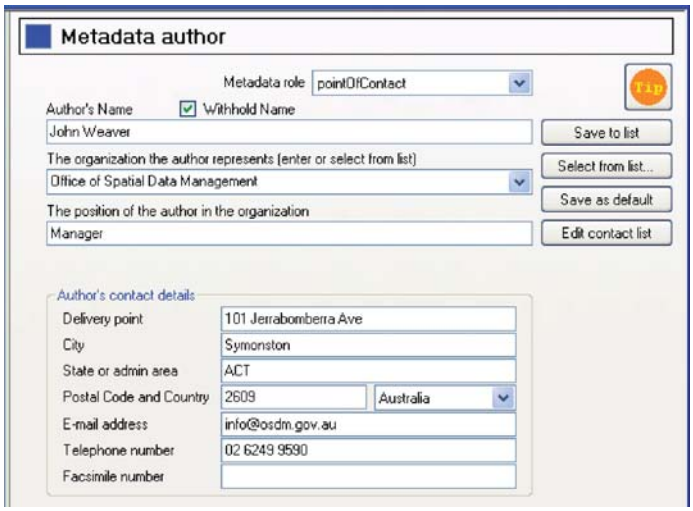
NOTE that the effect of this setting can be somewhat negated if the email address provided contains a format of the individual's name.

The **Organisation** pull down list accesses the Selectable Organisation Names register, which can be amended at the **MET Settings** screen.



Once the contact details have been completed the information can be saved to a register and retrieved for reuse in completing other metadata records.

This is a useful feature if you are setting up parameters for another user and the entries can be reused both on this screen and on the **Distributor** screens.



Be aware that the **Metadata Role** is also saved so if you are reusing the entries in a different context you will either need to change the relevant fields or save multiple entries with the appropriate role and train the user to look for the role when selecting entries.

Save to list will add the information currently displayed on the entry screen to a register for future use. Remember that the **Role** is also saved.

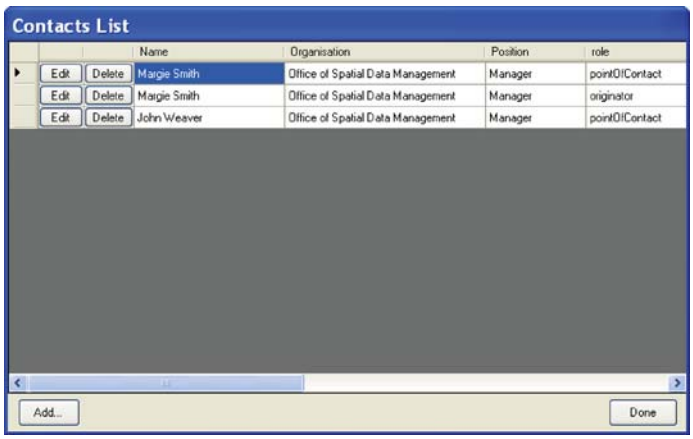
Select from list allows you to view the list of contact information held in the register. Once the selection is made the information stored in the register will be transferred to the relevant fields on the entry screen.

Save as default will save the relevant information in entry screens to a default setting which will automatically populate this screen for all future metadata records. Saving this information as the default for the Metadata Author screen does not make it the default for any other screens.

Edit contact list allows the user to update or delete entries in the register.

Changing entries in the register using the edit facility will NOT change the current content of the screen unless the new entry is saved and selected using the **Select from list** option.

Changing information on the entry screen and saving it using the **Save to List** option will create a new entry in the register and will not modify an existing entry.



All fields must be entered to complete this element. The **minimum input** required to complete a valid metadata record is the top three fields.

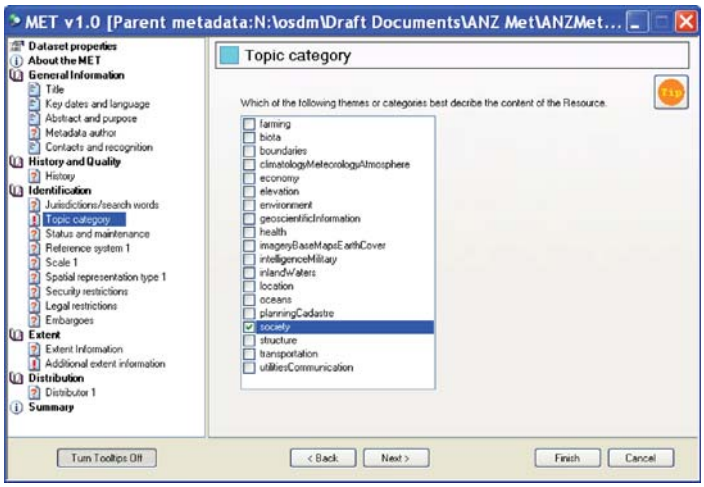
The plain English report of Metadata Contact information will appear like this:

Metadata Contact Information

Name of Individual	**Name withheld**
Organisation Name	**Office of Spatial Data Management**
Position Name	**Manager**
Role	**pointOfContact**
Voice	**02 6249 9590**
Facsimile	
Email Address	**info@osdm.gov.au**
Address	**101 Jerrabomberra Ave** **Symonston ACT 2609** **Australia**

Topic Category

{ ! - Manually entered}



Topic Category is a mandatory field in ISO 19115 and in the ANZLIC Profile. In the International Standard it is ISO reference 41.

At least one selection from the list is required to complete a valid metadata record. The list is not comprehensive but it is an enumerated list in the ISO Standard. The only way to expand the list is by modifying the standard.

The plain English report of Topic Category will appear like this:

Themes and Categories

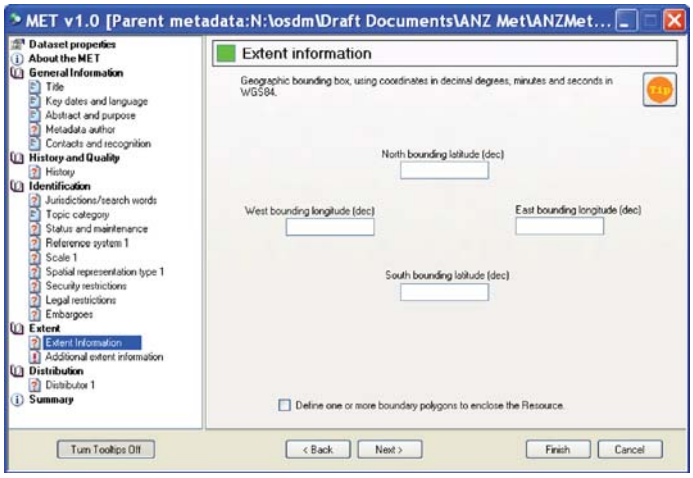
Topic Category **society**

Extent – Information

Extent Information is "Geographic Location" in ISO 19115 and in the ANZLIC Profile and can be defined by either Coordinates or a Description. In the International Standard Coordinates are ISO references 343 - 347.

Description is ISO reference 349.

For non geographic resources select **Geographic Description** which appears after selecting **Next>.**



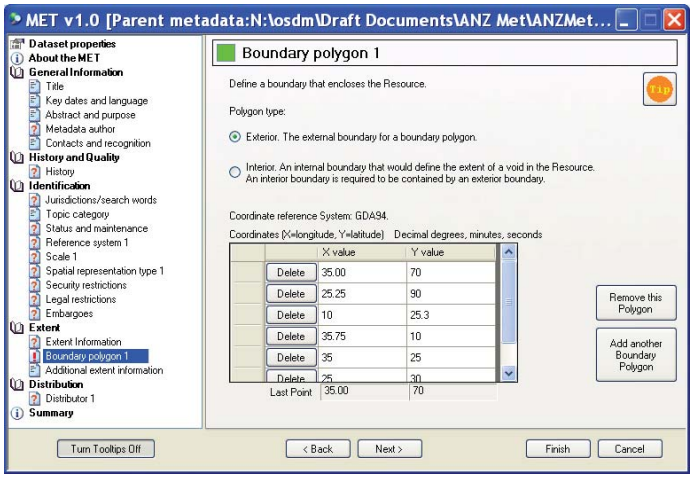
Extent information – Bounding Box is the first option presented. This is suitable for describing a basic extent for geographic resources that can be used to discover resources using spatial searches. The coordinate values should be Lat / Long and need only be approximate. The coordinates should be in either GDA94 or WGS84. The differences between the two reference systems are small enough to make no significant difference.

The plain English report of Bounding Box will appear like this:

Extent - Geographic Bounding Box

North Bounding Latitude	75
South Bounding Latitude	90
West Bounding Longitude	15
East Bounding Longitude	33

Boundary Polygon

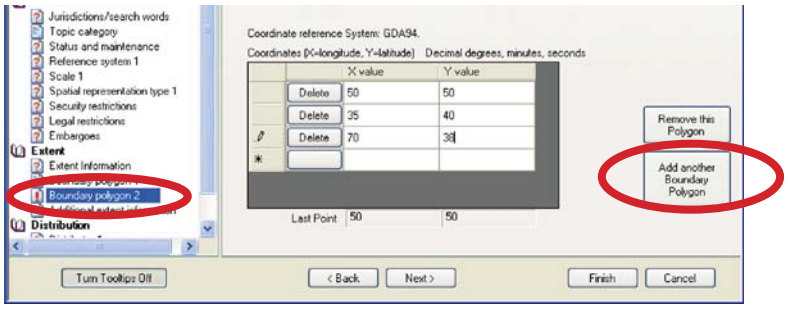


The **Boundary polygon** option is accessed by setting the option in the bottom left corner of the entry screen to **ON** and selecting **NEXT>.** This option allows the input of multiple coordinate pairs defining more complex shapes and even nested polygons. An internal polygon is defined by selecting **Add another Boundary Polygon** and then setting the **Interior** radio button to **ON.**

The **Last Point** defaults to the first point to ensure a closed polygon is generated.

Multiple Boundary Polygons

Multiple polygons can be added by selecting the **Add another Boundary Polygon** button. This will create a new extent entry screen.

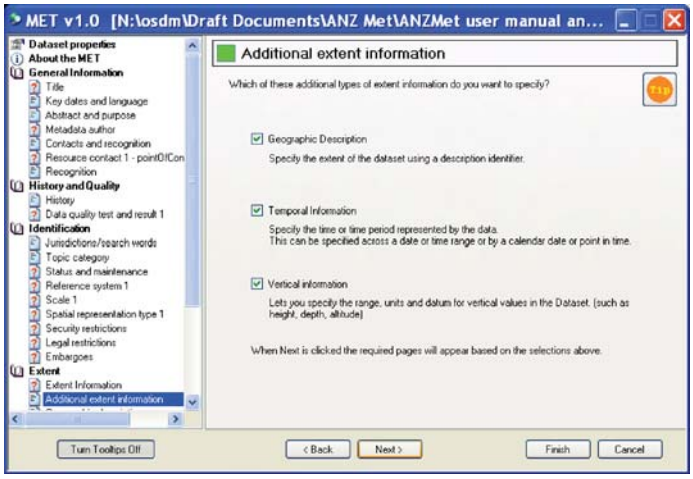


The plain English report of Extent – Boundary Polygon will appear as a series of coordinate pairs like this:

Extent - Boundary Polygons	
Exterior	
Point	35.3 79.25
Point	7 54.5
Point	7.2 35.75
Point	19.85 4
Point	43.25 43.25
Point	35.3 79.25
Interior	
Point	50.2 13.5
Point	22.5 48.75
Point	20.0 35.0
Point	15.3 43.25
Point	50.2 13.5

Additional Extent Information

{ ! - Machine populated but editable}



The user dictates which additional extent information is to be captured by clicking the relevant radio buttons. As each button is set to ON a new icon is added to the navigation panel.

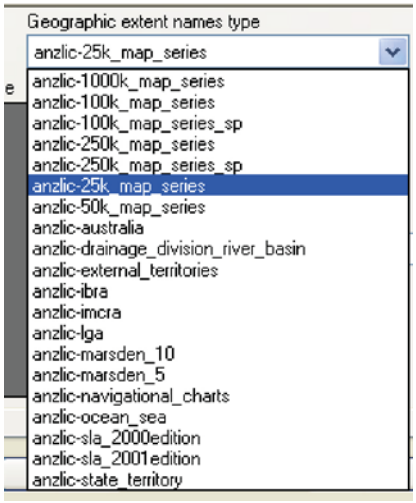
Geographic Description

The **default** setting for **Geographic Description** is an extent name of **Australia** so if this is correct for the resource you are documenting no further action is necessarily required.

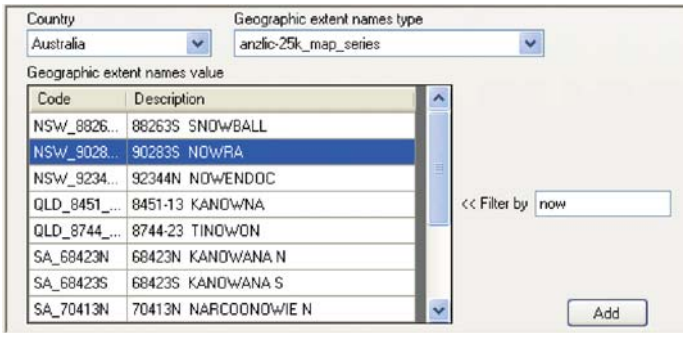
If you want to add other **extent** information about the resource the following options are available:

- Other regions can be selected from the **Country** pull down list.
- Multiple regions can be selected and added to this list by clicking the **Add** button for each selection.
- When **Australia** is displayed in the **Country** pull down list, the **Geographic extent names type** is active.
- A range of Geographic extent names can be selected from the **Geographic extent names type** pull down list.

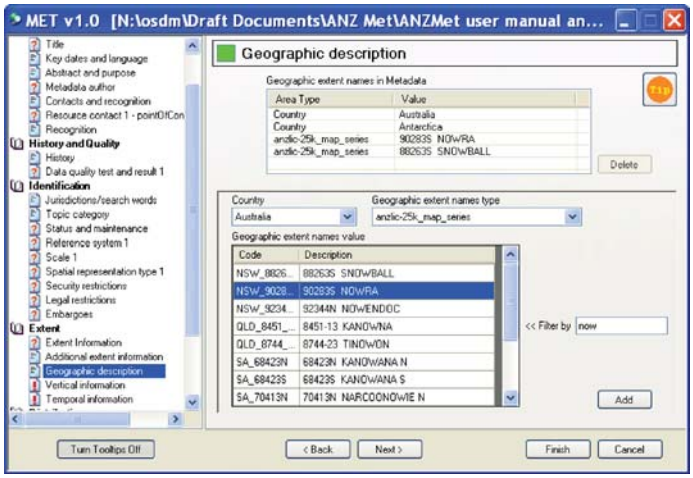
This list allows you to select from a range of standard series such as the 1:25000 topographic mapping series.



Once a series has been selected the **<< Filter by** option allows the user to search the series listing for a specific set of characters.



Again, highlighting the required entries and clicking the **Add** button after each selection can include multiple selections.



The plain English report of Extent – Geographic Description will appear like this:

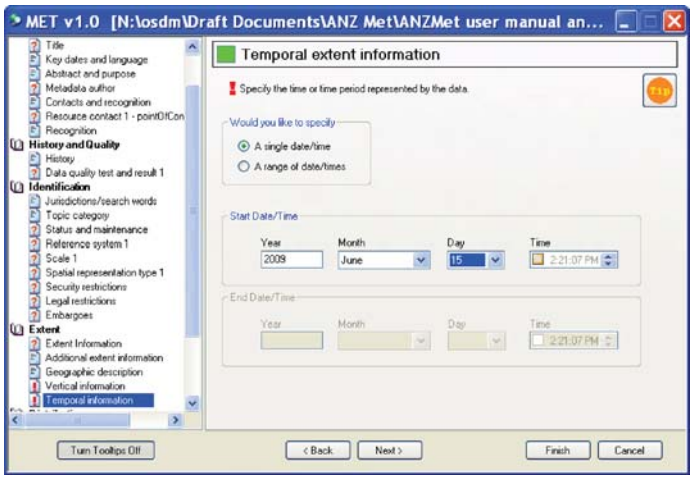
Additional Extents - Geographic

Identifier	**Country_aus**
Identifier	**NSW_88263S**
Identifier	**NSW_90283S**

Temporal Information

{ ! - only if selected at Additional extent information}

Temporal extent is an optional field in ISO 19115 and in the ANZLIC Profile. In the International Standard it is "Temporal Extent" ISO reference 351.



Temporal extent may have either a beginning date only or a beginning and end date.

The date format is defined by the standard and a valid date may range from a year only through to a full date including a time.

The plain English report of Temporal Extent will appear like this:

Additional Extent - Temporal

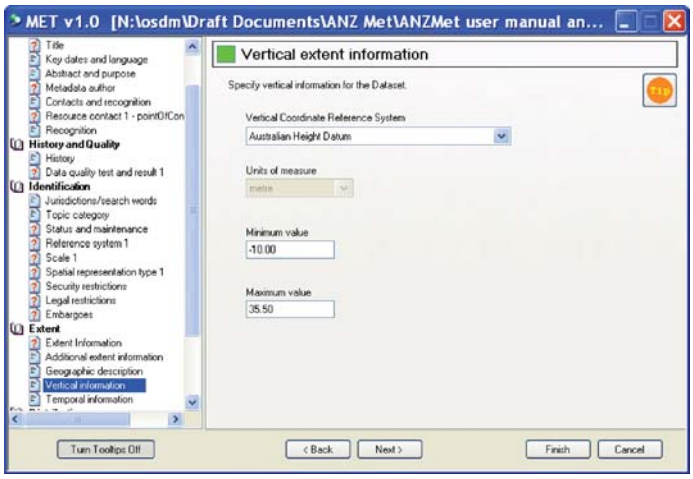
Date/Time	**2009-06-15**

Vertical Information

{ ! - only if selected at Additional extent information}

Vertical extent is an optional field in ISO 19115 and in the ANZLIC Profile. In the International Standard it is comprised of 3 elements:

- "Vertical Extent" ISO reference 354.
- "Minimum Value" ISO reference 355.
- "Maximum Value" ISO reference 356.



The user selects the relevant **Vertical Coordinate Reference System** (VCRS) from the first pull down list and then selects the appropriate **Unit of measure** from the second pull down list. Depth values may be recorded as negative elevations or by selecting the appropriate units (fathoms) from the pull down list.

The plain English report of Vertical Extent Information will appear like this:

Additional Extent - Vertical

Minimum Height	**-10.0**
Maximum Height	**35.5**
Reference System Code	**5711 (Australian Height Datum)**
Units	**m**

ANZMet Lite automatically generates some additional required elements, such as File Identifier.

For more details on exactly which elements are mandatory, conditional and optional in the ANZLIC Profile refer to the tables on pages 10 – 16 of the **ANZLIC Metadata Profile Short Users Guide**.

Chapter 10 General information

Introduction

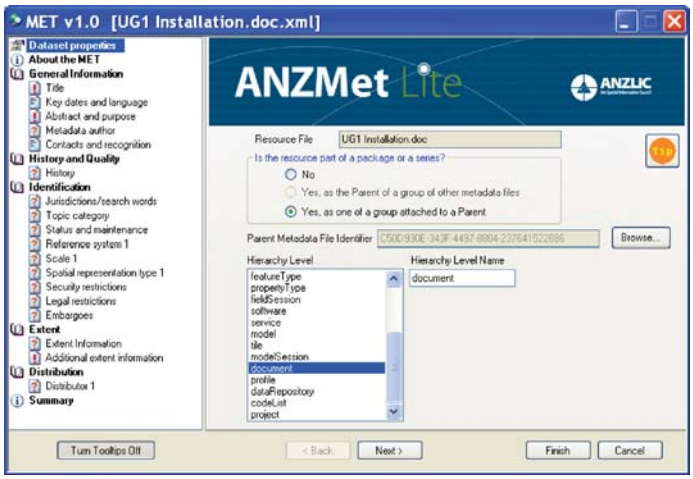
The Navigation Panel on the left of the entry screen has arranged the collection screens into logical groupings to facilitate collection of a metadata record. These groupings are:

1. General Information
2. History and Quality
3. Identification
4. Extent and
5. Distribution

This chapter deals with the Dataset Properties and then **General Information** entry screens.

Dataset Properties

Having created a new metadata file you will be presented with the Dataset properties screen. This screen allows you to set up a number of basic properties that, in some cases, will affect the behaviour of ANZMet Lite.



The **Resource File** box reports the name of the file selected.

It is on this screen that you indicate whether the resource is part of a series or not. If you turn the **Yes** radio button ON you will be prompted to browse to the appropriate Parent Metadata File and its file identifier will be added to the metadata record. The File Identifier for the current metadata record is generated automatically and linked to the Parent metadata file identifier.

The **Hierarchy Level** is also selected on this screen and the behavior of the tool will be affected by your selection. If a non-geographic Hierarchy Level is selected the Extent attributes are not mandatory.

ANZMet Lite will automatically populate the following fields at this point.

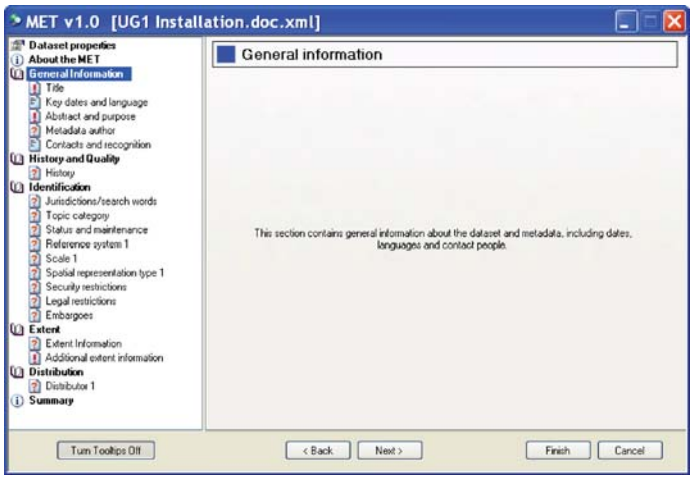
- Metadata File Identifier and Metadata Parent File Identifier (where appropriate)
- Metadata Hierarchy Level and Metadata Hierarchy Level Name
- Metadata Standard Name and Version
- Metadata Date Stamp

This information will be reported in the plain English summary like this:

General Properties	
File Identifier	48D539F5-77EA-46D8-A82F-0D5AAD055CCA
Parent File Identifier	C50D930E-343F-4497-8804-237641522886
Hierarchy Level	document
Hierarchy Level Name	document
Standard Name	ANZLIC Metadata Profile: An Australian/New Zealand Profile of AS/NZS ISO 19115:2005, Geographic information - Metadata
Standard Version	1.1
Date Stamp	2009-05-21
Resource Title	ANZMet Lite User Guide Installation instructions
Alternate Resource Titles	ANZMet Lite User Guide ANZLIC Metadata collection tool user guide
Other Resource Details	ANZLIC Spatial Resource Discovery and Access Program, Australian Government Metadata Working Group
Format Name	*.doc
Format Version	Unknown

Partitioning

ANZMet Lite has partitioned the various elements of the ANZLIC Profile into logical groupings to assist with metadata capture. The first group of elements is under the heading of **General Information** under which such elements as dates, languages and contact information are recorded.



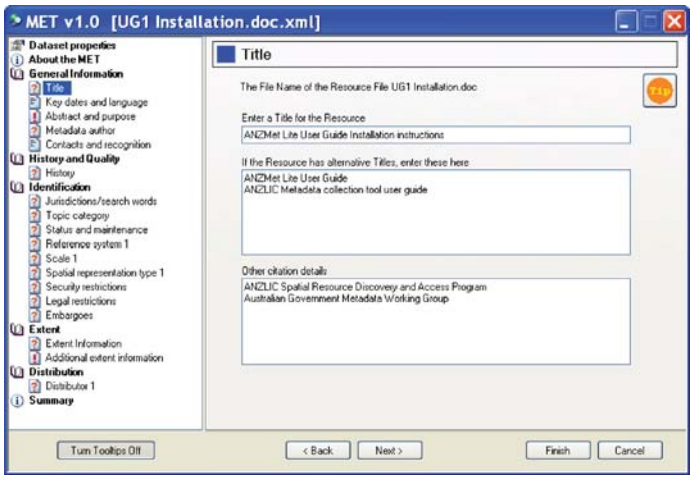
From the **General Information** header screen select **Next >.**

The first entry screen is **Title.**

Title

Title is a mandatory field in ISO 19115 and in the ANZLIC Profile.

In the international standard it is "Resource Title" ISO reference 360.



There are three text entry boxes (fields) on this screen and they all accept free text entries.

The **first box** is for the Primary Title of the resource and is a **mandatory** field and must be filled in for a valid record to be created.

The **second box** allows the operator to add other titles by which the resource might be known. Multiple alternative titles can be entered into this text box as long as a new line is used for each one. This is an **optional** field.

The **third box** allows the input of any additional information that will help identify the resource. You might include a range of names of activities or working groups that are associated with the resource more or less directly but which might be useful for discovering the resource through the ASDD or similar search devices. This is an **optional** field.

> At least the first box on this screen must be filled in to create a valid record.

The plain English report of the title information will look like this:

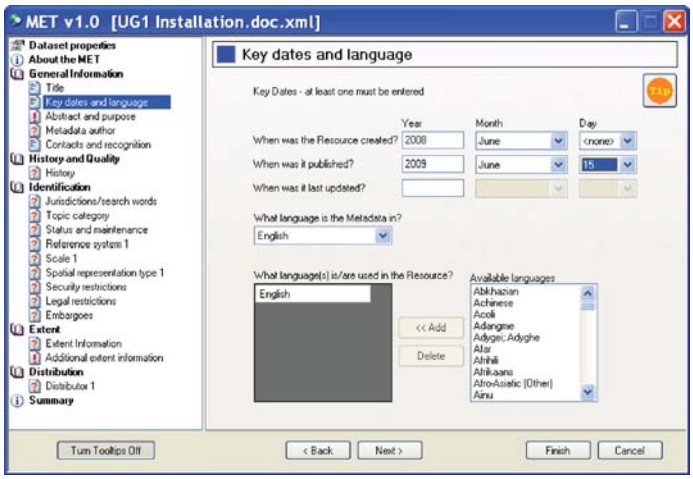
Resource Title	**ANZMet Lite User Guide Installation instructions**
Alternate Resource Titles	**ANZMet Lite User Guide** **ANZLIC Metadata collection tool user guide**
Other Resource Details	**ANZLIC Spatial Resource Discovery and Access Program, Australian Government Metadata Working Group**

Key Dates and Language

The Key Dates element is constructed from a combination of two mandatory elements in ISO 19115. These are:

- Key Date is a mandatory field in ISO 19115 and in the ANZLIC Profile. In the international standard it is "Reference Date" ISO reference 394.
- Date Type is a mandatory field in ISO 19115 and in the ANZLIC Profile. In the international standard it is "Reference Date Type" ISO reference 395. The three options under this element are Creation, Publication and Revision and these are mirrored in the screen set up.

Language is a mandatory field in ISO 19115 and in the ANZLIC Profile. In the international standard it is ISO reference 39.



Key Dates

At least one of the three date fields must be completed to create a valid metadata file.

> If a resource file is selected the default setting for the date screen will populate the fields for **'When was it last updated?'** with date of **last update** details derived from the source document.

If the information required to complete a date is not known leave the field blank. Although the **Published** and **Update** fields will allow the user to enter free text, and will change the icon to Completed if this is done, the schema will look for a properly formatted date and the record will fail to validate if this is done even though the record looks as if it should validate.

Language

The default language for both the metadata and the resource is English and this information is auto populated. The resource may contain a different language to the metadata or data in multiple languages so the tool supports this.

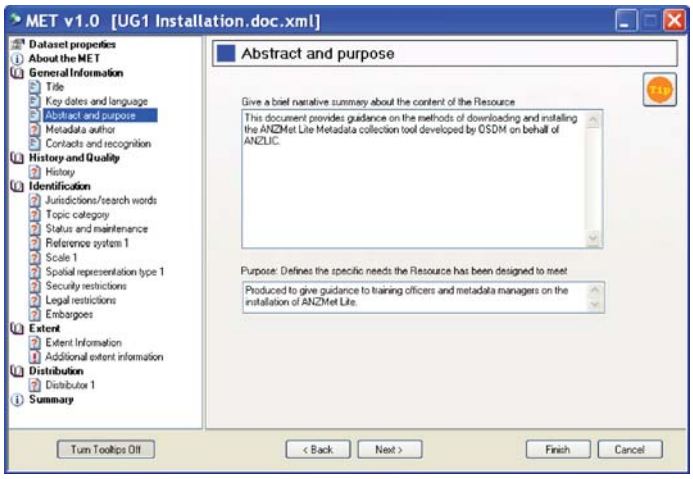
If a resource file has been selected this page assumes the metadata and resource language (English) and the last update date so the navigation panel shown the page with the completed icon.

The plain English report of this information will appear like this:

Key Dates and Languages	
Date of revision	**2008-10-22**
Metadata Language	**eng**
Metadata Character Set	**utf8**
Dataset Languages	**eng**
Dataset Character Set	**utf8**

Abstract and Purpose

Abstract is a mandatory field in ISO 19115 and in the ANZLIC Profile. In the international standard it is ISO reference 25.



The Abstract should provide enough information to assist a user to make decisions about the suitability of the resource for their purpose.

Only the first text box need be filled in to create a valid record.

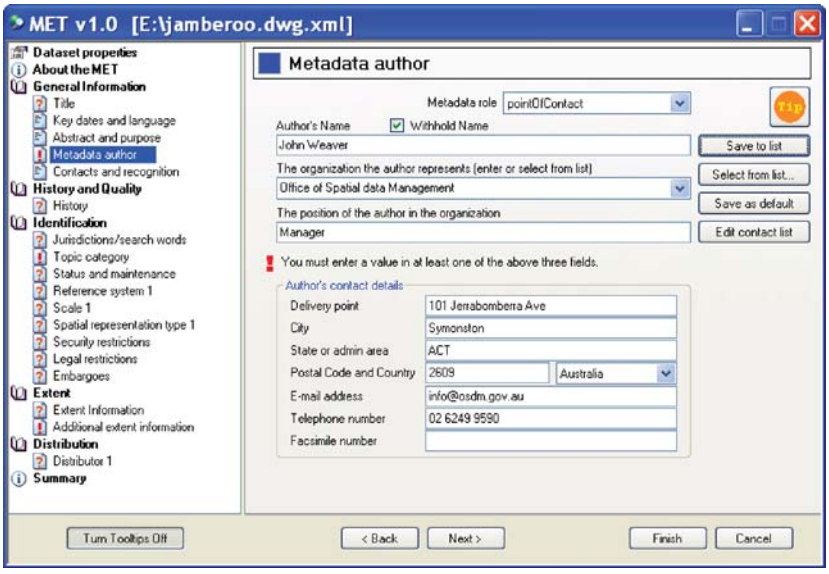
The plain English report of Abstract and Purpose will appear like this:

Abstract	**This document provides guidance on the methods of downloading and installing the ANZMet Lite Metadata collection tool developed by OSDM on behalf of ANZLIC.**
Purpose	**Produced to give guidance to training officers and metadata managers on the installation of ANZMet Lite.**

Metadata Author

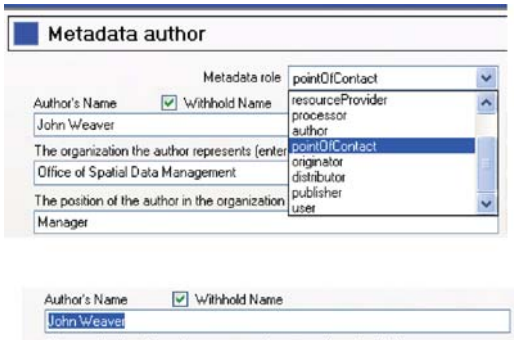
Metadata Author is comprised of a range of mandatory fields in ISO 19115 and in the ANZLIC Profile. In the international standard it is

- "Metadata Point of Contact" ISO reference 8.
- "Metadata Contact Role" ISO reference 379
- "Metadata Contact Individual Name" ISO reference 375
- "Metadata Contact Organisation" ISO reference 376
- "Metadata Contact Position" ISO reference 377



Although the entry screen is titled **Metadata Author** the **Metadata Role** can be specified in the pull down menu.

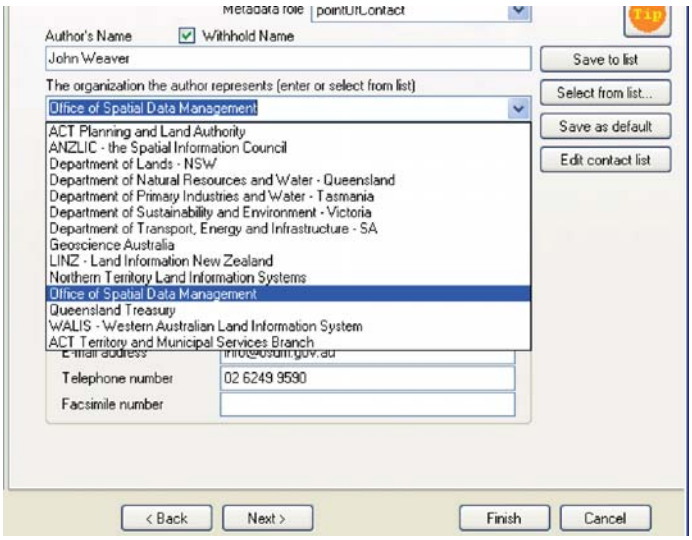
The default setting is **Point of Contact.**



Authors Name has the option to withhold the name from the published metadata record. The default setting is **Withhold Name** ON

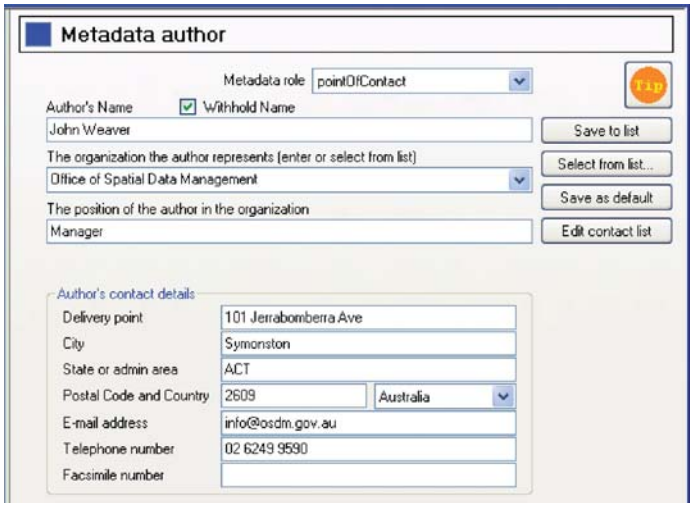
> **NOTE** that the effect of this setting can be somewhat negated if the **email address** provided contains a format of the individual's name.

The **Organisation** pull down list accesses the **Selectable Organisation Names** register, which can be amended at the **MET Settings** screen.



Once the contact details have been completed the information can be saved to a register and retrieved for reuse in completing other metadata records.

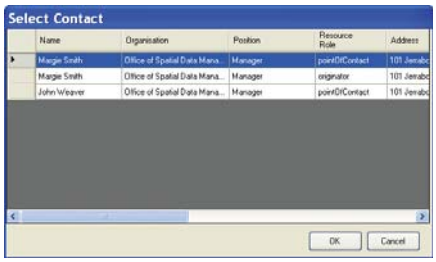
This is a useful feature if you are setting up parameters for another user and the entries can be reused both on this screen and on the **Distributor** screens.



Be aware that the **Metadata Role** is also saved so if you are reusing the entries in a different context you will either need to change the relevant fields or save multiple entries with the appropriate role and train the user to look for the role when selecting entries.

Save to list will add the information currently displayed on the entry screen to a register for future use. Remember that the Metadata Role is also saved.

Select from list allows you to view the list of contact information held in the register. Once the selection is made the information stored in the register will be transferred to the relevant fields on the entry screen.

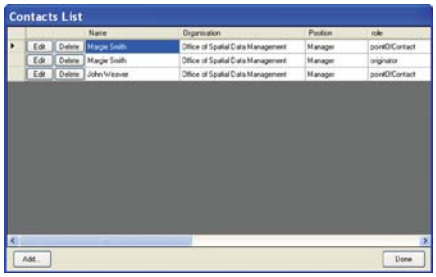


Save as default will save the relevant information in entry screens to a default setting, which will automatically populate this screen for all future metadata records. Saving this information as the default for the Metadata Author screen does not make it the default for any other screens.

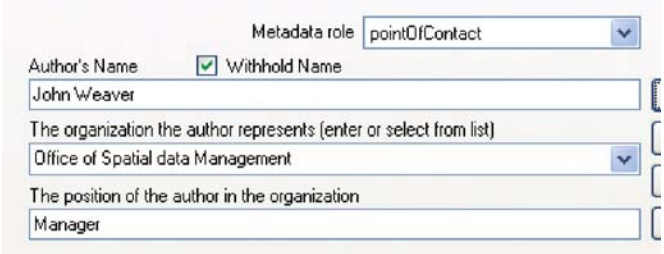
Edit contact list allows the user to update or delete entries in the register.

Changing entries in the register using the edit facility will NOT change the current content of the screen unless the new entry is saved and selected using the **Select from list** option.

Changing information on the entry screen and saving it using the **Save to list** option will create a new entry in the register and will not modify an existing entry.



Completing these fields will provide the **minimum input** required to complete a valid metadata record.



The plain English report of Metadata Author will appear like this:

Metadata Contact Information	
Name of Individual	**Name withheld**
Organisation Name	**Office of Spatial Data Management**
Position Name	**Manager**
Role	**pointOfContact**
Voice	**02 6249 9590**
Facsimile	
Email Address	**info@osdm.gov.au**
Address	**101 Jerrabomberra Ave** **Symonston ACT 2609** **Australia**

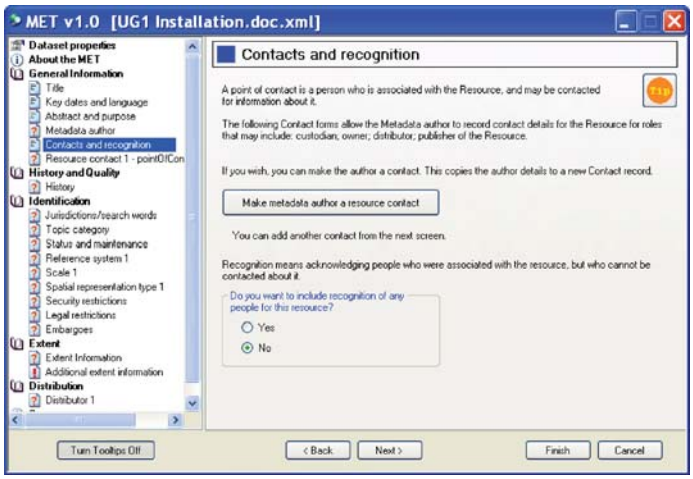
Contacts and Recognition

The resource contacts and recognition fields are comprised of a range of fields in ISO 19115 and in the ANZLIC Profile. In the international standard the **mandatory** fields are:

- "Resource Point of Contact" ISO reference 8
- "Resource Contact Role" ISO reference 379

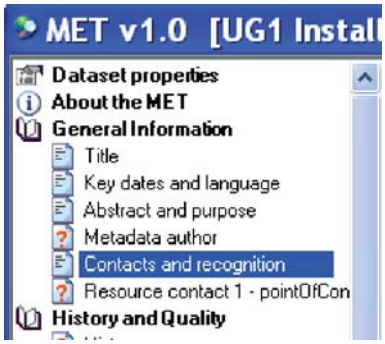
At least one of the following is also required:

- "Resource Contact Individual Name" ISO reference 375
- "Resource Contact Organisation" ISO reference 376
- "Resource Contact Position" ISO reference 377



Selecting the **Make metadata author a resource contact** will duplicate the entry already made at **Metadata Author** into the **Resource** fields. It will also activate a new screen and add the relevant icon to the navigation panel on the left.

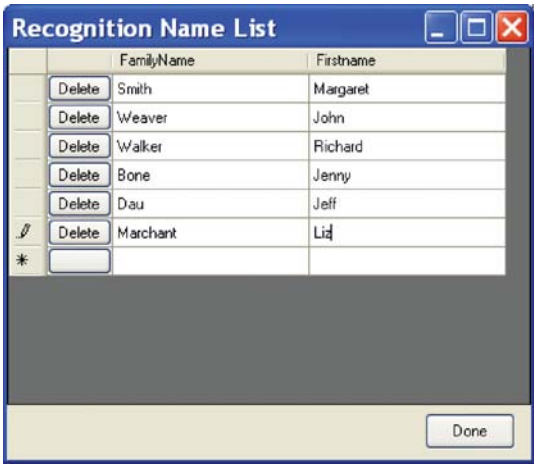
Clicking on this icon will allow the user to amend any of the details if required and will also give the option of adding additional contacts.



Recognition

Individuals who have contributed to the development of the resource can be acknowledged by setting the appropriate radio button on this screen to **YES.**

The information entered here is stored in the ISO19115 item **Credit** that is an optional field in the ANZLIC Metadata Profile.



The names of the individuals being recognized can be typed into the field on the **Contacts Recognition** page as free text. The correct format of these entries is **Family Name,First Name** with no gap.

It is possible to set up a list of names that can be used in this screen by clicking on the **Maintain List...** radio button. This will open an entry table that allows you to manage the recognition list and is especially useful if you are setting up a template metadata file for others to use.

Other users can then access the resultant list and the appropriate names selected using the **Add From List...** button, removing the risk of typographic errors or format problems.

The plain English report of Resource Contacts and Recognition will appear like this:

Chapter 11 History and Quality

Introduction

The Navigation Panel on the left of the entry screen has arranged the collection screens into logical groupings to facilitate collection of a metadata record. These groupings are:

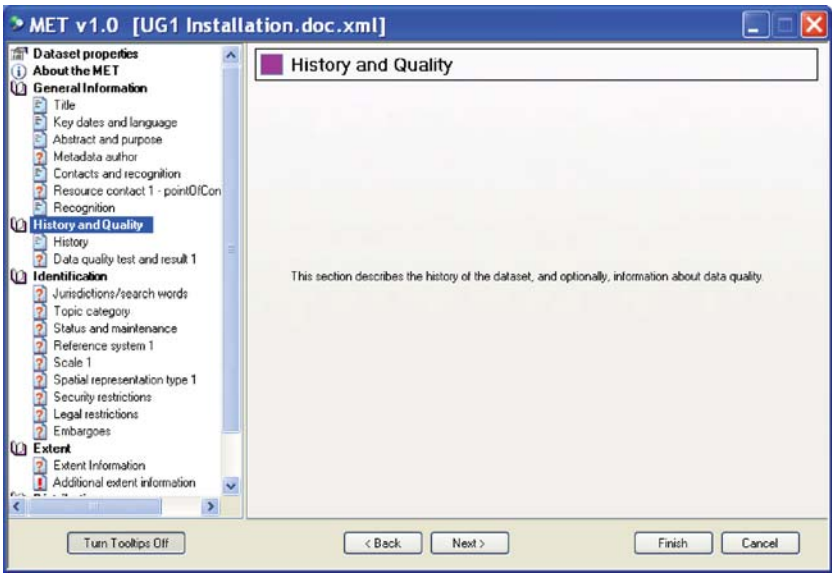
1. General Information
2. History and Quality
3. Identification
4. Extent and
5. Distribution

This chapter deals with the **History and Quality** entry screens

History and Quality

History and Quality are optional fields in the ANZLIC Profile.

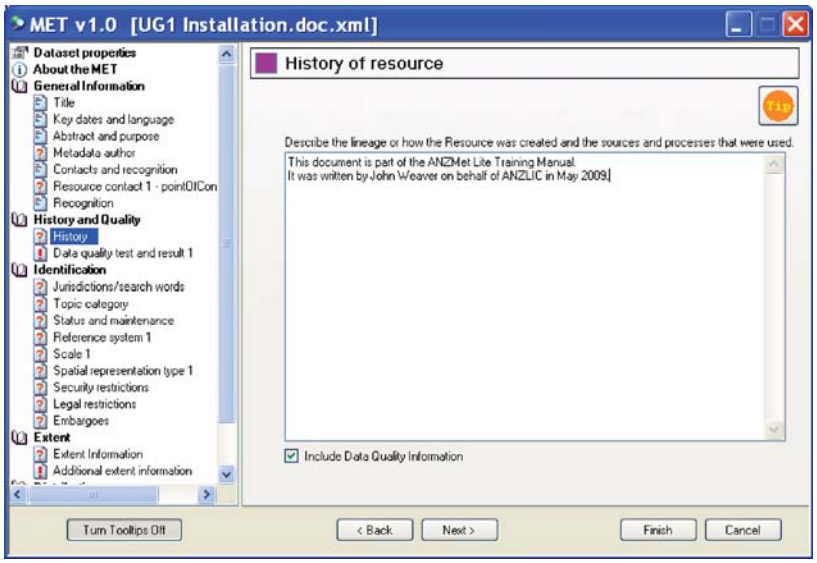
The Lineage of the resource can be described in free text on the **History** entry screen. Activating the **Data Quality** screen allows the user to capture a more detailed, specific and formatted version of Data Quality and Test screens.



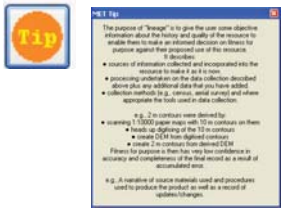
The default for History and Quality has only one active entry screen.

If you select the **Include Data Quality Information** radio button an additional entry screen appears for **Data Quality.**

History (Lineage)



History in the ANZMet Lite tool equates to Lineage in the ISO standard and is an optional field in ISO 19115 and in the ANZLIC Profile.

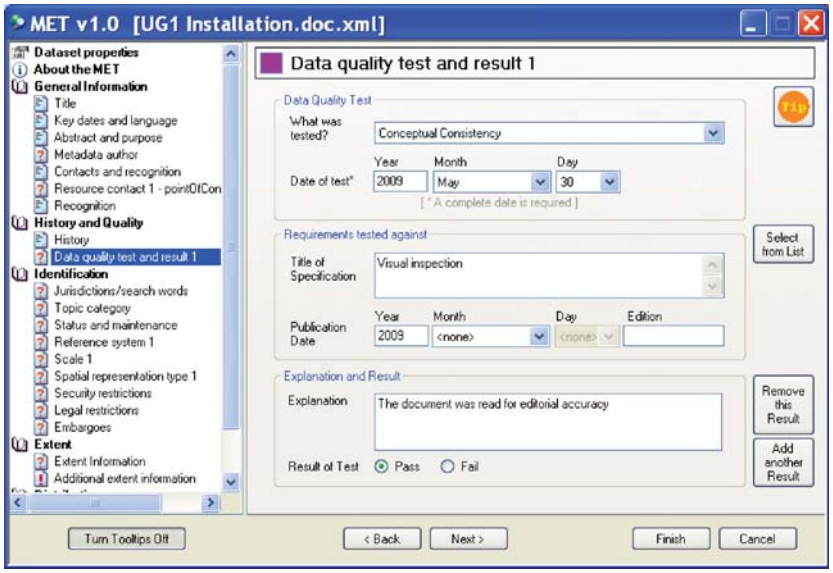


The MET Tip for this page gives examples of a 'history' description for a spatial resource.

Clicking the **Include Data Quality Information** radio button as shown above will activate a second screen allowing the entry of data quality information.

Data Quality Test and Results

The information captured in this entry screen is optional in the ANZLIC Profile and is described generally under the Data Quality section of ISO19115.



This is a very specific report format that describes how a particular resource performs against specific quality tests. The tests listed in the pull down menu are derived from ISO 19115 and each test documented must have a **Pass** or **Fail** assessment.

Multiple tests can be documented by clicking the **Add another Result** button. When this is done another page is created and an icon is added to the navigation panel on the left hand side of the screen.

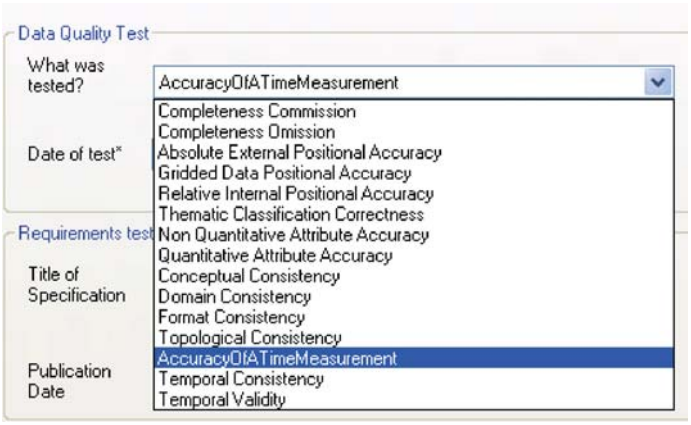
This information will be reported in the plain English summary like this:

Lineage Statement	**This user document was prepared by OSDM on behalf of ANZLIC and based on the functioanlity of the ANZMet Lite Metadata collection tool.**
Data Quality	
Test Type	**DQ_ConceptualConsistency**
Specification	**Visual inspection**
Specification Date	**2009**
Specification Edition	
Explanation	**The document was read for editorial accuracy**
Pass	**true**

Definition of Terms

The ANZLIC Profile Guidelines at http://www.osdm.gov.au/ANZLIC_MetadataProfileGuidelines_v1-0.pdf?ID=397 contain the definition of the terms encapsulated in this screen.

They are also defined in ISO 19115.



Chapter 12 Identification

Introduction

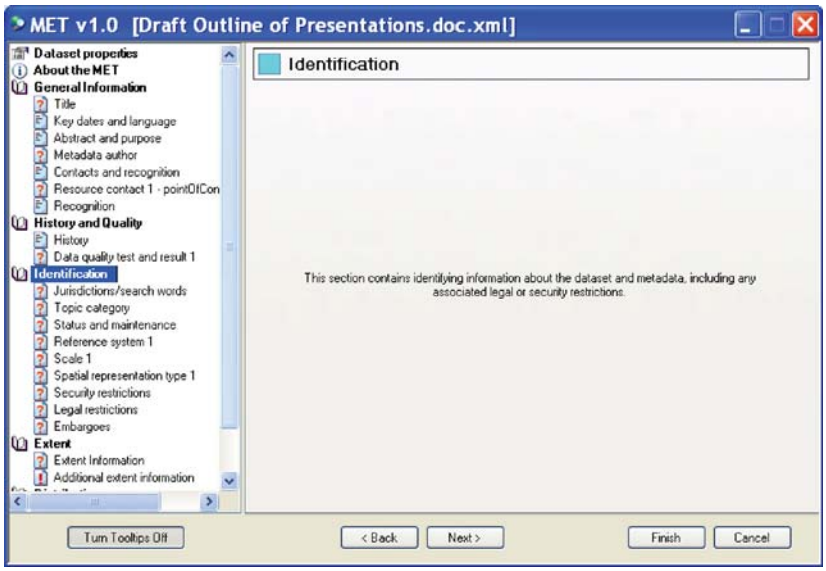
The Navigation Panel on the left of the entry screen has arranged the collection screens into logical groupings to facilitate collection of a metadata record. These groupings are:

1. General Information
2. History and Quality
3. Identification
4. Extent and
5. Distribution

This chapter deals with the **Identification** entry screens.

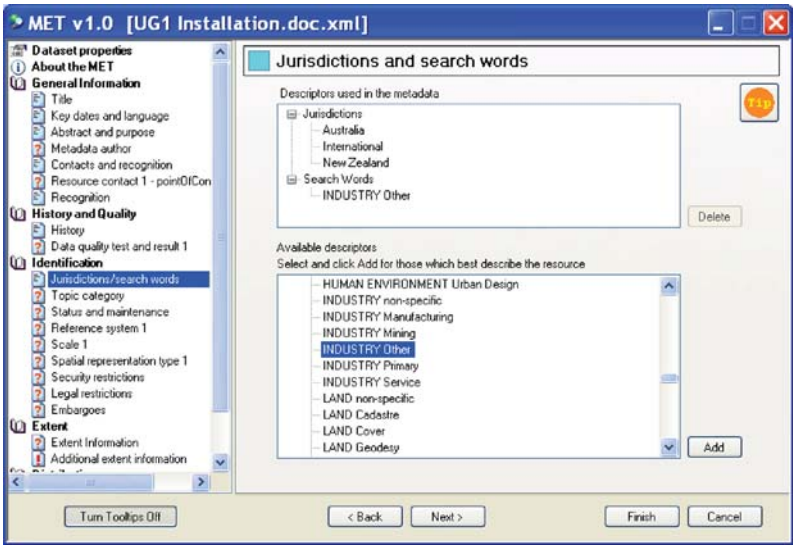
Identification

This section of elements generally deals with the specifications of the resource and the restrictions on use of the resource and the metadata records.



Jurisdiction and Search Words

Jurisdiction and Search Words are both captured as Keywords (ISO reference 53), which are an optional field in both ISO19115 and the ANZLIC Profile.



The keyword for **Jurisdiction** allows each of the states and territories of Australia, New Zealand, International and 'Other'.

The **Search Word** list is the existing ANZLIC search word register. If additional terms are required please contact the ANZLIC National Office to initiate the update process.

Multiple selections can be made from each list by highlighting the required term and clicking the **Add** button. As many selections as needed should be made to assist users of the resource to locate it easily.

The plain English report of Jurisdiction and Keyword information will look like this:

Jurisdictions

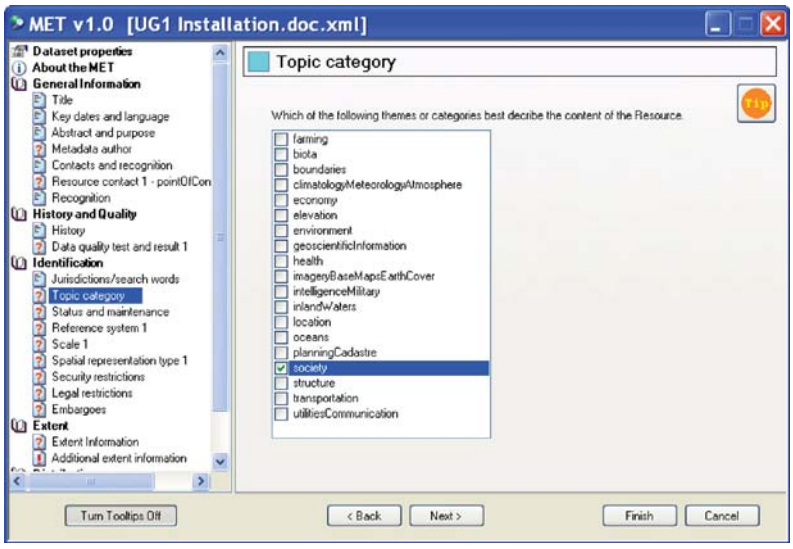
Australia
International
New Zealand

Search Words

INDUSTRY-Other

Topic Category

Topic Category (ISO reference 41) is a mandatory field for datasets and Conditional field for other resources in both ISO19115 and the ANZLIC Profile.



The topic category list is an enumerated list under ISO19115 and to extend the list an amendment to the Standard is required.

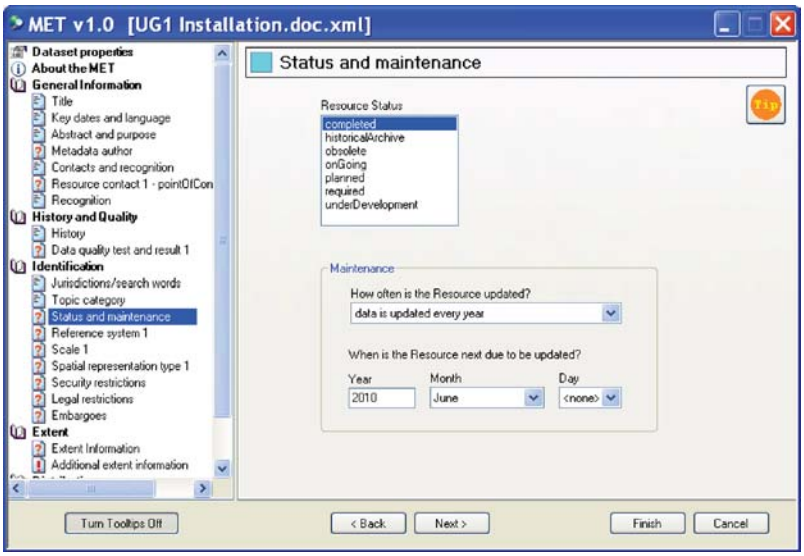
You can make multiple selections from the list and you should choose as many as necessary to adequately describe the resource.

The plain English report of the Topic Category information will look like this

Themes and Categories	
Topic Category	**society**

Status and Maintenance

- Status (ISO reference 28) refers to the current state of completeness of the resource and is an optional field in ISO19115 and the ANZLIC Profile.
- Maintenance frequency (ISO reference 143) is an optional field in ISO19115 and the ANZLIC Profile.
- Date of next Update (ISO reference 144) is an optional field in both ISO 19115 and the ANZLIC Profile.



If completing this screen the user should select a **Resource Status** from the pick list and then select an update frequency option from the pull down list in the **Maintenance** panel. The options in the pull down list are focused on datasets and are therefore data centric in their wording, however the plain English report of the input is NOT data centric so these fields can be used for non spatial resources. The list is an ISO 19139 code list so changes would need to be processed through a change to the Standard.

A next update date refers to the scheduled revision date for the resource and used together with the maintenance frequency provides valuable information about the currency of the resource.

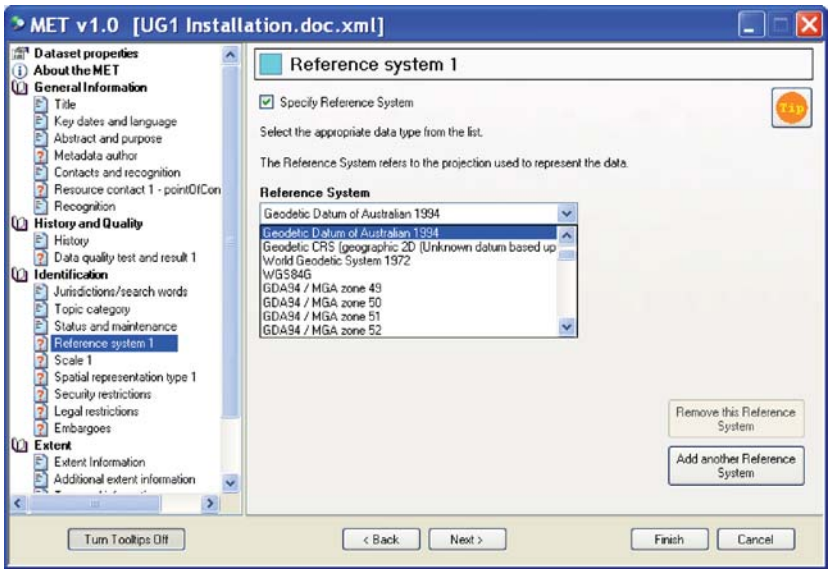
The plain English report of the Status and Maintenance information will look like this:

Status and Maintenance	
Status	**completed**
Maintenance and Update Frequency	**annually**
Date of Next Update	**2010-06**

Reference System

Reference System (ISO reference 187) refers to the projection system used when producing the data and is an optional field in ISO19115 and the ANZLIC Profile.

It applies to spatial datasets more than to any other resource type.



Reference system is an optional field and the **Specify Reference System** radio button at the top left is used to activate the screen when relevant.

The appropriate coordinate reference system (CRS) is selected from the pull down menu. The pull down list is populated from a code list maintained by the European Petroleum Survey Group (EPSG) and CRS parameters need to be registered there before they can be incorporated into the tool.

If the relevant CRS is NOT on the pull down list please contact the ANZLIC National Office for information on how to arrange an update.

The plain English report of the Status and Maintenance information will look like this:

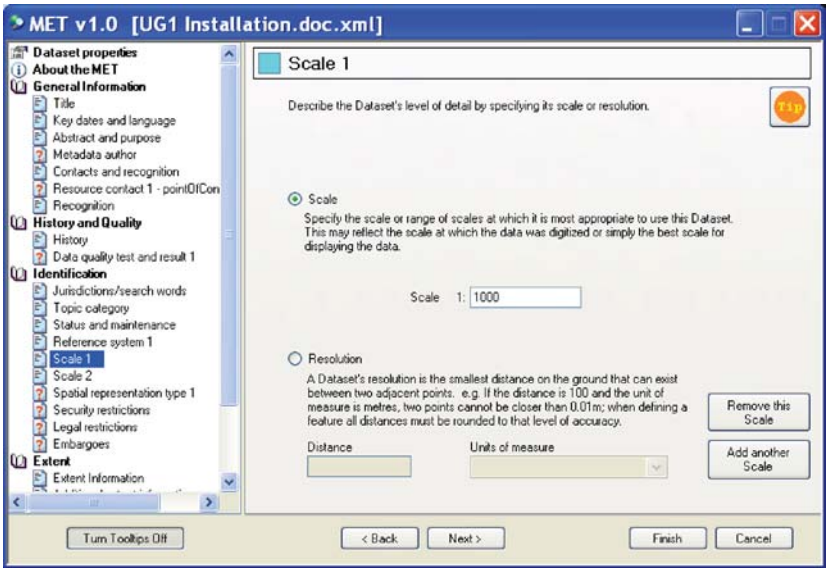
Reference system

Reference System	**Geodetic Datum of Australian 1994**

Scale

Scale is specific to spatial resources and is represented by:

- Spatial Resolution of Dataset (ISO reference 59),
- Distance (ISO reference 61) or
- Equivalent Scale (ISO reference 60), all of which are optional fields in ISO19115 and the ANZLIC Profile.



The user can nominate which method is most relevant for describing the resource by clicking the appropriate radio button.

Scale allows the user to specify the scale of capture or the best scale for viewing the resource.

Resolution allows the user to specify the smallest on-ground distance between features that can be resolved in the resource. In the example below a distance of 5mm can be resolved in the documented resource.

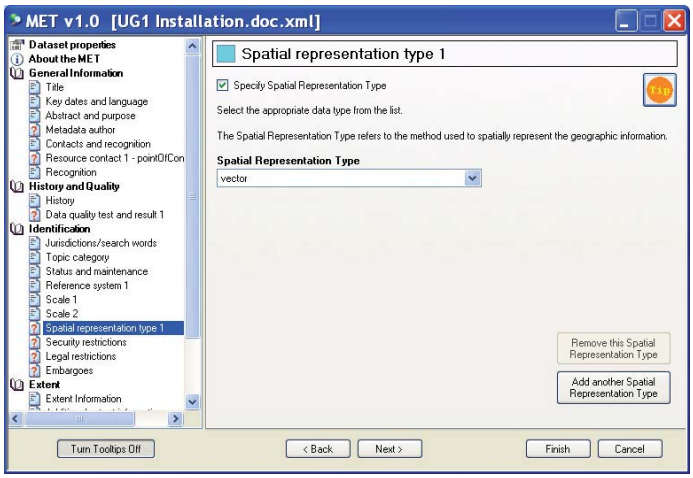
Multiple instances of Scale can be recorded by clicking the **Add another Scale** button.

The plain English report of the Scale information will look like this:

Data Scales/Resolutions	
Scale	**1:1000**
Resolution	**.005 m**

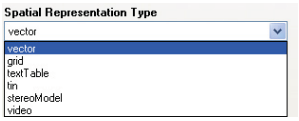
Spatial Representation Type

Spatial Representation Type (ISO reference 37) is specific to spatial resources and refers to the method used to represent the data and is an optional field in ISO19115 and the ANZLIC Profile.



If the resource contains mixed data formats (eg. vector and raster data) additional screens can be added by clicking on the **Add another Spatial Representation Type** button. An additional icon will be added to the navigation screen.

The options listed in the pull down menu of **Spatial Representation Type** are documented in ISO 19115.



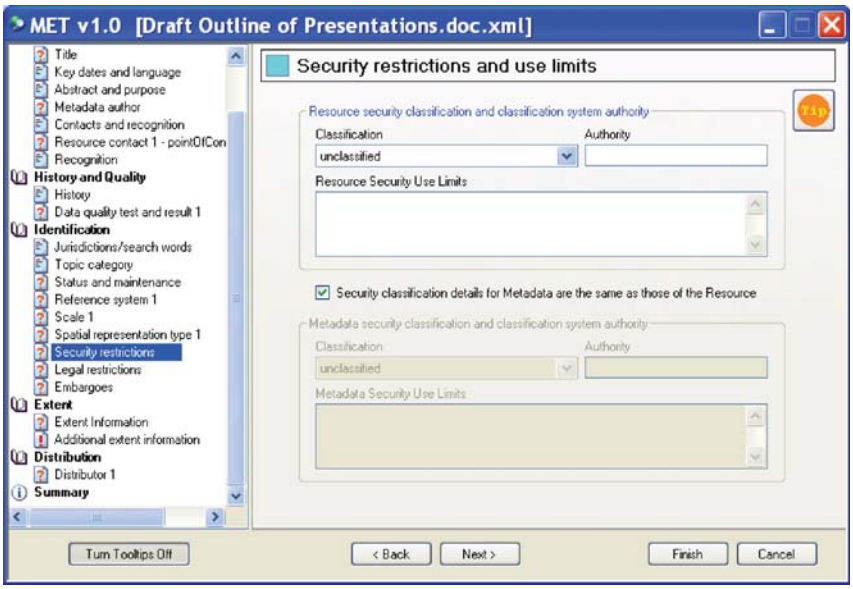
The plain English report of the Scale information will look like this:

Spatial Representation Type	
Spatial Representation Type	**vector**
Spatial Representation Type	**grid**

Security Restrictions and Use Limitations

This screen captures metadata against:

- Classification (ISO element 74) which is the name of any restrictions on handling the resource or the metadata about the resource.
- Use Limitation (ISO element 68) which is used to describe the restrictions that may apply to the resource or metadata.



The **first** entry panel records restrictions against the resource itself. The **second** panel records restrictions on the metadata about the resource. If the restrictions are the same for both simply click the radio button in the centre of the screen.

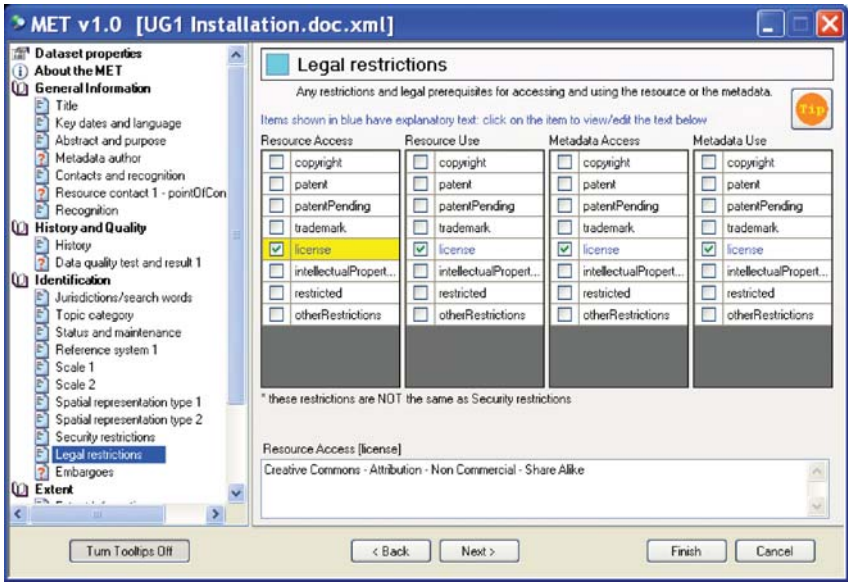
The plain English report of the Dataset and Metadata security restrictions information will look like this:

Metadata Security Restrictions	
Classification	**restricted**
Authority	**MSB**
Use Limitations	**Not to be used for navigation purposes**
Dataset Security Restrictions	
Classification	**restricted**
Authority	**MSB**
Use Limitations	**Not to be used for navigation purposes**

Legal Restrictions

Legal Restrictions are stored under

- Metadata Constraints (ISO reference 20) and
- Resource Constraints (ISO Reference 35).



These fields are used to describe any use limitations on either the metadata or the resource.

NOTE: The first two columns refer to restrictions as they apply to the **Resource** while the second two columns refer to restrictions as they apply to the **Metadata.** In each case the restrictions are further subdivided into restrictions on **Access** and **Use**. The user needs to give careful consideration to the different levels of restriction that apply across this range of options.

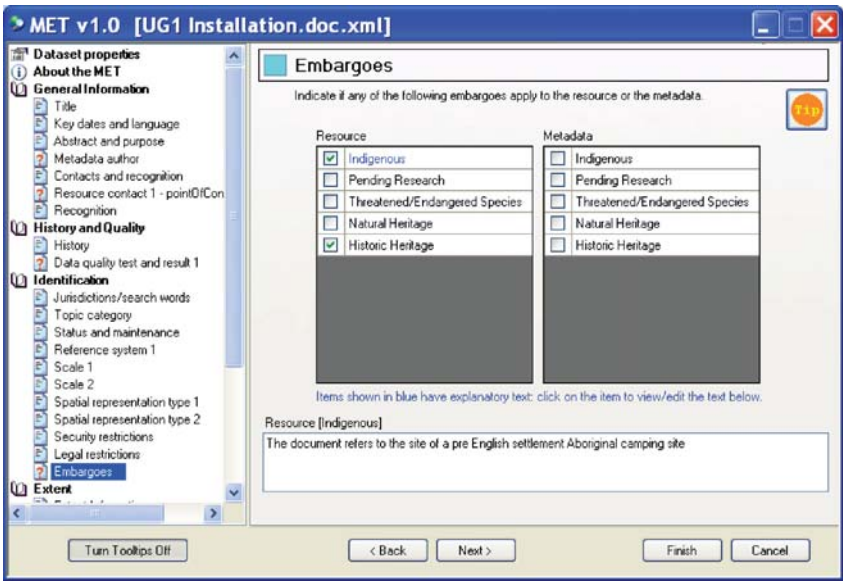
If there are options other than those included in the pick lists contact ANZLIC to arrange possible updates.

The plain English report of the Dataset and Metadata Access Constraints will look like this:

Dataset Access Constraints	
Identifier	**license**
Annotation	**Creative Commons - Attribution - Non Commercial - Share Alike**
Dataset Use Constraints	
Identifier	**license**
Annotation	**Creative Commons - Attribution - Non Commercial - Share Alike**
Metadata Access Constraints	
Identifier	**license**
Annotation	**Creative Commons - Attribution - Non Commercial - Share Alike**
Metadata Use Constraints	
Identifier	**license**
Annotation	**Creative Commons - Attribution - Non Commercial - Share Alike**

Embargoes

Embargoes are also stored under Resource Constraints (ISO Reference 35) as Use Limitations (ISO reference 68). These fields are used to describe any use limitations on either the metadata or the resource.



The Embargo type is selected from the pick list and an explanatory note can be added in the text box below. Cut and paste can be used if the same comment is applicable to both the metadata embargo and the resource embargo.

The plain English report of the Dataset and Metadata Embargoes will look like this:

Metadata Embargoes	
Identifier	**Indigenous**
Annotation	
Dataset Embargoes	
Identifier	**Indigenous**
Annotation	**The document refers to the site of a pre English settlement Aboriginal camping site**
Identifier	**Historic Heritage**
Annotation	

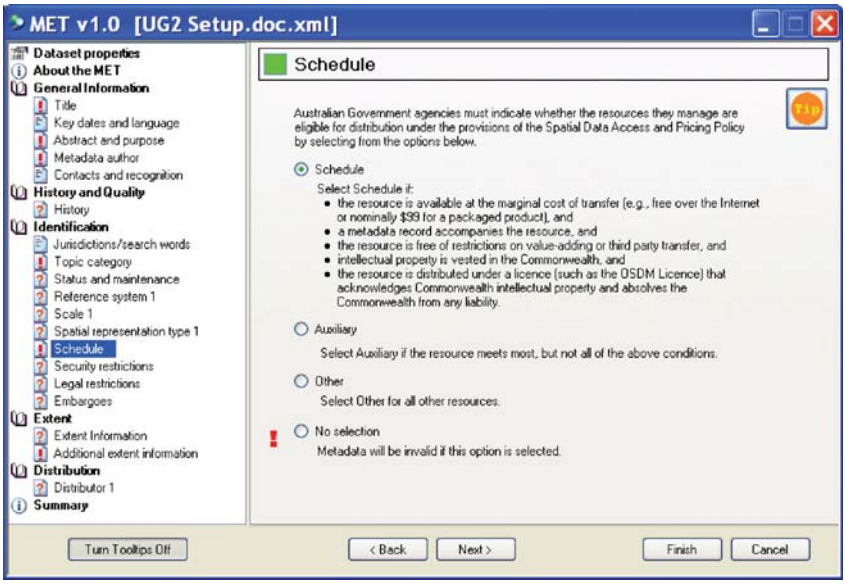
Schedule

Schedule is beyond both the ANZLIC Minimum and Core elements. It has been included in ANZMet Lite to facilitate the maintenance of the Schedule as described in the Spatial Data Access and Pricing Policy and applies only to metadata records created by Australian Government agencies.

Schedule information is stored as a Keyword (ISO Reference 33).

The schedule option only becomes active when the appropriate **MET Settings** option is set to **ON** and **"Australia"** is selected as the Jurisdiction.

(Refer to the section on Configuration in Chapter 3 for further details.)



The **Schedule** is a list of datasets maintained by Australian Government agencies and which are made available free or at minimum cost of transfer using an OSDM or equivalent licence.

A resource is eligible for inclusion on the schedule if it meets **all** the criteria listed on the entry screen.

If a resource meets **most** of the criteria listed against the schedule tick box it will be eligible for inclusion in the Auxiliary List.

As more resources are documented using ANZMet Lite it will be possible to maintain the Schedule by harvesting the metadata records that have these keywords.

The plain English report of the Schedule entry will look like this:

Schedule

schedule

Chapter 13 Extent

Introduction

The Navigation Panel on the left of the entry screen has arranged the collection screens into logical groupings to facilitate collection of a metadata record. These groupings are:

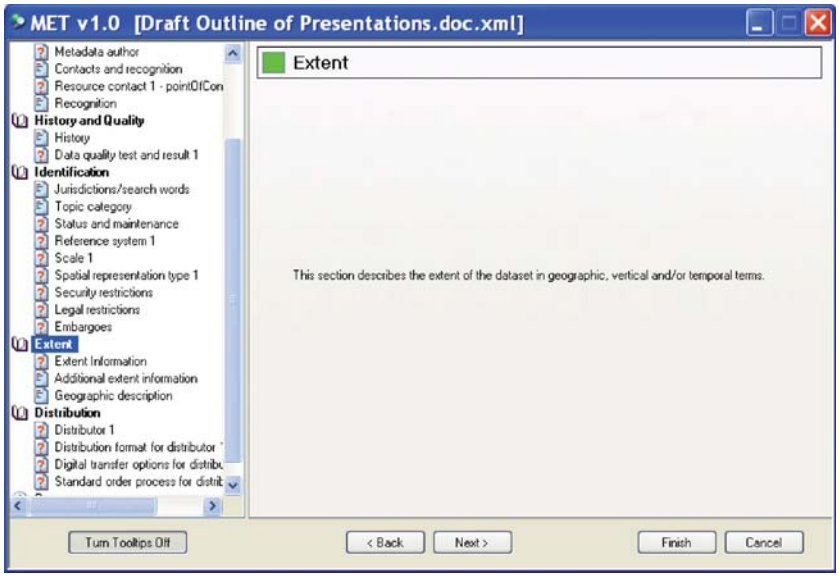
1. General Information
2. History and Quality
3. Identification
4. Extent and
5. Distribution

This chapter deals with the **Extent** entry screens.

Extent

This section of the tool supports entry of Extent information.

Extent in this context includes physical extent (bounding box or multiple polygons) as well as the temporal and vertical extents of the resource.

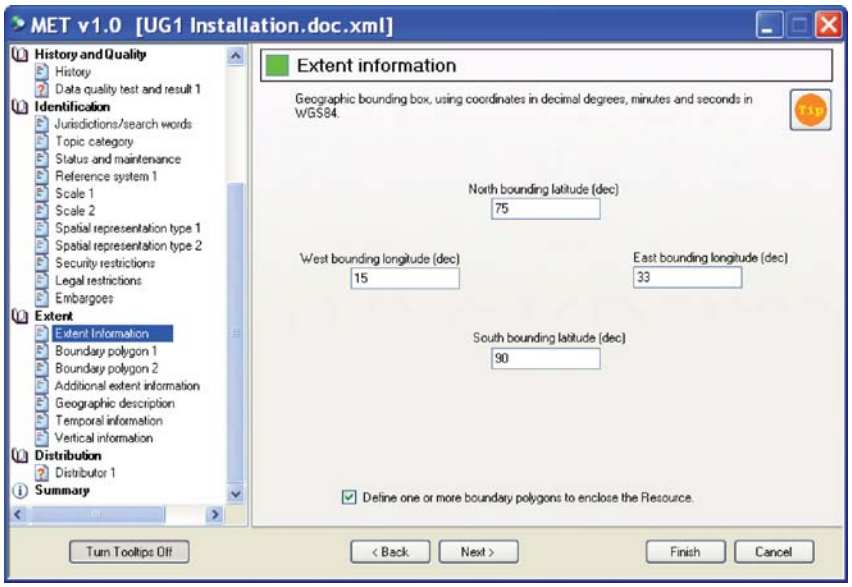


Extent Information

Extent Information is "Geographic Location" in ISO 19115 and in the ANZLIC Profile and can be defined by either Coordinates or a Description:

- Coordinates are ISO references 343 - 347.
- Description is ISO reference 349.

For non-geographic resources select **Geographic Description.**



Extent information – Geographic Bounding Box is the first option presented. This is suitable for describing a basic extent for geographic resources that can be used to discover resources using spatial searches. The coordinate values should be Latitude / Longitude and need only be approximate. The coordinates should be in either GDA94 or WGS84. The differences between the two reference systems are small enough to make no significant difference.

This option can be used to define the general extent of a resource such as an environmental report over a catchment area.

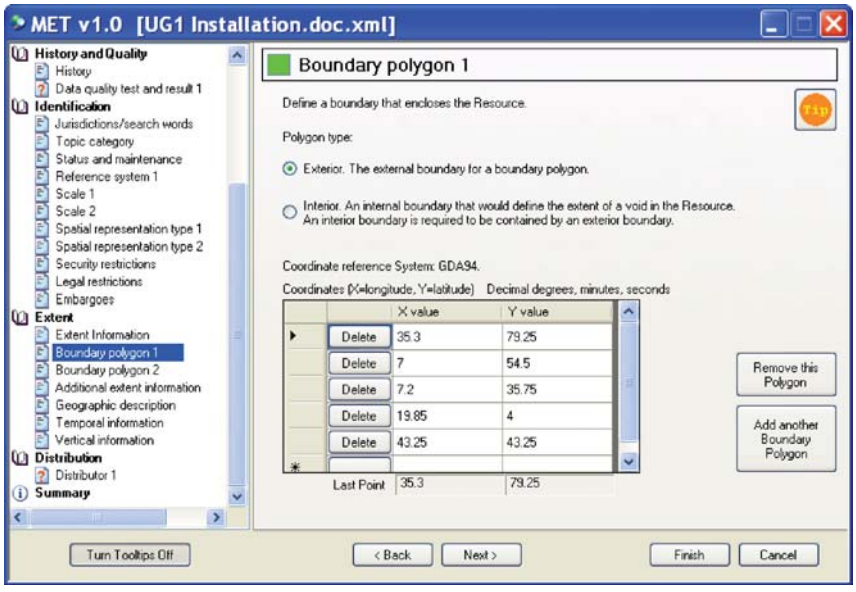
The plain English report of Bounding Box will appear like this:

Extent - Geographic Bounding Box

North Bounding Latitude	**75**
South Bounding Latitude	**90**
West Bounding Longitude	**15**
East Bounding Longitude	**33**

Boundary Polygon

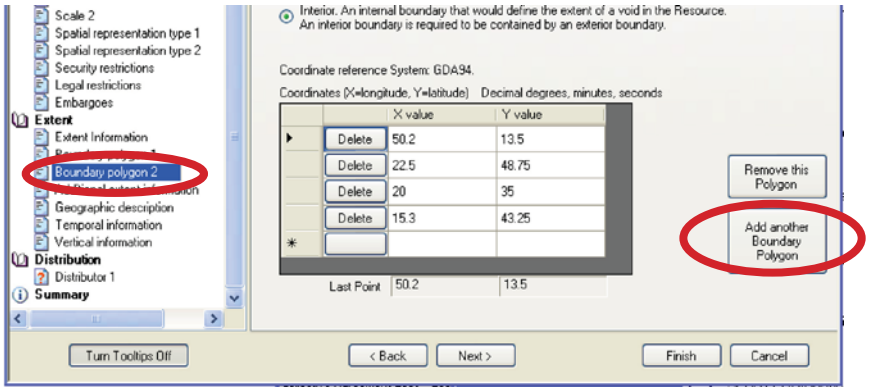
Selecting the option in the bottom left corner of the entry screen and selecting **Next>** accesses the **Boundary polygon** option. This option allows the input of multiple coordinate



pairs defining more complex shapes and even nested polygons. An internal polygon is defined by selecting **Add another Boundary Polygon** and then setting the **Interior** radio button to ON.

The **Last Point** on the entry table defaults to the first point to ensure a closed polygon is generated.

Multiple Boundary Polygons



Multiple polygons can be added by selecting the **Add another Boundary Polygon** button. This will create a new extent entry screen.

Selecting the appropriate radio button on the new entry screen creates interior polygons, which define a void in the resource coverage.

The plain English report of Extent – Boundary Polygon will appear as a series of coordinate pairs like this:

Extent - Boundary Polygons

Exterior

Point	35.3 79.25
Point	7 54.5
Point	7.2 35.75
Point	19.85 4
Point	43.25 43.25
Point	35.3 79.25

Interior

Point	50.2 13.5
Point	22.5 48.75
Point	20 35
Point	15.3 43.25
Point	50.2 13.5

Extent - Boundary Polygons

Exterior

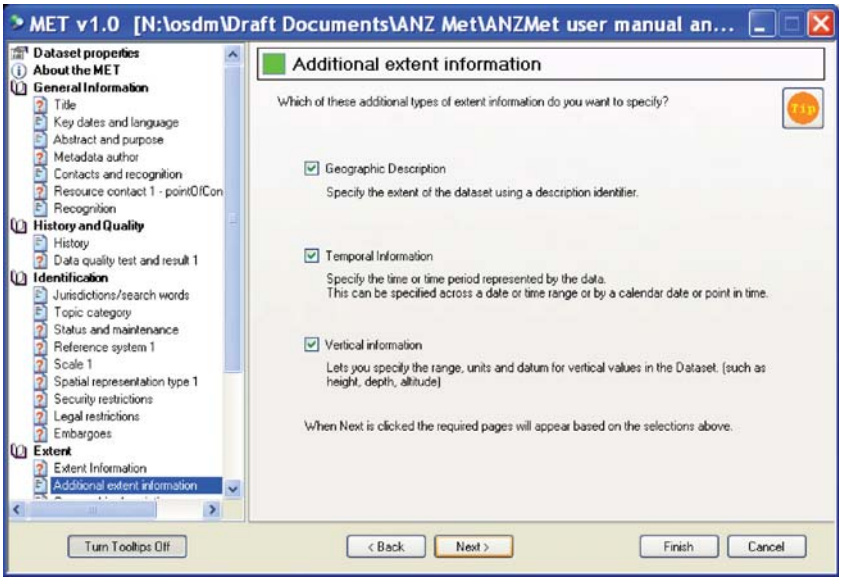
Point	35.3 79.25
Point	7 54.5
Point	7.2 35.75
Point	19.85 4
Point	43.25 43.25
Point	35.3 79.25

Interior

Point	50.2 13.5
Point	22.5 48.75
Point	20.0 35.0
Point	15.3 43.25
Point	50.2 13.5

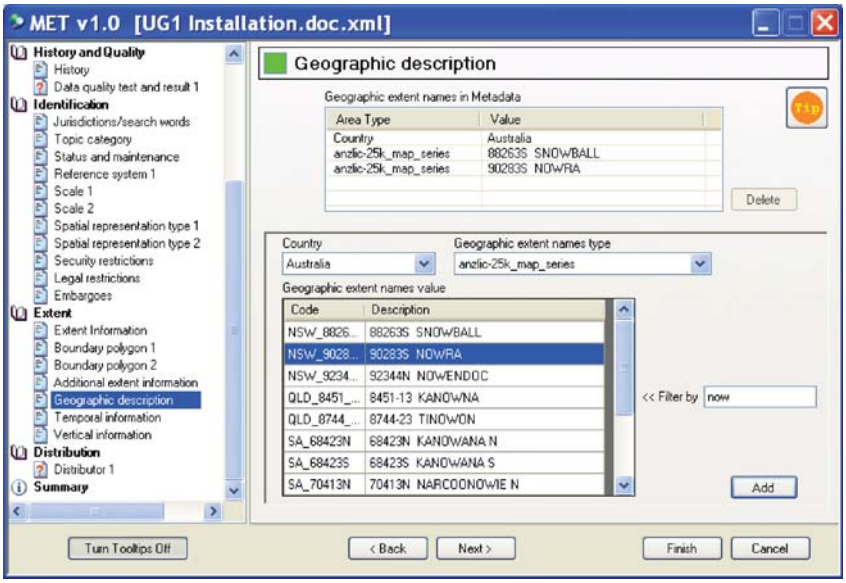
Additional Extent Information

The extra types of Extent information are selected from the next screen **Additional extent information** in the navigation panel.



Geographic Description

The default setting for **Geographic Description** is an extent name of Australia so if this is correct for the resource you are documenting no further action is necessarily required.



If you want to add other **extent** information about the resource the following options are available:

Other regions can be selected from the **Country** pull down list.

Multiple regions can be selected and added to the list by selecting the **Add** button for each selection.

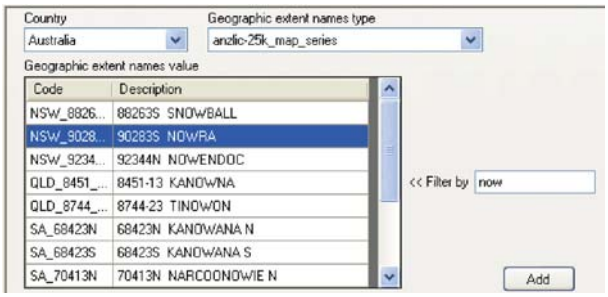
When "Australia" is displayed in the **Country** pull down list the **Geographic extent names type** is active.

A range of Geographic extent names can be selected from the **Geographic extent names type** pull down list.

This list allows you to select from a range of standard series such as the 1:25000 topographic mapping series.

Once a series has been selected the **<< Filter by** option allows the user to search the series listing for a specific set of characters.

Again highlighting the required entries and selecting the **Add** button after each selection can include multiple selections.



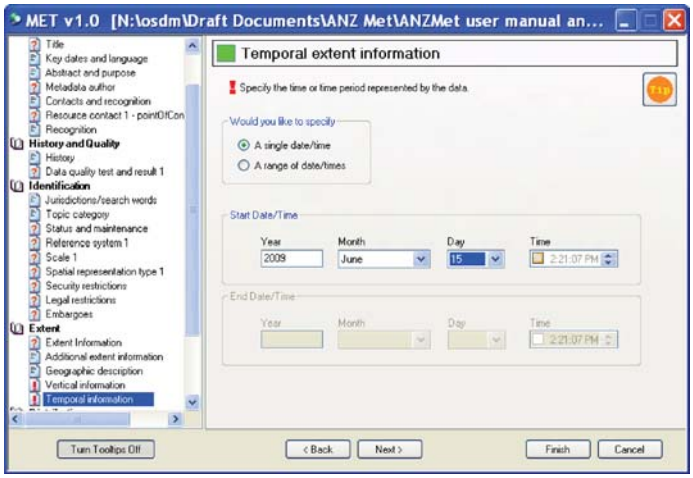
The plain English report of Extent – Geographic Description will appear like this:

Additional Extents - Geographic

Identifier	**Country_aus**
Identifier	**NSW_88263S**
Identifier	**NSW_90283S**

Temporal Information

Temporal extent is an optional field in ISO 19115 and in the ANZLIC Profile. In the International Standard it is "Temporal Extent" ISO reference 351.



Temporal extent may have either a beginning date only or a beginning and end date.

The date format is defined by the Standard and a valid date may range from a year only through to a full date including a time.

The plain English report of Extent – Geographic Description will appear like this:

Additional Extents - Geographic	
Identifier	**Country_aus**

The plain English report of Temporal Extent will appear like this:

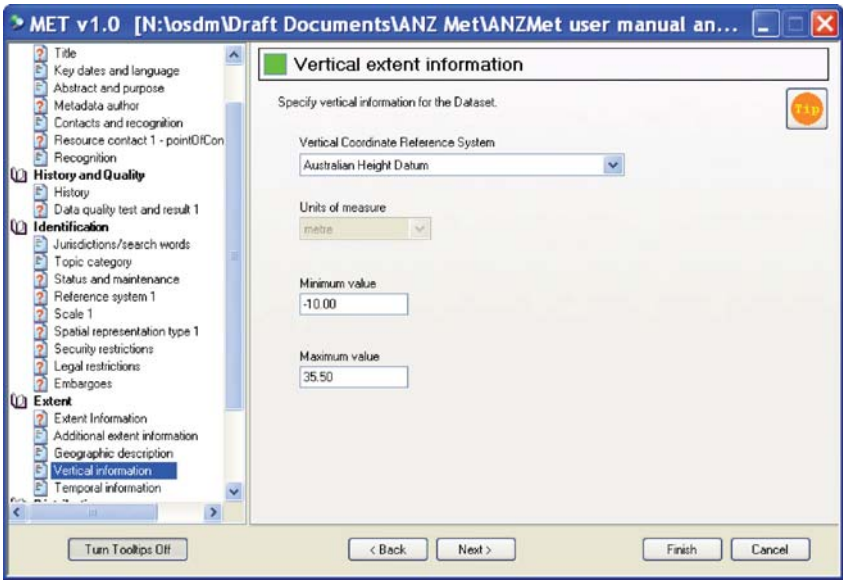
Additional Extent - Temporal	
Date/Time	**2009-06-15**

Vertical Information

Vertical extent is an optional field in ISO 19115 and in the ANZLIC Profile. In the International Standard it is comprised of 3 elements:

- "Vertical Extent" ISO reference 354.
- "Minimum Value" ISO reference 355.
- "Maximum Value" ISO reference 356.

The user selects the relevant **Vertical Coordinate Reference System** (VCRS) from the first pull down list and then select the appropriate **Unit of measure** from the second pull down list, Depth values may be recorded as negative elevations or by selecting the appropriate units (fathoms) from the pull down list.



The plain English report of Vertical Extent Information will appear like this:

Additional Extent - Vertical	
Minimum Height	**-10.0**
Maximum Height	**35.5**
Reference System Code	**5711 (Australian Height Datum)**
Units	**m**

ANZMet Lite automatically generates some additional required elements, such as File Identifier.

For more details on exactly which elements are mandatory, conditional and optional in the ANZLIC Profile refer to the tables on pages 10 – 16 of the **ANZLIC Metadata Profile Short Users Guide.**

Chapter 14 Distribution

Introduction

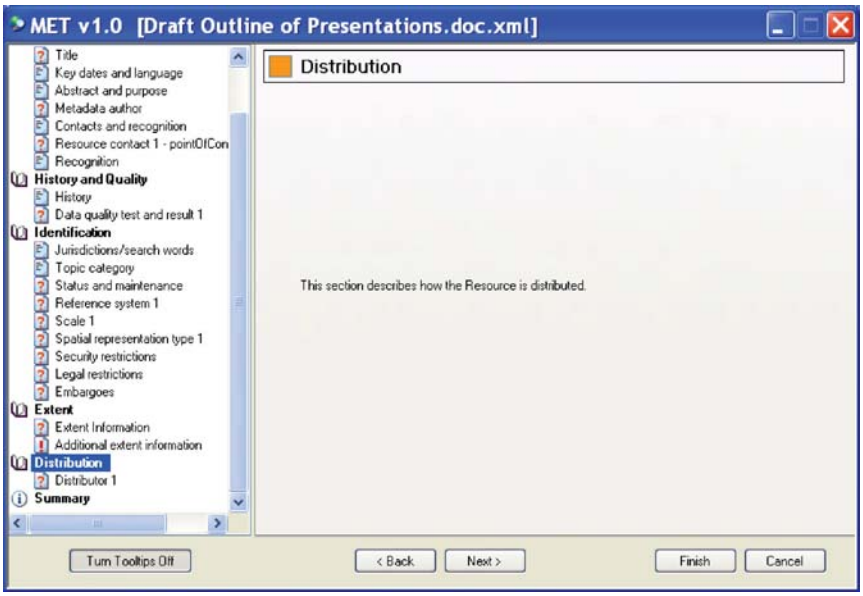
The Navigation Panel on the left of the entry screen has arranged the collection screens into logical groupings to facilitate collection of a metadata record. These groupings are:

1. General Information
2. History and Quality
3. Identification
4. Extent and
5. Distribution

This chapter deals with the Distribution entry screens.

Distribution

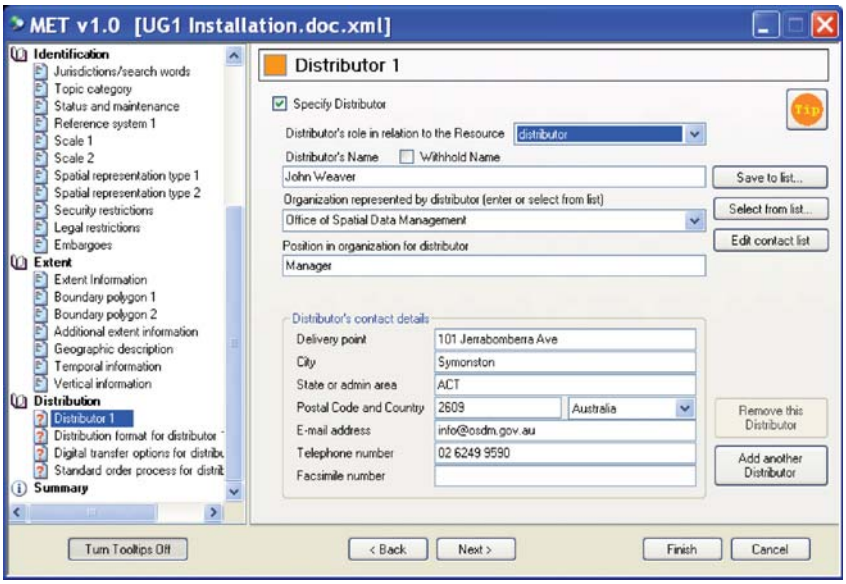
If metadata allows the user to discover resources then the Distribution elements in the metadata record describe the method of physically accessing the resource described by the metadata.



Distributor 1

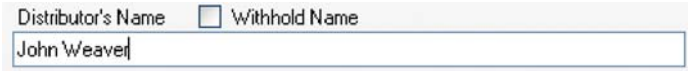
The Distributor information is comprised of:

- Resource Point of Contact which is a mandatory field in ISO 19115 and in the ANZLIC Profile. In the international standard it is ISO reference 8.
- Resource Contact Role which is a mandatory field in ISO 19115 and in the ANZLIC Profile. In the international standard it is ISO reference 379.
- Resource Contact Individual Name which is a conditional field in ISO 19115 and in the ANZLIC Profile. In the international standard it is ISO reference 375.
- Resource Contact Organisation which is a conditional field in ISO 19115 and in the ANZLIC Profile. In the international standard it is ISO reference 376.
- Resource Contact Position which is a conditional field in ISO 19115 and in the ANZLIC Profile. In the international standard it is ISO reference 377.



The screen needs to be activated by selecting the **Specify Distributor** radio button in the top left of the screen. The default setting for the distributor's role on this screen is **distributor** but this can be changed using the pull down menu.

Distributor's Name has the option to withhold the name from the published metadata record.



The default setting is **Withhold Name** OFF.

> **NOTE** that the effect of this setting can be somewhat negated if the **email address** provided contains a format of the individual's name.

The distributor information can be saved to the same register as documented under **Metadata Author** [Ref Chapter 3] and that register is available here so entries already saved can be selected for these screens.

Multiple distributors can be defined by selecting the **Add another Distributor** button.

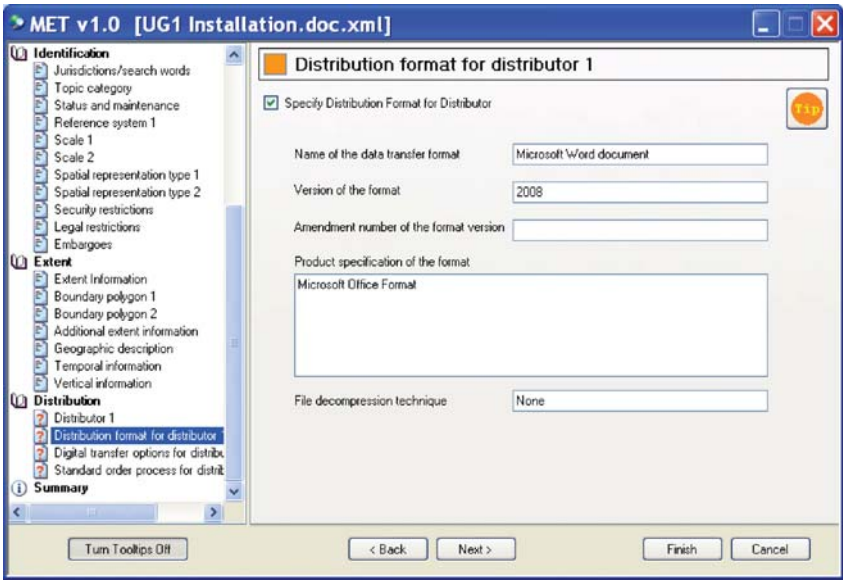
The plain English report of Distributor Information will appear like this:

Distribution Information
Distributor 1
Distributor 1 Contact

Name of Individual	**Name withheld**
Organisation Name	**Office of Spatial Data Management**
Position Name	**Manager**
Role	**distributor**
Voice	**02 6249 9590**
Facsimile	
Email Address	**info@osdm.gov.au**
Address	**101 Jerrabomberra Ave** **Symonston ACT 2609** **Australia**

Distribution Format for Distributor 1

- Distribution Format is an optional field in both ISO 19115 and the ANZLIC Profile and is ISO Element 284.
- Distribution format Name is an optional field in both ISO 19115 and the ANZLIC Profile and is ISO Element 285.
- Distribution format Version is an optional field in both ISO 19115 and the ANZLIC Profile and is ISO Element 286.



The screen needs to be activated by selecting the **Specify Distribution Format for Distributor** radio button in the top left of the screen. If you activate the screen then **Format** and **Version** become mandatory.

These entries define the available format(s) in which the resource is available.

The plain English report of Distribution Format will appear like this:

Distributor 1 Format Information

Name of the format	**Microsoft Word document**
Version of the format	**2008**
Amendment number	
Specification	**Microsoft Office Format**
File decompression technique	**None**

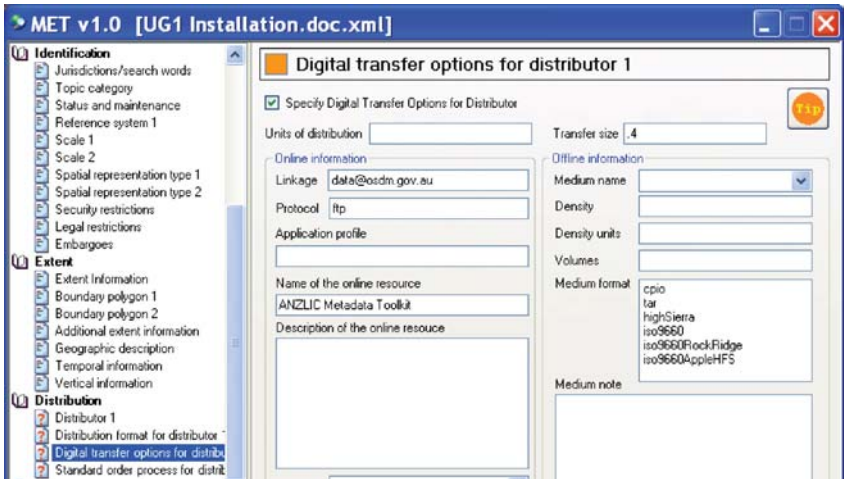
Digital Transfer Options for Distributor 1

This screen includes:

- Units of Distribution is an optional element in ISO 19115 and the ANZLIC Profile. It is ISO element 275.
- Linkage is an optional element in ISO 19115 and the ANZLIC Profile. Once this screen is activated it becomes mandatory. It is ISO element 397.
- Protocol is an optional element in ISO 19115 and the ANZLIC Profile. It is ISO element 389.
- Application Profile is an optional element in ISO 19115 and the ANZLIC Profile. It is ISO element 399.

- Online Resource Name is an optional element in ISO 19115 and the ANZLIC Profile. It is ISO element 400.
- Transfer Size (in megabytes) is an optional element in ISO 19115 and the ANZLIC Profile. It is ISO element 276.
- Medium Name is an optional element in ISO 19115 and the ANZLIC Profile. It is ISO element 292.
- Medium Density is an optional element in ISO 19115 and the ANZLIC Profile. It is ISO element 293.
- Medium Density Units is an optional element in ISO 19115 and the ANZLIC Profile. It is ISO element 294.
- Medium Volume is an optional element in ISO 19115 and the ANZLIC Profile. It is ISO element 295.
- Medium Format is an optional element in ISO 19115 and the ANZLIC Profile. It is ISO element 295.
- Medium Note is an optional element in ISO 19115 and the ANZLIC Profile. It is ISO element 296.

Many of these fields will not need to be entered.



A basic entry will look like this in the plain English output:

Distributor 1 Digital Transfer Options Information

Units of distribution	
Transfer size	**.4**

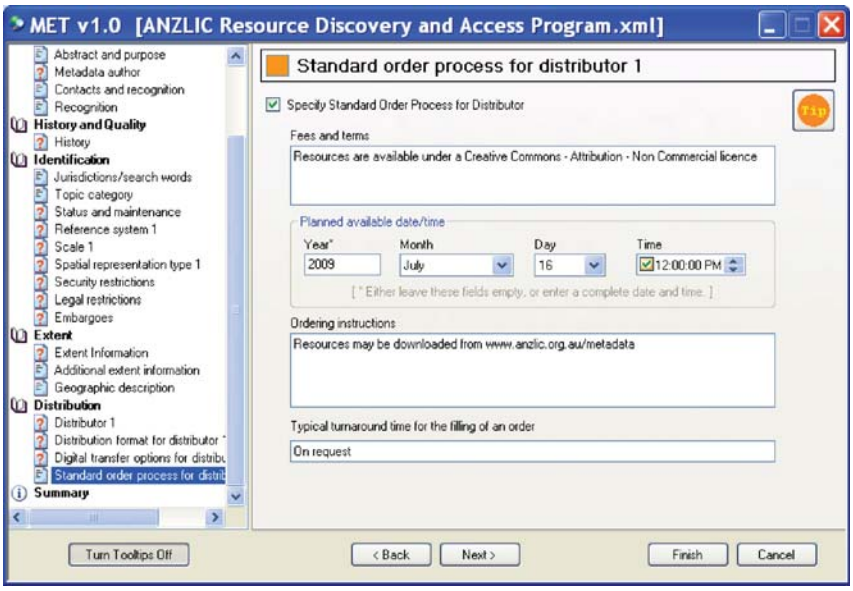
Distributor 1 Online information

Linkage	**data@osdm.gov.au**
Protocol	**ftp**
Application profile	
Name	**ANZLIC Metadata Toolkit**
Description	
Function	

Standard Order Process for Distributor 1

This screen includes:

- Resource Fees is an optional element in ISO 19115 and the ANZLIC Profile. It is ISO element 299
- Planned Available Date Time is an optional element in ISO 19115 and the ANZLIC Profile. It is ISO element 300
- Ordering Instructions is an optional element in ISO 19115 and the ANZLIC Profile. It is ISO element 301
- Order Turnaround is an optional element in ISO 19115 and the ANZLIC Profile. It is ISO element 302



All fields except the planned available date/time are free text fields.

A basic entry will look like this in the plain English output:

Distributor 1 Standard Order Process Information

Fees and terms	**Resources are available under a Creative Commons - Attribution - Non Commercial licence**
Planned available date/time	**2009-07-16T12:00:00**
Ordering instructions	**Resources may be downloaded from www.anzlic.org.au/metadata**
Typical turnaround time	**On request**