ANZLIC SPATIAL RESOURCE DISCOVERY AND ACCESS PROGRAM

# ANZMet Lite Metadata Entry Tool User Guide

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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:



ANZLICMETSetup-20090324 2,942 KB

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\

Select Installation Folder	
The installer will install MET to the following folder. To install in this folder, click "Next". To install to a different folder, enter it belo Eolder:	ow or click "Browse".
C\Program Files\ANZLIC\MET\	Browse
Cancel ( <u>B</u> ack	Next>

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

MET		
Confirm Installation		
The installer is ready to install MET	on your computer.	
Click "Next" to start the installation.		
	Cancel	<back next=""></back>

**ANZMet Lite** will then install.

<b>₿ МЕТ</b>		
Installing MET		
MET is being installed.		
Please wait		
	Cancel	KEack Next>

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.

MET V	'ersion Update Advice 🛛 🛛 🔀
<b>i</b>	Welcome to the ANZLIC Metadata Entry Tool Update Notification. Find out more at http://asdd.ga.gov.au/asdd/profileinfo/ The following components have later versions available: MET Application Initial Release Tips Content (METTips.xml) Updated MET User Tips 10JUL08

OR



MET v1.0

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\_GEN/files.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.

This is the list of filename extens for which MET will allow entry o metadata. They must be entere per line, without the dot.	sions Create metadata for an Australian Government organization f d one Selectable Organisation Names - enter names one per line
ascii	ACT Planning and Land Authority ANZLIC - the Spatial Information Council Department of Lands - NSW Department of Natural Resources and Water - Queensland Department of Sustainability and Environment - Victoria Department of Sustainability and Environment - Victoria Department of Transport, Energy and Infrastructure - SA Geoscience Australia LINZ - Land Information New Zealand Northern Territory Land Information Systems Office of Spatial Data Management Queensland Treasury WALIS - Western Australian Land Information System
Check for Updates (requires	Internet connection) set files in Editor title bar Update Codelists OK

## 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

Check for Updates (requires Internet connection)		
<ul> <li>Show full pathname of dataset files in Editor title bar</li> <li>Start editing with tooltips ON</li> </ul>	Update Codelists	ок

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

f a codelist with an incomplete or incorrect one can mak	e the MET unusable.
Codelist to Update	
<ul> <li>ANZLIC Geographic Extent Names (anzlic-allgens.xml)</li> </ul>	
ANZLIC Search Words (anzlic-theme.xml)	
O ANZLIC Jurisdictions (anzlic-jurisdic.xml)	
O Coordinate Reference Systems (anzlic-gmxCRS.xml)	
O Tips Content List (METTips.xml)	
<ul> <li>Tips Content List (METTips.xml)</li> </ul>	

#### 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:

MET v1.0 [C:\Drawings\jamberoo.dwg.xml]

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

MET v1.0 [jamberoo.dwg.xml]

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.

) About the MET	Title
General Information Title Key dates and language Abstract and purpose	The File Name of the Resource File jamberoo.dwg
Metadata author	1:25000 data for the township of Jamberoo
Contacts and recognition Resource contact 1 - pointOfCon	If the Resource has alternative Titles, enter these here
Resource contact 2 - pointUtCon     History and Quality     History     Data quality test and result 1	Jamberoo mapping data Rural parcels in and around Jamberoo
Identification	Alternate or short name by which the cited resource(s)/procedure(s) are known
Topic category Status and maintenance	Other citation details
Scale 1	
Spatial representation type 1	
Security restrictions	
2 Embargoes	
Extent	h.
Extent Information	
Extent Information     Boundary polygon 1	

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.'

» MET v1.0 [Parent meta	data:Test.xml]	
MEI V1.0 Parent meta     About the MET     About the MET     General Information     Title     Key dates and language     Abstract and purpose     Metadata author     Contacts and recognition     History and Quality     History     Identification     Jurisdictions/search words     Topic category     Status and maintenance     Reference system 1     Scale 1     Spatial representation type 1     Security restrictions     Legal restrictions     Embargoes     Additional extent information     Additional extent information     Distributor 1	ANZMET LITE This is a parent metadata file. No selections are required here.	
Summary Turn Tooltips Off	< Back Next> Fin	ish Cancel

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.

e MET v1.0					
Look in N:\(147)	New Unlin	ed Metadata New Pare	ent Metadata	Edit Metadata	Delete/Rename
Direction N:					
	New Unlinked M	etadata File Deta	ils		
	An 'Unlinked' Metafile i	, a standalone metadata file tored separately, e.g., in a	e for a resource, whe different folder.	re the resource is	
					a
	Name for Unlinked Metafile	ANZMet User Guide Introduction	n.xml		
	Create in Folder	N:\osdm\Draft Documents\ANZ	Met'ANZMet user manu	ual a Browse	<b>F</b>
			ОК	Cancel	
			200.000		ANZLIC
		1		L	P an balance and the
MET Settin	ngs			Help	Quit

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

MET v1.0 [ANZMet Us	er Guide Introduction.xml]	
	ANZMet Lite	
Contacts and recognition Contacts and recogni	Is the resource part of a package or a series? No Yes, as the Parent of a group of other metadata files Yes, as one of a group attached to a Parent	
2 Status and maintenance     Reference system 1     Scale 1     Spatial representation type 1     Schedule     Security restrictions     Legal restrictions	Parent Metadata File Identifier Hierarchy Level attribute attribute collectionHardware collectionSession	Browse
Embargoes     Extent     Extent Information     Extent Information     Distribution     Distribution     Distributor 1     Summary	eries series nonGeographicDataset dimensionGroup feature feature propertyType fieldSession software	
Turn Toollips Off	< Back Next >	Finish Cancel

## **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.



- 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

Hierarchy Level		Hierarchy Level Name
featureType propertyType fieldSession software service model tile modelSession		Microsoft Word docume
document profile		
dataRepository codeList project	~	

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

🛤 MET	v1.0	
Look in	D:X	
🗁 D:		

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 <u>remain linked to the resource</u>. 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.

MET v1.0	
Look in C:\()	Select the directory
C:	
Documents and Settings     Drawings     Drawings	
jamberoo.dwg	Select the resource
🕀 🦳 i386	

## 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.

r Is the reso	urce part of a package or a series?
0	No
0	Yes, as the Parent of a group of other metadata files
۲	Yes, as one of a group attached to a Parent

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

Parent Metadata File Identifier	C50D 930E -343F -4497 -8804 -237641522886	Browse
---------------------------------	---	--------

## 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>>.

Hierarchy Level		Hierarchy Level Name
featureType propertyType fieldSession software service model tile modelSession		Microsoft Word docume
document profile dataRepository codeList project	×	

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

■ MET v1.0	
Look in D:N	M
😂 D:	

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.

■ MET v1.0	
Look C()	Select the directory
C: Documents and Settings Drawings Demner.uwg	Select the recourse
E Contractor	Select 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.
Р	Files with a P in the icon are parent metadata records.
0	Files with an $\bigcirc$ in the icon are orphan files (not located in the same directory level as the resource they describe).
Ś	Files with a ? in the icon are incomplete records which may not validate to the ANZLIC Profile
Х	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.

	ANZLIC metadata file: file is complete	
ormatted View Raw View		
General Properties		1
File Identifier		
Parent File Identifier	8E163251-2558-4E26-AC39-3F77B398A704	
Hierarchy Level	collection Session	
Hierarchy Level Name	collection Session	
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	2009-05-05	
Resource Title	555	
Format Name	*.doc	
Format Version	Unknown	
Key Dates and Languages		
Date of revision	2009	
Metadata Language	eng	
Metadata Character Set	utf8	
Dataset Languages	eng	
Dataset Character Set	utf8	
Abstract	ш	
Purpose		
Metadata Contact Information		
Name of Individual	Name withheld	
Organisation Name	DS CNNSW: Central and Northern New South Wales	
Position Name	Developer	
Role	pointOfContact	
Voice		
Facsimile		
Email Address		
Address		
	Sydney NSW 2000	
	Australia	
Resource Contacts		
Lineage Statement		
Status and Maintenance		
Status		
Maintenance and Update Frequency	1	
Date of Next Update		
Additional Extents - Geographic		
Identifier	Country_aus	

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:

MET v1.0 [C:\temp\C	
🚰 Dataset properties	
(i) About the MET	
1 General Information	T:4 -
🧕 Title	line
Key dates and language	Key dates and language
Abstract and purpose	Abstract and purpose
Metadata author	Metadata author
Contacts and recognition	
U History and Quality	
? History	
U Identification	
Jurisdictions/search words	Topic category
I opic category	lopic calegoly
Status and maintenance	
Coole 1	
Scale I	
Spatial representation type 1	
Jeculty restrictions	
Embargoon	
Extent Information	Extent Information or
Additional extent information	Additional extent information
00 Distribution	/ damonar exiciti mormanon
Distributor 1	
(i) Summary	
· · · · · · · · · · · · · · · · · · ·	
Turn Techine Off	

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.

Dataset properties     About the MET	Title	
General Information     Trice     Key dates and language     Abstract and purpose	The File Name of the Resource File UG1 Installation doc Enter a Title for the Resource	0
Metadata author	ANZMet Lite User Guide Installation instructions	
History and Quality	If the Resource has alternative Titles, enter these here	
History     History     Identification     Jurisdictions/search words     Topic category     Soluts and maintenance     Reference system 1	ANZMet Lhe Urer Guide ANZLIC Metadeta collection tool user guide	
<ul> <li>Scale 1</li> <li>Scalial representation type 1</li> </ul>	Other citation details	
Security restrictions     Legal restrictions     Embargoes	ANZLIC Spatial Resource Discovery and Access Program Australian Government Metadata Working Group	
Extent Extent Information Additional extent information		
Distribution		
i) Summary		

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:

48D539F5-77EA-46D8-A82F-0D5AAD055CCA
C50D930E-343F-4497-8804-237641522886
document
document
ANZLIC Metadata Profile: An Australian/New Zealand Profile of AS/NZS ISO 19115:2005, Geographic information - Metadata
1.1
2009-05-21
ANZMet Lite User Guide Installation instructions
ANZMet Lite User Guide
ANZLIC Metadata collection tool user guide
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
Dataset Languages Dataset Character Set	eng 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.

Dataset properties	Abstract and purpose
General Information Tele Tele Tele Tele Tele Tele Tele Tel	Bive a brief namative summary about the content of the Resource The AN2Met Like User Guide contains guidelines for downloading, installing and using the instalidad collection tool known as AN2Met Like.
Scale 1     Spatial representation type 1     Social representations     Legal restrictions     Englarestrictions	Purpose: Defines the specific needs the Resource has been designed to meet. This set of documents was created by 0SDM to support the users of the ANZUC ANZMet Lit metadata collection tool.
Extent Extent Additional extent information Distribution Distribution Summary	

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 Purpose This document provides guidance on the methods of downloading and installing the ANZMet Lite Metadata collection tool developed by OSDM on behalf of ANZLIC. 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

i) About the MET	Metadata autho	r				
General Information     Title     Key dates and language	Author's Name 🕑 W	Metadata role pointOfContact				
Abstract and purpose     Metadata author	John Weaver	Save to list				
Contacts and recognition	The organization the author r	The organization the author represents (enter or select from list)				
History and Quality	Office of Spatial data Manag	Office of Spatial data Management				
D Identification	Manager	Edit contact list				
<ul> <li>Reference system 1</li> <li>Scale 1</li> <li>Spatial representation type 1</li> <li>Security restrictions</li> <li>Legal restrictions</li> </ul>	Delivery point City State or admin area Postal Code and Country	101 Jerrabomb Symonston ACT 2609	erra Ave			
D Extent	E-mail address					
Extent Information	Telephone number	02 6249 9590				
Extent Information Additional extent information						

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.

	Metadata role	pointOfContact	
Author's Name 🛛 🗹 Withhold Name 🗍		resourceProvider	
John Weaver		processor	
The organization th	ne author represents (enter	pointOfContact	
Office of Spatial D	ata Management	originator	
The position of the author in the organization		publisher	
Manager	-	user	
Author's Name	Vithhold Name		
Additions require			

**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.

The organization the author i	epresents (enter			
Different Constal Data Marca		r or select from list]		Select from list.
Unice of Spatial Data Mana	gement		~	
ACT Planning and Land Aut	hority			Save as defaul
Arcallo Tarle Speak Infolme Department of Lands - NSW Department of Natural Reso Department of Primary Indus Department of Sustainability Department of Sustainab	urces and Wate tries and Wate and Environmen ergy and Infrast v Zealand mation Systems gement Land Informatio Services Branch	r - Queensland - Tasmania nt - Victoria ructure - SA in System h Yorau		Edit contact list
Telephone number	02 6249 9590			
Facsimile number				

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.

Author's Name	Metadata role po Withhold Name	pintOfContact	*	
John Weaver				Save to list
The organization the auth	or represents (enter or	select from list)		Select from list.
Office of Spatial Data Ma	nagement		*	
The position of the author	in the organization			Save as defaul
Manager	Edit contact list			
Author's contact details Delivery point	101 Jerrabomberr	a Ave		
Author's contact details Delivery point City	101 Jerrabomberr Symonston	a Ave		
Author's contact details Delivery point City State or admin area	101 Jerrabomberr Symonston ACT	a Ave		
Author's contact details Delivery point City State or admin area Postal Code and Count	101 Jerrabomberr Symonston ACT y 2609	a Ave Australia		
Author's contact details Delivery point City State or admin area Postal Code and Count E-mail address	101 Jerrabomberr Symonston ACT y 2609 info@osdm.gov.a	a Ave Australia		
Author's contact details Delivery point City State or admin area Postal Code and Count E-mail address Telephone number	101 Jerrabomberr           Symonston           ACT           2509           info@osdm.gov.a           02 6249 9590	a Ave Australia u		



**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>**.

About the MET	Extent information
General Information     Trile     Trile     Key dates and language     Abstract and purpose     Metadata author     Construct and recombine	Geographic bounding box, using coordinates in decimal degrees, minutes and seconds in V/GS04.
History and Quality	North bounding letitude (dec)
Instruction     Juridicion/tearch words     Juridicion/tearch words     Topic celegop     Status and maintenance     Reference system 1     Scale 1     Spakel representation type 1     Secury restrictions     Legal restrictions     Embaggeet	West bounding longitude (dec) East bounding longitude (dec) South bounding latitude (dec)
Extent Extent Information Additional extent information Distribution Distribution	
i) Summary	Define one or more boundary polygons to enclose the Resource.

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

# Boundary Polygon

About the MET	Bou	undary j	oolygon 1			
) General Information Title Key dates and language Abstract and purpose	Define a Polygon	boundary th type:	at encloses the	Resource.		
Metadata author Contacts and recognition	⊚ Exte	rior. The ext	ernal boundary f	or a boundary polygor	ı	
History and Quality ? History Identification ? Jurisdictions/search words E Topic category	O Inter An ir Coordina	ior. An intern iterior bound ite reference	al boundary that lary is required to System: GDA94	t would define the ext ble contained by an 1.	ent of a void in the R exterior boundary.	esource.
Status and maintenance	Coordina	tes (X=longi	tude. Y=latitude)	Decimal degrees, r	ninutes, seconds	
Heterence system 1     Scale 1			X value	Y value	~	
Spatial representation type 1		Delete	35.00	70		
<ul> <li>Security restrictions</li> <li>Legal restrictions</li> </ul>		Delete	25.25	90		Remove this
2 Embargoes		Delete	10	25.3		roygon
Extent Information		Delete	35.75	10		A did assettee
Boundary polygon 1		Delete	35	25		Boundary
Additional extent information		Delete	26	20	~	Polygon
		Last Point	35.00	70		

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 Polygo	ns
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}

About the MET	Additional extent information
General Information Title Key dates and language	Which of these additional types of extent information do you want to specify?
Abstract and purpose     Metadata author     Contacts and recognition	Ceographic Description
Resource contact 1 - pointOlCon     Recognition	Specify the extent of the dataset using a description identifier.
Historg and Quality History Data cuality text and result 1 Hentification Status and maximizers Status and maximizers Reference system 1 Scale 1 Scal	Temporal Information     Specify the time or time period represented by the data     This can be specified across a date or time range or by a calendar date or point in time.     Vertical information     Lets you specify the range, units and datum for vertical values in the Dataset, (such as     height, depth, whitude)     When Next is clicked the required pages will appear based on the selections above.
Extent Extent Information	
E Additional extent information	

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 <u>no</u> <u>further action</u> 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.

Country		Geographic extent na	mes type		
Australia	*	anzlic-25k_map_serie	es	~	
Geographic exte	ent names value				
Code	Description		^		
NSW_8826	882635 SNOV	⊮BALL			
NSW_9028	902835 NOW	RA			
NSW_9234	92344N NOW	ENDOC			
QLD_8451	8451-13 KAN	DWNA		<< Filter by	now
QLD_8744	8744-23 TINO	WON			
SA_68423N	68423N KANG	WANA N			
SA_68423S	684235 KANC	WANA S			
SA_70413N	70413N NAR	COONOWIE N	~		Add

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

🛐 Key dates and language	Geographic description	
Abstract and purpose     Metadata a diver	Geographic extent names in Metadata	[ [
E Contacts and recognition	Area Type Value	
Resource contact 1 - pointOtCon	Country Australia	
E Recognition	Country Antarctica	_
] History and Quality	andio-25k_map_series 882635 SNOWBALL	
Data quality test and result 1		Delete
Identification		
Jurisdictions/search words	Country Geographic extent names type	
D Topic category	Australia 🔹 anzlic-25k_map_series 💌	
2) Status and maintenance	Geographic extent names value	
Preference system i     Scale 1	Code Description	
2 Spatial representation type 1	NSW 8826 882535 SNOWBALL	
Security restrictions	NSW 9028 902835 NOWRA	
2 Legal restrictions	NSW 9234 92344N NOWENDOC	
2 Embargoes	01.0 8451 8451-13 KANOWNA <<< Fiber by	now
2 Extent Information	01D 8744 8744.23 TINDWON	
Additional extent information	54 59472N 59472N KANDWANA N	
Geographic description	CA 694220 694220 KANOUANA C	
Vertical information	5A 20412N 20412N NAPCOONOVER N	
1 emporal information	SH_70413N TO413N REACCONOMIC N	Add

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

Additional Extents - Geogr	raphic
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.

E Key dates and language	Vertical extent information		
Abstract and purpose     Metadata author     Contacts and recognition     Resource contact 1 - pointOfCon	Specify vertical information for the Dataset. Vertical Coordinate Reference System		
Recognition History and Quality     History	Australian Height Datum	~	
Data quality test and result 1      Identification     Jurisdictions/search words     Topic category	Units of measure		
2) Status and maintenance     Reference system 1     Scale 1     Spatial representation type 1     Spatial representation	Minimum value -10.00 Maximum value		
2 Embargoes Extent	35.50		
Extent Information     Additional extent information     Geographic description     Ventical information     Tensor linformation			
Temporal information			

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.

Dataset properties     About the MET	Title	
General Information     Trice     Key dates and language	The File Name of the Resource File UG1 Installation.doc	<u>_</u>
Metadata author	Enter a Title for the Hesource	
Contacts and recognition	If the Resource has alternative Titles, enter these here	
History     Identification     Jurisdictions/search words     Topic category     Status and maintenance     Reference system 1	ANZMet Lhe User Guide ANZLUC Metadota collection tool user guide	
<ul> <li>Scale 1</li> <li>Spatial representation type 1</li> </ul>	Other citation details	
Security restrictions     Legal restrictions     Embargoes	AMZLIC Spalial Resource Discovery and Access Program Australian Government Metadate Working Group	
Extent     Extent Information     Additional extent information		
Distribution		
Additional extent information Distribution Distribution Distribution Summary		

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.



Other Resource Details

ANZING LITE User Guide ANZLIC Metadata collection tool user guide 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.

D ADOUCTIE ME I	📕 Key dates and language	9				
General Information     Si Tide     Key dates and language	Key Dates - at least one must be enh	ered				
Abstract and purpose	Y	(ear	Month		Day	
Metadata author	When was the Resource created?	2008	June	~	(none)	~
History and Quality	When was it published?	2009	June	~	15	~
dentification	When was it last updated?	-		4		4
Topic category     Status and maintenance     Reference system 1     Scale 1     Spala representation type 1     Security restrictions	What language is the Metadata in? English	Resource?	Available languag Abkhazian Achinese Acoli	yes	*	
Legal restrictions     Extent     Extent     Additional extent information     Distribution     Originalized 1		CC Add Delete	Adygei; Adyghe Afar Afrihili Afrikaans Afro-Asiatic (Othe	er]		

#### 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 <u>the record will fail to validate if this is done even though the record</u> <u>looks as if it should validate</u>.

#### 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:

2008-10-22
eng
utf8
eng
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.

Dataset properties Dataset properties	Abstract and purpose	
General Information Title Key dates and language	Give a brief narrative summary about the content of the Resource	
Abstract and purpose Metadata author Contacts and recognition History and Quality	This document provides guidance on the methods of downloading and installing the AVZMet Life Metadata collection tool developed by OSDM on behall of AVZUC.	
History     Herntification     Juristications/search words     Juristications/search words     Juristicategory     Status and maintenance     Reference system 1     Scale 1	<u></u>	
Spasial representation type 1     Security restrictions     Legal restrictions	Produce: Letimes the specie needs the netodate has been designed to need. Produced to give guidance to training officers and metadata managers on the instalation of ANZMet Lite.	
Entrospect     Extent Information     Additional extent information     Distribution     Distribution     Summary		

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 Purpose This document provides guidance on the methods of downloading and installing the ANZMet Lite Metadata collection tool developed by OSDM on behalf of ANZLIC. 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

Dataset properties     About the MET	Metadata autho	or		
General Information     Title     Key dates and language     Abstract and purpose	Author's Name 🕑 W	Metadata role poin /ithhold Name	t0/Contact	·
🚺 Metadata author	John weaver			Save to list
Contacts and recognition	The organization the author r	represents (enter or se	lect from list]	Select from list
History and Quality	The section of the section of the	yeaniea k		Save as default
] Identification	Manager	the organization		Edit contact list
Peference system 1     Scale 1     Spalial representation type 1     Security restrictions     Legal restrictions     Embargoes     Embargoes	- Author's contact details Delivery point City State or admin area Postal Code and Country E-mail address	101 Jerrabomberra A Symonston ACT 2609 info@osdm.gov.au	Ave Australia	
Extent Information     Additional extent information     Distribution     Distributor 1	Telephone number Facsimile number	02 6249 9590		
Additional extent information     Distribution     Distributor 1     Summary	Telephone number Facsimile number	02 6249 9590		

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**.

	Metadata role	pointOfContact	~
Author's Name	Vithhold Name	resourceProvider	~
John Weaver		processor	
The organization th	e author represents (enter	pointOfContact	
Office of Spatial D	ata Management	distributor	
The position of the	author in the organization	publisher	~
Manager		4361	

**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.

John Weaver			Save to list
The organization the auth	or represents (enter or select from list)		Select from list.
Office of Spatial Data Ma	nagement	~	
ACT Planning and Land	Authority		Save as defaul
Art2LIC - the Spatial Into Department of Lands - N: Department of Natural R Department of Sustainab Department of Sustainab Department of Transport, Geoccience Australia Cecocience Australia LINZ - Land Information 1 Nothern Territory Land In <u>Olineo of Spatial Data Me</u> Queensland Treasuy WALIS - Western Austral ACT Territory and Munici	Imaton Council SW sources and Water - Queensland dustries and Water - Tasmania lifty and Environment - Victoria Energy and Infrastructure - SA New Zealand formation Systems insignment ian Land Information System pagement		Edit contact list
Telephone number	02.6249.9590		
r orophonio number	02 02 10 0000		

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.

Author's Name	Metadata role	pointOfContact	~	
John Weaver				Save to list
The organization the author Office of Spatial Data Mana	represents (enter o gement	or select from list)	*	Select from list.
The position of the author in	the organization		No.10	Save as defaul
Manager				Edit contact list
Author's contact details	101 Jerrabombe	ma Ave		
- Author's contact details	101 Jerrabombe Symonston	ma Ave		
Author's contact details Delivery point City State or admin area	101 Jerrabombe Symonston ACT	rra Ave		
Author's contact details Defivery point City State or admin area Postal Code and Country	101 Jerrabombe Symonston ACT 2609	rra Ave Australia		
Author's contact details Delivery point City State or admin area Postal Code and Country E-mail address	101 Jerrabombe Symonston ACT 2609 info@osdm.gov	rra Ave Australia		
Author's contact details Delivery point City State or admin area Postal Code and Country E-mail address Telephone number	101 Jerrabombe Symonston ACT 2609 info@osdm.gov 02 6249 9590	Irra Ave Australia		



**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.

Co	ntact	ts List				
1	1000	T	Natie	Departmation	Poolion	role
	Edt	Delete	Marge Smith	Office of Spatial Data Management	Manager	pointOlContact
	Edt	Dalete	Margie Snith	Office of Spatial Cata Management	Manager	originator
	Edt	Delete	John Wiegver	Office of Spatial Data Management	Manager	pointOfContact
4						2
[	Add .	1				Done

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

	Metadata role	pointOfContact	*
Author's Name	Vithhold Name		
John Weaver			
The organization t	he author represents (enter	r or select from list)	
Office of Spatial d	lata Management		×
The position of the	author in the organization		
Manager			

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

#### Metadata Contact Information

Name of Individual Organisation Name Position Name Role Voice Facsimile Email Address Address Name withheld Office of Spatial Data Management Manager pointOfContact 02 6249 9590

info@osdm.gov.au 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

Dataset properties	Contacts and recognition
About the ME I     General Information     Tride     Key dates and language     Abstact and purpose     Metadata author     Contacts and recognition     Researched Language	A point of contact is a person who is associated with the Resource, and may be contacted for information about it. The following Contact forms allow the Metadata author to record contact details for the Resource for roles: that may include: custodiar, owner; distributor; publisher of the Resource.
History and Quality	If you wish, you can make the author a contact. This copies the author details to a new Contact record.
Identification://each words     Iuridation/feach words     Topic category     Statu and maintenance     Reference system 1     Spain representation type 1     Spain representation     Entry setticions     Entry     Extent     Extent	Make metadals author a resource contact You can add another contact from the next screen. Recognition means acknowledging people who were associated with the resource, but who cannot be contracted about it Do you want to include recognition of any people for this recource? O Yes O Yes O No
Additional extent information     Distribution     Distributor 1	

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.

Make metadata author a resource contact

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.** 

Recognic	ition means ac ed about it.	knowledging people	e who were associ	aled with the resource, but	who cannot be
Do yo people	wwant to inclu e for this resou	de recognition of ar ce?	w		
۲	Yes				
0	No				

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

		FamilyName	Firstname	
	Delete	Smith	Margaret	
	Delete	Weaver	John	
	Delete	Walker	Richard	
	Delete	Bone	Jenny	
	Delete	Dau	Jeff	
Ø	Delete	Marchant	Lia	
*		)		

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:

Resource Contacts	
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
Credit	
	Smith, Margaret
	Weaver, John
	Dau, Jeff

# **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.

T Dataset properties	
(i) About the MET	History and Quality
General Information	
🖹 Tille	
Key dates and language	
Abstract and purpose	
Metadata author	
Contacts and recognition	
Resource contact 1 - pointOfCon	
Recognition	
D History and Quality	
E History	
Data quality test and result 1	
(2) Identification	This section describes the history of the dataset, and optionally, information about data guality.
Jurisdictions/search words	
7 Topic category	
Status and maintenance	
Reference system 1	
Scale 1	
Spatial representation type 1	
Security restrictions	
2 Legal restrictions	
2 Embargoes	
(i) Extent	
Extent Information	
Additional extent information	
for all a state of the state of	

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.

General Information     Tale     Tale     Tale     Tale     Tale     Additional event information     Contacts and recognition     Recognition     Recognition     Recognition     Recognition     History and Quality     History     Status and maintenance     Additional event information     Secult restrictions     Secult restrictions     Secult     Secult restrictions     Secult     Secul	About the MET	📕 Data qua	ality te	st and res	ult 1				
A platact and puppose Metadata suffice Metadata suffice Contacts and recognition Resource contact 1 - pointOfCon Resource contact 1 - pointOfCon Recognition History and Quality History Oblarquality test and result Talle of test" Visual inspection Status and maintenance Reference system 1 Scale 1 Scale 1 Scale 1 Scale 1 Extent Extent Extent Result of Test © Pass © Fail Result of Test © Pass © Fail	General Information Title Key dates and language	Data Quality Te What was	Concer	tual Consistency				v	
Resource contact 1 - pointO/Con   Recognition   History and Quality   History and Quality   History and Quality   Date of test*   2 Juindictions/search words   7 Date category   3 Status and maintenance   7 Reference system 1   3 Scale 1   3 Spali representation type 1   3 Spali representations   2 Extent   2 Extent   2 Extent   2 Extent Information   2 Extent Information   2 Extent Information	Abstract and purpose     Metadata author     Contacts and recognition	testeur	Year	Month		Day			
I History and Quality       Publication       Requirements tested against       Select         I Marchiffondian       Identification       Youal inspection       Image: Control of Specification       Select         J Juridictions/search words       Tatle of Specification       Youal inspection       Image: Control of Specification       Image: Control of Specification       Publication	Resource contact 1 - pointOfCon	Date of test*	2009	May [*A complete d	ale is req.	30 💌			
Identification       Tale of Specification       Visual inspection         Junisdictions/search words       Topic category       Visual inspection         Topic category       Status and maintenance       Year         Reference system 1       Scale 1       Visual inspection         Spalial representation type 1       Security restrictions       Explanation and Result         Entranspose       Extent       The document was read for editorial accuracy       Plate anothe Result         Extent       Result of Test       Pass       Fail       Additional extent information	History and Quality	- Requirements te	sted again	st					Select
? Topic oxtegory         ? Status and maintenance         ? Status and maintenance         ? Reference system 1         ? Social representation type 1         ? Social representation type 1         ? Social representation type 1         ? Enthangoes         ? Enthangoes         ? Extent         ? Extent         ? Additional extent information	Data quality test and result 1     Identification     Jurisdictions/search words	Title of Specification	Visual in	rspection				< >	from Lis
Image: Spalar Information       Image: Spalar Information	Topic category     Status and maintenance	Publication	Year	Month		Day	Edition		
2 Spable representation type 1       2 Security restrictions         2 Security restrictions       2 Legal restrictions         2 Legal restrictions       2 Explanation         2 Extend       Result of Test         2 Extend       Result of Test         2 Extend       Result of Test         2 Additional extent information       ▼	Reference system 1     Scale 1	Date	2003	<none></none>	~	(chone)			
Security restrictions     Explanation     Explanation	Spatial representation type 1	Explanation and	Result						Remou
Extent     Add anothe       Extent Information     Result of Test       Additional extent information     Image: Comparison of the state o	Security restrictions     Legal restrictions     Embargoes	Explanation	The do	cument was read	for editori	al accuracy			this Result
Extent Information     Additional extent information	Extent								Add
	Extent Information     Additional extent information	Result of Test	Pass	: O Fail					anothe Result

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.

tested?	AccuracyOfATimeMeasurement	~
Date of test*	Completeness Commission Completeness Omission Absolute External Positional Accuracy Gridded Data Positional Accuracy Relative Internal Positional Accuracy	
Requirements te	Non Quantitative Attribute Accuracy Quantitative Attribute Accuracy	
Title of	Conceptual Consistency	
Specification	Domain Consistency Format Consistency Topological Consistency	
<b>D</b> 1 F - F	AccuracyOfATimeMeasurement	
Publication	Temporal Consistency	

# **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.

MET v1.0 [Draft Outling]	ne of Presentations.doc.xml]
Image: Contract of the second seco	Identification
Proception     History and Quality     History     Data quality test and result 1     Identification     Junicicions/search words     Topic category     Statu and maintenance     Reference system 1     Scale 1     Spatial representation type 1     Security restrictions     Legal restrictions     Embaginges	This section contains identifying information about the dataset and metadata, including any associated legal or security restrictions.
C Extent Information Additional extent information	
Turn Toolhips Off	<back next=""> Finish Cancel</back>

# 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:

	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.

Dataset properties     About the MET	Topic category	
Control Information     Tote     Tote     Key dates and language     Abstract and purpose     Contacts and recognition     Contacts and recognition     Contacts and recognition     Recognition     History and Quality     History     Data quality text and result 1     Usersitication     Jurisdictions/tearch words     Status and maintenance     Reference system 1     Scale 1     Scale 1     Spabial representations type 1     Spabial representations     Legal restrictions     Legal restrictions     Externt     Reference     Re	Which of the following themes or categories best decribe the content of the Resource.              faming             biola             boundaries             cinsulogy decrology/Imosphere             economy             elevation             ervironment             geoscient/ficinitemation             heads             lanning/Cadatre             resolation             lanning/Cadatre             thatrue/containen             lanning/Cadatre             thatrue/containen	

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.

D About the MET	Status and maintenance	
General Information     Tale     Security of the securety of the security of the securety of the securety of the securety	Resource Status Conseleted Inition:dArchive biootete onGoing planmed required r	

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.

Dataset properties	Reference system 1	
Conercial Information     Title     Key date: and language     Abstract and purpose     Metadata author     Contacts and recognition     Resource contact 1 - point0/Con	Specify Reference System Select the appropriate data type from the list. The Reference System refers to the projection used to represent the data. Reference System	
Recognition	Geodetic Datum of Australian 1994	
Histoy     Data quality test and result 1     Data quality test and result 1     Unitidicitions/search words     Topic calegory     Status and maintenance     Reference system     Scale     Spabial representation type 1     Scale     Spabial representation type 1	Geodelic CRS (geographic 2D (Unknown datum based up Wold Geodetic System 1372 WGS46 GDA84 / MGA zone 49 GDA84 / MGA zone 50 GDA84 / MGA zone 51 GDA94 / MGA zone 52	
Legal restrictions     Embargoes		Remove this Reference System
Extent Extent Information Additional extent information		Add another Reference System

**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.

	Dataset properties	Scale 1	
The Key dates and language     Advtact and purpose     Advtact and purpos	C) General Information		
Key dates and language         Abstract and purpore         Metadata subtract         Contacts and recognition         Resource contact 1 - point/01Con         Recognition         Mistary and Buality         Mittary         Maintary         Mittary	E Title	Describe the Dataset's level of detail by specifying its scale or resolution.	
Advanced and purpose     Metadata author     Metadata author     Metadata author     Contact: and recognition     Resource contact 1 - point(DiCon     Recognition     Recognition     Precognition     Precognition     Data quality text and result 1     Identification     Junidictions/rearch words     Topic category     Status and maintenance     Reference system 1     Social 1     Social 2     Spatial representation type 1     Secure text resultion is the smallest distance on the ground that can exist     between two adjacent points come be cleare the DIO and the unit of     measure is mether. Now ontice come the distance a	Key dates and language		
Metadata autor     Contacts and recognition     Resource contact 1 - pointOfCon     Data quality test and result 1     Identification     Sould test and result 1     Identification     Sould a maintenance     Reference system 1     Sociel 1     Sould 1     Sociel 2     Sould a presentation type 1     Source test are monitor contact open the closer the ground that can exist     between two adjacent points contact be closer the ground that can exist     between two adjacent points contact be closer the ground that can exist     between two adjacent points contact be distance on the ground that can exist     between two adjacent points contact be distance on the ground that can exist     between two adjacent points contact be distance on the ground that can exist     between two adjacent points contact be distance on the ground that can exist     between two adjacent points contact bened the distance on the ground that can exist     between two adjacent points contact bened the ground that can exist     between two adjacent points contact bened the ground that can exist	Abstract and purpose		
Contacts and recognition     Contacts and recognition     Resource contact 1 - point/01Con     Scale     Scale	Metadata author		
Precognition     Recognition     Precognition     Pr	Contacts and recognition		
Recognition     Scale     Scale 1: 1000     Scale 2     Sobil 2: Sobil	Resource contact 1 - pointOfCon	(C) Carda	
Prictory and Quality     Prictory and Quality     Prictory     Prictory     Prictory     Data quality test and result 1     Identification     Scale 1: 1000     Scale 1: 1000     Scale 2     Spatial representation type 1     Scale 2     Spatial re	E Recognition	Scale	2014
Hintory     Data quality test and result 1     Identification     Juridictions/search words     Topic category     Status and maintenance     Reference system 1     Scale 1     Scale 1     CResolution     Scale 2     Spatial representation type 1     CResolution     Scale 2     Spatial representation type 1     CResolution	History and Quality	Specify the scale or range of scales at which it is most appropriate to use this Dat. This may reflect the scale at which the data was digitized or simply the best scale.	aset. for
Cold quality test and result 1     Defaultions/search words     Juindictions/search words     Topic category     Status and maintenance     Reference system 1     Scale 1     Constructions     Scale 2     Spatial representation type 1     Detween two adjacent points, and plane defauncia, a     Remove this	E History	displaying the data.	
	2 Data quality test and result 1		
Sumactions/sector words     Scale 1: 1000     Scale 1: 10000     Scale 1: 10000     Scale 1: 1000	L Identification		
Folio Category     Statu and maintenance     Statu and maintenanc	Jurisdictions/search words	Scale 1: 1000	
Status and mammentance     Status and mamme	I opic category     Status and existences		
Scale 2     Sociel 1     Sociel 1     Sociel 2     S	Status and maintenance     Pelevence sustem 1		
Scale 2     Scale 4     S	Scale 1	O Resolution	
Special representation type 1     S	El Scale 2	A Detection is the second distance on the majorial that are with	
Security restrictions measure is metres, two points cannot be closer than 0.01m; when defining a Remove this	2 Spatial representation type 1	between two adjacent points, e.g. If the distance is 100 and the unit of	
2 Security resultations	Security restrictions	measure is metres, two points cannot be closer than 0.01m; when defining a	Remove this
Legal restrictions     feature all distances must be rounded to that level of accuracy.     Scale	2 Legal restrictions	feature all distances must be rounded to that level of accuracy.	Scale
Embargoes     Distance     Units of measure     Add motion	2 Embargoes	Distance Units of measure	Add continue
Extent Add and a	D Extent		Add another
E Extent Information	E Extent Information		5646
FR. FIRE F. A. ALE CO. CO. CO.			

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 <u>spatial resources</u> and refers to the method used to represent the data and is an optional field in ISO19115 and the ANZLIC Profile.

About the MET	Spatial representation type 1
Contextal Information     Trite     Key dates and language     Abstract and purpose     Metadata author     Contacts and recognition     Resource contact 1 - point0/Con     Persource information	Specify Spatial Representation Type     Select the appropriate data type from the list.     The Spatial Representation Type refers to the method used to spatially represent the geographic information.     Spatial Representation Type
Wind the story and Quality     History     Data quality text and result 1     Identification     Just additionar/search words     Just additionar/search words     Status and maintenance     Reference system 1     Scale 1     Scale 2	Vector
Spatial representation type 1     Security restrictions     Legal restrictions     Embargoes     Extent     Extent Information	Renove this Spalial Representation Type Add another Spalial Representation Type

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.

vector	~
vector	
grid	
textTable	
tin	
stereoModel	
video	

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.

<ul> <li>Title</li> <li>Key dates and language</li> </ul>	Security restrictions and use limits		
Abstract and purpose     Metadata author     Contacts and recognition     Resource contact 1 - pointOICon     Recognition     History and Quality     History and Quality     History and Quality     Justa quality test and result 1     Identification     Jusicfications     Jusicfications     Status and maintenance     Reference system 1     Saata 1     Spatial representation type 1     Spatial representation     yee status	Resource security classification and classification system authority     Classification     Authority     unclassified     Resource Security Use Limits      Security classification details for Metadata are the same as those of the Metadata security classification and classification system authority     Classification     Authority     unclassified	the Resource	
Tum Tumbin 08	Metadata Security Une Limits		

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 Restriction	15
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).

Dataset properties     About the MET	Legal restrictions					
General Information Title Key dates and language Abstract and purpose	Any restrictions and legal prerequisites for accessing and using the resource or the metadata. Items shown in blue have explanatory text: click on the item to view/adit the text below Resource Concess Resource Lice Metadata Access Metadata Lice					
Metadata author	copyright	copyright	Copyright	copyright		
Contacts and recognition	patent	patent	patent	patent		
Resource contact 1 - pointUILon	patentPending	patentPending	DatentPending	D patentPending		
) History and Quality	trademark.	trademark.	trademark	trademark.		
E History	✓ license	V license	V license	V license		
2 Data quality test and result 1	intellectualPropert	intellectualPropert	intellectualPropert	intellectualPropert		
Jurisdictions/search words	restricted	restricted	restricted	restricted		
Topic category	otherRestrictions	otherRestrictions	otherRestrictions	otherRestrictions		
Status and maintenance     Status and maintenance     Secle 1     Scale 1     Spatial representation type 1     Spatial representation type 2	" these restrictions are NO	the same as Security restric	ctions			
Security restrictions	Resource Access [license	1				
2 Embargoes Extent	Creative Commons - Attrib	ution - Non Commercial - Sha	are Alike	1		

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.

About the MET	Embargoes			
General Information	Indicate if any of the following embargoes	apply to the resource or the metadata.	6	
Key dates and language     Abstract and surnose	Resource	Metadata	-	
2 Metadata author	Indigenous	Indigenous		
Contacts and recognition	Pending Research	Pending Research		
Resource contact 1 - point0fCon	Threatened/Endangered Spec	cies Threatened/Endangered Species		
E Recognition	Natural Heritage	Natural Heritage		
History	Historic Heritage	Historic Heritage		
🛐 Data quality test and result 1	and the second second			
Jurisdictions/search words				
Topic category				
Reference system 1				
🖻 Scale 1 📃				
Scale 2	ltems shown in blue have explanator	utext click on the item to view/edit the text below		
Spatial representation type 1 Spatial representation type 2	Resource [Indiaencus]	y toxic capit of the real to the work and toxic booth.		
Security restrictions	The document refers to the site of a pre Endisk	settlement áboriginal camping site	_	
Legal restrictions				
2 Embargoes				
h without				
Extent				

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:



# 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.

🗹 Create metadata for an Australian Government organization

(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.

Metadata author     Contacts and recognition     Resource contact 1 - point0fCon	Extent
Hecognition     History and Quality     History	
Data quality test and result 1     Identification     Junisdictions/search words     Topic category     Status and maintenance	
2 Reference system 1 2 Scale 1	
Spatial representation type 1     Security restrictions     Legal restrictions	This section describes the extent of the dataset in geographic, vertical and/or temporal terms.
Embargoes     Extent     Extent     Additional extent information     Additional extent information     Generative description	
Distribution     Distribution     Distribution     Distribution format for distributor     Distribution format for distributor	
Standard order process for distric	

# **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.

B History	Extent information
Data quality test and result 1     Dentification     Jurisdictions/search words     Topic category     Status and maintenance	Geographic bounding box, using coordinates in decimal degrees, minutes and seconds in WGS84.
Reference system 1     Scale 1     Scale 2	North bounding latitude (dec)
Socie 2     Spatial representation type 1     Spatial representation type 2     Spatial representation type 2     Society restrictions     Legal restrictions     Embanges	West bounding longitude (dec) East bounding longitude (dec) 15 33
Extent Extent Information Boundary polygon 1 Boundary polygon 2	South bounding labitude (dec) 90
Additional extent information     Geographic description     Temporal information     Vertical information	
Distribution	
) Summary	Define one or more boundary polygons to enclose the Resource.

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

E History	Bc	oundary	polygon 1			
Philosy     Data quality test and result 1     Data quality test and result 1     Udentification     Jurisdictions/search words     Topic category     Status and maintenance     Reference system 1     Scale 1     Scale 2     Spatial representation type 1     Spatial representation type 2     Security restrictions	Define Polygo © Ex O Int Coordi	a boundary th n type: terior. The ext erior. An interr interior bound	nat encloses the ernal boundary I nal boundary tha dary is required to system: GDA3	Resource. or a boundary polygor twould define the ext b be contained by an 4.	n. ent of a void in the Re exterior boundary.	esquice.
Embargoes	Coordi	nates (X=longi	tude, Y=latitude)	Decimal degrees, r	minutes, seconds	
Extent Information		Delete	35.3	79.25		
Boundary polygon 1		Delete	7	54.5		Bemove the
Additional extent information		Delete	7.2	35.75	12	Polygon
<ul> <li>Geographic description</li> <li>Temporal information</li> </ul>		Delete	19.85	4		Add anothe
		Delete	43.25	43.25		Boundary
Vertical information	and the second se		1	20.05	~	ruggon
Vertical information Distribution Distributor 1	*	A	0000			
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 Polyg	ions
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 Polyg	ons
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:

Australia	~
Australia	~
Austria	-
Azerbaijan	-
Bahamas	
Bahrain	
Bangladesh	
Barbados	
Belarus	
Belgium	
Belize	
Benin	
Bermuda	
Bhutan	
Bolivia	
Bosnia and Herzegovina	3
Botswana	

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.

Country		Geographic extent nar	mes type		
Australia	*	anzlic-25k_map_series		~	•
Geographic exte	ant names value	•			
Code	Description		>		
NSW_8826	882635 SNO	WBALL			
NSW_9028	902835 NOW	/RA			
NSW_9234	92344N NOW	/ENDOC			
QLD_8451	8451-13 KAN	OWNA		<< Filter by	now
QLD_8744	8744-23 TINC	)won			
SA_68423N	68423N KAN	owana n			
SA_68423S	684235 KAN	DWANA S			
SA_70413N	70413N NAR	COONOWIE N	~		Add

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.

Title     Key dates and language	Temporal	extent inform	ation	
Abstract and purpose     Metadata author     Contacts and recognition     Resource contact 1 - point0fCon	Specify the time of	e time period represent	ed by the data.	
History and Quality     History     History     Data quality test and result 1	A single date/     A range of date/	time te/times		
Identification Unidoctions/search words Topic category Status and maintenance Reference system 1 Scale 1 Scale 1 Scale 1 Scale 1 Scale 1 Scale 1	Start Date/Time Year 2009	Month June	Day V 15 V	Time
Security restrictions     Legal restrictions     Embargoes     Extent     Extent     Additional extent information	Erid Date/Time	Month	Day	Time 221-07 PM (2)
Geographic description     Vertical information     Temporal information				

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.

MET v1.0 [N:\osdm\Dra	aft Documents\ANZ Met\ANZMet use	er manual an 🔲 🗆 🔀
Title  Key dates and language	Vertical extent information	
Abstract and purpose     Metadata author     Contacts and recognition     Resource contact 1 - point0/Con	Specify vertical information for the Dataset. Vertical Coordinate Fielerence System	<u></u>
Recognition     History and Quality	Australian Height Datum	~
History     Data quality test and result 1     Identification     Jurisdictions/search words     Topic category     Status and maintenance     Reference system 1	Units of measure metre	
Scale 1     Spatial representation type 1     Security restrictions     Legal restrictions     Embargoes	-10.00 Maximum value 35.50	
Extert     Z Extert Information     Additional extent information     Geographic description     Vertical information     Temporal information     Temporal information		
Turn Toolkips Off	< Back Next>	Finish Cancel

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**.

76 ANZLIC SPATIAL RESOURCE DISCOVERY AND ACCESS PROGRAM

# **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.

MET v1.0 [Draft Outlin]	e of Presentations.doc.xml]	
<ul> <li>Title</li> <li>Key dates and language</li> <li>Abstract and purpore</li> <li>Metadala author</li> <li>Contacts and recognition</li> <li>Recognition</li> <li>Recognition</li> <li>Recognition</li> <li>History</li> <li>Data quality test and result 1</li> <li>Identification</li> <li>Jurisdictions/search words</li> <li>Topic category</li> <li>Status and maintenance</li> <li>Reference system 1</li> <li>Scale 1</li> <li>Social representation type 1</li> <li>Security restrictions</li> <li>Legal restrictions</li> <li>Extent Information</li> <li>Additional extent information</li> <li>Distribution 1</li> <li>Summary</li> </ul>	Distribution This section describes how the Resource is distributed.	
Turn Tooltips Off	K Back Next >	Finish Cancel

#### 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.

Jurisdictions/search words	E Distributor 1				
Status and maintenance     Status and maintenance     Reference system 1     Scale 1     Scale 2	Specify Distributor Distributor's role in relation to Distributor's Name	the Resource distribut	or	~	
Spatial representation type 1	John Weaver				Save to list
Spatial representation type 2	Organization represented by	distributor (enter or select	t from list)		Select from list
E Legal restrictions	Office of Spatial Data Manag	gement		*	Jeleccitori ilsc.
Embargoes	Position in organization for distributor			Edit contact list	
Extent	Manager				
Boundary polygon 2     Additional extent information     Geographic description     Temporal information     Vertical information	Distributor's contact details Delivery point City State or admin area	101 Jerrabomberra Ave Symonston ACT	L0		
Distribution	Postal Code and Country	2609	Australia	~	Remove this
Distributor 1     Distributor 1     Distributor 1	E-mail address	info@osdm.gov.au		Distributor	
<ul> <li>Digital transfer options for distribution</li> </ul>	er options for distributor Telephone number		02 6249 9590		
👩 Standard order process for distrit	Facsimile number	-		_	Distributor
Summary 🗸					

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.

Distributor's Name	Withhold Name	
John Weaver		

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 Organisation Name Position Name Role Voice Facsimile Email Address Address

Name withheld Office of Spatial Data Management Manager distributor 02 6249 9590

info@osdm.gov.au 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.

Topic category     Status and maintenance     Reference system 1     Scale 1     Scale 2     Spabil representation type 1     Spabil representation type 2     Spabil representation type 2     Spabil representation type 2     Security restrictions     Legal restrictions     Extent Information     Bounday polygon 1     Security Category     Additional extern information     Geographic description     Temporal information     Vertical information		istributor 1	📒 Distribution format for di	Identification  Identifications/search words
Sociel 1       Name of the data transfer format       Microsoft Word document         Spatial representation type 1       Spatial representation type 2       Version of the format       2008         Spatial representation type 2       Version of the format       2008       2008         Spatial representation type 2       Version of the format       2008       2008         Spatial representation type 2       Version of the format       2008       2008         Spatial representation type 2       Version of the format       2008       2008         Spatial representation type 2       Version of the format       2008       2008         Extent       Product specification of the format       2008       2008         Extent Information       Product specification of the format       2008       2008         Bounday polygon 1       Biologic description       2008       2008       2008         Spatial represent information       Eite decompression technique       2008       2008       2008         Vertical information       Eite decompression technique       2008       2008       2008       2008	-	and the second	Specify Distribution Format for Distributor	Topic category     Status and maintenance     Reference system 1
Spabal representation type 1     Version of the format     2008       Spabal representation type 2     Security restrictions     Amendment number of the format version       Extend     Product specification of the format       Extend     Product specification of the format       Boundary polygon 1     Microsoft Office Format       Boundary polygon 2     Additional extent information       Geographic description     Eite decompression technique       Vertical information     File decompression technique		Microsoft Word document	Name of the data transfer format	Scale 1 Scale 2
Becury Period information     Becury Period     Becury Period		2008	Version of the format	Spatial representation type 2
Extent Information     Extent Information     Boundary polygon 1     Boundary polygon 2     Additional extent Information     Geographic description     Temporal information     Vertical information     Vertical information     Detubling		۰ 	Amendment number of the format version	Legal restrictions     Embargoes
Extent Information     Bounday polygon 1     Bounday polygon 2     Additional extent information     Geographic description     Temporal information     Vertical information     O Distribution     Ele decompression technique     None			Product specification of the format	Extent
Distribution     File decomposition technique     None			Microsoft Office Format	E Stert Information     Boundary polygon 1     Boundary polygon 2     Additional extent information     Geographic description     Temporal information     Vertical information
Distribution 1     Distribution 1     Distribution formal for distributor     Distribution formal for distributor     Summary		None	File decompression technique	Distribution Distribution Distribution format for distributor Digital transfer options for distributor Standard order process for distrib Summary

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:

Microsoft Word document
2008
Microsoft Office Format
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.

Contractions/search words     Topic category     Status and maintenance     Reference system 1     Scale 1     Scale 2     Scale 2	Digital transfer options for distributor 1				
	Specify Digital Transfer Options for Distri Units of distribution Online information Units of Links o	butor Transfer size [4 Offline information			
Spalat representation type 2     Spalat representation type 2     Security restrictions     Euclid restrictions     Embargoes     Extent	Linkage data@osdm.gov.au Protocol [tp Application profile	Density Density units Volumes			
Extent Information     Boundary polygon 1     Boundary polygon 2	Name of the online resource ANZLIC Metadata Toolkit	Medium format	cpio tar highSierra		
Additional extent information     Geographic description     Temporal information     Vertical information	Description of the online resouce	Medium note	iso9660 iso9660RockRidge iso9660AppleHFS		
Distribution     Distributor 1     Distributor 1     Distribution format for distributor -     Digital transfer options for distributor -     Standard order process for distrib					

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

Distributor 1 Digital Transfer Option	ns 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

Metadata author	Standard order process for distributor 1					
Contacts and recognition Contacts and recognition History and Quality History	Specify Standard Order Process for Distributor Fees and terms Resources are available under a Creative Commons - Altribution - Non Commercial licence					
Identification Jurisdictions/search words Topic category						
2 Status and maintenance	Planned avail	able date/time				
Reference system 1     Scale 1	Year"	Month	Day	Time		
Spatial representation type 1	2009	July	16 🗸	12:00:00 PM		
2 Security restrictions 2 Legal restrictions	[* Either leave these fields empty, or enter a complete date and time.]					
2 Embargoes	Ordering instructions					
Extent Information     Additional extent information     Geographic description	Resources may be downloaded from www.anzlic.org.aw/metadata Typical turnaround time for the filling of an order					
Distribution Distributor 1 Distribution format for distributor *						
2 Digital transfer options for distribution 3 Standard order process for distribution	On request					
Summary						

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

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



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