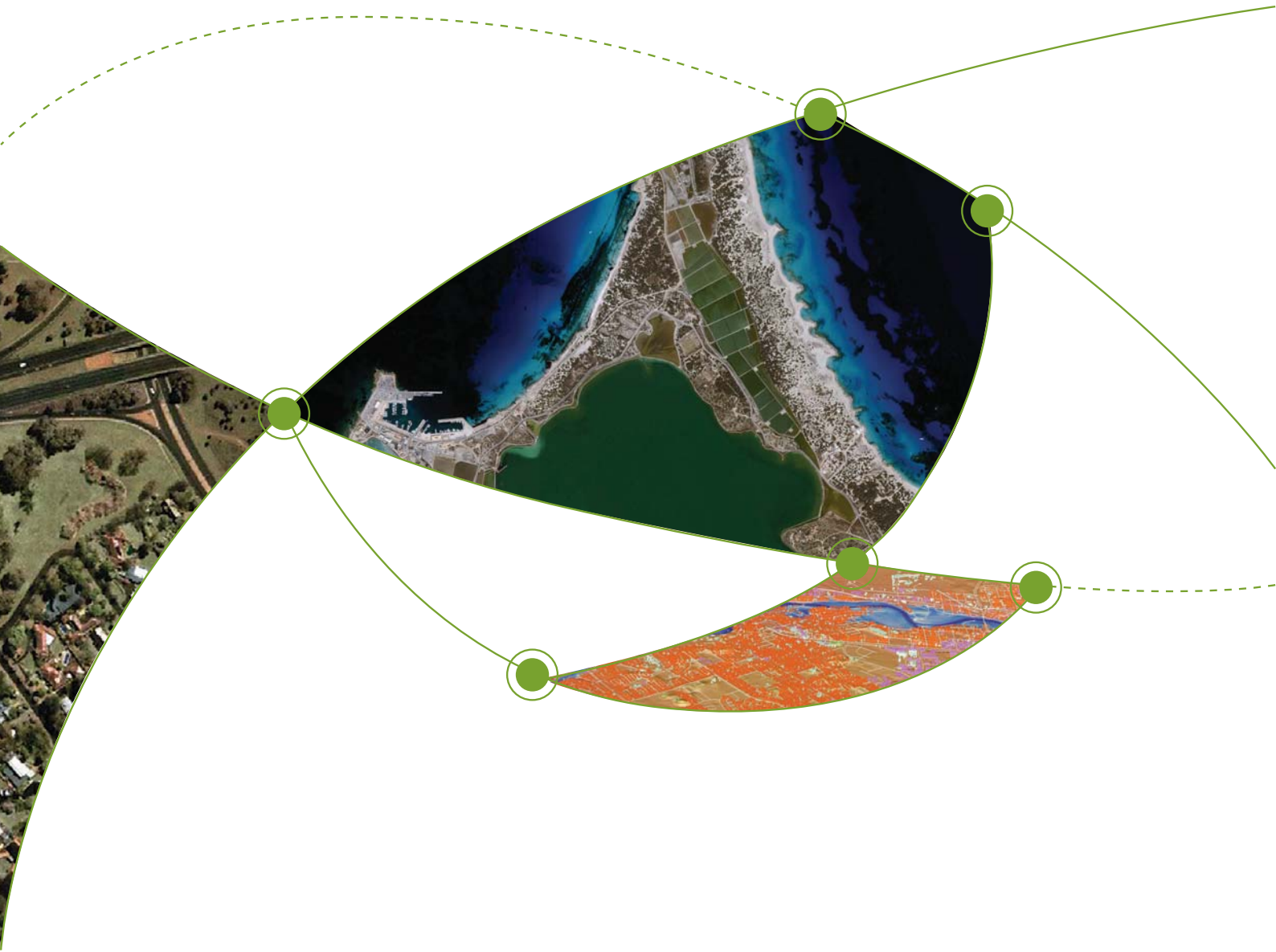


ANZLIC SPATIAL RESOURCE DISCOVERY AND ACCESS PROGRAM

ANZLIC Metadata Profile Short User Guide for the ANZMet Lite

Version 1.0, November 2009



Version Control

Version	Date	Change Description	Author
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1. About this document

(for use with the ANZMet Lite)

Authority

ANZLIC—the Spatial Information Council is the peak intergovernmental organisation responsible for developing spatial policy for the Australian and New Zealand Governments. Part of ANZLIC's role is to facilitate easy and cost effective access to spatial data and services provided by a wide range of organisations in the public and private sectors.

Purpose

This User Guide provides plain language guidance on the information required to describe digital geographic datasets and other types of resources; that is the metadata elements ANZLIC **recommends** be documented. This Guide has been compiled to be used in conjunction with the basic ANZLIC metadata collection tool (ANZMet Lite) to create an ANZLIC-compliant metadata record.

This document **does not** provide comprehensive Metadata Entity Set Information. It is expected that if you require this level of detail, you will use the ANZLIC Metadata Profile Guidelines Version 1.0 freely available on the ANZLIC website (http://www.anzlic.org.au/publications.html#metadata_project) or the AS/NZS ISO 19115:2005 Geographic Information – Metadata.

The metadata records can describe information or resources originating from many sources such as digital data, hardcopy maps, methods used to model data, hand-written notes, field logs, text files, process logs etc.

Conforming to the standard

The information provided in this User Guide conforms to the ANZLIC Metadata Profile Guidelines v1.0 which is based on the published metadata standard AS/NZS ISO 19115:2005 **Geographic information—Metadata** (which in turn was derived from the International Metadata Standard ISO 19115). This document provides information that will assist users to complete ANZLIC-compliant metadata records for both geographic datasets and other resources.

The International Metadata Standard ISO 19115 lists 371 metadata elements. Some of which can be used multiple times depending on the context in which they are used. It should be noted that it is not necessary to document all of these elements in order to create an ANZLIC-compliant metadata record. ANZLIC recommends that up to 36 (or about 10%) of these elements need to be documented to facilitate discovery of, and access to, the dataset or resource.

Information provided in this document

Section 2 provides a quick reference guide to the metadata elements that ANZLIC recommend be documented to create a metadata record for a geographic dataset or other resource.

Table 1 provides the following information for each element: name, definition, requirement to document a metadata element for users of ANZMet Lite (i.e. mandatory, conditional or optional) and the data collection method (i.e. system generated or manual entry).

Table 2 provides a list of additional elements supported by the ANZMet Lite, with the information for these elements provided in the same format as Table 1.

These tables can also be printed off separately in an A3 format.

Section 3 provides more detailed information for each of the ANZLIC metadata elements, contained in the ANZMet Lite and practical guidance on how to document each element.

Creating a metadata record

ANZLIC has developed a basic metadata collection tool (ANZMet Lite) to facilitate the documentation of metadata records based on the metadata elements recommended by ANZLIC and outlined in this document.

The metadata collection tool is designed to create a record of your dataset/resource so that it can be discovered through a structured search¹ via an Australian Spatial Data Directory (ASDD), or similar, gateway.

This tool is not designed to

- support organisations that may require additional information (other than that already included in the tool) to be documented in their metadata records to support their business needs.
- edit metadata records that it did not create. If you attempt to do this, you will lose the element information that is not supported by ANZMet Lite.

What to do with the completed records

It is important that all metadata records are discoverable as long as the use constraints (for example, licensing) of those metadata records allow them to be publicly available. The Australian Spatial Data Directory (ASDD) is currently the approved ANZLIC metadata search tool. The ASDD was launched in 1998 and now contains over 30,000 entries held on 24 nodes² around Australia. The ASDD allows these repositories to be searched by a user with an internet browser.

To publish records (create a node) through the ASDD, an organisation must meet the following criteria³.

¹ Databases cannot be found or searched using a public web based search engine (e.g. Google)

² A searchable collection of ANZLIC compliant metadata documents (a repository).

³ If your metadata is hosted by another organisation you are only responsible for criteria 1.(a, b, d, e, f), 2, 3 and 5.

1. Manage a collection of geospatial dataset descriptions that comply with the ANZLIC Metadata Guidelines and the most recent ANZMETA XML Document Type Definition (DTD). Management of the metadata includes commitment to:
 - a) produce XML, HTML and SUTRS formats for the metadata records,
 - b) regularly update the metadata entries,
 - c) regularly update to the latest versions of software as suggested by the ASDD gateway manager,
 - d) update to the most recent metadata standards,
 - e) make metadata entries in the ASDD for **ALL** records, and
 - f) make metadata entries in the ASDD for new datasets as soon as possible after the datasets have been created.
2. Dataset descriptions must be complete and meaningful for at least all ANZLIC Page 0 elements, and preferably include scale and resolution of the data.
3. Dataset descriptions must be freely available and at no cost.
4. Run a Z39.50 server that responds correctly (according to the GEO Profile), including:
 - a) Responds to Brief and Full Element Sets⁴.
 - b) Responds to Record Syntaxes⁵ - HTML, XML, SUTRS (plain-text).
 - c) Responds to the Attributes⁶ and combinations of attributes as defined by the GEO Profile.
5. Node administrator must have authority from the data custodians to publicise the data. The data should not be listed on other nodes.
6. The node must be available to all network clients, i.e. there must be no firewall restrictions.
7. Registration of and regularly maintain the description of your node.

Reference material

The following references provide more detailed, technical information about the metadata standard and ANZLIC Metadata Profile (http://www.anzlic.org.au/publications.html#metadata_project). It is only necessary to refer to these if you wish to include additional information in your metadata records.

- ANZLIC Metadata Profile (version 1.1)
- ANZLIC Metadata Profile Guidelines (version 1.0)
- AS/NZS ISO 19115:2003 Geographic information—Metadata.

These and other relevant references may be accessed from the ANZLIC website at www.anzlic.org.au.

Enquiries

For more information about this toolkit you are encouraged to ask your jurisdictional ANZLIC Contact officer (http://www.anzlic.org.au/contactus_officers.html) or alternatively refer to the ANZLIC website.

⁴ "Element Sets" allow the client to specify which elements from a metadata record should be presented

⁵ The "Record Syntax" specifies the format in which the client wants to see the metadata

⁶ The element number, name, XML tag etc to be searched

2. ANZLIC Metadata Elements

The ANZLIC Metadata Profile (the Profile) identifies the metadata required to describe digital geographic data and other types of resources. Metadata is applicable to independent datasets, aggregations of datasets, individual geographic features and the various classes of objects that comprise a resource (e.g. digital data, hardcopy maps, methods used to model data, hand-written notes, field logs, text files, process logs etc).

There are approximately 371 metadata elements⁷ that are identified in the metadata standard. Of these elements, ANZLIC recommends that, as a minimum, up to 36 elements (or approximately 10%) are documented.

The ANZLIC Metadata Entry Tool (ANZMet Lite) simplifies documentation of a metadata record and minimises the amount of manual data entry required.

The elements and their definitions are outlined in the following two tables.

Table 1 provides quick reference guide about those elements that ANZLIC recommends may or must be completed. The options are:

- Mandatory (must be completed)
- Conditional (must be completed under certain conditions; for example, where there is a choice of elements, one of which must be completed) or
- Optional (recommended but not mandatory).

ANZLIC *recommends* that, where possible, the optional elements (marked with a superscript "R" in Table 1) should be documented.

Table 1 also identifies, for ANZMet Lite users, which elements require manual entry (either by keyboard entry or by selecting an option from a list) and which elements can be populated automatically (i.e. the information is derived directly from the dataset or pre-set).

- Manual – keyboard entry
- Manual – select from a list
- System generated – information derived directly from the dataset
- System generated – pre-set value.

Pre-set values can either be set in the configuration file, or entered manually once and saved for future retrieval and use.

Table 2 is formatted in the same way as Table 1 but documents the elements that are additional to the minimum required by ANZLIC to create a valid metadata record.

The number in the brackets after the name of the element is the ISO 19115 reference number (see page 14).

⁷ A metadata record consists of a set of attributes, or elements, necessary to describe the resource in question. So an element is a property of a resource e.g. Title, Abstract etc.

Table 1: List of ANZLIC metadata elements for geographic datasets and other resources: definitions, conditions of use and data collection methods.

NAME	DEFINITION	ANZLIC OBLIGATION		ANZMet Life DATA COLLECTION METHOD
		Datasets	Other resources	
Metadata File Identifier (2)	unique identifier for this metadata file	Mandatory	Mandatory	Automated – automatically generated
Metadata File Parent Identifier (5)	file identifier of the metadata to which this metadata is a subset (child)	Conditional	Conditional	Automated – automatically generated
Metadata Point of Contact (8)	party responsible for the metadata information	Mandatory	Mandatory	N/A
<ul style="list-style-type: none"> Metadata Contact Role (379) AND at least one of:	function performed by the responsible party	Mandatory	Mandatory	Automated – reset value ^A [default value = point of contact]
<ul style="list-style-type: none"> Metadata Contact Individual Name (375) Metadata Contact Organisation (376) Metadata Contact Position (377) 	name of the responsible person, organisation and/or position	Conditional	Conditional	<i>otherwise</i> Manual – select from list Automated – preset value ^A
Metadata Hierarchy Level (6)	scope to which the metadata applies [options = attribute, attributeType, collectionHardware, collectionSession, dataset, series, nonGeographicDataset, dimensionGroup, feature, featureType, propertyType, fieldSession, software, service, model, file, modelSession, documentProfile, dataRepository, codelist, project]	Optional	Mandatory	Automated – preset value [assumed value = dataset] <i>otherwise</i> Manual – select from list
Metadata Hierarchy Level Name (7)	name of the hierarchy levels for which the metadata is provided	Optional	Mandatory	Automated – preset value [assumed value = dataset]
Metadata Standard Name (10)	name of the metadata standard (including profile name) used	Optional ^R	Optional	Automated – preset value [value = ANZLIC Metadata Profile: An Australian /New Zealand Profile of AS/NZS ISO 19115:2005, Geographic Information - Metadata]

METADATA INFORMATION

NAME	DEFINITION	ANZLIC OBLIGATION		ANZMet Lite DATA COLLECTION METHOD
		Datasets	Other resources	
METADATA INFORMATION				
Metadata Standard Version (11)	version of the metadata standard (version of the profile) used	Optional ^R	Optional	Automated – pre-set value [value = 1.1]
Metadata Date Stamp (9)	date that the metadata was created	Mandatory	Mandatory	Automated – automatically generated
Metadata Language (3)	language used for documenting metadata	Conditional	Conditional	Automated – pre-set value * [default value = English] <i>otherwise Manual – select from list</i>
Metadata Character Set (4)	full name of the character coding standard used for the metadata set	Conditional	Conditional	Automated – pre-set value * [default value = ISO/IEC 10646-1]
Title (360)	name by which the cited resource is known	Mandatory	Mandatory	Manual – keyboard entry
Abstract (25)	brief narrative summary of the content of the resource(s)	Mandatory	Mandatory	Manual – keyboard entry
Reference Date (394)	reference date for the cited resource	Mandatory	Mandatory	Manual – keyboard entry (for year) Manual – select from list (for month & day)
Reference Date Type (395)	event used for the reference date [options: creation, publication, revision]	Mandatory	Mandatory	Manual – select from list
Language (39)	language(s) used within the resource	Mandatory	Conditional	Automated – pre-set value * [default value = English] <i>otherwise Manual – select from list</i>
Topic Category (41)	main theme(s) of the dataset [options: farming, biota, boundaries, climatology / meteorology / atmosphere, economy, elevation, environment, geoscientific information, health, imagery / base maps / earth cover, intelligence / military, inland waters, location, oceans, planning / cadastre, society, transportation, utilities / communication]	Mandatory	Conditional	Manual – select from list
RESOURCE INFORMATION				

	NAME	DEFINITION	ANZLIC OBLIGATION		ANZMet Lite DATA COLLECTION METHOD	
			Datasets	Other resources		
RESOURCE INFORMATION	Geographic Location – Coordinates (343) <ul style="list-style-type: none"> West Longitude (344) East Longitude (345) South Latitude (346) North Latitude (347) AND / OR	geographic position of the dataset as defined by the western-most, eastern-most, southern-most and northern-most coordinates (expressed in decimal degrees) of the limit of the dataset extent; i.e. the geographic bounding box NOTE This is only an approximate reference so specifying the coordinate reference system is unnecessary	Conditional	Optional	Manual – keyboard entry **	
	Geographic Location – Description (349)	identifier used to represent a geographic area	Conditional	Optional	Manual – select from list	
	Resource Point of Contact (8) 	identification of, and means of communication with, person(s) and organisations associated with the resource	Mandatory	Mandatory	N/A	
	Resource Contact Role (379) AND at least one of:	function performed by the responsible party	Mandatory	Mandatory	Automated – pre-set value A	
	Resource Contact Individual Name (375) Resource Contact Organisation (376) Resource Contact Position (377)	name of the responsible person, organisation and/or position	Conditional	Conditional	Automated – pre-set value A	
	Spatial Representation Type (37)	method used to spatially represent geographic information, e.g. vector	Optional ^R	Optional	Manual – select from list	
	Spatial Resolution of Dataset (59) <ul style="list-style-type: none"> distance (61) OR equivalent scale (60) 	level of detail expressed as a ground distance (preferred) or an equivalent scale (of a comparable hardcopy map or chart).	Optional ^R	Optional	Manual – keyboard entry	

NAME	DEFINITION	ANZLIC OBLIGATION		ANZMet Lite DATA COLLECTION METHOD
		Datasets	Other resources	
Lineage (83)	general explanation of the data producer's knowledge about the lineage (or history) of the resource	Optional ^R	Optional	Manual – keyboard entry
Reference System (187)	name of reference system	Optional ^R	Optional	Manual – select from list
Character Set (40)	full name of the character coding standard used for the resource	Conditional	Conditional	Automated – pre-set value * [default value = ISO/IEC 10646-1]
Temporal Extent (351)	time period covered by the content of the resource	Optional ^R	Optional	Manual – keyboard entry
Vertical Extent (354) • Minimum Value (355) • Maximum Value (356)	vertical domain of resource, expressed as a minimum (or lowest vertical extent) and maximum (or highest vertical extent) value	Optional ^R	Optional	Manual – keyboard entry
Distribution Format (284) • Name (285) • Version (286)	provides a description of the format of the resource to be distributed	Optional ^R	Optional	Manual – keyboard entry
Online Resource (397)	location (address) for online access using a Uniform Resource Locator (URL) or similar addressing scheme	Optional ^R	Optional	Manual – keyboard entry

The basic ANZLIC metadata collection tool (ANZMet Lite) also supports some elements additional to those recommended by ANZLIC (Refer to Table 2)

Table 2: List of Additional Elements supported by the ANZMet Lite

NAME	DEFINITION	ANZLIC OBLIGATION		ANZMet Lite DATA COLLECTION METHOD
		Datasets	Other resources	
Alternate Title (361)	short name or other language name by which the cited information is known	Optional	Optional	Manual – keyboard entry
Keywords (53)	commonly used word(s) or formalised word(s) or phrase(s) used to describe the subject	Optional	Optional	Manual – keyboard entry (or select from lists)
Date of Next Update (144)	scheduled revision date for resource	Optional	Optional	Manual – keyboard entry (for year) Manual – select from list (for month & day)
Maintenance Frequency (143)	frequency with which changes and additions are made to the resource after the initial resource is completed	Optional	Optional	Manual – select from a list
Status (28)	status of the resource(s)	Optional	Optional	Manual – select from list
Use Limitation (68)	limitation affecting the fitness for use of the resource e.g. “not to be used for navigation”	Optional	Optional	Manual – keyboard entry
Classification (74)	name of the handling restrictions on the resource or metadata	Optional	Optional	Manual – select from list
Legal Restrictions (69) • Access (70) • Use (71)	access and use constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations or warnings on using the resource or metadata e.g. licence	Optional	Optional	Manual – select from lists

* Default values are pre-set in the ANZMet Lite metadata collection tool

A Values (such as contact information) can be manually documented once and then saved for future retrieval and re-use

R ANZLIC recommends that these optional elements be documented

Entries flagged “*” can be set in the configuration file of the metadata collection tool or manually entered once and saved for future retrieval and use.

Entries flagged ‘**’ can be derived from a dataset if one is selected when the metadata collection tool is initiated.



The elements that make up RESOURCE POINT OF CONTACT are the same as METADATA POINT OF CONTACT however the programming pathway is different so they appear as separate entries in the completed metadata file.

3. ANZLIC Metadata Profile Elements

Introduction

The following section contains information about each metadata element that are contained in ANZMet Lite that ANZLIC recommends be completed to produce an ANZLIC-compliant metadata record.

The table structure for each element will follow the following format:

Name	Common name of the element
ISO reference	The ISO name (and reference number). This allows the user to cross reference information contained in this document to the ANZLIC Metadata Profile Guidelines Version 1.0 and/or the Metadata Standard ISO 19115.
Definition	Definition of the metadata element
Obligation	Instructions on whether you must complete information related to a particular element. Options: <ul style="list-style-type: none">• Mandatory (compulsory - <u>must</u> be completed)• Conditional (must be completed under certain conditions; for example, where there is a choice of elements one of which must be completed)• Optional (recommended; can be completed if you choose).
Occurrence	Specifies the number of times an element may be used. The option is expressed as One (1) or Many (i.e. no limit on the number of times the element can be used).
Guidance	Plain language advice about the element and how it is to be used.
Collection method	The way in which the metadata is completed in the ANZMet Lite tool: <ul style="list-style-type: none">• Automated – automatically derived from dataset• Automated – pre-set values• Manual – select from list• Manual – keyboard entry
Default value	The default value that is pre-set in the basic ANZLIC metadata collection tool (ANZMet Lite). This is only included if there is a default value for the specific element.
Example	Example data entries for the element.

METADATA FILE IDENTIFIER

Name	Metadata File Identifier
ISO reference	fileIdentifier (2)
Definition	Universal unique identifier for this metadata file
Obligation	Mandatory
Occurrence	One
Guidance	This file identifier is automatically generated by ANZMet Lite. The metadata file identifier permanently and uniquely identifies a metadata record. The file identifier for a metadata record will never change, irrespective of where that metadata record is stored.
Collection Method	Automated – automatically generated
Example	b7fbfb8-457f-4cd9-8414-2045109ad1f3 (UUID)

METADATA PARENT IDENTIFIER

Name:	Metadata Parent Identifier
ISO reference	parentIdentifier (5)
Definition	file identifier of the metadata to which this metadata is a subset (child)
Obligation	Conditional (Mandatory if the resource forms part of a series)
Occurrence	One
Guidance	The metadata parent identifier indicates that this metadata record has a parent metadata record and that this metadata references and inherits those higher level metadata descriptions. For example, in some cases 'dataset' metadata may be part of a 'series'. As such it is appropriate for the 'dataset' (child) metadata to have a parentIdentifier element which is the value of the 'series' (parent) fileIdentifier If this metadata record forms part of a series, then the parentIdentifier must be completed. The content of the child's parentIdentifier is the same as the content of the parent's fileIdentifier
Collection Method	Manual – keyboard entry
Example	feb497ffd9fe-4a8c-b1ff-62ad0c10192b

METADATA POINT OF CONTACT

Name	Metadata Point of Contact
ISO reference	contact (8)
Definition	party responsible for the metadata information
Obligation	Mandatory (refer to Guidance)
Occurrence	Many
Guidance	<p>The metadata point of contact provides the details to enable communication with persons and organisations associated with the metadata.</p> <p>This element is defined by completion of:</p> <ul style="list-style-type: none"> • Metadata Contact Role (379) <p>PLUS at least one of:</p> <ul style="list-style-type: none"> • Metadata Contact Individual Name (375) • Metadata Contact Organisation (376) • Metadata Contact Position (377)
Collection Method	No input required. Derived from contact elements that follow.

METADATA CONTACT ROLE

Name	Metadata Contact Role
ISO reference	role (379)
Definition	function performed by the responsible party
Obligation	Mandatory
Occurrence	One
Guidance	<p>The Metadata Contact Role is the first element required to document the Metadata Point of Contact details. It is used in conjunction with at least one of:</p> <ul style="list-style-type: none"> • Metadata Contact Individual Name (375) • Metadata Contact Organisation (376) • Metadata Contact Position (377) <p>to provide information to enable communication with persons and organisations associated with the metadata regarding the resource.</p>
Collection Method	Automated – pre-set value (default = “point of contact”) otherwise select from a pick list
Default value	Point of contact
Example	<p>Alternative options selected from list:</p> <ul style="list-style-type: none"> • resourceProvider • processor • pointOfContact • originator • distributor • publisher • user • custodian • owner • principalInvestigator • author

METADATA CONTACT INDIVIDUAL NAME

Name	Metadata Contact Individual Name
ISO reference	individualName (375)
Definition	name of the person responsible for creating the metadata record
Obligation	Conditional. Mandatory if Metadata Contact Organisation (376) or Metadata Contact Position (377) not provided.
Occurrence	One
Collection Method	Automated – pre-set value
Guidance	The Metadata Contact Individual Name is usually the name of the person creating the metadata record. A default setting can be established for an organisation or the details can be entered once and saved to a file for reuse via a pull down menu.
Example	Smith John

METADATA CONTACT ORGANISATION

Name	Metadata Contact Organisation
ISO reference	organisationName (376)
Definition	Name of the organisation responsible for creating the metadata record
Obligation	Conditional. Mandatory if Metadata Contact Individual Name (375) or Metadata Contact Position (377) not provided.
Occurrence	One
Guidance	This is the name of the organisation responsible for creating the metadata record. A default setting can be established for an organisation or the details can be entered once and saved to a file for reuse via a pull down menu.
Collection Method	Automated – pre-set value
Example	Geoscience Australia

METADATA CONTACT POSITION

Name	Metadata Contact Position
ISO reference	positionName (377)
Definition	Position held by the person responsible for creating the metadata record.
Obligation	Conditional. Mandatory if Metadata Contact Individual Name (375) or Metadata Contact Organisation (376) not provided.
Occurrence	One
Collection Method	Automated – pre-set value A default setting can be established for an organisation or the details can be entered once and saved to a file for reuse via a pull down menu.
Guidance	This is the position held by the person responsible for creating the metadata record.
Example	Database Manager

METADATA HIERARCHY LEVEL

Name	Metadata Hierarchy Level
ISO reference	hierarchyLevel (6)
Definition	scope to which the metadata applies
Obligation	Mandatory for non-geographic datasets and services
Occurrence	Many
Guidance	If this element is not documented, then it is assumed that the resource being described is a 'dataset'. The metadata hierarchy level identifies the scope of the resource described by this metadata record. Hierarchy Level values are chosen from a controlled list MD_ScopeCode.
Collection Method	Automated – pre set value (otherwise Manual – select from list)
Default value	dataset
Example	If the resource being described is not a dataset, then the following options can be selected from a list: <ul style="list-style-type: none"> • attribute • attributeType • collectionHardware • collectionSession • dataset • service • model • tile • modelSession • profile • codeList • featureType • propertyType • fieldSession • software • series • nonGeographicDataset • dimensionGroup • feature • document • dataRepository • project

METADATA HIERARCHY LEVEL NAME

Name	Metadata Hierarchy Level Name
ISO element	hierarchyLevelName (7)
Definition	name of the hierarchy levels for which the metadata is provided
Obligation	Conditional. Mandatory for non-geographic datasets and services.
Occurrence	Many
Guidance	This element is system generated with the default value being 'dataset'.
Collection Method	Automated – pre set value (otherwise Manual – select from list)
Example	dataset

METADATA STANDARD NAME

Name	Metadata Standard Name
ISO reference	metadataStandardName (10)
Definition	name of the metadata standard (including profile name) used
Obligation	Optional
Occurrence	One
Guidance	This element is system generated with the default value: ANZLIC Metadata Profile
Collection Method	Automated – pre set value
Default value	ANZLIC Metadata Profile

METADATA STANDARD VERSION

Name	Metadata Standard Version
ISO reference	metadataStandardVersion (11)
Definition	version of the metadata standard (version of the profile) used
Obligation	Optional
Occurrence	One
Guidance	The value for metadata standard version is pre-set.
Collection Method	Automated – pre set value
Default value	1.1

METADATA DATE STAMP

Name	Metadata Date Stamp
ISO reference	dateStamp (9)
Definition	date that the metadata was created
Obligation	Mandatory
Occurrence	One
Guidance	This element is system generated and cannot be changed.
Collection Method	Automated – pre set value
Example	2006-03-22

METADATA LANGUAGE

Name	Metadata Language
ISO reference	language (3)
Definition	language used for documenting metadata
Obligation	Conditional. Mandatory if language is not 'English'.
Occurrence	One
Guidance	<p>This element is system generated with the default language being 'eng'. If the metadata language is NOT English, select from a list.</p> <p>The metadata language is the written language used for completing the metadata record. This element does not describe the language used within the resource itself.</p> <p>While this element is not intended to be a primary search point, it may allow a search to be restricted to resources where the metadata has been created in a specific language. For example, "find all metadata for Otago data resources where the metadata is published in Maori".</p>
Collection Method	Automated – pre set value or select from a list
Default value	eng

METADATA CHARACTER SET

Name:	Metadata Character Set
ISO reference	characterSet (4)
Definition	full name of the character coding standard used for the metadata set
Obligation	Conditional. Mandatory if ISO/IEC 10646-1 is not used and not defined by encoding.
Occurrence	One
Guidance	This element is system generated with the default value being 'utf8'. The metadata character set is the code for the character set used in the metadata record. This element does not describe the character set used within the resource itself.
Default value	'utf8'

RESOURCE TITLE

Name	Resource Title
ISO reference	title (360)
Definition	name by which the cited resource is known
Obligation	Mandatory
Occurrence	One
Guidance	<p>If the resource is a text document, use the full title as it appears on the title page; otherwise use a meaningful, plain language phrase for that resource (note: do not use the file name).</p> <p>To facilitate discovery, consistent title naming conventions should be used for related resources. To discriminate between duplicate titles, a reference to the version should be included in the title. For identification purposes, it is important to carefully complete this element.</p> <p>Users not familiar with the resource should be able to easily understand the title.</p> <p>When the title includes an organisation's name include the full name of the organisation as well as the accepted abbreviation; e.g. the Australia New Zealand Land Information Council (ANZLIC).</p> <p>If the resource is known by an alternate title, then complete the element Alternate Resource Title (361).</p>
Collection method	<p>This element would normally be entered manually.</p> <p>ANZMet Lite can derive a title from a database if one is selected on start-up of the tool.</p>
Example	<p>Bureau of Rural Sciences (BRS) Water Level Data - Delhousie Springs - 1987 to 2002.</p> <p>Salt Tolerant Pastures Fact Sheet</p> <p>Register of Native Title Claims – boundaries and core attributes about application: South Australia</p>

ALTERNATE RESOURCE TITLE

Name	Alternate Resource Title
ISO reference	alternateTitle (361)
Definition	short name or other language name by which the cited resource is known
Obligation	Optional
Occurrence	Many
Guidelines	This is only used if the resource is known by more than one title. Abbreviations or secondary names are recorded here.
Collection method	Manual – keyboard entry
Example	For 'Digital Charts of the World' the alternative title might be 'DCW'

ABSTRACT

Name	Abstract
ISO reference	abstract (25)
Definition	The abstract is a free text entry that provides additional information about the content of the resource.
Obligation	Mandatory
Occurrence	One
Guidance	The abstract should provide sufficient information, such as key words, to adequately describe the content of the resource. Careful consideration should be given when preparing an abstract as it is an important element used when assessing the usefulness of a resource.
Collection method	Manual – keyboard entry
Example	The retail survey of the East Lothian district is undertaken in each of the six major towns. The survey entails the surveyor making an inventory of all the shops in each respective town, providing a description of the shop, and an assessment or judgement of the quality of the shop front. The shop use is listed, and includes a description of the type of goods sold, whether these are convenience goods, charity shops, or comparison goods.

REFERENCE DATE

Name	Reference Date	
ISO reference	date (394)	
Definition	reference date for the selected resource	
Obligation	Mandatory. At least one date must be supplied.	
Occurrence	One	
Guidance	The accepted formats are based on the formats defined by ISO 8601.	
	Year	YYYY
	Complete date	YYYY-MM-DD
	Complete date and time	YYYY-MM-DDThh:mm:ss
	Periods of Time when start and end dates are known	YYYY-MM-DD/YYYY-MM-DD
YY	first two digits of four-digit year representing the century	
YYYY	four-digit year	
MM	two-digit month (01=January, etc)	
DD	two-digit day of month (01 through 31)	
hh	24 hour clock hour time (00 through 23)	
mm	24 hour clock minute time (00 through 59)	
ss	24 hour clock second time (00 through 59)	
	<p>Note</p> <p>(i) short dash (-) separates the date elements</p> <p>(ii) "T" appears literally in the string, to indicate time follows</p> <p>(iii) colon (:) separates the time elements</p> <p>This element is to be read with Element 395</p>	
Collection method	Manual – select from list	
Example	<ul style="list-style-type: none"> • 1981-04-05 (date representing 5 April 1981) • 2007-04-05T14:30:00 (combination of date and time representing 2.30pm on 5 April 2007) 	

REFERENCE DATE TYPE

Name	Reference Date Type
ISO reference	dateType (395)
Definition	this is the event to which the reference date relates. i.e. 'Creation', 'Published' or 'Revised'.
Obligation	Mandatory (At least one date type, to correspond with the 'date' field, must be supplied).
Occurrence	One
Guidance	The reference date type must be selected from a controlled list. The possible options for this element are 'creation', 'publication' and 'revision'.
Collection Method	Manual – select from list
Examples	<ul style="list-style-type: none"> • creation • publication • revision

LANGUAGE

Name	Resource Language
ISO reference	language (39)
Definition	language(s) used within the resource
Obligation	Mandatory. Note not available for services.
Occurrence	Many
Guidance	The data language identifies the language used in the resource. This may differ from the language used within the metadata record.
Default value	eng
Collection Method	Automated – pre-set value (if not English select from list)
Example	eng (English)

TOPIC CATEGORY

Name	Topic Category
ISO reference	topicCategory (41)
Definition	the main theme(s) of the dataset
Obligation	Conditional. Mandatory for geographic 'datasets' and 'series'.
Occurrence	Many
Guidance	<p>These topic categories represent broad themes that assist high-level classification of datasets. This allows datasets to be grouped by topic and facilitate searches.</p> <p>When describing geographic 'datasets' or 'series', at least one topic category must be chosen from the list provided. It is understood there are overlaps between general categories and the user is encouraged to select the most appropriate.</p>
Collection method	Manual – select from list
Example	<p>One or more of :</p> <ul style="list-style-type: none"> • farming - rearing of animals and/or cultivation of plants. eg agriculture, crops, livestock • biota - flora and/or fauna in natural environments. eg flora and fauna, ecology, wetlands, habitat • boundaries - legal land descriptions. eg political and administrative boundaries • climatology/MeteorologyAtmosphere - processes and phenomena of the atmosphere. • economy - economic activities, conditions and employment eg business and economics • elevation - height above or below the earth's surface. eg altitude, bathymetry, dem's, slope, derived products • environment - environmental resources, protection and conservation. eg natural resources, pollution, impact assessment, monitoring, land analysis • geoscientificInformation - information pertaining to the earth sciences. eg geology, minerals, earthquakes, landslides, volcanoes, soils, gravity, permafrost, hydrology, erosion • health - health, health services, human ecology and safety. eg disease, illness, factors affecting health, hygiene, substance abuse • imageryBaseMapsEarthCover - base maps. eg land cover, topographic maps, imagery, annotations • intelligenceMilitary - military bases, structures, activities eg military bases, structures, activities • inlandWaters - inland water features, drainage systems and characteristics eg rivers, glaciers, lakes, water use plans, dams, currents, floods, water quality, hydrographic charts • location - positional information and services eg addresses, geodetic networks, control points, postal zones, place names • oceans - features and characteristics of salt water bodies eg tides, tidal waves, coastal information, reefs

<p>Example continued...</p>	<ul style="list-style-type: none"> • planning/cadastre - information used for appropriate actions for future use of the land. eg land use maps, zoning maps, cadastral surveys, land ownership • society - characteristics of society and culture eg anthropology, archaeology, religion, demographics, crime and justice • structure - man-made construction. eg architecture, buildings, museums, churches, factories, housing, monuments, shops, towers • transportation - means and aids for conveying persons and/or goods eg roads, airports, airstrips, shipping routes, tunnels, nautical charts, vehicle and vessel locations, aeronautical charts, railways, trails • utilities/communication - energy, water and waste systems, and communications infrastructure. eg hydroelectricity, geothermal, solar, and nuclear sources of energy, water purification and distribution, sewage collection and disposal, electrical and gas distribution, data communication, telecommunication, radio, communication networks <p>NOTE These are the only options available for this element.</p>
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GEOGRAPHIC LOCATION - COORDINATES

Name	Geographic Bounding Box
ISO reference	EX_GeographicBoundingBox (343)
Definition	the approximate geographic position (or spatial extent) of the dataset defined by the four bounding coordinates (latitudes and longitudes)
Obligation	<p>Conditional: Mandatory if the resource is a dataset and none of the following elements are documented:</p> <ul style="list-style-type: none"> • description • geographicIdentifier • temporalElement and • verticalElement.
Occurrence	Many
Guidance	<p>The geographic bounding box contains values for the approximate longitudes and latitudes that bound the resource.</p> <p>When used in conjunction with the optional element Extent Type Code – exTypeCode (340) – you can indicate whether the bounding box encompasses an area covered by the data (i.e. an inclusion) or an area where data are not present (i.e. an exclusion).</p>
Collection Method	Manual (may be system generated if a database is selected when the collection tool is started up)
Example	<p>N/A</p> <p>No data entry is required. The information that defines the bounding box is completed by documenting the elements relating to the west and east bounding longitudes, and the south and north bounding latitudes as described in the following tables.</p>

WEST LONGITUDE

Name	West Bounding Longitude
ISO reference	westBoundLongitude (344)
Definition	western-most coordinate of the limit of the dataset extent, expressed in longitude in decimal degrees (positive east)
Obligation	Conditional: Mandatory if the resource is a dataset and if geographic Description is not used
Occurrence	One
Guidance	The west bounding longitude provides an approximation of the western-most limit of the resource, as decimal degrees longitude. Note: If the bounding box spans the international dateline then the west bounding longitude will be greater than the east bounding longitude.
Collection Method	This can be derived if a database is selected with the ANZMet Lite, otherwise Manual – keyboard entry
Example	174.67

EAST LONGITUDE

Name	East Bounding Longitude
ISO reference	eastBoundLongitude (345)
Definition	eastern-most coordinate of the limit of the dataset extent, expressed in longitude in decimal degrees (positive east)
Obligation	Conditional: Mandatory if the resource is a dataset and if geographic Description is not used
Occurrence	One
Guidance	East bounding longitude provides an approximation of the eastern-most limit of the resource, as decimal degrees longitude. Note: this may either be an inclusive or exclusive limit (see extent type code). Longitudes west of the 0 degree meridian (Greenwich) are expressed as negative numbers. If the bounding box spans the international dateline then the east bounding longitude will be less than the west bounding longitude.
Collection Method	This can be derived if a database is selected with the ANZMet Lite, otherwise Manual – keyboard entry
Example	157.75

SOUTH LATITUDE

Name	South Bounding Latitude
ISO reference	southBoundLatitude (346)
Definition	southern-most coordinate of the limit of the dataset extent, expressed in latitude in decimal degrees (positive north)
Obligation	Conditional: Mandatory if the resource is a dataset and if geographic description is not used
Occurrence	One
Guidance	The south bounding latitude provides an approximation of the southern-most limit of the resource, as decimal degrees latitude.
Collection Method	This can be derived if a database is selected with the ANZMet Lite, otherwise Manual – keyboard entry
Example	-45.67

NORTH LATITUDE


Name	North Bounding Latitude
ISO reference	northBoundLatitude (347)
Definition	northern-most coordinate of the limit of the dataset extent, expressed in latitude in decimal degrees (positive north)
Obligation	Conditional: Mandatory if the resource is a dataset and if geographic Description is not used
Occurrence	One
Guidance	The north bounding latitude provides an approximation of the northern-most limit of the resource, as decimal degrees latitude. Latitudes south of the equator are expressed as negative numbers.
Collection Method	This can be derived if a database is selected with the ANZMet Lite, otherwise Manual – keyboard entry
Example	23.67

GEOGRAPHIC LOCATION - DESCRIPTION

Name	Geographic Identifier
ISO reference	geographicIdentifier (349)
Definition	Identifier used to represent a geographic area
Obligation	Conditional: Mandatory if the resource is a dataset and none of the following elements are documented: <ul style="list-style-type: none"> • description • EX_GeographicBoundingBox • temporalElement and • verticalElement.
Occurrence	One
Guidance	Use a value from the ANZLIC Geographic Extent Name (GEN) Register
Collection Method	Manual – select from list
Example	New South Wales

RESOURCE POINT OF CONTACT

Name	Resource Point of Contact
ISO reference	contact (8)
Definition	party responsible for the resource
Obligation	Mandatory
Occurrence	Many
Guidance	This element is the heading for a sub-group of elements that provide the details to enable communication with persons and organisations associated with the resource. The first element required to document the contact details is: <ul style="list-style-type: none"> • Contact Role (379) in conjunction with at least one of: <ul style="list-style-type: none"> • Contact Individual Name (375) • Contact Organisation (376) • Contact Position (377)
Collection Method	No input required. Derived from the contact elements that follow.

 The elements that make up RESOURCE POINT OF CONTACT are the same as METADATA POINT OF CONTACT however the programming pathway is different so they appear as separate entries in the completed metadata file.

RESOURCE CONTACT ROLE

Name	Role
ISO reference	role (379)
Definition	function performed by the responsible party
Obligation	Mandatory
Occurrence	One
Guidance	<p>The Contact Role is the first element required to document the contact details. It is used in conjunction with at least one of:</p> <ul style="list-style-type: none"> • Contact Individual Name (375) • Contact Organisation (376) • Contact Position (377) <p>to provide information to enable communication with persons and organisations associated with the resource.</p>
Collection Method	Automated – pre-set value (default = 'author'), otherwise select from a pick list
Default value	author
Example	<p>Alternative options selected from list:</p> <ul style="list-style-type: none"> • resourceProvider • processor • pointOfContact • originator • distributor • publisher • user • custodian • owner • originator • principallInvestigator • author

RESOURCE CONTACT INDIVIDUAL NAME

Name	Responsible Party Individual Name
ISO reference	individualName (375)
Definition	name of the person responsible for creating or managing the resource
Obligation	<p>Conditional.</p> <p>Mandatory if</p> <ul style="list-style-type: none"> • Contact Organisation (376) or • Contact Position (377) <p>not provided.</p>
Occurrence	One
Guidance	<p>The Responsible Party Individual Name is usually the name of person creating or managing the resource.</p> <p>A default setting can be established for an organisation or the details can be entered once and saved to a file for reuse via a pull down menu.</p>
Collection Method	Automated – pre-set value
Example	Smith John

RESOURCE CONTACT ORGANISATION

Name	Responsible Party Organisation Name
ISO reference	organisationName (376)
Definition	name of the organisation responsible for creating or managing the resource
Obligation	Conditional. Mandatory if <ul style="list-style-type: none"> • Contact Individual Name (375) or • Contact Position (377) not provided.
Occurrence	One
Guidance	This is the name of agency responsible for creating or managing the resource. A default setting can be established for an organisation or the details can be entered once and saved to a file for reuse via a pull down menu.
Collection Method	Automated – pre-set value
Example	Geoscience Australia

RESOURCE CONTACT POSITION

Name	Responsible Party Position Name
ISO reference	positionName (377)
Definition	position held by the person responsible for creating or managing the resource.
Obligation	Conditional. Mandatory if <ul style="list-style-type: none"> • Contact Individual Name (375) or • Contact Organisation (376) not provided.
Occurrence	One
Guidance	This is the position held by the person responsible for creating or managing the resource. A default setting can be established for an organisation or the details can be entered once and saved to a file for reuse via a pull down menu.
Collection Method	Automated – pre-set value
Example	Database Manager

SPATIAL REPRESENTATION TYPE

Name	Spatial Representation Type
ISO reference	spatialRepresentationType (37)
Definition	method used to spatially represent geographic information
Obligation	Optional
Occurrence	Many
Guidance	Use only for spatial datasets. Choose the option that best fits your resource (refer to examples below).
Collection Method	Manual – select from list
Examples	Options are to be chosen from a list; including: <ul style="list-style-type: none"> • vector (vector data is used to represent geographic data) • grid (grid data is used to represent geographic data) • textTable (textual or tabular data is used to represent geographic data) • tin (triangulated irregular network) • stereoModel (three-dimensional view formed by the intersecting homologous rays of an overlapping pair of images) • video (scene from a video recording) <p>These are the options provided in the metadata standard. Other options can be added to this list, if necessary, by going through an application process.</p>

RESOLUTION

Name	Resolution
ISO reference	MD_Resolution (59)
Definition	level of detail expressed as a scale factor or a ground distance
Obligation	Conditional: Mandatory if the distance is not specified.
Occurrence	Many
Guidelines	The resolution identifies information about either the equivalent scale or distance. It exists to support its children elements and does not contain values in its own right. May be expressed as: <ul style="list-style-type: none"> • distance (61) – preferred option OR • equivalentScale (60). <p>ANZLIC recommends that distance be used to describe the spatial Resolution instead of equivalentScale) as it is more appropriate for current information management practices.</p>
Collection Method	This can be derived if a database is selected with ANZMet Lite, otherwise Manually from the elements that follow.

SCALE DISTANCE

Name	Scale Distance
ISO reference	distance (61)
Definition	level of detail expressed as a ground sample distance
Obligation	Conditional: Mandatory if Equivalent Scale is not documented.
Occurrence	One
Guidelines	<p>ANZLIC recommends that Distance be used to describe Spatial Resolution (instead of Equivalent Scale) as it is more appropriate for current information management practices.</p> <p>This is a numeric value and needs to be accompanied by the unit of measure (uom; e.g. metres).</p>
Collection Method	This can be derived if a database is selected with ANZMet Lite, otherwise Manual (keyboard entry).
Example	uom "metres" 100

SPATIAL RESOLUTION – SCALE

Name	Spatial Resolution – Scale
ISO reference	equivalentScale (60)
Definition	level of detail expressed as the scale of a comparable hardcopy map or chart
Obligation	Conditional: Mandatory if the distance is not specified.
Occurrence	One
Guidelines	<p>NOTE: Although ANZLIC recommends that distance be used instead of scale as it is more appropriate for current information management practices, equivalent Scale is actually included in the ANZMet Lite tool.</p> <p>This is a numeric value and needs to be accompanied by the map scale.</p>
Collection Method	This can be derived if a database is selected with ANZMet Lite, otherwise Manual.
Example	2000 (i.e. 1:2 000 scale map)

GENERAL LINEAGE INFORMATION

Name	Lineage
ISO reference	lineage (82)
Definition	information about the events or source data used in constructing the data specified by the scope or lack of knowledge about lineage
Obligation	Optional (unless you are describing a dataset or series)
Occurrence	Use maximum occurrence from referencing object
Guidelines	<p>In addition to general explanation of the data producer's knowledge about the lineage of a dataset it is also possible to include data quality statements here. *</p> <p>Include each attribute in its own element for a more comprehensive record of the resource.</p> <p>This field should be used to indicate whether the data are observations, analyses (re-analyses), forecast (based on initial states including observations), simulations or other sources of data.</p> <p>It could also be used to include the platform/mission in the source of data (e.g. Ship, aircraft, satellite, satellite id). There may be a need to use pairs [source, processing step] to provide additional information. May contain references (e.g. URL) to external information on the processing and source.</p> <p>* NOTE There are specific elements that relate to the data quality attributes listed in the ANZLIC Guidelines.</p>

STATEMENT

Name	Statement
ISO reference	statement (83)
Definition	general explanation of the data producer's knowledge about the lineage (or history) of a resource
Obligation	Conditional: Mandatory for 'datasets' and 'series'.
Occurrence	One
Guidelines	See guidelines for GENERAL LINEAGE INFORMATION
Collection Method	Manual – keyboard entry
Example	Contours digitised from 1:10 000 series paper maps

REFERENCE SYSTEM IDENTIFIER

Name	Reference System Identifier
ISO reference	referenceSystemIdentifier (187)
Definition	name of the reference system
Obligation	Optional
Occurrence	One
Guidelines	<p>ANZLIC recommends the use of EPSG codes and their plain English equivalent appears in a drop down list in the ANZMet Lite.</p> <p>Note: Coordinates are used to define a position on the earth's surface for which there are a number of Coordinate Reference Systems (CRS). The International Association of Oil & Gas Producers (OGP) is the body responsible for managing the names of these systems in the form of the EPSG codelist (European Petroleum Survey Group or EPSG (1986 – 2005)).</p>
Collection Method	Manual – select from list
Example	EPSG:4326 (this will appear in the xml code when WGS84 is chosen from the list in the tool)

CHARACTER SET

Name	Data Character Set
ISO reference	characterSet (40)
Definition	full name of the character coding standard used for the resource
Obligation	Conditional: Mandatory if ISO/IEC 10646-1 is not used
Occurrence	Many
Guidance	<p>This element is system generated with the default value being 'ISO/IEC 10646-1'.</p> <p>The character set is the code for the character set used in the resource. This element does not describe the character set used within the metadata.</p>
Collection Method	Automated – pre-set value
Default value	ISO/IEC 10646-1

TEMPORAL EXTENT

Name	Temporal Extent
ISO reference	extent (351)
Definition	date and time for the content of the resource
Obligation	Optional
Occurrence	One
Guidance	<p>The date or period that best reflects the on-the-ground currency of this dataset. This element assists the enquirer to search for datasets of a particular currency.</p>
Collection Method	Manual – keyboard entry
Example	<p>beginPosition 19980630</p> <p>endPosition 19990630</p>

VERTICAL EXTENT

Name	Vertical Extent
ISO reference	minimumValue (355) maximumValue (356)
Definition	the lowest and highest vertical extent contained in the resource
Obligation	Optional
Occurrence	One
Guidance	Where a resource sits between two known elevations (eg a strata plan) this element should be completed.
Collection Method	Manual – keyboard entry
Example	minimumValue 760 maximumValue 800

DISTRIBUTION FORMAT

Name	Format
ISO reference	MD_Format (284)
Definition	provides a description of the format of the resource to be distributed
Obligation	Optional
Occurrence	Many
Guidance	The format identifies the information about the name and version of the format, and may optionally include other optional elements such as amendment number, specification and file decompression technique. This can also include description of the computer language construct that specifies the representation of data objects in a record, file, message, storage device or transmission channel.
Collection Method	Manual – keyboard entry

DISTRIBUTION FORMAT - NAME

Name	Name
ISO reference	formatName (285)
Definition	name of the data transfer format(s)
Obligation	Optional
Occurrence	One
Guidance	The format identifies the information about the name and may include other optional elements such as amendment number, specification and file decompression technique. This can also include description of the computer language construct that specifies the representation of data objects in a record, file, message, storage device or transmission channel.
Collection Method	Manual – keyboard entry
Example	Mapinfo MID/MIF

DISTRIBUTION FORMAT - VERSION

Name	Version
ISO reference	formatVersion (286)
Definition	version of the format (date, number etc)
Obligation	Optional
Occurrence	One
Guidance	The format identifies the information about the version of the format, and may optionally include other optional elements such as amendment number, specification and file decompression technique.
Collection Method	Manual – keyboard entry
Example	1.3

ONLINE RESOURCE

Name	Linkage
ISO reference	linkage (397)
Definition	location (address) for online access using a Uniform Resource Locator (URL) or similar addressing scheme
Obligation	Optional
Occurrence	One
Guidance	The online resource identifies information about resources that are available online; including the URL, and optionally protocol, application profile, name, description and its function.
Collection Method	Manual – keyboard entry
Example	http://asdd.ga.gov.au/

KEYWORDS

Name	Keyword
ISO reference	keyword (53)
Definition	commonly used word(s) or formalised word(s) or phrase(s) used to describe the subject
Obligation	Optional
Occurrence	Many
Guidance	Choose from the drop down list of terms for jurisdictions, ANZLIC keywords, etc.
Collection Method	Manual – select from list or keyboard entry
Example	Australia; Bourke; ATMOSPHERE

DATE OF NEXT UPDATE

Name	Date of Next Update
ISO reference	dateOfNextUpdate (144)
Definition	the next scheduled revision for the resource
Obligation	Optional
Occurrence	One
Guidance	This element may be entered if the resource is on a known or regular revision schedule
Collection Method	Manual – select from list or keyboard entry
Example	2006-03-22

MAINTENANCE FREQUENCY

Name	Maintenance Frequency
ISO reference	maintenanceAndUpdateFrequency (143)
Definition	frequency with which changes and additions are made to the resource after the initial resource is completed
Obligation	Optional
Occurrence	One
Guidance	Choose one value from the code list. Note: Each resource has only one current status.
Collection Method	Manual – select from list
Example	<p>Following are the current options available.</p> <ul style="list-style-type: none"> • data are repeatedly and frequently updated • data are updated as deemed necessary • data are updated each day • data are updated each month • data are updated every three months • data are updated every two weeks • data are updated every year • data are updated in intervals that are uneven in duration • data are updated on a weekly basis • data are updated twice a year • frequency of maintenance for the data is not known • there are no plans to update the data

STATUS

Name	Status
ISO reference	status (28)
Definition	status of the resource(s)
Obligation	Optional
Occurrence	Many
Guidance	Choose one value from the code list NOTE: each resource has only one current status
Collection Method	Manual – select from list
Example	Following are the current options available. <ul style="list-style-type: none"> • completed • historicalArchive • obsolete • ongoing • planned • required • underDevelopment NOTE The above examples are provided in machine readable format. Other options may be added to this list if necessary.

USE LIMITATION

Name	Use Limitation
ISO reference	useLimitation (68)
Definition	limitation affecting the fitness for use of the resource or metadata
Obligation	Optional
Occurrence	Many
Guidance	This element should be used if there are known limitations on the use(s) to which the resource can safely be put.
Collection Method	Manual – keyboard entry
Example	“Not to be used for navigation”

CLASSIFICATION

Name	Classification
ISO reference	classification (74)
Definition	name of the handling restrictions on the resource or metadata
Obligation	Optional
Occurrence	One
Guidance	Values are available from the ClassificationCodeCodeList
Collection Method	Manual – select from list
Example	<p>Following are the current options available.</p> <ul style="list-style-type: none"> • unclassified • restricted • confidential • secret • topSecret

LEGAL RESTRICTIONS

Name	Legal Restrictions
ISO reference	MD_LegalConstraints (69)
Definition	restrictions and legal prerequisites for accessing and using the resource or metadata
Obligation	Optional
Occurrence	Many
Guidance	<p>This element is populated using</p> <ul style="list-style-type: none"> • Access (70) and • Use (71)
Collection Method	No entry required. Derived from the elements that follow.

LEGAL RESTRICTIONS - ACCESS

Name	Access
ISO reference	accessConstraints (70)
Definition	access constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on obtaining the resource or metadata
Obligation	Optional
Occurrence	Many
Guidance	This element is to be completed in conjunction with useConstraints (71)
Collection Method	Select from a code list
Example	<p>Following are the current options available.</p> <ul style="list-style-type: none"> • copyright • patent • patentPending • trademark • license • intellectualPropertyRights • restricted • otherConstraints

LEGAL RESTRICTIONS - USE

Name	Use
ISO reference	useConstraints (71)
Definition	constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations or warnings on using the resource or metadata
Obligation	Optional
Occurrence	Many
Guidance	This element is to be completed in conjunction with accessConstraints (70)
Collection Method	Select from a code list
Example	<p>Following are the current options available.</p> <ul style="list-style-type: none"> • copyright • patent • patentPending • trademark • license • intellectualPropertyRights • restricted • otherConstraints

Glossary

ANZLIC	ANZLIC – the Spatial Information Council (formerly the Australian and New Zealand Land Information Council).
ANZMet Lite	Software tool that facilitates the translation, creation and validation of new metadata records.
AS/NZS	Joint Australian and New Zealand Standard
ASDD	Australian Spatial Data Directory
data	Data are a collection of facts, concepts or instructions in a formalised manner, suitable to communication or processing by humans or computer.
data custodian	The data custodian is the organisation or agency with a specific guardianship responsibility with respect to datasets. Their concern specifically relates to security and confidentiality requirements embodied in legislation, and they should be familiar with the access limitations and the quality of datasets under their control. Given that the custodian organisation does not necessarily have managerial or financial responsibility for the datasets under their control, they can be different agencies or groups to the data owner.
data owners	Data owners are individuals or groups, who are responsible for the management and financial accountability for a dataset. Data owners also have legal ownership rights to the dataset even though it may have been collected, collated or disseminated by another party.
Data policy	Data policy refers to a broad set of high-level principles forming a guiding framework in which data management can take place.
dataset	Identifiable collection of data. Note: A hardcopy map or chart may be considered a dataset.
eXtensible Markup Language (XML)	Open standard for describing data and defining data elements on a Web page and business-to-business documents.
Geographic Datasets	Dataset with a spatial content. A collection of spatially referenced data that acts as a model of reality. There are two important components of this geographic database: its geographic position and its attributes or properties. In other words, spatial data (where is it?) and attribute data (what is it?)
ISO	International Organization for Standardization
ISO 19115	International Metadata standard
metadata	“Data about data”: a standardised collection of information describing a filed dataset/resource eg title, abstract, author, creation date, contact details etc.
metadata element	An individual description item used in the metadata. eg legalRestrictions
obligations	A descriptor indicating whether a metadata entity or metadata element shall always be documented in the metadata (mandatory) or sometimes be documented (conditional or optional).
OSDM	Office of Spatial Data Management

profile	<p>Set of one or more base standards or subsets of base standards, and, where applicable, the identification of chosen clauses, classes, options and parameters of those base standards, that are necessary for accomplishing a particular function.</p> <p>eg ANZLIC Metadata Profile VERSION 1.0 is a subset of the ISO 19115:2003 – Metadata</p>
Spatial data	<p>Spatial data refers to data that has positional (location) values related to it.</p> <p>In some situations the term geospatial data is used as a further refinement – this refers to spatial data that has been georeferenced^β.</p> <p>^β Spatial data that is not georeferenced can have positional data that is not related to the Earth’s surface. e.g. In an industrial engineering design, the parts of an engine may be defined relative to each other as opposed to their location relative to the earth’s surface.</p>
the Profile	ANZLIC Metadata Profile VERSION 1.0

