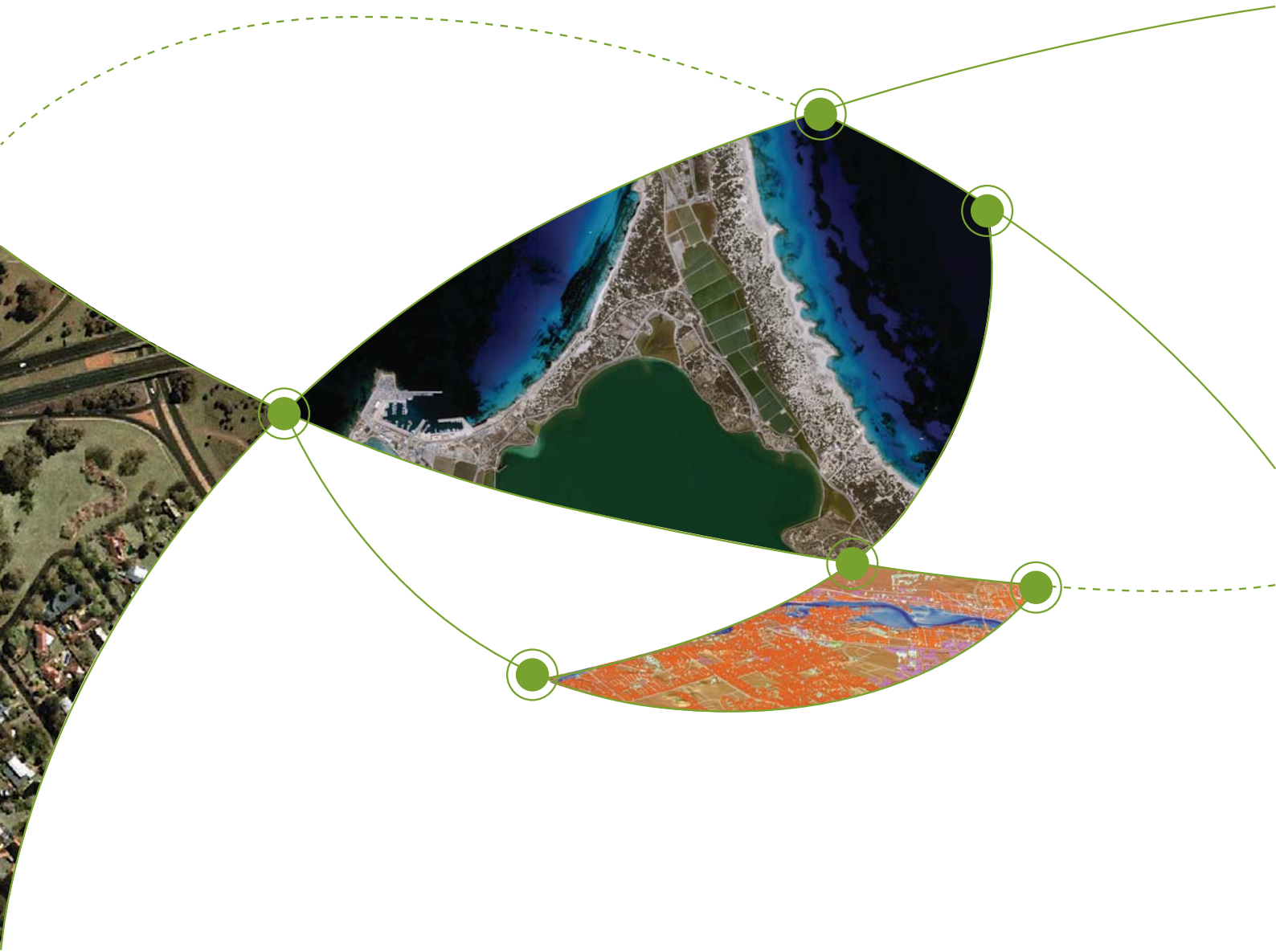


**ANZLIC SPATIAL RESOURCE DISCOVERY AND ACCESS PROGRAM**

## **Creating a template metadata file for cloning**

for ANZMet Lite v1.0, July 2009



Chapter 8 from the ANZMet Lite User Guide v1.0 described how to **Clone** a metadata record by selecting the **Clone From...** button. Existing metadata records, whether complete or only partial, can be updated or amended by selecting the record and clicking the **Edit Metadata** button.

This document describes how you might set up a template metadata file that would contain your business information and could be cloned so that only specific elements (eg Title and Abstract) need be updated. This metadata record may be supplied with a contract for completion, to stipulate data collection as part of a contract or used by your business to minimise data entry errors. This document assumes the knowledge of the ANZMet Lite Metadata Entry Tool User Guide and uses the components of the ANZLIC Spatial Resources Discovery and Access Toolkit as the basis for creating a template for cloning purposes.

Be aware that with this first version of ANZMet Lite, the creation and use of a Clone file is restricted to **New Linked Metadata**. At this point (version 1.0) you are not able to use the **Clone From...** button unless the file is linked to a resource.

## 1. Before Opening ANZMet Lite:

The following **is an example** of how to create a template metadata file for cloning.

Since you can only clone a metadata record for a 'Linked' file you will either need to be able to link to the resource you are creating metadata for or create a temporary file to link to.

If the resource is not accessible, you must create a file (which could be a blank document) from which you are going to link the metadata record being set up for cloning. Once the document is saved, open ANZMet Lite and begin to create the clone.

NOTE: The program will not allow cloning from Unlinked Metadata records.

## 2. Open ANZMet Lite; MET Settings

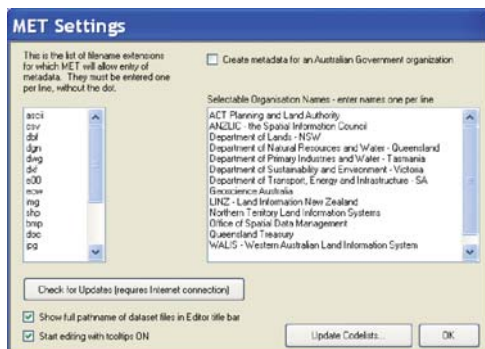


Figure 1

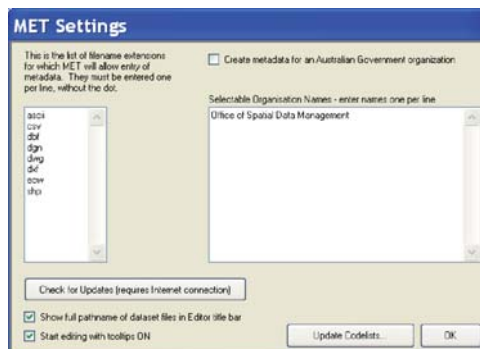
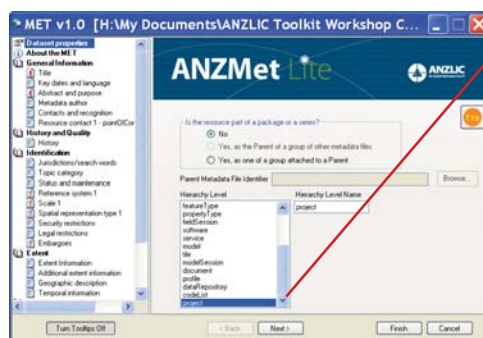


Figure 2

As shown above (figure 1 and 2), the **MET Settings** can be adjusted to reflect your business needs. You can save the template file with only the file extensions that you require metadata records for and/or put your organisation's name(s) only for selection.

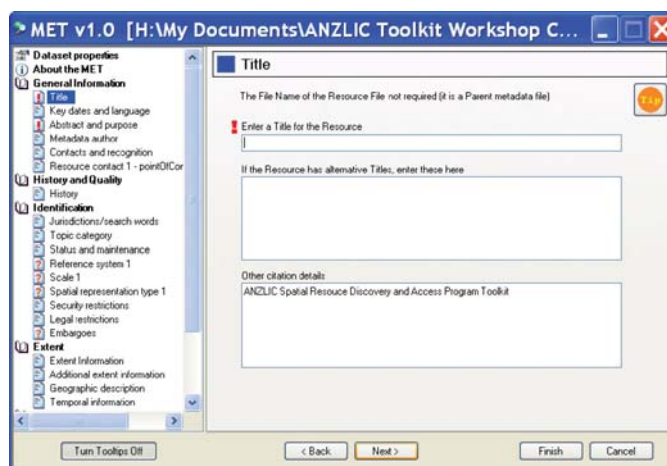
### 3. Select New Linked Metadata

For the purposes of this example, the metadata record being set up for cloning is for the ANZLIC Toolkit and consequently should be labelled clearly, for example **ToolkitMetadataTemplate**, particularly if you are setting up more than one template file for your organisation.



The **Hierarchy Level** for the template is a **project** for this example.

### 4. General Information: Title



As this is a template file for cloning, you would not enter the **Title**. If you put tags, examples or some symbols into the first field to visually indicate how they must be completed, remember that this will remove the **!** and therefore might be overlooked for completion.

Using the Toolkit as the example, **Other citation details** can be entered as they do not change for any component of the Toolkit and will not remove the mandatory completion icon (**!**).

## 5. General Information: Key dates and language

The screenshot shows the 'Key dates and language' dialog box in the MET v1.0 application. The left sidebar lists various metadata categories, with 'Key dates and language' selected. The main area contains the following fields:

- Key Dates - at least one must be entered** (mandatory completion icon):
  - When was the Resource created?: Year (2009), Month (June), Day (15)
  - When was it published?: Year (2009), Month (September), Day (none)
  - When was it last updated?: (empty)
- What language is the Metadata in?: English
- What language(s) is/are used in the Resource?: English
- Available languages list: Abkhazian, Achinese, Acoli, Adangme, Adyghe, Adyghe, Altai, Altai, Afri-kans, Afro-Asiatic (Other), Anu

Buttons at the bottom include 'Turn Tooltips Off', '< Back', 'Next >', 'Finish', and 'Cancel'.

These dates can be included to reflect the date the Toolkit was created.

## 6. General Information: Abstract and purpose

The screenshot shows the 'Abstract and purpose' dialog box in the MET v1.0 application. The left sidebar lists various metadata categories, with 'Abstract and purpose' selected. The main area contains the following fields:

- Give a brief narrative summary about the content of the Resource** (mandatory completion icon): A large text area for entering the abstract.
- Purpose: Defines the specific needs the Resource has been designed to meet** (mandatory completion icon): A dropdown menu with the selected option: 'ANZLIC - the Spatial Information Council has implemented the Spatial Resource Discovery and Access Toolkit to help facilitate the location and access of spatial'.

Buttons at the bottom include 'Turn Tooltips Off', '< Back', 'Next >', 'Finish', and 'Cancel'.

The **Purpose** can be included for this example as this will not change for the components of the Toolkit of effect the mandatory completion icon (as per **Title** example).

## 7. General Information: Metadata author; Contacts and recognition; Resource contact 1 – pointOfContact; Recognition

For the purposes of this example, the **Metadata author** (OSDM) and **Resource Contact** (ANZLIC) can be completed as they will not change for any aspect of the Toolkit.

You can use the **list** to complete contact details for the **Metadata author**, **Resource contacts** and **Distributors**. By saving these to the list, you will reduce data entry errors for these contacts and you can specify who the responsible parties are.

The **Recognition** list is independent and should be maintained separately if required.

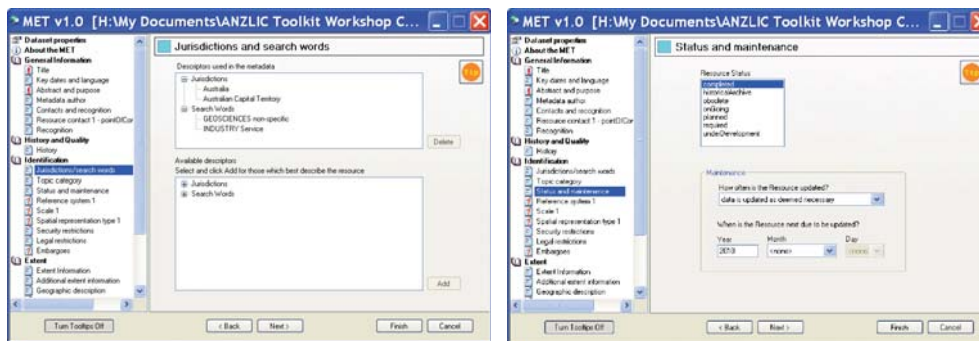
## 8. History and Quality: History

In this example, most of the **History** (lineage) can be entered as it is the same for all the components of the Toolkit. Only the specific resource information then needs to be entered at the beginning of the field.

**Data quality information** could be included at this point.



## 9. Identification: Jurisdictions/search words; Topic category; Status and maintenance



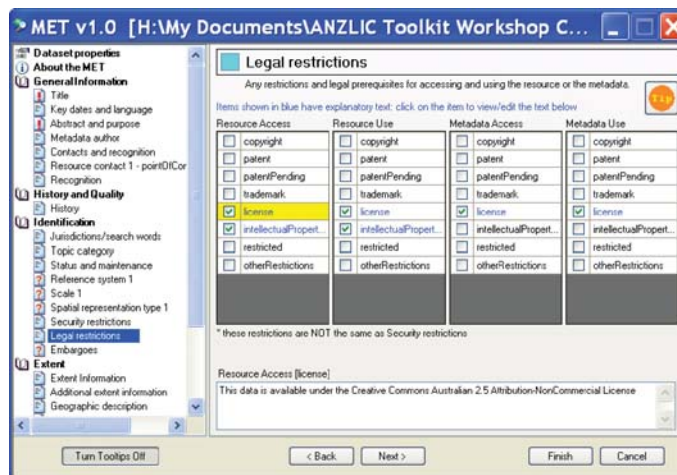
These elements can be completed as required for a particular project/contract.

## 10. Identification: Reference system 1; Scale 1; Spatial representation type 1

These elements are not required for this example but could be completed for a contract situation to define how data is to be collected.

## 11. Identification: Legal restrictions; Embargoes

Each tick box can have an explanation associated with it. In the case of the Toolkit the license is Creative Commons and the Intellectual Property belongs to the Australian Government. As these legal restrictions do not change for the individual components of the Toolkit they can be saved in the template file for cloning.



## 12. Extent: Extent Information

MET v1.0 [H:\My Documents\ANZLIC Toolkit Workshop C...]

**Extent information**

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

North bounding latitude (dec): -9

West bounding longitude (dec): 45

East bounding longitude (dec): 175.83

South bounding latitude (dec): -90

Define one or more boundary polygons to enclose the Resource.

Turn Tooltips Off < Back Next > Finish Cancel

For this example, the **Extent Information** is given as a bounding box including the Australian Territories and New Zealand. If the default of 'Australia' under **Geographic description** is appropriate, then you could leave this clear.

MET v1.0 [H:\My Documents\ANZLIC Toolkit Workshop C...]

**Geographic description**

Geographic extent names in Metadata

Area Type	Value
Country	Australia
andic-australia	AUSTRALIA INCLUDING EXTERNAL ...
Country	New Zealand

Delete

Country: New Zealand Geographic extent names type

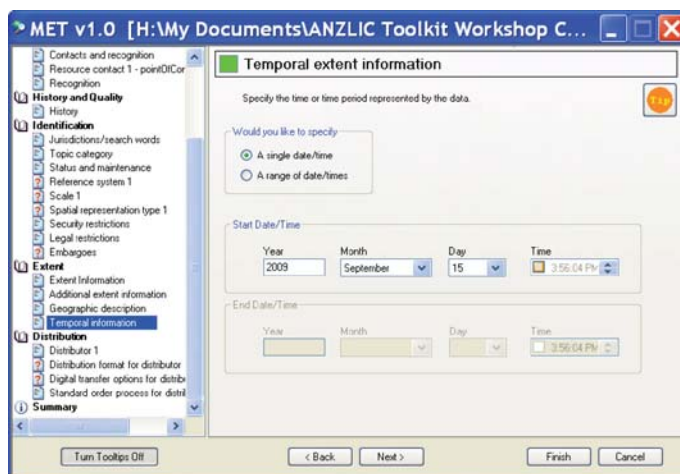
Geographic extent names value

<< Filter by

Add

Turn Tooltips Off < Back Next > Finish Cancel

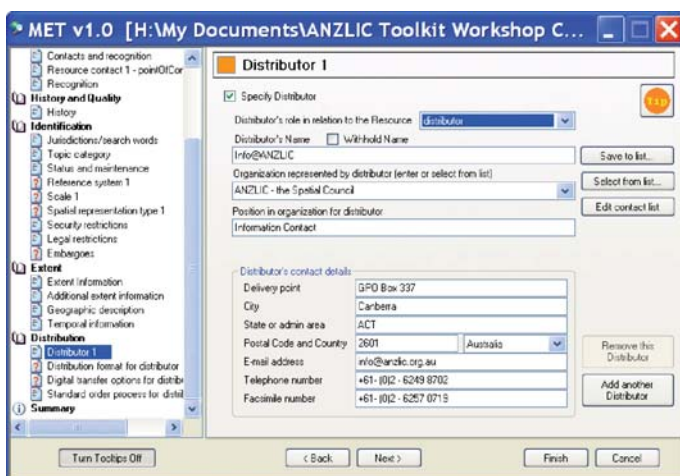
The **Geographic Extent Names** have also been used (see screenshot above).



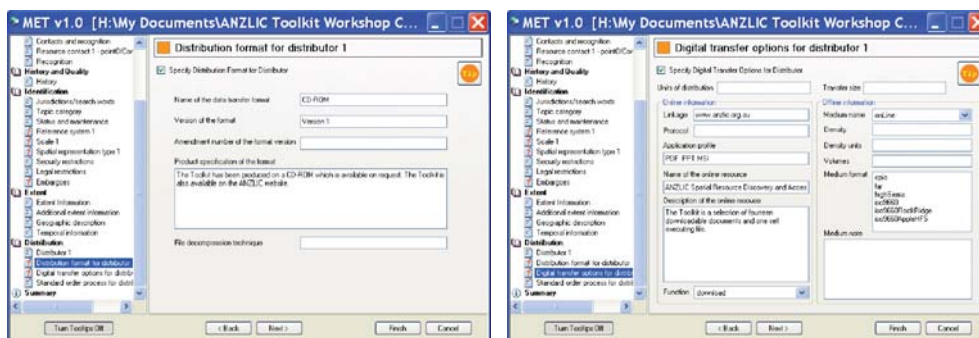
**Temporal extent** for this example is a single date. The temporal extents may vary from resource to resource so these fields may need to be left for completion in the cloned record.

### 13. Distribution: Distributor 1; Distribution format for distributor; Digital transfer options; Standard order process for distribution

As all these elements are relevant for the distribution of the Tool, they have been completed for the template file.

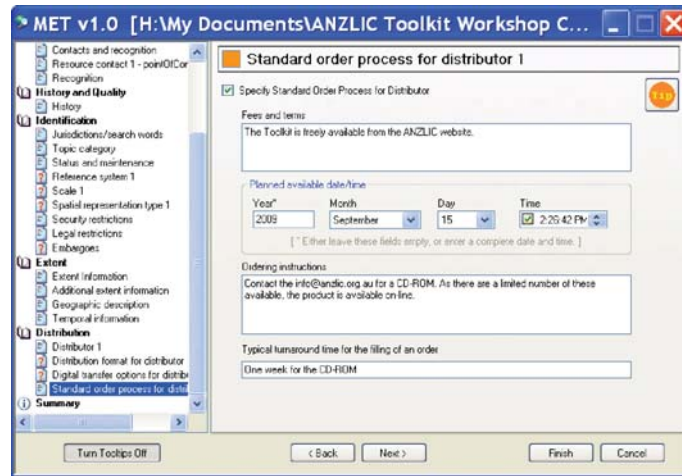


Notice that the **List** is being utilised again on these elements.





All of these pages can be pre-populated for the clone file as they do not change for any part of the Toolkit.



## 14. Finishing

When you finish this file, you will be told (naturally) that it will not validate and there will be a **!** against **Title, Abstract and Purpose**.

## 15. Using the Clone from file

When you select a resource to create metadata for, the **Clone from...** button becomes active. When you select that button, all the elements that are completed in the cloned file are copied to the **New Linked Metadata** record.

The user will then complete the elements required; either mandatory or those stipulated by the organisation.

