

Guidance for using the FGDC Content Standard for Digital Geospatial Metadata (CSDGM) to Create System-level Metadata Records

November 2015

Description: This document provides best practices for creating a FGDC CSDGM metadata record that describe a system containing multiple datasets and/or metadata. Please note this document does not address every field in the [FGDC CSDGM](#) standard. The USGS Core Science Analytics Synthesis and Libraries Program created this guidance for use in USGS, particularly for records included in the USGS Science Data Catalog. For more information on metadata and metadata tools, see the [USGS Data Management Website](#).

Identification Information

	Best Practices	Examples
Originator	Enter the Organization (required). Repeat the field and enter the Program/Science Center (required).	“U.S. Geological Survey” “Great Lakes Science Center”
Publication date	The date the system is first released in final publication form.	If system was launched in 2012, publication date is “2012”
Title	Title should include the full name of the system and abbreviation if applicable.	“Biodiversity Information Serving Our Nation (BISON)”
Publisher	Use “U.S. Geological Survey”	“U.S. Geological Survey”
Online Linkage	The URL link to the system home page (repeatable field). *For web services or direct links to the data, see <i>Distribution Information</i> section.	“www.usgs.gov”
Abstract	A brief narrative summary of the system.	
Purpose	A summary of the intentions with which the system was developed.	
Supplemental Information	Other descriptive information about the system (optional).	
Beginning date	The first observation or event in the system.	“2013”
End date:	The last observation or event in the system. If data collection is ongoing, enter “Present”.	The Breeding Bird Survey is an ongoing observational data collection initiative. End date should be “Present”.
Currentness Reference:	For a system, enter “publication date” which is the date when data was compiled and delivered.	“publication date”
Progress:	The state of the data sets within the system.	“Complete”, “In work”, or “Planned”
Maintenance and Update Frequency:	The frequency with which changes and additions are made to the system after initial data set is completed.	“Continually”, “Daily”, “Weekly”, “Monthly”, “Annually”, “Unknown”, “As Needed”, “Irregular”, “None Planned”, or free text.

Spatial Domain (Bounding Coordinates):	The limits of coverage of the system's data expressed by latitude and longitude in the form of a bounding box (West, East, North, South).	West and East Coordinates must be between -180.0 and 180.0 North and South Coordinates must be between -90.0 and 90.0
Keywords:	Keywords are divided by type (Theme, Place etc.). All keywords should come from an authoritative source such as a thesaurus relevant to your discipline. *Example authoritative sources for <u>theme</u> keywords include the USGS Thesaurus , USGS Biocomplexity Thesaurus , and the ISO 19115 Topic Category . *Example authoritative sources for <u>place</u> keywords include Geographic Names Information System .	<u>Theme Keyword</u> : "elevation" <u>Theme Keyword Thesaurus</u> : "ISO 19115 Topic Category" <u>Place Keyword</u> : To indicate the contiguous United States, use "United States". Add "Alaska" and "Hawaii" as needed.
<u>Access Constraints</u> :	Restrictions and legal prerequisites for accessing the system. Indicate if none.	"No access constraints as all data is open and non-proprietary"
<u>Use Constraints</u> :	Restrictions and legal prerequisites for using the system after access is granted. Indicate if none.	"The USGS shall not be held liable for improper or incorrect use of the data retrieved from the system"
Point of Contact	It is preferred to use the programmatic contact information rather than a specific person. If a person must be listed as the contact, include the Contact Organization.	"ask@usgs.gov" "1 800 ASK USGS"

Data Quality Information

For system-level metadata, include standard data collection methods and/or processes associated with getting data into the system. Systems may vary in how data quality is defined. Heterogeneous, observational/occurrence, homogenous collections (e.g. National Water Information System, Breeding Bird Survey) that follow same process steps can be documented in this section.

Example: "Data quality is performed at the individual dataset level for items included in this system; see individual metadata records for details on how each dataset was quality checked."

Entity and Attribute Information

Details about the information content of the system, including entity types, their attributes, and the domains from which attribute values have been assigned. In general each entity (e.g. road type), its possible attributes ("highway", "foot trail"), and their domains are described. Provide information for Entity and Attributes if applicable and depending on the type of system being described.

Distribution Information

	Best Practices	Examples
Distributor	It is preferred to use the position or role contact information rather than a specific person. If a person must be listed as the contact, include the Contact Organization.	"request@usgs.gov"
Distribution Liability	Statement of the liability assumed by the distributor. Indicate if none exist.	Some suggestions for USGS Information Products http://www.usgs.gov/fsp/fsp_disclaimers.asp
Standard Order Process (Digital Transfer Information)	This section should be used for web services that provide multiple access to the data of systems. See entries below.	
Format Name	Name of the web service.	"ERDDAP"
Format Version	Version of the web service if applicable	"1.0"
Format Information Content	Description of the web service or direct links to the data.	"NOAA's Environmental Research Division Data Access Program enables users to query scientific data by flexible parameters and obtain output in many formats."
Network Resource Name	The distribution linkage for the URL to the web service or direct links to the data.	" http://www1.usgs.gov/erddap/taledap/AllMBG.html "

Metadata Reference Information

	Best Practices	Examples
Metadata Date	Date the metadata record was created. Revise the date to indicate a new version. This is important for catalogs to ascertain if metadata has changed.	"20130809"
Metadata Contact	It is preferred to use the position or role contact information rather than a specific person. If a person must be listed, include Contact Organization.	"metadata-coordinator@usgs.gov"
Metadata Standard Name	The name of the metadata standard used to document the system. In general, metadata creation software will include this field.	<i>Non-biological:</i> "FGDC Content Standards for Digital Geospatial Metadata " <i>Biological:</i> "FGDC Biological Data Profile of the Content Standard for Digital Geospatial Metadata"
Metadata Standard Version	Identification of the version of the metadata standard.	<i>Non-biological:</i> "FGDC-STD-001.1-1999" <i>Biological:</i> "FGDC-STD-001-1998"