

# Post-Approval Data Release Checklist for Authors

August 2, 2017

This checklist provides authors with a list of actions to verify that necessary steps after approval have been completed and documented in the Information Product Data System (IPDS).

Insert an "✓" in the box provided to confirm the listed actions have been completed. This form may be retained as part of the IPDS documentation or in the originating office for recordkeeping purposes.

## Metadata Record

- Confirm that the Digital Object Identifier (DOI) for the data release landing page is referenced in the metadata in the proper metadata location and format (For FGDC CSDGM, this is the "onlink" field in the first <citeinfo> section; for ISO 19115, this is the "gmd:dataSetURI" field in the MD\_Metadata section.)
- If there is a publication associated with the data release, confirm that the publication DOI is referenced in the metadata.

## Identifiers

- After approval for the data release, "publish" the data release DOI so that the data release is publicly discoverable. This can be done by returning to the record in the [DOI Tool](#) and changing its Status from "Hold" to "Publish."
- A day after the DOI is published, test the DOI to make sure it points to the correct location ([www.datacite.org](http://www.datacite.org) requires 24 hours to refresh its index).

## Science Data Catalog

- Deposit the metadata record in the [USGS Science Data Catalog](#). This procedure depends on both the data release process and the science center, so contact the center's data manager for guidance on what needs to be done.

## Repository

- Ensure requirements for the chosen data repository are met.

## IPDS

- Confirm that the DOI is added to the Bibliodata tab in the IPDS record associated with the data release. If an associated publication exists, confirm the data DOI is also in that IPDS record.

## For More Information

Refer to Survey Manual (SM) chapter [SM 502.8](#) and <https://www2.usgs.gov/datamanagement/share/datarelease.php> for more information.