

Creating Metadata Using ArcCatalog 10.x

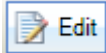
ESRI ArcGIS – ArcCatalog 10.x Metadata Editor

This document guides you through the process of creating CDFW compliant metadata using ArcCatalog.

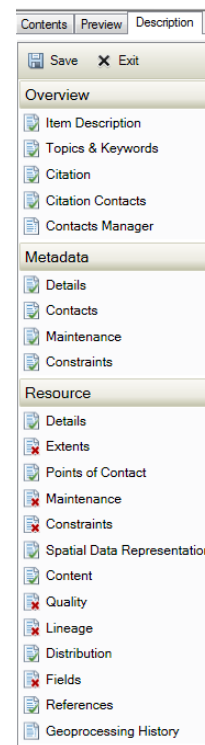
1. Go to (**Customize/ ArcCatalog Options/ Metadata**) and set the Metadata Style to “**FGDC CSDGM Metadata**” click OK

2. Select the dataset in the **Catalog Tree** and then select the **Description** tab.

- If prompted to upgrade the metadata select “**Yes**” and choose from the “**Upgrade Type**” dropdown menu. For FGDC metadata choose “**FGDC_TO_ARCGIS**”

3. Click the Edit button  to edit the metadata

You should see the following three metadata sections – **Overview, Metadata, Resource**



Please follow the directions below to create the required Metadata.

OVERVIEW

Item Description

Complete the following sections:

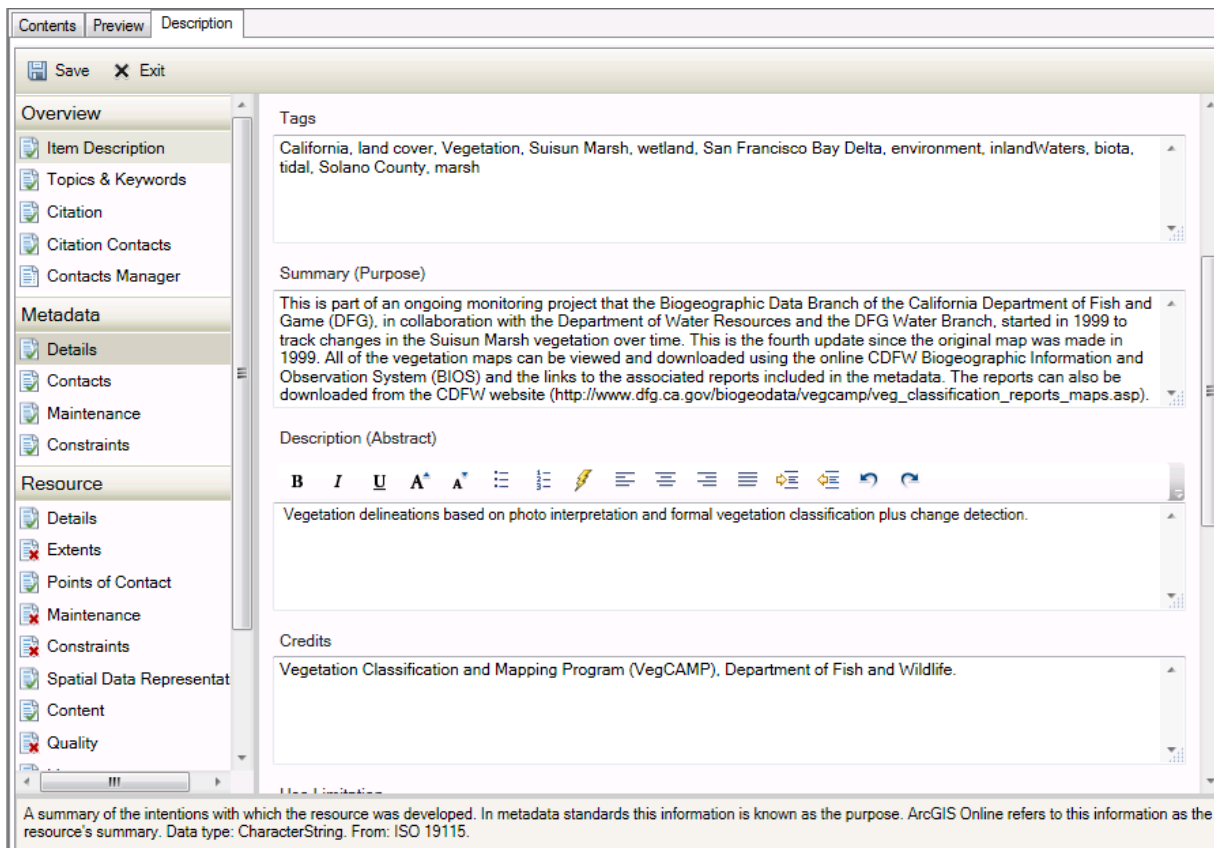
Title - name for the dataset

Tags - theme and place key words

Summary (Purpose) - briefly describe why the data set was created

Description (Abstract) - briefly describe what the data set is about (who, what, where, when). Include any limitations of the dataset, assumptions made, and if there is anything special that the user of these data should know

Credits (If any)



Topics & Keywords

Complete the following sections:

Topic Categories - select the Topic Categories related to the dataset

Theme Keywords - these can be the same words entered in the Tags section of the Item Description

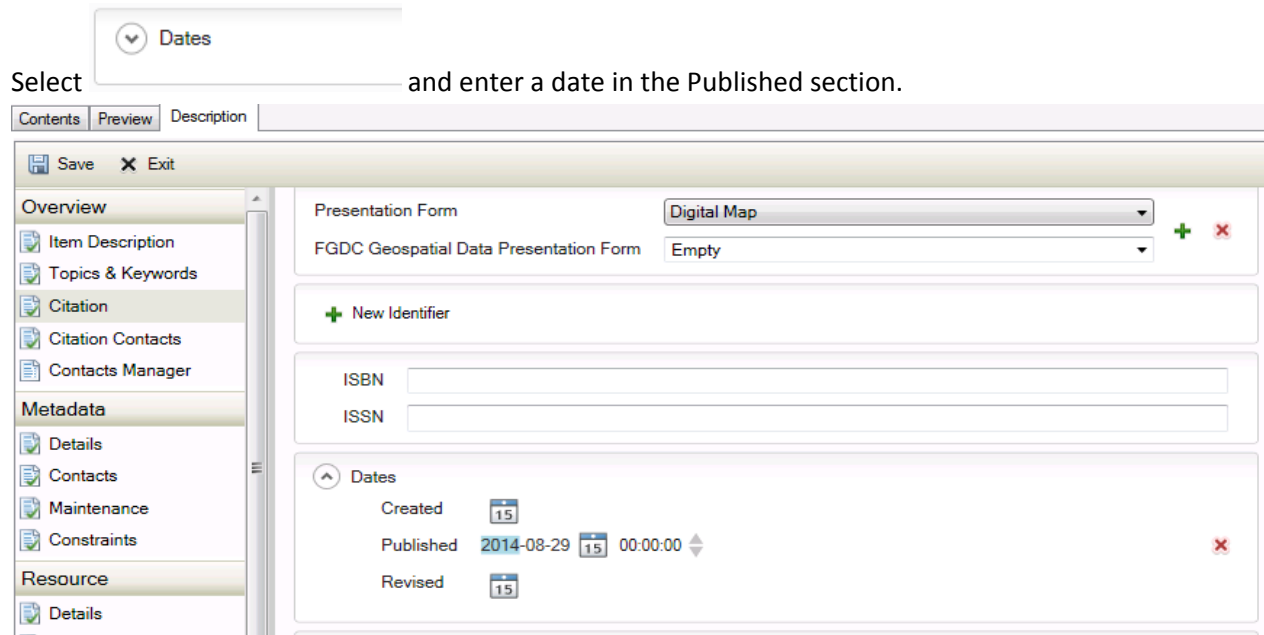
Place Keywords - California and any other place keywords should be entered here



Citation

▼ Dates

Select _____ and enter a date in the Published section.



Contents | Preview | Description

Save X Exit

Overview

- Item Description
- Topics & Keywords
- Citation
- Citation Contacts
- Contacts Manager

Metadata

- Details
- Contacts
- Maintenance
- Constraints

Resource

- Details

Presentation Form: Digital Map

FGDC Geospatial Data Presentation Form: Empty

+ New Identifier

ISBN: _____

ISSN: _____

▲ Dates

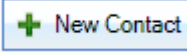
Created: 15

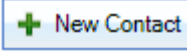
Published: 2014-08-29 15 00:00:00

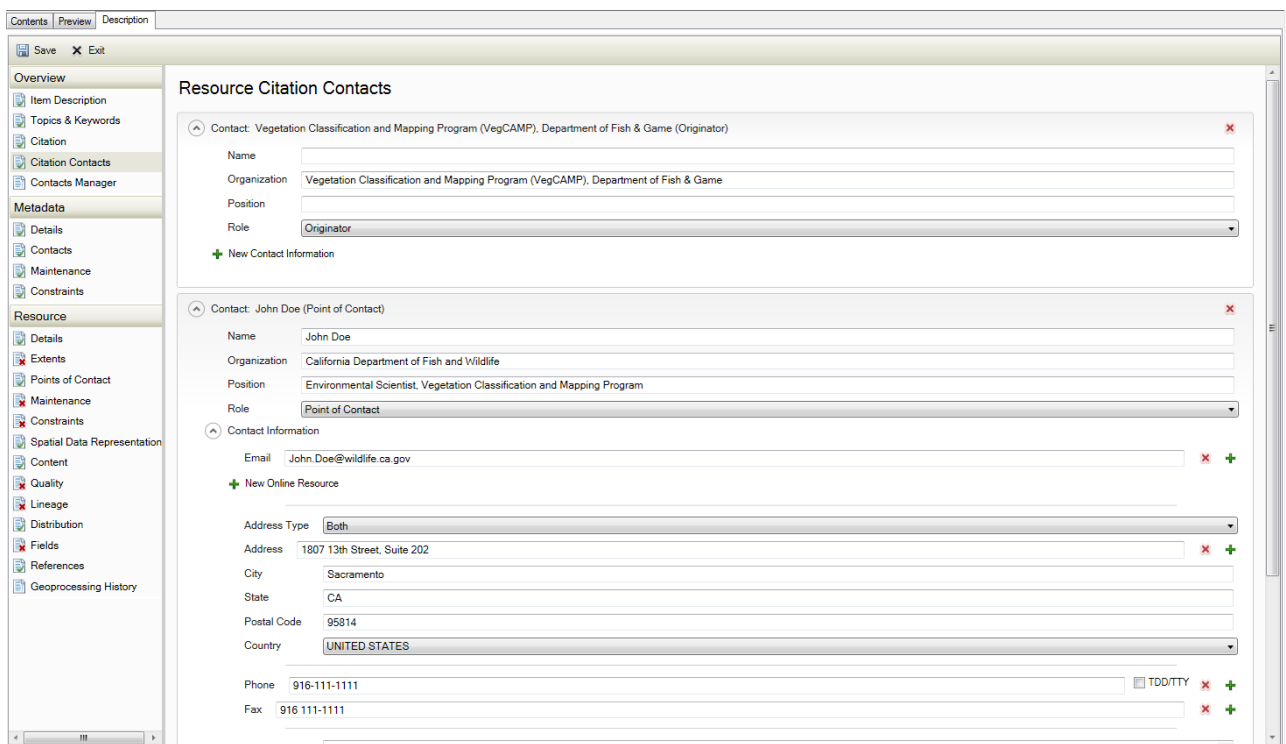
Revised: 15

Citation Contacts

Add two contacts:

Select  and add the organization/entity/person responsible for the dataset. Then for **Role** select **Originator**

Select  add the complete first and last name, organization/company, email and telephone number. Then for **Role** select **Point of Contact**.



Contents | Preview | Description

Save X Exit

Overview

- Item Description
- Topics & Keywords
- Citation
- Citation Contacts
- Contacts Manager

Metadata

- Details
- Contacts
- Maintenance
- Constraints

Resource

- Details
- Extents
- Points of Contact
- Maintenance
- Constraints
- Spatial Data Representation
- Content
- Quality
- Lineage
- Distribution
- Fields
- References
- Geoprocessing History

Resource Citation Contacts

▲ Contact: Vegetation Classification and Mapping Program (VegCAMP), Department of Fish & Game (Originator)

Name: _____

Organization: Vegetation Classification and Mapping Program (VegCAMP), Department of Fish & Game

Position: _____

Role: Originator

+ New Contact Information

▲ Contact: John Doe (Point of Contact)

Name: John Doe

Organization: California Department of Fish and Wildlife

Position: Environmental Scientist, Vegetation Classification and Mapping Program

Role: Point of Contact

▲ Contact Information

Email: John.Doe@wildlife.ca.gov

+ New Online Resource

Address Type: Both

Address: 1807 13th Street, Suite 202

City: Sacramento

State: CA

Postal Code: 95814

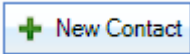
Country: UNITED STATES

Phone: 916-111-1111 TDD/TTY

Fax: 916 111-1111

METADATA

Contacts



Select New Contact and enter the contact person for the metadata. (Most of the time it's the same person from the Citation Contacts section)

Metadata Contacts

Contact: Rachelle Boul (Point of Contact)

Name: Rachelle Boul

Organization: California Department of Fish and Wildlife

Position: Environmental Scientist, Vegetation Classification and Mapping Program

Role: Point of Contact

Contact Information

RESOURCE

Details

Complete the "Status" section ("Credit" and "Supplemental Information" sections are optional)

Resource Details

Status: Completed

Credit: Vegetation Classification and Mapping Program (VegCAMP), Department of Fish and Wildlife

Languages: English, utf8

Spatial Representation Type: Vector

Scale Resolution:

Distance Resolution: Empty

Processing environment: Microsoft Windows 7 Version 6.1 (Build 7601) Service Pack 1; Eari ArcGIS 10.2.2.3552

Supplemental Information: The vegetation photo interpretation for the 2009 Suisun Marsh re-map was based on true color imagery that was flown at 1:7200 on June 15, 2009. To create the 2009 map the vegetation was interpreted from the 2009 aerial imagery and polygons were digitizing using heads-up digitizing (i.e. a photo interpreter manually drew polygons around each stand of vegetation) in ArcMAP 9.3 and recorded within an empty Microsoft Access Personal Geodatabase. Because this new protocol starts with an empty GIS data file and is not based on the manipulation of an already existing shapefile several of the mapping rules and attributes used in the old protocol that referred to the manipulation of a shapefile no longer apply. The complete report can be viewed at: <https://nrm.dfa.ca.gov/FileHandler.ashx?DocumentID=48108>. This is the fourth of five updates since the original map was

Extents

Complete any relevant sections like the “Temporal Period Extent”

Resource Extents

Extent

Description

Based on aerial photography

+ New Bounding Box

+ New Geographic Description

+ New Temporal Period Extent + New Temporal Instant Extent

+ New Vertical Extent

Maintenance

Update Frequency - choose from the “Update Frequency” drop down list

Update Frequency: Unknown

Custom Frequency:

Next Update: 15

Constraints

Add constraints. If none put “None” in the General Constraints - Use Limitation section

Contents | Preview | Description

Save | X Exit

Overview

- Item Description
- Topics & Keywords
- Citation
- Citation Contacts
- Contacts Manager

Metadata

- Details
- Contacts
- Maintenance
- Constraints

Resource

- Details
- Extents
- Points of Contact
- Maintenance
- Constraints
- Spatial Data Representation

! legal constraints use limitation is required when distributor information is provided

Resource Constraints

General Constraints

Use Limitation

B I U A A [Rich Text Editor Icons]

For use by California Department of Fish and Wildlife (CDFW) staff and California Natural Diversity Database (CNDDDB) government subscribers. Due to the sensitive status of the species in this data, CDFW policy restricts its access.


+ New Use Limitation


+ New General Constraints

+ New Legal Constraints

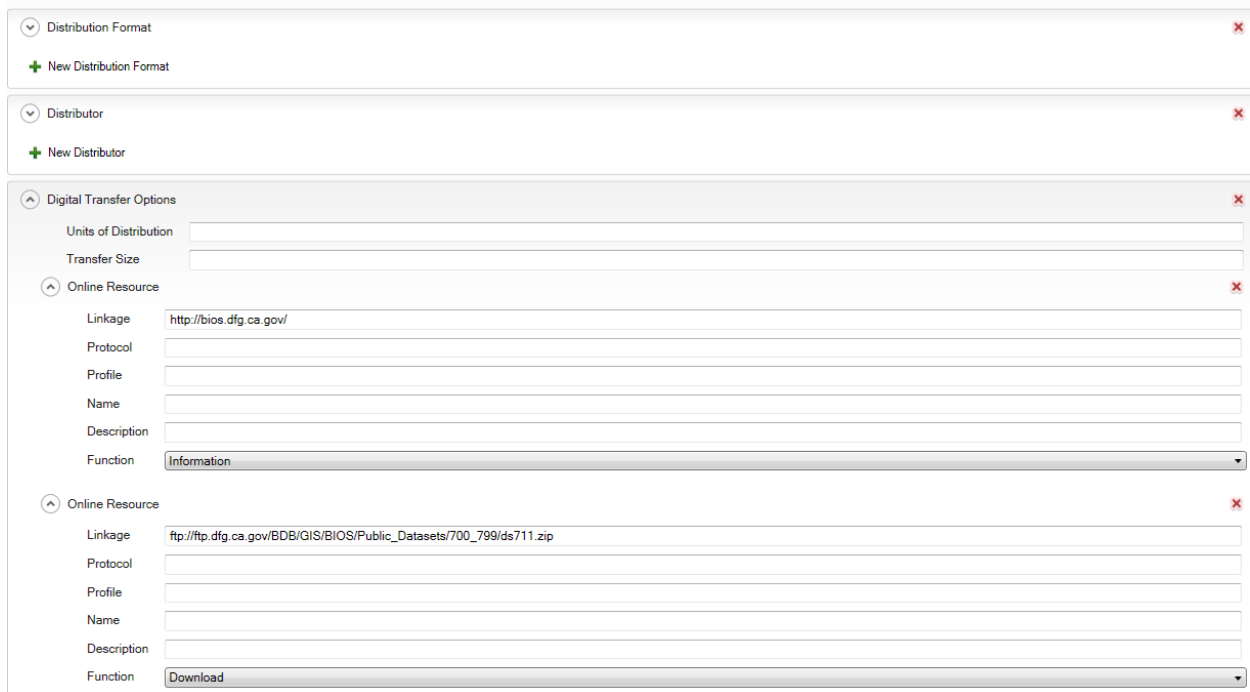
+ New Security Constraints

Distribution

Distributor - add distributor (contact person) by selecting  **New Distributor** if the dataset will not be distributed by the Department of Fish and Wildlife.

Digital Transfer Options - select  **New Online Resource** to add a download link or other relevant links

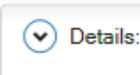
Distribution Information



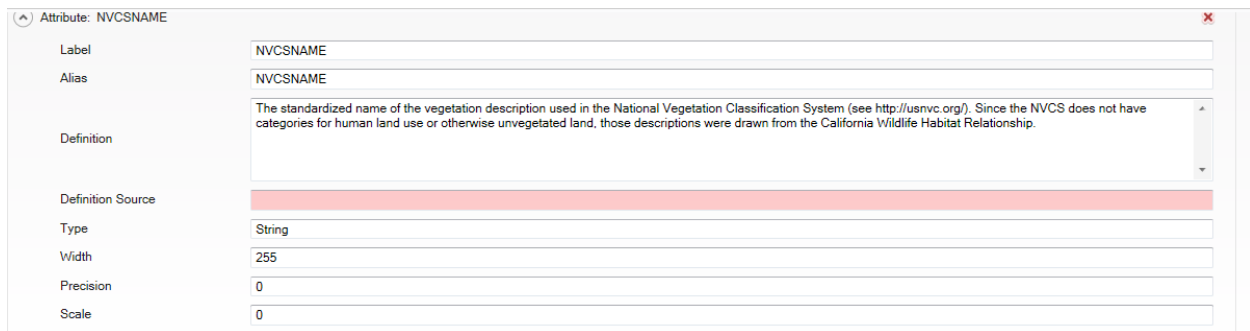
The screenshot shows a web form titled "Distribution Information". It contains several sections:

- Distribution Format:** A dropdown menu with "New Distribution Format" as an option.
- Distributor:** A dropdown menu with "New Distributor" as an option.
- Digital Transfer Options:** A section with a plus icon and a close icon. It contains:
 - Units of Distribution:
 - Transfer Size:
 - Online Resource:** A section with a plus icon and a close icon. It contains:
 - Linkage:
 - Protocol:
 - Profile:
 - Name:
 - Description:
 - Function:
 - Online Resource:** A section with a plus icon and a close icon. It contains:
 - Linkage:
 - Protocol:
 - Profile:
 - Name:
 - Description:
 - Function:

Fields

Select  **Details:** to list all attribute fields.

Make sure all field attribute definitions are populated



The screenshot shows a form for an attribute named "NVCSNAME". The form has the following fields:

Label	NVCSNAME
Alias	NVCSNAME
Definition	The standardized name of the vegetation description used in the National Vegetation Classification System (see http://usnvc.org/). Since the NVCS does not have categories for human land use or otherwise unvegetated land, those descriptions were drawn from the California Wildlife Habitat Relationship.
Definition Source	
Type	String
Width	255
Precision	0
Scale	0