

Metadata Reviewers Community of Practice

...

Progress report to DMWG - Jan. 9, 2017



New science center responsibility: metadata review

Science centers are responsible for providing metadata review as part of the process of approving USGS data for release.

Problem: Finding qualified reviewers everywhere.

Opportunity: More consistent metadata across USGS to improve automated processes like Science Data Catalog, and to uphold the USGS reputation for scientific quality.

Approach: a community of practice for USGS metadata reviewers.



Elements of our community of practice

→ A voluntary gathering of people

- ◆ Focus: Review of USGS metadata.
- ◆ Community: We interact to share knowledge, questions, and puzzles.
- ◆ Knowledge: We develop, share, and maintain know-how for review of USGS metadata **and data.**
- ◆ (Secret handshakes and in-jokes)

→ Community resources

- ◆ Monthly conference calls.
- ◆ Confluence Site: Member list; links to training, examples, templates; discussion “forum.”
- ◆ Data Management Website.

Events so far

The screenshot shows a web browser displaying a USGS Confluence page. The page title is "2016 Virtual Training: Reviewing Metadata". The page content includes a "Table of contents" with the following items:

- Recording and Q&A
- Goals, Background, and Scope
- Web Resources
- Post-training feedback
- Metadata Community of Practice

Below the table of contents, there is a section titled "Recording and Q&A" with a link to "Download the Webex recording [mp4]". The text below this link states: "Most of the recording consists of a demo using the links under the Web Resources".

There is also a section titled "Comments and Q&A for the 2016 Virtual Training: Reviewing Metadata".

At the bottom of the page, there is a section titled "Goals, Background, and Scope" with the following text: "The new data release policies call for metadata to accompany data, which are interpretive reports or journal articles are published. We anticipate that many people will review data and metadata."

The page footer includes the following text: "Powered by a free Atlassian Confluence Open Source Project License granted to ScienceBase: data and information management for science. This Confluence installation runs a Free Giffy License - Evaluate the Giffy Confluence Plugin for your Wiki! Powered by Atlassian Confluence 5.10.4 · Report a bug · Atlassian News".

→ Aug. CDI virtual training on reviewing metadata, presented by Peter Schweitzer and VeeAnn Cross.

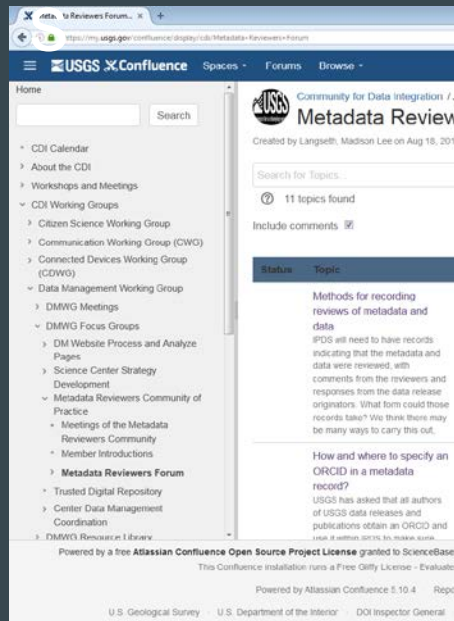
→ Sept. conference call: agree on elements of our community; broaden to include data review.

→ Oct. presentation on keywords in metadata by the USGS Thesaurus Team.

→ Nov. conference call: discuss metadata for non-spatial data; identify need for updated checklists for data and metadata review.

→ Dec. conference call: discuss ORCIDs in metadata records; learn new policy on “interpretive data”; organize for checklist review and revision.

Online Discussion



Topic	Replies	Views	Last
Methods for recording reviews of metadata and data	3	75	12/30
How & where to specify ORCID in a metadata record	3	97	12/20
Metadata resources	8	180	12/6
Adaptations of review checklists for science center use	0	39	11/8
Geospatial data release formats and packages	4	111	9/27
USGS policy about number of reviewers	2	60	9/15
Future community discussion topics	3	68	9/14
Criteria for lumping and splitting	3	137	9/13
Required thesauri for theme and place keywords	5	180	9/13
Consistency in spelling "USGS"	4	274	9/13
.zip files as network_resource link	3	148	9/7



Recommended Data Management Website improvement

5. Reviews of data and metadata

Any data released by USGS, whether provided to support a scientific publication or for general use by the public, must be entered into the USGS Information Product Data System (IPDS) so that review and approval of the data and associated metadata can be documented. Review is necessary to ensure that the data are well documented and are as complete, consistent, accurate, and precise as needed to achieve the goals for which they were created. The IPDS tracking system ensures that established review procedures have been applied consistently to all approved data releases. Using IPDS is required whether the data are distributed by USGS or by another organization.

To start a data release, enter information into the IPDS (<https://ipds.usgs.gov/>) as a new record. From the drop-down menu for Product Type, choose “data release.”

Both metadata and data must be reviewed. The reviews may be carried out by one or more people, but reviewers will need to examine both data and metadata in order to understand the data and to ensure that the metadata accurately describe the data. To maintain objectivity, reviewers should not be chosen from the people who are working on the project. Records of draft metadata and review documents should be uploaded to IPDS.

The following “checklists” may be helpful to reviewers of data and metadata:

- Data review checklist
- Metadata review checklist

Questions? Discussion?

Find links at our community site on Confluence, listed with the DMWG Focus Groups under the CDI Data Management Working Group.

<https://my.usgs.gov/confluence/display/cdi/Meetings+of+the+Metadata+Reviewers+Community>