

Metadata Reviewers Community of Practice

Description: A community of practice for people who **review** metadata, so that the standards across the USGS are consistent.

Points Of Contact: Fran Lightsom, flightsom@usgs.gov

Meetings: First Monday of each month, 2pm - 3pm Eastern Time

Membership: If you are interested in joining this group, sign up at <https://listserv.usgs.gov/mailman/listinfo/cdi-metadatareviewers>.

Go to: [Forum Meeting Notes](#)

Purpose

The purpose of this group is to develop a community of practice for people who **review** metadata, so that the standards across the USGS are consistent. This group will enable new people to this role to learn from people who are experienced metadata reviewers. The point of contact for questions is Fran Lightsom, flightsom@usgs.gov.

Regular meetings are held the first Monday of each month, 2pm - 3pm Eastern Time. 703-648-4848 (or 1-855-547-8255) code 64914.

See [Meetings](#) page for video technology.

Member Introductions

On our [Member Introductions](#) page, please add a paragraph about your work with metadata reviews, to assist other community members in finding colleagues who are also dealing with particular issues.

Metadata Reviewers Forum

Please feel free to use the [Metadata Reviewers Forum](#) to ask questions or to initiate new discussions with this group.

Meeting notes

Notes from our meetings are at the page [Meetings of the Metadata Reviewers Community](#)

Training Materials: Reviewer Training & Metadata Author Training

Please contribute your center's training materials by linking them to the page [Metadata Reviewers Training Collection](#)

Data & Metadata Review Examples and Templates

This Community of Practice has started to collect resources for performing metadata and data reviews:

[2016 CDI Virtual Training: Reviewing Metadata](#)

Presented by Peter Schweitzer and VeeAnn Cross, August 11, 2016. Includes Webex recording, links to online resources, Q&A page.

[California Water Science Center Data Release Review Template](#)

Team Calendars

Team Calendars

Email list

<https://listserv.usgs.gov/mailman/listinfo/cdi-metadatareviewers>

Team

Coordinator: Fran Lightsom

Members:

Membership / email lists for the Metadata Reviewers Community of Practice are only visible to CDI members. Please log in to see the list or contact cdi@usgs.gov to become a member.

This template was provided by Kathryn Crepeau and Ryan Mesmer from the California Water Science Center on Tuesday, August 6, 2019.

Dakota Water Science Center Metadata Review Checklist

This metadata review checklist was updated in February 2017

St. Petersburg Coastal and Marine Science Center Data Review Guidelines

This template was provided by Arnell Forde and Joe W. Carroll, III from the St. Petersburg Coastal and Marine Science Center on Wednesday, August 17th, 2016.

St. Petersburg Coastal and Marine Science Center Metadata Review Guidelines

The document linked above includes items that Arnell Forde looks for when conducting metadata reviews (provided Wednesday, August 17th, 2016). Please note that the document is not a template. It is just a list of items to consider during a review.

St. Petersburg Coastal and Marine Science Center Webpage, Data and Metadata Review Guidelines

This is an example of a document that Heather sends out to people who are doing a Data Release data review. At St. Petersburg Coastal and Marine Science Center, they construct a development web page to check the data and help with the review. When the review is done, the DOI will be adjusted to point to the real webpage. (Description and document provided by Joe W. Carroll III on Wednesday, August 17th, 2016).

Woods Hole Science Center Data and Metadata Review Template & Example

This template for data and metadata review was provided by VeeAnn Cross on Wednesday, August 17th, 2016

References

- USGS FSP site:
 - [FAQ: Metadata for USGS Scientific Data](#)
 - [Guide To Data Releases With or Without a Companion Publication](#)
- USGS Data Management site:
 - [metadata](#)
 - [metadata review checklist](#).
- **CSDGM Workbook** (FGDC, Version 2.0, May 1, 2000).
- [Documenting Esri data sets with metadata](#) (USGS Office Of Enterprise Information/Enterprise GIS)