



**TECHNICAL METADATA GUIDE**  
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## Summary

Introduction.....	3
1.Format field .....	4
1.1 Geographic coordinates .....	7
1.2 Metadata temporal characterization .....	7
1.3 Temporal characterization of the data.....	7
1.4 Data constraints.....	8
1.5 Responsible party .....	9
1.6 Field Activity duration .....	10
1.7 Mixed Fields.....	11
1.8 Additional fields for special needs.....	12

## Guida inserimento metadati

### Introduction

This short guide is intended to help you make an entry of information on metadata, in order to be able to characterize the data.

The fields that are in the document, attached to this guide, that is conformant with commission regulation EC N ° 1205/2008 of 3 December 2008 for the implementation of the EC Directive 2007/2 of the European Parliament and of the Council as regards metadata.

DM 10 November 2011 Technical rules for the definition of the content of the National Directory of spatial data, and the ways in first constitution and updating, has adopted in Italy the recommendations of the EC N° 1205/2008 Regulation.

In order to detect and explain the meaning of metadata fields, we have studied this document: INSPIRE Metadata Implementing Rules: Technical Guidelines based on EN ISO 19115 and EN ISO 19119

The insertion of the field values can be:

- Required: The field must be filled
- Conditional: The field should be “enhanced”, only if you have filled other fields which this refer to.
- Optional: You do not need to fill this field, but can be necessary to qualify in a better way metadata and data.

There are three different kind of format types for every field:

- Bound: It is required to enter a value between those reported in the document.
- Free text: The entry is via text, with characters that you choose at will.
- Specific Format: The format is specifically determined. Eg ISO 8601.

This document takes into account for each field on the metadata: the meaning, the obligatory and, in some cases, examples.

## 1.Format field

Fields ( written in bold and underlined ) required will be described by the letter O , ones Optional ( F ) ; conditionals with C. The format will be described in this way : Bonded , Free text , specific format .

### Title

**Meaning:** Title of the dataset . The name for this resource is in this Format : (measure type) \_year\_ numn.

**Format:** specific format

**Obligatoriness:** O

Where:

measure\_type: indicates the type of measure for the dataset

year: indicates year of the dataset

numn: Typical values are integers , which may be progressive in the case of the dataset of the same measure.

### URL

**Meaning:** URL where the resource is present . Example : [www.arcaproject.net](http://www.arcaproject.net)

**Format:** Free text

**Obligatoriness:** O

### Language metadata

**Meaning:** The language in which the data are expressed . The value to be entered is English

**Format:** Free text

**Obligatoriness:** O

### Resource abstract

**Meaning:** The topic of data

**Format:** Free text

**Obligatoriness:** O

**Project name**

**Meaning:** Project Name

**Format:** Free text

**Obligatoriness:** O

**Project acronym**

**Meaning:** Project acronym

**Format:** Free text

**Obligatoriness:** O

**Project ris**

**Meaning:** code for research in Svalbard project

**Format:** Free text

**Obligatoriness:** F

**Project start date**

**Meaning:** Project start date

**Format:** ISO 8601

**Obligatoriness:** O

**Project end date**

**Meaning:** Project end date

**Format:** ISO 8601

**Obligatoriness:** O

### **Research field**

**Meaning:** you need to specify what type of argument is related to data , choosing between one of these values:

Farming, Biota, boundaries, climatology/Meteorology/Atmosphere, economy, elevation, environment, geoscientific information, health, imageryBaseMapsEarth, intelligenceMilitary, inlandWaters, location, oceans, planningCadestre, society, structure, transportation, utilitiesCommunication.

**Format:** Bonded

**Obligatoriness:** O

### **Project research topic**

**Meaning:** Topic for the dataset.

**Format:** Free text

**Obligatoriness:** O

### **Keyword**

**Meaning:** Keywords for search. Between a word and the other simply enter the ,

**Format:** Free text

**Obligatoriness:** O

## 1.1 Geographic coordinates

The coordinates can be detected in a specific area where the search is being. The Format is WGS 84, in decimal degrees , with at least two decimal places e.g(N 76.34334). The obligatoriness is C..

- West
- East
- North
- South

## 1.2 Metadata temporal characterization

### Metadata datastamp

**Meaning:** The publication date ( entry in informatics system ) in the metadata in specific Format ISO 8601 ( e.g 2015-11-13T17 : 49 : 39.771725)

**Format:** specific Format ISO 8601

**Obligatoriness:** O

## 1.3 Temporal characterization of the data

For the insertion of the dates to which the data relates ; fields to be exploited are:

- **Start Date:**  
**Format:** Specific Format ISO 8601  
**Obligatoriness:** O
- **End Date:**  
**Format:** Specific Format ISO 8601  
**Obligatoriness:** O

If it is not possible to enter these values, you have to enter in the two fields the date of sampling / processing of data and fill the other field ( **GEOLOGICAL AGE** ), which otherwise must be vacated.

- **GEOLOGICAL AGE :** The field can be enhanced with a date or a geological age at will , written in the format that you choose.  
**Format:** Free text  
**Obligatoriness:** F

## 1.4 Data constraints

For the constraints on the data, the fields to be filled are two : Limitation on public access and the conditions applied to access and use . Because the second field detects if the data are free and who has access to data.

### Access use:

**Meaning:** Field to indicate whether there is a restriction

A value have to be chosen between these:

- Free: The data is available to all
- Not Free: Data are not available
- No evaluated: This aspect has not been evaluated

**Format:** Bonded

**Obligatoriness:** O

### Limitations field activity

**Meaning:** Field that indicates the type of limitations for the public.

It should be chosen a value between these:

- unclassified (Data available for the general disclosure)
- restricted (Data not available for the general disclosure)
- confidential (Data available only for a few subjects)
- secret (Data that have to be unknown except to a select group of people)
- topSecret (Data subject to strict secrecy)

**Format:** Bonded

**Obligatoriness:** O



## 1.5 Responsible party

The Responsible party is the entity that is responsible for maintaining , distribute and manage data

The fields to be completed are:

- **Contact point name**: Name of referent  
**Format**: Free text  
**Obligatoriness**: O
- **Contact point surname**: Surname of referent  
**Format**: Free text  
**Obligatoriness**: O
- **Company**: Company name  
**Format**: Free text  
**Obligatoriness**: O
- **Contact point e-mail**: e-mail address  
**Format**: Free text  
**Obligatoriness**: O
- **Company URL**: URL address of the company / organization  
**Format**: Free text  
**Obligatoriness**: O
- **Company Address**: Company Address  
**Format**: Free text  
**Obligatoriness**: O

- **Principal investigator:**

**Meaning:** The investigator is part responsible for collecting the information and makes the research. In the case of multiple names enter a comma (,) between a name and another

**Format:** Free text

**Obligatoriness:** O

## 1.6 Field Activity duration

Field activity is a research activity for the collection of data oriented to the investigation of a natural phenomenon in one place at a certain time. The fields to be entered are:

- **Field of activity:**

**Meaning:** Field of activity for measurement campaign

**Format:** Free text

**Obligatoriness:** C

- **Field activity duration:**

**Meaning:** field activity duration

**Format:** Iso 8601. (E.g 2008-01-01T00:00.0-2015-12-01T00:00.0)

**Obligatoriness:** C

## 1.7 Mixed Fields

### Lineage

**Meaning:** Lineage is a statement about the process or history and / or overall quality of the spatial data sets. Where appropriate it may include and indicate if the 'data set has been validated.

**Format:** Free text

**Obligatoriness:** O

**Example:** The data was obtained through a process of analysis ... (specify the type), the accomplished study aims to ... (please specify)

### Spatial Resolution

**Meaning:** It is the alternative values to provide the given spatial density (spatial resolution); it is necessary to provide only one of two factors: the denominator or the equivalent scale (eg. 50000 for a scale of 1: 50000) or the distance (that represents the geometry ground resolution expressed as a numerical value expressed in meters (eg. for a resolution of 10 meters, indicate 10).

**Format:** Specific Format

**Obligatoriness:** O

### Conformity

**Meaning:** The field tells us if the data entered is in accordance with ISO-19115 standards.

It can assume these values:

- Conformant
- Not conformant
- no Evaluated (This aspect is not evaluated)

For us this field is Conformant

**Format:** Bonded

**Obligatoriness:** O

## 1.8 Additional fields for special needs

### Instruments:

**Meaning:** Tools used for the characterization and / or extent of the data

**Format:** Free text

**Obligatoriness:** F

### Parameters:

**Meaning:** type of parameters to which the data refer

**Format:** Free text

**Obligatoriness:** F

### Date of last revision

**Meaning:** Date of the last revision

**Format:** Specifico ISO 8601

**Obligatoriness:** O

### Presentation format

**Meaning:** Kind of presentation format

It can be assume one of these values:

digital document, digital image, digital map, digital table, Digital Video



**Format:** Bonded

**Obligatoriness:** O

**Data format**

**Meaning:** Data format for the file (xls, txt, docx)

**Format:** Free text

**Obligatoriness:** O

