



NJGIN Core

Simple Documentation with the ArcGIS Online Metadata Editor

Abstract

The New Jersey Office of Information Technology, Office of GIS, publishes NJGIN Core as a brief and concise means to document shared authoritative geospatial content for the New Jersey GIS community via <https://njgin.state.nj.us>.

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NJGIN Core:

Simple Documentation with the ArcGIS Online Metadata Editor (FGDC – CSDGM Style)

About NJGIN Core

https://geoapps.nj.gov/njgin/documents/MD_NJGIN_core_AGOL.pdf

The New Jersey Geographic Information Network (NJGIN) was founded by the NJ Office of Information Technology, Office of GIS (NJOGIS) in 2001 to facilitate the sharing of geospatial content in the NJ GIS community. The focal point of the network is the website, <https://njgin.state.nj.us>, where information consumers can search for geospatial content and data stewards can share their authoritative geospatial content. The search function operates via Esri’s ArcGIS Online and Open Data platform, including links to records on partner sites.

Essential to sharing data sets is adequate documentation for each item to support discovery and assessment. To assist partner data stewards, NJOGIS publishes “NJGIN Core” as an abbreviated collection of elements in the ArcGIS Online (AGO) Metadata Editor, set to Style FGDC – CSDGM (<https://doc.arcgis.com/en/arcgis-online/manage-data/metadata.htm>). These elements together answer the following questions:

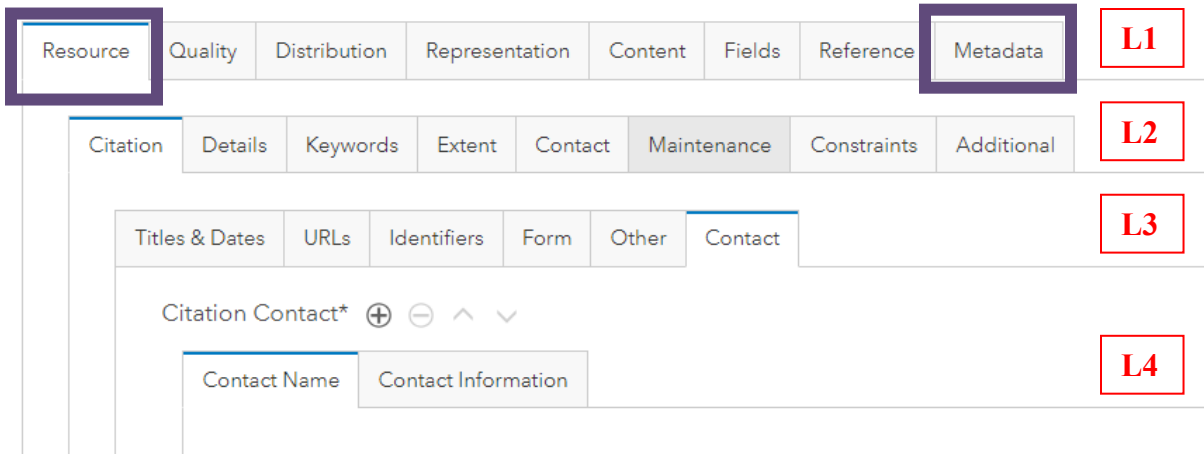
- Does a data set exist on a particular topic?
- Does it exist for a particular location?
- What is the temporal (time) context of the data set?
- Who can I contact to learn more about the data set?
- Is it possible to access the data set now?

Below is a list of the essential elements, described in further detail in the later sections of this document.

- | | |
|--|--------------------------------|
| • Title | • Publication Date |
| • Description (Abstract) | • Summary (Purpose) |
| • Credits | • Status |
| • Keywords & Tags | • Location (geographic extent) |
| • Time Period of Content (temporal extent) | • Use Limitations |
| • Metadata date & language | • Point of Contact |

Directions

- ◆ Use Google Chrome browser for best interface.
- ◆ Only parts of **Resource** and **Metadata** sections are included in the required elements list. It is perfectly acceptable to use additional fields. Don't forget to update them when the Item changes.
- ◆ L1, L2, L3 and L4 refer to the level of nested pages and tabs in the editor (see image below):



- ◆ The **required elements list ends on page 5**, and optional elements list is on page 6. The balance of this document provides help information in more detail: listed elements have [hyperlinks](#) to the help.
- ◆ Text below in **bold** shows AGO Metadata Editor labels. Stars ☆ indicate data entry points. [Brackets] contain brief help information.

Required Elements

❖ Resource tab L1

Citation tab L2 > Titles & Dates tab L3

- ☆ [Title](#)
- ☆ [Publication Date](#) [Remember to update when any change is made to data]

Citation tab L2 > Contact tab L3 [repeatable] > First Contact > Contact Name tab L4

- ☆ Organization Name and/or Individual Name
- ☆ Role [= [Originator](#)]

Second Contact for [Publisher](#).

Skip for now [editor bug]

Details tab L2 > Description tab L3

- ☆ [Description \(Abstract\)](#)
- ☆ [Summary \(Purpose\)](#)
- ☆ [Credits](#) [Include all organizations to show on Item page]

Details tab L2 > Status tab L3

- ☆ [Status](#)

Keywords tab L2 > specific types of keywords L3

- ☆ [Topic Category](#) [ISO Theme Keyword. Check on one, or two; definitions are listed in online document [MD_AGOL_Item_help.pdf](#).]

- ☆ [Theme Keywords](#) [slide on if using]
 - ☆ Keywords
- ☆ [Place Keywords](#) [slide on]
 - ☆ Keywords [Enter at least a fully qualified description of coverage area, e.g. *Trenton, Mercer County, New Jersey*]
- ☆ [Tags](#) [Copy in all keywords]

Extent tab L2 > **Resource Extent** **first instance** [repeatable] > **Geographic** tab L3

- ☆ **Geographic Extent** [slide on] > [Bounding Box](#) tab L4
 - ☆ Extent is for search
 - ☆ Extent contains the resource
- THEN
 - ☆ **Set Geographic Extent** you can draw extent on map
 - OR, enter:
 - ☆ Four Bounding Coordinates [signed decimal degrees]

Extent tab L2 > ☆ **Resource Extent: create second instance** [Add by using + button; fill out for data with known collection dates]

Temporal tab L3

- ☆ [Temporal Extent \(Time Period of Content\)](#)
 - [Time Period](#) tab L4
 - ☆ Begin Date
 - ☆ End Date
- OR [Time Instant](#) tab L4
 - ☆ Date

Description tab L3 [for Temporal Extent]

- ☆ [Temporal Extent Description](#) [Currentness Reference: enter *Ground condition*, or other description of how the dates relate to the data.]

Constraints tab L2 > **Resource Constraints** [slide on] > **General** tab L3

- ☆ [Use Limitation](#) [Use Constraints and legalese for Distribution Liability.]

❖ [Distribution](#) tab L1 [Fill out only if the data are available outside of ArcGIS Online/ Open Data, and/or if there is a charge for the data. Details below in Optional section.]

❖ **Metadata** tab L1

Profile tab L2 [Displays the ArcGIS Metadata Style as set at the AGO Site level.]

Scope tab L2

- ☆ [Metadata Date](#) [Will fill in automatically, can be changed.]
- ☆ [File Identifier](#) [Will fill in automatically; see help for details.]

Language tab L2

- ☆ [Metadata Language](#) [Pick from list]

Contact tab L2 > **Metadata Contact** > **Contact Name** tab L3

- ☆ [Individual Name](#)
- ☆ [Organization Name](#)
- ☆ Role [=Point of Contact]

Contact tab L2 > **Metadata Contact** > **Contact Information** tab L3

- ☆ Enter [full contact address information](#) (all fields)
- ☆ Enter [Voice](#) on Phone tab [Metadata Contact Voice Telephone: Include area code]

Optional Elements

✦ For content that allows AGO Metadata Editor validator to run without error, add the following:

❖ **Resource** tab L1

Extent tab L2

- ☆ for **second** instance of Resource Extent for [Temporal Extent](#), even if the description is Publication Date. See above for Editor details.

Maintenance tab L2

Frequency tab L3

- ☆ Update Frequency
- OR
- ☆ Custom Frequency

✦ If the data are available outside of ArcGIS Online, and/or if there is a charge for the data, add the following:

❖ **Distribution** tab L1

- ☆ [Distribution Information](#) [Slide on if not on already]

Distributor tab L2 [repeatable]

- ☆ Distributor [slide on]

Transfer Options tab L3

- ☆ Digital Transfer Options [Slide on]

Online Resource tab L4

- ☆ Online Resource [slide on]
- ☆ [URL](#) [For primary distribution method outside of AGO/Open Data]

AND

- ☆ [Function](#) [Pick from list]

Format tab L3

- ☆ **Distribution Format** [Slide on]
- ☆ [Format Name](#) [Use a well-known entry if possible]
- ☆ [Format Version](#) [number or date]
- ☆ [Specification](#) [URL to format spec]
- ☆ [Information Content](#) [Explanation of the service type or file type in words]
- ☆ [Decompression Technique](#) [only if applicable]

Contact tab L3 (slide on)

Contact Name tab L4

- ☆ [Organization Name](#)
- ☆ **Role**=Distributor

Contact Information tab L4 see list and help for Metadata Contact.

Ordering Process tab L3

- ☆ [Fees](#)
- ☆ [Monetary units](#)
- ☆ [Ordering Instructions](#)

Appendix: Detailed Help

ArcGIS field and (CSDGM element)	Required	AGO Metadata Editor location	Notes
Title	Y	Resource > Citation > Titles & Dates > Title	This will show up in search results. Include enough information to distinguish from other entries. <i>Alternate Title</i> field can be used for a well-known abbreviation or file name. Here is an example of a good Title: <i>Congressional District Boundaries for the State of New Jersey, 2012 - 2022; unofficial, nj_munis - based</i>
Publication Date	Y	Resource > Citation > Titles & Dates > Publication Date	This date is required. Change the Publication Date of the item every time there is a discrete update.
Online Resource URL (Online Linkage)	Opt	Resource > Citation > URLs > Online Resource > URL	Add URL to more information about the data and / or your organization. Field is repeatable.
Resource Contact Originator (Originator)	Y editor bug - can be entered, but metadata stylesheet does not display it.	Resource > Citation > Contact > Citation Contact > Contact Name > Organization Name AND Role = Originator	Party responsible for defining the data set. A fully-qualified name should be used, starting with the main organizational unit and specifying down the hierarchy, followed by any well-known abbreviation. Example: NJ Department of Environmental Protection, Division of Information Technology, Bureau of Geographic Information Systems (NJDEP - DOIT - BGIS).
Resource Contact Publisher (Publisher)	Editor bug - can't be filled in. Include if they fix it.	Resource > Citation > Contact > Citation Contact > Contact Name > Organization Name AND Role = Publisher	Use same format as for Originator. Put in Credits if different from Originator
Description (Abstract)	Y	Resource > Details > Description > Description (Abstract)	Should be understandable to intelligent general reader, and convey the subject of the data set. Include the data set format; and coordinate system, datum, units if you can .

ArcGIS field and (CSDGM element)	Required	AGO Metadata Editor location	Notes
Summary (Purpose)	Y	Resource > Details > Description > Summary (Purpose)	Business reason why the data were created, and/or anticipated suitable uses for the data.
Credits	Y	Resource > Details > Description > Credits	Include (copy in) the Originator, add the Publisher if different, and add any other contributors of funding or work.
Status (Progress)	Y	Resource > Details > Status > Status	<i>Complete</i> if data set covers all the intended area & time, even if updates are ongoing; <i>In Work</i> if published as a partially-completed release; <i>Planned</i> if contemplated, or in-progress but not published yet.
Topic Category (ISO Theme Keyword)	Y	Resource > Keywords > Topic > Topic Category	Check on one, or if necessary, two. Definitions are provided MD_AGOL_Item_help.pdf , Section I.
Tags	Y		Will contain any tags entered when creating the item. Copy in all other keywords you have added.
Theme Keywords	Opt		List other subject keywords or phrases that others might use to search for the data. Separate with newline.
Place Keyword	Y	Resource > Keywords > Place > Place Keywords > Keywords	List keywords or phrases that might be used to search for the data. The first word or phrase should fully specify the geographic location: e.g., <i>Trenton, Mercer County, New Jersey</i> .
Bounding Box (Bounding Coordinates) (4)	Y	Resource > Extent > Resource Extent > Geographic > Geographic Extent > Bounding Box	Check ON Extent is for search? AND Extent contains the resource? Each of four geographic coordinates is in signed decimal degrees; sign included only for negative. The AGO Metadata Editor Set Geographic Extent function captures coordinates from a box drawn on a map.

ArcGIS field and (CSDGM element)	Required	AGO Metadata Editor location	Notes
Temporal Extent (Time Period of Content) Date(s)	Y, only required if different from Publication Date	Resource > Extent > Resource Extent (2) > Temporal > Temporal Extent > Time Period > Begin Date AND End Date, OR Time Instant > Date	<p>Do not add this information to the same resource extent that describes the Geographic Extent (Bounding Box.) Create a new Extent section. For example, if the data were captured by a sensor in July, but not processed and published until September, a Temporal Extent should be used to specify the capture date(s.) If you need to express a range, use Time Period > Begin Date and > End Date. If you need to express multiple specific dates, use multiple instances of Temporal Extent, Time Instant Date.</p> <p>Optional for minimal metadata if the data content date would be described as publication date.</p> <p>Required by AGO validator.</p>
Temporal Extent Description (Time Period of Content Currentness Reference)	Y, only required if different from Publication Date	Resource > Extent > Resource Extent (2) > Description > Extent Description	<p>Fill this in for the same Resource Extent as the Temporal date(s.) Enter <i>Ground Condition</i> or another phrase, explaining how the time period of content relates to the data. If you know when the data matched the real world, use <i>Ground Condition</i>.</p> <p>Required by AGO validator</p>
Update Frequency (Maintenance and Update Frequency)	Opt	Resource > Maintenance > Resource Maintenance > Frequency > Update Frequency	<p>Please use <i>As Needed</i> only if there is a structured routine in place for change detection and update. Otherwise one of, <i>Irregular, Unknown, or Not Planned</i> is more appropriate.</p> <p>Required by AGO validator.</p>
Use Limitation (Use Constraints)	Y	Resource > Constraints > Resource Constraints > General > Use Limitation	<p>Enter limitations on use, requests or requirements for attribution, and any legal disclaimer required by your organization. For public data, suggested language that does not conflict with the NJ Open Public Records Act is in MD_AGOL_Item_help.pdf, Section II.</p>
Distribution (Distribution Information)	Opt. If used, all listed under Distribution should be used.	Distribution > ...	<p>Needed only for Items distributed outside of ArcGIS Online/Open Data.</p>
URL	Opt	Distribution > Distributor > Transfer Options > Online Resource > URL	<p>Preferably, an actionable internet address for the resource, such as a direct download or REST service endpoint.</p>

ArcGIS field and (CSDGM element)	Required	AGO Metadata Editor location	Notes
Function	Opt	Distribution > Distributor > Transfer Options > Online Resource > Function	For downloadable data, catalog access, etc; leave empty if nothing matches, e.g for live services.
Format Name	Opt	Distribution > Distributor > Format > Format Name	e.g. Esri map service - ArcREST; Shapefile; WMS; File geodatabase; Cached map tiles; Streamed features; etc.
Format Version	Opt	Distribution > Distributor > Format > Format Version	Enter a software version number or a date. If using a date, format as follows: 2019-04-08.
Specification	Opt	Distribution > Distributor > Format > Specification	URL to formal format specification. E.g. for shapefile: https://www.esri.com/library/whitepapers/pdfs/shapefile.pdf
Information Content	Opt	Distribution > Distributor > Format > Information Content	Verbal description of information delivered by the format. E.g. for shapefile: Nontopological geometry and attribute information for the spatial features in a data set.
Decompression Technique	Opt	Distribution > Distributor > Format > Decompression Technique	Name and specification for compression, only if applicable. E.g. for zip: ZIP; https://pkware.cachefly.net/webdocs/casestudies/APPNOTE.TXT
Distributor Contact	Opt	Distribution > Distributor > Contact > ...	Except for role, same instructions as for filling in Metadata Contact , except that an individual name rarely is appropriate. Organization and Contact Information may be different from the Metadata Contact.
Fees	Opt	Distribution > Distributor > Ordering Process > Fees	If no charge, enter 0.00.

Monetary Units	Opt	Distribution > Distributor > Ordering Process > Monetary Units	Select correct units from list, e.g. "US Dollar." Required even if Fee is 0.00.
Ordering Instructions	Opt	Distribution > Distributor > Ordering Process > Ordering Instructions	Verbal description of how to obtain access to the data or service.
Metadata Date	Y	Metadata > Scope > Metadata Date	Should autopopulate. Change the date whenever the metadata are changed.
File Identifier	Opt	Metadata > Scope > File Identifier	Automatic entry. If metadata are downloaded for re-use, delete the entry in the copy; located at /metadata/mdFileID
Metadata Language	Y	Metadata > Language > Metadata Language	Pick from list.
Metadata Contact Individual Name (Person)	Y	Metadata > Contact > Contact Name > Individual Name	Should be the name of someone who can answer questions about the metadata and the Item.
Metadata Contact Organization Name	Y	Metadata > Contact > Contact Name > Organization Name AND Role = Point of Contact	Structure this the same way as Originator (see above), although it may very well be a different organization.
Metadata Contact Email (Electronic Mail Address)	Y	Metadata > Contact > Contact Information > Address > Email	
Metadata Contact Address Type	Y	Metadata > Contact > Contact Information > Address > Address type	For NJ State addresses, usually has to be postal OR physical, because the two zip codes are not the same.
Metadata Contact Delivery Point (Address)	Y	Metadata > Contact > Contact Information > Address > Delivery Point	Use only PO Box OR street address in one entry. If both have the same zip code, you can enter the second one in a second instance of Delivery Point.
Metadata Contact City	Y	Metadata > Contact > Contact Information > Address > City	Postal City

Metadata Contact Administrative Area (State or Province)	Y	Metadata > Contact > Contact Information > Address > Administrative Area	Two-letter abbreviation may be used.
Metadata Contact Postal Code	Y	Metadata > Contact > Contact Information > Address > Postal Code	Zip code
Metadata Contact Country	Y	Metadata > Contact > Contact Information > Address > Country	Pick from list.
Metadata Contact Voice Telephone	Y	Metadata > Contact > Contact Information > Phone > Phone > Voice	Include area code.

Version History

Version 1.2: Minor edits and editorial changes to bring document up to date.

Version 1.1: Removed entries that are no longer required by the AGO validator. Added fuller optional Distribution Information. Other minor editorial changes.