

## Regional GIS Metadata Working Group Meeting Minutes – March 26, 2014

Regional GIS Metadata Working Group

Thursday, March 26, 2014

2:30 pm – 3:30 pm [went until 3:45]

SANDAG Conference Room 8B

### Attendees:

John Hofmockel (SANDAG)

Brad Lind (SanGIS)

Louise Wedley (SanGIS)

Melanie Casey (County of San Diego)

### Agenda

1. SanGIS Recommendations Spreadsheet
2. Metadata Editor Manual
3. Domains/Look-up-tables/Coded Values
4. Metadata Custom Stylesheet Status
5. Dates
6. Other

The discussion went more roundtable rather than straight down agenda item list.

Brad explained how SanGIS will handle Publication Date. The PubDate from the originator of the data will be maintained. [jho note. For example: The County has Trails PubDate of March 26 (2014-03-26). When SanGIS posts the data in SDW on April 1, that PubDate of March 26 is kept in the metadata, not the posted date of April 1.] SanGIS maintains an updates list for the online Regional GIS Data Warehouse Inventory at <http://www.sangis.org/download/available.html>.

Before this meeting, Louise distributed the first draft of the “Metadata Requirements for SanGIS Data Layers.” This document will include a step-by-step metadata guide. This draft has three options on how to present the instructions. The option with screenshots and arrows is the preferred choice. John recommended a briefer “executive summary” list of the four\_dozen-ish required elements, simple text of the Metadata Editor path (e.g. Overview > Item Description > Summary). Louise will include this as the “Quick Reference Guide.” Note: Not all four dozen elements need to be entered manually for each data layer. Many of the elements can be imported from other layers.

John will continue to update the spreadsheet with the metadata XPath.

Louise stated that as she is developing the Manual, she has seen many duplicates of elements (ESRI has some redundancy in the Metadata Editor).

The Domains/Look-up-tables/Coded Values will be required. For each attribute, the coded value list will be inserted in the Definition text box of the attribute. Instead of: 1) stacking all the lists for the all the

attributes into the Overview Description text box, or 2) tediously entering each value and description in the Enumerated Domain text boxes.

John displayed a custom metadata stylesheet. It is a modification of the ESRI Item Description stylesheet. One goal is to have many of the metadata elements open as hidden, then a click to show (i.e. collapsed/expanded). Open as hidden to include: Description, Credits, Point-of-Contact, and Extents. Three stylesheet files are necessary to “install” on the desktop machine (.cfg, .xsl, and .xslt). Earlier in the week Louise had success copying the three files and displaying the custom stylesheet. The custom stylesheet is the possible display format for the downloads data metadata PDF.

Next meeting April 17 at SANDAG.

SDRGC is April 23 at TBD.