

METADATA GUIDE

When using Open-Data Registration Tool to Provide Link to Existing Dataset

1. Name

Click in the box and enter a name for the dataset, which gives a good indication of data content. Make it distinguishable from other datasets and use the same name as data provider if possible

2. Link to Data

Click the box

2.1. Upload files for dataset “.....”

Click the box to browse the files on your computer. Choose the data file(s) to be uploaded and click “open”. One zipped shapefile can, in addition, be uploaded to provide the geospatial extent of dataset.

Click the box to continue the data upload.

2.2. Type of Link

Click the box and select the one most appropriate link type from the list. You can choose between “download”, “information” or “link to order data”.

2.3. URL of the Dataset

Click the box and provide link (url) to either direct download, order/registration page or viewing service. Select the link closest to data access.

2.4. Choose File Format

Click on the box and select the one most appropriate format from the list. You can choose between various formats.

3. Description

Click the box and thoroughly describe the dataset with 100-500 words. Use terminology that can facilitate free text search.

4. Keywords

Click the empty box right of “Keywords” and select all relevant keywords from the list.

Click the box to continue the data upload.

5. Geographic Location (if no shapefile has been added)

Define the spatial extent of the dataset by selecting one of the following boxes:

-
-
-

To the upper left side the following function are available:

- Click on or to zoom in or out on the map (scroll bar on mouse may also be used).
- Click on to draw a polygon on the map.
- Click on to draw a bounding box on the map.
- Click on to save or cancel layer changes.
- Click on to delete layer changes

(The basemap can be changed by clicking on available in the upper right corner of the map).

Use the most appropriate tools to define the spatial extent of the dataset.

OBS! Make sure to cover the spatial extent of the dataset with minimal additional area

Click the box to continue the data upload.

6. License and Conditions

6.1. Access Conditions

Click the box and select the one most appropriate from the list of access conditions. You can choose between various alternatives.

6.2. License Statement

If no predefined access condition applies, choose the alternative and enter license as free text with a minimum of 20 words and/or provide link (url) to the license corresponding to usage condition of the dataset.

7. Contact Person

Click on the box and enter point of contact information if available.

Click on the box and enter email address if available

8. Institution (optional)

8.1. Name of Institution providing the Data

Click the box and enter the name of the institution providing the dataset if available.

8.2. Organization Website

Click the box and enter organization website if available.

9. Citation/DOI (optional)

Click the box and enter citation or DOI if available

10. Data Lineage (optional)

Click the box and describe line of data modification if available.

Click the box to continue the data upload.

11. Summary

- Control that information provided is correct
- Go back and edit by clicking
- To finalize the data upload click

Good luck!