



European long-term ecosystem, critical zone and socio-ecological systems research
infrastructure PLUS

Guidelines for metadata collection

Technical Document

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METADATA PROVISION

If you already have records of your metadata (MD) in English please provide the link to the MD record.

How to provide sufficient metadata for DEIMS SDR

Preface

For the latest version of the documentation please always refer to the online documentation on DEIMS-SDR. The following sections reflect the documentation for the interface at the time this document was last updated.

For eLTER H2020 an overview on data available at the different sites / protected areas should be provided. The datasets describe existing data files or services which can be provided to the users. The metadata (MD) record NEEDS to point to a single or a series of endpoints where data can be retrieved. Retrieval could be password secured and not open. Metadata should be provided also for these datasets.

In order to update the information you have to

1. Upload your file to the data repository
2. Login to DEIMS-SDR on <https://deims.org/>
3. Select your MD record for the dataset or add a new one
4. Edit the dataset documentation
5. Save the metadata record

User credentials for DEIMS-SDR

You can get the **credentials** for editing metadata records on DEIMS-SDR either from your national LTER coordinator or the LTER Europe Information Management Team

- Christoph Wohner (christoph.wohner@umweltbundesamt.at)
- Johannes Peterseil (johannes.peterseil@umweltbundesamt.at)

How to select my datasets for editing

In DEIMS-SDR all information objects are assigned to a respective user/content author. If you go to **Edit / My Content** (see Figure 1) you can see a list of all content authored by the respective account. By clicking on **Edit** you can directly open the form to update the dataset.

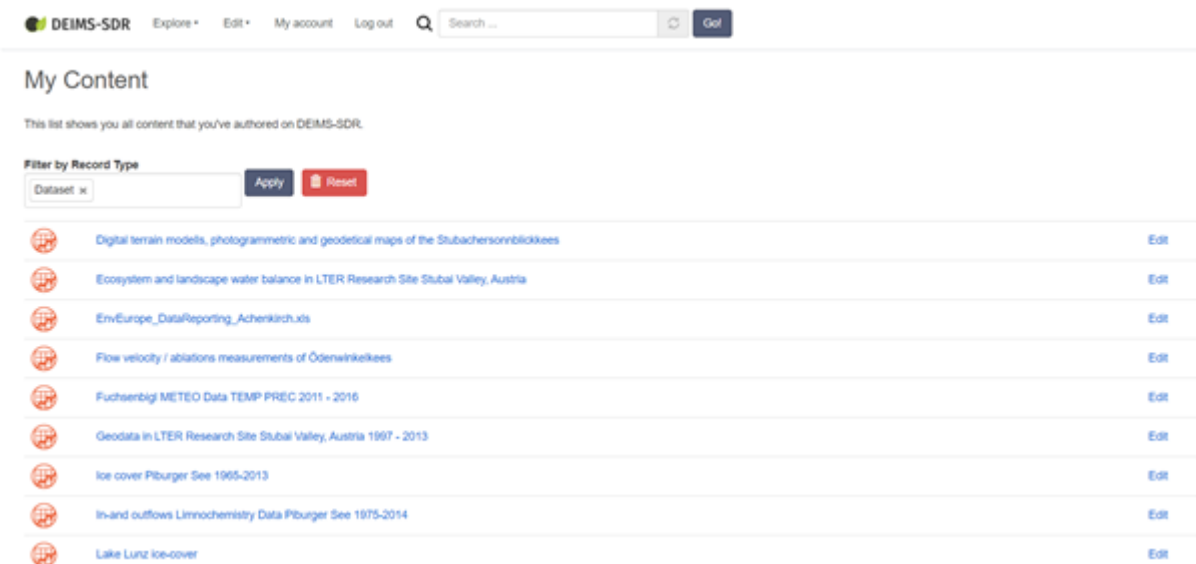


Figure 1 My content (filtered by datasets)

Alternatively, you can simply use the search interface in navigation menu or the detailed search menu under **Explore / Advanced Search / Datasets** to discover dataset records and filter (see Figure 2). You can then select a MD record, which opens the **View page**, where you can edit the MD record when the edit rights are granted to you.



Figure 2 Simple search for the dataset

How to create a new MD record for my dataset

If you go to **Edit / Add Content** a form for adding a content is opened. Here you can select **Dataset**. Details on how the different fields can be filled are described in the following section.

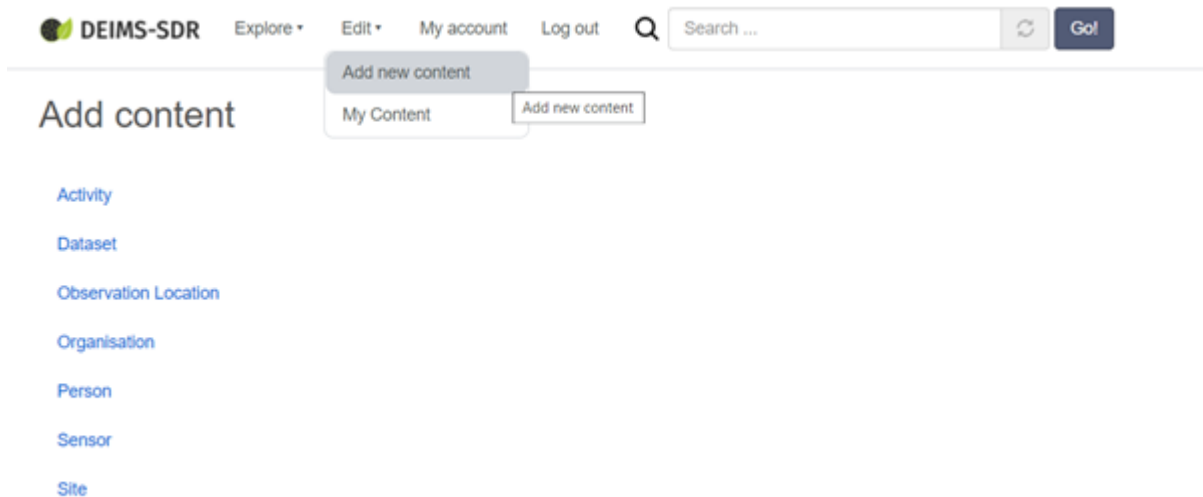


Figure 3 Create a new dataset MD record

How to edit the dataset MD record

In the left section of the edit page you find the content of the edit forms. Each tab contains a group of fields for the dataset MD record. Please go through the form and provide at least the mandatory information.

The dataset MD model is based on a community profile for the observation and monitoring community and provides a minimum set of information which needs to be provided for a dataset record.

Figure 4 Edit page for the dataset MD record

The field ***Related site*** allows you to link to the site, where the observation was taken. More than one site can be selected.

● How to add the right keywords?

It is important that you add the keyword “eLTER PLUS VA” to your dataset as this is needed to easily identify datasets that have been created within the eLTER PLUS project from other datasets on DEIMS-SDR.

Additionally, you should add a keyword describing the data topic, those being:

- Biodiversity
- Biomass
- Climate
- Atmospheric deposition
- Soil-atmosphere gas exchange
- Air quality
- Soil climate
- Solid soil chemistry
- Soil water
- Runoff, streams and standing water
- Groundwater
- Land use
- Socio-economy
- Topography
- Vegetation
- Soil physics
- Land cover
- Habitat diversity
- Remote sensing

An example for proper usage of keywords for a dataset would be:

“eLTER VA PLUS” “Vegetation” „ground vegetation“ „understory vegetation“ „forest vegetation“

Create Dataset

Title*

General*

Contact*

Keywords*

Observation

Geographic*

Online Distribution

Method I*

Method II

Intellectual Rights

Reporting

Keywords*

eLTER PLUS VA × vegetation × ground vegetation × understory vegetation × forest vegetation ×

Provides a set of related keywords describing the content of the dataset derived from the controlled vocabulary implemented by EnvThes - thesaurus for long term ecological research, monitoring, experiments EnvThes and other environmentally related thesauri as the EUNIS Habitats. Additional concepts can be defined as free keywords.

INSPIRE Data Theme

- Annex 1
- Annex 2
- Annex 3

In order for your metadata to be fully INSPIRE-compliant, please select at least one Data Theme (<http://inspire.ec.europa.eu/theme>)

Figure 5 Adding Keywords

- How to create an observation location for the dataset MD record?

In the section **Geographic** the geographic extent of the observation for the dataset has to be provided. In order to reuse that geographic information, the concept of an **observation location** is used, which describes the actual place where an observation happened, e.g. a series of plots.

You either select an existing **Observation location** from the list by starting typing the name. The autocomplete field will give you the appropriate values to select.

If you do not find an appropriate **Observation location**, then create a new one by pressing the **Create Observation location** link. A separate form opens, where the user can add the bounding box information.

Create Dataset

Title*

General*

Contact*

Keywords*

Observation

Geographic*

Online Distribution

Method I*

Method II

Intellectual Rights

Reporting

Name*

Observation Location Type

- None -

Description*

Show raw weights

Related Site

Add another item

Boundaries

GeoJson Data*

Elevation (min) msl

Elevation (max) msl

Figure 6 Adding an observation location

The name/title of the **Observation location** should be constructed using the following template: <name of site / protected area>_<plot>, which needs to be added by the user.

- How to save a dataset MD record?

You can save and publish the dataset MD record when pressing the button **Save** or save as draft for later further editing. When the record is published all mandatory fields are checked.

- How to view a dataset MD record?

When a dataset MD record is successfully saved the record is shown in the **View page**. An html version of the content is displayed. In addition the MD record can be viewed (and is exported) as ISO19139 (INSPIRE Profile) and a custom JSON format exposed via the DEIMS-API.

ILTER Zöbelboden, Austria, Litterfall chemistry, 2016

<p>Basic Information</p> <p>Related Site: ILTER Zöbelboden - Austria</p> <p>Abstract: Litterfall chemistry data of the ILTER station Zöbelboden from the year 2016</p> <p>Keywords: leaf nutrients litterfall ILTER Site</p> <p>Contact: Johannes Kober</p> <p>Owner/Creator: Environment Agency Austria (EAA)</p> <p>Metadata Provider: Sarah Gajger</p> <p>DOI: http://dx.doi.org/10.34730/86c783c943824e1497113cb879c62e86</p> <p>UUID: 6eb2ae3d-686f-4c8a-9656-025b71c1bf</p>	<p>Geographic</p> 
<p>Dates</p> <p>Date Range: Fri, 01/01/2016 - 12:00 - Sat, 12/31/2016 - 12:00</p> <p>Post date: Friday, April 3, 2020 - 12:46</p> <p>Last modified: Thursday, April 16, 2020 - 13:33</p>	
<p>Downloads</p> <p>Online Locator</p> <p>Distribution Function: Web address (URL)</p> <p>Distribution URL: B2Share Landing Page</p> <p>Distribution Function: File for download</p> <p>Distribution URL: B2Share Download Link</p>	
<p>Additional information</p>	

Figure 7 View page of the dataset MD record

- Upload or linking data to the MD record

Details on how to upload a data file to the central repositories used in the eILTER PLUS H2020 context can be found in the Documents eILTER_T7.3_Data_Provision_B2SHARE and Document eILTER_T7.3_Data_Provision_B2DROP. The URL pointing to uploaded data needs to be specified in the field **Online Distribution Link**. Select a distribution function, e.g. “Web address (URL)” or “File for Download” and then paste the link.

This online distribution link is either the PID or DOI issued by B2SHARE.

Details on how to upload data to B2Share and thus generating the links can be found in the Document eILTER_T7.3_Data_Provision_B2SHARE. If you don't want to use an open repository you find information to upload data on B2DROP in the Document eILTER_T7.3_Data_Provision_B2DROP.