

GBIF Metadata Profile: Reference Guide

Version 1.0



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Disclaimer:

As the release of this document, KNB has updated their EML to 2.1.1, but here we still refer to 2.1.0 specification since it's the latest version online. Regarding instructional text in this document, "container, element, term and field" are used interchangeably, as they are all commonly used in the same way in biodiversity informatics community. Users may consider them all as "field," which means the relevant cell to put your data. We look forward to users' feedbacks on how are these wordings understood, so we can better update this document.

Identifier

GBIF Metadata Profile Schema Description http://rs.gbif.org/schema/eml-gbif-profile/

EML 2.1.0 Specification http://knb.ecoinformatics.org/software/eml/eml-2.1.0/index.html

Natural Collections Descriptions (NCD) v0.9 2008 http://wiki.tdwg.org/twiki/bin/viewfile/NCD/WebHome?rev=1;filename=NCD-v090_TDWG.doc

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About GBIF

The Global Biodiversity Information Facility (GBIF) was established as a global megascience initiative to address one of the great challenges of the 21st century - harnessing knowledge of the Earth's biological diversity. GBIF envisions 'a world in which biodiversity information is freely and universally available for science, society, and a sustainable future'. GBIF's mission is to be the foremost global resource for biodiversity information, and engender smart solutions for environmental and human well-being¹. To achieve this mission, GBIF encourages a wide variety of data publishers across the globe to discover and publish data through its network.

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¹ GBIF (2011). GBIF Strategic Plan 2012-16: Seizing the future. Copenhagen: Global Biodiversity Information Facility. 7pp. ISBN: 87-92020-18-6. Accessible at http://links.gbif.org/sp2012_2016.pdf

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Introduction

Metadata, literally "data about data" are an essential component of a data management system, describing such aspects as the "who, what, where, when and how" pertaining to a resource. In the GBIF context, resources are datasets, loosely defined as collections of related data, the granularity of which is determined by the data custodian. Metadata can occur in several levels of completeness. In general, metadata should allow a prospective end user of data to:

- 1. identify/discover its existence,
- 2. learn how to access or acquire the data,
- 3. understand its fitness-for-use, and
- 4. learn how to transfer (obtain a copy of) the data.

The GBIF Metadata Profile (GMP) was developed in order to standardise how resources get described at the dataset level in the GBIF <u>Data Portal</u>².. This profile can be transformed to other common metadata formats such as the ISO 19139 metadata profile³.

In the GMP there is a minimum set of mandatory elements required for identification, but it is recommended that as many elements be used as possible to ensure the metadata are as descriptive and complete as possible.

There are various ways that you can write a metadata document conforming to the GMP, such as using the GBIF Integrated Publishing Toolkit (IPT) metadata editor, the GBIF Darwin Core Spreadsheet template metadata form, or simply taking a <u>sample metadata</u> <u>document</u> and replacing fields of relevance with your own data. For a thorough set of instructions on ways to author metadata conforming to the GMP, you can refer to the <u>GBIF</u> Metadata Profile - How-To Guide.⁴

Once the metadata document has been written, it can be validated against the <u>GBIF</u> metadata profile schema⁵.

² The GBIF Data Portal - http://data.gbif.org

³ ISO 19139 profile - http://marinemetadata.org/references/iso19139

⁴ http://links.gbif.org/gbif_metadata_profile_how-to_en_v1

⁵ GBIF Metadata Profile XSD - http://rs.gbif.org/schema/eml-gbif-profile/1.0/eml-gbif-profile.xsd

Metadata Elements

The GBIF Metadata Profile is primarily based on the Ecological Metadata Language (EML)⁶. The GBIF profile utilises a subset of EML and extends it to include additional requirements that are not accommodated in the EML specification. The following tables provide short descriptions of the profile elements, and where relevant, links to more complete EML descriptions. The elements are categorised as follows:

- Dataset (Resource)
- Project
- People and Organisations
- Keyword Set (General Keywords)
- Coverage
 - Taxonomic Coverage
 - o Geographic Coverage
 - o Temporal Coverage
- Methods
- Intellectual Property Rights
- Additional Metadata + NCD (Natural Collections Descriptions Data) Related

⁶ Ecological Metadata Language - http://knb.ecoinformatics.org/software/eml/

Dataset (Resource)

The dataset field has elements relating to a single dataset (resource).

Term	Definition
alternateIdentifier	It is a Universally Unique Identifier (UUID) for the EML document and not for the
	dataset. This term is optional. A list of different identifiers can be supplied.
	E.g., 619a4b95-1a82-4006-be6a-7dbe3c9b33c5
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	resource.html#alternateIdentifier
title	A description of the resource that is being documented that is long enough to
	differentiate it from other similar resources. Multiple titles may be provided,
	particularly when trying to express the title in more than one language (use the
	"xml:lang" attribute to indicate the language if not English/en).
	E.g., Vernal pool amphibian density data, Isla Vista, 1990-1996.
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	resource.html#title
creator	The resource creator is the person or organization responsible for creating the
	resource itself.
	See section "People and Organisations" for more details
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	resource.html#creator
metadataProvider	The metadataProvider is the person or organization responsible for providing
	documentation for the resource.
	See section "People and Organisations" for more details
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	resource.html#metadataProvider
associatedParty	An associatedParty is another person or organisation that is associated with the
	resource. These parties might play various roles in the creation or maintenance
	of the resource, and these roles should be indicated in the "role" element.
	See section "People and Organisations" for more details
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	resource.html#associatedParty
contact	The contact field contains contact information for this dataset. This is the
	person or institution to contact with questions about the use, interpretation of
	a data set.
	See section "People and Organisations" for more details
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	dataset.html#contact

pubDate	The date that the resource was published. The format should be represented
	as: CCYY, which represents a 4 digit year, or as CCYY-MM-DD, which denotes
	the full year, month, and day. Note that month and day are optional
	components. Formats must conform to ISO 8601.
	E.g. 2010-09-20
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	resource.html#pubDate
language	The language in which the resource (not the metadata document) is written.
	This can be a well-known language name, or one of the ISO language codes to
	be more precise.
	GBIF recommendation is to use the ISO language code
	(http://vocabularies.gbif.org/vocabularies/lang)
	E.g., English
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	resource.html#language
additionalInfo	Information regarding omissions, instructions or other annotations that resource
	managers may wish to include with a dataset. Basically, any information that is
	not characterized by the other resource metadata fields.
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	resource.html#additionalInfo
url	The URL of the resource that is available online.
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-physical.html#url
abstract	A brief overview of the resource that is being documented.
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	resource.html#abstract

Project

The project field contains information on the project in which this dataset was collected. It includes information such as project personnel, funding, study area, project design and related projects.

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People and Organisations

There are several fields that could represent either a person or an organisation. Below is a list of the various fields used to describe a person or organisation.

Term	Definition
givenName	Subfield of individualName field.
	The given name field can be used for the first name of the individual
	associated with the resource, or for any other names that are not intended
	to be alphabetized (as appropriate).
	E.g., Jonny
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	party.html#givenName
surName	Subfield of individualName field.
	The surname field is used for the last name of the individual associated
	with the resource. This is typically the family name of an individual, for
	example, the name by which s/he is referred to in citations.
	E.g., Carson
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	party.html#surName
organizationName	The full name of the organization that is associated with the resource. This
	field is intended to describe which institution or overall organization is
	associated with the resource being described.
	E.g., National Center for Ecological Analysis and Synthesis
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	party.html#organizationName
positionName	This field is intended to be used instead of a particular person or full organization name. If the associated person that holds the role changes frequently, then Position Name would be used for consistency. Note that this field, used in conjunction with 'organizationName' and 'individualName' make up a single logical originator. Because of this, an originator with only the individualName of 'Joe Smith' is NOT the same as an originator with the name of 'Joe Smith' and the organizationName of 'NSF'. Also, the positionName should not be used in conjunction with individualName unless only that individual at that position would be considered an originator for the data package. If a positionName is used in conjunction with an organizationName, then that implies that any person who currently occupies said positionName at organizationName is the originator of the data package. E.g., HAST herbarium data manager http://knb.ecoinformatics.org/software/eml/eml-2.0.1/eml-party.html#positionName
role	Use this field to describe the role the party played with respect to the
	resource.
	E.g. technician, reviewer, principal investigator, etc.
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	project.html#role

phone	The phone field describes information about the responsible party's
	telephone, be it a voice phone, fax.
	E.g. +4530102040
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	party.html#phone
electronicMailAddress	The electronic mail address is the email address for the party. It is intended
	to be an Internet SMTP email address, which should consist of a username
	followed by the @ symbol, followed by the email server domain name
	address.
	E.g. jcuadra@gbif.org
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	party.html#electronicMailAddress
deliveryPoint	Subfield of the address field that describes the physical or electronic
	address of the responsible party for a resource.
	The delivery point field is used for the physical address for postal
	communication.
	E.g., GBIF Secretariat, Universitetsparken 15
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	party.html#deliveryPoint
postalCode	Subfield of the address field that describes the physical or electronic
	address of the responsible party for a resource.
	The postal code is equivalent to a U.S. zip code, or the number used for
	routing to an international address.
	E.g., 52000
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	party.html#postalCode
city	Subfield of the address field that describes the physical or electronic
	address of the responsible party for a resource.
	The city field is used for the city name of the contact associated with a
	particular resource.
	E.g. San Diego
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	party.html#city
administrativeArea	Subfield of the address field that describes the physical or electronic
	address of the responsible party for a resource.
	The administrative area field is the equivalent of a 'state' in the U.S., or
	Province in Canada. This field is intended to accommodate the many types
	of international administrative areas.
	E.g. Colorado
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	party.html#administrativeArea

country	Subfield of the address field that describes the physical or electronic
	address of the responsible party for a resource.
	The country field is used for the name of the contact's country. The country
	name is most often derived from the ISO 3166 country code list.
	E.g., Japan
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	party.html#country
onlineUrl	A link to associated online information, usually a web site. When the party
	represents an organization, this is the URL to a website or other online
	information about the organization. If the party is an individual, it might be
	their personal web site or other related online information about the party.
	E.g., http://www.yourdomain.edu/~doe
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	party.html#onlineUrl

KeywordSet (General Keywords)

The keywordSet field is a wrapper for the keyword and keywordThesaurus elements, both of which are required together.

Term	Definition
keyword	A keyword or key phrase that concisely describes the resource or is related to
	the resource. Each keyword field should contain one and only one keyword
	(i.e., keywords should not be separated by commas or other delimiters).
	E.g., biodiversity
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	resource.html#keyword
keywordThesaurus	The name of the official keyword thesaurus from which keyword was derived.
	If an official thesaurus name does not exist, please keep a placeholder value
	such as "N/A" instead of removing this element as it is required together
	with the keyword element to constitute a keywordSet.
	E.g., IRIS keyword thesaurus
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	resource.html#keywordThesaurus

Coverage

Describes the extent of the coverage of the resource in terms of its <u>spatial</u> extent, <u>temporal</u> extent, and <u>taxonomic</u> extent.

Taxonomic Coverage

A container for taxonomic information about a resource. It includes a list of species names (or higher level ranks) from one or more classification systems. Please note the taxonomic classifications should not be nested, just listed one after the other.

Term	Definition
generalTaxonomicCoverage	Taxonomic Coverage is a container for taxonomic information about a
	resource. It includes a list of species names (or higher level ranks) from
	one or more classification systems. A description of the range of taxa
	addressed in the data set or collection. Use a simple comma separated
	list of taxa.
	E.g., "All vascular plants were identified to family or species, mosses and
	lichens were identified as moss or lichen."
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	coverage.html#generalTaxonomicCoverage
taxonomicClassification	Information about the range of taxa addressed in the dataset or collection
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	<pre>coverage.html#taxonomicClassification</pre>
taxonRankName	The name of the taxonomic rank for which the Taxon rank value is
	provided.
	E.g., phylum, class, genus, species
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	coverage.html#taxonRankName
taxonRankValue	The name representing the taxonomic rank of the taxon being described
	E.g. Acer would be an example of a genus rank value, and rubrum would
	be an example of a species rank value, together indicating the common
	name of red maple. It is recommended to start with Kingdom and include
	ranks down to the most detailed level possible.
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	coverage.html#taxonRankValue
commonName	Applicable common names; these common names may be general
	descriptions of a group of organisms if appropriate.
	E.g., invertebrates, waterfowl
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	coverage.html#commonName

Geographic Coverage

A container for spatial information about a resource; allows a bounding box for the overall coverage (in lat long), and also allows description of arbitrary polygons with exclusions.

Term	Definition
geographicDescription	A short text description of a dataset's geographic areal domain. A text
	description is especially important to provide a geographic setting when
	the extent of the dataset cannot be well described by the
	"boundingCoordinates".
	E.g., "Manistee River watershed", "extent of 7 1/2 minute quads
	containing any property belonging to Yellowstone National Park"
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	coverage.html#geographicDescription
westBoundingCoordinate	Subfield of boundingCoordinates field covering the W margin of a
	bounding box.
	The longitude in decimal degrees of the western-most point of the
	bounding box that is being described.
	E.g., -18.25, +25, 45.24755
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	coverage.html#westBoundingCoordinate
eastBoundingCoordinate	Subfield of boundingCoordinates field covering the E margin of a
	bounding box.
	The longitude in decimal degrees of the eastern-most point of the
	bounding box that is being described.
	E.g., -18.25, +25, 45.24755
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	<pre>coverage.html#eastBoundingCoordinate</pre>
northBoundingCoordinate	Subfield of boundingCoordinates field covering the N margin of a
	bounding box.
	The longitude in decimal degrees of the northern-most point of the
	bounding box that is being described.
	E.g., -18.25, +25, 65.24755
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	coverage.html#northBoundingCoordinate
southBoundingCoordinate	Subfield of boundingCoordinates field covering the S margin of a
	bounding box.
	The longitude in decimal degrees of the southern-most point of the
	bounding box that is being described.
	E.g., -118.25, +25, 84.24755
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	coverage.html#southBoundingCoordinate

Temporal Coverage

This container allows coverage to be a single point in time, multiple points in time, or a range of dates.

Term	Definition
beginDate	Subfield of rangeOfDates field: It may be used multiple times with a endDate field to
	document multiple date ranges.
	A single time stamp signifying the beginning of some time period.
	The calendar date field is used to express a date, giving the year, month, and day. The
	format should be one that complies with the International Standards Organization's
	standard 8601. The recommended format for EML is YYYY-MM-DD, where Y is the four
	digit year, M is the two digit month code (01 - 12, where January = 01), and D is the two
	digit day of the month (01 - 31). This field can also be used to enter just the year portion
	of a date.
	E.g. 2010-09-20
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-coverage.html#beginDate
endDate	Subfield of rangeOfDates field: It may be used multiple times with a beginDate field to
	document multiple date ranges.
	A single time stamp signifying the end of some time period.
	The calendar date field is used to express a date, giving the year, month, and day. The
	format should be one that complies with the International Standards Organization's
	standard 8601. The recommended format for EML is YYYY-MM-DD, where Y is the four
	digit year, M is the two digit month code (01 - 12, where January = 01), and D is the two
	digit day of the month (01 - 31). This field can also be used to enter just the year portion
	of a date.
	E.g. 2010-09-20
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-coverage.html#endDate
singleDate	The SingleDateTime field is intended to describe a single date and time for an event.
Time	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	coverage.html#singleDateTime

Methods

This field documents scientific methods used in the collection of the resource. It includes information on items such as tools, instrument calibration and software.

Term	Definition
methodStep	The methodStep field allows for repeated sets of elements that document a
	series of procedures followed to produce a data object. These include text
	descriptions of the procedures, relevant literature, software, instrumentation,
	source data and any quality control measures taken.
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	methods.html#methodStep
qualityControl	The qualityControl field provides a location for the description of actions taken
	to either control or assess the quality of data resulting from the associated
	method step.
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	methods.html#qualityControl
sampling	Description of sampling procedures including the geographic, temporal and
	taxonomic coverage of the study.
studyExtent	Subfield of the sampling field.
	The coverage field allows for a textual description of the specific sampling area,
	the sampling frequency (temporal boundaries, frequency of occurrence), and
	groups of living organisms sampled (taxonomic coverage). The field studyExtent
	represents both a specific sampling area and the sampling frequency (temporal
	boundaries, frequency of occurrence). The geographic studyExtent is usually a
	surrogate (representative area of) for the larger area documented in the
	"studyAreaDescription".
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	methods.html#studyExtent
samplingDescription	Subfield of the sampling field.
	The samplingDescription field allows for a text-based/human readable
	description of the sampling procedures used in the research project. The content
	of this element would be similar to a description of sampling procedures found in
	the methods section of a journal article.
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	methods.html#samplingDescription

Intellectual Property Rights

Contain a rights management statement for the resource, or a reference to a service providing such information.

Term	Definition
purpose	A description of the purpose of this dataset.
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	dataset.html#purpose
intellectualRights	A rights management statement for the resource, or reference a service
	providing such information. Rights information encompasses Intellectual
	Property Rights (IPR), Copyright, and various Property Rights. In the case of a
	data set, rights might include requirements for use, requirements for
	attribution, or other requirements the owner would like to impose.
	E.g., Copyright 2001 Regents of the University of California Santa Barbara. Free
	for use by all individuals provided that the owners are acknowledged in any use
	or publication.
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	resource.html#intellectualRights

Additional Metadata + NCD (Natural Collections Description Data)⁷ Related

The additionalMetadata field is a container for any other relevant metadata that pertains to the resource being described. This field allows EML to be extensible in that any XML-based metadata can be included in this element. The elements provided here in the GMP include those required for conformance with ISO 19139 and a subset of NCD (Natural Collections Descriptions) elements.

Term	Definition
dateStamp	The dateTime the metadata document was created or modified.
	E.g., 2002-10-23T18:13:51.235+01:00
metadataLanguage	The language in which the metadata document (as opposed to the
	resource being described by the metadata) is written. Composed of an
	ISO639-2/T three-letter language code and an ISO3166-1 three-letter
	country code.
	E.g., en_UK
hierarchyLevel	Dataset level to which the metadata applies; default value is
	"dataset" ⁸
	E.g., dataset
citation	The citation for the work itself.
	An example follows in the subsequent section.
	http://knb.ecoinformatics.org/software/eml/eml-
	2.1.0/eml.html#citation
bibliography	A list of citations (see below) that form a bibliography on literature
	related / used in the dataset
physical	A container element for all of the elements that let you describe the
	internal/external characteristics and distribution of a data object
	(e.g., dataObject, dataFormat, distribution).
	Can repeat.
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/#N100C9
resourceLogoUrl	URL of the logo associated with a resource.
	E.g., http://www.gbif.org/logo.jpg
	http://knb.ecoinformatics.org/software/eml/eml-2.1.0/eml-
	party.html#onlineUrl
parentCollectionIdentifier	Subfield of collection field.
	Is an optional field.
	Identifier for the parent collection for this sub-collection. Enables a
	hierarchy of collections and sub collections to be built.
	http://rs.tdwg.org/ontology/voc/Collection#isPartOfCollection

⁷ NCD - http://www.tdwg.org/activities/ncd/

⁸ Required for ISO19139; see http://www.fgdc.gov/standards/projects/incits-l1-standards-projects/NAP-Metadata/napMetadataProfileV101.pdf

collectionName	Subfield of collection field.
CottectionName	
	Is an optional field.
	Official name of the Collection in the local language.
	http://purl.org/dc/elements/1.1/title
collectionIdentifier	Subfield of collection field.
	Is an optional field.
	The URI (LSID or URL) of the collection. In RDF, used as URI of the
	collection resource.
	http://rs.tdwg.org/ontology/voc/Collection#collectionId
formationPeriod	Text description of the time period during which the collection was
	assembled.
	E.g., "Victorian", or "1922 - 1932", or "c. 1750".
	http://rs.tdwg.org/ontology/voc/Collection#formationPeriod
livingTimePeriod	Time period during which biological material was alive (for
	palaeontological collections).
	http://rs.tdwg.org/ontology/voc/Collection#livingTimePeriodCoverag
	<u>e</u>
specimenPreservationMeth	Picklist keyword indicating the process or technique used to prevent
od	physical deterioration of non-living collections. Expected to contain an
	instance from the Specimen Processiation Method Type Torm
	instance from the Specimen Preservation Method Type Term
	vocabulary.
	vocabulary.
	vocabulary. E.g., formaldehyde
jgtiCuratorialUnit	vocabulary. E.g., formaldehyde http://rs.tdwg.org/ontology/voc/Collection#specimenPreservationMet
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