

# NBII Metadata Standard for Web Resources Cataloguing

## **Standard Developed by:**

NBII Program Office

## **And**

Bird Conservation Node  
California Information Node  
Central Southwest/Gulf Coast Information Node  
Fisheries & Aquatic Resources Node  
Pacific Basin Information Node  
Pacific Northwest Information Node  
Southern Appalachian Information Node

Developed: 2002-06

Revised: 2004-02; 2004-08; 2005-04

<b>Element Name</b>	<b>Title</b>
<b>Definition</b>	A name given to a resource or resource component.
<b>Purpose</b>	Provides descriptive context for a resource; major point of entry from search engine results.
<b>Obligation</b>	Mandatory
<b>Format</b>	<b>Title:</b> Free text entry
<b>Existing Standards</b>	-
<b>Guidelines</b>	Drop the articles “a,” “an,” or “the” at the <i>beginning</i> of a title
	<ul style="list-style-type: none"> <li>✓ If resource has no official title in the &lt;title&gt; tag or page header, or if the official title poorly describes the resource, the cataloguer has authority to amend the title in the interests of catalogue quality and improved intellectual access to the resource.</li> <li>✓ Place the most relevant title information at the beginning of the title for better intellectual access; drop corporate or institutional names from the title itself; these can go in Creator or Publisher elements.</li> </ul>
<b>Examples</b>	<ul style="list-style-type: none"> <li>• “The GLOBE Program” should be catalogued as <b>Title:</b> GLOBE Program</li> <li>• “The National Wildlife Federation Backyard Habitat” should be catalogued as <b>Title:</b> Backyard Habitat This enables the key terms to appear first in search returns list. National Wildlife Federation can be placed in the Publisher element.</li> <li>• A resource from the University of XYZ having the title “University of XYZ College of Agriculture” and addressing the impacts of the varroa mite on honeybee populations in California should be renamed with a more descriptive title, such as <b>Title:</b> Varroa Mite Impacts on Honeybee Populations in California. “University of XYZ College of Agriculture” will appear in the Publisher element.</li> </ul>

<b>Element Name</b>	<b>Creator</b>
<b>Definition</b>	The name of the person(s) or organization primarily responsible for the intellectual content of the resource.
<b>Purpose</b>	This element allows users to search for a resource by the creator's name.
<b>Obligation</b>	Mandatory
<b>Format</b>	<b>Creator:</b> Free text entry
<b>Existing Standards</b>	<ul style="list-style-type: none"> <li>▪ For federal agency names: <a href="#">U.S. Government Manual</a></li> </ul>
<b>Guidelines</b>	<ul style="list-style-type: none"> <li>✓ For personal names: FirstName LastName.</li> <li>✓ Multiple personal names should be separated by a semi-colon, followed by a space.</li> <li>✓ For agency, organizational, or institutional names, <i>use full agency name</i> with no abbreviations or acronyms</li> <li>✓ To indicate a subdivision of the agency or institution, separate entities with a comma</li> <li>✓ To indicate multiple agencies, separate agencies with a semi-colon</li> <li>✓ If <i>no</i> author is specifically identified, the Publisher is the default Creator: enter identical data for Creator and Publisher.</li> </ul>
<b>Examples</b>	<ul style="list-style-type: none"> <li>• <b>Creator:</b> Rachel Carson</li> <li>• <b>Creator:</b> Rachel Carson; Stephen Jay Gould; Edmund O. Wilson</li> <li>• <b>Creator:</b> United States Geological Survey</li> <li>• <b>Creator:</b> Information Center for the Environment, University of California, Davis</li> <li>• <b>Creator:</b> United States Fish and Wildlife Service, Division of Migratory Bird Management</li> <li>• <b>Creator:</b> United States Geological Survey, Pacific Island Ecosystems Science Center</li> <li>• <b>Creator:</b> Houston Advanced Research Center</li> <li>• <b>Creator:</b> Conservation Management Institute, Virginia Tech</li> <li>• <b>Creator:</b> National Museum of Natural History, Smithsonian Institution</li> <li>• <b>Creator:</b> United States Geological Survey; United States Fish and Wildlife Agency, Endangered Species Program; United States Department of Defense, Office of Environmental Information Technology Management</li> </ul>

<b>Element Name</b>	<b>Contributor</b>
<b>Definition</b>	An entity responsible for making contributions to the content of the resource.
<b>Purpose</b>	This element gives credit to a minor author or an illustrator, photographer, editor, data provider, programmer, etc. A Contributor may be a person or an agency/organization. The cataloguer may optionally choose to delineate the role of the contributor, using parenthetical comments.
<b>Obligation</b>	Optional
<b>Format</b>	<b>Contributor:</b> Free text entry
<b>Existing Standards</b>	See Existing Standards under Creator.
<b>Guidelines</b>	See Guidelines under Creator.
<b>Examples</b>	<ul style="list-style-type: none"> <li>• <b>Contributor:</b> John Mosesso, Jr. (photographer)</li> <li>• <b>Contributor:</b> Environmental Protection Agency (dataset)</li> <li>• <b>Contributor:</b> Ron Sepic (editor)</li> <li>• <b>Contributor:</b> Deanne DiPietro; Allan Hollander</li> </ul>

<b>Element Name</b>	<b>Publisher</b>
<b>Definition</b>	The name of the entity responsible for making the resource available.
<b>Purpose</b>	The element establishes responsibility for a resource's publication. It can serve as a contact point for additional information about a resource, and to direct users to related information on a topic or issue. Frequently the Publisher is an agency, organization, corporation, institution, or non-profit; however, it also may be an individual.
<b>Obligation</b>	Mandatory
<b>Format</b>	<b>Publisher:</b> Free text entry
<b>Existing Standards</b>	<ul style="list-style-type: none"> <li>▪ For federal agency names: <a href="#">U.S. Government Manual</a></li> </ul>
<b>Guidelines</b>	<ul style="list-style-type: none"> <li>✓ For Internet resources, the Publisher is often identifiable from the domain name; this is the entity responsible for making the resource available on the Web.</li> <li>✓ For agency, organizational, or institutional names, <i>use full agency name</i> with no abbreviations or acronyms</li> <li>✓ To indicate a subdivision of the agency or institution, separate parent entity from child entity with a comma</li> <li>✓ For personal names: FirstName LastName</li> </ul>
<b>Examples</b>	<ul style="list-style-type: none"> <li>• <b>Publisher:</b> Rachel Carson</li> <li>• <b>Publisher:</b> Washington Post</li> <li>• <b>Publisher:</b> United States Geological Survey</li> <li>• <b>Publisher:</b> Information Center for the Environment</li> <li>• University of California, Davis</li> <li>• <b>Publisher:</b> United States Fish and Wildlife Service, Division of Migratory Bird Management</li> <li>• <b>Publisher:</b> United States Geological Survey, Pacific Island Ecosystems Science Center</li> <li>• <b>Publisher:</b> John Wiley and Sons, Inc.</li> <li>• <b>Publisher:</b> Ecological Society of America</li> <li>• <b>Publisher:</b> National Museum of Natural History, Smithsonian Institution</li> </ul>

<b>Element Name</b>	<b>Subject.Controlled</b>
<b>Definition</b>	Keyword terms from a controlled list or thesaurus which accurately describe the subject and the specificity of a resource.
<b>Purpose</b>	This element enables users to locate relevant resources from both a general and a fielded search, and allows them to narrow or expand their search to the specificity of their information needs. Use of a controlled list or thesaurus ensures that all cataloguers are using a common “language” to describe resources, greatly enhancing the consistency and the relevance of documents retrieved by the user.
<b>Obligation</b>	Mandatory
<b>Format</b>	<b>Subject:</b> Free text entries
<b>Existing Standards</b>	<ul style="list-style-type: none"> <li>▪ NBII/CSA Thesaurus <b>must</b> be used by all NBII Nodes</li> <li>▪ use only <u>preferred terms</u> from the thesaurus</li> </ul>
<b>Guidelines</b>	<ul style="list-style-type: none"> <li>✓ Catalogue to the specificity of the document; if a narrow term is used, there is no need to include the approved broader term. For example, if the term “forest management” specifically applies to the resource being catalogued, there is no need to also include approved broader terms such as “ecosystem management” or “resource management.”</li> <li>✓ Capitalize the first word of each term, as well as all proper nouns</li> <li>✓ Terms in this field are comma-delimited, with a space after each comma.</li> <li>✓ Do not include non-preferred terms in this field</li> <li>✓ To include terms not in the thesaurus, use the “Uncontrolled Subject” field. Only preferred terms occurring in the thesaurus should be included in the Subject field.</li> </ul>
<b>Examples</b>	<ul style="list-style-type: none"> <li>• <b>Subject:</b> Amphibians, Malformations, Contaminants</li> <li>• <b>Subject:</b> Urban environments, Watersheds, Contaminants,</li> <li>• <b>Subject:</b> Climatic change, Kyoto Protocol</li> </ul>

<b>Element Name</b>	<b>Subject.Uncontrolled</b>
<b>Definition</b>	Keyword terms not appearing in the CSA/NBII Biocomplexity Thesaurus which are nevertheless key to describing the subject and the specificity of a resource.
<b>Purpose</b>	This element enables users to locate relevant resources from a general search, even though it does not appear in the Biocomplexity Thesaurus.
<b>Obligation</b>	Optional
<b>Format</b>	<b>Subject:</b> Free text entries
<b>Existing Standards</b>	<ul style="list-style-type: none"> <li>▪ do <u>not</u> include non-preferred terms from the Biocomplexity Thesaurus in this field. Only terms not appearing in the Thesaurus should be included in this field.</li> </ul>
<b>Guidelines</b>	<ul style="list-style-type: none"> <li>✓ Terms in this field are comma-delimited, with a space after each comma.</li> <li>✓ Capitalize the first word of each term, as well as all proper nouns.</li> <li>✓ Do not include non-preferred terms in this field</li> </ul>
<b>Examples</b>	<ul style="list-style-type: none"> <li>• <b>Uncontrolled Subject:</b> Protocols, Citizen science</li> <li>• <b>Uncontrolled Subject:</b> Convention on Biodiversity</li> </ul>

<b>Element Name</b>	<b>Description</b>
<b>Definition</b>	An abstract or textual description of the content, scope, and/or purpose of the resource.
<b>Purpose</b>	This element provides the user with crucial context in deciding the relevance of specific documents to an information need. It is also a searchable field, and can aid users who are using generic free text searching, or whose information needs are vaguely understood.
<b>Obligation</b>	Mandatory
<b>Format</b>	<b>Description:</b> Free text entry
<b>Existing Standards</b>	-
<b>Guidelines</b>	<p>An abstract of the resource may include:</p> <ul style="list-style-type: none"> <li>✓ Topic or focus</li> <li>✓ Intended audience or use</li> <li>✓ Summary of findings</li> <li>✓ Limitations of use, or conditions of use</li> </ul> <p>Remember that a good Description of this resource may already exist: check the HTML source code of the resource to see if the &lt;meta name="description" value="..."&gt; tag has been utilized by the Creator/Publisher. Cataloguers may use this value, augment it, or create their own Description.</p>
<b>Examples</b>	<ul style="list-style-type: none"> <li>• <b>Description:</b> Global temperature fluctuations, and the resulting alterations to precipitation rates, appear to play a direct role in the declines in some amphibian populations. Research teams have linked low water levels in amphibian wetlands habitats to debilitating outbreaks of stress-induced diseases in frogs. (from FrogWeb)</li> <li>• <b>Description:</b> LMS is an evolving application designed to assist in analysis and planning of forest ecosystems by automating the tasks of stand projection, graphical and tabular summarization, stand visualization, and landscape visualization within a cohesive system. (from PNWIN)</li> <li>• <b>Description:</b> The Harold L. Lyon Arboretum coordinates, facilitates, and executes research, instruction, and service activities that utilize its collections and resources. Its major emphases are tropical plants, native Hawaiian plants, conservation biology, and Hawaiian ethnobotany. (from PBIN)</li> </ul>

<b>Element Name</b>	<b>Resource Identifier</b>
<b>Definition</b>	An unambiguous reference to the resource within a given context.
<b>Purpose</b>	A finding mechanism to provide the user with physical access to the resource. Recommended best practice is to identify the resource by means of a string or number conforming to a formal identification system. For most electronic resources, this will be the Uniform Resource Identifier (a URL, and FTP address, or DOI). For print resources, the identifier may be an ISBN or ISSN. For some resources there will be more than one identification value – for instance, a report available both online and in print.
<b>Obligation</b>	Mandatory
<b>Format</b>	Limited to the following qualifiers and free text values: <b>Resource Identifier:</b> [a URI] (free text value) <b>Resource Identifier:</b> ISBN (free text value) <b>Resource Identifier:</b> ISSN (free text value) <b>Resource Identifier:</b> Other (free text value)
<b>Existing Standards</b>	URI – Uniform Resource Identifier ( http:// ftp:// ) ISBN – International Standard Book Number ISSN – International Standard Serial Number
<b>Guidelines</b>	Cataloguers should be allowed to choose more than one qualifier.
<b>Examples</b>	<b>Resource Identifier:</b> http://www.issg.org/database/ <b>Resource Identifier:</b> ftp://cbi.usgs.gov <b>Resource Identifier:</b> http://dx.doi.org/10.4046/j.1523-1739.1999.98075.x <b>Resource Identifier:</b> ISSN: 0027-9633 <b>Resource Identifier:</b> ISBN: 0-471-89736-2 <b>Resource Identifier:</b> Other: Report# T79138-1

<b>Element Name</b>	<b>Resource Type</b>
<b>Definition</b>	The category or genre of the resource.
<b>Purpose</b>	This element allows users to restrict a search to resource of a specific kind. It also provides valuable information regarding the context, scope and purpose of a resource. Cataloguers may select more than one Resource Type from an approved picklist, if appropriate.
<b>Obligation</b>	Mandatory
<b>Format</b>	<b>Resource Type:</b> choose from approved picklist (see NBII Resource Type Definitions document)
<b>Existing Standards</b>	See NBII Resource Type Definitions document
<b>Guidelines</b>	See NBII Resource Type Definitions document
<b>Examples</b>	<ul style="list-style-type: none"> <li>• <b>Resource Type:</b> Proceedings</li> <li>• <b>Resource Type:</b> Case Studies, Management Plans and Reports</li> <li>• <b>Resource Type:</b> Internet Map Services, Datasets</li> </ul>

<b>Element Name</b>	<b>Resource Format</b>
<b>Definition</b>	The physical or digital manifestation of the resource.
<b>Purpose</b>	Typically, Resource Format may include the media-type or dimensions of the resource. Format may be used to determine the software, hardware or other equipment needed to display or operate the resource. Providing this information to users prior to their physically accessing the resource enables them to determine quickly if they may utilize the resource – partially or completely – from their current hardware and software. Cataloguers may choose more than one Resource Format, if applicable.
<b>Obligation</b>	Mandatory
<b>Format</b>	<b>Resource Format:</b> choose from approved picklist of values (see Appendix B)
<b>Existing Standards</b>	See Appendix B for NBII Resource Formats
<b>Guidelines</b>	See Appendix B. Use multiple Formats only if they characterize major, independent components of the resource that may require individual equipment to access them. For instance, if the resource is a general Web page which includes 2 illustrative images, do not characterize the Format as URL, GIF; there is no need to include the image format GIF, as Web browsers can interpret and display the image. Alternatively, if a mapping application allows for export of data to an Access database, a Resource Format of Mapping Service, MDB would be appropriate.
<b>Examples</b>	<ul style="list-style-type: none"> <li>• <b>Resource Format:</b> URL</li> <li>• <b>Resource Format:</b> DOC</li> <li>• <b>Resource Format:</b> XLS</li> <li>• <b>Resource Format:</b> ESRI E00</li> <li>• <b>Resource Format:</b> MDB</li> <li>• <b>Resource Format:</b> ZIP</li> </ul>

<b>Element Name</b>	<b>Rights</b>
<b>Definition</b>	A statement about the rights management of the resource.
<b>Purpose</b>	This element indicates intellectual property rights to the resource, as well as any restrictions to accessibility of the resource.
<b>Obligation</b>	Mandatory
<b>Format</b>	Restricted checklist. Default value will be “Copyright held by Publisher”; multiple values may be selected. <ul style="list-style-type: none"> <li>○ <b>Rights:</b> Copyright held by Publisher</li> <li>○ <b>Rights:</b> Copyright held by Creator</li> <li>○ <b>Rights:</b> Copyright held by Source</li> <li>○ <b>Rights:</b> Public Domain</li> </ul>
<b>Existing Standards</b>	-
<b>Guidelines</b>	Default value is “Copyright held by Publisher.”
<b>Examples</b>	See Format.



<b>Element Name</b>	<b>Language</b>
<b>Definition</b>	The language(s) of the intellectual content of the resource.
<b>Purpose</b>	While not a primary access point for searching, this field allows a search to be further restricted to resources in a specific language. It also provides information to the user regarding potential intellectual access to the resource.
<b>Obligation</b>	Mandatory
<b>Format</b>	<b>Language:</b> selected from picklist using Existing Standard.  Selection of more than one language should be permitted; multiple language codes should be comma-delimited.
<b>Existing Standards</b>	ISO [ <a href="#">RFC1766</a> ]
<b>Guidelines</b>	-
<b>Examples</b>	<ul style="list-style-type: none"> <li>• <b>Language:</b> English</li> <li>• <b>Language:</b> English, French</li> <li>• <b>Language:</b> English, French, Spanish</li> </ul>

<b>Element Name</b>	<b>Date.Issued</b>
<b>Definition</b>	A date associated with an event in the life cycle of the resource.
<b>Purpose</b>	Typically, Date will be associated with the creation or availability of the resource.
<b>Obligation</b>	Optional
<b>Format</b>	Field entry <ul style="list-style-type: none"> <li>▪ YYYY-MM-DD</li> </ul> <p>If no date is entered, the element should either be omitted in the end-user display, or should contain a null value.</p>
<b>Existing Standards</b>	ISO 8601 <a href="#">[W3CDTF]</a>
<b>Guidelines</b>	<ul style="list-style-type: none"> <li>✓ Recommended best practice for encoding the date value is defined in a profile of and follows the YYYY-MM-DD format.</li> <li>✓ Use “date issued” <u>only for <b>fixed</b> resources</u> such as print or digital versions of news releases, articles, journals, fact sheets, guidelines, standards, and other documents.</li> <li>✓ Leave blank if the above resources have no issue date <ul style="list-style-type: none"> <li>• It will be difficult, if not impossible, for most nodes to utilize the “date last updated” qualifier for cataloguing web sites, as most electronic resources will continue to be updated long after the Node catalogues them, and this information is unlikely to be captured on a continual basis. Because a “date last updated” entry in the NBII catalogue might lead a user to the erroneous assumption that the resource itself was never updated after the date entered by the NBII cataloguer, the potential for misunderstanding mitigates against the use of this tag for NBII cataloguing of web sites.</li> </ul> </li> <li>✓ If no day is specified, format YYYY-MM may be used.</li> <li>✓ If neither day nor month is specified, YYYY may be used.</li> <li>✓ The Date field should not be confused with the Coverage.Temporal field. The Date field indicates a specific/fixed moment in the life cycle of a resource; the date that the version in question was issued. [If multiple versions continue to be available within the resource catalogue, the Relation element should also be employed.] Coverage.Temporal addresses the relation of a time period to the content itself: a range or span of time the content covers.</li> </ul>
<b>Examples</b>	<ul style="list-style-type: none"> <li>• 2002-06-28</li> <li>• 2002</li> <li>• 2002-06</li> </ul>

<b>Element Name</b>	<b>Source</b>
<b>Definition</b>	A reference to a resource from which the present resource is derived.
<b>Purpose</b>	The present resource may be derived from the Source resource whole or in part.
<b>Obligation</b>	Optional
<b>Format</b>	<b>Source:</b> (free text value of a Resource Identifier for the <u>source</u> document, plus additional bibliographic information, if appropriate.)
<b>Existing Standards</b>	Use Existing Standards for Resource Identifier.
<b>Guidelines</b>	Recommended best practice is to reference the resource by means of a string or number conforming to a formal identification system – i.e. a Resource Identifier.
<b>Examples</b>	<ul style="list-style-type: none"> <li>The referenced resource, the Dublin Core Metadata Element Set 1.1, at &lt;<a href="http://dublincore.org/documents/dces/">http://dublincore.org/documents/dces/</a>&gt;, is a component of a larger project, the Dublin Core Metadata Initiative. Therefore,  <b>Source:</b> Dublin Core Metadata Initiative &lt;<a href="http://dublincore.org">http://dublincore.org</a>&gt;</li> <li>The referenced resource, “Environmental Contaminants: Factors Affecting Natural Resources” at &lt;<a href="http://biology.usgs.gov/s+t/SNT/noframe/idx-co.htm">http://biology.usgs.gov/s+t/SNT/noframe/idx-co.htm</a>&gt;, is a component of the print and digital resource, <u>Status and Trends of the Nation’s Biological Resources</u>. Therefore,  <b>Source:</b> <u>Status and Trends of the Nation’s Biological Resources</u>, <a href="http://biology.usgs.gov/s+t/SNT/index.htm">http://biology.usgs.gov/s+t/SNT/index.htm</a> GPO stock # 024-001-03603-7</li> <li>A scientific organization has donated images to the NBII to be served online. These photographs have been taken by a variety of photographers. For each image, the individual photographer would be credited as the Creator; the parent agency contributing the images to the NBII Image Gallery would be attributed as the Source. Therefore,  <b>Source:</b> Smithsonian Institution, National Museum of Natural History</li> </ul>

<b>Element Name</b>	<b>Relation</b>
<b>Definition</b>	A reference to a related resource.
<b>Purpose</b>	Identification of other sources that are related to the current resource, and the type of relationship.
<b>Obligation</b>	Optional
<b>Format</b>	<b>Relation:</b> is part of (Resource Identifier) <b>Relation:</b> is version of (Resource Identifier) <b>Relation:</b> is replaced by (Resource Identifier) <b>Relation:</b> replaces (Resource Identifier) <b>Relation:</b> Other (explain)
<b>Existing Standards</b>	See Existing Standards for Resource Identifier element.
<b>Guidelines</b>	Recommended best practice is to reference the resource by means of a string or number conforming to a formal identification system – i.e. a Resource Identifier.
<b>Examples</b>	Replaces <a href="http://www.website.org/000123.pdf/">http://www.website.org/000123.pdf/</a>

<b>Element Name</b>	<b>Coverage.Temporal</b>
<b>Definition</b>	The temporal scope of a resource.
<b>Purpose</b>	Provides temporal context to the scope of a resource, delineated by a date range. This is especially useful when cataloguing a dataset, to denote the interval during which data was collected. For completed datasets, both a Beginning and an Ending Date are required; for a dataset whose data collection efforts are ongoing, only a Beginning date is required.
<b>Obligation</b>	Mandatory if applicable to your resource
<b>Format</b>	<b>Coverage.Temporal.Beginning</b> YYYY-MM-DD <b>Coverage.Temporal.Ending:</b> YYYY-MM-DD
<b>Existing Standards</b>	For date ranges, use Existing Standard ISO 8601 <a href="#">[W3CDTF]</a>
<b>Guidelines</b>	Do not confuse Coverage.Temporal with the Date element. Coverage.Temporal should be used only when the resource's intellectual content is characterized by a given <i>interval</i> of time.
<b>Examples</b>	<p><u>Example 1:</u> A transect was monitored for amphibians from 1 July 1990 to 1 July 1991:  <b>Coverage.Temporal.Beginning:</b> 1990-07-01  <b>Coverage.Temporal.Ending:</b> 1995-12-31</p> <p><u>Example 2:</u> Project FeederWatch, an annual volunteer bird monitoring program, has been collecting observational data on birds present at feeders around the country:  <b>Coverage.Temporal.Beginning:</b> 1999-01</p> <p>[Note that there is no Coverage.Temporal.Ending Date, as data collection is ongoing.]</p>

<b>DC.Element Name</b>	<b>Coverage.Geographic</b>
<b>Definition</b>	The geographic extent or scope of the content of the resource. Coverage will typically include spatial location: place name(s) or geographic coordinates.
<b>Purpose</b>	Use of this element enables geospatial referencing and searching on resources, using place names or georeferenced coordinates. Geospatial interfaces to the reference catalogue enable users to limit searches to a particular region of interest.
<b>Obligation</b>	Mandatory, if applicable.
<b>Format</b>	Picklist from approved sources <b>Coverage.Geographic.Hemisphere:</b> <b>Coverage.Geographic.Continent:</b> (one or multiple) <b>Coverage.Geographic.Country:</b> (one or multiple) <b>Coverage.Geographic.State:</b> (one or multiple) <b>Coverage.Geographic.County:</b> (one or multiple) <b>Coverage.Geographic.Coordinates:</b> [option not available in Release 2.0] <b>Coverage.Geographic:</b> Not defined
<b>Existing Standards</b>	Approved place name authorities for NBII: <ul style="list-style-type: none"> <li>▪ The Geographic Names Information System [<a href="#">GNIS</a>] from USGS</li> <li>▪ Federal Information Names Processing Codes [<a href="#">FIPS</a>] from US Census</li> <li>▪ GeoNet Names Server [<a href="#">GNPS</a>] from NIMA</li> </ul>
<b>Guidelines</b>	<p>✓ Coverage.Geographic metadata is specific to the scope of the <u>resource's</u> geographic area of study or concern; it should <u>not</u> be used to characterize the origin of the resource itself. For instance, a resource published by the University of Texas on lynx populations in Canada would have a geographic coverage metadata for the regions of Canada, and <b>no</b> geographic coverage metadata related to Texas.</p> <p>✓</p>
<b>Examples</b>	<b>Coverage.Geographic.Hemisphere:</b> Northern Hemisphere <b>Coverage.Geographic.Continent:</b> North America <b>Coverage.Geographic.Country:</b> Canada <b>Coverage.Geographic.State:</b> British Columbia, Alberta

<b>DC.Element Name</b>	<b>Coverage.Jurisdictional</b>
<b>Definition</b>	The entity or entities with legal standing or obligation to interpret or apply the law, agreement, or binding commitment articulated in the resource.
<b>Purpose</b>	Use of this element enables geospatial referencing and searching on resources, using place names or georeferenced coordinates. Geospatial interfaces to the reference catalogue enable users to limit searches to a particular region of interest.
<b>Obligation</b>	Mandatory if applicable
<b>Format</b>	Free text  Coverage.Jurisdictional.Entity
<b>Existing Standards</b>	Approved place name authorities for NBII: <ul style="list-style-type: none"> <li>▪ The Geographic Names Information System <a href="#">[GNIS]</a> from USGS</li> <li>▪ Federal Information Names Processing Codes <a href="#">[FIPS]</a> from US Census</li> <li>▪ GeoNet Names Server <a href="#">[GNPS]</a> from NIMA</li> </ul>
<b>Guidelines</b>	<ul style="list-style-type: none"> <li>✓ Coverage.Jurisdiction metadata is specific to the scope of the resource's jurisdiction; that is, where it is legally enforceable.</li> <li>✓ Multiple entities should be separated with a semi-colon.</li> </ul>
<b>Examples</b>	North American Free Trade Agreement: Coverage.Jurisdictional.Entity: Canada; Mexico; United States Canada-United States Air Quality Agreement: Coverage.Jurisdictional.Entity: Canada; United States Chesapeake Bay Program: Coverage.Jurisdictional.Entity: Virginia; Maryland; District of Columbia; Pennsylvania Directive on the Conservation of Wild Birds: Coverage.Jurisdictional.Entity: European Union

<b>Element Name</b>	<b>Scientific Name</b>
<b>Definition</b>	The unequivocal scientific name by which an organism is universally recognized.
<b>Purpose</b>	Establishes a standard name observed by all researchers to describe an organism, and ensures
<b>Obligation</b>	Mandatory if your resource is species-specific
<b>Format</b>	<b>Scientific Name:</b> Genus species
<b>Existing Standards</b>	<ul style="list-style-type: none"> <li>▪ The <a href="#">Integrated Taxonomic Information System</a> (ITIS) <b>must</b> be used by all NBII Nodes.</li> <li>▪ If ITIS does not provide coverage for a particular species, an appropriate alternative may be used. Cataloguers must specify the name of the resource.</li> </ul>
<b>Guidelines</b>	<ul style="list-style-type: none"> <li>✓ Genus name should be capitalized; species name should be lower case.</li> <li>✓ Multiple species are comma delimited, with a space after the comma.</li> <li>✓ If the resource deals with a multiple species within a given genus, use the genus name, followed by spp. (e.g. Rana spp.)</li> <li>✓ If the resource does not address species-level data, this should be indicated in this field</li> </ul>
<b>Examples</b>	<ul style="list-style-type: none"> <li>• <b>Scientific Name:</b> Rana catesbeiana</li> <li>• <b>Scientific Name:</b> Carodacus spp.</li> <li>• <b>Scientific Name:</b> Rana catesbeiana, Rana aurora draytonii, Rana luteiventris</li> </ul>

<b>Element Name</b>	<b>Common Name</b>
<b>Definition</b>	The name(s) by which an organism is known colloquially.
<b>Purpose</b>	Common names are generally used outside the scientific community to refer to species. Common names for species may vary by region; many organisms are known by more than one common name, but have only one Scientific name. Cataloguing common name provides a useful way for amateur scientists and the general public to search for information about a particular organism.
<b>Obligation</b>	Mandatory if your resource is species-specific
<b>Format</b>	<b>Common Name:</b> Common name(s)
<b>Existing Standards</b>	See Existing Standards for Scientific Name.
<b>Guidelines</b>	<ul style="list-style-type: none"> <li>✓ Capitalize first word in common name; subsequent words in the name are lower case, with the exception of place-based names</li> </ul>
<b>Examples</b>	<ul style="list-style-type: none"> <li>• <b>Common Name:</b> Bullfrog</li> <li>• <b>Common Name:</b> Finch spp.</li> <li>• <b>Common Name:</b> Bullfrog, California red-legged frog, Columbia spotted frog</li> <li>• <b>Common Name:</b> Species-level data not indicated</li> </ul>

<b>Element Name</b>	<b>Cataloguing Node</b>
<b>Definition</b>	Official name of the NBII Node performing original cataloguing on a new resource in the NBII catalogue.
<b>Purpose</b>	This element identifies the originating node cataloguing the resource, and serves as a point of reference for questions about the resource and/or the cataloguing process.
<b>Obligation</b>	Mandatory
<b>Format</b>	<b>Cataloguing Node:</b> Full Node Name
<b>Existing Standards</b>	-
<b>Guidelines</b>	✓ Capitalize the first letter of each word in the Node's name, excluding articles.
<b>Examples</b>	<ul style="list-style-type: none"> <li>• <b>Cataloguing Node:</b> Bird Conservation Node</li> <li>• <b>Cataloguing Node:</b> Coral Reefs Project</li> <li>• <b>Cataloguing Node:</b> Fisheries and Aquatic Resource Node</li> <li>• <b>Cataloguing Node:</b> Gap Analysis Program</li> <li>• <b>Cataloguing Node:</b> Great Basin Project</li> <li>• <b>Cataloguing Node:</b> Guyda Paraguay Project</li> <li>• <b>Cataloguing Node:</b> IABIN</li> <li>• <b>Cataloguing Node:</b> Invasive Species Information Node</li> <li>• <b>Cataloguing Node:</b> NBII Image Gallery</li> <li>• <b>Cataloguing Node:</b> NBII Program Office</li> <li>• <b>Cataloguing Node:</b> Wildlife Disease Information Node</li> <li>• <b>Cataloguing Node:</b> California Information Node</li> <li>• <b>Cataloguing Node:</b> Central Southwest Gulf Coast Information Node</li> <li>• <b>Cataloguing Node:</b> Northern Rockies Information Node</li> <li>• <b>Cataloguing Node:</b> Pacific Basin Information Node</li> <li>• <b>Cataloguing Node:</b> Pacific Northwest Information Node</li> <li>• <b>Cataloguing Node:</b> Southern Appalachian Information Node</li> <li>• <b>Cataloguing Node:</b> Southwest Information Node</li> </ul>