

GIS II: Data Management Getting Started with Metadata Exercise

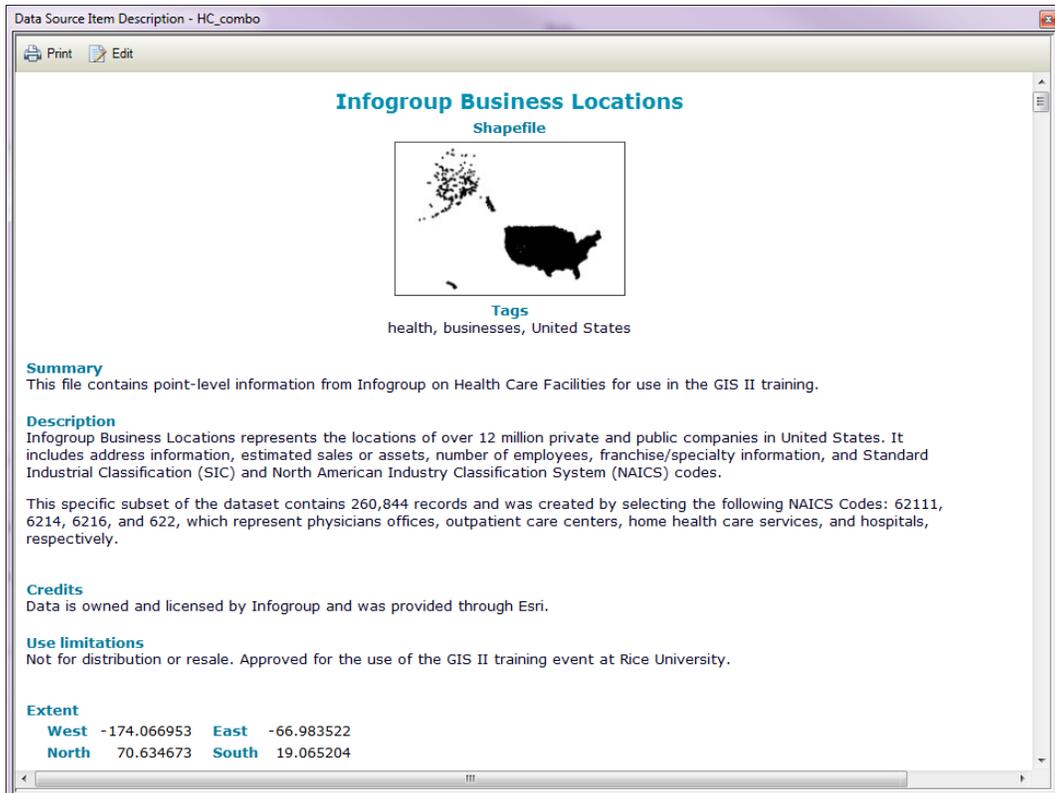
*** Files needed for exercise: *HC_combo.shp*

Goals: The goal for this exercise is to examine metadata as an item description in ArcMap to assess the quality, provenance, and use constraints of a dataset. You will also learn how to use the ArcCatalog to edit metadata.

Skills: After completing this exercise, you will be familiar with examining and editing metadata.

Viewing an Item Description

1. Open a new blank map in ArcMap.
2. Click on the **Add Data** button, browse to the Getting Started with Metadata Exercise_Data folder, and add the file *HC_combo.shp*.
3. What can you tell about this shapefile by its geometry? What can you tell about this shapefile from its attribute table?
4. To better understand this dataset, take a look at its **Item Description**. Right click the *HC_combo* layer in the Table of Contents and select **Data > View Item Description**. The **Data Source Item Description** window opens and displays the item's metadata.



Summary
This file contains point-level information from Infogroup on Health Care Facilities for use in the GIS II training.

Description
Infogroup Business Locations represents the locations of over 12 million private and public companies in United States. It includes address information, estimated sales or assets, number of employees, franchise/specialty information, and Standard Industrial Classification (SIC) and North American Industry Classification System (NAICS) codes.
This specific subset of the dataset contains 260,844 records and was created by selecting the following NAICS Codes: 62111, 6214, 6216, and 622, which represent physicians offices, outpatient care centers, home health care services, and hospitals, respectively.

Credits
Data is owned and licensed by Infogroup and was provided through Esri.

Use limitations
Not for distribution or resale. Approved for the use of the GIS II training event at Rice University.

Extent

West	-174.066953	East	-66.983522
North	70.634673	South	19.065204

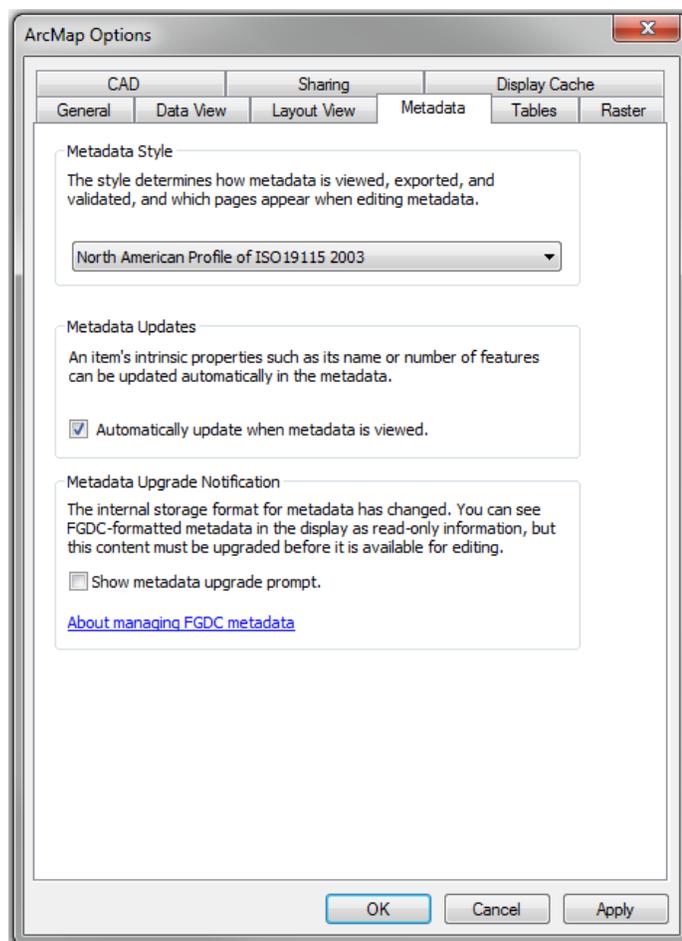
GIS II: Data Management

Getting Started with Metadata Exercise

5. What information is provided for the dataset in the item description? You will see it contains a brief summary, a more detailed description, credits, use limitations, extent, and scale range. The default Item Description style can be considered minimalist in the amount of information it provides. In many cases the item description style may be adequate; however if you are sharing data with regular GIS users, metadata styles with more information and a formal structure may be desired. We can change the metadata style to view more or different information about the item.
6. **Close** the Item Description window.

Changing the Metadata Style

1. You can change the style of metadata in ArcMap or ArcCatalog. On the main toolbar, go to **Customize > ArcMap Options** and select the **Metadata tab**.
2. In this case, you should select North American Profile of ISO19115 2003 as your style.



This is the North American Profile of the International Organization for Standardization's (ISO) standard number 19115. This new standard is replacing the former Federal Geospatial

GIS II: Data Management

Getting Started with Metadata Exercise

Data Committee's (FGDC) content standard for digital geospatial metadata (CSDGM) for Canada and the United States.

3. Keep “**Automatically update metadata when viewed**” checked. When this option is checked, ArcGIS retrieves the item's properties and records them in the appropriate metadata elements. As part of this operation, some metadata is created if it doesn't already exist. This could include information such as coordinate system, extent, scale, feature count, and field information. This process is known as synchronization—values in the metadata are being synchronized with the properties of the item. Click **OK**.
4. Now take a look again at the description for your data. Right click the layer, select **Data > View Item Description**. You should see two new items at the bottom of the Data Source Item Description window: **ArcGIS Metadata** and **FGDC Metadata**. You can expand each by clicking on the triangle to the right. ArcGIS metadata is Esri's form of metadata that contains content for all metadata standards. FGDC metadata is being replaced with new standards so it is not editable.



5. Answer the following questions by exploring both the ArcGIS and FGDC metadata styles:
 - a. Who can you contact with questions about this dataset?
 - b. What is the edition date for the dataset?
 - c. How often is this dataset updated?
 - d. What are the use legal constraints of this dataset?
 - e. What is the coordinate system of this dataset?
 - f. What value does the attribute field SALES_VOL represent?

This information is valuable and can be tracked, maintained, and shared with collaborators and consumers. Next, you will learn to edit this information.

6. **Close** the Item Description window when you are finished exploring the metadata.