CGIA

Using the Ortho Imagery Metadata Template

This template is designed for the most common ortho imagery data publication in North Carolina where a contractor produces the data, a county agency publishes and distributes the data, and compressed images are shared through NC OneMap.

Before importing the template using ArcCatalog or other GIS tool, use the text version of the template to find and replace as follows (use a text editor to edit/replace; do not use MS WORD with metadata to avoid inadvertent formatting).

Find and Replace

Replace BBBBB with the name of the contractor for data creation (and usually origination of the metadata record)

Replace ZZZZZ with the name of the county.

Replace CCCCC with the name of the camera or type of camera used for the imagery

Replace RRRRR with the title of the Project Report and online link if available (Project Report is described in section 6.23 of the Secretary of State Technical Specification for Ortho Imagery).

Replace SSSSS with the name of the software used in processing the TIF images

Replace GGGGG with the name of the county department (contact organization, e.g., Land Records Department, Information Technology Services, GIS Department, etc.)

Replace PPPPP with the name of the county contact person

Replace WWWWW with the position of the county contact person (e.g., Land Records Supervisor, Tax Assessor, Information Technology Services Director, GIS Coordinator, etc.)

Replace AAAAA with the street address of your office (number name suffix)

Replace TTTTT with the name of your city or town (address)

Replace 99999 with the postal zip code of your office

Replace NNNNN with contact telephone number

Replace FFFFF with contact fax number

Replace EEEEE with contact email address

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Editing Notes

Check and edit all dates using the format YYYYMMDD, YYYYMM or YYYY depending on the availability of year, month and day.
Edit dates shown as examples in the template to be consistent with data capture and other dates specific to your project. Note that "Publication date" represents the release of the dataset or the last update of the dataset.

Online access is shown as www.nc.onemap (the image server and FTP for MrSID compressed files for counties participating in NC OneMap).

Check and edit the resolution (set at 0.5 foot resolution or "200-scale" in template). One metadata record per resolution (scale) is needed.

Check and edit the attribute accuracy report to reflect your procedures.

Check "source contribution" examples and edit to reflect your specific data and processes.

Under Data Quality, check process steps and edit the examples to reflect your specific steps.

Check to see if the last process step is "import metadata" which you do not need to keep (delete the process step).

Under Identification Information, check and edit access constraints and use constraints to be consistent with your jurisdiction's policies.

Check for unintended wording and add detail where practical.

Use the online metadata validator to check for errors—go to:
 http://geo-nsdi.er.usgs.gov/validation/
and browse to the metadata file and click the "validate" button. The error report describes each error (if any) and the line in the text where it occurred.

For more information, contact dataq@ncmail.net