# Guide to NBN Atlas Metadata Form

When a new dataset is submitted to the NBN Atlas, it must be accompanied by a metadata EML file, or CSV file, to describe the dataset. The provided CSV template has pre-defined headings. These headings are described below.

| Term Name | Description |
|---|---|
| DatasetTitle | The title is the name that the dataset is commonly known by. If the dataset does not already have a title it should be given one that describes its contents. Best practice is to include the data subject, date range and geographic extent, for example "Butterfly distributions for Great Britain for the period 1994 to 2004". You do not need to include the data provider's name as this is always listed alongside the dataset on the NBN Atlas |
| Creator | Please identify the individual who has created and submitted this dataset to the NBN Atlas. |
| OrganisationName | The name of your organisation or group as it is registered on the NBN Atlas |
| EmailAddress | Email address for the creator. |
| Description | Use this field to provide a general description of your dataset. This should summarise the subjects included, for example the species or habitats. Where you have an existing description for the dataset you should enter this here. If you have included zero abundance records (absences) in your dataset please describe the structure of the sampling undertaken within the survey or monitoring programme and where possible the sampling effort involved in order to ascertain a true absence of the species at this location. It is recommended that ad hoc or casual absence records be excluded from the dataset. |
| AdditionalMetadata | Please describe the purpose for which the records were originally collected and also, where different, the reason for producing this dataset. For example, the dataset may have been created to identify the national distribution of a species, but some of the individual records may have been taken as part of a site based environmental impact assessment |
| IntellectualRights | The data licence applied to the dataset (CC0, CC BY, CC BY-NC or OGL) |
| GeographicCoverage | The NBN Atlas will automatically generate summary UK distribution maps for records within the dataset. Please describe the geographical extent of the dataset. For survey-based data this may be a larger geographic area than the occurrence of records within the dataset. For example, a butterfly survey for the whole of Great Britain may only have generated records in southern England for some species.<br>You should describe how complete the survey coverage is. For example, is the occurrence of records biased towards populated areas? Are there |

| | areas with limited or intense recording activity that should be taken into consideration? You should summarise the precision to which the location of observations are recorded. For example, "The majority of records in this dataset are collated with summary 10km grid references, but for some counties records were provided with six figure grid-references". |
|---|---|
| **TemporalCoverage** | Please describe the level of recording activity over time. For some survey based data this time period may be longer than that described by the records the survey generated. For example, a bird survey for 1994 may only generate records for April to September for migratory species and it is important to highlight that survey activity was maintained throughout the entire year. You should summarise and where possible explain changes in recording activity over time. For example, identify periods of strong or weak recording (e.g. changes with the seasons), changes in data source (e.g. literature, collections, field recording) or increased activity to coincide with the publication of an Atlas. You should indicate how accurate the dates for records are. For example, "Records up to 1970 may be recorded by year and season. From 1970 the majority of records have a full date (DD/MM/YYYY)". |
| **Methods** | Please provide a concise description of the methods and techniques used in creation of the dataset. Where possible you should provide a description of the methods used in dataset collation. For example, the criteria for record inclusion, the methods used to verify records and validate the dataset. You should also, where possible, provide details on the methods used in data capture. For example, pitfall traps, direct observations, NVC survey methodology etc. You should highlight any areas of uncertainty with regard to any aspect of data capture and collation. |
| **QualityControl** | This provides an opportunity for you to provide an assessment of the quality of data capture and/or the collated dataset as a whole. Please ascribe your general level of confidence in the data source, processing, validation and record collation. For example, "Data have only been updated and maintained sporadically since the early 1990s and should not be regarded as having comprehensive geographic or taxonomic coverage. Older data, input in the mid 1980s, have not been reassessed in light of recent taxonomic splits or aggregations. Data should therefore be checked against original sources before use in contentious circumstances". |
| **AdditionalInfo** | Where available please provide details on where additional information about the data can be found. For example, this could refer to your organisation's website, a publication or an individual to contact. You should also indicate the level of support that is |

| | |
|---|---|
| | available. For example, your ability to offer interpretive services. |
| **BoundingCoordinates** | If available, please give the lat / long coordinates of the extent of the records in this dataset |
| **Contact** | The name and contact details for a contact person for this dataset. This should include and email address, phone number and postal address where possible |