**NBN Atlas Data Resource Metadata Form: DNA-derived occurrence records**

A completed metadata form must be submitted when a NBN Atlas Data Partner wishes to create a new Data Resource OR to update the text for an existing Data Resource page. Please include this completed form in your email to [data@nbnatlas.org.uk](mailto:data@nbnatlas.org.uk). Text can be **emboldened**, *italicised*, or given as bullet points. Please format accordingly.

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| **Term (\* = mandatory)** | **Description** | **Value** |
| **\*Data Resource Name** | Best practice is to include the data subject, date range and geographic extent. Scientific names cannot be italicised in the title. |  |
| Data Resource URL | The URL of the data resource. |  |
| **\*Public resolution** | **Must be one of**:   * Full resolution (as provided) * 1km * 2km * 5km * 10km |  |
| **\*Description** | General description of the data resource, split into three unlabelled sections: **Public Description**, **Technical Description**, and **Focus**. Please provide a paragraph for each section or a single paragraph for the **Public Description.** |  |
| Purpose | The purpose of the data resource or survey. |  |
| Geographic Description | The geographic extent of the records. |  |
| Bounding Box | Must be given in decimal degrees, WGS84. | North:  South:  East:  West: |
| Temporal range | The earliest and latest record date, given in YYYY-MM-DD format. | Start date:  End date: |
| **\*Data Quality Description** | Accuracy, completeness, consistency and reliability of the data. |  |
| **\*Data collection methods** | The methods and techniques used in the creation of the data resource. |  |
| Data Generalisations | Description of any generalisations applied to the records. |  |
| Information withheld | Description of any information pertaining to the records that has not been shared. |  |
| **\*Data collection protocol name** | The name of a standardised methodology used to collect the data. |  |
| **\*Data collection protocol documentation** | Description of the methodology or provide a link to an external website. |  |
| **\*Citation** | The text that should be used when the data resource is cited in publications or reports. Recommended format is:  *Data Partner Name* ([Insert year of download]). *Data Resource Name*. Occurrence dataset on the NBN Atlas. |  |
| Rights | Additional rights or copyright information. |  |
| **\*License** | **Must be one of**:   * OGL * CC0 * CC-BY * CC-BY-NC   If you are sharing a data resource that contains records with different licenses, ensure the license column is included when sharing the data.  See <https://docs.nbnatlas.org/data-licenses/> for further information. |  |
| **\*Contact name** | The name of the registered contact (**publicly available**). |  |
| **\*Contact email** | The email address of the registered contact (**publicly available**). |  |
| Representative image | A picture which will be displayed on the data resource page, **max 200KB**. | Please include as an attachment when submitting your data and metadata. |
| **\*Sharable with GBIF**  GBIF UK membership restored - National Biodiversity Network | The Global Biodiversity Information Facility (GBIF) is an open-data global research infrastructure for sharing biodiversity data. The NBN is the UK node for GBIF and, with the permission of the individual data partners, we share NBN Atlas datasets with GBIF. The benefit of sharing data with GBIF is that it vastly increases the number of people who will find and possibly use the data. GBIF assigns each dataset a DOI (Digital Object Identifier), which is a unique identifier for the dataset. When datasets are cited in publications, GBIF stores the citation against the DOI and passes this information back to the NBN Atlas. Citations for a dataset are listed on the dataset page. Citations are a valuable way of demonstrating the importance of sharing biodiversity data. We encourage all data partners to allow us to share their data with GBIF. If anyone is unsure whether their data is being shared please email [data@nbn.org.uk](mailto:data@nbn.org.uk). | Yes / No |