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Guidelines - Metadata Review

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Guidelines - Metadata Review

Purpose

The purpose of these guidelines is to ensure the accuracy, completeness, and usability of metadata for research datasets ingested into our institutional repository (Scholars' Mine).

Introduction

Metadata records are best reviewed alongside the data, since metadata describe datasets and there are some points it is helpful to compare what is stated in the metadata to what the dataset shows. More than one metadata record may be required to describe the data. For example, a record describing a collection of data sets, or multiple records describing each individual dataset.

This checklist is provided to assist the metadata reviewer and researcher in creating quality metadata. Once the review is complete, return comments and suggestions to the metadata author for modifications and improvements.

Checklist

1. Check compliance with standard using a metadata validation tool appropriate to the research discipline and file format. If you are not familiar with an acceptable tool contact the Scholarly Communications Librarian for advice. Make notes on any compliance issues reported by the tool.
2. Confirm that the metadata matches the data and its correct version. Because existing metadata records can be used as templates old information can be carried over.
3. If any links to data, publications, or other services exist, confirm that they are current and active.
4. Does the metadata explain field names and values contained in the dataset?
5. Do geographic coordinates match location keyword in the metadata and do these agree with the data?
6. Do keywords accurately represent the data and utilize terms from standard vocabularies whenever possible. If you are not familiar with accepted standard vocabularies for the research discipline contact the Scholarly Communications Librarian or Institutional Repository Coordinator for assistance.
7. Is information about data processing steps, methodology, and lineage included in the record and does it match any associated publications?
8. Does the metadata provide complete and current information about how to use the data files? Does it include access instructions, software requirements, data models, definitions of terms, size of data, etc.?
9. Does the metadata describe access constraints and/or use constraints?
10. Does the metadata include any required liability statements?
11. Is the content written in a way that is usable and helpful, without the use of formatting or special character which may cause transfer or formatting issues?

Guideline Review

Curtis Laws Wilson Library
Missouri University of Science and Technology

These guidelines and the actions and activities associated with it will be evaluated regularly to ensure that implemented strategies continue to support the Library's mission and policies, use resources in a cost-effective manner, and adapt appropriately to address evolving law and technologies. This evaluation will be completed at least once every three years.