

## World Bank Geographic Metadata Standards Quick Guide

Last Updated: May 18, 2009

The World Bank Geographic Metadata Standards are based on ISO 19115:2003 Geographic Metadata Standards. This quick guide is designed to help World Bank users uploading data to the World Bank Spatial Data Repository, found by typing “Spatial” into a World Bank web browser.

Please note that the organization of the metadata form is expected to change slightly in the future to better facilitate data entry. This document will be updated and redistributed at that time.

### Summary of Mandatory and Optional Metadata Fields

Section 1: Identification	
Title	<b>Mandatory</b>
Date	<b>Mandatory</b>
Date Type	<b>Mandatory</b>
Edition	Optional
Presentation Form	skip
Abstract	<b>Mandatory</b>
Purpose	Optional
Status	skip
Section 2: Point of Contact	
Individual Name	<b>Mandatory</b> - record either individual or organization name
Organization Name	individual or organization name
Position Name	Optional
Voice	Optional
Facsimile	Optional
Delivery Point	Optional
City	Optional
Administrative Area	Optional
Postal Code	Optional
Country	Optional
Electronic Mail Address	Optional
Role	<b>Mandatory</b>
Maintenance & Update Frequency	Optional
Section 3: Descriptive Keywords	
Keyword	Optional
Keyword Type	skip
Country & Regions	<b>Mandatory</b>
Access Constraints	skip
Use constraints	<b>Mandatory</b>
Other constraints	Optional
Spatial Representation Type	Optional

<b>Section 4: Equivalent Scale</b>	
Denominator	skip
Language	<b>Mandatory</b>
Character set	skip
Topic Category Code	<b>Mandatory</b>
<b>Section 5: Temporal Extent</b>	
Identifier	skip
Begin Date	Optional
End Date	Optional
Geographic Bounding Box	<b>Mandatory</b>
Supplemental Information	<b>Mandatory</b>
<b>Section 6: Distribution Info</b>	
Online Resource	Optional
URL	Optional
Protocol	skip
Description	Optional
<b>Section 7: Reference System Info</b>	
Code	skip
<b>Section 8: Data quality info</b>	
Hierarchy Level	skip
Statement	Optional
<b>Section 9: Metadata Author</b>	
Individual Name	<b>Mandatory</b> - record either individual or organization name
Organization Name	individual or organization name
Position Name	Optional
Voice	Optional
Facsimile	Optional
Delivery Point	Optional
City	Optional
Administrative Area	Optional
Postal Code	Optional
Country	Optional
Electronic Mail Address	Optional
Role	Optional

[M] = Mandatory      [O] = Optional

## Section 1: Identification

**Title [M]:** Name by which the dataset is known and should be cited. At a minimum, the name should indicate where, what, and when.

**Date [M]:** Reference date for the cited dataset

**Date Type [M]:** Event used for reference date. Drop down options are:

- *creation* (identifies when the dataset was brought into existence)
- *publication* (identifies when the dataset was issued)
- *revision* (identifies when the dataset was examined and improved or amended)

**Edition [O]:** Version of the cited dataset

**Abstract [M]:** Brief narrative summary of the content of the resource(s)

**Purpose [O]:** Short description of the project for which this dataset was created or used

## Section 2: Point of Contact

**Individual Name [M]:** Name of the responsible person – surname and given name

**Organization Name [M]:** Name of the responsible organization

**Position Name [O]:** Role or position of the responsible person

**Voice [O]:** Phone number

**Facsimile [O]:** Fax number

**Delivery Point [O]:** Street or PO address

**City [O]**

**Administrative Area [O]:** i.e. state, province, district

**Postal Code [O]**

**Country [O]**

**Electronic Mail Address [O]:** email

**Role [M]:** Function performed by the responsible party. Drop down options are:

- *datasetProvider* (party that supplies the dataset)
- *custodian* (party that accepts accountability and responsibility for the data and ensures appropriate care and maintenance of the dataset)
- *owner* (party that owns the dataset)
- *user* (party who uses the dataset)
- *distributor* (party who distributes the dataset)
- *originator* (party who created the dataset)
- *pointOfContact* (party who can be contacted for acquiring knowledge about or acquisition of the dataset)
- *principallInvestigator* (key party responsible for gathering information and conducting research)
- *processor* (party who has processed the data such that the dataset is modified)
- *publisher* (party who published the resource)
- *author* (party who authored the resource)

**Maintenance and Update Frequency [O]:** Specify the frequency with which the dataset is updated. Drop down options are:

- *annually* (data is updated each year)
- *asNeeded* (data is updated as deemed necessary)
- *biannually* (data is updated twice each year)
- *continual* (data is repeatedly and frequently updated)
- *daily* (data is updated each day)
- *fortnightly* (data is updated every two weeks)
- *irregular* (data is updated in intervals that are uneven in duration)
- *monthly* (data is updated each month)
- *notPlanned* (there are no plans to update this data)
- *quarterly* (data is updated every three months)
- *unknown* (frequency of maintenance for the data is unknown)
- *weekly* (data is updated on a weekly basis)

### Section 3: Descriptive Keywords

**Keyword [O]:** Commonly used word(s) or phrase(s) used to describe the subject

**Country or Region [M]:** Choose the country or region from the drop down menu associated with the dataset

**Use constraints [M]:** Constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitation or warning on using the resource or metadata. Drop down options are:

- *copyright* (exclusive right to the publication, production, or sale of the rights to a literary, dramatic, musical, or artistic work, or to the use of a commercial print or label, granted by law for a specified period of time to an author, composer, artist, distributor)
- *intellectualPropertyRights* (rights to financially benefit from and control distribution of non-tangible property that is a result of creativity)
- *license* (formal permission to do something)
- *otherRestrictions* (limitation not listed)
- *patent* (government has granted exclusive right to make, sell, use or license an invention or discovery)
- *patentPending* (produced or sold information awaiting a patent)
- *restricted* (withheld from general circulation or disclosure)
- *trademark* (a name, symbol, or other device identifying a produce, officially registered and legally restricted to the use of the owner or manufacturer)

**Other constraints [O]:** If "otherRestrictions" is selected from the above drop down menu, describe other restriction and legal prerequisites for accessing and using the resource or metadata

**Spatial Representation Type [O]:** Methods used to spatially represent geographic information. Drop down options are:

- *grid* (raster)
- *stereoModel* (stereophotogrammetry imagery)
- *textTable* (tabular, non spatial data)
- *tin* (Triangulated Irregular Network data used in 3D surface model)
- *vector* (points, lines, polygons)

### Section 4: Equivalent Scale

**Language [M]:** From the drop down menu, choose the language used within the dataset

**Topic Category Code [M]:** Specify the main ISO category(ies) through which your map or data could be classified. Drop down options are:

- *biota* (flora and/or fauna in natural environments)
- *boundaries* (legal land descriptions)
- *climatologyMeteorologicalAtmosphere* (processes and phenomena of the atmosphere)

- *economy* (economic activities, conditions, and employment)
- *elevation* (height above or below the earth's surface)
- *environment* (environmental resources, protection, and conservation)
- *farming* (rearing of animals and/or cultivation of plants)
- *geoscientificInformation* (information pertaining to the earth sciences)
- *health* (health, health services, human ecology, and safety)
- *imageryBaseMapsEarthCover* (base imagery)
- *inlandWaters* (inland water features, drainage systems and characteristics)
- *intelligenceMilitary* (military bases, structures, activities)
- *location* (positional information and services)
- *oceans* (features and characteristics of salt water bodies)
- *planningCadastre* (information used for appropriate future use of the land)
- *society* (characteristics of society and culture, including demographics)
- *structure* (man-made construction)
- *transportation* (means and aids for conveying persons and/or goods)
- *utilitiesCommunication* (energy, water and waste systems, and communications infrastructure)

## Section 5: Temporal Extent

**Begin Date [O]:** Starting date of dataset date range

**End Date [O]:** Ending date of dataset date range

**Geographic Bounding Box [M]:** Choose a region or country to automatically populate the geographic extent of the dataset

**Supplemental Information [M]:** In the future, "Classification" will be added to this form as a MANDATORY field. Until then, restrictions on the handling of the dataset will be recorded in this field. Please type one of the following:

- *unclassified* (available for general disclosure)
- *restricted* (not for general disclosure)
- *confidential* (available to someone who can be entrusted with information)
- *secret* (kept or meant to be kept private, unknown, or hidden from all but a select group of people)
- *topSecret* (of the highest secrecy)

Further supplemental information is OPTIONAL. You might also include:

- place information that is not elsewhere covered
- 'front' important information such as related studies, data set limitations, and notifications

## Section 6: Distribution Info

**Online Resource [O]:** Link to a website where the dataset can be downloaded, or users can learn more about the dataset.

**URL [O]:** Uniform Resource Locator (URL) address such as <http://www.worldbank.org>

**Description [O]:** Description of what the online resource is/does

## Section 7: Reference System Info

Not applicable. Skip.

## Section 8: Data quality info

**Statement [O]:** A general explanation about the lineage of the dataset

## Section 9: Metadata Author

**Individual Name [M]:** Name of the responsible person – surname and given name

**Organization Name [M]:** Name of the responsible organization

**Position Name [O]:** Role or position of the responsible person

**Voice [O]:** Phone number

**Facsimile [O]:** Fax number

**Delivery Point [O]:** Street or PO address

**City [O]**

**Administrative Area [O]:** i.e. state, province, district

**Postal Code [O]**

**Country [O]**

**Electronic Mail Address [O]:** email, preferably World Bank email

**Role [O]:** Function performed by the responsible party. Drop down options are:

- *datasetProvider* (party that supplies the dataset)
- *custodian* (party that accepts accountability and responsibility for the data and ensures appropriate care and maintenance of the dataset)
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