The 9th Annual University of Massachusetts and New England Area Librarian e-Science Symposium

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Education & Training Interactive Workshop: A Collaborative Clearinghouse for Data Management Training and Education Resources

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Data Management Training (DMT) Clearinghouse Exercise Handout

Part 1: Sample Module from ESIP Data Management Short Course for Scientists
(http://commons.esipfed.org/node/735)

Advertising your data: Agency requirements for submitting metadata

Submitted by superadmin on Thu, 2012-11-08 18:37

Overview:
This training module is part of the Federation of Earth Science Information Partners (or ESIP Federation's) Data Management for Scientists Short Course. The subject of this module is "Agency Requirements for Submitting Metadata." This module was authored by Nancy Hoebelheinrich from Knowledge Motifs LLC. Besides the ESIP Federation, sponsors of this Data Management for Scientists Short Course are the Data Conservancy and the United States National Oceanic and Atmospheric Administration (NOAA).

As an overview, we will touch the following topics in this module:
- How the agencies persuade you to make metadata available about your data by submission or publication. Metadata can be defined as descriptive information about your data of the type that is usually found in search portals.
- Specifically, we will be talking about the National Science Foundation (NSF's) required Data Management Plan that motivates you to make metadata available.
- The National Aeronautics and Space Administration (NASA's) Data and Information Policy that encourages you to make metadata available.
- The National Oceanic and Atmospheric Administration (NOAA's) Administrative Order 212-15 that directs you to make metadata available.
- How the practice of submitting or publishing metadata is promoted by the E-Government Act of 2002 (44 U.S.C 3602).

Other topics we will discuss include the timeliness of the metadata submission, and some dissemination tools and techniques that can help you make your metadata available to the public.

Advertising your data: Agency requirements for submitting metadata

Nancy J. Hoebelheinrich
Knowledge Motifs, LLC
Version 1.0
September 2012

AdvertisingYourDataAgencyRequirements_NancyHoebelheinrich_final from ESIPFed on Vimeo.

Module Leads:
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Attachments:
AdvertisingYourDataAgencyRequirements_NancyHoebelheinrich_final.pptx
Part 2: Submission Form from the Data Management Training Clearinghouse
(http://dmtclearinghouse.esipfed.org/submit) – Log in is required

Section 1 of 4: Required Information

Title *

URL - the landing page for the learning resource
https://oedbreeze.cr.usgs.gov/dm-value/

Author(s) - the individual or organization credited with creating the learning resource.

Authoring Person(s) Name

Add new person

Authoring Organization(s) Name

Add new organization

Access Cost *

- No fee
- Fee

Contact - person or organization to contact in case of questions about the resource's content or status.

Contact Person(s)

Add new person

Contact Organization(s)

Add new organization
Section 2 of 4: Recommended Information – About the Learning Resource

Description - a brief synopsis, abstract or summary of what the learning resource is about

Subject Discipline - subject domain(s) toward which the learning resource is targeted

Click to select first option, click again to select additional options

Keywords - short phrases describing what the learning resource is about

Click to select first option, click again to select additional options

License - link to legal statement specifying the copyright status of the learning resource

Click to select an option

Usage Rights Information - restrictions upon use of learning resource not covered by copyright license

Click to select first option, click again to select additional options

Citation - format of the preferred citation for the learning resource

See example below:

No particular citation format is required, but a commonly recognized format is recommended, such as The Chicago Manual of Style.

As an example:

Section 3 of 4: Recommended Information – Other Names Associated with the Learning Resource

Contributor(s) - key person or organization other than the author associated with the learning resource.

A key contributor to a learning resource could be included by name and/or by organization name. Individuals not listed in the drop down list should be added by clicking the "Add new person" button. Organizations not listed in the drop down list should be added by clicking the "Add new organization" button. For both, the "Type" field below refers to the nature of the contribution.

**Contributor Name**

- **Name**
  - Add new person

  **Type**
  - Click to select an option

- **Remove**

- **Add another item**

**Contributor Organization(s)**

- **Name**
  - Add new organization

  **Type**
  - Click to select an option

- **Remove**

- **Add another item**
Section 4 of 4: Recommended Information – Educational Context

Framework - A community-based organization plan or set of steps for education or training
Click to select an option

Target Audience - Intended audience for which the learning resource was created
Click to select first option, click again to select additional options

Purpose - primary educational reason for which the learning resource was created
Click to select an option

Intended time to complete - approximate amount of time the average student will take to complete the learning resource
Click to select an option

Media Type - designation of the form in which the content of the learning resource is represented, e.g., moving image
Click to select an option

Learning Resource Type - category of the learning resource from the point of view of a professional educator
Click to select an option