

Explanation of metadata terms for GIS files deposited with the ADS

TERM	MEANING	EXAMPLE
Project Title	The title of your project.	A GIS for all the burials discovered in the vicinity of York Minster.
Hardware	The hardware and operating system used.	PC - Microsoft Windows XP Pro 2002 PC - Microsoft Windows 7 (64 bit) MAC - Apple Mac OS 10
Software	The software that was used to create the file.	ESRI ArcGIS MapInfo Professional Quantum GIS GRASS GIS
Software Version	The version of software used to create the file.	10.1 11.5.3 1.8.0 6.4.2
Date of Creation	The date when the GIS was created.	01/Mar/2012
Location	If applicable provide a list of locational terms for the image. Each term should be entered in a new cell/row.	UK England North Yorkshire York York Minster
Creator	This is the person and/or organisation responsible for the creation of the GIS.	Mollie King Wessex Archaeology Frankie Sandford, MoLAS
Copyright Holder	The copyright holder for the data. This can be either an individual and/or an organisation.	Vanessa White English Heritage Una Healy, NAU Archaeology
Scale of Data Capture	The scale of data capture (digitizing, remote sensing, GPS, etc.), or creation. This can heavily influence the accuracy of the data at higher/lower scales. If the GIS has various scales of data capture please provide details.	1:50000 1:25000 Various
Scale of Data Storage	This is the scale at which the data is stored.	1:50000 1:25000 Various
Assessment of Data Quality	Here you can provide an assessment or statement about the quality and accuracy of the data used and/or created within the GIS.	None High risk of spatial displacement
Method of Data Capture	How the data used within the GIS was created or captured.	Digitisation using ArcGIS.
Purpose of Data Creation	The reason why the data was collected and the GIS created.	To create a GIS of all known Early medieval sites and finds from the Yorkshire area.

Filename	This is simply the name of the file.	gis.shp gis. Gis.
Description	A brief description of the contents of this group of GIS files.	
Projection Type	Projections are transformations that take spherical coordinates (latitude and longitude) and transform them to an XY (planar) coordinate system. This enables you to create a map that accurately shows distances, areas, or directions. Within the UK these typically use OSGB36 (<i>Ordnance Survey Great Britain 1936</i>), although some might use WGS84 (<i>World Geodetic System 1984</i>).	OSGB36 OSGB24 WGS84
File Type	Geographical features are expressed as vectors, or geometrical shapes. These geographical features are expressed as different types of geometry, typically <i>point</i> , <i>polyline</i> and <i>polygon</i> .	Point Polygon Polyline
Source	This is the source of the data used in the creation of the GIS.	Various - includes HER data, English Heritage excavation records and information from the Archaeology Data Service's grey literature library.
Table Attribute	Here you should list any codes or notations used within the GIS, providing a definition for each.	
Other Supporting Documentation	Any supporting documentation should be enclosed separately. This would typically include any codes, abbreviations or terminology utilised within the GIS. Ideally this should be uploaded in an accepted file format (.doc, .docx or .pdf).	

Example of completed metadata sheet for GIS files deposited with the ADS

Project Title	Hardware/ Operating System	Software	Software Version	Date of Creation		Location (each locational term should be added on a new row)	Creator (if more than one individual/organisation, add on a new row)			Copyright Holder (if more than one individual/organisation, add on a new row)			Scale of Data Capture	Scale of Data Storage
				Start Date	End date		First Name	Last Name	Organisation	First Name	Last Name	Organisation		
A GIS for all the burials discovered in the vicinity of York Minster.	PC - Microsoft Windows XP Pro 2002	ESRI ArcGIS	10.1	01-Mar-12	20-Mar-12	UK	Mollie	King	Wessex Archaeology	Vanessa	White	English Heritage	1:50000	1:50000
						England								
						North Yorkshire								
						York								
					York Minster									

Assessment of Data Quality	Method of Data Capture	Purpose of Data Creation	Filename(s) (each filename should be added as a new row)	Description	Projection Type	File Type	Source	Table Attribute (each new attribute/notation should be added as a new row)		Supporting documentation file name (this should be enclosed separately and include an abbreviations, codes or notations used)
								Code	Description	
High risk of spatial displacement	Digitisation using ArcGIS.	To create a GIS of all known Early medieval sites and finds from the Yorkshire area.	gis2.shp	A brief description of the contents of this group of GIS files.	OSGB36	Point	HER data			file.doc
			gis2.shp	A brief description of the	OSGB36	Polygon	English Heritage			
			gis3.shp	A brief description of the	OSGB36	Polyline	ADS GLL			file2.doc