

Environmental Data Management Workshop

**For the San Francisco Bay Area Conservation Community
Geographic Information Center Computer Lab, 3059 Stevenson Hall, SSU
Wednesday, Aug. 20, 2008
9:00 – 5:00**

Trainers:

**Deanne DiPietro, Research & Information Services Program Manager
Pat Stiefer, Digital Librarian/Geographer
Sonoma Ecology Center**

Part 1 – Metadata Basics 9:00 – 12:00

Overview

- **Logistics**
- **Preview of the day**
- **Introduce ourselves**

Metadata - What it is and why we do it

Break 10:15 – 10:30

Creating Metadata

- **ArcCatalog Tour**
 - Key concepts (properties vs. documentation)
 - FGDC editor and stylesheet
 - Filling out the form – how much is enough? (discovery vs. documentation)
- **ArcCatalog hands-on practice**
 - Making metadata for spatial information resources
 - Exporting FGDC xml
- **California Environmental Information Clearinghouse (CEIC) Tour**
 - What is CEIC and what's in it
- **CEIC hands-on practice**
 - Make your CEIC catalog
 - Use interactive form to make metadata
 - Upload FGDC xml

Lunch 12:00 – 1:30

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Part 2 – Organizational Data Management

1:30 – 5:00

Managing Your Data Library

- **Tips on Streamlining your data management workflow**
 - Templates, enclosures, geoprocessing tools.
 - Ideas for organizing your data - Library vs. working data
 - Training others in the organization
- **Starting a data management program in your organization**
 - Information Management - Making It Happen

Break 2:30 - 2:45

Telling Stories (Data Managers Anonymous)

Sharing Your Metadata and Data

- **Publishing your metadata data catalog**
 - Web-enabled folder for harvest by CEIC
 - Contribute directly to CEIC through form
 - ArcIMS / ArcGIS Server Metadata Catalog
- **Data communities**
 - Regional - the SF Conservation Commons
 - State - CEIC
 - National - NSDI
 - International - IUCN
- **Sharing your data**
 - Linking data to metadata
 - Online archiving at SF Commons or your own website
 - Spatial data – zip it!

A Word about Metadata Standards

- **FGDC & ISO, Present and future**

Wrap-up, Survey