

Explanation of metadata terms for Geographical Information Systems files deposited with the ADS

TERM	MEANING	EXAMPLE
File name	This is the name of the file.	MuseumGardens.shp MuseumGardens.shx MuseumGardens.dbf
Title	A short title for each set of GIS files which should describe what it depicts.	GIS showing excavations carried out in York Museum Gardens.
Description	A longer description for the GIS which should describe what is depicted in more detail and will be used by those searching your collection.	
Creator	The person and/or organisation responsible for the creation of the GIS.	Jonathan Knight NKOTB Excavations Ltd Mark Wahlberg, Block Associates
Copyright holder	The copyright holder for the drawing. This can be either an individual and/or an organisation.	Joey McIntyre Block Heritage Danny Wood, NKOTB Consultants
Period of Creation	The start and end date for the creation of the GIS.	Start date: 11/11/2017 End date: 20/03/2018
Location	If applicable provide a list of locational terms for the GIS. Each term should be accompanied by an identifying type. New identifiers can be added where necessary. Each distinct term should be entered on a new cell/row.	Place: Museum Gardens Place: York Parish: York District: York County: North Yorkshire British Isles Country: England
Locational Coordinates/ Extent	Where appropriate provide locational grid references for your GIS. These can be a single reference or a series of four forming a bounding box. Select the appropriate reference system LL (Latitude and Longitude) or OSGB (Ordnance Survey Great Britain), and add the numeric coordinates. OSGB coordinates should be expressed numerically with the tile reference (e.g. SE, NX) converted into its numeric equivalent.	LL: 53.962084 -1.0882604 LL: 53.960896 -1.0859201 LL: 53.960367 -1.0882643 LL: 53.961252 -1.0909085
Scale of Data Capture	The scale of data capture (digitizing, remote sensing, GPS, etc.), or creation. This can	1:50000 1:25000

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	heavily influence the accuracy of the data at higher/lower scales. If the GIS has various scales of data capture please provide details.	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 recorded archaeological sites and finds from within the Museum Gardens, York.
Coordinate Grid System	<p>The coordinate grid system utilised within the GIS. This enables you to create a map that accurately shows distances, areas, or directions.</p> <p>Within the UK this is typically <i>OSGB-36</i> (Ordnance Survey Great Britain 1936), although some might use <i>WGS-84</i> (World Geodetic System 1984).</p>	OSGB-36 WGS-84
Data Type	Geographical features are expressed as vectors, or geometrical shapes. These geographical features are expressed as different types of geometry, typically point, polyline and polygon.	Point Polygon Polyline Raster
Source	This is the source of the data used in the creation of the GIS.	Various - includes HER data, <i>Historic England</i> excavation records and information from the <i>Archaeology Data Service's</i> grey literature library.
Hardware/Operating System	The hardware and operating system used.	PC – Microsoft Windows XP Pro 2002 PC – Microsoft Windows 7 (64 bit) MAC – Apple Mac OS 10
Language	The language(s) used within the drawing or	English

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	<p>graphic.</p> <p>Select the required language from the drop-down list. If the language you require does not appear in the in the list, then add the required language manually.</p>	<p>Welsh German</p>
Software used	<p>The software that was used to create the GIS.</p>	<p>ESRI ArcGIS MapInfo Professional Quantum GIS GRASS GIS</p>
Software version	<p>The version of software used to create the GIS.</p>	<p>10.1 11.5.3 1.8.0 6.4.2</p>
Supporting documentation file name(s)	<p>Any supporting documentation should be enclosed separately. This would typically include any codes, abbreviations or terminology utilised within the GIS.</p> <p>This should be enclosed in an accepted file format (.doc, .docx or .pdf).</p>	<p>Codes_and_Abbreviations.docx</p>

Example of completed metadata sheet for Geographical Information Systems files deposited with the ADS

File Name	Project Title	Description	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)			Period of Creation	
			First Name	Last Name	Organisation	First Name	Last Name	Organisation	Start Date	End Date
York_city.shp	GIS recording excavations within the city walls of York.	[GIS description]	Terry	Ellis				En Vogue Ltd	23/09/2017	04/09/2018
York_city.shx			Cindy	Herron	EV Associates	Rhona	Bennett			
York_city.dbf										

Location		Locational Coordinates/Extent			Scale of Data Capture	Scale of Data Storage	Assessment of Data Quality
Type	Term	Coord Type	Easting	Northing			
Place	York	OSGB	460321	452186	Various – Locational recorded at various scales	1:500000	High risk of spatial displacement due to scale of data capture.
Parish	York						
District	York	LL	53.965327	-1.0820784			
County	North Yorkshire	LL	53.963694	-1.0721796			
British Isles Country	England	LL	53.952136	-1.0772854			
		LL	53.956475	-1.0942954			

Method of Data Capture	Purpose of Data Creation	Coordinate Grid System	Data Type	Source	Hardware/ Operating System
Digitisation of physical maps and coordinates using ArcGIS.	To produce a GIS of all archaeological excavations and finds within York.	OSGB-36	Point	HER data	PC – Microsoft Windows 8
				Historic England Excavation Index	
				ADS GLL	



Language	Software	Software Version	Table Attribute		Supporting documentation
			Code	Description	
English	ESRI ArcGIS	10.1	Excavation ID	Arbitrary ID for project	York_city_documentation.pdf
			Excavation Type	Type of excavation carried out	York_city_controlled_vocab.docx
			Location	Place name e.g. King's Manor	
			Easting	Expressed in OSGB – 36	
			Northing	Expressed in OSGB – 36	