

# Environmental Information Cataloging Workshops

For Local and Networked Digital Libraries  
in the North Bay

Aug. 21, 23, and 25, 2006

GIS Teaching Lab, 3059 Stevenson Hall, SSU

# Part 1 - Cataloging and Sharing Non-Spatial Information

9:00 – 12:00

# Information Management

Organizing, cataloging, and  
documenting information  
resources for the purpose of  
retrieval, use, and sharing

# Business Case for Information Management

Many benefits, including:

- Replaces human memory
- Allows information to be used again
- Your organization's Curriculum vitae
- Reduces questions about how to access and use the data

It's mission-critical!

# Information Management

PROBLEM:

It's not always done!

- “No funding”
- “No time”

# Information Management: Making it Happen

Make it part of your org's workflow

1. Incorporate into project budgets
2. Adopt a method, train
3. Assign it as part of every project

# Catching Up: Cataloging Legacy Resources

- Can be the most difficult aspect to fund
- Designate a librarian
- Prioritize
- Locate sources of information about the work products – project managers, project reports, “organizational memory”, etc.

# Metadata

- What is it? You are already making metadata
- Metadata Standards
  - FGDC – spatial data for US
  - Dublin Core – good for nonspatial data
  - CalEDLN - projects, people, organizations, data
    - semantic web
    - North Bay Commons

# Local Library Workflow

In-House Catalog

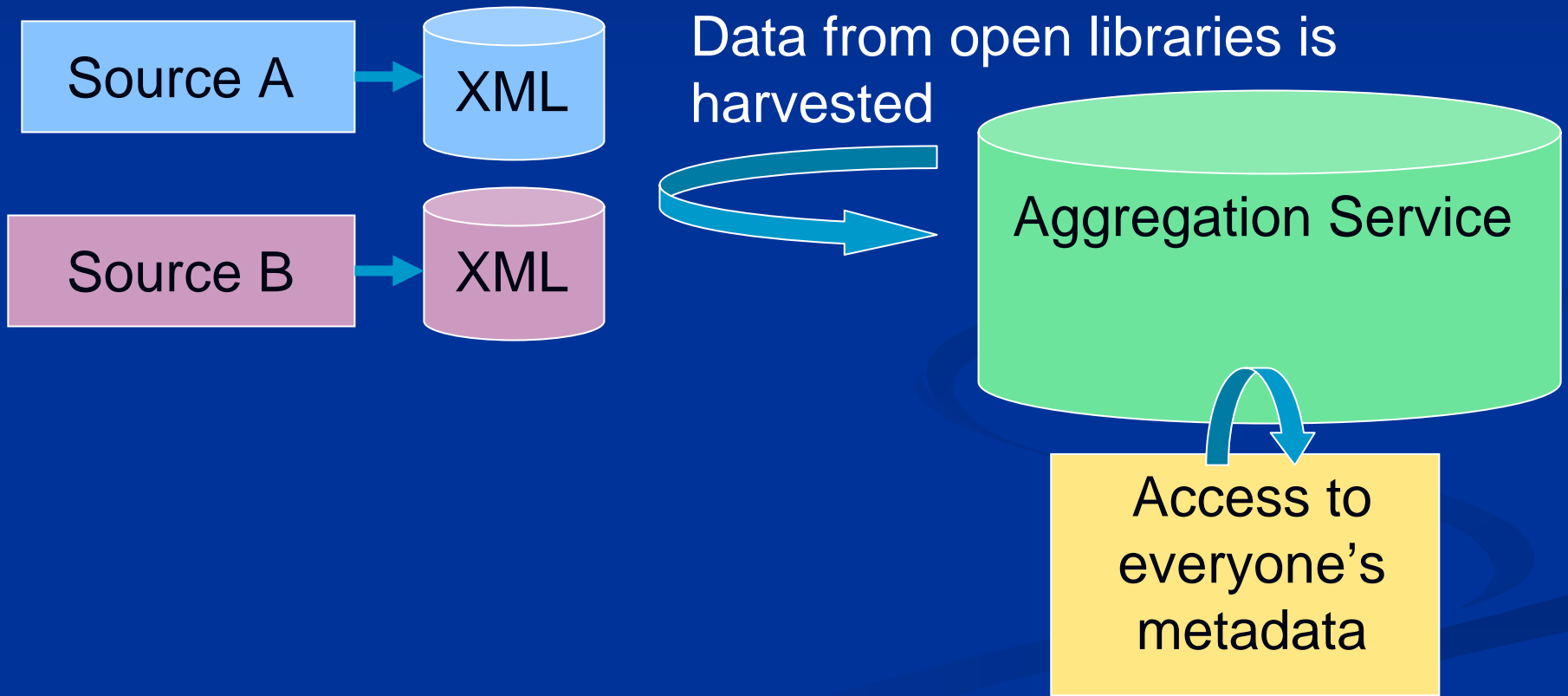
Published Catalog  
(Northbay Commons)



Exports/Transforms

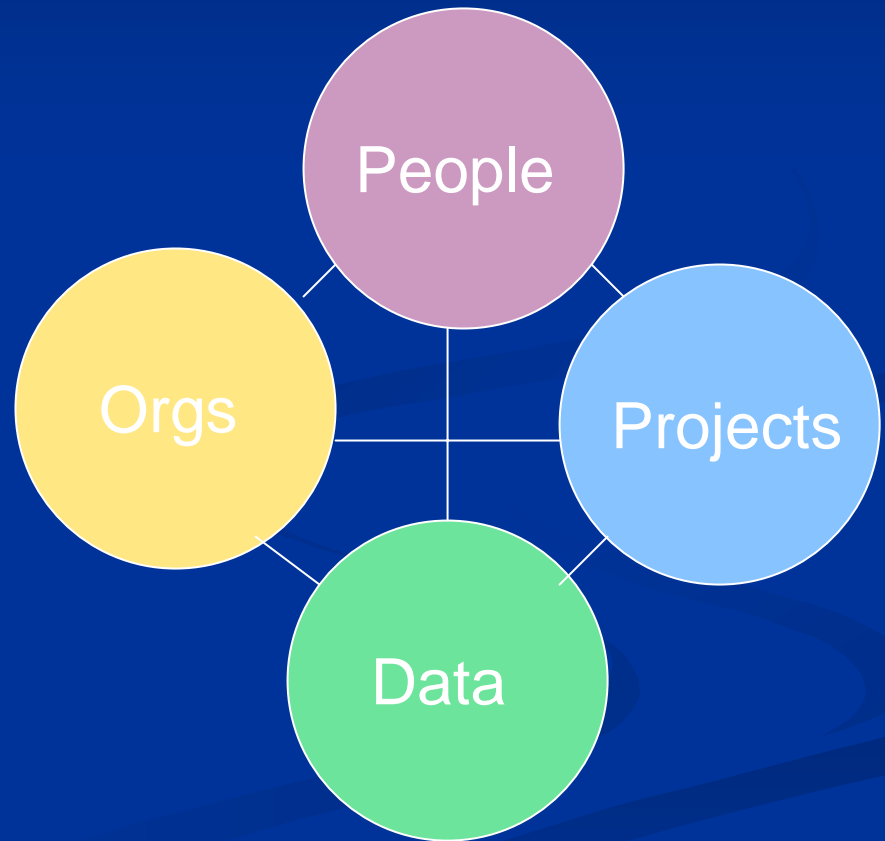


# Your Library and the Northbay Commons



# Semantic Web

- Ability to locate resources that are connected in meaningful ways



# Cataloging Tools

CERES

EndNote

ArcCatalog

# Cataloging Tools

CERES - CEIC



# The California Environmental Information Catalog (CEIC)

- State, federal, and local organizations use it to share data
- Partner in CalEDLN, a major hub on the network
- FGDC / Dublin Core standards
- Harvests many smaller sites, harvested by GOS

# Example of a CERES Catalog

**The California Environmental Catalog - Catalog Description - Mozilla Firefox**

File Edit View Go Bookmarks Tools Help

http://gis.ca.gov/catalog/BrowseCatalog.epl?id=190

[CEIC Home](#)  
[Introduction](#)  
[Contribute Entries](#)

**Look for Data**

[By Catalog Name](#)  
[By Resource Type](#)  
[By Keyword](#)  
[By Contributor](#)  
[By Geographic Area](#)  
[Latest Additions](#)  
[Collaborations](#)  
[Catalog Contacts](#)

**Related Links**

[Resources Agency](#)  
[California Spatial Information Library](#)  
[CERES](#)  
[USGS](#)  
[FGDC](#)  
[CalSpace UCD](#)

**The California Environmental Information Catalog**

**Quick Search:**  
   
[Advanced Search](#)

**Catalog Description**

**Sonoma Ecology Center Catalog**

**Catalog Detail**

**Catalog Name:** Sonoma Ecology Center Catalog  
**Organization:** Sonoma Ecology Center  
**Organization URL:** <http://sonomaecologycenter.org>  
**Catalog Description:** The purpose of this catalog is to assist with data coordination and sharing for those interested in the Sonoma Creek Watershed.  
**Created By:** [Deanne DiPietro](#)  
**Last Updated:** 20060818200156

**Collaborating Catalogs**

**Datasets**

- [2004 Land Cover, Sonoma Creek Watershed](#)
- [Arundo donax Locations on Putah Creek](#)
- [Arundo donax Locations on San Francisquito Creek](#)
- [Arundo donax Locations on Sonoma Creek](#)
- [Arundo donax Locations on the Hapa River](#)
- [Arundo donax Locations on Walnut Creek](#)
- [Benthic Macroinvertebrate sampling locations](#)
- [Constructed Fish Passage Barriers, 1946 - 1977](#)
- [Fishing Popularity, Sonoma Creek & Tributaries, c. 1920 - 1970](#)
- [General Land Office Vegetation Survey, Sonoma Valley](#)
- [Geological map of Sonoma County](#)

Done

start 2 Windo... Metadata T... Metadata T... The Califor... 5:04 PM

# The California Environmental Information Catalog (CEIC)

Adding and editing a catalog



The screenshot displays the CEIC website. On the left is a vertical navigation menu with links: [CEIC Home](#), [Introduction](#), [Contribute Entries](#) (circled in red), [Look for Data](#), [By Catalog Name](#), [By Resource Type](#), [By Keyword](#), [By Contributor](#), [By Geographic Area](#), [Latest Additions](#), [Collaborations](#), and [Catalog Contacts](#). Below these is a [Related Links](#) section. The main content area features a green header with a map of California and the text 'CEIC' in large green letters. Below the header, the text reads: 'The California Environmental Information Catalog is an online directory for reporting and discovery of information resources for California. Participants include cities, counties, utilities, state and federal agencies, private businesses and academic institutions that have spatial and other types of data resources. The Catalog has been developed through a collaborative effort with the [California Geographic Information Association](#), [California Environmental Resources Evaluation System](#), and the [Federal Geographic Data Committee](#).'

# CERES-CEIC

## Adding and editing a catalog

New  
catalog

The screenshot shows the CERES-CEIC website. On the left is a navigation menu with links: [CEIC Home](#), [Introduction](#), [Contribute Entries](#), **Look for Data**, [By Catalog Name](#), [By Resource Type](#), [By Keyword](#), [By Contributor](#), [By Geographic Area](#), [Latest Additions](#) (with a 'new' tag), [Collaborations](#), and [Catalog Contacts](#). The main header area includes the title 'The California Environmental Information Catalog' above a map of California, and a 'Quick Search' box with a 'go' button and a link to 'Advanced Search'. Below the header is a section titled 'Contributing Entries to CEIC' containing three bullet points: 


- [For California Resources Agency, its Boards, Commissions and Conservancies, click here.](#)
- [Other Contributing Entities click here.](#)
- [Maintainers of Existing Catalogs click here.](#)

Two red arrows are overlaid on the image: one points from the 'New catalog' text to the 'Contribute Entries' link in the left menu, and the other points from the 'Your existing catalog' text to the 'Maintainers of Existing Catalogs click here.' link in the main content area.

Your existing  
catalog

# CERES-CEIC

## Adding and editing a catalog

<a href="#">CEIC Home</a> <a href="#">Introduction</a> <a href="#">Contribute Entries</a>	<b>The California Environmental Information Catalog</b> 	<b>Quick Search:</b> <input type="text"/> <input type="button" value="go"/> <a href="#">Advanced Search</a>																
<b>Look for Data</b> <a href="#">By Catalog Name</a> <a href="#">By Resource Type</a> <a href="#">By Keyword</a> <a href="#">By Contributor</a> <a href="#">By Geographic Area</a> <a href="#">Latest Additions</a> <a href="#">Collaborations</a> <a href="#">Catalog Contacts</a>	<b>Start a New Catalog</b> <p>In order to start a new catalog you will need to provide a point of contact and some basic information about your catalog.</p> <p>After submitting this form you can proceed to add datasets to your catalog. Until your catalog and contact information has been reviewed and verified by CERES, it will be visible only to users who have logged in using your provided password.</p> <p>An email notification will be sent when your catalog has been reviewed and you will then have the option of making your catalog publicly viewable.</p> <table><tr><td>Contact Name (*):</td><td><input type="text"/></td></tr><tr><td>Contact Email (*):</td><td><input type="text"/></td></tr><tr><td>Catalog Name (*):</td><td><input type="text"/></td></tr><tr><td>Organization (*):</td><td><input type="text"/></td></tr><tr><td>Organization URL:</td><td><input type="text"/></td></tr><tr><td>Password (min 8 chars)(*):</td><td><input type="password"/></td></tr><tr><td>Retype Password (*):</td><td><input type="password"/></td></tr><tr><td>A brief description of your catalog:</td><td><input type="text"/></td></tr></table>		Contact Name (*):	<input type="text"/>	Contact Email (*):	<input type="text"/>	Catalog Name (*):	<input type="text"/>	Organization (*):	<input type="text"/>	Organization URL:	<input type="text"/>	Password (min 8 chars)(*):	<input type="password"/>	Retype Password (*):	<input type="password"/>	A brief description of your catalog:	<input type="text"/>
Contact Name (*):	<input type="text"/>																	
Contact Email (*):	<input type="text"/>																	
Catalog Name (*):	<input type="text"/>																	
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<b>Related Links</b> <a href="#">Resources Agency</a> <a href="#">California Spatial Information Library</a> <a href="#">CERES</a> <a href="#">USGS</a> <a href="#">FGDC</a> <a href="#">CalSpace UCD</a>																		

# CERES-CEIC

## Adding and editing a catalog

The screenshot displays the CERES-CEIC web interface. On the left is a navigation menu with links: [CEIC Home](#), [Introduction](#), [Contribute Entries](#), **Look for Data**, [By Catalog Name](#), [By Resource Type](#), [By Keyword](#), [By Contributor](#), [By Geographic Area](#), [Latest Additions](#), [Collaborations](#), [Catalog Contacts](#), and **Related Links**. The main content area lists several catalogs: SNEP Digital Spatial Data Catalog, So. Calif. Wetlands Recovery Project Data Catalog, social wetland funding, Solano County Catalog, Sonoma County Ag. Preservation & Open Space District Catalog, Sonoma County Catalog, Sonoma County Transportation Authority Catalog, Sonoma Ecology Center Catalog, Southern California Association of Governments, Southern California Wetland Publications, State Lands Commission Historic Maps, Charts, Photos and Records (highlighted in orange), and Sonoma County Ag. Preservation & Open Space District Catalog. Below the list is a 'Password:' label and an input field. On the right, there is a 'go' button and a 'Login' button.

[CEIC Home](#)  
[Introduction](#)  
[Contribute Entries](#)  
**Look for Data**  
[By Catalog Name](#)  
[By Resource Type](#)  
[By Keyword](#)  
[By Contributor](#)  
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[Latest Additions](#)  
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[Catalog Contacts](#)  
**Related Links**

SNEP Digital Spatial Data Catalog  
So. Calif. Wetlands Recovery Project Data Catalog  
social wetland funding  
Solano County Catalog  
Sonoma County Ag. Preservation & Open Space District Catalog  
Sonoma County Catalog  
Sonoma County Transportation Authority Catalog  
Sonoma Ecology Center Catalog  
Southern California Association of Governments  
Southern California Wetland Publications  
State Lands Commission Historic Maps, Charts, Photos and Records  
Sonoma County Ag. Preservation & Open Space District Catalog

Password:

Select your existing catalog and log in  
with your password

# CERES-CEIC

## Adding and editing a catalog

[CEIC Home](#)  
[Introduction](#)  
[Contribute Entries](#)

**Look for Data**

[By Catalog Name](#)  
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**Related Links**

[Resources Agency](#)  
[California Spatial Information Library](#)

**The California Environmental Information Catalog**

**Quick Search:**  
  
go  
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**Catalog Description**

**Sonoma Ecology Center Catalog**

**Catalog Detail**

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[Created By:](#) [Deanne DiPietro](#)  
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- [Benthic Macroinvertebrate sampling locations](#)
- [Constructed Fish Passage Barriers, 1946 - 1977](#)
- [Fishing Popularity, Sonoma Creek & Tributaries, c. 1920 - 1970](#)
- [General Land Office Vegetation Survey, Sonoma Valley](#)

**Edit catalog record**

**Edit catalog information**

# CERES-CEIC

## Metadata entry form

### Update Metadata Entry

Catalog: [Sonoma Ecology Center Catalog](#)

Dataset: Arundo donax Locations on Sonoma Creek



Note: DO NOT use your browser "BACK" and "FORWARD" buttons while editing! You may loose data. Instead use the Toolbar, Save, and Cancel buttons provided on the edit forms.

<a href="#">Identifier:</a>	Arundo donax Locations on Sonoma Creek	As Known to the Distributor
Citation Information		
<a href="#">*Title:</a>	Arundo donax Locations on Sonoma Creek	
<a href="#">*Originator:</a>	Sonoma Ecology Center	
<a href="#">Edition:</a>		
<a href="#">*Publication Date:</a>	March 2006 (YYYYMMDD)	
<a href="#">*Information Resource Type:</a>	Select Resource Type(s) Vector Digital Data	
<a href="#">Other Citation Details:</a>		
Identification Information		
<a href="#">*Abstract:</a>	This shapefile summarizes weed management data on the survey, monitoring, and treatment of Arundo donax, gathered in the Sonoma Creek Watershed by Sonoma Ecology Center, under Phase 1 of the Arundo donax Eradication and Coordination Program (AECF). The AECF is administered for CalFED and the Team.	
<a href="#">Browse Graphic:</a>		
<a href="#">*Purpose:</a>	This shapefile was created to display Sonoma Creek data in an online mapping service. Aliases have been created for some attributes. In the mapserver, Arundo clumps are represented as points, thematically displayed by treatment status (treated/untreated.). Some Attributes are not	

# CERES-CEIC

Choosing  
thesaurus  
keywords  
using the  
CERES  
Thesaurus  
Browser

Check  
selections

**CERES Thesaurus Browser**

The current Theme(s):

007 - Environment and conservation, Invasive plants, Environmental management, Arundo donax, Watershed management

[Natural resources](#) | [Natural environment](#) | [Human environment](#) |

☐ **Natural resource management**

Broader Terms:

☐ [Human impact on the environment](#)

Narrower Terms:

☐ [Environmental planning](#)

☐ [Mitigation](#)

☐ [Resource allocation](#)

☐ [Water resources management](#)

☒ [Watershed management](#)

Related Terms:

☐ [Environmental policy](#)

☐ [Natural resource management areas](#)

Search for  
terms

# CERES-CEIC

## Selecting a region using GeoFinder

### GeoFinder

GET DATA

- Catalog Entries
- Projects
- Species Data

VIEW REGION


- Large Map
- Large Image
- Link to DRGs
- Link to DOQQs
- MapSurfer

INTERSECT

- Bioregions
- Watersheds
- Counties
- Urban Areas
- Zip Codes
- 7.5Min Quads
- Related Areas

HELP

- Overview
- Contacts



**Bioregion:**

**County:**

**Street Address/Zip Code:**

**Hydrologic Region:**

**Urban Area:**

**Place Name:**



# CERES-CEIC

Try it!

# Break!

10:30-10:45



# EndNote Uses

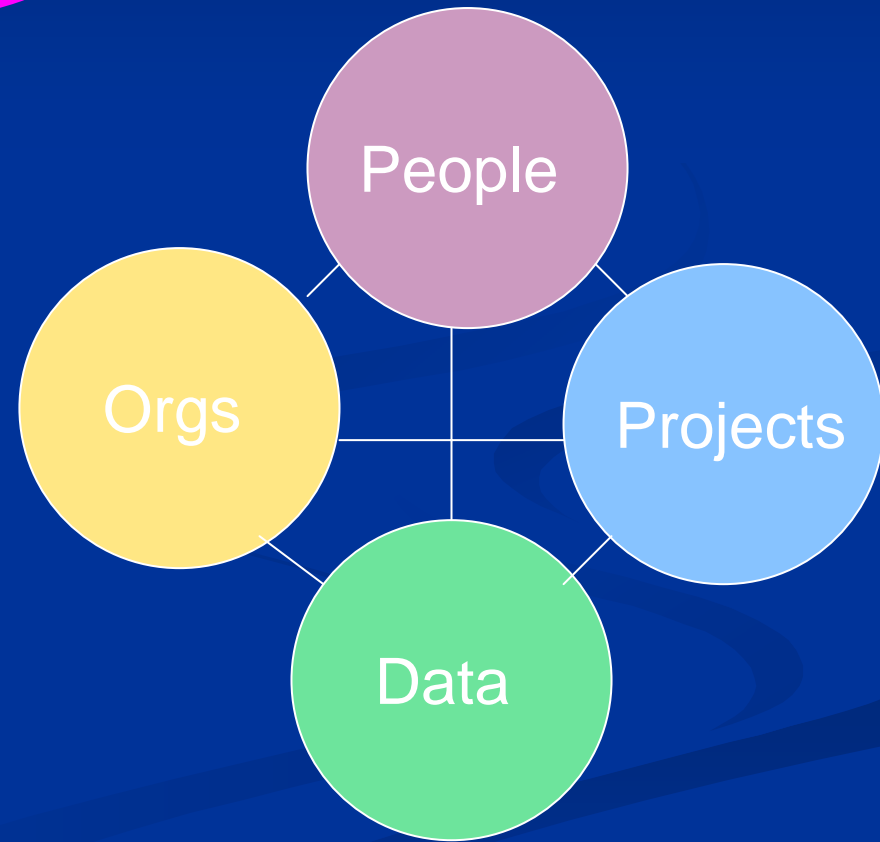
- Local library: Create and manage a database of bibliographic references (metadata) for many types of information resources.
- Networked libraries: Create and export metadata for “harvest” by network aggregators (NBIC).



EndNote

# Common Resources

- Project descriptions
- Final project reports
- Data sets
- People, Organizations
- Photos
- Presentations/Posters
- Wall maps
- Etc.



## EndNote Reference Types

Generic
Author
Year
Title
Secondary Author
Secondary Title
Place Published
Publisher
Volume
Number of Volumes
Number
Pages
Section
Tertiary Author
Tertiary Title
Edition
Date
Type of Work
Subsidiary Author
Short Title
Alternate Title
ISBN/ISSN
Electronic Resource Number
Original Publication
Reprint Edition
Reviewed Item
Custom 1
Custom 2
Custom 3
Custom 4
Custom 5
Custom 6
Custom 7
Accession Number
Call Number
Label
Keywords
Abstract
Notes
Research Notes
URL
Link to PDF
Author Address
Image
Caption
Access Date
Last Modified Date
Translated Author
Translated Title
Name of Database
Database Provider
Language

## Reports

## Books

# Maps

 $A/V$ 

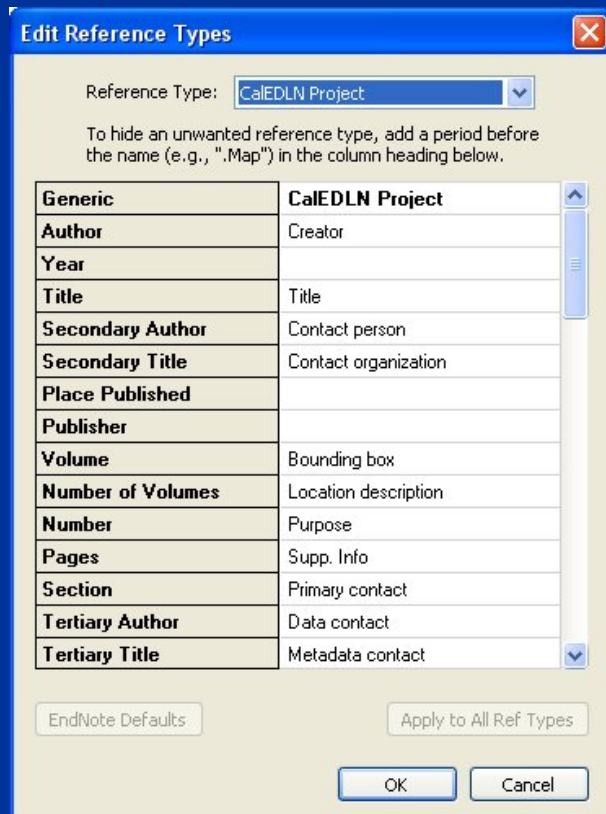
# Theses

Etc.

[illegible]

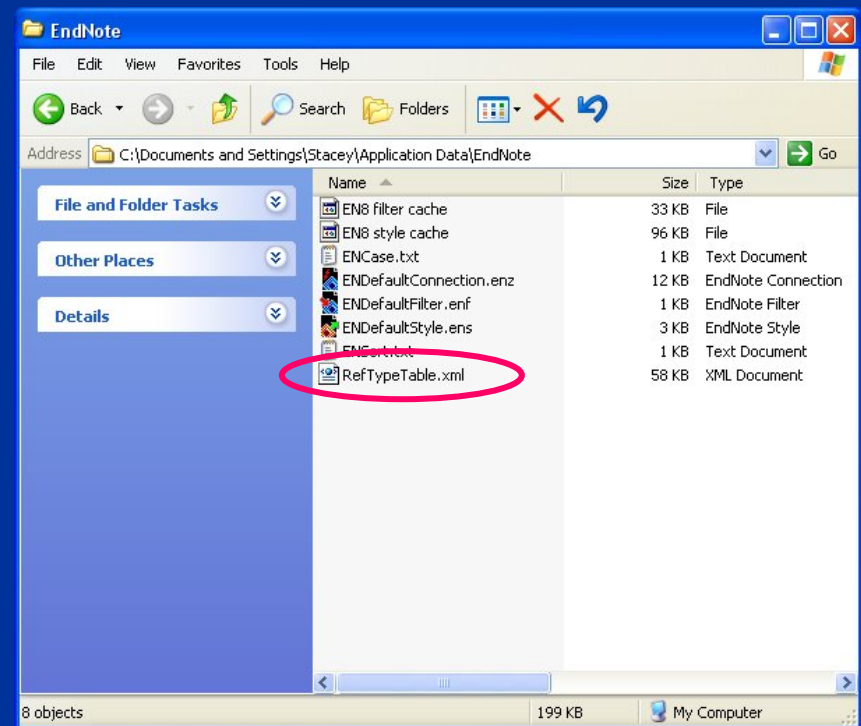
# Customizing EndNote

- Interactively customize Reference Types



or

- Share Reference Types via XML



# EndNote Custom Reference Types

- CalEDLN Project Descriptions

Coming soon:

- CalEDLN People and organizations
- CalEDLN Data sets

# CalEDLN Standard Records

EndNote Generic Field Names	CalEDLN Project Record 2 (Aug. 2006)	CalEDLN Person/Org Contact Record (soon)	CalEDLN Resource Record (soon)
Author	*Project lead		*Creator
Year			#Year created
Title	*Project title		*Title
Secondary Author	*Primary contact person	*Person Name	*Contact Person
Secondary Title	*Primary contact organization	*Organization Name	*Contact Organization
Place Published			#Place published
Publisher			#Publisher
Volume			#Receiving agency
Number of Volumes			#Extent
Number	Location description		Location description
Pages	Purpose		Purpose
Section	Supplemental information		Supplemental info
Tertiary Author	Data contact		
Tertiary Title	*Metadata contact	*Metadata contact	*Metadata contact
Edition	*Metadata standard	*Metadata standard	*Metadata standard
Date	*Metadata date	*Metadata date	*Metadata date
Type of Work	*Resource type	*Resource type	*Resource type
Subsidiary Author	Secondary contact		
Alternate Title	Project activity keywords		
ISBN/ISSN	Project habitat keywords		
Original Publication	Taxon keywords		Taxon KW
Reviewed Item	Legal mandate		
Custom 1	Funder		
Custom 2	Funding status		
Custom 3	Funding amount		
Custom 4	Funding program type		
Custom 5	Grant ID		
Custom 6	Contribution type		
Custom 7	Contribution notes		
Accession Number	Project area size		
Call Number			#Inhouse location
Label	Progress		Progress
Keywords	Theme keywords	Expertise KW	Theme KW
Abstract	Abstract	Org. Mission Statement	Abstract
Notes	Place keywords		
URL	Project homepage	URL	URL
Link to PDF	*Email	*Email	
Image			#Image
Caption			#Caption
Access Date	*Begin Date		*Begin Date
Last Modified Date	*End Date		*End Date
Translated Title	Address	Address	
Name of Database	City ST ZIP	City ST ZIP	
Database Provider	*Voice telephone	*Voice telephone	
Language	Fax	Fax	

# EndNote Data Entry Practice

1. Customize Endnote to add CalEDLN Project reference type
2. Open the sample EN library and check term list field links
3. Edit preferences
4. Make a CalEDLN Project Record
5. Export record to text file

# 1. Customize EndNote to add CalEDLN Project Reference Type

The screenshot displays the EndNote application interface. The 'Tools' menu is highlighted with a pink circle. A pink arrow points from the 'Tools' menu to the 'Folder Options' dialog box. Another pink arrow points from the 'Folder Options' dialog box to the 'RefTypeTable.xml' file in the EndNote application's file list.

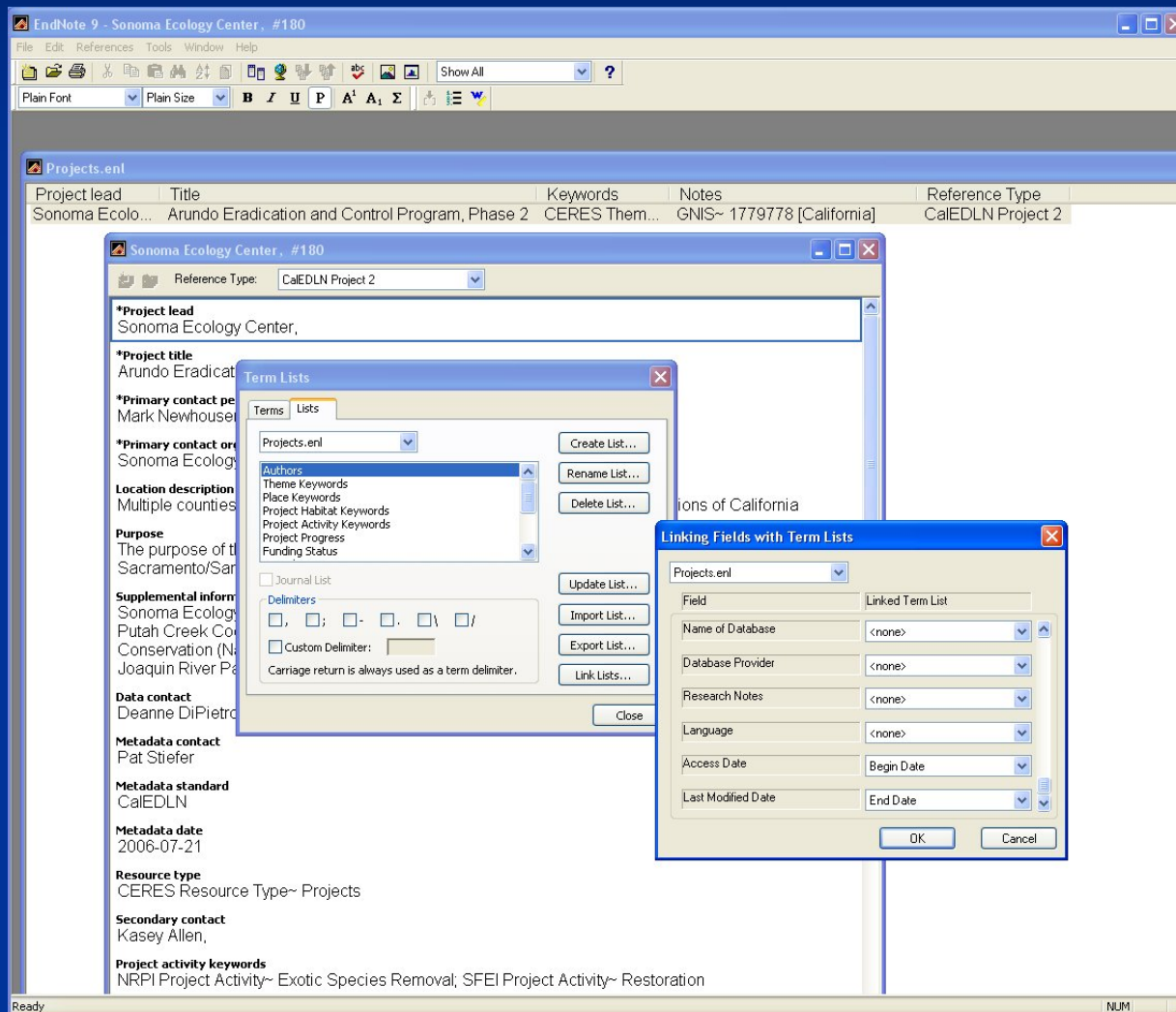
The 'Folder Options' dialog box is open, showing the 'View' tab. The 'Folder views' section indicates that the current view is 'Details'. The 'Advanced settings' section is expanded, showing the 'Files and Folders' options. The 'Show hidden files and folders' option is selected, indicated by a radio button and a pink circle.

The EndNote application window shows the file list for the folder 'C:\Documents and Settings\Stacey\Application Data\EndNote'. The file list includes the following files:

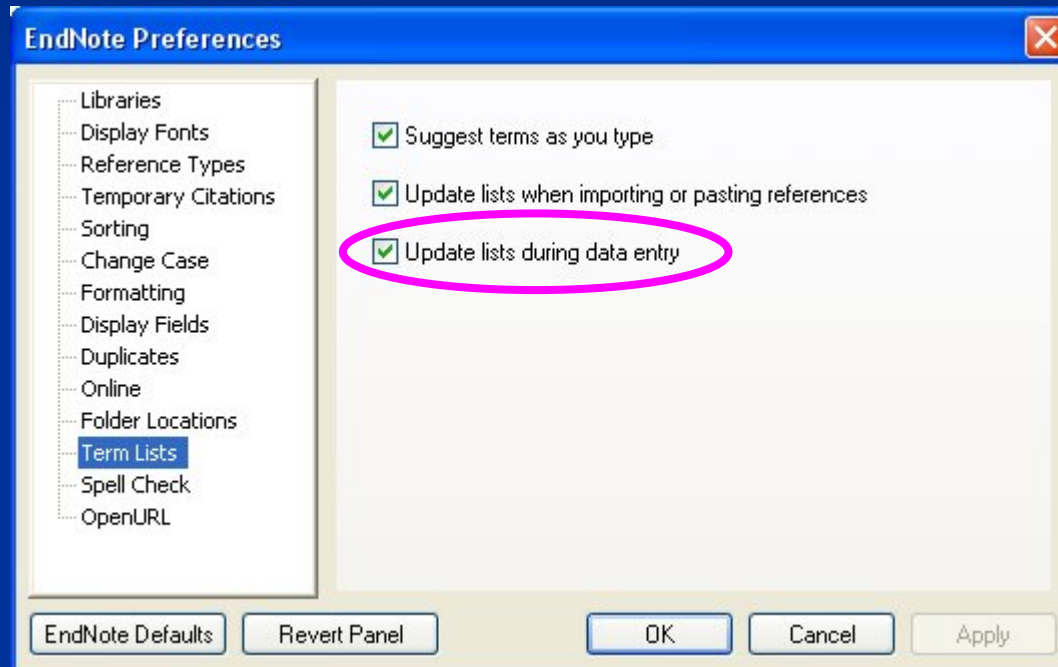
Name	Size	Type
EN8 filter cache	33 KB	File
EN8 style cache	96 KB	File
ENCase.txt	1 KB	Text Document
ENDefaultConnection.enz	12 KB	EndNote Connection
ENDefaultFilter.enf	1 KB	EndNote Filter
ENDefaultStyle.ens	3 KB	EndNote Style
ENFilter.txt	1 KB	Text Document
RefTypeTable.xml	58 KB	XML Document

The status bar at the bottom of the EndNote window shows '8 objects' and '199 KB'.

## 2. Open the sample EN library and check term list field links



# 3. Edit preferences



# Controlled Vocabulary Fields

<i>CalEDLN Project Record 2</i> <i>(Aug. 2006)</i>
*Project lead

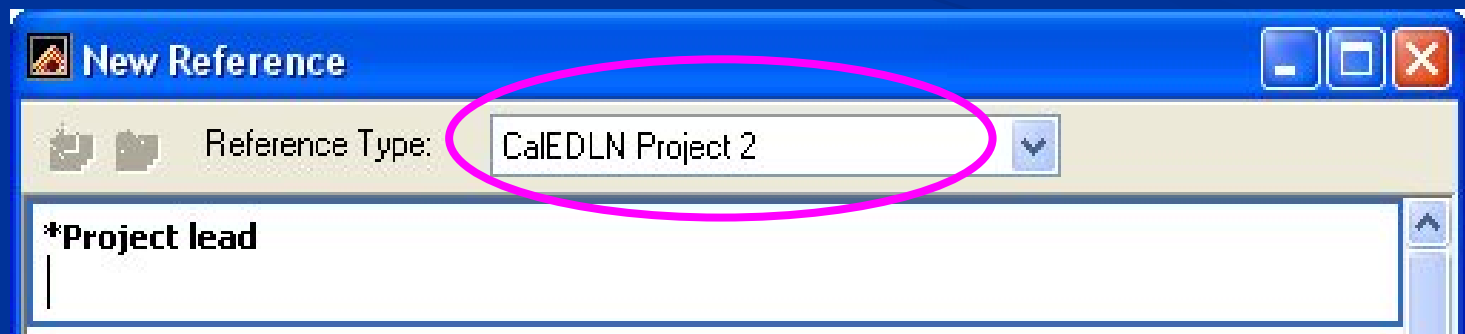
Pick-lists

*Metadata date
*Resource type
Secondary contact
Project activity keywords
Project habitat keywords
Taxon keywords
Legal mandate
Funder
Fundingstatus
Funding amount
Funding program type
Grant ID
Contribution type
Contribution notes
Project area size
Progress
Theme keywords
Abstract
Place keywords
Project homepage
*Email

Thesauri

# Try it!

- Create a new record (Control-N)
- Set Ref Type to “CalEDLN Project”



# CERES-CEIC

## Choosing thesaurus keywords using the CERES Thesaurus Browser

Highlight  
and copy  
selected  
term



**CERES Thesaurus Browser**

The current Theme(s):  
007 - Environment and conservation, Invasive plants, Environmental management, Arundo donax, Watershed management

[Natural resources](#) | [Natural environment](#) | [Human environment](#) |

☐ **Natural resource management** Natural resource managem

Broader Terms:  
☐ [Human impact on the environment](#) Enter Term  
Similar Terms

Narrower Terms:  
☐ [Environmental planning](#)  
☐ [Mitigation](#)  
☐ [Resource allocation](#)  
☐ [Water resources management](#)  
☒ [Watershed management](#)

Related Terms:  
☐ [Environmental policy](#)  
☐ [Natural resource management areas](#)

CERES Theme~ Watershed management

# CERES-CEIC

## Constructing a place keyword using GeoFinder

GeoFinder

Hint: California watersheds are hierarchical. Click on the map image to drill down to component regions.

Bioregion:  County:  Street Address/Zip Code:  Find

Hydrologic Region:  Urban Area:  Place Name:  Match

Location

**Sonoma Creek (hsa)**

San Francisco Bay (hr)

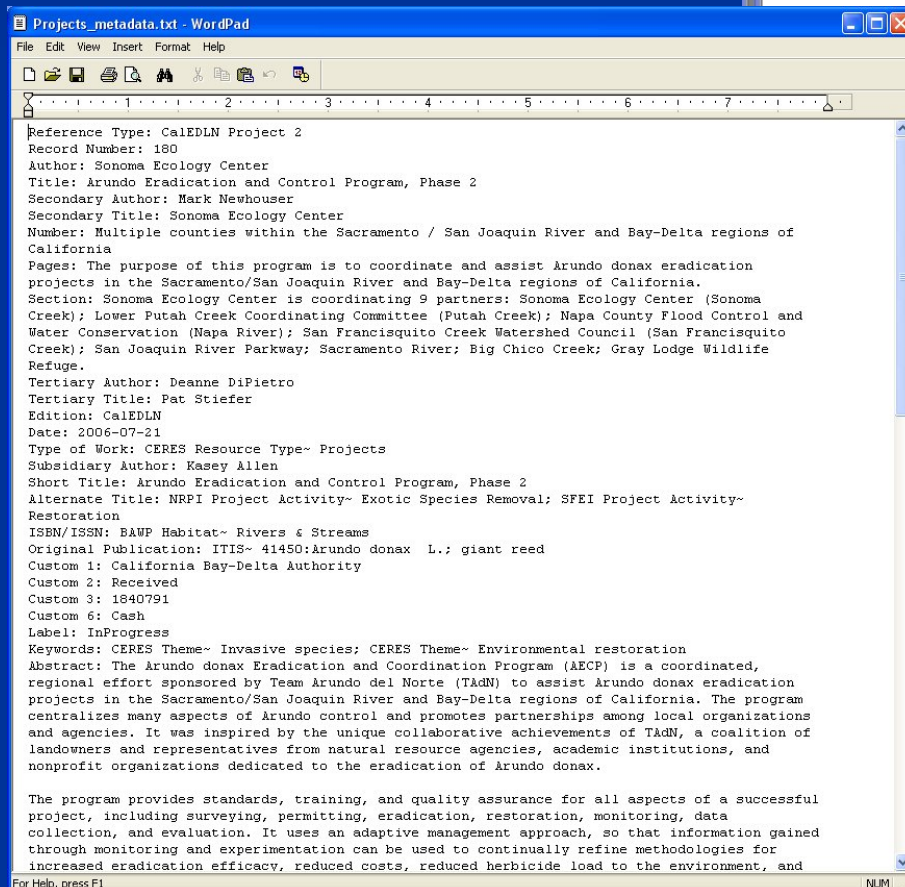
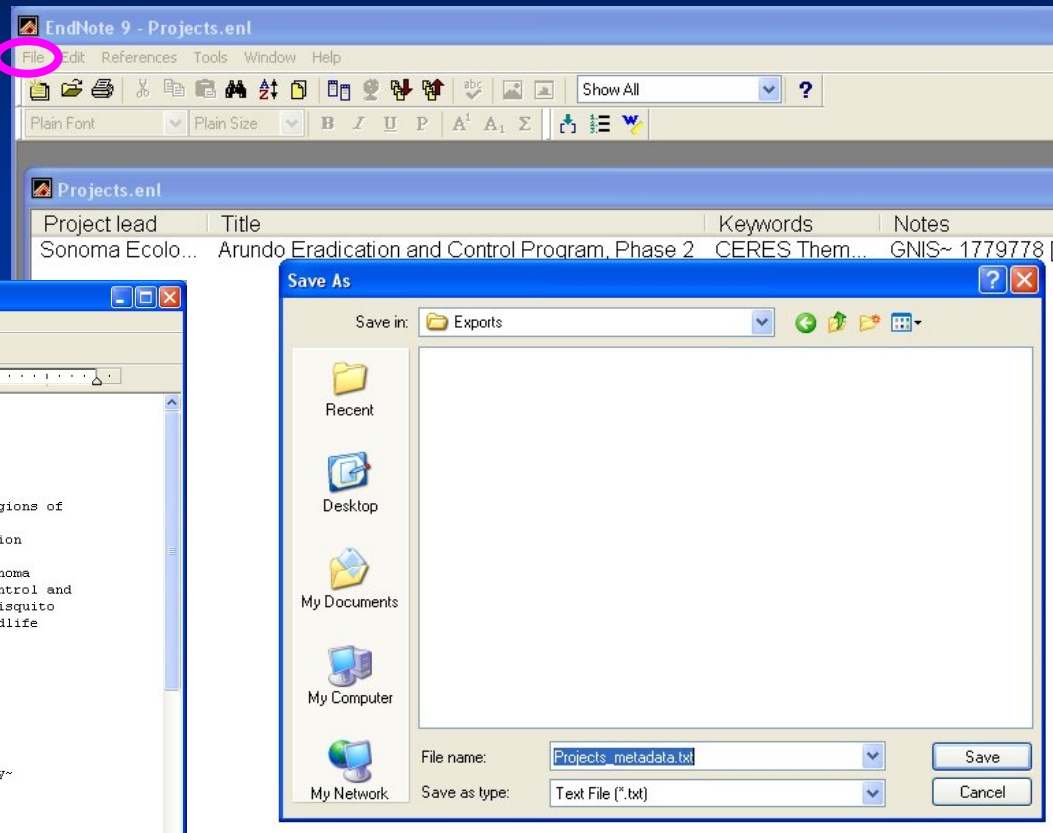
SAN PABLO (hu)

Sonoma Creek (hsa)

calwater22:02206.40

CERES Location~ calwater22:02206.40 [Sonoma Creek (hsa)]

# 5. Export records to text file



Q & A

11:45-12:00

Lunch

12:00-1:30