



Cookbook

for creating metadata records using the EGDl Metadata Catalogue (MlckA, version 7.032)

Authors: Pavla Kramolišová, Lucie Kondrová, Olga Moravcová, Štěpán Kafka
(Czech Geological Survey)

Version and date: 1.5., 04/06/2026

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Abstract

The EGDI Metadata Catalogue (<https://metadata.europe-geology.eu/>) is the central access point to metadata concerning structured digital geological data sources and web services across Europe. It provides tools for compilation of those metadata in a standardized format that will allow users to effectively search through the catalogue, view and further use the metadata. In order to make data discoverable in the most efficient way, the catalogue is fully compliant with international standards and supports the distributed system of metadata administration. Only digital and structured information (spatial datasets, including 3D models, spatial data series, and spatial data services such as WMS or WFS) should be described by metadata in this catalogue. In order to display a metadata record for which an on-line map service is available, the EGDI Metadata Catalogue is integrated into the EGDI Portal (<http://www.europe-geology.eu/>).

1. Introduction

This document shows how to use the EGDI Metadata Catalogue and how to fill the EGDI metadata step by step. The Cookbook guides the user to create a metadata record on an example for a spatial dataset and a spatial data service with an extension to describe 3D geological models.

The EGDI metadata profile is compliant with the requirements of the INSPIRE Directive as regards metadata, and the EN ISO 19115:2003(E) terminology is implemented and it is described in more technical details in a separate document [1].

The EGDI metadata are freely accessible to the public for viewing and searching, but inserting and editing is for authorized users only. The login information can be obtained on request from the administrator via email (egdi.metadata@geology.cz).

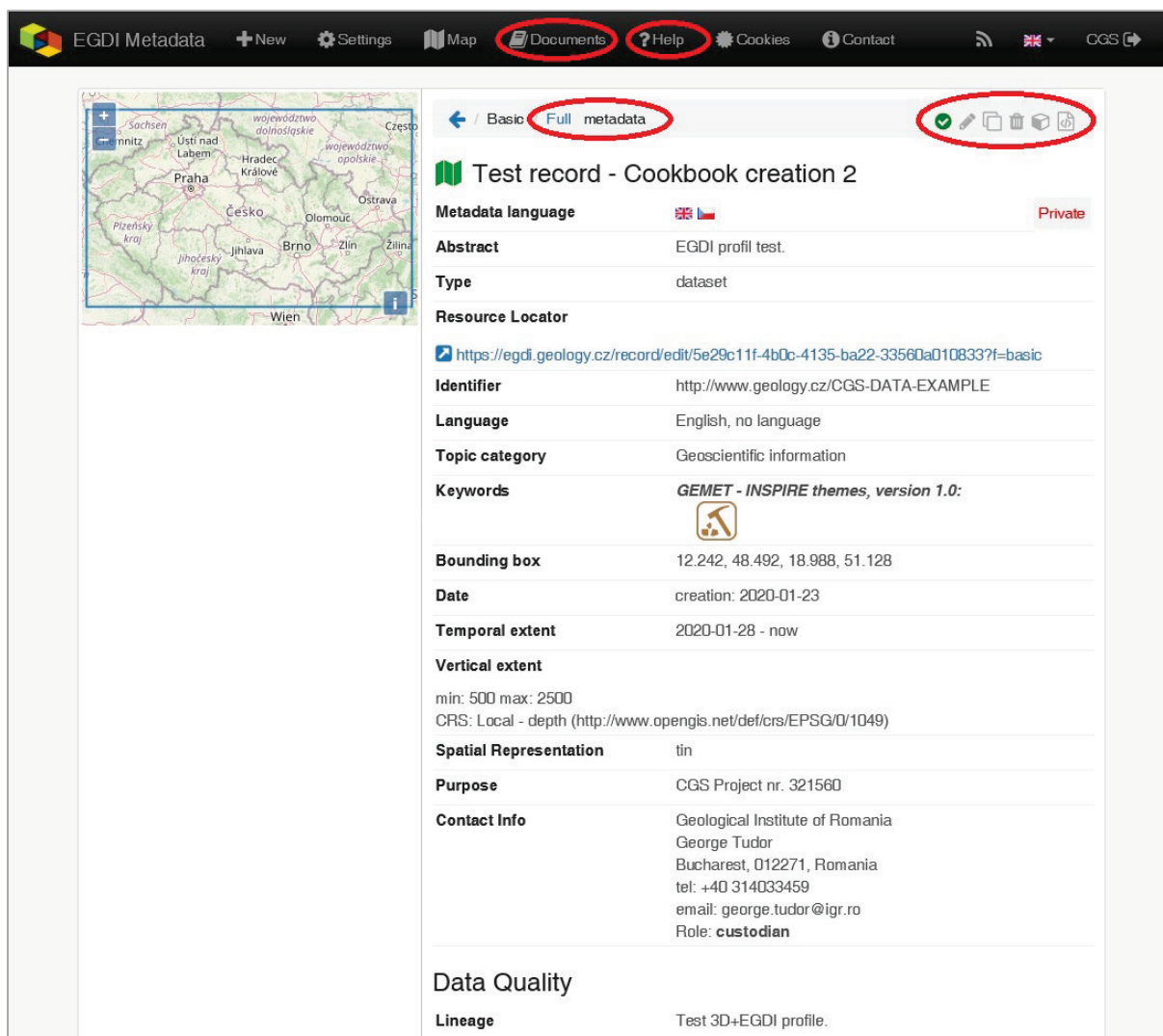
The EGDI Metadata Catalogue is available from <https://metadata.europe-geology.eu/>. Figure 1 shows the home page of the catalogue with the search interface and the list of found records. Figure 2 shows a detailed view of one metadata record for a spatial dataset with the option to switch to view the full metadata record, and with an additional tools and available related documents for authorized users highlighted.

The screenshot displays the EGD Metadata Catalogue interface. On the left, a sidebar contains search filters: a map view, a search text box, and dropdown menus for Resource type, INSPIRE theme, EGD keywords, Project name, Data contact (custodian), Country (custodian), Spatial scope, Metadata language, Harvested from, and Sort by. Below these filters are buttons for ATOM, DCAT, CSV, and KML. The main content area on the right is titled 'Metadata 1849' and lists several metadata records. Each record includes a title, a description, a contact information box with flags, and a date stamp. The records are as follows:

- 1GE GeoZS 1M surface Geologic Structure**: The harmonized geological map of Slovenia is a simplified version of the 1:250 000 scale Geological Map of Slovenia (Buser, 2009), which was compiled using the Basic Geological Map of Slovenia at a scale of 1: 100.000 (compiled by various authors during the 1960's to 1980's) with the addition of new information by Buser. It is primarily a lithostratigraphic map. The faults were selected for portrayal using two criteria; regional extent and tectonic importance. The map presented here was edited specifically for...
Metadata Contact: Geological Survey of Slovenia, Slovenia, Date Stamp: 2017-02-20
- 1GE GeoZS 1M surface Geologic Structure**: The harmonized geological map of Slovenia is a simplified version of the 1:250 000 scale Geological Map of Slovenia (Buser, 2009), which was compiled using the Basic Geological Map of Slovenia at a scale of 1: 100.000 (compiled by various authors during the 1960's to 1980's) with the addition of new information by Buser. It is primarily a lithostratigraphic map. The faults were selected for portrayal using two criteria; regional extent and tectonic importance. The map presented here was edited specifically for...
Metadata Contact: Geološki zavod Slovenije, Slovenija, Date Stamp: 2022-01-27
- 1GE GeoZS 1M surface Geologic Unit**: The harmonized geological map of Slovenia is a simplified version of the 1:250 000 scale Geological Map of Slovenia (Buser, 2009), which was compiled using the Basic Geological Map of Slovenia at a scale of 1: 100.000 (compiled by various authors during the 1960's to 1980's) with the addition of new information by Buser. The map depicts the lithostratigraphic makeup of Slovenia. The map presented here was edited specifically for the purpose of the OneGeology-Europe project by M. Bavec, M. Novak, M. Poljak...
Metadata Contact: Geological Survey of Slovenia, Slovenia, Date Stamp: 2022-04-30
- 1GE GeoZS 1M surface Geologic Unit**: The harmonized geological map of Slovenia is a simplified version of the 1:250 000 scale Geological Map of Slovenia (Buser, 2009), which was compiled using the Basic Geological Map of Slovenia at a scale of 1: 100.000 (compiled by various authors during the 1960's to 1980's) with the addition of new information by Buser. It is primarily a lithostratigraphic map. The faults were selected for portrayal using two criteria; regional extent and tectonic importance. The map presented here was edited specifically for...
Metadata Contact: Geološki zavod Slovenije, Slovenija, Date Stamp: 2025-01-09
- 1GE GeoZS 1M surface geology download services**: The harmonized geological map of Slovenia is a simplified version of the 1:250 000 scale Geological Map of Slovenia (Buser, 2009), which was compiled using the Basic Geological Map of Slovenia at a scale of 1: 100.000 (compiled by various authors during the 1960's to 1980's) with the addition of new information by Buser. It is primarily a lithostratigraphic map. The faults were selected for portrayal using two criteria; regional extent and tectonic importance. The map presented here was edited specifically for...
Metadata Contact: Geološki zavod Slovenije, Slovenija, Date Stamp: 2022-12-09
- 1GE GeoZS 1M surface geology WMS services**: The harmonized geological map of Slovenia is a simplified version of the 1:250 000 scale Geological Map of Slovenia (Buser, 2009), which was compiled using the Basic Geological Map of Slovenia at a scale of 1: 100.000 (compiled by various authors during the 1960's to 1980's) with the addition of new information by Buser. It is primarily a lithostratigraphic map. The faults were selected for portrayal using two criteria; regional extent and tectonic importance. The map presented here was edited specifically for...
Metadata Contact: Geološki zavod Slovenije, Slovenija, Date Stamp: 2022-12-09
- 1GE GSB 1:40.000 surface Geologic Unit**: The Geological Map of Belgium at a scale of 1:40 000 is published by the Belgian Geological Survey.
Metadata Contact: Geological Survey of Belgium, BEL, Date Stamp: 2022-04-04
- 1GE GSB geological map of Surice Agimont 1:25 000 from the Walloon Region**: High resolution geological map of Surice Agimont at a scale of 1:25 000 from the Walloon Region. See <http://environnement.wallonie.be/cartosig/cartegeologique/>
Metadata Contact: Geological Survey of Belgium, BEL, Date Stamp: 2016-05-19
- 1GE GSB PSInSAR**: Radar Interferometry map of the Border of Belgium and Netherlands. The blue colours correspond to positive deformation (uplift) of the ground surface related to the recharge of a mining aquifer.
Date Stamp: 2016-05-19
- 1GE GSB Radon**: Map of radon levels in Belgium
Date Stamp: 2016-05-19

At the bottom of the page, there is a pagination bar showing '1 / 185' and navigation arrows. The footer text reads: 'EGDI Spatial Metadata Catalogue, Czech Geological Survey for EuroGeoSurveys'.

Figure 1: The home page of the EGD Metadata Catalogue (<https://metadata.europe-geology.eu/>)



The screenshot displays the EGD Metadata Catalogue interface. The top navigation bar includes links for 'New', 'Settings', 'Map', 'Documents', 'Help', 'Cookies', 'Contact', and 'CGS'. The 'Documents' and 'Help' links are highlighted with red circles. On the left, a map shows the location of the dataset. The main panel displays a metadata record for 'Test record - Cookbook creation 2'. The record is in 'Full metadata' view, as indicated by the selected tab and the 'Full metadata' label. The record is marked as 'Private'. The metadata fields include:

- Metadata language:** English (flag icon)
- Abstract:** EGD profile test.
- Type:** dataset
- Resource Locator:** <https://egdi.geology.cz/record/edit/5e29c11f-4b0c-4135-ba22-33560a010833?f=basic>
- Identifier:** <http://www.geology.cz/CGS-DATA-EXAMPLE>
- Language:** English, no language
- Topic category:** Geoscientific information
- Keywords:** GEMET - INSPIRE themes, version 1.0: 
- Bounding box:** 12.242, 48.492, 18.988, 51.128
- Date:** creation: 2020-01-23
- Temporal extent:** 2020-01-28 - now
- Vertical extent:** min: 500 max: 2500
CRS: Local - depth (<http://www.opengis.net/def/crs/EPSSG/0/1049>)
- Spatial Representation:** tin
- Purpose:** CGS Project nr. 321560
- Contact Info:** Geological Institute of Romania
George Tudor
Bucharest, 012271, Romania
tel: +40 314033459
email: george.tudor@igr.ro
Role: custodian
- Data Quality:**
- Lineage:** Test 3D+EGDI profile.

Figure 2: Basic view of a spatial dataset metadata record with a highlighted functionality for authorized users

2. Metadata input by harvesting

The first and the most recommended way for metadata creation is harvesting from another metadata catalogue. By using this approach, metadata are maintained at the most appropriate level (only once and close to the data source – that should ensure easier maintenance and update processes). Metadata can be inserted into the catalogue by harvesting of existing public records from a data provider's catalogue, as well as from a national, project-related, or other metadata catalogue. Harvesting from remote catalogues and other sources can only be set by the EGD Metadata Catalogue administrator on request from the data provider. It is possible to harvest just once (and update metadata manually), or set a regular harvesting interval (preferred option). Each harvesting session is documented by a harvesting report with a validation status that is sent to relevant contact points.

← / Harvested resources

On	Unique identifier	Source	Type	Meth	Harvest period	Filter	Updated	Recs	Action
✓	CHE: SWISSTOPO	https://www.geocat.ch/geonetwork/srv/ger/csw	CSW-2.0.2	GET	1 days	AnyText like 'EGDI'	2026-06-02 23:08	0	  
✓	IRL: ISDE	https://isde.ie/geonetwork/srv/eng/csw	CSW-2.0.2	GET	1 days	AnyText like 'EGDI'	2026-06-02 23:08	0	  
✓	ISL: ISOR	https://gatt.lmi.is/geonetwork/srv/eng/csw	CSW-2.0.2	GET	1 days	AnyText like 'EGDI'	2026-06-02 23:08	0	  
✓	LUX: SGL	https://geocatalogue.geoportal.lu/geonetwork/srv/eng/csw	CSW-2.0.2	GET	1 days	AnyText like 'EGDI'	2026-06-02 23:08	0	  
✓	MLT: CSD	https://haleconnect.com/csw/org/1261?service=CSW	CSW-2.0.2	GET	1 days	AnyText like 'EGDI'	2026-06-02 23:08	21	  
✓	NLD: TNO	https://nationaalgeoregister.nl/geonetwork/srv/dut/csw	CSW-2.0.2	GET	1 days	AnyText like 'EGDI'	2026-06-02 23:08	0	  
✓	NOR: NGU	https://www.geonorge.no/geonetwork/srv/nor/csw	CSW-2.0.2	GET	1 days	AnyText like 'EGDI'	2026-06-02 23:08	7	  
✓	POL: PGI-NRI	https://metadane.pgi.gov.pl/geonetwork/inspire/pol/csw	CSW-2.0.2	GET	1 days		2026-06-02 23:08	119	  
✓	POL: PGI-PIB	https://metadane.pgi.gov.pl/geonetwork/pig-pib/pol/csw	CSW-2.0.2	GET	1 days	AnyText='EGDI'	2026-06-02 23:08	39	  
✓	PRT: LNEG	https://sig.lneg.pt/metadados/csw	CSW-2.0.2	GET	1 days	AnyText like 'EGDI'	2026-06-02 11:27	25	  
✓	ROU: IGR	https://inspire.igr.ro/geonetwork/srv/eng/csw	CSW-2.0.2	GET	1 days	AnyText like 'EGDI'	2026-06-02 23:08	0	  






Figure 3: A cut-out of the administrator's overview of the harvested resources

Metadata contact person from an organization that wants to harvest their metadata must send to the administrator (egdi.metadata@geology.cz) the following information:

- **URL of resource CS-W metadata service**
- **resource type**
- **harvesting interval (1 day is recommended)**
- **e-mail address that will receive harvesting reports**

In the list of harvested resources (see Figure 3) the last update is shown for each resource. A harvesting report is also available through RSS channel.

It is strongly recommended to denominate any metadata record that should be harvested to the EGDI Metadata Catalogue by the keyword “EGDI” in the form of the project identifier “https://w3id.org/egdi/project/101102163”. This should be done by the metadata editor in the source metadata catalogue.

***Note:** Every record is public by default after harvesting into the EGDI Metadata Catalogue. Record status is described in chapter 3.3.2 in the Record Administration paragraph in more details.*

3. Manual input of metadata

The second way how to create a metadata record is the manual input directly in the EGDI Metadata Catalogue as a logged-in user with editing rights.

3.1. Import from a service URL or from a file

A metadata record can be imported by clicking “+New” in the top main menu (on <https://metadata.europe-geology.eu/record/new> for logged-in users). If an XML file (ISO 19139) with metadata is available, choose the “Import from file/URL” option on the “New record” page and then either select the file (xml) from your disc, or enter the URL of a spatial data service (GetCapabilities) – see Figure 4.

Note: “Select file for import” has a priority if both fields (file and service URL) are filled.

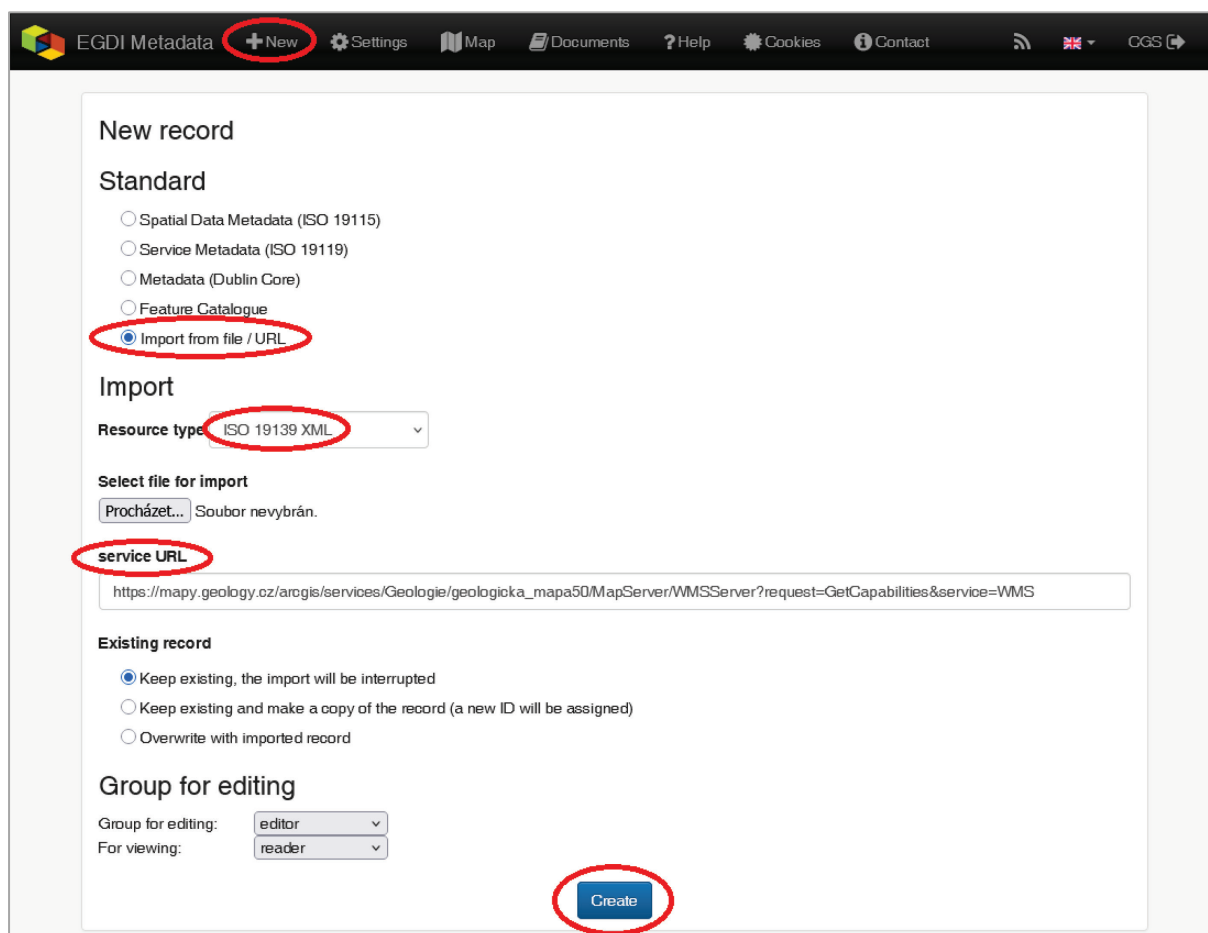


Figure 4: Import metadata from a file (xml) or a spatial data service URL (GetCapabilities)

The rules for resolving conflicts while importing a file for an existing record can be set by the editor in the “Existing record” section. Editor can keep the existing record, can make a copy of the existing record with a new ID, or overwrite the existing record.

Depending on the amount of information you are providing in the GetCapabilities document of the service, a corresponding part of the metadata elements will be automatically filled. You have to check this after creating the record and add manually the missing ones according to the rules described further in this cookbook (chapter 3.3.5).

3.2. Copying an existing record using the editing tools

The clone icon (Figure 5) enables the user to copy an existing record and use it as a template for creating a new record (on the <https://metadata.europe-geology.eu/> page for logged-in users).

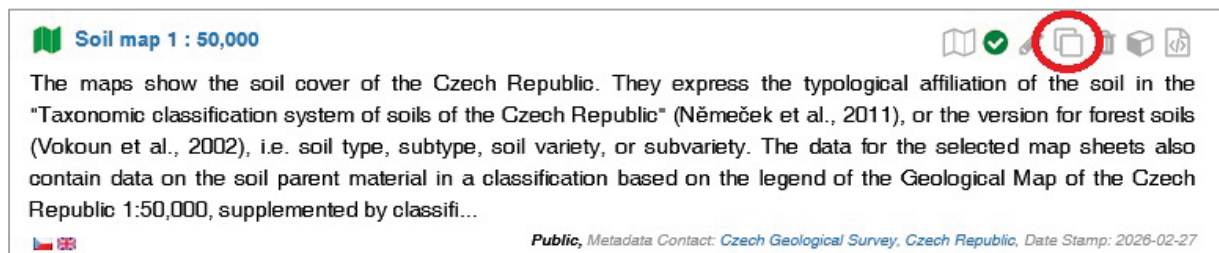


Figure 5: Copy record tool

Editors can also use the following example records to make a copy of them and then modify the necessary elements according to their needs:

Dataset example record:

<https://metadata.europe-geology.eu/record/basic/5e8b7243-18b0-4d85-ab71-36680a010833>

3D model dataset example record:

<https://metadata.europe-geology.eu/record/basic/5e8b358e-7998-4f71-a363-2b260a010833>

Service example record:

<https://metadata.europe-geology.eu/record/basic/5e8e29b8-e334-4b30-b78b-14750a010833>

3.3. Creation of a new record

3.3.1 Primary settings

A new record is created by clicking “+New” in the top main menu. The new record creation dialogue is then displayed on the <https://metadata.europe-geology.eu/record/new> page for logged-in users (Figure 6).

Here you should set:

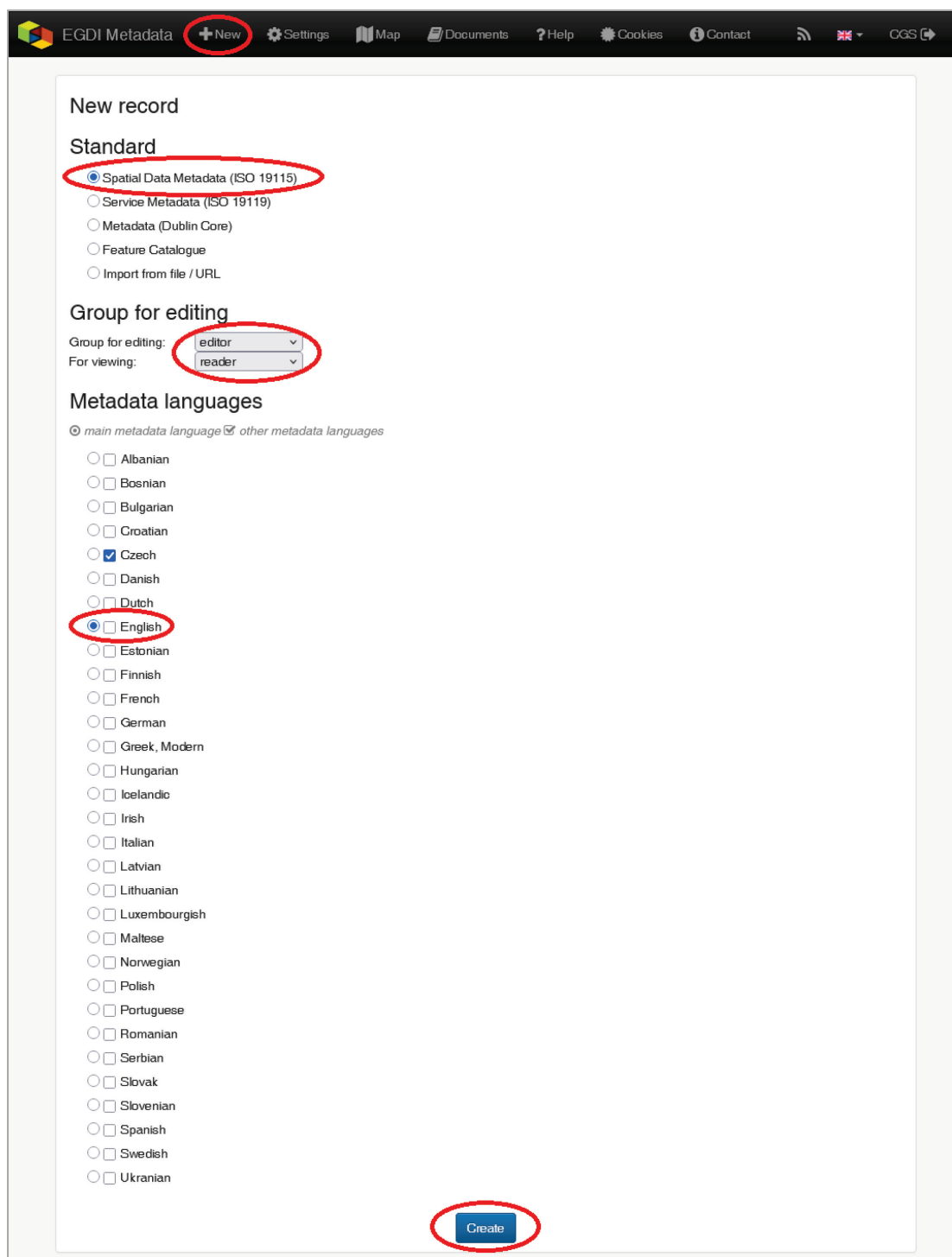
- **Standard:** you have to choose the option ISO 19115 standard (default) for spatial datasets, ISO 19119 for spatial data services.
- **Access rights:** select the group for editing and the group for viewing. The group for editing should be the **same as your username** and it should be set in the combo-box (more information in chapter 3.3.2 in the “Record administration” part).

- **Metadata languages:** the left column (radio buttons) is intended for the selection of the main language - since English was agreed as the **primary language** of the EGDI native metadata, the **English language is chosen by default**. The right column (check boxes) is intended for setting other language that will be represented in the bilingual/multilingual elements. The language setting can also be edited during the editing process in the header of record via the “Metadata language” icon (Figure 7).

Then click “Create” (Figure 6).

A new blank record is created (Figure 7).

***Note:** To be able to save the record you have to fill the minimum required elements as it is described in chapter 3.3.3.*



EGDI Metadata **+New** Settings Map Documents Help Cookies Contact

New record

Standard

☒ Spatial Data Metadata (ISO 19115)
☐ Service Metadata (ISO 19119)
☐ Metadata (Dublin Core)
☐ Feature Catalogue
☐ Import from file / URL

Group for editing

Group for editing: **editor**
For viewing: **reader**

Metadata languages

☐ main metadata language ☒ other metadata languages

☐ Albanian
☐ Bosnian
☐ Bulgarian
☐ Croatian
☒ Czech
☐ Danish
☐ Dutch
☒ English
☐ Estonian
☐ Finnish
☐ French
☐ German
☐ Greek, Modern
☐ Hungarian
☐ Icelandic
☐ Irish
☐ Italian
☐ Latvian
☐ Lithuanian
☐ Luxembourgish
☐ Maltese
☐ Norwegian
☐ Polish
☐ Portuguese
☐ Romanian
☐ Serbian
☐ Slovak
☐ Slovenian
☐ Spanish
☐ Swedish
☐ Ukrainian

Create

Figure 6: New record dialogue <https://metadata.europe-geology.eu/record/new> for logged-in users

3.3.2 General features of the editing environment

Some important features of the EGDI Metadata Catalogue application that are useful during the whole process of record editing are explained on Figure 7 and in the following paragraph.

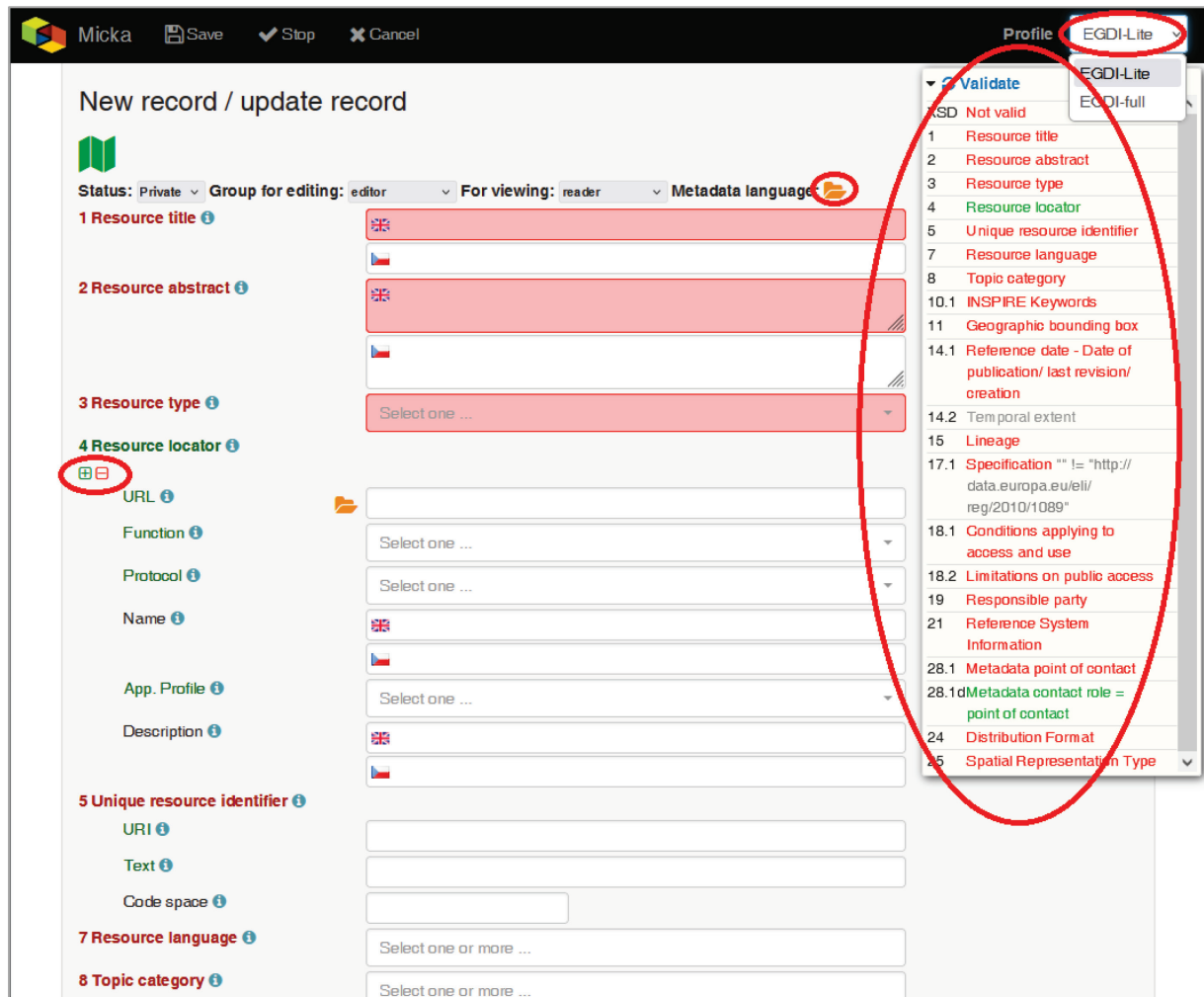


Figure 7: General features of the EGDI Metadata Catalogue

Metadata editing form

On the top right side of the main menu on Figure 7 you can see which editing form is displayed in the main window.

There are two editing forms available:

1. **EGDI-Lite** – set by default, user friendly, easy to fill, less options
2. **EGDI-full** – follows the ISO structure and has more options, more metadata knowledge and experience is required on the editor's side

For filling metadata according to this cookbook you will use the EGDI-Lite editing form!

Main tools

In the top banner (Figure 8), there are the options to “**Save**” the record with the possibility to continue editing (save your record often during editing!), “**Stop**” (= Save + stop editing), and “**Cancel**” to abort the last editing session. The metadata record can only be saved if some basic **mandatory fields** are filled properly (see more in chapter 3.3.3).

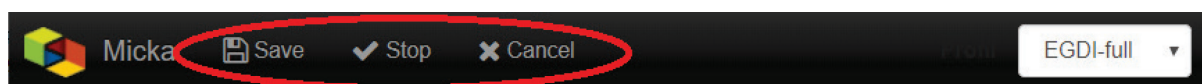


Figure 8: The main menu with tools in editing mode

Validation

A small validation panel is displayed on the right side of the form (Figure 7). To refresh validation you should “**Save**” the record or press the refresh button ( **Validate**).

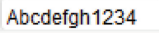
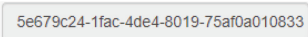
The metadata are validated with a built-in validator, which may be configured according to the provider requirements. Default is the validation against INSPIRE TG for metadata, version 2.0.1 [3]. Only validation errors are displayed here. After clicking on the item, the page is scrolled to the corresponding input field in the form.

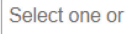
There are three types of elements as regards their obligation in the metadata profile:

- **Mandatory elements** - required in the profile (mandatory in its context, e.g. if an optional element A contains mandatory element B, then when any sub-element in A is used, also element B must be filled. Example: If any element in ContactInfo / on-line is filled, then the URL must be filled).
- **Conditional mandatory elements** - these elements are strongly recommended or required on certain conditions given by the standard or INSPIRE regulation. (E.g. bounding box is mandatory if data/services have a spatial extent).
- **Optional elements** - may be required by some applications.

Form field types

Different data type fields are coloured differently according to their type (some of them are only used in the full editing form):

-  **Mandatory fields** - must be filled.
-  **Text fields** - any text value can be input there
-  **Numeric fields** - only digits and decimal point (".") are allowed.
-  **Date fields** – ISO 8601 format is allowed ("YYYY", "YYYY-MM" or "YYYY-MM-DD").
-  **Automatically filled fields** - 29 File identifier – generated UUID

-  - predefined list of values with the possibility to select just one value
-  - predefined list of values with the possibility to select more values
-  - it is possible to insert manually more values

 - **“From list” Icon** marks that there is an option to select the value from a predefined list or from a file

 - Icon creates a new empty element

 - Icon gives the user the option to delete the related elements

Context help

Context help is taken from the INSPIRE directive in the EGDI-Lite editing form (see Figure 9 below – “1.3 Resource type...” numbering and text is taken from the INSPIRE directive). For the elements that are an extension to INSPIRE the context help is taken from ISO 19115 standard. Context help appears in the black bubble when the cursor is hovering over the  icon.

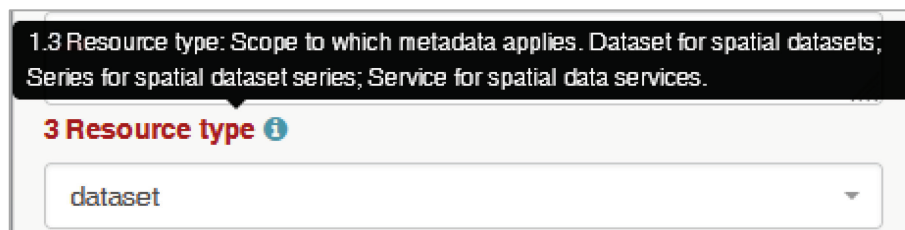


Figure 9: Item Resource type in editing mode with context help

Record administration

Editor can do this setting for each metadata record at the page sub-heading (Figure 10):

- Record **“status”** – **“Public”/ “Private”** - If the record is **“Public”** (as in Figure 11), every user can see it without any authorization. If it is **“Private”**, only editor and administrator can see it.
- **“Group for editing”** – the *group of your organization* should be chosen from the list (Figure 11). If you choose the “editor” option, then anyone with editing rights can edit the record.
- Group **“For viewing”** – After editing this group should be set as *reader* so that all users can view the record in the catalogue.
- **“Metadata language”** - what metadata languages are used. The number of displayed language versions depends on the number of languages you selected during creation of the record but may be changed there (Figure 10).

New record / update record



Status: Group for editing: For viewing: Metadata language: 

Figure 10: Record administration (status, editing and viewing rights, language settings)

New record / update record



Status: Group for editing: For viewing: Metadata language: 

Figure 11: Record administration - editing rights for a defined group

Note: All general features of the catalogue are described in detail in “Micka – quick help” directly in the application (<https://metadata.europe-geology.eu/help>).

3.3.3 Minimum required elements for establishing a metadata record

Once a record is created, a proposed minimum of the EGDI metadata elements should be filled. Without these minimum items (highlighted as in Figure 12) the metadata record cannot be saved:

1	Resource title
2	Resource abstract
3	Resource type
19	Responsible party
28.1.	Metadata point of contact

Table 1: Minimum required elements

It is strongly recommended to add appropriate **Project name from the European Geoscience Registry** (<https://data.geoscience.earth/ncl/project>) in the metadata element **10.1 Keyword**. The Project name codelist is implemented in the editing form as well as in the search form of the EGDI Metadata Catalogue.

***Note:** Annex 1 shows an **overview table** of all the mandatory and optional metadata elements according to the described data source.*

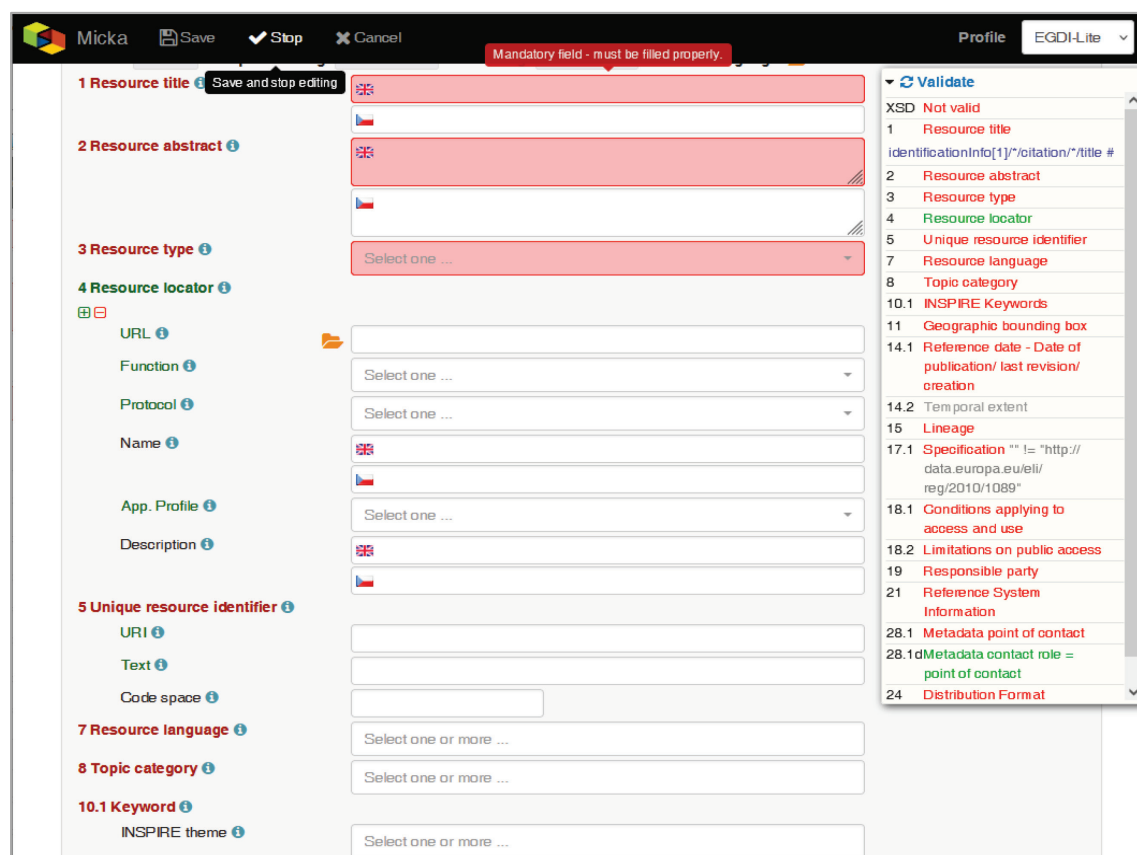


Figure 12: Highlighting of the missing required elements

The next two chapters provide more detailed instructions on how to fill these elements for spatial datasets and spatial data services.

3.3.4 Detailed instructions for filling the EGDI metadata profile elements in the EGDI-Lite editing form for a spatial dataset (including extensions for 3D models)

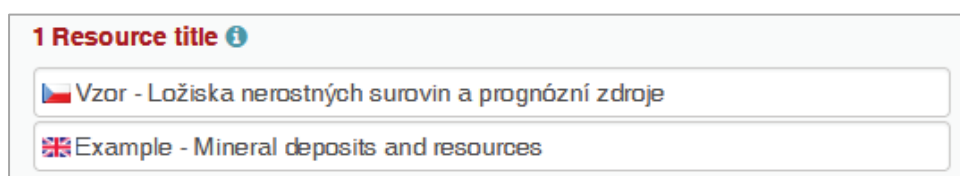
Example of an English-Czech bilingual record (can be in any other national language + English) is shown in this cookbook.

Note:

The images of all metadata elements below are created from the example dataset record: <https://metadata.europe-geology.eu/record/basic/5e8b7243-18b0-4d85-ab71-36680a010833> and 3D model dataset record:

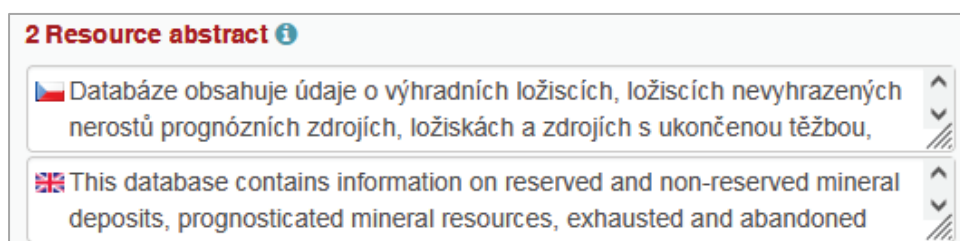
<https://metadata.europe-geology.eu/record/basic/5e8b358e-7998-4f71-a363-2b260a010833>

1 Resource title - Name by which the cited resource is known. For EGDI native metadata, title should have between 10 and 100 characters (this recommendation is useful to reach optimal level of FAIRness for FAIR principle F2).



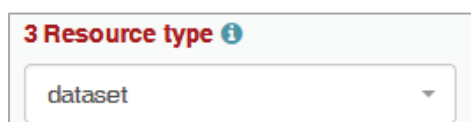
The screenshot shows a form titled "1 Resource title" with an information icon. It contains two text input fields. The first field has a Czech flag icon and the text "Vzor - Ložiska nerostných surovin a prognózní zdroje". The second field has a UK flag icon and the text "Example - Mineral deposits and resources".

2 Resource abstract - Brief narrative summary of the content of the resource(s). In the case of 2D or 3D data modelling, also information about the software and data inputs used should be included. For EGDI native metadata, abstract should have between 100 and 700 characters (this recommendation is useful to reach optimal level of FAIRness for FAIR principles F2).



The screenshot shows a form titled "2 Resource abstract" with an information icon. It contains two text areas. The first area has a Czech flag icon and the text "Databáze obsahuje údaje o výhradních ložiscích, ložiscích nevyhrazených nerostů prognózních zdrojích, ložiskách a zdrojích s ukončenou těžbou,". The second area has a UK flag icon and the text "This database contains information on reserved and non-reserved mineral deposits, prognosticated mineral resources, exhausted and abandoned".

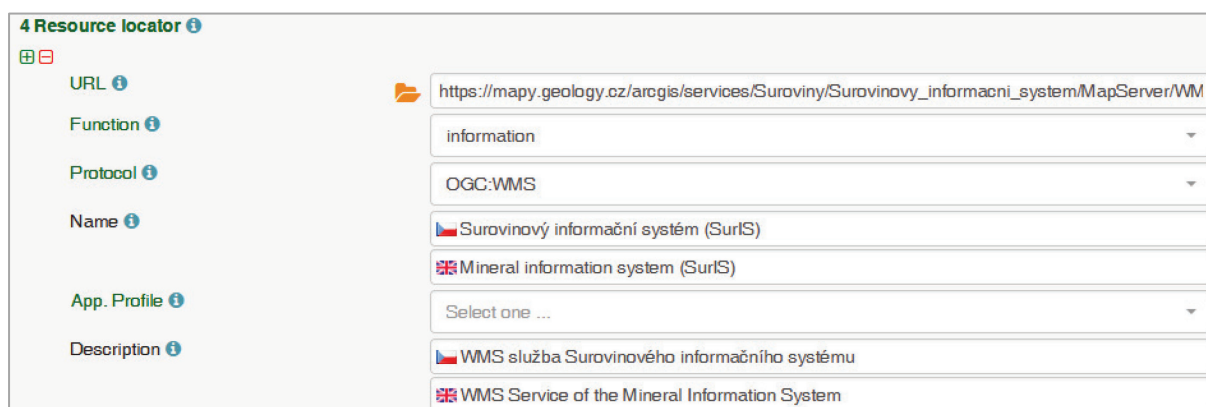
3 Resource type - Valid values for the EGDI projects are dataset, series, non-geographic dataset. For 3D models choose "dataset".



The screenshot shows a form titled "3 Resource type" with an information icon. It contains a dropdown menu with the text "dataset" selected.

Note: A different profile is used to describe a service or an application. It can be selected at the beginning of the record creation process (Figure 6 in chapter 3.3.1) and a detailed description for the filling is described in detail in chapter 3.3.5.

4 Resource locator – Electronic address (URL, their function and a relevant protocol) of an on-line access to the resource, if it exists. “Name” and “Description” are optional.



5 Unique resource identifier - Recommended format for the unique identification of the resource is the organization ID (e.g. domain name) and an identifier of the dataset defined by the data provider, e.g. [http://www.domain.org/internal identifier](http://www.domain.org/internal_identifier). For the EGDI native metadata, also the W3id identification code “https://w3id.org/EGDI/{id}” will be used, which, via the redirection configuration, can act as an additional dataset identifier without preventing the use of the national identifier. This recommendation helps achieve an optimal level of FAIRness, in line with FAIR Principles F1.1, F1.2 and F3.

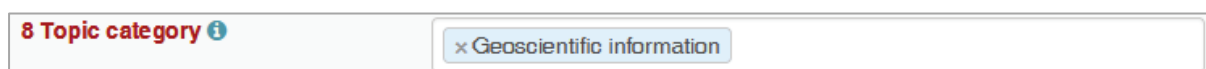


6 Coupled resource - Not applicable for datasets, only for services - see [1]

7 Resource language – Language(s) used within the datasets/series. Select one or more from the list. If no language is used in the resource (e.g. only numeric data), select: “no language”.



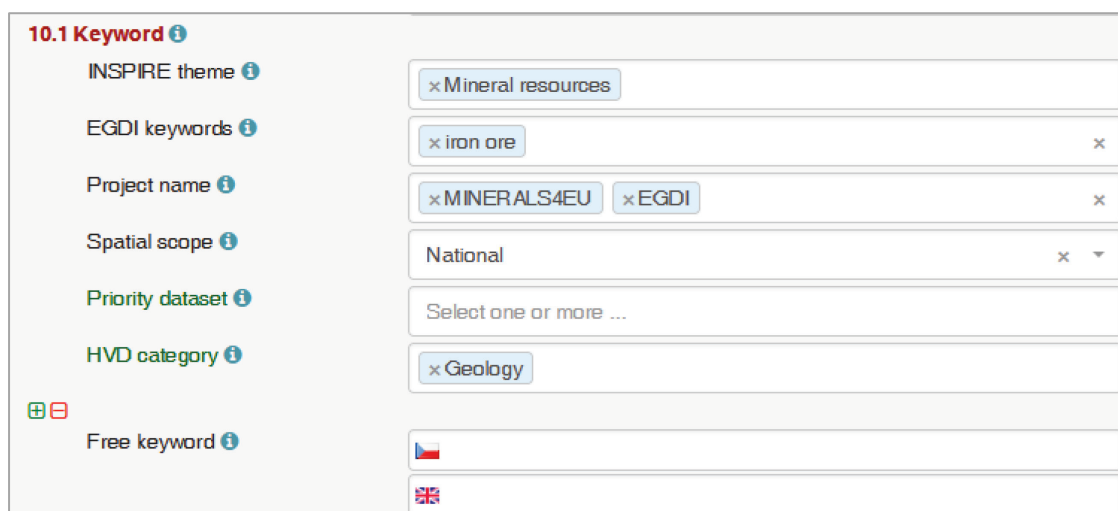
8 Topic category for geological and applied geological data should be set to “Geoscientific information”. But it can be selected one or more category from the code list.



9 Service type - Not applicable for datasets, only for services - see [1].

10.1 Keyword(s) can be selected from a **predefined list** (some of the required external thesauri and codelists are integrated directly in the EGDI Metadata Catalogue), or can be filled as a **Free keyword(s)**.

1. At least one keyword for the **INSPIRE theme** from the INSPIRE registry (<https://inspire.ec.europa.eu/theme/>) has to be filled.
2. At least one keyword from the EGDI Keyword Thesaurus (<https://data.geoscience.earth/ncl/EGDI/keyword>) should be used
3. Project name identifier in the form of the W3id identification code “<https://w3id.org/egdi/project/{id}>” should be used.
4. The **Spatial scope** keyword from the INSPIRE registers (<http://inspire.ec.europa.eu/metadata-codelist/SpatialScope>) has to be selected. For INSPIRE data it is obligatory, but it is recommended for all other datasets as well.
5. **Priority dataset** keyword is mandatory only for determined datasets related to the environmental reporting within the INSPIRE directive. Keyword from the INSPIRE registers (<http://inspire.ec.europa.eu/metadata-codelist/PriorityDataset>) has to be added.
6. For the filtering purposes of harvested metadata records from local catalogues, the keyword “EGDI” is recommended to be used in the form of the project identifier “<https://w3id.org/egdi/project/101102163>”
7. Any other **Free keyword** can be added here as free text as well.



10.1 Keyword ⓘ

INSPIRE theme ⓘ

EGDI keywords ⓘ

Project name ⓘ

Spatial scope ⓘ

Priority dataset ⓘ

HVD category ⓘ

☐ ☐ Free keyword ⓘ

Note: For 3D models, keywords of *type stratum, temporal and discipline* are available in the EGDI-full editing form only. It is possible to add these elements as free keywords and with a properly cited Thesaurus (title, date, date type) – see figure below. **Please note that these keywords with cited thesaurus are visible in the EGDI-full editing form only, but are not visible in the EGDI-Lite form.**

(3) Descriptive Keywords

(3.1) keyword

<http://resource.geolba.ac.at/GeologicUnit/736>

Horní sladkovodní molasa

Obere Süßwassermolasse

Type: stratum

Thesaurus Name

Title

GBA Thesaurus

GBA Thesaurus

Date

date: 2019-07-11

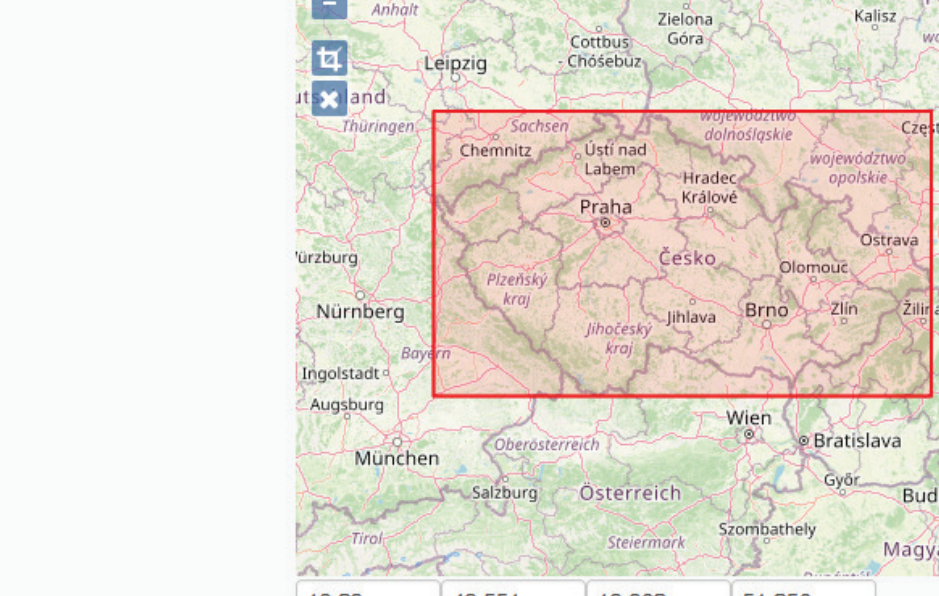
Date Type: creation

11.1 Geographic location – Defined by the western and eastern longitude and the southern and northern latitude in decimal degrees (recommended max. 3 digits precision) in the WGS-84 coordinate system.

There are three ways for filling this item:

1. The extent can be drawn by a tool () in the map and the coordinates will be added automatically into the form.
2. Each coordinate can be manually filled one by one
3. Choose one of the European countries or the whole EU (according to the range of data) from the **11.2 Geographic identifier** list and then the relevant coordinates will be filled in 11.1 Geographic location automatically.

11.1 Geographic location



11.2 Geographic identifier

Note: If you select a country from the list for the element **11.2 Geographic identifier**, then item **10.1 Keyword/Spatial Scope** is filled in as follows: **"National"**. If you select "European Union" or "Europe", Spatial Scope will be set automatically to **"European"**. If you want to save another Spatial Scope keyword, you must then change it manually.

11.2 Geographic identifier: Fill in only when Spatial Scope is not local or regional. Then select from the code list value (for example: one of the European Countries, "Europe", "World" or "European Union"). The selection automatically affects the coordinates in the field 11.1 Geographic location.

12 Presentation form – Mandatory for 3D models. **"Model digital"** should be chosen from the codelist and then the validation rules are changed to meet the requirements for the metadata description of 3D models.



Note: Value **"Model digital"** is mandatory for **3D models**. When it is chosen from the codelist the validation rules are changed to meet the requirements for the metadata description of 3D models. You can choose value **"Model digital"** also for your **2D dataset** and then the vertical items **22 Vertical reference system** and **23 Vertical extent** are not relevant, these items are required just for 3D models.

13 Edition - Conditional for **3D models**, mandatory, if there are/will be more versions of the model.



14.1 Reference date - Date (YYYY-MM-DD) of the data source creation must be filled, optionally also other types of reference dates can be added. Only one date for each event (creation/publication/last revision) is allowed.



14.2 Resource temporal extent - If the resource has a temporal extent, you can specify either a range of dates relevant for the dataset, or a single date. To enter instant date (YYYY-MM-DD or YYYY) leave the second field empty. In case the time period is open-ended with either the start or the end date unknown, enter "?" to the corresponding field. If the temporal extent is on-going, enter "now" to the corresponding field.

If the dataset is no longer available due to obsolescence or lack of updates, both the start date and the end date must be provided. This is required for the EGDI native metadata (this recommendation helps achieve an optimal level of FAIRness, in line with FAIR Principle A2).

14.2 Resource temporal extent ⓘ

1992 - now

Filling instructions

14.3 Status – description of the status of the resource(s). It is mandatory to fill in the value “obsolete” for outdated data.

14.3 Status ⓘ

obsolete

15 Lineage - description of the history of processing and the overall quality of the dataset, including information on the input data, SW used, if the data/model has been approved etc. Lineage description should have at least 50 characters. This is required for the EGDI native metadata profile (this recommendation is useful to reach optimal level of FAIRness for FAIR principles I1, I2 and I3).

15 Lineage ⓘ

Subsystem SurlS byl vytvořen v devadesátých letech minulého století v Národním informačním středisku ČR. Většina jeho dílčích databází má

SurlS was developed in the 1990s at the National Information Centre of the Czech Republic. Most of its databases contain coordinates that are

16 Spatial resolution can be described by the equivalent scale (denominator only) or by a distance in meters.

16 Spatial resolution ⓘ

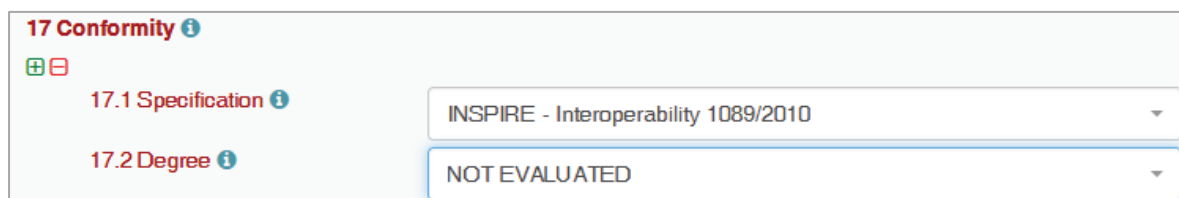
Scale ⓘ

1:

Distance ⓘ

Note: Also a range of scales can be added by simply typing another scale number

17 Conformity - Citation of the implementing rules adopted according to the Article 7, section 1 of the 2007/2/ES Directive (INSPIRE). Appropriate **17.1 Specification** of a document you are referring to should be select from the predefined list; for the dataset “**INSPIRE – Interoperability 1089/2010**” is the right value. If the dataset or dataset series are not within the scope of INSPIRE, fill in the citation of the Directive and then the element 17.2 will have the value “NOT EVALUATED”.



17 Conformity ⓘ

17.1 Specification ⓘ INSPIRE - Interoperability 1089/2010

17.2 Degree ⓘ NOT EVALUATED

18.1 Conditions applying to access and use - restrictions on the access and use of a resource or metadata, licences, fees of the dataset and other conditions (field **Other – description**) shall be provided, if applicable (text description or a URL of a descriptive document). If no conditions apply, or are unknown then you can select these values (as well as the type of licence) from the codelist.

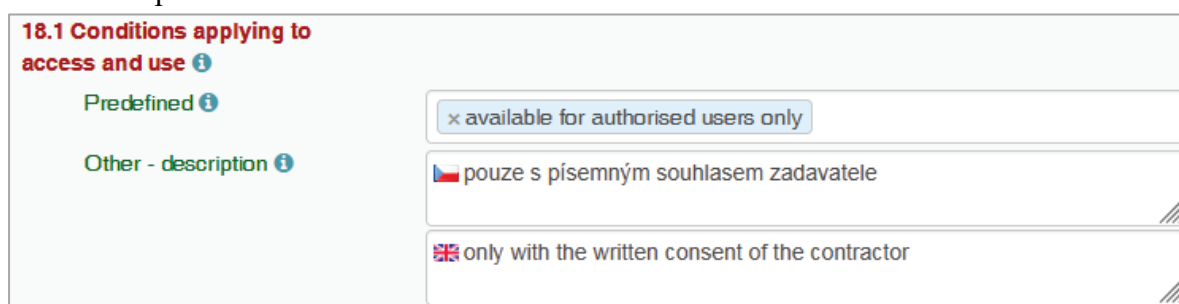


18.1 Conditions applying to access and use ⓘ

Predefined ⓘ x Creative Commons BY 4.0

Other - description ⓘ

or for example



18.1 Conditions applying to access and use ⓘ

Predefined ⓘ x available for authorised users only

Other - description ⓘ

pouze s písemným souhlasem zadavatele

only with the written consent of the contractor

18.2 Limitations on public access – Description of a reason of a limitation on public access to a dataset or a service according to the Article 13 of the 2007/2/ES Directive should be filled in the **Predefined** field by choosing from the codelist. Also, other conditions (**Other - description** field) can be filled as a free text. You can also mark the data as “open data” in this element.

18.2 Limitations on public access

Predefined

× no limitations to public access

Other - description

Otevřená data

Open Data

or for example:

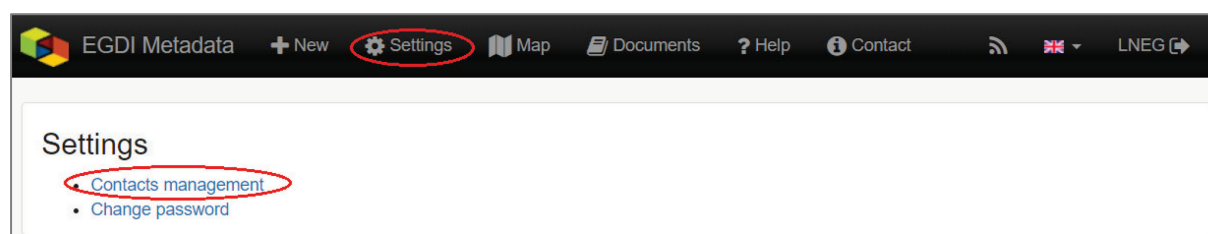
18.2 Limitations on public access

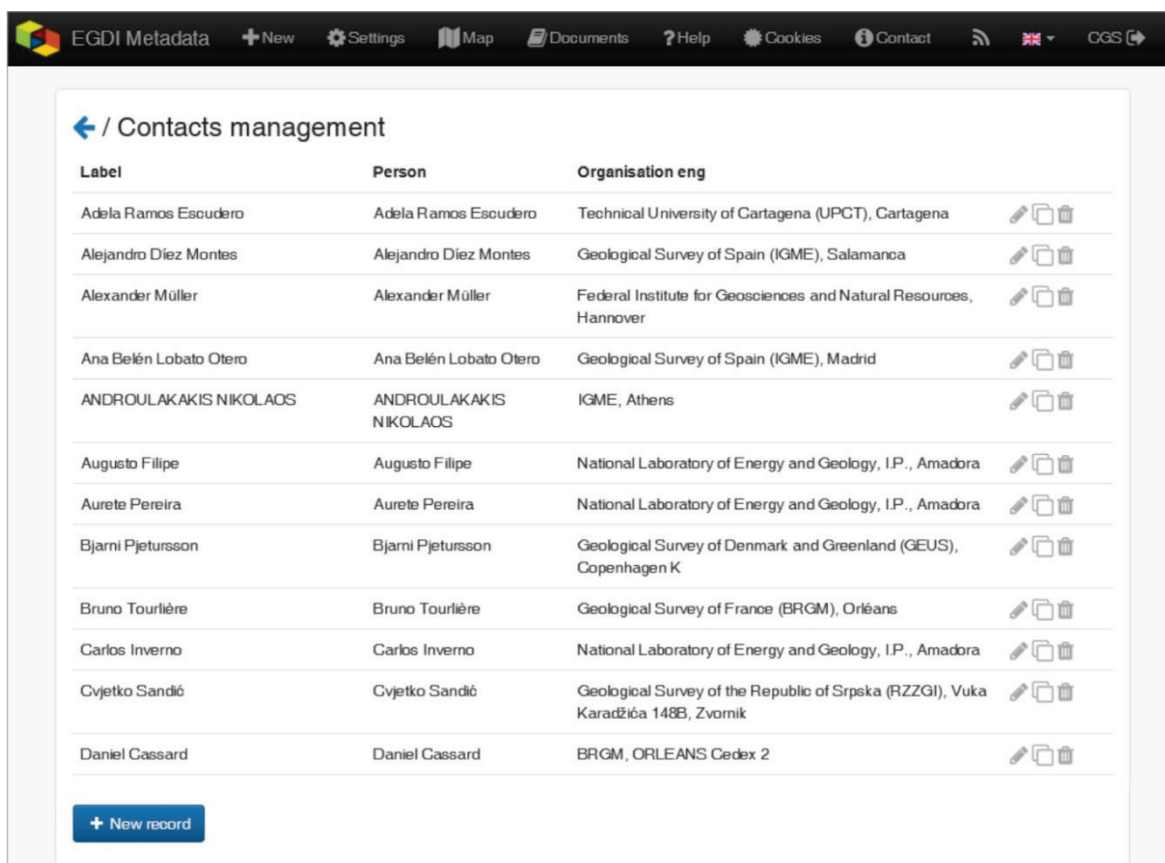
Predefined

× public access limited according to Article 13(1)(b) of the INSPIRE Directive

Other - description

19 Responsible party – Contact person/organization information can be filled item by item in the editing form (Enter key confirms typing) or edited once in the “**Settings**” on the <https://metadata.europe-geology.eu/admin/> page for logged-in users (Figure 13) and then used in more metadata records by choosing the appropriate contact from the list.



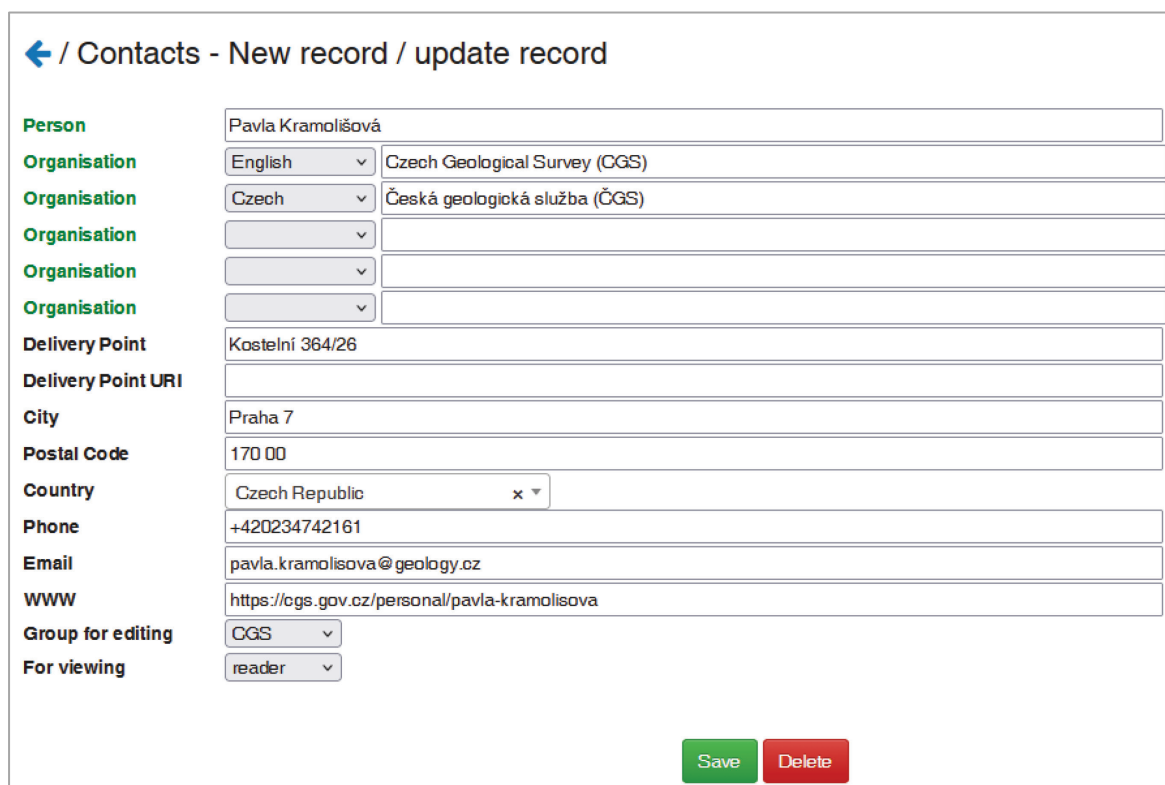


The screenshot shows the 'Contacts management' page of the EGDI Metadata system. At the top is a navigation bar with links for New, Settings, Map, Documents, Help, Cookies, Contact, and a language selector (English). The main content area has a header '← / Contacts management' and a table with three columns: Label, Person, and Organisation eng. The table lists 12 contacts, each with a row of icons for editing, duplicating, and deleting. At the bottom left is a '+ New record' button.

Label	Person	Organisation eng
Adela Ramos Escudero	Adela Ramos Escudero	Technical University of Cartagena (UPCT), Cartagena
Alejandro Díez Montes	Alejandro Díez Montes	Geological Survey of Spain (IGME), Salamanca
Alexander Müller	Alexander Müller	Federal Institute for Geosciences and Natural Resources, Hannover
Ana Belén Lobato Otero	Ana Belén Lobato Otero	Geological Survey of Spain (IGME), Madrid
ANDROULAKAKIS NIKOLAOS	ANDROULAKAKIS NIKOLAOS	IGME, Athens
Augusto Filipe	Augusto Filipe	National Laboratory of Energy and Geology, I.P., Amadora
Aurete Pereira	Aurete Pereira	National Laboratory of Energy and Geology, I.P., Amadora
Bjarni Pjetursson	Bjarni Pjetursson	Geological Survey of Denmark and Greenland (GEUS), Copenhagen K
Bruno Tourlière	Bruno Tourlière	Geological Survey of France (BRGM), Orléans
Carlos Inverno	Carlos Inverno	National Laboratory of Energy and Geology, I.P., Amadora
Cvjetko Sandić	Cvjetko Sandić	Geological Survey of the Republic of Srpska (RZZGI), Vuka Karadžića 148B, Zvornik
Daniel Cassard	Daniel Cassard	BRGM, ORLEANS Cedex 2

+ New record

Figure 13: Contacts management for logged-in users (<https://metadata.europe-geology.eu/admin/contacts/>)



The screenshot shows the 'Contacts - New record / update record' form. It has a header '← / Contacts - New record / update record'. The form is divided into two columns. The left column contains labels for various fields, and the right column contains the corresponding input fields. The fields are: Person (text), Organisation (dropdown), Organisation (text), Organisation (text), Organisation (text), Organisation (text), Delivery Point (text), Delivery Point URI (text), City (text), Postal Code (text), Country (dropdown), Phone (text), Email (text), WWW (text), Group for editing (dropdown), and For viewing (dropdown). At the bottom right are 'Save' and 'Delete' buttons.

Person	Pavla Kramolišová
Organisation	English Czech Geological Survey (CGS)
Organisation	Czech Česká geologická služba (ČGS)
Organisation	
Organisation	
Organisation	
Delivery Point	Kostelní 364/26
Delivery Point URI	
City	Praha 7
Postal Code	170 00
Country	Czech Republic
Phone	+420234742161
Email	pavla.kramolisova@geology.cz
WWW	https://cgs.gov.cz/personal/pavla-kramolisova
Group for editing	CGS
For viewing	reader

Save Delete

Figure 14: Example of filling the contact information form

Name of **Organization** should be entered in English (and in national language if it is defined as the second language). It is recommended to add organization's abbreviation in the parentheses at the end, for example "Czech Geological Survey (CGS)" in English and "Česká geologická služba (ČGS)" in Czech (see Figure 14).

***Note:** The Codelist of the EuroGeoSurveys' organizations (URL) is under preparation – then it will be possible to choose the organization name from this list. Organization identifier should be filled in the form of the W3id identification code "https://w3id.org/egdi/organisation/{id}".*

Email field should be filled as well and **Role** field value must be set to "**custodian**" - each described resource should have a custodian, i.e. the primary provider of the dataset or service.

Additional contacts can be added in the same way by multiplying the whole element 19, filling the necessary information and setting the role to "**distributor**" (distribution information), "**point of contact**" (information about data), etc.

To fill in the country identifier, it is recommended to use the official EU codelist which relies on the ISO 3166-1 alpha-3 code international standard (available in the metadata catalogue):

<https://op.europa.eu/en/web/eu-vocabularies/dataset/-/resource?uri=http://publications.europa.eu/resource/dataset/country>

19 Responsible party 	
 	
Person 	Select one (or write value and press Enter) ...
Organisation 	 Česká geologická služba
	 Czech Geological Survey
Organisation URI 	
Delivery Point 	Klárov 3
Delivery Point URI 	
City 	Praha 1
Postal Code 	118 21
Country 	Czech Republic
Phone 	+420257089411
Email 	metadata@geology.cz
WWW 	http://www.geology.cz/
Role 	custodian

20 Data quality scope – Is not displayed in the EGDI-Lite form and is automatically filled in accordance with element **3 Resource type**.

21 Coordinate reference system - Description of the coordinate reference system(s) used in the dataset. Select one or more from the list. INSPIRE compliant value have the denomination [INSPIRE] in square brackets at the end of the coordinate reference system abbreviation.

21 Coordinate reference system 

22 Vertical reference system - mandatory for 3D models. Description of the vertical reference system used in the dataset. Select one or more from the list.

22 Vertical reference system 

23 Vertical extent - Conditional for 3D models. Vertical limits of the model interlinked with the reference system in element **23.3 Vertical extent reference system** - local system or a defined vertical coordinate system. For describing the model depth in a local system, choose **Local - depth** (EPSG code 1049) and enter positive values of vertical limits (Z axis is in the direction from the surface to the Earth's core).

23 Vertical extent  min max [Filling instructions](#)

23.3 Vertical extent reference system  

24 Distribution format - The value can be either selected from the codelist, or entered as a free text (especially in the case of a specialized modelling SW).

24 Distribution format 

Format  

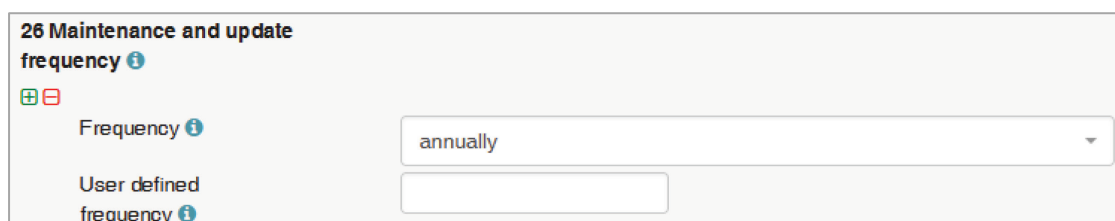
Version 

25 Spatial representation type - Method used to spatially represent geographic information. Select one or more from the list.

25 Spatial representation type 

26 Maintenance and update frequency - Provides information about the frequency of resource updates, and the scope of those updates. To improve metadata quality and ensure that the declared update frequency is adequate and correctly evaluated, a “timeliness” indicator should be considered and the FAIR validation will check the following condition: “[Today (date) - gmd:dateStamp@Date < gmd:MD_MaintenanceFrequencyCode (value)]”.

This recommendation helps achieve an optimal level of FAIRness, in line with FAIR Principle F2.



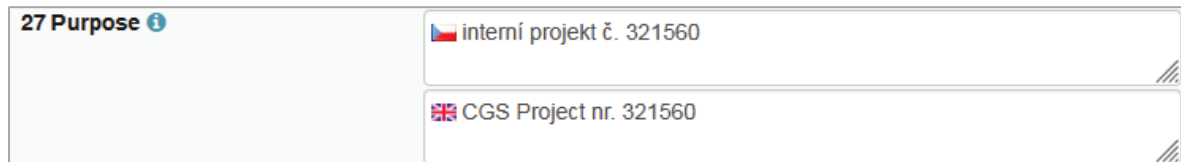
26 Maintenance and update frequency ⓘ

Frequency ⓘ

User defined frequency ⓘ

Note: If the desired interval is not present in the Frequency codelist, choose the value “unknown” and in the user defined frequency element fill the appropriate interval in accordance with the ISO 8601: *P<number><period>*, where period is Y – year, M-month, D-day, H-hour, for ex. “P5Y” denominates the period of 5 years.

27 Purpose - Summary of purposes for which the data source was created (internal project identifier, scope, legislative purposes, type of data/model, etc.).



27 Purpose ⓘ

 interní projekt č. 321560

 CGS Project nr. 321560

28.1 Metadata Contact - Organization responsible for creating and maintenance of metadata. Contact person/organization information can be filled item by item in the editing form (Enter button confirms typing) or edited once in “**Settings**” (Figure 13) and then used in more metadata records by choosing the appropriate contact from the list. Organization identifier should be filled in the form of the W3id identification code “https://w3id.org/egdi/organisation/{id}”.

Email field should be filled as well and **Role** field value must be set to “**Point of contact**”.

To fill in the country identifier, it is recommended to use the official EU codelist which relies on the ISO 3166-1 alpha-3 code international standard (available in the metadata catalogue): <https://op.europa.eu/en/web/eu-vocabularies/dataset/-/resource?uri=http://publications.europa.eu/resource/dataset/country>

28.1 Metadata point of contact 

Person 	Mgr. Pavla Kramolišová 
Organisation 	 Česká geologická služba
	 Czech Geological Survey
Organisation URI 	
Delivery Point 	Klárov 131/3
Delivery Point URI 	
City 	Praha 1
Postal Code 	118 21
Country 	Česká republika 
Phone 	+420257089452
Email 	pavla.kramolisova@geology.cz
WWW 	http://www.geology.cz/personal/p/pavla.kramolisova
Role 	point of contact 

28.2 Metadata date - Date stamp (date of last editing) is created automatically and can be found for example in the basic view of the metadata record.

28.3 Metadata language - Metadata language can be administered in the sub-heading of the record (see chapter 3.3.2).

Status: Private  Group for editing: editor  For viewing: reader  Metadata language: 

29 File identifier - Identifier of the metadata file is generated automatically as UUID.

29 File identifier 

5e8b358e-7998-4f71-a363-2b260a010833

30 Parent identifier – Unique identifier of the parent metadata record can be chosen from the list of existing metadata records in the catalogue (e.g. if a dataset belongs to a data set serie). Parent should be filled first in the EGDI Metadata Catalogue and then it will appear in the list and will be available for all editors to choose it as the parent record.

30 Parent identifier 

Mineral information system (SurlS) 

*Note: More details about linking metadata through the items **30 Parent identifier** and **31 Sources** is described within document **FAQ, Question 9***

(https://metadata.europe-geology.eu/layout/egdi/EGDI_faq.pdf).

31 Source – Source(s) used for the resource creation (lineage). These resources can be selected from the list of metadata records. For external sources fill the URL address of the metadata xml (e.g <https://geology.cz/record/xml/9df8df5...ba9b0d98>).

31 Source ⓘ

✕ A - Aquifer media (DRASTIC)

✕

32 Graphic overview - A graphic image that illustrates the described resource (in the form of the path to the image). Recommended size of the image is 600 x 400 pixels.

32. Graphic overview ⓘ

 <https://micka.geology.cz/record/file/60acc142-d4bc-43de-b15c-71060a010852?fname=GM50.jpe>

File upload

✓

✕

Select file

Upload

1 2

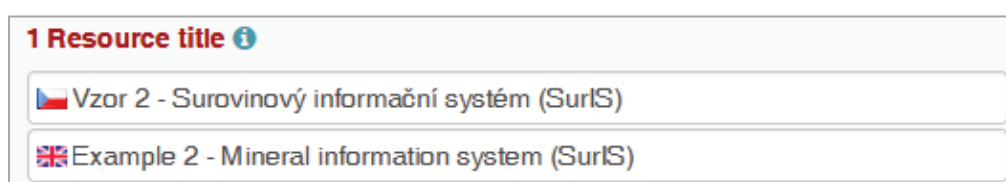
Note: To complete the editing, it is necessary to go through the steps in the chapter 3.3.6

3.3.5 Detailed instructions for filling the EGDI metadata profile elements in the EGDI-Lite editing form for a spatial data service/application

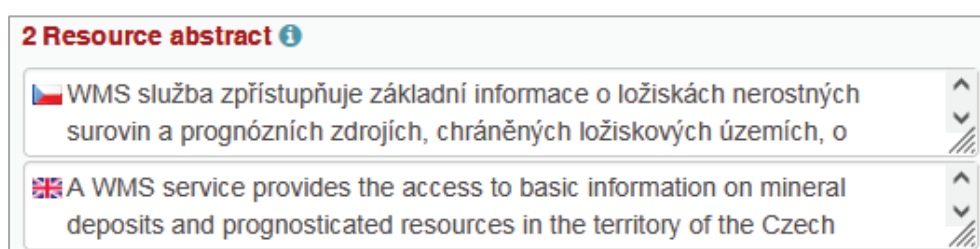
Example of an English-Czech bilingual record (can be in any other national language + English).

***Note:** The images of all metadata elements below are created from example service record: <https://metadata.europe-geology.eu/record/basic/5e8e29b8-e334-4b30-b78b-14750a010833>*

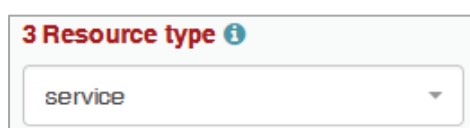
1 Resource title - Name by which the cited resource is known. For EGDI native metadata, title should have between 10 and 100 characters (this recommendation is useful to reach optimal level of FAIRness for FAIR principle F2).



2 Resource abstract - Brief narrative summary of the content of the resource(s). For EGDI native metadata, abstract should have between 100 and 700 characters (this recommendation is useful to reach optimal level of FAIRness for FAIR principles F2).



3 Resource type - Valid values for the EGDI projects are service and application.



***Note:** A different profile is used for a dataset. It can be selected at the beginning of the record creation process (Figure 6 in chapter 3.3.1) and detailed descriptions for filling metadata for datasets are described in detail in chapter 3.3.4.*

4 Resource locator – Electronic address (URL, their function and a relevant protocol) of an on-line access to the resource, if it exists. “Name” and “Description” are optional.

4 Resource locator ⓘ

URL ⓘ 

Function ⓘ

Protocol ⓘ

Name ⓘ

App. Profile ⓘ

Description ⓘ

5 Unique resource identifier - Recommended format for the unique identification of the resource is organization ID (e.g. domain name) and identifier of the dataset defined by the data provider, e.g. http://www.domain.org/internal_identifier. For the EGDI native metadata, also the W3id identification code “https://w3id.org/EGDI/{id}” will be used, which, via the redirection configuration, can act as an additional dataset identifier without preventing the use of the national identifier. This recommendation helps achieve an optimal level of FAIRness, in line with FAIR Principles F1.1, F1.2 and F3.

5 Unique resource identifier ⓘ

URI ⓘ

Text ⓘ

Code space ⓘ

6 Coupled resource - Only for services, not applicable for datasets. Provides information on the datasets that the service operates on, the appropriate entry should be selected from the list of values. Dataset should be described in the EGDI Metadata Catalogue first and then the title of the metadata record will appear in the list (in the primary language of the metadata). This list of all described resources is available for all editors. **6.2. Coupling type** is mostly „tight”, when the service works directly with specific data.

6.1 Coupled resource ⓘ

6.2 Coupling type ⓘ

7 Resource language – Not applicable for services, only for datasets - see [1]

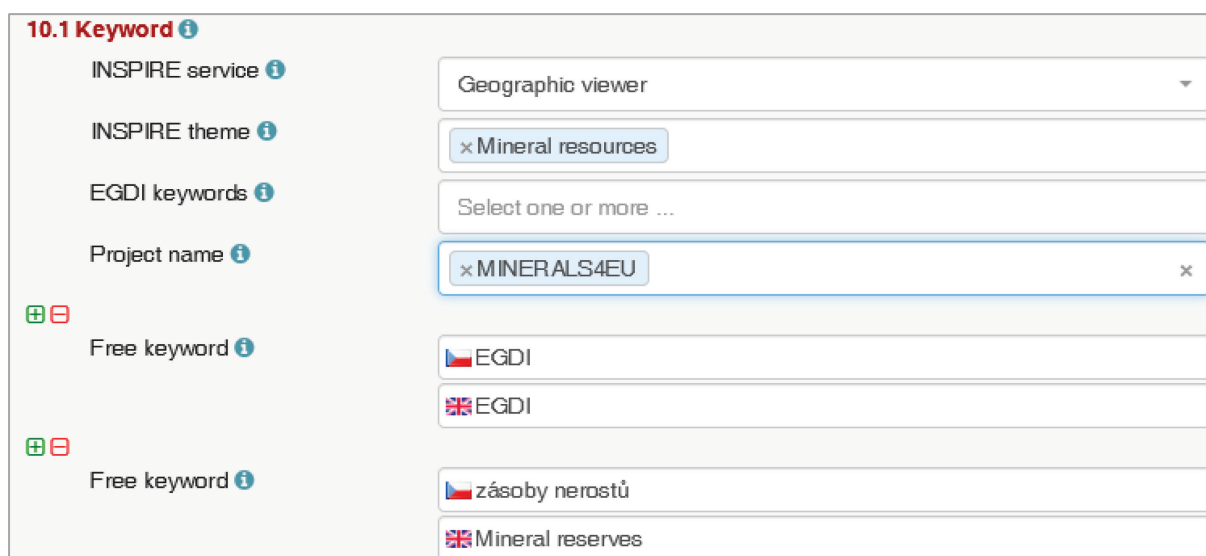
8 Topic category - Not applicable for services, only for datasets - see [1]

9 Service type - Only for services, not applicable for datasets. A service type name can be selected from the codelist.



10.1 Keyword(s) can be selected from a **predefined list** (some of the required external thesauri and codelists are integrated directly in the EGDI Metadata Catalogue), or can be filled as a **Free keyword(s)**.

1. **INSPIRE service** classification from the INSPIRE registry (<https://inspire.ec.europa.eu/metadata-codelist/SpatialDataServiceCategory>) should be selected from the codelist.
2. At least one keyword for the **INSPIRE theme** from the INSPIRE registry (<https://inspire.ec.europa.eu/theme/>) has to be filled.
3. Project name identifier in the form of the W3id identification code “<https://w3id.org/egdi/project/{id}>” should be used.
4. Keyword(s) from the EGDI Keyword Thesaurus (<https://data.geoscience.earth/ncl/EGDI/keyword>) can be added
5. Any other **Free keyword** can be added here as free text as well.



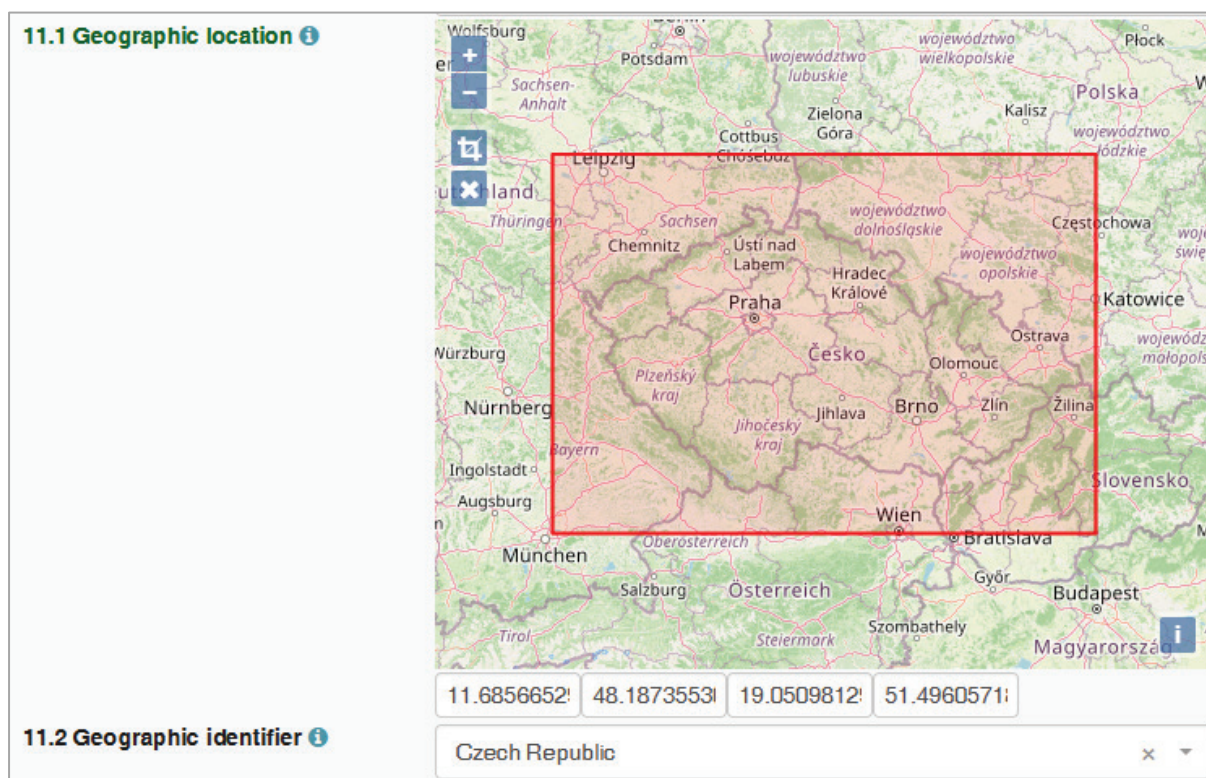
11.1 Geographic location – Defined by the western and eastern longitude and southern and northern latitude in decimal degrees (recommended max. 3 digits precision) in the WGS-84 coordinate system.

There are three ways for filling this item:

1. The extent can be drawn by a tool () in the map and the coordinates will be added automatically into the form.
2. Each coordinate can be manually filled one by one

3. Choose one of the European countries or the whole EU (according to the range of data) from the **11.2 Geographic identifier** list and then the relevant coordinates will be filled in 11.1 Geographic location automatically.

***Note:** If a metadata record of a service was imported from the **GetCapabilities** file from a map server, **11.1 Geographic location** is filled in automatically.*



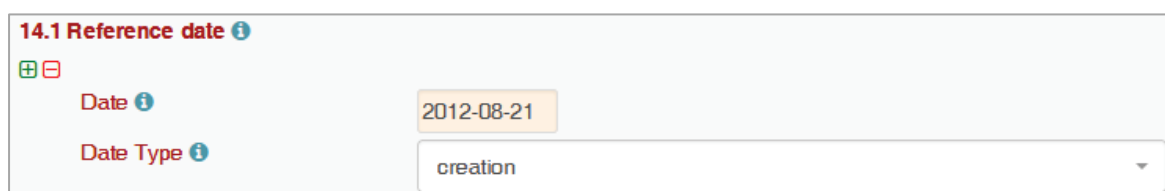
The screenshot displays the EGDI metadata form. The **11.1 Geographic location** field is filled with a map of Central Europe, with a red rectangle highlighting the Czech Republic. Below the map, the coordinates 11.6856652, 48.1873553, 19.0509812, and 51.4960571 are entered. The **11.2 Geographic identifier** field is set to "Czech Republic".

11.2 Geographic identifier: Fill in only when Spatial Scope is not local or regional. Then select from the list value (for example: European Country, “Europe”, “World” or “European Union”).

12 Presentation form – Not applicable for services, only for datasets - see [1]

13 Edition - Not applicable for services, only for datasets - see [1]

14.1 Reference date - Date (YYYY-MM-DD) of creation must be filled, optionally also other types of reference dates can be added (publication date/date of the last revision).



The screenshot displays the **14.1 Reference date** field. It includes a "Date" input field with the value "2012-08-21" and a "Date Type" dropdown menu set to "creation".

14.2 Resource temporal extent - if the resource (service) has a temporal extent, you can specify either a range of dates relevant for the service, or a single date. To enter instant date (YYYY-MM-DD or YYYY) leave the second field empty. In case the time period is open-ended with either the start or the end date unknown, enter “?” to the corresponding field. If the temporal extent is on-going, enter “now” to the corresponding field.

If the service is no longer available due to obsolescence or lack of updates, both the start date and the end date must be provided. This is required for the EGDI native metadata (this recommendation helps achieve an optimal level of FAIRness, in line with FAIR Principle A2).

14.2 Resource temporal extent ⓘ	1992	-	now	  Filling instructions
--	------	---	-----	---

15 Lineage - Not applicable for services, only for datasets - see [1]

16 Spatial resolution - Not applicable for services, only for datasets - see [1]

17 Conformity - Citation of the implementing rules adopted according to the Article 7, section 1 of the 2007/2/ES Directive (INSPIRE). Appropriate **17.1 Specification** of a document you are referring to should be select from the predefined list, for the service “INSPIRE – Network services 976/2009” is the right value. If the service is not within the scope of INSPIRE, fill in the citation of the Directive and then the element 17.2 will have the value “NOT EVALUATED”.

17 Conformity ⓘ	
 	
17.1 Specification ⓘ	INSPIRE - Network services 976/2009 ▼
17.2 Degree ⓘ	NOT EVALUATED ▼

18.1 Conditions applying to access and use - Constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations or warnings on using the resource or metadata. If no conditions apply or are unknown, then you can select these values (as well as type of licence) from the list.

18.1 Conditions applying to access and use ⓘ	
Predefined ⓘ	  x no conditions apply
Other - description ⓘ	 
	 

18.2 Limitations on public access – Description of a reason of a limitation on public access to a dataset or a service according to the Article 13 of the 2007/2/ES Directive should be filled in the **Predefined** field by choosing from the list. Also, other conditions (**Other - description** field) can be filled as a free text. You can also mark the data as “open data” in this element.



18.2 Limitations on public access

Predefined ⓘ

x no limitations to public access

Other - description ⓘ

volný přístup na internetu

free internet access

19 Responsible party – Contact person/organization information can be filled item by item in the editing form (Enter key confirms typing) or edited once in the “**Settings**” on the <https://metadata.europe-geology.eu/admin/> page for logged-in users (Figure 13) and then used in more metadata records by choosing the appropriate contact from the list.

Name of **Organization** should be entered in English (and in national language if it is defined as the second language) It is recommended to add organization’s abbreviation in the parentheses at the end, for example “Czech Geological Survey (CGS)” in English and “Česká geologická služba (ČGS)” in Czech.

***Note:** The Codelist of the EuroGeoSurveys’ organizations (URL) is under preparation – then it will be possible to choose the organization name from this list. Organization identifier should be filled in the form of the W3id identification code “<https://w3id.org/egdi/organisation/{id}>”.*

Email field should be filled as well and **Role** field value must be set to “**custodian**” - each described resource should have a custodian, i.e. the primary provider of the dataset or service.

Contact information for distribution of data can be added in the same way (by multiplying the whole element 19, filling the necessary information and setting the role to “**distributor**”).

To fill in the country identifier, it is recommended to use the official EU codelist which relies on the ISO 3166-1 alpha-3 code international standard (available in the metadata catalogue): <https://op.europa.eu/en/web/eu-vocabularies/dataset/-/resource?uri=http://publications.europa.eu/resource/dataset/country>

19 Responsible party ⓘ

Person ⓘ	Select one (or write value and press Enter) ...
Organisation ⓘ	 Česká geologická služba
	 Czech Geological Survey
Organisation URI ⓘ	
Delivery Point ⓘ	Klárov 3
Delivery Point URI ⓘ	
City ⓘ	Praha 1
Postal Code ⓘ	118 21
Country ⓘ	Česká republika
Phone ⓘ	+420257089411
Email ⓘ	metadata@geology.cz
WWW ⓘ	http://www.geology.cz/
Role ⓘ	custodian

20 Data quality scope – Not applicable for services, only for datasets - see [1]

21 Coordinate reference system - Description of the coordinate reference system(s) used in the service. Select one or more from the list. INSPIRE compliant value have the denomination [INSPIRE] in square brackets at the end of the coordinate reference system abbreviation.

21 Coordinate reference system ⓘ  WGS84 (4326)

22 Vertical reference system - Mandatory for **3D models**. Description of the vertical reference system used in the service. Select one or more from the list.

22 Vertical reference system ⓘ  Baltic 1957

23 Vertical extent - Not applicable for services, only for datasets - see [1]

24 Distribution format - Not applicable for services, only for datasets - see [1]

25 Spatial representation type - Not applicable for services, only for datasets - see [1]

26 Maintenance and update frequency - Not applicable for services, only for datasets - see [1]

27 Purpose - Not applicable for services, only for datasets - see [1]

28.1 Metadata Contact - Organization responsible for creating and maintenance of metadata. Contact person/organization information can be filled item by item in the editing form (Enter button confirms typing) or edited once in “**Settings**” (Figure 13) and then used in more metadata records by choosing the appropriate contact from the list. Organization identifier should be filled in the form of the W3id identification code “<https://w3id.org/egdi/organisation/{id}>”.

Email field should be filled as well and **Role** field value must be set to “**Point of contact**”.

To fill in the country identifier, it is recommended to use the official EU codelist which relies on the ISO 3166-1 alpha-3 code international standard (available in the metadata catalogue):

<https://op.europa.eu/en/web/eu-vocabularies/dataset/-/resource?uri=http://publications.europa.eu/resource/dataset/country>

28.1 Metadata point of contact 

Person 	Mgr. Pavla Kramolišová 
Organisation 	Česká geologická služba
	Czech Geological Survey
Organisation URI 	
Delivery Point 	Klárov 131/3
Delivery Point URI 	
City 	Praha 1
Postal Code 	118 21
Country 	Česká republika
Phone 	+420257089452
Email 	pavla.kramolisova@geology.cz
WWW 	http://www.geology.cz/personal/p/pavla.kramolisova
Role 	point of contact

28.2 Metadata date

Date stamp (date of last editing) is created automatically and can be found for example in the basic view of the metadata record.

28.3 Metadata language

Metadata language can be administered in the sub-heading of the record (see chapter 3.3.2).

Status: **Group for editing:** **For viewing:** **Metadata language:** 

29 File identifier - Identifier of the metadata file is generated automatically as UUID.

29 File identifier ⓘ	5e8e29b8-e334-4b30-b78b-14750a010833
-----------------------------	--------------------------------------

30 Parent identifier - Not applicable for services, only for datasets - see [1]

31 Source - Not applicable for services, only for datasets - see [1]

32 Graphic overview - A graphic image that illustrates the described resource (in the form of the path to the image). Recommended size of the image is 600 x 400 pixels.

32. Graphic overview ⓘ	 https://micka.geology.cz/record/file/60acc142-d4bc-43de-b15c-71060a010852?fname=GM50.jpe
-------------------------------	---

File upload

✓

✕

Select file

Upload

1 2

3.3.6 Important steps at the end of the editing process

Save and check the validation status (see 3.3.2) and then **save and leave the editing mode** by pushing the “**Stop**” button in the main menu (Figure 15)! If you don’t want to save your last changes and leave the editing mode, use the “**Cancel**” button.

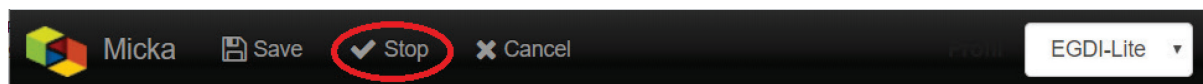


Figure 15: Main menu in editing mode

Metadata record publication

After filling and saving the metadata record, please check that it is made **public** and Group for viewing is set as **reader** by selecting the appropriate option from the list (Figure 16) at the page sub-heading, so that all users can search and view the record. For more detailed information please refer to the Record administration section in chapter 3.3.2.



Figure 16: Making the metadata record publicly available

Metadata record backup

After finishing your editing session, please **always create an XML file of your record** as a backup copy for yourself from the basic metadata view for the logged-in users (Figure 17), just to make sure you do not lose any of your metadata in any case.

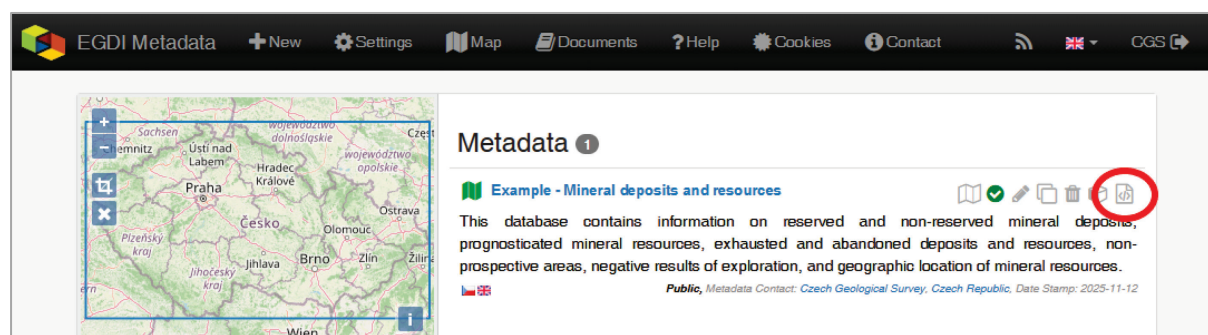


Figure 17: Record backup – tool for XML creating

Metadata Cookbook availability

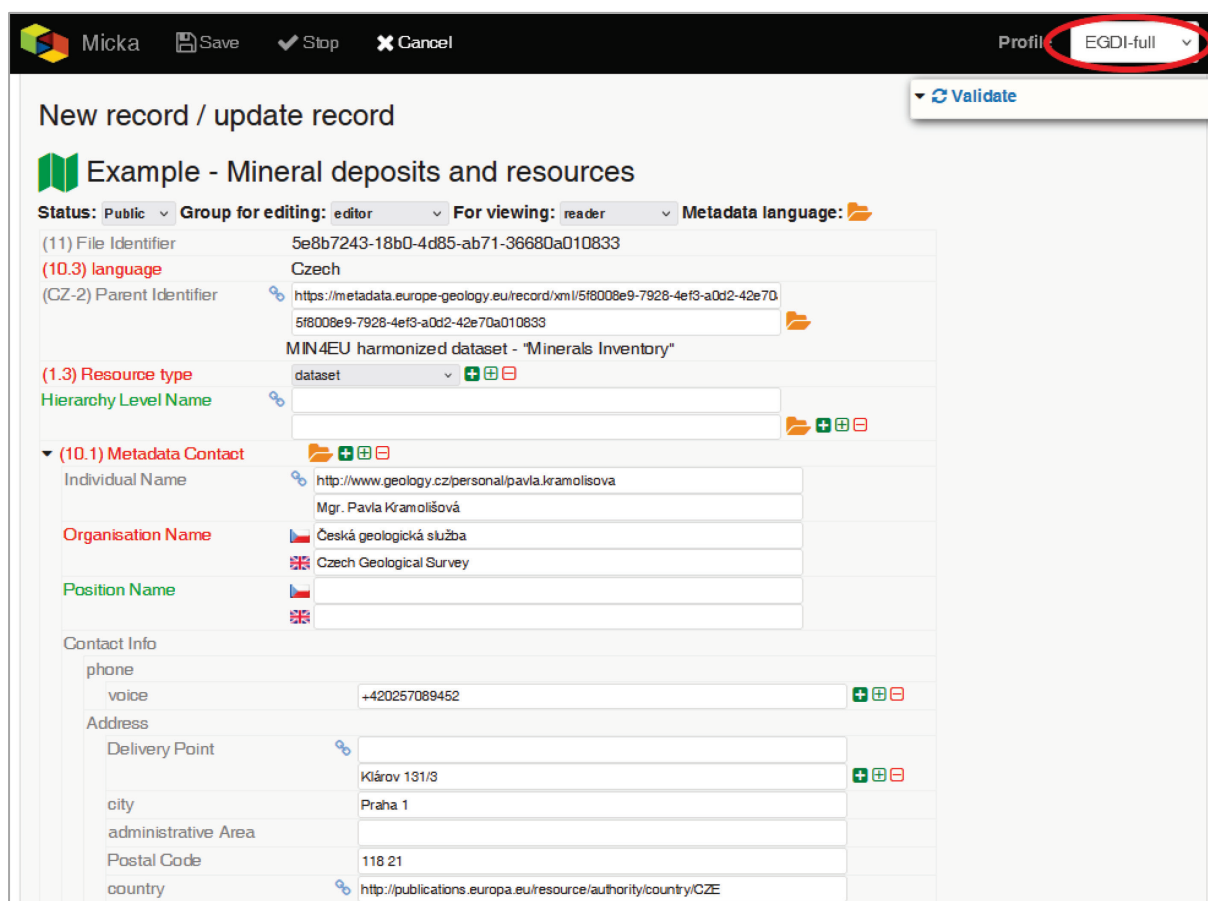
This document “Cookbook for creating metadata records using the EGDI Metadata Catalogue (Micka, version 7.032)” and the document “EGDI Metadata profile” (reference [1]) is integrated directly in the EGDI Metadata Catalogue (<https://metadata.europe-geology.eu/catalog/micka/docs>) and it is also available on the GitHub as MICKA Documentation <https://czechgeologicalsurvey.github.io/MICKA-Docs/>.

3.3.7 Additional information for advanced users

EGDI-full editing form

The **EGDI-full** editing environment (Figure 18) is also available to use for creating metadata within the EGDI Metadata Catalogue. The EGDI-full editing form follows the ISO structure and has more options. Advanced metadata knowledge and experience is required on the editor's side, so it is **NOT RECOMMENDED** for beginners. If anyone would like to use it, please contact us with any issues and concerns on egdi.metadata@geology.cz.

For filling metadata according to this cookbook within the EGDI it is **strongly recommended to use the EGDI-Lite editing form**.



The screenshot displays the EGDI-full editing form. At the top, there is a toolbar with icons for 'Micka', 'Save', 'Stop', and 'Cancel'. On the right, a 'Profile' dropdown menu is set to 'EGDI-full'. Below the toolbar, a 'Validate' button is visible. The main content area is titled 'New record / update record' and shows an example record for 'Mineral deposits and resources'. The form includes several sections: 'Status' (Public), 'Group for editing' (editor), 'For viewing' (reader), and 'Metadata language' (Czech). The 'File Identifier' field contains the value '5e8b7243-18b0-4d85-ab71-36680a010833'. The 'language' field is set to 'Czech'. The 'Parent Identifier' field contains the value 'https://metadata.europe-geology.eu/record/xml/5f8008e9-7928-4ef3-a0d2-42e705f8008e9-7928-4ef3-a0d2-42e70a010833'. The 'Resource type' field is set to 'dataset'. The 'Metadata Contact' section includes fields for 'Individual Name' (Mgr. Pavla Kramoljšová), 'Organisation Name' (Česká geologická služba), and 'Position Name' (Czech Geological Survey). The 'Contact Info' section includes fields for 'phone' (voice: +420257089452) and 'Address' (Delivery Point: Klárov 131/3, city: Praha 1, administrative Area, Postal Code: 118 21, country: http://publications.europa.eu/resource/authority/country/CZE).

Figure 18: The EGDI-full editing form for advanced editors

ANNEX 1: Overview of the required and optional metadata elements for different data sources

EGDI profile nr.	INSPIRE profile nr.	MD element title	Obligation/condition according to described data source [Maximum occurrence]		
			"2D" dataset	3D model	service
1	1.1	Resource title	[1]	[1]	[1]
2	1.2	Resource abstract	[1]	[1]	[1]
3	1.3	Resource type	[1]	[1]	[1]
4	1.4	Resource locator	[0..*]	[0..*]	[0..*]
5	1.5	Unique resource identifier	[1..*]	[1..*]	[1..*]
6.1	1.6	Coupled resource	not applicable	not applicable	[0..*]
6.2		Coupling type	not applicable	not applicable	[1]
7	1.7	Resource language	[1..*]	[1..*]	not applicable
8	2.1	Topic category	[1..*]	[1..*]	not applicable
9	2.2	Service type	not applicable	not applicable	[1]
10.1	3.1	Keyword	[1..*]	[1..*]	[1..*]
10.2	3.2	Originating controlled vocabulary	[1..*]	[1..*]	[1..*]
11.1	4.1	Geographic location	[1..*]	[1..*]	[1..*]
11.2		Geographic identifier	[0..*]	[0..*]	[0..*]
12		Presentation form	[0..*]	[1..*]	not applicable
13		Edition	[0..*]	[0..*]	not applicable
14.1	5	Reference date	[1..*]	[1..*]	[1..*]
14.2	5.1	Resource temporal extent	[0..*]	[0..*]	[0..*]
14.3		Status	[0..*]	[0..*]	not applicable
15	6.1	Lineage	[1]	[1]	not applicable
16	6.2	Spatial resolution - Scale/Distance	[0..*]	[0..*]	not applicable
17.1	7.1	Conformity - Specification	[1..*]	[1..*]	[1..*]
17.2	7.2	Conformity - Degree	[1]	[1]	[1]
18.1	8.1	Conditions applying to access and use	[1..*]	[1..*]	[1..*]
18.2	8.2	Limitations on public access	[1..*]	[1..*]	[1..*]
19	9.1	Responsible party	[1..*]	[1..*]	[1..*]
20	12	Data quality scope	[1]	[1]	not applicable
21	IOD-1*	Coordinate reference system	[1..*]	[1..*]	[0..*]
22		Vertical reference system	[1]	[1]	[0..*]
23.1		Vertical extent - max. model depth	not applicable	[1]	not applicable
23.2		Vertical extent - min. model depth	not applicable	[1]	not applicable
23.3		Vertical extent reference system	not applicable	[1]	not applicable
24	IOD-3*	Distribution format	[1..*]	[1..*]	not applicable
25	IOD-6*	Spatial representation	[1..*]	[1..*]	not applicable

		type			
26		Maintenance and update frequency	[0..1]	[0..1]	not applicable
27		Purpose	[0..1]	[0..1]	not applicable
28.1	10.1	Metadata point of contact	[1..*]	[1..*]	[1..*]
28.2	10.2	Metadata date	[1]	[1]	[1]
28.3	10.3	Metadata language	[1]	[1]	[1]
29	2.2.1	File identifier	[1]	[1]	[1]
30		Parent identifier	[0..1]	[0..1]	not applicable
31		Source	[0..*]	[0..*]	not applicable
32		Graphic Overview	[0..*]	[0..*]	[0..*]

*Metadata elements marked with the “IOD” prefix are metadata elements for interoperability as defined in INSPIRE data specifications

References

- [1] D. Čápková, C. Cipolloni, L. Kondrová, P. Kramolišová, D. Di Renzo. *EGDI Metadata profile Methodology for the unified metadata description of the results of projects under EuroGeoSurveys scope with the extension to describe 3D geological models*, version 1.3, 2026-06-04
- [2] Dana Čápková, Štěpán Kafka, Lucie Kondrová, Pavla Kramolišová, Olga Moravcová. *Cookbook for creating multilingual metadata records using the EGDI Metadata Catalogue (MlčKA)*, version 0.1, reviewed February 2017
- [3] *Technical Guidelines for implementing dataset and service metadata based on ISO/TS 19139:2007*, version 2.0.1, 2017-03-02
- [4] EN ISO 19115 Geographic Information – Metadata, 2003
- [5] Czech National Metadata Profile, version 4.2 (24.01.2020, TWG Metadata)
- [6] EC Directive 2007/2/EC (INSPIRE)
- [7] EC REGULATION No 1205/2008 (Metadata)
- [8] Čápková, D. – Moravcová, O. – Kondrová, L. – Kramolišová, P. (2019): *GeoERA Information Platform - Deliverable 7.1: Working version Metadatabase*.