## University of California Natural Reserve System Data Registry

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**Guide on How to Complete Registry Entries**

This guide provides information and help how to fill in the UC NRS Data Registry Form. Some fields are required a
fields are optional. A red asterisk (*) indicates that a field is required. A few fields are repeatable up to ten times. T
data set originator names and keyword information. Note that those repeatable fields are also optional, so you nee
as many of those as you need.

Information on individual fields and examples for their content follow.

## BASIC INFORMATION

**Name of Person completing this form:** Enter the name of the person completing this form (your name).

**Reserve Name:** Select a reserve from the drop-down list to indicate that the data set is affiliated with the reser
"affiliation" in a rather permissive sense to mean, for example, that the data set was or has been generated at the
the originator is affiliated with the reserve, or was affiliated with the reserve when the data set was generated, that
is owned by the reserve, etc.

Note: If the data was collected at a site other than an OBFS reserve listed in the pull-down menu, you can indicate
abstract and/or title. You can also indicate this in the keywords with a locality keyword. You may also indicate the l
dataset title below, if appropriate.

**Data Set Title:** Descriptive title of the data set.

Examples:

Hastings Reserve Small Mammal Trapline Data from 1972 to 1988.

Tassajara Hot Springs Reserve Water Chemistry Data.

## DATA SET ORIGINATOR

Person(s) or organization that developed the data set. The first originator provided on the form is EITHER an indivi
OR an organization, including optional address information.

This originator and the data set contact below may be the same person or organization.

**Originator's Role:** You will probably just want to leave the generic default, which is "originator", but you can c
specific originator's role (e.g. Principal Investigator, Publisher, etc.) from the pull-down list, if appropriate, e.g Princ
Investigator.

**First Name:** Self-explanatory.

**Last Name:** Self-explanatory.

**Organization Name:** The name of the organization from which the data originate (not required of you provide
names above)

**Originator Address Information (for Individual or Organization):**

**E-Mail:** The e-mail address under which the originator can be contacted.

**Phone:** Originator's phone number in the format area code plus number, 999-999-9999.

**Delivery Information:** A comma-separated list of street number, street, Unit, etc., comma-separated). Examp
Street, Suite 300

**City:** City name of the originator address.

**State:** Select a state for the address from the pull-down menu. For a shortcut, press the C-key to skip to Californi

**ZIP:** The ZIP code of the originator address.

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## ADDITIONAL ORIGINATORS

Enter the first and last names of up to 10 additional originators, and select their specific role from the pull-down me
default for the role pull-down menu is Principal Investigator. Example: First Name: Mark; Last Name: Seablad; Rol

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**Data Set Abstract:** Short (approximately 1/2 page or less) summary of the purpose and content of the datase
Example: Data were collected every year in summer and fall from 1967 to 1979. Trapping was conducted only in t
1980 to 1988. For each specimen taken, data were recorded on species, date, location, time, sex, and body meas
including total length, length of tail, length of hind foot, length of ear, and body mass. The purpose of the data was
population size of all species present over a long time period.

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## KEYWORD INFORMATION

Provide information for up to ten keywords here. The information is provided in groups of three fields: keyword, key
keyword thesaurus, as follows. Keyword information will be useful for locating data in catalog searches. The keywc
may or may not appear in the title or abstract. Both the keyword type and thesaurus are optional.
 Examples: keyword: Peromyscus; Keyword Type: taxonomic; Keyword Thesaurus: none

**Keyword:** Commonly used formalized word(s) or phrase(s) used to describe the subject.

**Keyword Type:** Term used to group similar keywords. Default: none. The different types are:
 theme: keyword identifies a particular subject or topic
 discipline: keyword identifies a branch of instruction or specialized learning
 taxonomic: keyword identifies a particular taxa
 place: keyword identifies a place
 stratum: keyword identifies the layer(s) of any deposited substance
 temporal: keyword identifies a time period related to the dataset
 theme: keyword identifies a particular subject or topic

**Keyword Thesaurus:** The Name of the formally registered thesaurus, or a similar authoritative source of key
which the keyword was chosen. Default: none (no thesaurus used; used own keywords)
An example for a thesaurus is the <u>NASA Global Change Master Directory (GCMD)</u>. Have a look at the GCMD key
an idea of what keywords they use. If you find suitable keywords there that appropriately describe your data, use t
select GCMD for the keywords' thesaurus.

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## TEMPORAL COVERAGE OF DATA

**Beginning Date of Data Set:** The first year (and optionally month, or month and day) of the collection/creati
set, in the format yy/mm/dd.

**Ending Date of Data Set:** The last year (and optionally month, or month and day) for the collection/creation
set, in the format yy/mm/dd. **If your dataset is open-ended, leave the ending date open**, provide no ending date

## SPATIAL COVERAGE OF DATA

**Coordinates (in Degrees, Minutes and Seconds) :** Coordinates provide the location where the data set was c

**Note the checkbox "Use reserve coordinates"**. If checked, this box indicates that the data were collected at the
you check this box, you don't need to fill in the lat./long. fields below). However, I presently do not have the coordi
some UC NRS reserves, which will be indicated when you submit the form. In this case, you will have to provide th
in the corresponding fields. (Please contact Rudolf Nottrott at nrsadmin@nceas.ucsb.edu if you have the missing
for any of the sites.)

Enter **one lat./long. pair only to indicate a point location**. Enter both lat./long pairs to indicate a bounding box, v
pair indicating the northwest corner and the second pair the southeast corner of the box. At least one lat./long. pai
Pull-down lists provide the North (N) or South (S) orientation for the latitudes, and the West (W) and East (E) orien
longitudes.

If you enter **one coordinate pair only**: This indicates a point location. You may want to do this if you only know th
location of a site on the reserve. In this case provide the point coordinates for the reserve. Example: 36° 12' 30"N
33'3"W

If you enter **both coordinate pairs** : This indicates a bounding box. The first coordinate pair is the northwest corne
second coordinate pair is the southeast corner of the bounding box.

## DATA SET CONTACT ADDRESS

Address to contact for more information on the data set or to obtain the data described by this entry. This is analog
Originator Address Information above. Please see there.

## DISTRIBUTION INFORMATION

**Dataset Name or Identifier (important):** Enter the datasets filename (and path) here, if available. Alterna
other pertinent information that can help to identify and locate the dataset within your site's data management syst
include references to hardcopy information, such as file numbers, etc.). Keep in mind that this information, while n
can be extremely useful for locating the dataset at a reserve.

**Data Medium:** The kind of medium the data is recorded on.

**Other Data Medium**: Specify any other data medium you use.

**Use Constraints:** Choose from a pull -down list with use constraints apply to this data set. Examples: public do
permission from PI.

**Other Use Constraints:** Specify any other use constraints.

**URL**: Provide any network link here for the location of the actual data set (if available) or for more metadata**.**

**Additional Information/Remarks:** Add any information here that you deem relevant to the data set and tha
covered in the form.