# Study Description Metadata (Database Level Information)

The LTER Administrative Interface provides web forms that are established consistent with Database Level Information contained in this document. It is recommended that this file be completed first and then use “copy and paste” into the web forms (this alleviates timing out issues with the application). This assembled file may also be useful for the information manager in reviewing your metadata. Please answer information requests as completely as possible. Where an element does not apply, responses such as “Unknown” or “Not Applicable” are acceptable.

LTER Administrative interface: <http://andlter.forestry.oregonstate.edu/webadmin>

Web form instructions can be found at: <http://andrewsforest.oregonstate.edu/data/metadata>

# General

#  Identification

#  Study Code and Title

#### The title should be descriptive and should describe the data collected, geographic context, research site, and time frame (what, where, and when). The study code is assigned by the database manager.

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| --- | --- |
| Study Code and Title: |  |

# Associated Project(s)

#### You can associate your study to one or more projects. HJ Andrews Experimental Forest is the default. You may also choose to include LTER, if appropriate. If your study is part of a larger project, then select that project (for example, WS01 Airshed, WS10 Hillslope Hydrology, DIRT, or Microbial Observatory).

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| Associated Projects: |  |

# Description

# Abstract

#### The abstract will be useful for full-text searches, and it should be rich with descriptive text. The measured parameters should also be included. Extensive description should include what, when, and where information as well as whether the dataset is ongoing or completed, some taxonomic information, and some methods description (what, where, when, and why plus parameters). If there are too many parameters for a dataset, use categories of parameters instead of listing all parameters (ex. – use nutrients instead of nitrate, phosphate, calcium, etc.) in combination with the parameters that seem most relevant for searches.

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| Abstract: |  |

# Purpose

#### A summary of the intentions with which the study was developed. Describe the “why” aspects of the data. For example, Purpose: Provide a baseline for characterizing distribution and variation in snow depth, moisture, and duration in the Andrews Forest for climatological and hydrological modelling and examine differences in snow accumulation in clearcut and adjacent closed forest stand microclimates.

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| Purpose: |  |

# Geographic Extent

#### Provide a short description of the geographic area of the study should include the extent of all sites and not individual sites. Examples include, “H. J. Andrews Experimental Forest, Western Cascades, Oregon”, “Western Cascades in Oregon and Washington”, or “Deschutes River Basin”.

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| Geographic Extent: |  |

# Site Description

#### Provide a comprehensive description of the multiple sub-regions where site(s) have been samples including location (country, county or province, city, state), general topography, landmarks, rivers, and other relevant information. This could be excerpted from publications where study sites are described.

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| Site Description: |  |

# Supplemental Information

#### Other descriptive information about the study such as historical data sources or alternative time scale information. Geologic time scales, such as radiocarbon dating, or tree ring chronology dating back hundreds of years, should be denoted as “years before present”.

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| Supplemental Information: |  |

# Time Period

#### The period of time (range of dates) during which the data were collected, published, observed, or dates of image creation. Form brings up a calendar box for selection or edit date directly. If don’t know exact day, estimate by selecting the middle of the month. If data collection is not complete, make an estimate.

# Beginning Date

#### Beginning date of data collection

|  |  |
| --- | --- |
| Beginning Date: |  |

# Ending Date

#### Ending date of data collection

|  |  |
| --- | --- |
| Ending Date: |  |

# Currentness

#### The basis for which the dates of data collection is determined. Choose one of the following:

#### Ground condition - the range of dates during which the site was visited and data collected.

#### Publication - the range of dates during which the data is prepared for publication (this basis is used when generating data from a variety of sources, such as soil classifications, or if specific collection dates are unknown).

#### Observed - the range of dates during which the data is observed (this basis is used when there is no physical presence at the collection site, and the information may be collected by instrument or other tool; for example, the range of dates during which satellite imagery, aerial photographs, or other images forming the base study data are created).

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| Currentness: |  |

# Collection and Update

# Progress

#### The state of study data collection. Choose one of the following:

#### Complete – Data collection is completed and no new collection is planned

#### Ongoing – Data collection continues or further data collection is planned

#### Planned – Data collection is planned or underway, but no data is ready for archival

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| Progress: |  |

# Measurement Frequency

#### The periodicity of data collection. Indicate the intervals of data collection (examples: continuous, 15 minutes, hourly, daily, weekly, monthly, annually, biennially, 5 years, irregular). Be more specific if necessary. This field is limited to 50 characters.

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| Measurement Frequency: |  |

# Update Frequency

#### The frequency with which changes and additions are made to the study database after the initial database is established. Choose one of the following:

#### Continually

#### Daily

#### Weekly

#### Monthly

#### Annually

#### Unknown

#### As needed

#### Irregular

#### None planned

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| Update Frequency: |  |

# Completeness Report

#### Describe the general completeness of available data affecting the overall quality of the data set, tasks that are yet to be accomplished, and other insights describing problems or informing potential users on best use of data set.

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| Completeness Report: |  |

# Related Material

#### List any samples, specimens, maps, or other related materials and their location, or list citations for other reference material that are not in our bibliography. See “Cross Reference” to link this study to other publications or databases that are in FSDB.

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| Related Material: |  |

# Taxonomic

# General Taxonomic Information

#### Describe the range of taxa addressed in the study.

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| General Taxonomic Description: |  |

# Taxonomic System

#### Reference or field guide used to identify organisms in this study. Multiple references are allowed.

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| Taxonomic System: |  |

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# Personnel

#### Contains information about the people involved in the conception, design, implementation, and documentation of a study and data tables. List each person involved in the study and their roles. If a person is new to the HJ Andrews Program, please provide the complete contact information listed below, otherwise provide the name and role only.

#### These are four required researcher roles:

##### Originator –The person who originated or initiated the study. This person may or may not be currently involved.

##### Principal Investigator (PI) – The person responsible for conducting the scientific study or reviewing the study data. This person may or may not be the originator of the study.

##### Creator – Used for the data citation. If no creator is provided, we will use originator and PI.

##### Data Set Contact Person – The contact person regarding access or use of the data.

#### The following roles should be assigned as appropriate:

##### Other Researchers – Major contributors to the study who are currently involved and should be credited.

##### Former Investigators – Major contributors to the study who are no longer involved but should be credited.

##### Metadata Contact – The person who prepares or maintains the study metadata and is the contact for questions about the data description (metadata.) Not needed if Data Set Contact is also Metadata Contact.

##### Methods Contact - The contact person regarding protocols, methods, models, tools, or instrumentation used for the study. Not needed if Data Set Contact is also Methods Contact.

##### Abstractor - The person who prepared the original data abstract (metadata)

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| --- | --- |
| Name (first, mi, last) |  |
| ORCID |  |
| Organization |   |
| Address |   |
| City, State, Postal code |   |
| Telephone |   |
| Email |   |
| Fax |   |
| Personal URL |   |
| Organization URL |   |
| Roles | OriginatorPI |

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| --- | --- |
| Name (first, mi, last) |  |
| ORCID |  |
| Organization |   |
| Address |   |
| City, State, Postal code |   |
| Telephone |   |
| Email |   |
| Fax |   |
| Personal URL |   |
| Organization URL |   |
| Roles | Dataset contactMetadata contact |

# Theme Key (Theme Keywords)

#### Provide theme keywords for searching based on the subject matter of the database. Please choose at least 3 theme keywords from the Andrews LTER Preferred Keyword List (PDF file available from this tab and is much easier to search). New keywords (not listed) can be suggested to the data manager.

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| Theme: |  |

# Place Key (Place Keywords)

#### Provide place-based keywords for searching based on location of the study. Please indicate general study area name, as well as more specific site location names.

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| Place: |  |

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# Taxon Key (Taxonomic Keywords)

#### Provide common-use words or phrases that describe the taxonomy covered by the study, e.g., anadromous fish, arthropods, birds, conifers, lichens, mammals, mosses, shrubs, trees. The list is very general, but please be as specific as possible.

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| Taxonomic: |  |

# Access (Database Access)

#  Access Constraint:

#### Access to the data will either be public (online) or restricted. Choose one of the following (copy and paste above):

#### Online

#### Restricted due to proprietary and/or publication issues

#### Restricted due to legal (i.e., location of sensitive resources) or copyright issues

#### Restricted due to QA/QC issues.

####  Our goal is to make most data available via the Internet in 2-3 years after collection, to conform to the LTER Network standards, CC-0, ([https://creativecommons.org/share-your-work/public-domain/cc0](https://creativecommons.org/share-your-work/public-domain/cc0/) ).

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| Access Constraints: | Online |

# Available Time Period

#### Specify the projected date for releasing online if access constraint is not ‘online’ above; be as specific as possible (month, year). These data will not be released without authorized permission.

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| Available Time Period: |  |

# Use Constraint

#### Describe restrictions and legal prerequisites for using the data after access is granted. These include any access constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on using the data.

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| Use Constraints: |  |

# Database Credit

#### Acknowledge any persons, institutions, funding agencies, or grant numbers that contributed or supported collection or development of the database.

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| Database Credit: |  |

# Cross-Ref (Cross References; Related Databases and Publications)

#### Existing Andrews online databases or publications can be cross-referenced. Select databases by the database\_code or publications by the pub\_number for any cross reference.

#### Assign whether this cross-reference is a direct reference or related secondarily.

*1 - Directly references the named catalog object, e.g., a publication that describes or is primarily based on a cross-referenced data set, OR a database collected with similar methodology or within the same study design.*

*2 - Related indirectly or secondarily to the named catalog object, e.g., a publication secondarily refers to or cites a cross-referenced data set, OR a database very similar in focus.*

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| Cross-Ref: |  |

# Methods (Methodology)

#### Describe only those methods used to create the data. Do not include methodology for analyses you perform for papers or manuscripts unless you are including the analysis or model results within this database. Include instrumentation and appropriate citations where necessary. **All datasets should include, at least, Experimental design and either Lab and/or Field Methods.**

#### The following methods can be described:

#### Experimental design: Describe the experimental design and provide appropriate citations (if any)

#### Field Methods: Describe the field methods and provide appropriate citations, such as published procedures or protocols. Provide a full description of the instruments used, including manufacturer, model, calibration dates and accuracy. Changes in instrumentation and dates of changes should be mentioned under field methods.

#### Lab Methods: Describe the lab methods and provide appropriate citations, such as published procedures or protocols. Provide a full description of the instruments used, including manufacturer, model, calibration dates and accuracy. Changes in instrumentation and dates of changes should be mentioned under lab methods.

#### Statistics: Describe statistical methods used to produce the data and provide appropriate citations (if any)

#### Models or Algorithms: Describe models or other algorithms used to produce the data and provide appropriate citations (if any)

#### Permanent plots: Describe the use or establishment of any permanent plots associated with this study, or the proximity to existing permanent plots, and provide appropriate citations (if any)

#### Processing: Describe any pre-/post-processing steps used to prepare the data and provide appropriate citations (if any)

#### Quality Assurance: Describe quality assurance procedures employed at the study or attribute level and provide appropriate citations (if any)

#### Data Entry Procedures: Describe any methods regarding the digital capture or key entry of data and provide appropriate citations (if any)

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| --- | --- |
| **Experimental design:** |  |
| **Field methods:** |  |
| **Lab methods (include instrumentation):** |  |
| **Statistics:** |  |
| **Models or Algorithms:** |  |
| **Permanent plots:** |  |
| **Processing procedures:** |  |
| **Quality Assurance:** |  |
| **Data Entry Procedures:** |  |

# Related (Related Files)

#### Supporting files can be provided (e.g., pdf, spreadsheet, Word, Text, etc.) or other web pages which further enhance the database description. These files or web pages will be linked from the primary study database web page (below the entities). The file cannot be uploaded at this time and must be physically sent to the Data Managers. Provide titles, descriptions and URLs.

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| Related Files: |  |