

LandMan-Repository Questionnaire

Form for Delivery of Metadata Values

State of Template 30.11.2024

Explanation of data elements in LandMan-Repository. Please fill in the information of your data collection as far as possible for you.
The completion of your documentation will be carried out in a meeting with LM-Coordination (lm_coordination@sfb1266.uni-kiel.de).

Label	Entry	Description of metadata field	Your value for metadata field	Additional remarks
Database ID	SYS	Unique identifier of data record.	<automatically set by system>	
Content Information				
Title	REQ	Title of data collection.		
Author(s)	REQ	Authors of data collection; Format: FirstName1 LastName1; FirstName2 LastName2; ... authors separated by semicolons.		
Contributors	OPT	Persons and organisations which, in addition to authors, contributed to data collection; multiple entries possible, separated by semicolons.		
Abstract	OPT	Short description of the research project / research question and the resulting data collection (max. 300 words). In contrast to the detailed description, the abstract serves primarily for quick recording, e.g. in overviews or lists.		

Description	OPT	Detailed description of the (research) project and the resulting data collection. The information about the scientific context in which the data was generated may be important to gain an understanding of the quality and quantity of the data. The information about the data collection may refer to structure, collection issues or provide other relevant info for further usage.		
Keywords	REQ	Keywords for data collection; separated by semicolons. Please use at least one or several of the given terms (see "Values" page) for keywords. You may add as many other terms as you think will be needed for classification and retrieval.		Please check page „Values“ at the bottom of this form.
Sources	OPT	Sources used for creating your data collection; multiple entries possible, separated by semicolons.		
Language(s)	OPT	Language(s) of your data collection; according to ISO 639-2; multiple entries separated by semicolons.		
Publication(s)	REQ	Publications based on data collection; multiple entries possible.		

Collection Type	REQ	Classification of data collection type; actual list of values: Research Data / External Data Base / Code Base / Other.		Please check page „Values“ at the bottom of this form.
Format	OPT	Format of data collection; example values: .xlsx, .docx, .mdb, .accdb, .pdf, .csv, .txt, online database, et al.; multiple entries separated by semicolons.		
Data Extent	OPT	Extent of data collection; size of data collection in KB/MB/GB/TB; multiple entries separated by semicolons.		
DNB DDC	OPT	Dewey Decimal Classification of Deutsche National Bibliothek (e.g. 930 for Archaeology); multiple entries separated by semicolons.		Please check page „Values“ at the bottom of this form.
Additional Info	OPT	Any additional information for your data collection.		
Spatio-Temporal Categorisation:				
Period(s)	REQ	Period(s) (e.g. archaeological) of data collection; multiple entries possible, separated by semicolons. Stick to the given terms (see "Values" tab). For any other terms use "Period(s) addition" below.		

Period(s) Addition	OPT	Additional info for period(s) (e.g. archaeological) of data collection, e.g. to describe not categorized sub-periods or any other relevant info; multiple entries possible, separated by semicolons.		
Other Classification	OPT	Arbitrary classification of data collection, e.g. for botanical or geological categories; multiple entries possible, separated by semicolons.		
Content Dating Start	REQ	Describes findings or objects for a time range starting with this year; Format: BCE/CE, e.g.: 2800 BCE		
Content Dating End	REQ	Describes findings or objects for a time range ending with this year; Format: BCE/CE, e.g.: 500 CE		
Region(s)	REQ	Geographical region(s) of findings or objects documented in your data collection; multiple entries possible, separated by semicolons; values preferably recorded according to ISO 3166-1/3 & ISO 3166-2; please enter full country names in English here.		
Region(s) Addition	OPT	Any additional info for region of data collection, e.g. sub- or supraregional constructs. Multiple entries separated by semicolons, e.g.: Scandinavia; Northern Germany; ...		

Marker Position(s)	OPT	Values for position of marker(s) on LandMan Map Format: Decimal Coordinates (Latitude, Longitude) (WGS 84) separated by comma, multiple entries separated by semicolons, e.g.: 15.127, 27.410; ...		
Coverage	SYS	Coverage of data collection; virtual field for use in display and lists; showing preceding 6 fields concatenated	<automatically set by system>	
Data Collection Process:				
Project Reference(s)	OPT	Project(s) in which the data was collected; multiple entries separated by semicolons; please add subproject(s) involved.		
Creation start	OPT	Year of data collection start		
Creation end	REQ	Year of data collection end		
Last modified	REQ	Date of last modification of data collection, format: dd.mm.yyyy		
Published	SYS	Date of publishing meta data for access in this repository	<set by LM-Coordination>	

Meta Data Responsibility & Sharing

Metadata Owner	REQ	Organisation or person with ownership of and responsibility for the metadata of the data collection in the LM-Repository as described in this document.		
MD Owner Username	SYS	Username of Metadata Owner for login in LandMan-Repository.	<set by LM-Coordination>	
Metadata Contact	REQ	Person (Name; Email Address) named by metadata owner to be responsible for delivering and maintaining the metadata contents in repository; contact point of LM-Coordination for all tasks and questions concerning content of the meta data and data collection.		
MD Contact Username	SYS	Username of Metadata Contact for login in LandMan-Repository.	<set by LM-Coordination>	
Citation	OPT	Citation for data collection, e.g.: Authors; Year of publication; Title; DOI; status, e.g. dataset in review etc.		
DOI	OPT	DOI (Digital Object Identifier) if existing.		
Access to Dataset	REQ	Info to access data collection; URL for direct data access or contact info for requesting access to data; also used for documentation about versions of the data set(s).		
License	OPT	License for data collection (see "Values" tab). Mandatory if data is public.		See page „Values“ at the bottom of this form.

Meta Data Administration

Explorable	REQ	Flag (True or False) for indication availability for data explorations operations (esp. in LandMan).	FALSE	Initially set to FALSE by default, until data preparation for merge operations is completed; will be set by LandMan-Administration.
Private	REQ	Flag (True or False) for indication of restricted access only for metadata owner, metadata contact and authorized users.	TRUE	Initially set to TRUE by default, until Metadata Owner declares approval for open access.
Disabled	SYS	Flag (True or False) to mark deactivated records (e.g. which are requested to be deleted); records with this flag = TRUE not shown in searches, listings and displays.	<set by LM-Coordination>	Initially set to FALSE by default
Submitter	SYS	Username of submitter of data record.	<automatically set by system>	
Submit Date	SYS	Timestamp of data record creation.	<automatically set by system>	
Last Modified by	SYS	Username of user who made the last modification of the data record.	<automatically set by system>	
Last Modified Date	SYS	Timestamp of the last modification of data record.	<automatically set by system>	

Values Page

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Entry-mode SYS System generated REQ Required OPT Optional	Collection Type Research Data External Data Base Code Base Other	Open Data Licenses Creative Commons CC0 Creative Commons CC BY 4.0 Creative Commons CC BY-SA 4.0 Open Data Commons ODC-By 1.0 - Attribution License Open Data Commons ODbL 1.0 - Open Database License Open Data Commons PDDL 1.0 - Public Domain Dedication and License GNU General Public License v3.0
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Keyword Ontology <u>Feature (Befund)</u>	<u>Analysis / Method</u>	<u>Finding (Fund)</u>	Periods		
Site Architecturl Element Enclosure Fireplace Fortification Funerary Hoard House Materials Megalith Pit Ritual Settlement Special Feature	Vegetal Materials Organic Materials Anthropology Botany Dating Geochemistry Geology Observation Physiography Prospection Sampling Sediment Profile Zoology aDNA	Artefact Bone Ceramic Glass Metal Lithic Stone <u>Any other</u> Conflict Others n.a.	Palaeolithic unspecified Entire Palaeolithic Early Palaeolithic Middle Palaeolithic Late Palaeolithic Mesolithic unspecified Entire Mesolithic Early Mesolithic Middle Mesolithic Late Mesolithic Neolithic unspecified Entire Neolithic Early Neolithic Middle Neolithic Young Neolithic Late Neolithic Final Neolithic	Chalcolithic unspecified Entire Chalcolithic Early Chalcolithic Late Chalcolithic Bronze Age unspecified Entire Bronze Age Early Bronze Age Middle Bronze Age Late Bronze Age Iron Age unspecified Entire Iron Age Iron Age Hallstatt Iron Age Latène	Hellenistic Roman Age Byzantine Middle Ages Early Modern Modern Times Current Time

DCC DNB

004 Informatik

100 Philosophie

300 Sozialwissenschaften

400 Sprache, Linguistik

500 Sciences

550 Geosciences

560 Palaeontology

570 Biology

580 Botany

590 Zoology

620 Engineering

770 Photography, Digital Art

880 Griechische Literatur

900 History

910 Geography

930 Old History, Archaeology