

EDUCATION SERVICES AUSTRALIA

# SPATIAL COVERAGE guidelines

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Education  
Services  
Australia

## **Disclaimer**

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## 1.0 Spatial coverage in a metadata record

The purpose of Spatial coverage is to enrich discoverability by specifying geographical locations that are represented in the intellectual content of a resource. Where the geographical locations are significant to key concepts in the intellectual content, Spatial coverage is recommended. These guidelines refer specifically to entering Spatial coverage into metadata records in the Metadata Exchange (MEX) and the Sharing Exchange (SHEX).

### 1.1 Tips

- If the intellectual subject matter of the item is only related to a particular region, then record this information in the Spatial field. Do not use this element if the intellectual subject matter is not related to a particular location.
- Spatial coverage is *not* used to specify the geographical location:
  - of the contribution that resulted in the content
  - where the content is archived (such as museums, libraries, galleries etc)
  - of the audience the content is intended for.
- Where a range of locations is covered, try to apply a term that best fits the larger region.
- Select a single location with the greatest relevance. If multiple locations are relevant, enter the most relevant point first.

### 1.2 Data elements

#### 1.2.1 Countries

Spatial coverage data must include a country from the ISO 3166 two-character country code list, for example ID (Indonesia), NZ (New Zealand). Depending on the system either a country code or name may be selected from a list. MEX and SHEX supply country names for selection from a drop-down list.

#### 1.2.2 States and territories

Where the country is Australia, the state or territory may also be relevant. Both MEX and SHEX offer drop-down lists of state and territory names for selection.

#### 1.2.3 Points

'Points' includes many types of geographical features, including population centres (cities, towns, suburbs), landforms (lakes, hills, peninsulas), or built structures (mines, dams, airfields). For Point locations, published authorities are available for locations within countries. The following list of authorities is not meant to be exhaustive:

- **Australia:** refer to the Gazetteer of Australia via the Geoscience Australia website at <http://www.agso.gov.au/map/names/>. *Important: do not use point locations for states or territories.*

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- **New Zealand:** the New Zealand Gazetteer of Official Geographic Names database may be downloaded from the Land Information New Zealand website at <http://www.linz.govt.nz/placenames/find-names/nz-gazetteer-official-names>.
- **Antarctica:** refer to the Australian Antarctic Data Centre via the Antarctic Gazetteer website at [http://data.aad.gov.au/aadc/gaz/search\\_names.cfm](http://data.aad.gov.au/aadc/gaz/search_names.cfm).
- **United States:** refer to the United States Geographical Survey at <http://geonames.usgs.gov/pls/gnispublic>

## 2.0 Using published authorities for Spatial coverage

### 2.1 Selecting data from a published authority

Steps 1 and 2 demonstrate how to select point data from a published authority. Steps 3–5 in Section 2.2 explain how to add point, state and country data into MEX and SHEX using such data. These steps explain how to cut and paste data from any third-party published authorities you may use.

The example interactive resource L574 *The colour of water: Freycinet Peninsula* illustrates changes in the colour of water off the eastern Tasmanian coast. In this case, a peninsula is named as the geographic feature since there is no content in the resource identifying a specific local body of water such as Wineglass Bay or Coles Bay.

- 1 To begin, search for 'Freycinet Peninsula' at <http://www.ga.gov.au/map/names>. See Figure 1.

**Place Names Search Results**

- ▶ Click on one of the following places matching your search to see its position on a map.
- ▶ To refine your search go [back](#) and specify State/Authority or Type
- ▶ Names displayed here are official names. Should your search display a place name that does not match your query, the query may be too general.
- ▶ Currently, elevation values are included for 500 mountains, hills and peaks. Elevations values for other localities will be provided in the *Gazetteer of Australia* product.
- ▶ Locations are accurate to 1 minute of latitude/longitude, which is approximately 1.8 km.

NAME	STATE	FEATURE CODE	STATUS	LAT (DD MM)
<a href="#">FREYCINET PENINSULA</a>	TAS	PEN (Points, Capes & Peninsulas)	Official	-42 13

1 Matches Found

If you have identified possible errors or omissions in the data please contact [Geoscience Australia](#).

Find out more about the [Gazetteer of Australia](#)

Figure 1 Search for a point

- 2 Select a record. The map graphic will help you confirm that this is the correct location.

**Place Names Search: FREYCINET PENINSULA**

STATE: TAS  
CUSTODIAN: TAS  
FEATURE CODE: PEN (Points, Capes & Peninsulas)  
STATUS: Official  
LATITUDE: 42° 13' S [Decimal Degrees -42.218°]  
LONGITUDE: 148° 18' E [Decimal Degrees 148.310°]  
EASTING: 608000 [UTM zone 55, GDA 94]  
NORTHING: 5325000  
FEATURE NUMBER: TAS05349  
100K MAP No.: 8513

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Figure 2 Select points from a record

## 2.2 Entering Spatial coverage into MEX and SHEX

Having obtained the information from the published authority, the data must be entered into the metadata record in the distribution system, MEX or SHEX.

- 3 Open your record for editing. Under the Idea section, open the Spatial coverage field. Select 'Add country'.
- 4 Select the relevant country (Australia) from the drop-down list, and then an Australian state or territory (Tasmania). See Figures 3–6.



Figure 3 Select country (MEX)



Figure 4 Select Australian state or territory (MEX)



### Add country

Country

- AFGHANISTAN
- ÅLAND ISLANDS
- ALBANIA
- ALGERIA
- AMERICAN SAMOA
- ANDORRA
- ANGOLA
- ANGUILLA
- ANTARCTICA
- ANTIGUA AND BARBUDA
- ARGENTINA
- ARMENIA
- ARUBA
- AUSTRALIA**
- AUSTRIA
- AZERBAIJAN
- BAHAMAS
- BAHRAIN
- BANGLADESH

Figure 5 Select country (SHEX)

Country

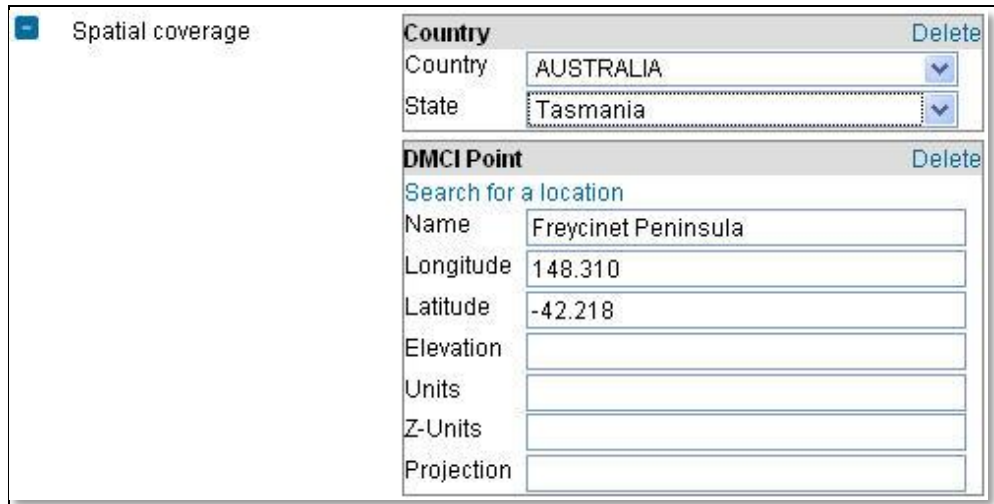
**For Australia, please select a state or territory**

- Australian Capital Territory
- New South Wales
- Northern Territory
- Queensland
- South Australia
- Tasmania**
- Victoria
- Western Australia

Figure 6 Select Australian state or territory (SHEX)

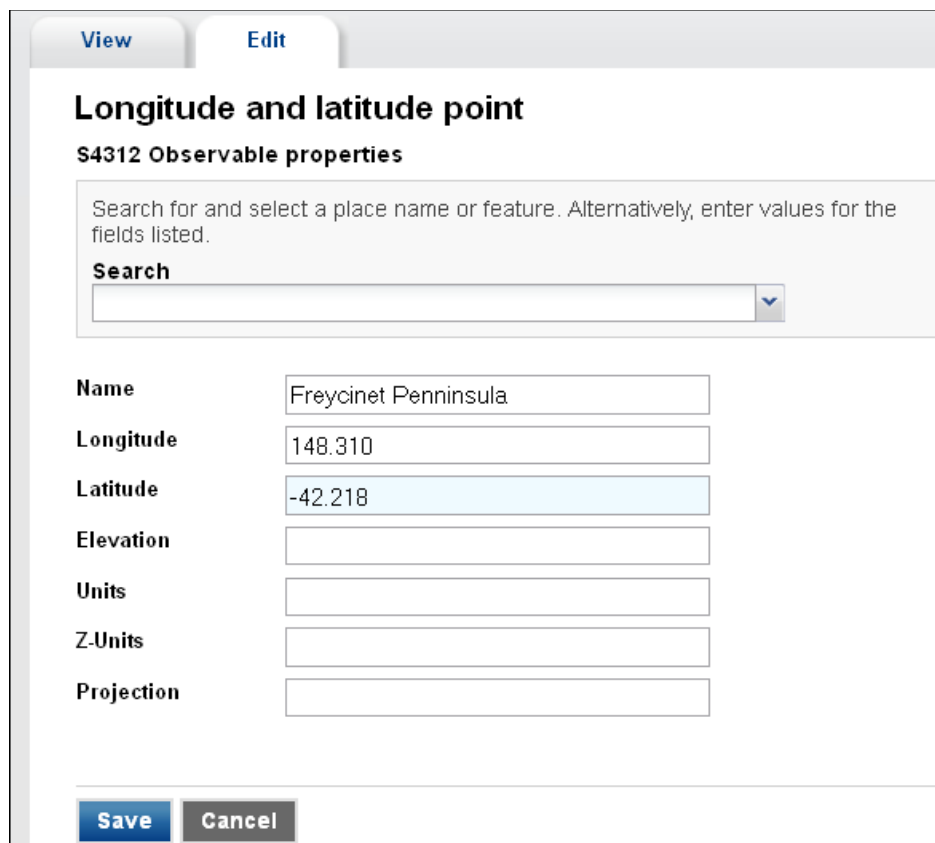
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- 5 Select 'Add DCMI Point'. Insert the location name, latitude and longitude. It is important to include the minus symbol for a negative latitude value.



The screenshot shows a 'Spatial coverage' dialog box with two main sections. The first section, 'Country', has a 'Delete' button and dropdown menus for 'Country' (set to AUSTRALIA) and 'State' (set to Tasmania). The second section, 'DCMI Point', also has a 'Delete' button and a 'Search for a location' link. Below this link are input fields for 'Name' (Freycinet Peninsula), 'Longitude' (148.310), 'Latitude' (-42.218), 'Elevation', 'Units', 'Z-Units', and 'Projection'.

Figure 7 Add country name and DCMI point (MEX)



The screenshot shows a 'Longitude and latitude point' dialog box with 'View' and 'Edit' tabs. The title is 'Longitude and latitude point' and the subtitle is 'S4312 Observable properties'. Below this is a search instruction: 'Search for and select a place name or feature. Alternatively, enter values for the fields listed.' A 'Search' dropdown menu is present. Below the search section are input fields for 'Name' (Freycinet Penninsula), 'Longitude' (148.310), 'Latitude' (-42.218), 'Elevation', 'Units', 'Z-Units', and 'Projection'. At the bottom are 'Save' and 'Cancel' buttons.

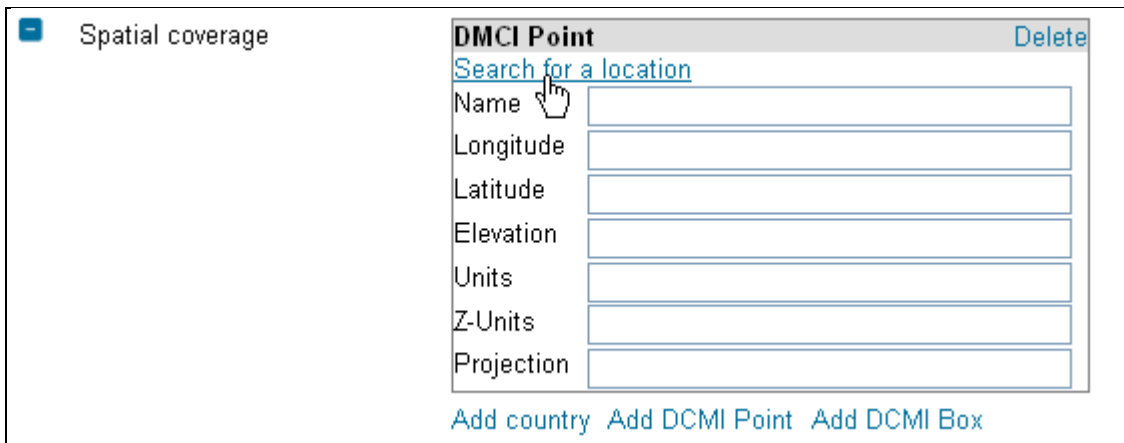
Figure 8 Add country name and DCMI point (SHEX)

## 3.0 Using the look-up function in MEX and SHEX

Both the Metadata Exchange (MEX) and the Sharing Exchange (SHEX) have a look-up feature for the *Gazetteer of Australia* that automatically enters the name, latitude and longitude of a location into the metadata record. This function is available for Australian locations only.

### 3.1 MEX

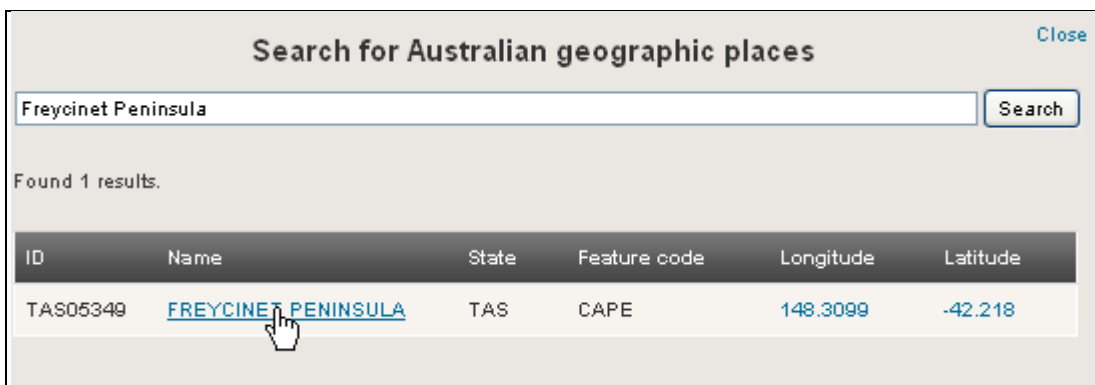
- 1 Open your record for editing. Under the Idea section, open the Spatial coverage field. Select 'Add DCMI Point'.
- 2 Select the 'Search for a location' link, as shown in Figure 9.



The screenshot shows a form titled 'Spatial coverage' with a sub-section 'DMCI Point'. The 'DMCI Point' section includes a 'Search for a location' link, a 'Name' field, and input fields for 'Longitude', 'Latitude', 'Elevation', 'Units', 'Z-Units', and 'Projection'. A 'Delete' link is visible in the top right corner of the 'DMCI Point' section. Below the form, there are three links: 'Add country', 'Add DCMI Point', and 'Add DCMI Box'.

Figure 9 Searching for a location in MEX

- 3 A Search page opens. Enter the geographical location in the Search box and select 'Search'. A table with the required data opens.
- 4 Selecting the link on the name of the feature (Figure 10) will enter the data into the table in the record (see Figure 11).



The screenshot shows a search page titled 'Search for Australian geographic places'. The search box contains 'Freycinet Peninsula' and the 'Search' button is clicked. The results table shows one entry: 'FREYCINET PENINSULA' with ID 'TAS05349', State 'TAS', Feature code 'CAPE', Longitude '148.3099', and Latitude '-42.218'.

ID	Name	State	Feature code	Longitude	Latitude
TAS05349	<a href="#">FREYCINET PENINSULA</a>	TAS	CAPE	148.3099	-42.218

Figure 10 Entering data into the metadata record table

Spatial coverage	<b>DMCI Point</b> <span style="float: right;">Delete</span>
	<a href="#">Search for a location</a>
	Name <input type="text" value="FREYCINET PENINSULA"/>
	Longitude <input type="text" value="148.3099"/>
	Latitude <input type="text" value="-42.218"/>
	Elevation <input type="text"/>
	Units <input type="text"/>
	Z-Units <input type="text"/>
	Projection <input type="text"/>

Figure 11 The completed MEX metadata record table

### 3.2 SHEX

- 5 Go to the Edit tab in the metadata record and select the Edit link for Spatial coverage. Select 'Add longitude and latitude point'.
- 6 Enter the location in the Search box. The search will start automatically. A drop-down appears with the required values, as in Figure 12. Select the location name to enter the values into the table.

View
Edit

## Add longitude and latitude point

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Search for and select a place name or feature. Alternatively, enter values for the fields listed.

**Search**

ID	Name	Longitude	Latitude
TAS05349	FREYCINET PENINSULA	148.3099	-42.21805

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**Longitude**

**Latitude**

**Elevation**

**Units**

**Z-Units**

**Projection**

Figure 12 Entering the location data into the metadata record table

Select Save. A page appears displaying the data, as in Figure 13.

<a href="#">Add country</a>	<a href="#">Add longitude and latitude point</a>	<a href="#">Add DCMI box</a>
<b>AU;</b>		
<b>AU, Tasmania;</b>		
<b>Latitude and longitude point;</b> name = FREYCINET PENINSULA; east = 148.3099; north = -42.21805;		
<a href="#">Return to Edit metadata</a>		

**Figure 13** The populated SHEX metadata table

- 7 Select 'Return to Edit metadata'. The field in the record is now populated with the data and appears as in Figure 14.

<b>Spatial coverage</b>	<ul style="list-style-type: none"><li>○ AU</li><li>○ Tasmania, AU</li><li>○ name = FREYCINET PENINSULA; east = 148.3099; north = -42.21805;</li></ul>
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**Figure 14** The completed Spatial metadata record in SHEX