

SUPPLEMENTAL TECHNICAL INSTRUCTIONS	Supplement Number	Date Issued
	98-2	10/23/97

National Mapping Division

SUBJECT

Metadata acknowledgment of cooperator participation in digital products.

BACKGROUND

The National Mapping Division (NMD) has traditionally acknowledged cooperator participation in the production of hard-copy printed products such as maps and posters through the specifications included within NMD Standards such as the Topographic Instructions (see Chapter 4A8, 1980). However, NMD has not documented a consistent approach for acknowledging cooperator contributions in the production of digital data. Typically for cooperators to receive acknowledgment on paper maps, a contribution of greater than 50% of the resources to produce the product was required in order to warrant a cooperator credit note. With the advent of multi-partner agreements, and work-share agreements this guidance became more complex. Technological advancements in data products, data distribution media, and the advent of electronic data distribution have also been responsible for the need to update cooperator acknowledgment with regard to digital data formats.

This Supplemental Technical Instruction (STI) defines how and when the acknowledgment of cooperator participation will be identified for jointly produced or jointly funded digital products in partnership with the NMD. This STI also offers guidance when cooperators will be acknowledged.

See also Acknowledgment Policy 97-NMD-5, June 24, 1997, which addresses product guidance for credit statements on distribution media, and current policy on treatment of display of cooperator acknowledgment on a deliverable product.

INSTRUCTIONS

The NMD will acknowledge cooperator participation for the production of digital products.

The cooperator acknowledgment will be included as part of Federal Geographic Data Committee (FGDC) compliant metadata. Cooperator acknowledgment created by the NMD will conform to the FGDC, Content Standards for Digital Geospatial Metadata (CSDGM). Cooperator acknowledgment will be contained as described in the CSDGM (6/8/94 version) in Data Element 1.11, Data Set Credit, Identification Information Section, of a metadata file.

Cooperator acknowledgment will be given when a cooperator contributes as

much as or more than USGS to the production of a product in either funded or non-funded agreements. The Senior Program Advisor for Data Production and Integration will provide guidance for cases requiring clarification.

The specific content of the acknowledgment text of cooperator participation is to be documented in all cooperative agreements authorizing the production of digital data associated with that agreement, and will be entered into the Agreements Coordination Information System (ACIS) in a cooperator acknowledgment text field. Examples of the level of content for cooperator participation text to be contained in the Data Set Credit can be found in the Topographic Instructions, Chapter 4A8, Parts 18-26, February 1980 version.

Cooperator acknowledgment is to be entered into the Assignment Management System (AMS), Assignment Partners menu, using information from ACIS, the relevant cooperative agreement, or information supplied by the designated coordination and requirements personnel. This action will provide cooperator information for each authorized product.

APPLIES TO

All digital data produced by, or in part by the NMD.

ISSUED TO

EDC, MAC, MCMC, RMMC, WMC, and FS

APPROVED BY

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