



United States Department of the Interior

U.S. GEOLOGICAL SURVEY
Reston, Virginia 22722

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MEMORANDUM

To: Regional Chief Biologists
Deputy Chief Biologist for Science
Deputy Chief Biologist for Operations
Chief, Cooperative Research Units

From: Dennis B. Fenn
Chief Biologist

Subject: Biological Resources Division Clearinghouse Metadata Products and Catalog

Many of your researchers already are creating metadata for their biological and/or geospatial data sets as required by Executive Order 12906 and OMB A-130. In a previous memorandum dated March 10, 1997, I indicated that all Biological Resources Division (BRD) centers and offices developing metadata descriptions of their data and information products should be following the National Biological Information Infrastructure (NBII) metadata standard. To accomplish this, researchers may use the BRD-developed NBII MetaMaker software tool. I also indicated that an NBII Metadata Clearinghouse would soon be completed, as a central location to store and serve our metadata.

One of the mandates we have as a Division within the United States Geological Survey is to create a BRD product catalog that can be shared within BRD, USGS, and as appropriate with external audiences. The BRD product catalog will consist of descriptive, contact, and distribution/availability information about the product, frequently referred to as product metadata. Therefore, effective immediately, it is essential that you provide metadata for all of your information products including maps, journal articles, technical reports, videos, CD-ROMs, and computer models, as well as data sets, created as of the beginning of this fiscal year (98).

In addition to the creation of the metadata record, U.S.C. Title 44 (Public Printing and Documents) mandates that government information products be made readily available to the public. The BRD fulfills this mandate by supplying copies of our information products to the National Technical Information Service (NTIS). Documents submitted to NTIS for inclusion in

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Thank you for your cooperation. Providing a comprehensive catalog of the data sets and information products we create is an effort that involves, and ultimately benefits, all of us. This catalog is publicly available documentation of the excellent work that BRD employees produce.

Attachment