

Quick Links

- [Data Preservation Web Site](#)
- [National Digital Catalog Search Page](#)
- [Folder view of Contributing Agencies](#)

Public Viewing

The National Digital Catalog resides as a Community within the USGS ScienceBase collaborative environment. The community name is the abbreviation for National Geological and Geophysical Data Preservation Program (NGGDPP).

Search Page

The Search page for the NGGDPP Community can be found by following this link:

<https://www.sciencebase.gov/catalog/?community=NGGDPP>

This link should bring up a page similar to the following:

The screenshot shows the top navigation bar of the ScienceBase website. On the left is the USGS logo with the tagline "science for a changing world". The navigation menu includes "ScienceBase", "NGGDPP Home", "About", "Communities", "Help", and "Log in". Below the navigation bar is a search bar with the placeholder text "Type some text to search." and a "Search" button. To the right of the search bar is a link to "Advanced Search". Below the search bar are four main navigation boxes: "I want to:" with links for "Login", "Add Data", "Access FAQs", and "Report a Problem"; "Browse by Category" with links for "Physical Item" and "Data"; "Browse by Topic" with links for "Offline Data", "Physical Item", "Drilling/completion report", "Rock Cuttings", "Rock cuttings", and "All tags..."; and "Browse by Location" which features a map of the United States.

From this page you can browse by **Category**, **Topic**, **Location** and use the simple or advanced **Search** capabilities.

Folder View – Sorted by Title

An easy way to view a list of agencies contributing data to the NGGDPP community can be found by following this link:

<https://www.sciencebase.gov/catalog/folder/4f4e4760e4b07f02db47dfb4?community=NGGDPP>

The screenshot shows the USGS ScienceBase interface. At the top is the USGS logo with the tagline "science for a changing world". Below the logo is a navigation bar with links for "ScienceBase", "NGGDPP Home", "About", "Communities", "Help", and a "Log in" button. The main content area displays a folder view for "Communities → NGGDPP". A search box is present with the text "Search within this folder". Below the search box is a table listing various geological surveys, sorted alphabetically by title. Each row includes a folder icon, the survey name, and the "Date Modified" timestamp.

Title	Date Modified
Alabama Geological Survey	2012-02-29T15:42:26.946Z
Alaska Geological Survey	2012-02-29T15:42:26.896Z
Arizona Geological Survey	2012-02-29T15:42:24.846Z
Arkansas Geological Survey	2012-05-10T17:36:46.519Z
California Geological Survey	2012-02-29T15:42:26.994Z
Collection of Geochemical samples from DC	2012-02-29T18:21:41.050Z
Connecticut Geological Survey	2012-02-29T15:42:26.701Z
Delaware Geological Survey	2012-02-29T15:42:24.947Z
Florida Geological Survey	2012-02-29T15:42:25.886Z
Idaho Geological Survey	2012-02-29T15:42:25.004Z
Illinois Geological Survey	2012-02-29T15:42:26.785Z
Indiana Geological Survey	2012-02-29T15:42:25.054Z
Iowa Geological Survey	2012-02-29T15:42:25.108Z
Kansas Geological Survey	2012-02-29T15:42:25.157Z
Kentucky Geological Survey	2012-02-29T15:42:24.796Z
Louisiana Geological Survey	2012-02-29T15:42:25.207Z
Maine Geological Survey	2012-02-29T15:42:25.269Z
Maryland Geological Survey	2012-02-29T15:42:25.318Z
Massachusetts Geological Survey	2012-02-29T15:42:25.935Z
Michigan Geological Survey	2012-02-29T15:42:25.368Z
Minnesota Geological Survey	2012-02-29T15:42:25.417Z
Missouri Geological Survey	2012-02-29T15:42:25.466Z
Montana Geological Survey	2012-02-29T15:42:25.509Z
Nebraska Geological Survey	2012-02-29T15:42:25.563Z
Nevada Geological Survey	2012-02-29T15:42:25.614Z
New Hampshire Geological Survey	2012-02-29T15:42:25.667Z
New Jersey Geological Survey	2012-02-29T15:42:25.704Z
New Mexico Geological Survey	2012-02-29T15:42:25.734Z
New York Geological Survey	2012-02-29T15:42:25.779Z
North Dakota Geological Survey	2012-02-29T15:42:25.829Z

1 2 Next
[Search Here](#) [Deep/Nested Search Here](#) [Item Summary/Details](#)

This folder view shows the state contributors to the NGGDPP Community sorted in alphabetical order.

Clicking on any of these agency folders will open a new page showing a list of the Physical Collections currently registered by each contributor. For instance clicking on the Arizona Geological Survey folder opens the following page:

ScienceBase About Communities Help Log in

► Folders Communities → NGGDPP → Kansas Geological Survey Access ▾ Search within this folder

Title	Date Modified
Collection of Drilling/completion reports from KS	2012-02-29T18:21:50.814Z
Collection of Field notes from KS	2012-02-29T18:21:48.316Z
Collection of Lithology logs from KS	2012-02-29T18:21:36.882Z
Collection of Maps from KS	2012-02-29T18:21:50.491Z
Collection of Paper reports from KS	2012-02-29T18:21:50.425Z
Collection of Petrophysical Data from KS	2012-02-29T18:21:50.704Z
Collection of Photographs from KS	2012-02-29T18:21:36.675Z
Collection of Production history from KS	2012-02-29T18:21:37.530Z
Collection of Rock cores from KS	2012-02-29T18:21:49.915Z
Collection of Rock cuttings from KS	2012-02-29T18:21:38.794Z
Collection of Routine analysis data from KS	2012-02-29T18:21:36.904Z
Collection of Routine analysis data from KS	2012-02-29T18:21:36.996Z
Collection of Routine analysis data from KS	2012-02-29T18:21:50.293Z
Collection of Scout tickets from KS	2012-02-29T18:21:37.127Z
Collection of Surface & airborne data from KS	2012-02-29T18:21:50.390Z
Collection of Well logs from KS	2012-02-29T18:21:50.762Z

[Search Here](#) [Deep/Nested Search Here](#) [Item Summary/Details](#)

This page displays the current list of Collections registered in the National Digital Catalog by the referenced agency. Clicking on a Collection Link will display a blank page if no items have been loaded for this collection:

ScienceBase About Communities Help Log in

► Folders Communities → NGGDPP → Kansas Geological Survey → Collection of Maps from KS Access ▾ Search within this folder

Title	Date Modified
-------	---------------

[Search Here](#) [Deep/Nested Search Here](#) [Item Summary/Details](#)

If items have been loaded into this Collection a list of the individual items can be viewed:

► Folders Communities → NGGDPP → Kansas Geological Survey → Collection of Rock cuttings from KS Access ▾ Search within this folder

Title	Date Modified
Kansas Geological Survey Rotary Cuttings, Sample Kid : 1005500412	2011-08-03T16:55:51.170Z
Kansas Geological Survey Rotary Cuttings, Sample Kid : 1005500413	2011-08-03T16:55:52.556Z
Kansas Geological Survey Rotary Cuttings, Sample Kid : 1005500414	2011-08-03T16:55:53.590Z
Kansas Geological Survey Rotary Cuttings, Sample Kid : 1005500415	2011-08-03T16:55:54.359Z
Kansas Geological Survey Rotary Cuttings, Sample Kid : 1005500416	2011-08-03T16:55:55.386Z
Kansas Geological Survey Rotary Cuttings, Sample Kid : 1005500417	2011-08-03T16:55:56.338Z
Kansas Geological Survey Rotary Cuttings, Sample Kid : 1005500418	2011-08-03T16:55:57.299Z
Kansas Geological Survey Rotary Cuttings, Sample Kid : 1005500419	2011-08-03T16:55:58.805Z
Kansas Geological Survey Rotary Cuttings, Sample Kid : 1005500420	2011-08-03T16:55:59.806Z
Kansas Geological Survey Rotary Cuttings, Sample Kid : 1005500421	2011-08-03T16:56:00.879Z
Kansas Geological Survey Rotary Cuttings, Sample Kid : 1005500422	2011-08-03T16:56:01.776Z
Kansas Geological Survey Rotary Cuttings, Sample Kid : 1005500423	2011-08-03T16:56:03.166Z
Kansas Geological Survey Rotary Cuttings, Sample Kid : 1005500424	2011-08-03T16:56:04.894Z

Clicking on these individual item records will bring up the individual item's metadata page. Note: Every item can be viewed in a Folder or Item view.

By clicking the Title, found at the end of the breadcrumb-like links along the top of the display, the display can be toggled between Folder and Item view.

Communities → NGGDPP → Kansas Geological Survey → **Collection of Rock cuttings from KS**

The image above is a view of just the breadcrumb links at the top of each page. By clicking on “Collection of Rock cuttings from KS” we can toggle between Folder and Item views. Clicking on the “Kansas Geological Survey” takes you back to the agency's folder (or item) view depending on the current view.

Managing Your Data

By using the folder views above you should be able to navigate to your agency's folder and see all the currently available collections. In this section we will cover:

- Setting up a New User Account
- Editing a Collection Record
- Adding a New Collection

New User Account

You will need a login account on the myUSGS collaboration system to allow management of your records in the National Digital Catalog. This account may be requested by sending an email to myusgs@usgs.gov with a request similar to the following:

*I am a Data Steward for a geophysical/geological collection which is part of the **NGGDPP community**. I am requesting a myUSGS user account with permission to edit contents under **my agency's folder**.*

My contact information is:

Agency Name:

Agency Contact Email:

Agency URL (optional):

User First Name:

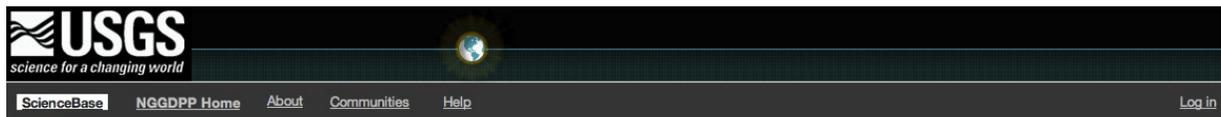
User Middle Initial:

User Last Name:

User Email Address:

User Phone Number:

The MyUSGS support team will contact you directly with your login information. Once you have your username and password you can login to the National Digital Catalog using the Login link in the upper right corner of each page:



Editing a Collection Record

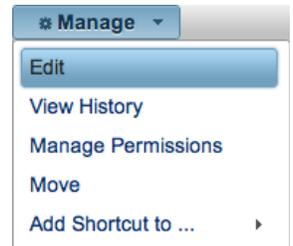
When you are logged into the National Digital Catalog system you will find an additional **Manage** button at the top of each

page.



Clicking on the **Manage** button displays the following drop-down menu:

Click on **Edit** to display the Editing dialog.



This dialog is presents a number of tabbed screens to organize the information. You are encouraged to fill in as much information as possible and to keep information current.

Below is an example snippet of the basic editing form:

Edit: Collection of Rock cores from CT

What	From	Who	When	Where	How	Tags	Files (1)	Extensions (1)	External Sources
Title									
Folder									
Sub Title									
Body									

Collection of Rock cores from CT

Connecticut Geological Survey

Current

Look Up

Select from Tree

Continuous bedrock core from about 50 sites across CT. Stored in 1100 boxes.
This collection has been rescued three times since its formation in the late 1980's. Formerly administrative responsibility was shared between the University of Connecticut Dept. of Geology and Geophysics (now disbanded) and the Dept. of Environmental Protection, Geological and Natural History

Note: Additional information is available from the ScienceBase Help Documentation found at:

<https://my.usgs.gov/confluence/display/sciencebase/ScienceBase>

Uploading Item Metadata

The National Digital Catalog is in a state of transition at the moment so full details and capabilities are not yet finalized. Contributing partners should upload the Item Metadata (.csv or .xml) files by including them as attachments to the appropriate Collection record.

To do this follow the instructions above for Editing a Collection Record, and access the File tab on the Edit screen.

ScienceBase | NGGDPP Home | About | Communities | Add Item | My Items | Help | Admin | reb@usgs.gov | Logout

Edit: Connecticut Educational Hand Sample Collection

What | From | Who | When | Where | How | Tags | **Files (1)** | Extensions (1) | External Sources

+ Add files...

Name	Type	Status	
CT_EHSC.csv	text/plain	stored	Remove

Force Scrape

Save ✓ | Cancel ✕ | Delete ✕

Clicking the **Add files...** button from the Files tab will open a file browser for uploading a metadata file. By attaching the file to the Collection we eliminate the need to specify a CollectionID in the metadata file and the file will remain a part of the Collection for its lifetime.

Many files can be added over time and associated with the Collection.

Once the new load capability is finalized, this file upload will trigger the sequence of events necessary to load the individual items as child records of this collection. Included in this process will be the option of deleting the existing records or simply appending the new items to the existing set of item metadata.

Adding a New Collection

A user must be logged in and have authorization to edit an Agency's folder before adding a new collection.

After logging in, navigate to your agency's space. For instance, in the screenshot below we have navigated the Connecticut Geological Survey agency folder.



ScienceBase | NGGDPP Home | About | Communities | Add Item | My Items | Help | Admin | reb@usgs.gov | Logout

Communities → NGGDPP → **Connecticut Geological Survey** | Access | Manage | + Add | Search within this folder

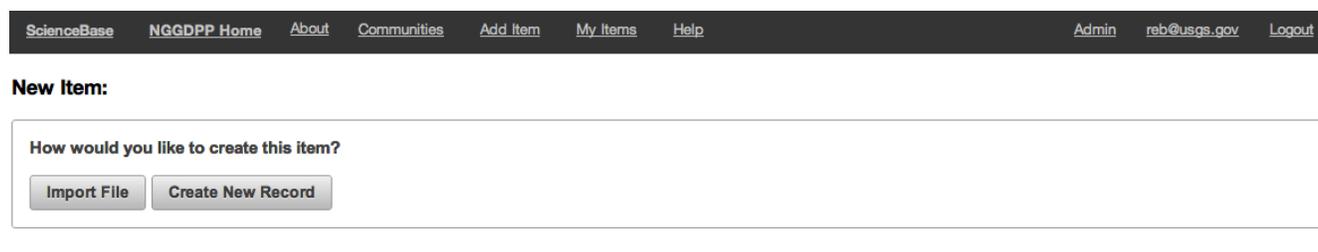
Title	Date Modified	
Collection of Rock cores from CT	2012-02-29T18:21:43.080Z	Manage
Collection of Rock cuttings from CT	2012-02-29T18:21:43.294Z	Manage
Connecticut Educational Hand Sample Collection	2012-05-17T19:17:50.265Z	Manage
NGGDPP Connecticut GS Harvested Items	2012-02-29T15:42:26.734Z	Manage

[Search Here Deep/Nested Search Here Item Summary/Details](#)

Note: Every new item must be a “child” of an existing “parent” item. In this case we want to add all of our collections as children under the agency's folder. By navigating to the correct agency folder first we eliminate the need to select this parent during the creation process – as the current item is used for the parent by default.

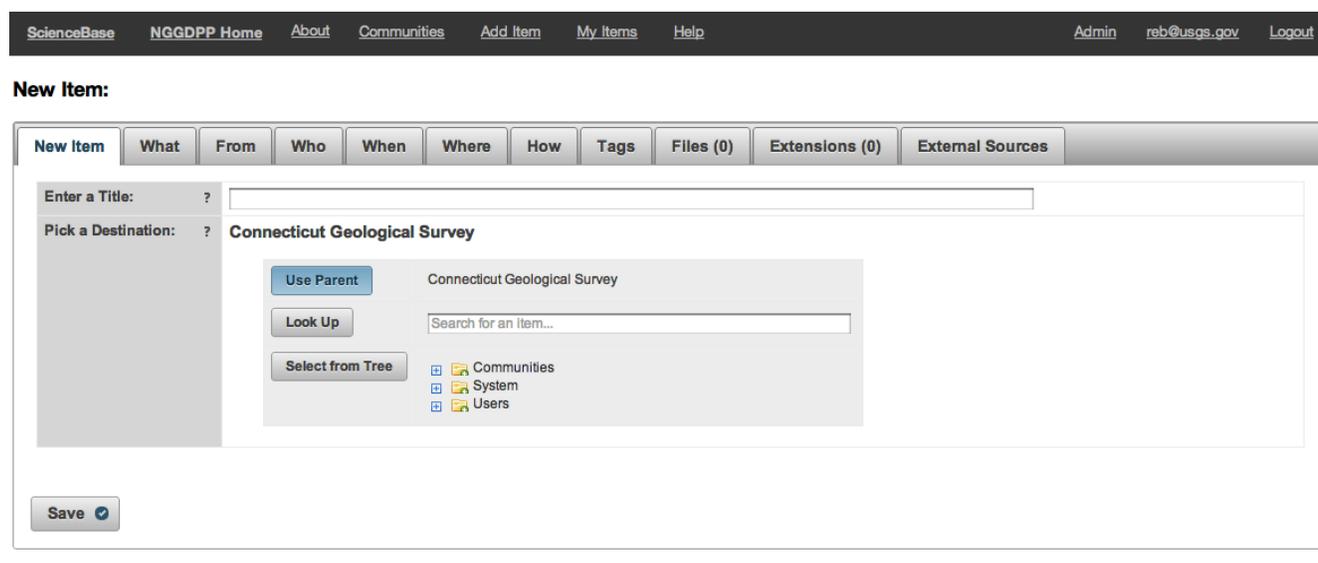
To begin the creation of a new Collection, lick on the **Add Item** link found along the top menu bar.

The New Item form starts with the choice of creating the item from an Import File or Creating a New Record as shown in the following screenshot:



The screenshot shows the top navigation bar with links: ScienceBase, NGGDPP Home, About, Communities, Add Item, My Items, Help, Admin, reb@usgs.gov, Logout. Below the navigation bar, the page title is "New Item:". The main content area contains the question "How would you like to create this item?" and two buttons: "Import File" and "Create New Record".

Click on the **Create New Record** button to open up the New Item metadata form. This form is identical to the Edit Form accept the addition of the **New Item tab** which allows input of the minimal information necessary to create an item which include a Title and Destination (or Parent).



The screenshot shows the top navigation bar with links: ScienceBase, NGGDPP Home, About, Communities, Add Item, My Items, Help, Admin, reb@usgs.gov, Logout. Below the navigation bar, the page title is "New Item:". The main content area has a tabbed interface with tabs: "New Item", "What", "From", "Who", "When", "Where", "How", "Tags", "Files (0)", "Extensions (0)", "External Sources". The "New Item" tab is selected. The form contains the following fields and controls:

- "Enter a Title:" with a question mark icon and an empty text input field.
- "Pick a Destination:" with a question mark icon and a dropdown menu showing "Connecticut Geological Survey".
- A "Use Parent" button next to the "Connecticut Geological Survey" dropdown.
- A "Look Up" button next to a search input field labeled "Search for an Item...".
- A "Select from Tree" button next to a tree view showing a hierarchy: "Communities", "System", and "Users".
- A "Save" button with a checkmark icon at the bottom left.

If you had already navigated to the correct Parent/Destination folder before clicking on the Add Item link, the destination will already be populated. In this case our destination is the **Connecticut Geological Survey** agency folder.

You must input the **Title** before saving the item. For consistency, we originally followed the form “Collection of [type] from [2-letter state code]” in creating titles from the original inventory survey records. This is descriptive enough any many cases. But you are free to use whatever title you believe will convey to a user the significance and uniqueness of a particular collection.

Once you've entered the Title you may save the item but there is more work to do to adequately document the collection.

Continue editing the item making sure to fill out as much information as possible. In particular, fill out any information you can in the **What**, **Who** and **Where** tags.

Then use the **Extensions** tab to add metadata that is unique to the National Digital Catalog. This information was previously collected in the NGGDPP State Collections Inventory. To do this step, select **NGGDPP Collection** from the **Choose extension...** selection box found on the **Extensions** tab.

New Item:

The screenshot shows the 'New Item' form with the 'Extensions (0)' tab selected. The 'NGGDPP Collection' dropdown menu is open, and the 'Add Extension' button is visible. The 'Save' button is also present.

Once you have selected **NGGDPP Collection** from the select box. Click on the **Add Extension** button.

This will add a number of additional input fields which will allow you to add metadata unique to the National Digital Catalog.

New Item:

The screenshot shows the 'New Item' form with the 'Extensions (1)' tab selected. The 'NGGDPP Collection' dropdown is selected, and the 'Add Extension' button is visible. The form contains several input fields for metadata: 'Collection Categories' with a 'New Category' button; 'Primary Purpose' with a 'New Primary Purpose' button; 'Collection Types' with a 'New Type' button; 'User Groups' with a 'New User Group' button; 'Collection Size' with a text input and a 'Find/Select an unit...' dropdown; 'Usage Trend' with a text input; 'Collection Growth' with a text input; and 'Needed Improvements' with a text input. The 'Save' button is also present.

Buttons found on the NGGDPP Collection form allow the addition of many attributes. Click on the corresponding buttons to add as many Category, Primary Purpose, Type and User Group values as needed. Continue to fill out the remainder of the information.

Contacts

Betty Adrian
Acting Program Coordinator,
National Data Preservation Program, Informatics, and Laboratories
U.S. Geological Survey
Box 25046, Mail Stop 975
Denver, CO 80225
Phone: 303-202-4828
Blackberry: 303-250-9340
FAX: 303-202-4856
e-mail: badrian@usgs.gov

Natalie Latysh
U.S. Geological Survey
Core Science Systems - Core Science Analytics and Synthesis
Phone: 303-202-4637 / 303-803-6426
E-mail: nlatysh@usgs.gov