



United States Department of the Interior



FISH AND WILDLIFE SERVICE
National Conservation Training Center
698 Conservation Way
Shepherdstown, WV 25443

In Reply Refer To:
FWS/NCTC

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Memorandum

To: Chief, Division of Information Resources and Technology Management
and Deputy Chief Information Officer

From: Chief, Division of Training and Educational Materials Production, NCTC
Stuart Hillbrand

Subject: Designation of Data Steward

The purpose of this memorandum is to designate the following individual as Data Steward for the identified data standard:

Anne Roy, Librarian, Branch of Media Services

Procedure: Dublin Core Metadata Element Set

Anne will perform the following duties of a Data Steward:

- o Prepare the draft data standard;
- o Provide advice on the proper use of the data and the standard;
- o Review comments on the data standards that result from the review process, and modify the standard as necessary;
- o Make current, electronic copies of the data available (if appropriate);
- o Review the data standard periodically to ensure their continued utility and accuracy; and
- o Modify and reissue the data standard as necessary.

The Dublin Core Metadata Element Set is updated and maintained by the Dublin Core Metadata Initiative (DCMI), an organization dedicated to promoting the widespread adoption of interoperable metadata standards and developing specialized metadata vocabularies for describing resources that enable more intelligent information discovery systems. The Dublin Core Metadata Element Set provides a semantic vocabulary for describing "core" information properties that are used to supplement existing methods for searching and indexing Web-based metadata.

A number of fields in the Service's Digital Library System are based on the DCMI's Dublin Core Metadata Element Set. Since Anne is currently the administrator for the Digital Library System, she is the person best suited to review and update this data standard in the future.

If you have any questions concerning the proposed data standard, please contact Anne at 304-876-7399.

Cc: National Data Administrator