# Introduction to the Full Reference Profile

Provides an overview of the full Reference profile, and all of the associated rich metadata, in ServCat.

### Introduction

This module expands on the previous 'simple profile' instruction and provides more information about the reference profile. It explores the following:

- More Info Walks through the expanded record
- Actions Option- Shows what actions are available to take on a reference

### **More Info**

Expanding the "click here for more info" option from the reference profile yields a set of tabs for each Reference.



These tabs can be hidden at any time by clicking on the "click here for less info" option.

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#### **Core Info Tab**

The Core Info tab contains the most common attributes used to describe the information resource, including title, date published, authors, and description<sup>1</sup>.



#### **Permissions**

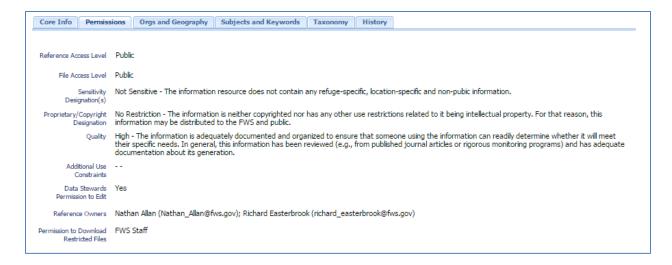
The Permission tab shows information related to the permissions associated with both the reference and associated files.

- **Reference Access Level** The assigned level of access for the Reference.
- File Access Level The assigned level of access for any attached files (if there are files).
- **Sensitivity Designation(s)** Indicates whether the information resource contains sensitive information.
- **Proprietary/Copyright Designation** Indicates whether the information resource is copyrighted or has other use restrictions that would limit access to any files.
- Quality Indicates the known quality of the information resource described by the Reference.<sup>2</sup>
- Additional Use Constraints Clarification of any other use restrictions or considerations.
- Data Stewards Permission To Edit Indicates whether Data Stewards are permitted to edit this
  record to improve the metadata quality.
- Reference Owner(s) Identifies the list of individuals who have permission to edit this reference
- **Permission to Download Restricted Files** In cases where file access is restricted, the Reference owners can give individual permissions to download the files.

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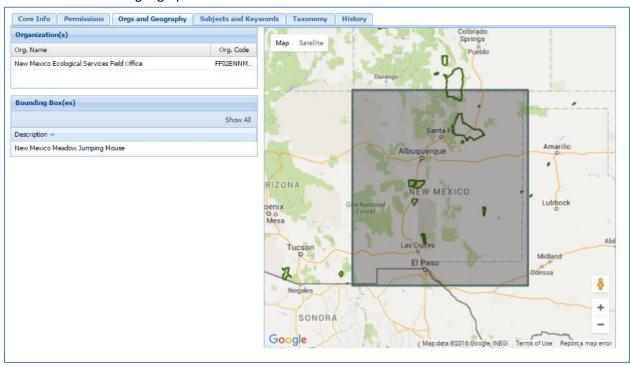
<sup>&</sup>lt;sup>1</sup> More info in the core tab is found in the "Reference Core Attributes" module.

<sup>&</sup>lt;sup>2</sup> Peer-reviewed materials are typically high quality; un-reviewed materials may be unknown or poor quality. Ultimately, it will be up to you to decide whether you feel comfortable using poor or unknown quality information. Further guidance is provided in later modules.



## Orgs and Geography

This tab defines the overall relevance of the information resource to the U.S. Fish and Wildlife Service. Specification of an organization indicates that the information resource is explicitly about the respective FWS organization. The bounding box(es) showcase the overall spatial footprint of the information resource and indicate geographic relevance.



# **Subjects and Keywords**

Subjects and Keywords are entirely for the purpose of facilitating discovery.

- **Subject Categories** One or more subjects selected from a defined list. Currently, the only list is the 'General' framework.
- **Keywords** One or more free-form (i.e., not selected from a predefined list) keywords.



#### **Taxonomy**

Indicates whether the information resource describes a specific living species (e.g., plants and animals). As with subjects and keywords, this attribution is primarily to facilitate discovery of References.



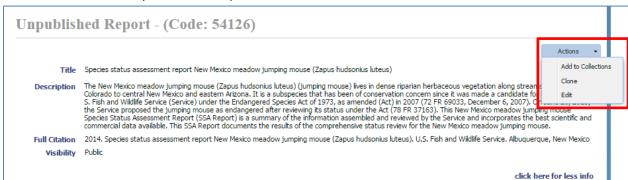
### **History**

This tab shows when the record was first created and when it was last edited and by whom.



### **Actions Option (FWS Only)**

The Actions option at the top right of the screen provides other options related to this Reference. What actions are available depends on user permissions.



All FWS staff have the following two options from all Reference profiles:

- Add to Collections Provides the ability to add this Reference to a Collection.
- Clone Cloning is a useful tool in cases where an existing Reference has attributes very similar to
  the one you wish to create. Use this option when it is faster to copy and edit the metadata from
  an existing Reference than it is to enter metadata from scratch.

Reference Owners and Data Stewards have the additional option:

