



# ServCat Glossary of Terms

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The document defines common ServCat terms.

**Collection** – An arbitrarily grouped set of References that are of interest to one or more FWS staff. Collections may have one or more References, of any type. References may be associated with zero or more Collections.

**Cross-Reference** – A Reference arbitrarily related to another Reference.

**Data Steward** – Trusted set of users charged with improving the content of ServCat. Data Stewards have permission to edit any Reference associated with a particular unit.

**Information Resource** - An item or concept that is of value to the management of FWS resources. Examples include reports, datasets, projects, books, journal articles, resource briefs, etc.

**Metadata** – Information about information. In the context of ServCat, a Reference is metadata for the information resource it is describing.

**Partner** – A person who is not registered within the FWS Active Directory yet is granted the same permission as any other FWS staff member to create and own content.

**Product** – An information resource created by a Project.

**Project** – A unique and temporary endeavor that resulted in the creation of one or more Products/deliverables.

**Organization Point of Contact (OPOC)** – An organization-specific role that :

- Limits discovery of erroneous/incorrect information for a organization
- Prevents valuable information from being deleted/removed
- May access sensitive and/or proprietary information
- Sponsors partners to contribute records to ServCat.