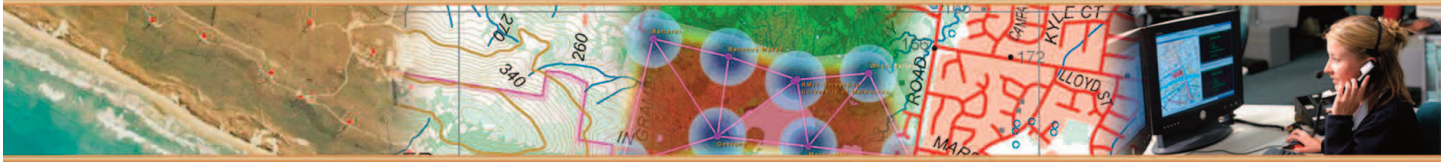


Spatial Data Custodianship



Step by Step Guide to becoming a Custodian

Should I be a Custodian?

If you answer "yes" to most of these questions then we would like to speak to you.

Do you have statutory responsibility for collection and maintenance of the data?

Do you already maintain the data?

Do you have the greatest business need for it?

Are you willing and able to accept the ongoing responsibility?

Are you best able to collect/maintain the data?

Are you well placed to obtain resources for the collection/maintenance of data?

Do you have the highest quality standards for the data?

Make decisions

- Licensing (and pricing if applicable)
- Who may access
- Will you license to just one organisation who then licenses and distribute it on your behalf (e.g. DSE for Vicmap)
- Arrangements for distribution– download, CD, DVD

Complete the Paperwork

- Custodianship Agreement
- Data Access License Agreement
- Modified Agreement for Restricted Datasets

Get technical

Prepare the mandatory Metadata for online discovery, management and distribution of the dataset

- Key words for online search
- Data model/diagrams
- Data dictionary
- Data features and relationships
- Projections and scale
- Positional Accuracy
- Geographic extent

Review

- Licensing and datasets at least annually
- Feedback from users
- Who is using the data?
- Has data quality improved?
- Should you continue as Custodian?

Explain the benefits

Use Custodianship Programme presentations, FAQ and Fact Sheets to explain the programme internally.

Allocate Resources

- Write job descriptions for Custodial officer and other support staff
- Appoint the Custodial Officer
- Assign management time to define strategy, access, and licensing (including pricing, if applicable)

Review the data

- Separate foundation layers from sensitive (restricted) data
- Are there duplicate datasets?
- Current and planned quality standards; frequency of update; testing procedures.