



## Foundations for a digitization project Terminology and standards

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(based on the presentation done by Sharon Grant for the BID trainings)

# Which kind of biodiversity data?



#### **Checklists and taxonomical resources**



Checklist: a simple list of taxa present in a given area Taxon list of reference: a valid list of species/taxa present in a given area, with their hierarchy and synonyms

TAXREF v9.0, référentiel taxonomique pour la France : méthodologie, mise en œuvre et diffusion.



Red list (at national, regional or local level): a list of taxa present in a given area with their vulnerability status



#### **GBIF Template for Taxon data**

A	В	C	D	E	F	G
taxoni	parentNameUsageID	parentNameUsage	acceptedNameUsageID	acceptedNameUsage	scientificName	nameAccordingToID
	73		73	Equisetopsida C. Aghard	Equisetopsida C. Aghard	http://dx.doi.org/10.1111/j.1095-8339.2009.0100
	26	3 Equisetopsida C. Aghard	26	Equisetidae Warming	Equisetidae Warming	http://dx.doi.org/10.1111/j.1095-8339.2009.0100
	25 2	6 Equisetidae Warming	25	Equisetales de Candolle ex Berchtold & J. Pres	Equisetales de Candolle ex Berchtold & J. Presl	http://www.jstor.org/stable/25065646
	128 2	5 Equisetales de Candolle ex Berchtold & J. Presl	128	Equisetaceae Michaux ex de Candolle	Equisetaceae Michaux ex de Candolle	http://www.jstor.org/stable/25065646
	142 12	8 Equisetaceae Michaux ex de Candolle	1142	Equisetum Linnaeus	Equisetum Linnaeus	http://www.efloras.org/volume_page.aspx?volur
	004 114	2 Equisetum Linnaeus	2004	Equisetum subg. Equisetum	Equisetum subg. Equisetum	http://www.efloras.org/volume_page.aspx?volur
	467 200	4 Equisetum subg. Equisetum	5467	Equisetum fluviatile Linnaeus	Equisetum fluviatile Linnaeus	http://www.efloras.org/volume_page.aspx?volur
	466 200	4 Equisetum subg. Equisetum	5466	Equisetum arvense Linnaeus	Equisetum arvense Linnaeus	http://www.efloras.org/volume_page.aspx?volur
	472 200	4 Equisetum subg. Equisetum	5472	Equisetum pratense Ehrhart	Equisetum pratense Ehrhart	http://www.efloras.org/volume_page.aspx?volur
	471 200	4 Equisetum subg. Equisetum	5471	Equisetum palustre Linnaeus	Equisetum palustre Linnaeus	http://www.efloras.org/volume_page.aspx?volur
	474 200	4 Equisetum subg. Equisetum	5474	Equisetum sylvaticum Linnaeus	Equisetum sylvaticum Linnaeus	http://www.efloras.org/volume_page.aspx?volur
	482 200	4 Equisetum subg. Equisetum	5482	Equisetum ×litorale Kühlewein ex Ruprecht	Equisetum ×litorale Kühlewein ex Ruprecht	http://www.efloras.org/volume_page.aspx?volur
	476 200	14 Equisetum subg. Equisetum	5476	Equisetum telmateia Ehrhart	Equisetum telmateia Ehrhart	http://www.efloras.org/volume_page.aspx?volur
1	836 547	6 Equisetum telmateia Ehrhart	15836	Equisetum telmateia subsp. braunii (J. Milde) H	l Equisetum telmateia subsp. braunii (J. Milde) Ha	ul http://www.efloras.org/volume_page.aspx?volur
	481 200	4 Equisetum subg. Equisetum	5481	Equisetum ×font-queri Rothmaler	Equisetum ×font-queri Rothmaler	http://www.efloras.org/volume_page.aspx?volur
	005 114	2 Equisetum Linnaeus	2005	Equisetum subg. Hippochaete (J. Milde) Baker	Equisetum subg. Hippochaete (J. Milde) Baker	http://www.efloras.org/volume_page.aspx?volur
	473 200	5 Equisetum subg. Hippochaete (J. Milde) Baker	5473	Equisetum scirpoides Michaux	Equisetum scirpoides Michaux	http://www.efloras.org/volume_page.aspx?volur
	484 200	5 Equisetum subg. Hippochaete (J. Milde) Baker	5484	Equisetum ×nelsonii (A.A. Eaton) J.H. Schaffner	Equisetum ×nelsonii (A.A. Eaton) J.H. Schaffner	http://www.efloras.org/volume_page.aspx?volur
:	478 200	5 Equisetum subg. Hippochaete (J. Milde) Baker	5478	Equisetum variegatum Schleicher ex F. Weber	Equisetum variegatum Schleicher ex F. Weber &	D http://www.efloras.org/volume_page.aspx?volur
	477 547	8 Equisetum variegatum Schleicher ex F. Weber & D. Mo	hr 5477	Equisetum variegatum subsp. alaskanum (A.A.	Equisetum variegatum subsp. alaskanum (A.A. E	at http://www.efloras.org/volume_page.aspx?volur
	479 547	8 Equisetum variegatum Schleicher ex F. Weber & D. Mo	hr 5479	Equisetum variegatum Schleicher ex F. Weber	Equisetum variegatum Schleicher ex F. Weber &	D http://www.efloras.org/volume_page.aspx?volur
:	470 200	5 Equisetum subg. Hippochaete (J. Milde) Baker	5470	Equisetum laevigatum A. Braun	Equisetum laevigatum A. Braun	http://www.efloras.org/volume_page.aspx?volur
	480 200	5 Equisetum subg. Hippochaete (J. Milde) Baker	5480	Equisetum ×ferrissii Clute	Equisetum ×ferrissii Clute	http://www.efloras.org/volume_page.aspx?volur
	469 200	5 Equisetum subg. Hippochaete (J. Milde) Baker	5469	Equisetum hyemale Linnaeus	Equisetum hyemale Linnaeus	http://www.efloras.org/volume_page.aspx?volur
	468 546	9 Equisetum hyemale Linnaeus	5468	Equisetum hyemale subsp. affine (Engelmann)	Equisetum hyemale subsp. affine (Engelmann) C	al http://www.efloras.org/volume_page.aspx?volur
1	483 200	5 Equisetum subg. Hippochaete (J. Milde) Baker	5483	Equisetum ×mackayi (Newman) Brichan	Equisetum ×mackayi (Newman) Brichan	http://www.efloras.org/volume_page.aspx?volur

Used for sharing taxonomic information: red lists, checklists...

**Each line = 1 taxon** (not necessarily to the species level); you cannot have the same taxon twice in your list

**Fields** = all taxonomic levels (from kingdom to subspecies), with authorship, references and additional information (endangerment status, geographic details, etc.)



#### **Specimens and materials**







Herbarium sheets and vegetal materials (seeds, foliage, branches, bark, dried/preserved fruits...) Preserved specimens in formol, alcohol (fishes, herpetology collections...); mounted specimens (birds, mammals, insects)

Fossils and other paleontological materials (amber, teeth, bones...); animal or vegetal samples (DNA, organs, skin, fur, faeces...)



#### **Literature documents**

ZooKeys 532: 107=115 (2015) doi: 10.3897/zookeys.532.6176 http://zookeys.pensoft.net



#### Online database for mosquito (Diptera, Culicidae) occurrence records in French Guiana

DATA PAPER

Stanislas Talaga<sup>1</sup>, Jérôme Murienne<sup>2</sup>, Alain Dejean<sup>1,3</sup>, Céline Leroy<sup>4</sup>

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Citation: Talaga S, Murieme J, Dejean A, Leroy C (2015) Online database for mosquito (Diptera, Culicidae) occurrenc records in French Guiana. ZooKeys 532: 107–115. doi: 10.3897/zooKeys.532.6176

Published or in press scientific articles INVENTAIRE ET UTILISATION DURABLE DE LA FAUNE MAMMALIENNE EN MILIEU FORESTIER EQUATORIAL : CAS DU SECTEUR OUEST DE LA RESERVE DE LA BIOSPHERE DU DJA (SUD-CAMEROUN) THESE PRESENTEE PAR NGANDJUI Germain Sous la direction de Charles-Pierre BLANC, Professour

## PhD or Master thesis

BUREAU D'ETUDE/CONSULTANT

#### Études d'impact environnemental



## Reports and other written documents



#### **Fieldwork records and notes**







Surveys, assessments

Logs, field notes with taxa observed or collected; notes about the protocol used on the field Citizen science logs



#### **GBIF** Template for Occurrence data

À	A	В	С	D	E	F	G	Н	I	J	К
1	occurrenceID	basisOfRecord	eventDate	endDayOfYear	year	month	day	verbatimEventDate	eventRemarks	scientificName	higherClassifica
2	http://arctos.database.m	PreservedSpecimen	1926-04		1926	4		0/4/1926	day of month unknown	Ambystoma maculatum	Animalia; Chore
3	http://arctos.database.m	PreservedSpecimen	1942-04-17	107	1942	4	17	17/04/1942		Desmognathus fuscus	Animalia; Chore
4	http://arctos.database.m	PreservedSpecimen	1942-04-17	107	1942	4	17	17/04/1942		Gyrinophilus porphyriticus	Animalia; Chore
5	http://arctos.database.m	PreservedSpecimen	1942-04-17	107	1942	4	17	17/04/1942		Eurycea bislineata bislineata	Animalia; Chore
6	http://arctos.database.m	PreservedSpecimen	1942-04-17	107	1942	4	17	17/04/1942		Plethodon cinereus	Animalia; Chore
7	http://arctos.database.m	PreservedSpecimen	1953-09-27	270	1953	9	27	27-sept-53		Rana sylvatica	Animalia; Chore
8	http://arctos.database.m	PreservedSpecimen	1979-06-02/1979-06-07					02/06/1979		Eleutherodactylus eneidae	Animalia; Chore
9	http://arctos.database.m	PreservedSpecimen	1981-06-01	152	1981	6	1	01-juin-81		Masticophis flagellum piceus	Animalia; Chore
10	http://arctos.database.m	PreservedSpecimen	2011-06-23	174	2011	6	23	23-juin-11		Rana (Lithobates) clamitans	Animalia; Chore

**Occurrence** = simple observation in the field or specimen in a collection

**Each line = 1 individual** or 1 group of individuals (you can have several occurrences of the same species/taxon in your file)

**Fields = What? Where? When? How? By whom** was the individual(s) observed and/or collected? (+ additional information: habitat, coordinates, associated species, etc.)



#### **GBIF Template for Event data**

A	В	C	D	E	F	G	Н	1	J	K	L	M
1 eventID	samplingProtocol	samplingEffort	sampleSizeValue	sampleSizeUnit	eventDate	eventTime	startDayOfYea	r eventRemarks	country	countryCode	locality	locationID
2 994-tr009-s00	Pollard walks	Average of 30 Minutes walk along transect	250	square metre	2012-10-11	09:28:02Z/10:16:02Z	28	4 No occurrences	Israel	IL	Sde boker reches halukim	tr009-s00
3 3502-tr056-s6	Pollard walks	Average of 30 Minutes walk along transect	250	square metre	2015-10-19	12:25:02Z/13:10:02Z	29	1	Israel	IL	Nahal Kovshim Beer Sheva	tr056-s6
4 3502-tr056-s9	Pollard walks	Average of 30 Minutes walk along transect	250	square metre	2015-10-19	12:25:02Z/13:10:02Z	29	1	Israel	IL	Nahal Kovshim Beer Sheva	tr056-s9

A	В	C	D	E	F	G	н	1	J	K	L	M	N	0	
eventID	occurrenceID	basisOfRecord	individualCount	organismQuantity	organismQuantityType	occurrenceStatus	s scientificName	kingdom	phylum	class	order	family	infraspecificEpithet	taxonRank	recordedBy
1382-tr009-s00	1382-tr009-s00-0	HumanObservation	0	(	) individuals	absent	Lepidoptera	Animalia	Arthropoda	Insecta	Lepidoptera			order	Eviatar Finge
3502-tr056-s6	3502-tr056-s6-21114	HumanObservation	3		3 individuals	present	Azanus jesous	Animalia	Arthropoda	Insecta	Lepidoptera	Lycaenidae		species	Zvika Avni
3502-tr056-s6	3502-tr056-s6-21126	HumanObservation	1		1 individuals	present	Melitaea trivia	Animalia	Arthropoda	Insecta	Lepidoptera	Nymphalidae		species	Zvika Avni
3502-tr056-s6	3502-tr056-s6-21127	HumanObservation	3		3 individuals	present	Deudorix livia	Animalia	Arthropoda	Insecta	Lepidoptera	Lycaenidae		species	Zvika Avni
3502-tr056-s6	3502-tr056-s6-21129	HumanObservation	1		1 individuals	present	Azanus ubaldus	Animalia	Arthropoda	Insecta	Lepidoptera	Lycaenidae		species	Zvika Avni
3502-tr056-s6	3502-tr056-s6-21132	HumanObservation	1		1 individuals	present	Lycaena thersamon	Animalia	Arthropoda	Insecta	Lepidoptera	Lycaenidae		species	Zvika Avni
3502-tr056-s9	3502-tr056-s9-21116	HumanObservation	1		1 individuals	present	Azanus jesous	Animalia	Arthropoda	Insecta	Lepidoptera	Lycaenidae		species	Zvika Avni
3502-tr056-s9	3502-tr056-s9-21122	HumanObservation	1		1 individuals	present	Tarucus balkanica	Animalia	Arthropoda	Insecta	Lepidoptera	Lycaenidae		species	Zvika Avni
3502-tr056-s9	3502-tr056-s9-21131	HumanObservation	1	1	1 individuals	present	Azanus ubaldus	Animalia	Arthropoda	Insecta	Lepidoptera	Lycaenidae		species	Zvika Avni

Used for sharing **more complex information** about a sampling event on the field: area description, protocols used, occurrences collected or observed, variables recorded...

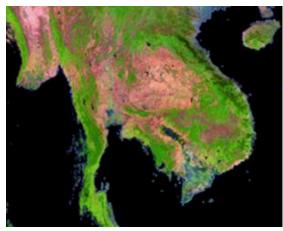
Event data often come **in several sheets**: data about the event itself (transect, trap, quadrat...), data about the occurrences recorded for each event, data about variables, etc.

**Each line in the event sheet = 1 event** (e.g. a camera trap, a transect, a vegetation plot...)

Each field = description information (size of the plot, protocol, coordinates...)



#### Other origins of data







Remote sensing data: GPS, radar or satellite data; camera traps; Paper maps or atlas; prints of satellite pictures

Other supports: pictures, audio, video recordings



## From data to understanding...



Oceans of data...



#### ...rivers of information...









#### ...droplets of understanding





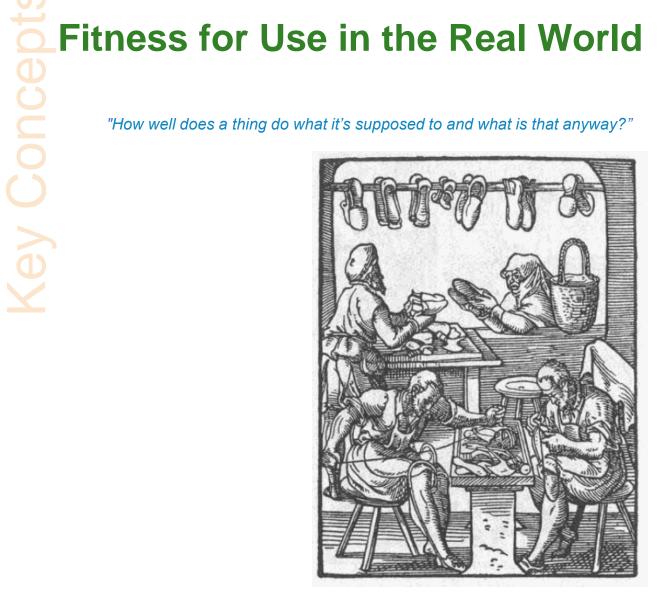
#### Fitness for use - Definition

Data quality is a relative concept that depends on the use of these data.

"The general intent of describing the quality of a particular dataset or record is to describe the fitness of that dataset or record for a particular use that one may have in mind for the data."

Chrisman, 1991







#### **Fitness for Use in the Real World**

"How well does a thing do what it's supposed to and what is that anyway?"





#### **Fitness for Use in the Real World**

"How well does a thing do what it's supposed to and what is that anyway?"





#### **Fitness for Use - Data**

Do you understand your data and can you explain its purpose to someone else?

- 1. accessibility,
- 2. accuracy,
- 3. timeliness,
- 4. completeness / comprehensiveness,
- 5. consistency,
- 6. relevancy,
- 7. well documented [outside of your head],
- 8. easy to read and easy to interpret



## **Data Processing and Quality**

#### Each institution should have:

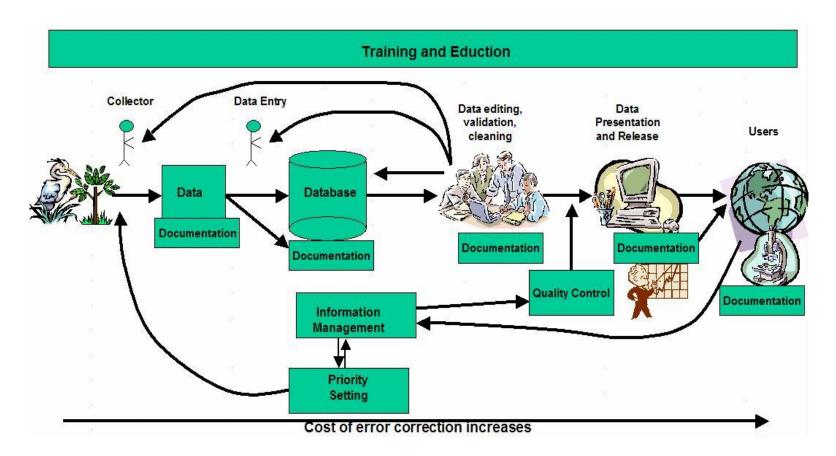
1.A vision targeted on data quality

- **o** Don't « reinvent the wheel » and use standards
- Seek efficiency (in collecting data and quality checks) and avoid duplicating efforts
- Promote sharing (data, informations, tools, standards...)
- Think at a large scale
- Cater to users and their needs
- Invest in documentation and metadata
- 1.A **policy** implementing this vision

1.An **implementation strategy** for this policy (precise goals at short, mean and long term)



#### **Data Processing and Quality**



Quality loss happens at every step.

The responsibility in terms of data quality has to be assigned at the earlier possible step of the process.



#### **Sharing responsibilities**

#### Collector

Labels and logs are as correct, complete and readable as possible

Collection methods are vastly documented

Remarks are clear and nonambiguous

#### Curator

Retranscription quality in the database

Regular validation tests.

Data regularly saved and archived

Keep precedent versions

Ensure **respect** of private life, intellectual rights, local traditions and sensibilities ...

Provide quality **documentation** (including known issues about the data)

Take feedback into account

**Responsibility** for maintenance but also moral responsibility to improve data quality (if possible) for future uses and users.

#### User

Inform data curators about **mistakes** and omissions in data and **documentation.** 

Provide **feedback** to define future priorities

When using data, determine whether **data are adequate for intended use** and not use them if this is not the case.



#### **Data quality and Data capture**

#### Metadata :

Description of the whole dataset (title, summary, contacts, licence, logo...)

#### **Taxonomic information :**

- Scientific names, vernacular names, reference lists used

#### **Spatial information :**

- Coordinates, locality, altitude, depth...

#### **Collection (event) information :**

- Collector's name, habitat, date...

#### **Descriptive information**

- Age, sex, behaviour, quantity of individuals observed/collected...

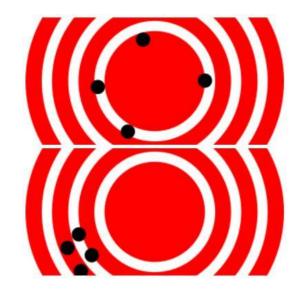


#### **Measures of Quality**

"All data include error – there is no escaping it! It is knowing what the error is that is important, and knowing if the error is within acceptable limits for the purpose to which the data are to be put. (Chapman 2005)"

- Correctness (Accuracy)
  - How close is the recorded value to the actual value?

- Consistency (Precision)
  - How often do you get it right?

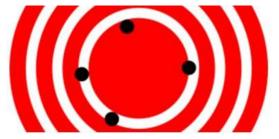


#### **Correctness - examples**

"All data include error – there is no escaping it! It is knowing what the error is that is important, and knowing if the error is within acceptable limits for the purpose to which the data are to be put. (Chapman 2005)"

#### Correctness (Accuracy)

How close is the recorded value to the actual value?

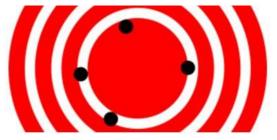


#### Correctness - example 1

"All data include error – there is no escaping it! It is knowing what the error is that is important, and knowing if the error is within acceptable limits for the purpose to which the data are to be put. (Chapman 2005)"

#### Correctness (Accuracy)

How close is the recorded value to the actual value?



A dataset contains fossil specimens from the Triassic period. The recorded taxa for a specimen Is *Thismia*.

Is Thismia a fossil bird?



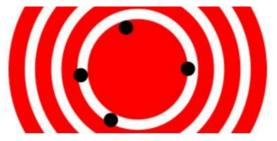


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#### Consistency - example

"All data include error – there is no escaping it! It is knowing what the error is that is important, and knowing if the error is within acceptable limits for the purpose to which the data are to be put. (Chapman 2005)"

Consistency (Precision) How often do you get it right?



A botanical dataset has specimens collected by:

Full Name = Joseph Dalton Hooker

Full Name = Hooker, J.

Full Name = W. J. Hooker

Full Name = Hook.f.

Full Name = Hook.

How many unique collectors are there?



#### Consistency - example

"All data include error – there is no escaping it! It is knowing what the error is that is important, and knowing if the error is within acceptable limits for the purpose to which the data are to be put. (Chapman 2005)"

Consistency (Precision) How often do you get it right?



A botanical dataset has specimens collected by: Full Name = Joseph Dalton Hooker Full Name = Hooker, J. Full Name = W. J. Hooker Full Name = Hook.f.

Full Name = Hook.

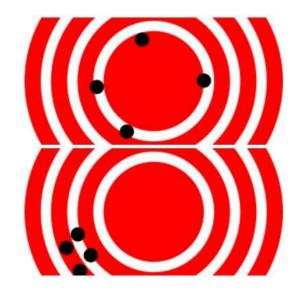
How many unique collectors are there?



Data cleaning is the process of correcting or removing dirty data caused by contradictions, disparities, keying mistakes, missing bits, etc. It also includes validation of the changes made, and may require normalization.

- Correctness (Accuracy)
  - How close is the recorded value to the actual value?

- Consistency (Precision)
  - How often do you get it right?



#### What is a Standard?

"An agreed way of doing something."

An agreed way of doing something, to provide clarity and help communication.

- Norm
- Convention
- Specification
- Requirement
  - Restriction
    - Rule



#### **Everyday Standards**

"The main purpose for standards is to create a framework to ease sharing. They should provide clarity and help communication."

Some examples of standards that you use often:

- Units of Measurement (Metric, Imperial)
- Numeral Systems (Hindu-Arabic; Roman Numerals)
- Alphabets
- Languages
- Emojis
- Postal Addressing
- Morse Code



#### **Natural History Standards**

"Data standards are the rules by which data are described and recorded. In order to share, exchange, and understand data, we must standardise the format as well as the meaning." (USGS)

#### Some standards which already exist:

- Ecological Metadata Language Standard (EML),
- Audubon Media Description (aka Audubon Core),
- Global Genome Biodiversity Network(GGBN),
- Ocean Data Standards and Best Practices Project (ODSBP),
- Darwin Core



#### What is Darwin Core?

Biodiversity

"List of fields and their definitions, as they relate to biodiversity data."

Information Standards Darwin Core Terms: A quick reference guide Quick Reference Guide Title: Darwin Core Terms: A quick reference guide Date Issued: 2009-02-12 Date Modified: 2015-06-02 Abstract: This document is a quick reference for all recommended Darwin Core terms. For complete historical term information, including version changes and pre-standard terms, see [HISTORY]. For a comparative table of elements from pre-standard versions of Darwin Core to the current terms in the standard, see [VERSIONS]. Contributors: John Wieczorek (MVZ), Markus Döring (GBIF), Renato De Giovanni (CRIA), Tim Robertson (GBIF), Dave Vieglais (KUNHM) Legal: This document is governed by the standard legal, copyright, licensing provisions and disclaimers issued by the Taxonomic Databases Working Group. Part of TDWG Standard: http://www.tdwg.org/standards/450/ Creator: Darwin Core Task Group Identifier: http://rs.tdwg.org/dwc/2015-03-19/terms/ Latest Version: <u>http://rs.tdwg.org/dwc/terms/</u> Replaces: http://rs.tdwg.org/dwc/2014-11-08/terms/ Document Status: Current Standard

	Term Name: country
Identifier:	http://rs.tdwg.org/dwc/terms/country
Class:	http://purl.org/dc/terms/Location
Definition:	The name of the country or major administrative unit in which the Location occurs. Recommended best practice is to use a controlled vocabulary such as the Getty Thesaurus of Geographic Names.
Comment:	Examples: "Denmark", "Colombia", "España". For discussion see <a href="http://terms.tdwg.org/wiki/dwc:country">http://terms.tdwg.org/wiki/dwc:country</a>
Details:	<u>country</u>



### What is Darwin Core?

Biodiversity Information Standards

Terminology Platform

Navigation
 Help
 Query concepts
 Recent changes

Tools

age Discussion Read View 1	form View source	View history	Search	(			
dwc:country				<b>¢</b> I <b>•</b>			
Country: The name of the country or major administrative unit in which the Location occurs. Recommended best practice is to us controlled vocabulary such as the Getty Thesaurus of Geographic Names.	ise a	Scheme: Darwin Core 🥜 Collection: Darwin Core Location 🥜					
Notes: For discussion see http://code.google.com/p/darwincore/wiki/Location@	Cou	untry					
Example(s): "Denmark", "Colombia", "España"			.tdwg.org/dwc/terms/cou	untry 🗗			
Translations Español (Spanish) País: El nombre del país o unidad administrativa de mayor jerarquía de la ubicación. La práctica recomendada es utilizar un identificador persistente de un lenguaje controlado como el Tesauro Getty de Nombres Geográficos.	•	<ul> <li>is defined by http://rs.tdwg.org/dwc/term</li> <li>skos: has close match http://terms.tdwg.org/wiki/abcd:DataSet et/Units/Unit/Gathering/Country/Name</li> </ul>					
Ejemplo: "Denmark", "Colombia", "España"	Sta	tus: recom	mended				
中文(简体) (Simplified Chinese)	Iss	ued: 2008/	11/19				
国家 (also sasdlasd):发现地点的国家或主要行政区划名称。建议最好使用控制性词汇,如盖提地理名称索引。	Mo	dified: 2009/	04/24				
日本語 (Japanese)							
Country: その位置が存在する国名、あるいは主要な行政単位。the Getty Thesaurus of Geographic Names などの管			rowse properties 🐝   SI	MW-prop.			
理された語彙の使用を推奨。	Sea	rch for value	es 🐔				
Français (French)							
Pays: Le nom du pays ou de l'unité administrative principale où a été localisé le sujet. Il est conseillé d'utiliser un vocabulaire contrôlé tel que le Thésaurus Getty des noms géographiques.							
Exemple: "Danemark", "Colombie", "Espagne"							
Notes: Voir la page http://code.google.com/p/darwincore/wiki/Location @							
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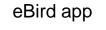
#### Softwares for data capture and data management

 No need to go "big": you can capture information from collection specimens or live observations in a simple spreadheet such as Excel, OpenOffice, Google Sheets or through an app (iNaturalist, Biodiversity Data Capture, eBird for ornithology, Memento...)

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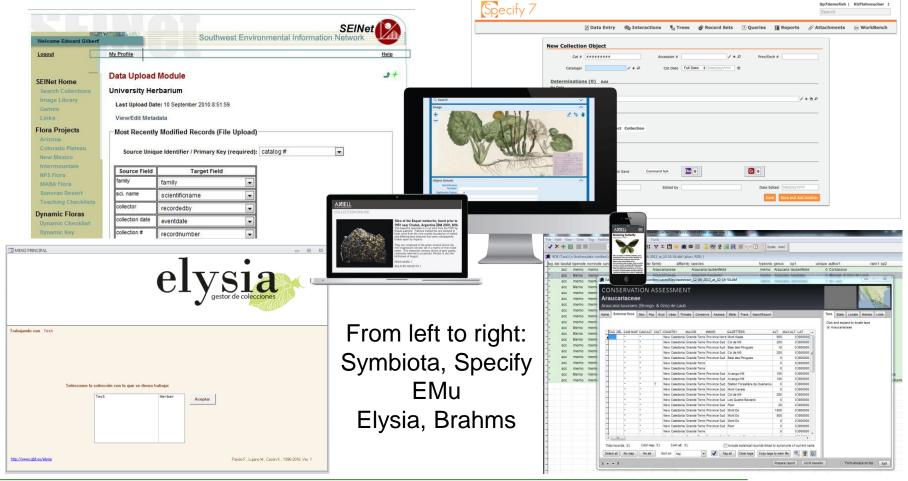
Excel spreadsheet for biodiversity data

#### **INaturalist** app





• Depending on your needs, a more detailed data capture/management software might be the right solution for your data:





• Relational databases such as Access are useful for storing and managing data

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 Going further: anticipate data publishing! (More about this in the days to come...) Make sure that your software or tool allows you to export data as csv or txt files. Then you will be able to share them with the international scientific and deciders community through tools such as the GBIF IPT or a BioCASe installation:

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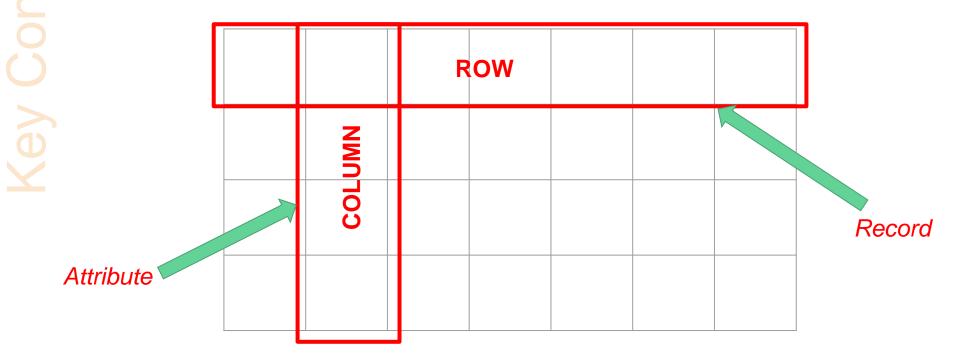
**BioCASe** 

- The choice is yours!
- Each institution should discuss data workflow, goals, standards, licences, softwares, in order to choose the tools best suited for their needs
- Each software has its pros and cons (price, language, functionalities, documentation, new versions...), but whole user communities are available to help you decide which one is the best for you and your institution
- Feel free to exchange feedback and advice between colleagues!



## Data Structures - Tables

"What happens when you add structure to a grid?"





## **Integrity and Security**

"The difference between a spreadsheet and a database table."

#### Row

Attributes of a record **ALWAYS** stay together.

#### Column

Any attribute has the **SAME** field/data type for every record.

#### Table

All data in a table refers to a **SINGLE** concept.

#### Row

For example a single specimen.

#### Column

For example the collector's name.

#### Table

For example everything collected on an expedition



"Metadata must be rich enough to allow data (re)use by a third party without them having to refer to the

### Metadata = « Data about the data »

- Describe content, accessibility, completeness...
- About the **dataset**
- **Error documentation** •
- Documentation of validation process, data cleaning and data correcting



### Metadata

Experience has shown that treating data as a long-term asset and managing it within a coordinated framework produces considerable savings and ongoing value. (NLWRA 2003).

- title;
- narrative;
- source;
- data lineage;
- accuracy;
- logical consistency;
- date and life expectancy;
- field definitions;
- collection methodology;

- completeness;
- conditions of use and use constraints;
- custodianship;
- contact information

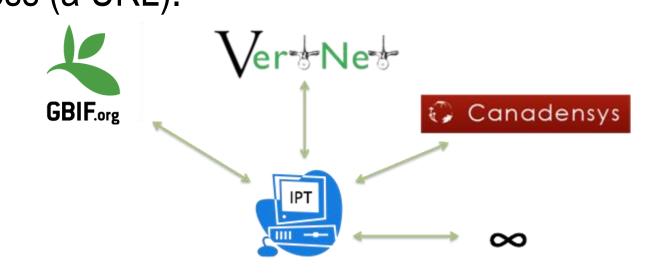


## Publishing

"Nothing stinks like a pile of unpublished writing" Sylvia Plath



# What is Data Publishing? "Publishing" refers to making biodiversity datasets publicly accessible and discoverable, in a standardized form, via an access point, typically a web address (a URL).





## What Does IPT Stand For?

#### Integrated Publishing Toolkit

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	servedSpecimen dd579425-040d-463c-b595-3/5994dcd070 FMNHINS 0003 652 489	story Field Museum o	f Occurrence	Specimen	527,634	2018-02-	2017-05-04 -		
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2023-122-14 http://childline.com/and/maxim.og/RAMN insets insets/037MM insets RANN Pro 2023-123-154 http://childline.com/and/and/and/and/and/and/and/and/and/and	servedSpecimen         TBA100-096-A82-0ecc-80110805770         YMM091901-0014           servedSpecimen         8385586-0714-735-0615-c342158ea04         FAMHMS 0000 116 488           servedSpecimen         08b/hd450-f162-4b62-8009-049ee1316ccf         FAMHMS 0002 828 382	* story Field Museum o	f Occurrence	Specimen	62,149	23 2018-01-	2017-01-06	presently includes roughly 4.1 million pinned insects plus 8.3 million specimens or lots in alcohol or or microscope slides. In addition, there are over 17,000 partly-sorted "built samples" from trajes or leaf-lit extractions. The collection receives heavy use by US and international research visitors and borrowers	
W I	Collection	• tes Natural History				23		extractions. The conection receives neary use by us and international research visitors and borrowers as well as extensive educational use.	
	Field Museum of Nature		f Occurrence	Specimen	115,932	2018-03- 05	2016-12-19	Geographic coverages	
	(Botany) Bryophyte Col Showing 1 to 14 of 14	INALUTAI HISTORY				65	previous ne	Global Global	
	The most recently updated resou	irces are also available as an R	SS feed. 🔊.					Additional info	
								https://www.fieldmuseum.org/field-museum-natural-history-conditions-and-suggested-norms-use- collections-data-and-images	
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## спасибо!



## **Questions**?

