**Guide to the NBN Darwin Core Template for species datasets**

Not all fields in the Darwin Core template are required and some can be left blank, but please provide as much information as you can about the dataset. All required fields are marked as such on this guidance sheet.

Please complete the NBN Atlas Darwin Core template CSV file (based on the guidance given in this document), and send this along with your metadata form to data@nbn.org.uk.

For more information on Darwin Core, please see <http://rs.tdwg.org/dwc/terms/index.htm>

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| **Darwin Core Term** | **NBN Data Exchange Format Equivalent** |  |
| occurrenceID**[Required]** | RecordKey | **Definition:** The unique, and persistent, key or ID of the record |
| [scientificName](http://rs.tdwg.org/dwc/terms/scientificName)**[Required]** |  | **Definition:** The full scientific name**Examples:** "Coleoptera" (order) Vespertilionidae (family) "Manis" (genus)Ctenomys sociabilis (genus + specificEpithet)Ambystoma tigrinum diaboli (genus + specificEpithet + infraspecificEpithet) "Roptrocerus typographi (Györfi, 1952)" (genus + specificEpithet + scientificNameAuthorship)Quercus agrifolia var. oxyadenia (Torr.) J.T. Howell (genus + specificEpithet + taxonRank + infraspecificEpithet + scientificNameAuthorship)**Additional Information**: Authorship and date information should be included if known. When forming part of an Identification, this should be the name in lowest level taxonomic rank that can be determined. This term should not contain identification qualifications, which should instead be supplied in the identificationQualifier term. |
| [taxonID](http://rs.tdwg.org/dwc/terms/taxonID)**[Required]** | TaxonVersionKey | **Definition:** The Taxon Version Key (TVK) for the species, as supplied by the UK Species Inventory**Example:** NBNSYS0000005108 |
| [eventDate](http://rs.tdwg.org/dwc/terms/eventDate)**[Required]** | StartDate | **Definition:** The date or interval during which an Event occurred.**Examples:**

|  |
| --- |
| 2009-02-20 is 20 Feb 2009 |
| 1809-02-12 is 12 Feb 1809 |
| 1906-06 is Jun 1906 |
| 1971 is just that year |
|  "2007-03-01/2008-05-11" is the interval between 1 Mar 2007 and 11 May 2008 |
|  "2007-11-13/15" is the interval between 13 Nov 2007 and 15 Nov 2007 |

**Additional Information**: For occurrences, this is the date when the event was recorded. Not suitable for a time in a geological context. Recommended best practice is to use an encoding scheme, such as ISO 8601 |
| [recordedBy](http://rs.tdwg.org/dwc/terms/recordedBy)**[Required]** | Recorder | **Definition:** Names of people, groups, or organisations responsible for recording the original Occurrence.**Examples:** "José E. Crespo", "Oliver P. Pearson | Anita K. Pearson"**Additional Information**: A list of names of people, groups, or organisations responsible for recording the original Occurrence. The primary collector or observer, especially one who applies a personal identifier (recordNumber), should be listed first. The recommended best practice is to separate the values with a vertical bar (' | '). |
| [licence](http://purl.org/dc/terms/license)**[Required]** |  | **Definition:** A legally binding licence giving official permission to do something with the resource.**Examples:** CC0, CC BY, CC BY-NC, OGL**Additional Information**: see [https://nbnatlas.org/help/data-licenses/](https://nbnatlas.org/help/data-licenses/%20) for more info.For definition of Creative Commons licenses see: [https://creativecommons.org/](https://creativecommons.org/%20) For OGL definition, see: <http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/> |
| [rightsHolder](http://purl.org/dc/terms/rightsHolder)**[Required]** |  | **Definition:** A person or organisation owning or managing rights over the resource.**Examples: "**The Royal Society for the Protection of Birds" |
| [coordinateUncertaintyInMeters](http://rs.tdwg.org/dwc/terms/coordinateUncertaintyInMeters)**[Required]** | Precision | **Definition:** The horizontal distance (in meters) from the given decimalLatitude and decimalLongitude describing the smallest circle containing the whole of the Location. If using grid references, this field should contain the precision of the grid reference (100 metres for a 6-figure grid ref etc).**Examples:** "30" (reasonable lower limit of a GPS reading under good conditions if the actual precision was not recorded at the time). |
| gridReference**[Required** if decimalLatitude and decimalLongitude aren’t provided**]** | GridReference | **Definition:** Location of the record using the Ordnance Survey National Grid reference system**Examples:** NS417723**Additional Information**: gridReference can be used in place of decimalLatitude and decimalLongitude |
| [decimalLatitude](http://rs.tdwg.org/dwc/terms/decimalLatitude)**[Required** if gridReference isn’t provided**]**Must be used in conjunction with decimalLongitude |  | **Definition:** The geographic latitude (in decimal degrees, using the spatial reference system given in geodeticDatum) of the geographic center of a Location. Positive values are north of the Equator, negative values are south of it. Legal values lie between -90 and 90, inclusive.**Examples:** "-41.0983423"**Additional Information**: decimalLatitude and decimalLongitude gridReference can be used in place of gridReference.For discussion see http://terms.tdwg.org/wiki/dwc:decimalLatitude |
| [decimalLongitude](http://rs.tdwg.org/dwc/terms/decimalLongitude)**[Required** if gridReference isn’t provided**]**Must be used in conjunction with decimalLatitude |  | **Definition:** The geographic longitude (in decimal degrees, using the spatial reference system given in geodeticDatum) of the geographic centre of a Location. Positive values are east of the Greenwich Meridian, negative values are west of it. Legal values lie between -180 and 180, inclusive.**Examples:** "-121.1761111"**Additional Information**: decimalLatitude and decimalLongitude gridReference can be used in place of gridReference. For discussion see http://terms.tdwg.org/wiki/dwc:decimalLongitude |
| [datasetName](http://rs.tdwg.org/dwc/terms/datasetName)**[Required]** | DatasetTitle | **Definition:** The title given to the dataset that the record belongs to.**Examples:** “Grinnell Resurvey Mammals", "Lacey Ctenomys Recaptures" |
| [locality](http://rs.tdwg.org/dwc/terms/locality) **[Required]** | SiteName | **Definition:** The specific description of the place, or place name. |
| basisOfRecord**[Required]** |  | **Definition:** the nature of the record. In most cases this is ‘HumanObservation’. Other possible values are:PreservedSpecimenFossilSpecimenLivingSpecimenMachineObservationSee <http://rs.tdwg.org/dwc/terms/#basisOfRecord> for more details |
| identificationverificationStatus**[Required]** |  | **Definition:** Description of the extent to which the taxonomic identification has been verified to be correct.**Either:** ‘Accepted’ or ‘Unconfirmed’The default is ‘Unconfirmed’ |
| identificationRemarks |  | **Definition:** comments or notes on the identification. |
| georeferenceVerificationStatus |  | **Definition:** Description of the extent to which the **capture resolution** georeference has been verified to represent the best possible spatial description. **The resolution on the NBN Atlas may be at a lower resolution than the capture resolution.****Either:** ‘Accepted’ or ‘Unconfirmed’The default is ‘Unconfirmed’ |
| [identifiedBy](http://rs.tdwg.org/dwc/terms/identifiedBy) | Determiner | **Definition:** A list of names of people, groups, or organisations who assigned the Taxon to the subject. |
| individualCount |  | **Definition:** the number of individuals represented present at the time of the occurrence.**Examples:** ‘1’ or ‘25’ |
| occurrenceStatus |  | **Definition:** the presence or absence of individuals in the occurrence.**Either:** ‘present’ or ‘absent’ |
| occurrenceRemarks |  | **Definition:** comments or notes on the occurrence.**Example:** ‘dead on the road’ |
| identificationverificationStatus2 |  | **Definition:** Extended description of the extent to which the taxonomic identification has been verified to be correct.The options are:CorrectConsidered correctPlausibleNot reviewed |
| georeferenceVerificationStatus2 |  | **Definition:** Extended description of the extent to which the **capture resolution** georeference has been verified to represent the best possible spatial description. **The resolution on the NBN Atlas may be at a lower resolution than the capture resolution.**The options are:CorrectConsidered correctPlausibleNot reviewed |