

This document provides best practices for recording georeference data in Axiell EMu that are to be followed by all curatorial Divisions at YPM. Divisions may also require specialized information that is unique to that discipline, for which community best practices should also be followed.

Guidelines for recording georeferences when in EMu – Required Fields

1. Latitude and longitude: enter the value either in the Decimal Degrees field. Use negative coordinates for western longitudes and for southern latitudes.
2. Determination method: this is a lookup list from which you can choose values (i.e., digital resource)
3. Determination source: this is a lookup list from which you can choose values (i.e., GEOLocate)
4. Determined by: the person or party who determined the lat/long coordinates (you can click on the paper clip or type in your name).
5. Determination date: the date on which the coordinates were obtained (Ctrl ; will automatically insert today's date).
6. Radius (numeric): This defines the area of uncertainty in your latitude and longitude values. It is always expressed in meters and represents the "radius of a circle drawn from the stated lat/long" for which there is a 100% probability that the actual lat/long lies within that circle.
7. Datum: the most common values are generally WGS84 and NAD27. Datum is provided by GPS units and can be found on all topographic maps from all sources. GEOLocate uses WGS84.
8. Notes: This should include your georeferencing protocol ("GBIF Georeferencing Best Practices") and any notes that will help folks in the future to replicate your georeference (ie, any assumptions you have made).

Using the GEOLocate tab in EMu

The GEOLocate tab will automatically pull data from the Country, State/Prov., City/Town, and Precise Locality fields. This may result in multiple possibilities. The green dot is the one for which the coordinates are shown in the bottom right corner. Clicking on the green dot will open a window that allows you to resize the uncertainty. The green dot can also be moved by clicking and dragging. Remember that there are multiple different map layers you can use to find your locality. These are accessed by clicking on the white "+" in the top right corner. You can also manually edit the locality string field in the GEOLocate tab and then re-georeference it by clicking the Georeference button (just above the locality string). Once you have obtained a good georeferenced with an appropriate uncertainty, you can save it to your Site record by clicking the "Save to my Application" button at the bottom of the window. You can then go back to the Lat/Long tab and edit the Radius (numeric) field (which is the uncertainty measured in meters, no "m" required in the field). Also be sure to add your name in the Determined By field.