

Information Management Survey for UC Natural Reserve System

The purpose of this survey is to determine the scope of support needed in the next five and next ten years for your reserve. It is a part of the NRS Vision process now underway, and we hope it will lead to realistic proposals that could be funded to meet your needs.

Reserve Name: _____

Contact Information for Information Management:

Name: _____

Address: _____

Phone: _____

E Mail Address: _____

1. Ecological Data

Does your reserve keep historical ecological data on site, derived from observations made on or near the reserve? If yes, can you describe:

Paper Files: Approximate number of pages _____

Digital Files: Approximate storage (Mb) _____

Approximate number of files _____

Format: (please list)

Database (dbase, etc.) _____

Flat Files (excel, etc.) _____

Text: _____

What is the approximate rate of similar new ecological data added to on-site information each year:

Paper Files: Approximate number of pages _____

Digital Files: Approximate storage (Mb) _____

Approximate number of files _____

Format: (please list)

Database (dbase, etc.) _____

Flat Files (excell, etc.) _____

Text: _____

Video: _____

Images: _____

Does your reserve keep track of faculty lab members who maintain off-site historical data files from observation made on or near the reserve? If yes, for each, can you (or they) describe:

Paper Files: Approximate number of pages _____

Digital Files: Approximate storage (Mb) _____

Approximate number of files _____

Format: (please list)

Database (dbase, etc.) _____

Flat Files (excell, etc.) _____
Text: _____
Video: _____
Images: _____

Similarly, can you ask faculty lab members to estimate the approximate rate of acquisition of new observations made on or near the reserve each year? If yes, for each, as above...

Paper Files: Approximate number of pages/yr _____
Digital Files: Approximate storage (Mb)/yr _____
Approximate number of files/yr _____
Format: (please list)
Database (dbase, etc.) _____
Flat Files (excell, etc.) _____
Text: _____

Does your reserve have a way to track or search historical ecological data from observations made on or near the reserve, but kept off site? Please describe:

Did your reserve enter metadata in the KNB/NRS project to provide access to ecological data archived on your reserve?

If yes;
Approx. number of entries completed? _____
Approx. number of entries remaining? _____

2. Geo-Spatial Data

Does your reserve have historical, location named, or map-based information? This would include historical land ownership, historical and current reserve location names for sites, features or polygons, locations of past land uses, past research uses, etc.

If yes, can you describe; _____

Format:

Paper maps: Approximate number of maps _____
Paper files: Approximate number of pages _____

Digital:

Format (ArcGIS, etc.) _____
Approx. number of layers _____
Approximate size of coverage (Mb/Gb) _____
Dates of Digital Coverage (from/to) _____

Does your reserve have ongoing new geo-spatial data acquisition?
If yes, can you describe:

Paper: _____

Digital:

Format (ArcGIS, etc.) _____

Approx. number of layers _____

Approximate size of coverage (Mb/Gb)/yr _____

Is your reserve's geospatial data available online?

If yes, can you describe:

Server System (ArcGIS Online, etc.) _____

System Administrator:

Contact Information for geospatial information manager if not
information manager as described above:

Name:

Address:

Phone:

E Mail Address:

3. Staffing

Does your reserve have an information manager?

If yes; FTE (.01, .5, .75, n>1?) _____

Does your campus provide information management for your reserve?

If yes;

Ecological Data Management ? (approx. FTE: _____)

Or describe:

Geospatial Data Management? (approx. FTE: _____)

Or describe:

If you could hire an information manager on site, do you have a backlog of unprocessed ecological data sets that could be digitized, indexed (metadata) and perhaps uploaded?

If a hire were possible, how much historical information needs to be processed?

Pages? _____

Feet of bookshelves? _____

Digital Files? No of files _____

Approx archive size (Mb) _____

Other than funding for salary and benefits, what would limit hiring an on-site information manager ?

Office Space: _____

Housing on/near Reserve: _____

Limited local pool of trained candidates _____

Internet Access: (bandwidth, speed,) _____

If you go through your campus information management, does your reserve have to pay a re-charge, or hire campus staff time? What is the recharge rate?

If yes, please describe:

Do you know of any partnership opportunities on your campus (classes, certificate training programs, senior thesis program, etc.) that might provide information management staff?

If yes, please describe:

Do these partnerships require matching funds? If yes please describe:

Do you know of any partnerships opportunities near your reserve that might provide information management staff time? (community colleges, local businesses, etc.)

If yes, please describe:

Do these partnerships require matching funds? If yes please describe:

Does your reserve have a volunteer program that could provide matching staff time to process ecological information? If yes, please describe:

4. Specimen-Based Information

Does your reserve have a list of plant species known on or near the reserve? y/n _____

Does your reserve have a vascular plant collection?

If yes;

Number of specimens: _____

Are they on standard herbarium sheets? _____

Specimens in database? y/n _____, number of records? _____

Describe database: (Jepson, etc.) _____

Specimens scanned or digital images? _____ How many? _____

Does your reserve have a non-vascular plant collection?

If yes;

Approximate number of specimens: _____

How are they stored? _____

Specimens in database? y/n _____, number of records? _____

Describe database: (Jepson, etc.) _____

Specimens scanned as digital images? _____ How many? _____

Does your reserve have a list of animals known on or near the reserve? y/n _____

Does your reserve have a zoological collection?

Does the reserve have a collection of vertebrate animals?

If yes;

Approximate number of specimens: _____

Specimens in database? y/n _____, ~ number of records? _____

Describe database: (MVZ, etc.) _____

Does the reserve have a collection of insects?

If yes;

Approximate number of specimens: _____

Specimens in database? y/n _____, ~ number of records? _____

Describe database: (MVZ, etc.) _____

Does the reserve have a collection of other invertebrates?

If yes; name of taxon (Tardigrades, etc.) _____

Approximate number of specimens: _____

Specimens in database? y/n _____, ~ number of records? _____

Describe database: (dbase, excel etc.) _____

5. Bibliographic Information

Does your reserve have a bibliography of publications resulting from observations on or near the reserve?

If yes;

Format: (Word, EndNote, etc.) _____

Approximate number of records _____

How many new publications resulting from observation on or near the reserve are added each year? _____

How much time is required each year to search for such past publications, or emerging publications? (person-hours, days, etc.) _____

Does the reserve have access to online bibliographic search tools ? (CDL, Biosis, etc.)

If yes, describe: _____

Does your reserve keep archival copies of reports, books, theses, and other historical documents written from ecological information collection on or near the reserve that are not available in online journals, CDL, etc.?

If yes;

Approximate number of reports: _____

Approximate number of theses: _____

Approximate number of pages: _____

6. Environmental Information from Sensor Networks

Does the reserve have automated data acquisition systems? (weather stations, stream gauges, atmospheric gas samplers, natural sounds, video or digital animal monitors, etc.

If yes, please list:

Is this information archived off-site, by others? _____

Does the reserve archive information from these sensors?

If yes;

Approximate number of files archived: _____

Storage required (Gb/year): _____

Can these data sets be searched online?

If yes, describe: _____
