

How to Create and Submit Metadata Records

XML records can be created with any text editor, but in order to participate in the UCARConnect catalog, your metadata will need to be robust and easily updated. There are two main ways UCAR groups have done this:

1. by using UCARConnect [Digital Cataloging System](#) to create the records, which allows indexing by the catalog fairly automatically
2. by creating the records on their own system, making them available at a url, and using a static gateway, a simplified version of OAI-PMH protocol to publish them to for indexing

There are other methods, like installing your own version of the Digital Cataloging System, or by setting up a OAI-PMH server with software like [jOAI](#). We can provide assistance if you choose to go that route. However, the methods listed above are the easiest and fastest.

To Get Started with the UCARConnect Digital Cataloging System

You will first need to contact us at ucarconnectsupport@ucar.edu for a login and to create a collection for your group. Once you have access to the system, you can follow our simple [instructions](#) and/or watch an introductory [video](#) to create metadata records for your collection.

To Get Started using a Static Gateway

If you would like to create your xml metadata records on your own system, you can use a static gateway to allow UCARConnect to index them. This is a good option if you would like to programmatically create the records, like if you already have a database that contains metadata about your resources and you can then convert it into the right format, lar. For information, please see the [Specification for an OAI Static Repository and an OAI Static Repository Gateway](#). The UCARConnect static repository where you will register your gateway url can be found [at this page](#). If you'd like to see a working example of a static gateway, you can refer to the version created by Meted/Comet [at this page](#).

As you go about creating and publishing your metadata records in UCARConnect, you will probably have many questions. Please feel free to contact us at ucarconnectsupport@ucar.edu.