



Maine Library of Geographic Information

GeoPortal System Management

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The management of the GeoPortal System is the shared responsibility of the System Administrator, the Metadata Administrator and the GeoLibrary Board to ensure the day-to-day operations of the GeoPortal, and to oversee the proper operation and backup of the system.

The GeoLibrary Board is responsible for approving changes, recommended by the Technical Committee, to the Portal environment, such as a different operating system (OS), new servers, the Portal application software; development of tools that enhance the Portal service; and ensuring that the Portal functions in compliance with State and Federal laws. Recommendations that impact the budget require a Board vote.

The System Administrator (SA) at the host site (currently the University of Southern Maine) is responsible for daily activities that include monitoring portal status, provisioning site collections, overseeing application deployments, ensuring backups, recovering backed up items and resolution of portal related issues as they arise.

Server Management

Management of the server encompasses maintenance of the computer system (hardware and operating system) that supports the GeoPortal database and application software: primary responsibility that includes, but is not limited to, applying operating system updates, patches, OS level security management, and configuration changes; performing routine application software maintenance; ensuring the server is backed up according to the strategy outlined by the Technical Committee and secure from unauthorized access; developing a disaster recovery plan, and provision of an a Web environment that insures the successful operation of the Portal.

Web Maintenance

Maintenance of the GeoPortal Web interface upgrades including but not limited to: browser compatibility checks, fixes, and updates; web security management oversight of contracts for visual layout and appeal changes and upgrades; and ensuring all core portal link buttons function properly.

Metadata Administrator is responsible for maintaining the integrity of the metadata database and supporting the GeoPortal user community.

User Support

Coordinating planned outages with the user community, trouble shooting reported problems and unplanned outages with the System Administrator, and providing basic user support (answering questions about the portal, metadata, publishing data and metadata). As database administrator

he/she is responsible for adding, removing or updating user account information, resetting passwords, addressing other user queries.

Metadata Database

Providing primary oversight of the metadata database; enabling batch uploads for certain users providing guidance for metadata entry to users, maintaining state-owned spatial data which may reside on the portal server, and conducting review of all metadata records to ensure FGDC compliance before publication in the portal.