Metadata Working Group
Meeting
September 20, 2010

Present: K. Ananthan, I. Beard, M. De Fino, R. Marker, J. Otto, L. Sun, M.B. Weber (recorder), C. Zimmerman

Agenda:
Announcements and Updates
ETD Improvements
Owner/Organization Record Metadata
RUcore Technical Glossary
Title as subject

1. Announcements and Updates- All
K. Ananthan announced that ten ETDs never made it to RUcore in 2007. There are about thirty-five in total missing. K. Ananthan will work with Marty and RUetd catalogers to catalog and ingest them into Fedora.

M.B. Weber reported that G. Agnew has suggested J. Otto and M. De Fino work on metadata for data sets with her since both of them are handling data sets (M. De Fino has cataloged the Vietnam household living standards survey and J. Otto is working the Equine Sciences Center on what data that could be compiled as a data set).

2. ETD Improvements- C. Zimmerman

The following requests were made:
Language – Set the following defaults:
Term source: ISO639-2
Language term: eng

Subject (Topic) - Set the following defaults:
Term source: ETD-LCSH
Switch to free-text box

Subject (Geographic) - Set the following defaults:
Term source: lcsh/lcnaf
Switch to free-text box

Presentation format- Set the following defaults:
Term source: gmd
Value: electronic resource [one source will be used for all ETDs]

Note- Set the following defaults:
Type: bibliography

Value: Includes bibliographic references
Note- Set the following defaults:
Type: abstract
Value: includes abstract

There was also a request to change the message for embargoed ETDs to indicate when an item will be available.

K. Ananthan will send a single RU-ETD request for six changes to Programming Coordinator C. Mills.

3. Owner/Organization Record Metadata- C. Zimmerman

Providing contact information (what type, how much) in organization records, including privacy issues, was discussed. NJDH and NJEDL maintain databases with contact information. Contact information for organizations that have contributed to these collections could be pulled to populate organization records. If an organization does not want to provide information, the request will be honored..

Institutional/owner/organization IDs were discussed. R. Marker suggested submitting a white paper on Org IDs to CISC. The MDWG chairs will consult G. Agnew to determine what should be addressed in the document. The value of including a MARC Org ID in organization records was discussed. The importance of maintaining a unique identifier was discussed. We do not want to lose the unique identifier provided by MARC Org ID, yet not all institutions have such an identifier.

Organization record metadata will be mapped from to the collection metadata. L. Sun and C. Zimmerman will handle the mapping. They will add an owner tab to the master spreadsheet. Suggestions for the organization metadata include: providing a mailing address and/or street address, adding city, state, zip code, country. A note field will be added for details that are not accommodated in the other fields. A disclaimer will be included in all organization records that provides a date when the information was provided and that it is subject to change.

4. RUcore Technical Glossary- M. De Fino and C. Zimmerman

M. De Fino distributed a copy of the first draft of the technical glossary via email. MDWG members discussed the audience for the glossary (the RUcore User Services Committee had asked MDWG to update the glossary currently in the RUcore Developer's Area). The general RUL public was determined to be the audience for the glossary. A separate glossary for new developers would best be handled by R. Jantz or C. Mills. I. Beard will give MDWG members a tour of the SCC Digital Curation Research Center and an overview of some of the processes that take place there to give context to some of the terms in the glossary.

Revisions and suggestions should be sent to M. De Fino and C. Zimmerman before the next MDWG meeting on October 18. The next meeting will take place at the DCRC.

5. Title as subject- J. Otto

This agenda item was tabled for a future meeting.