

**Metadata Working Group  
Minutes  
April 7, 2006**

Present: K. Ananthan, I. Beard, S. Favaro, G. Smulewitz, L. Sun, R. Marker, S. Vellucci, M.B. Weber (recorder)  
Guests: S. Ellis, Y. Yu

Future agenda items:

- Discussion of the document “Technical Analysis of Streamlined Metadata Creation” prepared by Kalaivani Ananthan, Shaun Ellis, Dave Hoover, and Yang Yu. The document is available on the T drive in the Metadata WG folder.
- Follow up on Grace’s message to the Software Architecture Committee regarding complex objects and object architecture.

**1. New WMS Import Feature- K. Ananthan, Y. Yu**

K. Ananthan and Y. Yu discussed the new WMS import feature, which will enable users to import metadata records from other sources into the WMS. Examples given were Excel spreadsheets and Access databases. The import feature will be released in the test system and will not be available in the public interface until the next release.

An introduction has been added to provide instruction on how to use the “import digital files” feature. The feature can be used to import digital files and/or metadata (non-RUCore) and digital files. This feature will use the “digital depot” scenario suggested by Grace Agnew in which files are sent to a holding area before metadata creation begins. Files would be sent via FTP or another transmission method to our server where presentation files would be generated. The last step would be metadata creation.

In order for this feature to be used, it is required that files are already available on our server. The import feature will enable mapping of proprietary metadata to RUCore. Y. Yu has tested the import feature using simple objects and a few complex ones. It is possible that the WMS testing group for a future release will test this.

**2. Training for Staff Participating in Digital Projects- M.B. Weber**

Best practices and required resources and processes to be used for training staff for participation in digital projects were discussed. It was agreed that the Workflow Management System User Manual and the Repository Metadata Guidelines are essential to training and participation. The group felt that participants will fare better if they bring an understanding of objects and required metadata to the process. Both documents are available on the T drive in the Metadata WG folder.

The importance of hands-on training for using the WMS, including an overall walk through by a trainer, plus immediate follow up to training, were stressed. It was agreed that trainees should be stepped through the process of uploading files and creating metadata, followed by a hands-on session to do actual work, were necessary.

It was suggested that templates are ideal for both training and projects. Training should also address how workflow should be structured. For example, a digital project will include scanning, uploading images, metadata creation, and ingest into Fedora.

M.B. Weber will develop a checklist for project participants that covers what they should have encountered in the training process. The need for best practices and knowledge/experience that “meet standards” was discussed.

S. Vellucci noted that she would like to use the training guidelines and documentation for her “Metadata for Information Professionals” Master’s level course. The course will ideally include a review of metadata for objects and WMS training.

### **3. Update of Metadata Changes Proposed/Discussed at Previous Meeting**

- *Playback Speeds for Container Types- M.B. Weber*

Following up on a recommendation made by S. Ellis to enable the WMS to display relevant playback speeds for various container types, M.B. Weber prepared a handout on playback speeds and container types. The chart has columns for container type, definition, measurement, playback speed and dimensions. The current unrevised version is currently in the T drive folder for this working group.

A suggestion was made to remove/delete “sound track film” from the pull-down values for container types since it is not appropriate as a container type. It was questioned whether the container type “wire recording” is needed. Lastly, a suggestion was made to verify some of the container types and playback speeds with the University of Indiana’s Web site.

- *Controlled Vocabulary Terms for Technical Metadata: Video Preservation/Physical Media Condition- I. Beard*

I. Beard distributed a list of controlled vocabulary terms to describe the physical condition of video media to be used in evaluation of an object’s physical condition. Terms were obtained from various sources, including documentation prepared by the Moving Image Collection (MIC), the Association of Moving Image Archivists (AMIA), and the Bay Area Video Coalition (BAVC). The list was reviewed, and there will be a follow up discussion at the April 27 meeting. The terms will be included in version 2.1.

- *Titles associated with Names- K. Ananthan*

K. Ananthan asked the group to consider the issue of titles associated with names for the April 27 meeting. MODS will be examined and a recommendation will be made to her.

S. Favaro asked about the process of adding subject terms for various digital projects to the WMS. K. Ananthan requested that any proposed additional subject terms be verified in an authoritative source and submitted to her for the next release. She also noted the need to build in a utility to the WMS to add controlled vocabulary for “subject- Topic,” for example. K. Ananthan will handle addition of subject terms on a case by case basis.

- *Status of <Constraints><extentType>- R. Marker*

R. Marker inquired about the status of “constraints.” Page 3 of the minutes of the March meeting of this group reported “It was agreed by the group that <constraints><extentType> should be omitted.” K. Ananthan confirmed this is in progress.

#### 4. Status/Progress Reports from Metadata Managers- All

- *R. Marker: New Jersey Network and digital video.* NJN is converting U-matic videos to DVD. Their archivist, who is familiar with PBCore, is creating an Access database. The database currently contains 8,000 objects and he has completed work on 2,000 metadata records.

*Newark Museum-* R. Marker is working with archivist Jeffrey Moy on a photo archives project. The museum has five digital projects planned.

*Atlantic County Historical Society-* They are a NJDH grant recipient and are working with the Egg Harbor Historical Society. Their collection objects include photographs, immigration records, and the *Egg Harbor City News*.

- *S. Favaro: Newark Public Library, “Remembering Newark’s Greeks.”* The collection contains about 350-400 objects, including books, photographs, documents, and three-dimensional objects. The metadata is being created in-house and the expected completion date for the project is the end of April.

*Botto House, Seabrook-* S. Favaro is working with the student assistants from the SCC to do metadata clean up for these projects.

- *M.B. Weber, S. Favaro- Paterson Public Library/Paterson Museum, “Paterson Post Card Views.”* M.B. Weber, S. Favaro, and I. Beard took a site visit to the Paterson Public Library in February to determine scanning and

metadata needs. A follow up session on WMS training and workflow was scheduled with the project's metadata creator, and it took place at the SCC.

*American Hungarian Foundation*- I. Beard, L. Sun, S. Favaro, and M.B. Weber participated in a site-visit and tour of the AHF to determine what type of collection should be processed first and how to proceed. Margaret Papai, the Foundation's cataloger, will create the metadata. She will begin with a collection of about 100 photographs. A training session and overview of the WMS is scheduled for her to take place at TAS.

The following projects were discussed, and metadata managers were assigned:

- Hoboken Public Library- R. Marker, L. Sun
- Roxbury Public Library- S. Favaro expressed interest.