Metadata Working Group Meeting
Minutes
March 27, 2007

Present: K. Ananthan, I. Beard, S. Favaro, R. Jantz, L. Sun, R. Marker, M.B. Weber (recorder)

1. **Physical Format-** There is confusion regarding our current usage of physical format. The terms currently used in the WMS for physical form are too specific and are a carryover from MARC cataloging conventions for print resources. They are not appropriate for our work and are causing problems with the search interface. Object architecture governs disseminators.

   2. The physical form vocabulary overlaps with type. The Dublin Core "type" was originally used, and the practice was to adhere to the DC vocabulary. The practice continued after we moved away from Dublin Core as our underlying metadata schema, and we continued to use type terms such as text and stillimage. This is limiting and prohibits us from being more expansive. Our current usage of physical description includes extent, and we are recording pagination and other characteristics of analog materials. Anything equivalent to this information is already recorded in the source metadata. Our source metadata is rich with information about analog source materials, and this is the appropriate place for this information.

It was agreed that object architecture would describe the digital object. In the Fedora Content Model, XML is used to describe digital objects. This is a generic description. If physical description is eliminated from our descriptive metadata, we still need a means to retain description. A suggestion was made to change "physical format" to "digital format." "<physicalDescription><form>" will be eliminated. The internetMediaType and extent and a note will be retained in the physical description area of our descriptive metadata.

We will use Type of Resource (typeOfItem) for the NJDH Quick Search categories.

Quick Search term	Type of Resource vocabulary
Text	Text
Images	Still image
Audio	Sound
Video	Moving image

The list of object types in the WMS was discussed and the following changes will be made:
- **Article-** Will remain as is for the current time.
- **Audio-** This will now include Oral History.
- **Book-** Will apply to multipage items, with table of contents as optional, and containing no accompanying transcript

- **Data-** Use this term instead of Poll. Typically, Data has rows and columns. This category could include surveys and census data.
- **Diary -** Will be no longer be used; use Manuscript. (This will apply to multipage items, they could be OCRed or lack OCR, and may be accompanied by a transcript.)
- **Manuscript-** This will now include Diary. Manuscript will apply to multipage items that can be OCRed, which might be accompanied by a transcript, and might have table of contents.
- **Map-** Will remain as is for the current time. Atlases were discussed and may be considered as a possible model for a collection object.
- **Newsletter-** Will no longer be used; use Periodical
- **Oral History-** Will no longer be used; use Audio
- **Pamphlet-** Despite considerable discussion regarding where pamphlets would be represented if this object architecture were no longer used, it will remain for the current time.
- **Periodical-** This will now include Newsletter.
- **Photograph-** Will remain as is for the current time.
- **Poll-** Will no longer be used; use Data.
- **Record-** Will remain as is for the current time. Record will apply to single page, text based items which can be OCRed (optional) and with no table of contents. This category includes certificates (birth, marriage, lodge, for example) and forms (tax forms, sales receipts).
- **Video-** Will remain as is for the current time.

2. Periodical Object Architecture- There was also a lengthy discussion on the periodical object architecture and collections.

3. Genre- Various controlled vocabularies used for genre were discussed. It was agreed that there should be an attempt to harmonize synonyms among the various controlled vocabularies in the near future.