Metadata Working Group
Minutes
September 6, 2007

Present: G. Agnew (guest), K. Ananthan, R. Marker, J. Otto, G. Smulewitz, L. Sun, S. Vellucci, M.B. Weber (recorder)

Excused: S. Favaro, I. Beard

1. Discussed the draft document "Digital Docs in the Repository: Storing Digital Documents and Linking to Them."

G. Agnew noted that rights documentation needs to address different events in the lifecycle of a resource. She discussed the capability to link to and store documentation and products associated with objects. Examples cited include deeds of gift, associated notes, rights permission letters, EAD finding aids and documents area. We also need the capability to hide them from public view. SW_arch needs to address where these documents are stored and to enable Collection Managers to access them via WMS. A stored form letter could be used to batch permission requests and automatically issue permission requests. Recommendations will be submitted to Ron Jantz for next Software Arch meeting.

Provenance event- We need to add references to website, email addresses, etc. Three buttons will be added to "Reference" which is part of Associated Entity in Rights Event. Those three buttons are: Upload Document; Edit Document; Delete Document.

When users want to upload a document and create a permanent association, we will include the ability to intersect with PDF server and automatically convert submissions to PDF. Users can view documents and accept them before they are uploaded. Users will not see the Associated Entity form on the WMS. It will exist outside the XML instance. Files are deposited beyond the destination point.

Event- How are entities linked to objects? Currently, all entities and objects are currently linked to the event only. They are associated with the Event and not with each other. Example: We need to associate deed of gift with the donor, not the researcher.

Change Associated Entity to Associated Agent. The object and agent will then become associated with each other. An example of two deeds of gift follows.

```
<entity>
      <agent>Smith, Mary
            <role>donor
            <object>
                  <reference label>deed of gift
                              <reference>rucore/digital/docs/smith
```
Another example:

Entity   <entity>
Associated Agent   <agent role="donor">Johnson, Jane
Associated Object   <object><referenceLabel>deed of gift>
                              <reference>RUcore/digitaldocs/smith

File naming is a policy issue. User Services & Applications WG will resolve policy issues. Policy will include points such as: these documents are not meant to be ongoing work; they are part of the permanent file; some will be confidential and not always public (even in the file it is associated with is public). Examples are: reviewer's notes, teacher's annotations, research project notes. US&A WG will also devise ideas of assignments for open source development partners.

A brief record will be available in the repository and XACML will be added when people want to expose information to express authorization policies in XML against objects that are themselves identified in XML. This functionality is slated for release 5.x. The WMS will be the editing venue for making changes to documents that have been deposited in the repository.

2. Multiple Instances of Source and Technical Metadata

Source metadata originally intended for analog materials. There are instances when source information is needed for born digital resources, such as frame height and width for digital photographs. MDWG will write specifications asking for this addition.

Multiple technical metadata is also needed for moving images. We need to document which resource was digitized and also to record information about multiple digital objects: nitrate film in frozen storage, polyester print master, preservation negative, and "original" negative.

It was agreed that TechMD would be recorded for all digital master DNG files. It is problematic, for example, when there is a raw file and a TIFF created by PhotoShop. These are two separate creating applications.

Format_version should be tied to each instance of TechMD. There currently is no place to separate each instance. MDWG will write specifications asking for format version tied to each instance of TechMD.

The values "encoding," "generation," and "mime" do not belong under "Value" in Format. MDWG will write specifications asking for these changes. MDWG will indicate to Yang whether "encoding" and "mime" will still be on the WMS form. If they are retained, a more appropriate location for them must be determined.

Multiple source and TechMD is needed to record each instance of a resource. We also need to document creating application for multiple instances of a resource.   A way is needed to track generations such as an original negative and a camera copy negative. They are linked in the XML for the structure map. MDWG will write specifications

asking for the ability to give details about multiple generations of digital formats. Each generation needs its own TechMD, including creating application, operating system, compression scheme, sampling, etc.

G. Agnew noted that first generation artifacts are under the control of RUcore. We may want to apply JHOVE, etc. to our metadata in the future to validate formats. For this reason, it is necessary that we document all digital information in our TechMD.

We can provide different categories of rights/permissions for different technical or source instances. MDWG will write specifications to associate different rights with different TechMD instances. R. Marker noted an example she had seen of multiple quadrangle maps, and multiple formats of each of them, associated in a single METS record using the METS File Section and Structure Map.
http://www.loc.gov/standards/mets/sfquad.xml

3. Action items

Review the MIC specs for the LOC WMS Module. Audio/Video Specs- Review and respond to Yang.

Determine data element that writes to structure elements in METS. Determine where linking happens.