

Minutes - Metadata Working Group  
May 28, 2008

Present: Mary Beth Weber (chair), Li Sun, Kalaivani Ananthan, Isaiah Beard, Rhonda Marker, Jane Johnson Otto

Agenda

1. ETDs-Level of cataloging and RU policy
2. Collection record information and contact information
3. Text on OpenMIC/OpenWMS screens
4. Help Center
5. Contact Us: What should go here?
6. Report Error Function in WMS
7. Proposed Changes to Metadata from Grace
8. Metadata for Organization Records
9. Resolution of Type of Item/DCMI Type vocabulary
10. Schema Review
11. Type attribute for identifiers (Associated Entity and objects in events); referenced in bug 760

1. ETDs

[Note: ETD multiple metadata was discussed this morning in the CICS meeting. MBW will write up the specifications that we agreed upon in that meeting.]

Level of cataloging and RU policy: We are now giving full level description for dissertations, which the cataloger says is more robust than we provide for print dissertations. The WG could not immediately identify the enhanced metadata, so we will query the cataloger about what is fuller in the ETDs.

The cataloger would like to add new terms to the ETD-LCSH vocabulary and not have to give a list of terms to RJM. While this is a long-term objective (to configure user authorizations to edit CVs without requiring SuperUser status), we will not change her authorization level now. It is possible that in the future we can identify specific controlled vocabularies that an individual user can edit. We agreed that RJM needs backups, and MBW and KA (in that order) were identified as her backups.

2. Collection record information and contact information--??

3. Text on OpenMIC/OpenWMS screens

YY would like all screen text for all screens to be delivered together in one document. We agreed that the text should be simple, and the terminology on an opening screen should reflect the term used on the screen it links to. JJO offered to draft screen text for each of the four OpenMIC main menu options (Authentication/Authorization, Administration, Setup OpenMIC, Cataloging) and all screens listed as bullet points on Kalaivani's "components" slide. Components scheduled for later release (File Handling,

Fedora Edits, and Reports) can be done later and Kalaivani can assist. She will complete this by June 4.

In order to allow JJO to concentrate on the screen text, RJM will pick up with adding the sourceMD and techMD controlled vocabulary terms in OpenMIC. MBW will add the descMD CV terms, and Li will add the rightsMD CV terms. These will be added to the <left. ... dwms/dwms\_test/> version. Our goal is to have them completed by June 4.

The WG discussed time frames for enhancements and new requests. The specifications for these are due by September 1. Any Open Source work is due May 30.

#### 4. Help Center documentation

We have a [dead] link now. We will drop this wiki-based Help Center. We have WMS documentation on the download page which will serve as help. It is an HTML document. We are working toward having context-sensitive help.

#### 5. Contact Us: What Should Go Here?

Right now, Contact Us is an email link in OpenMIC/OpenWMS. We agreed that contact links within the Open Source application should be a configurable function, with the implementer able to send to an email address (including a listserv) within their own organization.

We also thought that it might be useful to have an OpenMIC/OpenWMS user listserv, but this is a separate issue from the Contact Us link within OpenMIC/OpenWMS.

#### 6. Report Error function in Open Source MIC/WMS

This will be set up in OpenMIC/WMS as an email address to a new Report\_Error listserv. On that list will be ananthan@rci, cmmills@rci, and perhaps a couple other people as we see fit. We will have OpenMIC, OpenWAAND, OpenETD etc. We expect to have front-end Open Source Help staff who can handle simple and routine requests and forward other reports and requests to the appropriate personnel at RUcore.

#### 7. Proposed Changes to Metadata from Grace

SourceMD:

“Finding aid” and “Deed of gift” in sourceMD: These are configurable. In our local implementation, we will not enable it in sourceMD. However, we will keep it in OpenMIC/WMS so that other implementations will have the choice of whether to make it a provenance event or a direct sourceMD element (for Deed of Gift); or to put it into a descriptive event or in source metadata (for Finding Aid).

Change Associated Entity to Associated Agent. This applies to all events in descMD, sourceMD, techMD, rightsMD.

Add to Role vocabulary:

## Principal Investigator

For Associated Object, add to Type vocabulary

Application (used for DRM implementation)

Concept (could be used for an analysis of an object)

Course (could be used within “lectures on demand” in NJVid)

Metadata document (used to document relationship between one metadata document and another, within provenanceMD)

## RightsMD:

For Associated Object, add to Type vocabulary

Administrative document

Author contract or rights transfer

~~Citation~~ [This belongs in descriptiveMD]

Permission agreement or license

For Publication, add to Status vocabulary

Broadcast or release

Broadcast or release pending

OR

Broadcast

Broadcast pending

Release

Release pending

[Ask GA for clarification as to which style to use]

For Rights Holder add attribute “Role” with the following vocabulary

Agent or representative

Archive or repository

Contributor

Copyright holder

Copyright clearance agency or collective

Creator

Depositor

Distributor

Former copyright holder

Interviewer

Interviewee

Legatee

Participant

Performer

Producer

Publisher

Allow choice of multiple Roles for Rights Holder.

Add subelement "Note" to Rights Holder.

## 8. Metadata for Organization Record

Yang would like to know what information we want to collect in an organization record.

On the current OpenMIC form:

Organization ID

Organization Name

Organization Address

Contact person Name

Contact person Telephone

Contact person Email

We would add:

What about Organization Description

Organization URL

Contact person Position

Organization Fax

Handle Server ID

Currently, not all information that we collect gets written into the XML in the WMS. We need to tell YY what needs to be written into XML and where. Where should all this metadata go? Look at MODS. MBW and Li will look at the MODS and come up with the metadata elements that this should appear as in the XML.

These elements should all be configurable. For configuration, each local implementation that downloads Open Source decides who configures and at what level.

We need to add these data elements to the documentation.

One potential application is to organize collections under organization, and to be able to click to organizations and see either a link to their web page (URL link) or to a description of the organization.

## 9. Resolution of Type of Item/DCMI Type vocabulary.

While it is configurable, we need a rationale for the terms we chose. Those type terms are problematic for a number of reasons (JJO). What is this vocabulary attempting to do and is it doing it? It is supposed to be mapped to DCMI for OAI harvesting. The group checked against the DCMI Type vocabulary and our list does conform to it. (Our list lacks 'image' but that has been superseded.) The spreadsheet needs to be updated/corrected to reflect what we are using. Note that this vocabulary is configurable, and Open Source users can put the MODS type vocabulary here, or any other type vocabulary chosen by the Open Source implementer. It should be noted in the documentation that the new vocabulary will be mapped to the WMS default (DCMI) types in a configuration table, to enable OAI harvesting.

## 10. Schema Review

Due to the length of the meeting, this agenda item was tabled for a future agenda.

## 11. Type attribute for identifiers (Associated Entity and objects in events); referenced in bug 760

Due to the length of the meeting, this agenda item was tabled for a future agenda.

### Decisions:

1. Backups for editing ETD-LCSH terms, currently handled by RM, were identified as MBW and KA, in that order.
2. We will drop the wiki-based Help Center in OpenMIC/WMS.
3. Contact Us links within OpenMIC/WMS will be configurable, with the ability to send to an email address and/or listserv within the implementation's own organization.
4. Report Error button on OpenMIC/WMS will not go to Bugzilla. It will be configured to send email to an email address.

### Action items:

1. MBW will query ETD cataloger to get details about fuller cataloging of ETDs than paper dissertations.
2. RHM will enter an enhancement to allow OpenWMS users below SuperUser level to edit controlled vocabularies; limit this authorization to specified CV list(s)
3. JJO will draft screen text for all opening screens [and next level screens] in OpenMIC by June 4, with later assistance from Kalaivani for functions that are not part of OpenMIC.
4. RJM will add controlled vocabulary terms for sourceMD and techMD to OpenMIC on lefty ... dwms/dwms\_test/. MBW will add CV terms for descMD. Li will add CV terms for rightsMD. By June 4
5. RJM will specify in an enhancement that Contact Us and Report Error buttons within OpenMIC/OpenWMS will be configurable, with the ability to send to an email address and/or listserv within the implementation's own organization. The Rutgers RUcore implementation will send "Report Error" reports to a listserv, [report\\_error@email.rutgers.edu](mailto:report_error@email.rutgers.edu).
6. KA will request a new listserv, [report\\_error@email.rutgers.edu](mailto:report_error@email.rutgers.edu), with initial list members KA and Chad Mills.
7. MBW will confer with GA as soon as possible to confirm that the metadata changes specified in the minutes can be given to Yang to code.
8. Following GA confirmation of the metadata changes, JJO will update the OpenMIC spreadsheet and MBW will deliver the specifications to Yang Yu.
9. MBW and Li will map the organization record information to MODS elements.
10. When the Organization Record information mapping is completed, MBW (or her designee) will create a new metadata spreadsheet for Organization Record metadata and deliver the specifications to YY.
11. KA will give Marty updated information about Type of Resource (see minutes) for the metadata documentation.