Metadata Working Group
Minutes
(Draft)
July 20, 2009

Present: K. Ananthan, M. Barnett, I. Beard, M. De Fino, M.B. Weber (recorder), C. Zimmerman

Excused: R. Marker, J. Otto, L. Sun

Agenda
Welcome to new members
Meeting schedule
External review of OpenMIC and OpenWMS/Publicity
Finalization of User Access Policy Document
Review of WMS 5.1 Requirements
Other

1. Welcome to new members
Chair M.B. Weber welcomed new members M. De Fino and C. Zimmerman.

2. Meeting schedule
M.B. Weber noted that she has received input from committee members that the committee needs to meet more frequently. The committee's regular standing meeting is the third Monday of each month; this month's meeting was rescheduled to accommodate the chair's attendance at a conference.

After discussion, it was decided that holding a regular monthly meeting is fine. Work such as WMS releases and major metadata changes are ongoing and business can be conducted between meetings. Special meetings will be scheduled as needed for major decisions. Greater commitment is needed from committee members to carry out assignments and firm deadlines will be given imposed for completion of assignments.

Release testing was also discussed. A majority of the committee will be asked to commit to testing for Release 5.1. The committee will test WMS forms, newly added metadata elements, and verify that functions work as required.

A request was made to better organize the committee's resources that are available on the T drive. For example, resources for the OpenWMS might be organized by release, requirements, test plan, and data dictionary. M. Barnett and M.B. Weber will establish a Sakai site for the committee.

3. External review of OpenMIC and OpenWMS/Publicity
The committee discussed an inquiry from the AMIA Cataloging and Metadata Committee Standards Review Subcommittee to do a formal review of Open MIC and submit comments.

M.B. Weber noted that R. Marker also suggested that the committee clarify the differences between OpenMIC and OpenWMS for the benefit of the professional community. The committee discussed how this might be accomplished; suggestions included compiling a FAQ to be included on the Open Source Projects portion of the RUcore website. The VALE Bibliographic Control and Metadata Committee is another source for feedback (more likely on OpenWMS than OpenMIC).

The committee agreed that publicity for our open source projects is necessary, and that we need to provide a context for others to differentiate between our OpenMIC and OpenWMS. A chart or comparison of the features and functionalities could complement the information currently on the Open Source page at http://rucore.libraries.rutgers.edu/open/.

4. Finalization of User Access Policy Document
A draft document prepared by J. Otto dated June 9, 2009 titled "OpenWMS Policy on Privileges, Permissions and Roles" was discussed. The terminology used in the OpenWMS to describe roles was discussed. This information is currently displayed as a combination of titles ("Collection Manager," "Organization Manager") and actions ("Batch Import and Export"). The term "manager" will be replaced with "coordinator" to prevent local users from confusing these terms with current managerial and supervisory roles in Central Technical Services. All roles will include the term "coordinator." It was determined that role names should be tied to tasks in the WMS. K. Ananthan requested a list of suggested roles and a description for each. M.B. Weber suggested Friday, July 31 as the final deadline for submitting comments or feedback about this document or OpenWMS terminology on permissions.

Committee members requested that this document and similar documentation be included on the Metadata Working Group section of the Technical and Automated Services page, as well as the Developer's Are of the RUcore website, and establishing a new section on the Central Technical Services website for metadata and related activities.

5. Review of WMS 5.1 Requirements
K. Ananthan requested that an overview of WMS 5.0 precede discussion of WMS 5.1 requirements. She reported that Release 5.0 has been installed on MSS3 for almost three weeks. Everything is in place and working properly as of today. K. Ananthan is importing controlled vocabularies into the new release and migrating all records from the previous system. Testing of 5.0 should be completed by July 21, and she expects the system to be live by July 23. She encouraged committee members to check 5.0 via Lefty64.

A fall release is expected for Release 5.1. C. Mills is currently standardizing some of the specifications. The document "WMS Requirements for R5.1" was reviewed and discussed. Some of the information from this documents will be addressed in 5.1, such as adding <authority> and <address> to organization records. Items 2, 3, 5, and 6 from this document are major enhancements and will require code testing. K. Ananthan suggested that the committee send them to R. Jantz with a request to include them in Release 5.2. Those enhancements include inheriting rights declarations from collection objects, implementing

new features in Schema Builder, constructing an A-Z list for controlled vocabularies that exceed fifty elements, and implementing "add new element" functionality.

6. *Next Meeting*
The next meeting is Monday, August 17. K. Ananthan and M. De Fino indicated that they will be absent from that meeting.