

**Metadata Working Group
Meeting Minutes
October 18, 2010**

Present: Isaiah Beard, Li Sun, Carla Zimmerman, Jane Otto, Rhonda Marker, Melissa De Fino, Mary Beth Weber (Chair), Kalaivani Ananthan (recorder), Linda Langshied (guest)

1. Announcements and updates:

Mary Beth Weber reported that Nancy DeNicola and Debbie Apgar worked with her on the St. Joseph's Church photograph collection project, which has been completed. St. Joseph's is a church in South Camden and the collection consisted of twenty-six photographs, including one color photograph.

Li Sun has tested the China Relief Paper project on Lefty64 and is now ready to start the project on MSS3. She is also working with Kayo Denda to create a collection for Center for Women's Global Leadership. Currently there are 33 posters in RUcore that have no copyright issues. About 270 posters lack copyright clearance and only thumbnails will be displayed for these objects. Denda will meet with the Director of the center to address the objects with copyright issues.

Rhonda Marker and Kalaivani Ananthan reported that the current RUcore release (R5.2) will be available for testing in February 2011. The next release includes a new feature that will make the WMS configurable. This new feature will enable us to add new metadata elements on request without waiting for a release. The WMS will need extensive testing.

Carla Zimmerman is working with Erica Gorder, John Brennan, and Linda Langschied to create digital exhibition collection(s) in RUcore. They are looking for examples of online exhibits for ideas. They will select two objects from the Henry Rutgers exhibit to see if it works.

Jane Otto is co-teaching a metadata class with Grace Agnew. The students will create records on MSS3 but they will not be ingested into Fedora. Otto noted that Grace Agnew prepared extensive WMS guidelines for the course, which she is tailoring for the Equine Science Center project. She suggested that the guidelines be made available for our own internal use for training.

Otto is also putting together a Conference Tool Kit for faculty online submission to gather necessary information about the conference, rights, format etc. The toolkit will enable the faculty to get permissions from the conference participants in advance, rather than trying to retroactively obtain this information. She will start working on this in December and will report on it to CISC in January.

Melissa De Fino is working on Broadsides project. She reported that she has completed one folder and is waiting for Isaiah and John Brennan to upload more files to the server. Isaiah and Jane Otto offered assistance from their students to help her with data entry. Marker and De Fino are working with Tom Frusciano to create course catalog and year book collections in RUcore.

2. Cataloging events in WMS:

This topic was tabled because Agnew had a conflict and had to miss the meeting. Weber suggested scheduling a special meeting with Agnew to discuss this topic.

3. Adding controlled vocabulary terms/term sources in WMS; NJCCS/NJCCS (revised) term sources:

Ananthan sent an inquiry to the group about adding terms and term sources in WMS especially the NJCCS/NJCCS (revised) term sources. The group agreed that it is confusing to have multiple terms sources with the same name, and questioned the need for it as well as the differences between the two. Langschied will check with Bill Fernekes regarding which terms should be used.

4. Review final version of Owner/Organization record metadata:

Carla Zimmerman and Li Sun have been working on adding new metadata elements to Owner/Organization record. Marker recommended that we collect this information in WMS but include website address, email, and phone in the collection record. Owner/Organization name should be mapped to <mods><name> in collection record. The email and phone will be mapped to <mods><description>. Zimmerman and Sun will check the MODS schema to verify that <description> is repeatable in MODS. Zimmerman will revise and make the Owner/Organization metadata available by end of this week.

5. RUcore glossaries:

Melissa De Fino reported that she and Carla Zimmerman got some examples from Kalaivani. The deadline for submitting examples has been extended, and the revised version of the glossary will be discussed at the next meeting. After MDWG has signed off on the glossary, it will be submitted to CISC. De Fino and Zimmerman will be invited to CISC as guests to present the glossary.

6. User accounts for students in WMS:

Ananthan requested the group to review all the user accounts in WMS and disable/delete accounts for users who are not actively participating in WMS projects.

7. RUcore search/partner portal:

Ananthan will demonstrate the RUcore search/partner portal application at one of the MDWG meetings.

8. Adding title as subject in WMS:

Jane Otto will provide more information about this topic at the future meeting.

Next meeting is scheduled for November 15, and will take place at the SCC where Isaiah will provide a tour of the Digital Curation Research Center.