Metadata Working Group
Minutes
November 21, 2011

Present: K. Ananthan, I. Beard (videoconferenced), M. DeFino, R. Marker (videoconferenced), J. Otto, L. Sun, M.B. Weber (recorder), C. Zimmerman

1. Announcements-
K. Ananthan reported that the first day of WMS release 6.1 testing went well. There was a minor problem with video uploading and minor bugs were reported by testers. A few testers reported that they got stuck after entering title.

2. Consolidating RUcore/WMS Documentation
Inputting instructions, spreadsheets and other documentation have been created by various people and are available in many different locations. K. Ananthan reported that the WMS User Manual is for the open source release of the WMS rather than Rutgers' implementation. The guide provides guidance on how to create records and upload files and doesn't cover how to enter metadata.

There are three documents that specifically apply to the Open WMS: the metadata guide (elements and values), the WMS user manual, and the WMS file policies.

One of the problems is that people create documentation for specific projects. J. Otto requested a document that ties together all our documentation and procedures, possibly a bibliography. A request was made to add documentation to the CTS web page or in Sakai. Some members objected because they don't want our documentation posted on the open web.

3. Updating Controlled Vocabulary Terms
G. Agnew raised the issue that there needs to be a systematic mechanism to update WMS controlled vocabulary terms. K. Ananthan and M.B. Weber will discuss this with her; a meeting hasn't been scheduled.

Terms disappear and new ones appear in the wrong portions of our metadata. K. Ananthan has sent queries to MDWG when this has happened and no one has claimed responsibility. This led G. Agnew to question who has access to the controlled vocabulary module and why.

We now have the ability to track who has added, changed, or removed terms. The question was raised as to whether we can delete terms that are very specific to a given project once the project has been completed.

The Metadata Managers in MDWG will have access to CV module. Metadata creators can choose a term source and enter new terms as free text as needed.

4. China Boom

L. Sun reported that a Google search for RUcore revealed that some of records for the China Boom project went to an accompanying PDF file and not the video objects. China Boom objects consist of a video file and two PDF documents (a bio and a transcript). The bio will open in a Google search with no link or reference to RUcore. L. Sun's proposed solution is to add the phrase "China Boom" to the bundled transcript and bio with a link to RUcore at the bottom of the last page.

5. Best Practices for Creating Collections in the WMS

K. Ananthan and R. Marker explained that RUcore has collections that were created in the wrong tree (structure). G. Agnew has asked them to provide best practices for creating collections in the WMS. MDWG will prepare a document to present to CISC. R. Marker noted that collections that contain the terms "general" and "miscellaneous" in the name cause problems.

MDWG was instructed not to add resource to organization type collections. Fedora doesn't recognize organizations. A recommendation was made to choose an organizing scheme and stick to it. For example, if we choose to use named collections, that decision should be applied consistently across the board. The best practice guidelines will also be sent to L. Langschied.

There should be one top level general collection within individual collections. M. De Fino will draft guidelines for setting up collections. R. Marker suggested including contact information in collection records.

6. Wrap Up

The two remaining agenda items "Event Metadata" and "Contact information in RUcore" were tabled until the December meeting.