

**Metadata Working Group Meeting Minutes**  
**February 20, 2012**

Present: Kalaivani Ananthan (chair & recorder); Isaiah Beard; Melissa De Fino; Rhonda Marker; Li Sun, Carla Zimmerman

Excused: Jane Otto; Mary Beth Weber (chair)

Agenda

- 1) Announcements/updates (All)
- 2) Status of RUcore release 6.1.1.
- 3) Collection Hierarchy in WMS (KA/RM)
- 4) Processing administrative documents in RUcore (JO)
- 5) Rights event metadata and CV terms (JO)
- 6) Large file support in WMS (IB/RM/KA)
- 7) Update WMS metadata profile spreadsheet (KA)
- 8) MDWG issues in software.libraries (KA)

1) *Announcements/updates (All)*

K. Ananthan announced that January meeting minutes will be posted in [rucore.libraries.rutgers.edu](http://rucore.libraries.rutgers.edu) under Developer's area.

R. Marker reported that the download statistics has increased in 2011 because of Google Scholar and Digital Exhibits. The top five downloads are from the All Aboard! Railroad Exhibits collection. The sixth is an ETD. Each resource in the top five was downloaded approximately 4000 times, and the sixth one was downloaded about 1000 times.

2) *Status of RUcore release 6.1.1.*

K. Ananthan reported that the Software Architecture Working Group has been working on a dot release to address three critical issues – two bugs are related to the Faculty Deposit Module and one was related to Solr/Lucene indexing. The release has been tested on the development server by R. Marker and K. Ananthan. It is scheduled to be installed on the production server sometime next week.

3) *Collection Hierarchy in WMS (KA/RM)*

K. Ananthan informed that she has been editing the collection hierarchy in WMS to place the collections under the correct collection hierarchy. She is working in reorganizing the NJDH related collections. She also explained that the new Portal technology eliminates the need to create dynamic collections to pull resources from other collections; the new technology allows us to associate resources from any collections to any search portals. She said that we may want to rethink how we create collections/resources for digital exhibits. M. De Fino and K. Ananthan will meet offline and report back to the group at the next meeting.

4) *Processing administrative documents in RUCore (JO)*

Discussion was tabled for the next meeting.

5) *Rights event metadata and CV terms (JO)*

Discussion was tabled for the next meeting.

6) *Large file support in WMS (IB/RM/KA)*

Isaiah Beard led a discussion about handling large files in WMS. He said that we are digitizing resources that have large archival masters, and the Software Architecture Working Group had several discussions about handling the large archival masters. Currently all the master files are packaged in one tar file and the technical metadata reflects the tar file only. The tar file does not provide much information about the contents. The Software Architecture Working Group is discussing about adding multiple technical metadata sections which will enable us to enter unique technical metadata for some or all of the archival master files. This is a major architectural change, and the WMS needs to be redesigned to support this architecture. I. Beard will write up a summary and share it with the group.

7) *Update WMS metadata profile spreadsheet (KA)*

K. Ananthan reported that the spreadsheet has not been updated since 2010. R. Marker, L. Sun, and I. Beard offered their help to update the spreadsheet. R. Marker noted that the CV terms also need to be updated. K. Ananthan explained that there are four places the CV terms are documented – Metadata Guidelines in word document, online HTML document, metadata profile spreadsheet, and a separate CV spreadsheet. She said that it is hard to keep all the documentation in sync, and we should figure out a more systematic way to keep them up-to-date.

8) *MDWG issues in software.libraries (KA)*

K. Ananthan reported that there are no issues in software.libraries assigned to the Metadata Working Group.

Next meeting: March 19, 2012