

**Metadata Working Group
Minutes
April 16, 2012**

Present: K. Ananthan, I. Beard, R. Marker, J. Otto, L. Sun, M.B. Weber, C. Zimmerman

Excused: M. De Fino

Guests: M. Gallagher

1. Open Access Report- J. Otto

J. Otto is the chair of an Open Access Subcommittee that is part of the Rutgers University Senate's Research & Graduate & Professional Education Committee. The subcommittee has put forth an open access policy resolution, and J. Otto and L. Mullen (as a noted expert on open access) have made presentations to various groups at Rutgers to gain support for the resolution. She noted that the presentations L. Mullen and she have given could lead to a significant rise in faculty deposits in RUcore. A pilot project is currently underway and all library faculty have been asked to submit their articles and to gauge the workload. J. Otto and L. Mullen have deposited their own publications, and noticed a number of glitches that could be problematic for faculty depositing their work.

R. Marker and K. Ananthan are on the listserv for faculty deposits; J. Otto and L. Mullen have been permitted to be on the list to monitor submissions by RUL faculty.

Rutgers Senate will vote on the resolution in October 2012. J. Otto and L. Mullen have made presentations to Newark and Camden's senates, and presentations will be made to the New Brunswick Faculty Council and the Dean's Council.

The resolution is short (one page). A support network for faculty is needed. If the resolution passes, there will be an implementation team likely co-chaired by M. Gaunt and M. Pazzani. A mandate will triple the number of faculty deposits. No mandate will mean no deposits.

2. Processing Administrative Documents in RUcore- J. Otto and M. Gallagher

J. Otto and M. Gallagher discussed the need for a procedure for permissions to deposit administrative documents in RUcore. This is currently done for videorecordings. This includes property rights and permission granted by individuals who appear in the videos.

C. Radick and J. Pilch will be contacted for input. Controlled vocabularies will be needed for administrative documents.

K. Ananthan raised the issue of whether new controlled vocabulary terms need to be added to existing records in RUcore. She questioned if we need to apply a new policy retrospectively, including to China Boom, the VMC, Equine Sciences, and the Center for Women's Global Leadership posters. J. Otto will verify with G. Agnew.

Pilch and Radick will be invited to a future meeting.

L. Sun has contacts for China Boom.

3. MDWG Issues in software.libraries- K. Ananthan

K. Ananthan reported that there is nothing new in software.libraries related to the WMS. There are new bugs for faculty deposit reported by J. Otto.

4. Incorporating Darwin Core and DDI into our metadata as an extension- M.B. Weber and K. Ananthan

M.B. Weber and K. Ananthan shared a spreadsheet G. Agnew has started for research data. MDWG has been asked to add metadata elements for collection usage, software, document usage, and instrumentation. It was agreed that MDWG will work in teams of two, will try to finish assignments by the May meeting, and will post information to the MDWG listserv. The teams are:

Collection Usage- L. Sun, C. Zimmerman

Software- I. Beard, R. Marker

Document usage- J. Otto, K. Ananthan

Instrumentation- M.B. Weber, M. De Fino