

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

Present: Kalaivani Ananthan (chair & recorder), Isaiah Beard, Melissa De Fino, Rhonda Marker, Jane Otto, Janice Pilch (Guest), Caryn Radick (Guest), Li Sun, Carla Zimmerman

Excused: Mary Beth Weber (chair)

1. Rights event metadata and controlled vocabulary terms – J. Otto, J. Pilch, and C. Radick

This topic followed on a discussion at the September 28, 2011, Cyberinfrastructure Steering Committee meeting. The decision was made at that meeting to describe each administrative document in its own record, with minimal metadata to include title, handle, and two genre/form terms. One of the genre/form terms will be a general term, corresponding to the name of the event (Descriptive document, Provenance document, Preservation document, Condition Evaluation document, or Rights document). The second will be a more specific term, describing the exact type of document. So for example a deed of gift would have form terms 'Provenance documents' and 'Deeds of gift.' A publicity release would have form terms 'Rights documents' and 'Publicity releases.'

As specified by G. Agnew, the vocabulary for the specific terms is to be drawn from the 'type' vocabulary under Associated Object in each of the events. G. Agnew had asked C. Radick to review the 'type' vocabularies under Associated Objects for Preservation Event and Condition Evaluation Event. J. Pilch had already been reviewing all the vocabularies in the rights metadata, including the 'type' vocabularies for Rights Event. Therefore J. Pilch and C. Radick were invited to this meeting to discuss the project and help determine how best to move it forward. The group reviewed the existing 'type' vocabularies and discussed related issues. C. Radick will evaluate the 'type' vocabularies under Associated Objects for Preservation Event and Condition Evaluation Event. J. Pilch will evaluate the 'type' vocabularies under Associated Objects for Rights Event. J. Otto and C. Zimmerman will evaluate the 'type' vocabularies under Associated Objects for Descriptive Event. All will report back to the group in September.

Current 'type' vocabularies under Associated Objects, current as of July 16 and distributed at the meeting, are appended to these minutes.

Other issues/decisions discussed:

- Once terms are decided upon, all will be combined into a single list, with term source RULIB-AdminDoc.
- Include only terms that would apply to an administrative document. This means that in some cases, the administrative document specific genre/form terms will be a subset of the Associated Object 'type' vocabulary.
- Exclude 'other' from the valid term list
- The group could foresee a need to call up all legal documents for a given collection, so 'Legal documents' may be added to the term list although it does not occur in any of the Associated Object 'type' vocabularies. So for example, a deed of gift including a clause on legal rights could receive two specific genre/form terms: 'Deeds of gift' and 'Legal documents.' (This discussion also served to explain why 'Deed of gift' appears on both the Provenance Event and the Rights Event Associated Object 'type' vocabularies.)
- 'IRB document' should be considered as a candidate term.
- Genre term will be repeatable so that documents serving more than one purpose can be assigned multiple terms.
- Should there be two different term sources, one for the general term and one for the specific term(s)?
- If the very existence of a document should not be known, do not put it in RUcore. This policy should be added to our application profile. An example would be a signed permission form for participation in an anonymous study. Although we can make the document itself unavailable, even the description of the document would breach the participant's confidentiality agreement. Another option, more difficult to implement, would be to add a MODS extension to indicate confidentiality, and identify a way to suppress both document and metadata from public display.
- We need a process and workflow for handling administrative documents. J. Pilch would need to be in the loop, once the Project Manager (note: not necessarily the Metadata Manager) receives the documents.
- There is some question as to how to record, for example, a Condition Evaluation Event for a single object when it is one of 100 in a folder described at the folder level.

2. Research Metadata Profile- All

K. Ananthan and J. Otto were assigned to build out metadata for document usage. They looked at each core element identified by G. Agnew and determined how each element would be used and provided models. Their work is available in Sakai.

L. Sun and C. Zimmerman were assigned to build out metadata for collection usage. The group reviewed their work, and it is available in Sakai.

I. Beard and R. Marker were assigned to build out metadata for software usage. The group reviewed their work, and it is available in Sakai.

M.B. Weber and M. De Fino were assigned to build out metadata for instrumentation. They will cover their metadata at the next meeting.

3. Agenda items tabled - WMS tricks, MDWG tasks in software.libraries, review definitions for content model, and new portal technology

Type vocabularies under Associated Objects

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Descriptive Event

Analytic
Book
Book chapter
Catalog record
Correspondence
Data set
Dissertation
Document
Exhibition caption
Exhibition case
Exhibition catalog
Exhibition section
Finding aid
Grant abstract
Grant number
Grant report
Instrument
Journal article
Notes
Placement in digital exhibition
Press kit
Press release
Report
Research
Software
Workshop

Provenance Event

Catalog
Correspondence
Deed of gift
Document
Exhibition case
Exhibition caption
Invoice
License
Report
Research
Resource
Other

Preservation Event

Correspondence
Document
Invoice
Report
Research
Resource
Other

Condition Evaluation Event

Catalog
Correspondence
Document
Invoice
Label
Report
Research
Resource
Other

Rights Event

Correspondence
Data set
Deed of gift
Document
Embargo
License
Permission request
Permission response
Publicity release
Report
Research
Other