Metadata Working Group
Minutes
November 19, 2012

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

1. Announcements/Updates- All
C. Zimmerman reported that progress is being made on the maps portal. The group hopes to have something ready for the State of the Libraries.

2. Complete record display in RUcore- R. Marker
There currently are three types of displays in RUcore.
(1) The results list provides a brief display.
(2) A search that retrieves a single record provides a full record display from RUcore or ShowFed. A link to "complete record" is provided.
(3) Certain types of information are provided in a complete record display, depending on the portal or collection. The complete display provides every element with a value display. Historically, some metadata was suppressed (Source metadata and donor information, for example).

The User Services and Applications Working Group is charged with making decisions about the display (including element labels) of brief and full records, while the Metadata Working Group has been asked to make decisions about the display of the Complete Record. Individual collection owners who have their own search portal can change the brief and full record displays in their portal, but the Complete Record display will be the same across all portals.

Metadata creators weren't consulted when labels were created for the displays.   It was suggested that MDWG should have a say in labels for complete records.   MDWG will need to examine the current metadata spreadsheet and review every element, subelement, attribute, etc. and specify the wording for each label.   Note subelement labels often require the context of their parent element(s). Metadata types also may need definitions or changes. MDWG can also provide input on formatting of labels, order of elements, concatenating of subelements, etc. Ultimately labels should be consistent with other displays and the Metadata Guide
(http://rucore.libraries.rutgers.edu/open/projects/openmic/index.php?sec=guides&sub=metadata).

Rights metadata is relatively short but the Source metadata is lengthy because there are specialized elements based on the Source Type and the Technical metadata is lengthy because there are specialized elements based on the Type of Resource selected in the Descriptive metadata.

The goal is to correct the labels and clarify the elements, subelements, and attributes in the Complete Record display.

J. Otto volunteered to do Technical metadata for video and will also review the subject and genre access points.

R. Marker will handle Source metadata.

K. White will do Rights metadata.

L. Sun will handle the elements preceding Genre and Subject on the WMS form (Descriptive metadata).

C. Zimmerman will do the five elements following Subjects in the WMS form (Descriptive metadata).

Members will share their proposals with MDWG via email.   They will show how they would like to see each element display. They will also consider how to best order elements. Elements will be systematically compared to the current complete display.   The deadline for completing this work is December 10 for discussion at the December 17 meeting.

3. MDWG tasks in software.libraries- MBW/RM
There were four MDWG tasks in software.libraries that were examined and resolved.

4. Update on R7.0 development- R. Marker
Some technical metadata (e.g. checksum) will move into the METS the file section. FOXML allows us to accommodate this.

DigiProv will be created for DLR edit. This capability was previously not available.

5. Rights Event MD and CV terms- JJO
At this time, only G. Agnew and J. Otto have been assigning genre headings to administrative documents, and this has usually been for videorecordings. There are two categories of genre headings: (1) broad- rights, descriptive, condition, etc.; and (2) narrow- terms based on type of object in events.

J. Otto will get clarification from G. Agnew, and will invite C. Raddick and J. Pilch back to MDWG to discuss this issue.

The element "Type of event" was discussed. Terms are just added to this element, which doesn't appear in the metadata guide and no definition is provided for it.