

**Metadata Working Group
Minutes
December 17, 2012**

Present: K. Ananthan (recorder), R. Marker, J. Otto, C. Zimmerman, K. White (Via Video Conference)

Excused: I. Beard, M. De Fino, L. Sun, M.B. Weber

Guest: C. Mills

1. Announcements/updates –All
None.
2. Normalize Date Metadata – C. Mills
There are some issues with sorting by date created. In early records the date information is not stored in a standardized format. This makes sorting by date difficult using the search engine. In order to allow users to further limit search on date (facet on date) the older dates need to be cleaned up. In WMS, there are three date formats authorities, but only one of the date formats is validated by WMS. We need to review date formats in WMS and make recommendations to handle date validation in WMS. C. Mills will scan all the objects in the repository and produce a report listing the collection name, Fedora ID, title, dates under origin info (exclude yyyy dates between 1750 and 2012), and frequency. The report will be available before the break. We need to clean up NJDH collections also. R. Marker will coordinate with L. Langschied.
3. RUcore R7.0 Status Update – K. Ananthan
Public release date is probably in February, 2013. There are 22 active bugs related to WMS and Faculty Deposit Module, 10 active bugs in dlr/EDIT, and 2 active bugs in search interface. We will have a few more testing sessions during second week of January, 2013.
4. Complete Record Display – All
We reviewed all the metadata elements and attributes.
Recommended changes:
 - Everyone prefers list format (not paragraph)
 - Include term source attributes where useful, preferably as a parenthetical within the label
 - Don't display labels on subsequent occurrences of an element, after the first
 - Tab for each metadata section is preferred, suppress tab if no values in that metadata section
 - Make "Metadata for Rutgers-lib:xxxxx" more of a heading
 - Incorporate attributes into labels where possible
 - Use indents dynamically according the element nesting
 - Don't concatenate sub-elements of the Subject (geographic-hierarchical) element
 - Tab label for descriptive metadata should not read 'MODS record'
 - Consider "expand all" (progressive disclosure suggested by C. Mills) for heavily nested elements
 - Specify order of elements in the display
 - Link to the XML from complete record.
 - Use smaller font, sans serif, make indents less aggressive. This display needs to take up less room.

Action Item: J. Otto will mock up a display of descriptive, technical, and rights metadata based on her proposed specs (options 2 and 3), with modifications as indicated above. R. Marker will mock up source metadata.