

**Metadata Working Group
Minutes
February 18, 2013**

Present: K.Ananthan, R. Marker, J. Otto, C. Zimmerman (recorder), K. White (via video conference), M. De Fino, I. Beard

Excused: M.B. Weber, Li Sun

1. Announcements (All)

KA: Our group will have a new listserv using Zimbra. Listserv email will stay the same. (metadata_rul@rulmail.rutgers.edu)

KA: Regarding the issue of normalizing dates: Chad's report is attached to the task in software.libraries. Search for task assigned to mbweber.

KA: Regarding problems with controlled vocabulary: the group will create a registry of CVs, documenting all of RUcore vocabularies in preparation for ontology. A discussion ensued regarding the problem of "controlled" vocabulary terms being added uncontrollably.

Rhonda will bring the faculty deposit/journal application profile to the next meeting for discussion.

KA: Yang will attend our next meeting to discuss the changes in the latest release of WMS.

2. RUcore R7.0 status update (KA/RM)

RUcore release 7.0 has been signed off in the development server, and it will now be set on the staging server. The goal is to have it on the production server on March 4.

3. Finalize complete record display (All)

Jane and Rhonda presented their ideas for complete record displays for Descriptive, Source, and Technical MD. The main difference between the possibilities are whether to have the 2 columns of information flush right and flush left all flush left with with indented nested hierarchies and some progressive disclosure (designated by a plus sign). After discussion, the group agreed Jane can write up as specs (no more mockups required), in consultation with Kalaivani, incorporating these points:

- Use the techMD format, for consistency's sake and to more closely mimic the full record display
- Use xml as labels, unless designated otherwise
- Do not concatenate elements (exception: personal names)
- Display type attributes
- Events metadata will fall at the end of each metadata section
 - Specify order and rules of capitalization (capitalize first letters)
- Use progressive disclosure if there are more than 2 terms

- Display obsolete elements at the bottom of the appropriate metadata section
- Consult with Isaiah regarding logical order for technical metadata elements

Jane will send an example of such a display to the group before the next meeting so that we can decide. The new complete display will be in the next RUcore release.

Jane pointed out that it is incorrect to have ISO8601 as a term source in Subject (Temporal-era) since this element is for locally-defined terms and ISO8601 is a standard. It should be removed.

It was also pointed out that Classification and Edition are not at present dependent on each other, but should be. A new spec will need to be submitted for this change.

Rhonda mentioned that CISC has approved the proposed changes to content models. They requested ETDs, EAD finding aids, and Analytic be added to the content models.

4.Version metadata (KA/RM) will be discussed at the next meeting.

5.Review tasks in software.libraries (All)

The group members are to look at the tasks listed under "MBWeber". These will be discussed at the next meeting.