

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

1. Announcements (All)
2. Proposal to extend DOI metadata (KA/MBW)
3. DOIs for administrative documents (JO)
4. Review tasks in software.libraries (KA)

1. Announcements-

K. Ananthan announced that Release 7.3 will be available within the next few months. It will impact the WMS and metadata practices. It will include some major enhancements, such as single sign-on, a NetID authentication page, can deposits while logged in.

Release 7.4 won't affect us. We need to write specifications for the exiftool implementation. This release will be launched in the spring.

K. Ananthan has sent out invitations for all of next year's MDWG meetings.

Software Architecture has reviewed multiple versions metadata and Ron has determined it will be part of release 7.4.

J. Otto announced that she's working on parsing journal citation metadata. She has a test portal to see how it will work if they're more like journal citations.

Release timelines and other information are available in the Developer's Area. Timelines for releases are archived.

2. Proposal to extend DOI metadata

Ron's proposal was sent the MDWG discussion list. R. Marker and J. Otto provided feedback.

R. Marker reported that the metadata issues are trivial. The Peter Still papers or Seabrook photographs, for example, will be submitted to Thomson Reuters and sit side by side with research data.

3. DOIs for administrative documents

This document will also be considered at the next CISC meeting. Related administrative documents (deposit agreements, permission forms) are bundled with videorecordings. Anything that's assigned a DOI needs minimal metadata. Is this the identifier that we want to use for internal documents?

Deepen criteria is still in development. The UUID (Universal Unique Identifier) is separate from DOIs and provides an inventory control number.

The guidelines for administrative documents will need to be updated.

4. Review tasks in software.libraries

LibGuides for institutional repositories- C. Zimmerman will look for examples to share at the January meeting. K. White has found examples.

Multiple customized metadata forms- Will be discussed at the December meeting by J. Otto, M. Gallagher, C. Zimmerman.

Version metadata specs- The spec is done and will be slotted into the release timeline.

Add links to the navigator on source metadata- J. Otto; has other priorities at this time.

Normalize dates- In progress.

Update WMS metadata spreadsheet- K. Ananthan working on this with R. Marker's assistance. K. Ananthan will assign different resources to people based on their expertise.

PREMIS mapping- This was requested by Chad.

Compile a list of cartographic terms- C. Zimmerman; it needs to be determined if they should be text or code. C. Zimmerman will meet with K. Ananthan.

Develop metadata guidelines to include in the WMS "help". This is what we'd hope to achieve by using a LibGuide. J. Otto suggested putting everything on a web page or in a LibGuide. Send documentation and questions to J. Otto. R. Marker will share documentation with J. Otto.

The navigator link to the physical properties note doesn't take one to that element.