Metadata Working Group Meeting Minutes
October 20, 2014

Present: K. Ananthan (co-chair), I. Beard, Y. Lin (recorder), R. Marker, C. Radick, Li Sun, M.B. Weber (co-chair), K. White (via audiobridge), C. Zimmerman
Excused: M. De Fino, J. Otto
Guest: G. Agnew

1) Announcements (All)
   R. Marker: Will share the digital projects status report that she presented at the LRC with MDWG.

   C. Zimmerman: Reported on the Pach Brothers' digital collection which is an NJDH collection. This collection is from the Monmouth County Historical Association and it includes 798 photograph images. C. Zimmerman created most of metadata information for this collection when she was employed at the Monmouth County Historical Association.

   C. Radick: Will be on sabbatical leave during the Spring semester in 2015. She plans to work on two projects: one is related to the Rutgers' centenary celebration in 1870 and 2) a survey of romance writers to learn how they use archives for historical fiction.

2) OJS journal articles application profile (G. Agnew/Y. Lin)

   G. Agnew briefly mentioned the Open Journal Systems (OJS) dark archive (DA) plan and indicated that the OJS is not a platform for long-term preservation and has no preservation metadata information. We will use RUcore as the DA platform for: 1) economies of scale, 2) data synchronization, and 3) collaboration with other preservation communities, such as DPN and DataCite. We plan to provide a DA for the Newark Archives Project (NAP) and Women Artists Archives National Directory (WAAND) collections, Eagleton Polls, and the OJS collections. The goal is to preserve these items in the RUcore dark archive by the end of 2016. The DA team members are I. Beard, R. Jantz, Y. Lin, and J. Triggs.

   Y. Lin described the main purposes of dark archive preservation:
   1) it is intended to be used by RUcore administrators and OJS managers only
   2) it provides at least minimal metadata required for collaborative institutions
   3) descriptive metadata will inform users, who might find the metadata through the DataCite registry, where the access copy of the resource may be found for use
   4) descriptive metadata will reuse as appropriate decisions, particularly with respect to vocabularies, from application profiles for similar resources already in RUcore and a link to its access copy will be shown in the abstract
   5) the ownership of the resource is critical for long-term preservation and use, therefore, it will be documented in the rights metadata
   6) the metadata must support the synchronization of the access copy of the resource, which resides at the current OJS platform, with the DA resource.
   Y. Lin also reported that the OJS dark archive metadata application profile (AP) is a work in progress, and they plan to complete it before the holiday break in December. At this moment,

G. Agnew and Y. Lin completed the design of descriptive metadata and the technical metadata was provided by I. Beard. The rights metadata will be completed later. He then presented the descriptive metadata in the AP spreadsheet prepared by G. Agnew and him.

Action Item: Y. Lin will deposit the in-process version of AP at the Sakai site and requested that MDWG members please submit feedback and comments to him

3) Cataloging multiple versions in WMS (R. Marker)

R. Marker described the faculty deposit process and provided an overview of generating multiple versions of manuscripts in the development site of RUcore.

In general, the note in the descriptive metadata will be shown at the high up section of record. It also provides information that the depositor wants to share with readers. The descriptive event shows the lifecycle of the resource. It will be used to show multiple versions of articles. R. Maker used an example record to describe the details. She also pointed out if readers clicked on the previous version of an article, a banner will display at the top of the page which indicates the work has been superseded and it will provide the link for the most current version.

4) Review of release 7.5 (K. Ananthan)

K. Ananthan solicited feedback related to the digiProv entries for alerting RU faculty deposit. She indicated that Y. Yu would like to create an auto-populated controlled vocabulary list in the WMS based on the feedback and decision from the Metadata Working Group (MDWG). R. Marker reported the decision for the roles will directly impact the RUcore alert notification. Following the discussion, MDWG members decided to use the "Depositing Designee" for third party depositor and "Depositing Author" for author.

K. Ananthan highlighted changes in R7.5: 1) changes for TAS in the hierarchical position in the faculty deposit search portal and 2) the new enhancement of "My Workflow"--a feature that allows user to customize his/her template preference when working in the WMS environment. She encouraged MDWG members to test it.

Action Item: K. Ananthan will inform Y. Yu the group's decision of the terms for digiProv assocatedEntity/role, that is, "Depositing Author" if the work is deposited by author himself and "Depositing Designee" for third party depositor.

Next meeting: November 17, 2014