Metadata Working Group Meeting
Minutes
March 16, 2015

Present: Mary Beth Weber, Carla Zimmerman, Krista White, Kalaivani Ananthan, Rhonda Marker, Li Sun (recorder), Yu-Hung Lin, Isaiah Beard

Excused: Caryn Radick, Jane Otto

1. Announcements- All
   White: Needs to get in touch with M. Koruth and M. Barnett regarding the Jazz Oral History website. One hundred twenty oral histories need to be digitized; 40 have been digitized. There are about 16,000 pages left to be digitized.

   The transcripts need to be outsourced and White is looking for funding sources. This could be done for less than $20,000. The New Jersey Historical Association or the Jazz Arts Society are possible funding sources.

   Zimmerman: Continues to work with the New Jersey Historical Association on the Pach project; progress has been slow. About 2-3 images are cataloged a day.

   Lin: Testing the Dark Archive template; R. Jantz is waiting for G. Agnew's input.

2. DOI Clean Up- Weber and Ananthan

   Will schedule a session for staff to assist with cleaning up incorrect DOIs. The status of these DOIs currently display as "reserved" and are unavailable to the public, and appear to be broken. There are about 2,500 records with incorrect dates. About ten staff will help to revise metadata records from WMS. The first section is scheduled for March 24, 2015 at 10:00am – 12:30 pm. A subset of DOIs require expert problem solving skills and will be handled by experienced catalogers.

3. Entries in software.libraries

   https://software.libraries.rutgers.edu/node/2995 (DOI "reserved" state and personal name metadata issues)   Two name metadata issues prevent DOIs from displaying as "public".
   Decision: as long as the name is entered (regardless of the name type), the value should be passed in order to set the DOI status to "Public".

   https://software.libraries.rutgers.edu/node/1685 (WMS should force term source selection for elements that are controlled). At a 2012 MDWG meeting, it was decided that the term source should be required when a term is entered in a controlled element. When no term source is selected, the search term does not go into any index.
   Decision: The issue might have been resolved. WMS does not allow catalogers to enter a term from a term source without selecting it first.

   https://software.libraries.rutgers.edu/node/2575 (Upgrade MODS metadata in WMS) G. Agnew recommended that MDWG dedicate a WMS release to upgrade the MODS metadata. MDWG will review one element at the next meeting as a group. Y. Yu will be invited to the meeting. The elements will be reviewed in this order: descriptive, technical, source. This work must be

completed by July 2015. Decision: We need to have this completed and submit specs to Yu before October 2015.

https://software.libraries.rutgers.edu/node/1889 (Add links to navigator in the source metadata) Decision: source type will determine elements on Source MD navigator box. Sun will prepare the list of elements to be added to the navigator with Ananthan's help.

https://software.libraries.rutgers.edu/node/1682 (Develop metadata guidelines to include in WMS "Help" section. J. Otto volunteered to work on developing guidelines in 2011.
Decision: low priority

4. WMS Basics /Tips

Zimmerman: When entering a term that is not in a drop-down list, one can quickly get to the "Enter free text" choice at the bottom of the list by hitting the End button / Enter / click cursor in the term box.

Marker: There are 4 servers now: Production, Staging, Testing, and Development. Some servers' URLs were changed. Marker will share the new URL with MDWG.

Ananthan: DOI types are public, unavailable, and reserved. To change the status to "Public", click on the "DOI status link" and select "Public" and click on "Submit".

Creating collection level template: select collection – make sure to select "this collection (all users)' and save the template; then click on the radio button to set it as the default template. When creating a metadata record within the collection, the metadata values from the selected template will be populated automatically.

Marker: If records of digital files were uploaded more than a year, you may need to delete structure map and re-create as System Generate. Our structure map structure was changed about a year ago.