

Metadata Working Group Meeting
Minutes
June 15, 2015

Present: Kalaivani Ananthan (recorder), Rhonda Marker, Jane Otto, Li Sun, Mary Beth Weber, Carla Zimmerman

Excused: Isaiah Beard, Melissa De Fino, Yu-Hung Lin, Caryn Radick, Krista White

1. Announcements - All

Weber: Melissa De Fino and Mary Beth met with Consuella Askew, Ed Berger, and Adrianna Cuervo at IJS and discussed an audio visual project. Resources in this collection are in bad condition, and IJS would like to preserve them in RUcore. Mary Beth will work with Janice Pilch to determine if there are any copyright issues.

Zimmerman: Continues to work with the New Jersey Historical Association on the Pach project; A new collection for general photographs needs to be created in WMS. The collection name will be MCHA General Photographs.

Ananthan: Continues to work on WMS File Uploading Guidelines. It is nearly complete. She will review one more time and email it to the group.

2. R7.6 status - Ananthan

Testing on the staging server was completed last week. Anticipated production release will be on June 22, 2015. We discussed the new features/changes in the last meeting.

A couple of dot releases will be coming out in summer:

- R7.6.1 will include IP restrictions to support resources that can be accessible from a specified location
- R7.6.2 will include Rutgers Optimality Archives submission form and a new import module to load the resources into WMS.

3. Name role authority marcRelator vs. marcRelator

During Endnote export testing, Yu-Hung observed that some SOAR resources are using "marcRelator" as the name authority, and name in these resources do not export. We discussed whether these resources need to be identified and fixed manually. Marker suggested that values should be normalized programmatically. Ananthan will send a request to Software Architecture Working Group.

4. Entries in software.libraries

- i) <https://software.libraries.rutgers.edu/node/1544> (Free text input in Subject (geographic-hierarchical) WMS allows free text input in the county and city section subfields but not in country, province, state, city.

Decision: Sub-elements in Subject (geographic-hierarchical) -- County, State, Region, Province, State, County, City, and City Section. Values in State, Region, and Province depend on the Country, and the rest of the sub-elements depend on the values in State or Province depending on the Country.

If we remove the dependency and allow free text, then metadata creators can enter any values that are not associated with each other in these sub-elements. IN order to allow free text, we have to go through the Country list one by one, and enable free text entry.

We decided to handle this case-by-case.

- ii) <https://software.libraries.rutgers.edu/node/2758> (Make date required for ingest) All resource and collection records should have a value for Date.
A date should be entered in either mods:dateCreated or mods:dateIssued.
On the Existing Records list, under Metadata / Digital Object, add another status: D.
D - Missing required date value (Date Created or Date Issued)
If a record is lacking a date, do not include it in the list, Ingest to Fedora.

Decision: Since clicking on the status, tells the metadata creator what is missing. Therefore, we don't need to add another status:D. This entry has been closed.

5. MODS/ WMS database upgrade

We agreed to use monthly meetings to review MODS schema. If we can't meet the deadline, we will schedule special meetings.

We reviewed the following elements, and after a lengthy discussion we added the following:

- i) Identifier: attribute typeURI; altRepGroup is applied across the schema so it was added to the top, where all attributes that are applicable across the schema are listed.
- ii) Language: attribute usage and sub-element scriptTerm. We added attributes authorityURI and valueURI to languageTerm and attributes type, authority, authorityURI, and valueURI to scriptTerm.
- iii) Genre: attributes type, authorityURI, valueURI, and usage.

6. WMS Basics /Tips

- i) Ananthan/Marker: Changing order of the entries in rights event
Rhonda reported an issue with entering embargo end date. It turned out to be a bug in WMS that expects embargo event to be the first entry in the rights event metadata section. If there are two entries and you want to change entry number "2" to be number "1", click on "2" and enter "1" when prompted. This changes the order of the entries.
- ii) Saving file loading instructions – Tabled
- iii) Assigning a display label for a presentation file – Tabled
- iv) Browse by school/department - Tabled