**METADATA SUBCOMMITTEE MEETING**

**FEBRUARY 8, 2012**

**MINUTES**

**Attendees**

Daniel Cromwell (FCLA)

Catherine Gardiner (FGCU)

June Diao (FIU)

Sue Wartzok (FIU)

Tamara Weatherholt (FSU, Chair)

Yue Li (FIU)

Kim Montgomery (UCF)

Jimmie Lundgren (UF)

Susan Massey (UNF)

Hilary Robbeloth (UNF)

Brian Falato (USF)

Colleen Valente (UWF)

**Minutes**

The minutes of the January 11, 2012 Elluminate session were approved.

**TKR document**

The revised TKR document passed from the former Single Bib Pilot Project group to the Shared Bib Implementation Team. The team approved sending it to TSPC. Tamara assumes that it will be voted on by TSPC next.

**ETD Working Group**

The ETD working group has developed a survey on to gather information on ETD practices among the SUS institutions, as well as a spreadsheet for recording metadata fields used at each. Each SUS is being asked to fill out the survey and make just one submission. Caitlin Nelson sent it to DISC, and Hilary will forward her email to the Metadata Subcommittee.

**Proposed Action Plan**

The group discussed how to present the action plan and where our proposed activities would fall within TSPC’s. Previously the plan was sent to TSPC for incorporation into the committee’s plan, and it was decided to do the same this year. Most of our contributions would belong in “Establish uniform practices”, because the statewide guidelines are not specific to shared bib. The activity of developing uniform cataloging and metadata guidelines for the shared bib could also be added to the shared bib implementation objective.

Susan suggested adding the Data Loading Group, which is working on determining record loading practices in the shared bib, to “Resources Required” as their decisions will inform what we do. Daniel noted that that group needs to do their work first because things will be so different in the new environment. Revisions to the guidelines can be made after the Data Loading Group makes its determinations. Susan said Metadata might add an assessment measure about writing guidelines for specific record sets.

Brian proposed a possible RDA implementation task force as part of the activity “Monitor RDA developments”.

**Action:** Tamara will re-write the Metadata Subcommittee’s action plan, send it to the group for comments before noon tomorrow, and then present it to TSPC.

**DLU01**

The subcommittee continued its discussion about what the SULs should do about DLU01 now that we are moving to a shared bib.

Jimmie Lundgren explained that currently UF is only using DLU01 for campus guide records. There was concern that LibGuides were not general enough for display in all the universities’ catalogs, and that some may not want them there at all. If the LibGuides don’t say that they are specific to an institution, and if they lead to a database that isn’t open to all, probably they should be removed. Restrictions in a shared environment are undesirable; content should be available to all. Daniel suggested that the DLU01 guidelines be amended, because with current practices DLU01 will go to Mango and the union and individual catalogs.

Questions were raised about what might be retained in DLU01. Was there a consensus that it should be used for digital resources? Should individual images be included or just collection level records? Kim said that perhaps just PALMM records should be migrated. Several members agreed that it would be a good idea to contact DISC for comments and opinions.

Daniel’s summary of the goal is to make some type of recommendation on the future of DLU01: dismantle, dismantle and bring records over to the shared bib, continue, etc. Contacting DISC for input would be a starting place.

Submitted by Catherine Gardiner, FGCU