Metadata Subcommittee Minutes

Feb. 9, 2011

In attendance: Saiyed Ahmad (FAMU), Daniel Cromwell (FCLA), Brian Falato (USF, Chair), Catherine Gardiner (FGCU), Susan Massey (UNF), Kim Montgomery (UCF), Colleen Valente (UWF), Tamara Weatherholt (FSU).

The meeting convened at 2 pm. Minutes of the Jan. 19, 2011 meeting were approved.

Brian Falato welcomed new member Colleen Valente at UWF. Brian has been contacting SULs to find out who will represent them. UF, FIU and New College do not have reps yet.

Brian noted that the lists of representatives on the CSUL website are out of date. TSPC Chair Betsy Simpson let Brian know the person responsible for updating was no longer doing so and she is trying to get that situation resolved. Brian also noted that last year’s meetings need to be posted somewhere. Kim Montgomery mentioned the TSPC website as a potential place to post minutes until the CSUL website is updated. The Metadata Subcommittee 2010 minutes are available on the listserv archive where they were posted for review. **Action Item: Brian will find out from TSPC if minutes can be posted on the Metadata Committee space on TSPC SWiki website.**

Brian offered an update on the Cager Revision Group recommendations on the use of Dublin Core for Digital Collections. The subcommittee looked at consistency throughout document and made some minor changes. This document is posted on the group’s SWiki so is not accessible to everyone. There was a brief discussion about secure SWiki password dissemination. **Action Item: Brian will send out the password to the SWiki in individual e-mails to members of the Metadata Subcommittee.**

Brian asked for comment on the Metadata Subcommittee Action Plan submitted to TSPC. Susan Heron, TSPC representative at USF, suggested that the action plan include a component for RDA education. Daniel Cromwell suggested any RDA education would need to be at the local level since there are other resources available. Kim Montgomery suggested that the action plan address arranging, not providing training. Susan Massey mentioned that Annie Glerum at FSU had done some training for her institution and might be interested in doing this at the state level. Colleen Valente suggested training the trainers or training only small groups. Daniel suggested using Elluminate for training after national library decisions are made, when SULs may actually start using RDA guidelines. Kim mentioned LC may also develop their own rule interpretations. Susan reported on Beecher Wiggins comments at ALA Midwinter stating that LC would create their own rules if RDA is adopted and may also be selective about applying RDA to authorized headings. **Action Item: The group agreed that Brian could present to TSPC a plan to wait until after the RDA implementation decision to arrange training at the state level, and possibly ask Annie Glerum or another local trainer comfortable with RDA to create Elluminate sessions for local training.**

The group discussed two data input guidelines under current review: 502 fields and foreign language subject headings. Kim Montgomery wrote a summary of foreign language SH decisions with display screens for what we do now and what would appear with changes. The OPAC subcommittee provided the feedback that foreign language SH should be kept. The guidelines we create should state they must be coded properly and refer to appropriate thesauri in $2. Indexing would occur separately for LCSH, MESH, and foreign languages in other so foreign languages would facet after LCSH instead of before.

Minutes from the December Metadata Subcommittee meeting propose that the 502 coexist as both formatted & unformatted by local library choice. Daniel suggested this statement should be put into a Word document to pass up to TSPC for approval, and also that decisions made should be placed somewhere for public access. He also suggested developing a process for accomplishing the TSPC charge. Kim stated she thought there should be a single document that would be ongoing that would be added to as more issues occur. Daniel suggested we set up an agenda for addressing issues. Brian wondered how TSPC would like to receive decisions—one by one, or all in one document?

Various members found documents on the TSPC Swiki relating to the charge to create SUL Cataloging Guidelines such as the summary from the Oct. 2009 Cataloger Summit.

Susan suggested coming up with a list of issues to prioritize and address. Daniel suggested making various assignments that people could work on and come back to the group with written documents to be reviewed and discussed in meetings. Kim sent her document on Foreign Language Subject Headings to the Metadata Subcommittee listserv for review and comment.

**Action Item: Brian will put a review of 856 field guidelines on the agenda for March, along with a discussion of Kim’s document on foreign language headings. He will find out how TSPC wants to receive the guidelines from us.**

Daniel made a final comment on the minutes from last meeting regarding guidelines for record sets. His understanding is that those guidelines would be for how the SULs handle records when received from vendors. Brian said now that we have clarification on that issue, we still need clarification on reviewing “facet assignments for non-MARC metadata in Mango.”

Meeting adjourned 3:18 pm.

Next meeting March 9, 2011 at 2 pm on Elluminate at:.

<https://sas.elluminate.com/m.jnlp?sid=2009453&password=M.7123E31003D005B78B009D76575B40>