**DRAFT**

**Metadata Subcommittee**

**February 10, 2010**

Present on call:

 **FAU** Janice Donahue

 **FAU** Helen Laurence

 **FCLA** Daniel Cromwell

 **FSU** Tamara Weatherholt

 **GC** Catherine Gardiner

 **UCF** Kimberly Montgomery

 **UF** Jorge Gonzalez

 **UNF** Linda Smith

 **USF** Brian Falato

In preparation for the Metadata Subcommittee conference call, the new chair, Kimberly Montgomery, sent the following agenda item and information to the listserv:

“Question: Should the Metadata Subcommittee continue to exist?

In preparation for this issue, I contacted FCLA and TSPC chairs (past, present and future) to ask for advice on the direction this group should take. What came out of that consultation were these questions:

 a. What do we do that is not being addressed by another group? Are we wasting our time?

 b. If we continue, what specific action items would we take on? Is everyone willing to step forward to work on specific things? The idea is that we should be accomplishing things, not just listening to reports.

 c. Or, has this group run its course? If this group were to disband, there would still be opportunities for people to volunteer for other groups.”

The current charge is limited to electronic/digital resources. It was written at the time that the Aleph migration was in the works. Also, the DDAC group had disbanded and DISC had not yet been formed. At that time, the subcommittee was renamed, the charge rewritten, and membership expanded beyond traditional catalogers to include digital projects people. Since that time, DISC has come into being and participation in the Metadata Subcommittee calls has fallen back mostly to catalogers.

After discussion, the call participants agreed that there still is work for this group to do. It was felt that the scope of the group should be examined and changed. We should rewrite the charge to expand it beyond e-resources.

The group decided that calls should be held on an ad hoc basis depending upon whether there was work for us to do.

The group decided that we would work on:

1. Re-focusing the work of the group and expansion of the group’s charge beyond e-resources. Determining where the boundaries of our work should be, taking into account the work being done in other groups.
2. Recommendations for the use of DLU01 and DigiTool for describing resources.
3. Recommendations for how records such as those from OSTI and other vendors should be incorporated into the SUL resources, which system to use, etc.
4. Recommendations relating to metadata in Mango.
5. Issues relating to RDA.
6. Guidelines for choosing from a variety of metadata systems depending upon the unique needs of individual projects. For example, full level MARC cataloging, K-level MARC, Dublin Core, etc., each with examples.

The group agreed that the chair of the Metadata Subcommittee should remind TSPC when an issue or project should be funneled to this group.

Because call participation has fallen, the chair should ask TSPC members to send the names of those persons from each institution who are still willing to serve actively on the Metadata Subcommittee.

Currently, the Metadata/DISC joint working group has two members with MARC expertise, Naomi Young and Linda Smith. Linda is going to retire soon, so Brian Falato has volunteered to serve in her place.

**Action item:** Before the next call, members should think about how the group should be re-focused beyond e-resources and how the charge should be rewritten to reflect that new focus.

**Next call:** March 10, 2010 at 2:00 p.m.

**Recorder:** Kimberly Montgomery