**Metadata Subcommittee**

**Conference Call**

**March 10, 2010**

**Present on call:**

**FAU** Janice Donahue

Helen Laurence

**FCLA** Daniel Cromwell

**FGCU** Catherine Gardiner

**UCF** Kimberly Montgomery

**UF** Jorge Gonzalez

**UNF** Linda Smith

**USF** Brian Falato

Melanie Griffin

The Metadata Subcommittee discussed how we should refocus our group and how the current charge should be rewritten to reflect that.

Much of the current charge reflects things that we might want to do, however we probably want to broaden our scope beyond just electronic/digital resources.

We discussed where our work would differ from that of the Statewide Standards for MARC Advisory Group and of the CAGER Guidlines Revision Working Group aka the joint working group. So far, it appears that the Statewide group will deal with how the SULs work together in the single bib environment. The joint working group is discussing specific field by field issues and crosswalks.

We would work on the theoretical level of standards, providing general best practices and guidelines, but not putting up overly restrictive rules that interfere with practices needed at the individual project level.

Looking at the workflows area of our current charge, we noted that we don’t want to micromanage projects. Rather, we would serve as a resource group for discussing solutions for specific issues. We could discuss and post hints and tips, sharing methods that we have found useful for accomplishing tasks. We would like to create a wiki to further this sharing. For example, Jorge might share information on a project he is starting to translate between MARC and the METS editor for digital projects.

We would work on coordination of the variety of descriptive processes that might be used on different projects. We would work on workflows in the cooperative environment, such as how DLU01 or any successor system should be used.

When the joint working group is done and has produced a document, it would probably end up being sent to both the DISC and Metadata groups for review.

When our time was over, we still had much to discuss. We will continue our discussions in the next conference call.

In preparation for that call, members should look closely at the current Metadata Subcommittee charge at <http://csul.net/tspc/cager/charge.pdf> . What should we remove from the charge? What should we add? What should we reword?

We do not have to wait for the next call to get discussions going. If anyone has an issue, please send it to the listserv. Please consider the issue posted and respond if you have an opinion, question or anything else to contribute.

The address for the joint working group wiki was given out during the call. Metadata Subcommittee members who were not on the call can get the URL, username and password from either Brian Falato or Daniel Cromwell.

**Action items:**

Examine our current charge closely and be prepared to discuss changes to it.

**Next call:**

April 14, 2010 at 2:00 p.m.

**Recorder:**

Kimberly Montgomery