**Metadata Subcommittee**

**April 11, 2012**

Minutes

**Present on call:**

 FAMU Saiyed Ahmad

 FCLA Daniel Cromwell

 Elaine Henjum

 Mary Ann O’Daniel

 FGCU Catherine Gardiner

 FIU Junli Diao

 Sue Wartzok

 FSU Annie Glerum

 UCF Kimberly Montgomery

 UF Jimmie Lundgren

 UNF Susan Massey

 USF Brian Falato

 FSU Tamara Weatherholt, Chair

 UWF Colleen Valente

**Approval of minutes**

* 1. Tamara pointed out that it should be shown in the minutes that she is from FSU and her last name ends in “t”.
	2. The Subcommittee approved the minutes subject to that correction.

**CSUL request for information.**

The Metadata Subcommittee 2012 Action Plan was examined.

Discussion led to the following responses. Susan pointed out that the specific needs of the universities’ libraries in comparison with those of the community colleges’ libraries should be made clear to CSUL. Kim pointed out the clientele and their needs, collections, etc. are different. The prospect of a successor to the Metadata Subcommittee and its membership in the future is of concern. The Metadata Subcommittee should make it clear that we have work that will need to be continued.

a) Identify any short-term tasks that you need to complete.  Let us know if they can be completed by July 1 and if not, how long they will take.

Development of guidelines related to metadata in the shared bib environment towards the objective of implementing Shared Bib is the primary short-term task. Some work on these guidelines is expected to be needed after the merge as well.

b) Specify important ongoing work or longer-term projects that must be continued beyond 7/1.

In order to provide uniform practices in metadata of the state universities’ libraries the following work will need to be continued after the merge: development of data input guidelines regarding key fields that impact shared access to resources; development of guidelines for record sets obtained from vendors, including decisions on the loading of free record sets, coordination among institutions, and deduplication; evaluation of RDA and recommendation of statewide best practices, and possibly creation of an RDA Implementation Task Force. Guidelines development and revision will need to continue post-merge under the FVC. Data cleanup guidelines will need to be developed for the post-merge Aleph catalog under the FVC.

c) List those projects on your action plan that can be dropped.

None were identified.

**Shared Bib tasks**

 a) 856 update

The request for consistent wording to inform users when access to remote resources is limited to students and employees of a particular institution (or group of institutions) has resulted in the following wording being chosen by the OPAC Subcommittee (with appropriate substitution of school initials):

“UF: Off-campus access limited to current UF students & employees.” Some (like Sue) would like to make global changes to use the new wording now, before the merge. The question came up as to whether the agreed-upon message should be provided in a public note ($z), or in hot-linked, masking anchor text ($y). There has not so far been consistency demonstrated among the SUL libraries regarding the wording or the choice of $z or $y, or even whether or not to provide a message. It was questioned and pointed out clearly that the message about limited access only should be associated with proprietary resources, not government documents or other freely available resources. It was asked if the 856 fields would move from the bibliographic to the holdings records with the merge, and Mary Ann said no. It was suggested that we compile a list of current practices to help us decide on how to tag the limited access message. Daniel suggested we confer back with the OPAC Subcommittee. After much discussion, Susan agreed to draft a question for submission by Annie to the OPAC Subcommittee and send it to the Metadata Subcommittee list for review.

b) Cataloging Guidelines. The documents for the existing guidelines and various subsequently written supplements that need to be added into it had been put into GoogleDocs by Brian to make them available to everyone for editing with a July 1 deadline for completion. Susan commented that there is much editing work to be done and suggested dividing it up. Daniel said we might create a combined document in the SWIKI. Susan asked about how editing could be done there and by whom. Daniel gave some explanation. It is also an option for the combined document to reside in GoogleDocs and have a link connecting to it from the SWIKI. Brian and Susan will begin working together on this objective.

Tamara said she would send information about this to the list, and that Data Loading could be discussed on the list. She will not be available for the next meeting, so Susan will lead it. Susan and Daniel will work together on the Eluminate aspects of the next meeting.

**Recorder:** Jimmie Lundgren

**Next meeting:** April 25, 2012, 10:30 am-12 (edt); 9:30-11 AM (cdt)