**TSPC Metadata Subcommittee Minutes**

**April 13, 2011**

**Attendance**

FAMU Saiyed Ahmad

FCLA Daniel Cromwell

FGCUCatherine Gardiner

FSU Yue Li, Annie Glerum

UCF Kim Montgomery

UNF Susan Massey

USF Brian Falato (Chair)

UWF Colleen Valente

Minutes from the March 9, 2011 meeting were approved.

Brian raised the subject of rotating the taking of minutes in order like TSPC does. This was approved.

**Proposed changes to guidelines**

The subcommittee discussed submitting proposed guidelines and changes to TSPC and the OPAC Subcommittee. Sometimes the Metadata Subcommittee needs to let them know that something doesn’t make sense, or wants to give them information about data and what it affects. It was agreed that exchanges will be sent to TSPC, and to and from OPAC through the current liaison if TSPC thinks it’s a good idea.

**Announcement**

Brian said that an announcement about The Metadata and Access Guidelines for Digital Collectionsis now on the FCLA home page.

**DLU01**

Daniel said that what was not fully covered in the guidelines is the issue of how to work inside DLU01, what fields are needed, etc. He stated that some SULs are still adding to it but there has been less activity recently, which may be due to lack of clarity about what its use should be. UF has suppressed or removed their records and have a way to move records directly into Mango. UCF also is no longer adding to it, and has taken out some collections. Perhaps there should be a survey about whether or not SULs should continue to use it and when, or will move records instead.

**007 field addition problem**

UNF added an audiocassette to a print book record as accompanying material because the book referred to the sound recording. They also added a 007 field. UF noticed that their record displayed an audiocassette, which they didn’t own, in the facets and also in the format field in the full record. Individual institutions’ displays had been affected as well as that of the union catalog. UNF’s solution was to remove the 007 tag, and a 006, to add a note about the audiocassette’s availability, and to use a separate record for it.

Discussion followed about what else might be done. Putting the items on separate records would resolve the problem, but patrons may miss one of them. Various types of notes might be added but all had potential problems. Users may not open the full record to see one there or in the holdings; a circulation note wouldn’t be noticed until the book was checked out. Adding a linking field to the records is another possibility.

**Action item:** Brian will report on the problem at TSPC, and the subcommittee will discuss it again at the May session and may make a proposal.

Submitted by Catherine Gardiner, FGCU