**TSPC Metadata Subcommittee Minutes**

Wednesday July 14, 2010

The meeting was held by Elluminate Session at: <https://sas.elluminate.com/m.jnlp?sid=2009453&password=M.014B74EE7723AB00D9AFCB7F5531D2>

**Present:** Kimberly Montgomery (UCF--Chair), Brian Falato (USF—Vice-Chair), Daniel Cromwell (FCLA), Jorge Gonzalez (UFL), Yue Li (USF), Susan Massey (UNF—Minutes), Ray Uzwyshyn (UWF), Naomi Young (UFL).

**Meeting convened:**  2:03 p.m. EDT

**Agenda:** Organizing session for review of RDA. Kim gave an overview of ideas for starting the review of RDA. She suggested creating a list of resources on the TSPC Swiki of resources for the committee to review so all would have the same basic information. She also noted that the committee would need to decide what kind of document to create to make recommendations, and a timeline for doing so.

Daniel gave a brief overview of the SWiki space at <http://wiki.fcla.edu:8000/tspc>.

There is a section for TSPC subcommittees. The Metadata Subcommittee space was empty. He explained how to create sections or folders on the Swiki.

Since Kim was having difficulty with her microphone, Brian took over as moderator of the committee Elluminate session and noted that there were some RDA records already in OCLC and several ALA conferences had focused on the RDA test. There was a brief discussion about OCLC’s restriction on dup RDA/AACR2 records in WorldCat.

Susan noted that FCLA is collecting RDA links and information on their website and Daniel provided the link: <http://fclaweb.fcla.edu/node/2955>.

There was a discussion whether to duplicate these links on the Wiki or make these a starting point with more information added. Several attendees noted other information that could be added to the site, including webinars and training.

Daniel gave a brief demonstration of how to add information to the Swiki. From the Metadata Subcommittee main page, click on the *Edit* icon on the left toolbar. Add information to the edit page. To create a link to the main page, enclose text in asterisks (i.e. \*text\*). To add a url, enclose it in HTML tagging.

Instructions for adding information to the TSPC Metadata Subcomittee Swiki:

Go to: <http://wiki.fcla.edu:8000/TSPC/3>

Sign on: Contact Kim Montgomery or Daniel Cromwell for id and password

Click on *RDA Review*

To make a category into a page link:

* On lefthand column, click on *Edit* icon
* Place asterisks around the category text (e.g. \*text\*)
* Click the *Save* button

To edit a page:

* Click on the page link
* While in the page, on lefthand column, click on *Edit* icon
* Add information to the page
* To add a URL, enclose in HTML markup. Example:

 <a href=http://www.oclc.org/us/en/rda/about.htm>OCLC About RDA</a>

* Click the *Save* button

Kim demonstrated how to create category pages as the committee suggested types of links to be added. The following categories were created for adding information:

 Collections of examples

 FAQs

 Overview (General introductory information such as “What is RDA?”)

Readings

Questions (That need to be answered and could become FAQs)

Training opportunities

 Webinars

Susan suggested following a format for adding resources in each section: Provide a title, a link, and a brief description of the information available at the site.

Ray suggested an OCLC RDA information website and Kim created a link for it to demonstrate adding a URL to the Swiki. Kim also noted that the committee should be careful to watch out for older information when reviewing sites. Brian volunteered to review the OCLC site and divide out the current information into the Swiki categories.

**Action Items**

After a discussion of how to proceed with developing the Wiki resource page, the committee agreed not to follow a structured plan at first and set a goal to each add at least 3 links to the Swiki prior to the next committee meeting.

The committee agreed to continue using Elluminate for future meetings. Kim will work on getting compatible equipment to lead the sessions and find out if a persistent link can be assigned to access all meetings in the future.

**Meeting adjourned**: 3:13 p.m.

**Next meeting:** August 11, 2010 at 2:00 p.m. EDT

**Recorder:** Susan Massey