**METADATA SUBCOMMITTEE MEETING**

**AUGUST 10, 2011**

**MINUTES**

FAMU: Saiyed Ahmad

FCLA: Daniel Cromwell

FGCU: Catherine Gardiner

FSU: Tamara Weatherholt, Yue Li

UCF: Kim Montgomery

UNF: Susan Massey (Minutes)

USF: Brian Falato (Chair)

The meeting convened at 2:09 p.m.

The July 13, 2011 minutes were approved with one correction.

FCLA report:

Daniel Cromwell reported that a new CSUL website is being developed by FCLA on Drupal. Minutes will be moved from the TSPC SWiki. Each TSPC subcommittee is being asked to provide a liaison to be trained by FCLA to load data on the new website. Brian Falato, committee chair, volunteered to be the liaison for the Metadata Subcommittee.

Old Business:

1. Discussion of procedures for coding of 856 field: Kim Montgomery submitted a proposed guideline for coding 856 fields with a second indicator 2 to indicate that a link was for a related resource, not the full-text of a resource. Library of Congress codes second indicator 1. There was some discussion about the fields Mango uses to display e-book icons and whether there are Mango functions related to the second indicator. A suggestion was made to add more information about the $3 functions in Mango display and whether to retain the subfield if the content was flipped to a $y masking field. Daniel Cromwell volunteered to get further information about the function of the second indicator in Mango from Joshua Greben at FCLA. The discussion was tabled pending further information and edits to the document.
2. Discussion on use of “electronic books” as genre heading: Kim Montgomery submitted a proposed guideline for deleting 655 genre headings with content like “electronic books” because this prevents searching for 650 subject headings containing “books” or “electronic” in Mango. The suggestion was made to ask the OPAC committee if any libraries are using the genre heading for other purposes. Brian Falato volunteered to ask TSPC about going to the OPAC Subcommittee for guidance about the issue. The discussion was tabled pending further information
3. Discussion on Authorities Subcommittee proposal on controlling headings in OCLC: Susan Massey reported that she had submitted a proposed guideline to the Authorities Subcommittee for feedback, but approval was tabled until Authorities members could discuss the issue with their own cataloging departments.

New Business:

Susan Massey raised a question about providing a workspace to edit and communicate about proposed guidelines. One option would be to continue to use the SWiki for working docs. There will be space on the new CSUL website to post completed documents. The suggestion was made to use Google Docs. Brian will ask a colleague about how to set up Google Docs and report back to the Subcommittee.

Action Items:

1. Brian Falato volunteered to be the Metadata Subcommittee liaison for the new CSUL website.
2. Daniel Cromwell will get further information about the function of the 856 second indicator in Mango from Joshua Greben at FCLA.
3. Brian Falato volunteered to ask TSPC about going to the OPAC Subcommittee for guidance about deleting 655 genre heading “Electronic Books.”
4. Susan Massey will get approval for a proposed guideline about controlling headings in OCLC from the Authorities Subcommittee before bringing it to the Metadata Subcommittee for discussion.
5. Brian Falato will ask a colleague about how to set up Google Docs and report back to the Subcommittee.

Next Meeting:

The next TSPC meeting will be on Thursday, September 8, 2011.

The next Metadata Subcommittee meeting will be at 2:00-3:30 on Wednesday, September 14, 2011.

Meeting adjourned: 3:17 p.m.