**TSPC Metadata Subcommittee Minutes**

September 8, 2010

**Attendance**

**FAMU** Saiyed Ahmad

**FCLA**  Daniel Cromwell

**FCGU**  Catherine Gardiner

**FSU** Yue Li

**UCF** Kimberly Montgomery – Chair

**UNF** Susan Massey

**USF** Brian Falato

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

**RDA**

The subcommittee agreed on the need to continue to review training materials and reference works now that open access to the RDA toolkit is over. The following suggestions were made:

* Can’t come up with any specific recommendations yet; we’ll need to review again closer

 to implementation

* Should start own page of issues to consider in comparing AACR2 and RDA
* Should try to create some sample RDA records
* Look at RDA review and LOC Documentation for the RDA on the wiki:

 http://wiki.fcla.edu:8000/TSPC/166

* Should look at Library of Congress RDA Train-the-Trainer Webcasts:

http://www.loc.gov/bibliographic-future/rda/trainthetrainer.html

* Can still use RDA Toolkit site table of contents to see relationships: http://access.rdatoolkit.org/
* In the future, the SULs might look into a consortial subscription to the toolkit

Daniel said that he and Mary Ann agree that it would be good for FCLA to subscribe to the RDA Toolkit now for continued access and evaluation. UNF is purchasing the hard copy of the RDA rules, which is available from the ALA store for $150. Susan Massey reminded everyone about the email she forwarded that has information about the upcoming ALCTS e-forum, “Preparing Your Library for RDA”.

**Metadata and access guidelines**

The subcommittee discussed the document, “Metadata and Access Guidelines for Digital Collections for the State University Libraries of Florida”. Some comments were that references to AACR2 may need to be changed in the future when RDA is implemented, that the document is mainly geared toward Dublin Core, and that RDA is supposed to work well with Dublin Core. Daniel said that the guidelines are being worked on by digital staff and D.C. users, but that others (Daniel, Naomi, Brian) may have expressed their examples according to AACR2. Kim stated that people who have been working on digital projects really need guidelines, and that RDA can be added later. She added that there should be some changes in the formatting that would better distinguish between sections.

Comments on the guidelines have already been received from DISC members, and Susan stated that voting on approving them is on the DISC agenda for today. The subcommittee agreed that we should look at the document as much as possible this month, and send suggestions to the list. Daniel and Brian will ask the revision group if there will be a deadline for comments. Members should keep in mind that the document is not complete and that comments should be for what is currently proposed.

**Meeting adjourned:** 2:46 p.m.

**Next meeting:** Oct. 13 at 2 p.m.

**Minutes submitted by:** Catherine Gardiner