**METADATA SUBCOMMITTEE**

**OCTOBER 12, 2011**

**MINUTES**

Present:

FCLA: Daniel Cromwell

FGCU: Catherine Gardner

FSU: Tamara Weatherholt, Annie Glierum

UNF: Hilary Robbeloth

USF: Brian Falato (chair, minute taker)

The meeting was convened at 2:03 pm.

Minutes for September were approved with the addition of a clarification regarding possible implementation time for the single bib project. No timetable has been established yet. Colleen Valente’s name was added to the list of attendees.

Brian discussed the Metadata Subcommittee’s page on the new CSUL web site at <http://csul.net/> Minutes for all meetings in 2010 and 2011 have been posted on the site. After the subcommittee approves minutes from the previous month’s meeting, those minutes will be posted. Brian will continue as web site liaison after his term as chair is over, and he encouraged members to provide him with any changes or corrections to be made regarding subcommittee membership.

Brian mentioned that he will bring to the TSPC meeting on Oct. 13 questions that had been brought up at previous Metadata meetings. Susan Massey had asked if there would be a change in charge or focus for the Metadata Subcommittee in light of FCLA making the single bib implementation its number one priority. Josh Greben at FCLA had asked Metadata to decide on guidelines for the use of relator codes and names. The subcommittee had questions about how information put in the catalog record would be displayed in the OPAC. This could affect which way we decide to go in crafting the guidelines.

A proposal that came from the Authorities Subcommittee regarding controlling of headings in OCLC was slated to be voted on so it could be passed to TSPC. However, with three voting members not present, it was decided not to take a vote.

Two documents in process, on procedures for the 856 field and the use of “electronic books” as a genre heading, were on the agenda, but no actions were taken. The author of the proposals, Kim Montgomery, was sick and unable to attend the meeting. Brian mentioned that a formatting problem with one of the documents in Google Docs had been fixed, and encouraged members to look at the documents and bring up any possible changes for discussion in the future.

Meeting was adjourned at 2:30 pm.

The next meeting will be Wednesday, November 9 at 2pm (1 Central time).