

**CAGER**  
Conference Call  
March 1, 2007

**Present on call:**

Daniel Cromwell (FCLA)  
Emmett Denny (FAMU)  
Helen Laurence (FAU)  
Margo Menconi (FIU)  
Jim Michaels (USF)  
Kim Montgomery (UCF)  
Mary Ann O'Daniel (FCLA)  
Angela Randtke (UNF)  
Lynn Shay (UWF)  
Sue Wartzok (FIU)  
Naomi Young (UF)

---

Minutes of the February conference call were approved.

Naomi reported on the status of *Guidance for Cataloging Locally Digitized Resources*. The group working on this document is still dealing with contentious issues, such as whether an aggregator neutral record can contain local series and how such a record would work in OCLC's WorldCat.

Most of the conference call dealt with drafting a charge proposal for the Metadata Subcommittee as directed by the Technical Services Planning Committee (TSPC). CAGER members felt that the current CAGER charge encompasses both traditional and digital projects metadata creation. However, one of the major outcomes of the Metadata Summit was strong support for a Metadata Subcommittee comprised of metadata creators coming from both traditional cataloging and digital projects. CAGER members felt that there would be a danger of a proliferation of subcommittees with overlapping responsibilities. With this in mind, CAGER decided to recommend that it evolve into a new Metadata Subcommittee that would include both former CAGER members along with digital projects metadata creators from each university. The proposed Metadata Subcommittee charge would merge the CAGER charge with text from the Metadata Summit Report. Kim would draft the charge text and post it to the CAGER listserv (SUSCAGER-L@LISTS.UFL.EDU). The members would comment and a final text be drawn up and submitted to TSPC before that group's next conference call on March 8, 2007.

[*Editor's note:* Kim drafted the charge text and submitted it to the listserv. After comments and edits, it was submitted to the TSPC as follows:

Metadata Subcommittee Charge  
Draft

The Metadata Subcommittee is a subcommittee of the Technical Services Planning Committee (TSPC). The Metadata Subcommittee is a forum for the sharing of information about the technical aspects of bibliographic control of and access to electronic/digital resources in all contexts, including shared library systems as implemented by the Florida Center for Library Automation (FCLA) and systems used for shared digital projects within Florida's State University Libraries (SUL). The Metadata Subcommittee promotes coordination of metadata creation by drafting best practices and quality control standards without discouraging appropriate adaptations for local needs. The scope of the Subcommittee's work includes traditional cataloging and metadata for digitization projects. Areas of concern include: 1) selection of appropriate metadata schema(s) and standards to be used in description; 2) selection of the best level of granularity for descriptive metadata; 3) drafting efficient workflows; 4) implementing collegial planning processes within and between institutions; 5) exploring the use and implications of established and new forms of metadata; 6) drafting quality control standards for purchased and locally created metadata. Membership of the Metadata Subcommittee consists of two voting representatives from each State University, one from traditional cataloging and one from digital projects metadata creation. The Metadata Subcommittee advises the TSPC and related bodies on planning in the area of providing effective access to electronic/digital resources. The Metadata Subcommittee sends any formal recommendations concerning its areas of responsibility to the SUL Directors via the main Technical Services Planning Committee.]

Recorder: Kimberly Montgomery  
Next call: April 5, 2007