

Metadata Subcommittee

Minutes

August 8, 2007

Present on call:

Lu Ai
Gail Clement
Daniel Cromwell
Janice Donahue
Doug Dunlop
Brian Falato
Catherine Gardiner
Jim Michael
Kimberly Montgomery
Mary Ann O'Daniel
Jean Phillips
Mark Sullivan
Naomi Young
Ya'aqov Ziso

We have now officially changed our name and broadened our group to evolve from CAGER to the Metadata Subcommittee. The Subcommittee will continue and move forward with the work of DDAC, CAGER and the Metadata Summit. It was suggested that it would be helpful to review our charge and scope as well as to review the Metadata Summit report. Kim will forward such information to the listserv. We are still waiting to hear from some universities about whether they will nominate a digital projects member or not, and if nominating, who that person will be. In the meantime, members should be thinking about ways to move forward.

Kim re-introduced a project she had proposed a few months ago, the creation of a list of standards, best practices and other documents endorsed by this group for use in cataloging and other metadata creation. Some metadata standards are still evolving, but could still be included. The list of recommended documents would be annotated with information on scope, appropriate use, etc. People could use the list as a finding aid for cataloging/metadata creation documentation. The online bookmarking and tagging service del.icio.us was given as a possible hosting mechanism for such a list. There was some concern over how complicated it would be to learn and maintain a list for our purposes on del.icio.us. The group was given an SUL example to study:
<http://del.icio.us/FIUDCC>.

Daniel discussed DLU01 issues. So far the image class records have been extracted from NOTIS and are now on the PROD server. Daniel will create a v.18 Aleph client for use with DLU01. Next text class records will be loaded, by collection. If members need to hold back records from migrating at this point, e.g., upgrades still need to be made, this can be done by supplying FCLA with NOTIS keys. DLU01 is not yet ready to be turned over to us for editing. Daniel suggested that everyone review the flow chart from Lu Ai's presentation. Kim will resend the flow chart to the listserv.

Inzprocess records will be loaded as suppressed. Records that were deleted in NOTIS will not be loaded to DLU01. To avoid confusion, indexing should be similar to that done in the bibliographic databases. If the data is rolled into Endeca, then search indexes that have the same function should be the same. However, DLU01 is a special database, so special indexes may be needed. Members should be looking at the DLU01 database to determine whether any special indexes are needed. Ya'aqov will forward reports on indexing to the Metadata Subcommittee.

All image class and text class records loaded into DLU01 will be placed in Endeca. Other records such as those in MODS and Dublin Core format will be extracted to Endeca on a case by case basis. Previous minutes stated that *all* MODS and Dublin Core records would go, but that was an error. The example is given of a large digital collection of photographs. We probably do not want separate records for each photograph to appear in Endeca. Instead, we would want collection level record created that would get extracted to Endeca to point to the collection on DigiTool or some other product.

Doug asked whether FCLA could host individual library non-PALMM projects on the FCLA DigiTool. Lu said that each library would need to purchase its own Admin unit. It costs about \$6,000 plus an annual fee of \$1200.