

**Metadata Subcommittee Conference Call  
October 10, 2008**

**Attendees:**

Lu Ai (FCLA)  
Daniel Cromwell (FCLA)  
Emmett Denny (FAMU; Chair)  
Catherine Gardiner (FGCU)  
Helen Laurence (FAU)  
Yue Li (FSU)  
Jim Michael (USF)  
Jean Phillips (FCLA)  
Naomi Young (UF; Vice-Chair/Chair Elect)

**Guests:**

Lee Dotson (UCF) ?  
Salwa Ismail Patel (FAU; DISC Chair)

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**Minutes**

The minutes will be approved over the list when Kim sends out the most recently revised ones again.

**FCLA Updates**

Daniel said that there was an issue with DLU01 records showing up in Endeca and that some items were not loaded. This should be fixed by Friday. Jean stated that the logic used before only brought PALMM records into DLU01, which caused the problem, and that they have taken measures so that the PALMM limiter has been deleted.

Naomi had a concern about DLU01 exports only being picked up twice a week and asked what others thought. She didn't think twice a week is really a problem right now, because no one seems to be entering much. The only reason she sees for updating sooner is if a donor wanted to look at something. Jean Phillips will find out what it takes to load more often and will report to the list.

**CAGER Guidelines**

The Metadata Subcommittee discussed collaborating with DISC in revising these on 9/10/08, and Emmett sent materials out including the July 2003 version of the guidelines. We had

decided that new guidelines should include Dublin Core, and possibly other schema, as well as MARC.

Salwa agreed that the guidelines are MARC-based and that we now need to incorporate Dublin Core rules into the new document. She suggested that we form a subgroup with members from both DISC and the Metadata Subcommittee to work on it, with perhaps part of the group working on Dublin Core and the other on MARC. Emmett suggested the possibility of having two working groups, ideally with someone who is adept at both Dublin Core and MARC. Naomi said maybe we should start from the beginning with a blank sheet of paper in creating the guidelines, but Emmett thought that we could start by revising the purpose and intent. He felt the new guidelines should be prescriptive rather than procedural. Naomi suggested using appendices for notes and tricks or techniques, and Salwa agreed that the procedural part be in appendices. Lu recommended that the guidelines not be tied to Aleph, as the old ones were to NOTIS, but should give instructions for how to do things in any system. In case we migrate again, they would be reusable.

Salwa suggested that we post on a mutual wiki on FCLA and will ask Priscilla to set one up and give it an ID and password. Naomi said we can set up another listserv for the subgroup if that is desirable.

A discussion followed about what we should do first. Yue thought we should decide on when to use MARC and when Dublin Core. Lu stated that DigiTool supports MARC as well as Dublin Core; it's up to the project manager what to use. Jim clarified Yue's statement; we should know what factors are to be considered before deciding which to use. Lu remarked that the choice is really tied to the project. Emmett reiterated that we need to decide what should be in the document and where the best place to start on it is. Naomi thought we should hear from the larger metadata group about what they want, and Jim said that all should put on the wiki what they would like to see in the guidelines.

### **Metadata Guidelines**

The following volunteered or were recommended to serve on the CAGER guidelines revision group:

Lu Ai	Gail Clement
Lee Dotson	Emmett Denny
Salwa Patel	Jim Michael (until April; then Linda Smith)
	Naomi Young

**Next meeting:** November 12, 2008 at 2:00 p.m.

Respectfully submitted by: Catherine Gardiner