

**Metadata  
Conference Call  
April 9, 2008**

Present on call:

Lu Ai (FCLA)  
Gail Clement (FIU)  
Daniel Cromwell (FCLA)  
Emmett Denny (FAMU)  
Janice Donahue ((FAU)  
Catherine Gardiner (FGCU)  
Josh Greben (FCLA)  
Helen Laurence (FAU)  
Yue Li (FSU)  
Jim Michael (USF)  
Kim Montgomery (UCF)  
Dan North (UWF)  
Mary Ann O'Daniel (FCLA)  
Jean Phillips (FCLA)  
Bob Sun (UWF)  
Sue Wartzok (FIU)  
Naomi Young (UF)

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**Minutes**

The minutes of the conference call of March 12, 2008 were approved with minor revisions as follows:

Under section heading “**Metadata and DISC Subcommittees**”:

Para. 3, Sentence 2 which originally read “*This subcommittee will concern itself with descriptive and subject access metadata while DISC will be concerned with structural metadata*” was amended to read “*This subcommittee will concern itself with descriptive and subject access metadata while DISC will be concerned with all aspects of metadata, including structural, technical, administrative and descriptive.*”

Under section heading “**DISC Draft Minutes Discussion**”:

Para. 2, Sentence 2, which originally read “*Gail explained that DISC was not concerned with descriptive metadata and that harvesting concerned gathering data to allow transparency among different platforms.*” was amended to read “*Gail explained that DISC was not concerned with descriptive metadata per se and that harvesting concerned gathering data to allow transparency among different platforms.*”

Under section heading **PALMM Project (Different Forms of Headings)**:

Sentence 4, which originally read “*The preferred term is PALMM (Project).*” was amended to read “*The preferred term is PALMM (Project) without the period.*”

**Action Item:** Emmett will have the minutes posted to the CSUL web page.

### Life History Metadata

Emmett indicated his desire to ask Doug Dunlop to speak at next month's meeting about a new Life History Events metadata standard for consideration by the group.

### Adding Collaborative Element to the Subcommittee Charge

Emmett presented the group with two slightly different versions of the Charge. Version One contained a modification to the second-to-last sentence which added a collaborative element, as shown in boldface here: "The Metadata Subcommittee advises the TSPC and **collaborates with other committees and subcommittees** on planning in the area of providing effective access to electronic/digital resources." Version Two was presented without this additional phrase: "The Metadata Subcommittee advises the TSPC and **collaborates** with related bodies on planning in the area of providing effective access to electronic/digital resources." The group elected to adopt Version One of the Charge.

### Changes to PALMM Project heading

Emmett asked that institutions make sure to notify all of their cataloging staff members regarding the changes to the PALMM Project heading.

### Digitool Metadata mapping and labels

Gail, reporting from the just-concluded DISC monthly conference call, indicated that the Metadata Subcommittee will be asked to join DISC in discussions concerning the ways in which descriptive metadata is being implemented in Digitool. As the PALMM migration progresses and more data is populated in Digitool, institutions have a better means of evaluating the metadata fields being implemented in Digitool and what labels are being applied to those fields. Lu further reported that DISC does wish to pursue this action item with Metadata Subcommittee, but is advising that such joint discussions be deferred until such time that enough PALMM data has migrated over to Digitool to provide an adequate basis for the group's evaluation.

### NOTIS Records migrating to Aleph DLU01

Gail reported that the recent decision by FCLA to migrate all NOTIS LTQF records to Aleph DLU01 (changing the earlier determination that institutions could select specific QF records for direct migration to Digitool) had caused some concern at FIU because the staff have invested considerable time and effort in reviewing provisional records in QF that were better suited to migrate to Digitool as Dublin Core. This work was completed by FIU in October 2007, in preparation for the migration of the Miami Metropolitan Collection at the request of FCLA. However, the need for expediency in getting records out of NOTIS is completely understood as an important cost-savings measure. Jean clarified that adding these provisional records to Aleph DLU01 does not in and of itself adversely impact users in MANGO because these records have already been copied to MANGO directly from NOTIS LTQF. Jean also mentioned that institutions can still move records from DLU01 to Digitool later on.

### **Next Meeting**

There will be a conference call on Wednesday, May 14, 2008 at 2:00 pm (EST).

Respectfully submitted by:

Gail Clement