**Metadata Subcommittee**

**January 19, 2011**

Present on Elluminate session: Saiyed Ahmad (FAMU), Daniel Cromwell (FCLA), Catherine Gardiner (FGCU), Tamara Weatherholt (FSU), Brian Falato (USF), chair.

Minutes of the Dec. 8, 2010 meeting were approved. One correction needs to be made: Catherine Gardiner’s affiliation should be changed to FGCU.

The topic of discussion was the need to revise the Metadata Subcommittee Action Plan. The plan for 2011 will be submitted to the TSPC before their meeting on Feb. 10, 2011. The first activity listed, regarding the subcommittee’s charge, will be removed because it has been approved by TSPC. The second activity, “Determine quality standards for MARC descriptive metadata created,” will be reworded to indicate that only selected MARC fields will be discussed and that the standards discussed are to be used by SUL staff when there are different options that may be pursued in use of the fields.

Two other activities on the list require more info for better understanding. No. 3 says “Develop guidelines for record sets obtained from vendors.” Is this meant to apply to SUL staff once they have received the records from the vendors and to serve as guidance as to what modifications may be needed to be made to the records? Or is it intended to be guidelines for the vendors producing the records? No. 5 says “Review facet assignment for non-MARC metadata in Mango.” There was some confusion as to what this entailed. Further information and examples about what is meant are needed before we can act on this.

Activity no. 4 “Review metadata indexing and display in Mango” can be kept as is. The activity that says “Examine RDA elements for implications for use and display” can have the OPAC Subcommittee added to the column “Resources Required” since we speak about display in the OPAC of RDA records. Activity no. 6 discusses the document being created by the CAGER Revision Group. This work, on the use of Dublin Core elements for cataloging, is nearly finished. Brian and Daniel are members of the CAGER Revision Group and can find out when the Group expects to send out the document to Metadata and DISC (the newly-renamed Digital Initiatives and Services Committee). The “Status” section for this activity then can be updated.

The status section is blank for most of the activities. Daniel suggested this be changed for the 2011 update so that each activity has the status section filled in, perhaps with an indication of approximately when the activity will be discussed by Metadata, or at least an indication of its priority. Daniel also thought the section “Assessment measures” could be rewritten to provide a more concrete action. Brian suggested that “completion” be added, as in “Completion of development of quality standards” or “Completion of recommendations for display and indexing of metadata in Mango.”

Kim had mentioned in an e-mail she sent earlier that the subcommittee should review and discuss further the topic of foreign language subject headings in the catalog. We had gone over this in our December meeting, and Kim wanted to review before we sent a recommendation to TSPC. At the January TSPC meeting I attended, Betsy Simpson, the TSPC chair, suggested the subcommittee look at the issue of adding a link to an online version when the record describes the print version. Doing this creates the e-book icon to be displayed in Mango, but this can be confusing. Both this topic and the foreign language subject headings can be added as activities to our action plan.

The chair will draw up a draft of our 2011 action plan for review, incorporating the above suggestions. E-mail discussion about this draft is welcome, particularly from those who could not attend our Elluminate meeting.

A side matter brought up by Daniel involved the membership of the subcommittee. The list that is on the CSUL web site of Metadata Subcommittee members contains several names of persons no longer on the committee. Updates have been submitted but have not been added to the web site. The list is so out of date that the chair did not use it when he was asked to submit e-mail addresses in order to send out the Elluminate invitation. Unfortunately, the list he was working from left off some names that are still members of the subcommittee. In order to get an accurate count of who is supposed to be on the subcommittee, the chair will check to see if there is a current member from each SUL on the subcommittee.