**METADATA SUBCOMMITTEE MEETING**

**March 14, 2012**

**MINUTES**

**Attendees**

Saiyed Ahmad (FAMU)

Daniel Cromwell (FCLA)

Mary Ann O’Daniel (FCLA)

Catherine Gardiner (FGCU)

Junli Diao (FIU)

Sue Wartzok (FIU)

Tamara Weatherholt (FSU, Chair)

Jimmie Lundgren (UF)

Susan Massey (UNF)

Brian Falato (USF)

Colleen Valente (UWF)

Priscilla Caplan (FCLA)--guest

**Minutes**

The minutes of the February 8, 2012 Elluminate session were approved.

**DLU01**

Priscilla gave an update on shared bib preparations for DLU01, which was discussed by DISC just before the Metadata meeting. An issue with DLU01 is that a lot of records have print OCLC numbers even though the record is supposed to represent the digital copy and have a different OCLC number. Keeping the records as-is will cause problems during the shared bib merge. FCLA is planning on doing an analysis of the records in DLU01 to figure out which records will need cleanup, and Metadata will decide how to proceed from there.

**Shared Bib Implementation Team topics**

1) **Discussion of whether or not there should be standards for “little bibs”.**

There was initial discussion on what should be considered a “little bib”, because some temporary records (acq-created, etc.) do not show to the public and therefore the group agreed that it may not be necessary to create a standard. After more discussion it was decided that we should focus on the “little bibs” that would be showing to the public, like bib records created to circulate items (laptops, room keys, etc.). In looking at examples in Mango, people noticed that the institutional identifier was in plain sight and everyone agreed that as long as all institutions identified their materials in their records then there may not be a need for a statewide standard. Tamara will bring this issue back to the Shared Bib group to make sure that all institutions are already adding identifiers to their “little bibs” and ask the group if they feel that Metadata should still create a standard.

2) **Create procedures for deleting records added in error.**

The group agreed on a straightforward procedure for deleting records in shared bib: currently there are alerts setup in Aleph so when a record is being deleted that has holdings/items or order records attached it will alert the user that the record cannot be deleted. These alerts will still be present in the shared bib environment, so people will not be able to delete a record if another institution’s holdings are attached. However if no other holdings are attached the record can be deleted.

**Action item:** Tamara will write up the procedure and send it out over the list for discussion/approval before the next meeting (March 28).

3) **Other topics.**

There was a discussion of other potential topics that Metadata could work on before the shared bib merge. We may be asked to go back over the cataloging guidelines and/or the tag treatment table. Tamara will continue to gather topics from the Shared Bib group during their Monday meetings.

**856 field discussion**

Susan Massey asked about the status of the 856 field discussion and suggested we move forward with writing up guidelines. TSPC had originally passed this on to the OPAC Subcommittee but Metadata had not received any updates. There was discussion of whether or not we should wait to hear back from OPAC and/or wait until after the shared bib merge to tackle this issue, but it was ultimately decided that we should move forward.

**Action item:** Tamara will talk to Annie Glerum (OPAC Liaison to TSPC) to find out what the OPAC Subcommittee’s final wording was for the 856 subfield z and send it out over the listserv so we can begin writing up guidelines.

Meeting adjourned at 3:20

Next meeting March 28 @ 2pm Eastern/1pm Central

Submitted by Tamara Weatherholt, FSU