**Metadata Subcommittee**

**Minutes**

**March 28, 2012**

**Present on call:**

FAMU Saiyed Ahmad

FCLA Daniel Cromwell

Mary Ann O’Daniel

FGCU Catherine Gardiner

FIU Junli Diao

Sue Wartzok

FSU Annie Glerum

Yue Li

Tamara Weatherholt, Chair

UCF Kimberly Montgomery

UF Betsy Simpson

UNF Susan Massey

USF Brian Falato

UWF Colleen Valente

The minutes for the March 14, 2012 meeting were approved.

**Procedures for Deleting Bibliographic Records**

The draft of the procedures for deleting bibliographic records that were added in error to the Shared Bib catalog was discussed. It was noted that records may need to be deleted for reasons other than having been added in error. For example, a library may have withdrawn the work. However, a deletion should not be made if it would affect another library. The deletion could be made when there were no holdings or items attached to the bibliographic record. Aleph has safeguards that prevent deletion of the record when these are attached.

This procedure will be included in the larger guidelines document and will be used after the final Shared Bib merge. We do not need to give background information within this procedure itself, e.g., who has written it and how things were done when we had separate catalogs. It should be written for use in the post-merge environment.

Tamara will send the revised procedure to the Technical Services Planning Committee. After TSPC has approved it, she will send it on to the Shared Bib group.

**Shared Bib Cataloging Guidelines**

We discussed which previously written guidelines need to be added to the main guidelines. It was pointed out that it would be best to have one place to look all of them. It was decided that everything that has been approved relating to MARC records should be included, but there may need to be some changes to fit the Shared Bib environment.

We will set up a Google Documents site for posting the guidelines. It should be configured to allow Metadata Subcommittee members to edit the documents, while allowing other people to view them. The static documents would be on the TSPC wiki. Brian and Daniel will set up the new Google Document site. A link to this will be placed on the Shared Bib Documents page (see below).

**Items Referred to the Metadata Subcommittee**

A lot of things have been referred to the Subcommittee. We need to review the bib tags, using the Tag Treatment chart as a resource. During the final merge process there will be no human examination of each field in a record. So the concerns for tag treatment during that process are not the same as those that will be relevant when a cataloger is dealing with a record later. We may want guidelines to describe how we handle cleanup or how we handle specific tags in the post-merge environment.

We need to establish uniform practices for the STA values. Mary Ann has created a page on these values (see below).

We need guidelines for handling proprietary records, such as how we recognize them and when we can attach holdings to them. Kim will send a list of issues relating to proprietary records to the listserv.

CCLA has statewide guidelines. It may help us to review what they have done.

**Links**

* Cataloging (on Shared Bib site)

<https://sharedbib.pubwiki.fcla.edu/wiki/index.php/Cataloging>

* Documents

<https://sharedbib.pubwiki.fcla.edu/wiki/index.php/Documentation>

* STA Values

<https://sharedbib.pubwiki.fcla.edu/wiki/index.php/STA_Values>

**Recorder:** Kimberly Montgomery

**Next meeting:** April 11, 2012