**Metadata Subcommittee**

Minutes

April 14, 2010

Present on call: Saiyed Ahmad, Daniel Cromwell, Brian Falato, Catherine Gardiner, Melanie Griffin, Kimberly Montgomery

Saiyed Ahmad replaces Emmett Denny as the FAMU representative.

The group produced a draft of the new charge. It broadens the scope of the group beyond electronic/digital resources. The proposed charge is as follows:

**Metadata Subcommittee Charge**

The Metadata Subcommittee is a subcommittee of the Technical Services Planning Committee (TSPC). The discussions of the Subcommittee are open to all staff of Florida’s State University Libraries (SUL) involved or interested in bibliographic control. However, any SUL which wishes to participate on an official basis is asked to designate a single representative for those occasions when an official vote is required.

The Metadata Subcommittee promotes coordination of metadata creation by drafting best practices and quality control standards without discouraging appropriate adaptations for local needs. The scope of the Subcommittee’s work includes traditional cataloging as well as metadata for digitization projects. Areas of concern include: 1) selection of appropriate metadata schema(s) and standards to be used in description; 2) selection of the best level of granularity for descriptive metadata; 3) drafting efficient workflows; 4) implementing collegial planning processes within and between institutions; 5) exploring the use and implications of established and new forms of metadata; 6) drafting quality control standards for purchased and locally created metadata.

The Metadata Subcommittee is a forum for the sharing of information about the technical aspects of bibliographic control in all contexts, including shared library systems as implemented by the Florida Center for Library Automation (FCLA) and systems used for shared digital projects within the SUL. The Metadata Subcommittee advises the TSPC and collaborates with other committees and subcommittees on planning in the area of providing effective access to resources. The Metadata Subcommittee sends any formal recommendations concerning its areas of responsibility to the SUL Directors via the main Technical Services Planning Committee.

Recorder: Kimberly Montgomery