**Metadata Elluminate Meeting**

Wednesday, June 13, 2012

Minutes

Draft

**Attendance:**

FAMU: Saiyed A. Ahamd

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: Jimmy Lundgren

UNF: Susan Massey

USF: Brian Falato

UWF: Colleen Valente

**Approval of Minutes**:

The May 23, 2012 minutes have been delayed until they can be approved by Listserv.

Annie will become FSU voting representative.

**Shared Bib:**

Tamara said that a backup was needed for Susan when she takes over as chair in July. Attended ETD Working Group meetings and was the only Metadata person at those meetings. A volunteer is needed to start attending those meetings or join their listserv to keep up to date. They were supposed to wrap up activities by of end of June. They will try to meet next month. Forgot name of the group, but some statewide ETD Group to try to get everybody to be a part of and to come up with new ETD recommendations also get everyone together for those meetings. Do not know how much longer the working group itself will be meeting. She asked if anybody wants to volunteer to be a chair or vice-chair at the end of year to serve as backup in case Susan would not be able to attend one of the meetings. For now Metadata only will be meeting until December. When Jeff sent out announcements, were told not to select a vice-chairman for TSPC. Need to make sure Susan had a backup just in case.

Brian said if someone was needed as a placeholder he would do this since he had done it before. He kept the moderator link and book but has to locate it.

Annie said she can be the liaison for the ETD Group since she’s in charge of the ETD Group going into the catalog year involved with that at FSU.

Tamara said to let them know and also to make that announcement at TSPC at tomorrow’s meeting that you will be the liaison of the ETD Working Group. She asked if anyone had any questions before continuing on with Shared Bib.

There is about 2 ½ weeks left before the merge and 1 ½ weeks until the Aleph link is officially down and all of it moved over. Obviously there is a lot of work to be done with Shared Bib guidelines. What would the plans be at this point? Would want a draft to be submitted by the end of the month and to let everyone know that there will be additions and changes to this as we go along.

Susan suggested that, as Mary Ann pointed out in her email, that this hasn’t been out for feedback from other people. Let TSPC know where we are on it and give them a draft as it exists and ask can we use this as a working document right now and see what they say about getting it out for feedback even though we are nowhere near finalized. As discovered, so many people have different workflows and haven’t even considered just within our small group, may have things to say what need fixed or tweak and have taken care of. Moving forward with something this massive, we need more information. We have to have something when we first come up because some have been asking questions at other meetings such as, what to do when find records like this or how to edit. We need a working document to start with. We can look to taking out the RED sections that aren’t completed and maybe have heading for the place holder. Let TSPC see it and give feedback.

Tamara said that this sounded good. Also said some of the red text still in draft form maybe finalized and changed from red. A lot of the separate procedures people have written up like Record locking, Romanization and Transliteration need to be approved and into document and get completed as can to give to TSPC.

Annie said the opening section general rules can have section that have phrasing says SULs to follow guidelines as much as possible given the limitations of their individual resources and staffing at the very beginning . Also acknowledge that all libraries are not able to follow the guidelines to the “t”.

Tamara pulls up the document to the most recent draft to 2.0 General Rules and asked whether to add to the introduction or before the table of contents.

Annie said either to introduction or general rules but more so general rules. Talked about shared responsibilities for maintenance and adhering to national standards. It might be appropriate to place maybe before the shared responsibilities. Would enter her suggestion

In text box to discuss later.

Tamara said that we might not be able to get to all she put in the agenda but discussions have come up concerning the vendor record loads and DPI things and as mentioned a while ago, the TTR guidelines need to be revised. But first go ahead and go through the Romanization, Transliteration, and Record Locking procedures.

Sue commented that this is not the latest revision.

Annie said that it was sent out to the entire list and asked for people’s thoughts.

Tamara asked for final thoughts and the group approval.

Junli said that the 300 field is not Romanized and may need to take out because it may cause confusion.

3.5.1.1 Record Locking sent out over listserv (experiencing to see what happens when overlay from Connexion regards to subfield 5. Daniel said it is capped and protected now. If someone tries to open record, it will give an error message. Will leave in for now but will test to solve issues and verify.

Considering Annie’s text box suggestion which stated to make every effort to follow guidelines and have some sort of heading.

Susan suggested application of guidelines.

This was approved.

3.2.3.4 Genre/Form Headings

3.2.3.5 Classification and call Numbers (NAL Searching)

Revisit 3.3.1.2 Editing local notes with $5

3.4.2.1 Terms to prevent display of e-resource icons and 3.4.2.2 Best practice to prevent display of e-resource icons. (The two need to be flipped/leave as is to rethink later)

Agreed that the new Website should be FLVC instead of FCLA as of July 1st.

Agreed to continue this meeting, instead of setting up a second meeting so that can go ahead and send document to committee as soon as possible.

3.3.7 Templates

3.5.1.3 Proprietary fields in enhanced records. This is still in discussion and need feedback. Make sure there is a guideline. Leave it in red.

3.5.1.4 Record length exceeded

3.4.2.2 Match point for overlay (Put down as OCLC#. Have been used in merge).

3.5.2.3 Fields to protect an overlay SEE APPENDIX IV, UNDER REVIEW BY DATA LOADING

GROUP AND FCLA (Under review)

3.6.1 Deduping Records (Move order and items in holdings over and delete own records if

it can be deleted. Leave it for now.

4.3 Vendor Record Batch Loading. This section being updated with information from FCLA

and Shared Bib Loading Group. (Turn heading red)

43.12 Overlay of Existing Vendor Record (Turn heading red. Will look at it again)

43.3 Record Batch Loading

43.2 Record Loads

4.3.3 Acquisitions Record Loads

4.4 Electronic Theses and Dissertation This Section Provided by Disc ETD Workgroup

Appendix V Continuing Resources Decision Chart Needed Cleanup Ms Word Copy

Agreed to the 3.6.1 Deduping Records

The meeting came to a close at 3:30 p.m.