**METADATA SUBCOMMITTEE MEETING**

**SEPTEMBER 14, 2011**

**MINUTES**

FAMU: Saiyed Ahmad

FCLA: Daniel Cromwell

FGCU: Catherine Gardiner

FSU: Tamara Weatherholt

UCF: Kim Montgomery

UNF: Susan Massey

USF: Brian Falato (chair; minute taker)

UWF: Colleen Valente

The meeting convened at 2:03 pm.

August 10, 2011 minutes were approved.

Susan Massey was named vice-chair/chair-elect for 2012.

The new CSUL web site was discussed. Brian is serving as the web site liaison for the Metadata Subcommittee. He asked the members to look at the web site and see if any of the member information was incorrect. Kim said her e-mail address was incorrect, and Brian said he would correct that on the site. Minutes from previous meetings and subcommittee documents approved by TSPC also will be placed on the Metadata web site.

A proposal from the Authorities Subcommittee was presented. Susan Massey, who is also a member of that subcommittee, said it was a beginning effort to offer guidelines for verifying headings are in their authorized form, by using the OCLC control headings function. Colleen commented that most of UWF’s records are batch loaded and that they have only a small number of cases in which the OCLC control headings function could be used. Subcommittee members agreed there were a variety of procedures at the various SULs for handling records, but that the document was a good guideline for those instances when records were exported directly from OCLC. Susan added that the document was just a starting point and would need to be revised, since implementation of RDA and the single bib model for the SULs would affect procedures in this area.

The implementation of the single bib model and Metadata’s role was the next topic. Susan asked that this be discussed in light of an announcement at the TSPC meeting that FCLA’s highest priority would be implementation of single bib at the three pilot institutions. Susan Heron, USF’s representative on the single bib project, told Brian earlier that the libraries in the pilot possibly could be using single bib by the end of 2011, with expansion to all SULs by early in 2012, although no timetable has been established yet. Brian commented that this would be an opportunity for all institutions to check their catalog records, discover any problems, and correct them in preparation for single bib. He thought that Metadata could play an important role in continuing to promulgate guidelines/best practices for cataloging, especially in the single bib environment. Susan wondered if the Metadata Subcommittee’s charge could change in light of single bib’s adoption. Brian said he would ask about this at the next TSPC meeting.

The use and display of relator codes and terms on name headings was discussed next. This was at the request of TSPC chair Betsy Simpson, who received an e-mail from Josh Greben at FCLA asking for some statewide guidelines in these areas. Relator codes are used in delimiter 4 and natural language terms are placed in delimiter e on the name heading. There was discussion whether both needed to be used on a heading, or whether only the relator code needed to be used, with programming implemented to display the code as natural language in the OPAC. The use of relators will be more prevalent in RDA, but they are being used in some instances now. Kim mentioned that UCF is using them in records for some Special Collections materials. Brian said he would ask for more information at the next TSPC meeting, including the capabilities of programming to turn realtor codes into natural language for OPAC display. As Daniel mentioned, the final display in the OPAC will be a matter for the OPAC Subcommittee. Metadata should focus on what information regarding relator codes will be put into the cataloging records.

At the last Metadata meeting, it was decided that two proposals drafted by Kim Montgormery, regarding use of “electronic books” as genre heading and the coding and display of the 856 field, would be placed on Google Docs so that all subcommittee members could work on the documents. Brian set up the Google Docs page and sent invitations to share the documents with the other subcommittee members. Unfortunately, it was discovered that the other members could not view one of the proposals on the Google Docs page. Brian said he would investigate this, and the problem was corrected after the meeting. The subcommittee will work on these documents and get feedback from the OPAC Subcommittee on how it feels about use of “electronic books” as a genre heading.

The meeting was adjourned at 3:15 pm.

Next meeting is Wednesday, October 12 at 2pm (1 Central).

Minutes submitted by Brian Falato