**Metadata Subcommittee**

**Nov. 9, 2011**

**DRAFT Minutes**

**Present:**

FCLA Mary Ann O’Daniel

Josh Greben

Daniel Cromwell

FGCU Catherine Gardiner

FIU Junli Diao

Sue Wartzok

FSU Annie Glerum

Yue Li

Tamara WeatherholtUCF Kimberly Montgomery

UNF Susan Massey

Hilary Robbeloth (guest)

USF Brian Falato, *Chair*

Alison Howard (USF Health)

UWF Colleen Valente

Junli Diao was introduced as a new permanent member from FIU. Susan Massey introduced Hilary Robbeloth of UNF as a guest.

**Approval of minutes**

The minutes were approved with the correction of two minor mistakes noted by Susan.

**Authorities Proposal**

The proposal was discussed briefly and approved.

**Joint Working Group on ETDs**

A meeting of the group has been scheduled for Dec. 7 at 1 p.m. The make-up of the group has not been settled. Some uncertainty about the scope of its charge was expressed, although all understood that it would seek to establish consistent guidelines on the use of metadata. (Daniel subsequently emailed the subcommittee a copy of the group’s charge.)

**Ticklers**

The move to a single bib record is forcing us to consider what to do about ticklers. There is a limit on the length of records in Aleph. Some institutions have as many as one hundred ticklers on their records. If those ticklers remain on the single bib record along with ticklers of other institutions, they could cause the record to be truncated at the point the character limit is reached. Ticklers in holdings records can be searched but it isn’t clear if the ticklers in our current bibliographic records can be moved to the holdings record.

A lengthy discussion ensued about how they are used and what might be done with them in the future. It was agreed that they are critical to our work. They are used in Acquisitions work as well as in Cataloging and any guidelines for their formatting and use must include input from those with responsibility for acquisitions. Genload could be reprogrammed to add them to holdings records instead of to the bib record. Many are no longer needed and can be deleted. FCLA may be able to help with the clean up. There was agreement that ticklers will need to identify the institution to which they belong.

Metadata has been charged with surveying each SUL about its use of ticklers and then drawing up guidelines for use of ticklers in a shared bib environment.

**Genre Headings**

In order to solve the problem with all the *electronic* headings that show up in a subject keyword search (e.g. electronic books), Josh Greben proposed removing the 655 from the subject keyword search index. Both Kimberly and Susan M. voiced objections to this, since too much useful information would be lost. It was then proposed that *electronic books* be added as a stop word in the subject search. However, Daniel worried that there could be unintended consequences to doing so. Brian then asked if the Metadata Subcommittee should address the concern about genre headings through recommended guidelines for use of the 655 field rather than opting for a programmatic solution. This was agreed to by the subcommittee, and it will continue to work on a proposal concerning the 655 field that was previously brought forth by Kim Montgomery.

**Relator codes**

Josh also brought up relator codes. They cause problems because their use with names causes the names to appear to be duplicated. If one actually clicks on the heading link, it will only find other instances of the name with that same relator code. It would be possible to take the code out of the hyperlink but that does not solve the problem of the appearance of duplicate entries.

It was decided to return this issue to the OPAC committee because it is really a display issue that Metadata cannot solve. Catalogers are using the relator codes correctly. How it should display is out of the scope of what Metadata deals with.

The discussion of DLU01 was tabled but will be taken up at the December meeting.

The meeting adjourned at 3:50 p.m.

Respectfully submitted by Colleen Valente