**METADATA SUBCOMMITTEE MEETING**

**DECEMBER 14, 2011**

**MINUTES**

**Present:**

Daniel Cromwell (FCLA)

Catherine Gardiner (FGCU)

Junli Diao (FIU)

Sue Wartzok (FIU)

Annie Glerum (FSU)

Tamara Weatherholt (FSU)

Kimberly Montgomery (UCF)

Susan Massey (UNF)

Allison Howard (USF Health)

Brian Falato (USF, chair)

**Minutes:**

The minutes of November 9, 2011 were approved.

**ETD Working Group:**

Tamara spoke briefly about the first meeting of the ETD Working Group that she attended. Lee Dotson and Caitlin Nelson are co-chairs. The group’s charge was approved, with a minor wording addition. The group will meet the first Wednesday of each month at 1 pm. A wiki and listserv will be set up. Tamara said the chairs would like to get more people with metadata experience participating in the group.

**Document on tickler recommendations:**

The subcommittee charge was to survey SUL members on their current use of ticklers and to formulate guidelines for their use in a single bib environment. The final document will be sent to the Shared Bib Pilot Program members for approval. Brian drafted a proposal based on material he had received and distributed it to the subcommittee. The first bullet in the draft said each tickler should have the MARC Organization Code of the institution creating the tickler in a subfield separate from the text of the tickler. This recommendation was based on an e-mail received from Donna Alsbury of FCLA. Subcommittee members asked if a separate subfield was needed for the MARC Organization Code. Some institutions continue to place their organization code in parentheses before the text of the tickler, as was done when NOTIS was in use. The draft also said specialized university libraries such as law or music should use their own MARC Organization Code, leading to questions about searchability when a hyphen was included in the Organization Code.

There was also discussion about whether the ticklers should go in the holdings record rather than the bibliographic record. There was some uncertainty regarding the ability to search ticklers in holdings records, but according to Daniel, this should be possible through Aleph configuration settings. It was suggested that possible wording in the tickler guideline document recommend ticklers be placed in the holdings but insist on the need that such search capabilities be a prerequisite.

Daniel agreed to go to FCLA and ask Donna Alsbury why she recommended that the MARC Organization Code be put in a separate subfield. He also will get more information about what FCLA can do to move or modify data in records. With this knowledge, the subcommittee will be better able to assess what it can make as recommendations. After the meeting, Brian forwarded to subcommittee members the e-mails he had received from SULS about their current uses of ticklers.

**Wording in 856 field on who has access to e-resources:**

Patrons are now spending more time in the combined catalog of the SULs than they have in the past because of the implementation of UBorrow. This has created a problem, however, because patrons are clicking on links to e-resources that have not been licensed to all SULs. The OPAC Subcommittee wanted to have wording before the link indicating what universities had licensed the resource the patron tried to access. Kim Montgomery asked that Metadata Subcommittee also discuss the issue, since it involved text that would be placed in the bib records. Kim did not like a possible wording suggested by OPAC Subcommittee: “licensed for access by …” She thought this would not be understood by patrons. She also said the statement that was used should be short and patron-friendly, or else it would be ignored. Brian wondered if a resource available to all 11 SULs would need 11 separate statements listing each university that had access. Kim suggested that the presence of a subfield 5 with the MARC Organization Code could trigger a standardized message. Daniel said that was a possibility, but there was a question about cases in which the name of the vendor was wanted in the note. In this case, the note would have to be input by hand. More discussion will be needed on this issue. Metadata members provided to Annie Glerum, the TSPC liaison to the OPAC Subcommittee, examples of wording they currently use to indicate access. Annie will bring these to the next OPAC meeting.

**The Future of DLU01:**

DLU01 is a partition in Aleph containing digitized resources available to all SULs. The records were brought into DLU01 from the old QF partition in NOTIS. Only a small number of records have been added to DLU01 since the original migration from NOTIS. Daniel wondered if DLU01 needs to be kept since it has had so little use in recent years. Since it was already 3:15 when the topic was brought up, it was agreed that further discussion would take place in the new year.

**Change in leadership of subcommittee and next meeting:**

Tamara Weatherholt of FSU will be chair for 2012, with Susan Massey of UNF vice-chair. The next meeting of the subcommittee will be January 11, 2012 at 2pm. The meeting was adjourned at 3:25 pm.

Minutes submitted by Brian Falato.