Mission Statements and Group Charges

http://metadata.library.cornell.edu/

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METADATA SERVICES

LIBRARY TECHNICAL SERVICES, CORNELL UNIVERSITY

METADATA SERVICES provides metadata consulting, design, development, production, and conversion services to Cornell's faculty, staff, and community partners to increase the value of their digital resources.

WHAT IS METADATA?
Metadata organizes information about digital resources, including titles, authors, keywords, format, versions, and rights. It increases the value of digital resources by making them easier to access, use, share, and re-purpose.

WHEN SHOULD YOU CONSIDER METADATA SERVICES?

- When your digital text, image, audio, or video resources have grown beyond a few selected titles.

- When you want digital resources with better categorization that are easily retrievable and readily useable.

- When you intend to foster collaboration with colleagues and students through enhanced information sharing.

- When you expect your resources to be accessed for years, decades, or longer.

- When you want the ability to re-purpose your digital resources for new uses.

STAFF BIOGRAPHIES AND CONTACT INFORMATION
ABOUT OUR SERVICES
PAST AND CURRENT PROJECTS
DIGITAL CONSULTING & PRODUCTION SERVICES

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These are a few examples of the services we can contribute to your digital resource development project.

Metadata Consulting

- review your project requirements and recommend metadata approaches and schemes that will achieve your goals
- analyze existing metadata and recommend strategies for transforming it to meet the needs of your digital project
- recommend ways to streamline or automate the creation and management of your metadata
- train and write documentation for your staff who create or maintain metadata to maximize quality and minimize errors

Metadata Design

- transform your vision of how your colleagues and students will use your digital resources into a data model that fosters intuitive access, interoperability with other resources, and reuse
- work with you to determine the types of access to your resources that best fit their ongoing support

Metadata Development

- create or customize metadata schemes for application to your resources
- establish workflows for metadata creation or capture

Metadata Production

- create metadata files that describe your digital resources so you can retrieve or manage them more easily
- implement automated approaches for capturing metadata from your digital resources

Metadata Conversion

- reformat existing metadata to meet the specifications of your current digital project
- modify or replace selected information in your metadata files to conform with standards or project guidelines

Cornell University Library

http://www.lib.ncsu.edu/cataloging/dept/metadata.html

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METADATA UNIT

Mission

The Metadata group applies traditional cataloging expertise to the growing array of projects within the NCSU Libraries that involve providing access to digital content. This group provides both consulting to other departments within the Libraries who are involved with digitization efforts, R&D within the Metadata and Cataloging Department, and training of department staff in applying largely XML-based metadata to digital objects.

Staff

✉ Charley Pennell, *Principal Cataloger for Metadata*

✉ Rob Loomis, Library Technical Assistant I

Affiliates

✉ Dawn Pearce, Technology Support Analyst

Current documentation

Course Catalogs project metadata entry guide
Faculty Publications Repository metadata entry guide
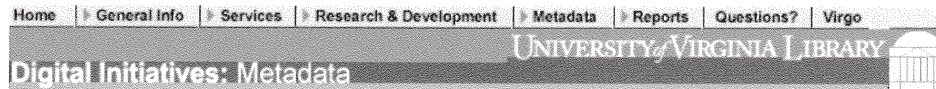NCSU core 1.0 metadata element set: Best practices

Current projects

Faculty Publications Repository
Technical Reports Repository

Metadata standards

Metadata standards & organizations
Petite crosswalk of existing schemes

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UNIVERSITY of VIRGINIA LIBRARY

Digital Initiatives: Metadata

Metadata Steering Group

Metadata Home > Metadata Steering Group

Charge & Membership
Library standards/content experts
Lib-metadata email list & archives
Minutes
Reports & Recommendations
Earlier efforts

Charge & Membership

The charge of the Metadata Steering Group (MSG) is to approve and maintain metadata standards for the Library's digital initiatives. This group also establishes best practices for data content and approves new local practices for the application of existing standards. This group engages the perspectives of Library experts in the various international standards (TEI, MARC, VRA....) and is responsible for keeping up with changes and adjusting mappings and the metadata schema for the UVa Digital Library to stay aligned with external standards. The Group creates short-term working groups as needed, which may consist of representatives of the various standards and/or content domains (science, music, etc.) along with MSG members. The Group distributes its minutes to the lib-metadata email list and reports its recommendations to Martha Sites, Associate University Library for Production and Technology Services, for discussion and prioritization among her managers' group.

Members:

Erin Stalberg, *Chair* (Cataloging Services)
Elizabeth Gushee (Fine Arts Library)
Janis Kessler (Cataloging Services)
Sherry Lake (Brown Science & Engineering Library)
Mary Prendergast (Music Library)
Bess Sadler (Digital Research & Instruction Services)
Thorny Staples (Digital Library Research & Development)

Library standards/content experts

Beth Blanton-Kent (Science)
Bradley Daigle (EAD)
Leslie Johnston (Central Digital Repository)
Carla Lee (Science)
Greg Murray (TEI)
Christine Routolo (TEI)
Judith Thomas (Images/Audio/Video)
Ross Wayland (Central Digital Repository)

http://lib.virginia.edu/digital/metadata/msg.html

Lib-metadata Email List and Archives

The purpose of this list is to bring together everyone involved with and/or interested in the creation of metadata and metadata/cataloging standards for the UVa Digital Library. The list is open to all in the University of Virginia community.

Subscription information
View the archives (the archive is only available to the list members)

MSG Minutes

The first meeting of the MSG was September 25, 2003. Minutes are posted here as they become available, as well as to lib-metadata.

MSG Reports & Recommendations

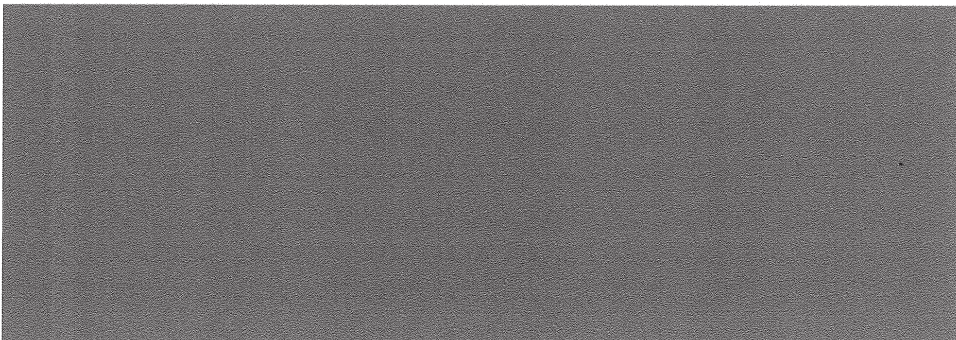Policy reports and recommendations that have been approved by the Library's administrative groups.

Earlier efforts
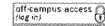
Digital Library Metadata Review and Planning Group Report (5/2003)

Minimum metadata element standards, and initial recommendations on local practice.

Digital Initiatives
University of Virginia
PO Box 400112
Charlottesville, VA 22904-4112

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Metadata Implementation Group

Metadata Projects in the UW Libraries

- Metadata Guidelines: for people who want to mount digital collections using CONTENTdm software.

- UW Libraries Digital Collections
    - Image Collections
    - Data Dictionaries: metadata elements, their Dublin Core mappings, and data formatting instructions.
    - Digital Repository Collections

- Dublin Core in the UW Libraries Information Gateway

- EAD and Manuscripts-Special Collections-University Archives Finding Aids

- Administrative Metadata for Electronic Resource Management

Members of MIG:

- Diana Brooking
  Cataloging Librarian (Slavic)
- Theodore Gerontakos
  Digital Initiatives Program, Metadata Librarian
- Joe Kiegel
  Head, Monographic Services Division
- Kris Kinsey
  Special Collections
- Stephanie Lamson, convener
  Asst. Preservation/Reference Librarian
- Laura Lins
  Special Materials Cataloger

Charge of the Metadata Implementation Group

As a committee of the University of Washington Libraries, reporting to the Associate Director for Resources and Collections Management Services, the Metadata Implementation Group (MIG) develops and promotes the use of metadata standards to ensure reliable resource discovery within and across digital library projects. The Group will identify appropriate metadata and coordinate consistent application of metadata across a variety of software environments and resource types.

Presentations

- "University of Washington Early Buddhist Manuscripts Project in DSpace" (a poster session presented at the Dublin Core Conference on Sept. 30 and Oct. 1, 2003 in Seattle, Washington).

- METS Opening Day, the Basics, M. Maguire
- METS Opening Day, Implementation Options, E. Llona

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