

Date: 2013-2014 (submitted November 10, 2014)

Name of Section/Roundtable: Metadata and Digital Objects Roundtable

Officers

- Jody DeRidder, University of Alabama (Co-Chair)
- Sarah Dorpinghaus, University of Kentucky (Co-Chair)
- Helen Wong Smith, University of Hawai'i (Council Liaison)
- Mikki Macdonald, Massachusetts Institute of Technology (Web Liaison)
- Amy Rushing, University of Texas at San Antonio (Intern Coordinator)
- Heather Fox, University of Louisville (Volunteer Coordinator)

Steering Committee Members

- Sherri Berger, California Digital Library
- Riccardo Ferrante, Smithsonian Institution Archives
- Jacqie Ferry, National Archives and Records Administration
- Cristela Garcia-Spitz, University of California, San Diego

Intern: Julie Seifert, University of North Carolina at Chapel Hill

Report from Annual Meeting:

Number of attendees: Approximately 115

Election results:

- co-chair: Kari Smith, Massachusetts Institute of Technology
- steering committee members: Rebecca Goldman, Drexel University; and Arcadia Falcone, Yale University
- intern: Jasmine Burns, University of Wisconsin- Milwaukee
- Bylaw changes were approved (see Appendix C)

Summary of meeting activities: The 2014 MDOR annual meeting commenced with a brief business meeting to review election results, including bylaw changes. This was followed by six lightning-style presentations on the popular themes of metadata and management. Over 100 members were in attendance, and those unable to attend in person were encouraged to follow the meeting in real-time via [Twitter](#) (#mdor14) and [Google Docs](#). Please see **Appendix A** for more details.

Completed Projects and Activities {with themes}

MDOR Activity Themes

Outreach: activities that aim to inform and engage MDOR membership

Technology: activities that utilize technological tools

Administrative: activities required to continue basic functionality of the Roundtable

- Appointed new social media coordinator {Administrative, Technology}

- Tabled discussion on whether to convert the MDOR RT to a Section until the Affinity Groups Task Force has made recommendations to the SAA Council {Administrative}
- Solicited volunteers for steering committee membership and held a member vote {Administrative}
- Solicited [metadata samples from members' institutions](#) {Outreach}
- Updated [MDOR Metadata Directory](#) {Outreach}
- Continued the internship program by appointing an intern coordinator and selecting a new intern {Administrative, Outreach} (See Appendix D)
- Considered alternative formats for annual meeting and solicit ideas from membership; include membership in selection of presentations (if we continue presentations) {Outreach} (See Appendix B)
- Improve and increase our use of MDOR volunteers {Outreach} (See Appendix F)
- Explored options for expanding MDOR presence to regional and possibly state archival organization meetings {Outreach} (See Appendix F)
- Evaluated current social media tools to see which are the most effective/active; explore ways to boost membership interaction {Outreach, Technology} (See Appendix E)
- Explored Google website possibilities to engage membership {Outreach, Technology} (See Appendix G)
- Investigated and implemented tools to provide online access to the 2014 annual MDOR meeting for members unable to attend {Outreach, Technology} (See Appendix A)
- Developed [list of upcoming events](#) of potential interest to membership, to share via website and social media; developed [MDOR Calendar of Events](#) using Google calendar tool to share related events {Outreach, Technology}

Ongoing Projects and Activities {with themes}

- Organize the annual MDOR meeting at the annual SAA conference {Outreach, Administrative}
- Update the MDOR website as needed {Technology, Outreach, Administrative}
- Elect MDOR Steering Committee members {Administrative}
- Maintain the MDOR listserv, Twitter, and LinkedIn accounts to share resources and generate discussion on related topics {Technology, Outreach}
- Assign and carry out Steering Committee roles {Administrative}
- Continue communications with related sections and roundtables as needed {Outreach}
- Continue to update the Google MDOR calendar {Outreach, Technology}
- Expand and increase our use of volunteers {Outreach}
- Continue the internship program {Outreach}

- Continue to expand MDOR's presence at regional, state, and local archival organizational meetings through volunteers {Outreach}
- Consider alternative formats for annual meeting and solicit ideas from membership; include membership in selection of presentations (if we continue presentations) {Administrative, Outreach}

New Projects and Activities {with themes}

- Update MDOR bylaws to reflect changes voted in July 2014 {Administrative} (See Appendix C)
- Generate and distribute a biannual online newsletter to membership {Outreach, Technology}
- Curate/organize a spring webinar on Google Analytics {Outreach, Technology}
- Assess outcome/success of Google Analytics webinar and potentially plan additional webinars {Outreach, Technology}
- Develop a statement of purpose of the MDOR Internship program that outlines goals and objectives {Outreach, Administrative} (See Appendix D)

2014-2015 Steering Committee Roles

- MDOR co-chairs: Sarah Dorpinghaus, Kari Smith
- Volunteer co-coordinators: Heather Fox, Rebecca Goldman
- Intern coordinator: Amy Rushing
- Newsletter co-coordinators: Sherri Berger, Jasmine Burns, Mikki Macdonald
- Webinar co-coordinators: Sherri Berger, Sarah Dorpinghaus, Heather Fox
- Web liaison: Mikki Macdonald
- Social media coordinator(s)(Twitter and LinkedIn): Arcadia Falcone (Twitter) and Amy Rushing (LinkedIn)

Strategic Priority – Technology Initiatives:

- Update the MDOR website as needed
- Maintain the MDOR listserv, Twitter, and LinkedIn accounts to share resources and generate discussion on related topics
- Continue to update the Google MDOR calendar
- Generate and distribute a biannual online newsletter to membership
- Curate/organize a spring webinar on Google Analytics
- Assess outcome/success of Google Analytics webinar and potentially plan additional webinars

Strategic Priority – Diversity Initiatives:

- Expand and increase our use of volunteers

- Continue to expand MDOR's presence at regional, state, and local archival organizational meetings through volunteers

Strategic Priority – Advocacy/Public Awareness Initiatives:

- Organize the annual MDOR meeting at the annual SAA conference
- Update the MDOR website as needed
- Maintain the MDOR listserv, Twitter, and LinkedIn accounts to share resources and generate discussion on related topics
- Continue communications with related sections and roundtables as needed
- Expand and increase our use of volunteers
- Continue the internship program
- Generate and distribute a biannual online newsletter to membership
- Curate/organize a spring webinar on Google Analytics
- Assess outcome/success of Google Analytics webinar and potentially plan additional webinars
- Continue to expand MDOR's presence at regional, state, and local archival organizational meetings through volunteers

Initiatives associated with the new 2013-2018 Strategic Plan:

Goal 1: Advocating for Archivists and Archives

- Continue to expand MDOR's presence at regional, state, and local archival organizational meetings through volunteers

Goal 2: Enhancing Professional Growth

- Organize the annual MDOR meeting at the annual SAA conference
- Maintain the MDOR listserv, Twitter, and LinkedIn accounts to share resources and generate discussion on related topics
- Expand and increase our use of volunteers
- Continue the internship program
- Continue to expand MDOR's presence at regional, state, and local archival organizational meetings through volunteers
- Generate and distribute a biannual online newsletter to membership

Goal 3: Advancing the Field

- Organize the annual MDOR meeting at the annual SAA conference
- Generate and distribute a biannual online newsletter to membership
- Curate/organize a spring webinar on Google Analytics

Goal 4: Meeting Members' Needs

- Maintain the MDOR listserv, Twitter, and LinkedIn accounts to share resources and generate discussion on related topics
- Continue to update the Google MDOR calendar

- Consider alternative formats for annual meeting and solicit ideas from membership; include membership in selection of presentations
- Curate/organize a spring webinar on Google Analytics
- Assess outcome/success of Google Analytics webinar and potentially plan additional webinars

Appendix A

MDOR Roundtable 2014 Meeting

Wednesday, August 13, 5:15-7:15pm

Washington 3, Marriott Wardman Park, Washington, DC

Over 100 MDOR members were in attendance in meeting room Washington 3. Those unable to attend in person were encouraged to follow the meeting in real-time via [Twitter](#) (#mdor14) and [Google Docs](#). We tweeted and posted highlights from the meeting as well as took questions.

5:15-5:45 pm: Business Meeting

1. Updates
 - a. SAA 2015 Program Committee report (Kim Sims)
 - b. Council liaison comments (Helen Wong Smith)
 - c. OCLC Research update (Jackie Dooley)

2. Election results (Sarah Dorpinghaus)
 - a. MDOR Steering Committee members rotating off
 - i. Jody DeRidder
 - ii. Cristela garcia Spitz
 - iii. Jacqie Ferry (requested to rotate off early)
 - iv. Julie Seifert (intern)
 - b. New MDOR Steering Committee members
 - i. Kari Smith, Massachusetts Institute of Technology (Co-Chair)
 - ii. Rebecca Goldman, La Salle University
 - iii. Arcadia Falcone, Yale University
 - iv. Jasmine Burns, University of Wisconsin Milwaukee (intern)

3. Bylaws update
 - a. Added a clause stating that MDOR co-chairs may be nominated from the general membership as well as the steering committee
 - b. Added a clause stating that both co-chairs and steering committee members will be elected by general MDOR membership
 - c. Defined that our leadership roles within the steering committee (like social media coordinator, intern coordinator, etc.) have one-year renewable terms.

4. Sneak peak of 2014-2015 year
 - a. newsletter
 - b. webinars
 - c. increasing volunteer and membership involvement

5:50-6:30 pm: Metadata Presentations (introduced by Amy Rushing)

"What are We Thinking? Using Faceted Classification and Tagging to Enhance Subject Access to the Public Mind" by *Elise Dunham*, Metadata Production Specialist, Roper Center for Public Opinion Research, University of Connecticut

Abstract: The Roper Center for Public Opinion Research collects, preserves, and makes available data generated in the public opinion survey research industry. We are enhancing subject access to our data by transitioning from a static topic-assignment system to one that employs faceted classification and tagging. This presentation will provide an overview of the technical and conceptual challenges the Roper Center has faced in developing and implementing a subject taxonomy for the diverse and inherently controversial public opinion domain, as well as offer tips for anyone thinking about embarking on a taxonomy project of their own.

"What do Users Want: Enhancing Metadata Using Google Analytics" by *Jackie Couture*, Eastern Kentucky University Special Collections and Archives

Abstract: This talk will discuss a project that we are working on to improve access to manuscript collections by enhancing the metadata based on actual search terms. We have used Google Analytics to pull actual search terms from our Archon database and analyzed the searches based on the number of hits. We then compared the terms with no results to collections that we own to determine where we should add language to enhance search results. In some cases this was done through the addition of subject headings and in some cases language was added to the scope and content note to include specific wording, such as 'westward expansion.'

"Encoded Archival Context – Challenges, Possibilities, and Future (EAC-CPF)" by *Iris Lee*, Project Metadata Analyst, American Museum of Natural History Library & *Nick Krabbenhoft*, Project Data Specialist, American Museum of Natural History Library

Abstract: EAC-CPF (Encoded Archival Context - Corporate Bodies, Persons, and Families) is an established archival standard with emerging practices. The American Museum of Natural History is creating EAC-CPF records as part of a Hidden Collections grant describing expeditionary collections and their creators. In this talk, we will discuss the evolution of our solution from custom Excel sheets to xEAC, a generalized xForms-based service. We will also present challenges we face in understanding and adopting the standard.

Q & A (Moderated by Heather Fox)

6:30-7:15 pm: Management Presentations (introduced by Sherri Berger)

"The Blue Devil is in the Details: Digital Collections Workflows at Duke University Libraries" by *Molly Bragg*, Digital Collections Program Manager, Duke University Libraries

Abstract: Digital collections projects can be as unique as special collections themselves. At Duke University Libraries, digital collections projects are managed by several cross-departmental teams who propose, evaluate, implement, and manage digital collections throughout their lifecycle. Molly will share an overview of their workflow as well as speak to some of the challenges experienced in creating and managing a successful collaborative model.

"Versioning in Digital Archives: A Workflow" by *Laura Alagna*, Digital Accessions Specialist, University of Chicago Library

Abstract: Technology makes it easy to create many different versions of digital objects, but this presents unique challenges to the archivist: how are digital objects in permanent storage replaced?

What happens to the previous versions? What is the best method of communicating what changes have occurred? In this presentation, I will discuss the development and describe the steps of the “versioning” workflow in use at the University Chicago Library.

"An Institution-Wide Approach to Digital Preservation" by *Rachel Jaffe*, Metadata Librarian, University of California, Santa Cruz & *Edward M. Corrado*, Director of Library Technology, Binghamton University Libraries

Abstract: Binghamton University is working to preserve digital assets using an institution-wide approach. Assets from the Libraries' Special Collections, University Archives, and other units on campus are being deposited into the campus's digital preservation system. Owing to the diverse needs of various stakeholders, we decided to deploy a project management based approach. This approach brings together the activities of librarians, archivists, academics, and professional staff. We will describe how we coordinate this digital preservation effort and our workflows will be shared.

Q & A (Moderated by Heather Fox)

Appendix B

In December 2013, the steering committee surveyed MDOR members on preferred meeting formats and topics. The following email was sent to the MDOR listserv December 19, 2013.

The Metadata and Digital Object Roundtable (MDOR) Steering Committee would appreciate your input on our roundtable meeting at the SAA 2014 Annual Meeting in Washington, DC.

We've created a short survey to gauge interest in a variety of meeting formats and topics. The survey takes less than 5 minutes to complete, and your feedback will help us plan a meeting that reflects the interests of our membership.

You can find the survey here:

https://docs.google.com/forms/d/1EiFcTDBRLIVI_DL8qultL3TDLIXIF2RZdCyhrGj97RM/viewform

The survey will be open through Friday, January 11th.

Thank you!

Summary of MDOR 2014 Meeting Poll Results

January 14, 2014

Format of Roundtable Meeting

Lightning rounds are the preferred format for the meeting. Traditional sessions are the second choice for meeting format, and jam sessions are the least preferred format.

Summary of Responses

	Traditional Sessions	Jam Sessions	Lightning Rounds	Total
First Choice	55	41	58	154
Second Choice	50	49	54	153*
Total	110	90	112	N/A
Weighted Total	160	131	170	N/A

*One respondent did not select a second choice topic

Weighted Total = (First Choice x 2) + (Second Choice x 1)

Content of Roundtable Meeting

Metadata enhancement through crowdsourcing, tagging, or transcription is the topic with the most votes, followed closely by project management/workflow management, linked open data, and ArchivesSpace with a focus on digital objects within ArchivesSpace (in that order). The four topics with the least number of

votes are user experience/user interface design, interdepartmental/interinstitutional collaboration, user/usability studies, and web usage and metrics (in that order).

Summary of Responses

Topic	Number of Votes
Metadata enhancement through crowdsourcing, tagging, or transcription	86
Project management/workflow management	85
Linked open data	83
ArchivesSpace with a focus on digital objects within ArchivesSpace	78
User experience/User interface design	64
Interdepartmental/interinstitutional collaboration	56
User/usability studies	51
Web usage and metrics	33

Additional Topics Suggested by Respondents

Nineteen respondents identified additional topics they would like to learn about or discuss at the meeting. There were several similar topics suggested, including EAD and EAC, other metadata and description standards (e.g. MIX, DFXML, BibFrame, DPLA data model), and audiovisual materials.

Topics Suggested:

- Working w/ IT
- Metadata for digital objects(not descriptive, but technical like MIX and DFXML)
- Metadata languages and BibFrame
- Intersection of EAC and EAD
- DAM software solutions
- EAC implementation and integration with EAD
- Digital forensics
- Description standards across GLAMS
- Successful grant writing
- EAD3 for audiovisual materials
- Taxonomy/ontology
- DPLA data model (and EDM) and what it/they mean/s for archives
- Harvesting metadata
- Born digital content workflows

- It would be nice if it wasn't at the same time as the Description Section or EAD roundtable meetings, since there is substantial overlap.
- Metadata and digital object management strategies for small repositories without a CMS or IT staff. Realistic goals and strategies for lone arrangers without resources. How to install ArchivesSpace without IT staff.
- Social media - relevance and metrics
- Audiovisual materials, both those that are born digital and those that are digital surrogates. Also studies of usage rather than usability.
- Semantic web implementation

We used these results in planning for our 2014 annual meeting. The following call for proposals message was sent to the MDOR listserv on January 16, 2014.

The MDOR steering committee invites proposals for our annual meeting at SAA 2014. The survey results regarding meeting format provided us with some interesting information. The Lightning Round format proved to be most popular by a slim margin. As a reminder, the Lightning Round will consist of 8-10 5-minute talks on topics relating to metadata and digital objects, including but not limited to case studies, workflows, tools, and demonstrations.

Proposals relating to topics of interest that received the highest votes in our survey will be given preference. The most popular topics were: linked open data, metadata enhancement through crowdsourcing, tagging or transcription; project management/workflow management; and ArchivesSpace with a focus on digital objects within ArchivesSpace. The time limit will be enforced so please make sure you boil down your talks to the bare essentials and aim for leaving the audience with a useful takeaway.

Please submit proposals to co-chairs Jody DeRidder (jody@jodyderidder.com) and Sarah Dorpinghaus (sarah.dorpinghaus@uky.edu) via email. Proposals should include:

- *Name*
- *Institution*
- *Paper/talk title*
- *Brief description*
- *The general topic of your proposal*

Proposals will be accepted until Tuesday, January 28th 5:00pm PST. All proposers will be notified by February 6th. Those selected will be asked to confirm their ability to present.

Thank you for your participation in planning and providing content for the 2014 MDOR meeting. We look forward to hearing from you.

Appendix C

The following document outlining the MDOR bylaws changes (approved by MDOR membership in July 2014) was sent to Council Liaison Helen Wong Smith for Council action.

Agenda Item TK

Society of American Archivists Council Interim Action November 2014

Proposed Change in Metadata and Digital Objects Roundtable (MDOR) Bylaws

(Prepared by Roundtable Chair Sarah Dorpinghaus)

BACKGROUND

During its annual review of the Metadata and Digital Objects Roundtable bylaws in the summer of 2014, the MDOR Steering Committee (Jody DeRidder, Sarah Dorpinghaus, Mikki Macdonald, Sherri Berger, Riccardo Ferrante, Heather Fox, Amy Rushing, Cristela Garcia-Spitz, and Jacqie Ferry) identified several areas for revision, including clarifying language where it was confusing, and most importantly, proposing new language to clarify the election process of co-chairs as well as the steering committee leadership roles (strikethrough = deletion, underline = addition):

Section IV. Governance, C. Nominations: The Chair shall issue a call for nominations, including self-nominations, for Chair/Co-Chair and other Steering Committee positions as needed, every June, to all roundtable members via the roundtable's official email discussion list and website. MDOR Co-Chairs may be nominated from the general membership or the steering committee. A slate of candidates shall be established by the officers and announced to roundtable members no later than July 15.

Section IV. Governance, D. Elections: ...The Co-Chairs and Steering Committee members are to be elected annually by the membership in an electronic election. MDOR shall comply with the SAA's criteria and rules for Section elections.

Section IV. Governance, E. Appointments: Roundtable members may be appointed to additional leadership roles (e.g., Newsletter Editor, Web Liaison, Internship Program Coordinator, Social Media Coordinator, etc.) by majority vote of the Steering Committee. These leadership roles shall have one-year (renewable) terms, as decided by a majority vote of the Steering Committee. Further descriptions of these roles may be found in the Metadata and Digital Object Roundtable Leadership Handbook.

MDOR members were given appropriate notice of the proposed revisions to the bylaws and bylaws referendum was conducted in conjunction with the 2014 election process. MDOR members approved the revised by laws. Beaumont was not asked to review the proposed revisions prior to conduct of the bylaws referendum.

DISCUSSION

The current MDOR bylaws adopted in October 2013 do not specify key details, and the lack of specificity caused confusion during the most recent call for nominations. MDOR steering committee members were unsure of the following because it is not clarified in the current bylaws.

- Whether or not MDOR Co-Chairs may be nominated from the general membership or if only members of the MDOR Steering Committee may be nominated. [Emphasis added.]
- Whether or not open Steering Committee positions could be elected annually by the membership in an electronic election or if the open Steering Committee positions were to be elected annually by only members of the Steering Committee. [Emphasis added.]
- The term length of Steering Committee leadership roles, such as Web Liaison, Internship Program Coordinator, and Social Media Coordinator. [Emphasis added.]

We propose to rectify the lack of specificity of *Section IV. Governance, C. Nominations; D. Elections; and E. Appointments* by adding additional text to the bylaws that clearly detail the following.

- a. MDOR Co-Chairs may be nominated from the general membership as well as from the Steering Committee membership.
- b. Steering Committee positions, as well as the Co-Chairs, may be elected by the general MDOR membership.

c. MDOR leadership roles shall have one-year (renewable) terms, as decided by a majority vote of the Steering Committee membership.

The proposed revisions to the bylaws and bylaws referendum was conducted in conjunction with the 2014 election process, and the revisions were approved by MDOR members.

RECOMMENDATION 1

THAT the MDOR Bylaws, Section IV. Governance, C. Nominations, be revised as follows (strikethrough = deletion, underline = addition):

Section IV. Governance, C. Nominations: The Chair shall issue a call for nominations, including self-nominations, for Chair/Co-Chair and other Steering Committee positions as needed, every June, to all roundtable members via the roundtable's official email discussion list and website. MDOR Co-Chairs may be nominated from the general membership or the steering committee. A slate of candidates shall be established by the officers and announced to roundtable members no later than July 15.

Support Statement: The proposed change eliminates confusion and uncertainty in MDOR's bylaws regarding the nomination of MDOR Co-Chairs. The added text clarifies that MDOR Co-Chairs may be nominated from the general membership as well as from the Steering Committee members.

Impact on Strategic Priorities: This action is related to:

- Goal 4.1. Facilitate effective communication with and among members,
- Goal 4.2. Create opportunities for members to participate fully in the association, and
- Goal 4.3. Continue to enrich the association and the profession with greater diversity in membership and expanded leadership opportunities.

Fiscal Impact: None.

RECOMMENDATION 2

THAT the MDOR Bylaws, Section IV. Governance, D. Elections, be revised as follows (strikethrough = deletion, underline = addition):

Section IV. Governance, D. Elections: ...The Co-Chairs and Steering Committee members are to be elected annually by the membership in an electronic election. MDOR shall comply with the SAA's criteria and rules for Section elections.

Support Statement: The proposed change eliminates confusion and uncertainty in MDOR's bylaws regarding the election of MDOR Steering Committee members. The added text clarifies that the general member elected MDOR Steering Committee members.

Impact on Strategic Priorities: This action is related to:

- Goal 4.1. Facilitate effective communication with and among members,
- Goal 4.2. Create opportunities for members to participate fully in the association, and
- Goal 4.3. Continue to enrich the association and the profession with greater diversity in membership and expanded leadership opportunities.

Fiscal Impact: None.

RECOMMENDATION 3

THAT the MDOR Bylaws, Section IV. Governance, E. Appointments, be revised as follows (strikethrough = deletion, underline = addition):

Section IV. Governance, E. Appointments: Roundtable members may be appointed to additional leadership roles (e.g., Newsletter Editor, Web Liaison, Internship Program Coordinator, Social Media Coordinator, etc.) by majority vote of the Steering Committee. These leadership roles shall have one-year (renewable) terms, as decided by a majority vote of the Steering Committee. Further descriptions of these roles may be found in the Metadata and Digital Object Roundtable Leadership Handbook.

Support Statement: The proposed change eliminates confusion and uncertainty in MDOR's bylaws regarding the length of term of MDOR Steering Committee leadership roles. The added text clarifies that MDOR Steering Committee leadership roles shall have a one-year (renewable) term.

Impact on Strategic Priorities: This action is related to:

- Goal 4.1. Facilitate effective communication with and among members,
- Goal 4.2. Create opportunities for members to participate fully in the association, and
- Goal 4.3. Continue to enrich the association and the profession with greater diversity in membership and expanded leadership opportunities.

Fiscal Impact: None.

Appendix D

Metadata and Digital Objects Roundtable (MDOR) Steering Committee Internship Goals & Objectives

The purpose of the SAA MDOR Internship Program is to provide students and new archives professionals with the opportunity to help advance the work of MDOR, SAA, and the profession. The program aims to facilitate professional development, to offer opportunities to develop new skills, and to enhance interns' leadership abilities through the observation of and participation in committee work. The goals of the MDOR Internship are:

Goals:

- To provide the opportunity to work on projects that advance the work of MDOR and SAA, thereby advancing the archival profession
- To develop the leadership skills of students and new archives professionals, by giving them the opportunity to participate in consensus building, program planning, and project management
- To provide an avenue for students and new archives professionals to build relationships with archivists and metadata experts across the country
- To develop metadata and digital objects expertise within the next generation of archives professionals

Intern Report

Julie Seifert, University of North Carolina Chapel Hill, 2013-2014 MDOR Intern

Amy Rushing, Intern Coordinator

Intern Projects:

- Post relevant news and informational items to the MDOR Twitter account
- Compile and keep current a list of MDOR-related events, conferences, and workshops for the MDOR website. Promote list on Twitter and LinkedIn.
- Solicit MDOR-related events from constituents via Twitter and LinkedIn.

Appendix E

Metadata and Digital Objects Roundtable (MDOR) Social Media Report Submitted by Amy Rushing and Sarah Dorpinghaus

Amy Rushing manages the MDOR LinkedIn group, which was launched in May 2013. Various MDOR members contributed to the MDOR Twitter account (@mdor_tweets), which was launched prior to 2012. Most information that is shared via these social media tools were also shared over the MDOR listserv. Summaries of the social media activities are below.

Twitter

- Currently have 476 followers, which is an increase of 185 followers in the past 12 months
- Approximately 2-4 tweets per week, typically Monday through Friday
- Approximately 10 interactions per month (includes mentions, re-tweets, favorites), except for August, when we had 80 interactions during or related to the SAA annual conference

LinkedIn

- 73 discussions August 2013-August 2014
- 152 members (up from 109 members counted in August 2013)

Position Levels

- 45% Entry
- 18% Senior
- 16% Manager
- 11% Director
- 1% Owner
- 1% Partner

Institution types

- 48% Libraries
- 14% Higher Education
- 13% Information Services
- 8% Museums
- 8% Information Technology and Services
- 3% Government Administration

APPENDIX F

Metadata and Digital Objects Roundtable (MDOR) Steering Committee Volunteer Coordinator Report

Two related goals articulated in the 2013-2014 MDOR tactical plan were to “improve and increase our use of MDOR volunteers,” and “explore options for expanding MDOR presence to regional and possibly state archival organization meetings.” The volunteer coordinator contacted MDOR members who had expressed an interest in volunteering on a 2012 survey, asked if they were still interested, and what other professional archival organizations they belong to. Sixteen members expressed interest and identified the regional, state and local professional archival groups they belong to.

Representatives from SRMA and SGA agreed to try and organize meet ups at their meetings. The SRMA volunteer successfully organized a meet up. Here is his report:

Determined to generate ideas for MDOR through lunch brainstorm at spring meeting of Society of Rocky Mountain Archivists

Emailed SRMA list ahead of time to announce lunch brainstorm – received 4 interest responses

Announced at meeting—during the lunch hour (which competed with host library tours) we had ~20 participants in the brainstorm (out of 57 attendees).

The various archives worlds that were represented included, Academic, Public Library, Government, Museum, and other special collections.

The **goal** was to develop ideas to send to the SAA Metadata and Digital Object Roundtable steering committee as to how they (MDOR) might help facilitate local training opportunities with regard to MDOR subjects.

Thoughts that were generated at brainstorm:

1. Two main forums for information delivery were preferred --
 - a. Free in-person presentations with live feed to online community (including ability to virtually Q&A as well as access to archived presentation)
 - b. Hands on, product/experience oriented workshops
2. More clearly defined levels of ‘difficulty’ for existing workshops – e.g. Beginning, Intermediate, Advanced
3. More offerings of intermediate to advanced workshops/presentations
4. Laundry list of workshops/presentations requested --
 - a. Basics of System Administration for Archivists

- b. Training in interdepartmental communication (specifically to and from IT)
- c. Local metadata implementation and how to measure impact
- d. Specific metadata systems training, e.g. METS and what is needed to implement (and whether or not should)
- e. Metadata migration

After the brainstorm, interest was expressed in continuing this conversation by email; ~45 minutes was enough to get the ball rolling, but further discussion was needed to develop and refine what the community wants/needs, and get to an actionable place.

Follow up email to SRMA list sent with above information disseminated, the below goals to achieve, and solicitation ongoing participants—received 10 interest responses

Goals to achieve

- 1. Continue developing the laundry list
- 2. Identify groups or local experts that could host workshops or give presentations
- 3. Develop some strong recommendations to give the national table as to how we would like to leverage their capacities to meet our regional needs

Email to SRMA MDOR group #1 requested feedback on goals #1 & 2.

There was one response from the group that identified the following:

Laundry List

- 1. “CDP Best Practices’ are online at www.lyrasis.org. I think there could be discussion of best practices on an advanced level, facilitated by MDOR, or locally.”
- 2. “I found out that Wyoming State Library is using Portfolio, which is the software we are using. There’s a SIRS users’ group, but it’s not geared to archives. Is anybody else using Portfolio? I could see some kind of ‘mentoring’ depending on the software people were using.”

Local Experts

- 1. Liz Bishoff – <http://digitalpioneers.library.du.edu/lizBishoff.php>
- 2. Software ‘mentors’ drafted from our own ranks

Email to SRMA MDOR group #2 followed up on the single response, developing the ideas and soliciting further input from group—to date there has been no further response.

—

I think the idea of connecting software application users with each other is a good way to facilitate education within in the community with very little expense of energy. Currently, the only way to identify other local users of software is to find them through software vendor held lists, or by direct request through the SRMA listserv.

SRMA could host such a list locally, though a national list could make archives to archives communication much more productive, especially where different combinations of software in use can make the local pool a very small one.

I will continue to pose questions to the group to elicit response, but so far facilitation of conversation by email is a fairly difficult. I am considering pulling together an occasional face to face lunch meet-up instead.

APPENDIX G

This year we explored the idea of using a Google Site to supplement the information posted to the official MDOR micro-site. The Google Site would provide a way to share a calendar and collaborative documents among the MDOR community – both features which are lacking from the current MDOR site. Google offers an easy to implement solution for a collaborative space and can connect with the various MDOR outreach and social media initiatives.

The decision was made not to move forward with the Google Site at this time. Among the reasons for this decision were the storage limitations of the free Google Site; the concern for privacy and security of information; and the need to maintain both a Google Site and the MDOR micro-site.

We did move forward with the implementation of a Google Calendar, which has been embedded in the MDOR site. All MDOR members are welcome to contribute events to the calendar. The calendar is for members to share metadata related events going on around the world. An event can be anything metadata related that our membership may find interesting - a workshop, a webinar, a conference, or a talk. The events added to the calendar can be repurposed as Twitter announcements or Newsletter stories.