

**Date:** 2005 December 14

**Name of Section/Roundtable:** Metadata and Digital Object Roundtable

**Officers:**

Chair - Lisa Miller, Hoover Institution Archives, [lisa.miller@hoover.stanford.edu](mailto:lisa.miller@hoover.stanford.edu)

Co-Chair - Sammie Morris, Purdue University, [morris18@purdue.edu](mailto:morris18@purdue.edu)

**Steering Committee:**

Mike Breedlove, Alabama Department of Archives and History

Stephen Fletcher, University of North Carolina, Chapel Hill

Mary Taylor, University of Nevada, Reno

Katherine Wisser, Duke University

**Report from annual meeting:**

- Number of attendees: 81 people signed in
- Election results: Lisa Miller elected chair and Sammie Morris elected co-chair.
- Summary of meeting activities: Meeting minutes attached.

**Completed projects/activities**

We had a very well received program featuring two speakers at the roundtable's annual meeting.

A small team of roundtable members reviewed and provided comments to Lisa Weber, NISO Liaison, and Nancy McGovern, Standards Committee, on NISO draft Z39.87, Data Dictionary for Technical Metadata for Digital Still Images.

Another roundtable member prepared a SAA 2006 annual meeting session proposal focused on open source software and submitted it to the Program Committee under the aegis of the roundtable. We were recently informed that it was not accepted.

We established an electronic mailing list for the roundtable, thanks to SAA Webmaster Brian Doyle. Traffic has been very light so far.

**Ongoing projects/activities**

Because we are a new roundtable this year, the steering committee is developing some basic guidance for the roundtable leadership to help guide our future work.

**New projects/activities**

Early in 2006 we will begin planning a program for the roundtable meeting at the 2006 annual meeting, and do some brainstorming on activities the roundtable might perform.

**Diversity initiatives**

None at this time.

**Activities or outcomes with regard to electronic records**

None at this time.

**Questions/concerns for Council attention**

None at this time.

## **Metadata and Digital Object Roundtable meeting minutes**

SAA annual meeting, New Orleans, August 17, 2005 (inaugural meeting)

Chaired by Lisa Miller, provisional chair

### **I. INTRODUCTIONS**

- Kathryn Neal, council liaison, introduced Mark Duffy, new council liaison
- Michael Doylen, Diversity Committee, discussed thinking of diversity broadly
- Michelle Light, Program Committee, encouraged session proposals that supported the commonalities of archivists and records managers for the 2006 annual meeting with NAGARA and COSA

### **II. PROGRAM**

- A. Merrilee Proffitt, RLG program officer, on "Descriptive Metadata Guidelines for RLG Cultural Materials" ([http://www.rlg.org/en/page.php?Page\\_ID=214](http://www.rlg.org/en/page.php?Page_ID=214))
  
- B. Bill Landis, California Digital Library metadata coordinator, discussed CDL's experience harvesting metadata using the Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH) and implications for those of us who are creating metadata.

### **III. BUSINESS**

#### **A. Election of officers**

Lisa Miller, Hoover Institution Archives, elected chair  
Sammie Morris, Purdue University, elected co-chair

#### **B. Session proposals for SAA 2006**

- Three session proposals were discussed, and members volunteered to develop them:
1. Open source tools for digital archive processes (Sue Hamburger, Donna Casey, Chat Ewing)
  2. Integrating born-digital metadata and content with digitized resources (Rick Ferrante, Abby Lester)
  3. Tools that extract/generate metadata that could be used by a small archives (Brad Westbrook, Chris Prom)

C. One activity the roundtable is already participating in is review of relevant draft standards, which are received from SAA's NISO liaison, Lisa Weber, and/or SAA's Standards Committee chair, Nancy McGovern. Currently the NISO draft standard Z39.87, Data Dictionary for Technical Metadata for Digital Still Images, is being reviewed by a team of roundtable members.

D. Reminder to join the SAA metadata listserv. Information on subscribing can be found by going to the Electronic Mailing List section of the SAA website.