

Date: December 14, 2006

Name of Section/Roundtable: Metadata and Digital Object Roundtable

Officers:

Co-Chair - Lisa Miller, Hoover Institution Archives, lisa.miller@hoover.stanford.edu

Co-Chair - Mary Taylor, University of Nevada, Reno, taylormk@unr.edu

Steering Committee - Mike Breedlove, Alabama Department of Archives and History

Stephen Fletcher, University of North Carolina, Chapel Hill

Mark Matienzo, American Institute of Physics

Sammie Morris, Purdue University

Katherine Wisser, Duke University

Report from annual meeting:

- **Number of attendees:** 60 people signed in
- **Election results:** Mary Taylor elected co-chair
- **Summary of meeting activities:** Meeting minutes attached

Completed projects/activities

-Presented a formal program with multiple speakers at the roundtable's annual meeting.

-Received three SAA 2007 session proposals for endorsement, and endorsed two. We have not yet heard whether the programs we endorsed were accepted.

-Developed a basic guidance document for roundtable leadership, based on a similar document developed by the Science, Technology, and Health Care Roundtable.

-Provided comments to SAA on the Final Report of the Task Force on Sections and Roundtables.

-Recruited a webmaster, Mark Matienzo, who will be establishing a web site for the roundtable by late 2006 or early 2007.

Ongoing projects/activities

In an effort to increase metadata listserv traffic, steering committee members are each assigned a month in which to post a question for discussion. This will continue through January 2007. So far it has not been very successful in generating listserv discussions.

New projects/activities

Early in 2007 we will begin planning a program for the roundtable meeting at the 2007 annual meeting. We will also be considering options for development of the roundtable website.

Diversity initiatives

None at this time.

Questions/concerns for Council attention

None at this time.

**Minutes of the Metadata and Digital Object Roundtable Annual Meeting
Society of American Archivists, Washington, D.C., August 2, 2006 (5pm-7pm)**

Co-Chair: Lisa Miller

Co-Chair (outgoing): Sammie Morris

Steering Committee: Mike Breedlove (absent), Stephen Fletcher, Mary Taylor, Kathy Wisser

1. Introductions

2. Announcements

Shari Jackson, SAA 2007 Program Committee representative, stated that there will be no theme for next year's SAA conference. Sections and roundtables can provide up to two endorsed sections. All proposals will be reviewed by the Program Committee. Proposal forms are due October 9. Guidelines and tips are available on the SAA website. Next year's program will focus more on interactive sessions. Technology continues to be a major focus for next year.

Lucy Barber, NHPRC, announced that there is a new NHPRC grant funding area that focuses on digitizing historic records. The deadline for proposals is October 2. There is more information available on the NHPRC website.

Sue Hamberger of the American Archivist Editorial Board encouraged people to submit publications from program ideas to Mary Jo Pugh, the editor. The Board is seeking practice based articles, in addition to theoretical articles.

3. Business Meeting (Lisa Miller, Chair)

Activities from the past year were summarized, including planning for the program. The Steering Committee met and discussed ideas such as building a web page for the Roundtable. There was a call for volunteers to assist with this. Members were reminded that there is a listserv for the Roundtable, and that they should submit ideas for the Roundtable to any of the officers or Steering Committee members, or to the listserv.

Mary Taylor was elected as the new Co-Chair for the Roundtable. She will take over for Sammie Morris, who will rotate off as Co-Chair and join the Steering Committee.

4. Program

Panel Discussions (Mary Taylor, Panel Chair)

Seven panelists discussed issues they are currently facing that relate to metadata and digital objects. Following the brief comments of each panelist, members broke into smaller groups to discuss issues with each panelist and ask questions. Members of the panel included Mary Taylor (panel chair), Jan Addison, Paula Jabloner, Sheila McAlister, Paul Oelkrug, Erin O'Meara, Gregory Pike, and Jennifer O'Brien Roper.

Some of the issues discussed included LSTA digitization projects, GIS data, born digital items, preservation metadata, statewide collaborative digitization projects and portals, digital assets management software, planning and staff training, metadata for datasets, institutional repositories, evaluating metadata schemas, mapping metadata from one schema to another, standard terminology and authority control.

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