

Date: 2007 October 5

Name of Section/Roundtable: Metadata and Digital Object Roundtable

The Metadata and Digital Object Roundtable promotes discussion, education, and collaboration among archivists interested in digital archival objects and the metadata that enables their access, management, and preservation.

Officers

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

Co-Chair - Janet V. Addison, Purdue University Libraries TSCM, jaddison@purdue.edu

Steering Committee - Stephen Fletcher, University of North Carolina, Chapel Hill

Mark Matienzo, Center for History of Physics

Sammie Morris, Purdue University

Katherine Wissler, University of North Carolina, Chapel Hill

Web Liaison - Mark Matienzo, Center for History of Physics

Report from annual meeting:

Number of attendees: 60 people signed in

Election results: Jan Addison elected co-chair

Summary of meeting activities: Meeting minutes attached

Completed projects/activities

-Presented a formal program, with three speakers, on metadata for born-digital archival materials at the roundtable's annual meeting.

-Created a roundtable website that is hosted by SAA.

-Received three SAA 2007 session proposals for endorsement, and endorsed two, both of which were accepted. In addition, a session proposal on open source software that was developed out of the 2005 metadata roundtable meeting, and not accepted for SAA 2006, was accepted for SAA 2007.

-Roundtable leadership submitted monthly queries to the metadata listserv in hopes of generating listserv activity; however, this did not achieve the desired goal.

-Created and publicized a metadata survey, very loosely modeled on the *AMIA Compendium of Moving Image Cataloging Practice*, in hopes of establishing a compendium of administrative-side metadata samples on the roundtable website. Student intern Russell Rader from San Jose State University School of Library and Information Science created the online survey form and hosted it on a website he maintains at www.illuminatedlibrarians.org; the site complied with SAA requirements. Responses were limited, but the sample metadata records, with submitter's general comments if they were provided, have been sent to the roundtable web liaison for posting on the official roundtable website.

Ongoing projects/activities

New projects/activities

-We may be forming a group to follow-up on the born-digital materials program presented at the 2007 meeting. Group members would choose a small collection of born-

digital materials in their holdings, go through the description process for them, and share their experiences and problems with other group members via a shared discussion mechanism yet to be determined. This idea was suggested by Jean Deken.

Diversity initiatives - None at this time.

Questions/concerns for Council attention - None at this time.

-----Attachment-----

Minutes of the Metadata and Digital Object Roundtable Annual Meeting

Society of American Archivists, Chicago, August 29, 2007 (4pm-6pm)

Co-chair Lisa Miller ran the meeting. She introduced herself and announced that co-chair Mary Taylor resigned in May as a result of changing jobs.

1. Announcements

Mark Duffy, from the Program Committee for 2008, discussed the session and workshop proposal process

Sue Hamburger, of the *American Archivist* Editorial Board, encouraged people to submit publications, including articles discussing case studies.

Patricia Galloway, University of Texas at Austin, announced that research positions available at her institution with funding from IMLS.

Mark Duffy, outgoing Council liaison, introduced incoming Council liaison Margery Sly.

Lisa Miller described some of the new rules for roundtables, listed in the Council Handbook on the SAA website, and encouraged everyone to support SAA roundtables that interest them. Mark Duffy provided additional information and clarification about the new rules.

2. Business

Activities from the past year were summarized by Lisa Miller, including the creation of an official roundtable website. Roundtable web liaison Mark Matienzo encouraged people to submit ideas for website content. In other activities, less than 20 submissions have been received via the metadata survey, which is loosely modeled on the *AMIA Compendium of Moving Image Cataloging Practice*; we hope to have the metadata samples on our website soon.

Janet Addison, Metadata and Electronic Resources Specialist, Purdue University, was nominated and unanimously elected to serve as co-chair, replacing Mary Taylor.

The audience had no suggestions of topics for program proposals for the SAA conference in 2008.

3. Program

A panel of three speakers was introduced by Lisa Miller; they discussed theoretical and practical aspects of describing born-digital archival materials. The speakers were:

Lori Lindberg, San Jose State University
Catherine Stollar Peters, New York State Archives
Jean Marie Deken, Stanford Linear Accelerator Center

Lisa Miller also mentioned that the roundtable may be forming a group to follow-up on this program. Group members would choose a small collection of born-digital materials in their holdings, go through the description process for them, and share their experiences and problems with other group members via a shared discussion mechanism yet to be determined. Those interested should watch the metadata listserv for future announcements.

After the program and questions from the audience, the meeting was adjourned.

Lisa Miller
Hoover Institution Archives
Stanford University