

Date: October 1, 2010

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

Cochair: Janet Carleton, Ohio University Libraries

Cochair: Polina Ilieva, University of California, San Francisco

Web Liaison: Mark Matienzo, Yale University

Steering Committee:

Jody DeRidder, University of Alabama

Lisa Miller (past chair), Hoover Institution, Stanford University

Megan Phillips, National Archives and Records Administration

Council Liaison: Dennis Meissner

Report from annual meeting:

Number of attendees: 63 people signed in

Election results: Polina Ilieva was elected cochair; Janet Carleton was re-elected cochair

Summary of meeting activities: Meeting minutes attached

Completed projects/activities

Received six SAA 2011 session proposals for endorsement, and endorsed two.

Posted “lightning talks” presentations on MDOR website.

Ongoing projects/activities:

In process of adding 3 new steering committee members. Investigating the opportunity to add a graduate student intern/student representative to the steering committee.

New projects/activities:

Migrating website to Drupal

Diversity initiatives: None at this time.

Questions/concerns for Council attention:

1. There is no section in SAA that addresses the needs of those working in digitization and digital libraries.

2. We understand that scheduling such a large and complex meeting is difficult, but overlapping the roundtable slot with a reception at the National Archives essentially decreased our meeting time from 2 hours to 1.5 hours, which seems unfair.

Minutes of the Metadata and Digital Object Roundtable Annual Meeting
Society of American Archivists, Washington, DC, August 11, 2010

The meeting was called to order at 5:30 pm.
Cochair Janet Carleton ran the meeting.

Business

1. Carleton welcomed the attendees and introduced the roundtable leadership.
2. Janet Carleton (digital initiatives coordinator at Ohio University Libraries) was nominated and re-elected to serve another term as cochair of the roundtable. Carleton nominated Polina E. Ilieva (Project Archivist at UCSF Library) for a new cochair. There being no other nominations, the vote was called and Ilieva won by vote.
3. Carleton led a discussion about future directions for the roundtable. She mentioned that this roundtable is relatively young and has been in existence for about 6 years and rapidly changing digital environment necessitates updates to the roundtable mission statement. Carleton displayed current mission statement that is posted on the roundtable website and noted that one of the suggestion by the steering committee was to add “digital object management” to present description. She mentioned that the steering committee will conduct the discussion on the roundtable mission updates and changes through the listserv and post the findings on its website.

Announcements

1. Margery Sly, Council Liaison reported on SAA Council actions and gave the steering committee the new Leader Manual.
2. Dennis Meissner is roundtable’s new Council liaison.
3. SAA 2011 Program Committee Representative Brenda Gunn announced that the next SAA meeting will be held in Chicago and program proposals must be received by the Committee by Friday, October 1st, 2010. She noted that roundtables can endorse up to two session proposals and an abstract for proposals has been increased to 150 words.

Program

1. The program included “lightning talks” (15 minute presentations) on:
 - “Workflows Designed for Efficient Metadata Creation,” Karen Weiss, Archives of American Art, Smithsonian Institution
 - “Improving Efficiencies Through Cost-Benefit Analysis of Metadata Creation,” Joyce Chapman, North Carolina State University
 - “Putting the Pieces Together: Bringing Archival Tradition to an Item Focused Web,” Aaron Rubinstein, University of Massachusetts, Amherst
2. Q&A period wrapped up the panel.
3. Carleton asked for discussion topics from the audience and several attendees voiced topics they were interested to learn more about and discuss with the fellow roundtable members.

The larger group broke into 3 sessions for discussion, however most attendees left for the reception as the RT timeslot overlapped with the reception at the National Archives.

- Group One: Metadata creation workflow that was led by Karen Weiss
- Group Two: Metadata for oral histories facilitated by Janet Carleton
- Group Three: Digital repositories facilitated by Polina Ilieva. Participants discussed the following topics: Should institutions create their own repositories and strive to achieve the status of the trusted digital repository or join established ones like the Online Archive of California and the Internet Archive? What software is available for users (Fedora, DSpace, etc.)? How to built working relations with other institutional units contributing materials to the digital repository?

The meeting was adjourned at 7:15 pm.

Minutes by Polina Ilieva, UCSF Library