DALNET METADATA TASK FORCE REPORT
SEPTEMBER, 2003

TASK FORCE MEMBERS: M. Barash (WSU); W. Cromwell-Kessler (DPL, Chair); A. Evans (DALNET); F. Krempasky (WSU); D. Golodner (Reuther); K. McLonis (UDM); A. Aluzzo (DPL). *Past Members:* M. Galvin (DIA); D. Roe (UDM)

A draft of the original report was prepared and circulated to members of the Task Force in March, 2002. Due to the departure of W. Cromwell-Kessler from DPL later that Spring, the report was never completed. In the interim, DALNET staff tested two different products for digital library solutions: DigitaLink and Greenstone. The Greenstone product was selected by DALNET staff as a good product to use for our initial forays into digital image files and metadata.

The Greenstone product includes a metadata dataentry template which can be customized. This eliminated the need for DALNET to develop such a template. This template takes the data entered and converts it into an acceptable standard for data transmission. Tools for the conversion of MARC data to DALNET's slightly expanded Dublin Core data set are included in Greenstone. A sample of records from the Great Lakes Shipping Collection was successfully converted as a test.

After much study, a DALNET metadata data set was developed. This data set is based on Dublin Core but also contains a few elements from the Categories for the Description of Works of Art (CDWA). The DALNET data set is currently limited to description and access data. It will be necessary soon to develop other data sets to encompass administrative and preservation metadata. A crosswalk between the DALNET Metadata data set, Dublin Core, and MARC 21, Visual Resources Association Core Categories (VRA), and CDWA is appended.

RECOMMENDATIONS
- Metadata proposals for DALNET will be vetted by the DALNET Database Standards Committee
- The DALNET Metadata standards will be posted in an appropriate section of the DALNET web site.
- Digital projects conducted under DALNET auspices will select descriptive and access metadata that is compatible with the DALNET metadata element set when ever possible.
- Exceptions to the DALNET dataset will require approval by the DALNET Database Standards Committee. All efforts should consider the effect upon retrieval by the end user.
- Formal personal and corporate names and uniform titles will be verified against the DALNET bibliographic database and shall be entered in the same form as used in the bibliographic database. Entries not found in the DALNET bibliographic database well be entered using the name found on the digital object using the normal convention of entering the surname first. If the name is not

found in the DALNET library's bibliographic database, it is recommended that the Library of Congress Name Authority File be consulted.

- Subject access should, if appropriate, be based upon a recognized thesaurus. The thesaurus should be appropriately identified. If uncontrolled keyword access is selected, it should be so identified as a Dublic Core qualifier.
- The DALNET Database Standards Committee needs to be actively involved in the development of future metadata efforts and the revision of current efforts
- DALNET should develop file naming conventions that will aid the in the linkage of metadata to images as well as insuring that the links can be easily maintained
- A set of metadata to house administrative and preservation data needs to be developed.
- A set of structural metadata elements needs to be developed
- The DALNET metadata element set needs to be expanded to better handle sound and moving image files.
- Issues of authority control and indexing need to be studied
- The development of new forms of retrieval such as federated searching need to be studied with an eye to the DALNET metadata set.

At this point the attached Crosswalk will be used for the initial demonstration projects. It is anticipated that some changes will need to be made. The DALNET Database Standards Committee will be convened for the purpose of reviewing this crosswalk and recommending approval. If approved, this report will come back to Project Managers for approval and will be posted on the DALNET web site. This should happen before the next PM meeting in November, 2003.

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9/5/03