

Metadata Task Force

Background

One goal of the Consortium of Church Libraries and Archives (CCLA) is to enable cross searching of its various digital collections by students, faculty and other researchers. This goal will be difficult, if not impossible, to achieve unless the members of the Consortium adopt common metadata standards and implement those standards through similar policies and procedures. Currently, the Consortium loosely follows the Western States Metadata Best Practices for text and image documents but this standard has never been officially adopted. Furthermore, the Consortium has yet to launch a systematic evaluation of indexing standards for digital audio and video formats with the goal of reaching agreement on how to describe those materials. With growing demand for access to digital audio and video recordings, this lack of consensus on indexing standards could become a major problem for the consortium in the near future.

The CCLA Executive Council decided that the most effective method of reaching consensus on indexing standards, policies and procedures would be to appoint a Metadata Task Force with broad representation from member libraries. Following is the charge for that Task Force.

Charge

The Task Force is charged to:

1. Examine the following standards and indexing issues and recommend to the CCLA Executive Council the standards, policies and practices that should be adopted by the Consortium for all types of digital formats.
 - a. Should the consortium adopt Western States Metadata Best Practices or the emerging METS standard?
 - b. What guidelines should be followed for data input in specific fields?
 - c. What guidelines should be followed for page level vs. document level metadata?
 - d. Should MARC records be loaded in all CCLA member library catalogs with links to digital collections?
 - e. To what extent should authority control, including use of multiple control vocabularies, be implemented as a standard practice in indexing digital materials?
 - f. What are the standards that should be adopted for indexing audio and video materials, particularly given that CCLA hopes to implement standards that are consistent with those used in the Audiovisual Department of the Church?
2. Recommend to the Executive Council the procedures necessary to insure compliance with adopted standards, policies and practices. Recommendations should include provisions for a consortium training program.
3. Develop recommendations on how to gather in a timely fashion copyright clearances and patrons usage statements for digital objects.

Membership

Core Team

Kayla Willey, Chair (BYU Lee, co-chair)
Nancy Sargent (Church A/V, co-chair)
Valerie Buck (BYU Hawaii)
Carl Johnson (BYU Rights Management)
Carl Olsen (Church History/Archives)
Brooks Haderlie (BYU Idaho)

Extended Team

Karen Griggs (BYU Lee)
Mike Hill (BYU Lee)