Digital Repository Metadata (DRMD) Common Knowledge Group Charter

1.   Summary and Scope of Work

This CKG is a standing group of experts and pioneers in the area of digital repository metadata, covering metadata standards, requirements and lifecycles for digital asset management systems, institutional repositories and digital collections systems. This CKG communicates with and provides support to the UC Libraries Advisory Structure but does not make systemwide policy decisions, manage projects or project teams, or oversee ongoing services.

This group serves to pool and share UC wide knowledge and expertise in the area of digital repository metadata management. While libraries are well into their second decade of working with metadata schemas for web resources, it is still a highly dynamic and diverse area of work. Unlike description of bibliographic resources, digital object description lacks a centralizing community-wide set of standards. In fact, the digital repository metadata environment is marked by its great diversity of standards, best practices, creation and editing workflows, management tools and discovery systems. These environments also utilize and require metadata that runs the gamut of functional areas, including description, preservation, administrative/management, rights, and structural functions. The diversity of the digital repository metadata landscape, makes it especially valuable to have a mechanism for sharing the work, research, and development being done throughout the system. As such, this CKG provides the opportunity to better leverage system-wide specializations and expertise, increase the opportunities for cross-campus collaboration, and potentially the development of shared tools.

While there are close associations with several other existing CKGs (namely Cataloging and Metadata CKG, Preservation CKG, and the Digitization CKG) the current charges of these groups fall outside of the scope of the DRMD-CKG. We expect to have informal liaison relationships with many of these groups, and to collaborate with them as opportunities arise.

2.   Key Expectations
        This CKG will:
- Gather and share information about new technologies, best practices, project opportunities, and local campus and UC wide developments within the area of digital repository metadata management.
- Provide input and information to other UC Libraries groups as requested.
- Conceive and advance innovative ideas and improvements relevant to the UC Libraries' Systemwide Plan and Priorities.
- Share information on local campus metadata creation workflows, policies, and management practices.
- Monitor and discuss relevant professional literature and conference presentations.

- Build and leverage expertise in the area of metadata to support discovery, preservation and management of the products of research and scholarship, with attention to the developing areas research data curation and digital humanities projects.
- Monitor and discuss potential opportunities for the development of shared services in the area of digital repository metadata.
- Keep abreast of developments in the Semantic Web and linked data environment.

3.   Membership and Terms of Appointment

Membership is open to all levels of staff responsible for or involved in digital repository metadata and closely related services. To seek membership, interested parties must contact the DRMD CKG Chair. The group include a broad range of experts from the UC community. Current committed members include:

Current Members:
- Adrian Turner - CDL
- Xiaoli Li and Jared Campbell - Davis
- Laura Smart, Mark Vega, and Kelly Spring - Irvine
- Claudia Horning - Los Angeles
- Arwen Hutt (Chair), Greg Reser, and Juliane Schneider - San Diego
- Chrissy Rissmeyer (Vice Chair) and Michael Kim - Santa Barbara
- Rachel Jaffe - Santa Cruz

Process for selecting convener(s) and any term lengths
Term length for Chair will be 1 year, beginning July 1. Term length for Vice Chair will be 1 year as Vice Chair, and then rotating into Chair position, both beginning July 1. In June, a new Vice Chair will be selected for the following year. This appointment will rotate in alphabetical order by campus name and based on resource availability for each campus. Each campus is responsible for keeping their member listing on the roster up-to-date.

4.   Communication and Meetings
This CKG's communication responsibilities are to:
- Maintain an email list for use by the CKG; CKGs with open membership will maintain lists open to all interested UC Libraries staff
- Post and maintain a historical record of meeting minutes and reports, accessible to all interested UC Libraries staff.

This CKG will communicate regularly through these forums:
- CKG listserv (through UCOP)
   - Public, archived, with the archive available on the web
- Wiki (through UCOP)
   - Meeting minutes
   - Reports and other documents

- Regular audio/video conference calls, currently monthly calls but could be adjusted depending on need (e.g. Zoom, Google Hangouts, ReadyTalk, etc.)
- Shared working documents as needed (e.g. Google Docs, Sheets, etc.)