

CAMCIG metadata survey

February 2007

CAMCIG would like to poll each technical services department in the UC system to determine training needs, current operations and projects, and to identify experts and trainers in METS and MODS. The purpose is to develop a training program that can be ported to the various UC Libraries, to begin to move forward in metadata training and metadata projects, which can assist in the description and ingestion of digital objects into the CDL Digital Preservation Repository (DPR).

Please have 1 (one) person from each UC Library fill out the following survey, and return via email to Brad Eden, Associate University Librarian for Technical Services and Scholarly Communication, at eden@library.ucsb.edu by March 1, 2007. Thanks.

1. Please describe how your library is currently arranged to meet the metadata needs for both analog and digital objects. Are metadata personnel (both MARC and non-MARC) centralized or decentralized? Do all metadata personnel currently report to one area/division in the library?

UCSF: Decentralized; one MARC cataloger, several non-MARC catalogers; they are scattered in different units of the Library
UCD: Decentralized; reporting to/scattered in 5 different departments
UCI: Centralized; 1 MARC cataloger in Special Collections
UCSB: Decentralized; non-MARC cataloging done outside of Technical Services; Metadata Librarian hire currently in process
UCR: Centralized; no non-MARC metadata production
UCM: Centralized; Head, Digital Assests (non-MARC production) reports directly to UL
UCSC: Centralized; reporting to/scattered in 2 different departments
UCB: Centralized; Cataloging Unit does MARC; Digital Collections Unit does digital objects
UCSD Mainly centralized, called Metadata Services Dept. (MSD); but Special Collections and Art & Architecture Library have own personnel. A Metadata Analysis and Specification Unit (MASU) within MSD, that provides support to digital library program

2. Please detail and report on any personnel whose duties include working with non-MARC metadata (FTE and/or specific job titles). Do you have direct supervision of these personnel, or are they distributed through the library?

UCSF: Digital Content Development Manager (1 FTE); Archives & Special

UCD: Collections Manager (1 FTE); not supervised by Tech Services
 Electronic Resources Librarian (.75 FTE), supervised by Tech Services;
 Collections Manager, Manuscripts/Photo Curator, University Archivist,
 and student interns (1 FTE), supervised by Special Collections

UCI: Electronic Resources and Metadata Cataloger (1 FTE), supervised in Tech
 Services

UCSB: 8 people in MIL (.35 FTE); 3 people in Special Collections (.5 FTE), and
 Some Dublin Core (?? FTE), not supervised by Tech Services

UCR: None

UCM: Head, Digital Assests (1 FTE), reports directly to UL

UCSC: 3 people in Visual Resources Collection (3 FTE); 1 person in OAC (1
 FTE); 2 people in Special Collections (1 FTE); Metadata/Cataloging
 Librarian (1 FTE) supervised by Tech Services

UCB: Archivist for Digital Collections (1 FTE); Digital Collections Assistant
 (1 FTE), both supervised by Tech Services

UCSD: Metadata Librarian and Digital Archivist (.25 FTE), 2 Metadata
 Specialists (2 FTE, temporary). Recruiting for full-time Metadata
 Specialist. Various other personnel outside MASU.

3. Please take the time to record what you perceive to be your needs, in the area
 of metadata training and information to your staff.

a. Where are you currently with your staff in relation to knowledge of non-
 MARC metadata?

UCSF: limited knowledge
 UCD: basic understanding/awareness
 UCI: basic understanding/awareness
 UCSB: use in MIL, some use in Special Collections, basic knowledge/
 awareness in Tech Services
 UCR: little to no knowledge
 UCM: librarian mentioned above has considerable knowledge and
 experience in a number of metadata standards
 UCSC: 1 staff member knows EAD, two know VRA.4 and CCO
 UCB: 2 people mentioned above have extensive knowledge and
 experience in a number of metadata standards
 UCSD: Lots of talks, discussion, outside speakers, more education coming

b. Have you already done training in non-MARC metadata? If so, what did
 it cover?

UCSF: some basic training in METS, MODS, XML, DC, and VRA Core
 UCD: none yet; but holding 2-day workshop through CLA
 UCI: none
 UCSB: MIL personnel know a variety of metadata standards, some formal
 training in EAD and XML for others (not in Tech Services)

UCR: none
UCM: none
UCSC: no formal training, self-taught
UCB: training in-house, informal by Archivist for DC
UCSD: No, only informal, want a real project first

c. What would you like your staff to be trained in?

UCSF: METS, MODS, best practices
UCD: Introductory training on metadata, with practice session (OAC)
UCI: none
UCSB: METS, DC, MODS
UCR: EAD, METS, MODS
UCM: METS, MODS
UCSC: METS, TEI, CCO, MODS
UCB: METS, MODS, EAD, TEI, basic understanding
UCSD: deep understanding of principles and systems, workflows, mixed feelings about MSD involvement in digital library metadata. RDF framework/architecture, training needed.

d. What kinds of analog and digital projects are you currently working on, or want to work on in the future, that will require working knowledge of and expertise in non-MARC metadata?

UCSF: Number of projects
UCD: Number of projects
UCI: None currently, ETDs in future
UCSB: Number of projects
UCR: None currently, new archivist to start some
UCM: Number of projects, ETDs in future
UCSC: Number of projects
UCB: Number of projects
UCSD: Number of projects, Archivist's Toolkit use

e. What are your current needs and goals specifically related to METS and MODS usage?

UCSF: want to see more flexibility in tools for use
UCD: already have experience; need to train additional staff
UCI: none currently, would like training with application
UCSB: METS, MODS, tools
UCR: none currently, want to learn more
UCM: ETDs, ingest into DPR
UCSC: training in METS wrapping of files, or preparing files for systemwide METS wrapping. Submitting files to DPR
UCB: none, currently using METS and MODS for ingest into DPR

UCSD: already using METS, MODS, build larger body of expertise within system/among campuses; more MODS training preferred.

4. Do you have any personnel in your organization that have knowledge and expertise in the areas of METS and MODS? Can you please provide names and contact information, and would these individuals be willing to act as trainers for the UC Libraries, and would their libraries be willing to have them available to act as expert trainers in METS and MODS for other UC libraries? (at this point, all expenses would be paid by the training library, with time off provided by the expert trainer's library.)

UCSF: None

UCD: One staff member, but only in a support role, not as trainer

UCI: None

UCSB: None

UCR: None

UCM: One staff member, considerable expertise, first child due in July

UCSC: None

UCB: One staff member

UCSD: Three staff members, all very busy
Recommend consulting CDL and Stanford experts