

# DLF Metadata Assessment Working Group Meeting

Thursday, February 29, 2024

1:15 pm Eastern / 12:15 pm Central / 11:15 am Mountain / 10:15 am Pacific

[Agenda](#) || [Notes](#) || [For Next Time](#) || [Notes from 2023-11-30](#)

## Helpful Links:

- [Our Google Group](#)
- [Our Google Drive Folder](#)
- [Our GitHub Organization](#)
- [Our GitHub Pages Site](#) (including [Projects](#) & [Resources](#))
- [Our DLF Wiki \(static page with overview of the group\)](#)
- [2024 Work Plan](#)
- [DLF AIG Landing Page](#)
- [AIG Slack Channel Sign-up](#)

## Call Information:

<https://clirdlf.zoom.us/j/85766357631?pwd=n4BBPDV421x9YGA37qGv0cbMBGpwed.1>

Meeting ID: 857 6635 7631

Passcode: DLFzoom

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One tap mobile

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Dial by your location:

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Find your local number: <https://clirdlf.zoom.us/j/keiroTLPKw>

(Add a + next to your name if you're willing to take notes today.)

**Present:** Hannah Tarver, Chris Day, Mike Bolam, Kate Flynn, Mandy Mastrovita, Kaylin Blount, Anna Goslen, Julia Bourbois

**Regrets:** Scott Goldstein, Steven Gentry


**Notetaker:** Kate Flynn

## Agenda

- 1) Welcome, introductions
  - a) Brief overview of the MWG
  - b) Relation to the rest of the DLF-AIG
  - c) Previous work
- 2) Discussion of this year's goals & meeting structure
  - a) [https://docs.google.com/document/d/1OcgWkW-a-rOj6-4WTfaz\\_6N6lEQvgUWCpdD2BOp4X-0/edit?usp=sharing](https://docs.google.com/document/d/1OcgWkW-a-rOj6-4WTfaz_6N6lEQvgUWCpdD2BOp4X-0/edit?usp=sharing)
  - b) Which projects do we want to plan for this year?
  - c) How do we want to prioritize projects?
  - d) Plan meeting frequency
- 3) Other announcements & updates

## Notes

1. Welcome, introductions
2. Brief overview of the MWG
  - a. *Links to websites, documentation, etc. at top of page*
  - b. We work in subgroups that meet on their own schedules to complete the work for their projects
  - c. Open to any projects/work related to metadata assessment & quality
    - i. Based on where in interest is and what there is time to work
3. Relation to the rest of the DLF-AIG
  - a. MWG is under the DLF umbrella
  - b. Part of the AIG (Assessment Interest Group)
    - i. page for the overall Assessment Interest Group:  
<https://www.diglib.org/groups/assessment-interest-group/>
  - c. Our work is coordinated with other AIG groups
    - i. One potential collaboration this year is with Cultural Assessment Interest Group
    - ii. Also coordinate information sharing
  - d. DLF will have an in-person only event in July with limited attendance spots & a virtual event in October
    - i. CFP for summer event in Lansing, MI closes today, February 29:  
<https://forum2024.diglib.org/submit/>
4. Previous work
  - a. Resource collecting
    - i. Publications

1. Bibliography of articles, etc. related to metadata assessment
    - ii. Metadata assessment tools
      1. Tools that can be used for metadata assessment
    - iii. MAP Clearinghouse
      1. Examples of MAPs and other guidance documents
    - iv. Skill-building resources
      1. Catalog of resources used to build skills in specific area
  - b. Information dissemination: some intended for metadata professionals, some for lay persons, other library professionals
    - i. Github.io web site
      1. Where MAP clearinghouse, Metadata Assessment Tools, Skill-building resources, Publications are linked
    - ii. Posts on DLF blog
      1. Ongoing as people are able to contribute
    - iii. Workshops (last done in 2018)
  - c. Supportive data & resources
    - i. Quality benchmarking
      1. Research in how we can create universal benchmarks for what metadata quality should/could look like
5. Discussion of this year's goals & meeting structure
- a.  2024 DLF AIG Metadata Working Group Work Plan
    - i. What projects do we want to put our time/energy towards?
      1. Existing projects (some are maintenance/enhancement)
        - a. Website
        - b. Benchmarks
        - c. Blog posts
          - i. +1 for blog posts
          - ii. Hannah has added some suggested topics
          - iii. Past posts have included contributions from multiple people - this could be a good model going forward (Hannah has added suggestions that would work with this model)
          - iv. If people are interested in the Blog group, please reach out to Mandy Mastrovita [mmastro@uga.edu](mailto:mmastro@uga.edu)
      2. New Projects
        - a. Glossary
        - b. Documentation
          - i. How does metadata documentation work?
          - ii. +1 for documentation

- c. Collab with Cultural Assessment Interest Group
  - i. Inclusive Metadata Toolkit (draft in progress):  
<https://docs.google.com/document/d/1MiDRYnt1vjccr9ABpg2QhyHxazlXXDUnDLgqqM8yX2w/edit>
    - 1. Mandy is thinking about joining and can report back/liaise
    - 2. Chris is also trying to attend meetings
    - 3. Rachel Wittman (who worked on Metadata Benchmarks white paper) is one of the leads on the effort
      - a. Is there anything specific they would like input/help with?
      - b. Could possible get feedback from people in group
  - ii. Are there any new projects?
    - 1. Publications of Note review/update/assessment (this was last done five years ago):  
<https://dlfmetadataassessment.github.io/projects/publications/>
      - a. Add new articles?
      - b. Enhancement: provide abstracts for articles
    - 2. Async project options
      - a. Projects:
        - i. Annotating publications
        - ii. Glossary
      - b. Has this worked out? It's unclear.
      - c. Is there interest in providing options?
      - d. We need to provide some structure about how/when to provide information/suggestions
      - e. Any thoughts?
        - i. Slack channel for facilitating?
        - ii. Dana R. did a lot of async participating last year with blog posts
        - iii. A list of async projects was at the bottom of the agenda list this year with some soft deadlines
        - iv. What guidelines are available? Information about what we want/when we want it
        - v. Where would we promote this?

1. Is the DLF blog a good place for this?
  - vi. Is this a full project over the course of the year to set up the structure for this?
    1. This may be too big in scope
  - vii. +1 for writing up documentation and sharing it with the group
- b. For next meeting, think about projects + priorities
6. Meeting frequency: Decide how often we want to meet (once a month? Twice a month?)
7. Becky Fried is stepping down as co-facilitator. Please contact Hannah if you are interested in being a co-facilitator

**Next Meeting:** March 14 @ usual time

**Action Items:**

1. Contact sub-group coordinators if you are interested in joining:
  - a. Tools: Greer Martin, [gmartin5@luc.edu](mailto:gmartin5@luc.edu)
  - b. Benchmarks: Hannah Tarver, [hannah.tarver@unt.edu](mailto:hannah.tarver@unt.edu)
  - c. Social Media: Mandy Mastrovita, [mmastro@uga.edu](mailto:mmastro@uga.edu)
  - d. Website: Anna Goslen, [goslen@email.unc.edu](mailto:goslen@email.unc.edu)

**Asynchronous Participation Options:**

- Add/update citations in the [Zotero library](#) (of metadata assessment-related resources)
- Add definitions or terms to identify to this glossary doc:  
[https://docs.google.com/document/d/1IB62AwdTIEtqxKb\\_vg5uuQ71E0adCG90dHwBwAsGsgM/edit?usp=sharing](https://docs.google.com/document/d/1IB62AwdTIEtqxKb_vg5uuQ71E0adCG90dHwBwAsGsgM/edit?usp=sharing)