

Metadata Policy, Strategy, Use and Sharing Advisory Group (MUSAG)
October 9, 2015

Present: Kristina Eden (recorder)

Steven Folsom

Todd Grappone

Valerie Glenn

Martin Kurth

Patti Martin

Shana McDanold

Angelina Zaytsev

Absent: Tim Cole

Agenda

1. Identify last-minute agenda additions
2. Review our charge, especially coordination with the Zephir Advisory Group
3. Agree on how we want to approach our work
4. Discuss our approach for conducting an environmental scan of Hathi metadata services, etc.
5. Discuss our readiness to work on a Hathi metadata sharing and re-use policy
6. Identify other priorities for our first three months of work
7. Discuss added agenda items (incl. a MUSAG by any other name)

Action Items

Angelina - Ask Mike Furlough for documentation of strategic plans

Todd - send out metadata PSC policy draft to the group

Todd and Marty - look into how to get on HT member meeting agenda and facilitate an information gathering session on metadata usage.

Environmental scan subgroup - Steven (analytics), Angelina, Kristina, Valerie (will coordinate), Shana (bibliographic side). Seeking to have a draft by Dec 8 or 9.

Angelina - share the bib data flow document to the group

Patti - draft template questionnaire for environmental scan

Patti will be MUSAG's formal connection in sharing what we've discussed with the Zephir Advisory Group

Marty - contact Melissa Stewart about Doodle polls for MUSAG group calls

Kristina - post call notes and action items to website

Introductions

As this was MUSAG's first meeting, we introduced ourselves and will continue to say our names when speaking for the next few calls. Kristina will record the action items and confirm them at end of meeting. We discussed but opted not to record the call.

Identify last-minute agenda additions

There were no additions to the agenda.

Review our charge, especially coordination with the Zephir Advisory Group

Marty reminded us that deliverables are not limited to those listed in the charge. If we identify other things we should raise them.

Coordination of work with ZAG

MUSAG is charged with helping set strategic direction and policy for metadata usage. The Zephir Advisory Group (ZAG) is similarly responsible for policy relating to metadata management and operations. Todd and Marty would like us to consider the coordination and information flow between these two advisory groups. ZAG came about because Zephir/CDL had a service level agreement with the University of Michigan that they would develop an advisory group. Their advisory group was up and running as of July 2015. Kathryn Stine is product manager for Zephir and she chairs this group. Patti Martin is Kathryn's manager and she has agreed to be the official information conduit from MUSAG to ZAG. Todd is on three committees: ZAG, MUSAG, and PSC. His role will be to encourage and facilitate conversation between the three groups. ZAG also posts their meeting minutes on the HathiTrust webpage and we should do the same with MUSAG meeting minutes.

Expected deliverables: discussion of priorities

The environmental scan should be prioritized early in MUSAG's work. Having it will be very helpful figuring out what will follow and in informing later priorities such as recommendation of policies and strategic direction. Despite hearing about all the HathiTrust initiatives we don't know how they relate. It would be helpful if we could develop a short one-page template to seek practical data from related services folks. Systems managers are best placed to help us understand issues and help identify gaps relating to record connectivity and policy.

Steven asked if HathiTrust already has a strategic roadmap that we should understand. This could help us know whether ad hoc requests coming in fit in the strategic plan. HathiTrust is in process of hiring a Director of Services and Operations who will take on this sort of planning. Todd shared that Mike Furlough and the PSC have been talking about a strategic roadmap. He will send the PSC metadata policy draft to the group. MUSAG's role is to seek out holes in the policy and make sure policies reflect the values of the community. The PSC policy draft is slated for review at their December 8 committee meeting.

Discussions of other deliverables such as policy on metadata management, bibliographic correction of metadata, and detection of duplicates are dependent on our finishing the environmental scan.

Agree on how we want to approach our work

Subgroups: Marty suggested that we identify smaller task groups to work on specific projects. These subgroups will report back to the group as a whole. This will also help determine and reduce the call frequency for the group as a whole. The group was in agreement.

Documentation and shared space: Melissa Stewart set up a Google Site for the MUSAG group which we can edit and post documents that are in process. We would like to document our meeting minutes on the HathiTrust webpage.

Call frequency: Quarterly calls are too far apart for the whole group to meet. Monthly or every 4-6 weeks was where we settled. Subgroups will meet more frequently as needed. Marty will contact Melissa Stewart to set up Doodle polls for the call times.

Timelines: The Program Steering Committee meets December 8, the day before the HathiTrust membership meeting. Todd is on PSC and he can share with them what we have drafted by then. It is a good idea to have something tangible by that date. We felt it realistic to have a draft environmental scan ready for comment by December 8. We will also attempt to have a metadata usage survey ready to deploy. It is too close to have any other deliverables by then.

Discuss our approach for conducting an environmental scan of Hathi metadata services, etc.

Angelina suggested we put together a list of the types of metadata maintained in conjunction with HathiTrust. It would be interesting to use the member meeting to solicit feedback from experts. Can we use the member meeting as an information gathering opportunity?

Shana asked if we could hold a brainstorming session about sharing and reuse at the Hathi member meeting. Mike Furlough intends to hold discussions at the member meeting, but there may be competing priorities for the topics. Angelina suggested that a good question for that discussion session is: What kinds of data do partners know HathiTrust has that they would want to have access to? What data is valuable to them?

We decided to focus on the environmental scan for the December member meeting; having a draft or preliminary report ready where other people could help identify gaps. Also we will do a survey of HathiTrust membership asking what metadata they want (day-to-day use). What are you using now, how are you using it? Knowing how they're using it will inform how it's best shared and reused. The survey is a good idea because the right people to answer these questions may not be the ones attending the member meeting.

We tasked a subgroup with working on the environmental scan

- Valerie Glenn, coordinator
- Angelina Zaytsev
- Steven Folsom
- Shana McDanold
- Kristina Eden

Ideas for conducting the scan: Identify where we are gathering analytics or not that can assess usage. Develop a one page questionnaire for services that use metadata. Come up with a high level categorized list of metadata. Inventory the ways we could do an analysis. Do a gap analysis.

Discuss our readiness to work on a Hathi metadata sharing and re-use policy

Members shared thoughts about the difficulty of jumping into a policy discussion without first understanding the universe we're working in. It is hard to talk about sharing and reuse policy until we see what the environment scan reveals.

We aim to have an environmental scan ready in draft form by the HathiTrust member meeting which will highlight the categories of metadata available. We hope to use the HT meeting to judge the focus and strategic directions of other institutions. Afterwards, we will also survey people who actually are using the metadata. Since the HT meeting agenda can be very tight, a contingency plan may be to ask Todd to raise questions in front of PSC.

Identify other priorities for our first three months of work

In addition to the environment scan, we hope to reach out directly to people using the metadata with a survey.