

Metadata Policy, Strategy, Use and Sharing Advisory Group (MUSAG)  
February 12, 2016

Present: Tim Cole  
Kristina Eden (recorder)  
Todd Grappone  
Martin Kurth  
Patti Martin  
Angelina Zaytsev

Absent: Steven Folsom, Valerie Glenn, Shana McDanold

### **Agenda**

1. Policy Development Working Group update - Todd
2. Environmental Scan Working Group update - Angelina
3. Bibliographic Metadata Working Group charge discussion
4. Late agenda additions

### **Action Items**

All - add comments to Bib Metadata Management Policy WG charge by start of week of our next call on 3/11/2016.

### **Policy Development Working Group update**

The policy development working group met and looked at a document that CDL had put together a while ago to see whether aspects from that document could be repurposed for a policy outline. They are currently investigating how the HathiTrust bylaws fit into the creation of metadata policy by speaking with people who have knowledge of how the bylaws were created and how they operate. Minutes of the governance groups such as the Exec committee could also contain historical data about the policies, practical considerations, what the Exec committee wanted at the time, and considerations of OCLC. John Wilkin and others recommended talking to Karen Calhoun. Some of the OCLC metadata policies that impact record reuse are about attribution, but there may have been changes in the thinking and it is a good time to revisit the question. The working group would also like to talk with Brian Schottlaender since he was on the bylaw committee during formative HathiTrust years. Any future metadata policies should take historical decisions into account. Decisions were made based on conditions at the time, but circumstances have likely evolved since then.

Records shared with DPLA are only for items determined to be public domain. Given the highly contextual nature of decision making we need to build in periodic review of metadata policies and who will do the reviewing. It will also be important to coordinate between MUSAG working groups because there is some overlap in their work.

## **Environmental Scan Working Group update**

The environmental scan working group met 2/5/2016. All the surveys have been collected. They also drafted a final report outline:

- Executive summary
- Key points
- Summarize the technology infrastructure: main systems, applications, reports
- Describe each body of metadata, sources, where the data lives
  - Follow with list of gaps, breakdowns, opportunities for expansion
- Conclusion that summarizes next steps/areas for work
- Out of scope issues/comments
  - Updates, record quality, integrating with other systems/identifiers

The environment scan survey responses mentioned some out of scope problems and breakdowns (also valuable information) not necessarily related to metadata but that would be beneficial to address. For example the federal document registry code is in Github but HathiTrust doesn't have a policy on sharing code in Github. Angelina commented that these surveys will provide a great introduction to systems for the new HathiTrust Director of Services and Operations.

The working group will meet again on 2/19/2016. In the coming week they'll finish reviewing individual surveys, identify trends, and start working on a rough draft. There is no final report deadline set yet but the group is trying to move things along quickly by having frequent meetings.

## **Bibliographic Metadata Working Group charge discussion**

A drafted charge for this working group was sent out just a few days ago and MUSAG members have requested more time to look at it and provide comments. Marty will post the draft on the MUSAG internal site. We discussed considerations for nominating and inviting people to participate on this working group.

The charge should be specific about what we're expecting as outcomes: policy revisions, what groups are responsible, what role HathiTrust should take, etc. The final report should be as easily actionable as possible and take into consideration existing infrastructure. MUSAG members are asked to have comments about the charge ready in advance of our next call.

## **Late agenda additions**

There were no agenda additions.