

**NJVid Metadata Workgroup
July 3, 2008
Minutes**

Present: Judy Jeng, Tom Nemeth, Mark Sandford, Marcia Sexton, Mary Beth Weber (chair and recorder).

Absent: Sharon Favaro, Kathleen Hughes, Martha Loesch

1. Review of charge and timetable- Tom Nemeth

Charge: NJVid Coordinator Tom Nemeth distributed the following handouts: alpha implementer collection profiles, a timetable for achieving the launch of NJVid Commons by the end of summer, and a sample records that William Paterson University will contribute to the NJVid Portal.

The NJVid Portal will host three kinds of video: locally owned commercial materials, and video on demand. Locally owned is defined as freely accessible via the Internet. He cited an example of YouTube videos which do not require authentication to view. The NJVid Portal is conceptually the same idea, and will not limit who can use it.

Commercial videos were defined as any material commercially distributed. They may be born digital. Offerings from Films Media Group are already digitized. This category also includes any materials a participating library owns for which they have the rights to digitize.

Video on demand may be changed to “Learning on Demand,” per a suggestion made by Grace Agnew, a member of the NJVid Advisory Board. These are materials created in-house by the faculty of our respective institutions. Viewing is restricted to the faculty member’s target audience (students).

Timetable: The timetable for achieving the launch of NJVid Commons was reviewed and discussed. The Metadata Workgroup’s metadata specifications will be shared with the Locally-Owned Content Group. The Intellectual Property and Copyright Workgroup and the Copyright Workgroup will select rights metadata for locally-owned content. The groups will then meet to review the specifications, to ensure that the concept of metadata is clear to all parties, and to address all necessary metadata issues. T. Nemeth confirmed that July 21, at 2:00 p.m. is likely the meeting date for the four workgroups.

Content: William Paterson has identified two titles that they will contribute to the NJVid Commons. Each institution will identify their holdings to confirm if they are in the public domain. One of the films that William Paterson will contribute to the NJVid commons is available via Archive.com and has been issued on DVD. This item is likely in the public domain and would not otherwise be available in these two forms. This led to a discussion of

the research process required to determine whether an item is in the public domain. This process will be documented on NJVid and will serve as a clearinghouse for this information.

If an institution is unable to insure that it holds rights to a resource, the steps taken must be documented and show that a good faith effort was made. This information will be uploaded to NJVid Commons.

There are ten alpha implementers across New Jersey. They have been approached and are helping to develop NJVid. They have been asked to identify their locally owned resources. In addition to these institutions, anyone is welcome to participate. Farleigh Dickinson University is not an alpha implementer, but has expressed an interest in participating.

Formats: The issue of which formats can be digitized was discussed. T. Nemeth explained that most formats can currently be supported. There are playback decks available for mini DVs, VHS, etc. Tape decks for U-matic may be purchased if needed. Equipment support is an ongoing determination.

The question of at what point metadata is added was raised. M.B. Weber will follow up on this. [Note: See this document for an overview of the proposed workflow: http://www.wpunj.edu/njvid/documents/html/2008.03.07_NJVid-Presentation.html. Based on this information, it appears that there will be a web-based form for participants to use to “deposit” their work, and provide metadata. I located this information after our meeting.]

Accompanying materials were discussed. Farleigh Dickinson, for example, has photographs that will accompany a videorecording.

Permissions: The workgroup discussed the concepts of “permissions status” and “copyright status” and whether there are discrepancies between them. The example that was provided is a commencement speech that has been recorded as a videorecording. It is copyrighted but an institution is not permitted to provide access to it. Rights metadata will provide different permissions and terms of availability. Examples cited included: available in-house, availability to stream, do not own rights, do not have permission of the copyright holder. A generic statement along the lines “If anyone finds this resource objectionable, the content will be taken down” will be included with resources.

T. Nemeth cited the Digital Millenium Copyright Act, section 5 which states that an institution can make content available. NJVid will be hosted by NJEdge. If the copyright is disputed, the copyright holder needs to contact NJEdge to remove content. If the providing institution challenges this request, they can put the material back online. The copyright holder can take the institution to court, rather than NJEdge as a provider.

2. Discussion of essential and optional metadata elements for locally-owned videorecording content

M.B. Weber distributed a document titled “Suggested Essential Metadata Elements for NJVid Locally Owned Content” which intended as a starting point for discussion and final selection of metadata elements for describing and managing locally owned videorecordings. Four types of metadata considered: descriptive, source, technical and rights. [The Metadata specifications are appended as a separate document].

Templates for creating metadata were discussed. The Workflow Management System (WMS) enables creation of templates to streamline workflow and automatically populate metadata records with required information specific to a given project. Templates created at the project level free the object creator from the repetition of supplying required information. They are particularly useful for individuals with little familiarity with the WMS since they limit the elements and information that must be provided.

The workgroup discussed creating a copyright worksheet for creating metadata and a best practices guide for creating metadata. The deadline for comments on the metadata elements is July 11.

3. Conclusion and Next Steps

The meeting concluded with M.B. Weber providing an overview and demonstration of the WMS. Next steps were also discussed.