

GLIS 609 Metadata and Access

Fall 2018 Thursday 8:30 – 11:30 Education 433

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Office hours: Thursday 1:00 – 4:00 pm or by appointment

COURSE DESCRIPTION

The course presents fundamental theories and practices of organizing and describing digital resources in libraries, archives, and related fields. It covers major metadata schemes, extensible markup language (XML) and the development of metadata application profiles. It also discusses issues related to the management of metadata schemes in cultural heritage institutions. It consists of lectures, guest lectures, software demo and practices, student presentations and group discussion.

LEARNING OUTCOMES

- To identify the characteristics of metadata as descriptive tools for organizing digital resources;
- To recognize popular metadata schemes in diverse communities;
- To understand the strengths and weaknesses of major metadata schemes;
- To enable to develop a metadata application profile in an institutional context;
- To recognize the important issues related to metadata management and implementation in institutional settings.

TEXTBOOKS

Foulonneau, Muriel and Riley, Jenn. *Metadata for digital resources: implementation, systems design and interoperability*. (aka MDR) Oxford: Chandos, 2008.

<https://www.sciencedirect.com/book/9781843343011/metadata-for-digital-resources>. eBook is accessible through McGill Library site.

Lubas, Rebecca, Jackson, Amy and Schneider, Ingrid. *The metadata manual: a practical workbook*. (aka TMM) Woodhead Publishing Limited, 2013.

<https://www.sciencedirect.com/book/9781843347293/the-metadata-manual>. eBook is accessible through McGill Library site.

Reading materials including web sites are listed in each week. Some reading materials are posted to myCourses/609/Reading. All online materials are accessed as of Sep 1, 2018.

SOFTWARE INSTALLATION [OPTION]

- Download a 30 days free version of ALTOVA XMLSpy® 2018 Enterprise XML Editor from <https://www.altova.com/xmlspy-xml-editor/download> (Window version only). Select Window 64-bit (or 32-bit) and download.
- EditX (Window or Mac versions) <http://www.editix.com>.
- Xmplify (Mac version) <http://xmplifyapp.com>.

COURSE EVALUATION

Specific instructions on each paper will be distributed as the course progresses. Due dates are indicated in the weekly schedule and each instruction.

- Group projects (groups of 3 students) (55% total). **Students are strongly encouraged to bring a laptop to class, in particular for in-class coding exercises and software demo days.**
 - In-class group exercise: Dublin Core coding (10%)
 - In-class group exercise: EAD coding (10%)
 - In-class group exercise: MODS coding (10%)
 - Among the three coding exercises, the better two scores will be taken.
 - Design of metadata application profile (35%), voluntary group presentation (additional 5%)
- Final paper (individual or group, 25%) and required final paper presentation (10%)
- Class attendance and discussion participation (10%)

WEEKLY SCHEDULE (subject to change by guest speakers' availability)

Session 1: September 6, 2018

Topic: Overview of the course, features and types of metadata, history of metadata development.

Session 2: September 13, 2018

Topic: MARC21, MarcEdit, MARC discussion.

Session 3: September 20, 2018

Topic: Dublin Core (DC), DC-based applications, DC practice, and an introduction to metadata application profile.

Session 4: September 27, 2018

DC coding exercise

Topic: DC coding exercise, practice of Extensible Markup Language (XML).

Session 5: October 4, 2018

Topic: Rules for Archival Description (RAD), Encoded Archival Description (EAD), EAD practice.

Session 6: October 11, 2018 Study Break

Session 7: October 18, 2018

EAD coding exercise

Topic: EAD coding exercise and MODS/METS.

Session 8: October 25, 2018

MODS coding exercise

Topic: Metadata application profile and MODS coding exercise.

Session 9: November 1, 2018

Topic: Crosswalks of metadata schemes, issues on metadata implementation, interoperability, ontology, Resource Description Framework (RDF), and semantic web.

Session 10: November 8, 2018

Metadata application profile due

Topic: Access to Memory (AtoM) practice.

Session 11: November 15, 2018

Topic: Metadata application profile review and presentation, final paper topic sharing, and Archivematica practice.

Session 12: November 22, 2018

Presentation and discussion of final paper 1

Topic: Presentation and discussion of final papers

Session 13: November 29, 2018

Presentation and discussion of final paper 2

Topic: Presentation and discussion of final papers

Academic Integrity

Office of Graduate and Postdoctoral Studies

General Information

“McGill University values academic integrity. Therefore, all students must understand the meaning and consequences of cheating, plagiarism and other academic offences under the Code of Student Council and Disciplinary Procedures (see www.mcgill.ca/integrity for information).”

“Additional policies governing academic issues which affect students can be found in the McGill Charter of Students’ Rights: <http://ww2.mcgill.ca/students-handbook/chapter1.html>.

The students have the right to write exams and papers in French.

The acceptable circumstances for an extension or a delay: personal illness and illness in the immediate family (physician’s certificate required).

Communication Policy Statement: E-mail is one of the official means of communication between McGill University and its students. **As with all official communications, it is the student’s responsibility to ensure that time-critical e-mail is accessed, read, and acted upon in a timely fashion.** If a student chooses to forward University e-mail to another e-mail mailbox, it is that student’s responsibility to ensure that the alternate account is viable.