

# DIGITIZATION, CATALOGING & METADATA MAILING

## Nov/Dec

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### Announcements

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## Career Opportunity at Minitex in DCME Unit

*Jolie Graybill, DCME*

Minitex has an open position for a coordinator in our unit. Please read the following position description, and share it widely!

### Digitization, Cataloging & Metadata Education Coordinator

#### Summary

This position is responsible for developing and delivering in-person and online instruction, programming, and organizing communications for library professionals in Minnesota, North Dakota, and South Dakota on the topics of cataloging, metadata, and emerging standards and practices. The Coordinator will both lead and support libraries in working toward improved workflow in order to enhance services to their users. This position works independently with minimal supervision, reporting to the Minitex Assistant Director for DCME, while also collaborating extensively with fellow DCME Coordinators.

Travel throughout the three-state region, as well as to regional and national conferences and meetings, is expected. Commitment to professional growth and development of skills essential to maintaining a high level of professional proficiency are expected. Establishing superb working relationships with colleagues and staff of participating libraries, partners, and Minitex is essential.

#### Required Qualifications

Academic: ALA-accredited MLS/MLIS or advanced degree in a relevant field at the time of application.

#### Experience:

- Background and relevant experience in cataloging, technical services, or comparable environment
- Experience providing training or instruction and working with computer applications in libraries
- Up-to-date knowledge of current practices and trends in the areas of digital and technical services, and bibliographic control
- Demonstrated organizational and project planning skills
- Ability to exercise initiative
- Ability to handle multiple priorities and projects
- Ability to work independently and collaboratively in a complex, changing environment
- Demonstrated excellent oral and written communication and presentation skills
- Excellent interpersonal skills and ability to work effectively with a diverse clientele
- Strong commitment to excellence in service

### Desired Qualifications

- Experience with non-MARC metadata standards such as RDA, BIBFRAME, linked data, and/or Dublin Core
- Experience with OCLC cataloging tools
- Demonstrated ability to adapt to rapid change
- Library consortium experience
- Experience with online training

### Appointment

This position is available immediately. It is a full-time, annual renewable, 12-month, academic/professional position at the Assistant Librarian rank. Minitex offers a competitive salary, commensurate with experience for this position. Excellent benefits.

### To Apply

Submit the following

- A letter of application addressing all required qualifications and any applicable preferred qualifications
- Resume
- Names, addresses, telephone numbers, and e-mail addresses of three current references

Visit the UMN Employment Opportunities website (Job Req #195462):

[employment.umn.edu/applicants/jsp/shared/Welcome\\_css.jsp](http://employment.umn.edu/applicants/jsp/shared/Welcome_css.jsp)

Applications must include the position number UL326. Applications will be accepted until position is filled. For more information, refer to Jobs at Minitex:

[www.minitex.umn.edu/About/Employment.aspx](http://www.minitex.umn.edu/About/Employment.aspx)

The University of Minnesota is an Equal Opportunity Educator and Employer. ■

## Cataloging & Metadata

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### NISO Virtual Conference on Linked Data Recording Available

*Sara Ring, DCME*

To stay on top of current issues and trends in the library world, consider attending one or more of NISO's webinars and virtual conferences. The webinars often have presenters who are experts in their field, or who are on the cutting edge of implementing a new technology or standard. Minitex subscribes to the whole series and hosts in-person group viewings on a monthly basis, but we also provide access to all the recordings on the Minitex My Library portal.

The most recent NISO event was a virtual conference all about linked data: *Connecting the Library to the Wider World: Successful Applications of Linked Data*. The conference description points out that by creating services that rely on linked open data, we're creating a more robust information environment that better serves our users. The virtual conference included a keynote address about linking data and what it takes to make it happen, and presentations from seven different organizations who are using linked data.

You may have heard a lot about organizations *publishing* linked data (Library of Congress vocabularies, Getty vocabularies, OCLC), but if you have been wanting to hear more about successful implementations of *using/ consuming* linked data, check out the recordings!

### How To Access

Minitex offers access to archived versions of all events in NISO's virtual webinar series. Library staff in the three-state Minitex region can view these archived recordings via the Minitex MyLibrary portal. Just log in to your account and follow the "Archived Webinars from NISO, NASIG, ALA Editions" link. If you don't have an account yet, visit the Minitex website ([minitex.umn.edu](http://minitex.umn.edu)), look for the "login" link in the upper right corner on the page, and follow the steps to set up an account. ■

## Cataloging & Metadata

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### Connexion Tip: Searching E-books

*Sara Ring, DCME*

When teaching catalogers how to search WorldCat in Connexion, I am sometimes asked: how do I limit my search results to e-books only? There is no single WorldCat index or qualifier for limiting your results to e-books, but below are a few suggestions for index and qualifier combinations that come close. I would like to credit my previous co-worker, Mark Ehlert, for contributing to these suggestions.

To limit to e-books by a certain author in the command line search area of Connexion, your search string might look something like this:

```
mt:bks mt:url ll:eng pn:suzanne collins
```

Or, you can do a similar search in the keyword/numeric search area by using the drop-down menu qualifiers:

- Choose "Books" from the Format drop down menu
- Choose "Internet" from the Internet drop down

menu

- Choose “English” from the Language of Cataloging drop down menu

This results in quite a few hits, so I also might limit by year, or search by title instead of by author, like so:

**mt:bks mt:url ll:eng ti:mockingjay**

If you’re looking for more information about why I chose to use “mt: url”, visit the searching WorldCat documentation:

[z.umn.edu/rj7](http://z.umn.edu/rj7)

If you look at the “url” row in the documentation, it states: “Currently, the books format also retrieves Internet resources.” Adding a material type of url (as displayed in the previous example) to the search string should retrieve, if coded correctly, all records that describe e-resources and include 856s pointing to that e-resource.

Another way to limit a search to an ebook is by using the “am:” (Access method) index, which looks specifically at the url in the 856 field (subfield u only). See the example highlighted below:

856 40 \$3 OverDrive (PDF) \$u <http://www.contentreserve.com/TitleInfo.asp?ID={E5CED904-C796-4B58-BD96-AA7BDCEBD934}&Format=50>

If you’re interested only in ebooks from a particular vendor like Credo, ebrary, OverDrive, JStor, etc, try using the “am:” index along with a keyword that would be found in the url. Here’s a sample search with the vendor information added in:

**mt:bks mt:url ll:eng and pn:smith ti:business am:ebscohost**

Unfortunately, the 856 \$3 is not indexed, so while names of vendors can appear there, they are not searchable. Only the subfield u in the 856 is searchable when using the “am:” index.

Note: you can do this same search in the keyword/numeric area. Enter “ebscohost” in the “search for” box, then select “Access Method” from the drop down menu. ■

## Cataloging & Metadata

### Dublin Core for Beginners Course Offered

*Sara Ring, DCME*

Are you involved in a digital project at your institution?

How will you describe your digital objects in order to provide online access to them? One option is to use the Dublin Core, one of the most widely used metadata element sets in the world.

This live online class will be presented in two parts and run from 10:00 a.m. - 12:00 p.m. on Tuesday, Feb. 17, 2015 and on Friday, Feb. 20 (4 hours of class time total). Register here:

[minitex.umn.edu/Training/Details.aspx?SessionID=201](http://minitex.umn.edu/Training/Details.aspx?SessionID=201)

In addition to learning about the Dublin Core 15 element set, we will cover allowable refinements of the Dublin Core, and discuss recommended vocabulary and syntax encoding schemes for the elements (e.g. using a controlled vocabulary for the “Subject” Dublin Core element). You will be asked to complete at least 1-2 Dublin Core records as take home work after Part 1, to be reviewed and discussed as a group in Part 2.

We’ll wrap up the course by looking at some of the more commonly cited Dublin Core metadata best practice guides and how they may help you develop and implement local metadata guidelines for your digital content.

#### Who Should Attend?

Staff who work in libraries or cultural heritage institutions as catalogers, archivists, special collections librarians, or anyone who has responsibilities for the description of and access to digital collection materials. ■

## Digitization & Digital Preservation

### Minnesota Reflections Call for Applications

*Molly Huber*

Phase 11 is now open! The Minnesota Digital Library is pleased to announce that we are accepting applications to digitize material for the next round of contributions to Minnesota Reflections. Reflections contains photographs, diaries, letters, maps, oral histories, and other items illustrating and documenting the rich history of the state of Minnesota.

As in previous years, we are seeking historic materials that fall into our 20 general topic areas, examples of which are health and medicine, transportation,



education, the environment, and sports and recreation.

We are also looking for projects on some special topics in this round, on the impact of national and world events locally, and to commemorate some of the things that make Minnesota unique. Materials related to Prohibition, the Civil War, World War I and other conflicts, and the influenza epidemic of 1918 would be valued additions to the resource. On the lighter side, we would like to celebrate Minnesota's outdoor culture with items connected to lakes, cabins, and resorts, and the state's notable roadside attractions.

History is local as well as national, and is being made all the time. We want to help share your history more widely. Please consider contributing to Minnesota Reflections, either with materials in your collection or archives, or in partnership with another organization or business in your community that has a story to tell. By sharing our local histories, we make the story of our state richer. To become a contributor, or explore a potential project, please contact MDL Outreach Coordinator Molly Huber at 612-301-1329 or [mollyh@umn.edu](mailto:mollyh@umn.edu). ■

## Digitization & Digital Preservation

### Minnesota Reflections Featured Contributor

Greta Bahnemann, DCME

Barbara Bezat of the University of Minnesota's Northwest Architectural Archives knows something about Minnesota architecture. For the past 30 years Barb has been helping researchers, students and scholars answer questions about Minnesota's built environment. She has also been one of the Minnesota Digital Library's most enthusiastic



supporters and earliest contributors.

The Northwest Architectural Archives contributed to MDL during our first year of operation, Phase 1 in 2003. Their early contributions include the architectural drawings of Harvey Ellis (1854-1904) and Leroy Buffington (1847-1931). Most recently, Barb submitted a series of black and white photographs that document all of the Minnesota movie



*Architectural drawing for the Security Bank (Minneapolis), 1891 by Harvey Ellis and Leroy S. Buffington*



*Chief Theater, Bemidji, 1937 by Liebenberg and Kaplan, Architects*



*Interior of the Varsity Theater, Minneapolis 1938-1948 by Liebenberg and Kaplan, Architects*

theaters designed by the architectural firm Liebenberg and Kaplan. These images document many iconic theaters such as Minneapolis' Uptown Theater as well as lesser known Art Deco gems such as the stunning Maco Theater in

Virginia, MN and the Chief Theatre in Bemidji.

When asked about contributing content to Minnesota Reflections, Barb replied, "I love the Minnesota Digital Library. It is a great way for us to share some of our content with a wider audience. And it has been fun for me! Contributing to Reflections means I get the chance to see things I haven't really looked at since I processed the collection." Barb retires next month from the University of Minnesota after 30 years of amazing service.

Visit the collection here:

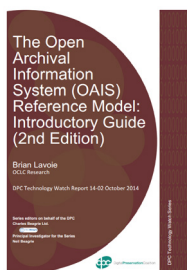
[reflections.mndigital.org/cdm/landingpage/collection/naa](http://reflections.mndigital.org/cdm/landingpage/collection/naa)

## Digitization & Digital Preservation

### OAIS Reference Model Introductory Guide Published

Sara Ring, Minitex/DCME

The second edition of the DPC Technology Watch report *The Open Archival Information System (OAIS) Reference Model: Introductory Guide* provides a great introduction to the OAIS for those new to digital preservation (or for anyone needing to re-acquaint themselves with the OAIS model). What is the OAIS model you may ask? The abstract in the report states it best: The OAIS is "the basis of numerous architectures, standards, and protocols, influencing system design, metadata requirements, certification, and other issues central to digital preservation."



The report begins with an overview of the development and features of OAIS and concludes with an analysis of the key benefits and limitations of the model. Read the full report here:

[z.umn.edu/rj9](http://z.umn.edu/rj9) ■

## Digitization & Digital Preservation

### New Version of Digital POWRR Tools Grid Available

Sara Ring, DCME

In the September *Mailing*, I introduced the Digital POWRR

project and summarized a white paper about their work, including mention of the helpful digital preservation tools grid they created. The POWRR project recently teamed up with the COPTR consortium to release version 2 of the *Digital POWRR Tools Grid*. Below is an excerpt from the full announcement, originally posted on the digital curation Google Group:

[groups.google.com/forum/#!forum/digital-curation](https://groups.google.com/forum/#!forum/digital-curation)

The Digital POWRR Project, in collaboration with the COPTR Consortium, is pleased to announce version 2 of the *Digital POWRR Tools Grid*. The *Grid* helps practitioners find software tools to solve their digital preservation challenges.

[www.digipres.org/tools](http://www.digipres.org/tools)

The new *Tools Grid* provides information about almost 400 digital preservation tools by combining the graphical style of the first *POWRR Grid* with live data from the COPTR registry.

	DCC Lifecycle Stages*							
	Access, Use and Reuse	Create or Receive (Acquire)	Cross-Lifecycle Functions	Dispose	Ingest	Preservation Action	Preservation Planning	Store
Audio	1	4	3		11	10		
Binary Data			4					
Container						5		
Database		1	3		3	13		
Disk Image		5	3		1	1		
Document	3	1	4		32	14		
EBook					5	2		
Email			4			4		1
Geospatial					1			
Image	2		2		20	19		
Project Management Data	1					1		
Research Data	1	6	12		4		12	15

*New Digital POWRR Tools Grid*

The *Tools Grid* can be found on a new domain for community owned digital preservation resources, Digipres Commons:

[www.digipres.org](http://www.digipres.org)

Digipres highlights useful collaborative preservation resources from around the web as well as hosting these other collaborative services:

- The COPTR tools registry
- The Digital Preservation Question and Answer site
- The File Formats aggregation service

The COPTR Consortium is: Aligning National Approaches to Digital Preservation (ANADP), The Open Preservation Foundation (OPF), The National Digital Stewardship Alliance (NDSA), The Digital Curation Centre (DCC), The Digital Curation Exchange (DCE) and the Digital POWRR Project.

Digipres Commons is kindly hosted by the Open Preservation Foundation. Development of the *POWRR Tool Grid* was made possible by the *Digital POWRR Project* and Northern Illinois University. ■

## Digitization & Digital Preservation

### Innovative Solutions for Dealing with Born-Digital Content

Sara Ring, DCME

If you missed the OCLC Research webinar *Innovative Solutions for Dealing with Born-digital Content in Obsolete Formats*, you can now watch the recording via iTunes:

[z.umn.edu/rjb](http://z.umn.edu/rjb)

Archives may hold born-digital content on various types of outdated media and in obsolete formats, but do not have the equipment or the staff know-how to transfer the content into a form that can be accessed and preserved.

The webinar presenters spoke about a variety of issues such as outsourcing, transferring from outmoded tapes and e-mail systems, providing services within a consortium, and good-enough in-house solutions.

Speakers from the following institutions participated:

- Smithsonian Institution Archives
- Library of Congress
- Presbyterian Historical Society
- National Archives at College Park
- Pennsylvania State University Libraries
- University of California, Irvine Libraries
- Metropolitan New York Library Council
- OCLC Research ■

## OCLC

### Register for OCLC events at ALA Midwinter 2015

Plan to attend ALA Midwinter in Chicago in 2015? OCLC has a number of programs this year. The Americas Regional Council Annual Meeting and OCLC Symposium will be live streamed, so even if you don't plan on attending ALA Midwinter, you can still attend the meeting virtually.



Register to attend any of the OCLC events here:

[www.oclc.org/forms/ala-mw-registration.en.html](http://www.oclc.org/forms/ala-mw-registration.en.html)

#### Friday, Jan. 30

- Enhance and Expert Community Sharing Session
- Americas Regional Council Annual Meeting and OCLC Symposium (**live-streamed**)

#### Saturday, January 31

- Dewey Update Breakfast and ALCTS Public Libraries Technical Services Interest Group
- WorldShare Management Services: Libraries Realize Real Results
- From Reference Database to Full Discovery Service: WorldCat Discovery Connects Users and Libraries
- New Library Leaders: What They Crave and How They Work
- Linked Data Roundtable: Stories from the Front
- Links and Entities: The Library Data Revolution
- OCLC Member Update
- WMS Community Gathering

#### Sunday, February 1

- OCLC Member Update
- QuestionPoint Users Group Meeting
- OCLC Update Brunch
- Maximizing Discovery and Access of Library eContent
- WorldCat Discovery Users Group Meeting
- WorldShare Metadata Users Group Meeting
- WorldShare ILL and ILLiad Users Group Meeting

## Monday, February 2

- CONTENTdm Users Group Meeting
- OCLC Research Update ■

## Minitex Digitization, Cataloging & Metadata Mailing Contact Information

Digitization, Cataloging & Metadata Education (DCME)  
612-624-4002, 800-462-5348, [mino@umn.edu](mailto:mino@umn.edu)  
Greta Bahnemann, Molly Huber, Sara Ring, Carla Dewey Urban  
*Services and resources pertaining to the Minnesota Digital  
Library, cataloging and metadata, digitization and digital  
preservation, and the OCLC Cooperative*

Contract Cataloging Program (ConCats)  
612-624-4002, 800-462-5348, [ConCats@umn.edu](mailto:ConCats@umn.edu)  
Carla Urban

The *Digitization, Cataloging & Metadata Mailing* is an informational bulletin sent monthly to libraries in the Minitex region. Permission to reprint with appropriate acknowledgement is granted. All articles should be attributed to Minitex unless otherwise credited. This publication is available in alternate formats upon request. Please call Kay Kirscht, Minitex 612-624-4002 for further information.

Minitex is a publicly supported network of academic, public, state government, and special libraries working cooperatively to provide and improve library service to patrons in Minnesota, North Dakota, and South Dakota.

For address and name changes, please send a message to [mino@umn.edu](mailto:mino@umn.edu).

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*An Information and Resource  
Sharing Program of the  
Minnesota Office of Higher  
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of Minnesota Libraries*

**Minitex  
University of Minnesota  
15 Andersen Library  
222 21st Avenue South  
Minneapolis, MN 55455-0439**

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**NOV/DEC 2014**

**DIGITIZATION, CATALOGING  
& METADATA MAILING**

A Publication of the Minitex Digitization, Cataloging & Metadata Education Unit



# MINITEX CALENDAR

This calendar primarily lists events scheduled by Minitex, although other events are included. This is an informational posting only, registration materials are sent

separately. If you would like your event included in the calendar, please call Kay Kirscht at 612-624-3532.

## DECEMBER

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15

**Supporting a Healthy Minnesota: Introducing the Minnesota Electronic Health Library (MeHL)**

2:00 p.m. – 2:45 p.m., CST

*Online Reference training session*

[minitex.umn.edu/Training/Details.aspx?SessionID=562](http://minitex.umn.edu/Training/Details.aspx?SessionID=562)

17

**ELM Office Hours**

11:00 a.m. – 12:00 Noon, CST

*Online Reference training session*

[minitex.umn.edu/Training/Details.aspx?SessionID=544](http://minitex.umn.edu/Training/Details.aspx?SessionID=544)

17

**NISO, 2-part Webinar: “Part 2: Sustainable Information: Digital Preservation of Audio-Visual Content”**

12:00 p.m. – 1:30 p.m., CST

**University of Minnesota - Twin Cities**

[minitex.umn.edu/Events/Niso/#sustainable2](http://minitex.umn.edu/Events/Niso/#sustainable2)

## JANUARY

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13

**CatExpress: Copy Cataloging with CatExpress**

1:00 p.m. – 3:00 p.m., CST

*DCME/OCLC Online training session*

[minitex.umn.edu/Training/Details.aspx?SessionID=244](http://minitex.umn.edu/Training/Details.aspx?SessionID=244)

14

**NISO Webinar: “Net Neutrality: Will Library Resources Be Stuck in the Slow Lane?”**

12:00 p.m. – 1:30 p.m., CST

**University of Minnesota - Twin Cities**

[minitex.umn.edu/Events/Niso/#net\\_neutrality](http://minitex.umn.edu/Events/Niso/#net_neutrality)

14

**Connexion Client Module 2: Basic Bibliographic Searching**

1:00 p.m. – 3:00 p.m., CST

*DCME/OCLC Online training session*

[minitex.umn.edu/Training/Details.aspx?SessionID=387](http://minitex.umn.edu/Training/Details.aspx?SessionID=387)

20

**CONTENTdm Basic Skills 1: Getting Started**

1:00 p.m. – 3:00 p.m., CST

*DCME/OCLC Online training session*

[minitex.umn.edu/Training/Details.aspx?SessionID=389](http://minitex.umn.edu/Training/Details.aspx?SessionID=389)

21

**CONTENTdm Basic Skills 2: Working with Text**

1:00 p.m. – 3:00 p.m., CST

*DCME/OCLC Online training session*

[minitex.umn.edu/Training/Details.aspx?SessionID=390](http://minitex.umn.edu/Training/Details.aspx?SessionID=390)

22

**CONTENTdm Basic Skills 3: Maintaining Collections**

1:00 p.m. – 3:00 p.m., CST

*DCME/OCLC Online training session*

[minitex.umn.edu/Training/Details.aspx?SessionID=391](http://minitex.umn.edu/Training/Details.aspx?SessionID=391)

26

**Connexion Client Module 04: Save Files, File Management, and Batch Processing**

1:00 p.m. – 3:00 p.m., CST

*DCME/OCLC Online training session*

[minitex.umn.edu/Training/Details.aspx?SessionID=409](http://minitex.umn.edu/Training/Details.aspx?SessionID=409)

28

**Connexion Client Module 05: Save Files, File Management, and Batch Processing**

1:00 p.m. – 3:00 p.m., CST

*DCME/OCLC Online training session*

[minitex.umn.edu/Training/Details.aspx?SessionID=443](http://minitex.umn.edu/Training/Details.aspx?SessionID=443)

## FEBRUARY

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10

**CatExpress: Copy Cataloging with CatExpress**

1:00 p.m. – 3:00 p.m., CST

*DCME/OCLC Online training session*

[minitex.umn.edu/Training/Details.aspx?SessionID=244](http://minitex.umn.edu/Training/Details.aspx?SessionID=244)

17

Dublin Core for Beginners (Part 1 of 2)

10:00 a.m. - 12:00 p.m., CST

*DCME/OCLC, 2-part, Online training session*

[minitex.umn.edu/Training/Details.aspx?SessionID=201](http://minitex.umn.edu/Training/Details.aspx?SessionID=201)

20

Dublin Core for Beginners (Part 2 of 2)

10:00 a.m. - 12:00 p.m., CST

*DCME/OCLC, 2-part, Online training session*

[minitex.umn.edu/Training/Details.aspx?SessionID=201](http://minitex.umn.edu/Training/Details.aspx?SessionID=201)