

## PREMIS Editorial Committee Conference Call Notes

15 Feb 2007

In attendance: Steve Bordwell, Olaf Brandt, Gerard Clifton, Rebecca Guenther, Brian Lavoie, Bill Leonard (notes).

Apologies: Priscilla Caplan, Yaniv Levi, Rory McLeod, Zhiwu Xie.

### 1. Assignment of note-taker

Bill will take notes.

### 2. List of changes for DD

Many items on the [DD master list](#) on the EC wiki have been claimed. Some items require further discussion at the Editorial Committee so these items will be added to agendas for future calls.

DD proposed change no. 5, controlled vocabularies. Brian has circulated a draft message calling for contributions from the PIG list. It was agreed the message should be sent.

**ACTION: Brian Lavoie** to send the message to the PIG list.

### 3. Review process for proposed changes

The [procedure](#) document at <http://pec.lib.uchicago.edu:8888/pec/15> on the EC wiki was discussed. The DD Word file is now on the wiki. More detail is needed in the procedure for managing changes to the Word documents. The final editorial work will cumulate the changes made to these documents.

**ACTION: Gerard Clifton** to revise step 9 regarding editing the Word document.

**ACTION: Gerard Clifton** to add a column to the [DD master list](#) on <http://pec.lib.uchicago.edu:8888/pec/13> for the link to the proposal on the PIGpen.

**ACTION: Priscilla Caplan** to arrange to have the DD Word document split into sub-documents for each entity.

### 4. Significant Properties and Preservation Level

There was further discussion on the consultation compiled at:

<http://pec.lib.uchicago.edu:8888/pec/uploads/significantProperties-PIG-responses.doc> which indicates a preference that significantProperties and preservationLevel be separate. The tension between capability and intention may be reduced if a controlled vocabulary is used. There was also discussion of the PREMIS definition of mandatory and the value of preservationLevel information for exchange. **Decision:** Keep preservationLevel optional.

Further discussion raised the questions of: how to express significant properties of a class of material; whether a new semantic unit "object class" is necessary for describing collections with shared properties. **ACTION: Gerard Clifton** to continue working on this issue.

#### 5. Discussion of Deborah Woodyard-Robinson's report.

<http://pec.lib.uchicago.edu:8888/pec/uploads/1/PREMIS-report-woodyard-feb07.doc>

There was discussion on whether the paper needs editorial work and revision of the title.

Rebecca Guenther will take this into consideration.

Releasing this paper should be a priority so it will be on the agenda of the next call.

#### 6. Events - Tutorials

- Sweden – the tutorial material is now available at:  
<http://pigpen.lib.uchicago.edu:8888/pigpen/13>

#### 7. Other business

- The PREMIS funding model was raised and several possibilities were suggested: charging for tutorials; asking institutions which hold PREMIS tutorials to donate costs to cover various expenses, travel, commissioned reports, etc. Brian will investigate the DC funding model.

**Next call:** 15 March 2007. Call times as per option 2 to be confirmed after time change in North America the weekend of March 10/11. Options are:

14:00am Eastern NA

12:00am Mountain time NA

18:00 UK

19:00 Europe

20:00 Israel

05:00 Canberra AU (16 Mar)

or

15:00 Eastern NA

13:00 Mountain time NA

19:00 UK

20:00 Europe

21:00 Israel

06:00 Canberra AU (16 Mar)