PREMIS Editorial Committee Conference Call Notes
5 April 2007

<u>In attendance</u>: Rebecca Guenther, Priscilla Caplan, Brian Lavoie, Gerard Clifton, Yaniv Levi, Zhiwu Xie, Bill Leonard (notes)
<u>Apologies</u>: Rory McLeod, Olaf Brandt

<u>1. Time of future meetings</u>
It was agreed that both meetings each month will be held at the same time of day. The time of meetings may need to be adjusted as time zones shift to or from daylight saving time.
9:00am Eastern US, Ottawa
7:00am Mountain time US
14:00 UK
15:00 Europe/Germany
16:00 Israel
23:00 Canberra AU

<u>2. Comments on the D. Woodyard paper</u>
The paper "Current Practice for Implementing the PREMIS Data Dictionary v1.0" by Deborah Woodyard-Robinson" was revised and saved on the PEC swiki March 28 at:
http://pec.lib.uchicago.edu:8888/pec/uploads/1/PREMIS-report-woodyard-20070320.doc
It was agreed that this paper should be made public as soon as possible.

ACTION: ALL: Send any comments directly to D. Woodyard-Robinson by Monday 9 April. The paper can be made public after Deb makes the suggested changes.

<u>3. Progress on Change List</u>
Editor and Numbering scheme
It is expected that a contractor will be engaged to edit the the Data Dictionary apply a numbering scheme.

Controlled vocabularies
Brian reported there have been no responses to the call for input on controlled vocabularies. The wide ranging discussion touched on possible options:
- establishing and maintaining a central registry of controlled vocabularies;
- changing the DD to add a generic method for indicating that a controlled vocabulary may be used in a semantic unit; adding a "type" to each semantic unit was mentioned;
- documenting how to point to a controlled vocabulary maintained at an implementing institution.

It was concluded that there is need for a generic proposal on how to indicate that a controlled vocabulary may be used used in a semantic unit.
ACTION: Brian will draft and shepherd the proposal for controlled vocabularies.

Revising the list of proposed DD changes
It is preferable to add new items to the group they belong to. This may result in new items receiving a decimal number, e.g. 8.1.

DD Changes no. 1,2,3,4 - Priscilla Caplan
Proposals for changes no. 2 http://pec.lib.uchicago.edu:8888/pec/17 and 3
http://pec.lib.uchicago.edu:8888/pec/18 were posted for discussion on the listserv and were approved by EC. Change no. 1 was completed by the addition of the term "Creation" to the list in the Usage Notes for semantic unit eventType.
http://pec.lib.uchicago.edu:8888/pec/uploads/eventType_(rev_4-4).doc
Priscilla and Zhiwu need to discuss change no. 4.
DD Change no. 28 significantProperties - Gerard Clifton

No further comments were received on significantProperties.
Gerard will look at allowing the ability to facet significant properties without actually specifying what the facets are, to allow institutions to define local expansions. Currently analyzing the problem.

The potential of JISC notice of possible funding for a study of a model for properties of four format types was also discussed as it is related to the significant properties discussion.

ACTION: Rebecca Guenther will contact Rory for more information on plans, intentions and capabilities regarding the JISC call.

Date Conventions
ACTION: Rebecca Guenther has been working on this so she will add it to the list of revisions.

4. Updates on tutorials
Feedback at the Stockholm tutorial asked to be allowed to use objectCharacteristics for representations. An institution in Antwerp has very large objects for which they wish to record characteristics: filename and size. It was suggested that they could define local elements for representation object characteristics, but they wish to use the same label so their implementation would not pass validation by the PREMIS schema.

Coupled with comments from the KB, this identifies that representation has not been universally understood correctly and that there may be multiple understandings of what representations are.
ACTION: Gerard will summarize the situation and send it to the PIG list.

5. Deadlines
Concern was expressed that revision work should be completed faster.
ACTION: All will complete one (preferably two) DD revision items by next meeting, April 19.
DECISION: A priority item which required group discussion will be added to the agenda of each meeting. It was decided that "Relationships" will be added to the agenda of the next meeting.
ACTION: All will prepare to discuss Changes no. 13, 14, and 15 on the DD revision master list:
http://pec.lib.uchicago.edu:8888/pec/13

6. Rights in PREMIS
Priscilla volunteered to work on the actions recommended in Karen Coyle's paper.
ACTION: Priscilla Caplan will draft DD revisions for rights elements according to the Coyle paper. Two other DD revision items currently assigned to Priscilla will be assigned elsewhere.

7. Next meeting
April 19, 2007
9:00am Eastern US, Ottawa
7:00am Mountain time US
14:00 UK
15:00 Europe/Germany
16:00 Israel
23:00 Canberra AU

Summary of Actions from this call:

ACTION: ALL: Send any comments directly to D. Woodyard-Robinson by Monday 9 April. The paper can be made public after Deb makes the suggested changes.

ACTION: Brian will draft and shepherd the proposal for controlled vocabularies.

ACTION: Rebecca Guenther will contact Rory for more information on plans, intentions and capabilities regarding the JISC call.

ACTION: Rebecca Guenther has been working on this so she will add it to the list of revisions.

ACTION: Gerard will summarize the situation and send it to the PIG list.

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