LIS 2407: Metadata

University of Pittsburgh
School of Information Sciences
Summer 2017

Lecture: Tuesdays 3:00 - 6:00 PM
Room: IS 411

Instructor:
Michael Bolam
Metadata Librarian
University Library System
University of Pittsburgh

Office: Hillman Library, G7
Office Phone: 412-648-5908
Office Hours: Thursday 5:00 - 7:00 PM / By appointment
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General Course Information

Course Catalog Description

Principles and application of metadata for networked information-resource organization, representation, retrieval, and interoperability using a variety of schemes and tools.

Objectives

Upon completion of the course, students will be able to:

- Articulate important concepts, issues, and terminology related to metadata theory, standards, and applications relevant to cultural heritage institutions;

- Analyze and critically apply different approaches to metadata creation, storage, management, and dissemination within different information communities for different purposes;

- Critically analyze and compare different metadata standards and their applicability to different contexts;

- Create descriptive metadata for digital resources using selected metadata structure, content, value, and encoding standards;

- Design and document metadata schemes and application profiles to meet the functional requirements of specific collections, projects, organizations, and communities;

- Apply basic metadata quality metrics to evaluate the quality, interoperability, and shareability of different types of descriptive metadata;

- Be equipped with knowledge and skills relevant to entry-level metadata librarian and metadata specialist positions in cultural heritage organizations.

Courseweb/Blackboard Site

This course is supported by a CourseWeb/Blackboard Site. Students must regularly check the class's Blackboard site in order to stay up-to-date on course announcements, weekly readings, upcoming assignments, etc. Discussion board will be provided for communication. The weekly discussion boards

will be the main place where you can post questions and share your thoughts. You are welcome to create a thread if you want to initiate a course-related discussion. Additional discussion boards will be available for assignment-related questions.

Grading Scales

The following is the scale for converting numeric to letter grades. Grades are not debatable with the instructor.

- 95-100   A
- 90-94.99   A-
- 87-89.99   B+
- 84-86.99   B
- 80-83.99   B-
- 77-79.99   C+
- 74-76.99   C
- 70-73.99   C-
- 0-69.99   F

Requirements

Grading:

- Class Participation 10%
- Collection Description 10%
- Resource Description Assignment 15%
- Encoding Metadata Assignment 20%
- Metadata Standards Reports 10%
- Final Project 35%

Details about specific assignments can be found on the Assignments link in CourseWeb/Blackboard.

Required Texts & Readings

Required Textbook:

Zeng, M. L., & Qin, J. (2016). Metadata.
http://www.alastore.ala.org/detail.aspx?ID=10717

Discount code: TLMS16 for a 10% discount.

Additional Readings

Additional readings will be listed in the weekly course modules in CourseWeb.

Course Reserves

A copy of the text is available on reserve at Hillman Library -- Z666.7 .Z46 2016

Weekly Schedule

Date	Topic	Discussion/Workshop	Standard Case Study	Assignment
Week 1 May 16	Introduction	Introduction to Structured Metadata: · Simple resource description · FOAF Yourself · Comparing online metadata		
Week 2 May 23	Understanding Metadata Vocabularies	Project Teams: · Meet with project team and select collection for final project · Present to class on your general project concept	General Purpose: Dublin Core	**Collection Description** Friday, May 26 11:59 PM
Week 3 May 30	Creating Metadata Descriptions I	Create metadata with templates: · Microsoft Word · Dublin Core Template	General Purpose: MODS	
Week 4 June 6	Creating Metadata Descriptions II	Creating metadata with XML · oXygen installation · Creating MODS and VRA Core metadata in XML	Cultural Objects: VRA Core	**Resource Description** Friday, June 9 11:59 PM
Week 5 June 13	Metadata Structures and Semantics I	Metadata Element Sets: · Examine objects to be described · Draft desired elements	Archives: EAD and EAC-CPF	
Week 6 June 20	Metadata Structures and Semantics II	Functional Requirements: · Modeling functional requirements for collection · Designing domain models	Rights Management: Rightsstatements.org	

Week 7 June 27	Metadata Schemas I	XML Schema I: · Create an XML schema for a music collection	Publishing and Press Communications: ONIX	**Metadata Encoding** Friday, June 30 11:59 PM
Week 8 July 4	Metadata Schemas II	XML Schema II: · Identify desired elements for final project included re-used and new elements · Create an XML schema for final project	Preservation and Provenance: PREMIS	
Week 9 July 11	Metadata Services	Registering Metadata: · Registering your project metadata schema	Research Data: SHARE Metadata I	**Metadata Standards Report** Friday, July 14 11:59 PM
Week 10 July 18	Metadata Quality Measurement and Improvement	Metadata Quality: · Evaluate quality of metadata · Introduction to OpenRefine	Research Data: SHARE Metadata II	
Week 11 July 25	Achieving Interoperability	Transforming Metadata: · Crosswalking class schemas · Introduction to XSLT	Multimedia Objects: PBCore	**Final Project** Friday, July 28 11:59 PM
Week 12 Aug. 1	Final Class	Final Project Presentations	Describing Agents: FOAF	

Academic Policies

Academic Integrity

Students in this course will be expected to comply with the [University of Pittsburgh's Policy on Academic Integrity](). Any student suspected of violating this obligation for any reason during the semester will be required to participate in the procedural process, initiated at the instructor level, as outlined in the University Guidelines on Academic Integrity. This may include, but is not limited to, the confiscation of

the examination of any individual suspected of violating University Policy. Furthermore, no student may bring any unauthorized materials to an exam, including dictionaries and programmable calculators.

Disability Services

If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and Disability Resources and Services (DRS), 140 William Pitt Union, (412) 648-7890, drsrecep@pitt.edu, (412) 228-5347 for P3 ASL users, as early as possible in the term. DRS will verify your disability and determine reasonable accommodations for this course.

Accessibility

Blackboard is ADA Compliant and has fully implemented the final accessibility standards for electronic and information technology covered by Section 508 of the Rehabilitation Act Amendments of 1998. Please note that, due to the flexibility provided in this product, it is possible for some material to inadvertently fall outside of these guidelines.

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Statement on Classroom Recording

To ensure the free and open discussion of ideas, students may not record classroom lectures, discussion and/or activities without the advance written permission of the instructor, and any such recording properly approved in advance can be used solely for the student's own private use.