

PROBLEMS

Lots of people adding content

50+

0 Guidelines

So many field choices!

136

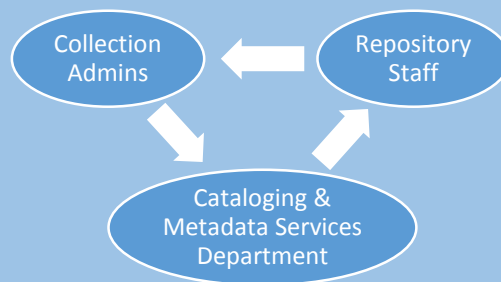
Examples of errors & problems:

- Titles in all CAPS
- Smith, John / Smith, J. / Smith, John S. (all same person)
- No way to indicate UT Austin authors
- Inconsistent field use
- Dates, dates, dates!

GOAL

Flexible guidelines that are broadly useful for varied IR users and needs

PROCESS



Group effort developing new guidelines

Example of metadata guidelines:

Element Name	dc.creator
Definition	A person, organization or service responsible for the content of the resource.
Chief source of information	Item or source website
Validation rules	Text; Required; Repeatable
Entry guidelines	Copy/Paste or Input from item. Use LastName, FirstName for personal names
Examples	O'Hearn, Charles I. Hogg Foundation for Mental Health
Notes	Best practice is to use the established/authorized form of a name (Library of Congress). Established/authorized forms could include middle names, initials, and birth year/year of death that are not on the item.

OUTCOMES

Communicating new guidelines

- List-serv
- Email
- Face to Face
- On UTDR*
- Updated policies & manual*

*after upgrade completed

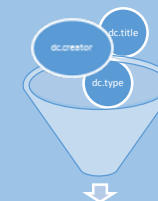
Improved metadata

- Better communication among UTDR submitters
- Mindful metadata entry, fewer careless errors
- Metadata quality: RDA > UTDR > Flickr tags

Field reduction

136

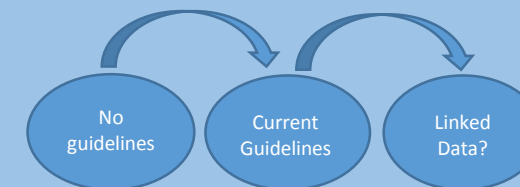
dc fields



93

dc fields

The Future



Revisit guidelines every 1-2 years

