



# **Integrating Non-MARC Metadata into a Traditional Technical Services Department**

# Our topic

**Integrating Non-MARC Metadata into  
a Traditional Technical Services  
Department:**

**Perspectives from Librarians at the  
University of Tennessee Libraries**

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# Why integrate?

- Priority to digitize our Special Collections
- Recent adoption of Metadata Object Description Schema
- Development of metadata creation tool
- Keep skills of Technical Services staff current, competitive, and cutting-edge

# Preparation

- Introduce the project
- Emphasize connections between MARC and MODS
- Participation on a volunteer basis
- Team building



# Training

- 12 hours of training
  - Emphasizing hands-on practice
- New standards
  - Metadata Object Description Schema
  - Text Encoding Initiative
  - Encoded Archival Description
- New tools
  - Metadata Workbook
  - Administrative Database
  - XML editor

# Training

- Applied tools and skills used in traditional cataloging to non-MARC metadata
- Shared standards and tools
  - MARC Genre List
  - MARC Relators
  - LCSH
  - LCNAF
  - OCLC Connexion

# Implementation

- Pilot phase.
  - Timeline: Two-week pilot period
  - Task: Catalog 12 letters in MODS.
    - Each team member received image files and transcription (TEI) for 12 letters from a single archival collection
  - Objective: Practice record creation process. Refine workflow and tools.

# Implementation

- Evaluation of pilot phase.
  - Assessment of records
  - Gathering feedback from team



# Surprising outcomes

- Functionality issues with tools
- Errors in TEI (transcription)
- Duplication of effort in TEI Header and MODS record
- Many inconsistencies in names not in LCNAF
- Workflow needs modification

# Changes to Workflow

- New approach to authority control:
  - Authority files should be done first, before records are cataloged
  - Authority files should be done by only one person (Cataloging Librarian) to avoid inconsistencies
  - Metadata team members then ready to catalog using MODS

# Changes to Workflow

- New approach to TEI Header:
  - Adopt Minimal TEI Header for initial transcription
  - Letter is then cataloged in MODS
  - A fuller TEI Header can then be generated from the MODS record
- Established reporting process for issues with the tools and guidelines, as well as enhancement requests.

# Expanded collaboration

- Prompted collaboration among Metadata Librarian, Cataloging Librarian and Archivist
- Crosswalk development
  - EAD -> MARC21



# Current status

- Experimenting with workflow
- Revising pilot records
- Cataloging new resources (priorities set by Special Collections)
- Using TEI markup and image files; as well as new authority files established by Cataloging Librarian

# Future directions

- Expand metadata duties (branch out into other markups: EAD)
- Expand integration (all department)
- Train other team members to establish AF
- Continue improvement of tools
- Survey team members

# Contact

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