Metadata Matters:
A Holistic Approach to Metadata at the University of Hawai‘i Institutional Repository
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Facts

- ScholarSpace: Institutional repository for University of Hawai‘i at Mānoa https://scholarspace.manoa.hawaii.edu/
- Launched in 2008
- Platform: DSpace
- 28,998 items deposited as of 6/18/2015
- University of Hawai‘i at Mānoa
  - A land-, sea-, and space-grant institution
  - The flagship campus of the University of Hawai‘i System

Issues

- ScholarSpace currently administered by a team located in the library’s IT department.
- Lack of formal metadata standards and guidelines.
- Metadata created by a variety of constituencies: Library’s ScholarSpace staff, subject liaison librarians, campus faculty members, students, and staff.
- Two ways to deposit items: Via DSpace item submission form; batch loading with metadata in spreadsheet.
- A wide variety of items deposited due to the inclusive scope.

Need for strategies to improve the quality of incoming metadata

More on... Unstructured

Grassroots effort by a metadata librarian became two-person team effort to generate a simple to-do list:
- Review and update metadata registry and mappings.
- Develop metadata guidelines tailored to different audiences.
- Review and update item submission forms.
- Develop online tutorials for item submission.
- Evaluate organization of communities, sub-communities, and collections.

Technology

Goal: Quality Metadata

Policies

Services

People

Creating better metadata is a shared effort by People from a wide range of constituencies: Digital Repository Librarian & two paraprofessional staff from the library’s IT department; Metadata librarian from Cataloging Department; Metadata creators & subject experts from the library and/or the campus community; Digital Library Program Task Force. Coordination among all is the key.

Policies should be in place in various areas: Metadata standards & guidelines; Workflow for library-mediated item submissions & metadata repurposing; Developing feedback loops; Facilitating & accommodating special metadata needs of specific disciplines.

Another critical component is Services targeted for metadata creators: Consultation by a metadata librarian on the development of metadata application profiles & metadata creation; Outreach, e.g. hands-on workshops; Face-to-face & online instruction on assigning “quality” metadata.

The effective use of Technology can help improve metadata: Back-end DSpace configuration to maximize quality of metadata; Controlling metadata input possibly with a responsive item submission form, e.g. dropdown menus, automatic value generation; Guides-on-the-side for users in ScholarSpace during submission process; Metadata template for batch loading.

From... Unstructured

To... Holistic & Versatile


Metadata advisory group formed to support development of ScholarSpace
ScholarSpace launch

Open Access Policy endorsed by Mānoa Faculty Senate
Open Access Policy signed by Chancellor
Library’s first metadata librarian on board

Digital Library Program Task Force formed to make a recommendation for a formal digital library program
Personnel changes

Open Access Policy approved by Graduate Student Organization

Campus-wide ScholarSpace workshops hosted by Digital Library Program Task Force

Cross-departmental ScholarSpace metadata team formed