

ARLIS/NA Ontario Chapter Metadata Repository and Application Profile

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## Introduction

The Art Libraries Society of North America (ARLIS/NA) Ontario Chapter is a “professional group composed of art librarians, archivists, curators and arts administrators, among others who work in the field of arts information” (ARLIS Ontario/NA, 2013b, par. 1). Founded in 1977, “ARLIS/NA includes over 1500 members in Canada, the United States, and Mexico, and is the only professional organization in North America devoted exclusively to the concerns of art information specialists” (ARLIS Ontario/NA, 2013a, par. 1). The Ontario Chapter addresses these concerns on a local level, with the ongoing goal to “work together to produce helpful art information tools that will assist art information specialists to serve their clients and the public, and to widen public and professional awareness of the art information resources available in Ontario” (ARLIS Ontario/NA, 2013a, par. 4). In addition to ARLIS/NA Ontario Chapter’s organizational goals, the Chapter is run by an Executive Committee comprising six elected Officers who are as follows: Chair, Vice-Chair/Chair-Elect, Past Chair, Secretary, Treasurer, and Student Representative. The Executive Committee works together to plan the future of the Chapter by organizing semi-annual Chapter Business Meetings and fundraising initiatives, addressing local concerns and raising awareness of issues relevant to arts information and the profession at large, as well as other administrative, financial, and membership housekeeping and records management. This metadata application profile will focus exclusively on the official documents produced by the ARLIS/NA Ontario Chapter. These documents include Chapter Annual Reports, Chapter Business Meeting Minutes, Chapter Bylaws, Chapter Executive Meeting Minutes, Chapter Newsletters, Chapter Conference Travel Award Reports, Chapter Treasurers Reports, Membership Outreach Strategic Task Force Reports, as well as other working documents like the Chapter Membership Form, and the Information Panel Strategic Initiative Project Plan.

ARLIS/NA Ontario Chapter is a volunteer run society, and has an informal method for locally documenting Chapter affairs. The Chapter Chair oversees all Chapter business, and submits an Annual Chapter Report to the parent organization, ARLIS/NA. Additionally, the Chair is responsible for initiating the revisions the Chapter Bylaws roughly every 5 years—a process which involves preliminary amendments to be forwarded to the ARLIS/NA Chapter Liaison and approved by the ARLIS/NA Executive Board, which is then voted on, approved, and finalized by the Ontario Chapter membership. The Chapter Secretary is responsible for documenting the semi-annual Chapter Business Meeting Minutes, as well as the Executive Meeting Minutes. Upon approval of the Business Meeting Minutes by the membership, the Secretary forwards the Business Meeting Minutes to the ARLIS/NA Chapter Liaison to document in

the repository of the parent organization. The Treasurer prepares Treasurer Reports for the semi-annual Business Meeting, as well as an addendum to the Annual Report.

Up until 2007, the primary means of chapter communications was via a semi-annual Chapter Newsletter co-authored by the Chapter Executive and a member driven editorial board. Since 2007, the Chapter has created a website and maintained a Chapter Membership Listserv; however, the Chapter Newsletters detailing Chapter history and events between the years of 2003-2007 are currently archived on the Chapter website. Additionally, every year, the Chapter honours a Conference Travel Award which stipulates that the recipient submit an official report to the Executive Committee. As such, said documentation is only maintained by the Chapter, and not the parent organization. Furthermore, a new Membership Outreach Strategic Task Force was created in the spring of 2013 as a means to ensure ongoing renewal and sustainability within the chapter, as well as fostering and maintaining a culture of inclusiveness within a large geographic area such as Ontario. The Task Force presented its first report at the Chapter Spring Business Meeting, March 8th, 2013, in London, Ontario; therefore, in order to document and preserve the findings and actions of this initiative, including the Membership Outreach Strategic Task Force Reports in the repository is a vital for future Executive and membership reference.

In addition to the Chapter Membership Form which requires updates each year to direct membership renewals to the current contact information of the Treasurer, another working document that has been initiated in the spring of 2013 is the Information Panel Strategic Initiative Project Plan. In 2011, the Ontario Chapter hosted a widely received Panel Discussion at the AGO exploring the intersections between artists and librarians. As this event was considered a great success, the Chapter is looking into featuring a Discussion Panel on an annual or bi-annual basis. As the Chapter Officers serve, on average, two years on the Chapter Executive Committee, having a working document in place to help preserve best practices, capturing the unique expertise and past experience of both members and Executives, as well as identifying timelines, finances, and objectives, will ultimately serve to function as a legacy and sustainability document for future planning and Executive use. As such, including this document, and making careful note of the different iterations of revisions, is another item to include in the scope of the repository.

As the 2013 Chapter Chair, I, Melissa Bruno, recognize that there needs to be a way to organize and harvest the aforementioned Chapter documents as they are dispersed between multiple online platforms. As outlined above, select documents are submitted to our parent organization; however, in the spirit of maintaining a holistic, and historical representation and documentation of Chapter activities, designing a repository featuring exclusively ARLIS/NA Ontario Chapter produced content is

one of the contributions I would like to give the Chapter. Presently, said documents have been uploaded and posted to the Chapter's Wordpress website: [arlison.org](http://arlison.org), as well as on the Executive Wiki: [arlison.pbworks.com](http://arlison.pbworks.com), in PDF and .doc/.docx format. Aside from a direct link to the documents from the webpage and Wiki, there is no supplementary metadata included to describe the content of these documents. In order to streamline the process, I have created a Dropbox account, and uploaded all the Chapter documents therein, creating a singular reference point with open links to the online version of the documents themselves (see Appendix A, Figures 1 and 2). The rationale for so doing is discussed in more detail in the following section titled, *Challenges*.

As ARLIS/NA Ontario is a non-profit professional organization, maintaining transparency of chapter affairs to not only active ARLIS/NA Ontario members, but prospective members, members of the ARLIS/NA community at large (i.e., other chapters, as well as the parent organization, ARLIS/NA), and general users interested in learning more about the chapter, is a value and overall objective of the society. Therefore, in the spirit of providing detailed access to information, the ARLIS/NA Ontario Chapter Metadata Application Profile delineates all the desired information to help facilitate document description, as well as information and document discovery, retrieval, and delivery. Additionally, the following application profile will introduce consistency and accountability in the Chapter documentation as it will serve to both streamline the structure and context of document management in an electronic environment, and the history of Chapter documentation for archival purposes.

## Metadata Schema

### Description

The metadata schema employed in the ARLIS/NA Ontario Chapter Application Profile is a modified version of qualified Dublin Core as maintained by the Dublin Core Metadata Initiative (DCMI). The following select fields have been chosen to capture the desired content needed to adequately represent the content of the aforementioned documents sought to be included, described, and indexed in the ARLIS/NA Ontario Chapter repository. I chose a modified version of Dublin Core because it is one of the most widely used metadata schemas to date; therefore, the likelihood that future Executive Officers will have prior knowledge of familiarity with this genre of metadata schema is probable. Moreover, the Dublin Core Application Profile (DCAP) is held as a “generic construct for designing metadata records that does not require the use of metadata terms defined by DCMI. A DCAP can use *any* terms that are defined on the basis of RDF, combining terms from multiple namespaces as needed”

(DCMI, 2013, par.2). As such, the flexibility built into Dublin Core Application Profile allows one to derive and tailor a schema suitable for the purposes of ARLIS/NA Ontario Chapter document description.

## ARLIS/NA Ontario Chapter Application Profile

The ARLIS/NA Ontario Chapter Application Profile specifies and describes the metadata used to encode the ARLIS/NA Ontario Chapter documentation as described in detail in the *Introduction*.

The following are the functional requirements supported by the ARLIS/NA Ontario Chapter Application Profile:

- Facilitate the organization, identification, discovery, and retrieval of ARLIS/NA Ontario Chapter documentation
- Enable searching of specific information pertaining to the content of the documentation (i.e., title, date, language, relation, creator, and subject)
- Provide the standard to ensure consistency in documentation and description to create a searchable database in future through the persistence of records content, structure, and context

The ARLIS/NA Ontario Chapter Application Profile will include the following Elements: Creator, Date, Title, Description, Format, Publisher, Identifier, Language, Source, Type, Relation, and Rights. The rationale for choosing these specific elements is that they function to succinctly capture all the desired informational elements required to encode, identify, and document the content inherent in the documentation itself. Based on preliminary requirements solicitation from casual discussion with fellow colleagues in the membership, there is consensus that less is more, and that a relatively simplistic schema will be easier to maintain with a high level of accuracy and consistency in future years of executive service. This point will be explored in more detail in the section, *Challenges*. The above Elements will be defined using the structure shown in the following attributes table<sup>1</sup>:

Term Name	A token assigned to the term, unique within the term's namespace.
<b>Label</b>	The human-readable label assigned to the term
<b>XML/RDF syntax</b>	The XML/RDF syntax label for the term
<b>Definition</b>	A statement that represents the concept and essential nature of the term.

<sup>1</sup> This table is modeled after the attributes specific in DCMI Metadata Terms (DCMI, 2013a, par. 2); and definitions and attributes of Elements are heavily modeled after Dublin Core Metadata Element Set, Version 1.1 (2012).

<b>Comment</b>	Includes qualified instruction as to how to record information, best practices, and use-case scenarios
<b>Obligation</b>	The obligation status of the term (i.e., mandatory or optional)
<b>Encoding Scheme</b>	The valid vocabulary encoding scheme indicating how the value is to be interpreted (i.e., DCMIType, IMT, W3CDTF)
<b>Repeatable</b>	An indication as to whether or not the element is repeatable
<b>Searchable</b>	An indication as to whether or not the element is searchable/indexed
<b>DC Element Refinements</b>	A list of possible refinements that are applicable to the element which may be used to sub-code the element

## Elements

The following elements are listed in alphabetic order using the above structure in the attributes table

<b>Term Name</b>	<b>creator</b>
<b>Label</b>	Creator
<b>XML/RDF Syntax</b>	dc:creator
<b>Definition</b>	An entity primarily responsible for making the document.
<b>Comment</b>	An account of who created the document. If it is a person, record the name as it is present on the document (First name, Last name—e.g., John Smith). For Meeting Minutes, record the name of the Secretary or person who recorded the minutes as the creator. For cases where the creator is unknown, list the creator as ARLIS/NA Ontario Chapter. For documents that have multiple creators, create a separate entry for each creator.
<b>Obligation</b>	Mandatory
<b>Encoding Scheme</b>	None
<b>Repeatable</b>	Yes
<b>Searchable</b>	Yes
<b>DC Element Refinements</b>	None

<b>Term Name</b>	<b>date</b>
<b>Label</b>	Date
<b>XML/RDF syntax</b>	dc:date
<b>Definition</b>	A point or period of time associated with an event in the lifecycle of the document
<b>Comment</b>	Use the below refinements to create two

	(sometimes three) separate entries. The refinement, <i>Date Created</i> , refers to the date of which the document was originally created. The refinement <i>Date Issued</i> refers to the date when the metadata record is created. The refinement, <i>Date Modified</i> , is optional and refers to the date in which the original document was modified/edited/revised.
<b>Obligation</b>	Mandatory
<b>Encoding Scheme</b>	W3CDTF
<b>Repeatable</b>	Yes
<b>Searchable</b>	Yes
<b>DC Element Refinements</b>	Date Issued; Date Created; Date Modified (optional)

Term Name	description
<b>Label</b>	Description
<b>XML/RDF syntax</b>	dc:description
<b>Definition</b>	An informal account of the document.
<b>Comment</b>	A free-text description detailing the content of the document
<b>Obligation</b>	Optional
<b>Encoding Scheme</b>	None
<b>Repeatable</b>	No
<b>Searchable</b>	No
<b>DC Element Refinements</b>	None

Term Name	format
<b>Label</b>	Format
<b>XML/RDF syntax</b>	dc:format
<b>Definition</b>	The file format of the document
<b>Comment</b>	Create two elements: one documenting the format using Internet Media Types (i.e., application/pdf), and another using the refinement, Extent, documenting the total number of pages of the document.
<b>Obligation</b>	Mandatory
<b>Encoding Scheme</b>	IMT
<b>Repeatable</b>	Yes
<b>Searchable</b>	no
<b>DC Element Refinements</b>	Extent



Term Name	identifier
<b>Label</b>	Identifier
<b>XML/RDF syntax</b>	dc:identifier
<b>Definition</b>	An unambiguous reference to the document – a unique identifier
<b>Comment</b>	<p>Use the name of the file as saved in the Dropbox folder. The name of the file should adhere to the following format:</p> <ul style="list-style-type: none"> <li>• For Annual Reports: yyyy_annualreport (e.g., 2007_annualreport)</li> <li>• For Bylaws: yyyy_bylaws (e.g., 2000_bylaws)</li> <li>• For Business Meeting Minutes: yyyy_season_minutes (e.g., 2004_fall_minutes)</li> <li>• For Executive Meeting Minutes: yyyy_month_Executive Minutes (e.g., 2012_August_Executive Minutes)</li> <li>• For Membership Outreach Strategic Task Force Reports: yyyy_month_MOSTFReports (e.g., 2013_March_MOSTFReports)</li> <li>• For Newsletters: yyyy_season_newsletter (e.g., 2005_fall_newsletter)</li> <li>• For Travel Award Reports: yyyy_travelawardreport (e.g., 2005_travelawardreport). For years where there are multiple travel awards issued, add a letter after the year to differentiate between the two (i.e., 2006a_travelawardreport; 2006b_travelawardreport)</li> <li>• For Treasurers Reports: yyyy_season_TreasurersReport (e.g., 2013_spring_TreasurersReport)</li> <li>• For Working documents: yyyy_abbreviatednameofdocument (e.g. 2013_membershipform)</li> </ul>
<b>Obligation</b>	Mandatory
<b>Encoding Scheme</b>	None
<b>Repeatable</b>	No
<b>Searchable</b>	No
<b>DC Element Refinements</b>	None

Term Name	language
<b>Label</b>	Language
<b>XML/RDF syntax</b>	dc:language
<b>Definition</b>	The language of the document
<b>Comment</b>	Record the language of the document in full,

	capitalizing the first letter of the word (i.e., English, French, Spanish). For works that are more than one language, create a separate entity for each language.
<b>Obligation</b>	Mandatory
<b>Encoding Scheme</b>	None
<b>Repeatable</b>	Yes
<b>Searchable</b>	Yes
<b>DC Element Refinements</b>	None

<b>Term Name</b>	<b>publisher</b>
<b>Label</b>	Publisher
<b>XML/RDF syntax</b>	dc:publisher
<b>Definition</b>	An entity responsible for making the document available.
<b>Comment</b>	List the name of the organization responsible for publishing the resource (i.e., ARLIS/NA Ontario Chapter)
<b>Obligation</b>	Mandatory
<b>Encoding Scheme</b>	None
<b>Repeatable</b>	No
<b>Searchable</b>	No
<b>DC Element Refinements</b>	None

<b>Term Name</b>	<b>subject</b>
<b>Label</b>	Subject
<b>XML/RDF syntax</b>	dc:subject
<b>Definition</b>	The topic of the content of the resource
<b>Comment</b>	<p>Use this element to identify what kind of subject coverage of the document by selecting one of the options from the following <b>pick list</b>:</p> <ul style="list-style-type: none"> <li>• Annual Reports</li> <li>• Business Meeting Minutes</li> <li>• Bylaws</li> <li>• Executive Meeting Minutes</li> <li>• Membership Outreach Strategic Task Force Reports</li> <li>• Newsletters</li> <li>• Travel Award Reports</li> <li>• Treasurers Reports</li> <li>• Working Documents</li> </ul>
<b>Obligation</b>	Mandatory
<b>Encoding Scheme</b>	See Pick List delineated in the comments section

<b>Repeatable</b>	No
<b>Searchable</b>	Yes
<b>DC Element Refinements</b>	None

<b>Term Name</b>	<b>rights</b>
<b>Label</b>	Rights
<b>XML/RDF syntax</b>	dc:rights
<b>Definition</b>	Information about rights held in and over the document
<b>Comment</b>	Include the following statement, making note of the current year: Copyright ©2013 ARLIS/NA Ontario Chapter
<b>Obligation</b>	Mandatory
<b>Encoding Scheme</b>	None
<b>Repeatable</b>	No
<b>Searchable</b>	No
<b>DC Element Refinements</b>	None

<b>Term Name</b>	<b>source</b>
<b>Label</b>	Source
<b>XML/RDF syntax</b>	dc:source
<b>Definition</b>	The URL that links to the document being described.
<b>Comment</b>	Include (i.e., copy/paste) the shared link to the document provided by Dropbox once the file has been uploaded to the respective folder (see Appendix A, Figure 2 )
<b>Obligation</b>	Mandatory
<b>Encoding Scheme</b>	None
<b>Repeatable</b>	No
<b>Searchable</b>	No
<b>DC Element Refinements</b>	None

<b>Term Name</b>	<b>title</b>
<b>Label</b>	Title
<b>XML/RDF syntax</b>	dc:title
<b>Definition</b>	A name given to the document
<b>Comment</b>	Record the title information of the document. Privilege the following format: Descriptive name followed by date in brackets (e.g., Spring Business Meeting Minutes (May, 2004); Travel Award Report – John Smith (June, 2007); Executive Meeting Minutes (March, 2012).

	If the date information is unclear, record the year in brackets. If no date information is available, just record the descriptive title
<b>Obligation</b>	Mandatory
<b>Encoding Scheme</b>	None
<b>Repeatable</b>	No
<b>Searchable</b>	Yes
<b>DC Element Refinements</b>	None

Term Name	type
<b>Label</b>	Type
<b>XML/RDF syntax</b>	dc:type
<b>Definition</b>	The nature or genre of the document
<b>Comment</b>	Recommended best practice is to use a controlled vocabulary such as the DCMI Type Vocabulary [DCMITYPE]. To describe the file format, physical medium, or dimensions of the resource, use the Format element.
<b>Obligation</b>	Mandatory
<b>Encoding Scheme</b>	DCMIType
<b>Repeatable</b>	No
<b>Searchable</b>	No
<b>DC Element Refinements</b>	None

## Element Refinement

The following are more detailed descriptions of the above mentioned refinements as they are attributed to their respective Elements. They are listed alphabetically.

Term Name	created
<b>Label</b>	Created
<b>XML/RDF syntax</b>	dcterms:created
<b>Definition</b>	The Date of Creation of the resource
<b>Comment</b>	Refinement for the Date element
<b>Obligation</b>	Mandatory
<b>Encoding Scheme</b>	W3CDTF
<b>Repeatable</b>	No
<b>Searchable</b>	Yes

Term Name	extent
<b>Label</b>	Extent
<b>XML/RDF syntax</b>	dcterms:extent
<b>Definition</b>	The number of pages in the document

<b>Comment</b>	Record the total number of pages as a whole Arabic number followed by page(s) written out in full. For example, 4 pages, 1 page, 34 pages, etc.
<b>Obligation</b>	Mandatory
<b>Encoding Scheme</b>	None
<b>Repeatable</b>	No
<b>Searchable</b>	No

Term Name	issued
<b>Label</b>	Date Issued
<b>XML/RDF syntax</b>	dcterms:issued
<b>Definition</b>	Date of formal issuance (e.g., publication) of the resource.
<b>Comment</b>	Record the date the document was formally published. If unknown, enter the current date.
<b>Obligation</b>	Mandatory
<b>Encoding Scheme</b>	W3CDTF
<b>Repeatable</b>	No
<b>Searchable</b>	Yes

Term Name	modified
<b>Label</b>	Date Modified
<b>XML/RDF syntax</b>	Dcterms:modified
<b>Definition</b>	Date on which the document was changed
<b>Comment</b>	Include the date on which any revisions, edits, or changes were made to the original document. This is particularly pertinent if there are any revisions to be made to Meeting Minutes.
<b>Obligation</b>	Conditional
<b>Encoding Scheme</b>	W3CDTF
<b>Repeatable</b>	No
<b>Searchable</b>	Yes

## ARLIS/NA Ontario Application Profile Summary (Table)

The following table is intended to serve as a quick reference of the aforementioned Elements and Refinements as delineated in more detail above.

Element	DC Element Refinement	Vocabulary/ Encoding Scheme	Obligation	Searchable/ Indexed
<b>Title</b>			Mandatory	yes
<b>Creator</b>			Mandatory	yes
<b>Subject</b>		[pick list]	Mandatory	yes
<b>Description</b>			Optional	no
<b>Publisher</b>			Mandatory	no
<b>Date</b>	Date Created	W3CDTF	Mandatory	yes
<b>Date</b>	Date Issued	W3CDTF	Mandatory	yes
<b>Date</b>	Modified	W3CDTF	Conditional	yes
<b>Type</b>		DCMIType	Mandatory	no
<b>Format</b>	Extent		Mandatory	no
<b>Format</b>		IMT	Mandatory	no
<b>Identifier</b>			Mandatory	no
<b>Source</b>			Mandatory	no
<b>Language</b>			Mandatory	yes
<b>Rights</b>			Mandatory	no

## Sample Records

### Example 1: Spring Business Meeting Minutes, 2010

The document can be viewed in full text in Appendix B, Figure 1.

#### Tabulated Example

Element	DC Element Refinement	Vocabulary/ Encoding Scheme	Element Value
<b>Title</b>			Spring Business Meeting Minutes (May, 2012)
<b>Creator</b>			Randall Speller
<b>Subject</b>	[pick list]		Business Meeting Minutes
<b>Description</b>			The official minutes of the 2010 Spring Business Meeting Minutes held in Toronto, Ontario, at the Ontario College of Art and Design University, on Friday, May 14th, 2010.
<b>Publisher</b>			ARLIS/NA Ontario Chapter
<b>Date</b>	Date Created	W3CDTF	2010-05
<b>Date</b>	Date Issued	W3CDTF	2013-03-11
<b>Type</b>		DCMIType	Text
<b>Format</b>	Extent		3 pages

<b>Format</b>	IMT	application/pdf
<b>Identifier</b>	2010_spring_meetingminutes	
<b>Source</b>	<a href="https://www.dropbox.com/s/xzkdfvfcnovzp9l/2010_spring_minutes.pdf">https://www.dropbox.com/s/xzkdfvfcnovzp9l/2010_spring_minutes.pdf</a>	
<b>Language</b>	English	
<b>Rights</b>	Copyright ©2013 ARLIS/NA Ontario Chapter	

### XML Example

```

xmlns:dc="http://purl.org/dc/elements/1.1/"
xmlns:dcterms="http://purl.org/dc/terms/"
<dc:title>Spring Business Meeting Minutes (May, 2012)</dc:title>
<dc:creator>Randall Speller</dc:creator>
<dc:subject>Business Meeting Minutes</dc:subject>
<dc:description>The official minutes of the 2010 Spring Business Meeting Minutes held in Toronto,
Ontario, at the Ontario College of Art and Design University, on Friday, May 14th,
2010.</dc:description>
<dc:publisher>ARLIS/NA Ontario Chapter</dc:publisher>
<dcterms:issued xsi:type="dcterms:W3CDTF">2013-03-11</dcterms:issued>
<dcterms:created>2010-05</dcterms:created>
<dc:type xsi:type="dcterms:DCMIType">text</dc:type>
<dc:format xsi:type="dcterms:IMT">application/pdf</dc:format>
<dcterms:extent>3 pages</dcterms:extent>
<dc:identifier>2010_spring_meetingminutes</dc:identifier>
<dc:source>https://www.dropbox.com/s/xzkdfvfcnovzp9l/2010\_spring\_minutes.pdf</dc:source>
<dc:language>English</dc:language>
<dcterms:isPartOf>Business Meeting Minutes</dcterms:isPartOf>
<dc:rights>Copyright 2013 ARLIS/NA Ontario Chapter</dc:rights>

```

### Example 2: Annual Report, 2007

The document can be viewed in full text in Appendix B, Figure 2.

### Tabulated Example

Element	DC Element Refinement	Vocabulary/ Encoding Scheme	Element Value
<b>Title</b>			Annual Report (2007)
<b>Creator</b>			Janet Mui
<b>Subject</b>		[pick list]	Annual Reports
<b>Description</b>			The 2007 Annual Report for the ARLIS/NA Ontario Chapter, submitted by Chapter Chair, Janet Mui.
<b>Publisher</b>			ARLIS/NA Ontario Chapter
<b>Date</b>	Date Created	W3CDTF	2007
<b>Date</b>	Date Issued	W3CDTF	2013-03-11
<b>Type</b>		DCMIType	Text
<b>Format</b>	Extent		3 pages

<b>Format</b>	IMT	application/pdf
<b>Identifier</b>	2007_annualreport	
<b>Source</b>	https://www.dropbox.com/s/onkin88flxa8jnr/2007_annualreport.pdf	
<b>Language</b>	English	
<b>Rights</b>	Copyright ©2013 ARLIS/NA Ontario Chapter	

### XML Example

```

xmlns:dc="http://purl.org/dc/elements/1.1/"
xmlns:dcterms="http://purl.org/dc/terms/"
<dc:title>Annual Report (2007)</dc:title>
<dc:creator>Janet Muise</dc:creator>
<dc:subject>Annual Reports</dc:subject>
<dc:description>The 2007 Annual Report for the ARLIS/NA Ontario Chapter, submitted by Chapter Chair, Janet Muise. </dc:description>
<dc:publisher>ARLIS/NA Ontario Chapter</dc:publisher>
<dcterms:created xsi:type="dcterms:W3CDTF">2007</dcterms:created>
<dcterms:issued xsi:type="dcterms:W3CDTF">2013-03-11</dcterms:issued>
<dc:type xsi:type="dcterms:DCMIType">Text</dc:type>
<dcterms:extent>3 pages</dcterms:extent>
<dc:format xsi:type="dcterms:IMT">application/pdf</dc:format>
<dc:identifier>2007_annualreport</dc:identifier>
<dc:source>https://www.dropbox.com/s/onkin88flxa8jnr/2007_annualreport.pdf</dc:source>
<dc:language>English</dc:language>
<dc:rights>Copyright 2013 ARLIS/NA Ontario Chapter</dc:rights>

```

### Example 3: Travel Award Report, 2005

The document can be viewed in full text in Appendix B, Figure 3.

### Tabulated Example

Element	DC Element Refinement	Vocabulary/ Encoding Scheme	Element Value
<b>Title</b>			Travel Award Report – Irene Puchalski (May, 2005)
<b>Creator</b>			Irene Puchalski
<b>Subject</b>		[pick list]	Travel Award Reports
<b>Description</b>			The 2005 ARLIS/NA Ontario Chapter Conference Travel Award Report, submitted by Irene Puchalski. The 2005 ARLIS/NA Annual Conference was held in Houston, Texas.
<b>Publisher</b>			ARLIS/NA Ontario Chapter
<b>Date</b>	Date Created	W3CDTF	2005-05-13
<b>Date</b>	Date Issued	W3CDTF	2013-03-11
<b>Type</b>		DCMIType	Text
<b>Format</b>	Extent		2 pages



<b>Format</b>	IMT	application/pdf
<b>Identifier</b>	2005_travelawardreport	
<b>Source</b>	https://www.dropbox.com/s/as6t2idtejjgo1f/2005_travelawardreport.pdf	
<b>Language</b>	English	
<b>Rights</b>	Copyright ©2013 ARLIS/NA Ontario Chapter	

### *XML Example*

```

xmlns:dc="http://purl.org/dc/elements/1.1/"
xmlns:dcterms="http://purl.org/dc/terms/"
<dc:title>Travel Award Report – Irene Puchalski (May, 2005)</dc:title>
<dc:creator>Irene Puchalski</dc:creator>
<dc:subject>Travel Award Reports</dc:subject>
<dc:description>The 2005 ARLIS/NA Ontario Chapter Conference Travel Award Report, submitted by Irene Puchalski. The 2005 ARLIS/NA Annual conference was held in Houston, Texas.</dc:description>
<dc:publisher>ARLIS/NA Ontario Chapter</dc:publisher>
<dcterms:created xsi:type="dcterms:W3CDTF">2005-05-13</dcterms:created>
<dcterms:issued xsi:type="dcterms:W3CDTF">2013-03-11</dcterms:issued>
<dc:type xsi:type="dcterms:DCMIType">Text</dc:type>
<dcterms:extent>2 pages</dcterms:extent>
<dc:format xsi:type="dcterms:IMT">application/pdf</dc:format>
<dc:identifier>2005_travelawardreport</dc:identifier>
<dc:source>https://www.dropbox.com/s/as6t2idtejjgo1f/2005_travelawardreport.pdf</dc:source>
<dc:language>English</dc:language>
<dc:rights>Copyright 2013 ARLIS/NA Ontario Chapter</dc:rights>

```

## Challenges

### *Simplicity vs. Complexity in Schema Design*

As the turnaround for the Chapter Executive Officers is, on average, two years, creating a relatively simplistic metadata schema is essential to the success of its continued use and employment as there is, to date, no technical skillset or metadata fluency required for serving on the Executive. As such, ensuring that the metadata schema is straightforward as opposed to overly detailed, capturing every potential informational element of the documents subject to inclusion is a strategic decision on my behalf. The organizational culture of the Chapter is relatively laidback, and Executive Officers volunteer time out of their day to organize and plan the future of the Chapter; therefore, to ensure the long term adoption and consistency of the ARLIS/NA Ontario Chapter Application Profile's maintenance and use, erring on the, arguably, general side will, hopefully, be an continued process that will be upheld by future Executives in years to come. As such, I purposefully designed for my targeted audience, as I cannot assume that there will be any technological competencies of future executives. While arguments

can be made that it might not exhaustively capture all the nuance and informational elements inherent in the chapter documents, given the instability of the context surrounding the future document creation and maintenance, the schematic design is intended to be more user-friendly.

### **Centrality and Access**

I anticipated potential challenges for designing a repository would be the different permissions required for accessing content on the Wiki. Presently, only Chapter Executives are able to access the Chapter Wiki because financial information, account passwords, and personal information of both the Executive and Chapter members require Executive authentication. As such, I uploaded all the Chapter documentation dispersed between multiple platforms into a Dropbox account in hopes that it will serve as a straightforward electronic document repository from which present and future executives can continue to foster a culture that privileges sharing information and providing access to essential Chapter information. I am now eager to move forward with the ARLIS/NA Ontario Chapter Metadata Application Profile, and encode all of our present documents. In so doing, this initiative seeks to support the mandate that all the executive affairs and decisions are made transparent to both the membership, and society at large.

Appendix A

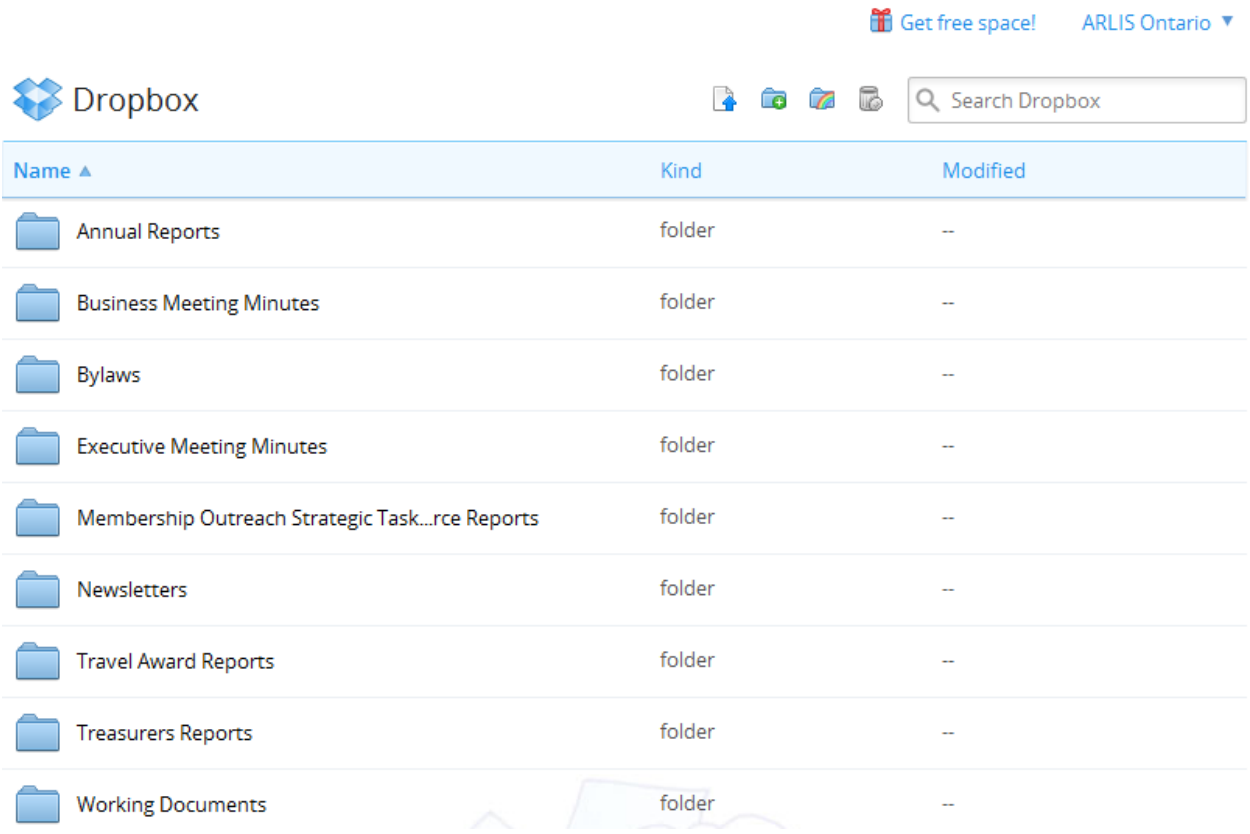


Figure 1: Centralized Repository of ARLIS/NA Chapter Documents

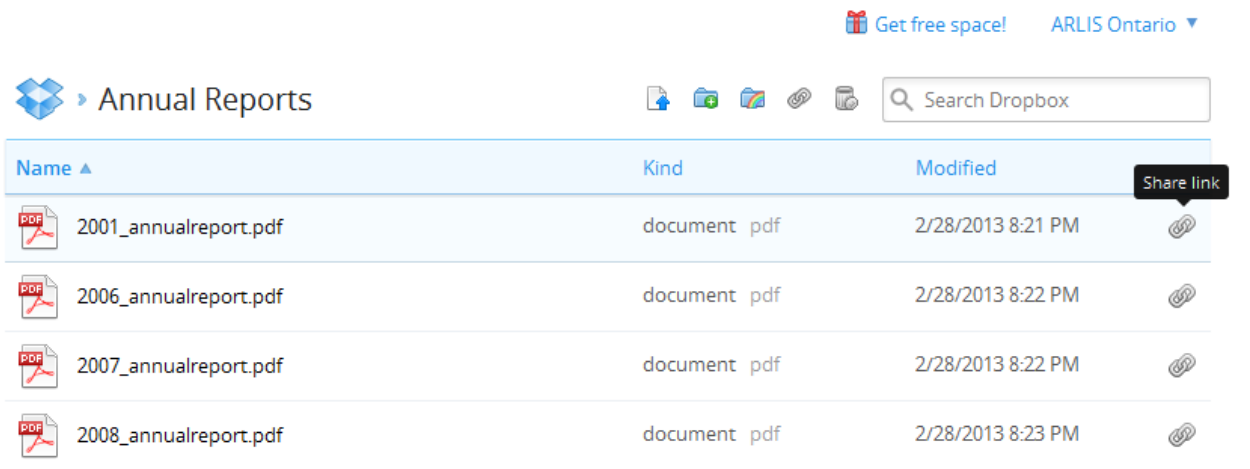


Figure 2: Visualization of the link to include in the Source Element

## Appendix B

**Figure 1:** The following is a copy/past of the full text document of Spring Business Meeting Minutes, 2010, encoded in Example 1. The document can also be viewed online by following this link noted in the “source” element: [https://www.dropbox.com/s/xzkdfvcnovzp9l/2010\\_spring\\_minutes.pdf](https://www.dropbox.com/s/xzkdfvcnovzp9l/2010_spring_minutes.pdf)

### ARLIS ONTARIO SPRING 2010 MEETING

Friday May 14<sup>th</sup>, 2010

Ontario College of Art and Design

**THOSE PRESENT:** Barb Duff, Jill Patrick, Margaret English, Rachel Isaac-Menard, Stephen Spong, Katya Pereyasklavska, Catherine Spence, Margaret Spence, Zita Murphy, Laine Gabel, Tammy Moorse (Chair), Maureen Carter, Victoria Sigurdson, Randall Speller (secretary), Geoff Piersol, Mary Kandiuk, Mary Williamson, Peggy Haist, Daniel Payne, Lesley Bell, Effie Patelos.

**APPROVAL OF THE MINUTES** (Fall 2009 Meeting – 6 November 2009): A **MOTION** to approve the minutes of the Fall 2009 meeting was proposed by Peggy Haist and seconded by Maureen Carter. Carried.

**REPORT OF THE CHAIR** (Tammy Moorse): Tammy expressed our appreciation to OCAD for hosting the Spring Meeting.

It was announced that Victoria Sigurdson is our new Vice-Chair for the coming year.

We are planning a fundraiser in June at the home of Margaret English and will be looking for new ideas for this event (see below).

The Chapter is now using Mail Chimp to send out email to members.

(<http://www.mailchimp.com>) Unfortunately it doesn't allow for attachments, so more information will be posted to the website.

**TREASURER'S REPORT** (Laine Gabel):

May 14<sup>th</sup>, 2009

Bank Balance at January 1, 2010 \$6,439.37

Recent Income:

Membership Dues \$310

Fundraising \$420

**Total Income: \$730**

Disbursements:

Travel Awards (2 awarded for 2010) \$1500

Welcome Party Donation (ARLIS Boston) \$100

Bank Fees \$71.70

**Total Disbursements: \$1659.75**

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**Bank Balance at May 12<sup>th</sup>, 2010 \$5,509.62**

**ARLIS-NA CONFERENCE, TORONTO 2012** [28 March to 3 April 2012] (Jill Patrick):

Jill Patrick expressed the thanks of herself and Karen McKenzie for the travel awards to attend the Boston conference. We look forward to seeing their reports on the website. See the ARLIS Ontario website for up to date information on 2012 conference.

They talked to many of this years organizers and learned a lot. They also lunched with the members from Western NY (our co-hosts in Toronto) and shared ideas and programming ideas.

Jill outlined Karen's travel report and augmented it with her own comments and updated information.

The conference organizers are searching for a web developer, and it would be essential that they be associated in some way with a university here in Toronto.

Cross boarder shipments by exhibitors may be serious headache and we must be aware of the consequences.

The Programming committee needs to start immediately and needs new members.

A sponsor is needed for the convocation

Tammy Moore volunteered as the local development coordinator and she will work closely with the exhibits coordinator.

The conference theme and logo was also discussed and ideas were shared. Please email Jill Patrick with any ideas or suggestions for programs, themes, speakers and locations. The main venue will be the Sheraton Centre in downtown Toronto opposite the new City Hall. Several

venues for the convocation are also under discussion but we need a place that can host up to 500 people. The Koerner Hall in the Royal Conservatory is a top contender although it is pricey.

So far our work is proceeding on schedule.

## **OTHER BUSINESS:**

**JUNE FUNDRAISER** (Margaret English): The June fundraiser (date to be determined) will be held at the home of Margaret English. The theme will be gardening and there will be a silent auction of plants, garden items and works by various artisans. Please bring family and friends.

**STUDENT REPRESENTATIVES:** Two candidates were vying to represent student librarians so Effie Patelos and Katya Pereyasklavskaya both made representations to the members present. Upon leaving the room we all agreed that their unique skills would be invaluable so we asked both of them to work together to represent student issues to the executive and in our meetings. Carried.

The meeting adjourned at 12:00 noon.

**Figure 2:** Screen Captions of the ARLIS/NA 2007 Annual Report encoded in Example 2**2007 Annual Report ARLIS/NA Ontario Chapter**[www.arlison.org](http://www.arlison.org)

Janet Muise, Chair 2007

[janet\\_muise@cbc.ca](mailto:janet_muise@cbc.ca)

416-205-3242

416-205-2832 fax.

**Executive 2008**

Chair:.....	Lesley Bell	<a href="mailto:lbell@brocku">lbell@brocku</a>
Vice Chair:.....	Margaret English	<a href="mailto:margaret.english@utoront.ca">margaret.english@utoront.ca</a>
Secretary:.....	Randall Speller	<a href="mailto:randall_speller@ago.net">randall_speller@ago.net</a>
Finance:.....	Tammy Moorse	<a href="mailto:tmoorse@gmail.ca">tmoorse@gmail.ca</a>
Past Chair:.....	Janet Muise	<a href="mailto:janet_muise@cbc.ca">janet_muise@cbc.ca</a>
Student Rep:.....	Kalan Greenwood	<a href="mailto:k.greenwood@utoronto.ca">k.greenwood@utoronto.ca</a>

Webmasters: Janet Muise, Lynda Barnett

Newsletter: Daniel Payne

Membership: Tammy Moorse, Daniel Payne, Kalan Greenwood

Editor for web &amp; newsletter: to be elected

**Report**

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**Meetings****Executive**

The Ontario executive met 3 times throughout the year (January, April and June) with the usual discussions around preparations for biannual meetings, elections, fundraising and travel awards although discussions about waivers, insurance entered more often than usual.

**Spring**

For the spring meeting, 15 of our members were drawn to the Wayzgoose festival of book arts that is held in Grimsby, a small town in the Niagara Peninsula that has been fairly active in the arts over the past 30 years. We learned about the role of a public gallery in a smaller centre from Rhona Wenger director of the Grimsby Public Art Gallery, where the work of Marian Rheims was on exhibit as part of the festival. Local artist Carolyn Dover invited us to her studio overlooking the Niagara escarpment where we later enjoyed a walk and finally a dinner overlooking the local vineyards. Our spring newsletter is available on our website.

**Fall**

The fall meeting took us back to southern Ontario once again to the larger centre of Hamilton, where Donna Thomson, the Metadata/Liaison Librarian at McMaster University Mills Memorial Library, hosted us. It included a tour of the McMaster University Art Museum and the Bertrand Russell Archives that houses the largest archive of Russell-related materials. Canadian Rep Marilyn Nasserden was our guest and it was great to have her reporting to us directly. 19 of our members attended.

**Activities****Committees**

A couple of committees were fairly active over the year and in particular the Membership Committee. Our student rep, Kalan Greenwood followed through on plans for student outreach at UoT's FIS [www.fis.utoronto.ca](http://www.fis.utoronto.ca) by creating an information board, and worked with the committee

and executive to create a colourful ARLIS/NA Ontario information brochure and bookmark that will be also be used throughout the year. Our chapter did apply for the Chapter funding for this project although it was not approved. 14 students signed up to receive emails and 2 new students have joined and are proving to be true assets to our chapter. There are plans to do the same at the University of Western Faculty of Information Management Studies [www.fims.uwo.ca](http://www.fims.uwo.ca) in London Ontario in the fall of 2008.

Another student member, Heather Saunders stepped forward to look into the archiving of chapter materials and presented her first report at the June 2007 executive meeting.

### Gatherings

Food and fundraising were the main events at our Mid-Winter Gathering that took place in February replacing our Christmas gathering. A birthday was celebrated and the range of members attending included new graduates, and a long time member and retiree. A spring initiative to further our outreach to new members included a visit to the Guelph University during the Shakespeare Made in Canada Festival [www.canadianshakespeares.ca/about.cfm](http://www.canadianshakespeares.ca/about.cfm) where we touched base with past members, members of VRA and the archivists and professors involved in the festival. Learn more about that visit on the ARLIS/NA Ontario website.

## Issues

### Insurance/Waivers

As chair I was occupied in finding information and options for our chapter in regards to risk management. There is an option to join a volunteer organization and receive discounted insurance. We received free consultation from a lawyer, who noted that our membership form and website content were 2 areas that could be reviewed. We were given a quote that is beyond affordability and so I applied for financial support through the Volunteer Legal Service. We have yet to hear their response to our request. A final consultation with at least 3 members should take place and a final presentation to the membership should enable an informed vote on this issue. At the very least we need to inform our executive of best practices.

### NA Issue \*Student memberships

Because of the school term it was suggested that an 18 month membership be available to students. It was proposed that an 18-month student membership with ARLIS/ NA also be explored.

The reasoning and benefits:

- most student members will want to want to become members in September, when school starts and it is unfair to expect them to pay dues again in January.
- this will be attractive to students as they will make the most of their membership time

This should be explored before the next chapter executive meeting. In the meantime we have 2 new and active student members.

### Committees

In order to make the work of the committees more manageable it was decided to create a separate fundraising committee aside from the membership committee.

It was also agreed to engage an editor who will compile material from members for both the bi-annual newsletter and the website and forward that material to the publisher and the web administrator. Although this is not an executive position it will require reports to the executive.

### Award

Michele Laing, our 2006 Chair, was awarded the 750.00 travel award to attend the Atlanta Conference. It was here that a number of members of the Ontario and the Western New York members discussed the idea of proposing a conference.



### Proposals

Last but not least our members voted to send an invitation to the ARLIS/NA Board proposing that ARLIS/NA Ontario host the 2012 NA Conference in conjunction with ARLIS/NA Western New York. With Toronto's architectural and cultural renaissance taking place over the next few years we hope to provide a rich and engaging setting for our members.

A vote was taken by email with a core group offering significant personal and institutional support.

The final results were:

- 27 members responded
- 25 voted in favour of the conference,
- 2 opted to abstain

### ARLIS NA Ontario Chapter Financial Report 2007

<b>Bank Balance at January 10, 2007</b>	<b>\$4,317.15</b>
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<b>Total Income:</b> including membership, fundraising and donations	<b>\$1,580.00</b>
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<b>Total Disbursements:</b> including bank charges, travel award, contributions to conference, meeting expenses and promotional materials	<b>\$1,650.80</b>
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<b>Bank Balance at December 31, 2007</b>	<b>\$4,246.35</b>
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Contingency Fund	\$2,500.00
Travel Fund	\$750.00

<b>Available Balance:</b>	<b>\$996.35</b>
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### Fundraising Plans

Plans for our 2008! Mid-Winter Gathering and Fundraiser in February began at our Fall 2007 meeting when chapter member Daina Leja of HOK, an international architectural firm, invited us to visit their materials library and tour their new Canadian headquarters where they have integrated sustainable design principles into the building.

To further our outreach goals and expand our fundraising capabilities, we have opened the gathering to art and design colleagues and staff from a number of our major art and educational institutions.

Submitted by:

Janet Muise,  
Past Chair, ARLIS/NA Ontario  
Image Research Library  
Canadian Broadcasting Corporation  
Toronto, ON

416-205-3242

[janet\\_muise@cbc.ca](mailto:janet_muise@cbc.ca)

**Figure 3:** Screen Captions of the 2005 Travel Award Report encoded in Example 3.

**Report: 2005 Houston Conference**  
**ARLIS/ON Chapter Meeting (13 May 2005)**  
**Ontario College of Art and Design, Toronto**  
**Submitted by Irene Puchalski**

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As many of you are aware, the ARLIS/NA Ontario Conference Travel award is intended to promote professional development among chapter members, and to encourage their involvement in ARLIS/NA by helping to defray the expenses of attending the ARLIS/NA annual conference. I am honoured to have been selected as the recipient of this award in 2005. In addition to accomplishing the above mentioned, this award also provides recognition with library colleagues within ARLIS and my own institution, and also with administration in my own institution. I thank the chapter for not only keeping this award going, but also for improving it so that the amount does make a difference when we travel to a conference. I encourage all chapter members to apply for this award.

I will just present some of the highlights:

When attending a conference I enjoy learning about cultural aspects of the hosting location. In Houston I learned about **John and Dominique de Menil** and the role they played in introducing Houston to modern art and architecture. It was a treat to not only visit the Menil Collection, a gem of an art collection with a focus on Surrealism, in a museum designed by Renzo Piano, but also to get a sense of the Menil aesthetic by visiting the buildings that make up the "Menil Campus": this included the Cy Twombly Gallery, the Byzantine Chapel, the Rothko Chapel. These buildings are all on a human scale and are located in a park-like setting. I also had the privilege of visiting the restored Menil House which was designed for them by Philip Johnson in 1948. Original paintings by Max Ernst and other Surrealist artists also adorned the walls of their residence.

I also indulged my own fantasies by attending informative sessions such as ***Forgiving Buildings: (Re)Designing the 21<sup>st</sup> Century Library***. [My fantasy: I will get more library space] and the session ***This Isn't a Ranch So Why Do We Need a Brand: Public Relations and Marketing?*** [My fantasy: our development person will identify a wealthy donor for my library]. The common thread in the session entitled ***Academic Libraries, Visual Collections and Campus Museum Border Crossings*** was the

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importance of collaborating and liaising with departmentst within one's own institution. Although I am from an academic library, I found the session on **Art Museums and Their Libraries: A European Perspective** quite enlightening. Comparisons were made between the Uffizi library in Florence, the Stedelijk Museum Library in the Netherlands and the library at the National Gallery in London.

In addition to the Special Events such as the Welcome Party and the Convocation Ceremony and Reception, which were all well attended and enjoyable, I also attended to the business side of things. I am the Canadian content of the ARLIS/NA Nominating Committee and the International Relations Committee (and this is helped by the fact that I was able to attend the conference in Houston, so thank you again).

A highlight of the ARLIS/NA Membership Meeting was the excellent presentation for the Banff 2006 Conference, delivered by Jill Patrick and Marilyn Nasserden with wonderful sound and imagery put together by James Rout. At the Canadian Members Meeting, chaired by Jonathan Franklin, we learned from Barbara Rockenbach that ARTstor is now available for subscriptions in Canada.

...and because he is too modest to tell you himself..., Jonathan Franklin is the recipient of the 2005 Melva J. Dwyer Award for *The Index to Nineteenth Century Canadian Catalogues of Art*. Congratulations Jonathan!

## References

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