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Metadata Maintenance Strategies

Communication

Basecamp facilitates collaboration between MDS staff and important stakeholders. Collection curators can easily report metadata problems in the Digital Library with **Google Forms**.
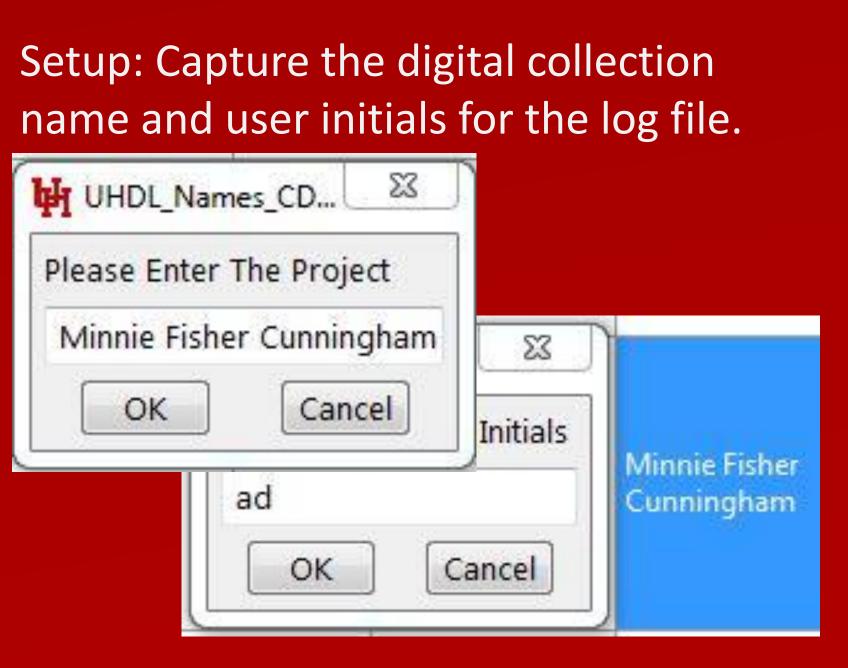
Since 2013 the University of Houston (UH) Libraries Metadata and Digitization Services (MDS) department has been working towards the goal of improving the quality of legacy metadata in the UH Digital Library. The tools described in this poster have greatly improved the cohesion and effectiveness of the MDS Metadata Unit in terms of accuracy, quality and production.

Documentation

MDS uses a departmental wiki, powered by **PmWiki**, to document workflow processes and archive project information. PmWiki is free and open source software with a large library of plugins.

Basecamp

Discussion

Mtg. Minutes

Google Forms

Online Form

Responses

PmWiki

Workflow

Project Checklist

Automation

Complicated and repetitive tasks are automated with **AutoHotkey (AHK)**, thereby increasing productivity and decreasing errors during metadata creation and editing. AutoHotkey is free and open source software.

Workflow for the AHK Name Authorities App

Setup: Capture the digital collection name and user initials for the log file.

Step 1: AHK copies the name value in CONTENTdm and opens web browser searches for the name in the Library of Congress Name Authorities (id.loc.gov) and the Handbook of Texas (tshaonline.org/handbook).

Step 2: User selects the vocabulary and records the authorized form and URI.

Step 3: If necessary, capture authorized form for secondary vocabulary.

Step 4: If necessary, record secondary vocab URI.

Step 5: AHK enters the authorized LCSH term in CONTENTdm.