

Case Study

Submitted to Dublin Core Metadata Initiative, Global Corporate Circle

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Introduction

The metadata schema is being developed for a collaborative project that has the need to practice good content management on documents created. The overall project included many facets, but the focus of the metadata schema developed was to support all their content management functions. Dublin Core was used as the foundation for the development of the schema. The intended outcome of the project is to be able to present and support a metadata schema that should be applicable to all documents, which will include fields that must be on all documents and fields that may be on documents as the business need arises. Along with that, the project will present associated best practices for the use of the metadata, and a proposal for the governance and organizational change that will be needed to allow for the implementation of the schema.

Approach

Representation was found from various parts of the company and an agreement was made as to exactly what would need to be delivered so that any team would be able to use the metadata information provided. We also decided to make available, or develop, any vocabularies needed for any of the fields we proposed.

Before beginning to develop the metadata schema, the team agreed to the purposes for the metadata. Once that was done, then fields were selected that would allow the purposes to be completed. Dublin Core was used as a foundation, and other fields were added. Overall, we looked at making sure there was metadata to support managing access, administering, disposing of, and locating documents. Later, the plan is to continue and consider metadata needs for publishing, archiving, auditing, and overall records management (for example any special needs around vital records), as needed. The governance structure to be proposed should allow for management and change of the information.

Standards

As mentioned, Dublin Core was used as a foundation. When needed, we will employ other metadata standards at a future date, for example existing standards for archiving. Adhering to a standard allowed for interoperability among internal applications, and hopefully with outside entities also following the same standard. Every effort was also made to use existing definitions from our data modeling efforts, and any existing vocabularies already created for use in transactional systems. This will aid in the interoperability among internal applications supporting types of information other than unstructured information in documents.

About the Author

Paula Markes is an Information Scientist trained in Library and Information Science. She has 17+ years work experience in a variety of information activities ranging from reference librarian and database searcher, software development, systems analysis, database analysis, taxonomy development, records management, and metadata architect, with the majority of that time spent in Information Technology roles. She is currently working for Eli Lilly and Company in Indianapolis, IN.

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Thank you to the entire Eli Lilly and Company project team for assistance in the continued development of this metadata schema. The full project is still underway, and will involve the development of software to allow the integration of this foundational information into content management practices, and is scheduled for completion in early 2005.

Metadata Schema

Due to confidentiality, I am not able to include the metadata elements here. We did decide that we needed to collect more information about an element than that collected on the Dublin Core website for each of its elements. So, we are continuing work to gather that info.

Notes and Reflections:

1. I am still working on finding the best way to implement the Identifier. I have found two “standards” we may look at. They are OpenURL and DOI. However, I have not started those investigations.
2. We decided early on, that no matter how good the schema was that we developed, it really would not be of any great benefit unless it was properly integrated into the way we do business. So, we plan to spend effort also to work with the larger collaborative project to make sure that the organizational change and governance recommendations were implemented.