

Depot Metadata Team Work Plan
December 2008

TASK	Timeline
1. To assess metadata standards developed by SREB SCORE, The Orange Grove, and other repositories	
1.1. Develop a matrix for comparison & review	Jan. - July 2008
1.2. Monitor international metadata development	Aug. 2008 -
2. To define metadata standards for Depot content	
2.1. Define the minimum required data elements	July - Dec. 2008
2.2. Define KY-specific data elements	Jan. - Feb. 2009
2.3. Make recommendations to Depot Steering Committee	Feb. 2009
3. To develop workflow incorporating established metadata standards	
3.1. Define the set of metadata for contributors	Feb. 2009
3.2. Build defined standards into Contribution Wizard	Feb. - March 2009
3.3. Make recommendations to Depot Steering Committee	March-09
4. To monitor metadata quality to ensure effective discovery and access	
4.1. Build Metadata Review Team	March-09
4.2. Build metadata review guidelines & process	April-09
4.3. Make recommendations to Depot Steering Committee	April-09
4.4. Develop metadata training module	April - June 2009
5. To ensure metadata interoperability with other repositories	
5.1. Review searching via federation & harvesting	July - Sept. 2009
5.2. Define best practices for federation on metadata crosswalk	Oct. - Nov. 2009
5.3. Define best practices for metadata harvesting	Nov. - Dec. 2009
5.4. Make recommendations to Depot Steering Committee	Dec. 2009