Created Content Committee Annual Project 2016–2017
Shareable Metadata

Introduction
With the entry of Illinois into the Digital Public Library of America (DPLA), the Created Content Committee (CCC) was inspired to join in the efforts to help Illinois institutions to prepare their digital collections for ingest into DPLA by improving the shareability of metadata. As a part of this, the committee reviewed existing committee-created documentation and also created new case studies.

All the case studies and updated metadata documentation are listed on the DPLA Information and Documentation page at https://www.carli.illinois.edu/products-services/contentdm/dpla. Even though much of the information is useful outside of the context of DPLA, the committee hopes that as institutions choose to participate in DPLA that they can use this page as an easy portal to all the useful training and planning information.

Helping with the Data Dictionary
The first project took place in fall 2016, the committee reviewed an early draft of the Illinois Digital Heritage Hub (IDHH) data dictionary, prepared by Hannah Stitzlein, IDHH metadata specialist.

Documentation Review and Updating
The committee reviewed documentation and training webinars created by earlier iterations of the committee on the CARLI website (https://www.carli.illinois.edu/products-services/contentdm/cdm-documentation). Some documents received minor updates (updating links to websites, removing outdated information), and others were more thoroughly reviewed and updated to conform to current best practices for digital content creation. Some documents require more revision and will be addressed at a later time.

Case Studies
Starting in December 2016, members of the committee wrote case studies about their own attempts to improve their metadata in their own digital collections. These studies were intended to showcase a variety of institutions and situations, from a long-established set of digital collections and complex infrastructure at NIU to a new digital collection effort and minimal infrastructure at NCC. The rationale for creating these case studies was that it can be overwhelming to think about a major metadata cleanup or migration project through reading documentation alone. It is helpful to see how someone else in a similar situation handled such a project when planning one's own project.

All the case studies appear on the DPLA Information and Documentation page. The case studies are as follows:
- Case Study 1: Data Dictionary by Matthew Short, Metadata Librarian, Northern Illinois University
- Case Study 2: Domesticating Wild Metadata: Harvesting Your Metadata into a Discovery Layer Using OAI-PMH Feeds by Margaret Heller, Digital Services Librarian, Loyola University Chicago

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Conclusion

This project has given the committee several ideas for future projects to maintain existing documentation and to improve assistance for large-scale cleanup projects. Improving the instructions about more basic processes and tools would be helpful to institutions with limited staffing for digital projects. In addition, there may be a need for changes to recommended metadata fields or practices that will have to be done in coordination with the CARLI Board.