

# Recommended Metadata Correction Policy

*Prepared by K.Stine, June 5, 2012*

## Background

While transitioning from the University of Michigan running the HathiTrust metadata management system to CDL running the new, replacement Zephir system, the Zephir team has uncovered several operational issues that likely require policy development and discussion within the HathiTrust governance structure. The Zephir team is working with staff at the University of Michigan to analyze and recommend adaptations to the current metadata corrections processes in the context of the new system. These recommendations will be reviewed periodically once Zephir is in production (anticipated September 2012). Additionally, the team has developed a draft metadata correction policy to cover metadata submitted to the HathiTrust by contributing partner institutions.<sup>1</sup>

## Goals

Our goals in putting forth recommendations for addressing metadata corrections, including the following draft metadata correction policy are:

- to keep metadata in the Zephir metadata management system as accurate as possible, especially when it is used to determine the rights status of HathiTrust content
- to adopt and explore efficient workflows for incorporating corrections to HathiTrust contributor bibliographic metadata in the Zephir system
- to both ensure compliance with copyright legislation and to explore means of expanding access to HathiTrust content that had been incorrectly identified as in-copyright due to bibliographic metadata errors or deficits
- to encourage and inform the development of a more comprehensive HathiTrust metadata use policy that includes and extends beyond the issue of metadata correction

## Draft HathiTrust Metadata Correction Policy

*Last updated by K.Stine, May 8, 2012*

It is the general policy of the HathiTrust not to alter the content of contributors' bibliographic records. While some normalization, adding, and routing of data is necessary in order to assure the coordination of functions in the HathiTrust metadata management system (Zephir), field values will typically remain as submitted by the contributing institutions until the institution updates and re-submits its records. In any case where a contributor's record has been corrected by HathiTrust staff<sup>2</sup> in Zephir, the metadata contact at the affected contributing institution(s) will be alerted to the changes made, and asked to provide a new or updated record to the system as soon as possible.

In the case of inappropriate rights determinations based on incorrect bibliographic metadata that results in unlawful access to an in-copyright resource, HathiTrust staff will make immediate corrections as they are identified.

From time to time, HathiTrust staff may be alerted to errors or omissions in bibliographic records that have prevented a public domain title from being viewable in the HathiTrust catalog. In the interest of making public domain resources available, HathiTrust seeks to develop and implement efficient and effective means of addressing metadata errors or deficits that have led to a public domain resource being incorrectly closed.

Additionally, end users may report other observed errors in the catalog (e.g., incorrect spelling of an author name or incorrect assignment of a subject heading). When such errors are identified in HathiTrust bibliographic records, HathiTrust staff will request that updated records be re-submitted by the contributing institution.

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<sup>1</sup> For additional context:

[https://diva.cdlib.org/projects/hathitrust/htmm/metadata\\_documentation/RecommendationsMetadataCorrectionsZephir.docx](https://diva.cdlib.org/projects/hathitrust/htmm/metadata_documentation/RecommendationsMetadataCorrectionsZephir.docx)

<sup>2</sup> Henceforth in this policy, any mention of HathiTrust staff is to include staff at institutions working directly in support of HathiTrust activities.