InfoSt 714 Metadata (3 credits)
Section 201

Instructor: Dr. Hur-Li Lee
Office hours: by appointment
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Catalog Description:
Principles and applications of metadata for digital resource representation and retrieval using various schemes. Includes metadata creation, management, and dissemination, especially for digital libraries.

Prerequisites:
Required:
• Successful completion of L&I SCI 511, Organization of Information, or consent of instructor
• SOIS online education technology recommendations: https://uwm.edu/informationstudies/academics/online-programs/

Recommended:
• Completion of L&I SCI 571 Information Access and Retrieval

Objectives:
Upon completion of the course, students will be able to:
1. Articulate important concepts, issues, and terminology related to metadata theory, standards, and applications relevant to cultural heritage institutions;
2. Analyze and critically apply different approaches to metadata creation, storage, management, and dissemination within different information communities for different purposes;
3. Critically analyze and compare different metadata standards and their applicability to different contexts;
4. Create descriptive metadata for digital resources using selected metadata structure, content, value, and encoding standards;
5. Design and document metadata schemes and application profiles to meet the functional requirements of specific collections, projects, organizations, and communities;
6. Apply basic metadata quality metrics to evaluate the quality, interoperability, and shareability of different types of descriptive metadata;
7. Be equipped with knowledge and skills relevant to entry-level metadata librarian and metadata specialist positions in cultural heritage organizations.
Textbooks:
Required:

Not required:

Other required readings will be freely available online or provided on course site.

Assignments:
Exercises: 50 points
   Must be submitted by the respective due dates via the Dropbox or Quizzes module in D2L. **50% of credit will be automatically taken off if an exercise is submitted one day late; no credit will be given after that.** Grading criteria are specified in the instructions for each exercise. All submissions must be in RTF or MS Word. For all exercises, use at least a 12-point font (like the one used here). No need to include a cover page, but give your name on top.

   There will be four exercises. Check “Weekly Schedule and Topics” for their exact due dates. Individual exercise directions will be made available under Content in D2L approximately 2 weeks before their due dates.

Final projects: 30 points

Participation in discussions: 20 points. For details about discussion requirements, see another file titled “Participation Guidelines.”

Final Grade:
   There are 100 points in total. Your final grade will be:

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Other useful Information:
   SOIS Senior Lecturer Emeritus Steve Miller (also the author of your textbook) has built a great site to include best resources on metadata here:
   [http://people.uwm.edu/mll/metadata-resources/](http://people.uwm.edu/mll/metadata-resources/)

Academic Policies:
The following link contains university policies affecting all SOIS students: http://www4.uwm.edu/secu/SyllabusLinks.pdf. For graduate students, there are additional guidelines from the Graduate School (http://www.graduateschool.uwm.edu/students/policies/).

Notes:

If you are a student with special needs, you should have a VISA form sent to me by the end of the first week. Please do not wait until you are in trouble!

Rev. September 2016