

CILIP Metadata & Discovery Group

Minutes 230th Committee Meeting 12 March 2026

1. **The meeting took place online between 12m and 12:45pm at the MDG Conference at the Engineer's House, Clifton, Bristol.** This was a short meeting, focused on upcoming activities. These minutes were accepted at the 231st Committee Meeting on 3 June 2026, where they were proposed by Georgiana Datcu and seconded by Karen Pierce.
2. **Attendees:** Will Peaden (Chair), Paul Cunnea (Vice Chair), Anne Welsh (Secretary), Gail Beadnell, Emma Booth, Jennie-Claire Crate, Fran Frenzel, Ceilan Hunter-Green, Helen Griffiths, Martin Kelleher, Sergio Alonso Mislata, Mary Mitchell, Karen Pierce, Colette Townend, Victoria Webb, Jenny Wright

Apologies: Georgiana Datcu (Treasurer), Meg Fisher, Terrance Mann

3. **Welcome** The Chair welcomed everyone and shared the agenda, with apologies that one had not been circulated in advance, due to his focus on the conference and the Secretary's heavy workload in her day job. He asked if there were any other items of business and the Events Team asked for the costing of events to be added to the agenda.

4. Sponsored places

At the last CILIP Communities meeting, a member of another Special Interest Group (SIG) had queried the procedures around sponsored places for conferences and events. CILIP asked SIGs not to use capitation money for this purpose. Will said that going forward it will be important for MDG to be able to show in the accounts to CILIP each year that the money we use for bursaries is coming from other sources (such as donations / sponsorship and money made when our not-for-profit events do, in fact, make a profit).

- a. **ACTION:** Leadership Team to look into ring-fencing and evidencing ring-fencing of any capitation money we receive from CILIP for committee actions
- b. **ACTION:** Will and Paul to meet to discuss the MDGS approach and extract any lessons learned from this that MDG can adopt

5. Hours tracking

CILIP has asked us to track our hours.

- a. **ACTION:** Leadership Team to set up an online form for us all to complete
- b. **ACTION:** All to feedback any comments on this topic to the Chair and Secretary

6. Charges for Events

The Events Team shared that the last set of webinars was very well-subscribed, mostly from people whose institutions paid for their places. The Events Team feels that we could charge more without its causing a pain point for most attendees. It was suggested that if we raise our charges, we could stress that people who are unable to attend could email the Chair and Secretary to ask for a bursary place. As always, there are many options, and to avoid the restatement of a discussion we have already had in a meeting that could last a maximum of 45 minutes, the Chair guillotined the discussion until a future date. The Secretary asked the Events Team when they felt they would be able to present a full proposal and they opted for the December Meeting.

- a. **ACTION:** Gail and Victoria to present their ideas for charges at the December Meeting for discussion by the whole committee. In the interim, the Events Team, Treasurer and Chair will continue to set charges in the way we agreed last time charges for events were discussed.

7. IFLA Satellite Meeting

There was a conference session the previous day which was an informal chat about IFLA and it was very well attended. Several members were very enthusiastic about the prospect of a satellite meeting focused on cataloguing topics. The committee was very pleased by the turnout and by the engagement from MDG members at the event. As a brief summary, those present who have IFLA experience (Jenny Wright, Paul Cunnea, Renate Behrens and Neil Murray) shared useful information both for those considering volunteering / attending WLIC 2027 and for MDG on how Satellite Meetings are usually organised and how we might go about letting relevant IFLA Sections know we are interested in hosting a Satellite. There are several IFLA Groups in the area of Cataloguing and Metadata and both Jenny Wright (MDG, UKCoR, RDA Board) and Renate Behrens (RSC) are active in these. The RSC has an official protocol with IFLA so if we partner with them Jenny and Renate have a very straightforward route in, as well as the official calls for Satellite Meetings that go forward. In the committee meeting, the MDG committee decided that we will partner with MDGS to propose a satellite meeting for the IFLA Conference. Subsequent to the meeting, IFLA issued its official call, and Will, Paul and Anne attended the CILIP online session for those interested. Following this, the Leadership Team has started to draft an application and to seek volunteers for a local Satellite subcommittee. Renate and Jenny

have approached several IFLA Sections who have warmly welcomed the idea of a Cataloguing Satellite, which CILIP informed us will be useful to include in our application form.

- a. **ACTION:** Leadership Team to coordinate actions with MDGS to (i) submit and application to CILIP's call for Satellite hosts and (ii) organise a Satellite subcommittee.

8. Approval of Minutes of Meeting 229

Proposed by Fran and seconded by Karen.

9. MDG reports

- a. Chair (**Will**): see [items 4-7](#) above
- b. Secretary (**Anne**): see [items 4](#), [5](#) and [7](#) above
- c. Treasurer (**Georgiana**): report received ([Appendix 9.c](#))
- d. CILIP Member Council (Memco): nothing to report
- e. MDGS Metadata and Discovery Group in Scotland (**Paul**): MDGS volunteered to host an IFLA Satellite and would like to collaborate with MDG on this ([Item 7](#))
- f. WHELF (**Helen**): nothing to report

10. Reports from MDG representatives on other committees

- a. ARLIS (**Mary**): report not received
- b. IAML (**Meg**): report not received
- c. RBSCG BSG (**Sergio**): report received ([Appendix 10.c](#))
- d. EURIG (**Anastasia**): report not received
- e. UKCoR (**Anastasia**): report not received
- f. DDC UK (**Terrance**): report not received
- g. Mercian Metadata Group (**Will**): nothing to report
- h. ALN (Academic Libraries North) Metadata CoP (**Ceilan**): report not received
- i. MADSIG (Metadata and Discovery Southern Interest Group) (**Jennie-Claire**): Jennie believes that MADSIG has ceased to operate and so we can remove this report from the list
- j. NAG (**Colette**): report received ([Appendix 10.j](#))
- k. BIC (**Will**): nothing to report

11. Reports of MDG events, Activities & Communications

- a. Website Editor (**Fran**): nothing to report
- b. Communications (**Emma**): report received ([Appendix 11.b](#))
- c. Marketing (**Jennie-Claire**): nothing to report
- d. C&I (**Fran and Karen**): post hoc: Volume 214 was published on 23 March

- e. Cataloguing Ethics Steering Committee (**James**): report not received
- f. Events (**Gail and Vicky**): report received (Appendix 11.f)
- g. Conference subcommittee: conference proceeding as planned; all present shared their many thanks to the subcommittee for their work
- h. Metadata competencies (**Jenny**): report not received

12. Date of next meeting: 3 June 2026, 2:30-4:30pm

The Secretary will circulate a Teams Meeting request

13. Ongoing actions

(See Appendix 13)

APPENDIX

9. MDG Reports

9.c Treasurer

Prepared by Georgiana Datcu, February 2026

Financial Summary

1. Charity Account

- Balance: ÷£10,000
- Monthly Interest: ÷£39 (credited to the current account)

2. Unity Trust Bank Account

- Balance (at the start of 2026): £35,784.17
- Budget (to date) to make use of: £16,089;
- Set aside
 - £19,000 to cover 2026 Conference costs
 - Additional £8,500 put aside as received from sponsorship
 - Of which £3,772.5 spend on covering deposits for venues
 - £1,296 to cover Uni of Edinburgh Diamond (CILIP potentially to take this on board – pending!)
 - £2,500 to cover WorldCafe x3 events
 - £3,000 to cover Library Carpentry expenses
 - £3,000 to cover travel expenses for committee members in 2026
 - Of which £124.5 spent

Members Network annual funding grants - applied for £1,200 (received)

MDG has secured the grant in 2025 - this paid for a full bursary at MDG conference 2026.

The grant **will not continue into 2026** following CILIP's decision to cease capitation funding for all groups.

Income and Expenditure Updates3. Upcoming Income

For details, refer to the Events Report.

4. Projected Expenditures

- Event speaker fees.
- Travel expenses for venues selected by the Conference Committee.

Administrative Updates5. Lloyds Corporate Card Bank Account Access

The Treasurer is receiving correspondence about this account closing. Treasurer is investigating legitimacy and what is occurring. – **Lloyd's Credit Card closed**

6. Financial Document Retention Policy

The Treasurer seeks the MDG Committee's approval to confidentially shred any financial documentation older than five years. Upon approval, this material will be securely destroyed. – **pending discussion by Leadership Team**

10. Reports from MDG representatives on other committees¹**10.d RBSCG BSC****Liaison to the MDG Committee report highlights**

Highlights from the latest MDG Committee meeting presented.

¹ The editors are aware that some links in the reports are no longer functional or do no longer exist due to CILIP's website upgrade. However, we felt the minutes should be included as produced at the time.

RBSCG Committee report

Nothing to report from the RBSCG Committee as they are meeting the week after this RBSCG BS Committee meeting. Notes from that meeting will follow, to be disseminated among members of the Committee by email.

Liaison to the RBMS BS Committee report

The following points were presented:

From the MARC Advisory Committee liaison

There was a proposal which had support from RBMS and was approved without corrections, to add a 655 field to the MARC holdings format as a way of distinguishing between multiple copies held by an institution.

Another proposal, this one approved with minor revisions, consisted of [adding a subfield z to the 245 field](#), to add a context note statement to a title. Its purpose is to meet the reparative description need for immediate contextualization of outdated, biased, prejudicial and/or hateful language as found in transcribed titles. Not so much a content warning as a note (between square brackets) explaining why this harmful language is present in the catalogue record (the basic option being that it is present because it has been transcribed as it appears on the original source), etc.

From the RBMS RDA Editorial Group

The [RBMS Policy Statements](#) (concise statements that provide guidance on the application of the options in the RDA Toolkit), which are separate from the DCRM RDA edition (DCRMR), have now been uploaded in the October 2025 official RDA Toolkit release.

From the OCLC liaison

OCLC have published a series of blog posts on [AI and cataloguing](#). There is one blog post specifically on the use of AI in archives and Special Collections cataloguing.

From the DCRM editorial board

The DCRM editorial board has been working on including in DCRMR guidance for the cataloguing of graphic materials.

Once this is finished, it is feasible that the turn of either photographic or cartographic materials will come.

The editorial board has launched a [survey](#) to get input into what format users would like to be added to DCRMR next.

From the Library of Congress liaison

Marva and BIBFRAME

- LC cataloguers are now using Marva to create records, therefore using de facto BIBFRAME instead of MARC to create original records.
- LC library management system, FOLIO, converts the records into MARC to make them compatible with external library systems.
- To allow time for this transition into BIBFRAME to take place, LC has postponed its implementation of the official RDA and is still using the original RDA. The plan would be to switch over to the new RDA Toolkit sometime this year.

Dropping subfield v on 6XX fields

- LC has decided to discontinue the use of subfield v (for formats) in 6xx headings.
- Within the Rare Materials section, LC is still applying subfield v but coding the terms in that subfield as local headings and thereby treating its use as a local decision rather than a nationally supported standard. The terms recorded in subfield v are drawn from the legacy RBMS vocabularies rather than from the merged RBMS Controlled Vocabulary (RBMSCV).
- The official message from the Library of Congress is that other institutions are still welcome to continue adding it if they choose to do so, but new records downloaded from LC will no longer carry it.
- The recommended alternative is to add a separate 655 with the relevant term.

Authority field 375

- Field 375 (for gender) is being programmatically removed from LCC authority records in response to concerns about privacy.

Other news

- ALA has just announced the publication of [recommendations for the creation of harmful metadata](#) and/or harmful language statements.
- Iris O'Brien, from BL, has announced that the ESTC is now allowing institutions to request contributor accounts to record and update their ESTC holdings. ESTC has now migrated to the CERL website.

Committee engagement and public communication

Faced with the necessity of establishing whether the Committee wants to systematically and publicly engage with its members and interested public on issues of varied nature and to a variety of ends, it has been decided that this should be assumed by the Committee to fall within the scope of its duties.

It has been agreed that two main channels of communication should be used by the Committee to reach its audience:

- The Cataloguer's Corner section of the RBSCG newsletter: This feels like it might be the best place to communicate cataloguing-specific wider topics potentially of interest to the more general public. The newsletter would only be published three times a year, and a contribution to the cataloguer's corner consists of a 500-word piece of writing, with a picture if possible. The members of the Committee have been compelled to step up and regularly contribute to it. Katie Birkwood has volunteered to write about genre headings and prejudicial works for the next issue.
- The group's JiscMail listserv: To interact with fellow practitioners on more timesensitive matters, such as calls for feedback on the publication of a new standard, for example. Anybody who's interested or involved in the technical side of Special Collections cataloguing would be, in principle, subscribed to the group's JiscMail listserv and could be potentially reachable through it to raise awareness about and ask for feedback on relevant topics.

RBMS BS Committee Liaison

Sergio Alonso Mislata has stepped up to become the new liaison to the RBMS BS Committee.

Training and events for 2026

A training event has been programmed for April, and a number of members from the Committee have volunteered to organise cataloguing-related training sessions.

- Christine Megowan has already put a training session for the 15th of April in the calendar, an introduction to rare book cataloguing led by her, to take place at The University of Edinburgh, her institution.
- Sophie Floate has expressed a willingness to help organise and deliver an online Q&A session.
- Mary Clayton-Kastenholz has committed to arrange and deliver a training session at Lambeth Palace Library and Archive for summer-autumn. Ken Gibb will help with the preparation and delivery of the session.
- Sergio Alonso Mislata will enquire about the possibility of having a training session on rare book cataloguing at The University of Manchester.

Public discussion on the use of RBMS CVCRM's "prejudicial works" terminology

Katie Birkwood has recently attended a meeting with Karen Pierce (University of Cardiff and member of the MDG Committee) and Alexandra Hill (Wellcome).

The three of them work with historical medical collections, which, to a large extent, can be considered to reflect medical theories that were inherently racist.

The aim of the meeting was to start thinking about ways to apply these terms effectively, usefully, and meaningfully to the collections under their care.

Now they are thinking about the possibility of setting some sort of e-discussion forum about it, open to contributions from anybody, where clear questions about possibilities for their use are posed.

To be publicised, if possible, under the RBSCG BS and/or MDG brand.

10.j National Acquisitions Group

Metadata standards for public libraries

It was raised at the last NAG executive committee meeting the need to progress on creating a national standard for metadata for public library use. NAG led by Emma Booth previously produced a survey and fielded expectations in the academic sector to develop a standards document to assist in procurement but also for an expectation of quality in catalogues.

With new issues arising in the public libraries sector, NAG are interested in exploring employing someone to undertake this project for public libraries. We would also like to hear from public library services and individuals in the public library sector interested in developing metadata networking and training resources for public library services. Anyone interested in an informal discussion about this can contact Colette CTownend2@lambeth.gov.uk or Jennie at NAG nag.office@nag.org.uk

Upcoming events

Coffee and chat (Wed 22nd April 1030-1130) on ILL and CONARLs – Tickets available for NAG Members at: <https://nag.org.uk/event/chatapr26/>

NAG Seminar and Forum in Nottingham this May

NAG Public Library Forum 20th May, includes talks on LEGO workshops, cocreating collections with children and updates for the NAG grant and award. Tickets and more information available at: <https://nag.org.uk/event/forum-2026/>

NAG Collection Development Seminar for Academic Librarians is both days 20th and 21st May (<https://nag.org.uk/event/seminar-2026/>). At the end of the day on the 20th there will be a ploughman's buffet (sponsored by Perlego) and a drinks reception

(sponsored by BDS) to enable further networking opportunities in a more informal atmosphere.

NAG strategy survey received over 80 responses which we are now collating and digesting to inform NAG policy going forward.

Library Carpentry Events

NAG have met with CILIP MDG colleagues to discuss co-hosting metadata skills workshops, potentially in Birmingham this summer. Details forthcoming.

Membership fee increases

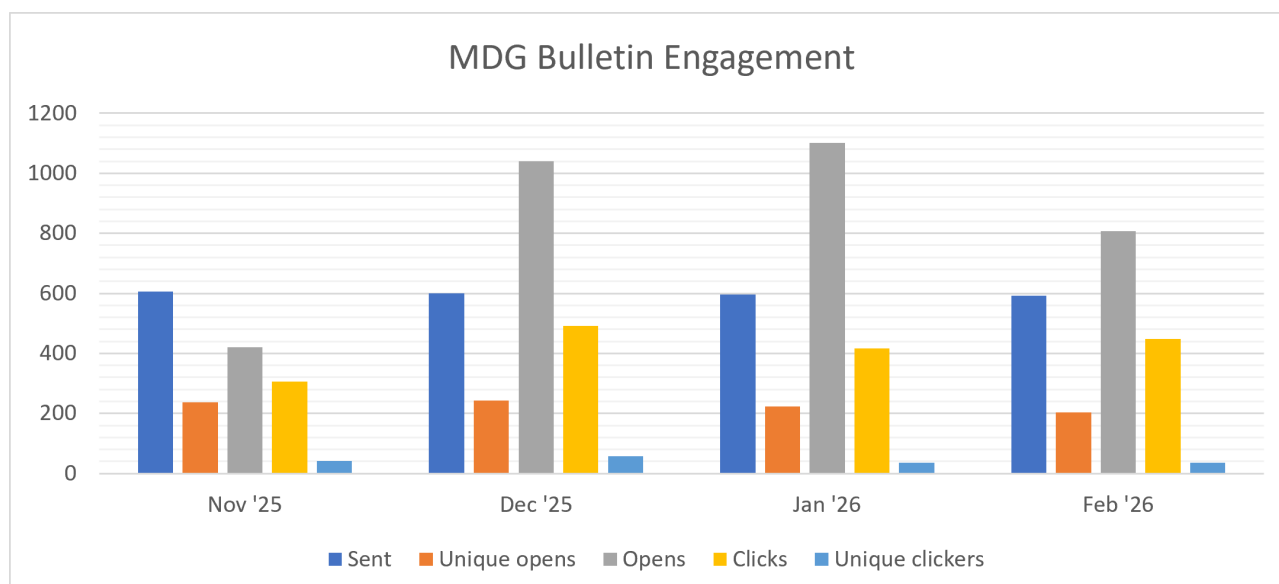
NAG membership fees have had to go up with rising costs, for commercial corporate members and for non-profit corporate but the current price has been protected for public libraries and individual members.

11. Reports of MDG Events, Activities & Communications

11.b Communications

EB 31/03/2026

MDG Bulletin



November 2025. Sent 24/11/25. 606 emails sent. 421 opens; 237 unique opens (56%); 306 clicks; 41 unique clickers (13%). Top 3 items:

- [MDG Conference Programme](#) – 12 clicks
- [MDG Conference](#) – 17 clicks

- [Engineers' House webpage](#) – 12 clicks

December 2025. Sent 18/12/25. 601 emails sent. 1041 opens; 242 unique opens (23%); 491 clicks; 57 unique clickers (12%). Top 3 items:

- [C&I December 2025 issue \(213\)](#) – 83 clicks
- [C&I website; latest issue](#) – 51 clicks
- [C&I article: "Xenoglossophobia: taming the fear of all the jargon"](#) – 45 clicks

January 2026. Sent 27/01/26. 596 emails sent. 1102 opens; 224 unique opens (20%); 416 clicks; 36 unique clickers (9%). Top 3 items:

- [MDG Conference](#) – 62 clicks
- [MDG Conference Programme](#) – 48 clicks
- [IFLA website](#) – 46 clicks

February 2026. Sent 25/02/26. 592 emails sent. 807 opens; 203 unique opens (25%); 448 clicks; 36 unique clickers (8%). Top 3 items:

- [MDG Conference Programme](#) – 80 clicks
- [MDG Conference](#) – 72 clicks
- [MDG Website](#) – 34 clicks

We still seem to be losing a few mailing list subscribers each month; unclear if this is CILIP purging lapsed members, or members choosing to unsubscribe.

Data suggests a lot of 'return readers' in the run-up to the Conference.

Emails sent to Listservs:

- 24/11/25 - MDG Bulletin November 2025
- 05/12/25 - Society of Indexers Coffee and Chat
- 18/12/25 - MDG Bulletin December 2025
- 09/01/26 - Society of Indexers Coffee and Chat
- 09/01/26 - MDG Conference & RDA Day Promotion
- 27/01/26 - MDG Bulletin January 2026
- 28/01/26 - International Metadata Recommendations Report Published
- 16/02/26 - Society of Indexers Coffee and Chat
- 25/02/26 - MDG Bulletin February 2026
- 02/03/26 - MDG Conference & RDA Day Promotion
- 17/03/26 - Society of Indexers Coffee and Chat

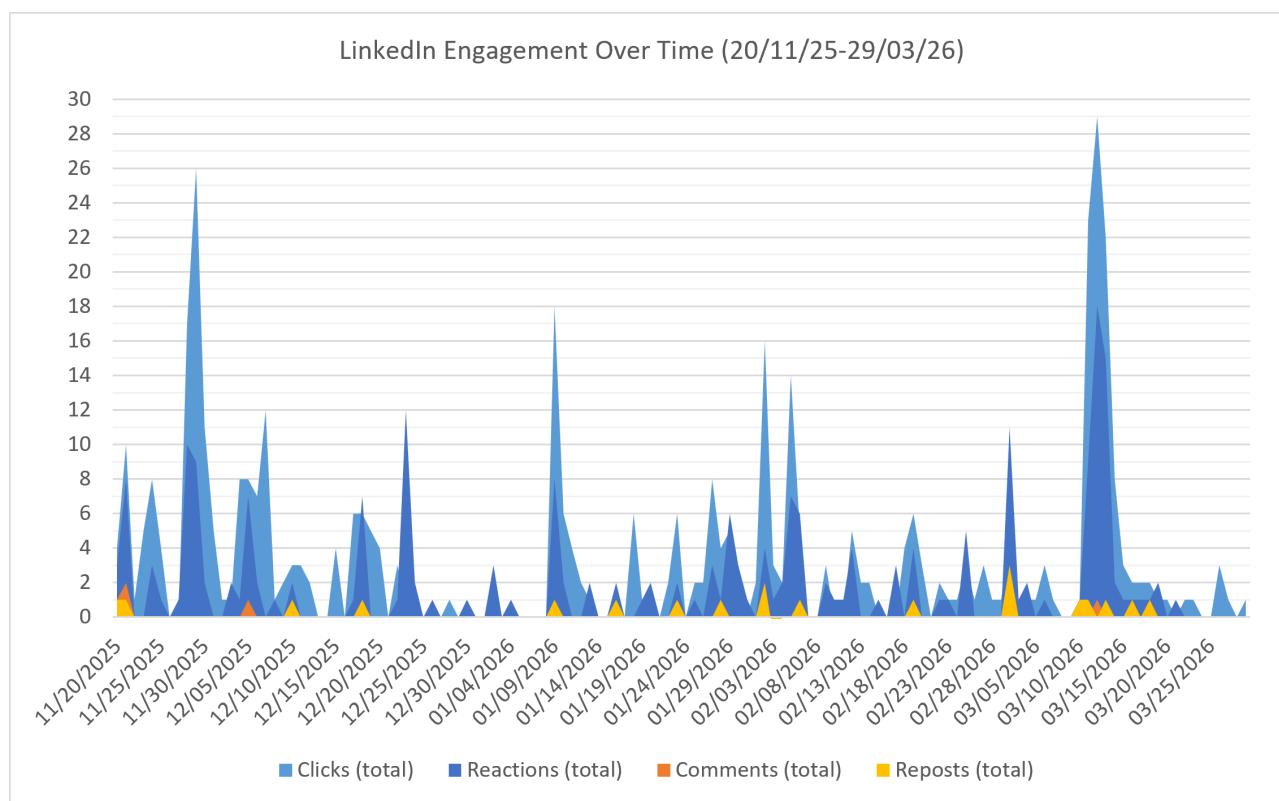
LinkedIn:

<https://www.linkedin.com/company/cilip-mdg/> Created: 20/11/2024.

Total followers = 1,061

In the period 20/11/2025 - 29/03/2026:

- Page views = 279, Unique visitors = 130, Followers gained = 134,
- Our 40 original posts (i.e. not including reposts) have had 9893 Impressions/ views, with 219 Reactions/Likes, 409 Clicks, 5 Comments, and 111 Reposts.
- Top 3 posts in terms Total Engagement (= Clicks + Reactions + Comments + Reposts):
 - 28/11/25 - "[Webinar: Python](#)" = 59 Clicks, 15 Reactions, 1 Comment, 4 Reposts.
 - 11/03/25 - "[MDG Conference in Bristol](#)" = 55 Clicks, 15 Reactions, 1 Comment, 7 Reposts.
 - 29/01/26 - "[MDG Conference Bursary](#)" = 18 Clicks, 11 Reactions, 0 Comment, 11 Reposts.

**X:**

<https://x.com/CilipMDG> Followers: 1,512 (down from 1,551 in December 2025).

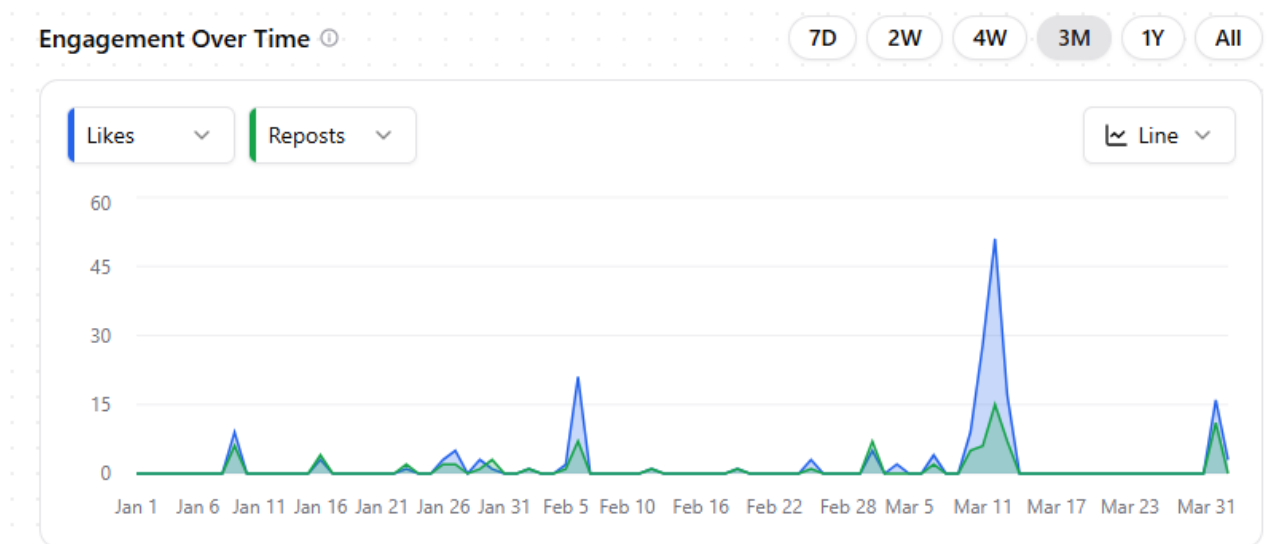
Account mothballed as of 01/01/26

BlueSky:

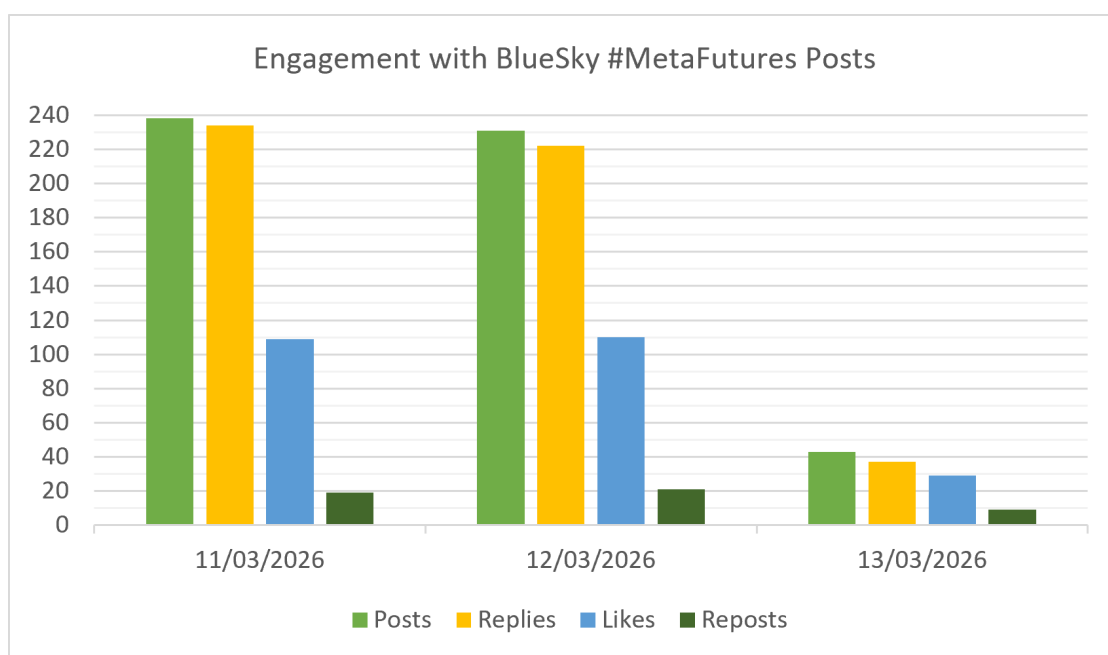
<https://bsky.app/profile/cilipmdg.bsky.social> Created: 18/03/2025. Total followers = 395

In the period 20/11/2025 - 29/03/2026:

- Followers gained = 63
- **643 posts have received 449 Likes, 577 Replies, and 131 Reposts.**
- Top 3 posts in terms of Total Engagement (= Likes + Reposts + Replies):
 - 11/03/26 – "[We're here ready to welcome you to the MDG Conference](#)" = 10 Likes, 2 Reposts, 1 Reply.
 - 09/01/26 – "[We'll be posting highlights from the MDG Conference Programme](#)" = 6 Likes, 5 Reposts, 1 Reply.
 - 12/03/26 – "[Today's final paper: Fixing the Leaky Pipeline...](#)" = 7 Likes, 3 Reposts, 1 Replies.

**Focus on MDG Conference 2026 #MetaFutures Posts:**

- **Wed 11/03/26:** 238 Posts with 109 Likes, 234 Replies, 19 Reposts
- **Thurs 12/03/26:** 231 Posts with 110 Likes, 222 Replies, 21 Reposts
- **Fri 13/03/26:** 43 Posts with 29 Likes, 37 Replies, 9 Reposts
- **Totals:** 512 Posts with 248 Likes, 493 Replies, 48 Reposts



11.f Events

Following a busy Autumn 2025, it has been a quieter time so far in 2026 with only the Society of Indexers coffee mornings being held. Discussions are ongoing to deliver two further World Cafes on Subject Analysis and the Library Carpentry sessions.

Unfortunately, Penny Curry, our Digital Design Assistant, withdrew from the voluntary role. We will look to generate interest in the role at the Conference and in the meantime the workload is manageable, shared between the 2 Events Coordinators.

Events held:

Society of Indexers coffee morning (online)

Two colleagues registered for the January session, and 5 colleagues signed up in February. While these numbers are low, it does keep communication open between MDG and the Society. As the current Chair Paula Clarke Bain, is presenting at the Conference, more interest may follow for future sessions.

Upcoming Events:

World Cafes on Subject Analysis (Cardiff, 21st April 2026; Liverpool, 29th April 2026)

Two regional sessions repeating the London-based workshop held in November 2025.

Visit to the Drawing Room (London, 20th May 2026)

Following librarian Yamuna Ravindran's presentation at the Autumn webinar series, she offered to host a visit for MDG members. The timing of this visit coincides with the Drawing Biennial 2026, offering attendees the opportunity to experience the exhibition after the visit. <https://drawingroom.org.uk/>

Library Carpentry (Aston University, June 2026, dates tbc)

Two sessions over two weeks focusing on Tidy data (spreadsheets), Working with data (RegEx) and OpenRefine.

13. Ongoing Actions

All other actions have been discharged.

- a. **AGM, 2 September 2026:** International speaker to be agreed and invited; Secretary to coordinate (Meeting 228 Item 10.a)
- b. **Ethics email address:** Fran to set up a Google email (Meeting 228 Item 14.a)
- c. **Ethics event:** James to find resources for sharing local practices and coordinate with the Events team (Meeting 228 Item 14.b)
- d. **Standing item: Secretary to arrange regular meetings of the Leadership Team** (Meeting 225 Item 9.3). The next Leadership Team meeting is scheduled for 15 May 2026 and information from it will be read into the minutes for meeting 231 as appropriate.
- e. **Standing item: Affinity acquisition:** Fran to let the Treasurer know when she is ready to acquire an Affinity login and Treasurer to provide funds (Meeting 226 Item 226.5.2.1)
- f. **Standing item: Bulk ingestion of online back issues of C&I.** Fran to continue to provide updates at each meeting until completed (Meeting 226 Item 5.4.2)
- g. **Standing item: MAC Papers:** Will as MDG representative to the BIC LMG to circulate MAC papers and deadline for feedback as and when received from the BIC LMG Chair (Meeting 227 Item 14.k)