

SHARE Bibliographic and Cataloging Standards Committee meeting

April 17, 2014, 10 AM

**By vtel at Decatur Public Library, IHLS-Champaign, IHLS-DuQuoin, IHLS-Edwardsville,
Illinois State Library**

I.Call meeting to order

II.Approve minutes of March 21, 2014 meeting

III.LLSAP update

IV.Old business

A.Policy on use of “dummy” item records—update

B.Problem resolution document—review revision

C.Initial training requirements for catalogers and barcoders—review revision

D.Local subject headings

E.Draft policy on standard wording of enumeration for serials other than periodicals

F.Exporting libraries’ collections for use by programs like TitleWave for collection analysis—update

V.New business

A. Policy on adding 520 summary notes to all records

B.Policy on use of genre terms -- gsaft, lcgft, and/or LCSH

C.Policy on use of form subdivisions

D.Policy on retention of standard numbers (i.e., ISBN, UPC) for sets or combos in records for individual parts

E.Policy on consistent formatting of 245 for individual records of a multipart set

F.Policy on use of enhanced 505 contents note

VI.Public comment

VII.Adjourn