

**SHARE Bibliographic and Cataloging Standards Committee meeting**

**May 23, 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 April 17, 2014, meeting**

**III.LLSAP update**

**IV.Old business**

- A. Exporting libraries' collections for use by programs like TitleWave for collection analysis—update
- B.Problem resolution document--update
- C.Initial training requirements for catalogers and barcoders—review member comments
- D.Local subject headings—review draft policy
- E.Draft policy on standard wording of enumeration for serials other than periodicals—review revision
- F. Policy on adding 520 summary notes to all records—review draft policy
- G. Policy on use of genre terms -- gsaft, lcgft, and/or LCSH—update
- H. Policy on use of form subdivisions—review draft policy
- I. Policy on use of enhanced 505 contents note—update

**V.New business**

- A. Check-in note for single items in multi-disc case
- B. SHARE cataloging listserv

**VI.Public comment**

**VII.Adjourn**