

**SHARE Bibliographic and Cataloging Standards Committee meeting**

**November 13, 2015, 10 AM**

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

**or by conference call at (800) 444-2801, conference code 3892694**

**I.Call meeting to order**

**II.Approve minutes of September 18, 2015 meeting**

**III.LLSAP update**

**IV.Old business**

**A.Draft revision to cataloging standard on use and retention of subject headings**

**B. Draft revision to cataloging standard on use of genre terms**

**C. Draft best practice on editing of subfield 4 in 1XX and 7XX fields**

**E. RDA recommendations**

**V.New business**

**A.Problems with merges of order records for videos**

**B.Item records with a status of In-Process attached to order records**

**C.Discussion on procedure for periodic deletion of item records with a status of Lost—recommendation from SHARE Circulation Committee**

**D.Discussion on procedure for periodic inventory of collection—recommendation from SHARE Circulation Committee**

**E.Continued use of general material designation (gmd) in Polaris records**

**F.Incorrect use of the Volume field in item records**

**G.Format of MARC tag 300 for sound recordings**

**VI.Public comment**

**VII.Adjourn**