



SHARE Executive Council Meeting
Wednesday, January 9, 2013 at 10:00am
Illinois Heartland Library System Edwardsville Office

1. Call meeting to order and roll call
2. Approval of minutes (Appendix A)
3. Illinois Heartland Library System Report – Ellen Popit
4. SHARE Staff Update
 - a. Administrative Services – Traci Edwards
 - b. Bibliographic Services – Joan Bauer
 - c. Information Technology Services – Michelle Ralston
 - d. Staff Services – Chris Dawdy
5. SHARE Committee Updates
 - a. SHARE Bibliographic & Cataloging Standards Committee
 - b. SHARE Circulation & Resource Sharing Committee
 - c. SHARE Policies & Finance/Fees Committee
6. Old Business
 - a. SHARE Circulation Vote (Appendix B – letter and response)
 - b. Other
7. New Business
 - a. SHARE Bibliographic & Cataloging Standards Committee – new policies
 - i. From Bibliographic and Cataloging Standards Committee meeting November 14, 2012 (Appendix C)
 - ii. Large Printer and Larger Print Materials (Appendix D)
 - iii. RDA and Hybrid Records (Appendix E)
 - iv. On-the-Fly Records (Appendix F)
 - b. Problem Resolution Policy (Appendix G)
 - c. Follow up Session with Dan Wiseman
 - d. Update on Springfield, Illinois's Public Library - Lincoln Library
 - e. E-book meeting with RAILS – Chris Dawdy
 - f. SHARE Website – Michelle Ralston
 - g. Other
8. Announcements

9. Next Meeting is scheduled for March 13, 2013, 10:00am at Decatur Public Library,
Decatur Illinois

10. Adjournment

**SHARE Executive Council Meeting
November 14, 2012 at 10:00am
C. E. Brehm in Mt. Vernon, IL**

Board Members present : Esther Curry, Robert Edwards for Lee Ann Fisher, Annette Mills, Joan Rhoades, Debra Sherrick, Diane Steele, Sandy West, Diane Yeoman, Kim Keller, Sarah Isaac

Board Member Absent: Alayna Davies-Smith

Others Present: Leslie Bednar, Michelle Ralston, Traci Edwards, Chris Dawdy, Ellen Popit, Joan Bauer, Ryan Franklin.

Meeting was called to order by Diane Steele at 10:00am.

Approval of minutes: Minutes were corrected in 2 places: Diane Steele made the motion to approve billing, and extra word was removed in the report of meeting with Dan Wiseman. Joan Rhoades made the motion to accept correct minutes and Annette Mills second. Motion carried.

IHLS: Ellen Popit announced that IHLS will have a new staff person, Rose Mary Barczewski as Chief Fiscal Officer. IHLS received funding for fiscal year 2014 at \$1.4 million – slightly shy of full funding. Staff is working on formal response to Per Capita Grant. Polaris Training for LLSAP staff. WebJunction staff and Ellen manned booths at ISMLA and ILA conferences. Delivery is looking at optimizing routes, so there may be some changes. Facilities Committee is working on a timeline for decision making for the four facilities. This is trustee month on WebJunction.

SHARE Administration: Traci Edwards reported staff attended training. Permissions are very very important. Still working on mapping. 107 SHARE order forms have been returned. 50% have chosen fees and equipment combo. Some just did hardware. Diane commented on the nice way it went out.

OPAC: Michelle Ralston indicated that the committee will be meeting soon. She showed a preview of the SHARE PAC. She is working on 3 generic type banners for libraries. Also added new book carousel.

SHARE Bibliographic Services: Joan Bauer discussed that the data team has been meeting weekly with Polaris concerning data merge. We have concerns with duplicates, serials. There will be lots of cleanup to do. Trainer at the Champaign office was cataloger and provided lots of tips. There is a committee meeting this Friday to start discussing policy. New newsletter will be going out soon with further information learned from Polaris training. Question about Z3950 and why not in Polaris – Joan explained that there is a need for consistency and best practices. Polaris does not recommend Z3950 for our size of consortium, especially at the start. Question about mapping issues – Joan indicated that there will be procedures for reporting that.

SHARE Staff Services: Drawing for a door prize was done by Chris Dawdy and Joan Rhoades won. Chris discussed training last week. She has scheduled 12-15 for quick circ and off-line circ in January. Some libraries have already asked for training on their staff development day and Chris has those already scheduled. Train the trainer model – hope to have some in December. Chris is working on handouts like

collection of commonly used terms and abbreviations. Had signs to be patient and bear with us. Provided update on T-shirts – orders and donations (\$2000).

Old Business: none

New Business

1. **SHARE Circulation Vote** Leslie Bednar explained issue: Member libraries selected transacting library to determine loan rule. Member library has challenged policy stating policy erases the local library's decision on how long a book can go out, which is a tenet of Illinet Interlibrary Loan Code. Also in conflict with IHLS Resource Sharing Policy. In memo, Leslie lays out how it applies in other consortia. Discussion followed. Question – how had legacies been operating against the law all these years? ISL never saw the issue before. Joan Rhoades commented that library patrons will start by passing libraries that loan for only 3 days and order only from 2 week libraries. Esther Curry asked if this opens up the issue of making sure fines go to libraries. Discussion about Scope section: Ellen Popit indicated that in phone call, ISL said that that piece is not to supersede the code. Code may be updated but no timeline set. Question asked who is on ILL Code Board, and Leslie indicated she will find out. Diane Steele will include this discussion in IHLS Board report. Diane Steele indicated the need to address letter to ILL Board so that we state our view. It was stressed that every example mentioned concerning how it affects libraries could be seen from opposite point of view. Contact Diane Steele if you wish to help write letter.
2. **Credits:** Due at end of month. 289 pieces of mail went out.
3. **Overdrive:** Esther Curry provided overview of topic and discussions that have been had with Overdrive. Are we going to merge legacy Overdrive consortia? We were told by Overdrive this was possible since we are not all on same platform. Now, though we will be on same platform, the company is not willing to work with us. Consortia need to check contract about who actually owns titles since this does play a factor in decision. Douglas County, Colorado Model for E-books – can we implement this type of model across the state of IL? We have meeting on Friday and then we might establish ad hoc committee. Ryan Franklin would be willing to help.
4. **Other Business:** Diane Yeoman - letter from state library – things we need answers to, as we create SHARE, is there a directive anywhere about what happens to money in future if SHARE dissolves? Drafting policies – member understanding? Need to arrange meeting with ISL before we start drafting policies and member understandings – let's be proactive. Leslie will ask ISL for a meeting.

Announcements: Per capita was paid to schools and public libraries.

Next meeting: January 9 at 10:00 am in IHLS Edwardsville Office.

Adjourn: Diane Yeoman made motion to adjourn and Joan Rhoades seconded. Meeting adjourned at 12:40.



December 6, 2012

MentraNet
c/o Ms. Mary Konkel
College of Du Page
425 Fawell Boulevard
Glen Ellyn, Illinois 60137-6599

Dear MentraNet Members,

I am writing on behalf of the SHARE (Sharing Heartland's Available Resources Equally) Interim Executive Council. As SHARE moves forward to merge 4 legacy LLSAPs to one, the members of each legacy LLSAP voted regarding their preference of interlibrary loan items following the transacting library's loan rules or the owning library's loan rules. The vote was to follow the transacting library's rules. It was discovered that the vote goes against the ILLINET Interlibrary Loan Code, the Illinois Administrative Code, and Illinois Heartland Library System's policy to adhere to these.

The SHARE Interim Executive Council would like to open a conversation about changing policy due to the following:

- the end goal is to better serve library users--our geographic territory covers over half of the state and using the transacting library's loan rules would make it easier on both patrons and staff.
- concern that patrons **will not** request from libraries they discover have shorter loan periods than their home library which would cause a heavier work load for staff as well as using alternative methods in the new automation platform to achieve satisfied end user results which is against the current codes.

There has been discussion about establishing universal loan periods, but there is also the concern that this would not be a good fit because SHARE members are not one distinctive type. Our 427 libraries cover many categories of the library world--academic, public, school, and special.

The Interim Council feels strongly about this issue--**our goal is to work together with the end result being excellent service to our patrons.** We would like to meet with MentraNet to discuss this topic. If you are not the group to open discussions with us, please let us know who we should contact. Thank you so much for listening.

My contact information is: diane@woodriverlibrary.org
Wood River Public Library
326 East Ferguson Avenue
Wood River, IL 62095-2098

Sincerely,

Diane K. Steele
SHARE Interim Executive Council President

And Mary Response:

Hello Diane,
Just received your letter and gave a phone message with my number in case you want to chat further. Mentranet was an attempt to continue the cataloging and training support of the former IOUG. Unfortunately being a totally volunteer band of a handful of folks, we were not able to get the group running. Doesn't sound though, that our "mission" would have been a good fit for your discussion anyway, given our cataloging focus.
Here are some State Library contacts that should be able to point you in the right direction.
Nice to have chatted with you. Good luck and Happy Holidays!
--MARY :)

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Proposed cataloging policies from Bibliographic and Cataloging Standards Committee meeting November 14, 2012

Baseline policy statement for cataloging practices in SHARE:

Cataloging in SHARE will follow LC cataloging practice as much as possible, with local exceptions determined on an individual basis. Bibliographic records brought into the SHARE database must be **full-level OCLC records**, with the exception of acquisition records and records created locally according to SHARE Bibliographic and Cataloging Standards Committee rules (i.e. records for equipment and library-developed kits).

Policy on retaining ISBNs for different formats in a record:

Delete any ISBNs for formats other than what is being described by the bibliographic record.

Policy on use and retention of subject headings

The following types of heading will be used/retained in bibliographic records:

- LCSH, lcgft, gsafd
- LC children's headings if different than the adult heading
- Approved local subject headings in MARC tag 690
- Approved local genre/form headings in MARC tag 655 (coded local in subfield 2)
- Medical subject headings (MeSH)
- Foreign language subject headings if they are the same as the language of the item being cataloged

The following types of subject headings will be deleted from records in Polaris

- Sears headings
- Any heading from a thesaurus other than lcgft or gsafd (i.e., migfg, bisach, etc.)
- Foreign language subject headings if they are different than the language of the item being cataloged

In juvenile material, LC adult subject headings will be used with juvenile subdivisions. LC children's headings will be used/retained only if they are different from the adult heading.

Local subject headings must be approved before being used in SHARE records.

SHARE staff will create local series authority records when an authority record has not been established in the LC authority file.

PROPOSED PROCEDURES FOR LARGE PRINT AND LARGER PRINT MATERIALS

Large print materials

All large print materials should be on a record for large print. They can't be added to a record for the regular print. Material must meet the criteria for large print as defined in National Association for Visually Handicapped (NAVH) standards.

Do not use these procedures for material designated as "larger print"—see the section below.

Fixed fields

Form: d

General material designation (gmd) (Local edit)

Add a general material designation to the 245 for all large print book records in Polaris. This is a local edit only, so should not be added when creating original records or enhancing records in OCLC.

|h [text (large print)]

245 10 All along the watch tower **|h**[text (large print)] **|c**by Jane Duckworth.

245 10 Gone fishing **|h**[text (large print)] : **|ba** novel **|c**by Matt Gibbons.

Edition statement

If the item has a large print edition statement, code that in a 250.

250 Gale large print ed.

Physical description

Add (large print) after the pagination.

300 356 p. (large print) ; **|c**28 cm.

Subject headings

Add a subject heading for large type books in addition to any other appropriate subject headings. Do not add subdivisions to the large type books subject heading. This should be the last subject heading in the record.

655 ^0 Large type books.

“Larger print” materials

“Larger print” materials cannot be added to the bibliographic record for the regular print or for the large print version even if the publisher is the same and/or the date is the same. “Larger print” materials must be cataloged on a separate record. Items that are marketed as “larger print” will not be treated as large print in the bibliographic record:

- **Do not** add the large print gmd to the 245
- **Do not** add (large print) to the 300
- **Do not** add the subject heading Large type books.

Fixed fields (Local edit)

Delete code d from the Form fixed field. This is necessary to prevent Polaris from generating a Large Print icon in the PAC.

Edition statement

Add the following edition statement to larger print records in OCLC to keep the records from being merged incorrectly in WorldCat.

250 [Larger print ed.]

Subject headings (Local edit)

Add a local subject heading for larger type books in addition to any other appropriate subject headings. Do not add subdivisions to the larger type books subject heading. This should be the last subject heading in the record.

690 Larger type books.

Proposed policy for RDA and hybrid records

- Bring in an RDA or hybrid record if it matches the item in hand. A hybrid record is defined as an AACR record to which some RDA elements have been added, but it is not considered an RDA record.
- Do not make changes to RDA or hybrid records, EXCEPT:
 - Add a gmd (245 subfield h) to records for non-print material and large print books. Use the terms in AACR, para. 1.1C1, list 2.
 - Edit as needed to fix incorrect cataloging (i.e., fixed field coding is wrong) or to add subject headings, notes, summaries, etc.
 - If a title has been entered in all capital letters, edit to AACR formatting. Otherwise, accept title formatting as it appears. This applies to a title in any MARC field in the record.
- Verify names, series, and subjects as usual.

Proposed policy for On-the-Fly records

- No material should be circulated if it is not cataloged. The use of the on-the-fly functionality in Polaris should be reserved for the rare instance of uncataloged material that is mistakenly on the shelf. For example, an item that is identified as missing during an inventory and the item record is deleted, but is later found and returned to the shelf without being recataloged.
- SHARE staff will create an on-the-fly item record template for each library. Both the short on-the-fly bibliographic record and attached item record will be marked not to display in the PAC, and the item record will be marked as loanable only to patrons of the branch. The template will include a block that tells the circ staff at check-in to send the item to cataloging and the system will be set to automatically delete the item record.

Example of a Problem Resolution from the Decatur LLSAP Database Standards Policy Committee

SECTION TWELVE

Problem Resolution

The policies and procedures of the Users' Group are intended to create and maintain a smoothly functioning system, which operates consistently in fairness to all members. Participating members will make every effort to communicate and resolve problems between themselves whenever possible. Continued non-compliance with adopted statewide standards and procedures will result in the following remedies:

1. The library will be notified by the Database Standards Committee of recurring noncompliance issues reported to the committee by participating members. Staff training and assistance will be offered to insure that all cataloging standards and procedures are understood and followed. Appropriate RPLS staff and / or a mentoring Librarian will be called upon to assist in training to resolve problems.
2. If after training, assistance and a 30-day period in which to comply with Users' Group cataloging standards and procedures, a library is still not in compliance, then a letter of notification will be sent by the Governing Board of the Users' Group to the Library Director stating the problem and the recommended resolution.
3. If after training, assistance and written notification of non-compliance by the Governing Board to the Director, the problem is still not resolved, within 2 weeks a letter will be sent to the appropriate Board, Superintendent, Agency, or Corporation administrator notifying them of the non-compliance issue and requesting a resolution to the problem.
4. If a resolution cannot be reached, the Governing Board or the noncompliant member may request mediation. The Governing Board will be called to meet with the library personnel involved to hear the problem and to make recommendations to resolve the issues.
5. If a library does not comply with the mediation committee's recommendations within the time specified by the Governing Board, then a recommendation will go to the Rolling Prairie Board to terminate the library's LLSAP Participation Contract on the grounds that policies of the Users' Group have been intentionally violated.
6. Following such a vote, the governing boards of all parties involved will be notified of the recommendation made to the Rolling Prairie Library System Board.