



SHARE Interim Executive Council

Wednesday, July 18, 2012 at 10:00am

Knights of Columbus Hall, Effingham, IL

Agenda

1. Welcome and Introductions
2. Election of officers
3. Establish meeting schedule
4. Dan Wiseman, consultant, to assist with developing governing policies, software related policies
5. Governing Document (Attachment A --separate)
6. Associate member requirements (Attachment B and separate proposed fee document from Traci)
7. Timeline for policy development
8. Committee development (Bibliographic Services, Circulation, Finance, ad hoc committees)
 - a. Keep the current committees or open it up to new members (Attachments C, D, E)
 - b. Equalize number of members from each legacy system? Should each legacy LLSAP get one vote?
 - c. Documents already completed (Attachments F, G, H)
 - d. Establish rules of conduct for meetings
 - e. Timeline for policy development
9. Polaris update
10. System update
11. Staff update
12. Continuing education update

Attachment B

Original:

SHARE Associate Member – *an IHLS full member library that pays fees that allow limited access in order to request materials found in the SHARE database.*
SHARE Associate Membership is encouraged so access can be provided to those members who would otherwise be unable to participate in a shared automation system. No voting privileges are granted. No SHARE Associate member may sit on the SHARE Executive Council. SHARE associated member status is approved pending a review of the SHARE Executive Council. This membership status is issued in hopes to move a library into SHARE full member status or to provide respite for SHARE full member libraries unable to maintain SHARE full member status.

Expanded

SHARE Associate Member – *SHARE wants to ensure that IHLS full members have every opportunity available to have the most access to information and materials within the SHARE database. However, it is understood that not all IHLS full members have the financial ability to be full SHARE members. In lieu of this, SHARE Associate Membership is encouraged so access can be provided to those members who would otherwise be unable to participate in a shared automation system.* *SHARE Associate Members are an IHLS full member library that pays fees that allow limited access in order to request materials found in the SHARE database. No voting privileges are granted. No SHARE Associate member may sit on the SHARE Executive Council. SHARE associated member status is approved pending a review of the SHARE Executive Council. Associate membership is based on criteria established by the SHARE council and is reviewed annually.* This membership status is issued in hopes to move a library into SHARE full member status or to provide respite for SHARE full member libraries unable to maintain SHARE full member status.

Cataloging Standards Committee

Submitted by nbennyhoff on Mon, 10/03/2011 - 09:44

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Purpose of Group:

Establish cataloging standards, policies, and procedures for the new merged LLSAP

Committee Members

Carterville: Shelley Stone, *Co-Chair*
Sandy West, *Rend Lake College*
Kathleen Hall, *Evans Public Library, Vandalia, IL*

Champaign: Vanessa Whippo
Diane Bland, *Tolono Public Library*
Lynn Schmidt, *Mahomet Public Library District*
Deb Sherrick, *Casey-Westfield School*

Decatur: Joan Bauer
Mary Ann Pohl, *Abraham Lincoln Library*
Robert L. Edwards, *Decatur Public Library*
Bobbi Perryman, *Vespasian Warner Public Library District, Clinton IL*
Joan Rhoades, *Vespasian-Warner Public Library District, Clinton IL*

Edwardsville: Edie Elliott, *Co-Chair*
Gwen Bumpers, *Edwardsville Public Library*
Cheri Schuler-Faust
Elena Crowell, *Belleville Public Library*

Each LLSAP can have up to 4 committee members (16 total) involved in discussions. Each LLSAP will get 1 vote. Spectators are welcome to attend meetings but will not participate. Public/visitor input/comments will be requested at appropriate points in the meetings. Meetings will be posted on L2.

Attachment D

Circulation Standards Committee

Submitted by nbennyhoff on Mon, 10/03/2011 - 09:45

[Return to Automation page](#) | [Go to LLSAP4 Committee](#) | [Go to Cataloging Committee](#) | [Go to Fee Committee](#)

Purpose of group:

Establish circulation standards for the new merged LLSAP

Committee Members

Carterville: Traci Edwards, *Chair*
Christine Fine, *Carbondale Public Library*
Tim Powers, *Southwestern Illinois College--Belleville*

Champaign: Donna Schaal
Karyn Applegate, *Tuscola Public Library*
Janet Cler, *Tolono Public Library*
Virginia Erickson, *Giertz Education Center-Krannert Art Museum, U of I*

Decatur: Joan Bauer
Robyn Hendricks, *Decatur Public Library*
Lois Morse, *Lincoln Library*
Diane Yeoman, *Mason City Library*

Edwardsville:
Sue Pearson
Jill Pifer, *Fairview Heights Public Library*

Each LLSAP can have up to 4 committee members (16 total) involved in discussions. Each LLSAP will get 1 vote. Spectators are welcome to attend meetings but will not participate. Public/visitor input/comments will be requested at appropriate points in the meetings. Meetings will be posted on L2.

Attachment E

Fee Committee

Submitted by nbennyhoff on Mon, 10/03/2011 - 09:46

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Purpose of Group:

Develop an LLSAP fee formula to be shared by all 4 LLSAPs

Committee Members

Carterville: Traci Edwards, *Chair*
Esther Curry, *C. E. Brehm Memorial Public Library District*

Champaign: Michelle Ralston
Miranda Shake, *Lakeview College of Nursing*

Decatur: Joan Bauer
Diane Yeoman, *Mason City Library*

Edwardsville: Leslie Bednar, Chris Dawdy
Jill Pifer, *Fairview Heights Public Library*

Each LLSAP can have 2 members. Each LLSAP will get 1 vote. . Spectators are welcome to attend meetings but will not participate. Public/visitor input/comments will be requested at appropriate points in the meetings. Meetings will be posted on L2.



Bibliographic Services for IHLS SHARE

Written by the LLSAP4 Cataloging Committee,
Waiting for Adoption by the SHARE Members' Group

Definitions:

Barcoding – attaching an item/holding record to bibliographic records found in the SHARE database.

Copy Cataloging - includes searching for bibliographic records in OCLC when a match is not found in the SHARE database, editing the OCLC bibliographic record, and importing the edited record into the SHARE database.

Original cataloging - creation of a bibliographic record when a matching record does not exist in OCLC.

At the present time, SHARE full member libraries have the option to choose to be either a cataloging library or a barcoding library.

Cataloging library –A library with staff who are certified to catalog **now** in the respective legacy LLSAPs may continue to do so. Staff has the knowledge to perform copy cataloging. If qualified, staff may also do original cataloging, upgrade less than full-level OCLC master records and make other permanent changes to OCLC master records via the OCLC Expert Community functionality. Catalogers may edit bibliographic records in the local database in accordance with SHARE Bibliographic and Cataloging Standards Committee rules.

Barcoding library – is a library with staff who have the knowledge to search for bibliographic records in the SHARE database and add item/holding records to the matched bibliographic record. Library staff does not perform copy or original cataloging.

Full-level OCLC record – a record with an encoding level defined by OCLC as full according to Bibliographic Formats and Standards
(<http://www.oclc.org/bibformats/es/field/elvl.shtm>)

Cataloging Library

Library staff who are certified to catalog **now** in the respective legacy LLSAPs may continue to do so in the new database if desired, but must agree to comply with the SHARE Bibliographic and Cataloging Standards Committee rules, which will include attending 15 hours of continuing education courses related to cataloging each fiscal year (July 1 through June 30). The 15-hour requirement applies to each cataloger. 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. Libraries may also have access to The MARC of Quality's MARC Report software to help ensure cataloging

standards are met. Libraries requesting TMQ licensing must pay the initial purchase price and then the annual renewal license price.

\$100 annual database maintenance fee will be assessed of cataloging libraries to help cover IHLS Bibliographic Services costs such as training, authority control, batch loading, and general database maintenance and cleanup. One fee will be assessed per SHARE membership agreement.

Those cataloging libraries that wish to utilize the IHLS Bibliographic Services staff on an as needed basis may opt to send items for original or copy cataloging for the fee of **\$10 per item, with a limit of 25 items per fiscal year (July 1 through June 30)**. Billing would be done quarterly. Libraries perform initial search for records in the SHARE database. Libraries are responsible for creating the item/holding records for materials cataloged by IHLS staff.

A library that does not wish to remain a cataloging library in SHARE may choose to be a barcoding library and elect one of the options below.

Barcoding library

Option A: Attach an item/holding record to bibliographic records found in the SHARE database only. All items are sent to the System when no matching record is found. All of the library's copy cataloging and original cataloging is performed by IHLS Bibliographic Services staff for a fee based on the library's materials budget minus periodicals and other resources that will not be represented in the local bibliographic database. This fee includes the annual database maintenance fee. There is no limit on number of items sent. Libraries perform initial search for records in the SHARE database. Libraries are responsible for creating the item/holding records for materials cataloged by IHLS staff. Turnaround time for items sent for cataloging will be approximately 10 – 15 business days. IHLS Bibliographic Services staff will prioritize cataloging for best sellers and other popular materials.

Option B: Attach an item/holding record to bibliographic records found in the SHARE database only. Barcoding libraries may utilize the IHLS Bibliographic Services staff on an as needed basis for original or copy cataloging for a fee of **\$10 per item, with no limit per fiscal year. \$100** annual database maintenance fee will be assessed to help cover IHLS Bibliographic Services costs such as training, authority control, batch loading, and general database maintenance and cleanup. One fee will be assessed per SHARE membership agreement. Libraries perform initial search for records in the SHARE database. Libraries are responsible for creating the item/holding records for materials cataloged by IHLS staff.

Other considerations

1. Libraries are encouraged to utilize OCLC WorldCAT Cataloging Partners through a shared consortia-level profile that accepts only full-level OCLC records.
2. Currently, the Cataloging Maintenance Centers (CMC) offer original cataloging of genealogy, local history, and other special collections at no charge for all libraries within Illinois. (The CMC is a grant funded by the Illinois State Library.)

Other cataloging services offered by IHLS Bibliographic Services Staff

1. Assist with cataloging questions.

2. Batch load files of MARC records from vendors as long as they are OCLC records.
3. Provide assistance to new SHARE libraries.
4. Provide training to SHARE member libraries and conduct regional catalogers meetings.
5. Assist with Serial setup and publication patterns.
6. Disseminate timely information pertaining to cataloging and bibliographic information via a Listserv.
7. Maintain a Cataloging page on website.

Cataloging training offered

1. Initial required training for new SHARE catalogers and barcoders – best workflow for local database
2. Ongoing training on various topics including Resource Description and Access (RDA) – 15 hours of continuing education in cataloging or bibliographic related information is needed each fiscal year (July 1 through June 30) for each library staff member who is certified to catalog in the local database.
3. Catalogers meetings – regularly scheduled catalogers meetings that will count as continuing education hours.

IHLS SHARE Bibliographic Services Form

July 1, 2012 – June 30, 2013

Library: _____ Date: _____

- Cataloging Library** – \$100 annual database maintenance fee. Copy cataloging and original cataloging is performed by the library according to Bibliographic and Cataloging Standards Committee rules. (Does not include creating item/holding records.)

Up to 25 items per year may be sent to IHLS Bibliographic Services staff for original or copy cataloging for the fee of \$10 per item.

- Barcoding Library – Option A** – All of the library's copy cataloging and original cataloging is performed by IHLS Bibliographic Services staff for a fee based on the library's materials budget minus periodicals and other resources that will not be represented in the local bibliographic database. This fee includes the annual database maintenance fee.

Total library materials budget (including periodicals) _____

Total periodicals materials budget _____

Total other resources budget (i.e. Gale, Ebsco) _____

- Barcoding Library – Option B** – \$100 annual database maintenance fee.

Items may be sent to IHLS Bibliographic Services staff for original or copy cataloging for the fee of \$10 per item, with no limit to the number of items.

Staff person to answer questions concerning technical services is: _____

Signature

Date

Return to Joan Bauer at Illinois Heartland Library System – Decatur Office, 345 W Eldorado Street, Decatur, IL 62522 by June 6, 2013

IHLS Office use only: Carte

Attachment G

SHARE Membership Agreement

Sharing Heartland's Available Resources Equally (SHARE) is the shared automation program of Illinois Heartland Library System (IHLS) and is comprised of multi-type libraries sharing a database and implementing library automation software. Resource sharing is a requirement to participate. Participation is open to any IHLS member library. Participation is possible through an agreement between IHLS and each member library.

The Database and its hardware are owned by IHLS, and it is IHLS that enters into financial obligations and contracts on behalf of the SHARE members.

While individual libraries retain autonomy over their own operations, participation in a shared system requires shared policy and shared decision making. The _____ Library agrees to abide by the following terms and conditions:

- Accept the provisions of contractual agreements made by Illinois Heartland Library System on behalf of SHARE members.
- Maintain compliance with all policies adopted by the SHARE Members' Group and IHLS.
- Pay promptly all financial obligations arising from SHARE participation.
- Maintain library holdings in the shared database as instructed by IHLS.
- Ensure library staff participation at appropriate training and meetings.
- Notify the Illinois Heartland Library System in writing by January 1 prior to the fiscal year in which the library intends to leave SHARE. There will be costs involved in removing data should the Library elect to leave SHARE.

This agreement will be in effect beginning _____.

Name of Organization

Authorized signature

Name and position of signatory

Date

Illinois Heartland Library System

Name of Organization

Authorized signature

Leslie M. Bednar, Executive Director

Name and position of signatory

Date



SHARE LLSAP Members' Group Designated Voting Representative Form

Library Name: _____ Date: _____

Each full member library will have one designated representative on the Members' Group, and allowed one vote on matters brought before the group. An updated form may be submitted to the SHARE LLSAP at any time, and should be submitted whenever there is a change.

Our Designated representative will be:

Name: _____

Title: _____

The designated representative is the contact person for all SHARE business correspondence. If the designated representative is unavailable he/she may send a proxy to vote in his/her place.

Signature, Library Director

Date