BIBLIOGRAPHIC AND CATALOGING STANDARDS COMMITTEE MINUTES

Date: April 22, 2022

Time: 10 a.m.

Call to Order
Chair Donna Schaal called the meeting to order at 10 a.m.

Roll Call
Members present: Gwen Bumpers, Emily Drone, Lauren Erwin, Jacob Pahde, Donna Schaal, Carol Ziese

Members absent: Jane Zerkel

Others present: Jennifer Baugh, Kathy Collett, Danielle Cornelius, Edie Elliott, Linda Johnson, Liz Perkins, Don Pippin, Cassandra Thompson

Approval of Minutes
Jacob Pahde motioned to approve the January 21, 2022, minutes. Lauren Erwin seconded. Motion carried by roll call vote.

LLSAP update
SHARE membership agreements for FY2023 have been sent out.
A new McNaughton book leasing program has been established by Brodart, customized exclusively for SHARE. See the SHARE website for more information.
A group purchase opportunity is available for the collectionHQ DEI collection analysis tool for public libraries. See the SHARE website for more information.
Two new SHARE catalogers will be starting in early May.
Jennifer Baugh announced that she will be on maternity leave June-August.
Edie Elliott announced that she is retiring in June.

Unfinished Business
Options for identifying local authors
Further discussion was held on ways to identify local authors in Polaris.
A suggestion was made to establish a local subject heading in MARC tag 690 and subdivide geographically by county and/or municipality.
Donna Schaal will bring a proposed policy to the next meeting.

Discussion on periodic refresher training for barcoders

Jennifer Baugh presented a proposed revision to the current training requirements for barcoders. The proposed revision would require barcoders to take retake the barcoding classes every two years. This will provide a refresher on local policies and hopefully reduce ongoing problems such as the incorrect use of the Volume field in the item record, items being circulated from on-order records, items being circulated before the street date, etc.

After completion of the barcoding classes, staff may be given full barcoding permissions; however, more limited permissions may be assigned if desired.

As a major change to an established standard, the proposed revision will be posted on the SHARE website for member comment. Comments will be reviewed at the next meeting and the final proposal will be posted for vote by the membership.

New Business
Proposed revision to local standard for attaching to set vs individual records for multi-volume monographs other than serials
A proposed revision to the current standard was presented.
The proposed revision addresses the rare situation of a multi-volume work packaged in a container and a library intends to circulate the container as one piece.
Lauren Erwin motioned to accept the proposed revision. Emily Drone seconded. Motion carried by roll call vote.
As a minor revision to a current standard for clarification, membership vote is not required. The revised standard will be posted to the SHARE website.

Suggestion to standardize information in item records
Carol Ziese presented a suggestion that a standardized list be created to be used in the Collection field in the item record. Currently there are 1,162 Collection codes being used, which makes circulation reports unwieldy. It can also cause difficulty in gathering data needed for reports such as the Illinois Public Library Annual Report (IPLAR).
There was also a suggestion to standardize information in the Suffix field. An example is the use of genre terms in this field, which display as part of the call number and can cause confusion when pulling items on a request list.
After discussion, the committee decided not to create new policies or revise current policies. The focus of the committee has been to create policies related to bibliographic records in the Polaris database, and to create policies for item records only when entries affect the holds process. Otherwise, information in item records is an individual library decision.

Sugggestion to retain non-English language subject headings in Polaris records
A suggestion was received from a member to retain all non-English language subject headings in Polaris bibliographic records to enhance access for non-English speakers.

Per the current cataloging standard, non-English language subject headings are retained in records only when they are the same language as the resource being cataloged.

After discussion, it was decided not to make changes to the current policy. Cassandra Thompson will investigate the possibility of adding options for more languages for translating the PAC in addition to Spanish. The SOLUS app already has multiple language options for translation.

An update will be provided at the next meeting.

Public Comment – None.

Announcements

Edie Elliott thanked members of the Bibliographic and Cataloging Standards Committee, past and present, for their hard work in establishing cataloging standards for SHARE.

Adjournment

In the absence of other business, Chair Donna Schaal adjourned the meeting at 10:57 a.m.