SHARE Bibliographic & Cataloging Standards Committee Minutes
Friday, January 20, 2023
10:00 a.m.

Call Meeting to Order
The meeting was called to order at 10:00 a.m. by Donna Schaal.

Roll Call
Members present: *Gwen Bumpers, Emily Drone (joined at 10:02 a.m. and left at 10:29 a.m.), Lauren Erwin, Donna Schaal, Jane Zerkel, and Carol Ziese.*
Members absent: *Jacob Pahde.*
Others present: *Jennifer Baugh, Jace Cook, Mary Cornell, Angela Garrett of Flora Public Library, April Jensen of Lincoln Public Library District, Linda Johnson, Eric McKinney, Sue Pearson, Donald Pippin, Kara Richeson of Morrison-Talbott Library, Rachel Stewart of Tolono Public Library District, Cassandra Thompson, Anna Wiegand, Karen Williams of Decatur Public Library, Diane Yeoman of Mason City Public Library District, and Josh Zink.*

Approval of October 14, 2022, Minutes
A motion and second were made to approve the October 14, 2022, minutes. Donna Schaal – yes, Gwen Bumpers – yes, Lauren Erwin – yes, Jane Zerkel – yes, Carol Ziese – yes. Motion carried.

SHARE Update

The Annual SHARE Members' Group meeting was last week, and member vote is now open. The vote includes topics such as Aspen Discovery, Governance changes, Barcoding Certification Requirement and Refresher Training, Problem Resolution for Bibliographic Services, the Bibliographic Services Training Form, and the Revision to Graphic Novels Policy (for cataloging libraries only).

Aspen Discovery reservations are open, and members are asked to respond indicating the price point at which they would be able to opt in. Pricing is between $250.00 and $2,500.00, and until more responses are submitted, concrete pricing is pending. More information on the program is available on the SHARE website, and SHARE staff are available to answer questions.

New Business

- **New Committee Member –** A motion and second were made to approve Rachel Stewart from Tolono Public Library District as a member of the committee. Donna Schaal – yes, Gwen Bumpers – yes, Emily Drone – yes, Lauren Erwin – yes, Jane Zerkel – yes, Carol Ziese – yes. Motion carried.
- **Addition of Genre Thesauri – Genre Terms for Tabletop Games ($2 gttg) and Art & Architecture Thesaurus ($2 aat) –** Many libraries have board and tabletop games in their collection, but there is a lack of subject headings available to classify such items in the Library of Congress Subject Headings (LCSH). The subject headings available are often so generic they

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are not useful. The addition of Genre Terms for Tabletop Games would help reduce this issue. The Art & Architecture Thesaurus would be useful for libraries with special collections. If approved, these thesauri would be added to the Use and Retention of Subject Headings Policy with examples and definitions of unfamiliar terms to help guide usage. Communications would be sent to cataloging libraries to inform them of the addition. ==A motion and second were made to add Genre Terms for Tabletop Games and Art & Architecture Thesaurus to the recommended Use and Retention of Subject Headings Policy. Motion carried unanimously by roll call vote.==

- **Large Print Policy and new LCGFT Term "Large print books" –** The Library of Congress Genre/Form Terms (LCGFT) were updated in December, and changes were made to the Large Print Policy, specifically with the new term "Large print books." The SHARE Large Print and Larger Print Materials Policy will need to be updated to reflect this change and a bulk change will need to be made to correct all records using the term "large type books" to replace it with the new LCGFT term. In OCLC, such genre headings are listed in the 650 field, which is already changed by cataloging staff when imported into Polaris. Instead of using the 655_0 field, use of the 655_7 field is now the best practice. Communication will need to be sent to inform members of this change, and an example will be provided to prevent confusion. ==A motion and second were made to approve the new term, "Large print books" in the 655_7 field and to update the Large Print and Larger Print Materials Policy to reflect the change. Motion carried unanimously by roll call vote.==

- **Barcoders – yes or no – to participating on the committee –** In the past, barcoders have never been excluded from SHARE Bibliographic and Cataloging Standards Committee membership, but meaningful participation on the committee often requires specific knowledge and experience with cataloging. No formal procedure will be created at this time, but potential participants with only barcoding experience will be encouraged to pursue cataloging training for consideration to be on the committee.

- **Other – FAQ** – A Frequently Asked Questions section is in the works to add to the SHARE website to serve as a guide for catalogers who may be uncertain or need a quick, easy reminder of a policy, procedure, or best practice. Organization of the FAQ will be essential to help with navigating the list. As more progress is made with the FAQ, the committee will be updated and asked for input to ensure the list is as helpful as possible.

- **Meeting Date/Time –** A poll will be created to ask committee members if the current date and time of the meeting is still the best option for all participants.

Old Business

- **Material Type Project Update –** Of the 91 current material types in the system, there are now six types that do not have any items attached. An email was sent to libraries still using niche material types, and the staff at those libraries voluntarily switched the material type to another applicable type. Response from a few of the contacted libraries is still pending. Removal of the empty material types will be done so that only 86 types are left in the system. Further elimination of material types will be more difficult, as many of the lesser-used types still have thousands of items attached to the material type. Canned reports sometimes rely on material types, and some libraries have collections of older items, such as VHS tapes and audiocassettes, that might be in circulation even if many other libraries no longer circulate such items. Members will be contacted

to verify if they still have such items in their collection, or if they need to clean up their item records, which might reduce the number of items attached to the material type. A reminder will be sent to ask members to review their item records and delete any withdrawn records, as regular review of collection records helps with database maintenance.

- **Other -** None

Public Comment
None

Announcements
None

Next meeting
Friday, April 21, 2023, at 10:00 a.m.

Adjournment
There being no further business to discuss, the chair adjourned the meeting at 10:55 a.m.