



SHARE Bibliographic & Cataloging Standards Committee Minutes

Friday, July 21, 2023

10:00 a.m.

Call Meeting to Order

The meeting was called to order at 10:01 a.m. by Donna Schaal.

Roll Call*

Members present via Zoom: *Gwen Bumpers, Lauren Erwin, Jacob Pahde, Donna Schaal, Rachel Stewart, and Carol Ziese.*

Members absent: *Emily Drone, Shawna Maki, and Jane Zerkel.*

Others present via Zoom: *Jennifer Baugh, Barbara Bennett with Carbondale Public Library, Vicki Carr with South Macon Public Library District, Jace Cook, Mary Cornell, Anna Hesterberg with Columbia Public Library, Connie Kisner with Carmi Public Library, Gayle Lane with Carmi Public Library, Jennifer Luttrell with Carmi Public Library, Jan May with Prospect Heights Public Library District, Liz Perkins, Beth Phillips with Prospect Heights Public Library District, Dena Porter, Miranda Sowers with Mount Zion District Library, Cassandra Thompson, Diane West with Venice Public Library, Anna Wiegand, and Josh Zink.*

**Shawna Maki was unintentionally not called during the roll call vote. She had indicated before the meeting that she would be on vacation and was accidentally skipped due to this knowledge.*

Approval of April 21, 2023, Minutes

A motion and a second were made to approve the April 21, 2023, minutes. The motion carried unanimously by roll call vote.

SHARE Update

Aspen is progressing toward implementation in the fall. The SHARE Finance and Policy Committee has finalized a fee scale for FY2025, pending approval from the SHARE Executive Council. Cataloging libraries will be the first to test run Aspen to help find potential errors that may prevent the grouped works feature from functioning as intended. The template for Aspen's interface will be drafted with committee input.

The SHARE member fee scale is under review. More information will be available in the coming months. Cataloging fees are also under review, as they have never been raised.

The affiliate expansion program has had two school libraries sign up. As school comes back in session, further program promotion will be done.

The SHARE Executive Council has an opening for a small library representative. The SHARE Circulation and Resource Sharing Committee also has an opening.

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“The 10 Commandments of SHARE” training video has been revamped and is now called “How to SHARE: Four Rules of Circulation.”

Barcoding I and II have been merged into one class titled Barcoding. The class is available online as well as in person starting in Aug.

New Business

- **Bib. Standards Chair** – Donna Schaal, the current committee chair, will remain the chair for FY2024.
- **Collection Codes** – The number of collection codes in the system has reached 1,200+. Many codes are non-identifiable for the purposes of collecting data for the IPLAR, which makes completing the report difficult. Committee members provided historical context that there may be a number of codes left from merging the four systems when SHARE was created. SHARE staff create collection codes at the request of member libraries and do so with discretion. Often, alternate codes are suggested rather than the creation of new codes. The SHARE Bibliographic Services Manager will pull the full codes list, analyze codes that are not in use or are redundant, and reach out to members about moving attached items to alternative collection codes.
- **Problem Resolution for Bibliographic Services Document Update** – The committee reviewed the updated language in the document. **A motion and a second were made to approve the updates to the Problem Resolution for Bibliographic Services document. The motion carried unanimously by roll call vote.**
- **Other** – Library materials sometimes have images or maps that are obstructed from view due to the processing of books for circulation. The Committee Chair will create a notice to send out in the next SHARE newsletter with workarounds to this issue so that patrons can still access the full imagery via copy or otherwise.

Old Business

- **Updated On-Order Policy** – The policy was updated in terms of language, format for readability, and the required subfields for MARC tags. Acquisition libraries will be reminded to check for indicator fields in the 245 field when importing records from book distributors. **A motion and a second were made to approve the language updates to the On-Order Policy with the addition of making the 690 field mandatory. The motion carried unanimously by roll call vote.**
- **Other** – None

Public Comment

None

Announcements

None

Next meeting

Friday, Oct. 20, 2023, at 10:00 a.m.

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Adjournment

There being no further business to discuss, the chair adjourned the meeting at 10:50 a.m.

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