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

Call Meeting to Order
The meeting was called to order at 10:02 a.m. by Donna Schaal.

Roll Call
Members present via Zoom: *Gwen Bumpers, Lauren Erwin, Shawnna Maki, Jacob Pahde, Donna Schaal, Rachel Stewart, Jane Zerkel, and Carol Ziese.*
Members absent: *Emily Drone*
Others present via Zoom: *Jennifer Baugh, Jace Cook, Mary Cornell, Brenda Crouse with Bethalto Public Library District, Linda Johnson, Connie Kisner with Carmi Public Library, Gayle Lane with Carmi Public Library, Glenda Neighbors with Chatham Area Public Library District, Sue Pearson, Liz Perkins, Barb Scoby, Sandy West with Rend Lake College, and Anna Wiegand.*

Approval of July 21, 2023, Minutes
A motion and second were made to approve the July 21, 2023, minutes. Motion carried unanimously by roll call vote.

SHARE Update

Aspen implementation is moving forward, and there are scheduled training sessions for SHARE administrative staff to help prepare for the transition. SHARE Bibliographic Services are working on cleaning up the database to help the grouped works feature function properly. The first cohort is expected to go live in December, and trainings for member library staff will be held on Dec. 5 and 13, 2023, to inform members on how to use Aspen.

SHARE Bibliographic Services has updated the cataloging checklists, and there are now checklists for video games and pre-loaded audio recordings. The team can also create checklists for other specific situations upon request.

Barcoder Refresher Training is progressing; almost 300 individuals have completed the course. Reminders continue to go out to remind members that if the training is not complete by January, their barcoding permissions will be removed.

The SHARE Bibliographic Services Manager and a SHARE Cataloger will be presenting at the Illinois Library Association's (ILA) annual conference. The presentation will cover how to catalog Tonie boxes and Yoto players. SHARE staff are attending the conference and encourage members who are also attending to visit the SHARE booth in the exhibit hall.

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The SHARE Finance and Policy Committee recently held three town hall meetings to discuss the upcoming SHARE member fee increases for FY2025. A recording is available on the SHARE website for those who were unable to attend the meetings.

The Library Crawl is ongoing throughout October, and many SHARE staff are visiting libraries.

The SHARE Director recently presented about IHLS and SHARE at ROE 3. The presentation was geared toward school librarians to help educate them about IHLS's role and how SHARE can benefit students.

TrySHARE, the new name for the affiliate expansion program, has a pilot member, and details are being worked out to help the program work smoothly for future members.

New Business

- **Updated Baseline Policy Statement –** Due to the McNaughton program, vendor records were brought into the system with the intention that they would be overlayed. Raw vendor records have been found in the system that have not been overlayed. The baseline policy statement has been updated to reflect the need for vendor records for cloudLibrary content and in the case of McNaughton materials, with the stipulation that the records will eventually be overlayed. A motion and second were made to approve the update to the Baseline Policy Statement. Motion carried unanimously by roll call vote.

- **Adding URLs to Bibliographic Records –** An adult services librarian has recently asked if it is permissible to add URLs to bibliographic records for genealogical records that have been digitized. Committee members agreed that as long as the URLs are linked back to a nationally accessible website, then the URLs should be allowed in the 856 field. If records are imported into OCLC, catalogers should be mindful of any notes put into the record, as OCLC is visible worldwide. The Bibliographic Services Manager created a policy to guide catalogers on the recommended format when adding URLs to locally digitized records. A motion and second were made to accept the new URL policy. Motion carried unanimously by roll call vote.

- **Additional Local Subject Headings –** A request was received from a member library to add "Open Dyslexic Font" as a subject heading to help patrons find materials in the SHARE catalog that are printed in the font. Further requests were received to add "Wonderbook," "Toniebox," "Tonie Figures," "Vox," and "Yoto Player." A motion and second were made to approve the new subject headings. Motion carried unanimously by roll call vote.

- **New Material Type – Young Adult Books –** A member library recently asked if "Young Adult Book" could be added as a material type. After discussion, the committee decided to send the issue to the SHARE Circulation and Resource Sharing Committee for review, as the change would create a large amount of work on the back end and require adding many other material types.

- **Aspen Mapping –** Aspen allows for certain circulation statuses to be masked from search results. Statuses that are potential candidates for masking include "withdrawn," "bindery," "in repair," etc. If the item's status changes back to one that is unmasked, it becomes visible in

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search results again. The committee agreed that "withdrawn" would be the only status they would like to see masked and will send the recommendation to the SHARE Circulation and Resource Sharing Committee.

- **Other:** None

Old Business

- **Collection Codes –** The total number of collection codes in the system has been reduced by 246 to a total of 961. Further collection codes with very few item records linked will be evaluated for removal.
- **Other:** None

Public Comment
None

Announcements
Due to the ending of the COVID-19 emergency order, committee members can no longer join public meetings, such as committee meetings, from private residences via Zoom or other telecommunications methods. Committee members must join meetings from public spaces, such as their libraries, to be counted towards quorum.

Jane Zerkel is retiring and will no longer be able to serve on the SHARE Bibliographic and Cataloging Standards Committee. Her time on the committee is greatly appreciated. A replacement candidate will be sought out.

Next meeting
Friday, Jan. 19, 2024, at 10:00 a.m.

Adjournment
There being no further business to discuss, the chair adjourned the meeting at 11:07 a.m.