
SHARE Bibliographic & Cataloging Standards Committee Minutes

Friday, April 26, 2024

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 via Zoom: *Gwen Bumpers, Lauren Erwin (joined at 10:07 a.m.), Shawna Maki, Jacob Pahde, Bobbi Perryman (joined at 10:20 a.m.), Donna Schaal, and Carol Ziese.*

Members absent: *Emily Drone and Rachel Stewart.*

Others present via Zoom: *Kregg Argenta with Abraham Lincoln Presidential Library, Jennifer Baugh, Jace Cook, Robert Edwards with Atwood-Hammond Public Library District, Deana Hatfield with Mascoutah Public Library, Linda Johnson, Sue Pearson, Donald Pippin with Philo Public Library District, Adam Sonderberg with Skokie Public Library, Cassandra Thompson, Anna Wiegand, and Karen Williams with Decatur Public Library.*

Approval of February 23, 2024, Minutes

A motion and second were made to approve the Feb. 23, 2024, minutes. Donna Schaal – yes, Gwen Bumpers – yes, Shawna Maki – yes, Jacob Pahde – abstain, and Carol Ziese – yes. Motion carried.

SHARE Update

Aspen cohort 2 has finished going live, and cohort 3 is in progress. Beginning in July, the remainder of SHARE members will begin to go live on Aspen in phases.

Annual agreements have been finalized, and members should receive their agreements via DocuSign.

The SHARE E-Resources Committee has an opening for FY2025, and interested members are encouraged to submit a statement of interest through the SHARE website.

Jace Cook, the SHARE Member Engagement Specialist, started as SHARE Cataloger 1 on April 15, 2024.

New Business

- **Unclaimed Items Policy** – Due to the number of unidentified and unclaimed items sent to SHARE cataloging without property stamps, the SHARE Bibliographic Services Manager has drafted a policy to address and establish a timeframe for how such items are handled. The committee briefly discussed the draft. A motion and second were made to send the Unclaimed Items Policy out for member comment. Donna Schaal – yes, Gwen Bumpers – yes, Lauren Erwin – yes, Shawna Maki – yes, Jacob Pahde – yes, and Carol Ziese – yes. Motion carried by roll call vote.

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- **Policies and Procedures Review** – SHARE bibliographic staff will conduct a review of all bibliographic policies and procedures to ensure that all information is up-to-date and standardized. Any updates will be brought before the committee. The review will ideally be completed by December 2024 to allow any changes to go up for member vote in January 2025.
- **Other** – None

Old Business

- **On-Order Record Policy** – The On-Order Record Policy was revised to include the addition of the 100 field as a requirement for on-order records and to establish a course of action for continued violations of circulation on on-order records. The committee discussed the document and agreed that in the field 250 \$a, “rental edition” or “not rental edition” were no longer needed, as rental edition DVDs are no longer being produced. **A motion and second were made to accept the On-Order Record Policy with the discussed change and to send the policy out for member comment. Donna Schaal – yes, Gwen Bumpers – yes, Lauren Erwin – yes, Shawwna Maki – yes, Jacob Pahde – yes, Bobbi Perryman – yes, and Carol Ziese – yes. Motion carried by roll call vote.**
- **Recommendation for 490 for Graphic Novels/Manga** – The SHARE Cataloger 3 shared a proposed change to the handling of series statements for graphic novels and manga in which the title is the same as the series name. Discussion ensued over the examples presented. The committee discussed the treatment of the 100 field in relation to translators versus adaptors when it comes to manga and graphic novels. A potential need for distinctions between the two forms was noted. The SHARE Cataloger 3 will revise the policy for reevaluation at the next meeting.
- **Collection Codes Update** – Collection codes continue to be removed as applicable, and there are now only 938 collection codes in the system. The SHARE Bibliographic Services Manager will continue to contact libraries with items attached to lesser-used collection codes.
- **Other** – None

Public Comment

None

Announcements

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None

Next meeting

Friday, July 19, 2024, at 10:00 a.m.

Adjournment

There being no further business to discuss, the chair adjourned the meeting at 10:39 a.m.

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