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## SHARE Bibliographic & Cataloging Standards Committee Minutes

Friday, July 19, 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, Shawna Maki, Jacob Pahde, Donna Schaal, and Carol Ziese.*

Members absent: *Emily Bergman, Lauren Erwin, Bobbi Perryman, and Rachel Stewart.*

Others present via Zoom: *Jennifer Baugh, Jace Cook, Mary Cornell, John Kirchner, Rita Lewis with Centralia Regional Library District, Liz Perkins, Cassandra Thompson, and Anna Wiegand.*

### Approval of April 26, 2024, Minutes

A motion and second were made to approve the April 26, 2024, minutes. Motion carried unanimously by roll call vote.

### SHARE Update

Aspen Discovery search results are still degraded due to communication issues between Aspen and Polaris. A solution is being evaluated.

Text message notifications from Verizon are still not sending correctly. SHARE is currently evaluating an alternative messaging service, MessageBee, and hopes to implement the service after approval by the SHARE Executive Council and IHLS Board of Directors.

Aspen Cohort 4a is currently live, and trainings are being conducted through ByWater to help members transition. Cohort 4b will begin to launch in early August. The web builder available through Aspen is being evaluated, and more information, including information about ADA compliance resources, will be available soon.

The SHARE Executive Council has two openings, and members who would like to join the committee are encouraged to submit a statement of interest through the SHARE website.

SHARE is now an established NACO funnel, which means cataloging libraries can now work with SHARE to contribute name authority records to the national authority file, pending training. More information will be available for cataloging member libraries soon.

### New Business

- **Seeking New Committee Member(s)** – Rachel Stewart and Emily Bergman have had to step down from the committee. New members will be sought from members who have full cataloging permissions or those who are currently in training to be full catalogers. Members are encouraged

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- to submit a statement of interest through the SHARE website if they would like to join the committee.
- **Bib. Standards Committee Chair** – A motion and second were made to appoint Carol Ziese as the SHARE Bibliographic and Cataloging Standards Committee chair. Motion carried unanimously by roll call vote.
- **Aspen and On-Order Materials** – Some on-order materials are not showing up in Aspen search results. The cause of the issue has been narrowed down to either the vendor itself or the ongoing communication issues between Polaris and Aspen. A solution is being evaluated. Members are encouraged to continue to send in help desk tickets as they find issues with Aspen's functionality.
- **Other** – A member recently ordered a movie that was burned onto the DVD disc rather than stamped, as is most common with commercially produced DVDs. The SHARE Bibliographic Services Manager will review the Checklist for Editing Video Recordings to ensure instructions on the 340 \$d are present so members are aware of how to handle such a DVD.

### Old Business

- **Graphic Novel & Manga Policy Recommendations** – A motion and second were made to send the updated Graphic Novel & Manga policies out for member comment, then to the SHARE Executive Council for approval and subsequently member vote. Motion carried unanimously by roll call vote.
- **Policy Review**
  - Attaching to Serial vs. Monograph Records for Serials Other Than Periodicals
  - Attaching to Set vs. Individual Records for Multipart Audiovisual Materials
  - Attaching to Set Vs. Individual Records for Multipart Print Material Other Than Serials
  - Baseline Policy Statement for Cataloging Practices in SHARE
  - Book Club Editions and Regular Editions on the Same Record
  - Cataloging Blu-rays, DVDs, and Blu-ray DVD Combo Packs
  - Cataloging of Advance Reading Copies, Advance Screening Copies, Uncorrected proofs, etc.

The committee agreed with all changes made to the policies that were sent to the committee for review. A motion and second were made to approve all changes to the reviewed policies. Motion carried unanimously by roll call vote.
- **Other** – None

### Public Comment

None

### Announcements

None

### Next meeting

Friday, October 18, 2024, at 10:00 a.m.

### Adjournment

There being no further business to discuss, the chair adjourned the meeting at 10:42 a.m.

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