
SHARE Bibliographic & Cataloging Standards Committee Minutes

Friday, October 18, 2024

10:00 a.m.

Call Meeting to Order

The meeting was called to order at 10:04 a.m. by Carol Ziese.

Roll Call

Members present via Zoom: *Lauren Erwin, Shawwna Maki, Bobbi Perryman (left at 10:50 a.m.), Donna Schaal, and Carol Ziese.*

Members absent: *Gwen Bumpers and Jacob Pahde.*

Others present via Zoom: *Chrissy Bellizzi with Six Mile Regional Library District, Jace Cook, Linda Johnson, John Kirchner, Sue Pearson, Don Pippin with Philo Public Library District, Catherine Ricchezza with Tri-Township Public Library District, Cassandra Thompson, Anna Wiegand, Sandy West with Rend Lake College Library, and Diane Yeoman with Mason City Public Library District.*

Approval of July 19, 2024, Minutes

Donna Schaal motioned and Lauren Erwin seconded to approve the July 19, 2024, meeting minutes. Carol Ziese – yes, Lauren Erwin – yes, Shawwna Maki – yes, Bobbi Perryman – yes, Donna Schaal – yes. Motion carried unanimously by roll call vote.

SHARE Update

Aspen implementation is on schedule and all current public library members have gone live. School and transitional member libraries will be the focus in the coming months.

MessageBee, the SMS text messaging service, has been implemented to resolve the issue of Verizon customers not receiving Polaris text notifications.

Upcoming trainings from the Cataloging Maintenance Center (CMC) and for SHARE catalogers can be viewed on the Illinois Heartland Library System (IHLS) website. Members are encouraged to register and attend.

New Business

New Committee Members – Don Pippin and Chrissy Bellizzi: Bobbi Perryman motioned and Donna Schaal seconded to approve Don Pippin and Chrissy Bellizzi as members of the SHARE Bibliographic and Cataloging Standards Committee. Carol Ziese – yes, Lauren Erwin – yes, Shawwna Maki – yes, Bobbi Perryman – yes, Donna Schaal – yes. Motion carried unanimously by roll call vote.

Aspen – Suppressed Statuses: ByWater Solutions has contacted SHARE staff requesting a reconsideration of the approved suppressed statuses. The reindexing process in Aspen is functioning slowly because of the high volume of visible status items. Previously, “withdrawn” was the only status

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approved to suppress by the committee. Discussion ensued. Donna Schaal motioned and Lauren Erwin seconded to suppress “withdrawn”, “damaged”, and “lost” status items from displaying in Aspen. Carol Ziese – yes, Chrissy Bellizzi – yes, Lauren Erwin – yes, Shawonna Maki – yes, Bobbi Perryman – yes, Don Pippin – yes, Donna Schaal – yes. Motion carried unanimously by roll call vote.

Old/Unfinished Business: Recent parliamentary training at IHLS revealed that “old business” is no longer preferred for use in meeting minutes. “Unfinished business” is preferred and is reserved for items that have been tabled with a motion and second in previous meetings.

Policy Review – 14 Policies: The SHARE Training Cataloger reviewed the updates to the 14 policies sent by the SHARE Bibliographic Services Manager. Bobbi Perryman motioned and Carol Ziese seconded to approve all 14 policies without any changes. Carol Ziese – yes, Chrissy Bellizzi – yes, Lauren Erwin – yes, Shawonna Maki – yes, Bobbi Perryman – yes, Don Pippin – yes, Donna Schaal – yes. Motion carried unanimously by roll call vote.

Informational – Updated Cataloging Certification Program: SHARE cataloging staff are restructuring the existing cataloging training to resemble the new barcoding training. Members are encouraged to submit suggestions or feedback on the existing cataloging training.

Noting Donations in Records: A member library requested guidance on how to indicate an item was donated to the library in a way that is visible to patrons. The committee discussed various ways to achieve this. Chrissy Bellizzi will test various suggestions and bring findings back to the committee for review.

Other: None.

Unfinished Business

Member Comment for Graphic Novel & Manga Policies: The policies received one member comment. The committee discussed the comment and additional information about genre and subject headings. Lauren Erwin motioned and Shawonna Maki seconded to send the Graphic Novel & Manga policies to the SHARE Executive Council for approval with the addition of the genre headings “Shōnen manga” and “Shōjo manga” in the manga policy’s “Form and Genre Headings” section. Carol Ziese – yes, Chrissy Bellizzi – yes, Lauren Erwin – yes, Shawonna Maki – yes, Don Pippin – yes, Donna Schaal – yes. Motion carried unanimously by roll call vote.

Other: None.

Public Comment

None

Announcements

None

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1840 Innovation Drive, Carbondale, IL 62903 ■ 618.985.3711
1704 West Interstate Drive, Champaign, IL 61822 ■ 217.352.0047
6725 Goshen Road, Edwardsville, IL 62025 ■ 618.656.3216
www.share.illinoisheartland.org ■ 618.656.9401 Fax

Next meeting

Friday, January 17, 2025, at 10:00 a.m.

Adjournment

There being no further business to discuss, the chair adjourned the meeting at 11:05 a.m.

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