
SHARE Bibliographic & Cataloging Standards Committee Minutes

Friday, May 16, 2025

10:00 a.m.

Call Meeting to Order

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

Roll Call

Members present via Zoom

Chrissy Bellizzi, Gwen Bumpers, Lauren Erwin, Shawna Maki, Jacob Pahde, Bobbi Perryman, Donna Schaal, and Carol Ziese.

Members absent

Don Pippin

Others present via Zoom

Jennifer Baugh, Jace Cook, Mary Cornell, Linda Johnson, Charlie Jorgenson, John Kirchner, and Anna Wiegand.

Approval of February 28, 2025, Minutes

Action taken: Donna Schaal motioned and Chrissy Bellizzi seconded to approve the February 28, 2025, minutes. Motion carried unanimously by roll call vote.

SHARE Update

SHARE Members Group Meeting

After the SHARE Members Group Meeting, the annual vote was sent out to member libraries. A majority of members voted during the voting period, and all measures passed. More detailed results are available on the SHARE website.

Annual Agreements FY2026

Annual agreements have been sent to member libraries via DocuSign. The agreement is not a bill but rather an agreement that a member library will pay its bill for the upcoming fiscal year. Members are encouraged to sign as soon as possible to ensure that billing can be processed promptly.

Group Purchasing Agreements

The McNaughton Book Leasing Program is available for fiscal year 2026, and the deadline to sign up is May 30, 2025. Swank Movie Licensing has the same deadline. Members who already participate in these group purchases and would like to continue to participate are encouraged to resubmit a sign-up form to indicate continued interest in the program. More information is available on the SHARE and IHLS websites.

CloudLibrary Issue

OCLC has pushed an update that has caused issues with the CloudLibrary app. Patrons will need to uninstall the old version of the app to reinstall the new one with the new update. Detailed instructions can be found on the SHARE website.

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Cataloging Workday

SHARE is hosting a cataloging workday on May 29, 2025, at Lincoln Public Library District. Members are encouraged to bring items to catalog with assistance from SHARE catalogers. More detailed information and registration can be found on L2. SHARE is looking for more libraries to host future cataloging workdays and encourages members to contact Jennifer Baugh, SHARE Bibliographic Services Manager, at jbaugh@illinoisheartland.org if interested.

CE Hours

CE hours were sent out to barcoders and catalogers. The last day to complete hours for this fiscal year is June 30, 2025. For questions about CE hours, contact Jennifer Baugh, SHARE Bibliographic Services Manager.

New Cataloger

SHARE has filled a vacancy for a SHARE cataloger, and the candidate will start in June. A second position will be opening later in the summer due to a retirement. A full job description will be available on the IHLS job board.

New Business

Elimination of Date Policies in place of updated date procedures

SHARE cataloging staff reviewed existing date policies for bibliographic records and would like to recommend that they be reconsidered as procedures. The review also revealed that it would be better to no longer remove copyright dates from records where the copyright date and publication date are the same, which would be a change from the current SHARE local practice. Discussion ensued. The committee requested that SHARE staff update the relevant policy and procedural documents and bring the changes to the next meeting for review and approval.

Juvenile Drama vs. Juvenile Films

In the past, the form subdivision (\$v) "juvenile drama" was intended for plays or theater productions. Updates to the scope notes now indicate that the subdivision is intended to be used under topical headings for fiction films produced especially for children. "Juvenile films" is intended as a form subdivision under subjects for nonfiction films produced especially for children. SHARE procedure currently recommends using juvenile films for all children's movies, regardless of the content being fiction or nonfiction. Given the change to the scope notes for "juvenile drama", the committee recommends updating SHARE procedure to use "juvenile drama" for fiction films and "juvenile films" for nonfiction films. Bulk cleanup will need to be done to differentiate juvenile fiction and nonfiction films that have been cataloged in the past. Communications will be sent to members to use "juvenile drama" for fiction films going forward.

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Gulf of Mexico/Gulf of America

The committee discussed the new Library of Congress subject heading, “America, Gulf of”. For improved searchability, the committee would prefer to retain the former heading, “Mexico, Gulf of”, particularly due to books that are entitled “Gulf of Mexico” or similar. An update to the local authority file for “Mexico, Gulf of” can be made in the 451 field to include “America, Gulf of” as a search term, which will help patrons who might search using the new term.

Unfinished Business

Donations in Item Records

Further review of this issue revealed that the previously discussed solutions for indicating donations in item records remain the best solutions available in Polaris at this time.

Acquisitions Policy – Member Comment

No members commented on the updated Acquisitions Policy. The finalized document will be brought to the next committee meeting for final review and approval to send to the SHARE Executive Council, then on to member vote.

Public Comment

None.

Announcements

None.

Next meeting

Friday, August 15, 2025, at 10:00 a.m.

Adjournment

There being no further business to discuss, the chair adjourned the meeting at 10:30 a.m.

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