
SHARE Bibliographic & Cataloging Standards Committee Minutes

Friday, August 15, 2025

10:00 a.m.

Call Meeting to Order

The meeting was called to order at 10:00 a.m. by Carol Ziese.

Roll Call

Members present via Zoom

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

Members absent

Chrissy Bellizzi

Others present via Zoom

Jennifer Baugh, Jace Cook, Mary Cornell, Emily Evans, Linda Johnson, Charlie Jorgenson, John Kirchner, Barb Scoby, Cassandra Thompson, Anna Wiegand, and Diane Yeoman.

Approval of May 13, 2025, Minutes

The minutes stand as presented.

SHARE Update

AMHS

The AMHS has been installed at the Edwardsville and Champaign hubs. Items are checked in as they are scanned by the machine. When damaged items are sent through the machine, they are unintentionally checked in and flagged as repaired. IHLS Delivery recommends using rubber bands as a visual indicator for sorting staff to prevent such items from being sorted by the machine.

Library Crawl

IHLS is preparing for the library crawl in October. Members are encouraged to share ideas on how IHLS can best support them during the month. IHLS hubs will serve as library crawl locations on Fridays during October for SHARE catalogers to come and visit cataloging staff. More information will be available in the coming weeks.

McNaughton Program

Some members of the McNaughton program have withdrawn, putting SHARE below the minimum number of members for the program. SHARE is exploring options with McNaughton to incentivize joining.

Green Cataloging Transit Slips

New, bright green transit slips are available for member libraries to send items into SHARE cataloging. They are intended to help items get routed to SHARE cataloging staff more quickly. To order more forms, members can visit the SHARE website and fill out the form to request more.

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CMC Newsletter

A new cataloging newsletter from the Cataloging Maintenance Center is out. Members are encouraged to subscribe and can manage all listserv subscriptions on the IHLS and SHARE websites.

Mobile Memory Lab

The Mobile Memory Lab is expanding operations through continued grant funding. More information will be available in the coming weeks.

New Business

PCC FAQ: Cataloging Resources Generated Using Artificial Intelligence (AI) Software

Items created using artificial intelligence software are beginning to show up in the shared catalog. As AI-created works become more prevalent, the committee agreed that a policy might be needed to protect the integrity of the collection. SHARE cataloging staff will create a procedure on how best to catalog such items using current best cataloging practices, PCC guidance, and SHARE policy.

Updated Cataloging Training Course

The SHARE Training Cataloger gave an overview of the updated cataloging training course. The committee discussed their questions and concerns. Committee members will be utilized to test the training to ensure accuracy of information, ease of use, and functionality.

Unfinished Business

Dates Policies/Procedures

The Publication and Copyright Dates policy was changed to a procedure as discussed at the last meeting. The new procedure streamlines the guidance on publication and copyright dates. The committee discussed the changes and agreed with the updates.

Acquisitions Policy

Action taken: Bobbi Perryman motioned, and Donna Schaal seconded to approve sending the Acquisitions Policy to the SHARE Executive Council for member vote and final approval. Motion carried unanimously by roll call vote.

Public Comment

None.

Announcements

None.

Next meeting

Friday, November 21, 2025, at 10:00 a.m.

Adjournment

There being no further business to discuss, the chair adjourned the meeting at 10:47 a.m.

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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