SHARE Bibliographic & Cataloging Standards Committee Minutes
Friday, November 21, 2025
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
Chrissy Bellizzi, Gwen Bumpers, Lauren Erwin, Shawnna Maki, Jacob Pahde, Bobbi Perryman, Don Pippin, and Donna Schaal.
Members absent
Carol Ziese
Others present via Zoom
Jennifer Baugh, Nancy Blockyou of Williamsville Public Library, Jace Cook, Mary Cornell, Emily Evans, Deana Hatfield of Mascoutah Public Library, Linda Johnson, Charlie Jorgenson, Caroline Kiest of Lincoln Public Library District, John Kirchner, Eric McKinney, Laura Naugle of Hillsboro Area Public Library District, Cassandra Thompson, Quinn Vana, Sandy West of Rend Lake College Library, and Anna Wiegand.

Approval of August 15, 2025, Minutes
The minutes stand as presented.

SHARE Update
IHLS Retirements and Staffing Changes
Ellen Popit is retiring after 38 years of service to Illinois libraries. Succession planning is underway, and after Ellen's retirement, Cassandra Thompson will become the Illinois Heartland Library System (IHLS) Associate Director/SHARE Director. Jennifer Baugh will become the SHARE Assistant Director. Changes to IHLS membership titles are also underway.

Holiday Closures
IHLS will be closed on Thursday, November 26, 2025, and Friday, November 27, 2025, in observance of Thanksgiving. Members are encouraged to sign up for alerts by texting POLARIS to 84483 to receive notices of weather closures, holiday closures, and route cancellations.

Cleanup Projects Ongoing
SHARE Administrative and Bibliographic Services staff are working on cleanup projects. The SHARE Administrative Services Manager is contacting libraries with outstanding cleanup to perform.

Polaris Upgrade
A Polaris upgrade is expected in December. The upgrade will be scheduled to happen on a weekend overnight, and minimal disruption is expected.

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Damaged Item Procedures
The procedure for damaged items is being updated. Due to the Automated Materials Handling System (AMHS), members are asked to use the SHARE damaged item form affixed to the item with rubber bands so sorters do not send the item through the AMHS.

Year-End Review in Aspen
Aspen has a feature called Year-End Review available to show patrons their circulation habits over the last calendar year. Patrons with reading history enabled will be able to see a personalized slideshow that summarizes reading habits such as favorite authors, top series, and reading recommendations.

Upcoming Event
IHLS Member Day is coming up on February 19, 2026. Reaching Forward South (RFS) is on April 10, 2026. Members are encouraged to attend and visit with SHARE and IHLS staff. As a reminder, Aspen offers event calendar features. For more information on event calendars, members can contact John Kirchner, SHARE Member Engagement Specialist.

New Business
Barcodes
Recent challenges with ID Label, Inc., have prompted SHARE to inquire about alternative suppliers. No decision has been made yet as to which vendor will be selected, but members are encouraged to provide perspectives if they have utilized an alternative service.

New Local Subject Heading: Playaway WhaZoodle!
Playaway has a new audio format product called WhaZoodle! SHARE staff recommend a local subject heading be created for WhaZoodles! to allow patrons to find such items easily in the catalog. Bobbi Perrymen motioned, and Gwen Bumpers seconded to add Playaway WhaZoodle! as a local subject heading. Motion carried unanimously by roll call vote.

Unfinished Business
AI Policy/Procedure
The SHARE Training Cataloger presented the AI Policy/Procedure document. The committee discussed the need for a policy that outlines identifying AI materials when possible. Procedurally, PCC guidance on AI-generated materials states to indicate the specific AI bot used during creation when indicated, and SHARE would request that catalogers indicate a material is AI-generated using appropriate 655 fields in the record as a local edit. A future SHARE Cataloger's Training Session could be used to guide members on how to identify AI materials when purchasing or cataloging. Bobbi Perryman motioned, and Chrissy Bellizzi seconded to send the AI/Computer-Generated Material Policy out for member comment. Chrissy Bellizzi – yes, Gwen Bumpers – abstain, Lauren Erwin – yes, Shawnna Maki – yes, Jacob Pahde – yes, Bobbi Perryman – yes, Don Pippin – yes, Donna Schaal – yes. Motion carried.

E-Resources AI Policy/Procedure

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The SHARE E-Resources Committee recently identified that AI audiobooks are unintentionally being purchased for CloudLibrary. As such materials are identified, they are being removed from the collection. This is a SHARE procedure and is being done by SHARE staff.

Public Comment
None.

Announcements
None.

Next meeting
Friday, February 20, 2026, at 10:00 a.m.

Adjournment
There being no further business to discuss, the chair adjourned the meeting at 10:46 a.m.

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