

**SHARE Bibliographic and Cataloging Standards Committee**

Friday, January 18, 2019 at 10:00 a.m.

Illinois Heartland Library System  
6725 Goshen Road, Edwardsville, Illinois 62025  
618/656-3216

Zoom meeting: <https://zoom.us/j/535450330>

Or Conference call 800-444-2801, code 5714087

**Minutes**

**Call meeting to order and roll call:** The meeting was called to order at 10:03 a.m.

In attendance—Gwen Bumpers, Jacob Pahde, Dena Porter, Donna Schaal, and Carol Ziese.

Also in attendance—Vince Andrzejewski, Robert Brady, Brenda Crause, Edie Elliott, Connie Kisner, Gayle Lane, Liz Perkins, Jill Pifer, Don Pippin, Cheri Schuler-Faust, Shelley Stone, and Cassandra Thompson.

**Approval of Minutes of November 16, 2018 meeting:** The minutes were approved on a motion made by Gwen Bumpers and seconded by Donna Schaal. All ayes; no nays; motion passed.

**LLSAP Update:**

There are several SHARE training sessions coming soon on barcoding, cataloging, circulation, and reports. There are also two cataloging workdays scheduled, in Chatham and Palestine.

Cassandra Thompson is responding to e-Resource questions while Lesley Zavediuk is on maternity leave.

A new e-Resource fee scale will be sent out for member comment. The SHARE fee scale will remain the same for FY20.

The next SHARE Membership meeting will be March 21<sup>st</sup> at 2:30 p.m. via Zoom with a vote the following week.

There are several open positions in SHARE, including a full time circulation specialist, a full time metadata cataloger in either Edwardsville or Champaign, and a full time cataloger in Carbondale.

**Illinois Heartland Library System**

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### Old Business:

- **Discussion on proposed revision to cataloging standard on on-order records, and possible special meeting:** Since this is a reversal of the current policy, the proposal will need to go out for member comment and will need to be voted on by the membership. The proposal will be posted for comment and a special meeting will be held in February to review comments before the SHARE Executive Council meeting on March 7. Edie will send out a Doodle poll to the committee to find a date for the special meeting.
- **Discussion on local practice on multiple 264 fields for copyright dates—update on PAC customization for display of subfield 3:** Shelley is still investigating this. Item is tabled until the March meeting.
- **Discussion on use of generic lcgt terms such as *Novels, Fiction, etc.* in bibliographic records in Polaris—input from SHARE Circulation & Resource Sharing Committee:** The Circulation & Resource Sharing Committee is deferring to this committee's decision on this issue. After discussion, it was decided to revise the current cataloging standards on subject headings and genre terms to delete generic lcgt terms. A draft revision will be brought to the March meeting.
- **Review draft revision of cataloging standard—*Blu-rays, DVDs, and Blu-ray/DVD combo packs*—formatting MARC tag 300 subfield a and use of MARC tag 250:** The committee reviewed the proposed change and suggested further revisions. A new draft will be brought to the March meeting.

### New Business:

- **Discussion on local policy on deletion of item records with a Circulation Status of *Withdrawn*:** Shelley will look at items that have been in Withdrawn status for an extended period, and will also request input from libraries that currently use this status. Shelley will bring an update to the March meeting.
- **Discussion on request for local policy to require use of subfield q in MARC tag 020 in book records:** A request was received from a member library to establish a policy to require that subfield q be added to MARC tag 020 in book records to indicate if the book is hardcover or paperback. The library felt this is helpful in cases where a patron prefers a particular format. It was decided to request input from the SHARE Circulation & Resource Sharing Committee and discuss again at the March meeting.

### Other business:

**Public Comment:** None

**Announcements:** None

**Next meeting:** The next meeting will be Friday, March 15, 2019, at 10:00 a.m. via Zoom.

**Adjournment:** The meeting adjourned at 11:22 a.m. on a motion made by Donna Schaal and seconded by Gwen Bumpers. All ayes; no nays; meeting adjourned.