SHARE Bibliographic and Cataloging Standards Committee
Friday, January 19, 2018 at 10:00 am
Illinois Heartland Library System
6725 Goshen Road, Edwardsville, Illinois 62025
618/656-3216

Zoom meeting: [https://zoom.us/j/535450330](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 am
In attendance—Gwen Bumpers, Emily Drone, Lauren Erwin, Jacob Pahde, Dena Porter, Donna Schaal, and Carol Ziese.

Absent—Breana McCracken, Sandy West


**Approval of Minutes of November 17, 2017 meeting:** Some corrections noted. The minutes as amended were approved on a motion made by Dena Porter and seconded by Donna Schaal. All ayes; no nays; motion passed.

**LLSAP Update:**

Cassandra Thompson has been selected as the new SHARE Director and will start January 22. We will be setting up meetings for her with member libraries and committees.

Golconda is the latest transitional libraries to go live. We are still working with a few more Dream Grant/Walmart grant libraries, but are almost to the end of the list.

The January SHARE Executive Council has been postponed until after the arrival of the new SHARE Director.
Old Business:

- Use of MARC tag 526 to record reading/study programs—draft cataloging standard:
  The standard was reviewed and approved. It will be posted for member comment and
  comments will be reviewed at the next meeting.
- Cataloging of large print and larger print materials in Polaris—review member
  comments: Comments were reviewed and some revisions were made. The revised
  standard will be posted to the SHARE website and publicized to the membership.
  Current records for larger print material will be edited as needed.

New Business:

- On-order records: The group discussed email received from a member cataloger with
  questions and concerns about on-order records. It was decided not to make changes to
  the current standard. Jacob will contact the cataloger with clarification of current
  procedures.
- Local procedure for Playaway Locks—preloaded ebook readers: There was discussion on
  requirements for bibliographic records for Playaway Locks. It was decided to add an
  edition statement and local subject heading to be consistent with current procedures
  for other Playaway devices.
- New local subject heading—Playaway Lock: A new local subject heading of Playaway
  Lock (Preloaded electronic book reader) was approved. The revised local subject
  headings list will be posted to the SHARE website and publicized to the membership.
- Cleanup of items with a circulation status of Lost or Withdrawn: On behalf of the SHARE
  Circulation Committee, Traci Edwards, IHLS-Carbondale, requested input on a proposal
  to establish a local procedure to allow the System to delete item records that have been
  in a Circulation Status of Lost for more than three years. The current Circulation
  standard will be revised to include this provision.
  It was decided not to establish procedures for item records with a Circulation Status of
  Withdrawn.
- Request for reinstatement of use of gsafd term Regency fiction: The group approved
  the reinstatement of the use of this genre term. The current cataloging standards on the
use of genre headings and subject headings will be revised as needed. Revisions will be posted and publicized to the membership.

**Public Comment:** none

**Announcements:** none

**Next meeting:** The next meeting will be Friday, March 16, 2018, at 10:00 AM via Zoom.

**Adjournment:** The meeting adjourned at 11:43 AM on a motion made by Emily Drone and seconded by Dena Porter. All ayes; no nays; meeting adjourned.