

SHARE Bibliographic and Cataloging Standards Committee

Friday, March 15, 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 10:00 a.m.

In attendance—Gwen Bumpers, Emily Drone, Lauren Erwin, Breana Miller, Jacob Pahde, Dena Porter, Donna Schaal, Sandy West, and Carol Ziese.

Also in attendance—Ian Anderson, Vince Andrzejewski, Joan Bauer, Robert Brady, Tammy Caputo, Edie Elliott, Christina Hayes, Linda Johnson, Liz Perkins, Don Pippin, Cheri Schuler-Faust, and Diane Yeoman.

Approval of Minutes of January 18, 2019 meeting: The minutes were approved with corrections on a motion made by Donna Schaal and seconded by Dena Porter. All ayes; no nays; motion passed.

Approval of Minutes of February 25, 2019 meeting: The minutes were approved on a motion made by Gwen Bumpers and seconded by Sandy West. All ayes; no nays; motion passed.

LLSAP Update:

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

The e-Resource fee scale for FY20 will use the current calculation. The Finance Committee is working on changing the fee scale for FY21.

Dena Porter will be starting at the IHLS Carbondale office on Monday, March 18, as a cataloger.

Illinois Heartland Library System

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.illinoisheartland.org • 618.656.9401 Fax

Old Business:

- **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 May meeting.
- **Discussion on use of generic lcgft terms such as *Novels, Fiction, etc.* in bibliographic records in Polaris—draft revision of SHARE cataloging standard on the use of genre terms:** The committee approved the proposed revision after review and additional changes. The revised standard will be posted to the SHARE website. As a minor revision to a current standard, a vote by the membership is not required.
- **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 approved the proposed revision after review and additional changes. The revised standard will be posted to the SHARE website. As a minor revision to a current standard, a vote by the membership is not required.
- **Discussion on local policy on deletion of item records with a Circulation Status of *Withdrawn*:** Shelley is still investigating this. Item is tabled until the May meeting.
- **Discussion on request for local policy to require use of subfield q in MARC tag 020 in book records—input from SHARE Circulation & Resource Sharing Committee:** The SHARE Circulation & Resource Sharing Committee suggested a survey be sent to the membership, but otherwise did not have a recommendation on this issue. The committee decided not to establish a cataloging standard, but to recommend that subfield q with qualifying information be added to all 020 fields in records for books.

New business:

- **Discussion on use of 538 note:** The committee discussed changes in the content of the 538 note field under RDA, particularly in records for videos. Most information previously recorded in the 538 field is now entered in 34X fields. The committee recommended training on the correct use of this field.
- **Discussion on establishing procedure for allowing holds to be placed on full-level bibliographic records by any patron when all attached item records are marked as local hold only:** The committee discussed a proposal to add a “dummy” item records to full-level bibliographic records in cases where all attached items are marked as local hold only. The dummy record would be marked as Holdable with no limits to allow any patron to place a hold at the bibliographic record level. After discussion of the various considerations in establishing a procedure and maintaining these records, the consensus was not to move forward with this issue and to retain the current procedure.
- **Discussion on addition of note to item record or hold request for book club collection items:** Donna Schaal asked whether it is possible to display the note field of the hold request in the Request Manager report. In cases where items are requested for book clubs,

the note would be used to request an extended due date for the item(s). Joan Bauer will work with Donna to investigate this possibility.

- **Discussion on incorrect merges of on-order records:** The committee discussed the ongoing problem of duplicate on-order records and incorrect merges of on-order records, particularly cases where a record for a regular edition of a DVD or Blu-ray is merged with the record for the rental edition. There is not a way to turn off the permission to merge records. A merge is considered an edit, so any cataloger who has permissions to edit bibliographic records is also able to merge records. The committee recommended additional training on the requirements for the content of on-order records, and to use caution when merging. It was also recommended that an email on this issue be sent to the email listservs in addition to being presented at a catalogers training session.

Other business: None

Public Comment: None

Announcements: None

Next meeting: The next meeting will be Friday, May 17, 2019, at 10:00 a.m. via Zoom.

Adjournment: The meeting adjourned at 11:13 a.m. on a motion made by Sandy West and seconded by Donna Schaal. All ayes; no nays; meeting adjourned.