

**SHARE Bibliographic and Cataloging Standards Committee**

Friday, September 21, 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>

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 am.

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

Also in attendance—Ian Anderson, Vince Andrzejewski, Joan Bauer, Esther Curry, Scott Drone-Silvers, Edie Elliott, Liz Perkins, Don Pippin, Cheri Schuler-Faust, Shelley Stone, and Joy Zimmerman.

**Approval of Minutes of July 20, 2018 meeting:** The minutes were approved on a motion made by Sandy West and seconded by Lauren Erwin. All ayes; no nays; motion passed.

**LLSAP Update:**

IHLS Member Day is Thursday, September 27, at the Thelma Keller Convention Center in Effingham.

The next SHARE membership meeting will be Thursday, September 27, after IHLS Member Day, at the Thelma Keller Convention Center in Effingham. There will be two cataloging policies presented at the meeting, as well as circulation procedures and policies, and a finance policy. Voting will be done electronically.

There will be an eResources committee meeting on Monday, September 24.

The Finance and Policy Committee meeting was cancelled.

SHARE Director Cassandra Thompson will return from maternity leave on Tuesday, September 25.

***Illinois Heartland Library System***

**Old Business:** None

**New Business:**

- New local subject heading—Me Reader (Preloaded audio player): The proposed subject heading was approved. A revised list of approved local subject headings will be posted to the SHARE website.
- Discussion on cataloging standard *Attaching to set vs individual records for multipart audiovisual material*: It was decided to revise the current standard to add an example for Blu-ray/DVD combo packs and multipart audiobooks. A draft revision will be brought to the next meeting.
- Discussion on cataloging standard *Summary notes (MARC tag 520)*: It was decided to add wording pertaining to summary notes in records for non-fiction. The revised standard will be posted to the SHARE website. As a minor revision to a current standard, membership vote is not required.
- Discussion on limiting holds on on-order items: A member library asked that the committee consider revising the current standard on on-order records to allow libraries to restrict holds on on-order items if desired.

It was decided to request input from the SHARE Circulation & Resource Sharing Committee. Circulation committee Chair Esther Curry will add this to the agenda for their next meeting in October and will report back at the Bibliographic and Cataloging Standards Committee meeting in November.

**Other business:** Jacob Pahde asked for a volunteer to present the cataloging standards for vote at the SHARE membership meeting if he is unable to attend. Sandy West volunteered to present if needed.

**Public Comment:** None

**Announcements:** None

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

**Adjournment:** The meeting adjourned at 10:49 am on a motion made by Sandy West and seconded by Carol Ziese. All ayes; no nays; meeting adjourned.