

**SHARE Bibliographic and Cataloging Standards Committee**

Friday, November 16, 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, Donna Schaal, Sandy West, and Carol Ziese.

Also in attendance—Ian Anderson, Vince Andrzejewski, Esther Curry, Edie Elliott, Liz Perkins, Don Pippin, Cheri Schuler-Faust, Shelley Stone, and Cassandra Thompson.

**Approval of Minutes of September 21, 2018 meeting:** The minutes were approved on a motion made by Dena Porter and seconded by Lauren Erwin. All ayes; no nays; motion passed.

**LLSAP Update:**

Traci Edwards is retiring after 40 years of working with Illinois library systems. She will be working part-time as a consultant for IHLS.

Joan Bauer is now the manager of the Administrative Services department, and Shelley Stone is now the manager of the Bibliographic Services department.

A committee is being formed to look at the creation of book club kits. If you would like to be part of this effort, please contact Cassandra Thompson.

**Old Business:**

- Review of draft revision to cataloging standard *Attaching to set vs individual records for multipart audiovisual material*: The group approved the proposed revision to the standard. The updated 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—input from SHARE Circulation & Resource Sharing Committee: The resource sharing committee recommended that the current on-order policy be changed to allow on-order item records be restricted to local holds.

A draft revision of the standard will be posted to the SHARE website for member comment. The draft and comments will be reviewed at the January meeting.

### **New Business:**

- Review revision of cataloging standard for large print and larger print materials: The group reviewed and approved a minor change to this standard. The revised standard will be posted to the SHARE website. As a minor revision to a current standard, membership vote is not required.
- Discuss the use of generic lcgt terms *Novels* and *Fiction* in bibliographic records in Polaris: The group discussed whether having very broad genre terms in Polaris records is useful for patron or staff searching.

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 December and will report back at the Bibliographic and Cataloging Standards Committee meeting in January.

- Discuss local practice on Spanish language subject headings: The group looked at examples of records that contain Spanish language subject headings from one or more thesaurus and whether any should be deleted or retained.

It was decided not to make any changes to the current policy on use and retention of subject headings, unless we are able to find more information on the different thesauri and whether authority records would be available to verify the headings. This will be put on the agenda for a future meeting if further information becomes available.

- Discuss local practice on multiple 264 fields for copyright dates: The group looked at examples of records that contain multiple fields for copyright dates that pertain to portions of the work being described in the record. In these fields, subfield 3 is used to differentiate which portion of the work is denoted by the date in the field.

The Polaris PAC currently does not display subfield 3 in the 264 field, which results in a confusing display of multiple copyright dates. It was decided to investigate whether the PAC can be customized to display the subfield 3 in this field, before any further discussion on a possible local practice. An update will be presented at the January meeting.

- Review cataloging standard on circulation of advance reading copies, advance screening copies, uncorrected proofs, etc.: The group decided to make a minor change to the wording of this standard, to change the words “should not” to “cannot” in the first sentence, to more clearly express the policy that these types of items are not to be added to a library’s collection. The revised standard will be posted to the SHARE website. As a minor revision to a current standard, membership vote is not required.

The group also discussed the issue of items that are circulated prior to the announced release date, in violation of the publisher’s policies. It was decided to refer this to the SHARE Circulation and Resource Sharing Committee for determination.

- Discuss local practice on main entry of I Spy books currently entered under Marzollo or Wick: The group discussed whether to create a local policy for a consistent main entry in Polaris records for I Spy books currently entered either under Marzollo, Jean or Wick, Walter, depending generally on which name appears first in the statement of responsibility.

It was decided not to create a local policy to make changes to the main entry in the bibliographic records. How call numbers are assigned so that the books are shelved together is an individual library decision.

- Discuss local practice on records for Walmart, Best Buy & Target exclusive editions: Some retailers release what are called “exclusive” editions of music CDs and/or videos—Walmart, Best Buy, and Target are examples.

Some exclusive editions contain the same content as the regular edition, but may have a different UPC and/or publisher’s number, and possibly a slightly different container insert. If a matching record is found in the database, the holding may be attached and the UPC and publisher’s number(s) added to the record.

Some exclusive editions have different or additional content, and may have a different number of discs. Some retailers create a Blu-ray/DVD combo pack when the regular edition has been released only as individual Blu-ray and/or DVD discs. In these cases, an original record will be required if a matching record is not found in Polaris or Connexion.

The current standard on DVDs and Blu-rays will be revised to reflect these situations. A draft revision will be brought to the January meeting.

**Other business:**

**Public Comment:** None

**Announcements:** None

**Next meeting:** The next meeting will be Friday, January 18, 2019, at 10:00 AM via Zoom.

**Adjournment:** The meeting adjourned at 11:33 am on a motion made by Dena Porter and seconded by Donna Schaal. All ayes; no nays; meeting adjourned.