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Illinois Heartland Library System

SHARE Bibliographic and Cataloging Standards Committee

Friday, November 22, 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/278543923>

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, Donna Schaal, Sandy West, and Carol Ziese.

Also in attendance—Vince Andrzejewski, Robert Brady, Edie Elliott, Connie Kisner, Gayle Lane, Clay Langford, Liz Perkins, Don Pippin, Dena Porter, Cheri Schuler-Faust, Shelley Stone, and Cassandra Thompson.

Approval of Minutes of May 17, 2019 meeting: The minutes were approved on a motion made by Lauren Erwin and seconded by Emily Drone. All ayes; no nays; motion passed.

LLSAP Update:

Voting is open for several issues that were presented at the SHARE membership meeting on November 7. They include procedures for establishing or changing SHARE policies, tiered voting, eResources fee scale change, and SHARE fee scale change and increase.

The Kit & Kaboodle program is open for book club kits and storywalk kits.

An IHLS group purchase for Swank Movie Licensing is now open. For additional information please contact Cassandra Thompson.

Old Business: None

New business:

- **New local subject heading—Programming Resource Center:** The committee was notified of a new approved local subject heading of Programming Resource Center. As a minor

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revision to the current list of approved local subject headings, membership vote is not required. The revised list will be posted to the SHARE website.

- **Draft revision of initial training requirements for new barcoders and catalogers:** A revision to the initial training requirements was approved on a motion by Donna Schaal and seconded by Lauren Erwin. All ayes; no nays; motion passed. As a minor revision to the current policy, membership vote is not required. The revised document will be posted to the SHARE website.
- **Discussion on changing meeting schedule to quarterly:** A change to the committee meeting schedule from bimonthly to quarterly with the option to call special meetings as needed was approved on a motion by Donna Schaal and seconded by Sandy West. All ayes; no nays; motion passed.

Beginning in 2020, meetings will be scheduled on the third Friday in January, April, July, and October.

- **Policy on meeting attendance:** The committee established the following policy on meeting attendance:

Committee members must attend at least 75% of regularly scheduled meetings over a two-year period to remain on the committee. Exceptions may be made for extenuating circumstances. Special meetings are not included in this policy.

The policy was approved on a motion by Emily Drone and seconded by Gwen Bumpers. All ayes; no nays; motion passed.

Since there are no term limits for membership on the committee, it was also decided to confirm commitment of the members in April.

- **Discussion on local policy for records without ISBD punctuation:** The committee discussed creation of a local policy requiring ISBD punctuation be retained or added between subfields in MARC fields in records entered in the Polaris database.

The discussion resulted from an announcement by the Program for Cooperative Cataloging (PCC) that beginning in January 2020, new records created by PCC libraries may optionally omit or relocate some ISBD punctuation.

It was decided to continue the use of ISBD punctuation in records in Polaris because it was felt omitting punctuation would result in confusing and inconsistent display of records in the PAC view.

A draft policy will be brought to the next meeting.

- **Discussion on circulation of multiple disc cases from one barcode:** The committee discussed problems that have resulted from instances where libraries are circulating groups of discs in separate cases using the same barcode for all the cases.

It was decided to revise the current policy on *Attaching to set vs individual records for multipart audiovisual material* items to address this issue. A draft revision will be brought to the next meeting.

- **Revisit local practice on deletion of genre term Picture books:** Based on comments received during the November catalogers training session, many libraries find the genre term *Picture books* useful and would like it to be retained. The current policy on use of genre terms will be revised to remove *Picture books* from the list of genre headings to be deleted. The revised procedure will be posted to the SHARE website. As a minor revision to the policy, membership vote is not required.

Other business: Jacob announced that Tammy Caputo is dropping from the committee due to scheduling conflicts. If anyone knows someone who may be interested in serving on the committee, please let Jacob know. The person does not have to be a cataloger. Barcoders are also welcome.

Public Comment: None

Announcements: None.

Next meeting: The next meeting will be Friday, January 17, 2020, at 10:00 a.m. via Zoom.

Adjournment: The meeting adjourned at 11:07 a.m. on a motion made by Sandy West and seconded by Lauren Erwin. All ayes; no nays; meeting adjourned.