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RESOURCES EQUALLY



Illinois Heartland Library System

SHARE Bibliographic and Cataloging Standards Committee

Friday, October 15, 2021, at 10:00 a.m.

Illinois Heartland Library System

6725 Goshen Road, Edwardsville, Illinois 62025

via [Zoom](#)

Minutes

Call meeting to order and roll call: The meeting was called to order at 10:03 a.m.

In attendance: Gwen Bumpers, Emily Drone, Jacob Pahde, Donna Schaal, and Carol Ziese

Absent: Lauren Erwin, Breana Miller, and Jane Zerkel

IHLS staff: Jennifer Baugh, Mary Cornell, Katy Egts, Edie Elliott, Linda Johnson, Heidi Margold, Liz Perkins, Cheri Schuler-Faust, Shelley Stone, and Cassandra Thompson

Also in attendance: Jessica Beals, Veronika Bradley, Connie Kisner, and Gayle Lane

Approval of Minutes of July 16, 2021, meeting: The minutes were approved with a minor correction on a motion made by Jacob Pahde and seconded by Gwen Bumpers. All ayes; no nays; motion passed.

LLSAP Update:

SHARE recently initiated a soft launch of the SOLUS library app. Feedback so far has been very positive. Libraries will soon be able to request custom templates to apply branding for their library for an additional fee. The official launch will be October 25. Marketing material and press releases will be provided. The SHARE Circulation and Resource Sharing Committee will review any requests for changes to the app.

The Polaris 7.0 upgrade was loaded last weekend. Dena Porter sent out a PowerPoint with information on new features with the upgrade, especially in the cataloging module in Leap. This information will also be posted on the SHARE website.

IT staff have been busy assisting libraries with access to the Polaris client with the introduction of Windows 11 and the retirement of Internet Explorer.

The common loan rules working group has established recommended loan periods for library materials. For books and audiobooks, the recommended loan period is three weeks with two renewals. For videos and music CDs, the recommended loan period is two weeks with two renewals.

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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

The common loan period program will be launched in January 2022. This is an optional program; libraries may join or leave at any time. Libraries that choose to opt into the program may adopt one or both loan periods.

IHLS and SHARE welcome the following new staff to the Cataloging Maintenance Center (CMC): permanent staff members Mary Cornell and Eric McKinney, and temporary staff members Bonnie Dauer, Hanan Jaber, and Blakely Walter.

A live online Barcoding I class is being offered on October 21, 9 a.m. – 12 p.m.

Greenview School is the newest SHARE transitional library. Shelley Stone and Jennifer Baugh will be visiting on October 18-19 to start the initial setup process.

There is no catalogers training session in October because of a scheduling conflict with the ILA annual conference. Catalogers were requested to watch two videos from previous Online with the CMC sessions to earn cataloging CE credit. The videos will be reviewed at the catalogers training session on November 9.

Old Business:

- **Re-evaluation of the use of General Material Designators (GMDs):**

The group revisited a discussion of a year ago on the continued use of GMDs in Polaris. At that time, it was decided to continue the use of GMDs and re-evaluate the policy after a year.

After re-evaluation, it was decided to continue the local practice of using GMDs in Polaris records since front-line library staff find them useful for quickly identifying the format of a resource in a results list of titles. Also, removing GMDs from existing Polaris records would be a very time- and labor-intensive process.

New business:

- **Cataloging documentation on SHARE website:**

A request has been received to post a full document of all SHARE local cataloging practices on the website to allow libraries to be able to print one document for reference rather than having to print individual policies.

It was decided that Bibliographic Services staff would investigate the consolidation of the policies into one document to be posted on the SHARE website.

- **Formats accepted for the \$3 Bibliographic Record Option:**

Under the current provisions of the \$3 Bibliographic Record Option, only records for books may be submitted for this option. Full-level cataloging records for books generally require minimal editing by SHARE staff, which allows the cataloging to be offered at a reduced rate.

Other formats, such as sound recordings and videorecordings, are more complex. Without the item in hand, it can be very difficult to identify a matching record among many choices with small but significant differences. These records also generally require much more staff time for editing.

At this time, there are no plans to expand the \$3 Bibliographic Record Option program to accept non-print formats, but the program will be re-evaluated at a future date.

Other business: None

Public Comment: None

Announcements:

Congratulations and best wishes to Shelley Stone on her upcoming retirement on October 31, 2021.

Next meeting: The next meeting will be Friday, January 21, 2022, at 10:00 a.m. via Zoom.

Adjournment: The meeting adjourned at 10:36 a.m. on a motion made by Carol Ziese and seconded by Jacob Pahde. All ayes; no nays; meeting adjourned.