

**Minutes of the SHARE Bibliographic and Cataloging Standards Committee
meeting**

Friday, January 20, 2017, 10 AM

**Meeting conducted using Zoom: <https://zoom.us/j/183841298>
or by conference call at (800) 444-2801, conference code 5714087**

Attendees (includes committee members and observers): Vince Andrzejewski, IHLS-Edwardsville; Joan Bauer, IHLS-Champaign; Dianne Bland, Tolono PLD; Robert Brady, IHLS-Champaign; Gwen Bumpers, Edwardsville PL; Chris Dawdy, IHLS-Edwardsville; Edie Elliott, IHLS-Edwardsville; Lauren Erwin, Hayner PLD; Jacob Pahde, Rochester PL; Liz Perkins, IHLS-Champaign; Bobbi Perryman, Vespasian Warner PLD; Cheri Schuler-Faust, IHLS-Edwardsville; Sandy West, Rend Lake College; Carol Zeise, Decatur PL

I. Call meeting to order

Jacob Pahde called the meeting to order at 10:07 AM on behalf of Chair Bobbi Perryman.

II. Approve minutes of November 18, 2016 meeting

A motion was made by Sandy West, seconded by Gwen Bumpers, to approve the minutes of the November 18, 2016 meeting. The motion carried by voice vote.

III. LLSAP update

Ellen Popit and Chris Dawdy have visited some small libraries to discuss joining SHARE under the Walmart grant.

The SHARE school library fees will be determined when the fall housing count is received from the Illinois State Board of Education.

A 5% increase for SHARE fees has been proposed and sent out for vote by the membership.

IHLS Member Day is tentatively scheduled for Tuesday, April 18, 2017, at the convention center in Effingham. A SHARE membership meeting will

Illinois Heartland Library System

be held in conjunction with Member Day.

IV. Old business

A. Draft revision of certification requirements for new barcoders and catalogers—review member comments

The group reviewed comments received on the draft revision and made some changes based on the comments. The revised standard will be posted to the SHARE website. As a revision to an approved standard, vote by the membership is not required.

B. Results of poll on conducting SHARE Bibliographic and Cataloging Standards Committee meeting by vtel or online

By request of a committee member, a poll was conducted after the November meeting to determine if there is a preference to conduct meetings by vtel or online. Six committee members responded. The majority response was No Preference. The group decided to continue meeting online, through Zoom.

V. New business

A. New local subject heading

The group reviewed the addition of the heading *Audio-visual equipment* to the list of SHARE local subject headings. This is an established LC subject heading, however, in Polaris records it must be coded as a local heading since the wording of the scope note in the subject authority record prevents it from being coded as an LC form term.

A motion was made by Jacob Pahde, seconded by Sandy West, to approve *Audio-visual equipment* as a local subject heading. The motion carried by voice vote. A revised list of approved local subject headings will be posted to the SHARE website.

B. Discussion on RDA implementation

The group discussed plans for implementation of RDA cataloging in SHARE. Training classes have been scheduled, and RDA procedures have been covered in SHARE catalogers training sessions. Checklists have been created for editing book, sound recording, and videorecording records in RDA.

There was discussion on how to enforce the policy in cases where

AACR or hybrid records are imported into Polaris after implementation of RDA cataloging.

Due to the current fiscal climate, plans for sending the database out for mass conversion are on hold.

The group decided to stay with the July 1, 2017 implementation date. The implementation will be publicized to the membership through email and in the SHARE newsletter.

C.Discussion on SHARE cataloging training

Joan Bauer asked the committee for input and feedback on cataloging training being provided by SHARE, both on topics being trained and the methods of providing the training.

VI.Public comment – None.

VII.Adjourn

A motion to adjourn was made by Jacob Pahde, seconded by Sandy West. The motion carried by voice vote and the meeting adjourned at 10:40 AM.

The next meeting is scheduled for Friday, March 17, 2017.