

## **SHARE Bibliographic and Cataloging Standards Committee Minutes from the January 10, 2014 meeting**

Attendees: *Joan Bauer, IHLS-Champaign; Edie Elliott, IHLS-Edwardsville; Bobbi Perryman, Vespasian Warner PLD; Cheri Schuler-Faust, IHLS-Edwardsville; Shelley Stone, IHLS-Carterville; Sandy West, Rend Lake College*

### **I. Call meeting to order**

Chair Bobbi Perryman called the meeting to order at 10:05 AM.

### **II. Approve minutes of October 18, 2013 meeting**

A motion was made by Sandy West, seconded by Cheri Schuler-Faust, to approve the minutes of the October meeting. Motion carried by voice vote.

### **III. LLSAP update**

The upgrade to Polaris R2 is scheduled for the weekend of January 18-20, 2014. The system will be down beginning at 6 PM on Saturday, January 18, 2014, until 7 AM Tuesday, January 21, 2014. During the down time libraries may use offline circ.

One of the changes in R2 will allow ad hoc bulk changes to be made to item records from the Find Tool.

Beginning January 16, Joan Bauer will be out for 4-6 weeks on medical leave. Please contact Shelley Stone or Edie Elliott for questions during that time. David Lottes and Robert Brady will be the contacts at the IHLS Champaign office.

Due to library closures for inclement weather, Monday, January 6, was considered a closed day and no fines accrued. Contact Traci Edwards if you need adjustments for other closed days.

The SHARE Executive Council meets on Wednesday, January 15, 2014. There is a full membership meeting scheduled for Tuesday, February 4 in Effingham (snow day Tuesday, February 18). All policies to be voted on will be introduced at that meeting. Voting will take place by Survey Monkey the following week.

Robert Edwards, Decatur Public Library, is chairing an ad hoc committee on electronic resources in the database (i.e., My Media Mall, Zinio, etc.). Bobbi Perryman is also on this committee. Contact Robert or Bobbi if you are interested in volunteering.

#### **IV.Policies to be presented at February SHARE membership meeting**

All best practices that have been through the member comment process, including those from this meeting, will be presented to the SHARE Executive Council on January 15 and to the SHARE membership on February 4. They will be voted on the following week.

#### **V.Discussion of ISL statement on OCLC membership**

The group discussed the possible effect on the LLSAP of the Illinois State Library's statement from the OCLC group services contract that no library is required by the ISL to be an OCLC member.

The group reviewed the SHARE best practice that states that cataloging libraries must also be a member of OCLC, and that only full-level OCLC bibliographic records will be imported into the database. There was discussion on the procedures in cases when a barcoding library that is not an OCLC member sends in a unique item that needs original cataloging. SHARE staff will create a record in OCLC, but no holdings will be set.

#### **VI.Draft problem resolution document—review member comments**

Member comments were reviewed and some minor revisions were suggested. Once the revisions are made, the document will be presented to the SHARE Executive Council on January 15 and to the SHARE membership on February 4, to be voted on the following week.

#### **VII.Draft policies posted on SHARE website—review member comments**

Member comments were reviewed. No changes were made to the draft policies based on comments. These will be added to the best practices document that will be presented to the SHARE Executive Council on January 15, and to the SHARE membership on February 4, to be voted on the following week.

#### **VIII. Initial training requirements for catalogers and barcoders—continued**

Discussion continued. The requirements will be revised and will be brought back to the next meeting.

#### **IX. Local series authority record draft policy**

The draft policy was reviewed and will be posted to the SHARE website for member comment for the February committee meeting.

**X. Revised draft policy on use of monograph vs serial records for works such as test books, travels guides, etc.**

The draft policy was revised based on discussion with the SHARE Circulation and Resource Sharing Committee at the joint meeting on November 22, 2013. The revised policy will be sent to the SHARE circulation committee for input before being posted for member comment.

**XI. Draft policy on use of “dummy” item records that will allow holds by all patrons when all other attached items are local request**

A draft policy was formulated based on discussion with the SHARE Circulation and Resource Sharing Committee at the joint meeting on November 22, 2013. The proposed policy will be sent to the SHARE circulation committee for input before being posted for member comment.

**XII. FAST subject headings—keep or delete?**

There was discussion on whether to retain or delete FAST headings in SHARE records. A motion was made by Sandy West, seconded by Edie Elliott, to delete FAST headings from bibliographic records in the SHARE database. The motion carried by voice vote. The current best practice on use and retention of subject headings will be revised to include FAST headings in the list of those to be deleted.

**XIII. Cataloging of Book and Audiobook**

There was discussion on how we want to catalog resources that consist of an audiobook and a book. The group looked at examples of records in the database that have been cataloged different ways.

It was decided to follow LC practice and catalog these as sound recordings with an accompanying book. The Polaris TOM (Type of Material) will be coded so that the Book & CD icon will appear in the PAC. Cleanup will be done on existing records and a message will go out to SHARE catalogers with instructions.

**XIV. RDA records with fictitious characters as main entry—should we recatalog AACR records to match?**

There was discussion on whether AACR records in the database should be recataloged in cases where the main entry in RDA records is different due to RDA’s provision for allowing fictitious characters to be creators.

The group decided that AACR records should be changed to make the main entry consistent with RDA records, and an added entry should be made for the former main entry. Libraries may decide individually about changing call numbers and spine labels for recataloged items. A draft policy will be brought to the next meeting.

**XV. Public comments – None**

**XVI. Adjourn**

The meeting adjourned at 1:20 PM. The next meeting will be Friday, February 21, 2014, 10 AM – 2 PM.

Submitted by E. Elliott