



Minutes of the SHARE Bibliographic and Cataloging Standards Committee February 8, 2013

IHLS-Decatur

Attendees: *Joan Bauer, IHLS-Decatur; Dianne Bland, Tolono PLD; Gwen Bumpers, Edwardsville PL; Carolyn Clark, Fairview Heights PL; Robert Edwards, Decatur PL; Edie Elliott, IHLS-Edwardsville; Joyce Metz, Chatham Area PLD; Mary Ann Pohl, Abraham Lincoln Presidential Library; Cheri Schuler-Faust, IHLS-Edwardsville; Shelley Stone, IHLS-Carterville; Sandy Waldrop, IHLS-Carterville; Sandy West, Rend Lake College; Vanessa Whippo, IHLS-Champaign*

I. **Call meeting to order** – Joan Bauer called the meeting to order at 10 AM.

II. Approve minutes of December 14, 2012 meeting

A motion was made by Vanessa Whippo, seconded by Mary Ann Pohl, to approve the minutes of the December 14, 2012 meeting. The motion carried by voice vote.

III. LLSAP update

The SHARE website is now available at share.illinoisheartland.org.

A new timetable for go-live has gone out. Patrons will no longer be able to place holds as of March 15th. On March 22nd, all outstanding holds will be cancelled. March 22nd is also the last day to catalog in the legacy systems.

It is recommended that catalogers do not catalog in OCLC during the offline period, to avoid the potential for duplicate records being brought in when cataloging resumes. SHARE Bibliographic Services staff will continue to work in OCLC during this time, on material sent in by libraries for cataloging. Cataloging center files will be loaded from OCLC as soon as possible after go-live, which hopefully will supply a majority of the records needed for popular material.

IV. Update on committee progress

The policies formulated by the committee in previous meetings have been approved by the IHLS Interim Executive Council. There was a small change to the On-the-Fly policy, but otherwise the policies have been approved as proposed.

Bibliographic Services staff have begun to build a policy manual that will be posted on the SHARE website when the layout of the site has been finalized. Policies will be added as they are approved.

V. OCLC Membership

The IHLS Board asked that SHARE take a look at the issue of libraries that are members of the LLSAP but have elected not to be members of OCLC.

An item will be added to the agenda for the next committee meeting for the group to draft a recommendation to be given to the SHARE Interim Executive Council.

VI. Cataloging policies

Proposed policies on the following will be presented to the SHARE Interim Executive Council for approval

A. Policy on editing ALPLM records

B. Policy on attaching paperbacks and hardback on the same bibliographic record

C. Policy on use of the Polaris serials module for magazines and newspapers

D. Policy for entering enumeration of periodicals, annuals, multipart sets, etc.

E. Policy for on-order records

VII. Problem resolution

SHARE Bibliographic Services staff will draft a proposed policy for the next meeting

VIII. Clarification of policy for use of on-the-fly records

The IHLS Interim Executive Council requested a small change in wording to the proposed policy for the use of on-the-fly records. The Council requested that the wording be changed to indicate the policy applies to in-house material, since many libraries also use on-the-fly records for ILL items. The Council approved the policy with the wording change.

IX. Set next meeting

The next meeting is tentatively set for Thursday, March 28, 2013.

X. Adjourn

A motion to adjourn was made by Mary Ann Pohl, seconded by Robert Edwards. The motion carried by voice vote and the meeting adjourned at 1:30 PM.