Minutes of the SHARE Bibliographic and Cataloging Standards Committee meeting
February 21, 2014, 10 AM
By vtel at Decatur Public Library, IHLS-Champaign, IHLS-DuQuoin, IHLS-Edwardsville, Illinois State Library

Attendees: *Gwen Bumpers, Edwardsville PL; Edie Elliott, IHLS-Edwardsville, Dianne Garrett, Tolono Public Library; Jacob Pahde, Rochester PL; Bobbi Perryman, Vespasian Warner PLD; Cheri Schuler-Faust, IHLS-Edwardsville; Shelley Stone, IHLS-DuQuoin; Sandy West-Rend Lake College*

I. Call meeting to order
Chair Bobbi Perryman called the meeting to order at 11:00 AM. Jacob Pahde of the Rochester Public Library was introduced as a new member of the committee.

II. Approve minutes of November 22, 2013 and January 10, 2014 meetings
A motion was made by Cheri Schuler-Faust, seconded by Sandy West, to approve the minutes of the November 22, 2013 meeting, with one correction. Motion carried by voice vote.

A motion was made by Sandy West, seconded by Cheri Schuler-Faust, to approve the minutes of the January 10, 2014 meeting. Motion carried by voice vote.

III. LLSAP update
Work continues on database cleanup. From August through December, 4,031 duplicate records were merged, 5,644 bibliographic records were corrected for cataloging errors, and incorrect volume information was removed from 104,540 item records.

New SHARE libraries in Palestine and Johnston City are working on barcoding.

Classes on Polaris reports and Simply Reports are being offered in several locations.

SHARE Bibliographic Services staff are working on updating our files on SHARE catalogers and the number of cataloging CE hours.

Bobbi Perryman provided an update on the SHARE semiannual meeting that was held in Effingham on February 19, 2014. At that meeting, Bobbi presented the two cataloging documents that were up for vote by the membership—the cataloging best practices, and the problem resolution document.

There was discussion and questions from the membership on both documents. The documents will be voted on; however, some revisions will be needed. It was requested to add clarification to the problem resolution document that indicates at what point the Bibliographic Services Manager will begin action when a cataloging library fails to meet standards (i.e., is it based on a certain number of infractions, etc.). Based on this input, the problem resolution sub-committee will re-look at the document and bring a proposal to the committee.

IV. Draft policy on local series authority records—review member comments
The committee reviewed comments received from the membership. No revisions were made to the draft policy based on comments. The policy will be added to the best practices.

V. Initial training requirements for catalogers and barcoders—review proposal
The committee reviewed the latest proposal and suggested some revisions. The revised proposal will be brought back to the next meeting.

VI. Revised draft policy on use of monograph vs serial records for works such as test books, travel guides, etc. – review input from circ committee
No comments were received from the SHARE circulation committee. The draft policy will be posted to the website for member comment.

VII. Draft policy on use of "dummy" item records that will allow holds by all patrons when all other attached items are local request—review input from circ committee
The committee reviewed the comments that were received from the SHARE circulation committee. It was decided to refer the issue to the SHARE Executive Council for a determination before going further with procedures.

VIII. Draft policy on recataloging AACR records when fictitious characters become main entry due to RDA changes—initial reading
The committee reviewed the draft policy and made some revisions. The revised draft will be posted to the website for member comment.

IX. Revisit best practice on attaching to set vs. individual records for multipart audiovisual material
The committee revisited this issue based on comments from catalogers and discussion at the SHARE semiannual meeting. It was decided to discontinue the practice of adding "Full set" to the Volume field of item records, and to recatalog individual discs currently attached to a set record.

X. Public comment – None.

XI. Adjourn -- The meeting adjourned at 12:50 PM. The next meeting will be Friday, March 21, 2014, 10 AM – 2 PM.

Submitted by E. Elliott