

**Draft minutes of the SHARE Bibliographic and Cataloging Standards Committee meeting  
March 20, 2015, 10 AM**

**By vtel at Decatur Public Library, IHLS-Champaign, IHLS-DuQuoin, IHLS-Edwardsville,  
Illinois State Library  
or by conference call**

**Attendees (includes committee members and observers):** Joan Bauer, IHLS-Champaign; Nick Bennyhoff, IHLS-Edwardsville; Gwen Bumpers, Edwardsville PL; Carolyn Clark, Fairview Heights PL; Sarah Davis, Evans PLD; Chris Dawdy, IHLS-Edwardsville; Lauren Erwin, Hayner PLD; Edie Elliott, IHLS-Edwardsville; Steve Johnson, IHLS-DuQuoin; Jacob Pahde, Rochester PL; Liz Perkins, IHLS-Champaign; Bobbi Perryman, Vespasian Warner PLD; Carol Robinett, Decatur PL; 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 10:00 am.

**II.Approve minutes of January 16, 2015 meeting**

A motion was made by Cheri Schuler-Faust, seconded by Sandy West, to approve the minutes of the January 16, 2015 meeting. The motion carried by voice vote.

**III.LLSAP update**

The LEAP function is available for use. At this point it's only for circulation.

SHARE now has 60 transitional members. Two new libraries have recently gone live, and Joan is working with three more who are ready to start barcoding.

Bobbi Perryman stated that Jane Schmidt of the Abraham Lincoln Presidential Library is retiring at the end of March, so there will be a vacancy on the committee.

**V.Old business**

**A. Proposed policy on cataloging video games—review member comments**

Member comments were reviewed. Revisions will be made based on the comments and the draft policy will be reviewed again at the next meeting.

**B. Use of genre terms -- gsaft, lcgft, and/or LCSH—review member comments**

Member comments were reviewed, and no revisions were made. The draft policy will now be added as a best practice and will be put on the list for membership vote in April.

**C. Discussion of on-order standard—question about item-specific holds—follow up from SHARE Circulation Committee**

The circulation committee indicated they will add wording to the SHARE circulation policy that item-specific holds should not be placed on on-order records.

**D. Circulation of items before publisher's release date—input from circulation committee**

The circulation committee indicated they will add wording to the SHARE circulation procedures that libraries should not circulate items before the release date.

**E. Set vs individual records for circulating non-serial, non-AV items—input from circulation committee**

The SHARE circulation committee was asked for input on the issue of circulating multipart, non-serial, non-AV items on set or individual records. The committee's input will be incorporated into the existing standard or a new draft policy will be established, as appropriate.

**VI. New business****A. Cataloging of Playaway Views—review draft policy**

The draft policy was reviewed and will be posted for member comment. The local subject heading Playaway View (Preloaded video player) will be added to the list of approved local headings once the draft policy becomes best practice.

**B. Draft revision of cataloging standards and best practices document for sound recordings**

The group reviewed the revision to the current cataloging standard for adding gmds and edition statements to records for sound recordings and preloaded audio players. The revision provides broader guidance on cataloging sound recordings.

This revision will replace the current section in the cataloging standards and best practices document.

**C. Approved local subject heading**

The subject heading Hand puppets has been added to the list of approved local subject headings.

**D. Review of progress on moving holdings from records for multipart DVDs to records for individual discs**

SHARE Bibliographic Services staff are continuing to work on moving discs from set to individual records. Some libraries are working on their own items, and a few are almost finished. The problems with holds seems to be decreasing.

**VII.Public comment -- None**

**VIII.Adjourn**

A motion to adjourn was made by Cheri Schuler-Faust, seconded by Jacob Pahde. The motion passed by voice vote and the meeting adjourned at 11 am.

Due to scheduling conflicts, the April meeting will be cancelled. The next two meetings are Friday, May 15, 2015, and Friday, June 26, 2015.