Minutes of the SHARE Bibliographic and Cataloging Standards Committee meeting
April 17, 2014
By vtel at Decatur Public Library, IHLS-Champaign, IHLS-DuQuoin, IHLS-Edwardsville,
Illinois State Library

Attendees (includes committee members and observers): *Vince Andrzejewski, IHLS-Edwardsville**;* *Joan Bauer,*
*IHLS-Champaign**;* *Nick Bennyhoff, IHLS-Edwardsville; Gwen Bumpers, Edwardsville PL; Carolyn Clark; Fairview*
Heights PL; Robert Edwards, Decatur PL; Edie Elliott, IHLS-Edwardsville, Dianne Garrett, Tolono PL; Jacob
Pahde, Rochester PL; Liz Perkins, IHLS-Champaign; Bobbi Perryman, Vespasian Warner PLD; Mary Ann Pohl,
Abraham Lincoln Presidential Library; Cheri Schuler-Faust, IHLS-Edwardsville; Shelley Stone, IHLS-DuQuoin;
Sandy West, Rend Lake College; Lee Wiley, Decatur PL

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

II. Approve minutes of the March 21, 2014 meeting
A motion was made by Cheri Schuler-Faust, seconded by Sandy West, to approve the minutes of the March
21, 2104 meeting. The motion carried by voice vote.

III. LLSAP update
We have gotten a bid from Polaris for functionality to allow Overdrive ebook records to be loaded into the
Polaris database in same manner as the 3M records. Chris Dawdy is exploring the possibility of integrating the
records of the current Overdrive consortia of the legacy systems.

We have signed a contract with Polaris for LEAP, a new functionality.

Chris Dawdy is working with the state to get the E-pay functionality configured.

We have moved from Implementation to Support with Polaris.

We are working with new libraries being added to SHARE through the Dream Grant. Traci Edwards is entering
profiles. Joan is meeting with two new libraries for initial setup. We are looking for people to be on the
Barcoding SWAT teams and libraries to be Barcoding Buddies.

IV.Old business
A.Policy on use of "dummy" item records—update
Bobbi reported that the SHARE Executive Council has disapproved the use of "dummy" item records, which
would allow holds to be placed at the bib level for patrons of other libraries in cases where all attached item
records are coded as holdable by patrons of the owning library only. Traci Edwards will contact Polaris to see
if there is any functionality in the software that will allow bib-level holds to be placed in this situation.

B. Problem resolution document—review revision
The group reviewed the revised document and suggested some changes. The document will be posted to the SHARE website for member comment.

C. Initial training requirements for catalogers and barcoders—review revision
The group reviewed the revised document. It will be posted to the SHARE website for member comment.

D. Local subject headings
Bobbi reported that the SHARE Executive Council has authorized the committee to establish guidelines and procedures for approval of local subject headings (MARC tag 690). SHARE Bibliographic Services staff may approve any headings that meet the guidelines—they do not have to be voted on by the membership.
The committee will be informed of all approved headings. Draft guidelines will be brought to the next meeting for review.

E. Draft policy on standard wording of enumeration for serials other than periodicals
The group reviewed the draft policy and suggested revisions. The revised draft will be brought to the next meeting for review.

F. Exporting libraries' collections for use by programs like TitleWave for collection analysis—update
Tabled until the next meeting.

V. New business
A. Policy on adding 520 summary notes to all records
The group discussed guidelines for this policy. A draft policy will be brought to the next meeting for review.

B. Policy on use of genre terms -- gsafd, lcgft, and/or LCSH
After discussion, it was decided to research LC's policy on genre terms before establishing our local practice.

C. Policy on use of form subdivisions
The group discussed guidelines for this policy. A draft policy will be brought to the next meeting for review.

D. Policy on retention of standard numbers (i.e., ISBN, UPC) for sets or combos in records for individual parts
Tabled until the next meeting for further research and testing.

E. Policy on consistent formatting of 245 for individual records of a multipart set
After discussion, it was decided not to establish a policy. Each situation will be evaluated on an individual basis.

F. Policy on use of enhanced 505 contents note
It was decided to research previous legacy system policy to use as a possible basis for establishing guidelines and discuss at the next meeting.

XIII. Public comment – None.

XIV. Adjourn -- A motion to adjourn was made by Jacob Pahde, seconded by Mary Ann Pohl. The motion passed by voice vote and the meeting adjourned at 12:50 PM. The next meeting will be Friday, May 23, 2014, 10 AM – 2 PM.