



Minutes of the SHARE Bibliographic and Cataloging Standards Committee

May 23, 2013

IHLS-Decatur

Attendees: *Joan Bauer, IHLS-Decatur; Dianne Bland, Tolono PLD; Robert Brady-IHLS-Champaign; Gwen Bumpers, Edwardsville PL; Scott Drone-Silvers-Lake Land College; Robert Edwards, Decatur PL; Edie Elliott, IHLS-Edwardsville; Joyce Metz, Chatham Area PLD; Jill Pifer-Fairview Heights PL; Mary Ann Pohl, Abraham Lincoln Presidential Library; Joan Rhoades, Vespasian Warner PLD ; Carol Robinett-Decatur Public Library; Cheri Schuler-Faust, IHLS-Edwardsville; Shelley Stone, IHLS-Carterville; Sandy West, Rend Lake College; Vanessa Whippo-IHLS-Champaign*

I.Call meeting to order – Joan Rhoades called the meeting to order at 10: 05 AM.

II.Approve minutes of February 8, 2013 meeting

Shelley Stone requested a correction to section II of the minutes. Cheri Schuler-Faust moved to approve the minutes as amended, Mary Ann Pohl seconded – motion passed.

III.LLSAP update

Joan Bauer updated the committee on the merger. SHARE staff have been working on merging duplicate records (over 2,000 merged in April), creating on-order records, correcting volume information that mapped to the wrong field in the item record, record sets and bulk changes, etc. Training has begun on the Polaris serials module. Shelley Stone and Sandy Waldrop of the Carterville office have been creating publication patterns for serials in the database.

IV.Review of member comments on draft policies document

The committee reviewed all member comments submitted through the SHARE website regarding the draft cataloging policies document. The document will be revised and then forwarded to the Interim Executive Council to be voted on by the membership.

V.Problem resolution—committee update

Cheri Schuler-Faust presented the draft of the proposed problem resolution for review. Some changes were discussed and a revised draft will be presented at the next meeting.

VI. Allowing holds to be placed from the PAC on bibliographic records with no attached items.

Polaris is currently set to reject holds placed from the PAC on empty bibliographic records. After discussion, it was decided to refer this issue to the circulation committee for consideration.

VII. Use of dummy item records that will allow holds by all patrons when all other attached items are local request

When the only item records attached to a bibliographic record are marked as holdable only by patrons of the assigned branch, the PAC will not accept holds by other patrons. The use of “dummy” item records was suggested. This is an item record that is holdable with no restrictions, which allows holds to be placed by any patron. The holds remain at the bib level until an item becomes available.

After discussion, it was decided to refer this issue to the circulation committee for consideration.

VIII. Cataloging policies

A. Use of the serial vs monograph records for serials such as test books, travel guides, etc.—tabled from March 28, 2013 meeting

Regularly published material such as test books, travel guides, etc. should be attached to a serial record if one is available.

Proposed policy was approved by the committee and will be posted on the SHARE website for member comment.

B. Cataloging of uncorrected proofs and advance reading copies—tabled from March 28, 2013 meeting

Based on a recommendation from the Illinois State Library and information from publishers’ websites, uncorrected proofs and advance reading copies are not intended to be added to the collection. If the library feels the material is important enough to keep (i.e., is of historical significance), it should be marked as non-circulating.

Proposed policy was approved by the committee and will be posted on the SHARE website for member comment.

C. Book club editions and regular editions on the same record

Book club editions may be attached to the record for the regular edition only if they meet the OCLC Bibliographic Formats and Standards match criteria.

Proposed policy was approved by the committee and will be posted on the SHARE website for member comment.

D. Putting ISBNs and LCCNs in subfield z when they legitimately appear in multiple records.

There was discussion on whether ISBNs and LCCNs should be entered in subfield z in the instances where they are applicable in more than one record. The use of subfield z keeps them from being identified as duplicates in data discrepancy reports. However, the Syndetics program that generates the cover art in the PAC does not consider ISBNs in subfield z when producing cover art.

It was decided to do more testing on this issue and revisit at a later meeting.

E. Records for the same item, with and without accompanying material

An item with substantive accompanying material should be cataloged on a separate record from the same item that does not include the accompanying material. Records will not be merged in this instance. This is in accordance with OCLC's policy on accompanying material.

Proposed policy was approved by the committee and will be posted on the SHARE website for member comment.

F. Wording of gmd

The standard general material designation (gmd) terms as prescribed in AACR2R, para. 1.1C1 should be used in records for large print material and for non-print formats.

Proposed policy was approved by the committee and will be posted on the SHARE website for member comment.

IX. Initial training requirements for catalogers and barcoders

The committee began discussion of what initial training would be required for new barcoders and catalogers in SHARE. There was a preliminary discussion of this topic at

the June 8, 2012 meeting. Edie will forward the notes from that meeting to the group for review.

X.Set next meeting

The next meeting will be scheduled after the SHARE Executive Council meets in July.

XI.Adjourn

Vanessa Whippo moved to adjourn the meeting, Cheri Schuler-Faust seconded--motion passed. The meeting adjourned at 1:50 PM.