

**Minutes of the SHARE Bibliographic and Cataloging Standards Committee meeting
May 23, 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; Edie Elliott, IHLS-Edwardsville; Dianne Garrett, Tolono PL; Steve Johnson, IHLS-DuQuoin; Jacob Pahde, Rochester PL; Liz Perkins, IHLS-Champaign; Bobbi Perryman, Vespasian Warner PLD; Mary Ann Pohl, Abraham Lincoln Presidential Library; 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 10:15 am.

II.Approve minutes of April 17, 2014 meeting

A motion was made by Sandy West, seconded by Cheri Schuler-Faust, to approve the minutes of the April 17, 2104 meeting. The motion carried by voice vote.

III.LLSAP update

Traci Edwards has sent out some information to help with gathering data for the IPLAR.

Donna Schaal, IHLS-Champaign, has left to accept another position.

Decatur PL has purchased the Polaris Fusion product, which provides functionality to display digital images in the catalog with a metadata record. They will be working with Troy Brown on the setup.

There has been a great response from libraries wanting to join SHARE under the Dream Grant. We have already reached the grant target. Chris Dawdy and Ellen Popit are signing up the new libraries, and Joan Bauer and Traci Edwards are doing initial setup and training.

Nick Bennyhoff gave an update on the Barcoding Buddies and Barcoding SWAT teams under the Dream Grant. We are ready to assign our first Barcoding Buddy library, as soon as the signed MOU is received. We are also working on the final details for the Barcoding SWAT teams.

IV.Old business

**A.Exporting libraries' collections for use by programs like TitleWave for collection analysis—
update**

Joan will contact the libraries that are using this or other collection analysis programs and will bring an update back to the committee when we have more information.

B. Problem resolution document—update

The revised document has been posted on the SHARE website. It was decided not to re-post the revision for member comment since it is a revision to a policy that has already been approved. This is consistent with the procedures of the SHARE Circulation Committee on policy revisions.

C. Initial training requirements for catalogers and barcoders—review member comments

Many comments were received on this proposal. Bobbi will compose an email to the membership outlining the committee's philosophy. A draft will be sent to the committee for review before it is sent out to the membership

D. Local subject headings—review draft policy

The draft policy was reviewed and some changes were suggested. The draft policy will be posted to the website for member comment.

E. Draft policy on standard wording of enumeration for serials other than periodicals—review revision

After discussion, it was decided to revisit the previously approved policy on attaching to multipart records records before finalizing this draft policy.

F. Policy on adding 520 summary notes to all records—review draft policy

The draft policy was reviewed and some changes were suggested. The draft policy will be posted to the website for member comment.

G. Policy on use of genre terms -- gsaft, lcgft, and/or LCSH—update

A draft policy will be brought to the next meeting for review.

H. Policy on use of form subdivisions

The existing subject heading section in the standards document will be revised to include wording on the use of form subdivisions.

I. Policy on use of enhanced 505 contents note—update

A draft policy will be brought to the next meeting for review.

V. New business**A. Check-in note for single items in multi-disc case**

There was discussion on whether to draft a policy recommending that a free-text block be entered in the item record or a label be placed inside the case to identify when a single item is circulated in a multi-piece case to let the library know that part of the case is empty.

It was decided not to formulate a policy that directs what libraries must put in an item record. A suggestion can be sent out to the Exchange list and/or put in a SHARE newsletter.

B. SHARE cataloging listserv

Joan Bauer will talk to Troy Brown on setting up a listserv for SHARE catalogers and barcoders.

VI. Public comment - None**VII. Adjourn**

A motion to adjourn was made by Sandy West, seconded by Cheri Schuler-Faust. The motion passed by voice vote and the meeting adjourned at 12:30 PM. The next meeting will be Friday, June 27, 2014.