

Minutes of joint meeting of SHARE Bibliographic and Cataloging Standards Committee and SHARE Circulation Committee

July 25, 2014, 10 AM

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; Nick Bennyhoff, IHLS-Edwardsville; Gwen Bumpers, Edwardsville PL; Mary Cordes, Hayner PLD; Esther Curry, C.E. Brehm Memorial PLD; Chris Dawdy, IHLS-Edwardsville; Robert Edwards, Decatur PL; Traci Edwards, IHLS-DuQuoin; Edie Elliott, IHLS-Edwardsville; Lauren Erwin, Hayner PLD; Dianne Garrett, Tolono PL; Michael King, O'Fallon PL; Susan McKinney, St. Joseph Township-Swearingen Memorial Library; Joyce Metz, Chatham Area PLD; Jackie Meyer, Lincoln Community High School; Laura Mitkos, Chatham Area PLD; Jacob Pahde, Rochester PL; Bobbi Perryman, Vespasian Warner PLD; Carol Robinett, Decatur PL; Michelle Ralston, IHLS-Champaign; Cheri Schuler-Faust, IHLS-Edwardsville; Shelley Stone, IHLS-DuQuoin; Paula Tretter, Bethalto PLD; Sandy West, Rend Lake College

I. Call meeting to order

SHARE Bibliographic and Cataloging Standards Committee chair Bobbi Perryman called the meeting to order at 10:00 AM.

II. LLSAP update

New SHARE members Blue Ridge Township PL and Williamsville Middle School have recently gone live. Barcoding SWAT teams are working at Sidell District Library and Fisher Jr.-Sr. High School.

General cataloging and database cleanup continues.

The Cataloging Monographs class is being finalized.

SHARE now has 42 transitional members.

Ellen Popit and Chris Dawdy are creating an information packet for new directors.

Library profiles are being edited so that only the collection codes and shelf locations being used by that library will appear in the dropdown.

Traci Edwards is working on reports for schools.

IHLS Members Day is scheduled for October 20, 2014, in Effingham—more information to come.

The SHARE Executive Council is working on the next membership meeting.

III. Draft circulation policy on circulating damaged/incomplete material

The draft policy was discussed. It was the consensus of both committees that the policy should not include a provision for a library to edit another library's item record to add a check-in note. Also, it was discussed that the policy should include a definition of what constitutes damaged material.

IV. Review of current standards—how are they working?

The cataloging committee requested input from the circulation committee on how cataloging polices are working for circulation, now that they've been in force for several months.

A. Records for multipart DVDs

Problems are still being experienced with item records that have "Full set" in the Volume field. This should be eliminated when the cleanup project to move individual discs to separate records is complete.

B. Serial vs monograph records

This policy may need revision. It was decided to put something out to the membership for more input on how it's working.

V. Format subject headings in SHARE records—are they useful for searching?

In considering a draft policy on the use of subject headings, the cataloging committee requested input from the circulation committee on whether format subject headings are useful to narrow searches by format.

After discussion, it was decided that in cases where it's possible to narrow a search by the Polaris Type of Material (TOM), a format subject heading isn't needed. However, when a TOM is not available (i.e., for larger print books) a format subject heading should be added to the record to help narrow searches.

A list of format subject headings to be used will be compiled and added to the policy.

VI. General discussion on the PAC—how it is for searching, suggestions for improvement, etc.

There was discussion on the current ranking of search results.

Ranking is currently based on a setting called Relevance. The setting called Most Popular gives different ranking in the result. Michelle Ralston will do some testing and send out screen shots to the members to show both settings and will set up a form for libraries to select a preference.

VII. Public comment – None.

VIII. Adjourn

The meeting adjourned at 11:15 AM. The next SHARE Bibliographic and Cataloging Standards Committee meeting will be Friday, August 22, 2014, 10 AM. The next SHARE Circulation Committee meeting has not been scheduled at this time.