

**Minutes of the SHARE Bibliographic and Cataloging Standards Committee meeting
August 21, 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): Vince Andrzejewski, IHLS-Edwardsville; Joan Bauer, IHLS-Champaign; Nick Bennyhoff, IHLS-Edwardsville; Dianne Bland, Tolono PL; Gwen Bumpers, Edwardsville PL; Pat Burg, Illinois State Museum; Carolyn Clark, Fairview Heights PL; Chris Dawdy, IHLS-Edwardsville; Lauren Erwin, Hayner PLD; Edie Elliott, IHLS-Edwardsville; Steve Johnson, IHLS-DuQuoin; Jacob Pahde, Rochester PL; Jill Pifer, Fairview Heights PL; Bobbi Perryman, Vespasian Warner PLD; Carol Robinett, Decatur PL; Cheri Schuler-Faust, IHLS-Edwardsville; 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 July 17, 2015 meeting

A motion was made by Lauren Erwin, seconded by Sandy West, to approve the minutes of the July 17, 2015 meeting. The motion carried by voice vote.

III.LLSAP Update

Several staff members in the Edwardsville office will be moving to different offices in the building.

Odin Schools are the newest SHARE transitional members.

SHARE staff is gathering data to send bills for cataloging fees in September.

Twelve new libraries will be going live at the start of the school year.

IV.Old business

A.Proposed policy on cataloging video games

Revisions from the previous meeting were reviewed. The policy will be added to the cataloging standards and best practices document as a best practice and added to the list for the next membership vote.

B. Draft policy for attaching to set vs individual records for multi-part print material other than serials—review member comments

Member comments and revisions from the previous meeting were reviewed. The policy will be added to the cataloging standards and best practices document as a best practice and added to the list for the next membership vote.

C. Implementation of RDA cataloging in SHARE—report of subcommittee

Bobbi Perryman, Gwen Bumpers, and Jacob Pahde met with SHARE staff Joan Bauer, Edie Elliott, and Nick Bennyhoff on August 6 at Rochester Public Library.

The tentative date for SHARE to implement cataloging in RDA is July 1, 2017.

Training will be required for both catalogers and barcoders. Methods of providing training were discussed.

If it is decided to perform retroactive cataloging of the database, we will need to investigate the price for outsourcing.

A preliminary proposal was presented to the SHARE Executive Council. Because implementation of RDA will result in an expense to the membership, it will require a membership vote. The Executive Council has requested a formal written proposal. This will be prepared and presented to the Council at the November meeting.

The subcommittee will schedule a meeting to discuss the formal proposal.

D. Draft revision of SHARE policy on deleting \$2 fast headings

Tabled until the next meeting for further investigation of PAC display.

E. Gsafd vs lcgft terms for fiction

Input was requested from the SHARE catalogers on whether to retain the following gsafd subject headings: Christian fiction, Regency fiction, and Romantic suspense fiction. Due to the small number of responses that were received, it was decided to send out a Doodle poll to get wider input. The results will be reviewed at the next meeting.

V. New business

A. Discussion on retention of sears subject headings

Tabled until the next meeting to be discussed in conjunction with other policy decisions on subject headings.

B. Discussion on process for deleting empty bibliographic records from Polaris database--request from member library

There was discussion on possible workflow solutions to keep a bibliographic record from being deleted when the only holding has been lost and a replacement item is being ordered.

C. Discussion on putting Random House and Books on Tape audiobooks on the same record--request from member library

A member library requested a local policy on attaching Random House and Books on Tape audiobooks on the same record. It was decided to add this to the agenda for a catalogers training session, and to formulate a draft policy to bring to the next meeting.

D. Request from member library to allow creation of local bibliographic records for short-term leased items

A member library requested the option to create a local bibliographic record for leased items that are only circulated for a short time. There is a similar workflow already being used by some libraries to track ILL items. Joan will provide this information to the requesting library.

VI. Public comment - None

VII. Adjourn

A motion to adjourn was made by Jacob Pahde, seconded by Pat Burg. The motion passed by voice vote and the meeting adjourned at 10:30 am.

The next meeting is Friday, September 18, 2015.