

**Minutes of the SHARE Bibliographic and Cataloging Standards Committee meeting
August 22, 2014, 10 AM**

**By vtel at Decatur Public Library, IHLS-Champaign, IHLS-DuQuoin, IHLS-Edwardsville,
Illinois State Library, Rend Lake College**

Attendees (includes committee members and observers): Vince Andrzejewski, IHLS-Edwardsville; Joan Bauer, IHLS-Champaign; Nick Bennyhoff, IHLS-Edwardsville; Patricia Burg, Illinois State Museum; Robert Edwards, Decatur PL; Edie Elliott, IHLS-Edwardsville, Gwen Bumpers, Edwardsville PL; Carolyn Clark, Fairview Heights PL; Dianne Garrett, Tolono PL; Steve Johnson, IHLS-DuQuoin; Paula Lopatic, Vespasian Warner PLD; Jacob Pahde, Rochester PL; Liz Perkins, IHLS-Champaign; Bobbi Perryman, Vespasian Warner PLD; Carol Robinett, Decatur PL; Cheri Schuler-Faust, IHLS-Edwardsville; Shelley Stone, IHLS-DuQuoin; Sandy West, Rend Lake College; Diane Yeoman, Mason City PLD

I.Call meeting to order

Chair Bobbi Perryman called the meeting to order at 10:03 am.

II.Approve minutes of June 27, 2014 and July 25, 2014 meetings

A motion was made by Gwen Bumpers, seconded by Jacob Pahde, to approve the minutes of the June 27, 2104 meeting. The motion carried by voice vote.

A motion was made by Sandy West, seconded by Cheri Schuler-Faust, to approve the minutes of the July 25, 2104 meeting. The motion carried by voice vote.

III.LLSAP update

SHARE staff continue to work with new SHARE libraries. Johnston City PL will be ready to go live soon. Chris Dawdy and Ellen Popit are meeting with other IHLS libraries.

MARC Report licenses have been sent out to cataloging libraries.

Decatur and Champaign delivery routes are being merged at the Champaign hub. The new routes begin August 25, 2014.

IV.Old business

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

Member comments were reviewed. No further revisions were made—the document will now become best practice until the next membership vote in October 2014.

B.Draft revision to current standard on Playaways—review member comments

Member comments were reviewed and some revisions were made. This is a revision to a previously approved cataloging standard, so does not need to be voted on by the membership. The standards document will be changed and re-posted to the SHARE website.

C. Use of genre terms -- gsfad, lcgft, and/or LCSH—review draft policy

After discussion, it was decided to do some testing of the Type of Material display, and the use of Material Type of Ebook in item records for preloaded ereaders before finalizing a draft policy.

D. Policy on use of enhanced 505 contents note—review draft policy

Some changes were suggested. Revisions will be made and the draft policy will be posted for member comment to be reviewed at the next meeting.

E. Edition statement and subject headings in video game records—review draft policy

Some changes were suggested. Revisions will be made and the draft policy will be posted for member comment to be reviewed at the next meeting.

V. New business

A. Proposed combined cataloging standards and best practice document

The group discussed a possible layout/format for a proposed SHARE cataloging manual that combines cataloging standards and best practices in one document. Some changes were suggested and a revised document will be brought to the next meeting.

B. Standard abbreviations for Volume field—review draft policy

Some changes were suggested. Revisions will be made and the draft policy will be posted for member comment to be reviewed at the next meeting.

C. Problem resolution document

There was discussion on whether the current document covers situations where barcoding libraries fail to follow SHARE local policies. The subcommittee will try to meet before the next full committee meeting to look at the document.

D. Review of comments from August 12 catalogers training session on best practice for the use of serial vs monograph records for serials other than periodicals

The committee reviewed a transcript of a SHARE Chat session where catalogers provided input on how this best practice is working for members now that it's been in place for several months. Many different views were offered, but there was no clear consensus. The best practice will be voted on by the membership in October 2014.

VI. Public comment – None.

VII. Adjourn

A motion to adjourn was made by Jacob Pahde, seconded by Sandy West. The motion passed by voice vote and the meeting adjourned at 12:00 pm. The next meetings will be Friday, September 19, 2014 and Friday, October 17, 2014.