Minutes of the SHARE Bibliographic and Cataloging Standards Committee meeting
September 19, 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; Patricia Burg, Illinois State Museum; Edie Elliott, IHLS-Edwardsville, Gwen Bumpers, Edwardsville PL; Steve Johnson, IHLS-DuQuoin; Jennifer Merriman, Supreme Court of Illinois; 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

I.Call meeting to order
Chair Bobbi Perryman called the meeting to order at 10:00 am.

II.Approve minutes of August 22, 2014 meeting
A motion was made by Cheri Schuler-Faust, seconded by Sandy West, to approve the minutes of the August 22, 2104 meeting. The motion carried by voice vote.

III.LLSAP update
Joan Bauer has been conducting training with new libraries.

Shelley Stone and Edie Elliott have taught the Book Cataloging class and the Searching and Editing in OCLC Connexion class in several locations over the last few weeks. They will be meeting next week to start work on the next classes in the series of required classes for new SHARE catalogers.

Barcoding SWAT teams have finished their hours at Fisher HS and Moulton MS.

The SHARE Executive Council is meeting on Monday, September 22, 2014 to plan the next membership meeting, which will be in October.

IV.Old business
A. Policy on use of enhanced 505 contents note—review member comments
Member comments were reviewed and some revisions made. The document will now become a best practice until the next membership vote in October 2014.

B. Standard abbreviations for Volume field—review member comment
Member comments were reviewed and some revisions made. This is a revision of a standard that was previously approved by the membership, so does not need to be sent for membership vote. The revised document will be posted on the SHARE website to replace the current document.

C. Edition statement and subject headings in video game records—review draft policy
There was more discussion and suggestions for revisions. Shelley will revise the draft and bring it back to the next meeting for review.

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

There was discussion about the use of genre headings. Bobbi will contact the SHARE Circulation Committee for input on which genre headings they think are needed for searching. The policy will be discussed again at the next meeting.

E. Proposed combined cataloging standards and best practice document—review draft

Revisions from the last meeting were reviewed and it was decided to adopt the combined format. Edie will finalize the document and post it on the SHARE website to replace the two current documents.

F. Proposed revisions to problem resolution document

The subcommittee presented a revision that addresses non-compliance with the standards by barcoding libraries in addition to cataloging libraries. This is a revision of a document that was previously approved by the membership, so does not need to be posted for member comment. The revised document will be posted on the SHARE website to replace the current document.

V.New business

A. Discussion of on-order standard—question about item-specific holds

This item is tabled until the next meeting to get more background.

B. Records for equipment, library-assembled kits, etc.—when to enter original records in Polaris vs OCLC

There was discussion on whether to create records in OCLC, or just locally in Polaris, for things like equipment or library-assembled kits. In the case of library-assembled kits, it was decided to give libraries the option of creating records in Polaris or OCLC.

The Illinois State Library will be contacted to see if there is an official position on this issue before making a final decision.

A draft policy will be prepared for the next meeting.

C. Use of on-the-fly

There was discussion on the issue of libraries using on-the-fly policy as a workaround to avoid cataloging new items. It was decided the recent revision to the problem resolution document now provides consequences for non-compliance with the standard and no further revisions need to be made. This issue will be added to the agenda for the next meeting if any more discussion is needed.

VI.Public comment -- None.

VII.Adjourn

A motion to adjourn was made by Gwen Bumpers, seconded by Sandy West. The motion passed by voice vote and the meeting adjourned at 11:30 am. The next meeting will be Friday, October 17, 2014, 10 AM.