



SHARE Bibliographic and Cataloging Standards Committee Minutes from the October 18, 2013 Meeting

Attendees: *Vince Andrzejewski, IHLS-Edwardsville; Joan Bauer, IHLS-Champaign; Dianne Bland, Tolono PLD; Gwen Bumpers, Edwardsville PL; Carolyn Clark, Fairview Heights PL; Scott Drone-Silvers-Lake Land College; Joyce Metz, Chatham Area PLD; Bobbi Perryman, Vespasian Warner PLD; Mary Ann Pohl, Abraham Lincoln Presidential Library; Cheri Schuler-Faust, IHLS-Edwardsville; Shelley Stone, IHLS-Carterville; Sandy West, Rend Lake College; Vanessa Whippo-IHLS-Champaign*

1. Bobbi Perryman called the meeting to order at 10:06am.
2. Minutes from the September 20, 2013 meeting were approved as written.
3. Joan Bauer provided a brief update of the Polaris User's Group meeting in Portland, Oregon. She also indicated that the 3M records are currently in the SHARE database and we will need to review them and see what might need to be adjusted.
4. Problem Resolution document – Bobbi presented the revised document. Minor changes for clarification were made. A motion to send this document to the SHARE Executive Council for comments and acceptance was passed by consensus.
5. Two dates were suggested for a joint SHARE Circulation and Bibliographic and Cataloging Standards Committees meeting – November 15 and November 22. The dates will be sent to Esther Curry, the SHARE Circulation Chair, who will contact her committee members.
6. Requirements for New Barcoders and Catalogers – It was recommended to remove the Level 1, Barcoder 1, as it was felt that many libraries do not use it and that providing more information/training is not a detriment.
7. Clarification of best practice on foreign language subject headings – Suggestion to add a phrase to the Best Practice on Foreign Language

subject headings to clarify when to remove and when to leave. Consensus of the committee included:

- a. Removal of foreign language subject headings if the predominate language track of the DVD is English, even if other languages are subtitled.
 - b. Keep if the subject headings are in the language that is “dubbed” over the main language track.
 - c. Stressed that if subject headings are already in the OCLC record for the “dubbed” language, that is okay, but we do not need to add if not in the record already.
8. Draft policy on monograph vs. serial – opted to wait to discuss at the joint meeting
9. Graphic Novel procedure – Cheri Schuler-Faust discussed the issues that surround graphic novels. It was suggested that:
- a. Graphic novels use monograph records instead of a record for the set or serial
 - b. Subject heading – topical with a free floating subheading of Comic books, strips, etc. be used.
 - c. Genre subject heading of graphic novel should be used – not Comic books, strips, etc.
 - d. The adapter vs. original author – The adapter should be listed in the 100 field with the original author in the 700
10. Procedure for approving local subject headings – it was recommended that we analyze what local subject headings we have before we make any further determination. Shelley will work to gather a list.
11. Shelley provided 2 lists of tags to delete – one for clean-up work when merging, the other to remove from the OCLC record at import. A few corrections were made and we will make revisions and present at the next meeting.
12. Local Series authority records – discussion was held on how and when we need to establish a local series authority record. It was determined that we would establish a local series if documentation could be provided that

showed three books had been published with the same series title, or if the series title was on the title page. Instructions on what documentation is needed and who at IHLS to contact would be provided on the website. Cheri Schuler-Faust has volunteered to be the point person.

13.Meeting was adjourned at 12:06pm. Next meeting is November 15 or the joint meeting with the SHARE Circulation Committee.

Submitted by J Bauer