

**Minutes of the SHARE Bibliographic and Cataloging Standards Committee meeting
November 13, 2015, 10 AM**

**By vtel at Decatur Public Library, IHLS-Champaign, IHLS-DuQuoin, IHLS-Edwardsville,
Illinois State Library
or by conference call at (800) 444-2801, conference code 3892694**

Attendees (includes committee members and observers): Nick Bennyhoff, IHLS-Edwardsville; Gwen Bumpers, Edwardsville PL; Pat Burg, Illinois State Museum; Lauren Erwin, Hayner PLD; Edie Elliott, IHLS-Edwardsville; Dianne Garrett, Tolono PLD; Steve Johnson, IHLS-DuQuoin; Liz Perkins, IHLS-Champaign, Jacob Pahde, Rochester PL; Bobbi Perryman, Vespasian Warner PLD; 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 September 18, 2015 meeting

A motion was made by Sandy West, seconded by Gwen Bumpers, to approve the minutes of the September 18, 2015 meeting. The motion carried by voice vote.

III. LLSAP update

The update was given by Chris Dawdy.

Five new transitional libraries will be added from the Hoopston schools when they become full members of IHLS again.

The budget from the state of Illinois is still pending. The IHLS management team will meet on November 16 to discuss budget issues.

Bobbi Perryman gave an update on the SHARE Executive Council. The formal proposal on RDA implementation is being finalized and will be presented at the next meeting.

The council is looking for three more volunteers for the new e-resources committee, which will have seven members. The council would like at least one school library representative and one special library representative.

IV. Old business

A. Draft revision to cataloging standard on use and retention of subject headings

The revision was reviewed and accepted. This is a revision to an approved standard; membership vote is not required. The cataloging standards and best practices document will be revised and posted to the SHARE website.

B. Draft revision to cataloging standard on use of genre terms

The revision was reviewed and some changes were suggested. The cataloging and best practices document will be revised with the suggested changes and the document will be posted to the SHARE website. This is a revision to an approved standard; membership vote is not required.

C. Draft best practice on editing of subfield 4 in 1XX and 7XX fields

The draft best practice was reviewed and some changes suggested. The draft will be revised and brought back to the next meeting.

E. RDA recommendations—local decisions

A document was provided to the committee at the September meeting outlining areas in RDA that provide options for local practice, with recommendations. It was decided at that meeting to spread the discussion of the recommendations over several meetings.

The group discussed the RDA recommendations for options allowed in MARC tag 245 for transcription of the title and the statement of responsibility.

For transcription of the title, the group decided to continue the current practice of accepting title formatting as is, except when the title is in all capital letters. In that case, the title should be edited to AACR formatting. In original records created in RDA, the title should be entered using AACR formatting.

For the statement of responsibility, the group decided to follow Library of Congress practice if practical, with some exceptions:

- when recording names, titles should be included, but it is optional to include affiliations
- all names listed in the statement of responsibility will be recorded as creator or contributor(s).

-names recorded as creator or contributor(s) must be justified in the body of the record

V.New business

A.Problems with merges of order records for videos

The group discussed the continuing problem of order records being incorrectly merged to full records. The group decided to revise the requirements for order records to require the use of MARC tag 250 in order records for non-print formats and large print to indicated format, abridged vs unabridged, rental edition vs not rental edition. The record should also include information on widescreen or fullscreen for videos. The publisher and date should be included in MARC tag 264 and the date should also be entered in the fixed fields to accommodate searching. MARC tag 300 should include the number of discs.

The group also discussed modifying the website form and the on-order bibliographic record template to include more required fields.

The cataloging standard for on-order records will be revised and brought to the next meeting.

B.Item records with a status of In-Process attached to order records

The group discussed a revision to the cataloging standard for on-order records to allow item records with a circulation status of In-Process to be attached to order records. The draft revision will be brought to the next meeting.

C.Discussion on procedure for periodic deletion of item records with a status of Lost or Missing—request from SHARE Circulation Committee

The group discussed a request from the SHARE Circulation Committee that this committee make a recommendation that libraries periodically delete items with a circulation status of Lost or Missing.

It was decided not to create a separate recommendation document, but to ask the SHARE Circulation Committee to add wording to their document to indicate this is a joint recommendation from both committees.

Bobbi will provide this input to the chair of the SHARE Circulation Committee.

D. Discussion on procedure for periodic inventory of collection—request from SHARE Circulation Committee

The group discussed a request from the SHARE Circulation Committee that this committee make a recommendation that libraries periodically complete an inventory of their collection.

It was decided not to create a separate recommendation document, but to ask the SHARE Circulation Committee to add wording to their document to indicate this is a joint recommendation from both committees.

Bobbi will provide this input to the chair of the SHARE Circulation Committee.

E. Continued use of general material designation (gmd) in Polaris records

The group discussed OCLC's plan to begin stripping gmds out of records in March 2016. Informal surveys conducted with catalogers and barcoders indicate that many would like to keep using gmds in Polaris records, to facilitate searching.

Before making a final decision on local practice, the group would like to investigate whether the format icons in the PAC can be moved to a more prominent position as alternative to using the gmd. The group is also requesting input from circulation staff in addition to catalogers.

This will be discussed again at the next meeting.

F. Incorrect use of the Volume field in item records

The group discussed the continuing problem with incorrect information in the Volume field in item records and the effect on holds. Some suggestions were to investigate creating a form for the website to report bad volume information, additional publicity on listservs with instructions on how to search for item records with volume information, and additional training at catalogers training sessions and circulation forums.

G. Format of MARC tag 300 for sound recordings

The group discussed bibliographic records for sound recordings in Polaris with inconsistent formatting in MARC tag 300. It was decided to review general cataloging rules for description of sound recordings at a catalogers training session.

VI. Public comment

Chris Dawdy announced the East St. Louis Public Library has received many donations following a recent newspaper article.

VII. Adjourn

A motion to adjourn was made by Jacob Pahde, seconded by Lauren Erwin. The motion passed by voice vote and the meeting adjourned at 12:06 pm.

The next meeting is Friday, January 15, 2016.