



## **Joint Meeting of the SHARE Bibliographic and Cataloging Standards and Circulation and Resource Sharing Committees Minutes**

Friday, November 22, 2013

Via Videoconference at:

Office Location: Champaign Office 1704 W. Interstate Drive, Champaign, IL 61822 (217) 352-0047

Office Location: Edwardsville Office 6725 Goshen Road, Edwardsville, IL 62025 (618) 656-3216

Office Location: DuQuoin Office 500 S Madison, Du Quoin, IL 62832 (618)985-3711

### **Committee Members present:**

Bobbi Perryman, Vanessa Whippo, Bev Obert, Joan Bauer, Dianne Garrett, Janet Cler, Donna Schaal, Virginia Erickson, Esther Curry, Sandy West, Shelley Stone, Traci Edwards, Steve Johnson, Edie Elliott, Cheri Schuler-Faust, Sue Pearson, Michael King, Ryan Johnson, Jill Pifer, Gwen Bumpers, and Mary Cordes

1. Call meeting to order at 10:00am by Bobbi Perryman
2. Traci Edwards provided an update on SHARE – working on holds, training, SHARE Chat
3. Allowing holds to be placed from the PAC on bibliographic records with no attached items: Traci Edwards explained the issue of people placing holds on items that will not immediately or never be filled. Bibs include LINC cataloging bibs for libraries and other such bibs. Discussion was had concerning patron confusion and how else to handle these holds. Motion was made by Sandy West to not allow holds on bibs with no items. Motion passed.
4. Use of dummy item records that will allow holds by all patrons when all other attached items are local request: Bobbi explained the issue that if all items to a bib are local request (since some libraries do limit to the first month or so to their own patrons), holds are not allowed. This leads to some confusion when items are taking off of local request. Edie explained how this process worked in Gatenet. Responsibility of maintenance of the item record fall to the library that made the dummy record. Request to have a public note that states “Currently not available – will be sent when available” and periodically check these items. Policy should stress that libraries that place items on LOCAL REQUEST have to make a dummy record if only item on bib or other items are also LOCAL REQUEST. Virginia Erickson moved that the use of a dummy record be required when a library attaches an item to a bibliographic record in which the item is the only item attached and said item is limited to local requests. Also libraries that use “local request” should check to make sure that holds for all patrons can be placed for the bibliographic records their local request items are attached to. Motion passed.
5. Use of monograph vs serial records for works such as test books, travel guides, etc.: Bobbi Perryman explained the issue and the differences – two of the legacy LLSAPs used to have serial records only while the other two LLSAPs allowed for either a monograph or serial. From the cataloger’s point of view, use of a serial record is cleaner, with technically only 1 bib in the database. However, this isn’t friendly to patrons who have to dig through libraries and years to find the most current issue. Discussion was had concerning the pros and cons of each. Circ vs Reference? Janet Cler moved to use monograph record for annuals/etc. that circulate. Annuals

that do not circulate may be on a monograph or a serial record. Retrospective cataloging is not required. Motion passed.

6. Information in the Volume field of the item record and the effects on holds: Traci Edwards explained the issue that unnecessary information in the volume field (such as accession numbers, series information). Also pointed out the lack of volume information causing issues (multiple part DVDs, or years not in the volume field). Libraries can check their own volume field information by searching for all of their items, and sorting by the volume field.
7. Other issues – Graphic Novels – yes needs to be addressed not to use the serial record for graphic novels.
8. Announcements - none
9. Adjournment – motion to adjourn at 11:40am.

Submitted by Joan Bauer