SHARE

Sharing Heartland's Available Resources Equally

Members

The largest library automation consortium in North America— and still growing!

SHARE

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Operational Guidelines

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MEMBERSHIP TYPES

SHARE is a consortium of multi-type libraries (public, school, special and academic) that are members of the Illinois Heartland Library System. There are three types of membership: SHARE Full Member, SHARE Transitional Member and SHARE Affiliate Member. Each SHARE library is required to provide a designated contact person on the library's annual SHARE fee agreement, which is signed by the Library's Director and kept on file with IHLS. Any changes to the designated library representative that occurs during that annual fee agreement time frame should be immediately forwarded to IHLS to update records correctly and in a timely fashion.

Each SHARE full member library has one designated representative on the Members' Group. Each SHARE full member library is allowed one vote on matters brought before the group. The designated representative will be noted on the Designated Voting Member Form signed by the library with SHARE and kept on file with IHLS.

Note: Prison and special libraries will be reviewed on a case by case basis to determine SHARE member status due to their uniqueness.
Adopted 9/17/12

AUTHORITY

SHARE is a service of IHLS and IHLS is its fiscal agent. The database and its hardware are owned by IHLS and it is IHLS that enters into financial obligations and contracts on behalf of the Members' Group.

The Illinois Heartland Library System shall actively engage the assistance of SHARE and its Executive Council in the development of LLSAP policies, plans, assessments and fees.

A vote of the members, conducted according to procedures approved by the Executive Council of SHARE will be held when obligating the proprietary funds of the SHARE membership.

An LLSAP report shall be placed on the agenda of each IHLS Board of Directors' meetings. The report can include but is not limited to, the management, governance, and promotion of the LLSAP. The president of the SHARE Executive Council and the SHARE manager(s) will coordinate all reporting to the IHLS board, with preliminary information, including but not limited to, who will give the report, forwarded to the IHLS director at least one week prior to each IHLS Board of Directors' scheduled meetings.
Adopted 9/17/12

PURPOSE OF MEMBERS' GROUP

The Members' Group consists of SHARE Affiliate, SHARE Transitional, and SHARE Full members. SHARE Affiliate and Transitional members may attend meetings, but cannot vote. SHARE Full members are members with voting privileges and conduct the business of the Members' Group. SHARE full member libraries provide: approval and amendments to the governing document; approval of memorandum of understanding; approval of membership fee formulas and fees; approval of long range plans; and election of members to the Executive Council. Additionally, SHARE full members review options related to the procurement of an integrated library system.
Adopted 9/17/12

EXECUTIVE COUNCIL

The Executive Council exists to consider and handle business brought forward when more immediate decisions need to be made. It exists to set direction, policy, and procedures for the operation of the LLSAP. SHARE provides for the Director of Illinois Heartland Library System a mechanism for advice and consent on matters pertaining to the LLSAP. The Executive Council develops and provides recommendations for proposed operational policies under consideration to the SHARE libraries and its Members' Group. No SHARE member library can have more than one representative member on the Executive Council. Only SHARE full members may be representatives on the Executive Council.

The Executive council consists of:

- 3 Public library representatives
  - One representative of public libraries with a population under 10,000
  - One representative of public libraries with population of 10,000 to 50,000
  - One representative of public libraries with population over 50,000
- 3 School library representatives
- 1 Academic library representative
- 1 Special library representative
- 1 Bibliographic and Cataloging Standards Committee Chair
- 1 Circulation and Resource Committee Chair
- 1 Policies and Finance/Fess Committee Chair
- 1 eResource Committee Chair

Terms for the Executive Council: Seats are two years, with a limit of two consecutive terms. For the initial process, six of the Executive Council seats will serve as a single year term, with the remaining five seats two year terms. All will still have a two consecutive term limit.

The Executive Council will elect a President, Vice President/President Elect, and Secretary. The President and Secretary will hold office for a single year. The President will chair Executive

Council and Members' Group meetings. The Vice President/President Elect will chair the Executive council and Members' Group meetings in the absence of the President the first year and serve as President and chair the Executive Council and Members' Group meetings in the second year.

An IHLS staff member will also be appointed by the IHLS executive director as a liaison to the Executive Council. SHARE manager(s) should attend Executive Council meetings to facilitate communication. Neither the liaison nor SHARE manager(s) have voting privileges.
Adopted 9/17/12; amended 11/5/15

STANDING COMMITTEES

Standing Committees are:

Bibliographic and Cataloging Standards—provides a forum for member library cataloging staff to share information about functionality and best practices; serves as a sounding board for solutions to cataloging issues; and reviews and makes recommendations concerning cataloging policy and procedures.

Circulation and Resource Sharing—provides a forum for member library circulation staff to share information about functionality and best practices; serves as a sounding board for solutions to circulation issues; and reviews and makes recommendations concerning circulation policy and procedures.

Policies and Finance/Fees—reviews and makes recommendations concerning the fee formula, SHARE budget, and policies pertaining to SHARE. This committee will also be the nominating committee.

eResource-- develops policies and guidelines as needed; guides collection development; develops and approves appropriate fees needed to support consortial eResource acquisitions; works with the Bibliographic Standards committee to develop policies and guidelines for the addition of bibliographic records for eResources to the integrated library system; works with appropriate committees and task forces to address issues related to the inclusion of local library eResources in the shared automation system.

The committees are open to volunteers and each Chair is elected to his/her term by votes of the committee members. The Chair of each committee is elected for a two year term, with two consecutive term limits. The Chair of each committee will serve on the Executive Council as part of the commitment of being a Chair. Only SHARE full members libraries are eligible to be a committee chair. All committees, including Ad hoc, report to the Executive Council.

Ad hoc committees may be formed at the discretion of the President of the Executive Council.
Adopted 9/17/12; amended 11/5/15

Protocol for establishing SHARE policies and best practices: While each of the SHARE committees have been following an unwritten practice since the merger committee started their work several years ago, the Finance and Policy committee, as approved by the SHARE Executive Council at their meeting on June 24, 2015, is recommending that the following steps be established as the procedure for establishing policies for SHARE:

1. Member library staff will address their concerns to the chair of the appropriate committee.
2. The committee will review the concern and, if appropriate, develop a recommendation for a new SHARE policy or procedure.
3. The recommended policy or procedure will be posted on the SHARE website for member comment, for a period of no less than two weeks.
4. The committee will meet to review the comments, and make changes to the recommended policy or procedure, as appropriate.
5. The committee will recommend the proposed policy or procedure at the next SHARE Executive Council meeting.
6. Once the recommendation is approved by the Executive Council, the recommendation is considered a Best Practice, and is expected to be followed by the SHARE membership.
7. If approved by the SHARE Executive Council, the committee will present the recommended policy or procedure to the general SHARE membership at the next membership meeting.
8. One week after the membership meeting, a vote of the membership will be conducted electronically, to approve or disapprove the recommendation. Voting will take place for a period of one week. Each SHARE member library is allotted one vote per library agency. In the case of schools, *library agency* should be interpreted as *school district.*
9. Results of the vote will be announced within one week of the vote closing. If the recommended policy or procedure is approved, the policy or procedure will be in effect at that time. If it is not approved, the recommendation will return to the committee for further discussion.
10. If library staff are unsure of which committee the concern should be addressed by, please contact the SHARE Director, one of the SHARE Managers, or a member of the SHARE Executive Council.
    Adopted 6/5/15

Protocol for adding members to SHARE committees: With the exception of the SHARE Executive Council, at their next regularly scheduled meeting, each committee will be asked to determine how many members should serve on that committee, with a maximum of 15 members. This number does not include IHLS and SHARE staff members, who will function as ex officio members of each committee. Each committee will be asked to present the requested information to the Finance and Policy committee for approval.

Appropriate SHARE staff will participate in all committee meetings, in an ex officio capacity, and will be responsible for recording minutes of the meeting. SHARE staff will also assist with scheduling meetings, and completing required postings.

Committee members will be required to participate in at least 75% of the committee meetings during a year's time. If the member is unable to do so, that member will be asked to resign.

The Finance and Policy Committee will consist of seven members, with the SHARE Director and Managers attending, as appropriate, in an ex officio capacity.
Adopted 6/15/15

MEETINGS

The Members' Group will meet semiannually, with the dates to be determined by the Executive Council of SHARE. Meetings will be informational only. Voting will be conducted electronically and occur 1 week after the meeting. Procedural meeting details such as minutes will be voted on and determined by a majority of the members present. All fiscal and policy issues will be voted on electronically and a quorum will constitute 50 percent plus 1 of the SHARE full membership.

The Executive Council meetings are held quarterly, with at least one meeting designated as a "face-to-face" meeting. The other meetings may be conducted via electronic format. The President may determine if additional meetings are necessary to conduct time sensitive issues. A quorum of the Executive Council will be 6. Voting for the Executive Council may be done electronically.

IHLS will provide a person to take minutes for both the executive council meetings and the Members' Group meetings.
Adopted 9/17/12

Protocol for scheduling committee meetings: Each committee will have six regularly scheduled meetings per year, though they may choose to cancel the meeting if there are no issues to take action on. Ideally, these meetings will be coordinated with the meeting schedule for the Executive Council, to allow for action to be taken on items discussed in a timely fashion.
Adopted 6/15/15

PARLIAMENTARY AUTHORITY

Robert's Rules of Order, in the latest edition, will serve as the governing authority for all meetings of the Members' Group, and its committees, except that such rules will not be in opposition to these by-laws. All meetings are subject to compliance with the Open Meetings Act.
Adopted 9/17/12

AMENDMENTS

This governance document may be amended by a majority vote of the SHARE full members. Proposed amendments will be distributed in writing to all members at least two weeks in advance of the meeting at which time the proposed amendment will be discussed. Voting will be conducted electronically and occur 1 week after the meeting.
Adopted 9/17/12

REVIEW OF

The review of SHARE governance document will occur every two years by the SHARE Executive Council.
Adopted 9/17/12

DISSOLUTION

The Members' Group may be dissolved only with a two-thirds vote of the SHARE full members. Information regarding a proposed dissolution will be distributed in writing to all members at least two weeks in advance of the meeting at which the proposed dissolution will be discussed. Voting will be conducted electronically.
Adopted 9/17/12

Ethics and Responsibilities of ILLINET Member Libraries*
**includes all SHARE Member Libraries*

Interlibrary loan is a mutual relationship, and libraries are strongly encouraged to supply materials as freely as they request materials.

Each library shall develop collections in response to local needs. Interlibrary loan is an adjunct to, not a substitute for, collection development in individual libraries.

To expedite State and nationwide resource-sharing initiatives, every ILLINET member library shall strive to enter and maintain its collection and holdings in a regional, statewide and/or national bibliographic database.

Libraries shall comply with current Copyright Law (17 USC) governing both print and digital resources.

Each library shall clearly identify its materials with a current ownership mark.
ILLINET Loan Code, June 2015

PATRON REGISTRATION

Each library shall ensure the confidentiality of the patron (see the Library Records Confidentiality Act [75 ILCS 70]).
ILLINET Loan Code, June 2015

Patron Records: Regarding sanctity of patron records, the library that registers the patron will own that record, and will accept full responsibility for maintaining correct information, with the exception of blocking and non-blocking notes, which can be added to a patron account by other libraries, taking into consideration patron confidentiality. Only that library can change information in the actual patron record.
Adopted 5/11/15

Patron Records: Patron information in the SHARE database remains the property of the patron's home library. Use of such information shall be restricted to official use by SHARE member libraries and by IHLS/SHARE staff and in conformity with all applicable federal and state laws.
Adopted 5/11/15

Reading Lists: The use of reading lists will be determined by each individual library.
Adopted 5/11/15

Overriding Patron Blocks:

- Any block established via the patron record will not be overridden by a Transacting Library.
- The Transacting Library will deny the patron the privilege of borrowing items until blocks are cleared with the home library.
- Patrons will be allowed to clear their record by paying amounts owed at the Transacting Library.
- Any fines collection by reciprocal lending libraries should be kept by the Transacting Library.
- Any amount collected for lost items, including fines (directly related to lost item being paid for) and processing fees should be collected and sent to the lending library.
- Address check must be done at home SHARE library.
- Failure to follow these policies may result in loss of interlibrary loan privileges, as well as financial responsibility for unreturned materials.
  Adopted 5 11 15

Overriding Patron Blocks: Don't do it!
Proposed 8/13/15

Use of Card Limited to Library Type:
- Patrons can only use their library card at a library of the same type as their Home Library (i.e. Public at Public, Special at Special, School at School, etc.)
- Libraries of different types can establish a reciprocal borrower agreement with local libraries of different types when needed.
- Libraries of one type cannot block patrons with blocks on a library card from another type of library.
Proposed 8/13/15

Patron Registration Procedures and Patron Record Maintenance:

Required Fields:

- Publics--After January 1, 2014, the following fields will be required in patron records on Polaris: birthdate; address; driver's license/id (including indication of state other than Illinois, or type of id used at the end of the number)
- Schools-- After January 1, 2014, the following fields will be required in patron records on Polaris: None at this time
- Academics-- After January 1, 2014, the following fields will be required in patron records on Polaris: birthdate; driver's license/id (including indication of state other than Illinois, or type of id used at the end of the number); address

Publics--

- Date of Birth:
- Address: Use address from materials Library requires proving residency to obtain Library card.
- Driver's license/ID: Policy requires a valid photo ID (see Policy 3) b) ii)). Libraries can choose how they enter that information in the field. This ID number is helpful to search for duplicate cards.

Schools—

- none at this time

Academics--

- Birthdate
- Address: Use address from materials the individual institution requires for registration.
- Driver's license/ID: Policy requires a valid photo ID (see Policy 3) b) ii)). Libraries can choose how they enter that information in the field. This ID number is helpful to search for duplicate cards.

Specials—

- none at this time

Proposed 8/13/15

Acceptable Forms of ID:
- Acceptable forms of proof of residency are considered a local library decision.
- Acceptable forms of ID include a valid photo ID from a government agency that contains the potential patron's legal name, and must be presented by all adults at the time they request a library card.
Adopted 1/17/14

Patron moving from one jurisdiction to another:
When a patron moves from one public library to another, the patron's new library will modify the previous library's patron record, instead of creating a new record.
Adopted 1/17/14

The new Library will update the patron record to reflect the change of jurisdiction. The new Library must update address/contact information and branch registration. Patron code should be changed, if needed, and the expiration date updated to the new Library's policy.

Library card Expiration/Renewal and Patron Purge:
- Expired library cards must be renewed at the home library.
- The registering library will accept full responsibility for maintaining correct information (i.e. contact information) in the patron record.
- Purging of expired patron records, or patrons who have left the District or Agency, will be determined by local library for their own patron records.

Adopted 1/17/14

RECIPROCAL PATRONS
Services available to Non-SHARE patrons:
- Sharing Policy: 75 ILCS 16/1-5: Reciprocal borrowing means the privilege of a person holding a valid library registration card from a local library to borrow library materials from other libraries.
- The patron's home library is responsible for reimbursing the lending library for reciprocally borrowed items not returned by patrons. The reimbursement will be made within eight weeks of receipt of the bill from the lending library.

  Adopted 1/17/14

Registration of Reciprocal Patrons:
- Non-SHARE patrons must present a photo ID and a valid library card for their home library, which is a non-SHARE library.
- The individual library will determine how to verify this information presented.
- The individual library will choose the manner to barcode cards for reciprocal patrons, such as using the barcode from the patron's home library, or a separate barcode.

  Adopted 1/17/14

Patron Record Settings:
- Reciprocal Borrower's patron type must be set to Reciprocal Patron Type in the database, for patrons of non-SHARE libraries.
- Expiration date must be set to the expiration date of home library. It will default to 1 year until date verified.
- No PIN shall be issued to Reciprocal Patrons
- Non-SHARE patrons from non-SHARE libraries will have only one account in the SHARE database.

  Adopted 1/17/14

Transitional and Affiliate member registration: Transitional and Affiliate members will be registered as a patron of their closest IHLS hub, with one barcode per library. Materials

requested by these libraries will be processed by SHARE staff (check-in and check-out) at each of the IHLS hubs.
Adopted 5/11/15

If an item is requested by a Transitional or Affiliate member Library, the Lending Library should check to see if there is a Patron Record for that Library in the SHARE patron database. If there is, make sure that the Library of Registration is the IHLS delivery hub where the Library is located. If it is, then item can be checked out and sent through IHLS delivery.

If there are multiple records, then the Lending Library should contact IHLS Circulation Specialists and request the records be merged to one registered at the IHLS delivery hub where the Library is located.
Proposed 8/13/15

ILL in-state and ILL out-of-state registration: there will be one record for each library in the ILS, owned by IHLS. Libraries should not register ILL libraries themselves, but should contact IHLS designated staff to create a patron record. Notifications will be set to the lending library policy.
Adopted 5/11/15

If an item is requested by a Library for ILL (in-state or out-of-state), the Lending Library should check to see if there is a Patron Record for that Library in the SHARE patron database. If there is, make sure that the Library of Registration is the IHLS delivery hub where the Library is located. If it is, then item can be checked out and sent through IHLS delivery.

If there are multiple records, then the Lending Library should contact IHLS Circulation Specialists and request the records be merged to one registered at the IHLS delivery hub where the Library is located. If there is no record then the Lending Library should request a record be created.
Proposed 8/13/15

CIRCULATION

Each library shall offer and promote the availability of interlibrary loan service to its patrons.

Personnel responsible for interlibrary loan in each library shall be familiar with relevant interlibrary loan documents and aids, including interlibrary loan codes and procedures, bibliographic tools, and services.

The requesting library shall be responsible for compliance with the Copyright Law and its accompanying guidelines, and shall inform its patrons of the applicable portions of the law. An indication of copyright compliance shall be provided with all requests for photocopies.

The requesting [transacting] library shall honor the supplying [lending] library's conditions of loan, including observation of dates and duration of loans, recall notices, fees (if applicable), In-library Use Only and other special handling provisions. The requesting library shall convey these conditions to library patrons.

Libraries are strongly encouraged to implement generous interlibrary loan lending policies with due consideration for the needs of their primary clientele.
ILLINET Loan Code, June 2015

Loan Periods: Libraries may choose from the following loan periods:

0 days	7 days	60 days	2 hours
1 day	14 days	180 days	3 hours
2 days	21 days	365 days *	4 hours
3 days	28 days	999 days *	8 hours
4 days	42 days	1 hour	14 hours

*Used by Special Libraries
Adopted 5/11/15

Due Dates: Due dates cannot be changed or overridden for items borrowed from other libraries.
Adopted 5/11/15

Renewing Items:

- Library staff may try to renew items, as requested by the patron, but may not override a block to renewal if the item belongs to another library.
- They may override blocks if the item is owned by their library.
- Borrowing libraries should request permission from the loaning library if maximum renewals are reached and additional time is needed.
  Adopted 5/11/15

Renewing items: If an item owned by another library has reached its limit on renewals, the Transacting Library can contact the Lending Library and request additional renewal(s).
Proposed 8/13/15

Circulating Serials: If libraries are going to barcode and circulate serials, they will be required to use the Serials module in Polaris.
Adopted 5/11/15

Black print = SHARE Policy   **Blue** print = SHARE Procedure   **Purple** print = ILLINET Code   **Red** print = Draft

Local Holds: Use of local holds is up to individual library discretion. All libraries are encouraged to be generous in sharing their collections.
Adopted 5/11/15

Circulating Damaged Material for Inter-Library Loan:
If an item has minor damage that does not impinge that item circulating, then the owning library should do one of the following:

- Mark the item with the date and nature of the damage
- Make a note in the item record with the date and the nature of the damage
- Use a "Check In" note to document the date and the nature of the damage

If an item that has been requested from another library for a patron, but arrives damaged, then libraries shall do the following:

- Get complete information (in writing) on the last patron, and return this information and the item to the owning library.
- Make a written note of the nature of the damage (i.e. pages torn, cover damaged, disc or case broken) on the written documentation of the last patron.
- The owning library should then contact the last patron's library, so that the library can contact their own patron.
- If a library's material is returned to a different location with damage, it will be sent back to the home library with a note explaining the situation and information about the patron who returned it. The lending library will then decide whether or not to charge the patron for damages. The patron should not contact the lending library directly.

Please see Appendix B and C for approved forms for this use.
Adopted 5/11/15

Circulating Damaged Materials:

If a Lending Library is aware of damage, but feels that the item can still circulate, then they need to make a notation in the book. The notation should indicate the date and nature of the damage. The Lending Library can also put a "check in" note on the Item Record that will indicate the date and nature of the damage.

If there is no notation of damage on the item or item record when an item from another Library is received to fill a hold for a patron and the item is damaged, the Transacting Library needs to route that item back to the Lending Library. The Transacting Library needs to document, in writing, the nature of the damage, the date received and the identifying information on the last patron. This written documentation can be done using the SHARE form (Appendix B or C) or printing out the Item record, showing the Last Patron from Polaris and then adding the necessary description of damage.
Proposed 8/13/15

Circulating Incomplete Material:

Libraries should not send out items, for Inter-Library Loan, that have missing discs (or other pieces), loose pages/covers or torn pages/cover.

If an item that has been requested from another library for a patron arrives missing parts, then libraries shall do the following:

- Get complete information (in writing) on the last patron, and return this information and the item to the owning library.
- Make a written note of what is missing from the item (i.e. Disc 5, case, booklet) on the written documentation of the last patron.
- The owning library should then contact the last patron's library, so that the library can contact their own patron.

Please see Appendix B and C for approved forms for this use.
Adopted 5/11/15

If a Lending Library is aware that their item is incomplete or missing parts (maps in travel books, booklets from DVD/CD, etc.), but feels that item can still circulate, then they need to make a notation in the book. The notation should indicate the date and nature of what is incomplete or missing. The Lending Library can also put a "check in" note on the Item Record that will indicate this information.

If there is no notation on the item or item record from another Library that the item is incomplete or missing parts when it is received to fill the hold for a patron, the Transacting Library needs to route that item back to the Lending Library. The Transacting Library needs to document, in writing, the nature of the problem with the item, the date received and the identifying information on the last patron. This written documentation can be done using the SHARE form or printing out the Item record, showing the Last Patron from Polaris and then adding the necessary description of problem.
Proposed 8/13/15

LOST/DAMAGED ITEMS

Lost items: Payment for lost or billed material is forwarded to the appropriate library in the form of a check or money order payable to the lending library, including a description of what the payment is for. The patron's library is responsible for paying for the lost or billed material if the patron does not do so.

Libraries that initiate interlibrary loan transactions for Non-SHARE patrons assume responsibility for that transaction.
Adopted 5/11/15

Items lost in Transit: It is important to remember that according to the ILLNET Interlibrary Loan Code, section IV, no. 11: *Libraries that initiate interlibrary transactions for Non-SHARE patrons assume responsibility for that transaction. See Billing (7:c)*

The Lending Library should check their shelves to be sure the item is not there and not checked in. Then they should contact the last Transacting Library and ask them to check their shelves. After that, a general request can be sent out to the ListServ for other Libraries to check their shelves. Finally, the Lending Library can contact the IHLS Delivery department for resolution.
Proposed 8/13/15

PAYMENTS & BILLING

The requesting library shall be responsible for borrowed materials from the time the materials leave the supplying library until they have been returned to the supplying library. If damage or loss occurs, the requesting library shall be responsible for compensation, in accordance with the policy of the supplying library.

The requesting library shall be responsible for all fees authorized by section VIII (Fees) imposed by the supplying library. The requesting library shall be responsible for timely processing of payments related to the interlibrary loan transaction.

The requesting library assumes full responsibility for patron initiated transactions.

The supplying library shall send any invoices for charges incurred within one year after the due date of the item.
ILLINET Loan Code, June 2015

Material replacement costs:
- With regard to material replacement costs, libraries are encouraged to use the list price of the item when possible, and to avoid excessively high default prices.
- The patron will be charged the amount identified in the patron's record for lost items.
- The decision to charge or waive a processing fee belongs to the lending library.

Adopted 5/11/15

Payments and billing:
- Any fines collection by reciprocal lending libraries may be kept by the Transacting Library. Libraries may choose to set a specific threshold and return fines above that limit to the loaning library. They may deduct postage and handling fees.
- Any amount collected for lost items, including fines (directly related to the lost item being paid for) and processing fees should be collected and sent to the lending library.
- The lending library may bill the patron's home library for lost materials.

- Bills may be sent for items lost in transit.
- The time frame for billing the patron's home library is no later than 12 months from the item's due date or last in-transit date.
- Reimbursement will be made within eight weeks of receipt of the bill.

Adopted 5/11/15

Overdue Item Management

- Run Overdues and Bills on a set schedule. Check with SHARE staff to see which overdue intervals you have established in Polaris. Coordinate your staff to run overdue and bill notices at least once per interval. Be sure to run overdue notices first, bill notices second.
    - Once a bill is generated, no other notices are generated from that item

- Reports to Run periodically:
    - "Items Lost and Returned but Still Charged to Patron"
    Description: Items on this report were once lost and billed to the patron, but never paid for. These items were then returned, but the replacement charge was not cleared from the patron account.
    Action: If you wish to waive the replacement cost since the items have been returned, then look up the patron record and waive the fine. If you want to keep the charge on the patron record, do nothing.
    - "Lost and Paid Items"
    Description: Items on this report have been paid for by the patron.
    Action: Delete all item records that are on this list.
    Note: You may wish to double check that the item was paid for at your library. If the item was paid for at another branch, check your records to ensure that the transacting library properly forwarded the payment to you. If they have not, you may send them a bill to recover your replacement cost. To check this, bring up the item record, click on "Links" and "Last Borrower".   On the patron status window, go to the "Accounts" tab and click on the "Transaction Summary" button. Find the item transaction and right click to choose Properties to see the library that created the payment transaction.
    - "Lost Items"
    Description: Items on this report have a status of lost and the patron has been charged for the item.
    Action: Be sure to delete all items included on the Lost and Paid Items report before processing this report.
    Check your shelves for all items. If found, check the item in. Check the patron record to be sure the item charge was removed from their record. If the charge is still there, you may want to waive it.

Check the patron barcode and check out branch of each item. If the item was lost by another library's patron, you may send a final replacement bill to that library within the one year timeframe. Note: If the "Check Out Branch" is blank, the item was most likely migrated into Polaris from your old system (April 2013).

Lost items should be deleted in accordance with local policy. Lost items that are more than five years old will be deleted by the system. The charge will remain on the patron's account.

- o "Long Overdue"

  Description: This report will catch any overdue items that have not generated a bill for whatever reason. Note: If your overdue setup is correct, you should only be seeing your items that have been checked out by other library's patrons.

  Action: If ample time has passed, you can manually make these items lost so that the patron is charged for the item. You may also send a final bill to the borrowing library. Please contact a SHARE manager or director if it appears that a library is not running their bills.

Proposed 12/11/15

Fines: Fines that are owed at another library can be kept by the Transacting library.
Proposed 8/13/15

Fees for Lost Items: Money paid for a Lost item must be paid to the Lending Library. When possible, have the patron make the check out to the Lending Library, otherwise theTransacting library can send payment to the Lending Library. Documentation on the item being paid for (i.e. item barcode, title of book) should be sent with payment, so that the item can be deleted from the database.

If the Lending Library sends out bills to Transacting Libraries, then they need to run the Lost Item reports and send bills. Bills must be sent out no later than 12 months from the item's due date or last in-transit date.

If billed, the library has eight weeks from receipt of the bill to make payment. Money paid for a Lost item must be paid to the Lending Library. When possible, have the patron make the check out to the Lending Library. Otherwise, the Transacting Library can send payment to the Lending Library. Documentation on the item being paid for (i.e. item barcode, title of book) should be sent with the payment, so that the item can be deleted from the database.
Proposed 8/13/15

Conflict Resolution

1. When violations of the ILL Code initially occur, these procedures shall be followed:

    a. Library A shall inform Library B about the violations and Library B's failure to comply with the ILL Code.
    b. Library B is responsible for responding to all notifications on a timely basis and working towards resolution.
    c. Both Library A and Library B shall document all exchanges.

2. Library A may suspend the interlibrary loan privileges of Library B if Library B fails to correct violations of the ILL Code after having been informed of the violations.

    a. Such action requires written notification by Library A to Library B, specifying the violations, the terms and duration of the suspension, and a course of action in compliance with the ILL Code that would restore borrowing privileges. A copy of all documentation shall be sent to the library systems of both libraries.
    b. Library A is responsible for reviewing ongoing circumstances and evaluating reinstatement of Library B's suspended interlibrary loan privileges. Reviews shall be completed on a quarterly basis.
    c. Library A shall provide written notification of the review and the ensuing decision to Library B and the library systems of both libraries.

3. If violations of the ILL Code continue, the following procedures shall be followed:

    a. Either Library A or Library B shall request that its library system serve as mediator. The request shall be in writing and sent to the libraries and to the library systems involved.
    b. The library system acting as mediator shall document:
        i. The continued ILL Code violations, with copies sent to all libraries and library systems involved.
        ii. Its role as mediator of the complaint, with copies sent to all libraries and library systems involved.
        iii. Its negotiation efforts and the results of these efforts, with copies sent to all libraries and library systems involved.
    c. Ineffective negotiations and continued disregard of the provisions of the ILL Code shall result in the initiation of the suspension process from library system membership (23 Ill. Adm. Code 3030.205).
    d. The ISL shall act on the recommendation of the library system recommending suspension of system membership.
    e. Library systems may initiate resolutions of the ILL Code violations independent of notification from member libraries.

This document incorporates the cataloging standards that have been approved by vote of the SHARE membership as well as SHARE cataloging best practices, which are proposed SHARE cataloging policies that are pending final vote by the SHARE membership. These are considered best practices to be followed until the approval process is complete. For ease of identification, best practices are distinguished from approved standards by a different color text.
Adopted November 17, 2015

Baseline policy statement for cataloging practices in SHARE

Cataloging in SHARE will follow LC cataloging practice as much as possible, with local exceptions determined on an individual basis. Bibliographic records brought into the SHARE database must be **full-level OCLC records**, with the exception of acquisition records and records created locally according to SHARE bibliographic and cataloging standards (i.e. records for equipment and library-developed kits). SHARE cataloging policies will be subject to continual review and revision by the SHARE Bibliographic and Cataloging Standards Committee and the full membership.

General policies—apply to both cataloging and barcoding libraries

OCLC membership policy for SHARE member libraries
SHARE Cataloging libraries
Cataloging libraries must also be OCLC members
    --SHARE cataloging policy is to import only full-level OCLC records to the database

SHARE Barcoding libraries
Barcoding libraries are not required to be OCLC members. However, OCLC membership is encouraged so that, in addition to other benefits of membership, barcoding libraries may be included in all processes used to set holdings in OCLC.

On-order records
On-order records are intended for patron/staff information only and to allow holds to be placed before items are received. They are not to be used for circulation of material. The use of on-order bibliographic and item records is optional.

For libraries using the acquisitions module, a brief record will be created when the purchase order is created, if a matching record is not already available in the database after an initial search.

Cataloging libraries not using the acquisitions module that want to enter on-order records will create a short bibliographic record using one of the on-order bibliographic record templates created by SHARE Bibliographic Services staff.

- If a record is not already available in the database after an initial search, do not import OCLC records to use as on-order records—use only a brief bibliographic record. This will allow on-order records to be more easily identified
- Select the bibliographic on-order record template that corresponds to the appropriate format of material. This will allow the correct format icon to be generated in the PAC
- Add information as needed to make identification as clear as possible to patrons and other staff (i.e. abridged or unabridged, widescreen or full screen, DVD or Blu-ray, etc.)

Barcoding libraries not using the acquisitions module may request on-order bibliographic records be created by Bibliographic Services staff

- Before requesting a record be created, search the database for an existing on-order record
- If an existing record is not found, complete the form on the SHARE website to request an on-order record be created

Any library may attach an on-order item record to a brief record if desired

- Use an on-order item record template to attach an item record with a circulation status of On-order
- Edit as needed to reflect the material type of the item
- On-order item records must be marked as Holdable with no limits even if the library intends to make the item holdable only by their patrons when it is received
  - This allows holds to be placed at the bib level by any patron
- Do not attach an item record with a circulation status other than On-order to any brief on-order bibliographic record
- Do not enter a barcode in an on-order item record
  - This prevents item-specific holds from being placed

When the item is received:
Cataloging libraries: The first cataloging library or SHARE cataloging center that receives the item will import an OCLC record and also search the database for a matching on-order record

- Cataloging libraries may merge the on-order record to the OCLC record, or may notify SHARE Bibliographic Services staff to merge the records (notification may be made by any library)
  - Do not merge an on-order record unless you're sure it's a match. When in doubt, don't merge!
- This will move all on-order item records and holds to the new record

Barcoding libraries: send your item to IHLS for cataloging as usual, or hold the item until an OCLC record is available in the database and the on-order record has been merged

- Once the on-order record has been merged to an OCLC record, libraries may edit the on-order item record as needed when the item is received
  - At that time, a barcode may be added and hold limits set as desired

On-the-Fly records for in-house material

No in-house material should be circulated if it is not cataloged. The use of the on-the-fly functionality in Polaris should be reserved for the rare instance of uncataloged material that is mistakenly on the shelf. For example, an item that is identified as missing during an inventory and the item record is deleted, but is later found and returned to the shelf without being recataloged.

SHARE staff have created an on-the-fly item record template for each library. Both the short on-the-fly bibliographic record and attached item record will be marked not to display in the PAC, and the item record will be marked as loanable only to patrons of the branch. The template will include a block that tells the circ staff at check-in to send the item to cataloging. SHARE staff will delete on the fly item records after checkin.

Use of the serials module for magazines and newspapers

All libraries that barcode magazines are required to enter a serial holdings record through the Polaris serials module to show the retention period of all magazines. Creation of serial holdings records is optional for libraries that do not barcode magazines. If your library uses a bibliographic record for newspapers, a serials holdings record must be created. Libraries are not required to barcode or circulate these materials. Use of the serials module is not required for serial material such as test books, travel guides, etc.

Cataloging of uncorrected proofs and advance reading copies

Based on a recommendation from the Illinois State Library and information from publishers' websites, uncorrected proofs and advance reading copies are not intended to be added to the collection. If the library feels the material is important enough to keep (i.e., is of historical significance), it should be marked as non-circulating.

Entering enumeration of periodicals, annuals, multipart sets, etc.

It is very important that information in the Volume field of the item record be entered consistently in order for the holds process to work efficiently and equitably.

Item records attached to a bibliographic record for a serial or multi-part item contain information in the Volume field to identify the part, volume, issue number, etc. In these instances, when a patron places a hold, Polaris will ask the patron to select a particular part, volume, issue, etc. The system is designed to group together all items for that particular part or volume from any library and fill a hold from any available item within that group. However, Polaris will group these items together only if data in the Volume field in the item record has been entered consistently.

Black print = SHARE Policy   **Blue** print = SHARE Procedure   **Purple** print = ILLINET Code   **Red** print = Draft

This policy applies only to item records created through the cataloging module for circulating items where an item record for an individual part is attached to a bibliographic record for a set (i.e., a multivolume set of poetry, or an encyclopedia that is circulated)

The following standard abbreviations/entries should be used:

For Volume, enter:
v. [Arabic numeral]

Examples:
On piece: Volume one
In item record, enter: v. 1

On piece: Volume IV
In item record, enter: v. 4

On piece: Vol. 2
In item record, enter: v. 2

For Volume and part, enter
v. [Arabic numeral], pt. [Arabic numeral, or letter]

Examples:
On piece: Volume one Part 2
In item record, enter: v. 1, pt. 2

On piece: Volume V, Part A
In item record, enter: v. 5, pt. A

For Book, enter:
bk. [Arabic numeral]
Examples:
On piece: Book One
In item record, enter: bk. 1

On piece: Book VI
In item records, enter: bk. 6

On piece: Book 2
In item record, enter: bk. 2

For Edition, enter:

[Ordinal number] ed.

Example:
On piece: First edition
In item record, enter: 1st ed.

For edition and year, enter:
YYYY, [ordinal number] ed.

Example:
On piece: 19th edition, 2014
In item record, enter: 2014, 19th ed.

For year alone, enter:
YYYY (Enter as Arabic numerals—do not enter Roman numerals)

Example:
On piece: MMXII
In item record, enter: 2012
Important! Case doesn't matter (V. and v. will line up together); however, internal spacing does (v.1 and v. 1 will <u>not</u> line up together).
Note: Do <u>not</u> enter series numbering in the Volume field of the item record (i.e., book 212 of the Goosebumps series). Use the Suffix field of the item record for this information if desired. It will display at the end of the call number.

Exceptions:
This policy does not apply to item records created through the serials module for periodicals. The serials module is set up to automatically enter consistent issue information.

Do <u>not</u> use in records for multipart DVDs or Blu-rays (i.e., a record for the entire season of a televisions series). Discs that are circulated separately must be attached to a record for the individual disc, and the Volume field is left blank.
Revised August, 2015

Policies on record matching—apply to both cataloging and barcoding libraries

Paperbacks and hardbacks on the same record
Paperbacks and hardbacks may be attached to the same bibliographic record only if they meet the OCLC Bibliographic Formats and Standards match criteria. (
http://www.oclc.org/bibformats/en/input.html)

An ISBN on a matching item should be added to the bibliographic record if not already present.

Attaching to set vs individual records for multipart audiovisual material
For multipart audiovisual material (i.e., DVDs and audiobooks), attach your holding to the appropriate set or individual record based on how your library intends to circulate the item. An example is the entire season of a television series that consists of several DVDs in one container. If you will be circulating the container as one piece, attach to the record for the set. If you will be circulating the DVDs separately, attach to the records for the individual DVDs.

Attaching to serial vs monograph records for serials other than periodicals
This policy applies to serials that are published annually or less frequently, such as test books, travel guides, etc.:

- Use a serial bibliographic record for resources that will not circulate in Polaris (i.e., reference material)
- Use a monograph bibliographic record for resources that will circulate in Polaris
- If there is a gap of 5 years or more between editions of a serial, use a monograph bibliographic record, even if the resource will not circulate in Polaris
- If the circulation status of a resource changes (i.e., it goes from non-circulating to circulating, or vice versa) the item record must be transferred to the appropriate serial or monograph bibliographic record
- Retrospective cataloging of existing items is recommended, but not required
- Serials covered in this policy will be attached to the appropriate serial or monograph bibliographic record through the cataloging module. Periodicals (i.e. magazines or journals) will be attached to a serial record through the Polaris serials module.

Attaching to records for multipart print material other than serials
This policy applies to print works that are issued in multiple volumes. This policy does not apply to serials (see *Attaching to serial vs monograph records for serials other than periodicals*) or audiovisual material (See *Attaching to set vs individual records for multipart audiovisual material*)

- Use a monographic set record for complete works in multiple volumes that are published in the same year with the same title. Examples are encyclopedias or multivolume biographies where all volumes have the same title
- Use an individual record for separate works published in a series. Example is the Great books of the Western world series—each volume has a separate title
- Use an individual record for multi-volume works on the same subject by the same author, published in different years with different titles or subtitles. Example is the biography of Winston Churchill by William Manchester. Volume 1 was published in 1983, Volume 2 in 1988, and Volume 3 in 2012. All have different volume titles
  - This applies to circulating items only. Items that do not circulate may be attached to a monographic set record if desired
- Retrospective cataloging of existing items is recommended, but not required

Book club editions and regular editions on the same record

Book club editions may be attached to the record for the regular edition only if they meet the OCLC Bibliographic Formats and Standards match criteria. (http://www.oclc.org/bibformats/en/input.html)

Records for the same item, with and without accompanying material

An item with substantive accompanying material should be cataloged on a separate record from the same item that does not include the accompanying material. Records will not be merged in this instance. This is in accordance with OCLC's policy on accompanying material.

Rental edition and regular edition videorecordings on the same record

Rental edition videorecordings may be attached to the record for the regular edition only if they meet the OCLC Bibliographic Formats and Standards match criteria. (http://www.oclc.org/bibformats/en/input.html). This includes, but is not limited to: format (fullscreen vs. widescreen), languages of sound tracks and subtitles, absence or presence of special features, etc.

Local bibliographic records for equipment, library-assembled kits, etc.

Local bibliographic records may be created in the following circumstances:

Acquisition records
- Created by libraries using the Acquisition module

On-order records
- Created according to guidance in the SHARE Bibliographic and Cataloging Standards and Best Practices

Equipment records
- Including, but not limited to, items such as cameras, projectors, pre-loaded e-readers, etc.
- Cataloging libraries may create local records, or may request records be created by SHARE Bibliographic Services staff by submitting a help desk ticket
  - Use the generic Equipment bibliographic record template and complete as appropriate
  - If an appropriate record is available in OCLC, import the OCLC record

Barcoding libraries may request records be created by SHARE Bibliographic Services staff by submitting a help desk ticket

Records for library-assembled resources
- Examples: a library packages a children's book and a puppet together and circulates them as a unit, or a library assembles a Thanksgiving-themed kit composed of a book, DVD, doll, and puzzle related to the holiday
- Resources purchased from a vendor already assembled must be cataloged in OCLC

- Cataloging libraries may create local records, or may request records be created by SHARE Bibliographic Services staff by submitting a help desk ticket. Cataloging fees will apply
- Barcoding libraries may request records be created by SHARE Bibliographic Services staff by submitting a help desk ticket. Cataloging fees will apply.

Options for record creation:
- If the resource will not be loaned outside of SHARE, an original local bibliographic record may be created in Polaris
- If the resource will be loaned outside of SHARE, an original record must be created in OCLC and brought in to the Polaris database

Guidelines
- Be sure to use the appropriate Type of Material (TOM) in the local record
- For bibliographic record purposes, a kit is defined in AACR2 Appendix D as "an item containing two or more categories of material no one of which is identifiable as the *predominant* constituent of the item" (italics added)
- If the resource has a predominant component, use that as the basis of the bibliographic record and the TOM, with other items listed as accompanying material
  - Example: a book and a puppet packaged together may be cataloged as a book with an accompanying puppet, or as a puppet with an accompanying book, depending on which item the library feels is the predominant component
- Libraries may use a Material Type of Kit in an item record, or use Kit in a call number if desired, even if the resource is not cataloged as a kit in the bibliographic record

Cataloging procedures—apply to cataloging libraries only

General procedures—apply to all formats

Policy for editing bibliographic records of material owned by the Abraham Lincoln Presidential Library and Museum (ALPLM)

Bibliographic records for material held by the ALPLM may be edited only by ALPLM staff and SHARE Bibliographic Services staff.

This is due to the unique nature of the ALPLM collection and the extensive local edits that are made to some records.

Other libraries may attach item records and serial holdings records, but will not be able to edit the bibliographic record. SHARE Bibliographic Services staff will edit records only for MARC coding changes and authority control. For all other edits, libraries may contact ALPLM cataloging staff directly.

Guidelines for retaining ISBNs in a record

Delete ISBNs for formats other than what is being described by the bibliographic record. For example, delete the ISBN for the ebook from a record for the regular print version. Also, delete ISBNs for other volumes in records for an individual volume of a set.

Wording of General Material Designation (gmd)

The standard general material designation (gmd) terms as prescribed in AACR2R, para. 1.1C1 should be used in records for large print material and for non-print formats.

RDA and Hybrid Records

Bring in an RDA or hybrid record if it matches the item in hand. A hybrid record is defined as an AACR record to which some RDA elements have been added, but it is not considered an RDA record.

Do not make changes to RDA or hybrid records, EXCEPT:
- Add a gmd (245 subfield h) to records for non-print material and large print books. Use the terms in AACR, para. 1.1C1, list 2
- Edit as needed to fix incorrect cataloging (i.e., fixed field coding is wrong) or to add subject headings, notes, summaries, etc.
- If a title has been entered in all capital letters, edit to AACR formatting. Otherwise, accept title formatting as it appears. This applies to a title in any MARC field in the record

Verify names, series, and subjects as usual.

Editing AACR2 records to match RDA records with a fictitious character as main entry

In cases where the main entry in an RDA record is different than the main entry in an AACR record because of the provision in RDA that allows a fictitious character to be main entry, the following actions should be taken:

- Edit AACR2 records to make the fictitious character main entry in the 100 field
- Add a 700 added entry to the record with the name of the author that was originally in the 100 field

It is not necessary to recatalog the entire record as an RDA record.

The option to change spine labels and call numbers based on these edits is an individual library decision.

Background: RDA cataloging rules allow a fictitious character to be main entry, which was prohibited under AACR2. This change may cause records to have different main entries, which can lead to inconsistent search results.

Example: AACR2 records for the Murder, she wrote books list Donald Bain as the main entry, although the statement of responsibility reads Jessica Fletcher and Donald Bain. As a fictitious

character, Jessica Fletcher would not be considered an author under AACR2, so could not be used as main entry.

RDA allows fictitious characters to be considered creators (i.e., authors), so RDA records for the Murder, she wrote books list Jessica Fletcher as main entry.

Use and retention of subject headings

Note: these are local edits only. Do not make these changes in OCLC master records.

Use/retain these types of subject headings in records in Polaris:
- LCSH, LCGFT, GSAFD
- Genre and form terms according to the guidelines in *Use of genre terms*
- LC children's headings if different than the adult heading
- Approved local subject headings in MARC tag 690 (see section below for guidelines on local subject headings)
- Approved local genre/form headings in MARC tag 655 (coded local in subfield 2)
- Medical subject headings (MeSH—MARC tag 6XX, second indicator 2)
- Foreign language subject headings if they are the same as the language of the item being cataloged. For videorecordings, this includes the main language track and any dubbed language tracks. This does not include language(s) of subtitles. Do not add foreign language subject headings if they aren't already in the record

Delete these types of subject headings from records in Polaris:
- Sears headings
- Headings from a thesaurus other than LCGFT (i.e., migfg, bisach, fast, etc.) except foreign language subject headings and terms from the GSAFD that meet the guidelines for retention
- Foreign language subject headings if they are different than the language of the item being cataloged. For videorecordings, delete foreign language subject headings for the language(s) of subtitles

Headings in records for juvenile material:
- Use LC adult subject headings with juvenile subdivisions
- Retain LC children's headings only if they are different from the adult heading
- Do not use the subdivision *Juvenile sound recordings* in subject headings in records for juvenile audiobooks. Use the subdivision *Juvenile fiction* or *Juvenile literature* as appropriate

Revised November, 2015

Local subject headings

Local decisions may be made for the use of subject headings in situations where the resources cannot be easily found using available searches by Collection, Shelf Location, Material Type, etc., and no other appropriate heading exists. These headings must be approved before being used in Polaris

- The SHARE Executive Council has authorized SHARE Bibliographic Services staff to approve local subject headings with review by the SHARE Bibliographic and Cataloging Standards Committee. A vote by the SHARE membership is not required
- Libraries may submit a request for a local subject heading through the SHARE help desk

MARC Coding

Local headings may be included in bibliographic records in two ways:
- An existing LC subject heading being used in a non-standard way according to LC guidelines. Coded in MARC tag 65X with subfield 2 local
- A locally devised heading created when no LC, MESH, gsafd, or lcgft heading exists. Coded in MARC tag 690

Guidelines for local subject headings
- A local subject heading will not be approved if an appropriate LC, MESH, gsafd, or lcgft heading is available
- A local subject heading will not be approved that is intended solely to identify an individual library's collection of a particular format (i.e., a library's collection of DVDs)
- A local subject heading may be approved for a special collection if an existing Collection code or Shelf Location does not suffice

Procedures for the use of local subject headings
- Add approved local subject headings as appropriate to records when they are brought in to Polaris. Do not add them to master records in OCLC
- Delete MARC tag 690 from other libraries out of OCLC records before exporting the record to Polaris
- A list of approved subject headings will be posted on the SHARE website and will be updated as headings are approved

Currently approved local subject headings—see the document posted on the SHARE website

Use of genre terms

Genre refers to a category of work with similar characteristics (i.e., mystery, horror, science fiction, romance, etc.). Genre terms are coded in MARC tag 655 and display in the PAC with the label *Genre*.

Guidelines
- Follow LC practice of using genre and form terms from the thesaurus named *Library of Congress Genre/Form Terms for Library and Archival Materials* (LCGFT)
- If an LCGFT term is not available:
  - Use a genre/form term from the thesaurus named *Guidelines on subject access to individual works of fiction, drama, etc*. (GSAFD) with the following exceptions:
    - Do not use the headings *Regency fiction* or *Romantic suspense fiction*
  - The GSAFD term *Christian fiction* will be used as appropriate in Polaris records
- If neither an LCGFT term nor a GSAFD term is available:
  - Use an LCSH term coded as a genre/form term (see instructions below for guidelines on coding)

- Add any appropriate subject headings as indicated in SHARE local policies. See individual policies and the approved local subject headings list
  - Add approved local subject headings to records when they are brought in to Polaris. Do not add them to master records in OCLC
- For guidelines on the use of Library of Congress Subject Headings as genre terms, see the following document on the Library of Congress website: Frequently Asked Questions about Library of Congress Genre/Form Terms for Library and Archival Materials (LCGFT). See Question 35 in that document in the section titled *Application of terms*
  - If a Library of Congress topical heading can be used as a genre heading according to the above guidelines, approval as a local subject heading is not required
    - Coding: 655 _0 **$a**[LC term].
  - If a Library of Congress topical heading cannot be considered an LCSH genre heading according to the above guidelines, but your library would like to use it that way, please submit a request for approval of a local subject heading. If it's determined the heading may be used, it will be added to the list of approved local subject headings
    - Coding: 655 _7 **$a**[LC Term].**$2**local

Revised November, 2015

MARC Coding:
- For terms from the LCGFT: 655 _7 **$a**[LCGFT term].**$2**lcgft
- For terms from the GSAFD: 655 _7 **$a**[GSAFD term].**$2**gsafd
- For LC headings used as genre terms: 655 _0 **$a**[LC term].
  Note: code LC headings being used as genre terms in MARC tag 655, not 650
- For LC headings approved for use as a local subject heading: 655 _7 **$a**[LC Term].**$2**local
- For non-LC headings approved for use as a local subject heading: 690 _ _ **$a**[Term].

Local series authority records

SHARE Bibliographic Services staff will create local series authority records in the Polaris database when requested in cases where a series statement appears on a resource, but no national-level series authority record has been established. A local series authority record will be established if documentation can be provided that at least three items have been published with the same series title, or if the series title is on the resource.

A local series authority record will not be created in cases where the only source of series information is the CIP. Series information must also appear elsewhere on the resource.

Local series authority records will include all formats. Separate local series authority records will not be created for different formats of the same series, i.e. print, audiobook, large print, etc.

To request the creation of a local series authority record, enter a help desk ticket and attach scans of the title page, verso, disc label, etc. and any information on the resource pertaining to the series, i.e., series title page, cover, container, etc. as well as any additional information from other sources such as author's website, etc. that you feel may be helpful.

Contents notes: (MARC tag 505)

Contents notes contain the titles of separate works or parts of an item. They may also include statements of responsibility and other information about the works or parts. Contents notes increase access to resources through keyword and/or indexed searches.

Type of contents notes
- Basic (unenhanced): All information is coded in one subfield a. Searchable by keyword only
    - MARC Coding: 505 2nd indicator blank
- Enhanced: Titles entered in individual subfield t. Searchable by keyword and title index.
    - MARC Coding: 505 2nd indicator 0

General guidelines
- In most cases, retain existing contents notes in OCLC records. Enhance as appropriate according to the guidelines below
    - Exception: delete a contents note in a record for a fiction work if the contents note reflects only chapter titles rather than titles of essays, plays, poems, or short stories, etc.
- If an OCLC record has an unenhanced contents note and the record contains added entries for each title in MARC tag 740, it may be left as is.
- If an OCLC record has an unenhanced contents note but does not contain added 740s for each title, the contents note should be enhanced if appropriate according to the guidelines below.
- Add contents notes to master record before exporting the record to Polaris
- Omit generic terms such as Introduction, Conclusion, Prologue, Finale, Overture, and similar terms used as titles. If these terms have been omitted, the contents note should be coded as a partial contents note (first indicator 2).
- Retain initial articles in titles in subfield t. This includes initial article in English (a, an, the) as well as initial articles in other languages

RESOURCES WITH 25 OR FEWER WORKS
Applies to:
- Essays
- Plays
- Poems
- Short stories

Use an enhanced contents note to record the titles and other appropriate information. See section below for guidance on sound recordings and music.

RESOURCES WITH MORE THAN 25 WORKS

Applies to:

- Essays
- Plays
- Poems
- Short stories

For resources with more than 25 works an enhanced contents note may be added, but is not required.

If a complete enhanced contents note is not provided, a partial enhanced contents note can be added for the more significant works (i.e. longer and/or more widely known).   A MARC tag 520 (summary note) should be added to give a more complete picture of the extent of the work; for example: "A collection of 68 short stories chosen from those appearing in 'The New Yorker' from February, 1925 to September, 1940".

TABLE OF CONTENTS FOR NONFICTION

If a nonfiction work contains a contents note that gives chapter titles, the note may be retained in the record if the cataloger feels the contents note gives helpful information about the nature of the work or provides helpful keyword access. This is up to cataloger's judgment and is not required. Do not enhance the contents note in this situation.

When an unenhanced table of contents note for chapter titles is retained in a record, add the phrase [Table of contents] at the beginning of the field.

Example of unenhanced table of contents note:
505 0_ **$a**[Table of contents]. Workers in the United States -- Information technology jobs and standards -- IT fluency : what is it, and why do we need it? -- Campus human resource leadership : a mandate for change -- Recruiting, retaining, and reskilling campus IT professionals -- Technology across the curriculum : information, literacy, and IT fluency.

Items with a collective title

An unenhanced 505 should be constructed with the title and author of all the included works. A separate 700 should be made for each author and title.

Example:
245 02 **$a**A purrfect romance /**$c**Jennifer Blake, Robin Lee Hatcher, Susan Wiggs.

505 0_ **$a**Out of the dark / Jennifer Blake - - A wish and a prayer / Robin Lee Hatcher - - Belling the cat / Susan Wiggs.

700 12 **$a**Blake, Jennifer,**$d**1942-**$t**Out of the dark.
700 12 **$a**Hatcher, Robin Lee.**$t**Wish and a prayer.

700 12 **$a**Wiggs, Susan.**$t**Belling the cat.

Items without a collective title

If the collection lacks a collective title, and one work predominates, treat that title as the title proper and name the other work(s) in a variant title and an added title entry.

If the collection lacks a collective title, and no one work predominates, treat the item as a unit.

Example of works by a single author without a collective title:

100 1_ **$a**Hemingway, Ernest,**$d**1899-1961.
245 14 **$a**The old man and the sea ;**$b** For whom the bell tolls /**$c** Ernest Hemingway.
246 3_ **$a**Old man and the sea ; For whom the bell tolls
740 02 **$a**For whom the bell tolls.

Example of works by different authors without a collective title:

If the collection contains no more than three works, enter under the heading appropriate to the first and make analytical added entries for the second and third works.

100 1_ **$a**Conrad, Joseph,**$d**1857-1924.
245 10 **$a**Heart of darkness /**$c**Joseph Conrad. Ethan Frome / Edith Wharton. Emma / Jane Austen.
246 3_ **$a**Heart of darkness ; Ethan Frome ; Emma
700 12 **$a**Wharton, Edith,**$d** 1862-1937.**$t**Ethan Frome.
700 12 **$a**Austen, Jane,**$d** 1775-1817.**$t**Emma.

If the collection contains four or more works that are entered under four or more different headings, enter the collection under the heading for the work named first. Add a partial enhanced 505 for the other titles. Do not include the first title in the 505.

100 1_ **$a**Austen, Jane, **$d**1775-1817.
245 10 **$a**Sense and sensibility /**$c**by Jane Austen.
505 20 **$t**Age of innocence /**$r**Edith Wharton -- **$t**Far from the madding crowd /**$r** Thomas Hardy -- **$t**Vicar of Wakefield /**$r**Oliver Goldsmith.

COLLECTIVE BIOGRAPHIES

If the collective biography includes 25 names or less, Include an unenhanced 505 for all names. If the collective biography includes more than 25 names, it is optional to include an unenhanced 505. If desired, a partial unenhanced 505 may be included with only those names considered significant.

Transcribe names from the table of contents. However, if the table of contents does not include the entire name of the person, the missing part(s) should be added in brackets.

Example: Table of contents lists Queen Victoria just as Victoria. It should be listed as Victoria [Queen of Great Britain] in the 505.

Use judgment when adding explanatory information.

SOUND RECORDINGS AND MUSIC
List all individual works on a sound recording and a music score. This does not apply to a music instruction book that include short pieces from various songs, but for scores that contain complete songs.

Classical music sound recordings
Make an enhanced 505 and the appropriate analytical entries (700 $a for composer, $t for title).

Pop, folk, ethnic, or jazz sound recordings and music scores
Make an enhanced contents note for these materials.

Include statement of responsibility if appropriate. Will often be the performer and not the composer. Enter a 700 for each performer.

Use of summary note (MARC tag 520)
Some material excerpted from "Summary Notes for Catalog Records", by OLAC Cataloging Policy Committee Summary/Abstracts Task Force, 2002. The complete document may be found on the OLAC website: http://www.olacinc.org/drupal/?q=node/21#introduction

MARC tag 520 (Summary note) is used for a brief description of the scope and content of a work. It is useful for patrons and staff when browsing an online catalog.

Local edits for new records brought into Polaris
- Add a summary note to all new records brought in for fiction works of any format (i.e. books, audiobooks, videos, graphic novels, etc). This includes adult, juvenile, and young adult material
- It's optional, but recommended, to add a summary note to records for non-fiction works. If there's a note already in the record, it can be retained, but should be edited as needed

Procedures
- Summary notes should be brief and objective, providing essential details about the contents of the work. Avoid interpretation or evaluation
- If using a description from the item or another source, remove promotional or emotional language
- Keep keyword searching in mind. Include names of people or characters, as well as geographical area and/or time period, if known
- It is not necessary to provide the source of the summary, i.e., Publisher
- If a record contains more than one summary note for the same content, retain the briefest and most objective—edit as needed

- If a description is copied and pasted from a web site, make sure the punctuation marks or special characters display correctly in Polaris

Example: Use this:

In World War II Germany, con man David Walker is convinced by OSS chief Wild Bill Donovan to serve his country by posing as German astrologer Peter Kepler. His mission: use his skills in illusion, sleight of hand and deception to gain Heinrich Himmler's trust and persuade him to assassinate Adolph Hitler.

Not:

"Summer, 1942: The con man known as David Walker didn't exactly volunteer, but OSS chief Wild Bill Donovan convinced him that serving his country and the cause of freedom by posing as German astrologer Peter Kepler was a better use of his time than going to prison. His mission: use his skills in illusion, sleight of hand and deception to gain Heinrich Himmler's trust and persuade him to assassinate Adolph Hitler. Walker walks a tightrope of deceit, playing on the high command's fascination with the occult to penetrate the highest levels of Nazi power in a daring plan to eliminate the Nazi Fuhrer. The Zodiac Deception is a memorable debut, an unforgettable thrill ride through the dark heart of World War II Germany"-- Provided by publisher.

Procedures for individual formats

Blu-rays, DVDs, and Blu-ray/DVD combo packs--formatting MARC tag 300 subfield a and use of MARC tag 250
<u>**Blu-rays and DVDs**</u>
300 _ _ **$a**1 videodisc *(include time if available)*
Add an edition statement from the list below in MARC tag 250 as appropriate to distinguish format:
250 _ _ **$a**[Blu-ray].
250 _ _ **$a**[3D Blu-ray].
250 _ _ **$a**[DVD].
250 _ _ **$a**[3D DVD].
This may be added to an existing edition statement, separated by a comma
250 _ _ **$a**Collectors ed., [Blu-ray].

<u>**Blu-ray/DVD combo packs**</u>
300 _ _ **$a**[Number] videodiscs *(include time if available)*
Note: Disregard digital copies, if included in container
Add an edition statement, formatted as indicated below, alone or as an addition to an existing edition statement:
250 _ _ **$a**[Format/Format combo].
Example: [3D Blu-ray/Blu-ray/DVD combo]

Large print and larger print materials

Large print

All large print materials should be on a record for large print. They cannot be added to a record for the regular print. Material must meet the criteria for large print as defined in National Association for Visually Handicapped (NAVH) standards.

Do not use these procedures for material designated as "larger print"—see the section below.

Fixed fields

 Form: d

General material designation (gmd)

Add a general material designation to the 245 for all large print book records in Polaris.
Note: This is a local edit only. Do not add to master records in OCLC

|h [text (large print)]

245 10 $aAll along the watch tower$h[text (large print)] /$cby Jane Worth.
245 10 $aGone fishing$h[text (large print)] :$ba novel /$cby Matt Gibbons.

Edition statement

If the item has a large print edition statement, code that in a 250.

250 _ _ $aGale large print ed.

Physical description

Add (large print) after the pagination.

300 _ _ $a356 p. (large print) ;$c28 cm.

Subject headings

Add a subject heading for large type books in addition to any other appropriate subject headings. Do not add subdivisions to the large type books subject heading. This should be the last subject heading in the record.

655 ^0 Large type books.

"Larger print" materials

"Larger print" materials cannot be added to the bibliographic record for the regular print or for the large print version even if the publisher is the same and/or the date is the same. "Larger print" materials must be cataloged on a separate record. Items that are marketed as "larger print" will not be treated as large print in the bibliographic record:

- **Do not** add the large print gmd to the 245
- **Do not** add *(large print)* to the 300
- **Do not** add the subject heading *Large type books*.

Fixed fields (Local edit)
Delete code d from the Form fixed field. This is necessary to prevent Polaris from generating a Large Print icon in the PAC.
Note: This is a local edit only. Do not delete this in master records in OCLC.

Edition statement
Add the following edition statement to larger print records in OCLC to keep the records from being merged incorrectly in WorldCat.

250 _ _ **$a**[Larger print ed.]

Subject headings
Add a local subject heading for Larger type books in addition to any other appropriate subject headings. Do not add subdivisions to the larger type books subject heading. This should be the last subject heading in the record.
Note: This is a local edit only. Do not add to master records in OCLC

690 _ _ **$a**Larger type books.

Sound recordings
General material designation (gmd)
- For all sound recordings except preloaded audio players. This includes records for audiobooks with an accompanying book: [sound recording]
- For preloaded audio players (i.e. Playaways, GoReaders): [electronic resource]

Note: Local edit: Add a gmd to RDA records for sound recordings or preloaded audio players

Edition statement
Add the following edition statements, as appropriate. These may be added to an existing edition statement, separated by a comma:

- Add an edition statement to records for MP3 sound recordings and vinyl albums to distinguish format
- Add an edition statement to records for preloaded audio players such as Playaway and GoReader to distinguish brand
- Add an edition statement to records for audiobooks to indicate abridged or unabridged. The statement should be in brackets unless there is a specific abridged or unabridged edition statement on the item.

- The abridged or unabridged edition statement should come first in the 250 field, followed by any other appropriate edition statements

Note: This is a local edit only. Do not add to master records in OCLC

Examples:

MP3
245 **$h**[sound recording]
250 _ _ **$a**Anniversary edition, [MP3-CD].

Preloaded audio player
245 **$h**[electronic resource]
250 _ _ **$a**[Abridged], [Playaway],

Vinyl albums
245 **$h**[sound recording]
250 _ _ **$a**[Vinyl LP]. *or* [Vinyl EP].

Audiobooks
Edition statement is on item: 250 _ _ **$a**Unabridged edition.

Abridged or unabridged is on item, but does not include specific edition statement:
250 _ _ **$a**[Abridged].
Subject headings
Add the following subject headings, as appropriate:

MP3
655 _0 **$a**MP3 (Audio coding standard)

Preloaded audio players
655 _0 **$a**Electronic books.
655 _0 **$a**Playaway (Preloaded audio player)
690 _ _ **$a**GoReader (Preloaded audio player)

Fixed field
For Playaways, code Fixed field *Form of Item* (position 29) as q – direct electronic. Code other fixed fields as appropriate for sound recordings.

Polaris Type of Material (TOM)
Audiobooks
When audiobook records are exported into Polaris, they will display a TOM of Nonmusical sound recording. Edit audiobook records as indicated below to generate the Polaris format icon Audiobook:

--Add MARC tag 006 with code a in subfield a (position 00). It is not necessary to code any other positions. This
  is how it will look in the record:

006 _ _   a||||||||||||| ||

--Code position 012 (Special playback char) in MARC tag 007 as u (unknown). Code other positions as
  appropriate.

Note: This is a local edit only. Do <u>not</u> make these changes to OCLC master records.

Book and CD
Edit records as indicated below to generate the Polaris format icon Book + CD:

Add MARC tag 006 with code a in subfield a (position 00). Code other subfields as appropriate.

Do not make any changes to MARC tag 007.

Other nonmusical sound recordings
If your resource truly is a nonmusical sound recording and not an audiobook, ensure MARC tag 007 is coded correctly, but no other action is required. Examples are recordings of speeches, interviews, sound effects, etc.

Graphic novels
Bibliographic Record
Do not use serial records or set records for graphic novels—use a monograph record for the individual volume.

Subject headings
Use the free-floating form subdivision $v Comic books, strips, etc. with all topical headings. Examples:
650 _0 **$a**Runaway teenagers**$v**Comic books, strips, etc.
650 _0 **$a**Voyages and travels**$v**Comic books, strips, etc.

Form and Genre headings (655)
Assign genre headings from the LCGFT as appropriate. Use the following form heading for all graphic novels and comic book compilations:
655 _7 **$a**Graphic novels.**$2**lcgft

Translations/adaptations
When a translated work has been adapted, enter the work under the person responsible for the adaptation. Make an added entry for the original author. Example:

100 1_ **$a**Jones, Gerard.
245 10 **$a**Dragon ball. $n Vol. 1 /**$c**story and art by Akira Toriyama ; [English adaptation by Gerard Jones].
700 1_ **$a**Toriyama, Akira.
Revised October, 2015

Playaway Views

Playaway View is a device that contains preloaded video content. Catalog as you would a videorecording, with the following special instructions:

General material designation (gmd) -- use [electronic resource]

Note: Local edit: Add a gmd to RDA records for preloaded video players. Do not add to master records in OCLC.

Edition statement

Add the edition statement [Playaway View]. This may be added to an existing edition statement, separated by a comma.

Note: This is a local edit only. Do not add to master records in OCLC.

Example:

245 **$h**[electronic resource]

250 _ _ **$a**Collectors edition, [Playaway View].

Physical description

"Video media player" is the term in common use in records for this device.

Record the term "1 video media player (include time of feature presentation, if available)" in subfield a. Record the term "digital" in subfield b, and the dimensions of the player in subfield c.

Example:

300 _ _ **$a**1 video media player (ca. 51 min.) :**$b**digital ;**$c**3 1/2 x 4 1/2 in.

Notes

If not already in the record, add the following notes, in addition to all other appropriate notes:

500 _ _ **$a**Issued on Playaway View, a dedicated video media player.

500 _ _ **$a**Powered by rechargeable battery; container includes one electrical power adapter.

500 _ _ **$a**Earphones not required for audio playback.

Subject headings

Add the following subject heading in addition to all other applicable headings:

690 _ _ **$a**Playaway View (Preloaded video player)

Note: This is a local edit only. Do not add to master records in OCLC.

Fixed field

Code Fixed field *Form of Item* (position 29) as q – direct electronic. Code other fixed fields as appropriate for videorecordings.

Polaris Type of Material (TOM) -- Videorecording

Make sure there's an 007 in the record for videorecordings. This is what generates the TOM, so add it if needed. There should also be an 006 and an 007 in the record for the electronic resource aspect of the item.

Example:

007 – For the videorecording aspect of the Playaway View

Category of material	v (Videorecording)
Specific mat'l desig	z (Other)
Color	Code as appropriate
Videorecording format	z (Other)
Sound on medium/sep	Code as appropriate
Medium for sound	z (Other)
Dimensions	z (Other)
Config of playback channels	Code as appropriate

007 – For the electronic resource aspect of the Playaway View

Category of material	c (Electronic resource)
Specific mat'l desig	z (Other)
Color	Code as appropriate
Dimensions	z (Other)
Sound	Code as appropriate
All other positions:		(No attempt to code)

006 – Electronic resource

Format of material:	m (Computer file/electronic resource)
Audience:	Code as appropriate
Form:	q (Direct electronic)
Type of file:	z (Other)
Government publication:	Code as appropriate

Video games and computer games

General material designation (gmd) -- use [electronic resource]

Note: Local edit: Add a gmd to RDA records for video games and computer games. Do not add to master records in OCLC.

Edition statement

Add an edition statement in the format below for the game system or computer type. This may be added to an existing edition statement, separated by a comma.

Add an edition statement to all records for the Playaway LaunchPad.

Examples:
250 __ $aPS4.
250___$aPSP.
250___$aPC compatible.
250___$aMAC compatible.
250___$aVersion 1.2, PC compatible.
250___$a[Playaway LaunchPad].
Note: This is a local edit only. Do not add to master records in OCLC.

Physical description
Blu-ray disc is not acceptable in the 300—this should be mentioned in the 538.

Notes
The 538 should also include single or multi-player information. The name of the console should be spelled out in the 538. Include the broadcast standard and regional encoding if on piece.

Examples:
538___$aSystem requirements: PlayStation 2; NTSC U/C; memory card (for PS2) – 296 KB; digital control; analog control; vibration function; multitap (for PS2). Multi-player.

538___$aSystem requirements: PlayStation 4; 6.1 GB minimum hard disc space; 1080p HD video output; DualShock 4. Blu-ray disc; NTSC; Region 1. Multi-player.

538___$aSystem requirements: PlayStation portable; region 1; wi-fi compatible.

538___$aSystem requirements: Windows 95, 98, 2000, Me, XP or later; Pentium II 266MHZ or faster processor; 32MB RAM; minimum 20MB hard disk space available; 16-bit color; 8x CD-ROM drive; Windows-compatible sound card.

538___$aSystem requirements for Mac: iMac/G3 233MHz or faster processor; System 8.6-9.2.2, OS X 10.1.2 or later; 32MB RAM; Minimum 20MB hard disk space available; 16-bit color; 24x CD-ROM drive.

Add a 500 note with the number of players. If the game can be played online with multiple players include that information here as well. Transcribe this information from container.

Examples:
500___$a1-4 players; online up to 16 players
500___$a1-4 players; online multi-player.
500___$a1-4 players; network players 2-4 co-op, 2-18 competitive.

Add a 521 note for rating.

Examples:

Black print = SHARE Policy   **Blue** print = SHARE Procedure   **Purple** print = ILLINET Code   **Red** print = Draft

521 8__$aESRB content rating: E, Everyone (Mild lyrics).
521 8__$aESRB content rating: M, Mature 17+ (Blood and gore, intense violence, strong language).

Subject headings
Use the free-floating form subdivision $v Computer games with all topical headings.

Examples:
650 _0 $aHand-to-hand combat$vComputer games.
650 _0 $aZombies$vComputer games.

Form and genre headings
Use the following form heading for all video games:
655 _0 $aVideo games.

Use the following form heading for all computer games:
655 _7 $aComputer games.$2local

When applicable, other possible headings include:
655 _0 $aComputer adventure games.
655 _0 $aComputer baseball games.
655 _0 $aComputer flight games.
655 _0 $aComputer war games.
655 _0 $aComputer word games.
655 _0 $aEducational games.
655 _0 $aFantasy games.
655 _0 $aGame Boy video games.
655 _0 $aNintendo GameCube video games.
655 _0 $aNintendo video games.
655 _0 $aNintendo Wii video games.
655 _0 $aSega Dreamcast video games.
655 _0 $aSega Genesis video games.
655 _0 $aSega Saturn video games
655 _0 $aSimulation games.
655 _0 $aSony video games.
655 _0 $aTurboGrafx video games.
655 _0 $aVideo wrestling games.
655 _0 $aXbox video games.

Add the following local subject heading to records for the Playaway LaunchPad:

690 __$aPlayaway LaunchPad (Preloaded tablet computer)
Note: This is a local edit only. Do not add to master records in OCLC.

Certification requirements for new barcoders and catalogers
SHARE Bibliographic and Cataloging Standards Committee

Library directors must contact the SHARE Bibliographic Services department manager to identify staff members who will be catalogers and barcoders and require initial training.

Levels

Barcoder: Has the knowledge/training to search the local database to identify a matching record. If a matching record is found, attaches item/holding record. If a matching record is not found, item is given/sent to a cataloger. This level may not edit bibliographic records.
Required training: Basic understanding of MARC records
Searching and matching in the local database
Creating, editing, and deleting item/holding records in the local database

These classes must be completed within the first three months of training. Once the initial training is done, there are no further ongoing training requirements.

Cataloger: Has the knowledge/training to perform copy or original cataloging in addition to searching for a matching record and attaching an item/holding record. This level may bring records into the local database from OCLC and may edit bibliographic records in the local database in accordance with SHARE cataloging policies. This level may also edit OCLC master records to include upgrading less than full-level records via the OCLC Expert Community functionality. SHARE catalogers are not required to do original cataloging, but may create original records if desired.

Required training:
1.MARC coding
2.Searching and matching in the local database
3.Barcoding in Polaris (creating, editing, and deleting item/holding records in the local database)
Steps 1-3 must be completed within the first three months of training
4.Book cataloging

5.OCLC Connexion client modules:

        Module 1: WorldCat, MARC, and client basics

        Module 2: Basic bibliographic searching

        Module 3: Basic editing and record processing

        Module 6: Editing master records

        Module 7: Advanced bibliographic searching

6.Cataloging in Polaris-- editing and deleting bibliographic records, creating on-order records.

Will also train on the use of MARC Report if desired. Note: MARC Report software is a fee-based service.

7.Introduction to authority records and Library of Congress Subject Headings

8.OCLC Connexion client module 9: Authority control

9.Cataloging classes for sound recordings and videorecordings

10.DDC or LC classification—whichever the library uses

11. Cataloging in the local database—importing records, merging records

12.Catalogers who desire to do original cataloging must complete OCLC Connexion client module 8: Original cataloging

Optional training will be available as needed for other formats (kits, realia, serials, maps, etc.)

Staff members will be given limited cataloging permissions in Polaris when they have completed the first five required steps above. At that time they'll be given training on cataloging in Polaris (step 6).

New catalogers will not have import permission until the completion of step 10. Until that time catalogers will submit import files to SHARE staff for review and import.

In addition to the initial classes, catalogers must demonstrate proficiency. This will be done in an in-person session with SHARE Bibliographic Services staff.

Attendance at classes is not required for staff members who have previous cataloging experience or who have completed a cataloging course. SHARE Bib Services staff will work with these staff members on local cataloging standards and practices.

Once the initial training requirements have been completed, catalogers must meet the ongoing requirement of 15 hours of cataloging CE each fiscal year (July 1 – June 30).

Additional requirements

Libraries are required to maintain access to the Anglo-American Cataloguing Rules (AACR2). It is optional for libraries to have a subscription to the RDA Toolkit, or to purchase the print version. It is recommended that libraries maintain a license for the MARC Report software, which is useful for identifying errors in MARC coding.

SHARE cataloging standards require that cataloging libraries also maintain an OCLC membership.

Other

Barcoding A libraries may become cataloging libraries the next fiscal year after a cataloger is certified. Barcoding B libraries may change to a cataloging library at any time after completion of step 6.

PROBLEM RESOLUTION FOR BIBLIOGRAPHICAL SERVICES

15 hours of continuing education

In order to maintain SHARE Bibliographic and Cataloging Standards each cataloger is required to obtain 15 (fifteen) hours of cataloging continuing education each fiscal year (July 1-June 30).

A letter will be sent by the Bibliographic Services manager or his or her representative stating the number of hours completed 6 (six) months into the fiscal year as well as 10 (ten) months into the fiscal year to the cataloger with a copy to the Library Director, or Board, or Superintendent, or Agency or Corporation administrator.

If a member or contract cataloger does not meet the minimum 15 (fifteen) hours of cataloging continuing education requirement each fiscal year their cataloging permissions will be turned off on July 1st until those hours are completed. The requirement for cataloging continuing education is per cataloger not per institution; therefore, if an institution has 3 (three) catalogers and only 1 (one) cataloger is in arrears the institution still has cataloging privileges for the catalogers that have maintained his or her cataloging requirements but the cataloger in arrears will not have said privileges.

The cataloger will be informed of the System's intent via a letter to the cataloger with a copy to the Library Director, or Board, or Superintendent, or Agency or Corporation administrator.

After these hours are completed his or her permissions will be restored and he or she will be responsible for the current fiscal year requirement of 15 (fifteen) hours of cataloging continuing education.

If the cataloger's permissions are disabled the member library will become a Barcoding B library until the hours in arrears are completed. If, for example, an institution has 3 (three) catalogers and only 1 (one) cataloger is in arrears the institution still has cataloging privileges for the catalogers that have maintained

his or her cataloging requirements but the cataloger in arrears will not have said privileges.

If the member library decides to no longer be a cataloging library it has the option to become a Barcoding A library with an annual membership fee of 14% of their book budget minus periodicals, or a Barcoding B library with a fee of $10.00 per item for items sent to one of the Cataloging Centers.

Problems or complaints that arise from these actions shall be handled through the SHARE Executive Council.

Cataloging does not meet SHARE standards

Continuous violations of SHARE Bibliographic and Cataloging Standards by a member or contract cataloger should be reported to the Bibliographic Services Manager or his or her representative. Violations include, but are not limited to, bringing in provisional/duplicate records (provisional records intended to be merged to an incomplete bibliographic record in Polaris are acceptable), performing bad merges, circulating on On order records, circulating on On-the-fly records, and failing to include local policies that affect searching in the bibliographic record.

The Bibliographic Services Manager or his or her representative (after 4 (four) or more reported violations) will provide tutoring and assistance, and suggest other training resources that may be available. The Bibliographic Services Manager or his or her representative will review the cataloger's work for a 30 (thirty) day period. At the end of this 30 (thirty) day period the cataloger will meet with his or her supervisor and the Bibliographic Services Manager or his or her representative. At this session it will be determined if the cataloger will resume his or her duties or require more tutoring. If it is determined that additional cataloging training is necessary another 30 (thirty) days of review will be required. If at that time cataloging is not up to the SHARE Bibliographic and Cataloging Standards, a letter will be sent to the appropriate Board, or Superintendent, or Agency, or Corporation administrator stating that cataloging permissions will be suspended within 2 (two) weeks of the date of the letter for the offending cataloger. Cataloging permissions will be restored when it is determined by the Bibliographic Services Manager or his or her representative that the cataloger meets the SHARE Bibliographic and Cataloging Standards.

If the cataloger's permissions are disabled the member library will become a Barcoding B library until the Bibliographic Services Manager or his or her representative determines that cataloging privileges will be resumed. If, for example, an institution has 3 (three) catalogers and only 1 (one) cataloger is in violation the institution still has cataloging privileges for the catalogers that have maintained the SHARE Bibliographic and Cataloging Standards. If the member library decides to no longer be a cataloging library it has the option to become a Barcoding A library with an annual membership fee of 14% of their book budget minus periodicals, or a Barcoding B library with an annual membership fee of $100.00 and a $10.00 per item fee for items sent to one of the Cataloging Centers.

Continuous violations of the SHARE Bibliographic and Cataloging Standards, including but not limited to, violations of the On order policy, violations of the On-the-fly policy, attaching to incorrect bibliographic records, etc. by a member or contract barcoder should be reported to the Bibliographic Services Manager or his or her representative. The Bibliographic Services Manager or his or her representative (after 4 (four) or more reported violations) will disable the barcoders permissions and said barcoder must attend a searching and matching class before barcoding privileges are restored.

Problems or complaints that arise from these actions shall be handled through the SHARE Executive Council.

Appendix A

Definitions

Barcoding --attaching an item/holding record to a bibliographic record found in the SHARE database.

Barcoding library –Staff have the knowledge to search for bibliographic records in the SHARE database and add item/holding record to the matched bibliographic record. Library staff does not perform copy or original cataloging.

Cataloging library – Staff have the knowledge to perform copy cataloging. If qualified, staff may also do original cataloging, upgrade less than full-level OCLC master records,and make other permanent changes to OCLC master records via the OCLC Expert Community functionality. Catalogers may edit bibliographic records in the local database in accordance with SHARE bibliographic and cataloging standards and best practices.
Catalogers must agree to comply with SHARE cataloging policies, which include attending 15 hours of continuing education related to cataloging each fiscal year (July 1 through June 30). The 15-hour requirement applies to each cataloger.
For information on how the cataloging continuing education requirement may be fulfilled, see the link on the SHARE website.

Copy Cataloging -- includes searching for bibliographic records in OCLC when amatch is not found in the SHARE database, editing the OCLC bibliographic record, and importing the edited record into the SHARE database.

Borrowing Library -- The library or their patron that is borrowing an item from another library *(adopted 3/19/14)*

Executive Council – 12 elected representatives (SHARE full members only) of the SHARE Members' Group *(adopted 9/17/12; revised 11/5/15)*

Full-level OCLC record – a record with an encoding level defined by OCLC as full according to Bibliographic Formats and Standards http://www.oclc.org/bibformats/en/fixedfield/elvl.html

Home Library – for Public libraries, the library jurisdiction in which a patron lives is the patron's Home Library. If the patron lives in an un-served area, then the library where they pay their non-resident fee is the Home Library. (This may or may not be a SHARE library). For School, Academic, and Special libraries, the home library is the library that registers the patron *(adopted (adopted 3/19/14)*

IHLS -- Illinois Heartland Library System and its offices *(adopted 9/17/12)*

Interlibrary Loan -- the process by which a library requests material from, or supplies material to, another library. Whether initiated by library staff or patron, the purpose of interlibrary loan is

Lending Library -- The library that owns an item that is being lent *(adopted 3/19/14)*

LLSAP -- Local Library System Automation Project, specifically here the project based at Illinois Heartland Library System, and uses the name of SHARE *(adopted 9/17/12)*

Local holds -- A circulation condition set by the library that limits holds to only that library's patrons *(adopted 3/19/14)*

Members' Group – the IHLS LLSAP member libraries *(adopted 9/17/12)*

Non-SHARE patron -- A patron with a valid Illinois public library card from a Non-SHARE public library *(adopted 3/19/14)*

Original cataloging -- creation of a bibliographic record when a matching record does not exist in OCLC.

Reciprocal Borrowing — A form of cooperative agreement between two or more libraries allowing their users on-site circulation privileges at another library. For purposes of this policy, reciprocal borrowing does not cover remote circulation (a means of allowing eligible library users to check out materials off site) or interlibrary loan. Definition of Reciprocal Borrowing from the ILLINET Interlibrary Loan Code (p. 8) *(adopted 3/19/14)*

SHARE -- Sharing Heartland's Available Resources Equally is the shared automation program of Illinois Heartland Library System (IHLS) and is comprised of multi-type libraries sharing a database and implementing library automation software *(adopted 9/17/12)*

SHARE Affiliate Member – an IHLS full member library that does not have an ILS (standalone, shared, consortial, etc.) but can have limited access in order to request materials from the SHARE database. There is no fee to this member type. SHARE affiliate member status is approved pending a review of the SHARE Executive Council. No voting privileges are granted. No SHARE Affiliate member may sit on the SHARE Executive council *(adopted 9/17/12)*

SHARE Full Member – an IHLS full member library that pays fees that allow for access to at least the basic modules including circulation, cataloging, reports, serials, OPAC, and inventory of the SHARE automation software. SHARE full members are granted voting privileges.   A request to move from SHARE full member status to SHARE transitional member status may be approved pending a review of the SHARE Executive Council *(adopted 9/17/12)*

SHARE Transitional Member – an IHLS full member library with an ILS that intends to become a full SHARE member within a three year period. Transitional members pay fees that allow limited access in order to request materials found in the SHARE database and for startup/implementation into SHARE. SHARE Transitional Membership is encouraged so access can be provided to those members who would like to participate in the SHARE automation system, but require time to make the change. Transitional membership status cannot exceed three years without review by the Executive Council. No voting privileges are granted. No SHARE Transitional member may sit on the SHARE Executive Council. SHARE transitional member status is approved pending a review of the SHARE Executive Council. This membership status is issued with the goals of transitioning a library into SHARE full member status or providing temporary respite for SHARE full member libraries unable to maintain SHARE full member status *(adopted 9/17/12)*

Transacting Library -- The library where a circulation transaction takes place *(adopted 3/19/14)*

Appendix B

Report of Damage or Missing Parts of Items Received in Delivery

Name of Owning Library:

Delivery code (include hub code):

☐ Damaged Item

Item Barcode:

Last Patron (Name & Barcode):

Nature of Damage:

☐ Incomplete Item (parts missing or falling out)

Item Barcode:

Last Patron (Name & Barcode):

Describe missing pieces:

Name of Reporting library:

Reporting Library's delivery code (include hub code):

Appendix C

![SHARE logo - Sharing Heartland's Available Resources Equally]

Report of Damaged or Missing Parts of Items Received in Delivery

Owning Library: _____

Delivery code (include hub code): _____

Last Patron Name: _____

Patron Barcode: _____

☐ Damaged Item

Item Barcode: _____

Nature of Damage:

_____

_____

☐ Incomplete Item
(parts missing or falling out)

Item Barcode: _____

Describe Missing Pieces:

_____

_____

Reporting Library: _____

Delivery code (include hub code): _____

Black print = SHARE Policy   **Blue** print = SHARE Procedure   **Purple** print = ILLINET Code   **Red** print = Draft

Appendix D *Use for all items moving within IHLS boundaries when a Polaris transit slip is not available, including SHARE Cataloging, but **NOT** CMC cataloging.*

IHLS Transit Slip To: System Hub Code: *(please circle one)* ZCA ZCH ZED From: Title:	**IHLS** Transit Slip To: System Hub Code: *(please circle one)* ZCA ZCH ZED From: Title:

Appendix E *Use for all First Search/World Cat Discovery items, as well as sending items for cataloging to CMC.*

FINAL DESTINATION*

*If different than what is circled below. For materials going to non-ILDS libraries, write the destination library's full name above, and circle their System's ILDS code below at left.

FROM

NOTES

ALWAYS CIRCLE OR HIGHLIGHT ONE ILDS DESTINATION CODE BELOW

To Systems or their Non-ILDS Members	To ILDS Libraries				
CPL	ADL	GSU	LCC	ONU	SXU
XBR	AGC	HRT	LCN	PML	TIU
XCV	ALP	HST	LEW	PRC	TRN
XEP	ARU	HWC	LFC	PRK	TRT
XGV	AUG	ICC	LKC	QCY	UCH
XRF	BEN	ICO	LLC	RCC	UIC
XSW	BLC	IEF	LNC	RJD	UIH
XWH	BRA	IEL	LUC	RKC	UIP
ZCA	BRN	IEO	MBI	RLC	UIR
ZCH	CLC	IEW	MCK	RMC	UIS
ZED	COD	IID	MHC	ROB	UIU
	COL	IIT	MIL	ROS	UNI
	CON	ILC	MMC	ROU	USF
	CRL	IMS	MON	RSH	VCM
	CSC	ISL	MRT	RVC	WCC
	CSU	ISU	MTS	SAI	WCN
	CTS	IVC	MVC	SCC	WHE
	CTU	IWU	MWU	SCI	WIU
	DAC	JAL	MXC	SEI	WRH
	DOM	JKM	NBT	SFM	WWC
	DPU	JOL	NBY	SIC	
	DPX	JUD	NCC	SIE	
	ECC	JWC	NEI	SIM	
	EIU	KCC	NIU	SJC	
	ELM	KEN	NLU	SJN	
	ERI	KIS	NPU	SML	
	ERK	KKC	NUH	SRC	
	EWU	KNX	NWU	SSC	
	FLD	KSC	OAK	SVC	
	GRN	LAC	OHC	SWI	

ILDS codes defined at http://illinoisdelivers.net

For a directory of Illinois libraries see: http://www.librarylearning.info /libraries/

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