

**Minutes of the SHARE Bibliographic and Cataloging Standards Committee meeting
January 16, 2015, 10 AM**

**By vtel at Decatur Public Library, IHLS-Champaign, IHLS-DuQuoin, IHLS-Edwardsville,
Illinois State Library
or by conference call**

Attendees (includes committee members and observers): Vince Andrzejewski, IHLS-Edwardsville; Joan Bauer, IHLS-Champaign; Nick Bennyhoff, IHLS-Edwardsville; Gwen Bumpers, Edwardsville PL; Chris Dawdy, IHLS-Edwardsville; Robert Edwards, Decatur PL; Edie Elliott, IHLS-Edwardsville; Dianne Garrett, Tolono PLD; Steve Johnson, IHLS-DuQuoin; Colby Kennedy, Metropolis PL; Jennifer Merriman, Supreme Court of Illinois; Jacob Pahde, Rochester PL; Bobbi Perryman, Vespasian Warner PLD; Jill Pifer, Fairview Heights PL; Carol Robinett, Decatur PL; Jane Schmidt, Abraham Lincoln Presidential Library; Cheri Schuler-Faust, IHLS-Edwardsville; Shelley Stone, IHLS-DuQuoin; Sandy West, Rend Lake College

I.Call meeting to order

Chair Bobbi Perryman called the meeting to order at 10:05 am.

II.Introduction of new committee member

Chair Bobbi Perryman introduced Jane Schmidt of the Abraham Lincoln Presidential Library, who is replacing Mary Ann Pohl on the committee.

III.Approve minutes of October 17, 2014 meeting

A motion was made by Cheri Schuler-Faust, seconded by Sandy West, to approve the minutes of the October 17, 2104 meeting. The motion carried by voice vote.

IV.LLSAP update

SHARE now has 57 transitional members. Coulterville PL is the newest transitional member.

SHARE staff is working on preparing the LEAP function for use in circulation. Delivery staff at the IHLS hubs are serving as beta testers. LEAP is projected to be available to SHARE libraries in March.

SHARE staff are working on creating training videos that will be available online.

The SHARE Executive Council will be meeting in the near future and will set a procedure to present the draft cataloging and circulation policies to the membership for review and question and answer before scheduling a vote.

V. Old business

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

The committee reviewed the member comments and did not make any revisions to the policy. This will now be added as a best practice to the combined SHARE cataloging standards and best practices document, pending a membership vote. This best practice will not be included in the current round of voting, but will be in the next one.

B. Proposed policy on cataloging video games—review draft policy

The draft policy will be posted for member comment and reviewed at the next meeting.

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

The draft policy was discussed and some revisions suggested. The changes will be made and the draft policy will be posted for member comment and reviewed at the next meeting.

D. Use of MARC tag 130 vs 730 for uniform title for videorecordings—review draft policy

The group discussed the draft policy and decided a formal policy is not necessary for this issue. Problems will be evaluated and resolved on a case-by-case basis.

VI. New business

A. Correct use of series statement in the title field

It was decided a formal policy is not necessary for this issue. Bibliographic services staff will provide training on how to read and interpret authority records and the correct coding of series statements in the bibliographic record.

B. Question from member cataloger on options for completion of 15 hours cataloging continuing education

The group discussed the concern raised by the member cataloger. It was decided not to make any changes to the current policy. Chair Bobbi Perryman will contact the cataloger and offer suggestions for convenient ways to obtain the required cataloging continuing education.

C. Discussion of SHARE Bibliographic Services levels

The group discussed possible ways to offer cataloging services for libraries that are not able to afford the current fees. SHARE staff will work on a draft policy for a future meeting.

D. Discussion of cataloging permissions

The group decided to allow barcoding libraries permission to delete a bibliographic record when they delete the last holding from the record.

E. Standard for entering enumeration of periodicals, annuals, multipart sets, etc.—possible revision

The current standard for entering enumeration will be revised to add examples for instances where the resource includes a volume number and a part number, and cases where there is an edition and a year, or an edition only.

F. Advance reading copies migrated from legacy systems—should they be taken out of the database?

Tabled until the next meeting so that more information can be gathered.

G. Use of Audiobook vs Nonmusical sound recording TOM

The group discussed the concern raised by the libraries, and the input received during the catalogers training session and the SHARE chat session. The consensus is to continue to use the Audiobook TOM. SHARE staff will publicize the changes being made.

H. Use of form subject heading for Playaways and MP3s

A revision will be made to the standard to add the use of a form subject heading for MP3s and preloaded audio players. A draft policy will be created for cataloging Playaway Views, a preloaded video player.

I. Edition statement in records for LP albums

A revision will be made to the current standard to include the use of an edition statement in records for vinyl albums.

J. Use of awards note 586

The group discussed a question from a member cataloger on the correct way to record information on Academy Awards in records for videorecordings. It was decided to make this a topic at a catalogers training session.

VII. Public comment

Jill Pifer commented that the dropdown list of formats in the PAC needs to be reordered alphabetically.

Sandy West commented that the current bibliographic services document may need to be revised to reflect the change in the SHARE fee structure. The \$100 database maintenance fee is now included as part of the SHARE membership fees.

VIII. Adjourn

A motion to adjourn was made by Jacob Pahde, seconded by Dianne Garrett. The motion passed by voice vote and the meeting adjourned at 12:25 pm. The dates of the next three meetings are: Friday, February 20, 2015; Friday, March 20, 2015; and Friday, April 17, 2015. Starting time for all meetings is 10 AM.