

**Minutes of the SHARE Bibliographic and Cataloging Standards Committee meeting
July 17, 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; Pat Burg, Illinois State Museum; Chris Dawdy, IHLS-Edwardsville; Lauren Erwin, Hayner PLD; Edie Elliott, IHLS-Edwardsville; Steve Johnson, IHLS-DuQuoin; Jacob Pahde, Rochester PL; Liz Perkins, IHLS-Champaign; Bobbi Perryman, Vespasian Warner PLD; Cheri Schuler-Faust, IHLS-Edwardsville

I.Call meeting to order

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

II.Approve minutes of May 15, 2015 meeting

A motion was made by Pat Burg, seconded by Lauren Erwin, to approve the minutes of the May 15, 2015 meeting. The motion carried by voice vote.

III.LLSAP update

Several school libraries will be going live at the start of the new school year in August.

Three libraries have started using EDI with the Acquisitions module. Also, a support group has been started for libraries using Acquisitions.

Registration is available in L2 for Circulation Day, being held in Effingham.

IV.Old business

A.Proposed policy on cataloging video games

The group discussed possible revisions based on review of the *Best practices for cataloging video games using RDA and MARC21* document prepared by the Online Audiovisual Catalogers (OLAC) group. The proposed policy will be revised and brought back to the next meeting.

B. Proposed policy on attaching to set vs individual records for multi-part print material other than serials—review member comments

Member comments were reviewed and it was decided to revise the proposed policy and re-post for member comment.

C. Cataloging standard on entering enumeration—review revision

The currently approved standard will be revised to include an additional example. It does not have to be re-posted for member comment.

Also, it was decided to add a date of revision next to the section title in the Table of Contents in the cataloging standards and best practices document.

D. Status of e-resources committee

The SHARE Executive Council has approved establishment of a standing committee to establish policies for e-resources, which includes ebooks and databases. A membership vote is required. Vote will be held after the next membership meeting.

V. New business**A. SHARE Executive Council recommendations on SHARE committees**

The SHARE Policy & Finance/Fees Committee recommended that SHARE standing committees be limited to no more than 15 members and that regular meeting times be established. It was also recommended that committee members must attend at least 75% of the meetings to stay on the committee.

A motion was made by Gwen Bumpers, seconded by Jacob Pahde, that the SHARE Bibliographic and Cataloging Standards Committee be limited to a maximum of nine members. Every attempt will be made to have representation from all types of libraries in SHARE. The motion carried by voice vote.

A motion was made by Lauren Erwin, seconded by Jacob Pahde, that members of the SHARE Bibliographic and Cataloging Standards Committee must attend at least 75% of the meetings to be able to stay on the committee. The motion carried by voice vote.

B. Implementation of the \$3 bib option for cataloging

Joan Bauer reported that the new option for cataloging services was implemented on July 1, and is already being used by some libraries. Most of the record numbers that

have been submitted have met the criteria for loading—very few have been declined. The option is currently limited to books only. The program will be publicized again when school starts to make school libraries aware of the option.

Shelley Stone has created a short video with instructions on searching WorldCat through the web interface for those libraries that do not have an OCLC membership. The video is available on the SHARE website.

C.Request for continuing education requirement for barcoders

Bobbi Perryman reported that a request has been received from a member library that an annual continuing education requirement be established for barcoders similar to what is required for catalogers.

It was decided not to implement this suggestion due to the logistics of tracking continuing education for the over 1,000 barcoders in SHARE. Information of interest to barcoders is offered periodically at the monthly catalogers training session and through the SHARE-Cat listserv.

D.Possible revision of SHARE policy on deleting \$2 fast headings

The group discussed a revision of the current standard of deleting \$2 fast headings from bibliographic records in Polaris, based on information that has come out recently about the usefulness of \$2 fast headings for linked data and faceted searching. Joan Bauer will confirm that these headings can be suppressed from display in the PAC and check the effect they may have on searching.

It was decided to revise the current standard on use and retention of subject headings and bring it back to the next meeting for review.

E.Discussion on retaining price information in bibliographic records

Price information in the 020 should be retained in bibliographic records, as this information is sometimes used by the Acquisitions module. Some catalogers had been deleting this information in their legacy system. This will be publicized in the SHARE-Cat listserv, the SHARE newsletter and in the catalogers training session.

F.Discussion on books with school edition or library edition statements—can they go on the record for the regular edition?

Tabled until the August meeting to gather examples.

G.Fiction terms now in lcgft

The group discussed revisions that will need to be made to SHARE cataloging standards since the implementation of genre terms for fiction in the Library of Congress Genre/Form Terms for Library and Archival Materials (lcgft) thesaurus.

The group also discussed revisions that will need to be made about terms that are currently being used but are not in the lcgft as of this date. An email had been sent to the Library of Congress to request clarification of LC's practice in this situation, but a response had not been received by the meeting date. The group decided to revisit this when a response has been received.

Proposed revisions will be made to affected standards and will be brought back to the next meeting.

H.Implementation of RDA cataloging in SHARE

A subcommittee was established to formulate a plan and proposed timeline for implementation of RDA cataloging in SHARE. The subcommittee members are Bobbi Perryman, Gwen Bumpers, and Jacob Pahde, with the assistance of SHARE Bibliographic Services staff.

VI.Public comment - None

VII.Adjourn

A motion to adjourn was made by Gwen Bumpers, seconded by Lauren Erwin. The motion passed by voice vote and the meeting adjourned at 11:55 am.

The next meeting is Friday, August 21, 2015.