

**Draft minutes of the SHARE Bibliographic and Cataloging Standards Committee meeting
October 17, 2014, 10 AM**

**By vtel at Decatur Public Library, IHLS-Champaign, IHLS-DuQuoin, IHLS-Edwardsville,
Illinois State Library**

Attendees (includes committee members and observers): Vince Andrzejewski, IHLS-Edwardsville; Joan Bauer, IHLS-Champaign; Nick Bennyhoff, IHLS-Edwardsville; Patricia Burg, Illinois State Museum; Gwen Bumpers, Edwardsville PL; Carolyn Clark, Fairview Heights PL; Edie Elliott, IHLS-Edwardsville; Dianne Garrett, Tolono PLD; Steve Johnson, IHLS-DuQuoin; Jennifer Merriman, Supreme Court of Illinois; Jacob Pahde, Rochester PL; Bobbi Perryman, Vespasian Warner PLD; Donald Pippin, Philo PLD; Cheri Schuler-Faust, IHLS-Edwardsville; Shelley Stone, IHLS-DuQuoin; Sandy West, Rend Lake College

I.Call meeting to order

Chair Bobbi Perryman called the meeting to order at 10:00 am.

II.Approve minutes of September 19, 2014 meeting

A motion was made by Cheri Schuler-Faust, seconded by Sandy West, to approve the minutes of the September 19, 2104 meeting. The motion carried by voice vote.

III.LLSAP update

The SHARE bills will be going out soon.

We will be upgrading to Polaris 5.0 around the end of 2014 or the beginning of 2015. The upgrade will be loaded on the test server first, so that SHARE staff can evaluate the changes. The upgrade includes the LEAP function.

Joan Bauer attended the Polaris Users Group (PUG) October 7-10. She had some good discussions with our Polaris Support Manager and with other Polaris consortial customers.

We are continuing to work with new libraries. The next libraries to go live are Johnston City and Fisher High School.

The next SHARE members meeting will be Monday, October 20, at 2 pm, in conjunction with IHLS Member Day. Draft cataloging policies will be presented. Voting will take place electronically after the meeting.

IV.Old business

A. Discussion of on-order standard—question about item-specific holds

Continuation of a discussion that had been tabled from the last meeting for more background. After discussion, it was decided to revise the standard concerning on-order records to add wording that barcodes should not be added to item records that are in an on-order status. This will prevent item-specific holds from being placed on on-order items.

Bobbi will email the chair of the SHARE Circulation Committee to suggest wording be added to circulation policies that item-specific requests should not be placed on on-order items.

B. Records for equipment, library-assembled kits, etc.—when to enter original records in Polaris vs OCLC—review draft policy

As discussed at the September meeting, an email was sent to the Illinois State Library for input on local bibliographic records. No response was received.

The draft policy will be revised to add wording about fees for cataloging and will be posted on the SHARE website for member comment.

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

There was more discussion and suggestions for revisions based on input received from the SHARE Circulation Committee. Shelley will revise the draft and bring it back to the next meeting for review.

D. Use of genre terms -- gsaft, lcgft, and/or LCSH—response from SHARE circulation committee

There was discussion and suggestion for revisions based on the input received from the SHARE Circulation Committee. The draft will be revised and brought back to the next meeting.

V. New business

A. Rental edition DVDs on the record for the full edition

It was decided to revise the current standard to add wording that rental edition videos may be attached to the record for the regular DVD only if everything matches.

It was also decided to revise the current standard about merging records that on-order records should not be merged unless the cataloger is sure the items being described are the same.

B. Response to request for clarification on comment on draft policy for contents note

The group discussed the response from the member. It was decided not to change current procedures for formulating cataloging policies. Bobbi will email the member with the results of the discussion.

C. Request for local subject heading—Kits

The group discussed a request from a member for a local subject heading for kits. It was decided to add the heading to the list of approved local subject headings with guidance for its use.

D. Circulation of items before publisher's release date

The group discussed a question from a member regarding libraries that circulate new items before the publisher's release date. It was decided to forward this to the SHARE Circulation Committee to consider a circulation policy.

E. Edition statement for audiobooks—abridged or unabridged

It was decided to revise the current best practice for records for sound recordings to add an edition statement to audiobook records for abridged or unabridged.

F. Set vs individual records for circulating non-serial items

There was additional discussion on this issue. It was decided to request input from the SHARE Circulation Committee.

G. Use of MARC tag 130 vs 730 for uniform title for videorecordings

A draft policy will be brought to the next meeting.

VI. Public comment -- None.

VII. Adjourn

A motion to adjourn was made by Dianne Garrett, seconded by Sandy West. The motion passed by voice vote and the meeting adjourned at 12:00 pm. The next meeting will be Friday, November 17, 2014, 10 AM.