Book Cataloging

Presented by

SHARE
SHARING HEARTLAND’S AVAILABLE RESOURCES EQUALLY

Illinois Heartland Library System
Three types of cataloging

- **Descriptive cataloging** -- Describing an item in a unique way
  - Discussed in detail today

- **Subject analysis** -- Determining the subject of a work

- **Classification** -- Assigning a call number
What is descriptive cataloging?

- The process of:
  - Describing an item in a cataloging record and
  - Identifying and formatting access points
- Based on:
  - Resource Description and Access (RDA) or
  - Anglo-American Cataloguing Rules (AACR)
RDA and AACR

- Instructions for entering descriptive elements and name-and-title access points in a catalog record
- Records look different depending on which guidelines were used to create the record
- Catalogers need to be familiar with both
  - Many libraries have adopted RDA, but some still use AACR
- Hybrid records are AACR records with RDA elements added
- Polaris database has RDA, AACR, and hybrid records
SHARE local practice

- All new records brought into the Polaris database must be full-level RDA
- OCLC records that are AACR or hybrid records must be changed to RDA for use in Polaris
  - Changes may be done in OCLC before export, or in Polaris after the record is brought in
- It is optional to convert existing records in Polaris to RDA
RDA Toolkit

- Available as print or online subscription ([www.originalrdatoolkit.org](http://www.originalrdatoolkit.org)) – annual fee for online

- Divided into sections with instructions that apply to all formats
  - Sections on recording attributes
    - Descriptive elements, access points, subjects, etc.
  - Sections on recording relationships
    - Relationship of persons, corporate bodies, etc. to the work being described, i.e., author, illustrator, etc.
    - Relationship of the work to another work, i.e., a novel that is adapted from a screenplay
  - Appendices with instructions on capitalization, abbreviations and symbols, initial articles, etc.
Basic elements of descriptive cataloging

- Title
- Statement of responsibility, such as author, illustrator, editor, etc.
- Publication information, such as name of publisher, place of publication, and date
- Edition information, when present
- Physical description
- Series statement, when present
- Identifiers, such as ISBN, LCCN
Preferred sources of information

- Title page—always look here first!
- If there is no title page, check: (in order of preference):
  - Title page verso
  - Cover
  - Caption (first page of print, often the table of contents page)
  - Other preliminary pages before the title page
  - Colophon (page often at the end of the book with information about the author)
Preferred sources of information—cont.

- If there is no source in the book, check (in order of preference):
  - Container not issued as part of the book
  - Published description of the book
  - Any available source, i.e., website
- If there is no title available from any source, the cataloger devises the title
Title proper

- The title minus any subtitle or other title information
- Taken from the preferred source of information
  - Usually the title page
  - If taken from source other than title page or from a source outside the resource itself, include a note to indicate source
  - If a title is not available from any source, cataloger should devise title

245 $a Title proper

588 $a Title devised by cataloger.
Recording the title

- Transcribe wording as it appears on the source
  - **RDA**—Commonly entered as in AACR; optionally, may transcribe capitalization as it appears on the source
  - **SHARE local practice**: If title is in all capitals, change to AACR format to distinguish from on-order records
  - **AACR**—Only first word and proper nouns are capitalized
  - Don’t record introductory phrases in the title proper, i.e., Walt Disney presents
    - Add as a variant title
Title punctuation

- Transcribe punctuation as it appears
  - Punctuation may be added if needed for clarity

- In older records you may see … replaced with -- and [ ] replaced with ( )
  - SHARE local practice: Change to RDA
Recording the title—errors

- Transcribe as it is on the source; add variant title with correct form

  On title page: Songs for sumner fun
  - 245 10 $a Songs for sumner fun.
  - 246 3 $a Songs for summer fun

- In older records you might see [sic] or [i.e. with corrected form] added with a variant title field for the correct form

- **SHARE local practice:** *Change to RDA*
Title--indicators

1\(^{st}\) indicator
0  No added entry-Used when 1XX field is not present
1  Added entry for the title

2\(^{nd}\) indicator – Non-filing characters
0  No initial article to ignore
1-9 Number of characters, spaces and punctuation to ignore because of initial articles
International Standard Bibliographic Description (ISBD) punctuation

- Punctuation that precedes some subfields or ends a field—used to separate elements of description

- Prescribed punctuation
  - Colon before subtitle
  - Equals sign before parallel title
  - Slash before statement of responsibility
  - Ending punctuation
International Standard Bibliographic Description (ISBD) punctuation—cont.

- New guidelines from Program for Cooperative Cataloging (PCC) makes ISBD punctuation optional in new PCC records
  - May see records without it
  - Most catalogers still include it
- SHARE local practice: Include ISBD punctuation in all records (original or copy cataloging) imported into Polaris
Most common formatting in RDA records:
245 10 $aNonviolent communication companion workbook

Optional formatting:
245 10 $aNonviolent COMMUNICATION Companion Workbook
Let’s practice

#1:
On title page: THE BEST DAY EVER!
(record according to SHARE local policy)
Let’s practice

#2
On title page: Tips and tricks for decorating welding cakes
Other title information

- **Subtitle**—Information used to qualify a title
  - Usually smaller font, not as prominent

  245 _ _ $aTitle proper :$bsubtitle

- **Parallel title**—The title proper in another language

  245 _ _ $aTitle proper =$bParallel title

- **Alternative title**—Usually follows the word “or”
  - More common in books published before the 20th century

  245 _ _ $aTitle proper, or, Alternative title
Spring

New Life Everywhere

By Janet McDonnell
Statement of responsibility

- Those responsible for intellectual and creative content
- 245 subfield c—precede with /
- Separate functions by space ; space
- Transcribe wording from source
  - In older records titles of nobility, address, honor, and distinction (with some exceptions) are omitted
    - SHARE local practice: Change to RDA
  - In RDA records: include titles
Statement of responsibility—SHARE local practice

- Follow Library of Congress practice if practical
  - LC practice: generally, do not abridge a statement of responsibility
- Exceptions for SHARE cataloging:
  - When recording names, titles should be included (i.e., Dr., Ph.D.) but it is optional to include affiliations (i.e., Johns Hopkins Hospital, University of North Carolina)
  - All names listed in the statement of responsibility will be recorded in the record as creator (1XX) or contributor(s) (7XX)
  - Names recorded as creator or contributor(s) must be justified in the body of the record
Statement of responsibility—more than three names for one function

Options:

- Transcribe all names  or
- Transcribe the first name, and others if desired, then add phrase “[and … others]” with appropriate number (may be a number or spelled out)
  Example: /$c by Stephen King [and four others].
- In older records the first name is recorded and the phrase “… [et al.]” is added
  Example: /$c by Stephen King … [et al.].
- **SHARE local practice:** Change to RDA
Let’s practice—format the statement of responsibility

245 10 $a$Click :$b$one novel, ten authors /$c$David Almond, Eoin Colfer, Roddy Doyle, Deborah Ellis, Nick Hornby, Margo Lanagan, Gregory Maguire, Ruth Ozeki, Linda Sue Park, Tim Wynne-Jones.

Or (first name only)
245 10 $a$Click :$b$one novel, ten authors /$c$David Almond [and nine others].

Or (first name, and any other name(s))
245 10 $a$Click :$b$one novel, ten authors /$c$David Almond, Deborah Ellis [and eight others].
Statement of responsibility—grammatically linked noun or noun phrase indicating form

- Treat as part of statement of responsibility—record in subfield c

245 10 $a$Winter in Alaska /$c$poems by Mary A. Reed.

- In older records a grammatically linked noun or noun phrase indicating form was recorded in subfield b

245 10 $a$Winter in Alaska :$b$poems /$c$by Mary A. Reed.

- **SHARE local practice:** Change to RDA
Variant titles

- Variations of the title proper (i.e., spell out symbols or numbers, record a portion of the title, etc.)
- Cover titles
- Spine titles
- Running titles
- Container titles
- Added title page titles

246  _  _  $aVariant title (2nd indicator designates source of variant title)
Variant title--indicators

**1st Indicator** (Note=displays in the PAC; Title added entry=title is searchable in Title index)
- 1 Note, title added entry
- 3 No note, title added entry

**2nd Indicator** (generates label in PAC)
- Blank No information provided
- 0 Portion of title
- 1 Parallel title (title in another language on item)
- 2 Distinctive title (title for issue of a serial)
- 3 Other title
- 4 Cover title
- 5 Added title page title
- 6 Caption title
- 7 Running title (on each page of print, usually top)
- 8 Spine title
DO record as many variant titles as needed
- MARC tag 246 is repeatable; subfields may or may not be repeatable

DON’T go crazy!
- Don’t record every possible variation
  - Only add variant titles that may be useful for finding the resource
Recording variant titles—cont.

- **DO** capitalize the first word
  - 245 10 $a Judy Gorman’s vegetable cookbook
  - 246 30 $a Vegetable cookbook

- **DON’T** include initial articles

**On title page:** The guide to Barbie doll collecting

**On cover:** The complete Barbie collecting guide

- 245 04 $a The guide to Barbie doll collecting.
- 246 14 $a Complete Barbie collecting guide

- **DON’T** add ending punctuation
Miss Etta and Dr. Claribel

*Bringing Art to America*

SUSAN FILLION

245 10 $a$Miss Etta and Dr. Claribel $b$: $b$bringing art to America /$c$Susan Fillion.

246 30 $a$Bringing art to America
Let’s practice—record the variant title

245 14 $a$The cat in the hat  =$b$ El gato ensombrerado

246 31 $a$Gato ensombrerado
Edition statement

- Source is anywhere on the item
- Transcribe from the source, including capitalization and abbreviations
- Multiple edition statements may be recorded in separate 250s, or in one 250, separated by commas
  

- **In AACR records:**
  
  - Edition statements are abbreviated, even if spelled out on the item
  - If multiples, the most prominent is in the 250, others in note field

  On item: Sixth edition; In record: 250 _ _ $a6th ed.
  On item: Second revised ed.; In record: 250 _ _ $a2nd rev. ed.

- **SHARE local practice:** *Change to RDA*
Multiple edition statements should be recorded in one 250
- Separate by commas

In cases where the resource lacks an edition statement, but is known to contain significant changes from other editions, supply an edition statement, if considered important for identification and access
- Edition statement should be entered in brackets
Publication information—MARC tag 264 (AACR--260)

Includes
- Place of publication, distribution, manufacture ($a)
- Name of publisher, distributor, manufacturer ($b)
- Dates ($c)

Source of information
- Preferred source first, then anywhere on the item

ISBD punctuation
- Semi-colon before place of publication if multiple
- Colon before publisher name
- Comma before date
Publication, distribution, etc.

- May have multiple 264s for different functions—denoted by 2nd indicator
  264 _0 $aPlace of production :$bProducer,$cProduction date.
  264 _1 $aPlace of publication :$bPublisher,$cPublication date.
  264 _2 $aPlace of distribution :$bDistributor,$cDistribution date.
  264 _3 $aPlace of manufacture :$bManufacturer,$cDate of manufacture.
  264 _4 $cCopyright date

- AACR—all information is in a single 260
  260 _ _ $aPlace(s) of publication, distribution, etc. :$bPublisher, distributor, etc.,$cDate(s).

- SHARE local practice: Change to RDA (MARC tag 264)
Place of publication

- Record as it is on the item
- If not on the item, add name of the country, state or province in brackets if needed for clarity
  - Spell out names in brackets
- Record all places named on the item or
- Record only the first named place
Place of publication—cont.

- Transcribe as it appears. If adding a place, put in brackets and spell out

- In older records abbreviated places are recorded as they appear. Spelled out places may be abbreviated
  - SHARE local practice: Change to RDA. Transcribe as appears
No place of publication

- Cataloger researches place and enters it in brackets, or enters the phrase “[Place of publication not identified]”
  - Preferred option is to record a place, even if it’s only a country
- In older records you may see the abbreviation “[S.I.]”
  - **SHARE local practice**: Change to RDA
Publisher

- Transcribe as it appears on resource
  - Windmill Books, an imprint of Rosen Publishing
- Prefer publisher on title page, but may be taken from other source on the item if needed

- In older records the name is recorded in the shortest possible form that still clearly identifies the entity. Some terms may be abbreviated or omitted
  - SHARE local practice: Change to RDA
Publisher name unclear or absent

- Probable name may be entered in brackets, or enter the phrase “[publisher not identified]”

- If no publisher is listed, but there is a distributor, record distributor

- In older records probable names may be entered in brackets, or may have the abbreviation “[s.n.]”

  - **SHARE local practice**: Change to RDA
Dates

- **Publication date** – use the most recent publication date
  - If no publication date, use the copyright date as an implied publication date, in brackets

  On item: no publication date, copyright 2012. In record: $c[2012]

- **Copyright date** – Use as implied publication date if there’s no publication date on the item; may be added along with the publication date but not required
  - In older records you might see a lower case “c” for copyright, change to copyright symbol or spell out
    - Transcribe from item

- **SHARE local practice**: Change to RDA

- **Printing dates** do not matter unless it is “first” printing
  - Preceded by comma
Dates—SHARE local practice

- If publication and copyright dates are the same:
  - Record only the publication date

- If resource lacks a publication date, but has a copyright date:
  - Record copyright date in brackets as implied publication date
  - Also record the copyright date

- If publication and copyright dates are different
  - Record both
On resource: Publication date and copyright date of 2013
264 _1 $a [Sacramento, California] :$b [Knitting for Fun], $c 2013.

On resource: No publication date, copyright date of 2013
   264 _4 $c ©2013

On resource: Publication date of 2015, copyright date of 2014
   264 _4 $c ©2014
Multiple copyright dates

- When a copyright renewal date is present (most often found in older items):
  - If the 1st copyright date is before 1978, use the earliest and ignore renewals
  - If the 1st copyright date is after 1977, use the latest copyright date
- If multiple copyright dates with no renewal date, use the latest date
Fictitious/incorrect date—SHARE local practice

- If the date on the resource is known to be fictitious or incorrect:
  - Record the correct date in subfield c in brackets
  - Add a 500 note about the incorrect date

Example: On resource: Publication date of 2041. Resource was received in 2014. Date is obviously a typo.

264 _1 $aChicago, Illinois :$bUniversity of Chicago Press,$c[2014]
500 _ _ $aPublication date on resource is incorrect. Resource was published in 2014.
No date available on item

- Cataloger estimates a date (preferred) or enters the phrase "[date of publication not identified]"
  
  Examples: [2010]—inferred or probable year
  [2010?]—questionable year
  [between 1990 and 1999]—possible decade
  [between 1900 and 1999]—possible century

- **SHARE local practice**
  
  * Always supply an estimated date or range of dates, in brackets
  
  In older records the cataloger estimates a publication date, entered in brackets or uses dashes for unknown date

  * **SHARE local practice**: Change to RDA
    
    Ex. Change [199-] to [between 1990 and 1999]
Example of complete 264

Quick Practice Writing Skills
Grades 4-5

by Marcia Miller and Martin Lee

Scholastic Teaching Resources
New York Toronto London Auckland Sydney

Publication date on title page verso: 1988, copyright 1987


264 _4 $c©1987

Optionally, could record all the listed places in 264 _1
Physical description area--300

Includes
- Extent of item ($a)
- Illustrations ($b)
- Dimensions ($c)
- Accompanying material ($e)

Source of information
- Entire item

ISBD punctuation
- Colon before illustrations ($b)
- Semi-colon before dimensions ($c)
- Plus sign before accompanying material ($e)

Indicators: both are blank
Pagination

- Record the last numbered page in each sequence – xii, 27 pages
- If many sequences – 1 volume (various pagings)
- If unnumbered sequence makes up a large part of the whole – 125 pages, 40 unnumbered pages
- For a set of volumes – 26 volumes
- Pages printed on only one side are called leaves
- If large print—45 pages (large print)
- 300 __ $aPagination
Pages not numbered

- Enter phrase “[number] unnumbered pages” -- do not put in brackets or
- Enter phrase “1 volume (unpaged)”

In older records:

- Supplied number will be entered in brackets or
- Phrase “1 v. (unpaged)” will be entered
- **SHARE local practice**: Change to RDA
Illustrations

- Disregard illustrated title page and minor illustrations
- Disregard tables containing only words and/or numbers
- If illustrations are one or more of these types, use: charts, coats of arms, facsimiles, forms, genealogical tables, graphs, maps, music, photographs, plans, portraits, samples
Optionally, can use general term *illustrations* without specifying type

- If all illustrations are color – *color illustrations*
- If some illustrations are color – *illustrations (some color)*
- For graphic novels – *chiefly illustrations* or *chiefly color illustrations*

In older records terms will be abbreviated

- **SHARE local practice**: Change to RDA

Some OCLC records may leave out 300 $b

- **SHARE local practice**: Include $b with illustrations

300 _ _$aPagination :$b illustrative content
Dimensions

- Give height in centimeters
- Always round up
- If width is greater than height, give both height and width – 18 x 30 cm
- If width is less than half the height, give both height and width – 24 x 11 cm
- Record as cm—considered a symbol
- Punctuation
  - Period after cm only if 300 is followed by 490
Accompanying material

- Give details as you would describe the item in an individual record (do not include subfields)
  - 300 _ _ $a450 pages :$bcolor illustrations ;$c28 cm +$e1 videodisc (32 min. : sound, color ; 4 ¾ in.)
  - 300 _ _ $a50 pages :$billustrations, maps, portraits ;$c30 cm +$e1 teacher’s guide (10 pages : illustrations ; 18 cm)
MARC tags 3XX

- Present in RDA records and hybrid records
- In all book records:
  336 __ Content type
  336 __ $a text $b txt $2 rdacontent
  337 __ Media type
  337 __ $a unmediated $b n $2 rda media
  338 __ Carrier type
  338 __ $a volume $b nc $2 rda carrier
- **SHARE local practice**: Add if not present
MARC tags 3XX—cont.

- Include if applicable
- If book is large print or larger print
  340 Physical medium
  340 __ $nlarge print$2rdafs
- If book is print and braille
- 341 Accessibility content
- 341 0 _ $atext$ebraille
Series—490/8XX

- Includes
  - Series statement ($a$)
  - Series numbering ($v$)

- Source of information
  - Title page
  - Series title page
  - The rest of the publication—cover, etc.

- ISBD punctuation
  - Semi-colon before series numbering
  - 490-no ending punctuation
  - 8XX-ends in period
Series

- **MARC tag 490**
  - Series statement as it appears on the resource
  - 1\textsuperscript{st} ind 1—traced series—add 8XX
  - 1\textsuperscript{st} ind 0—untraced series—no 8XX

- **MARC Tag 8XX—830 or 800**
  - Series as it is established in the series authority record
    - May or may not be the same as the 490
    - 830—series established under title
    - 800—series established under author’s name
Series examples

- **Author/title series**
  - 490 1_ $a Goosebumps
  - 800 1_ $a Stine, R. L.$t Goosebumps.

- **Title series**
  - 490 1_ $a Rebels with a cause
  - 830 _0 $a Rebels with a cause.
  - 490 1_ $a Pilot
  - 830 _0 $a Pilot (Bellweather Media)
Notes

- Additional information about the resource

Source of information
- The item itself, or other sources

ISBD punctuation
- Most notes have ending punctuation; a few do not
- Many notes fields have blank indicators but some have numbers; check each
- In older records notes will be entered in order of importance, not numerically

SHARE local practice: Do not need to change. Polaris saves fields in numerical order
Some common note fields for books

- **500 General note**
  - “Based on” note
  - Index (if not included in 504)
    - Standard wording: *Includes index.*
  - Series-like phrase

- **504 Bibliography, etc. note**
  - Standard wording: *Includes bibliographical references (pages 150-155).*
    - Include pages if bibliography is in one section
  - If book has index and bibliography—standard wording:
    - *Includes bibliographical references and index.*
    - *Includes bibliographical references (page 25) and index.*
Some common note fields for books—cont.

- 505 Contents note
  - Titles of poems, short stories, etc.
- 520 Summary, etc. note
  - Brief description of contents of work
- 521 Target audience note
  - Reading level
  - Grade level
  - Audience
- 588 Source of description note
  - Source of title (previously in 500)
- 546 Language
  - Record language of text (if other than English)
Quoted notes--500

- Direct quote from item
- If taken from title page, end with period inside closing quotation mark
  - “A Borzoi book.”
- If taken from elsewhere on item, give source, end with period
  - “Based on a true story”—Cover.
- In older records you may see the back cover referred to as “P. [4] of cover”
  - **SHARE local practice**: Change to RDA—use “Back cover”
Subject headings

- Terms that describe what the work is about
  - Topical
  - Geographic
  - Names
  - Genre
- MARC tags that start with 6
Standard numbers

- **010**-Library of Congress Control Number (LCCN)

- **020**-International Standard Book Number (ISBN)

- **050, 090, 082, 092** Call numbers
Other MARC tags

- **041 – Language code**
  - Coded information on languages noted in 546

- **043 – Geographic area code**
  - Coded information on geographic areas noted in subject headings
Fixed field elements

- Will always be present in the record, but may or may not contain data
- Will only accept code or data that is valid for that field
- Different formats of material have different fixed field elements
- Data can be used to limit searches
- Some are system-supplied; some are coded from data in the variable fields
Dates examples—SHARE local practice

On resource: Publication date and copyright date of 2013

008  DtSt: s  Date 1: 2013  Date 2: ####
264 _1 $a[Sacramento, California] :$b[Knitting for Fun],
$c2013.

On resource: No publication date, copyright date of 2013

008  DtSt: t  Date 1: 2013  Date 2: 2013
264 _1 $a[Paris, [Texas] :$b[Ranching, Inc.],$c[2013]
264 _4 $c©2013

On resource: Publication date of 2015, copyright date of 2014

008  DtSt: t  Date 1: 2015  Date 2: 2014
264 _1 $a[New York, NY :$b[Back Bay Books, an imprint of Little,
Brown and Company],$c2015.
264 _4 $c©2014
Access points

- Names or terms used to locate the resource
  - Creator
  - Contributor(s)
  - Title (title proper & variants)
  - Series
  - Subjects
  - Standard numbers
  - Keyword
Creators (MARC tag 1XX)

- Author (100)
  - If more than one author, record the first in 100
  - Includes fictitious characters credited as author
- Adapter (100)
- Compiler (in some cases) (100)
- Corporate body, in limited cases (110)
  - Must meet the criteria in RDA 19.2.1.1.1
- Illustrator, in limited cases (100)
  - For books that are primarily pictures, very little text
- Family name (100)
- When 1XX is present, MARC tag 245 1st indicator will be 1
- When 1XX is absent, MARC tag 245 1st indicator will be 0
Contributors (MARC tag 7XX)

- Additional author(s) (700)
  - If adapter is recorded in 100, record original author in 700
  - If fictitious character is recorded as creator in 100, record actual author in 700 if available
  - In older records if more than three authors, the first named author is recorded in a 700 and the 100 is omitted
    - *SHARE local practice*: Change to RDA

- Illustrator (700)
  - For graphic novels, includes pencillers, inkers, colorists, etc.

- Editor (700)

- Compiler, if not recorded in 100 (700)

- Translator (700)

- Corporate body, if not recorded in 110 (710)
Form of name in access points

- Form of name is entered in access point as established in an authority record
  - May be different than form of name on the piece

- Standard format: Last name, first name, possible middle name or initial, dates associated with the name, if available
Relationship designators

- Indicates the relationship of the entity to the resource being cataloged
- Used with 1XX and 7XX fields
- MARC coding:
  - Subfield e with relationship designator or
  - Subfield 4 with relator code
- **SHARE local practice**: Add subfield e with relationship designator to all 1XX and 7XX fields
  - If subfield 4 is present, change to subfield e with relationship designator
  - If subfield e is present with abbreviation ill., change to spelled-out term illustrator
SHARE cataloging workflow

- Search Polaris first!
  - If a match is found, edit as needed
- If no Polaris record, search Connexion
  - Look for a full-level record, edit if needed
  - If less than full-level record is found, upgrade
  - Make local edits either in OCLC before export or in Polaris after import
- Options if no record in Connexion
  - Hold and search again after a time
  - Send to IHLS cataloging center ($10/item) or utilize the $3 bib record option
  - Create original record in Connexion, export to Polaris
    - Local edits as above
SHARE catalogers

- Become familiar with SHARE cataloging standards
  - On SHARE website: Cataloging tab>Policies and Procedures
  - Updated frequently!
- Find helpful links and documents at Cataloging tab>Resources
- Subscribe to SHARE-Cat listserv
  - On SHARE website: Connect>Listservs
- Attend SHARE online catalogers training sessions, or listen to recording
  - 2nd Tuesday (10 times per year), 9-11 am
SHARE catalogers--cont.

- Bring cataloging questions/problems to in-person cataloging workdays
  - Work individually with SHARE Bibliographic Services staff
    - Various dates, locations—watch L2
- For current catalogers: Obtain 15 hours of cataloging-related continuing education each fiscal year (July 1 – June 30)
Contact information

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