



SHARE

“SHARE”ing the Deets:

Updates, reminders, and everything else you need to know about SHARE Bib Services and the CMC.

SHARE Cataloger’s Training Session – September 9, 2025

Agenda:

- SHARE Staff
- CMC & CMC Staff
- SHARE vs. CMC Cataloging
- SHARE Cataloging Services
 - Express Cataloging
 - Full Cataloging
 - Kit & Kaboodle
- Sending Items for Cataloging
- Certifications
 - Barcoding
 - Barcoding Recertification
 - Cataloging
 - Serials
- CE Hours
- School Librarians – PDH
- Cataloging Billing
- Updated Cataloging Policies and Procedures
- General Reminders



SHARE Bibliographic Services Staff

- Jennifer Baugh, SHARE Bibliographic Services Manager
- Anna Wiegand, SHARE Training Cataloger
- Linda Johnson, SHARE Cataloging Supervisor
- Jace Cook, SHARE Cataloger
- Emily Evans, SHARE Cataloger
- Charlie Jorgenson, SHARE Cataloger
- Quinn Vana, SHARE Cataloger (Joining us soon!)



Staff by Location

- Edwardsville

- Jennifer Baugh
- Jace Cook
- Emily Evans
- Charlie Jorgenson
- Anna Wiegand

- Carbondale

- Linda Johnson
- Quinn Vana



CMC Mission/Funding

- The Cataloging Maintenance Center (CMC) provides statewide cataloging support for Illinois libraries, including free original and copy cataloging of eligible special collections, consultation on metadata projects, database cleanup for LLSAPs, cataloging training, and more. It is funded by a grant that was awarded by the Illinois State Library, with additional support from the Illinois Heartland Library System (IHLS). The CMC is a division of Illinois IHLS.



CMC's Free Services

- Free cataloging of Illinois authors, history, and genealogy, government documents, microfilm, and special collections
 - Special collections are defined by your library and might include world language materials, kits, binge boxes, realia, library of things, etc.
- Free cataloging-related courses in Moodle via the SHARE training portal
- Monthly (Aug.-May) Online with the CMC webinars on cataloging-related topics with a Q&A
- Online cataloging request form, when you don't want to send your physical items in for cataloging
- Database cleanup—usually for consortia
- Creation of authority records (names, titles, and subjects)
- Merging duplicate records in OCLC Connexion



CMC Staff



Barbera Scoby
CMC Cataloger



Dr. Pamela Thomas
Bibliographic Grant
Manager



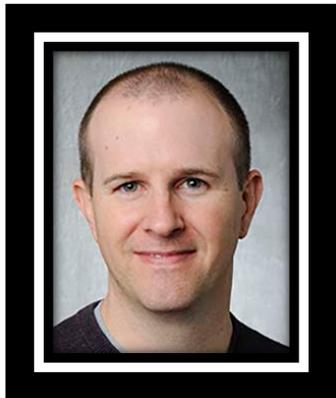
Mary Cornell
CMC Cataloger



Eric McKinney
CMC Cataloging Trainer



Kat Anderberg
Metadata Cataloger



Ryan Rafferty
Special Project Cataloger



Katie Roberts
Special Project Cataloger



Andrea Giosta
Special Project Cataloger



Shelley Stone,
CMC Cataloger



SHARE Bib Services vs. CMC Cataloging

SHARE Cataloging

- Only for SHARE member libraries
- Paid services
- Can catalog anything
- Three programs
 - Express Cataloging
 - Full Cataloging
 - Kit & Kaboodle
- Database cleanup for SHARE consortium

CMC Cataloging

- Available to any library in Illinois
- Defined scope of cataloging service:
 - Illinois authors
 - Genealogy
 - Local history
 - Special collections (as defined by your library)
- Also provides database cleanup, metadata services, and general consultations to libraries throughout Illinois



SHARE Cataloging Services

- Full Cataloging
 - Items are sent to your cataloging hub for full cataloging by SHARE Catalogers
 - ZCH and ZED libraries – SHARE Cataloging ZED
 - ZCA libraries – SHARE Cataloging ZCA
 - No format restrictions
 - If you are sending a large number of kits, please reach out to us first.
- [Request Transit Labels HERE!](#)

Fiscal Year	Fee*
FY2026 (July 1, 2025-June 30, 2026)	\$14.00 per item sent
FY2027 (July 1, 2026-June 30, 2027)	\$15.00 per item sent

*Does not apply to Prepay libraries currently within their prepay level.



SHARE Cataloging Services

- [Express Cataloging](#)
 - Matching bibliographic records are found in WorldCat, and the control number is submitted through an Express Cataloging ticket.
 - [Express Cataloging Request Form](#)
 - Restricted to the following formats:
 - Print Books – regular print, large print, “larger print,” board books, etc.
 - Audiobooks – CDs, MP3 CDs, Wonderbook, and Vox Books.
 - Staff submitting the requests(s) must have Barcoding permissions.
 - Can submit individual requests or a spreadsheet with up to 25 titles at one time.

Fiscal Year	Fee*
FY2026 (July 1, 2025-June 30, 2026)	\$4.00 per item sent
FY2027 (July 1, 2026-June 30, 2027)	\$5.00 per item sent

*Does not apply to Prepay libraries currently within their prepay level.



SHARE Cataloging Services

- Kit & Kaboodle
 - Kit sharing program
 - Stored at member libraries
 - Kits can check out for 6 weeks, and books within book club kits check out for 5 weeks.
 - Patrons can check out the kits
 - Free cataloging!
 - Kit & Kaboodle - Aspen



Sending Items for Cataloging

SHARE Cataloging Transit Slip

IHLS Transit Label
Illinois Heartland Library System

DELIVER TO
Full Library Name SHARE Cataloging - Carbondale

IHLS Hub Code: **ZCA** ZCH ZED
(circle one)

FROM
Full Library Name Metropolis Public Library

Date: 6/30/2025

Title: Not a Stick

CMC Cataloging Transit Slip

FINAL DESTINATION (FOR)
CMC - Carbondale
CMC Delivery destination (ILOS)

FROM **Public library**

NOTES ATTN: Cathy Cataloger]

ALWAYS CIRCLE F OR HIGHLIGHT ONE ILOS DESTINATION CODE BELOW

To Systems or their Non-ILOS Members	To ILOS Libraries				
CPL	ADL	EWU	KNX	PML	UCH
XBR	AGC	FLD	KSC	PRC	UIC
XCV	ANC	GRN	LAC	PRK	UBI
XEP	ALP	GSU	LCC	QCY	UIP
XGV	ANC	HRT	LEW	ROC	UIR
XRF	ARU	HST	LFC	RFM	UIS
XSW	AUG	HWK	LLC	RJD	UIU
XWH	BFN	KCC	LUC	RKC	UNI
ZCA	BHC	KCO	MBI	ROB	USF
ZCH	BLC	IEF	MCK	ROU	VCM
ZED	BRA	IEL	MHC	RSH	WCC
	BRN	IEO	MIL	RVC	WCN
	CLC	IEW	MLS	SAI	WHE
	COD	IID	MON	SCC	WUJ
	COL	IIT	MRT	SEI	WCC
	CON	ILC	MVC	SFM	WRH
	CRL	IMS	MWU	SIC	WWC
	CSC	ISL	MXC	SIE	
	CSU	ISU	NBT	SIM	
	CTS	IVC	NDY	SJC	
	CTU	NWU	NCC	SUN	
	DAC	JAL	NEI	SML	
	DOM	JKM	NIU	SRC	
	DPJ	JML	NLU	SSC	
	DPX	JOL	NPU	SVC	
	ECC	JUD	NUH	SWI	
	EIU	JWC	NWU	SXU	
	ELM	KCC	OAK	TIU	
	ERI	KIS	OHC	TRN	
	ERK	KKC	ONU	TRT	

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For a directory of ILOS libraries see <http://www.librarycataloging.com> or contact:

August 2022



Automatic Material Handling System (AMHS)

- Each hub now has an AMHS
- Items sent for cataloging will be hand sorted, rather than go through the machine.
- Important to use either the bright green label or ILDS label (SHARE vs. CMC)



Certifications

- Currently, 3 certification paths are available:
 - Barcoding
 - Cataloging
 - Serials
- Recertification is required for any staff with barcoding permissions
- SHARE Bib Services Training Contract required for any staff seeking any new certifications



SHARE
SHARING HEARTLAND'S AVAILABLE
RESOURCES EQUALLY

SHARE Bibliographic Services Training Contract

Library: _____ Date: _____

Staff Member to Undergo Training: _____

- Barcoding Certification** – Has the knowledge/training to search the local database to identify a matching record. If a matching record is found, attaches item record. If a matching record is not found, item is given/sent to a cataloger or SHARE for full cataloging. This level may not edit bibliographic records.
- Cataloging Certification** – Has the knowledge/training to perform copy or original cataloging in addition to searching for a matching record and attaching an item 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 with the OCLC Expert Community functionality.
- Serials Certification** – Has the knowledge/training to create serial subscription and holdings records for magazines and newspapers.



Certifications - Barcoding

- Barcoding – allows staff to create, edit, and delete item records
- Training options:
 - Asynchronous
 - Zoom
 - In-person
- Certification valid for 2 years
- PDH available for school librarians

Barcoding Training FY26

[Course](#) [Settings](#) [Participants](#) [Grades](#) [Reports](#) [More](#) ▾

Welcome to Barcoding Certification Training!

[Collapse all](#)

Before being granted barcoding permissions, library staff must complete barcoding training.

This training will cover the following topics:

1. Item and bibliographic records
2. Searching and matching items in Polaris
3. Creation of item records, with and without using templates
4. Sending items to SHARE for cataloging
5. Barcoding functionality in Leap
6. Miscellaneous smaller topics

As you complete each module, the next module will unlock automatically.

For Educators Seeking PDH:

Please make sure to track your time and submit it at the end in order to get your PDH. If you do the training in one session, you can enter your start and end times on the form. If you break it up over multiple sessions, you have to submit your time records to pdh@illinoisheartland.org. Your record of time spent on the course must include dates and start and end times for each session.

[SUBMIT YOUR PDH REQUEST HERE.](#)

Upon Completion of the Course:

Upon successful completion of all modules contained within this training, Jennifer Baugh, SHARE Bibliographic Services Manager, or her representative will update the Barcoding database to reflect certification and assign you appropriate permissions in Polaris. The course completion records are checked approximately every two weeks. If you need your permissions assigned more quickly, please email jbaugh@illinoisheartland.org upon completion of the course. If you have any questions or concerns, please email Jennifer at jbaugh@illinoisheartland.org.

[Announcements](#)



Certifications – Barcoding Recertification

- Required for all staff who have barcoding permissions.
- Recertification is biennial.
- Each staff member's recertification period is based on either (whichever is latest):
 - Date barcoding permissions were first assigned
 - The date recertification was last successfully completed
- Do not need to submit a new Bibliographic Services Training Contract.
- Only available on the SHARE Training site.
- PDH is available for school librarians

Barcoding Recertification Training FY26

[Course](#) [Settings](#) [Participants](#) [Grades](#) [Reports](#) [More](#) ▾

Welcome To Barcoding Recertification Training [Collapse all](#)

Barcoders are required to recertify their Barcoding Certification training every two years. Your specific certification renewal date is based on the date you are assigned barcoding permissions or the last time you completed Barcoding Recertification Training, whichever is the latest.

Barcoding Recertification Training cannot be taken more than 3 months prior to the barcoder's biennial certification renewal date.

This training will cover the most frequently seen mistakes, including, but not limited to:

1. Incorrect use of the volume field
2. Circulating items before their street date
3. Items circulating on [on-order records](#)
4. Items not matched correctly to bibliographic records

For Educators Seeking PDH Hours:

Please make sure to track your time and submit it at the end of the training course in order to get their PDH. If you do the training in one session, you can enter their start and end times on the form. If you break it up over multiple sessions, you have to submit your time records to pdh@illinoisheartland.org. Your record of time spent on the course must include dates and start and end times for each session.

[CLICK HERE TO SUBMIT YOUR PDH](#)

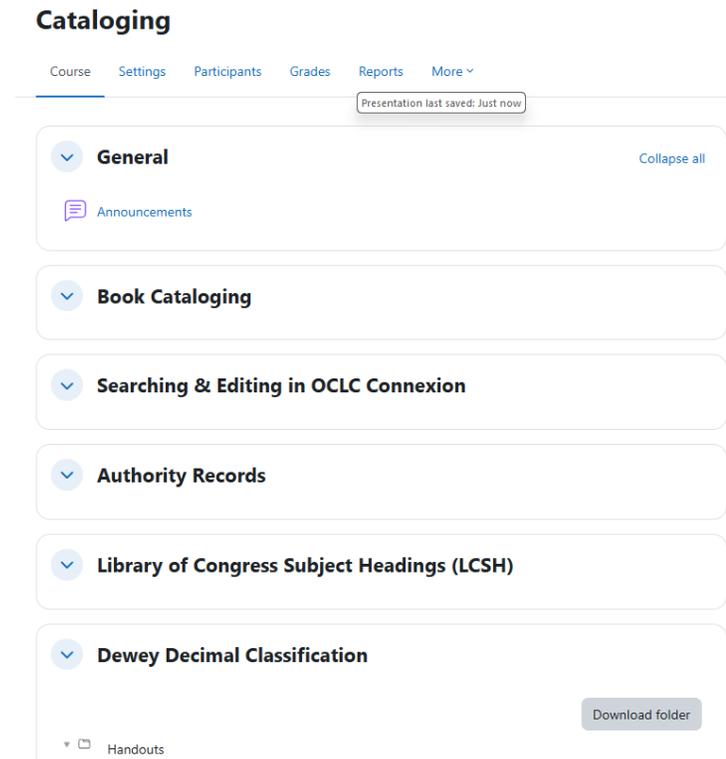
Upon successful completion of all modules contained within this training, Jennifer Baugh, SHARE Bibliographic Services Manager, or her representative will update the Barcoding database to reflect the renewed certification. If you have any questions or concerns, please email Jennifer at jbaugh@illinoisheartland.org.

This training course will be maintained and updated by the SHARE Bibliographic Services Manager with direction from the SHARE Bibliographic and Cataloging Standards Committee.



Certifications – Cataloging

- Cataloging – allows staff to create, edit, and delete bibliographic records and item records
- Multi-step training process
 - Asynchronous coursework
 - Review period for each format
- Libraries must have a full cataloging subscription to OCLC
- On average a 2-3 year process
- 15-hour Continuing Education (CE) requirement per fiscal year



The screenshot shows a course page titled "Cataloging". At the top, there is a navigation bar with links for "Course", "Settings", "Participants", "Grades", "Reports", and "More". Below the navigation bar, a status message reads "Presentation last saved: Just now". The main content area is organized into several expandable sections, each with a downward arrow icon:

- General**: Includes a sub-section for "Announcements" and a "Collapse all" link.
- Book Cataloging**
- Searching & Editing in OCLC Connexion**
- Authority Records**
- Library of Congress Subject Headings (LCSH)**
- Dewey Decimal Classification**: Includes a "Download folder" button and a "Handouts" section with a downward arrow icon.



Certifications – Serials

- Serials – Allows staff to create serial subscription and holdings records for magazines and newspapers
- Currently two-part training process, but a new course is coming in the very near future.
- Initial training is fully asynchronous

SHARE Serials Module Certification

[Course](#) [Settings](#) [Participants](#) [Grades](#) [Reports](#) [More](#) ▾

Welcome to the Serials Module Certification Training! [Collapse all](#)

Before being granted Serials Module permissions, library staff must complete the Serials Module training.

The training will cover the following topics:

1. What are serials and why do we need to use the Serials Module
2. Creating a serial item template
3. Creating a serial holdings record
4. Opening/closing a publication pattern
5. Checking-in serial items
6. Using a completely irregular publication pattern

As you complete each module, the next module will unlock automatically.

For Educators Seeking PDH:

Please make sure to track your time and submit it at the end in order to get your PDH. If you do the training in one session, you can enter your start and end times on the form. If you break it up over multiple sessions, you have to submit your time records to pdh@illinoisheartland.org. Your record of time spent on the course must include dates and start and end times for each session.

Upon Completion of the Course:

Upon successful completion of all modules contained within this training, Jennifer Baugh, SHARE Bibliographic Services Manager, or her representative will update the database to reflect certification and assign you appropriate permissions in Polaris. The course completion records are checked approximately every two weeks. If you need your permissions assigned more quickly, please email jbaugh@illinoisheartland.org upon completion of the course. If you have any questions or concerns, please email Jennifer at jbaugh@illinoisheartland.org.



CE Hours

- Only applies to fully certified SHARE Catalogers
- 15 CE hours per fiscal year (July 1 – June 30)
- CE **must be** cataloging-related; if in doubt, reach out!
- CE Hours can be reported in two ways:
 - Email Jennifer – jbaugh@illinoisheartland.org
 - Submit: [Report Cataloging Continuing Education | SHARE](#)
- If hours are not completed, permissions are disabled until the hours are finished.



School Librarians - PDH

The following courses count for PDH:

- Barcoding
 - Barcoding Recertification Training
 - Some CMC Cataloging courses
- Courses that earn PDH will have a disclaimer at the beginning of the course.

For Educators Seeking PDH:

Please make sure to track your time and submit it at the end in order to get your PDH. If you do the training in one session, you can enter your start and end times on the form. If you break it up over multiple sessions, you have to submit your time records to pdh@illinoisheartland.org. Your record of time spent on the course must include dates and start and end times for each session.

[SUBMIT YOUR PDH REQUEST HERE.](#)



Cataloging Billing

- Bills for full and express cataloging are processed quarterly.
- Invoices are sent from the IHLS Finance Department.
- Do not hesitate to reach out with questions concerning your bill.
- Billing is based on the date that the item is cataloged, not received*

Billing Period:	Invoice Sent:
July 1 – September 30	Early October
October 1 – December 31	Early January
January 1 – March 30	Early April
April 1 – June 30*	Early July

*Exception will be in years where prices will be increasing. Items received June 30th or before will qualify for the prior year pricing.



Updated Policies and Procedures

- FY 24 – FY25 – We updated our policies and procedures!
- FY26 – Updated policies and procedures added to the website!
- [Bibliographic & Cataloging Standards | SHARE](#)

Bibliographic & Cataloging Standards

[Home](#) > [Policies and Procedures](#) > [Bibliographic & Cataloging Standards](#)

[Please click here for a full list of definitions](#)

Search

Policy

- [Advance reading copies, advance screen copies, uncorrected proofs, pirated or illegal copies, etc.](#)
- [Authority Records](#)
- [Baseline policy statement for cataloging practices in SHARE](#)
- [Blu-rays, DVDs and Blu-ray/DVD combo packs](#)
- [Formatted Contents Notes \(MARC tag 505\)](#)
- [General Material Designations \(GMD\)](#)
- [Genre and Form Terms](#)
- [Graphic novels](#)
- [Guidelines for retaining ISBNs in a record](#)
- [Large Print and Larger Print Materials](#)
- [Local bibliographic records](#)
- [Local subject headings](#)



General Reminders

Cataloging

- Update records in OCLC as well as Polaris (when possible)
- Don't merge records unless you're 100% sure they are the same.
- If a bad merge happens, email a SHARE cataloger ASAP.
- Acquisitions libraries: merge on-order records when possible.

Barcoding

- On-order records CANNOT be used for circulation.
- Double-check street dates.
- If you cannot find a matching bib record, DO NOT use On-the-fly to circulate the item.
- Do not put information in the volume field (unless its for an item that falls into a very specific set of parameters) – Email a SHARE cataloger if you are unsure!



Helpful Links!

- [Bibliographic & Cataloging Standards | SHARE](#)
- [Cataloging Maintenance Center | IHLS](#)
- [Cataloging Transit Slip Request Form | SHARE](#)
- [Express Cataloging Request Form](#)
- [Report Cataloging Continuing Education | SHARE](#)
- [SHARE Annual Membership Fees | SHARE](#)
- [SHARE Bibliographic Services Training Contract](#)
- [SHARE Training Site](#)

