

Making It Happen Together: Results

### Updates from GPO's Library Technical Services (LTS) Unit

Fang Gao Chief, Library Technical Services October 17, 2016

#GPODLC16

October 17-19, 2016



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October 17-19, 2016

#### **Topics to cover**

- New Staff in Library Technical Services (LTS)
- WEBTech Notes
- Document Discovery
- ECIP
- Retaining More Types of Classification Numbers in Bibliographic Records
- Web Archiving
- BIBFRAME
- Other Highlights

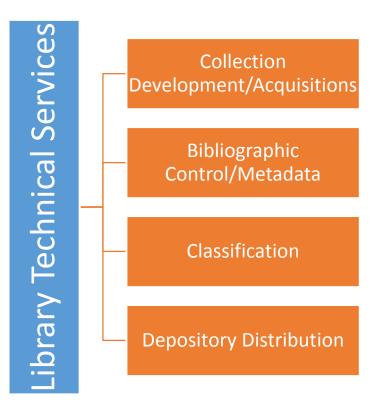


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#### New Hires: 4 Technical Services Librarians and 3 Supervisory Librarians

Library Technical Services identifies, acquires, classifies, catalogs, disseminates, and makes Government publications and information products accessible to depository libraries and the general public.





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#### **WEBTech Notes**

- Clean-up project completed; no more backlog
- Developing WEBTech Notes Requirements for a new version of this application, taking advantage of technologies that were not available to us when this application was initially implemented



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#### **Document Discovery**

- Document discovery is an LSCM acquisition program intended to capture and catalog Federally produced publications that are reported to GPO outside of standard acquisition routes and services.
- Terms used interchangeably to describe this content: Lost Docs, Fugitive Docs, Discovery Docs



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#### **Documents Submission Channels**

- Form on <u>www.gpo.gov</u> page
- Direct emails to GPO email addresses
- askGPO
- <u>docdiscovery@gpo.gov</u>



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# Scope Determination and Cataloging

- Technical Services staff review the request and make a scope determination
- If determined to be in scope and uncataloged, Technical Services and Cataloging staff will catalog the material





#### Recent Internal Review of the Document Discovery Program

- Receives over 100 emails per month to the inbox
- Over 45% of title submissions come directly from Federal agency content creators
- Since July 2016, reviewed 720+ title submissions from the backlog for scope determination and cataloging, plus processing 460+ new requests



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### **Moving Forward**

- LSCM continues to receive about 10-15 title notifications per day.
- New submissions are being actively reviewed and placed into a cataloging workflow.
- LSCM is working to improve the response time, review time, and management of workflow and requests.

Making GPO: Cong Pa	It Happen Together: Results Member of Librar ress ECIP Catalog rtnership Program Sear	trating October 17-19, 2016 Ty of ging n			
<u>The Library of Congress</u> > <u>Catalogin</u>	<u>g in Publication Program</u> > ECIP Partnership				
CATALOGING in PUBLICATION PROGRAM	Lataloging in Pliniloation Program				
Constant of the second decide the second d					
<ul> <li><u>CIP Home</u></li> <li><u>About CIP</u></li> <li><u>Frequently Asked</u></li> <li><u>Questions</u></li> </ul>	States. ECIP partner libraries act as virtual Library of Cong forthcoming titles published by an affiliated university press publishers, or in specific subject areas. The CIP Program wo library join us as an ECIP cataloging partner.	s, selected independent			
<ul> <li><u>Technical Information</u></li> </ul>	ECIP Cataloging Partnership Program Members	Documentation			
<ul> <li><u>ECIP Login</u></li> <li><u>CIP E-books Program</u></li> <li><u>ECIP Partnership</u></li> <li><u>Cataloging Topics</u></li> </ul>	Abilene Christian University Arizona State University Brigham Young University Cornell University Douglas County (Colorado) Libraries	<ul> <li><u>ECIP Partnership</u> <u>Frequently Asked Questions</u></li> <li><u>Electronic Cataloging in</u> <u>Publication: Text Capture</u> and Electronic Conversion</li> </ul>	10		



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#### **CIP** involves

- Assigning SuDoc and LC Class numbers (GPO will add Dewey numbers in the future.)
- Creating new Name Authority (NACO) and Subject Heading (SACO) records as needed



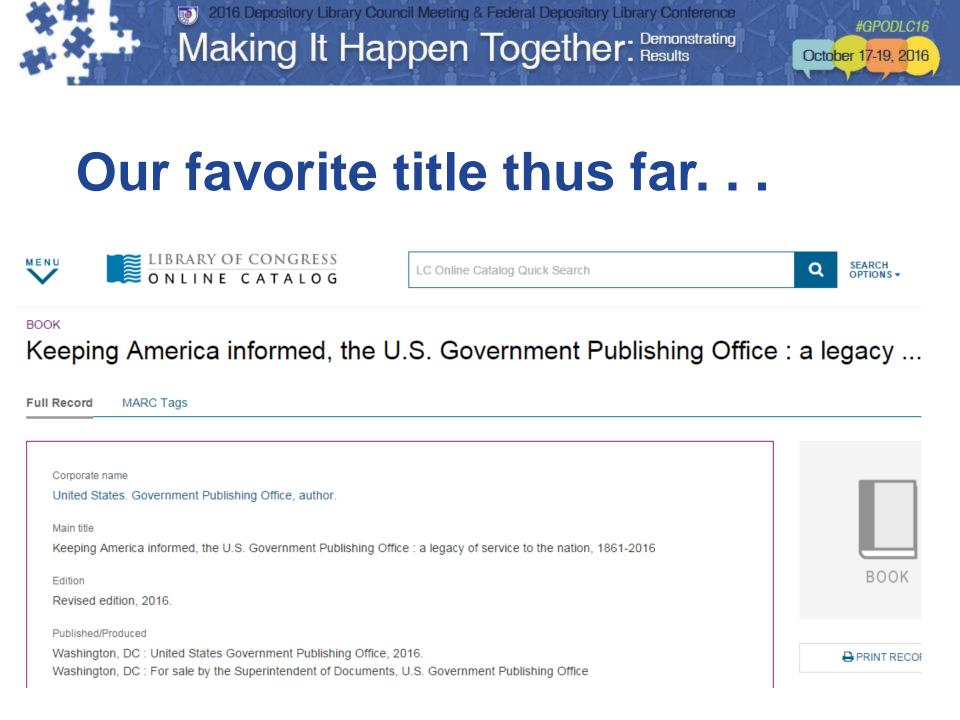
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### Agencies

United States Government Publishing Office Combat Studies Institute, U.S. Army Command and General Staff College Press Air University Press, Air Force Research Institute

> Smithsonian Institution Scholarly Press U.S. Department of the Interior, U.S. Geological Survey National Gallery of Art





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# Records first appear in: catalog.loc.gov and then in OCLC

000	0165	5cam a22004218i 4500				
001	1910	19102462				
005	2016	20160622201143.0				
008	1605	50520s2016 dcua b f001 0 eng				
906	_	a 7  b rix  c orignew  d 1  e ecip  f 20  g y-gencatig				
925	0_	a acquire  b 2 shelf copies  x policy default				
955	_	a DGPO  w xm09 2016-05-28				
010	_	la 2016023754				
020		a 9780160933196				
020	_	a 0160933196				
040	_	a DGPO/DLC  b eng  e rda  c DGPO  d DLC				
042	_	a pcc				
043	_	a n-us				
050	00	a Z232.U6  b U65 2016				
082	00	a 027.50973  2 23				
086	0_	a GP 1.2:IN 3/2/2016				
110	1_	a United States.  b Government Publishing Office,  e author.				
245	10	a Keeping America informed, the U.S. Government Publishing Office :  b a legacy of service t	to the nation, 1861-2016			
250	_	a Revised edition, 2016.				
263		la 1605				
264	_1	a Washington, DC : b United States Government Publishing Office,  c 2016.				
264	_2	(a Washington, DC : (b For sale by the Superintendent of Documents, U.S. Government Public	shing Office			
300	_	ja pages cm				
336	_	a text  b txt  2 rdacontent				
337	_	a unmediated  b n  2 rdamedia				
338	_	a volume  b nc  2 rdacarrier	Search GPOCI			
504		a Includes bibliographical references and index.				
610	10	a United States. Ib Government Printing Office  x History.	to find our recor			
610	10	a United States. Ib Government Publishing Office  x History.				
650	_0	a Printing, Public  z United States  x History.				
650	_0	a Electronic publishing  z United States  x History.				
650	_0	a Federal government  z United States  x Information services  x History.				
963	_	a George D. Barnum; phone: 202-512-2010; email: gbarnum@gpo.gov; bc: sebanues@gpo.g	gov			
985		a GPOCIP Id 2016-05-20				



2

Many voices, one nation : material culture reflections on race and migration in the United States / edited by Margaret Salazar-Porzio and Joan Fragaszy Troyano, with Lauren Safranek. 2017

LIBRARY OF CONGRESS HOLDINGS INFORMATION NOT AVAILABLE



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If your agency wants to submit publications to CIP or become an ECIP (cataloging) partner...

Please review the membership guidelines http://www.loc.gov/publish/cip/about/membership.html

Contact the CIP office: Caroline Saccucci 202-707-3317 csus@loc.gov



#### GPO to Retain More Types of Classification Numbers in Bibliographic Records

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- 050 Library of Congress Call Number
- 060 National Library of Medicine (NLM) Call Number
- 070 National Agricultural Library Call Number
- 082 Dewey Decimal Classification Number



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### **Example: Agricultural Statistics**

		-
0	5000	a HD1751  b .A43
0	700	a 1  b Ag84Yas
0	72 0	a A000
0	72 0	a E100
0	74	a 0001
0	820	a 338.10973  2 22
0	860	a A 1.47:
1	300	a Agricultural statistics (Washington, D.C.)
2	100	a Agric. Stat.  b (Washington D.C.)
2	22 0	a Agricultural statistics  b (Washington, D.C.)
2	4510	a Agricultural statistics / c United States Department of Agriculture.
2	60	a Washington, D.C. :  b United States, Dept. of Agriculture,  c 1936-
3	00	a v. ;  c 24 cm.
3	10	a Annual
3	620	a 1936-



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#### **FDLP Web Archive**

• As of October 7, 2016, there are 146 records in the FDLP Web Archive.

 Access to the Web Archive collections in the Catalog of U.S. Government Publications (CGP) available from:

https://catalog.gpo.gov



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### **FDLP Web Archiving**



Catalog of U.S. Government Publications Home Page > National Bibliography of U.S. Government Publications

#### Welcome to the Catalog of U.S. Government Publications (CGP)!

The CGP is the finding tool for federal publications that includes descriptive information for historical and current publications as well as direct links to the full document, when available. Users can search by authoring agency, title, subject, and general keywords, or click on "Advanced Search" for more options.

The catalog offers you the option to find a nearby <u>Federal Depository Library</u> that has a particular publication or that can provide expert assistance in finding and using related U.S. government information. Click on the title of interest from your search results list. Then click on the Locate in a Library link within the displayed record.

Also try our federated search engine MetaLib to retrieve reports, articles and citations by simultaneously searching across multiple U.S. Federal Government databases.

Bookshelf - Preferences - Results List - Previous Searches - Advanced Search - FDLP Sign In

Example: wildlife "environmental impact statement" NOT draft

Keyword(s): Any

Catalogs: National Bibliography of U.S. Government Publications V

Go Clear



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FDLP Web Archiving Collection has Grown: 146 records in CGP

. . . .

Jump to #

Records 1 - 10 of 146 (maximum display and sort is 2000 records)

Next Page Previous Pa Title Year Author SuDoc Number Internet Access U.S. Government Publishing Office : keeping America informed. 2014 United States. Government Publishing Office, **GP 1.2:INTERNET** http://purl.fdlp.gov/GPO/gpo73218 http://purl.fdlp.gov/GPO/gpo73222 2013 United States World War One Centennial 2 D The United States World War One Centennial Commission **Y 3.2:W 89/INTERNET** http://purl.fdlp.gov/GPO/gpo54264 Commission. 3 Gulf Coast Ecosystem Restoration Council. 2012 Gulf Coast Ecosystem Restoration Council (U.S.), Y 3.2:G 95/INTERNET http://purl.fdlp.gov/GPO/gpo56382 United States Commission on International Religious Freedom 2012 United States Commission on International Y 3.R 27:2 INTERNET http://purl.fdlp.gov/GPO/gpo54249 4 Religious Freedom, ChooseMyPlate.gov (Archived version) http://purl.fdlp.gov/GPO/gpo58115 5 2011 A 1.2:INTERNET Federal Depository Library Program Web Archive. 2011 GP 3.45: http://purl.fdlp.gov/GPO/gpo50155 6 Martin Luther King, Jr. day of service (Archived version) 2011 Y 3.N 21/29:2 INTERNET/2 http://purl.fdlp.gov/GPO/qpo57262 8 OFR blog : the official blog of the Federal Register 2.0 project. United States.Office of the Federal Register, http://purl.fdlp.gov/GPO/gpo27786 2011 AE 2.102:INTERNET 9 Dunited States government manual (Washington, D.C. : 2011 : 2011 AE 2.108/2-2:INTERNET http://purl.fdlp.gov/GPO/gpo62878 Archived version) 10 HealthCare.gov (Archived version) 2010 http://purl.fdlp.gov/GPO/gpo48009 HE 1.73:INTERNET



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# Example: GPO homepage by archived dates

You are viewing an archived web page, collected at the request of <u>Federal Depository Library Program Web Archive</u> using <u>Archive-It</u>. This page was captured on 16:08:43 Sep 16, 2016, and is part of the <u>GPO, U.S. Government Publishing Office</u> collection. The information on this web page may be out of date. See <u>All versions</u> of this archived page.





## Example: GPO collection page seed list

Sites

Search Page Text

Page 1 of 1 (8 Total Results)

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Sort By: Title (A-Z) | Title (Z-A) | URL (A-Z) | URL (Z-A)

URL: https://twitter.com/usgpo/

Captured 2 times between Sep 16, 2016 and Sep 16, 2016 Videos: 29 Videos Captured

URL: https://www.facebook.com/USGPO/

Captured once on Sep 16, 2016 Videos: 6 Videos Captured

URL: https://www.fdlp.gov/

Captured 2 times between Sep 16, 2016 and Sep 16, 2016 Videos: 2 Videos Captured

URL: https://www.gpo.gov/

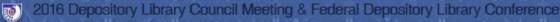
Captured 2 times between Sep 16, 2016 and Sep 16, 2016 Videos: 26 Videos Captured

URL: https://www.instagram.com/usgpo/

Captured 2 times between Sep 16, 2016 and Sep 16, 2016

#### URL: https://www.linkedin.com/company/u.s.-government-printing-office/

Cantured once on Sen 16, 2016



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### FDLP Web Archive: record template

040			GPO #b eng #e rda #c GPO
043		х	n-us>Correlates with geographic scope of content reflected in 6XX fields
074		х	Item no. (online)
086	0	х	SuDoc [structured like: XX YY:INTERNET]
049			GPOO
110	×		Corporate body, ‡e author>If meets a criterion for corporate body as author (or other type of creator) in RDA 19.2.1.1.1, which we interpret liberally, esp. for agency's "operations," "official statements," & "resources."
240	×		If necessary to distinguish this archived version from the current, live version of the site as reflected in an OCLC record that might or might not be held by GPO.
245	х	х	Title.
246	1	х	≠i [free-text phrase] ‡a Title variant
246	1		≠i Title from source code: ≠a>If needed, use this verbiage.
247	1	x	Former Title #f <yyyy->&gt;After you have entered the title in MARC 245 based on latest issue, then check also the earliest captured version of the web site. If the title of the earliest version does not match that of the latest version which serves as "Description based on (DBO)" note (1st MARC 588), then reflect the earlier title here with date in subfield f and change second indicator to zero ("0"). If a live site is linked in 776 and it bears an earlier title, then it may be recorded here.</yyyy->
250			[Archived version].
264	×	1	[place of publication] : \$ [publishing agency]>Retain square brackets if any of these are supplied by cataloger; remove square brackets if these are explicit on web site
264	x	2	[Washington, D.C.] : #b Government Publishing Office, #c 201X>Supply year that cataloging record is created> Do not include in records for AIT collections not included in FDLP Web Archive. (GPO self-identifies as distributor only for docs. that it sells or curates.)
300			1 online resource
336		х	text #b txt #2 rdacontent>For Content Type terms, see Table 6.1 at RDA 6.9.1.3
336		×	still image \$b sti \$2 rdacontent> By "still image" RDA does not intend for this to reflect illustrations of other primary content types, but rather content that stands alone meaningfully. In this project, we are using it not only for galleries of digital images, but also for presentations of adminstrators' official photographs.
336		×	two-dimensional moving image <sup>‡</sup> b tdi <sup>‡</sup> 2 rdacontent>HINT: Check collection's seed list shown in 3rd 856, and ensure formats can be played. If captured videos cannot be played, then do not use this content type. If videos numbe less than ten (10), do not reflect this content type.
337			computer +b c +2 rdamedia
338			online resource +b cr +2 rdacarrier



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### FDLP Web Archive: record template

362	1	X	Began in: yyyy. OR Began in: yyyy?>Do not use 362 if this cannot be determined or approximated. If used, then this date also is used in the first fixed field (FF) for "Dates."				
500		×	The content is made available by the U.S. Government Publishing Office in accordance with Title 44 of the US Code. >Do not include for AIT collections not harvested by GPO.				
500		×	Digital collection: Federal Depository Library Program Web Archive>Do not include for AIT collections not harvest by GPO.				
520		×	ABSTRACT>Describe Contents generally & specifically, &, possibly, intended audience(s). Try not to limit to a general description of the corporate body's functions. See example abstracts in some other Web Archiving records, including Distraction.gov, Farm Credit System Insurance Corporation, & National Center for Complementary and Integrative Health.				
546		x	Text in English and XX>Use only if more languages than English. Add 041 if retained.				
588		×	Description based on: archived web page captured [latest date of harvest from index page] (page last modified xx); title from title screen (viewed xx),>DBO should be based on latest version linked from the Archive-It index page of captures. If no statement for "page last modified" or "last updated" or similar exists on the latest captured site, then remove this statement.				
610	x	0	x				
650	x	0	x				
651	X	0	x				
710	x	х	X, ŧe issuing body>Relationship designator may be changed or removed. SEE RDA Appendix I for terms.				
710	2	x	Federal Depository Library Program, ‡e collector>Do not include for AIT sites not harvested by GPO. (Consider including for other agency collector if it is not the same as the author &/or issuing body.)				
710	1	×	United States. +b Government Publishing Office, +e distributor>Do not include for AIT collections not harvested by GPO.				
773	0	×	≠t Federal Depository Library Program Web Archive ≠w (OCoLC)883856932>Do not include for AIT collections not harvested by GPO.				
775	×	8	≠i Current version: ≠t XX ≠w (OCoLC)XX>If a record for the live version is found in OCLC, trace here whether or not it is held by GPO. If live and archived versions have identical Authorized Access Points (AAPs), then differentiate with either a MARC 240 or 130, as appropriate, with qualifier from MARC 250: (Archived version)				
856	4	0	≠z Home page by archived dates ŧu <u>http://purl.fdlp.gov/GPO/gpoX</u> > [PURL associates w/ Wayback URL from Archive-It index page. Sample structure: <u>http://wayback.archive-it.org/1170/*/http://www.dept.gov</u> ]				
856	4	0	≠z Collection page seed list ŧu <u>http://purl.fdlp.gov/GPO/gpoX</u> >[Sample structure: <u>https://archive-</u> it.org/collections/4660 ] [Seed list, or collection home pages available from <u>https://archive-</u> it.org/home/FDLPwebarchive]				
856	4		+z URL at time of capture +u <u>http://www.agency.gov</u>				
955	Г	T	WEBARCH yyyymmdd>Do not include for AIT collections not harvested by GPO.				



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# FDLP Web Archive: sample record

Title	U.S. Equal Employment Opportunity Commission.
Format	online resource
Internet Access	Home page by archived dates <u>http://purl.fdlp.gov/GPO/gpo47436</u>
	Collection page seed list <u>http://purl.fdlp.gov/GPO/gpo72657</u>
Author	United States. Equal Employment Opportunity Commission, author.
Published	[Washington, D.C.] : U.S. Equal Employment Opportunity Commission
Distributed	[Washington, D.C.] : Government Printing Office, -December 16, 2014.
	[Washington, D.C.] : Government Publishing Office, December 17, 2014-
SuDoc Number	Y 3.EQ 2:2 INTERNET
Item Number	<u>1059-A-16 (online)</u>
Variation of Title	Title from source code: EEOC home page
Uniform Title	U.S. Equal Employment Opportunity Commission (Archived version)
Edition	[Archived version].
Description	1 online resource
Publication Dates	Began in: 1997?
Content Type	text
	two-dimensional moving image
General Note	The content is made available by the U.S. Government Publishing Office in accordance with Title 44 of the US Code.
	Digital collection: Federal Depository Library Program Web Archive.



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In its role as enforcer of federal laws that make it illegal to discriminate against a job applicant or an employee because of the Abstract person's race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, or genetic information, the U.S. Equal Employment Opportunity Commission (EEOC) presents laws, regulations, policy guidance, fact sheets, and best practices applicable to all types of employment situations (hiring, firing, promotions, harassment, training, wages, and benefits). Includes information and educational resources for employees, job applicants, employers, and federal agencies for the identification, reporting, resolution, and prevention of discriminatory employment practices. Description Source Description based on: archived web page captured Jan 27, 2014; title from title screen (viewed Apr. 3, 2014). United States. Equal Employment Opportunity Commission. Subject United States. Americans with Disabilities Act of 1990. Subject - LC Discrimination in employment -- Law and legislation -- United States. Discrimination in employment -- United States -- Prevention. Age discrimination in employment -- United States -- Prevention. Sex discrimination in employment -- United States -- Prevention. Discrimination against people with disabilities -- United States -- Prevention. Added Entry Federal Depository Library Program, collector. United States. Government Printing Office, distributor. United States. Government Publishing Office, distributor. Linking Field Current version: United States. Equal Employment Opportunity Commission. U.S. Equal Employment Opportunity Commission (OCoLC)38888916 URL URL at time of capturehttp://ww.eeoc.gov



October 17

#### Feedback from OCLC Research Library Partnership Web Archiving Metadata Working Group

...I really like your records: they're very clear and include some features I haven't seen before, and I've looked at quite a few records. Your abstracts are beautifully clear. The very clear labels for URL fields provide wonderful clarity. ... felt compelled to give feedback to a library on records that I think are really successful. Kudos!



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#### **BIBFRAME: Bibliographic Framework Initiative**

#### The Library of Congress > BIBFRAME

#### BIBFRAME

#### **bf:** BIBFRAME

- Home
- Frequently asked questions
- Webcasts & presentations
- Contact us

#### Model & Vocabulary

- BIBFRAME model
- BIBFRAME vocabulary
  - Category view
  - List view
  - RDF View
- > BIBFRAME specifications

Initiated by the Library of Congress, BIBFRAME provides a foundation for the future of bibliographic description, both on the web, and in the broader networked world. This site presents general information about the project, including presentations, FAQs, and links to working documents. In addition to being a replacement for MARC, BIBFRAME serves as a general model for expressing and connecting bibliographic data. A major focus of the initiative will be to determine a transition path for the MARC 21 formats while preserving a robust data exchange that has supported resource sharing and cataloging cost savings in recent decades.



#### Model and Vocabulary (2.0)

The BIBFRAME vocabulary uses a Linked Data model and thus leverages the RDF modeling practice of uniquely identifying as Web resources all entities, attributes, and relationships (i.e., properties) between entities. In addition to the vocabulary, this section includes specifications, analyses and use cases. Learn more **\*** 

#### Implementation, Testing, Tools and Downloads (1.0)

**Bibliographic Framework Initiative** 

The BIBFRAME Implementation Testbed and Register are established for purposes of encouraging development of BIBFRAME. The tools and downloads include the

#### What's New

Brint Subscribe Share/Save QGive Feedback

BIBFRAME Update Forum at ALA -Powerpoints from presentations are now available

June 26, 2016 View presentations »

BIBFRAME Pilot (Phase 1): Report



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# GPO's continuing education and engagement with BIBFRAME include:

Training through webinars and attendance at conferences: ALA, PCC Operations Meeting, Potomac Technical Processing Librarians (PTPL), etc.



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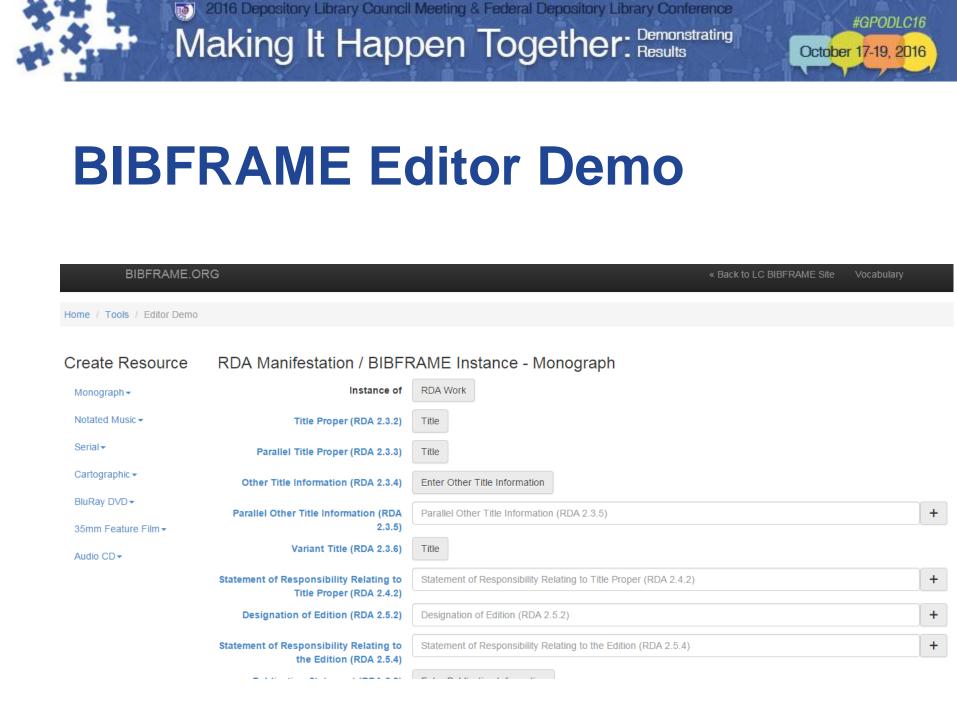
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#### GPO's continuing education and engagement with BIBFRAME include, continued:

Attendance at BIBFRAME update at PCC Operations Meeting, May 2016

Participation in PCC's tutorial: *"Moving-Away-From-MARC"-a-thon: Visualizing Resource* Descriptions in the Linked Data Environment

http://bibframe.org/tools/editor/





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### **Other Highlights**

- Collaborate with GPO's office of Programs, Strategy, & Technology (PST) to work on metadata creation and improvement for born digital and ingested content in FDsys/govinfo
- Shelflist work continues; completed 150 drawers of the Historic Shelflist



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### Questions? Comments?

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#### Making It Happen Together: Results

### **GPO Classification Manual: Update on the Revision**

Kristina Bobe Senior Planning & Development Specialist

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#### Background

## Adelaide Rosalie Hasse (1868-1953)

• GPO years:1895-1897



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	Hours	Amount earned	
Name.	em- ployed.	Time Piece work. work	
Haskell, James G Hasse, Adelaide R Hassett, Thomas	1,828 * 295 150 <sup>1</sup> / <sub>2</sub>	457. 20 1, 510. 40 34. 51	



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## What is SuDocs Classification?

- Provenance system: relies on the origin of the document
- Similar to archival systems
- Not a decimal system; number after the 'period' is a whole number

#### How to Locate a U.S. Government Publication

U.S. Government publications in this collection are arranged by the Superintendent of Documents classification number. Publications are grouped together by issuing agency. To ensure that you find all of the materials available on a particular subject, be sure to check the databases or indexes recommended by your librarian.

The example below shows how the Superintendent of Documents classification number PREX 3,15:2014-15 is constructed for the publication The World Factbook;

PREX	3.	15:	2014-15
Executive Office of the President (issuing agency)	Central Intelligence Agency (subordinate bureau within the issuing agency)	Number designating the title	Year of publication or coverage
Here are the pr classification numbers	efixes from the Superi for some other agenci		

Α	Agriculture Department
C 3	Census Bureau (Commerce Department)
D	Defense Department
E	Energy Department
ED	Education Department
EP	Environmental Protection Agency
GA	Government Accountability Office
GP	Government Publishing Office
HE 20.7000:	Centers for Disease Control and Prevention
HS	Homeland Security Department
I	Interior Department
I 19	U.S. Geological Survey (Interior Department)
J	Justice Department
JU	Judiciary
L	Labor Department
LC	Library of Congress
NAS	National Aeronautics and Space Administration
S	State Department
SSA	Social Security Administration
SI	Smithsonian Institution
T 22	Internal Revenue Service (Treasury Department
Х, Ү	Congress
Y 4	Congressional Committees

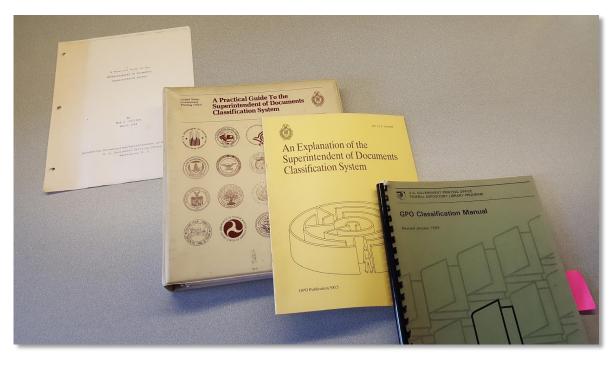
Your librarian will be happy to provide you with the prefixes for any U.S. Government agency and any other information that can help you find the materials you need.

Many U.S. Government publications are available online, and some are issued also in other formats. They may be listed in your library's catalog and in the Cataloa of U.S. Government Publications at: http://catalog.gpo.gov/.

THE FEDERAL DEPOSITORY LIBRARY PROGRAM #GPODI C16



#### Making It Happen Together: Results

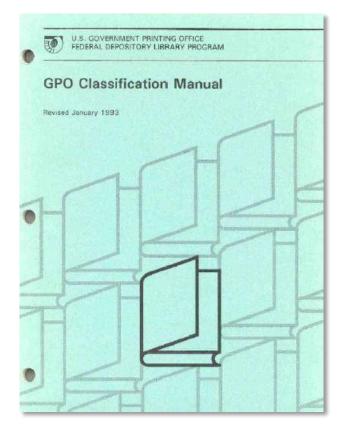


- A Practical Guide to the Superintendent of Documents Classification System (1985)
- GPO Classification Manual: A Practical Guide to the Superintendent of Documents Classification System (1987)
- GPO Classification Manual (1993)



## What does the Manual include?

- Class Stem Description
- Category Classes and Special Publication Types
- Serials and Series Treatment
- Book Numbers
- Congressional and Related Publications
- Special Cases and Maps
- Glossary
- Abbreviations



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## What is it used for?

- Applying class stems to acquired publications
- Making Cutter decisions for SuDocs assigned to specific documents
- Historical research to respond to askGPO questions about classification
- FDLP Community use for local application



### Advantages to the revised edition

- Current and easy to update
- Authoritative: date of publication; last update
- Cross-references within content
- SuDocs examples will link to CGP record
- Links to resources outside of content (CGP, FDsys/govinfo, etc.)
- Online resource = increased visibility
- Print-friendly



## Status update on the revision

- All Class Manual content has been reviewed.
  - Individual articles have been reviewed by subject specialists.
  - Information verified
  - Examples updated
- Some articles are in final draft form.
- Schedule ahead includes formatting, quality control, and usability testing

#### Making It Happen Together: Demonstrating Results

Introduction

Class Stem Structure

Subordinate Offices

**SuDoc Classification Guidelines** 

A Brief History of the Guidelines Structure of the Classification Number

Department and Agency Symbols

First and Second Levels

Third and Fourth Levels

Titles, Series, and Serials

Basic Manuals and Their Changes

Name Changes, Reorganizations Establishing New Class Stems for

Standard Category Classes and Special

Titles Related to Existing Class by

New Classes for Existing Serials

Item Number Designations for

Joint Publications

Types of Publications

Serials and Series

Identifying Series

Subject

Assigning New Classes

Serials Within Series

Classes by Publication Type

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9 Home

Superintendent of Documents Classification Guidelines

Details Last Updated: September 16 2016 Published: November 06 2015

Introduction to the Classification Guidelines

The U.S. Government Publishing Office (GPO) uses the Superintendent of Documents (SuDocs) classification system to classify Federal Government publications; the Classification Guidelines describe how to apply that system to classify and arganize Federal Government publications. The purpose of these guidelines is to convey the current policies for assigning SuDocs classification numbers. The principles of the SuDocs system apply to all U.S. Government publications, regardles of format.

The SLObos system is based on the current organizational structure of the Federal Government, and the system has expanded as the Federal Government has grown, As a result, publication of some issuing agencies may be located in multiple places in the system. The SLObos system also groups together the publications of any Government author, with the various departments, bureaus, and agencies being considered the authors. In the grouping, the organizational structure of the Federal Government is blowed, subordinate bureaus and dvasona are grouped with the partment organization.

The United States Government issues a large number of publications each year. These may be issued as books, serials, pamphiles, maps, or other document type. Under U.S.C. 44, all of these publications, with certain exceptions, are included in the Federal Depository Library Program (FDLP). All U.S. documents received by GPO are given a SuDocs classification number and catabategic hishterior in not they are distributed to Federal depository libraries.

The Classification Guidelines will be available online only. Each aection will include the date published and date last updated for reference. If you choose to print individual sections, keep in mind that the online version remains the most current and authoritative source for classification policies.

Se	arch	Search -	
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T T	Department and Ager	icy Symbols	
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	Name Changes, Rec		
	Establishing New Cl		
	Titles, Series, and Se		
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Ψ (	Classes by Publication T	ype	
•	Basic Manuals and Th	eir Changes	
Ψ.	Serials and Series		
•	Identifying Series		
	Assigning New Classes	5	
	Titles Related to Exit	sting Class by	
	Subject		
	New Classes for Exit		
	Serials Within Series		
	Item Number Desig States	nations for	
	Book Numbers		
	www.reamDers		

Monographic Series
 Suffix and Cutters
 Congressional and Related Public
 Maps and Charts

President and Executive Office of the President

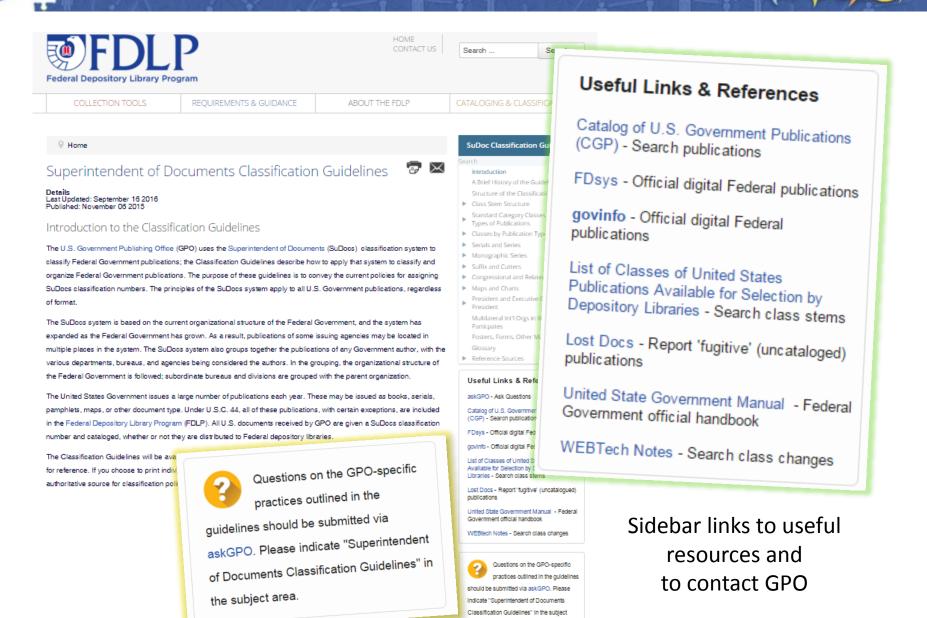
Next >

- States Book Numbers
- Monographic Series
- Suffix and Cutters
- Congressional and Related Publications
- Maps and Charts
- President and Executive Office of the President
  - Multilateral Int'l Orgs in Which the U.S

- Vertical accordion-style 'tree' navigation menu
- Sticky navigation scrolls with the page; remains visible from anywhere on screen
- Animated icons expand and collapse chapters & subsections
- Links to chapter and subhead content
- Search option delivers results after typing just a few characters
- Responsive and touchready for mobile & smart devices



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area



Making It Happen Together: Results

## **Project Team**

LSCM Staff working on this project come from multiple units:

- Cataloging
- Classification
- Projects & Systems
- Technical Services
- Web Team
- LSCM Management

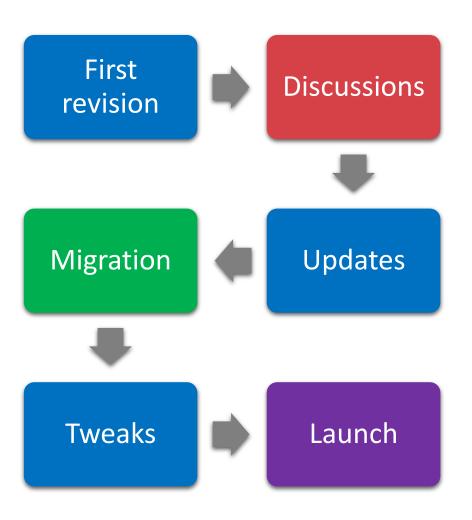


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# Next steps...

- Team will continue content updates
- Finalized content migrated to online resource
- Ongoing fine-tuning and adjustments
- Launch planned for late 2017





Making It Happen Together: Results

# Thank you ©

#### **Questions?**

#### askGPO <u>www.gpo.gov/AskGPO</u> Category: Federal Depository Libraries Subcategory: Classification and Item Numbers

Kristina Bobe kbobe @ gpo.gov #GPODLC16



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October 17-19, 2016

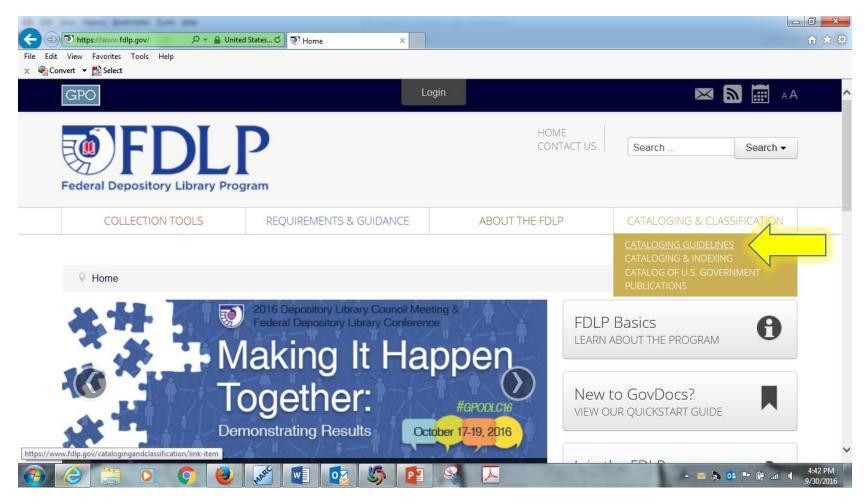
### **GPO Cataloging Guidelines Revision:**

Update

Marty Bokow Librarian (Database Integrity & Authority Control)



# Where are the current Cataloging Guidelines?



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### **Current GPO Cataloging Guidelines**

- Written & revised by LTS staff, including subject matter experts for different chapters
- Begin with the former Guidelines, then update & revise these as needed
- Reviewed by Cataloging Policy & Documentation Committee and entire LTS staff
- Undergo numerous revisions
- All Guidelines (chapters) are in constant revision due to the current cataloging environment



#### #GPODLC16 October 17-19, 2016

# Background

- GPO Cataloging Guidelines, 2002. Fourth edition
- "Further revisions to the guidelines should be expected in the future as government publishing and cataloging practices evolve."
- Needs updating, due to:
  - Change from AACR2 to RDA in April 2013
  - Constant changes in national practice & policy
  - Changes in local practice, such as the separate record approach



#### Making It Happen Together: Demonstrating Results

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#### 2002 GPO Cataloging Guidelines

- Fourth edition
- Print, HTML, and PDF formats
- (HTML format no longer available)

Government Printing Office Cataloging Guidelines Fourth Edition, 2002 Cataloging Branch Library Programs Service U.S. Government Printing Office Washington, DC

Last updated: 03/25/2002

GPO Cataloging Guidelines



#GPODLC16 October 17-19, 2D16

### **2002 Cataloging Guidelines**

ited States Government Pub (US)   https://www.fdlp.gov	L 🛞 GPO Intranet Home Pa 🔓 🐲 DTIC Search Page	C Q Search	☆ 自 ♥ ↓ 余
GPO	L	ogout	A A
Federal Depository Library	Program	HOME CONTACT US UTILITIES	Search Search -
COLLECTION TOOLS	REQUIREMENTS & GUIDANCE	ABOUT THE FDLP	CATALOGING & CLASSIFICATION
Home	2016 Depository Library Council Me		
	Making It Ha		Basics
		GPO ON THE GO THE OULG ID VIEW C	O GOVDOCS?
		loin t	the FDLP



# Importance & Uses of the Guidelines -- Consistency

- "GPO cataloging records appear in the catalogs of depository libraries and of other libraries throughout the world."
- "Developed ... primarily as an internal working document."
- But also useful to other institutions who catalog Government documents

(quotes from the 2002 CGs, Introduction)





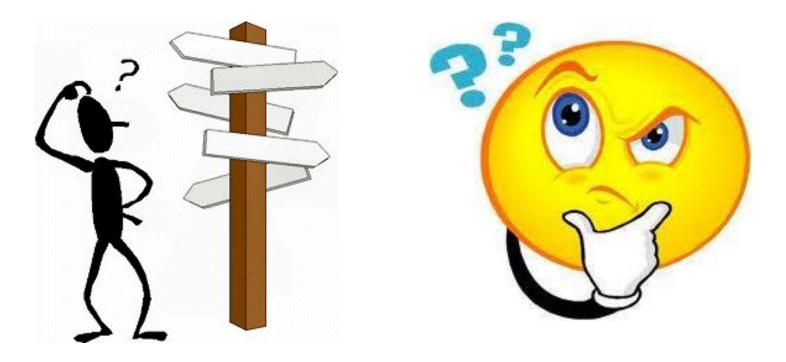
# Importance & Uses of the Guidelines -- Efficiency

"Despite the many changes that have taken place in cataloging practices during the past decade, GPO's mission of creating quality cataloging records to serve the general public and depository users in an efficient and timely manner remains the same." -- 2002 CGs, Introduction



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# Importance & Uses of the Guidelines -- Efficiency



Catalogers without Guidelines ...



#### #GPODLC16 October 17-19, 2D16

### **Greater Efficiency: Example 1**

#### National Standard

- RDA 2.4.1.5: Statement of Responsibility Naming More Than One Person
- Example: L.H. Booth, P.
   Fisher, V. Heppelthwaite, and C.T. Eason
- Optional Omission:
- *Example*: Roger Colbourne [and six others]

### **GPO Guideline**

 Bibliographic Cataloging: General MARC Field Policies (forthcoming)

 "With the exception of Congressionals, GPO follows the optional omission from RDA 2.4.1.5: "If a single statement of responsibility names more than 3 persons ... performing the same function ..., omit all but the first."





### **Greater Efficiency: Example 2**

### **National Standard**

- RDA 9: Identifying Persons
- RDA 9.16: Profession or Occupation
- This element is optional unless:
- " ... profession or occupation is a core element when needed to distinguish a person from another person with the same name."

### **GPO Guideline**

- Name Authorities: General Procedures
- "For the optional fields in a name authority record, include these fields whenever the information is readily available in the resource being cataloged, and can quickly be added. No extra sources need be consulted."



#### #GPODLC10 October 17-19, 2010

### **Greater Efficiency: Example 3**

### National Standard

- RDA 11.2.2: Identifying Corporate Bodies (CBs)
- RDA 11.2.2: Sources of Information: [Use] the following sources:
- (a) the preferred sources of information in resources associated with the CB
- (b) ... [omitted]
- (c) other sources (including reference sources)

#### **GPO Guideline**

- Name Authorities: General Procedures
- "... it is usually not necessary to consult any additional sources beyond the resource cataloged. However, if the resource cataloged is not issued by the entity whose name you are establishing in the authority file, do consult at least one additional source"



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### **The Two Extremes**

Perfect records=large backlogs

#### Poor records=small backlogs







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## The Balance (or middle ground)

"Quality records in an efficient and timely manner"







#GPODI C16

October 17-19, 201

# How does GPO's use of the Guidelines impact FDLs?

# **1.** Example from *Bibliographic Cataloging: Overview*: "OCLC Maintenance"

- GPO continually updates/maintains serial records in OCLC.
- GPO only updates monograph records in OCLC to correct GPO's own errors, clarify or improve GPO's data, or add links to other records.
- Other institutions may change GPO records in OCLC.
- GPO is not responsible for these changes made by other institutions, and will *not* modify such data in OCLC at the request of libraries.
- The Catalog of U.S. Government Publications is the authoritative source for all GPO's records and cataloging activity.





#GPODI C16

October 17-19, 201

# **2.** Example from *Bibliographic Cataloging: Overview*: "Separate Record Policy"

- GPO follows the separate record approach.
- Switched from single record approach in 2008 at request of FDLs
- Now, GPO creates separate records for each format: print, microfiche, online, DVD/CD-ROM.
- Previously, single records described more than one format.
- When an older "single record" is found, especially for serials, GPO splits it into 2 or more records, one for each format.
- However, GPO will leave online information (MARC fields 856, 074, 530, 538) in the OCLC master record for the tangible format.



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#### (Example 2 cont'd) For example, the same print record for NCI's annual report on complementary and alternative medicine

#### In OCLC

- Online version: NCI's annual report on complementary and alternative medicine ‡w (DLC) 2011230002 ‡w (OCoLC)695383044
- 856 41‡u http://purl.fdlp.gov/GPO/gpo 2803

#### In the CGP

 Online version: NCI's annual report on complementary and alternative medicine \$w (DLC) 2011230002 \$w (OCoLC)695383044

• [No PURL]



# How does GPO's use of the Guidelines impact FDLs?

# **3.** Examples from *Bibliographic Cataloging: 086 SuDoc Number*

- Different formats of the same publication may have the same SuDoc number.
- SuDoc classes are recorded in the 086 field: subfield "a" is for the SuDoc number, used by GPO, and subfield "z" is for canceled/invalid/incorrect SuDoc numbers.
- Subfield "z" is used for classes that were assigned/recorded in error; it is not used for class changes that result from agency reorganizations.
- When the SuDoc number for a title has changed due to agency reorganizations, each correct SuDoc number is listed in a separate 086 \$a. The 086 fields are recorded in the order of oldest number to the most current.



#GPODI C16

October 17-19, 2016

What's New?

New chapters have been added:

- Bibliographic Cataloging: Overview
- Bibliographic Cataloging: Microfiche
- Bibliographic Cataloging: Technical Reports
- Bibliographic Cataloging: Cartographic Materials



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October 17-19, 201

### What's New?

Many existing chapters have been updated:

- Bibliographic Cataloging: Serials
- Bibliographic Cataloging: 086 SuDoc Number
- Name Authorities: RDA, Corporate Names



### New format coming soon (1)

Federal Depository Library Prog	L	HOME CONTACT US	Search	Search	GPO Cataloging Guidelines Search
COLLECTION TOOLS  Home / Cataloging & Classification  Introduction  Details Last Updated: September 19 2016 Published: April 25 2016  The U.S. Government Publishing Office (		ABOUT THE FDLP	GPO Cataloging Gu Search Introduction Bibliographic Cataloging Name Authorities Subject Cataloging Other Metadata Schemu Glossary Initialisms and Acronym	ideline. 3	Introduction    Bibliographic Cataloging    074 GPO Item Number    086 SuDoc Number   Sources to Consult  Background and General Instructions
Content Management (LSCM), bibliograph LSCM. These guidelines are intended to p oreation of various types of metadata for U Government and in all formats. These gui depository libraries and library staff in oth The practices outlined in the guidelines ar	hic Control and Metadata Section with as rovide specific examples and practices th J.S. Government information published by delines are used by staff at GPO but are er institutions who handle, process, or use	sistance from staff throughout at are unique to the cataloging and y all three branches of the Federal also intended for use by staff in Federal U.S. Government information.	Questions on the upractices outlined guidelines should be submit askGPO. Please indicate "C Policies & Practices" in the s	GPO- in the tted v	Multiparts Serials and Integrating Resources Congressional Material
available through the Catalog of U.S. Gov products. In addition, these bibliographic commercial vendors through various distr other recognized standards and practices metadata schemes, such as ONIX and Di	ernment Publications (CGP), an online ca records are available to Federal depositor ibution mechanisms. Bibliographic record are also made available through OGLC,	talog of U.S. Government information y libraries, other libraries, partners, and s produced using these guidelines and a worldwide bibliographic network. Other			<ul> <li>Technical Reports</li> <li>Public and Private Laws</li> <li>Treaties</li> <li>Audiovisual Resources</li> </ul>
List of Standards When creating metadata records, GPO fo listing of the standards followed by GPO. Bibliographic	llows national standards unless stated oth	nerwise in these guidelines. Below is a			Serials Computer Files Integrating Resources
Anglo-American Gataloguing Committee f AACR2, 2002 Revision. Chicago: America Anglo-American Cataloging Rules. 2nd ec Committee for the Revision of AACR2.Ch	an Library Association,2003, with updates	under the direction of the Joint Steering			Name Authorities Subject Cataloging Other Metadata Schemes Glossary

<ul> <li>Home / Cataloging &amp; Classification / Cataloging-Guidelines</li> <li>Introduction</li> <li>Details         Last Updated: September 19 2016         Published: April 25 2016         The U.S. Government Publishing Office (GPO) Cataloging Guidelines were developed by staff in the Library Services and Content Management (LSCM), Bibliographic Control and Metadata Section with assistance from staff throughout     </li> </ul>	October 17-19, 20
COLLECTION TOOLS       REQUIREMENTS & GUIDANCE       ABOUT THE FDLP       CATALON <ul> <li>Home / Cataloging &amp; Classification / Cataloging-Guidelines</li> <li>Introduction</li> <li>Search</li> <li>Intro</li> </ul> Intro     Intro     Search     Intro     Search     Intro     Intro     Subject     <	h Search -
Search       Intro         Search       Intro         Details       Search       Intro         Last Updated: September 19 2016       Subject       Subject         Published: April 25 2016       Office (GPO) Cataloging Guidelines were developed by staff in the Library Services and Content Management (LSGM), Bibliographic Control and Metadata Section with assistance from staff throughout       Search	GING & CLASSIFICATION
Introduction  Petails  ast Updated: September 19 2016  Published: April 25 2016  The U.S. Government Publishing Office (GPO) Gataloging Guidelines were developed by staff in the Library Services and Content Management (LSGM), Bibliographic Control and Metadata Section with assistance from staff throughout	PO Cataloging Guidelines
	oduction ographic Cataloging ne Authorities ect Cataloging er Metadata Schemes isary alisms and Acronyms
reation of various types of metadata for U.S. Government information published by all three branches of the Federal Government and in all formats. These guidelines are used by staff at GPO but are also intended for use by staff in Federal lepository libraries and library staff in other institutions who handle, process, or use U.S. Government information.	Questions on the GPO-specific practices outlined in the ines should be submitted via PO. Please indicate "Cataloging: s & Practices" in the subject area.
he practices outlined in the guidelines are utilized in the creation of bibliographic (MARC) records, which are made vailable through the Catalog of U.S. Government Publications (CGP), an online catalog of U.S. Government information	
broducts. In addition, these bibliographic records are available to Federal depository libraries, other libraries, partners, and commercial vendors through various distribution mechanisms. Bibliographic records produced using these guidelines and other recognized standards and practices are also made available through OGLC, a worldwide bibliographic network. Other metadata schemes, such as ONIX and Dublin Core, are also utilized by GPO for describing U.S. Government information.	gation menu is gned to "stick" to op of your viewir
List of Standards When creating metadata records, GPO follows national standards unless stated otherwise in these guidelines. Below is a	en and to be visit any point on yo
Bibliographic Anglo-American Gataloguing Committee for Gartographic Materials. Cartographic Materials: A Manual of Interpretation for	itor

AACR2, 2002 Revision. Chicago: American Library Association, 2003, with updates.

Anglo-American Cataloging Rules. 2nd ed., 2002 revision, 2005 update. Prepared under the direction of the Joint Steering Committee for the Revision of AACR2.Chicago: American Library Association, 2005.

BIBCO Participants' Manual Washington, DC: Library of Congress, 2008.



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### New format coming soon (2)

#### GPO Cataloging Guidelines Search Introduction **Bibliographic Cataloging** Name Authorities Subject Cataloging Other Metadata Schemes Glossary Initialisms and Acronyms Questions on the GPO-specific practices outlined in the guidelines should be submitted via

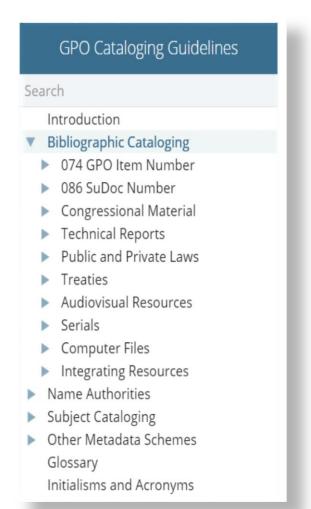
askGPO. Please indicate "Cataloging: Policies & Practices" in the subject area.

- Sidebar will include link to comprehensive PDF version
- Navigation menu includes dedicated "Search" of all chapter section titles
- Icons along left of the menu open and close chapters to reveal sections within



#### #GPODLC16 October 17-19, 2016

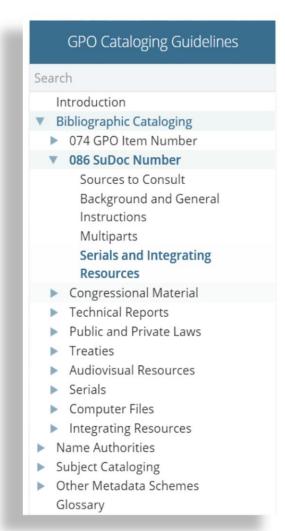
## New format coming soon (3)



- Animated icons spin downward when a section is opened and spin to the right to indicate it's closed
- Here you see the first major section,
   *Bibliographic Cataloging*, opened,
   with its 10 chapters (now 13)



## New format coming soon (4)



- Icons along left of the menu open and close chapters to reveal sections within
- "Open" sections of the menu are highlighted
- Here you see the sections of the chapter, Bibliographic Cataloging: 086 SuDoc Number

#GPODLC16 October 17-19, 2D16

# New format coming soon (5)



Here you see the chapter on *Bibliographic Cataloging: Technical Reports*, showing the subsections of the section, *Cataloging Instructions* 

Clicking on the words will take you to the content, either chapter heads or subheads within chapters



New format coming soon (6)

2016 Depository Library Council Meeting & Federal Depository Library Conference

Making It Happen Together: Demonstrating Results

#### Bibliographic Cataloging: 074 GPO Item Number

Details Last Updated: September 19 2016 Published: April 25 2016

Item numbers provide a way for Federal depository libraries to select the documents they are to receive. Individual documents or groups of related documents of interest to the users of a particular depository library are selected by this means. Item numbers are recorded in the cataloging records for documents which are distributed to depository libraries, including online publications. Item numbers are not recorded in records for tangible versions if they are not distributed.

Item numbers appearing in the current standard form have four digits in the first set of numbers and two digits in the second set of numbers following the letter. In the past, this standard form was not used. Therefore, when editing a record, always change the format of the item number to match the current standard form. This might require inserting zeroes to fill in the necessary digits.

Example	e
(	D74 0004 NOT 4
(	074 0015-A NOT 15-A or 15A
(	074 0040-A-02 NOT 40-A-2
(	D74 D512-G-29 NOT 512-G-29

Restyled chapters include boxes to highlight examples within the text







Making It Happen Together: Results

# Thank you ©

#### **Questions?**

#### askGPO <u>www.gpo.gov/AskGPO</u> Category: Federal Depository Libraries Subcategory: Cataloging ----Policies & Practices

Marty Bokow mbokow@gpo.gov #GPODLC16



### National Bibliographic Records Inventory Initiative (NBRII) Update

Suzanne Ebanues Senior Planning & Development Specialist

#GPODLC16



Making It Happen Together: Results



It is various efforts to provide bibliographic records and serial holdings records through the CGP for:

- Fugitive material, primarily pre-1976; those distributed to FDLs and true fugitives
- Older publications with only non-electronic bibliographic records, such as Monthly Catalog or Historic Shelflist
- Publications with only minimal bibliographic records

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### How does the NBRII work?

- This effort is a major, long-term undertaking by LSCM.
- It is composed of many smaller projects.
- It is conducted by LSCM staff, through contracts, and/or cooperative cataloging projects and partnerships with depository libraries and others.
- All NRBII projects are initiated and implemented in a staggered approach as time and resources allow.

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Making It Happen Together: Results



**Cooperative Cataloging Projects** 

- University of Montana: 99 records for general publications from the EPA
- University of Colorado, Boulder: 915 records for the print version of the USGS Bulletins
- Colorado School of Mines: 1,679 records for electronic versions of the USGS Bulletins
- FRASER: continue to process quarterly lists of new titles

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Making It Happen Together: Results

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## **Status of FY16 Efforts**

**Record Conversion Projects** 

Historic Congressional Hearings and Prints:

		OCLC		
		Record	OCLC Record	
	Item Record	Exported	Exported and	
Total Physical	Added to	with No	Overlaid	Transcribed
Hearings	<b>Existing CGP</b>	Matching	Shelflist	<b>Directly into</b>
Processed:	Record:	Shelflist:	Record:	ILS:
7,681	3,264	1401	2693	34



Making It Happen Together: Demonstrating Results

### **Status of FY16 Efforts**

**Record Conversion Projects** 

Historic Shelflist:

		Corporate	
		Name and	
		LSCH Added	
Serial Issues		to Previously	Total
Checked In to	Transcribed	Transcribed	Drawers
CGP	Records	Records	Completed
72,777	17,662	18,083	150

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## Thank you!

#### **Questions?**

Suzanne Ebanues sebanues@gpo.gov #GPODLC16