# A Very Basic Orientation to Depository Cataloging

**How do you catalog your new depository materials/resources?**

* Copy cataloging
* Original cataloging
* Vendor record loads
* Mix of the above

**If you are getting vendor records, what are you getting?**

* All new records that match your selection profile
* Records that match your selection profile, but only for certain formats (like paper)
* Records for all online resources, regardless of your selection profile
* Records from agencies that you have specifically asked for
* Records containing corrections in them that match your selection profile
* Brief records (sometimes called shipping list records)
* Full records (full bibliographic records)

**When was the last time the library notified the vendor of any changes to your GPO selection profile?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you are on a shared catalog with another depository library, who does the…**

* Processing of the depository boxes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Cataloging of the paper materials received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Cataloging of new online resources \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How long does it take from the time a depository box arrives to when the materials are shelved?** \_\_\_\_\_\_\_\_\_\_\_

**How are depository serials recorded in your catalog? Are they down to the piece level or is there a separate shelflist of some sort located elsewhere?**

**How are depository monographs recorded in your catalog?**

**How are online depository resources identified and added into your catalog?**

**Are new online resources shared with other staff for inclusion in tools outside of the OPAC? For example, online subject guides (e.g. LibGuides), course guides, etc.**

**How has GPO’s separate record approach impacted your catalog records? Do you merge formats onto one catalog record, keep multiple records for each format of a publication in your catalog, or do you only catalog the print format?**

**How are depository resources displayed in your catalog to the public…**

* Is item level information displayed to the public or suppressed?
* Are holdings being updated to reflect an accurate ‘range’ of volumes and issues? Y/N
* Do URLs or PURLs display to the public? Y/N Are they ‘clickable’? Y/N
* Can your catalog search or browse SuDoc call numbers? Y/N
* Are depository resources configured to display in the list of search results in any way? Y/N For example, are online depository resources configured to display at the end of the search results list?