



Cataloging & Bibliographic Control

FDLP Depository Operation Training Series



Today's Learning Objectives

Participants will be able to:

- Explain the Superintendent of Documents classification system
- Explain how RDA and other cataloging changes impacts collection development and bibliographic control at their library
- Identify material recorded to the piece level
- Identify where catalog records can be acquired
- Describe how online resources may be made accessible

Classification systems

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 prefixes from the Superintendent of Documents classification numbers for some other agencies that you may find of interest:

A	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)
X, Y	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 Catalog of U.S. Government Publications at: <http://catalog.gpo.gov/>.



THE FEDERAL DEPOSITORY
LIBRARY PROGRAM



U.S. GOVERNMENT PUBLISHING OFFICE
Keeping America Informed | OFFICIAL | DIGITAL | SECURE

- Superintendent of Documents (SuDocs) used for everything
- Library of Congress (LC) class is used for congressional material



Available for order!

free



SuDocs

- Developed by GPO Librarian Adelaide Hasse in 1895
- Organizes publications by agency, then document type and series
- Used because it is difficult to organize gov docs by subject



Adelaide Hasse
b. September 13, 1868





How it works...

A = Agriculture, C = Commerce, S = State Department, T = Treasury, X & Y = Congress

A 1 = the main Dept. of Agriculture

A 2 = the Division of Accounts & Disbursements

A 3 = Division of Agrostotology

A 4 = the Bureau of Animal Industry

.1 = Annual Report

.2 = general publication

.3 = Bulletins

.4 = Circulars

.5 = Laws

See a colon?
It's a SuDocs number!

C 3.134:2012

C 3.134/7:2012



Down in the weeds...

After the SuDocs stem:

- Years
 - May be abbreviated: 999 & 99 = 1999; 01 = 2001
- Letters: use Cutters
 - Letter and number abbreviations of keyword in title
 - C 56 used to abb. 'classification'
 - N 42 O used to abb. 'New Orleans'
 - M 35 = Mars
- Numbers
 - Volume/issue
 - Technical report number

Colons are used to separate out the stem from the more detailed series or book information

A 1.10:975

A 1.77:38

NAS 1.20:M 35/2



How to shelve by SuDocs

GPO creates the call numbers, but be aware that your library determines how to order them on your shelves



Letter, number, year or
Year, letter number?
Oh the angst.

Just know how it's done at your library and follow the system!

Source: <http://www2.fbi.gov/hq/cid/arttheft/topten/munch.htm>



SuDocs

Material in SuDocs archive themselves because when the Federal government evolves, so does the SuDoc classification scheme

For example:

W = 1789 - 1947 for the War Department

M = 1947 – 1949 for the Military Establishment

D = 1949 – *present* for Department of Defense

Tip – Refer to a **Guide to U.S. Government Publications** (formerly called ‘Andriot’ after the editor, now published by Gale Group).

It has organized content by SuDoc numbers and provides an overview of when SuDocs were in use throughout history. Very handy.

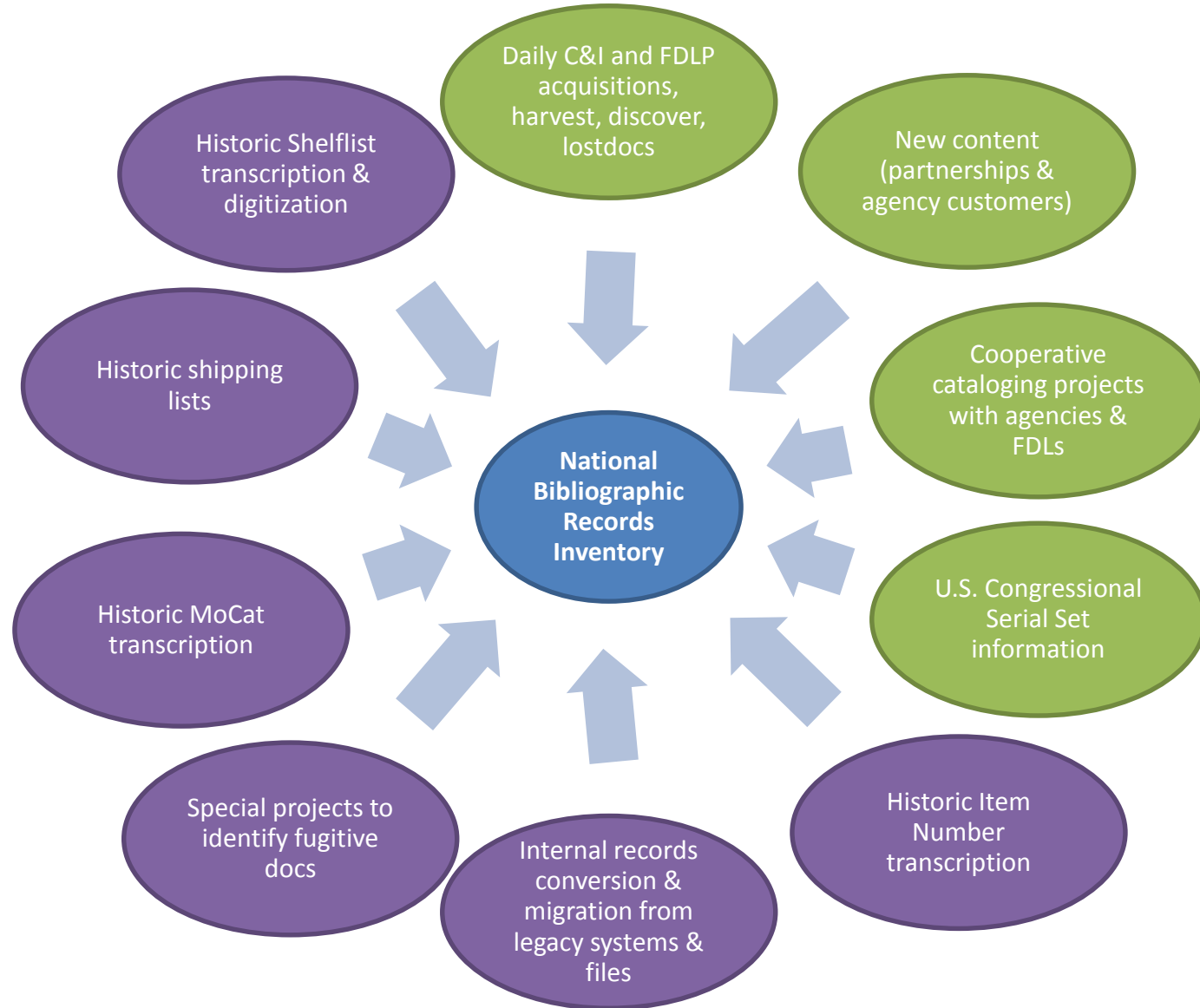


Which To Use?

- Do what works best for your patrons, library layout, and your catalogers
- Integrate material with general collections, or keep them separate, or both

Note - if you opt to use LC or Dewey, note that you will have to class your own material or wait for another institution to do it and copy it from them

National Bibliographic Records Inventory Initiative





Historic Shelflist Transcription



- Over 1 million cards
- Bibliographic information on documents distributed through the FDLP (and then some)
- Transcribing, digitizing, and cleaning up records



Resource Description and Access (RDA) Cataloging

- GPO catalogs U.S. Government publications in all formats in high quality original cataloging done to national standards
- GPO began cataloging in RDA on April 1, 2013.
- Impact:
 - Most abbreviations have been eliminated
 - The general material designation (GMD) was replaced by three new MARC fields: content type (336), media type (337), and carrier type (338).
 - Authorities changed (names, corporate bodies, etc.)
- Learn about how GPO catalogs on fdlp.gov > Cataloging & Classification, or in webinar archive

Omitted from Checklist, because a document
but kept here, with book no. of 3 figures, because
of its age.

Y4.F49:
C441

China. [Documents relating to
trade of China.] Feb. 6, 1886.
(19-1, S. doc. 31; Serial 126.)

Y4.Ed8/1:Sa 2e 1/4

EDUCATION AND LABOR COMMITTEE, House

St. Elizabeths Hospital, (mental patients from
northern Virginia), hearing before
subcommittee, 85th Congress, 1st session, on H.
R. 6638, Aug. 1, 1957. 1958. iii + 21 p.
*Item 1015

Y 4.Ed8/1:Sa2e1/4

Murder International, Inc., murder
and kidnaping as instrument of
Soviet policy, hearing before
Subcommittee to Investigate
Administration of Internal Security
Act and Other Internal Security
Laws, 89th Congress, 1st session,
Mar. 26, 1965. 1965. xv + 176
p. *Paper, 50c. *Item 1042

Y 4.J89/2:M 94

DEC 10 1965

Your bibliographic record keeping requirements



Piece level accounting

What is piece level accounting?

Identifying every tangible depository publication in your collection down to the 'item' or 'piece' level.

Can be achieved the following ways:

- 1) Full cataloging (down to the item/piece level)
- 2) Shelflist

What is a shelflist?

Itemized list of depository publications.

Preferably in electronic format (e.g. a spreadsheet).

Preferably publicly accessible.

Piece level accounting

Good holdings statement	Bad holdings statement
A 1.1:1909 – 2015	A 1.1:1909 – present
A 1.1:1909-1935, 1940-2011	A 1.1:1909-2011, some years missing
A 1.2:AC 1; AC 1/2002; C 32	A 1.2:AC 1 - C 32

Piece level inventories for maps

Don't panic – you don't have to individually catalog thousands of map sheets!

Common method:

Catalog an entire series, then maintain an index sheet indicating which sheets you have in your collection

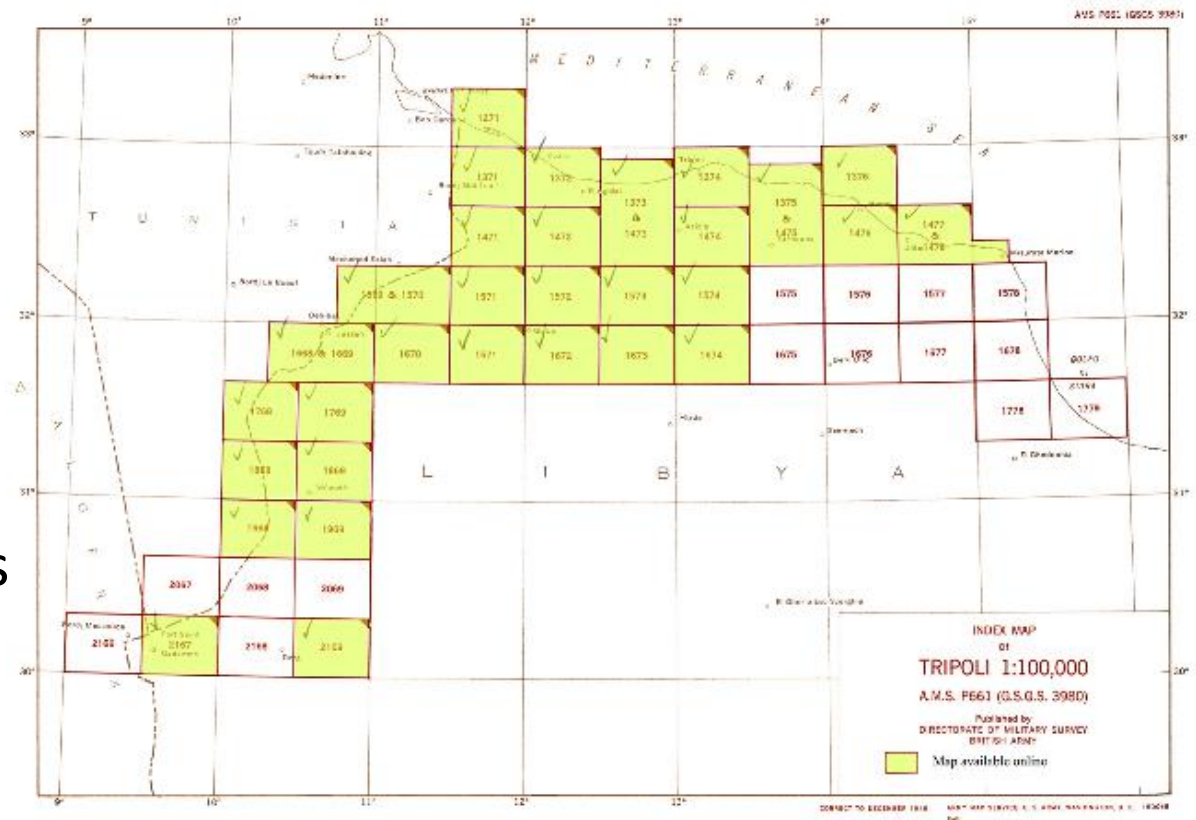


Image source: <http://www.lib.utexas.edu/maps/ams/tripoli>



Cataloging

Cataloging (full or partial level) is required for material received after January, 2012.

Level of cataloging is a local decision

- Full cataloging to the item or piece level
- Partial or brief cataloging (with additional piece level shelflist)

Where you catalog is up to you

- Preferably online or electronic
- Preferably accessible to the public

Cataloging options (post Jan. 2012)

Piece level
accounting in
OPAC

Piece level
accounting in
shelflist & brief
catalog records
in OPAC

Piece level
accounting in
electronic
database or
spreadsheet



Bibliographic Control

- GPO requires 100% piece level accounting of the Federal depository collection you house (tangible).
- GPO requires cataloging (to varying degrees) for material received after January of 2012.

The goal of cataloging is to make the collection more visible and to increase its usage.

GPO is flexible when it comes to how you make that happen given your library's circumstances.



How and where to get catalog records

Different ways to catalog based on how your library's workflow is set up:

- Copy catalog
- Purchase vendor records for bulk upload
- Original cataloging
- Mix

Sources of records:

- Catalog of U.S. Government Publications (CGP) *free*
 - Email up to 20 per email
 - Z39.50 for up to 10,000 records
- CGP on GitHub *free*
- Documents Data Miner 2 (DDM2) – non GPO tool *free*
- CRDP *free*
- 3rd Party Bibliographic Record Vendor (e.g. OCLC, MARCIVE, Inc.)



Cataloging Record Distribution Program

- Project to distribute cataloging records to depository libraries free of charge on a monthly basis
- Limited number of places, waiting list, annual confirmation of participation

Record Customization:

- Changed or updated full GPO cataloging records
- Historic Shelf List cataloging records (brief records)
- Libraries may choose how the record sets are organized
- Creation of item record holding fields
- Creation of holding codes based on format
- Placement of OCLC and SuDocs numbers and designated MARC fields according to local practice
- Record sets in MARC 8 or UTF-8

Shared Catalog System?

Pros	Cons
Other libraries may do your cataloging	Other libraries may do your cataloging - or you may end up doing theirs
It may be cheaper to pay for commercial services (like MARCIVE, Inc.) in a consortium	You are bound by consortial agreements
Can be efficient	Other libraries may have differing cataloging practices that you have to take into account (like the level of catalog records accepted, call numbers used, etc.)
	Record clean up issues? Timeliness of cataloging? And more...

- Cataloging is not required, but recommended
- Alternate access points include including online resources in subject guides, LibGuides, etc...

DSpace Home

Open Access Journals

My Accounts

Ask a Librarian

Portland State

Library

Research Tools & Collections · Help & Services · Study Spaces & Computers · About the Library

Government Information & Maps

Research Tools & Collections · Government Information & Maps

Government Information

Welcome to Portland State Library Government Information Collections. Our physical collections are located on the fourth floor of Millar Library and include official documents from federal, state, and local sources as well as a variety of atlases and maps. Additional local, state and federally-produced government documents are found throughout the general collection, and links to full-text digital documents available 24/7 online.

Related Subjects

- Government Information
- United States Government Information
- Census Information
- Legal Resources

Didn't find what you were looking for?

Try these basic search tools, such as Portland State Librarian for assistance, or contact a Government Information Librarian at GovernmentInformation@psu.edu.

PSU as Federal Depository Library

The Library offers a wealth of information created by Federal agencies such as the Dept. of Commerce, Dept. of Housing and Urban Development, and Dept of Transportation, as well as select Congressional Commissions, Committees, and Boards. These print and microfilm publications are complemented by a growing number of publications available electronically. The depository collection is open to the general public for research.

See Also

- Government Information
- U.S. Government Information
- Census Information
- Legal Resources
- Public Comment Documents
- Maps & Cartographic Information

Contact

Claudia Weston
Government Information Librarian
(503) 725-4542
westonc@psu.edu

GOVERNMENT INFORMATION

Online

<http://library.pdx.edu/research/government-information-maps/>



Cataloging Question?

- Check WebTech Notes
- Check CGP to see if updates have already been made to GPO's catalog record
- Submit askGPO question
- GPO will investigate (may take time if we have to reach out to an agency)
- Check out webinars on GPO cataloging in the GPO webinar archive



Your Retrospective Cataloging Projects 😊

Variables:

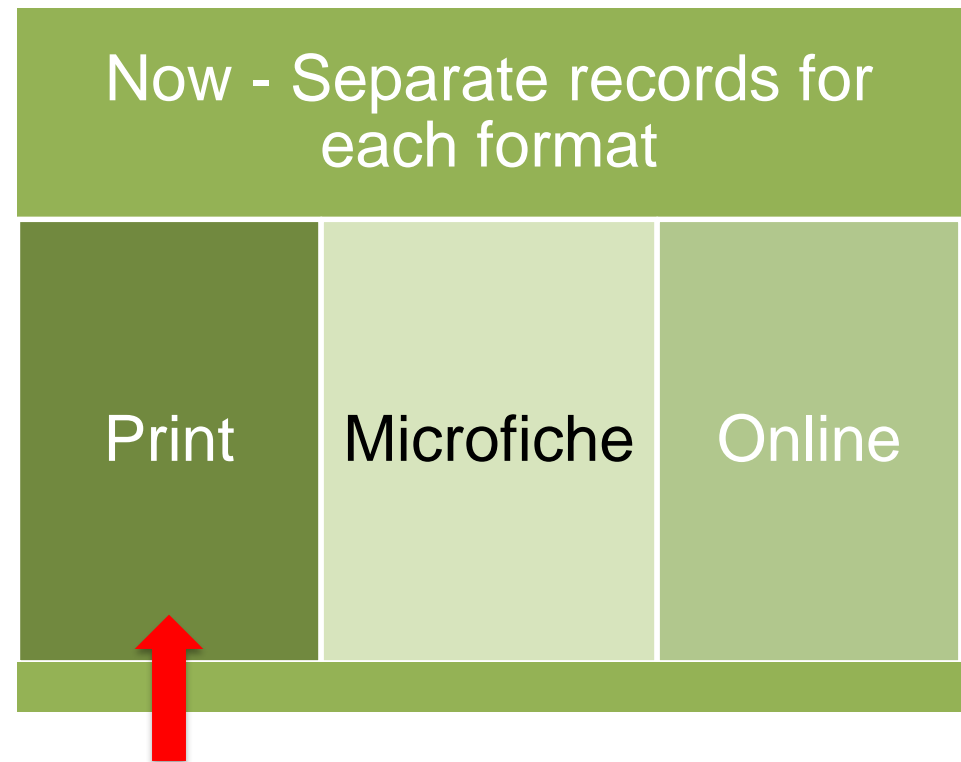
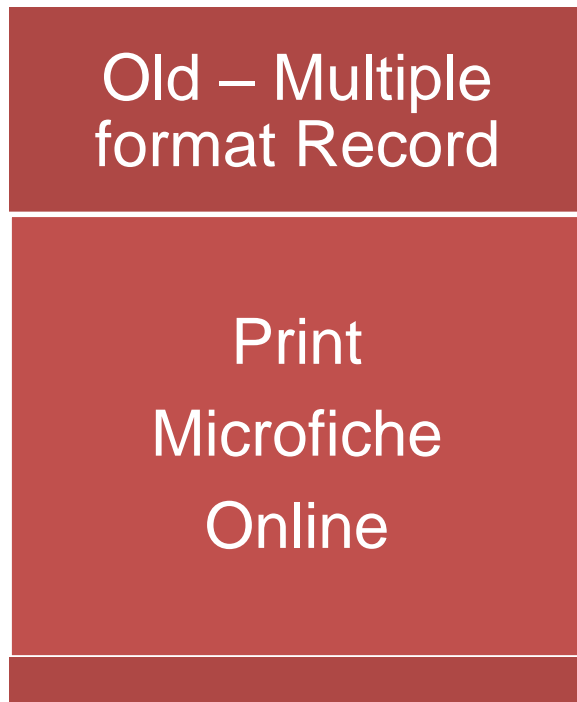
- Housing
- Classification system
- Integrated or separate
- Condition
- Age
- Simultaneously weed
- Source of catalog records
- Shared catalog system
- Item selection history
- Time: staff, deadline, timeline

Contact your regional and any other libraries that may be impacted by the changes your library is undergoing

DO NOT throw away your shelflist or piece-level accounting prior to the completion of your cataloging project!



Multiple Formats



If catalogers are only cataloging what comes in
your depository box, then your library is not
developing an online depository collection



Find something unique?

- It could be a fugitive or ‘lost doc’
- Report it using the askGPO service
- If it is in-scope of the FDLP, GPO will try to acquire it for the FDLP collection



Don't panic!



Questions?

Outreach and Support

202-512-1119

FDLPOutreach@gpo.gov

