Library Technical Services (LTS) Updates

Fang H. Gao, Chief, LTS
Megan Myers Minta, Collection Development Librarian
Caroline Hassler, Supervisory Librarian
Stephen Kharfen, Supervisory Librarian
Overview

- Copyright Statement
- Cataloging CRS reports
- Staffing
- NIST Collection
- Metadata Quality and Integrity
- FDLP Web Archive
- Cooperative Cataloging Efforts
- Cataloging Record Distribution Program
- Collection Development
- GPO Cataloging Guidelines
- Superintendent of Documents Classification Guidelines
Kudos to LTS Staff

In FY18,

- Added 34,367 new cataloging records to the CGP, of which 11,748 (or 34%) contained PURLs to full-text publications.
- Checked in 28,570 serial issues to the CGP and created 368 publication patterns for serial titles.
- Identified 2,577 previously-uncataloged serial titles and created new bibliographic records.
- Processed and prepared 4,211 titles/802,834 items for distribution to FDLP libraries.
GPO PCC Cataloging Statistics for FY18

- **BIBCO:** 11957 records
- **CONSER:**
  a. Authenticated records: 2040
  b. Maintenance of CONSER records: 721
  c. Maintenance of non-CONSER records: 162
- **NACO:** 884 authority records created
Data Integrity (DI) Efforts--Building a Culture of Quality-Mindedness

- Data Integrity Librarians:
  - Marty Bokow
  - Liselle Drake
  - Yalan Qi

- Data Integrity Tools Used
  - Alert protocol
  - System task requests
  - Datasets directory
  - Communications tool
Recent DI Reports & Investigations

- Environmental impact statements flip
- Brief bibliographic records inventory
- Audience for children’s documents
- BLM series cessation
FDLP Web Archive
https://archive-it.org/home/FDLPwebarchive

- Expansion of sites harvested
  → Allows more generous selection, and thus the need to redefine some already-archived websites as sub-collections to their now-archived parent websites (a.k.a. collections).

- More staff needed to create catalog records
  → Two Technical Services Librarians added to the catalogers group within the team
Cooperative Cataloging Efforts

- Bureau of Mine’s Reports of Investigations from the University of Colorado: 4,492 records added
- University of Montana for 12 SuDoc classes
- Publications from the WPA from the University of Kentucky: 183 bibliographic records added
- FRASER (Federal Reserve Bank of St. Louis): 6556 records
- USGS series from the Colorado School of Mines:
  - Professional Papers: 1,430
  - Water Supply Papers: 680
  - USGS Circulars: 223
- FDLP.gov > About the FDLP > Projects> National Bibliographic Records Inventory Initiative (NBRII)
Cataloging Record Distribution Program

- Provides GPO-produced catalog records to participating depository libraries at no cost to the libraries, through a contract with MARCIVE, Inc.
- Catalog records may be:
  - Based on each participating library’s item number selection profile (new and changed records)
  - Historic Shelflist records
- FDLP.gov > Cataloging & Classification > Cataloging Record Distribution Program
- Questions? Contact FDLPOutreach@gpo.gov
Collection Development Activities

Megan Myers Minta, Collection Development Librarian
Collection Development Working Group

- Coordinates the discovery and acquisition of new and historic fugitive content in scope of the FDLP, C&I Program, and GPO’s System of Online Access

- Implements *GPO’s System of Online Access | Collection Development Plan*
  - New *govinfo* collections
  - Digitization priorities
  - Partnership proposals

- Information sharing
GPO’s System of Online Access | Collection Development Plan

Version 3, released September 28, 2018, updates:

• Appendix B: Current govinfo Collections
• Appendix C: Ingest Priorities for the System of Online Access

Highest priority:

• Adding current and historical content to existing govinfo collections
Ways to Get Involved

• Partnerships:
  • Digital Content Contributor
  • Digital Preservation Steward

• FDLP eXchange
  • GPO Needs list
  • Offer nationally!

• Keep GPO in the loop on depository weeding projects: FDLPoutreach@gpo.gov
Agency Outreach

FRD Case Study Report
• Disseminating and Preserving Digital Public Information Products Created by the U.S. Federal Government: A Case Study Report: https://go.usa.gov/xPkKc

Revised Circular Letters
• Circular Letter 1010 Use of GPO Form 3868, Notification of Intent to Publish (Supersedes Circular Letters No. 790 dated October 1, 2010 and 794 dated October 19, 2010): https://go.usa.gov/xPkKa
• Circular Letter 1012 Disseminating Information Products to the Public through GPO's Federal Depository Library Program (Supersedes Circular Letter no. 793 dated October 6, 2010): https://go.usa.gov/xPkKC
Agency Outreach

Presentations
• GPO Regional Print Procurement Officers Meeting
• GPO Open House

Interagency Meetings
• Federal Publishing Council
• Federal Web Archiving Working Group
• FEDLINK
• Council of Professional Associations on Federal Statistics
Withdrawal Process

- Agency requests to withdraw publication(s)
- GPO researches publication(s), obtains surrogates
- SuDocs determines whether agency request to withdraw will be approved
- If request is approved, GPO issues official notice and instructions to depository libraries
- Depository libraries return or destroy publications, according to instructions
- GPO provides summary report to requesting agency
Superintendent of Documents Classification Guidelines

Caroline Hassler, Supervisory Librarian
Superintendent of Documents Classification Guidelines
Some History

• Superintendent of Documents Classification System developed at GPO between 1895 and 1903 by Adelaide Hasse

Manuals
• 1955 – An Explanation of the Superintendent of Documents Classification System (reissued periodically through 1990)
• 1985 - Practical Guide to the Superintendent of Documents Classification System
• 1987 - GPO Classification Manual, issued as a loose-leaf
• 1993 - last revision of the GPO Classification Manual
• 2018 - Superintendent of Documents Classification Guidelines
Using the **Classification Guidelines** on FDLP.gov

Superintendent of Documents Classification Guidelines

**Class Stems**

Details
Last Updated: August 14 2016
Published: September 18 2017

The class stem in a classification number consists of letters and numbers including in this order:

- Letter author symbols for the parent issuing body
- Numbers indicating subordinate offices, followed by a period
- Numbers designating category classes, series, or serial title.

The class stem generally ends in a colon. Some class stems extend past the colon and include additional letters and numbers followed by a slash. See Continuing Resources for examples of class stems ending in a slash.

**Letter Author Symbols**

The first letter or letters in the classification number represent the department or independent agency issuing the publication. Each department or independent agency has a unique letter or combination of letters assigned to it.

There are slight deviations due to the limits of the 26-letter alphabet. Generally, the letter or letters chosen as the author symbols correspond to the first letter of one or more keywords in the name of the agency. Some examples:

- Dedicated search
- Print and email articles
- Accordion style navigation menu
- Responsive design works on computers and tablets
Updates for a Digital Era

- Policy for classing publications from one agency posted on the web site of another
- Policy for classing digital reproductions
- New section on integrating resources
- Reduced list of abbreviations recognizes that the fact that the majority of documents classified today are online resources
The *List of Classes* contains:

- Category classes
- Series
- Serials and Integrating Resources that have been assigned their own stem

The *Classification Guidelines* allow for certain situations when a serial does not get its own stem but is instead placed in a category class. Such serials will not appear in the *List of Classes*.

The same title in different formats will receive the same classification number, but tangible and electronic formats receive different item numbers.
A Few Tricky Situations

• Dual series from different agencies

• Reprints where agency changes

• Commissions and boards

• Serials previously classed as monographs

The maze is successfully navigated!
Illustration from the back of An Explanation of the Superintendent of Documents Classification System, October 1990.
GPO Cataloging Guidelines Update & NIST Collection Project

Stephen Kharfen, Supervisory Librarian
GPO Cataloging Guidelines Update: Acknowledgements

Acknowledgements and expressions of gratitude to all members of the Cataloging Policy and Documentation Committee and LTS staff for their great work on the Cataloging Guidelines:

Marty Bokow, Liselle Drake, Cynthia Earman, Caroline Hassler, David Hitchings, Donna Kraemer, Dawn Pavao
Review and Revision Process

• Pursued the goals of enhancing the utility and increasing the usability of the documentation
• Implemented plain language.gov principles
• Added many cross-references related to Cataloging Guidelines, Resource Description and Access (RDA), and other cataloging/metadata documentation
• Specified and labeled instructions that are GPO local practices
Examples of GPO Local Practices

• Monographs MARC Field Policies Chapter:
• Pagination from software such as PDFs, use approximately
  Example: 300 1 online resource (approximately 11 pages)
• Three or more types of pagination, use one of the options with various parings
Major Chapters to be Published on FDLP.gov

- General MARC Field Policies
- Monographs Overview
- Monographs MARC Field Policies
Critical Elements of the Major Chapters

• General MARC Field Policies
  • Principal creators
  • Unique titles for works and expressions
  • Differentiation of work and expression authorized access points
  • Series transcription and tracing decisions

• Monographs Overview

• Monographs MARC Field Policies
  • Report numbers (088)
  • Source of title and description based on notes (588)
Next Chapters to be Revised and Published

Congressional Publications
Electronic Location and Access – 856 Field
NIST Collection Project: Acknowledgements

- Acknowledgements and expressions of gratitude to all for their wonderful work:
- Ye Ja Sanders and Ben Webb: Technical Experts
- An Liu and Darryl Walker: Systems and Projects
- Heidi Ramos and Christine McMahon: Programs, Strategy, & Technology
- Ashok Malhotra: Classification Subject Matter Expert
- Kate Butcher: NIST Metadata Specialist
- Fang Gao and Stephen Kharfen: Project Managers
Brief Overview

• Ingested into FDsys in 2016
• Consists of approximately 10,298 records
• Represents thirteen monographic series grouped by Superintendent of Documents classification number stem
• Ranges in date from 1903 to 2016
• Covers a wide range of technical and scientific topics
Purpose and Goals

• Exploration of procedures for the ingest of record sets into the CGP to fulfill GPO’s cataloging obligations of the FDLP and C&I program

• A potential model for the workflow of managing record sets from FDLs, agencies, and other sources

• Maximize the use of automated and batch processes

• Minimize manual examination and editing of individual records

• Batch creation of PURLs

• Additional ways to distribute records
Key Question

How do we balance the need to add a huge number of records to the CGP and the need to maintain highest levels of accuracy and reliability of the metadata?
Analysis and Testing

• Utilize various tools to analyze the record set
  • MarcEdit, Excel, regular expressions, pymarc
• Understand the overall character of the metadata
• Formulate the processing and ingest plan
• Identify issues to be addressed
Batch Additions and Edits

• Authorized form of series titles
• 500 Note to indicate GPO’s treatment of batch review and enhancements
• Batch changes performed
• MARC encoding corrections
Testing Stage Two

• Created a draft record set
• Used MarcEdit, Excel, and regular expressions to make changes and to check the outcomes
• Manually reviewed samples of the records
• Loaded the record set into the CGP test database
• Conducted sample searches and inspection in the CGP environment
Lessons Learned

• Metadata can be unpredictable and surprising.
• More analysis is always better.
• Matching/deduplication of records can be problematic.
• How to match records when no unique identifiers available?
• For titles, any variation in character strings can disrupt matching.
• The same publication can be cataloged on multiple records.
Lessons Learned

• How to choose the best available records?
• Multiple match points may increase the possibility of matching records.
• Challenging to find the balance between batch/automated methods and the time/resources required for individual/artisanal cataloging
• Batch processing offers both great potential and some risk for expediting and facilitating the addition of records to the CGP.
Next Steps

• LTS has started to test OCLC Collection Manager for creating record sets to compare with the CGP to identify records that should be added

• All GPO stakeholders in this project will meet to discuss the experience.

• LSCM management will weigh whether to continue the pursuit of this approach to build more content in the CGP.
Questions?

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