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Internet Cataloging of Serials at GPO

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When GPO first began cataloging remote serials and monographs in 1993, our cataloging of remote files was limited to the Federal Bulletin Board and our cataloging instructions for remote files were less than one page long.

In 1995, we began to consult CONSER Cataloging Manual, Module 31, when cataloging remote serials. Then in early 1996, GPO expanded its cataloging of remote files and we began to develop additional GPO guidelines for them. From the beginning, these guidelines have been consistent with national standards, particularly CONSER standards.

When cataloging remote serials, we follow the special instructions in the GPO Cataloging Guidelines that were designed to reduce the time needed to catalog remote files.

The physical form and remote file records GPO creates using the single record approach are, with a couple of exceptions, the same as they would be if we created separate records and linked them only with linking note fields.

The special GPO standards for remote serials are as follows:

1. Strict adherence to the AACR2 definition for serials when determining if a remote file is a serial.
2. The employment of full-level cataloging standards.
3. The use of the word "some" at the beginning of the 530 field notes that describe remote files. This was suggested by our serial catalogers.
4. When there is more than one URL for a remote serial, the one we transcribe in the serial catalog record is the one for the entire "run" of issues.

Another thing that GPO does differently when cataloging serials is to create individual availability records for specific issues. GPO does not create these for periodicals.

Now let's turn to some examples of serial cataloging records that appear in the Monthly Catalog.

The first serial example is a "remote file record" which we recently created for the online version of the Commerce Business Daily. It has the same special "remote file" fields that Wil and Eileen pointed out in their examples. In addition, it contains special serial fields and it was created following special serial cataloging practices.

Fields of note are:

- The 010 field, which has a CONSER authentication number that was added by the GPO cataloger.
- Next, the 130 "main entry-uniform title" field. At the end of this field, we see a qualifier, which begins with the word "Online."
- Note the absence of a 300 field.
- Further down is a 310 field, with the frequency, which is daily.
- We have a 520 "summary" note, which can be included in full-level remote file records.
- There is 538 "mode of access" note.
- A 580 "linking field complexity" note, with information on the paper version.
- And a 787 "nonspecific relationship entry" field, linking this record to the catalog record for the paper.

The second example is an availability record for the quadrennial serial that is known as the Plum Book, but actually has the title: United States Government Policy and Supporting Positions. Here, we have used a physical form record to provide information on the paper and online versions of this publication. As mentioned earlier, this does not mean we are cataloging both on the same record. Only the rules in AACR2, chapter 12, were followed when this record was updated to include information on the online version. Information on the online version is provided only in three fields. These are the 074 field, item number; 530 field, additional forms available note; and the 856 field, URL address.

- We have three 074 item number fields in this record since it is providing information on three different versions of this publication. The first is for the paper, the second for the microfiche, and the third for the online version.
- In the 300 field is the physical description for the paper.
- We have a 530 note, which begins with the words "Some issues...." This is GPO's standard style for serials.
- Note that there are no 776 linking entry fields since we have chosen to represent all versions (paper, microfiche, and online) in a single record.

- At the bottom, we have a 949 field with the initials AVR, which means this record is an availability record.

United States government policy and supporting positions /. 1960-. Quadrennial. United States. Y 4.G 74/7:P 75/6/996. GPO stock no.: 052-070-07076-5. [[1016-A]].

<http://www.access.gpo.gov/plumbbook/toc.html>

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<005> 19961121113103.0

<010a> 89643528

<010z> sn 88039058

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<074z> 1037 (online)

<086a> Y 4.P 84/10:P 75/

<086a> Y 4.G 74/9:

<086z> Y 4.G 74/9:S.PRT.102-509

<086a> Y 4.G 74/7:P 75/6/

<099a> Y 4.G 74/7:P 75/6/996

<049a> GPOO

<245a> United States government policy and supporting positions

<245c> Committee on Post Office and Civil Service, United States Senate.

<246i> Conventionally known as:

<246a> Plum book

<246a> Policy and supporting positions

<246a> U.S. government policy and supporting positions

<246f> <1980->

<260a> Washington :

<260b> U.S. G.P.O.,

<260c> 1960-

<300a> v. ;

<300c> 28-31 cm.

<310a> Quadrennial

<362a> 86th Congress, 2d session ([19601]-

<490a> 1984- : S. prt.

<500a> At head of title: Committee print.

<500a> Previously classed: Y 4.P 84/10:P 75/ and Y 4.G 74/9:

<500a> Issue: 104th Congress, 2nd session, Nov. 13, 1996 (Available online, to be distributed in paper and MF).

<530a> Vols. for <1984-> distributed to some depository libraries in microfiche.

<530a> Some issues also available via Internet at the GPO Web site.

<550a> Issued variously by: U.S. Congress. Senate. Committee on Post office and Civil Service, and: U.S. Congress. House. Committee on Post Office and Civil Service, 1960-1980; variously by: U.S. Congress. Senate. Committee on Governmental Affairs, and: U.S. Congress. House. Committee on Post Office and Civil Service, 1984-19 ; by: U.S. Congress. House. Committee on Government Reform and Oversight, <1996->

<550a> Material compiled by: United States Civil Service Commission, 1960-

<590a> [cat:ml/rev:su]

<651a> United States

<651x> Officials and employees

<651x> Directories.

<650a> Government executives

<650z> United States

<650x> Directories.

<710a> United States.

<710b> Congress.

<710b> House.

<710b> Committee on Post Office and Civil Service.

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<710a> United States Civil Service Commission.

<830a> S. prt.

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<850a> NIC

<850a> TU

<856z> Online version:

<856u> <http://www.access.gpo.gov/plumbbook/toc.html>

<8562> http

<936a> 104th Congress, 2nd session (Nov. 13, 1996) LIC

<949a> AVR

<990a> 97-04065

While most of the time GPO uses the single record approach when cataloging remote files, there are special circumstances where we create separate records for the physical form and online versions.

The first circumstance is when there is a significant difference in the contents.

The second circumstance is when we discover that an existing physical form record is unsuitable for use to catalog the remote file version because of known or suspected bibliographic problems.

The third circumstance is when we catalog the remote file first and must create a remote file record because there are no existing physical form records on OCLC.

The fourth circumstance is when we catalog publications of major significance. In the final example, we have an instance where GPO has created separate records for the online and physical form versions of a publication. The record for the remote file version of the Analytical Perspectives part of the Budget of the United States Government and a comparable record for the paper version are good examples this circumstance.

In this record, the fields of note are:

- The 240 field with a uniform title which has the word "online" as a qualifier.
- There is 538 "mode of access" note.

This time we have included a 776 "linking entry" field, linking this record to the catalog record for the paper version, and a 787 "nonspecific relationship" field, linking this record to records for the other online budget publications and the CD-ROM. We did not include these kinds of fields in the previous example, because we chose the single record approach for that document.