

# **Cataloging & Bibliographic Control**

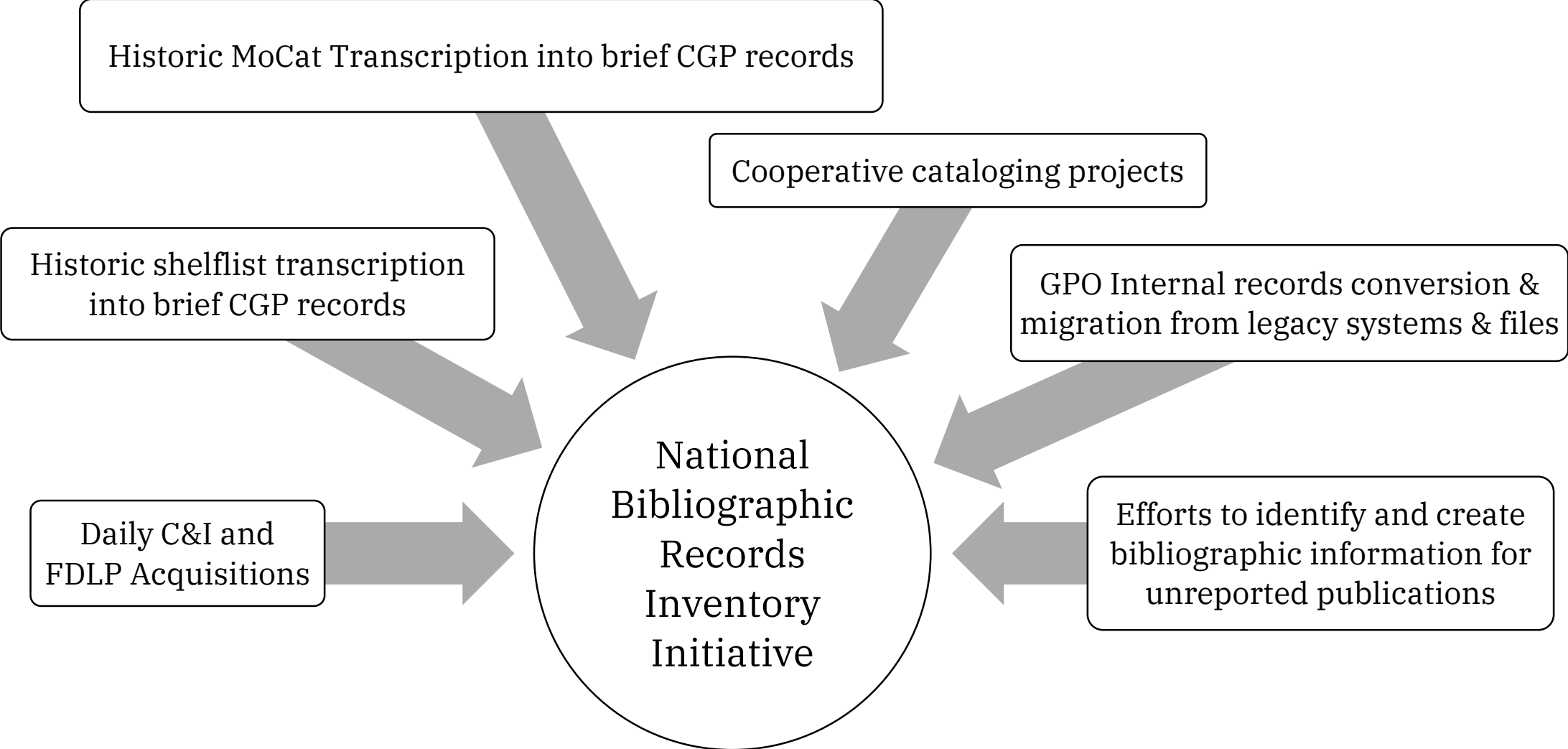
**The Government Publishing Office (GPO) and  
the Federal Depository Library Program (FDLP)**

**FDLP Depository Operation Training Series**

# Outline

- GPO's National Bibliographic Records Inventory Initiative
- Resource Description and Access (RDA)
- Piece level inventory
- Cataloging your depository resources
- Where to get records
- Issues associated with a shared catalog
- Dealing with digital resources
- Where to go for cataloging issues/questions
- Retrospective cataloging projects

# National Bibliographic Records Inventory Initiative



# 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 of RDA and FRBR:
  - Multiple records for each format of a title produced
  - Less Latin
  - New fields to more accurately display formats and enable catalog search filters

# 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

Y4.F49:  
C441

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

China. [Documents relating to  
trade of China.] Feb. 6, 1836.  
(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 (for call numbers)

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 maps you have in your collection

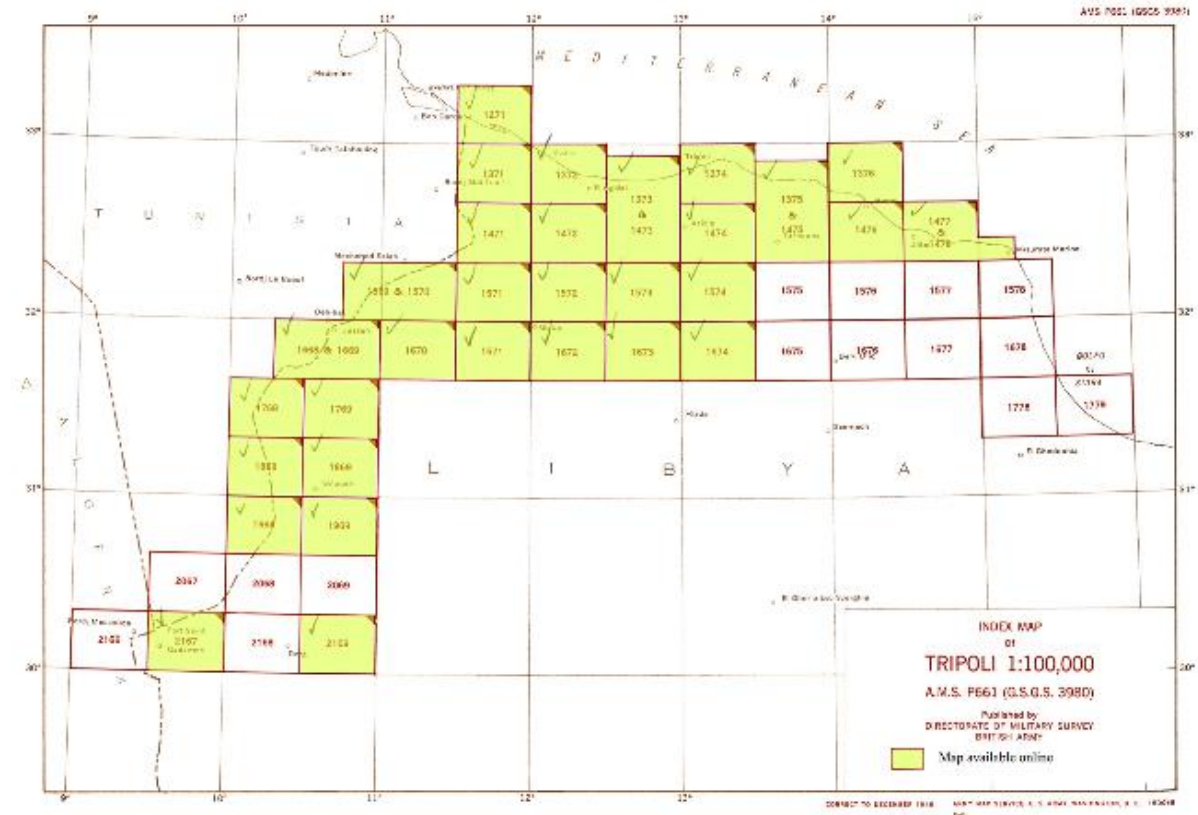


Image source:

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

# Cataloging

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

LRPR 13

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 physically held in your library.
- 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
- Purchase vendor services to add your holdings to records (ex. OCLC WMS)
- 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*
- CRDP *free*
- 3<sup>rd</sup> 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

# 3<sup>rd</sup> Party Vendors

Some libraries pay a vendor to provide them with catalog records based on their item selection profile, or other arrangement

- MARCIVE, Inc
- OCLC
- Auto-graphics
- SkyRiver

# Shared Catalog System?

Pros	Cons
Other libraries may do your cataloging	Other libraries may catalog their FDL P material differently - 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 consortium 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...



# Online Resources

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



Creativity ahead!

# Web pages

Northwestern

HOURS ASK US YOUR ACCOUNT SUPPORT US INFORMATION FOR

## LIBRARIES

Find, Borrow, Request Research Visit Libraries and Collections About

Government & Geographic Information Collection

HOME > LIBRARIES AND COLLECTIONS > GOVERNMENT & GEOGRAPHIC INFORMATION COLLECTION

### Government & Geographic Information Collection

Government Information Collection & Services

Maps and GIS

Social Science Data Services

## Government & Geographic Information Collection



The Government and Geographic Information Collection contains materials produced by the U.S. Federal government, the State of Illinois, the City of

<https://www.library.northwestern.edu/libraries-collections/government-collection/>

# LibGuide




## Gov Docs: Hurricane Katrina (2005): The Storm

Government Information about Hurricane Katrina

- Home
- The Storm**
- After the Storm
- Congressional Hearings

**FEDERAL DEPOSITORY LIBRARY**




The University of South Alabama (USA) Libraries have been a Federal Depository since 1968.

- DOCUMENTS LINKS**
- [USA Government Documents Home Page](#)
  - [Finding Government Documents](#)
  - [Gov Docs Quick Reference](#)
  - [Gov Docs Government Databases, Data Sets & Registries](#)

- Hurricane Katrina: The Storm: Online Resources**
- [Hurricane Katrina: A Climatological Perspective: Preliminary Report](#)  
U.S. NOAA, National Environmental Satellite Data and Information Service, National Climatic Data Center, 2005  
\*\*\*Also available in Paper in Documents Bookshelves (2nd Floor South)  
C 55.287/62:2005-01
  - [Hurricane Katrina: A NASA Satellite Video Retrospective](#)  
---NASA video of the hurricane
  - [Hurricane Katrina: Preparedness and Response by the Department of Defense, the Coast Guard, and the National Guard of Louisiana, Mississippi, and Alabama](#)  
U.S. Congress, House, Select Bipartisan Committee to Investigate the Preparation for and Response to Hurricane Katrina, October 27, 2005
  - [Hurricane Katrina: Preparedness and Response by the State of Alabama](#)  
U.S. Congress, House, Select Bipartisan Committee to Investigate the Preparation for and Response to Hurricane Katrina, November 9, 2005
  - [Hurricane Katrina: Preparedness and Response by the State of Louisiana](#)  
U.S. Congress, House, Select Bipartisan Committee to Investigate the Preparation for and Response to Hurricane Katrina, December 14, 2005

**Government Documents Librarian & Depository Coordinator**



**Vicki Tate**

[Email Me](#)

**Contact:**  
Marx Library RM 222  
University of South Alabama

<http://libguides.southalabama.edu/c.php?g=171934>



Federal Depository  
Library Program

# LibGuides

Federal Depository Library Program / LibGuides / Subject Guides / Spanish Language Documents

## Spanish Language Documents: Online Resources

This is a guide to documents available in Spanish from a number of Federal agencies. Also included are guides for searching the CGP for Spanish-language documents.

Online Resources

Searching the CGP for Spanish-language documents

Locating new Spanish-language Documents in the CGP

### About

The United States Federal Government publishes Spanish-language resources on a number of topics, in a variety of formats. Spanish-language information can be found at agency websites, Government databases, the FDLP Web Archives, and the Catalog of U.S. Government Publications.

El gobierno federal de los Estados Unidos publica recursos en español en una serie de temas, en una variedad de formatos. Se puede encontrar información en español en los sitios web de agencias, bases de datos del Gobierno, archivos web de FDLP y el Catálogo de Publicaciones del Gobierno de los Estados Unidos.

### Agency Websites and Government Databases

- [Benefits.gov](#)  
Access to information about benefits available from the Government.  
Acceso a información sobre los beneficios disponibles del gobierno.
- [Centers for Disease Control](#)  
Information on health and disease related topics.  
Información sobre temas relacionados con la salud y la enfermedad.
- [Department of Education](#)  
Limited amount of information available in Spanish.  
Cantidad limitada de información disponible en español.
- [HealthFinder](#)  
Information on healthcare resources.  
Información sobre los recursos sanitarios.
- [MedlinePlus](#)  
Health information on a variety of topics.  
Información de salud sobre una variedad de temas.

# Don't have LibGuides?

# Link to FDLP LibGuides!

<https://libguides.fdlp.gov/spanish-language-documents>

## Government Information: U.S. Constitution

A guide for finding government information.

- Home
- First Places to look for Gov Information
- State/Local Government Info
- US Government Information Links
- Gov Doc Databases
- U.S. Gov Documents - The Basic Collection
- International Government Info
- International statistics
- U.S. Constitution**
- Citing Gov. Publications - Federal and State Copyright
- Webcasts - TV feeds
- FOIA / FOIL resources
- Income Tax Forms
- January 6th Committee

# Online Subject Guide

### Constitution Day

In Celebration of Constitution Day : September 17



On September 17, 1787, the United States Constitution was signed by 39 of the 55 delegates attending the Constitutional Convention in Philadelphia. Delegates from 12 states had gathered at the Convention with the purpose of revising the nation's first written charter, the Articles of Confederation. Instead, they discarded the nation's first system of government and created a new one they believed would provide the United States with a strong national government to deal with the many challenges of the Confederation. The Constitution was subsequently ratified by each of the original 13 states.

In 2004, Congress designated September 17 as a day to commemorate the Constitution.

To find out more about our Constitution:

### Web resources for the US Constitution

- [Constitution Annotated](#)  
From the Library of Congress. This site provides a comprehensive overview of how the Constitution has been interpreted over time.
- [US Constitution Annotated](#)  
From the Legal Information Institute at Cornell University from content prepared by the Congressional Research Service(CRS) at the Library of Congress. "This edition is a hypertext interpretation of the CRS text. It links to Supreme Court opinions, the U.S. Code, and the Code of Federal Regulations, as well as enhancing navigation through linked footnotes and tables of contents."
- [Interactive Constitution](#)  
Lets you search the Constitution by keyword, topic, and Supreme Court decisions.
- [US Constitution & Declaration of Independence](#)  
Pocket size guide to the Constitution in a PDF file
- [Primary Documents in American History](#)  
Links to a variety of online resources including items in the American Memory Historical Collections (e.g., Max Farrand's The Records of the Federal

<https://researchguides.library.syr.edu/c.php?g=258130&p=1723881>

# Course Guide

## HIS 392--Gorbachev to Putin: Websites

- [Home](#)
- [Find Books](#)
- [Find Articles](#)
- [Websites](#)
- [Chicago & Turabian](#)
- [Avoiding Plagiarism](#)

### Statistics

- [Statistical Sources](#)  
by [Barrie Mooney](#) Last Updated May 12, 2022  
22 views this year
- [Research Process](#)  
by [Barrie Mooney](#) Last Updated Jan 30, 2022  
166 views this year

### Informational Websites

- [Freedom House](#)  
Nations in Transit Report for 2010 tracks democratic developments and setbacks of 29 countries in the former Communist states of Europe and Eurasia.  
[more...](#)
- [Country Background Notes \(U.S. Department of State\)](#)  
Background Notes are updated/revise by the Office of Electronic Information and Publications of the Bureau of Public Affairs as they are received from regional bureaus.  
[more...](#)
- [Institute of Slavic, East European, and Eurasian Studies](#)  
Use the search box to locate information on this site including podcasts and webcasts. Please note that there is at least one podcast of a lecture about Putin and education reform.
- [School of Russian and Asian Studies](#)

### Get Help



[Email Me](#)



<http://assumption.libguides.com/c.php?g=358028&p=2417074>




# Displays

St. Olaf College, "Air Power" (2007). *Aeronautics*. 2.


<https://cornerstone.lib.mnsu.edu/lib-services-govdoc-display-aeronautics/2>

# Digital Collection



STATE LIBRARY  
of NORTH CAROLINA

## North Carolina Digital Collections



STATE ARCHIVES  
of NORTH CAROLINA

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### World War II Maps and Posters




Image: "Nurses Are Needed Now," State Archives of North Carolina

Popular subjects

- [Savings bonds](#)
- [United States. Office of War Information](#)
- [Women](#)
- [Discretion](#)

Top formats

- [Posters](#)
- [Maps](#)

#### About this collection

This collection includes World War II posters and maps from the Military Collection of the State Archives of North Carolina.

The State of North Carolina provided over 370,000 men and women to serve in all theaters of the war and in all branches of the military. Just as in the First World War, the largest number of North Carolinians served in the United States Army, but sizeable numbers served in the Navy, Army Air Corps, Marine Corps, and Coast Guard. On the home front, tens of thousands of Tar Heel civilians aided the war effort by working in vital war industries, purchasing war bonds and stamps, producing food, working in important state and federal positions, and by working in various family and troop supported activities such as the United Services Organization (USO) and the American Red Cross.

A finding aid for the complete World War II collection is available at <http://archives.ncdcr.gov/Public/FindingAids/MilitaryFindingAids.aspx>.

NCpedia's website has more information about North Carolina and World War II at <http://ncpedia.org/category/subjects/world-war-ii>.

<https://digital.ncdcr.gov/digital/custom/wwii>



# Social Media

The image shows a screenshot of a Facebook page. At the top, the Facebook logo is on the left, and there are input fields for 'Email or Phone' and 'Password' with a 'Log In' button and a 'Forgot account?' link. The main header area features a large landscape photo of a lake with three Adirondack chairs (two red, one blue) in the foreground. Below the photo are 'Like', 'Share', and 'Send Message' buttons. On the left side, there is a profile picture of the Statue of Liberty and the page name 'Government Information at the University of Illinois at Urbana-Champaign' with the handle '@GovInfollinois'. A navigation menu on the left includes 'Home', 'About', 'Photos', 'Reviews', 'Posts', 'Community', and 'Info and Ads', with a 'Create a Page' button at the bottom. The main content area shows a post from the page dated May 7, with a link to a government publication. The post includes a thumbnail image of a woman and the title 'New Federal Government Publication Offers Help to Combat Opioid Crisis'. The right sidebar contains a search bar, a page description, and statistics for likes and followers.

facebook

Email or Phone

Password

Log In

Forgot account?

Government Information at the University of Illinois at Urbana-Champaign  
@GovInfollinois

Like Share Send Message

Send Message

Posts

Government Information at the University of Illinois at Urbana-Champaign  
May 7 · 🌐

<https://govbooktalk.gpo.gov/.../new-federal-government-publi.../>

**New Federal Government Publication Offers Help to Combat Opioid Crisis**

Every American with a family member, friend, or associate dealing with a personal opioid disorder...

GOVBOOKTALK.GPO.GOV

Search for posts on this Page

**Government Information at the University of Illinois at Urbana-Champaign**  
College & University in Urbana, Illinois

**Community** See All

184 people like this

182 people follow this

**About** See All

Create a Page

<https://www.facebook.com/GovInfoIllinois>

# Twitter

**Government Documents**  
asulibrary

Tweets **3,848** Following **189** Followers **199** Likes **52** [Follow](#)

**ASU Gov Docs**  
@ASUGovDocs

A Federal Depository Library, part of Arizona State University Libraries. Collections also include state & local Arizona documents  
[tinyurl.com/ASUGovDocs](http://tinyurl.com/ASUGovDocs)

Joined October 2013

261 Photos and videos

**Tweets** Tweets & replies Media

**ASU Gov Docs** @ASUGovDocs · Apr 4  
Containing Unusual #Antibiotic Resistance @CDCgov [buff.ly/2GyHNI8](https://buff.ly/2GyHNI8)

**ASU Gov Docs** @ASUGovDocs · Apr 4  
USDA Prioritizes Investments to Address #Opioid Crisis in Rural America @USDA [buff.ly/2q9Ivk6](https://buff.ly/2q9Ivk6)

**New to Twitter?**  
Sign up now to get your own personalized timeline!  
[Sign up](#)

**You may also like** · Refresh

- JoAnn Mulvihill** @mulvlib
- State Library of AZ** @StateLibAZ
- UGA Libraries** @ugalibs
- Library Tech Support** @asulibtech
- ASU Lodestar Center**

<https://twitter.com/ASUGovDocs>

# Your Retrospective Cataloging Projects

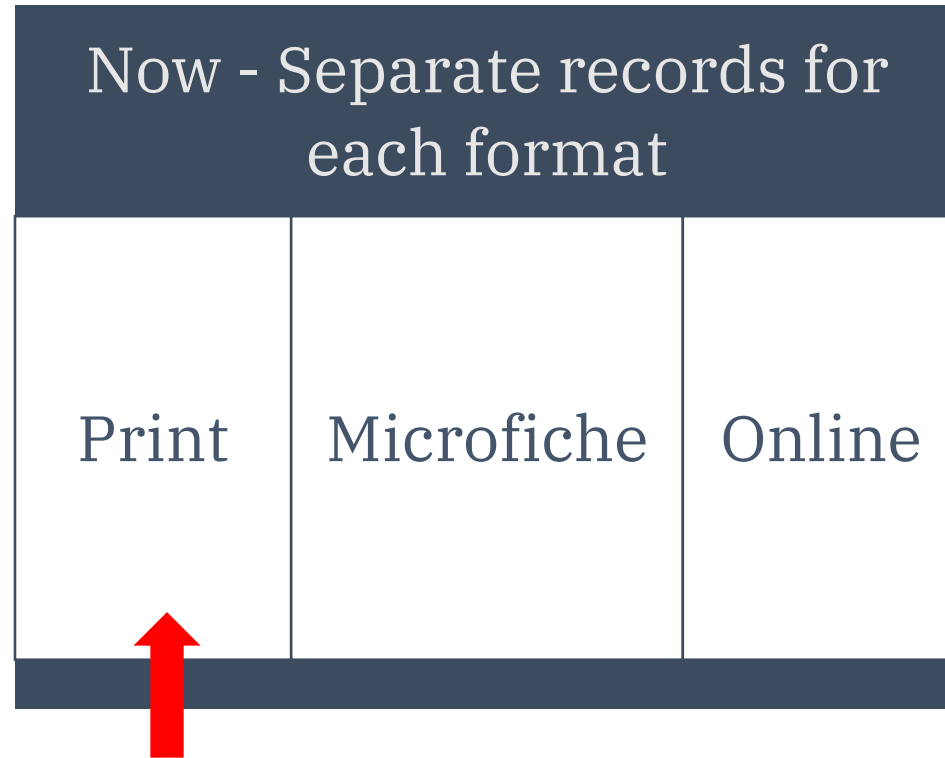
Variables:

- 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

# Don't Panic



<https://ask.gpo.gov/s/>

# Find something unique?

- It could be an unreported publication (AKA ‘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

# Getting Help from GPO

Use askGPO

<https://ask.gpo.gov>

Prefer a phone call?  
Contact Federal  
Depository Support  
Services

202-512-1119

