



# Cataloging Toolboxes for U.S. Federal, State & Local, and International Government Documents

## From the GODORT (Government Documents Round Table) Cataloging Committee

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These toolboxes provide understanding for materials distributed through the FDLP, through individual state documents depository programs, and resources that support and promote understanding of technical services for materials from international intergovernmental organizations (IGOs). These resources are useful for both new and experienced library staff who catalog and process government documents in these three areas or want to understand GPO bibliographic records. Reference sources for cataloging, authority work, classification, and subject/genre analysis are included.

**Cataloging Toolbox for U.S. Federal Government Information**

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About this Toolbox

This Toolbox lists resources for cataloging and processing U.S. federal government information. These tools are particularly helpful in understanding materials distributed through the Federal Depository Library Program (FDLP), which is administered by the U.S. Government Publishing Office (GPO). Most tools are freely available online. GPO staff catalog and index United States federal government publications, creating or adapting most of the MARC 21 records used by FDLP member libraries and many libraries globally via bibliographic utilities like OCLC Worldcat.

These resources are useful for both new and experienced library staff who catalog and process depository materials or want to understand GPO bibliographic records. Reference sources for cataloging, authority work, classification, and subject/genre analysis are included.

The content is organized in cataloging and processing workflow order.

- GPO Item Selection and Classification** -- covers MARC field 074 GPO Item and field 086 Government Document Classification Number.
- Depository Processing Tools provides guides for understanding selection, collection development, acquisitions and processing of FDLP materials.
- GPO Cataloging and Classification links to GPO cataloging manuals and classification guides, i.e. Superintendent of Documents Classification System (SuDocs).
- Cataloging Manuals and Standards lists resources used for cataloging and metadata description.
- Government Vocabularies and Thesauri lists subject/genre resources from many federal agencies.
- Cataloging Records Sources provides information about vendor records and bibliographic record capture.
- Collection Management Information lists resources used in managing government information collections.
- Continuing Education for Cataloging Federal Government Information resources are both general and specific, government and non-government sources.
- Internet Resources for Finding Government Information lists general reference and search services especially useful in cataloging.
- Library Catalogs links to selected federal government agency catalogs and indexes.
- E-Mail Discussion Lists and Electronic Communities lists free and subscription discussion boards.
- Help / Contact** -- helps you find answers and give feedback!

Contact the GODORT Cataloging Toolboxes Working Group identified in the side menu under Help / Contacts with comments or feedback. Let us know how we can improve this tool!

Federal Depository Library Directory

**Federal Depository Library Directory**

The U.S. Government Publishing Office (GPO) through the Federal Depository Library Program (FDLP) distributes Government information free of cost to depository libraries, and the libraries provide free access for all users to this information. For assistance in your state and local area, search geographically for information specialists at your nearest Federal Depository Library. Library profiles include information about the library's Congressional District, library and depository type, depository library number, the library's physical address, type of collections, websites, and contacts.

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**Subjects:** Cataloging, Government Agencies & Elected Officials | **Tags:** Authority Control, Bibliographic Records, Cataloging, Continuing Education, FDLP, Federal Government Information, GPO, MARC,

**Cataloging Toolbox for State & Local Government Information**

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State Governments

Alabama - Florida

Georgia - Louisiana

Maine - Nevada

New Hampshire - Rhode Island

South Carolina - Wyoming

Help / Contacts

About this Toolbox

This Toolbox lists resources for cataloging, classification and processing of state and local government information. These tools are particularly helpful in understanding materials distributed through individual state documents depository programs. Most tools are freely available online.

This guide focuses on state agencies responsible for cataloging and classifying state documents and for providing metadata for state government digital collections. Resources include state documents depository programs, state libraries, and state library catalogs. Bibliographies or checklists of state and local government documents and other manuals and guides are included as they are available. Other state depository libraries and their resources are listed if they are recommended for inclusion. Some libraries may be listed if they have a strong collection of state and/or local government documents.

GODORT State Agency Databases

The GODORT State Agency Databases LibGuide provides an annotated list of state government agency resources which includes some libraries, catalogs, directories and digital collections. These are excellent resources for cataloging and authority work!

Cataloging Toolboxes Working Group chair

**Andrea Morrison**

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Cataloging  
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**Subjects:**  
Cataloging

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**Tags:** Local Government Information, State Government Information

<https://godort.libguides.com/catstates>

**Cataloging Toolbox for International Government Information**

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About this Toolbox

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**Classification Schemes:**

- General
- European Union
- International Federation of Library Associations and Institutions (IFLA)
- International Monetary Fund
- OECD
- Organization of American States
- Unesco
- United Nations
- World Bank
- Reference Shelf for Cataloging & Authority Work
- Help/Contact

About this Toolbox

*This Toolbox is continually being updated. We welcome your feedback and interest!*

This Toolbox lists resources for the cataloging, acquisition, processing, and collection development of international government information. The emphasis is on resources that support and promote understanding of technical services for materials from international intergovernmental organizations (IGOs).

Contact the GODORT Cataloging Committee Toolboxes Working Group chair and members identified in the side menu under Help / Contact with comments or feedback. Let us know how we can improve this tool!

Contacts

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**Subjects:** Cataloging, Government Agencies & Elected Officials | **Tags:** Cataloging, Classification, International Documents, International Government Information, Metadata, Standards, Subject Analysis

<https://godort.libguides.com/toolbox-international>

**You can find all the GODORT Cataloging Toolboxes at:**  
<https://godort.libguides.com/cataloging>

Looking for volunteers to help with additional content and editing for the State & Local toolbox. Information about state documents classification, state depository programs, state documents collections, and state gov docs guides or checklists are of particular interest to the Working Group.

Use the contact information at the top of this poster to reach us!

<https://godort.libguides.com/toolbox-federal>