

FDM Tutorial: Retrospectively catalog older FDLP publications

Process:

- 1) Evaluate your resources needing cataloging.
- 2) Log into [FDM](#).
- 3) Click on **MARC Records**.
- 4) Depending on the type of records needing cataloging, experiment with the following searches to create a broad or narrow a search for suitable records. Use multiple fields when needed to narrow down search results.

You are seeking	Try searching	Example search	Will retrieve
Records for an entire agency	Agency (by SuDoc)	Agriculture Department	Records from all departments within the Department of Agriculture
Records for an entire agency or committee	Agency (MARC 1XX field)	Committee on Un-American Activities	Y 4.UN 1/2: Select Congressional material issued by this committee
Records for a bureau or agency	SuDoc	C 3.%	Any record with a SuDoc number beginning with C 3., used for the Census Bureau between 1903-1972, and 1975->
Maps	Format type	Maps (online) Maps (tangible)	Records with a LDR 006 position e or f AND MARC 338 coded for cr (online) OR starting with an n, or h (for tangibles)
Individual series	Item number	0004-C	Yields numerous records. Further limiting the search by Publication type = Serial will yield two serial records for the Agricultural Informational Bulletin series.
Subjects	Subject	Tennessee	Records where Tennessee was used in the MARC 6XX fields
Titles	Title	Tennessee	Records where Tennessee was used in the MARC 245 fields

- 5) Click **Get MARC** to review the search results.
- 6) When a suitable record set is in the search results, click **Download MARC**.

Notes:

- FDM contains the entire Catalog of U.S. Government Publications (CGP); however, records without OCLC numbers currently do not display or download.
- Not all catalog records contain item numbers. Records without item numbers include records for:
 - Digital reproductions of previously distributed publications – when distributed prior to 1940 and no item number had been assigned at that time
 - Digital reproductions of unreported publications – where publications predate the item number system
 - Publications issued by inactive or defunct issuing agencies - no new item number is created
 - Some project records, such as those in the U.S. Congressional Serial Set project
- Play around with multiple fields in the search interface to further narrow down the records returned in the results.
- Entering a FDL number in the FDL number field limits the records to item numbers found on the library's *current* item selection profile. It is a good start to identifying catalog records, but the record set will be incomplete. Item numbers that were inactivated by GPO or deselected by a library will not be retrieved when using this feature.