



Cataloging & Bibliographic Control



Agenda

- Piece level inventory
- Where to get records
- CGP/Desktop
- Online
- C&I program
- RDA
- WEBTech Notes
- Retrospective projects
- Where to go for cataloging issues/questions



Learning Objectives

Participants will be able to:

- Identify material recorded to the piece level
- Identify where catalog records can be acquired from
- Describe how online resources may be made accessible
- Explain how RDA and other cataloging changes impacts collection development and bibliographic control at their library
- Extol the virtues of the Superintendent of Documents classification system



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

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





Cataloging

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

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 you house (tangible).
- 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.



Ways of Cataloging

Different ways to catalog based on how your library's workflow is set up:

- Copy catalog
- Purchase vendor records for bulk upload
- 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
- Documents Data Miner 2 (DDM2) – non GPO tool *free*
- CRDP *free*
- 3rd Party Bibliographic Record Vendor (e.g. OCLC, MARCIVE, Inc.)



Shared Catalog Systems

Pros	Cons
Other libraries may do your cataloging	Other libraries may do your cataloging - or you may end up doing theirs
It may be cheaper to pay for commercial services (like MARCIVE, Inc.) in a consortia	You are bound by consortia 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...



<http://guides.lib.udel.edu/usgov>




<http://library.pdx.edu/research/government-information-maps/>

WEBTech Notes

- Used to announce classification changes, item number changes, new item numbers, and other changes
- Available from fdlp.gov > Collection Tools

Home / WEBTech Notes

WEBTech Notes Record 

Search: [Search](#) [Advanced Search](#) | [Help](#) Select...

Primary Sort Last Modified Des Secondary Sort Asc [GO](#)

Select All

Title	SuDoc No.	Item No.	Category	Last Modified	Status
<input type="checkbox"/> Pediatric Surgery and Medicine for Hostile Environments, 2010 (EL)	D 104.2:P 94	0351-A	CC	2014-04-22	New
<input type="checkbox"/> Legislative Calendar (completely irregular) (P)	Y 4.F 49/20-2:	1013-C-01	UM	2014-04-21	Edited
<input type="checkbox"/> Legislative Calendar (completely irregular) (MF)	Y 4.F 49/20-2:	1013-D-01	UM	2014-04-21	Edited
<input type="checkbox"/> Legislative Calendar (completely irregular) (EL)	Y 4.F 49/20-2:	1013-E-01	UM	2014-04-21	Edited
<input type="checkbox"/> Virginia Kendall Unit / Ledges Area Trails, 2012? (map)	I 29.8:C 99/5	0651-A	CC	2014-04-17	New
<input type="checkbox"/> Code of Federal Regulations, Title 14, Aeronautics and Space, Parts 60 to 109, Revised as of January 1, 2014	AE 2.106/3:14/60-109/2014	0572-B	CC	2014-04-17	Edited



Cataloging Questions

- 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



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!

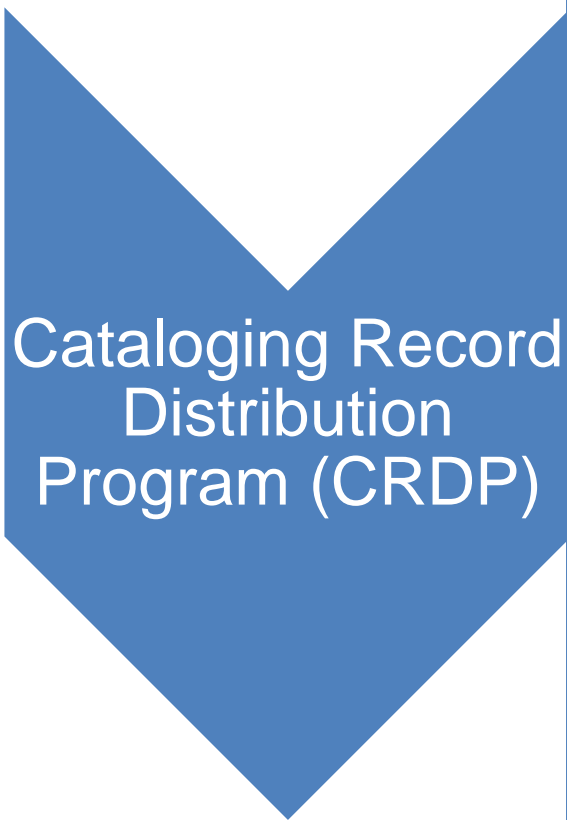


Don't Panic



fdlpoutreach@gpo.gov

Cataloging Record Distribution Program



Cataloging Record Distribution Program (CRDP)

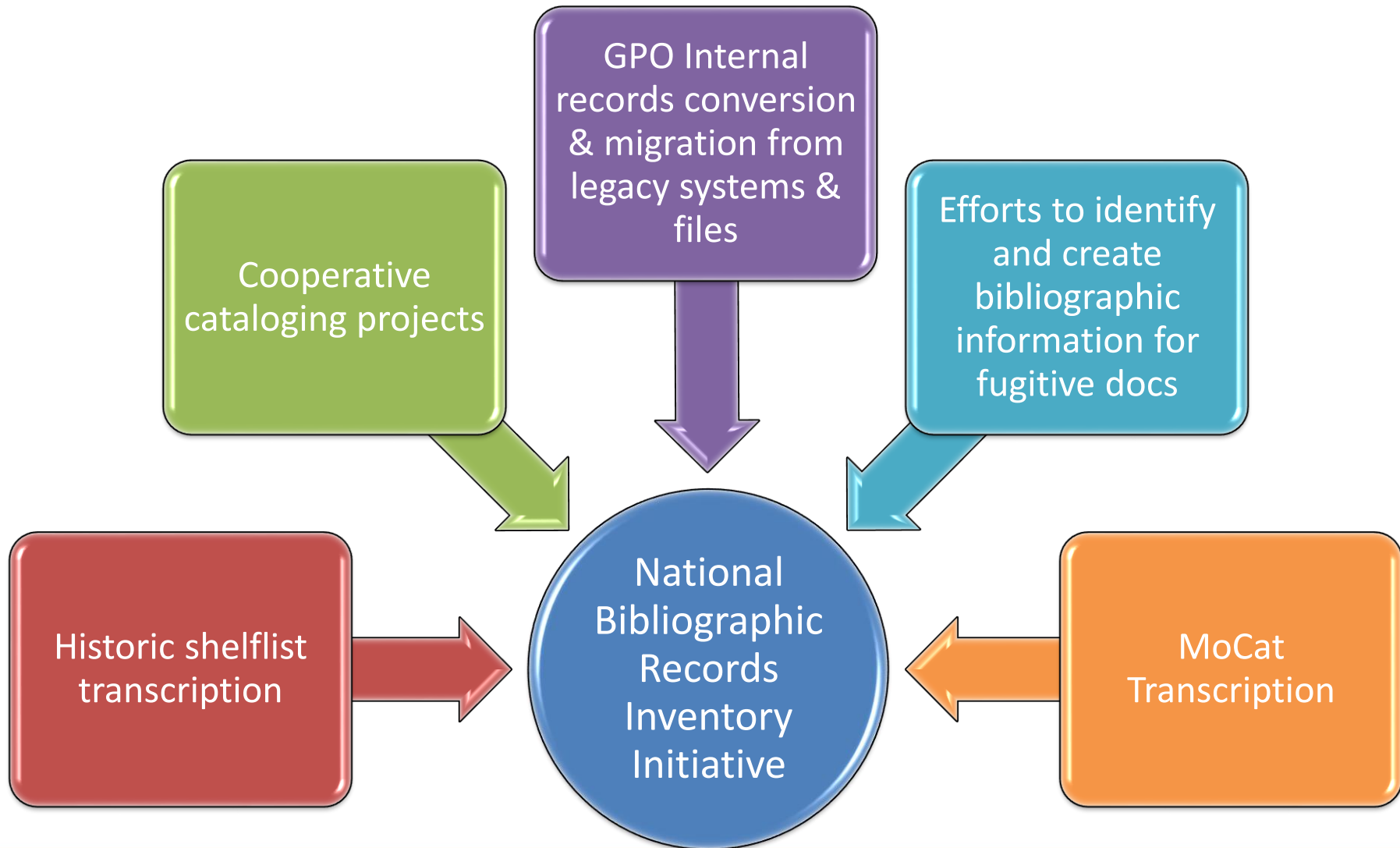
- Project to distribute cataloging records to depository libraries free of charge on a monthly basis.
- Limited number of places, waiting list, annual confirmation of participation

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. For example, they can be separated by format (e.g. serials only, microfiche only, EL only, etc.), or they may be one file;
- Creation of item record holding fields (if desired);
- Creation of holding codes based on format (if desired);
- Placement of OCLC and SuDocs numbers and designated MARC fields according to local practice; and
- Record sets in MARC 8 or UTF-8.

National Bibliographic Records Inventory Initiative

CATALOG OF U.S.
GOVERNMENT PUBLICATIONS



Historic Shelflist Transcription



Historic Shelflist Transcription

Over 1 million cards

Bibliographic information on documents distributed through the FDLP

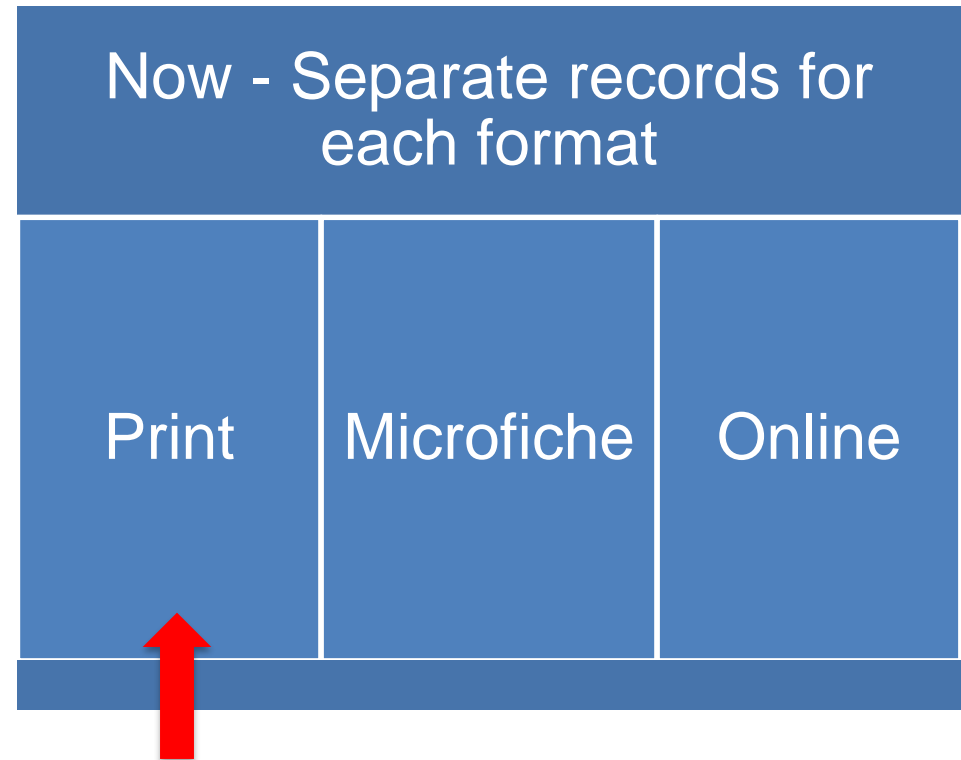
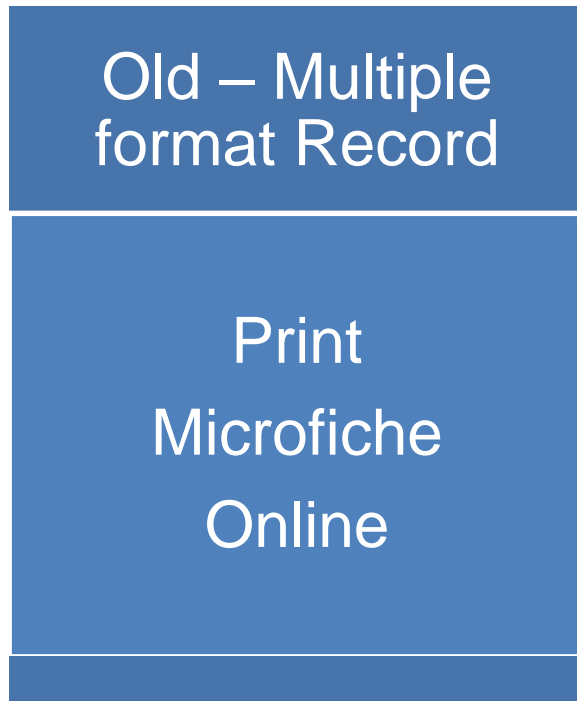
Transcribing, digitizing, and cleaning up records



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:
 - Most abbreviations have been eliminated
 - The general material designation (GMD) was replaced by three new MARC fields: content type (336), media type (337), and carrier type (338).
 - Authorities changed (names, corporate bodies, etc.)
- Learn about how GPO catalogs on fdlp.gov > Cataloging & Classification, or in webinar archive

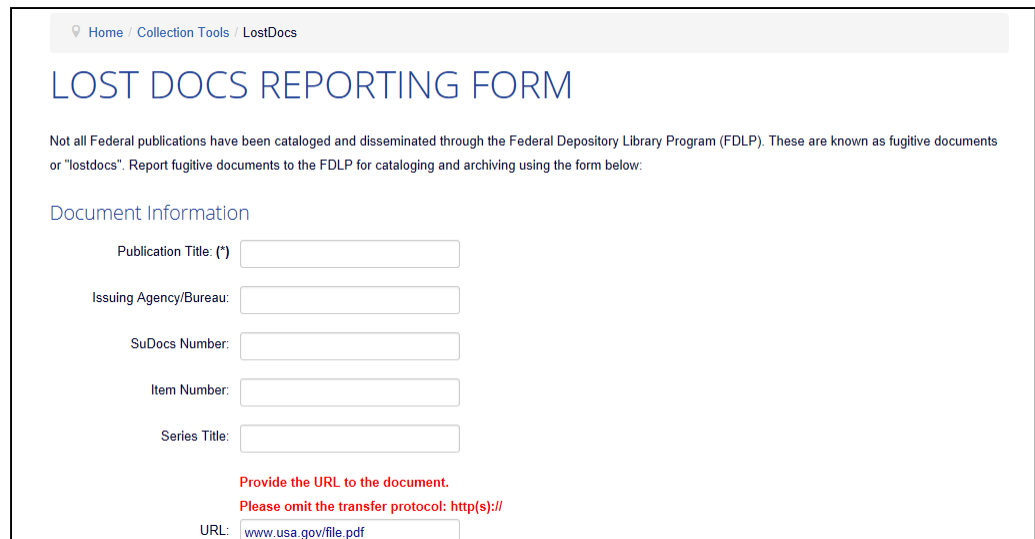
Multiple Formats



If catalogers are only cataloging what comes in your depository box, then your library is not developing an online depository collection

Find something unique?

- It could be a fugitive or 'lost doc'
- Report it on Lost Docs Form
- If it is in-scope of the FDLP, GPO will try to acquire it for the FDLP collection



Home / Collection Tools / LostDocs

LOST DOCS REPORTING FORM

Not all Federal publications have been cataloged and disseminated through the Federal Depository Library Program (FDLP). These are known as fugitive documents or "lostdocs". Report fugitive documents to the FDLP for cataloging and archiving using the form below.

Document Information

Publication Title: (*)

Issuing Agency/Bureau:

SuDocs Number:

Item Number:

Series Title:

Provide the URL to the document.
Please omit the transfer protocol: http(s)://

URL:

fdlp.gov > Collection Tools



Orientation to Depository Cataloging

Please download “A Very Basic Orientation to Depository Cataloging” and fill it out.

<http://bit.ly/1VEj0T9>

Questions? FDLPOutreach@gpo.gov