

Good afternoon, everyone. Welcome to the [Inaudible] Academy. We have another terrific webinar for you today. An overview of the GPO cataloging guidelines. With me today is our presenter Marty. Marty is a GPO employee . He has been in technical services at GPO for 16 years, 12 as cereals in authorities cataloger and four as a brand -- authority control and his responsibilities include database integrity in authority control as a catalog of the US government publications or CGP quality assurance of name title and subject [Inaudible] training and documentation including GPO cataloging guidelines and Marty has presented three webinars on name authority reference for the Academy. Marty envisions the GPO cataloging guidelines as a main source of documentation for new training new technical services librarian and library services and content management at GPO. Before we get into this great webinar I have to go through my usual housekeeping information. Marty is going to be -- we are going to have a Q&A at the end of the presentation so just chat your questions and comments into the chat box and then at the end I will gather them together and read them to Marty and he will answer all of them. He will be screen sharing his presentation so you will not be able to easily see the chat box. It will be not were infrequently usually is on the right side. There will be a blue rectangle at the top. Mouse over that and then click on the chat box and chat your questions in that way or at the end when Marty finishes will have the chat box visible for you.

Another heads-up is a reminder that we will be recording today's session and after the webinar we will email a link to the recording in the archives. The webinar archives will also have a PDF of the slide presentation and the webinar archive can be found on the website under Academy. Another heads-up is we will be sending you a certificate of participation using the email you used to register for today's webinar. If anyone needs additional certificates because multiple people watched the webinar with you please email [Inaudible] and include the title of today's webinar along with the names and email addresses of those leaving certificates. One last bit of housekeeping will be sharing a webinar satisfaction survey with you and I will let you know when the survey is available. The URL will appear in the chat box. We would very much appreciate your feedback after the webinar is through today.

With that I will hand the microphone over to Marty who will take it from here.

Hello, everyone. Mining is Marty. As Joe mentioned I have been in library technical services at GPO for 16 years, 12 years as a serials cataloger and -- authority control. Previous webinars for the Academy have been name authority records and RDA and advance name authority records, corporate bodies parts one and two. Today I am changing topics. The category is cataloging guidelines go back to 1982. Sale of the talking mostly about the current GPO cataloging guidelines but also about the previous cataloging guidelines as background. Sometimes I may refer to the GPO cataloging guidelines as the cataloging guidelines or even simply the guidelines for

short. Where are the current cataloging guidelines? From the STL P homepage under the cataloging and classification tab at the top right select cataloging guidelines.

The current GPO cataloging guidelines are written and revised by library technical services staff including subject matter experts for the different chapters. We begin with the former guidelines and then we update and revise these as needed. The additions and revisions are reviewed by our cataloging policy and documentation committee and are then reviewed by the technical services staff. These drafts undergo numerous revisions and all chapters are in constant revision due to the current cataloging environment which is constantly changing.

I mentioned the former guidelines. Specifically these are the 2001 to 2002 GPO cataloging guidelines fourth edition. The introduction to the fourth edition states, further revisions to the guidelines to be expected in the future as government publishing and cataloging practices evolve. That is exactly what has happened. Just a few of the reasons that the guidelines need updating are the change from [Inaudible] to RDA research description and access which GPO completed in April 2013. The constant changes in national practice and policy. These include revisions to RDA, new Library of Congress program for cataloging policy statements and other program for cooperative cataloging documents such as the concert standard record and the [Inaudible] standard record both of which were revised in June 2016. The provider neutral a resource smart record guide, the concert cataloging manual and editing guide. The participants manual. And for authority records, names, titles, and subjects. The Library of Congress descriptive cataloging manual, name and series authority records known as DCM Z1 for short. A Library of Congress subject headings manual and Mark 21 format for authority data. In addition, we are also influenced by -- which we participate in at meetings and on email discussion lists and much of these discussions lately or over the past few years are -- to a linked data format. Finally, our local practices have it continue to change and this is just a natural process influenced by feedback from our users including the federal depository libraries and from various internal improvements recommended by our managers and staff, especially our board recently hired staff.

The 2001 to 2002 guideline is the fourth edition. The government printing office cataloging guidelines is the second edition was published in 1988. The third edition was issued in 1990. These in print editions or updating looseleaf binders with frequent changes and additions. Here you see the 2002 update of the fourth edition. For convenience, I will refer to this from now on as the 2002 guideline. The 2002 guidelines can be found in the file repository under the about the FDLP tab on the FDLP website.

Once in the file repository, select GPO cataloging. From GPO cataloging , the cataloging guideline is the final document on the list. Here are to the 2002 cataloging guidelines.

I would like to take a broad approach an attempt to show the importance and uses of the cataloging guideline. The first of these is consistency. Since GPO catalog records are widely used they become more effective and efficient when this records employee consistent policies and practices. GPO catalogers are the primary users of the guidelines other institutions who catalog government documents may also use them. The cataloging guidelines are a tool to facilitate consistent, predictable and understandable GPO metadata in order to consist assist users to find, identify, select, and obtain government information resources. Personally, I'm not big on prescribing minor matters such as the forms or styles of notes, but practice must be consistent. In the slides ahead I will point out some examples of how the guidelines facilitate consistency in GPO cataloging record.

Increasing efficiency is another use or purpose -- from the introduction to the fourth edition of the guideline. I think today in 2017 this mission is more important than ever. Quality cataloging records to serve the general public and depository users in an efficient and timely manner. This is obviously important to you if you utilize GPO cataloging records.

In the course of cataloging the government publication a cataloger must make numerous decisions. National level standards and instructions such as RDA in the Library of Congress program for cooperative cataloging policy statement provide a basis but also leave much open to individual cataloger judgment. Catalogers mean not reinvent the wheel with every record the catalog. Instead, they become familiar with the guidelines and catalog faster. Let me give an example of what I mean by greater efficiency. Under the flexible national standard, RDA, the cataloger can either transcribe all the authors listed on the title page of a government document or a five the optional and mission and only transcribe the first author. For example, Roger Coburn and six others. Imagine of the cataloger had to make this decision every time. Should I list them all? Just list the first one? There is no need to revisit this question every time. Our catalogers note our local GPO cataloging guidelines so they count the authors that are listed. If there are three or less, the list them all. If there are more than three, they only list the first. For some of you who are familiar this from [Inaudible] the rule is three. This speeds up cataloging and makes life easier. This is also consistency that I mentioned earlier. Here is a second example of greater efficiency which applies to name authority records which creates and modifies for person, organizations such as government agencies and offices, and titles such as series title. I would use an RDA elements, profession or occupation of the person [Inaudible] element. Under RDA profession or occupation is only required when two people have

the same name in which case poet or architect or geologist can be added after John Williams, for example when there was already another John Williams in the authority file. -- Is an optional field. Imagine if the cataloger had to make this decision every time. Since this element is optional under national standards, should I add eight 374 field for occupation or not? There is no need -- our local cataloging guidelines so they are usually aware if they have already come across the person occupation in the resource catalog. If so, they can added. If not, they don't and they move on to the next document to be catalogued.

My third example of greater efficiency also involves name authority record. The question often comes up, should I consult an additional source beyond the resource being catalog to determine, for example, the name of the US government office? The national standard RDA is very flexible. It only lists the sources that may be used in order for determining the name of a corporate body or CB as it is abbreviated here in the slide. If the name is found in the first of these, the preferred sources of information and resources associated with the corporate body, it is not required to consult any additional sources. Our local GPO guidelines clarify that the cataloger does not need to consult any additional sources. Then the guidelines go on to list and describe the specific situations when an additional source does need to be consulted.

When catalogers are confronted with the possibility of national cataloging Sanderson may not know what to do. Consequently, they may err on the side of trying to create perfect record. Is catalogers spend too much time trying to create perfect record, productivity will decrease and backlogs will grow. Productivity can be increased and backlogs reduce by spending less time on each record. But exactly how and where should this economy the achieved?

As seen in the previous three examples, the cataloging guidelines are the tool to provide good value in a cost-effective manner. They help GPO to achieve a practical balance between quality and quantity. The phrase used in the introduction is quality records, not perfect records.

Introducing a new topic now, how does the GPO use of the guidelines impact federal depository libraries or libraries in general? I will not be describing any earthshaking effects that the cataloging guidelines have on libraries. Let's face it. This is cataloging the these examples the technical in nature. If you are involved in technical services such as acquisitions, cataloging, and classification or if you use the GPO catalog records to help users find, identify, select, and obtain government information resources, then the GPO cataloging guidelines facilitate your work.

For example. You may question particular data in a record that has been catalogued by GPO. -- US government publication is the authoritative record, not the [Inaudible]

version. This cataloging guidelines chapter -- explain the reasons behind this. Speaking of the catalog of US government publications, I should not assume that all of you are familiar with it. This is exactly what it says. It is GPS catalog of US federal government publication. From the homepage under the cataloging and classification tab in the top right select the bottom entry, catalog of US government publication and the URL appears here. There is also a link from the GPO website -- left hand [MUSIC] . How does the GPO is of the guidelines affect federal depository libraries next the second example illustrates that since 2008 you can usually expect a separate record to be created for the online version. This is another example of consistency in cataloging practice and metadata. However, this chapter of the cataloging guidelines also informs you that GPO will leave online information [Inaudible] and the master record for the changeable format should such data already be present in a record that is adopted by GPO. So. If you wish to use a combined format record, you can check of the -- if you find what they are you can exported into your catalog. Be aware, however, the for serial records, GPO will only add current information about the online issues to the record for the online format. This chapter on bibliographic cataloging [Inaudible] may inform you of GPO classification practices and procedures and facilitate your interpretation of the 086 fields and GPO records. The PDF version of this size will be available to you so I will move on. To make this chapter, bibliographic -- connect directly to the issuing agencies website where the latest issue or issues are found. Sometimes this site may include other titles or resources but the user should be able to locate the title of the specific desired serial on that webpage. While the Pearl continue next to the live agency site, GPO office of archival management archived issues of on a daily, weekly, monthly or annual basis depending on the frequency of the serial. When all issues of the serial are not found in one location the cataloger will usually include [Inaudible] in a record. The live is kept live in order to provide access to the most current content file a second Pearl is added that includes all the issues harvested onto the GPO permanent access archive . This future chapter, the play graphic cataloging [Inaudible] currently in the draft stage will further elaborate on why and when two pearls are provided in a single serial record.

Here is an additional piece of information which we need to communicate better. Which will appear in the same forthcoming chapter [Inaudible]. GPO uses the to provide access to the resource and this is done behind the scenes on a server so that the catalog record need not be modified every time the target changes. In addition GPO also records the URL where the resource was initially located. This historic URL is reported in a separate first indicator for in second indicator [Inaudible]. For example, the top 856 fields contains the PURL . The GPO maintains and redirects should the link become broken. The bottom 856 field contains the historic URL. This is the location where this serial was first located when the PURL was created. The

PURL was first created by connecting to this URL backend 2011. -- Back in 2011. The historic URL is coded -- it does not display in the standard record view of the catalogs of US government publication.

Once GPO records this historic URL at the bottom of the catalog record, our purpose has been achieved. We neither change, update, maintain, or delete it. Let me repeat. GPO does not maintain, change, update, or delete historic URLs and catalog records. The only purpose of this URL is historic. To show where the resource was initially located and to assist in recovering the document on the Internet archive, for example, should the PURL become open.

Starting a new topic what is new in the cataloging headline? New chapters have been added. These are all in the bibliographic cataloging section overview, microfiche, technical reports, and cartographic materials. We have also extensively updated and revised many chapters under bibliographic cataloging, serials, [Inaudible] number and under name authorities, corporate names, and personnel names. In addition, we have added GPO usage of certain terms to the glossary. As of November 2016, the GPO cataloging guidelines have new format. The user accesses the various chapters through a vertical, accordion style navigation menu which is positioned to the immediate right or sidebar of the main content area. The sidebar also features extra information such as we to contact GPO. The navigation menu disappears as you scroll down into a chapters content, but is replaced by a back to menu button. Clicking on this button returns you to the menu. Here you see the menu beginning to disappear as you scroll down into a chapter simultaneously the back to menu button appears at the bottom. We plan to make a PDF version of the entire manual available soon. It will appear here at the bottom of the sidebar. The search function seen here on the top line searches all chapter and chapter section titles that are included in the menu. The main menu shows the four main sections of the manual plus the introduction, glossary, and list of [Inaudible] and acronyms. Animated icons spin downward when a section is open and spin to the right to indicate that section is closed. Here you see the first major section, bibliographic cataloging opened with its 13 chapters.

Icons along the left of the menu open and close chapters to reveal sections within. The main section, bibliographic cataloging, is open as is the chapter number. As you see, these arrows point downward. All other sections are closed as you see these arrows point to the right. Also notice that the open sections are highlighted in light blue. You see the sections of the chapter bibliographic cataloging [Inaudible] number. You see the chapter on bibliographic cataloging technical reports showing the subsections of the section cataloging instruction. Fixed fields, variable field. Clicking on the words will take you to the content. Either chapter heads or subheadings within chapters. That is chapter sections and even subsections. If you want to consult 074 GPO item number, click here and you reach the content of 074 GPO item number. One new

feature of the chapters are example boxes one of which appears here. Tables and even screenshots are also included. Finally, what enhancements and additions to the cataloging guidelines are we currently working on? Let's start with the systems side. Cataloging guidelines currently lack an adequate search function. The web content team is working on this. We know it is critical because users cannot always anticipate which chapter or chapters will contain the specific information they seek. The web content team is working on improving the efficiency of navigation. Currently, you cannot initially go directly to a chapter section. Instead, you must first open that chapter then go to the specific chapter section. This is true if you are in one chapter and wish to go to another chapter section. When you are first landing on the cataloging guidelines site and you want to go directly to a chapter section or if you are clicking on the URL for a specific section or anchor within a chapter. These enhancements are planned for the future, however, we are beginning to incorporate these as we revise specific sections. The interface offers increased functionality for hyperlinks which we are now beginning to utilize. We are beginning to apply consistent usage of terms that we have now defined in the glossary to the cataloging guidelines. Terms such as copy cataloging, adapt, derives, upgrade, authenticates, convert, recode, we describe. Finally with the release of the 2017 GPO style manual and with library services and content management's adoption of specific style conventions we are just now beginning to incorporate consistent style practices.

Finally, this is the most important next step for me, because we currently have the five chapters in draft stages. When these bibliographic chapters are published, I will return my focus to the authorities chapters both names and subjects. By the way, when we first began these new cataloging guidelines, a subcommittee deliberated how they should be organized. By topic like the former cataloging guidelines, by RDA chapters and sections or by Mark Fields tab numbers. It was decided to organize by Mark Fields types and numbers within subtopics of the main categories bibliographic cataloging, name authorities and subject cataloging. And finally we need to revise current chapters. We need to update our chapter on integrating resources due to changes in practices and policy and examples within two RDA record examples. These name authorities chapters, name authorities places and name authorities works and expressions are in desperate need of revision. I look forward to get back to my area of expertise to bring these chapters up-to-date. The chapter on works and expressions will be split into these three updated chapters and general guidance on including other types of works and expressions, other types would include public laws, titles of movies. We have actually done a couple of those and titles of computer program.

In conclusion, we hope to make more improvements to the GPO cataloging guidelines in both content and format available by the end of 2017. And now I would like to hear

from you. I would like to hear what you are interested in what your interests are and I would like to respond to your questions. In addition to this question and answer period, in the future for any questions or comments about the GPO cataloging guidelines, to contact us through ask GPO. Select a category, federal depository libraries MMN subcategories cataloging, policies and practices. You may also email me directly at the address shown. Thank you very much for your participation and for your attention.

Thank you. Great presentation. To be have any questions? I think I saw a few in the chat box. Let me scroll down. Is there documentation on the discussion surrounded the decision to move away from combined format records in 2008?

I don't know. I'm sure there is, ends -- and I can get back to you on that. You can email me for the specifics. I would start by looking on the federal repository website. There may be something in the section that I showed under the FTLP archive and in fact under GPO cataloging in the same location for the old guidelines that may be something there or elsewhere on the website and there may be something in some previous issues of administrative notes. Is that the name of the previous publication, Joe? Do you know?

That goes away

. We can research that if I met out.

Back in 2008 there may have something in there.

We can INET information and get that information out to the registrants at least for this webinar.

In GPO records how can distinguish between historical URL added by [Inaudible] from other URLs added by OCLC member libraries?

I understand the question. I'm pausing because I cannot think of a way. I figured it out. Of course go to the catalog of US government publications. Joe, maybe I can [Inaudible] it will just make things a little easier. Go to the catalog of US government publications and then look at the record there. Where is that you will see in the catalog view of US government publications go into the Mark record view and scroll down and the a 56 field that you see in the view will show the historic URL that GPO added. That may be the same one in the record or it may be one of several or it may be different. Look in the catalog of US government publications.

Lois asked I would be interested in viewing the previous webinars on names. Are their recordings available? They should be in the [Inaudible] archive.

I am pretty sure.

They are in there. We can take a minute and go to that. You go to the Academy [Indiscernible - multiple speakers]

Just scroll down. There are a lot of them so you go down to [Inaudible] webinars. You will not see my name here, but you just have to look for name authority records and advanced name authority records corporate bodies. They will be in this list. We have a shout out from Lillian. Thank you for an informative webinar, Marty. Shannon asks, how to catalog online only government documents. That is mostly what we catalog here at GPO is online only government documents. For some of them are also available in tangible formats such as print, usually. The GPO cataloging guidelines are not going to give you a step-by-step procedure for cataloging these. Because our catalogers first consult the national standard levels RDA and Library of Congress program for cooperative cataloging policy statement, [Inaudible], standard record, the [Inaudible] standard record etc. and then we use the cataloging guidelines to further specify which preferences we use. We basically catalog in OCLC and there are work forms to use in OCLC for EL records for various formats. You start with those work forms and then you combine it with the documentation, the GPO cataloging guidelines and also the format for bibliographic records.

Any other questions? My colleague just put up a satisfaction survey in the chat box so please fill that out. Again, if you mouse over the rectangle at the top of the screen you can get to the chat about. Another shout out from want to getting some praise. We have question from Timothy Waters. Helped us GPO handle item level cataloging on one particular copy has additional pages or other unique characteristics?

When one particular item --

How does GPO handle item level cataloging when one particular copy has additional pages or other unique characteristics? I guess he has maybe the same publication with one version slightly more pages and information.

A measure exactly what you mean, because when I hear the word item I think of an individual item literally that you can pick up and hold in your hand and one book being different from others and we do not really catalog at that microlevel of items, particular items that would more frequently be done with rare books and manuscripts dealing with individual items. On a larger sense, if there are more than one item let's say 1000 or so much say such that it constitutes a different manufacturer in which

case it is a preprints or more than that, a different edition. At the higher level, and I measure Thessaly which are asking, do we determine if it is a different addition if it is a different addition then we create a separate catalog record for the different in addition -- addition, but if it is not if it is only a reprint with no substantial changes we try not to create an extra record for that but we really don't catalog an individual just one book that may be different, that's more for rare books and manuscripts. Not sure if I answer the question.

Tim, chat back in effect is not clarify it for you. [Inaudible] asks, I noticed that one of the statements indicated the GPO is so updating multiple format records to single format records. Common is this? Said no just -- notice that in my most recent [Inaudible].

Okay. Is pretty common, actually. Usually I think you are talking about existing records so let's take an example an existing record for the print format and him -- and this is explained very well in bibliographic cataloging overview. Even though the record contains information for two formats, print plus online, technically that record is for one format or the other and that is determined by the fixed field. I believe it is a form of the resource, the fixed field. If it is blank means it is a print resource. If it is [Inaudible] that means it is an online resource. Is that fixed field, I believe it is form, I would have to look, is blank that means it is really a print record. Like I said we will leave that extra information for the online resource in the OCLC record but we will take it up of the version of the record in the catalog of government publications and then we will catalog an additional record for the online version. This is pretty common. There is usually some reason why we're going back to that. Let's say that we are going into our backlog and we have a print copy of it or somebody requested or it is a lost document or as a customer service inquiry.

Okay. Somebody asked for your email again. I think the email is just like everyone else's.

Here is Timothy Waters again. We get a lot of donations from legislators and they mark our document. That is a question for the statement. I'm sorry.

Okay.

After that if you want to add to your statement there and ask a question.

Idle think we would do any recording of the specific markup on that one specific book. We would ignore it.

Patricia asks a general question regarding online records only. Which is copy an existing online record only into our own catalog?

Idle see why not. If you have it in OCLC you can export it into your catalog . Other than exporting from OCLC I don't with the specifics about copying that record. There are ways for you to obtain records from the catalog of US government publications and that is not my area. I'm not familiar with but. One of course is the see RDP catalog record distribution program. You would have to I guess apply for that and the accepted and then four other, if there are other ways to -- yes, I believe there are methods in the catalog of US government publications to email a record perhaps to copy a record from there. You come like in the catalog of US government publications and see that or you could send -- go to ask GPO and look up the topic catalog of US government publications and you can ask about copying records from there.

Someone had a question the -- they wanted the link for -- I'm going to put in the chat box. This is our webinar archive. Hopefully that went through. Ocean that is the link if you can see it in the chat box. That is where all of our archives are located.

[Inaudible] any more questions for Marty?

The satisfaction survey is there so please fill that out. Here we go. David [Inaudible] GPO access but no [Inaudible] access?

I wouldn't know about that. That seems like a question for the catalog of US government publications. There must be something on -- I don't know off the top of my head. I think there is [Inaudible] access but if you search on our website or even a Google search [Inaudible] it should pull up. We can put some information to the recipients on that or the registrants on that. Here we go. [Inaudible] asks occasionally we have questions regarding the record. Should we follow the records in OCLC or in the catalog [Inaudible]

Catalog of US government publication definitely. Because OCLC as cooperative cataloging and lots of people can be modifying those records there and we are not responsible for that but we are responsible for the record in the CGP, catalog if you ask of publication.

Under the shadow. Thank you. Rate webinar from Karen Anderson. Any other questions for Marty?

Here is somebody [Inaudible] access to the CGP via [Inaudible] is limited to the federal depository libraries [Inaudible] username and password. That is probably most people in this audience so will be pretty good for that. Thank you, David.

Have questions? We are at 3:00 the we did a little bit longer if you have some are questions. This great questions. [Inaudible]

Okay. I'm going to go into my wrapup comments but we have time. We're here to so answer questions so please keep chatting away those questions and comments while I am going into my wrapup. First I would like to thank Marty for a great webinar. Judging by the comments of questions and feedback this is a good webinar. Kind of a companion piece in a way. Yesterday we had [Inaudible] classification webinar which was a good one. One of our depository librarians. This is a good one. I would also like to thank my [Inaudible] colleague [Inaudible] for great work today as the tech support person and keeping everything running smoothly as she always does. FAQ audience. Again, I hope you enjoyed this great webinar such as I did. To forget upcoming webinars we have five more webinars scheduled for March. The next one we have one tomorrow with longtime presenter Steve [Inaudible] with the Oklahoma State library it is called on the map part two, beyond the basics and he's talking about a census tool. Next month bathetic a number of webinars we have our 2017 spring depository Library Council virtual meeting April 26 and 27th so please check that out. You will receive notice of all of our upcoming webinars when they are announced. If you sign up for our news and events email alerts service. From the Academy webpage which slinked in the index section at the bottom of the [Inaudible] homepage you can view a calendar of upcoming webinars and other events, access pass webinars from our webinar archive and link to a form to volunteer to present a webinar. And others of people in this audience who could do a good webinar. Marty has done three [Inaudible] Oklahoma State library has done about 15 or 16 and we have others. [Inaudible] from Puerto Rico has done many and if you do any practices on a local level you could presented nationally if you think it might apply to your colleagues in the Academy please think about presenting a webinar for us. We are always looking for new webinars.

Let's see if we have any final questions. A lot of shout outs. Here's a question. [Inaudible] has one more question the record is not matching to the item on hand a little bit different can we email -- she is asking who to possibly email that to.

That would be ask GPO. On the last slide I showed ask GPO and the URL to contact [Inaudible]. Sooner I think it would go into the federal depository libraries and cataloging [Inaudible] that is close enough and maybe policies and practices I'm not sure but just cataloging and send your [Inaudible] that is the type of things our

catalogers are always getting and that is the daily bread and butter. They will fix it for you.

It looks like the questions have wound down and terrific. Thank you once again, audience, and please come back. We have one tomorrow for you. Please come back to the [Inaudible] Academy and have a great rest of the day.
