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Library Technical Services (LTS) Updates

Fang H. Gao, Chief, LTS

Megan Myers Minta, Collection Development Librarian

Caroline Hassler, Supervisory Librarian

Stephen Kharfen, Supervisory Librarian

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Overview

❖ Copyright Statement
❖ Cataloging CRS reports
❖ Staffing
❖ NIST Collection
❖ Metadata Quality and Integrity
❖ FDLP Web Archive
❖ Cooperative Cataloging Efforts
❖ Cataloging Record Distribution Program
❖ Collection Development
❖ GPO Cataloging Guidelines
❖ Superintendent of Documents Classification Guidelines

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Kudos to LTS Staff

In FY18,

➢ Added **34,367** new cataloging records to the CGP, of which **11,748 (or 34%)** contained PURLs to full-text publications.

➢ Checked in **28,570** serial issues to the CGP and created **368** publication patterns for serial titles.

➢ Identified **2,577** previously-uncataloged serial titles and created new bibliographic records.

➢ Processed and prepared **4,211** titles/**802,834** items for distribution to FDLP libraries.

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GPO PCC Cataloging Statistics for FY18

❖ BIBCO: 11957 records

❖ CONSER:
   a. Authenticated records: 2040
   b. Maintenance of CONSER records: 721
   c. Maintenance of non-CONSER records: 162

❖ NACO: 884 authority records created

Data Integrity (DI) Efforts-- Building a Culture of Quality- Mindedness

❖ Data Integrity Librarians:

- Marty Bokow
- Liselle Drake
- Yalan Qi

❖ Data Integrity Tools Used

- Alert protocol
- System task requests
- Datasets directory
- Communications tool

Recent DI Reports & Investigations

- ❖ Environmental impact statements flip

- ❖ Brief bibliographic records inventory

- ❖ Audience for children's documents

- ❖ BLM series cessation

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FDLP Web Archive

https://archive-it.org/home/FDLPwebarchive

❖ Expansion of sites harvested

→Allows more generous selection, and thus the need to redefine some already-archived websites as sub-collections to their now-archived parent websites (a.k.a. collections).

❖ More staff needed to create catalog records

→Two Technical Services Librarians added to the catalogers group within the team

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Cooperative Cataloging Efforts

❖ Bureau of Mine's Reports of Investigations from the University of Colorado: 4,492 records added

❖ University of Montana for 12 SuDoc classes

❖ Publications from the WPA from the University of Kentucky: 183 bibliographic records added

❖ FRASER (Federal Reserve Bank of St. Louis): 6556 records

❖ USGS series from the Colorado School of Mines:

   ❖ Professional Papers: 1,430
   ❖ Water Supply Papers: 680
   ❖ USGS Circulars: 223

❖ FDLP.gov > About the FDLP > Projects>National Bibliographic Records Inventory Initiative (NBRII)

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Cataloging Record Distribution Program

- ❖ Provides GPO-produced catalog records to participating depository libraries at no cost to the libraries, through a contract with MARCIVE, Inc.
- ❖ Catalog records may be:
  - ▪ Based on each participating library's item number selection profile (new and changed records)
  - ▪ Historic Shelflist records
- ❖ FDLP.gov > Cataloging & Classification > Cataloging Record Distribution Program
- ❖ Questions? Contact FDLPOutreach@gpo.gov

Collection Development Activities

Megan Myers Minta, Collection Development Librarian

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Collection Development Working Group

- Coordinates the discovery and acquisition of new and historic fugitive content in scope of the FDLP, C&I Program, and GPO's System of Online Access

- Implements *GPO's System of Online Access | Collection Development Plan*
  - New **govinfo** collections
  - Digitization priorities
  - Partnership proposals

- Information sharing

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GPO's System of Online Access | Collection Development Plan

Version 3, released September 28, 2018, updates:

- Appendix B: Current **govinfo** Collections
- Appendix C: Ingest Priorities for the System of Online Access

Highest priority:

- Adding current and historical content to existing **govinfo** collections

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Ways to Get Involved

- Partnerships:
  - Digital Content Contributor
  - Digital Preservation Steward

- FDLP eXchange
  - GPO Needs list
  - Offer nationally!

- Keep GPO in the loop on depository weeding projects: FDLPoutreach@gpo.gov

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Agency Outreach

FRD Case Study Report

- Disseminating and Preserving Digital Public Information Products Created by the U.S. Federal Government: A Case Study Report: https://go.usa.gov/xPkKc

Revised Circular Letters

- Circular Letter 1010 Use of GPO Form 3868, Notification of Intent to Publish (Supersedes Circular Letters No. 790 dated October 1, 2010 and 794 dated October 19, 2010): https://go.usa.gov/xPkKa

- Circular Letter 1012 Disseminating Information Products to the Public through GPO's Federal Depository Library Program (Supersedes Circular Letter no. 793 dated October 6, 2010): https://go.usa.gov/xPkKC

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Agency Outreach

Presentations
- GPO Regional Print Procurement Officers Meeting
- GPO Open House

Interagency Meetings
- Federal Publishing Council
- Federal Web Archiving Working Group
- FEDLINK
- Council of Professional Associations on Federal Statistics

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Withdrawal Process

- Agency requests to withdraw publication(s)
- GPO researches publication(s), obtains surrogates
- SuDocs determines whether agency request to withdraw will be approved
- If request is approved, GPO issues official notice and instructions to depository libraries
- Depository libraries return or destroy publications, according to instructions
- GPO provides summary report to requesting agency

Superintendent of Documents Classification Guidelines

Caroline Hassler, Supervisory Librarian

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Superintendent of Documents Classification Guidelines

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Some History

- Superintendent of Documents Classification System developed at GPO between 1895 and 1903 by Adelaide Hasse

Manuals

- 1955 – *An Explanation of the Superintendent of Documents Classification System* (reissued periodically through 1990)

- 1985 - *Practical Guide to the Superintendent of Documents Classification System*

- 1987 - *GPO Classification Manual*, issued as a loose-leaf

- 1993 - last revision of the *GPO Classification Manual*

- 2018 - *Superintendent of Documents Classification Guidelines*

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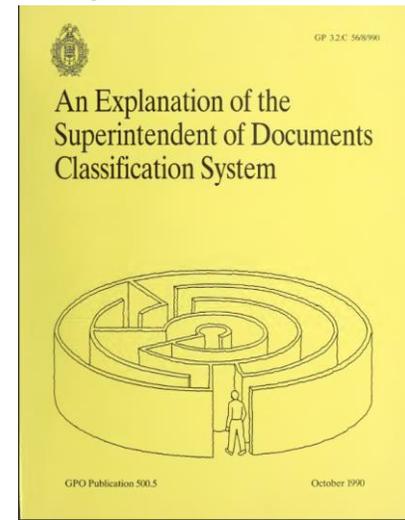
Using the *Classification Guidelines* on FDLP.gov

- Dedicated search

- Print and email articles

- Accordion style navigation menu

- Responsive design works on computers and tablets

SuDocs Classification Guidelines

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Updates for a Digital Era

- Policy for classing publications from one agency posted on the web site of another

- Policy for classing digital reproductions

- New section on integrating resources

- Reduced list of abbreviations recognizes that the fact that the majority of documents classified today are online resources

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Classification, List of Classes, and Item Numbers

The *List of Classes* contains:

- Category classes
- Series
- Serials and Integrating Resources that have been assigned their own stem

The *Classification Guidelines* allow for certain situations when a serial does not get its own stem but is instead placed in a category class. Such serials will not appear in the *List of Classes*.

The same title in different formats will receive the same classification number, but tangible and electronic formats receive different item numbers.

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A Few Tricky Situations

• Dual series from different agencies

• Reprints where agency changes

• Commissions and boards

• Serials previously classed as monographs
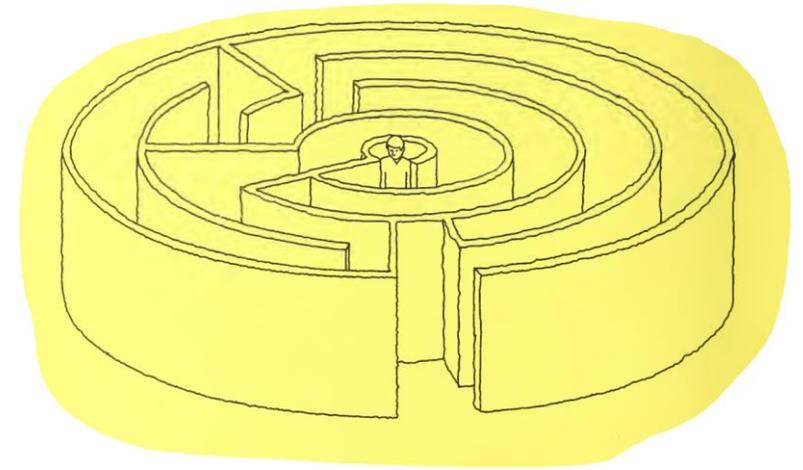
The maze is successfully navigated!
Illustration from the back of *An Explanation of the Superintendent of Documents Classification System*, October 1990.

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GPO Cataloging Guidelines Update
&
NIST Collection Project

Stephen Kharfen, Supervisory Librarian

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GPO Cataloging Guidelines Update: Acknowledgements

Acknowledgements and expressions of gratitude to all members of the Cataloging Policy and Documentation Committee and LTS staff for their great work on the Cataloging Guidelines:

Marty Bokow, Liselle Drake, Cynthia Earman, Caroline Hassler, David Hitchings, Donna Kraemer, Dawn Pavao

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Review and Revision Process

- Pursued the goals of enhancing the utility and increasing the usability of the documentation

- Implemented plain language.gov principles

- Added many cross-references related to Cataloging Guidelines, Resource Description and Access (RDA), and other cataloging/metadata documentation

- Specified and labeled instructions that are GPO local practices

Examples of GPO Local Practices

- Monographs MARC Field Policies Chapter:
- Pagination from software such as PDFs, use approximately
  Example: 300 1 online resource (approximately 11 pages)
- Three or more types of pagination, use one of the options with various parings

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Major Chapters to be Published on FDLP.gov

- General MARC Field Policies
- Monographs Overview
- Monographs MARC Field Policies

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Critical Elements of the Major Chapters

- General MARC Field Policies
  - Principal creators
  - Unique titles for works and expressions
  - Differentiation of work and expression authorized access points
  - Series transcription and tracing decisions
- Monographs Overview
- Monographs MARC Field Policies
  - Report numbers (088)
  - Source of title and description based on notes (588)

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Next Chapters to be Revised and Published

Congressional Publications

Electronic Location and Access – 856 Field

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NIST Collection Project: Acknowledgements

- Acknowledgements and expressions of gratitude to all for their wonderful work:
- Ye Ja Sanders and Ben Webb: Technical Experts
- An Liu and Darryl Walker: Systems and Projects
- Heidi Ramos and Christine McMahon: Programs, Strategy, & Technology
- Ashok Malhotra: Classification Subject Matter Expert
- Kate Butcher: NIST Metadata Specialist
- Fang Gao and Stephen Kharfen: Project Managers

Brief Overview

- Ingested into FDsys in 2016
- Consists of approximately 10,298 records
- Represents thirteen monographic series grouped by Superintendent of Documents classification number stem
- Ranges in date from 1903 to 2016
- Covers a wide range of technical and scientific topics

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Purpose and Goals

- Exploration of procedures for the ingest of record sets into the CGP to fulfill GPO's cataloging obligations of the FDLP and C&I program
- A potential model for the workflow of managing record sets from FDLs, agencies, and other sources
- Maximize the use of automated and batch processes
- Minimize manual examination and editing of individual records
- Batch creation of PURLs
- Additional ways to distribute records

Key Question

How do we balance the need to add a huge number of records to the CGP and the need to maintain highest levels of accuracy and reliability of the metadata?

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Analysis and Testing

- Utilize various tools to analyze the record set
- MarcEdit, Excel, regular expressions, pymarc
- Understand the overall character of the metadata
- Formulate the processing and ingest plan
- Identify issues to be addressed

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Batch Additions and Edits

- Authorized form of series titles
- 500 Note to indicate GPO's treatment of batch review and enhancements
- Batch changes performed
- MARC encoding corrections

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Testing Stage Two

- Created a draft record set
- Used MarcEdit, Excel, and regular expressions to make changes and to check the outcomes
- Manually reviewed samples of the records
- Loaded the record set into the CGP test database
- Conducted sample searches and inspection in the CGP environment

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Lessons Learned

- Metadata can be unpredictable and surprising.
- More analysis is always better.
- Matching/deduplication of records can be problematic.
- How to match records when no unique identifiers available?
- For titles, any variation in character strings can disrupt matching.
- The same publication can be cataloged on multiple records.

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Lessons Learned

- How to choose the best available records?

- Multiple match points may increase the possibility of matching records.

- Challenging to find the balance between batch/automated methods and the time/resources required for individual/artisanal cataloging

- Batch processing offers both great potential and some risk for expediting and facilitating the addition of records to the CGP.

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Next Steps

- LTS has started to test OCLC Collection Manager for creating record sets to compare with the CGP to identify records that should be added

- All GPO stakeholders in this project will meet to discuss the experience.

- LSCM management will weigh whether to continue the pursuit of this approach to build more content in the CGP.

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Questions?

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