



Creating SuDocs and Item Numbers

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Superintendent of Documents Classification (aka SuDocs)

History

Act of 1895 established Public Documents Division,
headed by a Superintendent of Public Documents

Tasked with acquiring, distributing, cataloging/indexing,
and selling documents

Superintendent of Public Documents Francis A Crandall
had to organize thousands of documents – how??



Adelaide Hasse

- Hired by GPO in 1895
- Previously organized public documents from scratch using a classification scheme she devised at Los Angeles County Public Library
- Based her classification system at GPO on her successful work at LAPL
- Foundation of scheme – agency provenance – i.e. documents are primarily gathered together based on issuing agency, not by subject



William Leander Post

- Superintendent of Documents from 1906 to 1909
- Fully developed SuDoc scheme
 - Went further into the levels of agency structure



When are SuDocs/item nos. established?

Serials

New title

Title received several times – obviously a serial – confirm with agency title is ongoing and then establish SuDoc

New series

Breaking out item nos. for one to one correlation with a SuDocs

When a new federal agency is established

When a bureau prolifically issues titles

J 25. – Marshals Service

D 101.146: - Strategic Studies Institute (Gen Pubs)



Establishing SuDocs

First determine issuing agency and bureau

Use lowest breakdown

If multiple agencies/bureaus, use prominent one

If multiple bureaus in same agency, put under office all bureaus have in common

Review all established SuDocs – active and inactive – to see if title is similar to another title

If similar, build off class

If nothing is similar, use next available SuDoc



Examples

Build off one class to create another –

TD 4.408: - Handbooks, Manuals, Guides

TD 4.408/2: - Airman Knowledge Test Guides

Build off dead class to create another –

C 55.203: - Environmental Data Bulletin (inactive SuDoc)

C 55.203/3: - Solar Indices Bulletin (created 2013)



Category classes

- .1 Annual report
- .2 General publications
- .3 Bulletins
- .4 Circulars
- .5 Laws
- .6 Regulations, rules, and instructions
- .7 Press releases
- .8 Handbooks, manuals, and guides
- .9 Bibliographies and lists of publications
- .10 Directories
- .11 Maps and charts
- .12 Posters
- .13 Forms
- .14 Addresses

Miscellaneous category classes

Ephemera - Publications in the ephemera classes are items issued for a specific, limited use, and are usually intended to be discarded thereafter, including bookmarks that are not part of a kit, event programs, and calendars - no longer used.

Electronic Products – CDs, DVDs, VHS, etc.



Documents are grouped by agency, then subordinate bureaus/divisions within the parent organization, then by series/form.

I 29.1:2007

I = Dept. of the Interior (issuing agency)

29 = National Park Service (subordinate bureau in Interior)

Period – **not a decimal point** – separates author on the left from series/form on the right

.1 = Annual Report

Colon separates SuDoc stem from SuDoc suffix.

2007 = Information specific to this particular issue

If document does not have numbering that can be used for the class suffix, a cutter is assigned using C.A. Cutter's Two Figure Author Table

A 13.2:D 18 - "Forests, dams and people" issued by Agriculture's Forest Service – cuttered on "dams"



Establishing Item Nos.

Use the SuDoc to guide in establishing an item no.

If SuDoc is built off of an existing SuDoc, use the item no. of the established SuDoc to create the new item no., and roll over from that item no.

If SuDoc is at the end of the agency/bureau, then use Gen Pubs to establish the new item no., and roll over from Gen Pubs



Examples

Build off one class to create another –

TD 4.408: - 0431-F-03

TD 4.408/2: - 0431-F-12

SuDocs is at end of agency/bureau listing –

HS 7.2: - 0520-C

HS 7.30: - Service Lines - 0520-C-43



Past Practices

Class system has been around for over one hundred years – it reflects many different practices :

Previously one item no. could have multiple SuDocs – now it's a one-to-one correlation

Used to use three figure Cutter table – now use only two figure

The word “Handbook”, “Manual”, or “Guide” must be in the title/subtitle to be included in category class – was not always the practice



Official SuDoc and Item No. Resources

List of Classes – contains all active SuDocs and item nos.

Paper published in spring and fall

Online text file updated frequently

Catalog of Government Publications - <http://catalog.gpo.gov> –
bibliographic records for all federal publications classified and
cataloged by GPO

FDLP listserv announces major changes

ex. changing from cutter to serial no. for Congressional committee

SuDoc suffixes

FDLP web page - <http://beta.fdlp.gov/>

SuDoc history/explanation - <http://www.fdlp.gov/cataloging/856-sudoc-classification-scheme>

WebTech Notes - <http://www.fdlp.gov/component/webtech>

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Any questions?



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