EPA Demonstration Project: Cataloging Guidelines

GPO U.S. GOVERNMENT PRINTING OFFICE
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Creating Brief Metadata for Selected Publications from the EPA Pilot Project

The EPA Demonstration Project will give five depository libraries the opportunity to assist GPO in creating bibliographic metadata records for publications harvested during the EPA Web Harvesting Pilot Project. GPO will select publications from the EPA Pilot Project results that fall into the 'special materials' category. According to the *GPO Cataloging Guidelines (http://www.access.gpo.gov/su_docs/fdlp/cip/gpocatgu.pdf)* special materials are a category of Federal publications that do not routinely receive full-level cataloging due to the ephemeral nature of their content. These publications, however, must be cataloged to fulfill GPO's Cataloging and Indexing Program mandate. Publications such as news releases, errata sheets and forms are identified as items in the special materials category.

Until the late 1990's, GPO provide access these publications by creating brief records in the *Monthly Catalog of U.S. Government Publications*' "List of Special Materials". Since that time, many publications in this category have become online databases and are cataloged as Integrating Resources or will cataloged by GPO using the brief bibliographic record format.

Brief bibliographic records created as part of this project may be made available through the Catalog of U.S. Government Information (CGP). However, they will not be contributed to OCLC at this time.

Project Responsibilities

The following are the responsibilities of GPO and cataloging partners during the EPA Demonstration Project.

GPO will:

◆ Assign staff to serve as point of contact with each partner for the duration of the project;

- Discuss details of the project with each partner by teleconference prior to project commencement date as well as after the completion of the first month of the project and at the end of the project;
- Provide each partner with approximately thirty (30) electronic documents to catalog, divided into three batches;
- Provide cataloging guidelines and instructions for creating brief metadata records;
- Perform authority control validation for metadata records and create authority records for new series and name headings as necessary;
- Submit new series and name heading to the Name Authority Cooperative Project following standard operating procedures;
- Perform quality control on the metadata records received from each partner;
- Provide problem resolution for questions received from all partners;
- Share problem resolution information and other project information with all partners;
- Modify the metadata records as needed to meet GPO standards;
- Make final metadata records that meet GPO standards available in the Catalog of U.S. Government Publications (CGP); and
- Monitor workflow, gather metrics, and prepare written reports detailing project activity.

Partners will:

- Assign experienced cataloging staff to serve as point of contact with GPO for the duration of the project;
- Discuss details of the project with GPO staff via teleconference prior to the project commencement date as well as after the completion of the first month of the project and at the end of the project;
- Create metadata records for GPO-supplied publications following the GPO provided guidelines and instructions;
- Create metadata records in the partner's local system or in a format that can be easily exchanged with GPO;
- Deliver the metadata records to GPO for loading into GPO's ILS by a deadline determined by GPO;
- Work with GPO to validate the project workflow and resolve problems;
- Provide metrics to GPO as specified; and
- Provide input to GPO concerning the project.

Partners will not be required to search the CGP, OCLC, or other library catalogs to identify cataloging copy prior to creating brief bibs.

Cataloging Guidelines

Brief Record Metadata Requirements

Partners are to follow MARC21 cataloging standards and create brief metadata for each document supplied by GPO. Partners should provide the following metadata for each document.

Field name	MARC field	Value	Mandatory	Repeatable
Sys. ID	001	Consecutive identification number, partner supplies	Y	N
Leader	17, Encoding Level	Use 7, minimal level	Y	N
Fixed Fields	008	06 – Type of Date 07 -14– Date of publication 15-17 – Publication place, 28 – f 35-37 – eng 39- d	Y	N
Item no. (preliminary)	074	Depository item no.	Optional	N
SuDoc class no. (preliminary)	099	SuDoc class no. stem	Optional	N
Title	245 #a	Title of publication	Y	N
Subtitle	245 #b	Other title information	Y	N

GMD	245 #h	General materials designation, use [electronic resource]	Y	N
Place of Publication	260 #a	Place of publication	Y if no place is identified, use [Washington, D.C.?]	N
Publisher	260 #b	Agency	Y, if no agency is identified, use [U.S. Environmental Protection Agency?]	N
Date of publication	260 #c	Date of publication	Y, if no date is identified, use [2006?]	N
Physical description	300 #a #b	Pagination	Y, enter the last numbered page of a PDF, or use 1 v.; enter 'digital PDF field' in #b	N
Notes	500 #a	Notes	Y, if available	Y
Series	490 #a, #v	Series statement	Y, if available	Y
Subject heading	650 #a, #b	LSCH identified term	Y, only 1 high level required	N
Note	590 #a	Local project note	Y, enter "Contributed by FDLP Library Partner as part of the EPA Demonstration Project"	N
Note	590 #a	File Name	Y, enter the name of the file; For example, 2007factsheet.pdf	N

Corporate Author	710 #a, #b	Name of corporate body responsible for publication	Y, only 1 high level body required, if not available use U.S. Environmental Protection Agency.	N
Local processing information	955	Local identification	Y, Use your OCLC institution code, ie GPO = DGPO	N

Item Records:

No item records (item information) will need to be embedded in the bibliographic records that are sent to GPO.

Format of Metadata Records

Brief bibliographic records should be created in MARC21 format and should be delivered to GPO in .mrc or MARC XML format.

Delivery of Records to GPO

Each partner will deliver the metadata for publications cataloged to GPO. The partner can chose to have GPO retrieve the records via FTP or deliver the metadata as an email with an attached file. Other options for record delivery can be discussed with GPO. In consultation with GPO, the partner will determine the best method to deliver the metadata created.

Display of Partner Records in the Catalog of U.S. Government Publications (CGP)

All cataloging records contributed by partner libraries will be reviewed by GPO. GPO may modify, merge, delete or accept without modification records contributed by partners. The decision to modify cataloging records that have been contributed will be based on applicable cataloging rules and standards prescribed by the Program for Cooperative Cataloging (PCC), MARC21 and the *GPO Cataloging Guidelines*. The contributions of the volunteer libraries will be

noted in the bibliographic records in the CGP (the 955 field in the MARC view display).   Records loaded to OCLC will be done so under the GPO symbol.