Cataloging Update

January 21, 2009

MARC Cataloging Practice Change for Serial Titles

GPO staff will be using the 776 MARC field to link records for serial titles in various formats. The 780/785 MARC field will not be used unless one version actually is discontinued and is continued by a new version.

New instructions outlining this practice change have been written and are designed to supplement the section titled "Linking Fields" in the GPO Cataloging Guidelines. This change will be in effect for all new serial records created; modifications to previous serial records with 780/785 links will not be made unless staff are modifying the record for other purposes.

Separate Record Policy

Description:
Creation of separate records for every manifestation of a document. GPO formerly followed a single record cataloging policy.

Background:
In the 1980s, GPO began adding distribution notes for microfiche versions to records for the print publications. In 1995 CONSER adopted the single record approach, as described in the CONSER Cataloging Manual module 31. GPO began applying this approach in the same year, and developed the first set of comprehensive instructions for cataloging electronic resources, *Preliminary Instructions on Recording Access Information for Remotely Accessible Files*. These instructions were designed to minimize the amount of time devoted to cataloging remote electronic resources because of their transitory nature, and called for the inclusion of 530 and 538 notes in the tangible record.

Factors in the decision to go with separate record:
- Adoption of an integrated library system (ILS) in which GPO could record comprehensive holdings
- GPO's adoption of the FDSys, and its requirements for individual records

Implementation
- Serials will retain the information about the electronic form of document in the tangible document's record just as under the single record policy, but a separate electronic record will also be created in the Catalog of U.S. Government Publications (CGP). GPO must catalog serials this way to be in compliance with CONSER policy.
- Monograph records will remain distinctly separate for format. A monograph record for a paper document will only contain information about the paper document. All cataloging records will include the note "Also available in [other formats].

For example,

500   Also available in microfiche and PDF.
500   Also available in paper and microfiche.
500   Also available in paper and HTML.

Depository libraries have the option of adding print holdings to their electronic resources records when desired, or creating single records on their own by adding GPO's electronic metadata to their monograph records.

Treatment of records for publications in format(s) not distributed to the FDLP:
- Records that GPO links to will be modified by the addition of the linking field (776). GPO will not add the 086 or the 856 to that paper record. The 776 link will be added to both the paper and the electronic record for the electronic version in order to alert users of the bibliographic record that another format is available; since GPO is not distributing the tangible format, however, other links will not be added.

Treatment of records for publications in distributed format(s):
- Any format that GPO does distribute to the FDLs will be cataloged with all of GPO's information, i.e., the 086, the 074, etc.

Microfiche:
GPO will not create separate records for microfiche if microfiche is used to distribute three issues or less of a document that is otherwise distributed in tangible format. In the case of a "fill" microfiche distribution, a note about the microfiche distribution for those issues will be added to the tangible document.

Older resources:
When GPO is cataloging electronic resources that have older cataloging copy available in OCLC and were coded type M (appropriate at that time, but no longer valid), GPO must change those type codes. In those cases, GPO is notifying OCLC and requesting that the type code be modified. If a library is requesting that an electronic resource item be cataloged, cataloging of those items may occasionally take more time to complete if that request needs to be made.

Aplication of the policy:
This policy will not be applied to documents already cataloged; we will not take links out of a monograph that was cataloged for both electronic and tangible formats in a single record. However, retrospective cataloging of documents will follow the new policy standard. The policy is effective as of October 1, 2008.

Wiki Policy:

Wikis are in scope of the C&I program and FDLP if:
The information content is controlled solely by the agency. A contractor may be involved in providing the framework and application for the Wiki, but the content must be supplied, managed and maintained by the government agencies.

- Content may only be contributed by entities authorized by the agency.
- Wikis will be considered an integrated resource, and AACR2/CONSER practices will be followed for cataloging.
- At this time, Wikis will not be PURLed or harvested, as they cannot be successfully archived.

Digital Reproduction Cataloging Policy

This is the standard operating procedure for GPO catalogers to follow in creating bibliographic records for digital reproductions. GPO catalogers will follow AACR2r, the relevant LCRIs, BIBCO and CONSER policy for cataloging digital reproductions as appropriate for serials and monographs.
GPO's approach:

- Edit existing OCLC record for digital reproduction;
- Edit existing records to level of that record;
    - If level "K", edit to GPO's approved abridged bibliographic record standards;
    - If level "I", edit to be fully compatible and correct with "I" level standards;
- Clone tangible record to create digital reproduction record;
- Create original if no record found;
    - All details relating to physical description placed in 533 note;
    - PURL to record physical location;

    Serials:
- Electronic information will remain in the tangible serial record even though a separate record is still being created for the electronic resource form of the document;
- No separate ISSNs assigned

New Item Number Procedure for Selected Congressional Publications

GPO has begun to create separate item numbers for the online only (EL) format of U.S. Congressional Committee publications known as "Y 4s", or those listed as "Hearings, Prints, Miscellaneous Publications" in the List of Classes. This does not apply to Committee Rules or Calendars or other Congressional publications currently, although we may revisit this in the future. Separate item numbers are already available for paper (P) and microfiche (MF). Changes to the item numbers do not affect SuDocs classification stems.

Further information on the potential impact on Federal depository libraries, cataloging policy and item selection process can be found on the FDLP Desktop (http://www.fdlp.gov).

GPO Practice Change, Cutter Numbers

During this year we have changed the practice for the cuttering of some hearings, to use the serial number that is on the Hearing as the suffix for the SuDocs class. This procedure is consistent with the classification numbers assigned to other Congressional Committee Hearings. Chapter 5 of the *GPO Classification Manual* outlines this practice. Publications will not be changed retrospectively to reflect this new practice. Committees now handled in this fashion include the Committee on Oversight and Government Reform (House), Committee on Foreign Affairs (House) , and Joint Economic Committee.

Brief Bibliographic Records

We announced the start of this process last year. Content Acquisitions specialists and Technical Information specialists are creating brief bibliographic records for publications in both print and electronic format and validating the class and the item number. The brief bibs may then go on to the catalogoing section for completion, depending on distribution status. Although we are planning to batch load these records to OCLC, we are not yet fully ready to take that step.

Check-in of Serial Set Volumes (106th Congress forward)

Staff in Library Technical Information Services are working on an ongoing project to check-in the bound U.S. Congressional Serial Set volumes in the CGP from the 106th Congress forward. To view the checked-in volumes, search Aleph system number 568079 in the Catalog.

Catalog of U.S. Government Publications

Plans for this coming year:
- Indexing to enable display of authorities cross-references
- Federated searching (MetaLib)
- FDLP Login page
- Federal Depository Directory Enhancements

*Suggestions on enhancements welcome via askGPO:
     Category "Federal Depository Libraries"
         Subcategory "Catalog of U.S. Government Publications"
         Subcategory "CGP Enhancements"

Federal Depository Library Directory

A reminder to keep your directory information up-to-date
     "Lost Password?" function sends password to email in depository coordinator field
Specific category in askGPO for FDLD password
     Category "Federal Depository Libraries"
         Subcategory "Catalog of U.S. Government Publications"
         Subcategory "Federal Depository Library Directory"
         Subcategory "FDLD Password"
Persistent links to FDLD:
http://catalog.gpo.gov/fdlpdir/FDLPdir.jsp (public)

http://catalog.gpo.gov/fdlpdir/login.jsp (login page)

New Fields in the Catalog of U.S. Government Publications

We have configured the CGP to accommodate additional fields in the holdings record that display once the user clicks to see "all items" from the bibliographic record:

- Shipping list number
- SuDocs Number (issue/piece level)

This is in preparation for the addition of this information to the bibliographic item records going forward, and in retrospective records as time and staffing allow. Example follows.

- **From Standard View of the bibliographic record**

Holdings	All items

- **Entire CGP Catalog - National Bibliography Holdings**

	Description	SuDoc Number	Shipping List No.	Library	Item status
Expand		Y 1.1/2:SERIAL 14909		National Bibliography	For Distribution

- **Item Record Expand View**

Description:	
SuDoc Number:	Y 1.1/2:SERIAL 14909
Shipping List No.:	
Library:	National Bibliography
Item Status:	For Distribution

Z39.50 usage

Access to the CGP via the Z39.50 communications protocol was made available to depository libraries in March, 2008 to search, retrieve, and download bibliographic records. Below are statistics on records retrieved and on users per month, from May to December, 2008. Our license is for 50 simultaneous users. The per-session limit is currently 1,000 records.

Month (2008)	Records per month	Users per month
May	3942	2321
June	4444	2236
July	5363	2507
August	25975	2338
September	6055	2772
October	5366	2595
November	5366	1928
December	5942	2750

Web Tech Notes Application

A contract has been awarded for the creation of a new Web Tech Notes application to provide the full range of information on cataloging and classification updates, list of classes updates, and "whatever happened to …?" formerly provided by the legacy application used to create the print *Administrative Notes Technical Supplement* and also, until the past year, the original *Web Tech Notes* searchable web application. The new Web Tech Notes application will be a feature of the FDLP Desktop, and will also replace the Excel spreadsheet provided as an interim solution between old and new applications. Planned functionality includes a search link that takes the user to a search page to search all entries from 1994 forward, a browse link to a browse page to search entries from 2008 forward, RSS feed functionality on all browse pages, search refine by date and by category, and export of records in CSV or HTML. The application will provide flexibility in the creation and publishing of information and will assist GPO in getting the information on cataloging and classification updates, list of classes updates, and "whatever happened to …?" out in a more timely and user-friendly fashion.

Replacing the Depository Distribution Information System (DDIS) Used For the Item Selection Process

Currently, the Depository Distribution Information System (DDIS) is utilized for the item selection process. GPO is in the process of researching alternative systems for item selection to replace this old, legacy software.

Automated Metadata Extraction

In 2007, Library Services & Content Management (LSCM), in conjunction with Defense Technical Information Service (DTIC) and Old Dominion University (ODU) embarked on a two year project, testing the ability of automated metadata extraction tools to create metadata for electronic documents in GPO's electronic collection. A portion of the materials obtained from GPO's Web Harvesting pilot project was used as test material.

The purpose of this project is to:
- Evaluate alternative methods of creating metadata for U.S. Government documents;
- Investigate cost and staffing implications for using automated tools vs. manual metadata creation methods; and to
- Develop detailed requirements and specifications for long-term use of automated metadata extraction tools for Web-harvested content gathered through the capabilities of the Future Digital System (FDsys).

Progress to date:
- Template development
- Evaluation of metadata generated from templates
- Quality control of metadata

New GAO Partnership

The new partnership between the U.S. Government Printing Office (GPO) and the Government Accountability Office (GAO) will ensure permanent, public access to the GAO Reports and GAO Comptroller General Decisions databases, which are available on the GAO Web site (www.gao.gov).

GAO Reports database includes reports on:
- Audits;
- Surveys;
- Investigations; and
- Evaluations of Federal programs conducted by GAO.

GAO Comptroller General Decisions database includes:
- Decisions and opinions issued by the Comptroller General in areas of Federal law such as appropriations, bid protests, and Federal agency rulemaking; and
- Historical material dating back to 1970.

By forming this partnership, it will no longer be necessary for GPO to duplicate GAO's website on GPO Access. Archives of both databases, as they were in at the time of the agreement, will be maintained, but no new material will be added to GPO Access. GPO's cataloging practice of GAO publications will continue unchanged. GAO will post a report monthly of digitized publications whose contents GPO will evaluate for cataloging.