Cataloging and Indexing at the U.S. Government Publishing Office

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Cataloging and Indexing at GPO: Overview

- Introduction

- What GPO Catalogs

- GPO Cataloging Policies

- How to Get GPO Records

- More Information

Please provide feedback using askGPO: https://www.gpo.gov/askgpo

Introduction: Library Technical Services Staff

GPO's Public Information Programs

Cataloging and Indexing Program (C&I)

- **Mandate**: A catalog of all Government publications.
- **Scope**: All published Federal information dissemination products, **not confidential in character.**
- Resources are not necessarily distributed.

Federal Depository Library Program (FDLP)

- **Mandate**: Free distribution of Government publications to depository libraries.
- **Scope**: All published Federal information dissemination products which are of **public interest or educational value** and **produced using Federal funds.**
- Resources are distributed, but not necessarily in tangible format.

Acquisitions policy: https://www.fdlp.gov/file-repository/3875-scope-of-government-information-products-included-in-the-cataloging-and-indexing

What GPO Catalogs

- A large number of Federal Government publications are in scope to be cataloged.
  - We can only catalog publications that we know about!
  - We acquire materials for C&I when agencies submit their publication orders to GPO.
  - Some publications are "fugitives" that do not follow this process.
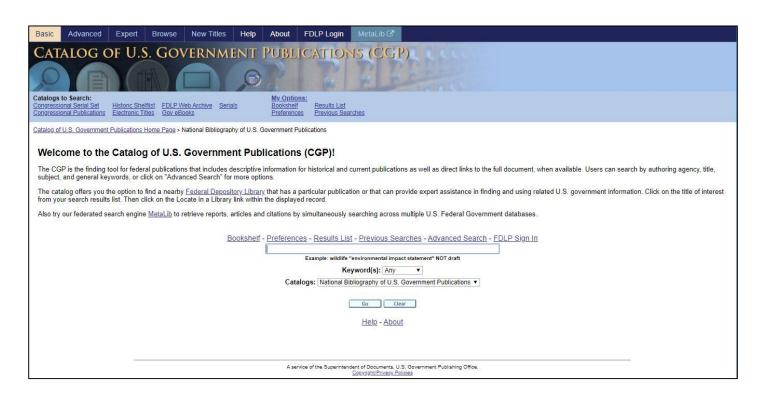 - Online publications are particularly likely to bypass our office.

What GPO Catalogs

- Tangible resources
  - ALL tangible resources shipped to Federal depository libraries.
  - Print versions of resources that are not distributed, or are only distributed in other formats (online or microfiche).
  - Historic materials from our legacy collections and cataloging partnerships.
  - If you have a fugitive tangible document, report it using askGPO.

- Online resources
  - Online versions of tangible distributed resources.
  - Document Discovery submissions by Federal agencies.
  - Online acquisitions, "distributed" as online resources only.
  - If you find an online resource that has not been cataloged, report it using askGPO.

Catalog of U.S. Government Publications (CGP)

https://catalog.gpo.gov/

GPO Cataloging Policies

- GPO is a member of the Program for Cooperative Cataloging (PCC) and follows RDA and PCC guidance for:
  - Monographs
  - Serials and Integrating Resources
  - NACO and SACO Authority Headings
- GPO Cataloging Guidelines are available online: https://www.fdlp.gov/cataloging-guidelines.
- Major changes to policy are generally announced on FDLP News & Events: https://www.fdlp.gov/news-and-events.
- In FY 2019, we added over 22,000 records to our catalog, including over 15,000 records with Persistent URLs (PURLs).

GPO Cataloging Policies

- Separate Record Approach

- Persistent Uniform Resource Locators (PURLs)

- SuDoc Classification

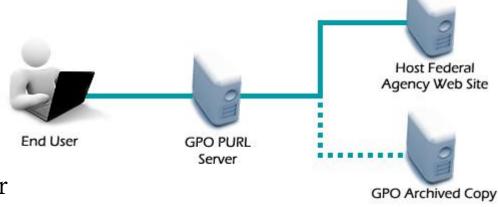- Preliminary Records in CGP

- Historic Shelflist

Separate Record Approach

Title	Emergency preparedness atlas : U.S. nursing home and hospital facilities /
Format	volume
Internet Access	http://purl.access.gpo.gov/GPO/LPS86368
Publisher Info.	Rockville, MD : AHRQ, 2007.
SuDoc Number	HE 20.6502:H 34/16
ISBN	9781587632396
	158763239X
Item Number	0507-I-01
	0507-I-01 (online)
LC Number	G1201.E29 E5 2007
Dewey Number	363.325/3 22
Variation of Title	At head of title: Bioterrorism and other public health emergencies, tools for planning and preparedness
Cartographic Data	Scale not given.
Description	1 atlas (iv, 282 pages) : color maps ; 22 x 28 cm.

- Until 2008, resources were cataloged under the "single record approach," where all available formats were cataloged on one bibliographic record, which primarily reflected the print resource, but also had a PURL field (see example).

- Now resources are cataloged with a "separate record approach," where each available format is cataloged on its own record.

- If you find a single record approach record in the CGP, and your library would like a separate online resource record, please notify us via askGPO, and we will split the records as our cataloging workflows permit.

Persistent Uniform Resource Locators (PURLs)

- PURLs are created for all online resources:
  - Online resource is archived on GPO server.
  - PURL is added to catalog record's 856 field:
    https://purl.fdlp.gov/GPO/gpo####.
  - PURL points the user to our PURL server.
  - PURL server redirects the user to either a live version of the resource on the agency website, or an archived copy on one of our servers.

- Report broken PURLs through askGPO.

- The original location of the resource is also recorded, in an additional 856 field.

- For more information: https://www.fdlp.gov/requirements-guidance/instructions/709-purls.

Host Federal Agency Web Site

End User

GPO PURL Server

GPO Archived Copy

Superintendent of Documents Classification

SuDocs is based on provenance (e.g., issuing agency), not subject. A SuDoc generally takes this form:

[Agency] [Office or Bureau].[Category or Series]:[Issue number or Cutter]

The entire number before the colon is the "stem," identifying a series, serial, or category of publication. After the colon is an issue number, chronological designation, or Cutter number, identifying a specific publication.

TD 4.10/4:91-19

- TD → Transportation Department
- 4 → Federal Aviation Administration
- .10/4 → FAA airworthiness directive biweekly listing
- :91-19 → issue 91-19

TD 2.2:C 61

- TD → Transportation Department
- 2 → Federal Highway Administration
- .2 → General Publications
- :C 61 → Regional climate change effects

- Other possible additions to SuDoc numbers, and exceptions to this practice, are discussed in the SuDocs Classification Guidelines: https://www.fdlp.gov/classification-guidelines/introduction-to-the-classification-guidelines.

- Or see the video SuDocs Classification System: An Overview, from FDLP Academy: https://www.fdlp.gov/about-the-fdlp/fdlp-academy (under "older recordings").

SuDoc Classification

In MARC records:

- SuDoc is recorded in field 086.

- Serials will only have the stem, without an issue number, e.g., TD 8.71:.

- Monographs will have full SuDocs, including either a series number, e.g., TD 8.6/4:214 or Cutter number, e.g., TD 8.2:N 91.

- GPO assigns LC class numbers for certain publications. We also retain LC, National Library of Medicine, National Agricultural Library, and Dewey class numbers when they are found in OCLC records, if they have been added by LC, NLM, or NAL catalogers.

- Non-GPO records in OCLC may have unofficial SuDoc numbers, generally with an "X" appended to the end.

List of Classes and Item Numbers

- *List of Classes*
  - *List of Classes* is a list of the currently distributed SuDoc class stems.
  - The official version is available from FDLP.gov: https://www.fdlp.gov/file-repository/collection-management/list-of-classes.
  - See the Data Files section for most up-to-date lists.
  - Inactive stems are available in a separate file.

- Item numbers
  - An item number is assigned to every SuDoc stem.
  - Item numbers are also listed in the *List of Classes*.
  - Item numbers are found in MARC records for distributed documents (tangible or online distribution), in field 074.
  - Depository libraries select publications by item number, and item numbers can be used to build sets of records from a record vendor.

Preliminary Records in CGP

005	20191125113013.0
008	191125s xxu r f000 0 eng d
074	|a 0524-A-12 (online)
0860	|a HE 25.2:T 67/10
24500	|a #EndTrafficking : |b can you recognize the signs of human trafficking?
264	|a Washington, D.C. : |b United States Department of Health and Human Services, Administration for Children and Families, |c [2019?].
338	|a online resource
500	|a Preliminary record: in process.
85640	|u https://purl.fdlp.gov/GPO/gpo128990
8564	|z Address at time of PURL creation : https://www.acf.hhs.gov/sites/default/files/otip/medical_care_eng.pdf
856	|3 (online) |u https://catalog.gpo.gov/fdlpdir/locate.jsp?ItemNumber=0524-A-12&SYS=001110564

- Preliminary records are added to the CGP when a publication has been acquired for the program but not cataloged yet.

- Sometimes this means that a tangible document has not been published yet.

- Newly created preliminary records for online resources will include a PURL.

- If you find a preliminary record that has been in the CGP for several months, you may contact us through askGPO to ask about possibly expediting the cataloging.

Historic Shelflist

- The Historic Shelflist is GPO's historic card catalog, for publications acquired between 1870 and 1992.

- There is a multi-year project to transcribe the data from the cards into MARC records, and add them to CGP and OCLC.

- Search the records at our Historic Shelflist page on the CGP.

How to Get GPO Records

- Bibliographic record vendors
  - Contact your vendor directly, or reach out to askGPO for assistance.
- Cataloging Records Distribution Program (Federal depositories only)
  - More information: https://www.fdlp.gov/catalogingandclassification/cataloging-record-distribution-program
- CGP on GitHub
  - Overview: https://www.fdlp.gov/catalogingandclassification/sources-of-gpo-cataloging-records
  - Tutorial: https://www.fdlp.gov/free-catalog-records-through-cgp-on-github
  - Resource: https://github.com/usgpo/cataloging-records
- Catalog of U.S. Government Publications (CGP)
  - https://catalog.gpo.gov/
  - Email up to 20 records (help page: https://catalog.gpo.gov/F/?func=file&file_name=help-1)
  - Z39.50 client (instructions: https://www.fdlp.gov/requirements-guidance-2/instructions/373-z3950)
- OCLC copy cataloging
  - OCLC Support: https://help.oclc.org/
  - Look for code GPO in 040; fields 086 and 074 (distributed only); and an FDLP PURL in the 856 field.

CGP New Titles Lists

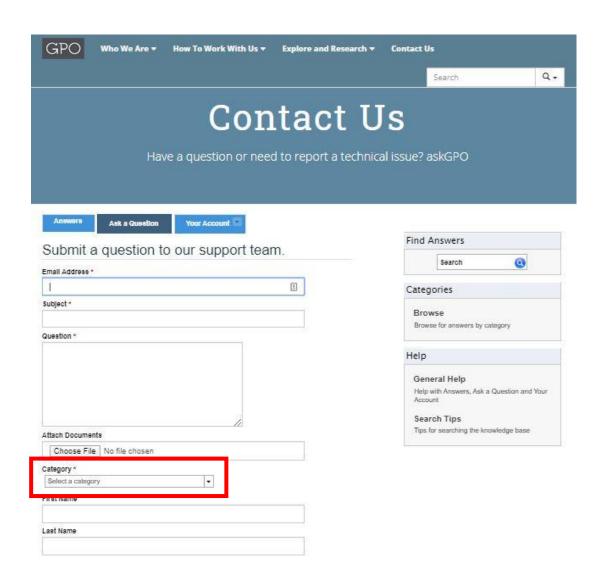https://catalog.gpo.gov/F/?func=file&file_name=find-net&local_base=NEWTITLE

More Information

- FDLP News & Events
  - https://www.fdlp.gov/news-and-events

- Overview of Cataloging & Indexing Program
  - https://www.fdlp.gov/catalogingandclassification/cataloging-articles

- GPO Cataloging Guidelines
  - https://www.fdlp.gov/cataloging-guidelines

- FDLP Academy (webinars, videos, online events)
  - https://www.fdlp.gov/about-the-fdlp/fdlp-academy

Contact Us: askGPO

https://www.gpo.gov/askgpo

- Choose a category for speedier resolution of your question.
- Under "Federal Depository Libraries," select one of the below:
  - Catalog of U.S. Government Publications [use also for Z39.50 questions]
  - Cataloging
  - Cataloging Record Distribution Project
  - Classification and Item Numbers
  - eBooks
  - Fugitive Publications/LostDocs
  - PURL/URL issues
- Ask for Jennifer Lindley if you have questions for me.

Thanks!