



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.

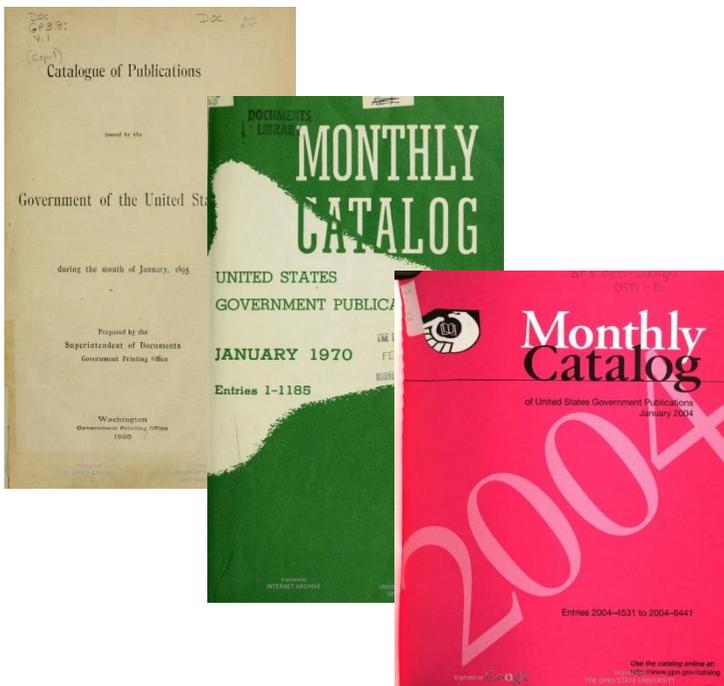


What GPO Catalogs

- 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)



Basic Advanced Expert Browse New Titles Help About FDLP Login MetaLib

CATALOG OF U.S. GOVERNMENT PUBLICATIONS (CGP)

Catalogs to Search: Congressional Serial Set, Historic Shellfish, FDLP Web Archive, Serials, Congressional Publications, Electronic Titles, Gov eBooks

My Options: Bookshelf, Results List, Preferences, Previous Searches

Catalog of U.S. Government Publications Home Page > National Bibliography of U.S. Government Publications

Welcome to the Catalog of U.S. Government Publications (CGP)!

The CGP is the finding tool for federal publications that includes descriptive information for historical and current publications as well as direct links to the full document, when available. Users can search by authoring agency, title, subject, and general keywords, or click on "Advanced Search" for more options.

The catalog offers you the option to find a nearby [Federal Depository Library](#) that has a particular publication or that can provide expert assistance in finding and using related U.S. government information. Click on the title of interest from your search results list. Then click on the Locate in a Library link within the displayed record.

Also try our federated search engine [MetaLib](#) to retrieve reports, articles and citations by simultaneously searching across multiple U.S. Federal Government databases.

[Bookshelf](#) - [Preferences](#) - [Results List](#) - [Previous Searches](#) - [Advanced Search](#) - [FDLP Sign In](#)

Example: wildlife "environmental impact statement" NOT draft

Keyword(s): Any

Catalogs: National Bibliography of U.S. Government Publications

Go Clear

[Help](#) - [About](#)

A service of the Superintendent of Documents, U.S. Government Publishing Office.
[Copyright](#) [Privacy](#) [Policies](#)

<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

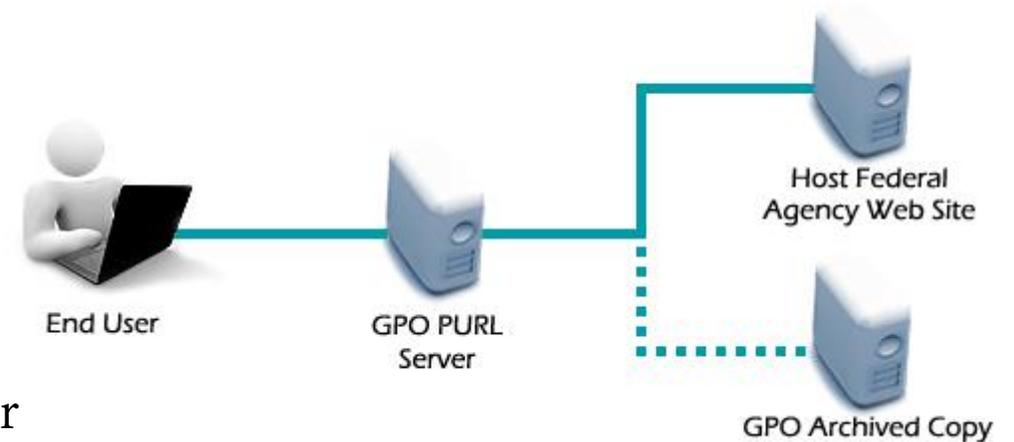
Title	Emergency preparedness atlas : U.S. nursing home and hospital facilities /
Format	volume
Internet Access	http://purl.access.gpo.gov/GPO/LPS86368
Publisher Info.	Rockville, MD : AHRQ, 2007.
SuDoc Number	HE 20.6502:H 34/16
ISBN	9781587632396 158763239X
Item Number	0507-I-01 0507-I-01 (online)
LC 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>.





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](https://www.fdlp.gov/about-the-fdlp/fdlp-academy), 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.

CATALOG OF U.S. GOVERNMENT PUBLICATIONS (CGP)

Catalogs to Search: [Congressional Serial Set](#) [Congressional Publications](#) **[Historic Shelflist](#)** [FDLP Web Archive](#) [Gov eBooks](#) [Serials](#)

My Options: [Bookshelf](#) [Preferences](#) [Results List](#) [Previous Searches](#)

[Catalog of U.S. Government Publications Home Page](#) > National Bibliography of U.S. Government Publications

Historic Shelflist

The GPO Historic Shelflist is the U.S. Government Publishing Office's (GPO) historic card catalog covering U.S. Government documents from the 1800s to October 1992.

Type word or phrase

Field to search





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

Basic Advanced Expert Browse **New Titles** Help About FDLP Login MetaLib

CATALOG OF U.S. GOVERNMENT PUBLICATIONS (CGP)

Catalogs to Search: Congressional Serial Set, Historic Shelflist, FDLP Web Archive, Serials, Congressional Publications, Electronic Titles, Gov eBooks

My Options: Bookshelf, Results List, Preferences, Previous Searches

Catalog of U.S. Government Publications Home Page > National Bibliography of U.S. Government Publications

New Titles

The New Titles page is an easy way to find all the latest documents added to the *Catalog of U.S. Government Publications (CGP)*. It provides access to new documents in many different formats, such as print documents, electronic documents, or eBooks. It also provides information on documents that are still in-process. Users can look for documents in a particular range of time by clicking on specific timeframes, such as Last Seven Days or Last Three Months.

New Titles All new titles	Last 7 days	Last Two Weeks	This Month	Last Month	Last Three Months
New Electronic Titles Only new titles that are available online	Last 7 days	Last Two Weeks	This Month	Last Month	Last Three Months
New Government eBook Titles Only new eBook titles (mobi and/or epub formats)	Last 7 days	Last Two Weeks	This Month	Last Month	Last Three Months
New Preliminary Titles Only report of new titles that are still being processed	Last 7 days	Last Two Weeks	This Month	Last Month	Last Three Months
New Serial Titles Only new continuing titles (journals, annuals, and periodicals)	Last 7 days	Last Two Weeks	This Month	Last Month	Last Three Months
New Integrated					



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.

The screenshot shows the askGPO website interface. At the top, there is a navigation bar with links for 'Who We Are', 'How To Work With Us', 'Explore and Research', and 'Contact Us'. A search bar is located in the top right corner. The main heading is 'Contact Us' with the subtext 'Have a question or need to report a technical issue? askGPO'. Below this, there are three tabs: 'Answers', 'Ask a Question', and 'Your Account'. The 'Ask a Question' tab is active, showing a form to submit a question. The form includes fields for 'Email Address', 'Subject', 'Question', 'Attach Documents', 'Category', 'First Name', and 'Last Name'. The 'Category' dropdown menu is highlighted with a red box. To the right of the form, there are sections for 'Find Answers', 'Categories', and 'Help'.



Thanks!