



Library Technical Services (LTS) Update

Oct. 22, 2020

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LTS Highlights

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Topics Covered Today:

- GPO Collection Development & Management activities
- **govinfo** API Process
- Law Library of Congress Reports
- Fugitive Publications Review
- Serial Set Project
- CGP Records with Updated PURLs
- RDA/3R Project: GPO's Preparations for the New RDA
- GPO Cataloging Guidelines Updates



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Collection Development & Management Activities

Abby McDermott

Collection Management Librarian
Library Services and Content Management





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GPO Collection Development & Management

Located in Library Technical Services in Library Services and Content Management:

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Collection Management and *The National Collection*

What is *The National Collection of U.S. Government Public Information*?

- Definition: “The geographically dispersed collection of the corpus of Federal Government public information, accessible to the public at no cost”
- The tangible *National Collection* is composed of all the FDLP material distributed to depository libraries
- The digital *National Collection* includes **govinfo**, content harvested by GPO, and content hosted on Federal agency websites and by GPO partners
- Collection Development & Management activities support both the tangible and the digital *National Collection*.



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The National Collection on FDLP.gov:

<https://www.fdlp.gov/about-the-fdlp/the-national-collection>



COLLECTION TOOLS

REQUIREMENTS & GUIDANCE

PRESERVATION

ABOUT THE FDLP

CATALOGING & CLASSIFICATION

About the FDLP

National Collection of U.S. Government Public Information



Details

Last Updated: July 16 2020

Published: July 16 2020

The *National Collection of U.S. Government Public Information* is a geographically dispersed collection of the corpus of Federal Government public information, accessible to the public at no cost. The development, maintenance, and preservation of the National Collection is critical to providing free, ready, and permanent public access to Federal Government information, now and for future generations.

What's in the National Collection?

The scope of the National Collection is all public information products of the U.S. Government, regardless of format or medium, produced by Federal employees or paid for with Federal funds. Declassified materials and materials whose privacy considerations have expired are also included. The [Cataloging & Indexing Program](#) endeavors to develop a comprehensive national bibliography of U.S. Government public information, accessible through the [Catalog of U.S. Government Publications](#).

GPO does not have a tangible collection, and instead relies on Federal depository libraries to serve as stewards for all of the materials distributed in tangible format throughout the history of the Federal Depository Library Program. Materials deposited in Federal depository libraries remain the property of the Federal Government and are provided at GPO expense.



Collection Management Activities at GPO

- Coordination with selective and regional depository coordinators on large-scale weeding projects
- Outreach to [Preservation Stewards](#) and support for those crucial partnerships
- Encouraging the identification of fugitive publications in FDLP collections:
 - Facilitating cataloging and metadata partnerships to contribute records to the [Catalog of U.S. Government Publications](#)
- Implementation of the new guidance on the disposition of FDLP material from libraries that leave the FDLP ([SOD-DGD-2020-1](#))



Collection Development Activities at GPO

Agency outreach

- Educate Federal agencies on Title 44 mandate to furnish publications
- Facilitate submission of agency publications through askGPO

Increase content in govinfo, per priorities in *GPO's System of Online Access | Collection Development Plan*

- Acquire weeded material for digitization
 - FDLP eXchange: <https://exchange.fdlp.gov/>
 - GPO Digitization Needs List LibGuide: <https://libguides.fdlp.gov/GPODigitization>
- Engage with Federal agencies interested in hosting content on **govinfo**

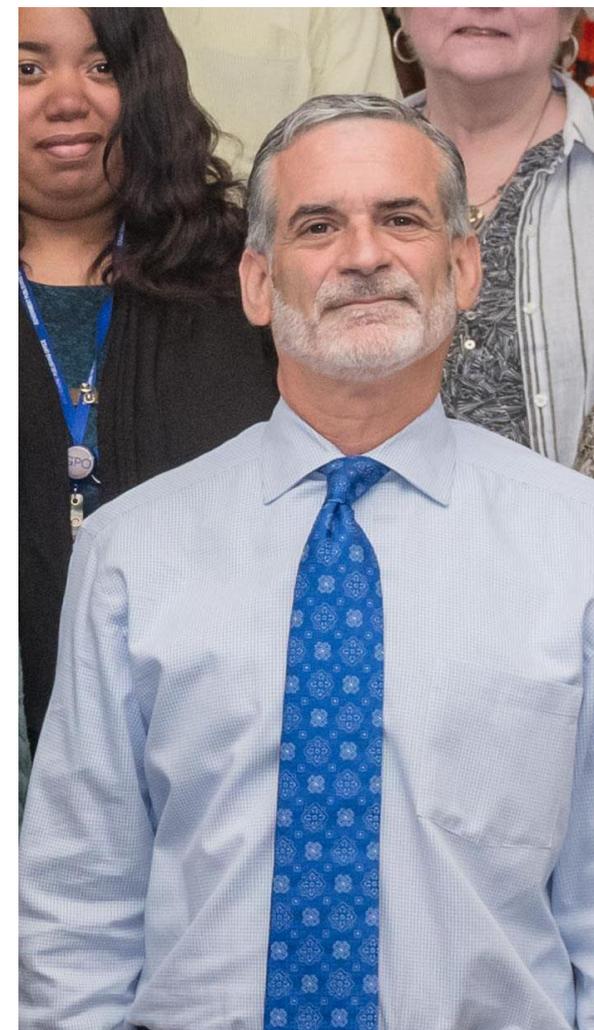


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govinfo API Process
Law Library of Congress Reports
Fugitive Publications Review
Serial Set Project
CGP Records with Updated PURLs

Stephen Kharfen
Supervisory Librarian
Library Technical Services





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Acknowledgements

We express our gratitude to all GPO staff members and Library of Congress staff members who have contributed their expertise and knowledge for their great work on these projects.



govinfo API Process

- Technical Services Librarian Ben Webb wrote a script that obtains the **govinfo** metadata for hearings and converts it into preliminary MARC records
- After initial testing in July 2019, continued development during a beta period, December 2019-July 2020
- **Created = 502 | Completed = 294 | Completion = 58.6%**
- Superintendent of Documents approved closing the beta period and declaring this a standard LTS workflow



govinfo API Process: Next Steps

- Major step forward for LTS cataloging/metadata operations
- Substantial time savings by eliminating manual data entry
- Incorporate the other types of congressional publications that LTS catalogs: documents, laws, prints, and reports
- Consider including types of publications that we do not catalog, such as bills



Law Library of Congress Reports

- The Law Library of Congress and GPO are collaborating on a multi-year project to catalog thousands of digitized and born-digital historical legal reports.
- The Law Library of Congress is digitizing the reports and adding them to their digital collection.
- LTS is cataloging the reports.
- The reports cover foreign, comparative, and international law issues and were written for Congress and Federal agencies.



Law Library of Congress Reports

- The Law Library of Congress and LTS jointly developed the cataloging plan.
- The Law Library of Congress creates preliminary MARC records for each report and provides them to GPO.
- LTS staff members complete the records in OCLC and export them to the Catalog of U.S. Government Publications (CGP).
- LTS has cataloged over 500 reports.



Fugitives Publications Review

- In June 2020, LTS decided to undertake a comprehensive review of fugitives
- Formed a subgroup as part of the Collection Development Working Group
- Our charge: review our policies and practices and to consider options for updating them
- Submitted a list of questions about fugitives to the DLC Collection and Discovery Services Working Group and compiled the responses in a brief report



New Definition of Fugitives

- *Public information products that are not discoverable through GPO's Catalog of U.S. Government Publications*
- Decided to discontinue the use of lost docs and its variants
- Superintendent of Documents Laurie Hall approved both recommendations



Fugitive Publications: Next Steps

- Started to identify policies, procedures, and documentation to be revised
- Changed the askGPO category name from Fugitive publications/Lost Docs to Fugitive Publications
- Work with the Salesforce team on new functionality and features
- Add a template with the major identifying metadata elements for submitting multiple fugitives
- Draft procedures to include local MARC fields to tag records as fugitives to collect statistics and track trends



CGP Records with Updated PURLs

- Projects and Systems and LTS have been working together to provide libraries with resources to manage these records
- Posted the CGP records with updated PURLs in a collection of the CGP in GitHub repository
- A GitHub account is not needed to download the records
- Posted a spreadsheet with the OCLC numbers of the records and the MARC 856 fields with the PURLs
- Consulting with OCLC about options for updating the records



Serial Set Project

Bibliographic Metadata Team

- Responsible for providing the MARC records for the monographs and serials in the project
- Obtained records from OCLC
- Analyzed and reviewed the records in multiple ways
- Compiled a list of global updates and enhancements and a table of data needed to generate SuDoc numbers



Serial Set Project Bibliographic Metadata Team

- Develop a script that performs multiple functions
- Identifies anomalies and makes corrections when possible
- Creates a SuDoc number for each record
- Outputs reports of the records that require manual editing
- Creates a fingerprint for each record from key metadata
- Matches the record fingerprints with the list of the publications digitized by the Law Library of Congress



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RDA/3R Project: GPO's Preparations for the New RDA

Oksana Osborne

Data Integrity and Bibliographic Control Librarian





RDA/3R

- RDA = Resource Description and Access
- 3R Project = RDA Toolkit Restructure and Redesign Project

Two new things:

- Implementation of the Library Reference Model (LRM)
- Redesigned RDA Toolkit



Current RDA Toolkit

The screenshot displays the RDA Toolkit website interface. At the top, there is a navigation bar with the RDA Toolkit logo and a link to 'Explore the RDA Toolkit BETA site'. Below the navigation bar, there are tabs for 'RDA', 'TOOLS', and 'RESOURCES'. The left sidebar shows a table of contents for the RDA section, with '9: Identifying Persons' highlighted. The main content area shows the title '9 IDENTIFYING PERSONS' and the sub-section '9.0 Purpose and Scope'. The sub-section includes a list of five items (a-e) related to identifying persons.

RDA TOOLKIT
RESOURCE DESCRIPTION & ACCESS

Explore the RDA Toolkit BETA site

US GPO

RDA TOOLS RESOURCES

- RDA

- RDA Table of Contents
- + 0: Introduction
- Section 1: Recording Attributes of Manifestation & Item
 - + 1: General Guidelines on Recording Attributes of Manifestations and Items
 - + 2: Identifying Manifestations and Items
 - + 3: Describing Carriers
 - + 4: Providing Acquisition and Access Information
- Section 2: Recording Attributes of Work & Expression
 - + 5: General Guidelines on Recording Attributes of Works and Expressions
 - + 6: Identifying Works and Expressions
 - + 7: Describing Content
- Section 3: Recording Attributes of Agents
 - + 8: General Guidelines on Recording Attributes of Agents
 - + 9: Identifying Persons**
 - + 10: Identifying Families
 - + 11: Identifying Corporate Bodies
- Section 4: Recording Attributes of Concept, Object, Event & Place

[1] 2 3 4

9

IDENTIFYING PERSONS

9.0 Purpose and Scope 2017/04 LC-PCC PS D-A CH LAC/BAC-BARQ

This chapter provides general guidelines and instructions on:

- choosing preferred names for persons (see [9.2.2 RDA](#))
- recording preferred and variant names for persons (see [9.2 RDA](#))
- recording other identifying attributes of persons (see [9.3 RDA-9.18 RDA](#))
- constructing authorized access points representing persons (see [9.19.1 RDA](#))
- constructing variant access points representing persons (see [9.19.2 RDA](#)).



Beta RDA Toolkit

R | D | A TOOLKIT

Bookmarks and Notes Documents Views Help English Submit Feedback

US GPO Oksana Osborne

ENTITIES GUIDANCE POLICIES RESOURCES Glossary Search

Download PDF

Entities > Person

Person

Related Sections (0)
Show None

Definition and Scope

An agent who is an individual human being who lives or is assumed to have lived.

Prerecording

This entity is an *entity subtype*.

For a more general description, use the entity supertype:

- Agent entity

Describe an instance of an entity by recording a *metadata description set* that consists of one or more *metadata statements* using one or more elements assigned to the



RDA/3R Project Team at GPO

- Goals of the RDA/3R Project Team, established by LTS in May 2019
 - Develop a general approach to learning the new RDA
 - Identify and document aspects of the new system that differ from current practice
 - Draft guidelines for cataloging workflows to conform to the new system
 - Identify and collocate existing training materials from the RDA Steering Committee, Toolkit designers, and other institutions, which can be utilized by LTS
 - Design training sessions and materials for LTS staff which focus on applying the new RDA to government information products
 - Alert LSCM's ILS team to new cataloging policies that could impact Aleph operations
 - Explore automated options for cataloging workflows to the greatest extent possible



Goal: Identify and document aspects of the new system that differ from current practice

In current RDA, instructions are presented as decrees, sometimes with alternatives

Initial Articles 2012/04

When recording a preferred name for corporate body, include an initial article, if present.

Alternative LC-PCC PS NLA PS BL PS D-A-CH SKL LAC/BAC-BAnQ

KBSP

Omit an initial article (see appendix **C RDA**) unless the name is to be accessed under the article (e.g., a corporate name that begins with an article that is the first part of the name of a person or place). 2012/04



Goal: Identify and document aspects of the new system that differ from current practice

In new RDA, instructions are presented in the form of options, sometimes with conditions

Omissions and changes to a name

Initial articles

CONDITION

A value of a name includes an initial article.

OPTION

Record a value that includes an initial article.

OPTION

Record a value that omits an initial article.



Goal: Draft guidelines for cataloging workflows to conform to the new system

The beta Toolkit features Application Profiles, which can be used to outline a cataloging agency's local practice and aid workflows

Hypothetical example:

Authorized Access Point for Corporate Body

Version:	License	Category	Last Updated	URIs	Files
	CC BY	ApplicationProfile	2020/09/28		

Initial articles

- [Apply Option 2](#)



Training in LTS

- List of external training resources
 - Recorded webinars
 - Informative documents
- Peer training
 - Topic presentations
 - Term posts
- Real-time external webinars and workshops



New Concepts & Vocabulary

- Diachronic Works
- Domain and Range
- Manifestation Statement
- Metadata Description Set
- Nomen
- Work Group
- WEM Lock



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RDA/3R Resources for the FDLP Community



RDA/3R Project Page on fdlp.gov

The screenshot shows the FDL P website interface. At the top, there is a dark blue navigation bar with the GPO logo on the left and icons for email, RSS, and accessibility (AA) on the right, along with links for 'Contact Us' and 'Logout'. Below this is a light gray header area containing the FDL P logo and the text 'Federal Depository Library Program'. To the right of the logo is a search bar with the text 'Search ...' and a 'Search' button. Below the header is a horizontal menu with five items: 'COLLECTION TOOLS', 'REQUIREMENTS & GUIDANCE', 'PRESERVATION', 'ABOUT THE FDL P', and 'CATALOGING & CLASSIFICATION'. The main content area is titled 'Projects' and features a large heading: 'The New Version of Resource Description and Access (RDA): GPO's Preparations and Impacts on the FDL P Community'. To the right of this heading are icons for a printer and an envelope. Below the heading is a 'Details' section with the text: 'Last Updated: June 22 2020' and 'Published: June 22 2020'. The main body of text reads: 'The U.S. Government Publishing Office (GPO), Library Services and Content Management (LSCM) is preparing to adopt a new iteration of the cataloging standard Resource Description and Access (RDA). RDA is used in metadata services for the FDL P and Cataloging and Indexing Program (C&I). Staff in LSCM's Library Technical Services (LTS) use RDA and the RDA Toolkit on a daily basis to catalog U.S. Government information products and to create and maintain name authority records.'



RDA/3R Project Page on fdlp.gov

fdlp.gov > ABOUT THE FDLP > Projects

<https://www.fdlp.gov/project-list/the-new-version-of-resource-description-and-access-rda-gpo-s-preparations-and-impacts-on-the-fdlp-community>

Scroll down...

GPO will share open-access training resources on this web page, for all who are interested in learning more about the new RDA.

Training Resources

- Open-access training resources, compiled by GPO's RDA/3R Project team



RDA/3R Project Page on fdlp.gov

Freely Available Training Resources for the FDLP

1	Presentation Title	Video	Slides	Other Material	Presentation Date	Run Time (H:MM)
2	RDA Beta Site Demo from July 24, 2019	video			7/24/2019	0:55
3	RDA Toolkit Workshop: A Crash Course - Welcome and Background		slides		1/24/2020	16 slides
4	Using the Beta RDA Toolkit (updated 1/24/20)			document	1/24/2020	20 pages
5	RDA Beta Toolkit Basics		slides		1/24/2020	16 slides
6	BetaSite - Linking Tool	video			10/5/2018	0:06
7	Whatever Happened to...?		slides		1/24/2020	32 slides
8	Where Did It Go?			document	6/18/2018	5 pages
9	RDA Toolkit Workshop: A Crash Course - Handout (with Exercises)			document	1/24/2020	8 pages
10	Application Profiles and Cataloging a Manifestation		slides		1/25/2019	40 slides + 20-page handout
11	A Quickstart Guide to RDA Terminology: Element, SES, and VES		slides		1/24/2020	53 slides
12	Recording Methods, Transcription, and Manifestation Statements	video			10/22/2018	0:21
13	RDA Workshop ALA Preconference Event - "Everything Old Is New Again"		slides		1/24/2020	44 slides



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Next Steps for GPO's RDA/3R Project



Next Steps

- Beta Toolkit – and new RDA guidelines – becomes official December 15, 2020
- PCC (Program for Cooperative Cataloging) will not implement the new RDA right away
- LTS will watch for guidance from PCC
- LTS will continue to complete training and revise internal policies and procedures to apply new RDA guidelines



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GPO Cataloging Guidelines Updates for FY 2020

Donna Kraemer
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Library Technical Services (LTS)





GPO Cataloging Guidelines Updates

- eBooks chapter (*New*)
- General MARC Fields Policies chapter (*Revised*)
- FDLP Web Archive Resources chapter (*New and coming soon*)
- Monographs chapter (*New and coming soon*)
 - Replaces two previous Cataloging Guideline chapters
 - Monographs Overview
 - Monographs MARC Field
- Congressional Publications chapter (*Revised, and coming soon*)



Major Policy Changes in FY 2020

- U.S. Government Bookstore sales information no longer recorded in GPO catalog records.
 - Exception: CIP publications
 - Exception: International Standard Book Number (ISBN)
- Ceased use of brackets in 300 field pagination information
 - Replaced brackets with the word “approximately” for pagination information taken from outside of the resource.
 - *Prior practice: 1 online resource ([50] pages)*
 - *Current practice: 1 online resource (approximately 50 pages)*



Planned Improvements

- Performed internal testing to improve the search functionality of the GPO Cataloging Guidelines
- Improved search functionality coming soon



Thank you very much!

- Fang Gao, Chief of Library Technical Services, LSCM
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