




# *Exploring Cataloging of Federal Government Documents at GPO*

Donna Kraemer, LTS Supervisory Librarian,  
Library Services & Content Management, GPO



## Two Different Programs for U.S. Government Documents at GPO

- Federal Depository Library Program (FDLP)
  - FDLP  
Federal Depository Library Program
- Cataloging and Indexing Program (C&I)
  - 44 U.S.C. §§ 1710, 1902-1903
- Lifecycle management of U.S. Federal Government Documents
  - Acquire, Classify, Catalog, Preserve, and Distribute



# Preparing to Catalog an online Federal Government Document

- Determine scope
- Search OCLC Connexion
- Review of any potential matches including:
  - title, format, “eng” language only, publishing agency, date, series information
- Adapting/copy cataloging?  
OR
- New OCLC Workform required?



## Begin GPO cataloging

- Fill in Fixed fields (drop-down menus)
- Fill in Variable fields
- Perform subject analysis
  - 1-3 LCSH subject headings
- Search OCLC Authority File for Authorized Access Points (1XX, 4XX, 7XX, 8XX)
  - Control All Access Points
  - Authority work required for unauthorized access points?



## Next--add GPO local information

- Fill in other MARC Fields
  - Add 5XX notes
    - Use brackets for bibliographic information found “outside of the source”
- List of Classes for 086 SuDocs and 074 Item Number assignment
  - Always assign a unique SuDocs number
    - Review OCLC, ILS/CGP, Historic Shelflist, GPO’s internal acquisition legacy system for any class conflicts
- Create PURL & Archive document



# Cataloging Instructions & Guidelines To Consider

- Fixed fields=GPO follows MARC 21  
<https://www.loc.gov/marc/bibliographic/>
- Variable fields=GPO's local practices
  - 1XX=follow RDA 19.2.1.1.1
  - 245=Title proper/Other title information
    - Differentiating Works
    - Recording Statement of Responsibility (SOR)
    - Option to abridge long lists of authors [and six others]
  - 264=Place of publication
    - [Washington, D.C.]



## GPO Cataloging Guidelines to consider (cont.)

- 300=1 online resource
  - Prefer to record pagination as it appears
  - Complex pagination (more than 3 types)
    - approximately X pages OR X unnumbered pages
- 490/830=Series statements
  - 490=transcribed series statement
  - 830=authorized series from Authority File
- 856 PURL
  - 1<sup>st</sup> 856, subfield u=PURL address
- 856 URL
  - 2<sup>nd</sup> 856, subfield z=Address at time of PURL creation
  - Now adding \$7 0



## Add record to OCLC Connexion, and the CGP

- Use “produce” to add the new record to OCLC Connexion
- Use “replace and produce” if adapting an existing OCLC record
- Search Aleph to prevent duplicate records
  - Export to ILS/Catalog of U.S. Government Publications (CGP)
- GPO adds 049 MARC “record export codes”
  - Creates 1 holding record, and 1 item record for online monograph records
- GPO performs quality control to ensure the Holdings Library, Location and correct SuDocs are displayed in the OPAC





## Now—GPO cataloging in Action!

- 2-3 random, routine GPO online titles:
- GAO Testimony (new to OCLC)
- GAO Report (copy cataloging in OCLC)
- US Forest Service (copy cataloging in OCLC)
- Disclaimer: PURLs were created prior to session. This task will not be demonstrated in this session.
- New bibliographic record displays to the public!



Thank You!