Format determination in GPO Cataloging Practices

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1. **Monographs** –

   GPO prepares a single record for monographic titles initially issued in tangible formats that later migrate to online format.

   GPO prepares a single record when the initial distribution is online, and GPO later distributes a tangible format.

   Normally the bibliographic record describes the original tangible format, and URL/PURL data is added when the title becomes available online.

   More rarely, GPO adds descriptive data (i.e., physical description and distribution notes) for a tangible product to an existing record for the online version.

2. **Integrating Resources** –

   GPO prepares a single record for Integrating Resource titles (updating looseleaf publications and updating Web sites). That record is produced again for the CGP when there are significant bibliographic changes (i.e., changes to the main entry, title, statements of responsibility, publication statements, physical description, etc.).

   GPO prepares a new record if an Integrating Resource ceases to be issued in paper and continues exclusively in online format.

3. **Multipart Monographs and Multipart Integrating Resources** –

   GPO prepares a single collective record when all parts of a multipart title are distributed in the same format. If later some of the volumes are distributed in a different format, notes indicating this are added to the record.

   GPO creates separate records for each format when original distribution is in different formats.

   GPO creates separate records for each part when it is known that a multipart has 8 or more parts.

4. **Serials** –

   GPO follows the CONSER "single record" policy. GPO uses a single record if GPO distributes a serial in tangible format and it is also available online. GPO adds URL/PURL data and notes if the record was first produced for paper format. GPO

adds tangible product distribution data and notes if the record was first produced for online format.

GPO creates a separate record for the online version when a tangible format serial becomes online and GPO ceases tangible product distribution. GPO links the new record for the online format with the record for the tangible product.

GPO adds a "Ceased with..." note to the serial record for the tangible format and closes out the record when it is known that publication has ceased in tangible format.

If it is not known that tangible format publication has ceased (only that GPO has ceased tangible product distribution), GPO links the two records but does not close out the record for the paper format.

GPO examines every serial record at least once each year and closes out as many of the tangible records as possible.

5. **Maps** –

Map cataloging follows practices for serials or monographs, as appropriate for each title.