



## GPO Cataloging Guidelines Updates

December 2006

The U.S. Government Printing Office (GPO), Library Services and Content Management (LSCM) would like to inform libraries in the Federal Depository Library Program (FDLP) and other interested parties of several cataloging policy changes that it intends to implement on February 1, 2007. This advance notice will enable libraries and other interested parties to assess any impact these changes may have on their cataloging operations.

LSCM will make several modifications to the *GPO Cataloging Guidelines*, 4<sup>th</sup> edition, 2002 ([http://www.access.gpo.gov/su\\_docs/fdlp/cip/gpocatgu.pdf](http://www.access.gpo.gov/su_docs/fdlp/cip/gpocatgu.pdf)) effective February 1, 2007. The *Guidelines* will be updated to include the following modifications to cataloging practice:

### **Update No. 1: Access Level Serial Records:**

GPO will implement the use of “Access Level” Serial MARC/AACR Catalog Record standards approved by CONSER (Cooperative Serials Cataloging Program) of the Program for Cooperative Cataloging, Library of Congress. The standards can be found at: <http://www.loc.gov/acq/conser/access-level.html>. GPO will be cataloging all new serial titles (with the exception of new congressional and essential titles) following these standards. Existing full-level records for serial titles will not be modified (or downgraded) to meet “Access Level” standards.

### **Background:**

GPO’s decision to begin creating access level serial records is part of a general effort by CONSER libraries and the Library of Congress to increase access to serial publications by reducing the time needed to create and update serial cataloging records. Name and subject access information is maintained. The descriptive information, particularly information that is redundant, is reduced. GPO participated in the Access Level Pilot Project and results indicated that GPO realized time savings of approximately 30-35% using this method on serial records submitted for the test group. The final report of the pilot project can be found at: <http://www.loc.gov/acq/conser/alrFinalReport.html>.

CONSER plans to implement the new access level standards on February 1, 2007. The announcement of their plans can be found at: <http://www.loc.gov/acq/conser/pdf/alr/CONSERRecordApproved.pdf>. Should this date be modified, GPO will implement this new standard according to the timeframe established by CONSER.

## **Update No. 2: Abridged Cataloging:**

GPO will also be making modifications to the abridged cataloging section (page 5 of the *GPO Cataloging Guidelines*). The following categories will now receive abridged cataloging:

- Electronic publications with physical carriers (CDs and DVDs, excluding map products)
- Guides, travel brochures, and similar documents for forests, historical sites, libraries, museums, parks, recreation areas, etc., issued in tangible formats
- Posters
- GPO subject bibliographies
- Integrating resources

### **Background:**

The GPO abridged cataloging standards were developed to increase access to federal documents by reducing the time needed to catalog some categories of publications. The number of documents awaiting cataloging has increased, and GPO anticipates that this number will continue to increase as GPO implements new methods of acquiring publications for GPO information dissemination programs using web harvesting and other technologies.

In order for the Government Printing Office to keep up with the demand for access to an ever increasing number of documents, a review of document categories receiving full-level cataloging treatment was required. Our findings are as follows:

### **Rationale and Application:**

1. Electronic publications with physical carriers: (CDs and DVDs):  
Electronic publications with physical carriers were historically cataloged as full-level. The need to include instructions and special requirements that were often complex and extensive in cataloging records for CDs and floppy disks was the primary reason that these documents were cataloged as full-level. Since the

guidelines for abridged cataloging were first issued, improvements in CD and DVD technology have greatly reduced the need to include technical requirements. Extensive technical information will no longer be included in the abridged cataloging record for this category of documents.

2. Guides, travel brochures and other similar documents:

These documents were originally excluded from being cataloged following the abridged cataloging standards because of their complexity and differences in size or shape of the tangible versions. Usually these kinds of documents require special treatment by describing them as "1 pamphlet," "1 folded sheet," or "1 sheet." Additionally, other terms may be used without including illustration and size information to indicate specialized housing and handling is needed.

3. Posters:

Posters often require bibliographic information to identify their large size, various shapes, and housing. GPO Abridged treatment for posters will continue to include this type of information in the 300 field, for example: 1 poster.

4. Subject Bibliographies: Subject Bibliographies are now available online only and are cataloged as integrating resources. These titles will receive abridged cataloging.

5. Integrating Resources: Documents cataloged as integrating resources include items that are frequently updated or changed. These items do not remain discrete, as monographs and serial titles do, and bibliographic records may require frequent modification.

If you have questions or comments about these upcoming changes, please contact: Ms. Jennifer Davis, Manager, Bibliographic Control, at: [jkdavis@gpo.gov](mailto:jkdavis@gpo.gov).