

Providing Access to Your Government Documents

Missouri FDLP Annual Conference June 6, 2013 (Revised June 7, 2013)

Felicity Dykas MU Libraries

How important is it to provide access to your government publications?

"The **Federal Depository Library Program** was established by Congress to ensure that the American public has access to its Government's information. GPO administers the FDLP on behalf of the participating libraries and the public. Information products from the Federal Government are disseminated to these nationwide libraries that, in turn, ensure the American public has free access to the materials, both in print and online."

http://www.gpo.gov/libraries/

Regulations

http://beta.fdlp.gov/requirements-guidance/legal-requirements

Regulations related to Bibliographic Control

Bibliographic control of a depository collection impacts the development and accessibility of the collection. Sources of cataloging records may be efficiently managed and free of charge to the library.

http://beta.fdlp.gov/requirements-guidance/guidance/11-bibliographic-control

Regulations related to bibliographic control

11. Bibliographic access

Proper bibliographic control must be provided so that depository libraries can ensure that their Federal depository resources can be located, retrieved, and accessed in a timely manner.

12. Piece-Level Records

Depository libraries must maintain a piece-level record of tangible depository holdings so that individual depository receipts can be accounted for.

13. Cataloging Receipts

Libraries must catalog current tangible receipts or publications that meet the library's collection needs.

14. Time-sensitivity

Many documents are extremely time-sensitive. All shipments must be unpacked and organized for easy access by staff while waiting processing and cataloging.

http://beta.fdlp.gov/27-requirements-and-guidance/regulations/bibliographic-control

Regulations related to processing depository shipments

14. Time-Sensitivity

Many documents are extremely time-sensitive. All shipments must be unpacked and organized for easy access by staff while awaiting processing and cataloging.

15. Marking Property

All tangible depository material must be marked in some manner as depository property, which is usually accomplished with a depository property stamp.

16. Date Identification

Library staff must be able to identify the shipping list date, date of receipt, or the date of processing of depository material for retention purposes.

17. Shipment Review & Claims

Depository boxes must be reviewed to ensure receipt of all selected materials and shipments. Claims for missing or damaged receipts must be made within the proper timeframe and by the prescribed methods.

18. Duplicates

If the library receives a duplicate copy of a publication, the duplicate may be discarded immediately or offered on a discard list to the regional depository library.

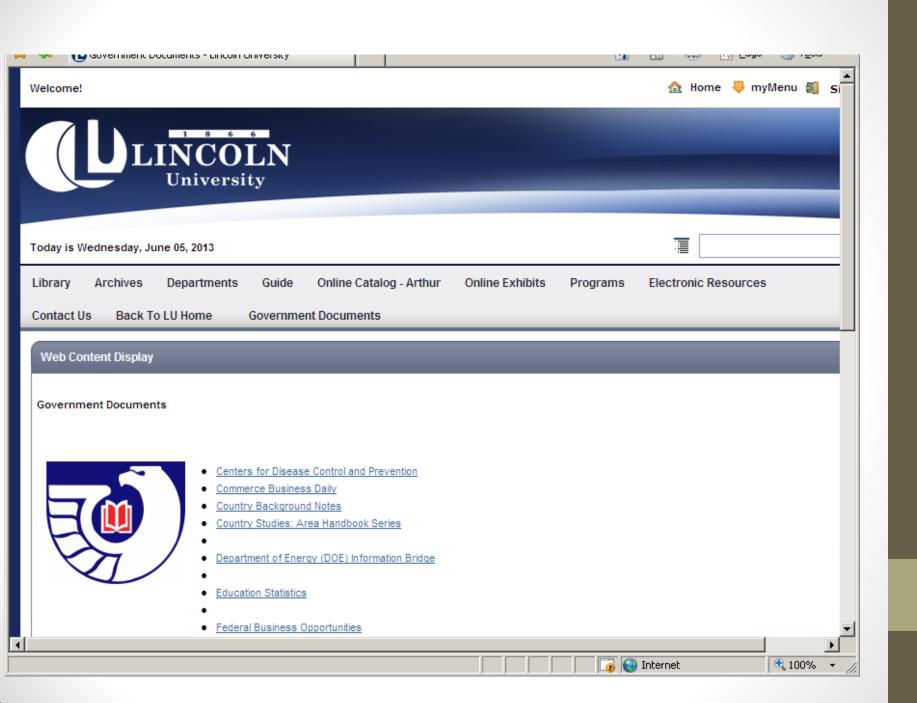
http://beta.fdlp.gov/requirements-guidance/guidance/23-processing-depository-shipments

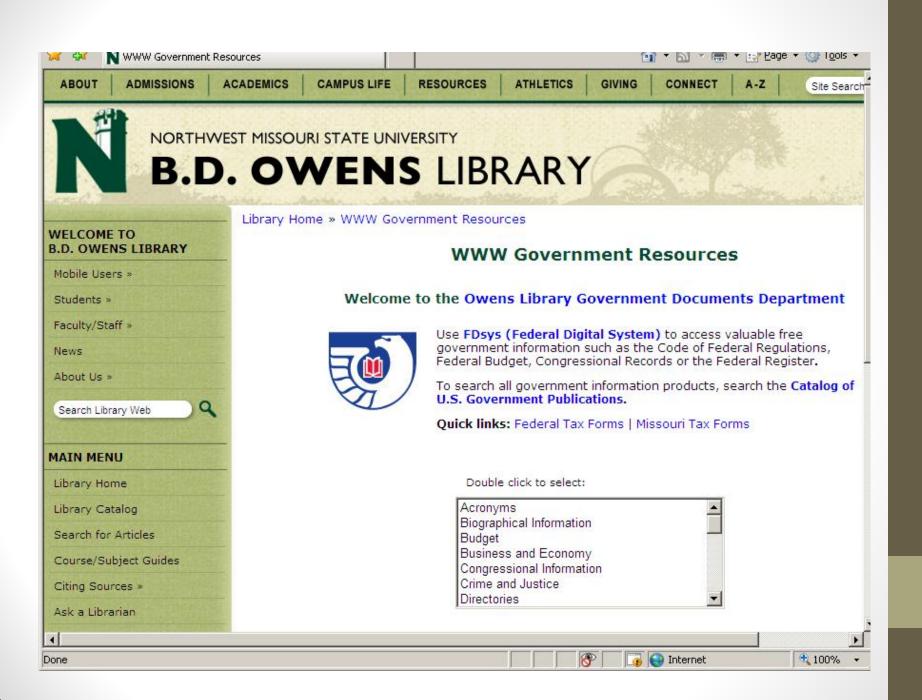
Catalogers can be partners in providing access

A quick look at a few Missouri depository libraries shows that government documents areas have websites about their collections (next slides).

Clickable map of federal depository libraries

http://catalog.gpo.gov/fdlpdir/FDLPdir.jsp







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Journals

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LibGuides

Microforms

Reference Materials

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Government Documents

Spiva Library is a selective depository for Federal publications for the Seventh Congressional District of Missouri. The mission of Government Documents staff is to provide quality reference service as well as free and easy access to government information in all forms, both to our own students, faculty and staff and to the constituents of the Seventh Congressional District of Missouri. All patrons are encouraged to seek help at the fourth floor help desk with any questions they may have concerning government documents.

Federal Resources

Official Missouri State Website

Federal publications are arranged by Superintendent of Documents (SuDoc) Classification Number. This classification system is based on the government agencies publishing such documents.

Superintendent of Documents Classification System

A. Agricultura



Gayle O'Neal

Government Docur Clerk

Room: L-405

417-625-9770

oneal-q@mssu.









Government Documents

Government Documents

Government Documents Home

Federal Government Databases

Primary Sources

Guides by Level of Government

- International
- US Federal
- Missouri
- Boone County & Columbia
- Other States

Topic Guides

- Census
- Declassified Documents
- Foreign Relations
- More Topic Guides

U. S. Government Document Types - Federal and Missouri

Government documents span a wide range of types. From agency information and appropriations to census data, and Supreme Court decisions, government publications cover many topics. This list is arranged alphabetically by a second column indicates whether the information is federal or state level. The third column indicates the dates of a column includes links to the documents, the MERLIN record or the database which contains them.

For more information on Federal Government documents, please see our guide to Federal Government Information

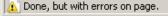
These documents are received through the Federal Depository Library Program. The MU Libraries have participate Depository Library Program (FDLP) since 1862. Many Federal and Missouri state publications are integrated with r collections under standard (Library of Congress or Dewey Decimal) call numbers. However, some government pu special section on the east side of Ellis Library's first floor. These documents are generally findable through MERL

This icon indicates the resource is restricted to students, faculty, and staff at the University of Missouri.

Type of Government Information	Federal or State	Date Range	Sources
Α			
Administrative Decisions by Agency	Federal	varies	Administrative Decisions and Other Acti Agencies
		1922-present (incomplete)	General Accountabilty Office (GAO) repo (GAO website)
Analysis of government programs	Federal		Over 14,000 print and microfiche GAO re

🚡 😜 Internet

₱ 100% ▼



Bibliographic control – Guidance from FDLP

http://beta.fdlp.gov/requirements-guidance/guidance/11-bibliographic-control

Table of contents

- Organizing and making depository material accessible
- Piece level accounting
- Catalog requirement
 - Sources of catalog records
 - Catalog record considerations
 - Bibliographic control of online depository resources
 - Discovery of online resources and (EL) item numbers
 - Ongoing maintenance of catalog records or a shelflist

Organizing and making depository material accessible

- Arrangement should conform to professionally accepted library standards and should facilitate the practical use of the collection.
- Arrange according to SuDoc classification or other classification systems.
- OK to integrate material into other collections.

Piece level accounting

- Means that each piece is accounted for and individually identifiable.
- Libraries can accomplish this through full cataloging, creation or a shelflist in paper or electronic format, or a combination of the two.
- If you identify missing information about the holdings, using ranges to account for serials is permissible (for example, "volume 1, numbers 3-7, 9-12"). Maintain serials to the piece level until you are ready to bind the items or replace them with another format; at that point a holdings statement may be substituted.
- A map series could be comprised of a basic shelflist record and marking the appropriate quadrangles of maps received on the index map.
- Marked shipping lists do not constitute a record of the library's depository holdings. GPO recommends that you do not use them for that purpose.

Catalog requirement

- All depository materials are deemed to be a valuable part of your library collection and worthy of cataloging. How you catalog FDLP tangible materials is an individual decision.
- The conventional option is to add MARC records to your only catalog.
- Choose your own cataloging level: full cataloging with item information or brief cataloging to record the series and a detailed shelflist.
- You are not required to retrospectively catalog older depository receipts.
- You are not required to catalog online only material, but are strongly encouraged to do so.

Sources of catalog records

- Catalog of U.S. Government Publications
- Documents Data Miner 2
- Cataloging Record Distribution Project (partnership with MARCIVE)
- Purchase bibliographic records from vendors
- [Also, OCLC WorldCat]

Catalog record considerations

Library staff members that develop the government information collection must be well informed about the following policy considerations:

- The nature of the catalog records being acquired
- The timeline of the cataloging process
- Decisions regarding which materials receive or do not receive cataloging treatment

How do you provide access to your government publications now?

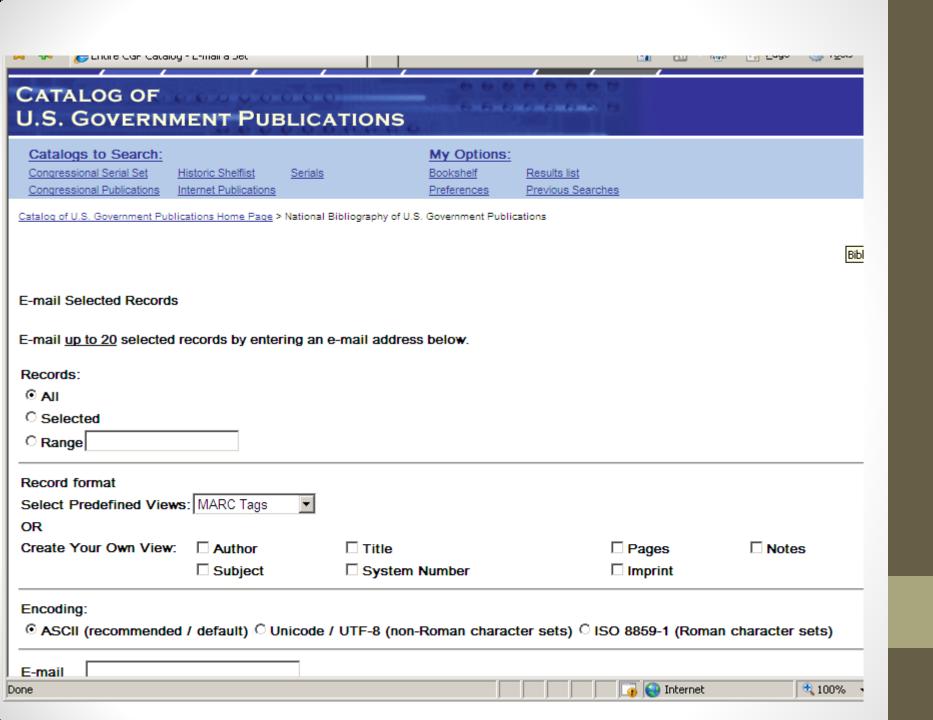
From discussion:

- Most or all add records to online catalog
- Source of records:
 - MARCIVE (several)
 - Benefits include options to get shipping list records and barcodes and call number labels
 - Provide OCLC WorldCat records
 - Received changes, including changed URLs
 - OCLC WorldCat (some)
 - GPO cataloging ensures that records for most items are available
 - Document Data Miner (one or two)
 - Easy to use
 - No cost to get records
 - Records include OCLC number

Catalog of U.S. Government Publications

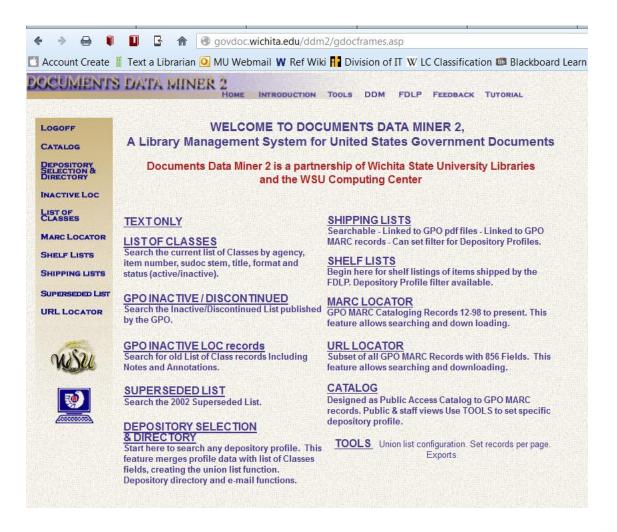
You can retrieve records, save them and then export them.

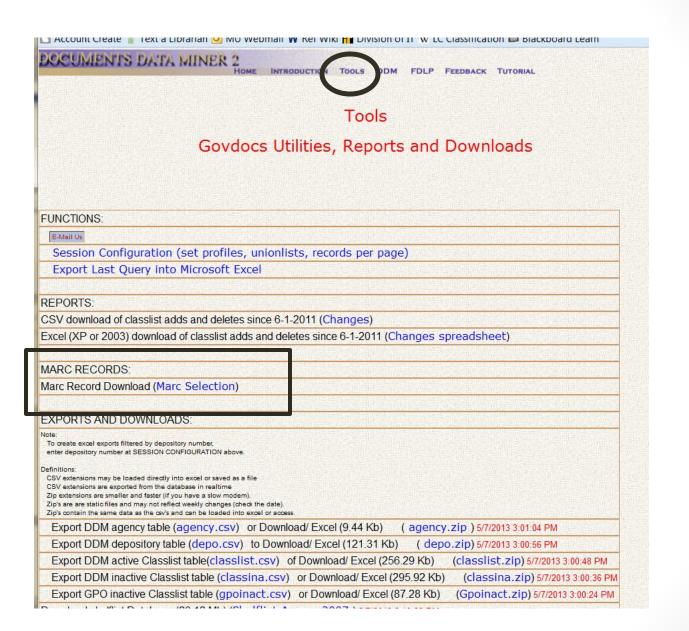
- Retrieve records
- Select records
- Email
 - All
 - Record format
 - MARC Tags
 - Encoding
 - Unicode / UTF-8

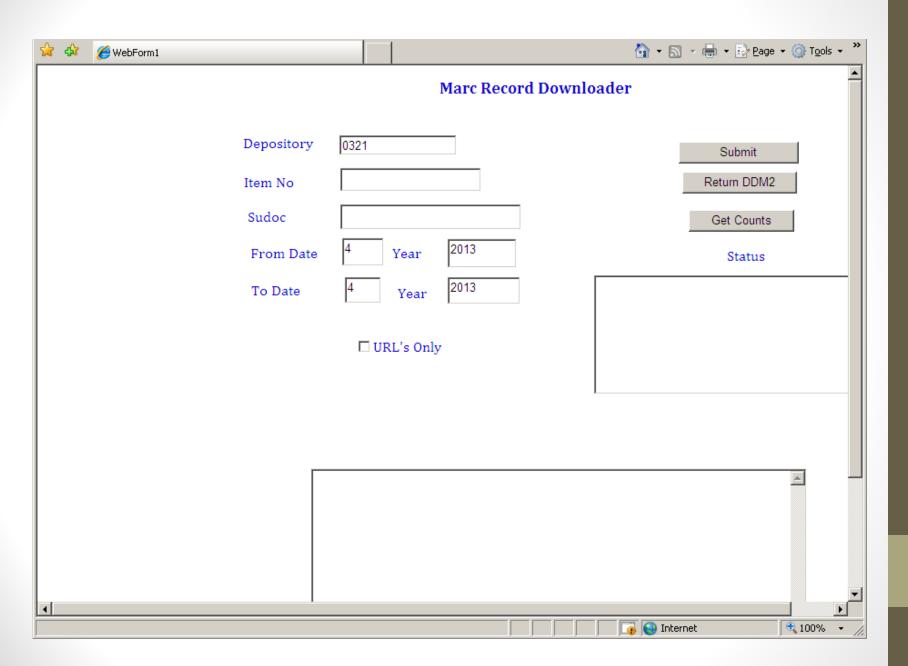


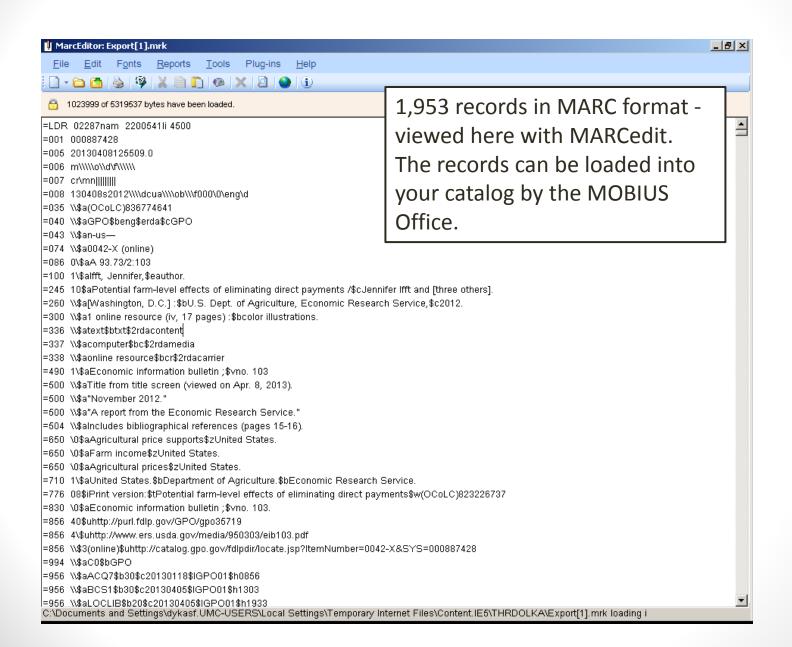
Documents Data Miner 2

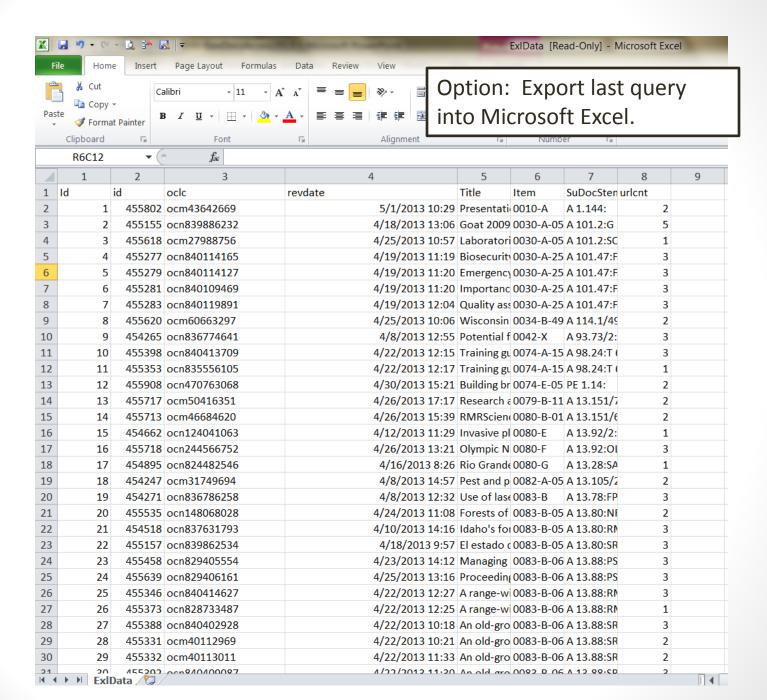
http://govdoc.wichita.edu/ddm2/gdocframes.asp

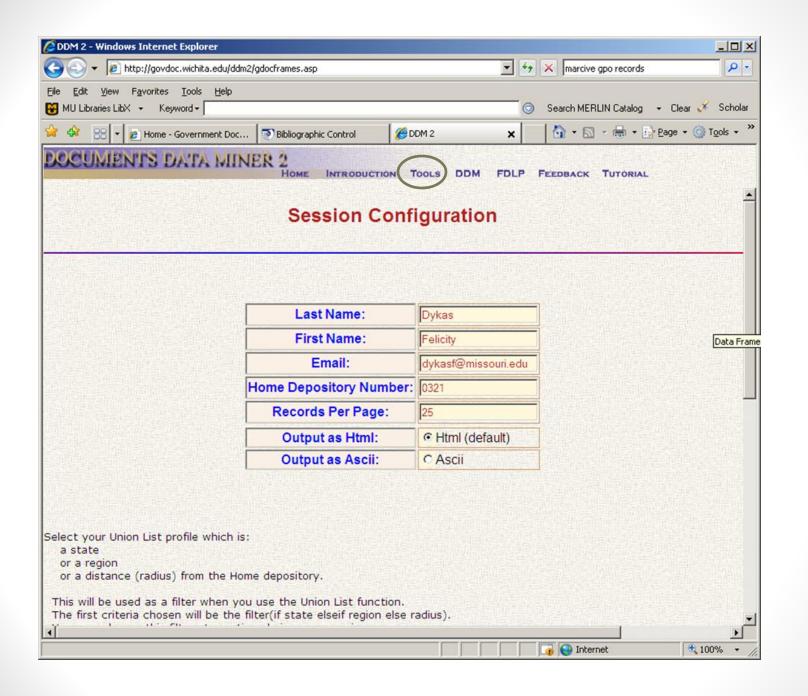


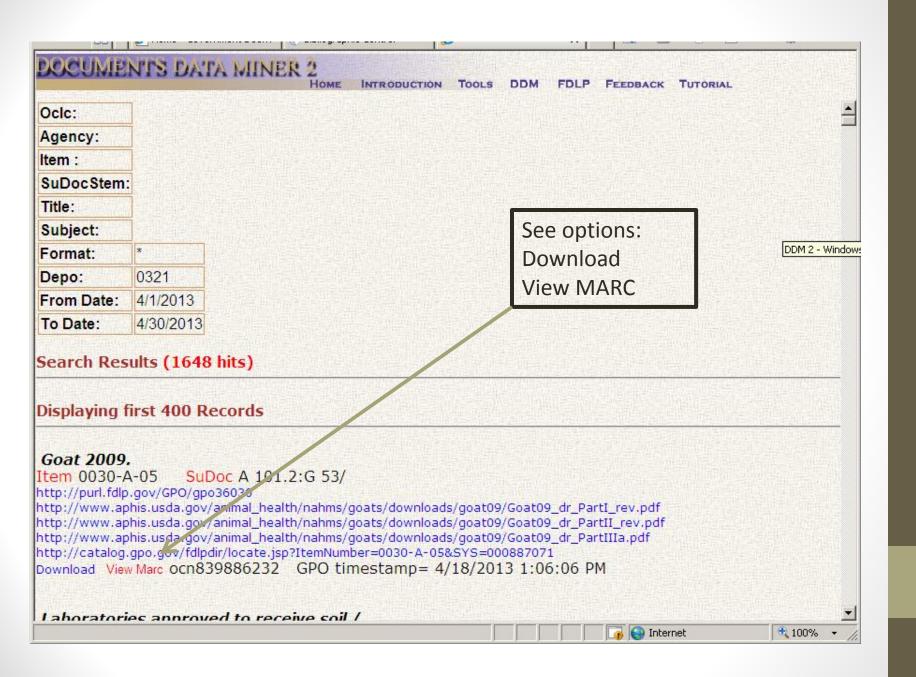


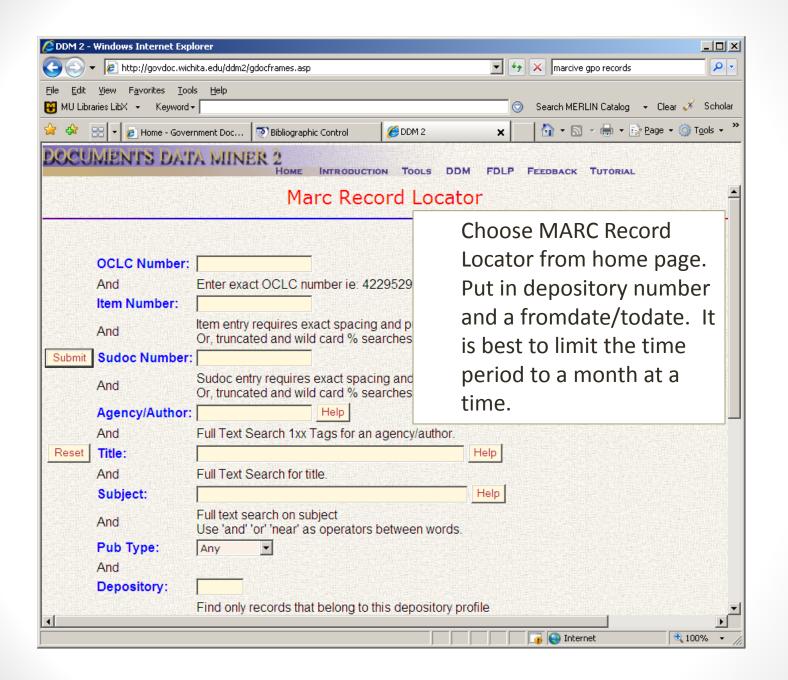












Cataloging Record Distribution Project (partnership with MARCIVE)

- Funding received from H. R. 1105, the Omnibus Appropriations Act of FY 2009 (P. L. 111-8) to support GPO's Cataloging and Indexing program and to distribute cataloging records to depository libraries.
- Materials are cataloged by GPO staff.
- The records are viewable in the Catalog of U.S. Government Publication.
- All records have a corresponding OCLC record number EXCEPT records from the GPO Historic Shelf List.
- Records are provided based on each library's selection profile by MARCIVE using File Transfer Protocol (FTP). Retrospective records (records prior to October 2011) are not available.

GPO: http://beta.fdlp.gov/about-the-fdlp/projects/23-about/projects/125-crdp

MARCIVE:

http://home.marcive.com/index.php?option=com_content&view=article&id=76&Itemid=136

Purchase bibliographic records from vendors

- MARCIVE
 - www.marcive.com
 - Email: web.marcive.com

MARCIVE enhanced GPO database service

- Ongoing subscription: monthly service for records based on GPO item number profile.
- Includes customization. E.g., can add 949s for item record creation and customization for URLs.
- Provides records created or edited by GPO in OCLC WorldCat.

Shipping list services

- MARC-formatted brief records
- Smart barcode labels
- SuDoc number labels

MARCIVE shipping list record

```
Title Energy and Economic Growth, ... S. Hrg. 112-690, February 15,
            2012, 112-2 Hearing, *
 Published [S.l: s.n., 2013?]
Permanent http://laurel.lso.missouri.edu:80/record=b9724286~S1
      Link
         Notes Shipping List #: 2013-0213-P
                Shipping List Date: 05/22/2013
 Other Authors United States, Congress, Senate, Committee on
                Agriculture, Nutrition, and Forestry.
  Government Y 4.AG 8/3:S.HRG.112-690
    Document
       Number
     GPO Item 1032-C
      Number
OCLC/WorldCat tmp97413198
```

OCLC WorldCat

GPO uses WorldCat as its bibliographic utility.

Announcement – 14 May 2013

GPO in the Top 10 List of Original Catalogers in the World

The U.S. Government Printing Office (GPO) was recently named one of the top 10 original catalogers in the world in OCLC's Annual Report for FY12. During that period, GPO added 17,310 new records for U.S. Government information products to WorldCat, a database of bibliographic information built continuously by libraries around the world and OCLC.

http://fdlp.gov/component/content/article/1463-gpo-top10-catalogers-inworld

Guidelines for online resources

Bibliographic control of online depository resources

 Encouraged to catalog online resources or to integrated online resources into Web pages, finding aids, etc.

Discovery of online resources and (EL) item numbers

- Use the EL item numbers in your item selection profile
- View in the New Electronic Titles List (NET)
 - http://catalog.gpo.gov/F/?func=file&file name=find-net
 - This is a list of titles in the Catalog of U.S. Government Publications.

PURLs (Persistent URLs) instead of URLs

Information (lot of good information):

- http://purl.gpo.gov/docs/index.html
- http://beta.fdlp.gov/requirements-guidance/instructions/709-purls

You can track PURL usage for your library.

- http://beta.fdlp.gov/requirements-guidance/instructions/709purls#tracking-PURL-usage-for-your-library
- http://www.fdlp.gov/index.php?option=com_docman&task=doc_download &gid=1051
- See 2011 conference presentation: "Going All-Electronic and Keeping Track of It":
 - http://libraryguides.missouri.edu/content.php?pid=358707&sid=2933656

Authorization is required to access the PURL referral reporting tool.

• http://beta.fdlp.gov/requirements-guidance/instructions/709-purls#how-to-access-the-PURL-referral-tool

PURLs

Ideas for updating URLs?

Tip from an email: Search for documents related to non-working URL's at http://archive.org (Internet Archive).

Ongoing maintenance

- GPO notifies libraries of changes or corrections to FDLP distributed material via the WEBTech Notes
 - WEBTech Notes provides the most recent changes to the List of Classes and lets you correct call numbers, item numbers, add information to catalog records about publications ceasing or changing, and related technical issues.

Categories in WEBTech Notes:

- What happened to? (WH)
- Classification/cataloging update (CC)
- Updates to the list of classes, new items (UN)
- Updates to the list of classes, misc. (UM)

http://www.fdlp.gov/component/webtech/search

MU Libraries procedures:

http://mulibraries.missouri.edu/staff/catalogdept/catprogovwebtech0.htm

Cataloging guidelines changing: GPO and RDA

- RDA Resource Description and Access new cataloging rules
- GPO created a RDA Implementation Team
- Full implementation in April 2013

More information

- FDLP webinar, April 16, 2013: An Overview of RDA and Its Implementation at GPO http://login.icohere.com/public/topics.cfm?cseq=1172
- RDA project page: http://beta.fdlp.gov/about-the-fdlp/projects/23-about/projects/143-rda#Update%204
- http://beta.fdlp.gov/about-the-fdlp/projects/23about/projects/143-rda

Fewer abbreviations

AACR2: 32 p. : col. ill.; 24 cm.
 RDA: 32 pages : color illustrations; 24 cm.

• AACR2: [S.l.:s.n.], 2001.

RDA: [Place of publication not identified]:

[publisher not identified], 2001.

AARC2: United States. Dept of Energy

RDA: United States. Department of Energy

No general material designation in titles

- AACR2 Trees in Missouri [electronic resource]
- RDA Trees in Missouri

Instead we have new fields for content, media type, and carrier

- 336 text
- 337 computer
- 338 online resource

More complete information in statement of responsibility

AARC2: Trees / by Timothy Kregg ... [et al.]

RDA: Trees / by Timothy Kregg, Carol Dews,

Yolanda R. Green, Peter Gapwell and Mary S.

Kersinger.

 AACR2: The federal government / edited by Teresa Cooler.

RDA: The federal government / edited by Teresa

Cooler, Ph. D., University of South Plains.

- More relationship information
 - Truman, Eric, illustrator.

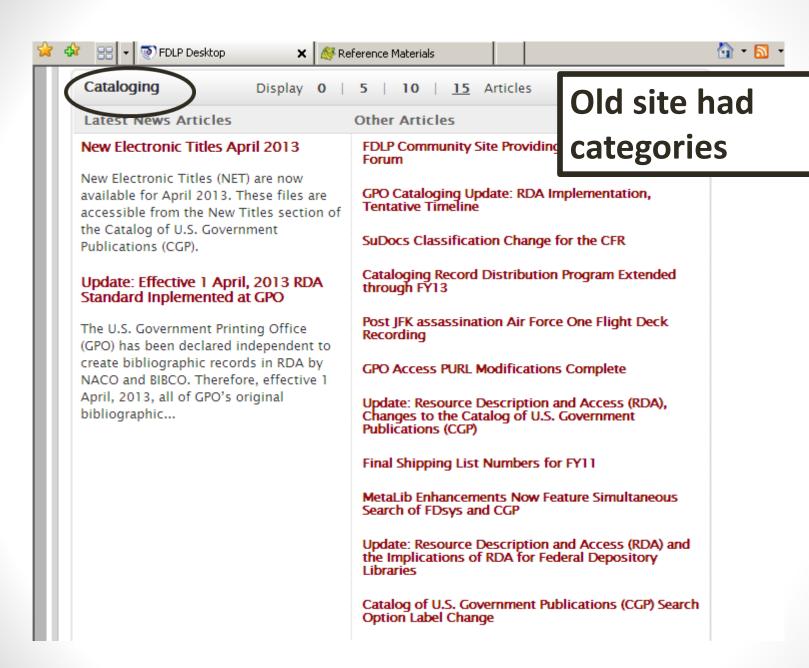
Change to MARC field for publication, etc., information

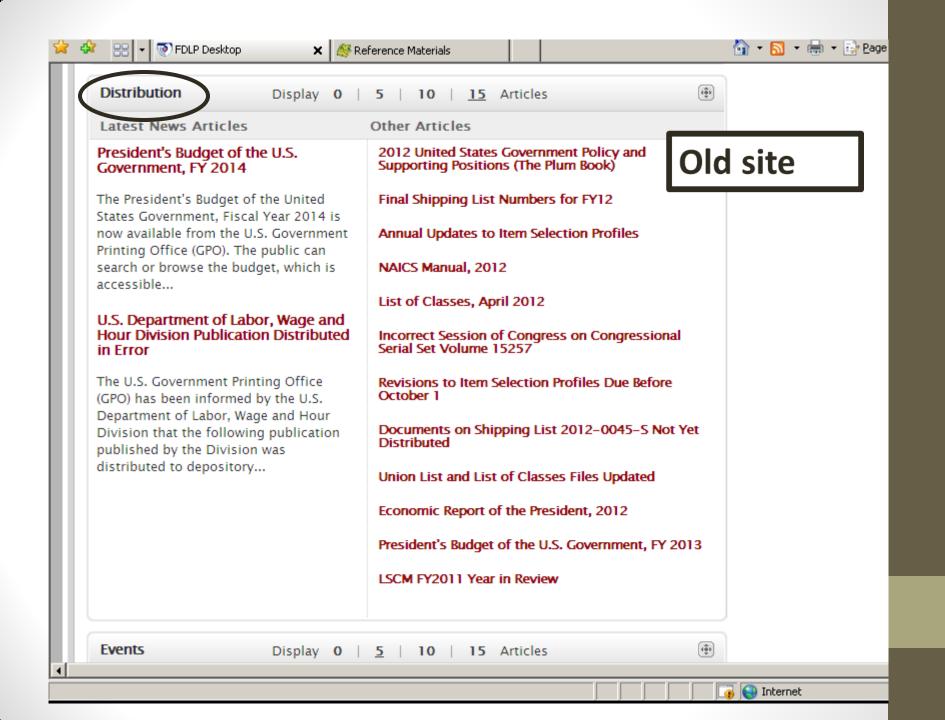
- AACR2
 - 260 Publication, distribution, etc.
- RDA
 - 264 0 Production
 - 264 1 Publication
 - 264 2 Distribution
 - 264 3 Manufacturing
 - 264 4 Copyright notice

<u></u>			
Title	Afghanistan: key oversight issues: report to congressional addressees.		
Format	online resource		
Internet Access	http://purl.tdlp.gov/GPO/gpo35169		
Author	United States. Government Accountability Office, author issuing body		
Published	[Washington, D.C.]: United States Government Accountability Office, 2013.		
L			
SuDoc Number	GA 1.13:GAO-13-218 SP		
Item Number	0546-D (online)		
Variation of Title	Key oversight issues		
Description	1 online resource (iv, 53 pages): color illustrations, color maps		
Content Type	text		
General Note	Title from title screen (viewed Apr. 9, 2013).		
	"February 2013."		
	"GAO-13-218SP."		
Bibliography	Includes bibliographical references.		
Contents	Contents: Background Scope and methodology of this review Agency comments.		
Subject - LC	Afghan War, 2001-		
	Afghan War, 2001 Finance.		
	Nation-building Afghanistan.		
	Postwar reconstruction Afghanistan.		
	Economic assistance, American Afghanistan.		
	Legislative oversight United States.		
URL	http://www.gao.gov/assets/660/652075.pdf		

Keeping up-to-date

- FDLP web site: News & Events
 - http://beta.fdlp.gov/news-and-events
 - Subscribe to email alerts, too
- askGPO: www.gpo.gov/askgpo





The End

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