

SCP Framework for Cataloging California Government Publications in Digital Format – February 26, 2001

1. What materials will and will not be cataloged?

Materials targeted for cataloging will be California State government publications that are in digital format and available on the WWW. State government publications will be defined using the same definition used by the federal government to define federal publications: "Government publication" as used in this document, means informational matter which is published as an individual document at Government expense, or as required by law." (from Sec.1901 U.S. Code Online via GPO Gate):

In applying this to digital resources, the key concept is an "individual document," meaning items that have definable boundaries. At the simplest level, a printed version of the Web resource should share most of the salient characteristics of a traditional printed publication. Applying this definition would rule out agency home pages as a "publication."

Using these definitions, the SCP will catalog serials, monographs and databases. When selecting databases, preference will be given to substantial databases with some type of functionality present, not simply lists of tables.

2. How many records will be involved?

It is difficult to specify exactly how many records will be involved in the project. In order to get a basic idea of how many records and the potential workload, the following agency websites were assessed using the definitions described above. In each case the entire website was reviewed and all of the sub-agencies were included:

California Department of Finance (<http://www.dof.ca.gov/>)

- 26 serials: UCSD has cataloged all of these titles and records will be cloned for the SCP.
- 34 monographs: UCSD has cataloged 7 of these monos and records will be cloned for the SCP.
- 4 databases: None of these materials have been cataloged and will require cataloging.

Legislative Analysts Office (<http://www.lao.ca.gov/>)

- 13 serials: UCSD has cataloged these titles and records will be cloned for the SCP.
- 90 monographs: UCSD has cataloged some of these titles.
- 0 databases:

California Research Bureau

- 1 serial: UCSD has cataloged this title and the record will be cloned for the SCP.
- 78 monographs: UCSD has cataloged some of these titles and they will be cloned for the SCP.
- 0 databases

Little Hoover Commission

- 1 serial: UCSD has cataloged this title and the record will be cloned for the SCP.
- 42 monographs: UCSD has cataloged some of these titles and they will be cloned for the SCP.
- 0 databases

In addition, the number of paper California publications cataloged annually averages 300-400 monographs. Roughly estimated, there are approximately 1600 active California serial titles. Not all of these publications will ever have an Internet version, so this number represents the maximum number of publications that would be candidates for cataloging. UCSD has already cataloged 264 electronic California State serial titles

3. What standards and procedures will be followed?

SCP catalogers will follow the current standard procedures of providing electronic information on the print record for serials. Online databases will be cataloged as electronic only. Monographs will be cataloged according to guidelines still to be determined for monographs by the SCP Steering Committee.

4. What additional resources (staff, equipment, etc.) are needed to implement? (This is an estimate that may require revisions in the future.)

- LAIII
\$14.70 @ hour x 20 hours per week (mid-point) annual cost = \$15348
- Workstation and computer:
\$2000 for work station and \$2,000 for computer = \$4000
- Bib and item records through Innovative
1000 bib records @ \$300 and 1000 item records @ \$1000 = \$1300

Total Costs: \$20648

5. Identify procedures through which UC government information librarians can assist in prioritizing California State digital materials for cataloging.

The SCP will need initial prioritized input from the UC Government Information Librarians as to which agencies should be "mined" (both as to which agencies and how often the site should be reviewed). Suggestion: Have the California state government information librarians select from the "My California State Portal" agency list at: <http://uclibs.org/PID/1281>

Once the initial selection of agencies is complete, a list of the selected agency Web sites will be maintained at the SCP Web site at: <http://orpheus-1.ucsd.edu/disc/cdl/> Suggestions for future agency websites should be sent to the SCP member on the project (Becky Culbertson: relubertson@ucsd.edu).

6. How will new materials on an agencies website be incorporated?

The agency Web sites will be reviewed on a semi-annual basis (or length of time to be determined by campus government information librarians) by an SCP cataloger. Suggestions from campuses' government information officers are welcome at any time.

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