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## CHAPTER 7. Cataloging and Indexing Services

- 7-1 ORGANIZATION OF COLLECTIONS. To protect Government property and preserve the integrity of the Library's collections, materials must be appropriately cataloged and given Government property stamps before being released to users. Every effort is made to expedite this process in cases where user need for materials is urgent.

The General and Law collections are cataloged and shelved separately. Established bibliographic standards and guidelines are followed.

- 7-2 PUBLIC CATALOG. An online public catalog lists authors (personal and corporate), titles, and subjects of cataloged books and reports added to the collection since Fiscal Year 1980. A public card catalog provides the same access, in a single alphabet, to library materials acquired prior to FY 1991.

- 7-3 SPECIAL REPORTS INDEXES. Computer-generated printed indexes provide access by title, geographic location, and report number to HUD Management Evaluation Reports, HUD Inspector General Audit Reports, HUD Urban Development Action Grant (UDAG) Reports, HUD Environment Impact Statements, HUD Mobile Home Standards, and other report series.