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ABSTRACT

This users guide provides instruction for researchers using government documents in this depository collection. Generally applicable to any government document collection, the guide uses a worksheet format to acquaint the user with the SuDocs classification system, the Monthly Catalog of U.S. Government Publications, the publications reference file, the American Statistics Index, CIS/Index, the Index of U.S. Government Periodicals, congressional publications, publications of the presidency, department and agency publications, and the census. (RAA)

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DOING RESEARCH WITH
UNITED STATES GOVERNMENT DOCUMENTS
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Wayne State College
Revised January 1981

IR009160

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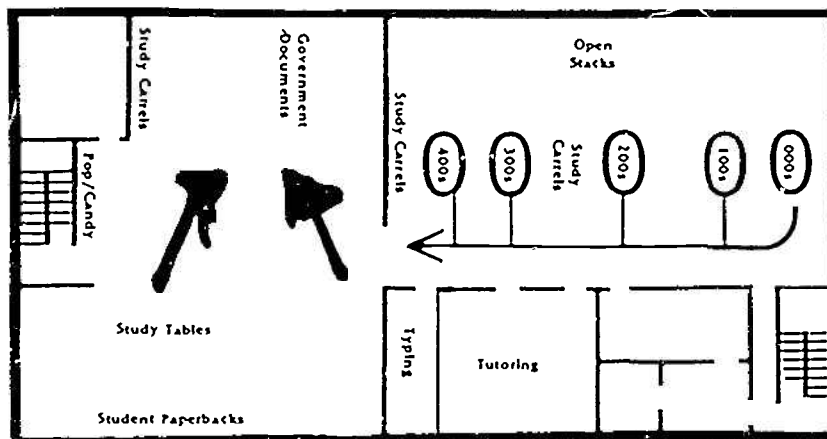
Chapter 1. INTRODUCTION

U.S. government documents are publications written, sponsored, printed, or authorized by the United States government.

The U.S. Conn Library became a federal depository library in 1970. It receives, at no charge, any item in the federal depository system, provided that it has selected that item prior to publication. The library currently selects approximately 25% of available items.

Any federal documents not in the U.S. Conn Library may be borrowed through Interlibrary Loan from the joint regionals, the Nebraska Library Commission and the University of Nebraska-Lincoln.

U.S. government documents in the U.S. Conn Library are kept in a separate collection. This collection is housed in the lower level. (See map below)



Before reading the next section you should familiarize yourself with the U.S. government documents department. Be sure to notice the cabinets for microfiche, posters and maps.

Also notice that the Monthly Catalog and the PRF are on carrels at the front of the documents shelves.

Chapter 2. CLASSIFICATION

U.S. government documents in the Conn Library are classified by the SuDocs (Superintendent of Documents) classification system. The Superintendent of Documents is the Assistant Public Printer in the Government Printing Office and is in charge of the federal depository program.

The SuDocs classification system doesn't group publications by subject as in the Dewey Decimal classification system, but rather classifies by issuing agency. The system, therefore, follows the organizational structure of the federal government and changes when that structure changes.

Each executive department and agency is assigned a letter symbol. For instance, A is the Department of Agriculture, LC is the Library of Congress and L is the Department of Labor. Following this letter symbol is a number which stands for a subordinate bureau or agency. For instance A 13 is the Forest Service of the Department of Agriculture.

After the period is a number which indicates a particular series. A 13.1: is the Annual Report of the Chief of the Forest Service. The individual book number follows the colon. A 13.1:976 is the SuDocs number for the Chief of the Forest Service's report for 1976.

As the structure of the government has grown more complicated, so has the structure of the SuDocs classification system. It is constantly changing in response to the changes in the government organization.

Agencies established by Congress which are neither executive agencies nor independent agencies are given a number beginning with a Y 3. After the period is an alphanumeric symbol denoting the specific commission. Y 3.L 61: is the National Commission on Libraries and Information Science.

Working committees of Congress are given Y4. numbers. The House Committee on the Judiciary is Y 4.J 89/1: and the Senate Committee on the Judiciary is Y 4.J 89/2: .

The Congressional Record is given the designation of X Congress/ Session: Volume/Number. This might translate into X 96/2:126/93. The 93 tells you that this is the record of the 93rd day that Congress was in session during the 2nd session of the 96th Congress.

1. Which classification number would you expect the Tennessee Valley Authority to be assigned?

a. Y 3.Au 39:

b. Y 3.T 25:

c. Y 4.Au 39:

d. Y 4.T 25:

2. Which of the following would be assigned the classification S?

a. Treasury Department

b. Small Business Administration

c. Government Printing Office

d. Department of State

3. If I wanted an issue of the Congressional Record, I would look under Y 4.Co 35/1:

True

False

4. A House document numbered 33-1:H.doc.245 means the 245th document sent to the House by the 33rd President in the first year of his term.

True

False

5. If the Department of the Interior split into two Departments, how would this affect the SuDocs classification system? _____

Chapter 3: THE MONTHLY CATALOG OF U.S. GOVERNMENT PUBLICATIONS

This is the most used index to federal documents. Issues from 1939 to 1970 are located in the Periodicals collection. Beginning in 1970 the issues are located in the index area of the Reference Collection. In 1980, the Conn Library purchased a second copy, and placed this second copy in the Government Documents Collection.

Since January 1974 the index has been divided into three sections: author, title, and subject. When using the Monthly Catalog, turn first to the appropriate index.

An entry in the subject index might look something like this:

O

Occupations.
Guide for occupational exploration.
79-22977

The 79-22977 is the entry number. It means that this is the 22977th entry in the Monthly Catalog in 1979.

Now look in the abstract section. All entries within the calendar year are listed consecutively by entry number.

This is the way the entry looks:

```

entry no. _____ 79-22977
                                         I 378:06 1/2 _____ SuDocs classification
                                         number
Main entry _____ United States Employment and Training Administration
Title _____ Guide for occupational exploration Washington : Dept
Imprint _____ of Labor, Employment and Training Administration : for sale
Zip code _____ by the Supt. of Docs., U.S. Govt. Print. Off., 1979
                                         20 02
                                         vi, 215 p. ill., 2x cm
                                         Sp. (G29 013-00059) 2 _____ stock number
                                         pbk : $11.00 _____ price
Subject headings _____ Occupations 2. Vocational guidance 1 Title
                                         OCLC 5468545
  
```

As you can see, in many ways the entry resembles a card you might find in a card catalog.

Take special notice of the SuDocs classification number as you will need that number in order to find the document on the shelf. If the U.S. Conn Library owns the document, it will have a card in the shelflist which is located in the Government Documents area. All cards are arranged by the SuDocs classification number, both in the shelflist and on the shelf or in the microform cabinet.

FIND A DOCUMENT ON EACH TOPIC:

1. Scholarships and grants for college students

Entry number: _____ SuDocs number: _____

Title: _____

2. The effects of smoking

Entry number: _____ SuDocs number: _____

Title: _____

3. Birth control

Entry number: _____ SuDocs number: _____

Title: _____

4. Gambling

Entry number: _____ SuDocs number: _____

Title: _____

5. Children's nutrition

Entry number: _____ SuDocs number: _____

Title: _____

6. The killing of whales

Entry number: _____ SuDocs number: _____

Title: _____

7. The latest budget

Entry number: _____ SuDocs number: _____

Title: _____

8. Solar heating

Entry number: _____ SuDocs number: _____

Title: _____

Chapter 4. THE PUBLICATIONS REFERENCE FILE (PRF)

The PRF originated strictly as an in-house tool for the Government Printing Office. It is a list of documents currently for sale by the GPO. There are three sections to the PRF: the alphabetical sequence (includes titles, series, keywords, subjects, and authors), the stock number sequence, and the SuDocs classification sequence. The Publications Reference File is replaced every other month. The months in between replacement, depositories receive a single fiche to update the previous month's listing.

When looking for a title, subject, etc. look at the heading in the upper left-hand corner of the fiche. This heading lists the first and last entries on that fiche.

The entry will look something like this:

Title	Subject	SuDocs number
*KEY PHRASE: ADVERTISING		
*GPO STOCK	IN STOCK	CATALOG NO.: SBA 1.24:14
TITLE:	Effective Advertising	STOCK NO: 045-000-00084-2
PUBLICATION SOURCE:	Small Business Administration, Management Assistance Office	LOCATION: US
DESCRIPTION:	Administrative Management Course Program topic 14, 1965, reprinted 1976.	
NOTE:	65 p. ll. Item 901-5.	
PRICE:	Weight: 7 oz.	
	11 SEPT 74 PAPER UNIT	\$003.60
*KEY PHRASE: ADVERTISING		
*GPO STOCK	IN STOCK	CATALOG NO.: FT 1.2:f 73/6
TITLE:	Food Advertising: Report of the Presiding Officer on Proposed Trade Regulation Rule (16 CFR Pt. 437, Public Record Number 213-40)	STOCK NO: 018-000-00212-4
AUTHOR:	Dixon, William D.	LOCATION: US
PUBLICATION SOURCE:	Federal Trade Commission	
DESCRIPTION:	Feb. 21, 1978. 319 p. This report contains Presiding Officer William D. Dixon's summary of the record and initial findings and conclusions concerning a published notice of a proposed trade regulation rule on food advertising. Item 535.	
NOTE:	Weight: 1 lb. 3 oz.	
PRICE:	21 MAR 78 PAPER UNIT	\$005.00

If you don't find anything listed in the PRF under your topic, you can also try the Publications Reference File for exhausted publications. This lists only publications which GPO hasn't had in stock for at least one year. The Exhausted Publications Reference File is located in the same card file as the Publications Reference File. Both are beside one of the microfiche readers in the government documents area.

FIND A DOCUMENT ON EACH TOPIC:

1. Scholarships and grants for college students

SuDocs number: _____

Title: _____

2. The effects of smoking

SuDocs number: _____

Title: _____

3. Birth control

SuDocs number: _____

Title: _____

4. Gambling

SuDocs number: _____

Title: _____

5. Children's nutrition

SuDocs number: _____

Title: _____

6. The killing of whales

SuDocs number: _____

Title: _____

7. The latest budget

SuDocs number: _____

Title: _____

8. Solar heating

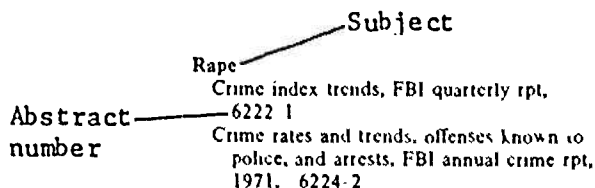
SuDocs number: _____

Title: _____

Chapter 5. AMERICAN STATISTICS INDEX

This is a comprehensive index to statistics published in U.S. government publications. It indexes more than 7,000 titles each year. ASI is divided into two sections: indexes and abstracts. The index is published with annual cumulative volumes. The index volume includes separate indexes for subjects and names, titles, categories, and agency report numbers.

An entry in the subject and name index might look like this:



The researcher would then look in the abstract volume which is arranged by abstract number. If you look for abstract number 6222-1 you will find:

6222
FEDERAL BUREAU OF INVESTIGATION
Current Periodicals

Abstract number	6222-1	UNIFORM CRIME REPORTING Quarterly 1972 Approx 4 p Jl.14/7-2 (date) 3222(72)	Title SuDocs number
-----------------	--------	--	------------------------

Quarterly report on crime index trends in the U.S., and on offenses known to police, shown by city for cities over 100,000 population. Data are totals covering months of the current year prior to the beginning of the quarter in which the report is issued, together with comparable data for same period of preceding year. Data are derived from law enforcement agencies throughout the U.S. reporting to the FBI.

Contents: brief explanation followed by 4 tables, listed below.

Data in the quarterly reports are preliminary. Final figures for 1971 are available in the annual publication *Uniform Crime Reports for the U.S., 1971* (see 6224-2). Annual report for 1972 not yet available as of Dec. 31, 1972.

TABLES:
[Crime is broken down by violent crimes, including murder, forcible rape, robbery, and aggravated assault; and by property crimes, including burglary, larceny \$50 and over, and auto theft]

1. Crime index trends percent change 1972 over 1971 [by 8 population size groups and by cities over 25,000, suburban areas, and rural areas]

FIND A DOCUMENT FOR EACH TOPIC:

1. Scholarships and grants for college students

Abstract number: _____ SuDocs number: _____

Title: _____

2. The effects of smoking

Abstract number: _____ SuDocs number: _____

Title: _____

3. Birth control

Abstract number: _____ SuDocs number: _____

Title: _____

4. Gambling

Abstract number: _____ SuDocs number: _____

Title: _____

5. Children's nutrition

Abstract number: _____ SuDocs number: _____

Title: _____

6. The killing of whales

Abstract number: _____ SuDocs number: _____

Title: _____

7. The latest budget

Abstract number: _____ SuDocs number: _____

Title: _____

8. Solar heating

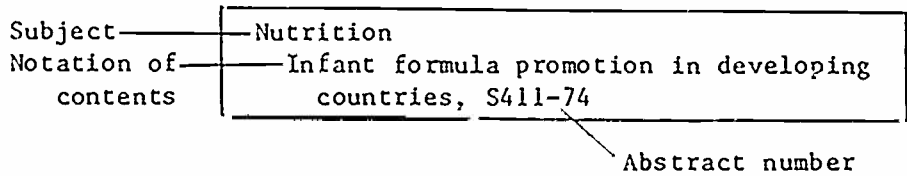
Abstract number: _____ SuDocs number: _____

Title: _____

Chapter 6. CIS/INDEX

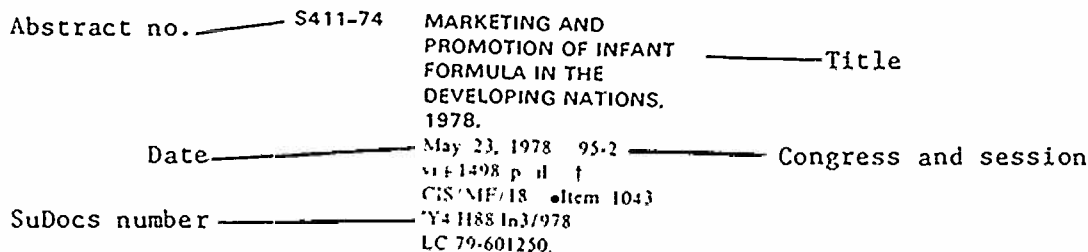
This publication indexes Congressional publications and public laws. The CIS/Index is divided into two sections: indexes and abstracts. Although the major index includes only subjects and names, there are supplementary indexes of titles, bill numbers, report numbers, document numbers, and committee and subcommittee chairmen. The abstract volume includes abstracts of committee publications arranged by abstract number and legislative histories.

An entry in the subject and name index might look like this:



The "S" in the abstract number denotes that this is a Senate publication. An "H" would indicate a House publication, and a "J" would indicate a Joint Committee publication.

This is the entry in the abstract volume:



Hearing before the Subcom on Health and Scientific Research to examine infant formula sales promotion in developing countries and possible Federal role in formula promotion regulation. Considers relationship of formula use by illiterate and impoverished mothers in areas with contaminated water supply to incidence of infant malnutrition and mortality.
 Sen Dick Clark (D-Iowa) makes an opening statement (p 2-4)
 Appendix (p 213-1498) includes submitted statements, correspondence, articles, and
 a. Post, James E (Boston Univ), "International Infant Formula Industry" June 1978 (p 215-241)
 b. Monckeberg, Fernando (Dr, Univ of Chile), "Nutrition Intervention Programs in Chile 1951-78" paper delivered to Abbott Labc, May 31, 1978, with tables, photos (p 286-332)

This particular entry continues for over a page, listing appendices and witnesses, including abstracts of the witness' testimony.



FIND A DOCUMENT ON EACH TOPIC:

1. Scholarships and grants for college students

Entry number: _____ SuDocs number: _____

Title: _____

2. The effects of smoking

Entry number: _____ SuDocs number: _____

Title: _____

3. Birth control

Entry number: _____ SuDocs number: _____

Title: _____

4. Gambling

Entry number: _____ SuDocs number: _____

Title: _____

5. Children's nutrition

Entry number: _____ SuDocs number: _____

Title: _____

6. The killing of whales

Entry number: _____ SuDocs number: _____

Title: _____

7. The latest budget

Entry number: _____ SuDocs number: _____

Title: _____

8. Solar heating

Entry number: _____ SuDocs number: _____

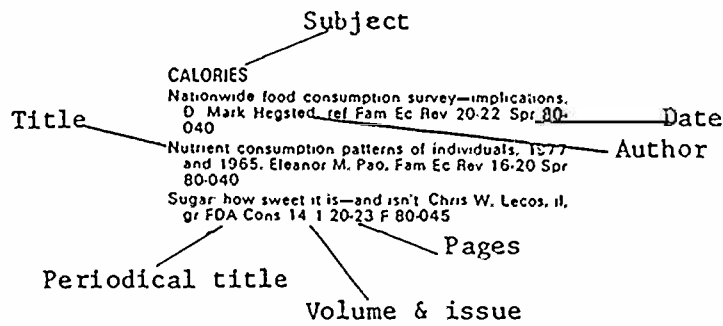
Title: _____

Chapter 7. INDEX TO U.S. GOVERNMENT PERIODICALS

This index is issued quarterly, with annual cumulative bound volumes. It indexes close to 200 government-issued periodicals. These magazines are shelved in the Periodicals Room and are treated as periodicals, rather than as government documents.

After listing the article you wish to read, you must check the computer-generated listing of periodicals to determine if the library subscribes to the magazine and, if so, if it is bound or microfilmed. You will find copies of this list at the Information Desk, the Index Tables, and in the Periodicals Room.

This is a sample entry from the Index to U.S. Government Periodicals:



FIND AN ARTICLE ON EACH TOPIC:

1. Scholarships and grants for college students

Periodical: _____ Issue: _____ Pages: _____

Title: _____

2. The effects of smoking

Periodical: _____ Issue: _____ Pages: _____

Title: _____

3. Birth control

Periodical: _____ Issue: _____ Pages: _____

Title: _____

4. Gambling

Periodical: _____ Issue: _____ Pages: _____

Title: _____

5. Children's nutrition

Periodical: _____ Issue: _____ Pages: _____

Title: _____

6. The killing of whales

Periodical: _____ Issue: _____ Pages: _____

Title: _____

7. The latest budget

Periodical: _____ Issue: _____ Pages: _____

Title: _____

8. Solar heating

Periodical: _____ Issue: _____ Pages: _____

Title: _____

Chapter 8. CONGRESSIONAL PUBLICATIONS

The legislative process generates many documents, as an aid in their decision making and as a result of the decision.

The most widely known is the Congressional Record (X Congress/ Session: Volume/Number). The Congressional Record consists of four sections: proceedings of the Senate and House, Extensions of Remarks, and the Daily Digest which lists the most important activities of that day. The Congressional Record is issued every day that Congress is in session. In the U.S. Conn Library, the Congressional Record is on microfilm in the Periodicals Room from 1873-1973, in bound volumes in the government documents area from 1969-1976 and thereafter in microfiche in the government documents area. Of course, the library retains the unbound Congressional Record on the shelves until the microfiche copy arrives. The indexes to the unbound volumes are marked with blue magic marker in order to make them more visible.

The Senate and House Journals (XJH:Congress-Session and XJS:Congress-Session) are the official proceedings of Congress, rather than the Congressional Record. Prior to 1953 they were published as part of the Serial Set, but since that time they have been published separately.

The Serial Set consists of bound volumes of Senate and House documents and reports. Before the documents and reports are gathered into bound volumes, they are available as either paper copies or on microfiche. In order to determine which volume of the Serial Set in which you would find a particular document or report, you must look in the Numerical Lists and Schedules of Volumes (GP 3.7/2:Congress/ Session) for that particular Congressional session.

The Congressional Directory (Y 4.P 93/1:1/Congress-Session) is issued each Congress with a supplement for the 2nd session. It includes biographies of Congressmen, committee and sub-committee listings, foreign representatives, consular offices, and many other ready reference materials.

The Biographical Directory of the American Congress is another important ready reference tool. Cumulative issues have been issued as House Documents as part of the Serial Set. The latest in the series is Serial 12938, the Biographical Directory of the American Congress 1774-1971. This directory contains more than 10,800 biographical sketches of members of Congress and Presidents, lists the executive officers of each President, lists meeting places, Presidents and members of the Continental Congress and other historical information.

1. Who is the Deputy Director of the Central Intelligence Agency?

2. Who was Nebraska's Representative to the 39th Congress?

Was he born in Nebraska? _____
3. In the 94th Congress, what was Senate Bill 899? _____

4. Was Ted Kennedy in the armed forces? _____
5. Who is Elizabeth Holtzman? _____
On what committees does she serve? _____

6. In May, 1980 Henry Kissinger wrote Congress a letter refuting allegations made on "60 Minutes". Find the issue and page number of this letter which was printed in the Congressional Record.

7. In what Serial Set volume would I find Senate Report 106 of the 94th Congress, 1st Session? _____
8. Who is the Ambassador from Germany? _____
9. Under what nickname was Herman Knickerbocker known?

10. Was there a move during the 94th Congress to establish a committee to probe into John F. Kennedy's death? _____
If so, where was it reported? _____
11. What is John Glenn's office number? _____
What is his office telephone number? _____
12. In what Serial Set volume would I find House Report 1113 of the 95th Congress, 2nd Session? _____

Chapter 9. PUBLICATIONS OF THE PRESIDENCY

Publications issued from the White House Office are given the designation "Pr" followed by the number of the President. For instance, publications issued from the White House office during the administration of Jimmy Carter begin Pr 39.

This classification includes works on many topics issued by Presidential Commissions. The Report of the President's Commission on the Holocaust is Pr 39.8:H 74/H 74. The series of reports issued by the President's Commission on the Accident at Three Mile Island is Pr 39.8:T 41/. This classification even includes the Submission of Recorded Presidential Conversations to the Committee on the Judiciary of the House of Representatives by President Richard Nixon (Pr 37.2:C 76).

You should become familiar with the Economic Report of the President (Pr 3.9:year). This includes a review of the economy in the previous year, the outlook for the present year, long-term policies, a report on the world's economy and a large section of tables relating to income, employment and production.

Publications issued by the Executive Office of the President are given the PrEx classification. The two best-known offices which publish under this number are the Office of Management and Budget and the Central Intelligence Agency.

The Office of Management and Budget issues the budget. However, for most purposes their publications The United States Budget in Brief (PrEx 2.8/2:year) and Special Analyses Budget of the United States Government (PrEx 2.8/5:year) contain sufficient information. The Budget in Brief includes the budget message of the President, a summary of budget receipts, a summary of the budget by function and useful graphs and tables. The Special Analyses provides a more technical view of the budget and analyses of selected federal programs.

The Central Intelligence Agency issues the National Basic Intelligence Factbook (PrEx 3.10:N 21/year), a semi-annual publication which gives political, social and economic information for most countries. The CIA also issues a series of excellent maps, atlases, wall charts, reports, and even street guides. For instance, since the Russians did not publish an adequate street map of Moscow, the CIA published the Moscow Street Guide (PrEx 3.10/4:M 85/2).

The Office of the Federal Register, which is part of the General Services Administration, issues the Weekly Compilation of Presidential Documents (GS 4.114:vol./no.). The Weekly Compilation includes proclamations, executive orders, addresses, letters, acts approved and messages to Congress. The index, published quarterly with annual cumulations is marked with blue marker along the spine in order to make it more visible.

The Public Papers of the President (GS 4.113:year) is also published by the Office of the Federal Register. It includes speeches, press releases, documents, and reports to Congress. Prior to the administration of Jimmy Carter, the documents were edited before being put in the Public Papers, but now the entire contents of the Weekly Compilation is included in the Public Papers.

1. In the last election in Haiti, by what percentage of the vote did the National Unity Party win? _____
2. What was the number of the Presidential Proclamation which authorized the 1980 Census? _____
3. What was the GNP in 1929? _____
What was it in 1979? _____
4. How much did the United States government estimate it would spend on civil rights activities in 1980? _____
5. On what date did Richard Nixon resign as President of the United States? _____ To whom was his letter of resignation delivered? _____
6. In the estimated budget for 1981, what percentage of the National Budget would go to national defense? _____
How much money is that? _____ Is that an increase or decrease from 1979? _____
7. What year did the United States have the lowest unemployment rate since 1947 and what was it? _____
8. What is the official language of the Seychelles? _____
Is this the most widely spoken language and, if not, what is the most widely spoken language? _____
9. Herbert Hoover issued a proclamation, early in his administration, limiting the number of immigrants per year on the basis of national origin. How many Estonians were permitted entry?

Chapter 10. DEPARTMENT AND AGENCY PUBLICATIONS

Although the various departments and agencies of the federal government publish many fascinating documents we will deal directly with only a few of them in this chapter.

The United States Government Manual (GS 4.109:year) is published annually by the General Services Administration. It described most government agencies and programs and lists key officials. The manual includes name, subject and agency indexes.

The Federal Bureau of Investigation issues Uniform Crime Reports: Crime in the U.S. (J 1.14/7:year), an annual publication which gives statistics on crime for the United States as a whole and for specific cities and geographical regions.

The Department of Defense issues a series of country studies (D 101.22:550-no.) that analyze the social, political and economic institutions of many countries.

The Diplomatic List (S 1.69:), issues by the State Department lists foreign diplomats stationed in the United States.

The Government Printing Office publishes a series of subject bibliographies (GP 3.22/2:number) on over 300 subjects. Examining the appropriate bibliography is an easy way to begin research on a topic.

Treaties in Force (S 9.14:year) is published annually. It is a list of treaties and other international agreements that are in force as of Jan. 1 of the issuing year.

Treaties and Other International Agreements of the United States of America 1776-1949, by Charles I. Bevans (S 9.12/2:vol.) is the definitive edition of United States treaties and agreements up to 1949. The set consists of 12 volumes plus an index.

1. In 1978 how many robberies were committed in Nebraska? _____
2. As of Jan. 1, 1979 did the United States have any treaties with Nauru? _____ If so, what were they about? _____

3. Who is our ambassador to Yugoslavia? _____
4. Who is Yugoslavia's ambassador to the U.S.? _____
5. What was the average income in Zambia in 1976? _____
6. What was the most common type of weapon used in a murder in 1978 in the U.S.? _____
7. When was the first treaty the U.S. made with Great Britain signed? _____
_____ Who signed it for the U.S.? _____

8. When did Massada fall to Roman forces? _____
9. Who is the chairman of the Equal Employment Opportunity Commission? _____

10. In 1978, in what month were the largest number of forcible rapes committed in the U.S.? _____

Chapter 11. THE CENSUS

The population census has been taken every 10 years since 1790 when it was first directed by Thomas Jefferson. Although this process has resulted in the publication of many documents, only a few will be discussed in this chapter.

The Statistical Abstract of the United States (C 3.134:year) is published annually. It is, as the name states, an abstract of statistics. In addition to population, it covers economy, education and many other topics.

The County and City Data Book (C 3.134/2:C 83/2/year) is published every 5 years as a supplement to the Statistical Abstract. It provides more detailed statistics.

The Historical Statistics of the United States Colonial Times to 1970 is a two-volume set which includes an abundance of valuable and interesting information.

From the 1970 census of population we will look at only 2 volumes: Characteristics of the Population. Number of Inhabitants (C 3.223/10:970/v.1/pr.A/sec.1&2) and the Characteristics of the Population: Nebraska (C 3.223/9:970/v.1/pt.29) These volumes contain social and economic statistics of the population.

1. In the first federal census taken of Nebraska, what was the population of Nebraska and what year was it? _____
2. How many marriages were there in Wayne County in 1975? _____
How many divorces? _____
3. In 1703-07 what was the average price for a British-American slave? _____
4. What was the Republican presidential campaign expenditure in 1975-76? _____
5. Between 1960 and 1970 which state lost the largest percentage of population and what percent did it lose? _____

6. How much could a common laborer expect to make per day on the Erie Canal in 1828? _____
7. In the last census taken in China, what was the population? _____
