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OCCASIONAL PAPERS

A GUIDE TO A COURSE IN GOVERNMENT DOCUMENTS

by

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PREFACE

This guide presents a learning sequence for a one-semester course in government documents. The course prepares library students, midcareer librarians and legal paraprofessionals to organize, manage and retrieve government documents.

An outgrowth of an assignment to teach Library Science 424, Government Publications, at the University of Illinois Graduate School of Library Science, the preparation of this guide was also based on the following sources:

Bonn, George S. "Notes about a Course in Government Publications," Journal of Education for Librarianship 6:3-7, Summer 1965.

Ballard, Robert M. "Government Publications--A Course Outline," Government Publications Review 2:177-84, Spring 1975.

American Library Association. Education Task Force. Draft Syllabus of Resources for Teaching Government Publications. Chicago, ALA Government Documents Round Table, 1976. 108 p. (ED 125 668)

Each chapter of this guide is self-contained and consists of a list of learning objectives for the chapter, a short explanation of its subject content, an assignment (a reading assignment, sometimes a student project, and a list of titles to be examined), and a short group of test questions. The suggested textbook is Introduction to United States Public Documents by Joe Morehead (Littleton, Colo., Libraries Unlimited, 1975). Additional sources are grouped for each chapter on pp. 34-45 of this guide.

Suggested student projects are 2 annotated bibliographies of government documents (one should be U.S. government documents, and the other can be state, local, foreign, international or a combination of documents from several levels of governments); report on a library visit; a statistics report; and a census report. Guidelines for each of these reports are given on pp. 45-47 of this guide.

CHAPTER I

INTRODUCTION

Objectives

- 1.1 To understand the values, origins and definition of government documents issued by U.S. government agencies.
- 1.2 To gain a working knowledge of the U.S. Superintendent of Documents classification system.
- 1.3 To understand the mission and responsibilities of the U.S. Government Printing Office and the Superintendent of Documents.
- 1.4 To become familiar with the U.S. government depository system and to differentiate between regional depository libraries and selective depository libraries.

U.S. GOVERNMENT DOCUMENTS DEFINED

U.S. government documents are publications sponsored, authorized, printed or written by the U.S. government. Even though the primary purpose of producing government documents is for the use of U.S. government employees and members of Congress, the government documents provide an excellent source of information and statistics. Examples of U.S. documents are directories, laws, regulations, court decisions and agency reports. In addition to the U.S. government documents, which result from the activities and research conducted by and for the U.S. government, publications containing descriptive and instructional materials are also distributed by the U.S. Superintendent of Documents.

In recent years, many government documents have been produced in microfiche rather than in paper format. Accordingly, a more inclusive definition would be that government documents are informational items sponsored, authorized, printed or written by the U.S. government agencies and Congress.

SUPERINTENDENT OF DOCUMENTS CLASSIFICATION

A basic knowledge of the U.S. Superintendent of Documents (SuDocs) classification scheme is helpful in working with U.S. government documents. The method of bibliographic control used in the Monthly Catalog of U.S. Government Publications is the SuDocs system. Treating the agency as the author or responsible authority, the SuDocs class notation represents the issuing agency, i.e., "A" for the Department of Agriculture, "C" for the Department of Commerce, and so forth. Following the letter, or group of letters, is the numeric notation representing the issuing agency's level within the larger department. The documents issued by authority of the head of the department carry the number "1" after the alphabetical designation, "2" is the next level down in the departmental hierarchy, and so forth.

Next is a period (not a decimal point) to separate the numbers. The next number, or group of numbers, indicates the type of document involved, i.e., "1" for annual reports, "2" for general publications, and so forth.

The colon is next and is followed by a cutter number if the document is a monograph, or a series number if the document is part of a series.

Based on the principle of provenance, classifying documents in the SuDocs scheme places the documents issued by an agency next to each other on the shelf. One of the disadvantages of classifying documents in the SuDocs system is the changing of the SuDocs call numbers because of government reorganization. This requires cross references from one call number to later numbers or changing the call numbers to the latest SuDocs class notation. However, many libraries use the SuDocs scheme for classifying documents because of rising cataloging costs and because the indexes used to retrieve documents contain SuDocs call numbers.

GOVERNMENT PRINTING OFFICE

Started in 1861, the Government Printing Office (GPO) serves as the printer and distributor of U.S. documents for Congress and the various federal agencies. The GPO also provides binding services in addition to fulfilling the printing requirements of Congress and the federal departments. GPO's aims and mission are spelled out in the law (Title 44 of the U.S. Code) and in the Government Printing and Binding Regulations.

The legal basis for setting up the Office of the Superintendent of Documents was provided for in the Printing Act of 1895. Once U.S. documents have been produced, the Superintendent of Documents is responsible for the following 4 programs: the sale of U.S. government documents, distribution of documents for members of Congress and other federal agencies, the cataloging/indexing to maintain bibliographic control of the documents, and distribution of U.S. documents to the designated depository libraries.

U.S. DEPOSITORY LIBRARY SYSTEM

Title 44 of the U.S. Code specifies the number of regional depository libraries and the number of selective depository libraries that are currently authorized to be designated as official depository libraries. The guidelines for designation of depository status are given in Title 44 of the U.S. Code. A regional depository library receives copies of all U.S. government documents authorized for distribution to depository libraries. The regional depository library is required to keep at least one copy of all depository documents, as well as to provide reference service, interlibrary loan and assistance to selective depository libraries in the disposal of unwanted U.S. government documents.

A selective depository library may choose to select only those item categories which are best suited to its user's needs. Even if the selective depository library chooses all item categories, thereby being a full selective depository, it does not have to carry out the responsibilities of a regional depository library.

Assignment

Read chapters 1-3 of text, Introduction to United States Public Documents by Joe Morehead. Examine titles listed in Readings and References for chapter I (see p. 34) and the project described in Student Projects (see p. 45).

Test Questions

- 1.1 Define a U.S. government publication.
- 1.2 What is a regional depository library? A selective depository library?
- 1.3 Name four responsibilities of the Superintendent of Documents.
- 1.4 What is the principal function of the Government Printing Office?
- 1.5 Describe the Superintendent of Documents classification system.

CHAPTER II

BIBLIOGRAPHIC ACCESS OF U.S. DOCUMENTS

Objectives

- 2.1 To use indexes and bibliographic tools for retrieving current U.S. government publications.
- 2.2 To apply knowledge of structure, functions and activities of U.S. government agencies to identify subject matter in agency publications for retrieval purposes. To know functions of the Depository Library Council.
- 2.3 To use indexes and bibliographic tools for selection and acquisition of U.S. government publications.
- 2.4 To consult indexes in compiling a bibliography that would support a research paper.

INDEXES AND BIBLIOGRAPHIC TOOLS

Each issue of the Monthly Catalog of U.S. Government Publications consists of a list of the documents published during the month. Arranged by department and bureau, each entry includes the title of the document, author, year, pagination, item number, Library of Congress card number, and SuDocs number. The index in the back of each monthly issue contains the entry number for each document. The entry number is the access element for the desired document.

Before 1974 the index cumulated annually in one alphabetical sequence and replaced the monthly indexes. During the period from 1 January 1974 through 30 June 1976, the arrangement of the index was subdivided into 3 indexes--author, title and subject. The divided index helped to make the Monthly Catalog more useful by providing multiple points of access. Since the July 1976 issue, the Monthly Catalog has utilized Anglo-American cataloging rules, Library of Congress main entries and subjects derived from Library of Congress subject headings.

Responding to the recommendations of the Depository Library Council and requests from the library community, the Superintendent of Documents instructed its Library Division to join the Ohio College Library Center (OCLC) on-line network for cataloging. This required that the Monthly Catalog entries be converted to machine-readable form (MARC format).

The access capability has been increased to 5 indexes--author, title, subject, series/report number, and stock number. The cumulative indexes are semiannual, issued in June and December, instead of one cumulative index issued in December. Starting with the July 1976 issue, the Monthly Catalog gives more complete coverage of U.S. government publications, as well as being more timely. It provides a more complete searching tool for acquisition, cataloging and retrieval of U.S. documents.

In 1977 the GPO introduced its new bibliographic tool, the Publications Reference File (PRF), in microfiche. It is issued in 3 parts: a numeric index by stock number, an alphanumeric index by SuDocs number, and an alphabetical index of titles, subjects, keywords, authors and agency series. PRF lists over 20,000 documents in stock at GPO, or in process of being printed, or exhausted/superseded documents (kept on the PRF for one year). Since the entire entry for each document is repeated under each index term, PRF is a ready reference tool that indicates which documents are "in print," forthcoming documents which are being printed, and documents which have been exhausted or superseded during the past year.

The Selected List of U.S. Government Publications (also known as the Selected List) is a free publication distributed by the Superintendent of Documents to promote the sales program. Its annotations describe the contents of each of the documents, making it a handy ordering tool for nondepository libraries and for individual readers.

In the past, approximately 90 Price Lists were published, revised on irregular bases and sometimes merged with other Price Lists. The only Price List currently being issued by the Superintendent of Documents is Price List 36. It contains U.S. government periodicals sold and subscription services provided by the Superintendent of Documents.

Designed to replace the Price Lists in 1975, the Subject Bibliographies are compiled to cover more than 280 subjects. Unlike the Price Lists, which were issued

independently of each other, the Subject Bibliography Index (SB-999) is provided and arranged alphabetically by subject. Updated periodically, each Subject Bibliography lists documents available for sale by the Superintendent of Documents.

In addition to the above 5 bibliographic tools provided by the Superintendent of Documents, another tool for retrieving U.S. documents is the on-line OCLC network. The bibliographic record of a U.S. document appears on-line in the OCLC network before it appears in the Monthly Catalog.

U.S. GOVERNMENT STRUCTURE

Recognizing the relationship between the organization structure of U.S. government agencies and the Superintendent of Documents classification system is helpful in retrieving U.S. documents. The structure, functions and activities of U.S. government agencies are given in the U.S. Government Manual. Since the issuing agency is considered the author in the SuDocs scheme, the bibliographic control of U.S. documents is dependent on the government hierarchy.

The activities of an agency indicate the subject content of its publications. Applying the information on government organization provided in the U.S. Government Manual is helpful in translating subject reference questions into questions about which agency publications would contain information and statistics on the needed subject.

DEPOSITORY LIBRARY COUNCIL

Consisting of 15 members from the library community, the Depository Library Council to the Public Printer meets semiannually to consider problems and make suggestions for improvements at the GPO. One of the major concerns is the bibliographic control of U.S. government documents. Recent improvements in the Monthly Catalog can be traced to the recommendations of the Depository Library Council.

In addition to the 15 librarians, the meetings are attended by interested librarians, persons from the information industry, staff members from the Joint Committee on Printing (the congressional committee to which the GPO is accountable) and representatives from the GPO. Attendees are encouraged to contribute to the discussion, and microphones are provided for this purpose. As usually happens, concern for the availability and prompt filling of orders for U.S. documents precipitates lively discussion among librarians, particularly frustrated acquisitions librarians.

SELECTION AND ACQUISITION

Utilizing the 5 bibliographic tools issued by the GPO described above, selection of U.S. government documents to accommodate user needs can be implemented.

Other selection tools for U.S. government documents are available from commercial publishers. A Guide to Popular Government Publications for Libraries and Home Reference by Linda Pohle gives the scope of the U.S. documents and includes ordering information (price and SuDocs number). It is arranged by broad subject and has a subject index. For ordering reference books issued by GPO, it is helpful to use Subject Guide to Government Reference Books by Sally Wynkoop.

In general, technical reports of government-sponsored research are purchased through National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Va. 22161. Bibliographic access to these non-GPO documents is through the semimonthly publication, Government Reports Announcements and Index, which is a depository item.

Reports from educational studies are also non-GPO items produced by the Educational Resources Information Center (ERIC) and are accessed through Resources in Education, a depository document. ERIC constitutes an information network of 16 separate subject-oriented clearinghouses and a central coordinating staff. ERIC reports are not depository items, and are for sale through ERIC Document Reproduction Service, P.O. Box 190, Arlington, Va. 22210.

For assistance in selecting U.S. government documents for both depository and nondepository libraries, a regular feature entitled "Selection Guide to High Interest Government Publications" appears in Government Publications Review, a quarterly journal devoted to documents librarianship. The selection guide lists U.S. documents, non-GPO documents, technical reports, U.S. audiovisuals and U.S. depository items.

DATA BASES

As the use of government-produced information and statistics continues to grow, the need for its quick retrieval has developed. In response to this need, computer applications were used to devise automated data bases and on-line computer facilities. Many data bases are now in use, e.g., the ERIC system, NTIS, Congressional Information Service (CIS), and American Statistics Index (ASI).

Computerized information retrieval searches are appropriate and preferable to manual searches when the reference question has many aspects and requires coordination of many concepts. Manual searching of complex reference questions can be time-consuming and may not be too rewarding. Computer searches are valuable in compiling bibliographies, particularly when an in-depth retrospective literature review is required.

Assignments

Read chapter 5 of Morehead. Examine titles for chapter II (see p. 34-45). Begin work on bibliography of U.S. documents (see p. 45).

Test Questions

- 2.1 Name the 5 bibliographic tools produced by the Superintendent of Documents for retrieving U.S. government documents.
- 2.2 What source is used to find out the organization of U.S. agencies?
- 2.3 What are the functions of the Depository Library Council?
- 2.4 Name 3 selection tools (commercially issued) for U.S. documents.
- 2.5 Give 4 data bases that can be used for selection or compilation of bibliographies.

CHAPTER III

BIBLIOGRAPHIC ACCESS: RETROSPECTIVE

Objectives

- 3.1 To understand the arrangement of the early indexes for locating retrospective U.S. government publications.
- 3.2 To utilize knowledge of the governmental structures (in effect during the time period in question) for identifying agencies doing work on specific subjects or activities so that the issuing agency can be used as the corporate author in reference searches.
- 3.3 To consult government documents dealers' catalogs for the acquisition of out-of-print documents.
- 3.4 To compile a bibliography that would support a paper pertaining to early U.S. foreign or domestic affairs.

BACKGROUND

Even in early times, the U.S. government published a large amount of information about its operations. Although early U.S. documents were primarily for the internal use of government employees, the documents provide a fertile resource for scholars researching U.S. history and political science. In addition to containing information about early governmental organization and administration, U.S. documents also include historical statistics.

INDEXES TO EARLY U.S. DOCUMENTS

In doing retrospective searching, the first step is to establish the time period of the reference question and then consult the bibliographic index that covers that period.

For the time period from 1774 to 1881, the work to be consulted is Benjamin Perley Poore's A Descriptive Catalogue of the Government Publications of the United States: September 5, 1774-March 4, 1881. The arrangement of the entries in this guide is chronological by date of issue. There are name and subject approaches in the index. However, the index is incomplete and therefore not entirely reliable.

For the time period 1881 to 1893, the index is the Comprehensive Index to the Publications of the United States Government, 1881-1893 by John G. Ames, Superintendent of Documents. The main access is subject, alphabetically arranged, with index of personal names at the end of the second volume.

The Checklist of United States Public Documents, 1789-1909 was the shelflist of the Public Documents Department Library. Even though the index was never issued, entries can be located by the serial number in the first section, and by SuDocs class number in the departmental publications section; the third section is miscellaneous congressional documents.

The Checklist can be used to identify the Serial Set numbers from the citations in Poore and Ames. Used in conjunction with Poore and Ames, the Checklist is valuable in retrieving U.S. government documents of the time period 1789-1909.

Adolphus Washington Greely's Public Documents of the First Fourteen Congresses, 1789-1817 covers congressional documents within the period that Poore covers. Having broader scope, Poore includes agency and departmental documents.

Catalog of the Public Documents of Congress (known as the Document Catalog, its binder's title) gives complete cataloging details for U.S. government documents for the years 1893-1940. Including author, subject and some titles, it is arranged in a single dictionary sequence.

Overlapping the same period to 1940 is the Monthly Catalog of U.S. Government Publications. Until 1940 the Monthly Catalog was a sales promotion list and did not include many of the bibliographic elements for the documents. It is useful in identifying the SuDocs class numbers.

In preparing retrospective bibliographies or selecting early U.S. documents of the 1893-1940 period, perusal of the Documents Catalog is preferable to searching the Monthly Catalog because the former gives more bibliographic information.

REORGANIZATIONS OF U.S. GOVERNMENT

Governmental reorganization will probably be with us as long as the government has agencies and subagencies to reorganize. Indeed, the U.S. government seems to be in a constant state of flux. The resulting changes in SuDocs class numbers cause problems in retrieving and ordering early U.S. documents. Mary Elizabeth Poole's Documents Office Classification is indispensable in updating early SuDocs class numbers (or vice versa, if needed) and for conducting U.S. government documents literature searches.

DEALERS OF OUT-OF-PRINT U.S. DOCUMENTS

To order early U.S. documents, it is necessary to contact companies who deal in sales of out-of-print U.S. documents. Examples of such dealers are:

Q.M. Dabney & Company
Box 31061
Washington, DC 20031

The Charterhouse of Parma
5393 West 16th Street
Parma, Ohio 44113

Western Hemisphere, Inc.
1613 Central Street
PO Box 178
Stoughton, Mass. 02072

The Holmes Book Company
274 Fourteenth Street
Oakland, Calif. 94612

Sam Weller Zion Bookstore
254 South Main Street
Salt Lake City, Utah 84101

Julian J. Nadolny
Natural History Booksellers
121 Hickory Hill Road
Kensington, Conn. 06037

There are other dealers in out-of-print federal documents; these are listed only as examples. Other sources of early federal documents are the exchange lists issued by depository and nondepository libraries.

COMPILING BIBLIOGRAPHIES

The utilization of early U.S. government documents in historical and political science research is facilitated by the compilation of bibliographies. Historians and political scientists are constantly in need of federal documents as primary source materials.

Access to early federal documents is through the indexes mentioned on pp. 8-9 of this guide. Other tools can also be used, i.e., Cumulative Subject Index to the Monthly Catalog of United States Government Publications, 1900-71 and Checklist of United States Public Documents, 1789-1975.

Assignment

Review chapter 5 of Morehead. Examine titles for chapter III (see pp. 35-36).

Test Questions

- 3.1 Give the source for compiling the Checklist of United States Public Documents, 1789-1909.
- 3.2 Name the arrangement of Poore and its index approaches.
- 3.3 Name the arrangement of Ames and its index approach.

CHAPTER IV

CONGRESSIONAL PUBLICATIONS

Objectives

- 4.1 To utilize knowledge of congressional organization, functions and powers in identifying and retrieving congressional publications.
- 4.2 To become familiar with the indexes (both commercially published and those published by the GPO) to the congressional publications.
- 4.3 To understand the purposes of and the contents in the publications of Congress, including the bills, hearings, committee prints, the Serial Set, the Congressional Record, slip laws, the Statutes at Large and the U.S. Code.
- 4.4 To apply knowledge of how laws are enacted for tracing legislative histories.

ORGANIZATION OF CONGRESS

Article I of the Constitution provides that the legislative powers of the federal government are vested in Congress, which is composed of the bicameral units, the Senate and the House of Representatives. The Senate consists of 100 senators, 2 from each state. The requirements to be elected to the Senate are that the candidate be at least 30 years old and have been a citizen for at least 9 years. The term of office for the Senate is 6 years.

To be elected to the House of Representatives, the candidate must be at least 25 years old and have been a citizen for at least 7 years. The House of Representatives consists of 435 members; the number from each state is apportioned according to the population of the state.

Every 2 years all representatives and one-third of the senators are up for election. Therefore, there is a new session of Congress every two years, and each session is numbered consecutively. The organizational structures and the functions of the Senate and the House of Representatives are similar.

CONGRESSIONAL PUBLICATIONS

The legislative process generates many of the congressional documents. Congress as a body publishes its proceedings daily in the Congressional Record. At the end of each session, it is reissued in final, hardbound format and the pagination is different from the daily issues. Whenever possible, citation to the permanent, bound volumes is preferable. If it is necessary to cite the daily issue, the date of the issue and the fact that it is the "Daily Edition" should be noted.

Consisting of 4 sections, the Congressional Record contains the verbatim proceedings of the Senate, and of the House of Representatives, the Extension of Remarks, and the Daily Digest which highlights the congressional activities of the day. The Extension of Remarks contains material that is not part of the spoken proceedings and not germane to the legislation under debate but which a member of Congress wishes to have printed in the Congressional Record.

Since 1953 the House Journal and the Senate Journal have been published separately rather than part of the Serial Set. The official proceedings of Congress are the Journals.

Access to the congressional bills, hearings, committee prints, Serial Set volumes, the Statutes at Large and the U.S. Code is enhanced by understanding the legislative process.

INDEXES TO CONGRESSIONAL PUBLICATIONS

Each month the congressional documents are indexed and abstracted in the CIS Index (Congressional Information Service). Published in 2 sections, the first part is an alphabetical index by subject, name, organization, agency and report and the second part contains the abstracts. The comprehensive CIS Index cumulates annually, with separate index and abstract parts.

To access information, look up the topic in the index section of CIS Index which will refer to a page number in the abstract section. By reading the abstract, a decision can be made as to whether or not the document contains pertinent information on the topic. The abstract section will contain the SuDocs class number, enabling location of the document on the shelves.

Congressional publication can also be retrieved by searching the Monthly Catalog; however, the indexing is not as extensive.

The Serial Set consists of bound volumes of the Senate and House Reports, and Senate and House Documents. To determine the number of the Serial Set volume, it is necessary to refer to the Numerical Lists and Schedules of Volumes that is provided for each session of Congress.

To access information in the Serial Set, an outstanding index is produced in 12 parts by CIS. Each part has 3 volumes: 2 volumes of subject index and 1 volume of finding lists. The CIS U.S. Serial Set Index covers the period including the American State Papers through 1969.

Congressional Quarterly Weekly Report summarizes the political activity of the current week, including the press conferences, messages and speeches of the president. Covering the previous calendar year, the Congressional Quarterly Almanac condenses the congressional proceedings, the president's statements and the Supreme Court decisions.

SOURCES FOR LEGISLATIVE HISTORY

A step-by-step approach to compiling a legislative history begins with the introduction of a bill by a member of Congress. Information about the provisions of the bill is available in Congressional Quarterly Weekly Report and in the Digest of Public General Bills and Resolutions published by the Congressional Research Service of the Library of Congress.

After a bill has been introduced and printed, it goes to the appropriate committee where it is publicly discussed at hearings. When a committee submits its opinion on a bill to the entire Congress, it customarily does so in a printed report which may also contain a minority or dissenting opinion. The hearings and the reports are accessible through the Monthly Catalog and the CIS Index.

Consideration of the bill by the full House involves debate and possible amendment, all of which are contained in the Congressional Record, Congressional Quarterly Weekly Report, the Commerce Clearing House's CCH Congressional Index and accessible through CIS Index.

After the bill passes the originating house, it is considered by the other house. Tracing the bill's development through this house requires the same search strategies and reference tools used in tracing the bill through the originating house. If the bill passes the other house without any amendments, it goes to the president for suitable action.

If the other house passes a bill which is not identical to the bill passed by the originating house, a conference committee is appointed to settle the dispute. If a compromise is reached, a report is generally printed and should also appear in the Congressional Record. If subsequent resolution of differences between the houses is required, there may be several conference reports before the bill is finally passed or rejected.

A bill passed by both houses is either approved or vetoed by the president. If the president signs the bill, it becomes law and is printed first in slip law form, then in Statutes at Large, and lastly in U.S. Code.

For complete information, check the "History of Bills and Resolutions" section of the Congressional Record.

Assignment

Read pp. 85-147 in Morehead. Examine titles for chapter IV (see pp. 36-37).

Test Questions

- 4.1 Name the steps involved in the congressional law-making process.
- 4.2 What types of publications are included in the Serial Set?
- 4.3 After a bill has been enacted into law, what is the publication pattern?
- 4.4 Describe the 4 sections of the daily edition of the Congressional Record.
- 4.5 After the number of the individual report in the Serial Set has been identified, what tool is used to find the Serial Set volume number?

CHAPTER V

PUBLICATIONS OF THE JUDICIAL BRANCH

Objectives

- 5.1 To understand the organizational structure of the federal judiciary system and to use this knowledge to retrieve publications of the federal courts.
- 5.2 To become familiar with the official and unofficial reports of the U.S. Supreme Court.
- 5.3 To be able to read judicial decisions and use the U.S. Reports as a source for understanding the work of the Supreme Court.
- 5.4 To show library users how to do legal research.

THE FEDERAL JUDICIARY SYSTEM

The 3 separate and independent branches that make up U.S. governmental organization are the judicial, the legislative and the executive. The Constitution provides that the federal judicial powers are vested in the Supreme Court and that other courts may be established as needed by Congress. The Constitution limits the powers of the federal courts to judicial powers only; these do not extend to the making of laws (the exclusive right of the legislative branch) or to the enforcing of laws (the prerogative of the executive branch).

Courts in the federal judiciary system are the U.S. District Courts, the U.S. Circuit Courts of Appeals, and--last--the U.S. Supreme Court. When a case is tried in one of the 91 U.S. District Courts, the evidence is heard, the court makes a finding of fact, the law is applied to the case, and the court's decision is reported. If a decision is unsatisfactory to the parties involved, the case may be appealed in the court of the next highest level. After the U.S. District Court, the next level to which a case may be appealed is one of the 11 U.S. Circuit Courts of Appeals. (Final appeal is made to the U.S. Supreme Court.)

Congress has established other courts for special purposes. For example, the U.S. Court of Claims has jurisdiction over any claims against the United States. The judges include a chief judge and 6 associate judges, who are appointed by the president and confirmed by the Senate.

The U.S. Customs Court has the authority to hear cases in connection with civil actions involving appraised value of merchandise, other provisions of the tariff laws, or any provisions of the customs laws. There are 8 associate judges and a chief judge. No more than 5 judges may belong to any one political party.

The U.S. Court of Customs and Patent Appeals reviews the Customs Court decisions, Patent Office decisions and legal problems in the findings of the Tariff Commission. The court consists of a chief judge and 4 associate judges.

The U.S. Tax Court has jurisdiction over cases concerning any deficiencies or overpayments that have been determined by the Commissioner of Internal Revenue. The court is comprised of 16 judges who serve for 15-year terms.

The Temporary Emergency Court of Appeals has authority over cases involving provisions of the Economic Stabilization Act. The Chief Justice of the U.S. Supreme Court assigns judges to this court from the lists of U.S. circuit and district judges.

The Railway Court tries cases which pertain to restructuring the bankrupt railroads in the northeast section of the United States. It is a special court which was established by Congress as part of the Regional Rail Reorganization Act of 1973. The court consists of 3 federal judges, and the court's decisions may be appealed directly to the U.S. Supreme Court.

PUBLICATIONS OF THE FEDERAL COURTS

To retrieve federal court documents, the first step is to establish the SuDocs classification number for the court. The symbol is "Ju 6." for the U.S. Supreme Court: "Ju" stands for judiciary, and "6" is for the U.S. Supreme Court. Numbers after the period represent the kind of publication, e.g., "Ju 6.8/a: 426/3" is the SuDocs number for the Preliminary Print of the official reports of the Supreme Court, volume 426, part 3. Other federal courts have unique SuDocs numbers for their publications, e.g., "Ju 3." is the designation for the U.S. Court of Claims and "Ju 7." is the symbol for the U.S. Court of Customs and Patent Appeals. Using the SuDocs classification number for the appropriate court in the federal organizational structure enables location of the documents of that court on the library shelf.

OFFICIAL AND UNOFFICIAL REPORTS OF THE U.S. SUPREME COURT

The official decisions of the U.S. Supreme Court are entitled the U.S. Reports. First they are published individually, when they are rendered, as "slip opinions." Later they are republished as "preliminary prints" in booklet form, complete with headnotes and indexes. Then they are published in 3 or more bound volumes of the official edition of the U.S. Reports at the end of each term. In addition to containing the official decisions of the U.S. Supreme Court, the U.S. Reports incorporate The Journal of the Supreme Court which summarizes the court's proceedings, announcements and orders.

The lower federal courts which publish official reports are the U.S. Court of Claims, the U.S. Customs Court, the U.S. Tax Court, and the U.S. Court of Customs and Patent Appeals.

Unofficial reports are commercially published and have gained acceptance largely because of the speed with which they are published and because of the special features they contain. The Readings and References section applicable to chapter 5 lists titles of the unofficial reports of the U.S. Supreme Court and the lower federal courts.

READING A DECISION IN U.S. REPORTS

Reading the report of a judicial decision in the U.S. Reports helps in understanding the reasons for the decision. At the beginning of the report are found the page number, volume number, title of the case, and the nature of the appeal which indicates how the case reached the Supreme Court. For example, certiorari is an appellate procedure for obtaining the record of a case from a lower court for review. Next is the headnote or syllabus, which gives the significant facts of the case. A short history of the case follows the syllabus. After that is the brief which includes the statement of the questions involved in the case and the argument.

Next is the opinion of the court, which states the question for the court to decide, the problems of law or constitutionality before the court, and the applicability of the law to the case. An awareness of the facts of the case and their relevance to the court is essential to an understanding of the reasons for the court's decision.

If a justice agrees with the decision of the court but does not agree with the reasons for reaching the decision, the justice may write a concurring opinion. If a justice disagrees with the decision of the court, the justice may write a dissenting opinion.

In reading court reports, it is advisable to consult a law dictionary for definitions of legal terms. It is also advisable to keep in mind that, while most cases are straightforward and comprehensible, some are very technical and can be understood only by lawyers.

The U.S. Reports are a good source for understanding the work of the U.S. Supreme Court. U.S. Reports show how the Supreme Court interprets the acts of Congress and how it examines state laws and executive orders to determine their constitutionality by judicial review. Individual philosophies of the justices or of the whole court can be derived from the decisions in the U.S. Reports.

LEGAL RESEARCH

Several good guides to legal research are listed in the Readings and References section for chapter V. Official sources of legal research are the reported cases, the statutes and the constitutions for both U.S. and state courts. In addition to the statutory laws are administrative laws on the federal level which are published in the Federal Register and codified in the Code of Federal Regulations. State legislatures enact general provisions which allow administrative agencies to issue state regulations, which have the force and effect of laws.

Unofficial sources for legal research are legal encyclopedias, law reviews (which are indexed in Index to Legal Periodicals), the commercially published court reports of cases, textbooks and American Law Reports (ALR). These include cases, explanatory notes on cases, and articles on various legal subjects.

There are several ways to begin legal research. As one becomes more familiar with the strengths of the various legal references, it will become clear that the appropriate approach depends on the legal problem.

The subject or topic approach may be pursued by searching the Index to Legal Periodicals, the U.S. Code, the U.S. Code Annotated, the codified state laws, the Code of Federal Regulations, and the specialized law dictionaries and encyclopedias.

Using the date or general time frame as an approach may be pursued by searching the U.S. Statutes at Large, the statutes of the various states, the Federal Register, the U.S. Reports, reports of cases in lower courts, and The New York Times.

The approach of the case method is used when the name of a case is known that pertains to the legal problem to be researched. The U.S. Reports or the reports of a lower court are searched. Digests (such as the United States Supreme Court Digest) are also helpful in revealing both prior and subsequent cases relating to the problem. Locating of other cases is done to determine court decisions which may be cited as precedent. A state court decision on a procedural matter is usually not binding on a federal court, but a substantive decision of a state court may well be cited as a precedent. The doctrine of stare decisis states that when a court has rendered a decision which formulates a principle of law to apply to a court case, it then follows that the principle of law will apply to future, similar cases. In other words, the doctrine of stare decisis provides that the decisions of current cases are based on precedent.

A court's decision must be checked to be sure that it has not been reversed by a higher court or overruled by a later decision of the same court. Shepard's Citations, Inc. (Colorado Springs, Colo.) has produced many publications which facilitate the search for a case that has been considered by other courts or in law reviews. Many depository libraries may not have any of Shepard's Citations, Inc.'s publications (e.g., Shepard's United States Citations, Shepard's State Citations and Shepard's Federal Reporter Citations), but it is essential to advise the user about "Shepardizing a case."

Experience will lead each researcher to work out an individual style for searching legal materials. To summarize, the 3 approaches to legal research discussed here are: (1) by subject, (2) by date, and (3) by case method.

Assignment

Read chapter 11 in Morehead. Examine titles for chapter V (see pp. 37-38).

Test Questions

- 5.1 Name the five unofficial reports of the U.S. Supreme Court published by commercial publishers.
- 5.2 What is the official compilation of the decisions of the U.S. Supreme Court?
- 5.3 What is a concurring opinion? A dissenting opinion?

CHAPTER VI

PUBLICATIONS OF THE EXECUTIVE BRANCH

Objectives

- 6.1 To study the organization and functions of the executive departments, the independent agencies, the Executive Office of the President and the President of the United States.
- 6.2 To apply the knowledge of the organizational structure of the executive branch in searching for and retrieving needed documents.
- 6.3 To increase awareness of the bibliographic tools and indexes for accessing publications of the executive branch.
- 6.4 To become familiar with titles of government publications that regularly include documents of the executive branch (e.g., the Federal Register, which contains presidential proclamations, executive orders and agency regulations).
- 6.5 To be able to advise users about availability of papers of past U.S. presidents.

THE EXECUTIVE BRANCH

The organization chart of the U.S. government shows that the executive branch consists of the U.S. president, the Executive Office of the President, the Cabinet (composed of the heads of the federal departments), the departments, and the independent agencies with their quasi-legislative and quasi-judicial responsibilities.

Government publications issued as personal documents of the president will have the SuDocs classification designation "Pr," whereas the Executive Office of the President will have "PrEx" designations. The documents issued by the president and the Executive Office of the President provide a valuable source for study of U.S. affairs--domestic and foreign--by political scientists and historians. In response to the needs of these people, a series entitled the Public Papers of the Presidents of the United States was begun in 1957. Presently, annual volumes for the years 1945 to 1974 have been published, and contain the papers of Presidents Truman, Eisenhower, Kennedy, Johnson, Nixon and Ford. The publication of President Hoover's papers, 4 March 1929 to 4 March 1933, and of President Roosevelt's papers, 1933 to 1945, have also been authorized. Some of the papers of President Hoover have already been published.

In 1965 the U.S. Office of the Federal Register began issuing the Weekly Compilation of Presidential Documents each Monday. It contains presidential news conferences, presidential messages to Congress, speeches and statements, plus other presidential material released by the White House.

The Library of Congress published The Presidents of the United States, 1789-1962: A Selected List of References, a guide to literature about the president, the vice president, the White House and the elections. This creates a source for each president's biographies, published writings and articles.

Other government documents issued by the executive branch include the publications of the presidential advisory boards, committees, councils and commissions established to study specific issues. As a result of these studies, reports are generally issued recommending specific presidential action.

Each of the departments in the executive branch issues annual reports, bulletins, circulars, administrative rules/regulations, handbooks, manuals, guides, maps, periodicals and serials. The Monthly Catalog of U.S. Government Publications provides access to the numerous reports and documents of the executive department or agency being studied. To retrieve articles in periodicals published by executive departments, the Index to U.S. Government Periodicals by Infodata International, Inc. may be used. It is selective in that the articles must be substantive and have lasting research or reference value.

FEDERAL REGISTER

Published daily, Tuesday through Saturday (except days following legal holidays), the Federal Register contains administrative rules, regulations, proposed rules, notices, presidential proclamations, executive orders, procedures and practices of federal agencies.

To enforce statutory laws that were passed by Congress, agencies make regulations (administrative laws) to implement provisions of the law, executive order or previous regulations. The Federal Register is a source for the text of the rules and regulations which have the force of law. It is indexed monthly and cumulates in quarterly and annual indexes.

The Code of Federal Regulations codifies the rules and regulations issued in the Federal Register into 50 subject areas which roughly correspond to the 50 titles of the U.S. Code. Each title is further broken down into "chapters" (often identified by the name of the agency) and then "subchapters" defining regulatory areas.

TREATIES

Treaties are written agreements through which peaceful settlement of disputes between nations is sought. Article II of the U.S. Constitution provides that treaties may be made by the president with the advice and consent of the Senate, two-thirds of whose members must concur. The president's treaty-making power is limited by approval of the Senate. Any written agreement made by the president without authorization of the Senate is only an executive agreement and is not internationally binding.

Publications pertaining to U.S. treaties are issued by the U.S. Department of State and are essential to foreign relations and international affairs. A list of treaties, including international treaties currently in effect, is published annually by the U.S. Department of State in Treaties in Force.

EXECUTIVE PRIVILEGE

Executive privilege refers to the power of the president to guard against disclosure of information which could possibly jeopardize the national security; this was the

intent of Executive Order 11652. It allows security classification to be imposed on any documents by the president or designated executive branch employees for what they consider to be national security reasons. It permits the president and designated persons to withhold information requested by Congress or the courts.

When a document is classified and a time period is not specified for its declassification, the document remains in secrecy without being reviewed for a period which may be longer than necessary. This raises many serious questions regarding scholarly access to government documents.

AVAILABILITY OF PRESIDENTIAL PAPERS

Presidential libraries contain presidential papers, personal papers and historical manuscripts. Complying with the provisions of the Presidential Library Act of 1955, the six presidential libraries are administered and maintained by the National Archives and Records Service.

The Library of Congress holdings include collections of presidential papers, which have been microfilmed and indexed in the President's Papers Index Series by the Library of Congress to make them accessible for research use.

Assignment

Read chapter 7 in Morehead. Examine titles for chapter VI (see pp. 38-39).

Test Questions

- 6.1 Name the source that contains the text of presidential speeches, messages and remarks.
- 6.2 What is the president's role in the treaty-making process?
- 6.3 Name the sources that contain the presidential proclamations and executive orders.

CHAPTER VII

STATE AND LOCAL DOCUMENTS

Objectives

- 7.1 To become familiar with indexes to state and local documents, bibliographies or checklists issued by individual states, and checklists of municipal documents.
- 7.2 To be able to identify and locate state/local documents having reference value in economic, social, political, legal, statistical and/or scientific fields.
- 7.3 To develop a classification scheme/system for a separate state documents collection based on issuing state agency as author.
- 7.4 To instruct users in how to identify and retrieve older state/local documents through the use of retrospective indexes and bibliographies.

STATE DOCUMENTS

Frequently state documents are the most accurate and the only means to learn about activities of the 50 states. An endeavor to bring better bibliographic control to the publications of state governments was initiated in 1910 when the Library of Congress published the Monthly Checklist of State Publications. If each state sent a copy of each document it issued to the Exchange and Gift Section of the Library of Congress for listing in the Monthly Checklist the index could be complete.

Different distribution policies in the states accounts for the lack of uniform and complete coverage of the state documents in the Monthly Checklist. More work on legislation in each state is called for to improve depository distribution to libraries and to authorize distribution of each document to the Library of Congress for inclusion in the Monthly Checklist. Disadvantages of the Monthly Checklist notwithstanding, it is a valuable research tool, and is arranged alphabetically by the name of the state.

Information Handling Services issues Checklist of State Publications quarterly. It consists of a checklist section arranged by state, an author index, an index by date of coverage, an agency index and a subject index which is enhanced with "keywords out of context" (KWOC). Started in 1976, the indexes cumulate annually.

In accessing publications issued by legislative service agencies, the Legislative Research Checklist is helpful. The list is published bimonthly by the Council of State Governments (Lexington, Ky.).

The Council of State Governments also publishes State Blue Books and Reference Publications: A Selected Bibliography which lists by state each state's blue book, legislative directory and statistical publications. This bibliographic tool provides a detailed and authoritative account of state directories and government manuals.

The Book of the States gives the functions and activities of the executive, judicial and legislative branches of the state governments. The state services, finances and working procedures are listed.

RETRIEVING STATE DOCUMENTS

Classifying state documents according to their subject content and incorporating the state documents into other library holdings is the way many libraries handle state documents. The card catalog is then used to access state documents in libraries which do not have a documents collection separate from the general collection.

Many (though unfortunately not all) states produce annual checklists of state publications. Regular perusal of these checklists will increase the awareness of state publications. Another bonus of keeping up to date with the state-produced checklists is that citations for state documents are accurate and current. Therefore, state documents can more easily be retrieved from entries in bibliographies.

The number of statistical publications varies from state to state. These publications present statistics of financial activities, law enforcement, construction, water pollution, public lands, commerce, food production and many other matters. Often

these individual statistics are available only in the state documents. An appendix in the Statistical Abstract of the United States serves as a guide to statistical abstracts that are available for the states. Also Brookhaven Press has begun micropublishing 3 series of State Statistical Abstracts.

Arranged alphabetically by state, the State Reports on State and Local Government Finances issued by the U.S. Census Bureau provides a list of financial and economic reports of state governments. Many of the financial reports contain data on local as well as state budgets. The appendices contain lists of state documents checklists, state statistical abstracts and bibliographies issued by state agencies.

RETROSPECTIVE STATE/LOCAL DOCUMENTS

State documents issued up to the early 1900s are listed in State Publications: A Provisional List of the Official Publications of the Several States of the United States from Their Organization, by Richard R. Bowker.

Retrospective bibliographies and checklists are included in State Government Reference Publications: An Annotated Bibliography by David W. Parish. Identifying state handbooks, directories, manuals and bluebooks, Parish's bibliography contributes to the awareness of state documents which have reference value.

Assignment

Read Classification Scheme for Illinois State Publications by Yuri Nakata and Michele Strange. (Occasional Papers Series, no. 116). Urbana, University of Illinois Graduate School of Library Science, 1974. Examine titles listed for chapter VII (see pp. 39-40).

Test Questions

- 7.1 What is the retrospective source for indentifying early state documents?
- 7.2 Name a source for identifying current state documents.
- 7.3 What two provisions of state legislation need to be strengthened to increase the availability and accessibility of state documents?
- 7.4 What U.S. Census Bureau publication provides a list of the financial and economic reports of state governments?

CHAPTER VIII

MANAGEMENT OF DOCUMENTS

Objectives

- 8.1 To become acquainted with the 3 basic arrangements for handling government documents within the library framework.
- 8.2 To develop written policies for circulation of documents and for collection development of government documents.

8.3 To maintain the documents so that the most used and needed are easily accessible.

8.4 To utilize government documents in providing reference service.

TREATMENT OF DOCUMENTS

The question of how to administer government documents in libraries is one of serious concern. If the library has been designated a federal, international or state depository, there are depository standards (concerning retention of documents and services to users) that need to be observed so that the library's depository status will be maintained.

The 3 arrangements for handling government publications are: (1) integrating documents with other library materials, (2) maintaining a separate collection of government documents, and (3) combining features of integrated and separate collections; that is, assimilating some of the documents with other library holdings and maintaining the rest of the documents as a separate collection.

In the integrated collection, government documents are fully cataloged and classified in the same way as other library materials. This places the government publications on the shelves next to other publications on the same subject. Making no distinction between government publications and commercial publications, entries for the government documents will appear in the main catalog. This results in the advantage of having access to government documents by searching the main catalog.

Using a partially integrated collection permits cataloging of the more substantive government documents while the rest are kept in a separate collection. This results in accessing some of the documents through the main catalog and some through the government documents bibliographies (e.g., Monthly Catalog of U.S. Government Publications); the disadvantage is being obliged to search two places to access the government documents.

The separate collection of government documents provides a single place for the user to inquire about government documents. In the separate government documents collection, the SuDocs classification system is generally used for U.S. documents and is a less expensive means of bibliographic control than full cataloging is.

The increasing numbers of government documents being published and the advancing costs of full cataloging are two factors that have caused library managers to consider the cost-effectiveness and convenience of a separate documents collection.

WRITTEN POLICIES

In administering government documents, circulation policy should be designed to provide maximum use of documents for the library users. Many of the statistical government documents have a record of intensive use and should be for library use only. A written circulation policy is necessary to specify which documents are restricted to library use only, which documents have limited circulation, together with the individual loan period for each document and the regular loan period for

the circulating documents. To keep current with the library users' needs, it is recommended that the circulation policy for government documents be reviewed and evaluated frequently.

In selection of government documents, the library's collection development policy should apply to the acquisition of government documents. A coordinated collection development function focuses on satisfying the needs of the library's user community and deemphasizes collection growth. Having collection development policy which is written facilitates its review and evaluation.

MAINTENANCE OF DOCUMENTS

Proper care of documents is necessary regardless of whether or not they are shelved in a separate collection, integrated with the other library holdings or in a partially integrated collection.

Ideally the documents should be shelved in locations that are readily available to the user. However, if it is necessary to shelve some documents in secondary storage, these documents should be those least used and least needed. If the document's content satisfies many users' needs, it should be shelved where it is readily available. Demand and need change from time to time. Therefore, documents in secondary storage should be reviewed periodically to make sure they belong there. Occasionally, shifting documents back to primary storage is necessary.

As the number of documents issued in microfiche format increases, it is necessary to provide readers and reader/printers in locations that are adjacent to the documents microfiche cabinets.

Since bound volumes are easier to shelve and handle, binding of documents should be similar to the binding of other library materials. The patterns for binding should be filed alphabetically by agency or by call number to facilitate checking the volumes when they come back from the bindery.

REFERENCE SERVICE

In addition to preparing bibliographies, teaching library use and sharing desk duty with other reference librarians, the documents librarian needs to keep abreast of daily receipts of documents in order to inform users of the sources that will satisfy their reference needs.

Assignment

Read chapter 4 in Morehead. Examine titles listed for chapter VIII (see p. 40). Visit and report on a library, as described on p. 46).

Test Questions

- 8.1 What are the 3 basic arrangements for handling documents?
- 8.2 Why does the documents librarian need to keep current on the recent receipts of government documents?
- 8.3 Why should a depository library comply with the standards and guidelines of the depository system?

- 8.4 Name 3 library functions that are continuing responsibilities in caring for government documents.

CHAPTER IX

PUBLICATIONS OF INTERGOVERNMENTAL ORGANIZATIONS

Objectives

- 9.1 To identify the uses of the documentation of intergovernmental organizations in general, and of the United Nations (UN) in particular.
- 9.2 To provide an understanding of the organization and structure of the UN as well as the kinds of documentation each organ publishes.
- 9.3 To use the indexes, guides and bibliographic tools for identifying, retrieving, selecting and acquiring UN documents.
- 9.4 To prepare an annotated bibliography of UN publications which would support a research paper.

INTERGOVERNMENTAL ORGANIZATIONS

The purpose of intergovernmental organizations is to resolve the issues pertaining to international affairs. One of the first organizations devoted to international cooperation and the prevention of hostilities was the League of Nations. The Covenant of the League of Nations was included in the Treaty of Versailles and provided for its establishment, which was accomplished 20 January 1920.

Even though President Woodrow Wilson first proposed the League of Nations in his "Fourteen Points," he was not able to persuade the U.S. Senate to ratify the Treaty of Versailles. The United States did not join the League of Nations; Germany and the Soviet Union did join, but not until long after 1920.

The League of Nations achieved many positive results in settling disagreements between smaller nations. However, it was not as successful in resolving the problems of larger nations, due in part to the fact that the United States was not a member. During World War II, the League of Nations was practically inactive. In 1946 it dissolved and turned its assets over to the UN.

Addressing the concerns of international affairs contributed to the value and use of the League of Nations documents. To retrieve League of Nations publications, the Guide to League of Nations Publications: A Bibliographical Survey of the Work of the League, 1920-1947 by Hans Aufricht is helpful. While it does not list all the publications, its coverage is broad and includes documents of affiliated organizations, such as the Permanent Court of International Justice and the International Labor Organization. The guide is arranged by subject.

An index to earlier League of Nations publications was published in 1939 by Columbia University Press. This compilation, Sources of Information: A Handbook on the Publications of the League of Nations by Arthur C. von Breycha-Vauthier, examines documents to 1 December 1938.

Even though the United States took part in some of the League of Nations activities, it never became a member. This fact plus the late joining of other nations contributed to the decline of the League of Nations.

UNITED NATIONS

Replacing the League of Nations in 1946, the UN consists of 6 principal organs which, together with their corresponding document symbols are:

General Assembly	A/...
Economic and Social Council	E/...
Security Council	S/...
Trusteeship Council	T/...
Secretariat	ST/...
International Court of Justice	(Issues its documents separately)

Basic document symbols for selected subsidiary organs are:

UN Administrative Tribunal	AT/...
Disarmament Commission	DC/...
UN Industrial Development Org.	ID/...

Document symbols for selected subsidiary bodies of organs themselves which have basic document symbols are:

Standing or permanent committees	.../C.-/...
Ad hoc committees	.../AC.-/...
Commissions	.../CN.-/...

Document symbols indicating the type of document are:

Amendments	.../Amend./...
Information series	.../Inf./...
Minutes	.../Min./...

Document symbols for selected Official Records of principal organs are:

Verbatim records of plenary meetings of General Assembly	A/PV.-
Annual reprints of Disarmament Commission's major documents	DC/Supp.-
Summary records of each meeting of the Trusteeship Council	T/SR.-

UN documents which are evaluated as important and of general interest are published and made available for sale. Except for the Official Records, the Treaty Series

and certain periodicals, publications offered for sale are assigned a sales number consisting of 3 elements: (1) year of publication, (2) subject category in roman numerals plus an added capital letter where needed, and (3) the arabic number of the document in the given subject in the given year. An illustration of a sales number is 78.VII.1, where "78" designates publication in 1978, "VII" designates the subject category of Political and Security Council Affairs, and "1" is for the first publication for 1978 on Political and Security Council Affairs.

A list of the subject categories for sales numbers is:

- I. General Publications
- II.A. Economic Stability and Employment
- II.B. Economic Development
- II.C. World Economy/Middle East Economy
- II.D. Trade, Commerce and Finance
- II.E. European Economy
- II.F. Asian Economy
- II.G. Latin American Economy
- II.H. Technical Assistance
- II.K. African Economy
- III. Public Health
- IV. Social Questions
- V. International Law
- VI. Trusteeship and Non-Self-Governing Territories
- VII. Political and Security Council Affairs
- VIII. Transport and Communications
- IX. Atomic Energy
- X. International Administration
- XI. Narcotic Drugs
- XII. Education, Science and Culture
- XIII. Demography
- XIV. Human Rights
- XV. Relief and Rehabilitation
- XVI. Public Finance and Fiscal Questions
- XVII. International Statistics

The above subject categories are for the "sales number" publications and comprise one of the 4 basic types of UN documents; the other 3 basic types are the Official Records, mimeographed documents and periodicals.

The Official Records are accounts of the plenary meetings of the General Assembly, Security Council, Economic and Social Council, Trusteeship Council, Trade and Development Board, and Disarmament Commission. In addition to the verbatim proceedings, the Official Records include the annexes, which are used in the discussion of the agenda items, and the supplements, which are the principal reports and resolutions of each session. The Official Records are late in being issued in final form.

Prior to the distribution of the Official Records, the mimeographed documents are issued. The "mimeodocs" contain in provisional form much of the material that is later incorporated into the Official Records.

The fourth category is the group of UN periodicals. One of the best-known UN periodicals is the United Nations Monthly Chronicle, which is an excellent source of information about current activities.

UN INDEXES

Access to UN documentation is found in UNDI (United Nations Documents Index) for the period 1950 to 1974, and in UNDEX since 1974. Both UNDI and UNDEX were prepared by the Dag Hammarskjöld Library of the UN. Unfortunately, the monthly issues are late in arriving.

Subject access to UN documents is available in IBID (International Bibliography, Information, Documentation). This quarterly index covers UN documents, publications of its affiliated agencies, as well as the documents of other international agencies.

Assignment

Read Basic Facts about the United Nations. New York, United Nations, 1977. Examine titles listed for chapter IX (see pp. 40-41). Prepare a bibliography of UN documents as described on p. 45.

Test Questions

- 9.1 What are the 6 principal organs of the UN?
- 9.2 Name the 4 basic types of UN documents.
- 9.3 What index covers UN documents for 1950 to 1974?
- 9.4 What is the name of the index covering UN documents from 1974 on?

CHAPTER X

STATISTICAL PUBLICATIONS

Objectives

- 10.1 To search indexes and access tools for retrieving government documents containing statistics.
- 10.2 To use government sources for statistics and recognize the various methods of data collection, analysis and presentation.

- 10.3 To be aware of the possible inaccuracies in statistical reporting and the need to verify statistics by comparison with other sources.

ACCESS TO STATISTICAL DATA

Statistics published by the U.S. government can be accessed through the Monthly Catalog of U.S. Government Publications. If the entry contains a "bullet" or black dot, or gives an item number, the statistical report can be selected by a depository library. It is indexed by author, subject, title and report number. Even though it lists the major statistical reports, other indexes must be consulted for more complete and timely coverage of U.S. statistical publications.

To retrieve articles containing statistics, the Index to U.S. Government Periodicals published by Infodata International, Inc. may be used. It contains approximately 150 titles; access is by subject and author. The annual cumulation in March includes the quarterly issues in May, August and November.

American Statistics Index (ASI) published by Congressional Information Service enables the user to become skilled in retrieving federal statistical data which measure behavior and quantify information. Control and availability of U.S. statistics is enhanced by ASI, which indexes publications issued by the many federal statistical gathering agencies. Even though many U.S. documents are difficult to obtain or are issued in small quantities, all publications are available on microfiche from Congressional Information Service.

Issued in two parts each month, ASI's index section provides references by subject, name, category, title and report numbers. Each index reference is keyed to an accession number in the abstract section. The abstracts summarize the content of the publication, give complete bibliographic information, and show the exact details of all the statistical information that the document contains. ASI has reduced the search time in locating government-produced statistics.

The Statistical Abstract of the United States is an annual summary of statistics which are primarily national in scope. However, it also includes municipal, regional, state and SMSA (Standard Metropolitan Statistical Area) data. Issued by the Bureau of Census and based on census data, the economic and political statistics are accessed through the table of contents in the front of the summary or through the index in the back. Arranged alphabetically by subject, the index leads the user to the appropriate pages containing the desired statistical data. Familiarity with the Statistical Abstract of the United States will reveal its full research potential; it provides citations to other sources of statistics. The citations or references can be found in the explanatory notes for the table, the introductory comments at the beginning of each chapter, and the appendices.

The Statistical Services of the United States Government provides a brief guide to the federal government's statistical programs and is issued by the Statistical Policy Division of the Office of Management and Budget. Although it is not complete or indexed, the scope of various agencies' statistical publications is discussed, presenting an overview of the pattern of the federal statistical system. Congressional statistical documents are not listed; access to these materials is through ASI.

The Statistical Reporter is issued monthly and is listed in the Statistical Services of the United States Government as being a forum for the interchange of information relating to statistical and research activities of federal employees. A valuable feature is the monthly list entitled "Schedule of Release Dates for Principal Federal Economic Indicators." The release dates are tentative, but give an indication of forthcoming economic indicators.

Other sources for finding U.S. statistics are the Guide to U.S. Government Statistics, edited by John L. Andriot, and Statistical Sources, edited by Paul Wasserman and Joanne Paskar.

UN STATISTICAL MATERIALS

The Statistical Office of the UN has issued the Statistical Yearbook annually since 1948. Previously, the series was published as the Statistical Year-Book of the League of Nations. The specialized agencies of the UN and other inter-governmental agencies cooperate in the preparation of the statistical work. It is worldwide in scope and yearly gives statistics on agriculture, economics, education, industrial production, manpower, population, transportation, manufacturing and public finance. The UN Statistical Office also issues the Monthly Bulletin of Statistics, which supplements the Statistical Yearbook.

ACCURACY OF STATISTICS

Statistical data gathered for one purpose may be totally inappropriate when used for another purpose. This is why it is necessary to know the reason for or subject of the data collection, the geographic area covered, the time period covered and how the data were analyzed. These 4 factors of the data collection method are usually included in the preface of the statistical report. It is also necessary to know if the reported statistics are data actually collected, or if they are estimated or projected. Accordingly, in using statistical reports, care is necessary to verify that accurate and reliable data have been collected employing timely and authoritative methods.

Assignment

Carefully examine and read sections of those titles listed for chapter X (see pp. 41-43). Prepare a written report for the statistics project as described on p. 47. of this guide.

Test Questions

- 10.1 Name the source of international statistics covering business, social, educational, agricultural and financial aspects.
- 10.2 What index covers a wide variety of U.S. government statistical documents?
- 10.3 Name the 4 factors of data collection used to verify that a statistical publication is reporting accurate and reliable data.
- 10.4 What source is used to access statistics covering all levels and aspects of American education?

CHAPTER XI

U.S. CENSUS PUBLICATIONS

Objectives

- 11.1 To become familiar with the various U.S. census reports and the different types of data provided in the census publications and products.
- 11.2 To become acquainted with the enumeration process for taking the censuses, the evaluation of the collected data, and the publishing schedules for the census reports.
- 11.3 To locate and retrieve data from census reports for specific geographic areas and time periods.
- 11.4 To search retrospective census reports for early census data.
- 11.5 To acquire a working knowledge of the U.S. Bureau of Census products, including familiarity with the U.S. Bureau of Census Summary Tapes.

SUBJECT MATTER IN THE CENSUS

Even before the Bureau of Census was created in 1902, enumeration of the inhabitants of the United States was taken. In 1790 the population was counted to establish congressional districts for the House of Representatives. Thomas Jefferson was in charge of the 1790 enumeration, which is considered the first census. Subsequently, the census of population has been taken each decade and has covered many subjects. Over the years the subjects have varied according to the information needs of the census data users. The following are examples of decennial and quinquennial censuses taken today: agriculture, business, construction, government, housing, manufacturers, mineral industries, population, population and housing, and transportation.

In addition to providing statistical information about the size and location of the population, the subject matter also includes age, sex, race, marital status, income, occupation, education, housing, ethnic identification and other subjects. Considered for forthcoming censuses are new subject matter categories which are needed to quantify a societal concern. Another factor in deciding to include new subject categories is the accuracy of the collected data for making reliable decisions

An example of a proposed 1980 census question concerns the subject of disabled persons. Although there is a need for these data, the results from the National Content Test and the re-interview by the Bureau of the Census indicated that the proposed 1980 census question on disability may not reliably identify the disabled population. More study is needed before a decision is made.

CENSUS PUBLICATIONS AND REPORTS

The enumeration process involves the use of SMSA, which is a county or group of contiguous counties which contains a city of 50,000 inhabitants or more. This is subdivided into census tracts which are homogeneous and relatively permanent areas

of about 4000 inhabitants. This is then broken down into block groups or enumeration districts of about 1000 inhabitants. The last subdivision is the block, which is easily identified in all urbanized areas and has approximately 100 inhabitants.

Information about individual households or people is kept strictly confidential. Census statistics on individuals are not available to anyone or any agency, including the Internal Revenue Service or the Federal Bureau of Investigation. The published census reports include summary data of various categories, but no data about individual people.

The list of census publications issued from 1790 to 1972 is the Bureau of the Census Catalog of Publications, 1790-1972, which consists of 2 catalogs, The Catalog of United States Census Publications, 1790-1945 and the Bureau of the Census Catalog of Publications, 1946-1972.

RETRIEVING CENSUS DATA

Subject access to census statistics is also available by searching the Monthly Catalog of U.S. Government Publications, the Numerical Lists and the Schedule of Volumes.

Commercially produced indexes for retrieving census data are the Guide to U.S. Government Publications edited by John Andriot, and the American Statistics Index, published by Congressional Information Service.

RETROSPECTIVE CENSUS REPORTS

Searching of the early U.S. government documents indexes yields citation to the census reports. Suggested keywords to search are: birth, death, Census Bureau, demography, population and mortality.

Entries for retrospective census reports are found in: A Descriptive Catalogue of the Government Publications of the United States: September 5, 1774-March 4, 1881, by Benjamin Perley Poore; the Comprehensive Index to the Publications of the United States Government, 1881-1893, by John G. Ames; and the Checklist of United States Public Documents, 1789-1909.

CENSUS SUMMARY TAPES

The same kind of data found in the census publications is also in the census summary tapes, but there are much more data on the tapes. More tabulations, combinations and cross-tabulations of census data may be prepared for any area. Specific detailed statistical summaries are possible through using the tapes. The cost of the summary tapes is approximately \$80 per reel. There are 6 series of tapes, which consist of about 2000 reels. Direct access to the data on the summary tapes is available through the Summary Tape Processing Centers.

Assignment

Examine titles listed for chapter XI of this guide (see pp. 43-44). Prepare a written report on the census project as described on p. 47.

Test Questions

- 11.1 Name 5 quinquennial or decennial censuses other than the Census of Population.
- 11.2 Are the census records kept confidential?
- 11.3 Define Standard Metropolitan Statistical Area (SMSA).
- 11.4 In considering a new subject category to be included in the census questionnaire, what 2 requirements must be established before the proposed question is included in the questionnaire?
- 11.5 What kind of data is in the census summary tapes?

CHAPTER XII

DOCUMENTS OF FOREIGN GOVERNMENTS

Objectives

- 12.1 To consult commercially produced as well as government indexes and guides for access to foreign documents in general, and to British documents in particular.
- 12.2 To use the indexes and catalogs distributed by the government of Great Britain for selection and acquisition of British documents.
- 12.3 To utilize the organizational structure of British government to ascertain the subject content of the government documents issued by the various departments.

FOREIGN DOCUMENTS

In retrieving the official publications of foreign governments, the initial step is to search the guides and bibliographic tools designed to assist users in locating foreign documents. Helpful in identifying the activities (and therefore the subject content) of a foreign government's departments is its government organizational manual. Familiarity with the structure and functions of a foreign government facilitates access to documents concerning a wide range of subjects.

Often fully cataloged, the foreign government documents are not always shelved in a separate documents collection, but are interspersed with the other books, periodicals and materials on the same subjects. Typical categories of foreign documents are departmental annual reports, legal materials, socioeconomic statistics, technical reports and other documents similar to government publications issued by the United States.

BRITISH DOCUMENTS

Her Majesty's Stationery Office (HMSO) is the largest publisher in the United Kingdom as measured by the number of publications issued. Almost 7000 titles are published each year, 2500 titles of which are nonparliamentary documents.

There is no depository library system for British documents like the U.S. depository library system. However, about 90 British libraries purchase all HMSO documents. There is a similarity between the British and U.S. librarians in that British librarians want HMSO to provide more bibliographic tools. Since HMSO does not have a statutory obligation to provide bibliographic indexes (like GPO's obligation), the HMSO catalogs are more for sales promotion than for bibliographic control.

NONPARLIAMENTARY PUBLICATIONS

Also known as Official Publications or Stationery Office Publications, there are 3 kinds of nonparliamentary publications: reports, information publications and Statutory Instruments. The reports are prepared by a departmental committee and are considered to be nonparliamentary publications.

The information publications contain information of advice for the public and are published by departments other than HMSO. The information publications have reference value, cover a wide range of subjects, and are attractively designed.

Statutory Instruments are government orders or regulations which are made by a minister in accordance with an Act of Parliament. Formerly known as Statutory Rules and Orders, the Statutory Instruments are numbered sequentially each year.

For acquisition of British nonparliamentary publications, the Sectional Lists, the Government Publications, Daily List, and the Government Publications of 1977 can be searched.

PARLIAMENTARY PUBLICATIONS

Reported to be the largest publication in the world, the British Parliamentary Papers, published by the Irish University Press between 1967 and 1971, is reported to weigh 3.64 tons; future publication of volumes is also planned.

The parliamentary publications include the Parliamentary Debates (or Hansard) which is the official record of "what Parliament says." The Journals (i.e., the Journal of the House of Lords and the Journal of the House of Commons) provide the official record of what Parliament does.

The statutes are the laws which Parliament has passed after debate and consideration of the bill (draft of a proposed statute).

The fourth group of parliamentary publications is the Parliamentary Papers or Sessional Papers. They include the bills of both houses, reports of committees and the Command Papers.

Assignment

Examine titles (reading parts of the indexes) for chapter XII (see pp. 44-45). Prepare a bibliography of British documents as described on p. 45.

Test Questions

- 12.1 In identifying the structure of a foreign government, what source is used?
- 12.2 Is there a British depository library system?
- 12.3 Name the 4 categories of parliamentary publications.
- 12.4 Name the 3 kinds of nonparliamentary publications.

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STUDENT PROJECTS

GUIDELINES FOR ANNOTATED BIBLIOGRAPHY OF GOVERNMENT DOCUMENTS

Suggested procedures:

1. Select and define the topic.
2. Describe user or user group in terms of information or statistics needed.
3. Points to research: economic aspects, public attitudes, press and media coverage, environmental aspects.
4. The user's information need helps to determine level, content and presentation of bibliography.
5. Diversify the source of government documents: government indexes, commercial indexes, periodicals.
6. Although styles of bibliographic entries vary somewhat, the form of the bibliographic entries should be consistent within the bibliography.
7. Compile the bibliography:
 - a. Write an introduction describing the information needs of the user or user group; defining the topic; giving arrangement of entries (chronological, alphabetical, by level of government, etc.); naming sources for selection of documents; and noting the location of documents.
 - b. Briefly annotate the citations, including critical comments.
 - c. While the bibliography should be designed to support a lecture or research, it should also serve as a guide (on its own) to the government documents on the topic.

GUIDELINES FOR LIBRARY VISIT TO EVALUATE MANAGEMENT AND USE OF DOCUMENTS

Suggested procedures:

1. Before visiting the library's documents department, do some preliminary study of the library by consulting reference tools, such as American Library Directory. 31st ed. New York, R.R. Bowker, 1978. (Biennial)
2. Write or telephone the documents librarian or the director requesting an appointment for your visit.
3. Specify the name of the library, its location, date of visit, the name(s) and title(s) of any staff member(s) interviewed.
4. Conduct the evaluation:
 - a. The collection: approximate number of books, periodicals, audiovisual materials and documents. How is each category classified or arranged? Are documents listed in the main catalog? What emphasis is placed on the resource and reference values of documents? Is a search for government documents a regular part of the reference strategy? Do documents circulate? Is there an effort to replace lost documents? Does the library have depository status?
 - b. The library building: its architecture and size. Where are the documents located? Are the documents integrated with the other library holdings? Or is there a separate collection of documents? Or is there a combination? Where are the exhibit areas? Are there reader/printers for documents in microfiche? Are documents reference tools located near the documents?
 - c. Scope and type of services: is documents reference service available when the library is open? What hours is it available? Are there library tours? Are there lectures and book reviews? Are bibliographies prepared for users? Are there any current-awareness services? Are there any selective dissemination of information services? Are there any on-line terminals to access information in data bases? Is there interlibrary loan? Is there any photoduplicating service?
4. The staff: how many professionals, paraprofessionals, technicians, clerks, work-study aides, docents? To whom does the documents librarian report?
5. The management: approximate amount of the budget. What part is earmarked for government documents? What are the future programs for documents? What is the organization chart? What is the place of the manager of documents in the administrative structure?
6. What changes would you recommend?

Prepare an oral report to be given in class (approximately 5 minutes) and a typewritten (3-5 pages) report. Note any changes that would enhance the management and use of government documents.

GUIDELINES FOR STATISTICS PROJECT

Suggested procedures:

1. Select a specific statistic, e.g., altitude of a mountain, area of a land mass, area of a body of water, amount of a commodity produced, the number of workers in an occupation, television advertising.
2. Quantify the statistic from government publications, e.g., Statistical Abstract of the U.S., Agricultural Statistics, U.S. Geological Survey Bulletins; and from privately published sources, e.g., World Almanac, Reader's Digest Almanac, Advertising Age, National Geographic Atlas of the World, encyclopedias.
3. Investigate methods of data collection (i.e., how the data were collected--whether by sampling or by questionnaire), giving attention to any data interchange between government sources and private sources.
4. Evaluate any variation in the statistics by tracing data to their sources. Account for any differences. Published statistics should not be taken at face value; develop the habit of scrutinizing statistics (both government and private sources).
5. Summarize the study with your observations by writing a paper (approximately 5 pages) evaluating and critically comparing statistics.

GUIDELINES FOR THE U.S. CENSUS PROJECT

Objectives:

To provide students with the opportunity to locate data about their home census tracts from the 1970 U.S. Census of Population as well as in the Congressional District Data Book, and to become familiar with the data available in these reports.

Suggested procedures:

1. Use the 1970 U.S. Census of Population to access the various kinds of data available on the home census tract, and compare it with previous years, showing growth or decline.
2. Update information from more recent census reports (e.g., Area Statistics, 1972 Census of Retail Trade, Illinois). Include the recent data, commenting on any variations.
3. Describe the political environment in which the home census tract is located by consulting the Congressional District Data Book.
4. Include some background information about the state in which the census tract is located.
5. Summarize pertinent characteristics of the census tract, comparing it with similar data from earlier censuses, in a written report (approximately 7 pages).

ANSWERS TO TEST QUESTIONS

- 1.1 A U.S. government publication is informational material that is sponsored, authorized, printed or written by the U.S. government agencies and/or Congress.
 - 1.2 A regional depository library is designated to receive copies of all U.S. government documents authorized for distribution to depository libraries and is required to keep at least one copy of all depository documents as well as to provide reference service, interlibrary loan and assistance to selective depository libraries in the disposal of unwanted depository documents. A selective depository library may choose to select only those item categories of U.S. documents which best satisfies its users' needs.
 - 1.3 The 4 responsibilities of the Superintendent of Documents are: (1) to sell U.S. government documents, (2) to distribute documents for members of Congress and other federal agencies, (3) to provide bibliographic control of U.S. documents by cataloging and indexing the documents, and (4) to distribute U.S. documents to designated depository libraries.
 - 1.4 The principal function of the Government Printing Office is to serve as printer and distributor of U.S. government documents for Congress and all the federal agencies.
 - 1.5 The Superintendent of Documents (SuDocs) classification system is a scheme of classifying documents by issuing agency which is treated as author, and given an alphanumeric designation plus a series designation or book number.
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- 2.1 The 5 bibliographic tools produced by the Superintendent of Documents for retrieving U.S. government documents are (1) Monthly Catalog of U.S. Government Publications, (2) Publications Reference File (PRF), (3) Selected List of U.S. Government Publications, (4) Price List 36, and (5) Subject Bibliographies.
 - 2.2 The source for finding out the organization of U.S. agencies is the U.S. Government Manual.
 - 2.3 The functions of the Depository Library Council are to consider problems and to make suggestions for improvements at the GPO.
 - 2.4 Three selection tools (commercially issued) are (1) A Guide to Popular Government Publications for Libraries and Home Reference by Linda Pohle, (2) Subject Guide to Government Reference Books by Sally Wynkoop, and (3) Government Publications Review (a quarterly journal).
 - 2.5 Four data bases that can be used for the selection or compilation of bibliographies are (1) Educational Resources Information Center (ERIC), (2) National Technical Information Service (NTIS), (3) Congressional Information Service (CIS) and (4) American Statistics Index (ASI).

- 3.1 The source for compiling the Checklist of United States Public Documents, 1789-1909 was the shelflist of the Public Documents Department Library.
- 3.2 The arrangement in Poore is chronological; there are name and subject approaches in its index.
- 3.3 Ames is arranged alphabetically by subject and has a personal name index.

- 4.1 Steps in the congressional law-making process: (1) introduction of the bill, (2) hearings, (3) report of the committee, (4) debate and passage, (5) action by the "other" house, (6) report of the conference committee, and (7) enactment.
- 4.2 The Serial Set contains House and Senate Reports and House and Senate Documents.
- 4.3 Publication pattern involves printing in "slip law" form, then in Statutes at Large, and then in the U.S. Code.
- 4.4 The 4 sections of the daily edition of the Congressional Record are:
 - (1) the Daily Digest, containing highlights of the days activities;
 - (2) Extension of Remarks, containing messages that Congress members wished to have inserted and that do not pertain to pending legislation;
 - (3) verbatim proceedings of the Senate, and
 - (4) verbatim proceedings of the House.
- 4.5 To locate a volume number of the Serial Set, the Numerical Lists and Schedule of Volumes is used.

- 5.1 The 5 unofficial reports of the U.S. Supreme Court are: (1) the Supreme Court Reporter, (2) the United States Law Week, (3) the United States Supreme Court Bulletin, (4) United States Supreme Court Digest and (5) the United States Supreme Court Reports, Lawyers' Edition.
- 5.2 The official compilation of U.S. Supreme Court decisions is the U.S. Reports.
- 5.3 A concurring opinion is the opinion of a justice who agrees with the decision of the court but does not agree with the reasoning. A dissenting opinion is the opinion of a justice who disagrees with the decision of the court.

- 6.1 The president's speeches, messages and remarks are contained in The Weekly Compilation of Presidential Documents.
- 6.2 The president's role in the treaty-making process is in making treaties with the advice and consent of the Senate, two-thirds of whose members must concur.
- 6.3 Presidential proclamations and executive orders are contained in the Federal Register and the Code of Federal Regulations.

- 7.1 State Publications: A Provisional List of the Official Publications of the Several States of the United States from Their Organization, by Richard R. Bowker.

- 7.2 A current source for identifying state documents is the Monthly Checklist of State Publications, compiled by the Library of Congress.
- 7.3 Legislation in each state needs to be strengthened in the following two aspects: (1) to provide for improved depository distribution and (2) to provide for the authorization to send a copy of each state document to the Library of Congress for inclusion in the Monthly Checklist of State Publications.
- 7.4 The U.S. Census Bureau provides a list of the financial and economic reports of state governments in its publication State Reports on State and Local Government Finances.
- 8.1 Three basic arrangements for handling documents are: (1) separate documents collection, (2) integrate documents with other library holdings, and (3) a combination of both (1) and (2).
- 8.2 The documents librarian needs to be aware of recent receipts of documents to be able to inform users of current sources that will satisfy their reference needs.
- 8.3 A depository library must comply with the standards and guidelines of the system to maintain its depository status.
- 8.4 Three responsibilities of caring for government documents are: (1) reference service, (2) binding of documents and (3) preparation of bibliographies.
- 9.1 The six principal organs of the UN are: (1) General Assembly, (2) Security Council, (3) Secretariat, (4) International Court of Justice, (5) Trusteeship Council, and (6) Economic and Social Council.
- 9.2 The 4 basic types of UN documents are: (1) sales number publications, (2) Official Records, (3) mimeographed documents, and (4) UN periodicals.
- 9.3 UNDI (United Nations Documents Index) covers UN documents from 1950-1974.
- 9.4 UNDEX covers UN documents from 1974 on.
- 10.1 U.N. Statistical Yearbook provides yearly statistics on these aspects.
- 10.2 American Statistical Index covers a wide variety of statistical documents.
- 10.3 The 4 factors of data collection are: (1) the reason for or the subject of the data collection, (2) the geographic area covered, (3) the time period covered, and (4) how the data were analyzed.
- 10.4 Digest of Educational Statistics.

- 11.1 Censuses other than the census of population: agriculture, business, construction, government, housing, manufacturers, mineral industries, and transportation (any five).
- 11.2 Yes. No individual or agency can have access to census records.
- 11.3 Standard Metropolitan Statistical Area (SMSA) is a county or group of contiguous counties which contains a city of 50,000 inhabitants or more.
- 11.4 The two requirements for considering a new subject category to be included in the census questionnaire are that there is a need for the data that are requested, and that the data collected be accurate and reliable.
- 11.5 The census summary tapes include the same kinds of data that are contained in the census reports, and there are more available in the census summary tapes.
- 12.1 The foreign government's organization manual is used in identifying the government's structure.
- 12.2 There is no British depository system, at least not like the U.S. depository library system.
- 12.3 Four categories of parliamentary publications are: (1) Parliamentary Debates, (2) the Journals of both Houses, (3) the Statutes and (4) the Parliamentary Papers or Sessional Papers.
- 12.4 The 3 kinds of nonparliamentary publications are reports, information publications and Statutory Instruments.

VITA

Helen Q. Schroyer is the reference librarian for government documents at Purdue University Libraries and is active in both the American Library Association and the Special Libraries Association, where she is a member of the Government Information Services Committee.

At Purdue University she is a member of the University Senate. A frequent guest lecturer on government documents to classes working with documents, she was visiting lecturer at the University of Illinois Graduate School of Library Science for the spring semester of 1977.

Her professional interests include the history of printing, the statistical solution to problems in librarianship, and the reference uses of government documents.

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