

Checklist for Documents Reference Training
12/28/2004

United States – General Indexes

Monthly Catalog – GP 3.8:yr. – GIR Reading Room, West Wall

1895 to present; 1895-1976 – GIR Reading Room

bibliographic access to the majority of US documents which we receive. Two part look up, index then abstract with SuDoc call number. Note that you must look by the Item Number to see if a particular title was distributed to depository libraries. There will be a black dot • by Item numbers which are distributed to depositories.

Readex Non-Depository Collection – Ivy Stacks Storage

Contains all non-depository materials from 1958 to 1977

Arranged by *Monthly Catalog* entry number, not by SuDocs number. Contains all US government documents not sent to depositories in regular shipments (ie, no “black dot” by Item Number in the *Monthly Catalog* (see above)). To find a publication, locate entry in *MoCat* then look in the REadex boxes under the corresponding year and entry number. 1976-1977 in VIRGO with Readex number as call number.

VIRGO record for *United States Government publications; non-depository* with call number “Readex Microprint” lists which cards are in what box numbers in Ivy Stacks.

Cumulative Subject Index to the Monthly Catalog – GIR Reading Room, West End

Covers - 1900-1971

Gives the year of the *Monthly Catalog* and either the page number (from 1900 to 1947) or the *MoCat* entry number (1948 to 1971). Then one must look up in the appropriate *Monthly Catalog* year to find the SuDoc call number.

Cumulative Title Index to United States Public Documents, 1789-1976

Wall 22, GIR Reading Room

Contains an alphabetical listing of the titles of all documents contained in the Public Documents Library of the Government Printing Office, to 1976. Call number is given.

Andriot – GIR/Per/Mic Reference Desk

Guide to U.S. Government Publications

This lists publications put out by the government on a recurring basis. Almost everything that the government publishes is put out on a recurring basis, so Andriot is a good source for call numbers. There is an agency index, keyword index, and title index. Remember to look at the entry for the Item Number to make sure that the SuDocs number is the same and that it's a depository item (with the “black dot”•).

[Browse Topics](#)

Guides to government information on various topics. Links to web sites, and some information on print sources.

[VIRGO](#)

The Library Catalog component of VIRGO, the library's online system, contains records for U.S. government documents from 1976 to the present. You can search these in the same way you search other library materials - by author, title, keyword, etc. Often keyword searches are the best type to find documents on a particular topic.

[OCLC World Cat](#)

Within the Databases section of VIRGO you will find one called OCLC World Cat. This database contains more than 30 million records for books, serials, documents and other materials held by libraries around the world. It is very useful to aid in identifying a particular citation or to find out more about a title.

United States – Congressional Materials

[LexisNexis Congressional](#)

LN Congressional comprehensively indexes publications issued by the U.S. Congress except the *Congressional Record*. This includes congressional committee hearings, reports, committee prints, and selected documents as well as publications by the Congressional Budget Office. The CIS Index portion of LN Congressional indexes materials from 1970 to the present. To search earlier materials use the Historical Indexes 1789-1969 & Unpublished Hearings portion. The links below the Historical Indexes primarily index materials which are available in full-text on the internet, and don't go much farther back than about 1990.

Serial Set

No.1-8474 (1817-1923) – Paper copies in Ivy Stacks, LexisNexis Microfiche

No.8475 – 13384 (1924 – 1984) – Back and East Wall, New Stacks

No. 13385 to present – New Stacks – Y 1.1/2:

1970 - present -- Y 1.1/2: -- Law Library

1985 - present -- Y 1.1/2: -- New Stacks

[American Memory Century of American Lawmaking](#) -- selected volumes

[LexisNexis Congressional full text](#) -- NOT complete -- by 2006 all of the *Serial Set* should be available in full text here.

The *Serial Set* contains reports and documents of the House and Senate. Reports and documents contain many types of information, from Perry's report on his trip to Japan (1856) to manual on diseases in cattle to the *Manual of the House* to

committee reports on bills. During the 19th century the *Serial Set* contained the annual report of the departments and agencies, reports from the Corps of Engineers on surveys it did, reports on significant events, and a great deal more. It's boring now compared to the variety of information published in it 100 years ago. The *Serial Set* is indexed in [LexisNexis Congressional Historical Indexes](#).

[CQ Weekly Reports](#) (UVA only) – West Wall

Reports on what Congress, the Executive, and the Judicial branches are up to. Regularly gives votes on bills, texts of speeches and press conferences, new lobbyist registrations. Good place to start a patron who doesn't know a lot about this subject he's researching (most every undergraduate). Good summaries on bills and committee hearings, etc. Keyword searchable back to 1986. Annual indexes bound in volumes.

CQ Almanac – West Wall, GIR Reading Room

Similar to *CQ Weekly Report* but annual compilation. Appendixes include Supreme Court actions, and a political appendix (which in elections years gives speeches at the conventions, debates, party platforms, etc.) Cumulates the voting records in the *CQ Weekly*. Has an annual index.

[National Journal](#) – West Wall, GIR Reading Room

Similar to *CQ Weekly*.

Congressional Digest

1980 to present – paper, West Wall, GIR

1921-1980 – Micfich S-65, Microforms Reading Room

Pro and con arguments on issues each month. Great for debate preparation and for opinion papers.

[Congressional Record](#) – X – 3rd floor, New Stacks

Available since 1994 on [GPOAccess](#).

The *Congressional Record* is the official record of the proceedings on the floors of the House of Representatives and the Senate. It *does not* include any committee deliberations or hearings. It comes in two editions – the daily edition and the final bound edition. The daily edition is indexed every two weeks. And the annual is indexed annually. The page numbers change from the daily to the annual, so you can't use the daily indexes for the annual or vice versa.

The pages are numbered

H for House and

S for Senate,

E for Extensions of Remarks, and

D for Daily Digest.

The H and S pages are simply the record of what transpired on the floor of each house of Congress. The E pages are where a Congress person may include remarks which were not actually said on the floor of Congress (newspaper articles about a dog saving a child, for instance). In the old days the E pages were

incorporated into the regular pages in the annual cumulation so that you can't tell what was actually said. D pages report a summary of what happened on the floor of each house each day and appear only in the daily edition of the *Congressional Record*.

Earlier titles – 3rd floor, New Stacks
Congressional Globe -- 1833-1873
Register of Debates -- 1824-1837
Annals of Congress -- 1789-1824

Congressional Record (Daily Edition) – Appendices – 1957-1975

Microprint in Ivy Stacks

We have retained these Daily editions because the Appendices weren't reprinted in the bound edition. The appendices contain the Daily Digest for these years and can be useful. During this period the "Extensions of Remarks" were only included in the Daily Digest and, hence, only in the Appendices. So, retaining these Appendices is important to see what ancillary materials representatives and senators put into the *Congressional Record*.

[Almanac of American Politics](#)

Politics in America – West Wall

Both of these books give biographical information on representatives and senators. Good place for background on district and state.

Public Affairs Information Service – PAIS

PAIS indexes some government publications, such as Congressional hearings, important agency and departmental reports, materials dealing with foreign affairs. PAIS is not a comprehensive index to US government information, but may supplement some of the other indexes mentioned here.

PAIS Archive - 1915-1976

These older years of PAIS contain only English-language articles. The first dataload covered 1957-1976. Periodic updates will add data for 1915-1956.

US Laws

See [Guide to US Laws](#)

US Regulations

See [Guide to Regulations Research](#)

Federal Register -- AE 2.106: (earlier GS 4.107:)

Available on [GPO Access since 1994](#)

Available on [HeinOnline](#) (UVA only) back to 1936.

1936-1978 – microfilm

1979 – present – microfiche

Federal agencies must print all their regulations in the *Federal Register*. Many "laws" are not actually laws, but are regulations. They must print them when

they are simply under consideration (proposed) and again when they go into effect (promulgated). When they are printed in the proposed form they list a contact person in the agency to whom any suggestions or criticisms of the proposed regulation may be made. One particularly useful aspect of the *Federal Register* is the After they are published in the *Federal Register* they are cumulated in the *Code of Federal Regulations*.

Code of Federal Regulations – AE 2.166/3: (earlier GS 4.2108/6:)

Current Edition – GIR Reading Room

1971 – present – microfiche

Law Library has all editions of *CFR*.

Current [CFR is available on GPOAccess](#)

The regulations which are printed individually in the *FR* are then codified into the *Code of Federal Regulations*. This is similar to the arrangement between the *Statutes at Large* and the *US Code*. The *CFR* is arranged broadly into Titles by subject. *CFR* citations look like “7 CFR 24.”

Presidential Materials

See Guide to Presidential Materials

[Public Papers of the President](#) - AE 2.114:

1929 to present - GIR Reading Room, Wall 11

Available from the University of California, Santa Barbara [American President Project 1992 to present available via GPOAccess](#)

The *Weekly Comp* is cumulated into the *Public Papers of the Presidents*. However, there are sometimes materials in the *Weekly Comp* which do not appear in the *Public Papers*. There is a cumulative index to each president's papers. Roosevelt has not been done.

Code of Federal Regulations, Title 3 - AE 2.166/3: (earlier GS 4.2108/6:)

Current Edition – GIR Reading Room

1971 – present – microfiche

Law Library has all editions of *CFR*.

Current [CFR is available on GPOAccess](#)

Title 3 of the *CFR* contains presidential executive orders and proclamations.

A compilation of the messages and papers of the presidents, 1789-1897 - Y 4.P 93/1:3

GIR Reading Room

James D. Richardson compiled this 10 volume set of presidential messages. While not nearly as complete as the modern *Public Papers* and *Weekly Comp* it is one of the only sources for early presidential messages.

Presidential Executive Orders and Proclamations - microfiche

1789-1983 - GIR microfiche cabinets, near *Serial Set* microfiche

CIS Index to Presidential Executive Orders and Proclamations

GIR Reading Room, Aisle 13

This set of fiche, together with the index, reproduces and indexes all presidential executive orders and proclamations back to Washington. Best place to begin that sort of presidential research.

Not available electronically (12/2004)

Courts

See [Guide to Courts](#)

Supreme Court

United States Reports - JU 6.8:

1900 to present - GIR Reading Room, Aisle 10

1789-1899 - 3rd floor, New Stacks

[LexisNexis Academic - Legal Research](#) (UVA Only) -- index and full text of all Supreme Court opinions

[1991 - present](#) - available via the Supreme Court's web site

Contains the majority, dissenting, and concurring opinions of the Supreme Court. The Court terms start the Second Monday in October and are numbered for the year in which they *begin*, i.e., the October 1980 term ended in July of 1981. Supreme Court citations are to volume of the *US Reports* and page number, for example "324 US 456." Older Supreme Court decisions were published privately and may be referred to as Dallas, Cranch, Wheaton, Peters, Howard, Black, or Wallace.

Slip Opinions - JU 6.8/b: docket number

3rd floor, New Stacks

First official printed version of Supreme Court opinions. Alderman does not retain once the bound *US Reports* volume has been received. These do circulate.

Guide to the U.S. Supreme Court - KF8742 .W567 1997

GIR Reading Room, Post 10

Good overview and introduction to the Supreme Court.

Other Federal Courts

Circuit Court

Federal District Court

Alderman doesn't have any materials for other federal courts. The Law Library has the *Federal Reports* (Federal Circuit Court) and *Federal Supplement* (Federal District courts) which report the opinions of the lower federal courts.

Statistics

LexisNexis Statistical

Coverage - 1974 (and some retrospective coverage) to present

LN Statistical combines three print indexes - *American Statistics Index* (ASI), *Statistical Reference Index* (SRI), and *Index to International Statistics*. Together these index statistical information published by the federal government, international organizations, state governments, and some privately published statistics.

LN Statistical indexes materials that are primarily statistical, as well as articles and books which happen to contain *some* statistics.

UVA has microfiche for some of the materials covered:

ASI – 1974 (and retro) to 1979 – all microfiche

1980-1986 – *non-depository* microfiche only (no SuDoc or Item Number field in entry)

Example of *non-depository*

Type: Report

Date: **Jan.** 1982.

Periodicity(Frequency): Annual.

Source: Minority Business Development Agency

Length: iii+32 p.

Record Number: ASI 1982 2104-6

Example of depository:

Type: Report

Date: **Aug.** 1982.

Periodicity(Frequency): Monograph

Source: International Trade Administration

Length: viii+205 p.

SuDoc: C61.2:In8/3.

Record Number: ASI 1983 2048-101

Item No: 231-B-1.

MC Entry No: 83-21766.

SRI –

[Statistical Abstract of the United States](#) - C 3.134:

Post 13, GIR Reading Room

THE place to begin a statistical search. Contains statistics collected by the government as well as statistics collected by private groups and organizations.

Historical Statistics of the United States - C 3.134/2:H 62/789-970

GIR Reading Room, Post 10

[Part 1](#)

[Part 2](#)

Great source for time series statistical information on the U.S. and states.

Introductions to each chapter give references to where the information was obtained, allowing the researcher to find more information. The index in the back of each volume is for *both* volumes.

[County City Data Book](#)

State and Metropolitan Area Data Book

GIR Reading Room, Post 10

These two sources are very good for demographu, financial, employment and other kinds of statistics down to the county level.

[STAT-USA](#)

Excellent source for both statistical information on the US and on foreign countries. Contains trade information, financial information (exchange rates, etc.), economic trends and indicators, press releases, etc.

[Census](#)

[American FactFinder](#)

Basic Census site. Population Clock, census fact sheets, and data sets.

This site is the Census Bureau's premier online data delivery tool, providing the ability to view or download data from the 1990 and 2000 Censuses, annual population estimates, the Economic Census, and more. American Factfinder can produce both tables and maps.

Geostat can provide assistance with using this very rich but complicated site, and when appropriate, offer some easier-to-use alternatives in the GeoStat Lab.

Federal Reserve Bulletin – FR 1.3:

Has articles as well as charts and tables on the money supply, income and savings, mortgage debt outstanding, new security issues, gross debt of the U.S. treasury, etc. “Monetary Report to Congress” in the March issue.

Economics & Finance

Economic Report of the President – Y 1.1/7:H. doc. Number

PR 43.9: (43=Bush no.2, 42=Clinton, etc.)

The President gives his explanation of the economy. Usually rosy. Statistical tables in the back are helpful for economics students and others in that they give time series data.

[Budget of the United States Government](#) – PREX 2.8:

Y 1.1/7:

Y 1.1/2:

Issued in both the Presidential (PREX) format and by Congress (Y 1.1/7) each year. Actual expenditures for two years ago. Estimated expenditures for the last year and the current year. The Appendix is the most detailed of the volumes, giving appropriations for individual departments, and activities.

Foreign Affairs

See [Guide to Treaties](#)
[Guide to World News Connection and other Translation Services](#)
[Guide to Foreign Affairs Materials](#)

Foreign Relations of the United States -- S 1.1:

Selected volumes of FRUS have been [digitized by the University of Wisconsin](#).

FRUS began in 1861 and consists of sensitive correspondence, other documents of the

State Department, and other materials affecting the foreign relations of the U.S. Materials are not released for publication until 25 years after they were originally produced. Prior to 1861 similar materials were printed in the Annual Report of the Secretary of State which can be found in the *Serial Set*, and indexed in [LexisNexis Congressional Historical Indexes](#). The State Department is beginning to [digitize FRUS](#) and put the texts online.

Department of State Bulletin -- S 1.3:

1939-1989 -- GIR Reading Room

This monthly periodical reprinted speeches of U.S. official on important foreign policy matters. The speeches didn't have to be by State Department officials, but do always deal with foreign policy. Many of these speeches are also to be found in Current Policy (S 1.71/4:). this is a good place to see what U.S. policy towards a country or an event was.

[Dispatch](#) -- S 1.3/5:

1990-1999 -- GIR Reading Room

Similar, but not as detailed, as Department of State Bulletin. "The United States Department of State Dispatch has provided key speeches and testimony by senior State Department officials as well as current U.S. treaty actions since 1990. However, since all speeches, briefings, and testimony from State Department officials and the current U.S. treaty actions are available on the web site at www.state.gov upon release, hard copy distribution of this publication will end with the December 1999 issue and Index. "