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ABSTRACT

A guide for obtaining government documents at Booth Library, Eastern Illinois University, this document describes a step-by-step procedure for using a Federal depository collection. Illustrations are provided from the "Monthly Catalog of United States Government Publications" author index, title index, and subject index. Item numbers are explained along with their use on the library's document request form. A transcript of the documents orientation program taught by the author is appended. (SK)

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HOW TO OBTAIN U.S. GOVERNMENT PUBLICATIONS IN BOOTH LIBRARY

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

A STEP-BY-STEP GUIDE

Prepared by Robert Chen-Documents Librarian

EASTERN ILLINOIS UNIVERSITY

Introduction

United States government publications, commonly called U.S. documents, are one of the most extensive and valuable sources of information. They cover practically every field of human knowledge and endeavor. No matter what the subject of your study is, or what vocation you may follow, chances are that there exist some documents that are helpful or interesting to you.

Booth Library was designated as a Federal depository in November 1972. Since then more than 50,000 publications have been received. Some of them have been cataloged. These include reference books, general stacks books, and periodicals. All cataloged documents are listed in the public catalog.

Most of the depository publications, however, are not cataloged, but are shelved in the documents stacks on the main floor of the old part of the library, next to the Self-study Materials Center. They are arranged by the Superintendent of Documents classification system, which will be explained later.

In addition to the paper copies, which include the most useful documents distributed to depository libraries since 1963, Booth Library also has the microcard edition of all depository publications from 1956, and non-depository publications from 1953 to date. These documents on microcards, divided into two separate sets, depository and non-depository, are arranged by their order of listing in the Monthly Catalog.

1. Consult the Monthly Catalog of the United States Government Publications.

In order to use U.S. government publications successfully, a thorough understanding of the use of the Monthly Catalog is necessary.

There are two copies of the Monthly Catalog in Booth Library, one in the Documents Section (1956-date) and one in the Reference Room (1907-date).

In order to facilitate our explanation, two sample pages of the Monthly Catalog are reproduced, one from the index (see example 1), and the other from the text (see example 2).

At this point we would like to remind you that generally you will not be able to find a new document in the Monthly Catalog immediately after it has been published. The time lag between the date of publication and the date of being listed in the Monthly Catalog may be from a few to several months. Some documents are never listed in the Monthly Catalog.

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2. Check in the index under subject, author, title, or government agency.

Usually the first step in locating a government publication is the use of the index which appears in each issue of the Monthly Catalog. In the December issue there is a cumulative annual index which indexes the publications listed in the Monthly Catalog from January to December.

Two decennial cumulative indexes have been published. The 1941-1950 cumulative index is in the Reference Room. There are two copies of the 1951-1960 cumulative index, one in the Reference Room and one in the Documents Section.

When using the index, you should look for the document you need under one or more of four categories: (1) subject heading, (2) author, (3) unique title of a document, or (4) the government agency which issued the document (see example 1). Each document may have an index listing under two or even three of these categories, but seldom under all four.

Beginning with the January 1974 issue, the Monthly Catalog has three different indexes: subject index (see example 3), author index (see example 4), and title index (see example 5).

When you look for a document by subject, remember that subject listings can be further divided into specific as well as general subject headings. For example, if you look for some documents about education, you should notice that materials are also listed under Audio-visual education, Colleges and universities, Elementary education, etc. (see example 6).

A Cumulative Subject Index to the Monthly Catalog of the United States, 1900-1971, is being ordered by the library. It will be available in the Reference Room.

Personal authors were not indexed in the Monthly Catalog between the years 1947 and 1962. However, a commercial press has published several volumes of a cumulative personal author index, covering the years 1941-1970. These volumes are shelved with the Monthly Catalog in the Reference Room.

Suppose you want some recent documents about pornography, you look in the December 1972 index. Immediately you find that "pornography" is not the index term used in the Monthly Catalog. Instead a "see reference" directs you to the term "obscene matter" (see example 7). Under "obscene matter" you find a title "Erotica and social behavior, technical report" (see example 8). Notice that the same technical report also appears under the issuing agency, Obscenity and Pornography Commission.

3. Locate publications in the text by entry numbers which are given in the index.

The number or numbers following each title in the index, such as 1073 and 1983 following the title "Erotica and social behavior, technical report," are entry numbers (see example 8) that designate the order in which the documents appear chronologically in the Monthly Catalog. (Before September

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1947, numbers in the index refer to page numbers of the Monthly Catalog.)

Turning to number 1073 in the text of the Monthly Catalog, you find the title Technical report, volume 8, Erotica and social behavior, which is listed under the issuing agency Obscenity and Pornography Commission (see example 2). The text of the Monthly Catalog lists documents alphabetically by the name of the issuing agency.

4. Fill out a document request form giving the following information: (see example 9)
 - (1) Date of the Monthly Catalog in which the document is listed
 - (2) Entry number
 - (3) Depository item number which is marked with a black dot and an item number
 - (4) Superintendent of Documents classification number
 - (5) Title of the document

If only the microcard copy of the document is requested, you have only to fill out the first three columns of the form. If no depository item number appears in the entry, simply write "None."

5. Present the completed document request form to the Documents Librarian or his assistant who will get the document or document on microcard for you.

Or, if you prefer, you may go to the shelves and get the document by yourself. Before entering the stacks, however, you should ask the Documents Librarian or his assistant to check the documents shelflist.

The shelflist will tell whether a paper copy of the document is available, and, if available, what its location is. If, in addition to the Superintendent of Documents classification number, a Library of Congress call number appears on the shelflist card, it means the document has been cataloged and is no longer shelved in the documents stacks. If a government periodical is cataloged, the documents shelflist card will say "Checked in by Serials Department." You should consult the computer print-out or the public catalog for its location.

Documents are shelved in alpha-numerical order according to their Superintendent of Documents classification numbers.

A Superintendent of Documents classification number is an alpha-numeric code. The letter or letters in the first part of the code represent the department or agency that issues the document. For example, "A" is for Agriculture Department, "C" for Commerce Department, "CS" for Civil Service Commission, "Ju" for the Judicial Branch, and so on.

Congressional publications are represented by "X", "Y1." and "Y4." classes. The Congressional Record is shelved in the "X" section, while all congressional hearing are in the "Y4." section.

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If you would like to know which letters currently represent what departments or agencies, and what their major publications are, you can consult the List of Classes of United States Government Publications Available for Selection by Depository Libraries at the Documents Section.

Guide labels on the ends of shelves show you what documents are on those particular shelves.

Congressional reports and documents, which include House reports, House documents, Senate reports, and Senate documents, have no classification numbers. They are arranged by report and document numbers within each Congress, and are shelved after the congressional hearings.

These individual House and Senate reports and documents will eventually be replaced by bound volumes known as the congressional serial set. The serial set is arranged by serial numbers, and is located next to the individual reports and documents. Some of the bound volumes, however, are not available to regular depository libraries.

In order to find a report or a document in the serial set, a publication called Numerical Lists and Schedule of Volumes must be used. The Documents Librarian will be glad to show you how to use this publication.

The last section of the documents stacks on the main floor is the documents on microcard. They are divided into two parts, depository and non-depository. In each part the documents are arranged chronologically by the entry numbers in the Monthly Catalog.

Microcard readers, located in the carrels south of the documents stacks, can be used for reading documents on microcard.

You may use documents in the library or check them out. The regular loan period is two weeks. Check out documents at the counter of the Self-study Materials Center, the SMC. Some documents, such as the bound volumes of the Congressional Record and the congressional serial set, are not to be checked out.

6. If you have any problems in using documents, please feel free to ask the Documents Librarian for assistance.

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JANUARY 1972

Date of
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Entry
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1072 7313. Fracture extension resistance (R-curve) concepts for fracture safe design with nonfrangible titanium alloys [with list of references; by] R. W. Judy, Jr. and R. J. Goode. Aug. 16, 1971. cover title, ii+22 p. il. 4° [NRL problem M01-25; RL 007-01-40-5432.] † Paper, \$3.00 (AD 730440).

OBSCENITY AND PORNOGRAPHY COMMISSION
1016 16th St. NW, Washington, DC 20036

Government
agency

Title

1073 Technical report.
V. S. Eroten and social behavior. [1971.] ix+380 p. 4° * Paper, \$3.50 (S/N 5256-0009). † Item 1059 Y 3.0b 7: 10/v.8

Superintendent
of Documents
classification
number

Depository
item number

OLDER AMERICANS VOLUNTEER PROGRAMS, Action
806 Connecticut Ave. NW, Washington, DC 20525

NOTE.—Older Americans Volunteer Programs, which consists of a series of programs, was appointed by the President and merged with Action on July 1, 1971.

1074 Recommendations for developing RSVF, Retired Senior Volunteer Program [with selected bibliography; prepared by Leo Kramer, Inc.] [June 1971.] [409] p. il. 4° [Prepared for Administration on Aging, Department of Health, Education, and Welfare.] * Paper, \$3.00 (S/N 5600-0001). † Item 74-B-1 AA 2.2: R 31

OUTDOOR RECREATION BUREAU, Interior Dept.
Washington, DC 20240

1075 Proceedings, National symposium on trails, Washington, D.C., June 2-6, 1971. [1971.] cover title, [2]+iv+132 p. il. 4° * Paper, \$1.25 (S/N 2416-0012) † Item 657-B-1 I 66.2: T 68/2
L.C. card 74-616247

PATENT OFFICE, Commerce Dept.
Washington, DC 20231

Classification definitions, established by Office of Search Systems and Documentation. [Issued with perforations.] † Item 252

O 21.3/2: (nos.)

1076 class 425. Plastic article or earthenware shaping or treating, apparatus. Nov. 1971 [2]+7+77 p. 4° [Original classification by I. Lady and others, 1971.] † Paper, \$1.00.

1077 class 444. Programmed data processors, data processing methods and procedures. [7] p. 4° [Original classification, K. Dodd.] † Paper, 10c.

1078 Manual of patent examining procedure, 3d edition [Nov. 1961], revision 30. Oct. 1971. [68] p. 4° [Issued in looseleaf form.] * Paper, \$11.00 (including basic manual and supplementary material for indefinite period); \$2.50 additional for foreign mailing. † Item 259

O 21.15: 961/rev. notice 30

PRESIDENT OF UNITED STATES
Washington, DC 20501

1079 Minutes, annual meeting, Apr. 14-16, 1971, pt. 1, President's Committee on Employment of the Handicapped. [1971.] iii+47 p. il. 4° † President's Committee on Employment of Handicapped, 7131 Department of Labor Building, Washington, DC 20210 † Item 766-C

PrEx 1.10: M 66/971/pt.1

1080 Very special child. conference on placement of children in special education programs for mentally retarded. [sponsored by President's Committee on Mental Retardation, Bureau of Education for the Handicapped, Education Office, and Council for Exceptional Children]. [1971.] cover title, 32 p. il. 4° ([President's Committee on Mental Retardation.]) [Some illustrations are colored. Text on p. 2 of cover.] † President's Committee on Mental Retardation, 7th and D Sts., N.W., Washington, DC 20201 L.C. card 73-614860 Pr 36.8: M 52/O 43

‡For Sale by National Technical Information Service,
Springfield, VA 22151
‡Sent to Depository Libraries

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JANUARY 1972

Date of
Monthly
Catalog

1073 7818. Fracture extension resistance (R-curve) concepts for fracture safe design with nonfrangible titanium alloys [with list of references; by] R. W. Judy, Jr. and R. J. Goode. Aug. 10, 1971. cover title, 11-22 p. 11. 4° [Natl. problem M01-25; RR 007-01-46-5432.] * Paper, \$2.00 (AD 780440).

OBSCENITY AND PORNOGRAPHY COMMISSION
1016 16th St. NW., Washington, DC 20036

Government
agency

Entry
number

Title

1073 Technical report.
v. 8. Erotica and social behavior. [1971.] ix+380 p. 4° * Paper, \$2.50 (S/N 8256-0009). * Item 1089 Y3.0b 7: 10/v.8

Superintendent
of Documents
classification
number

Depository
item number

OLDER AMERICANS VOLUNTEER PROGRAMS, Action
806 Connecticut Ave. NW., Washington, DC 20525

Note.—Older Americans Volunteer Programs, which consists of a series of programs, was appointed by the President and merged with Action on July 1, 1971.

1074 Recommendations for developing RSVP, Retired Senior Volunteer Program [with selected bibliography; prepared by Leo Kramer, Inc.] [June 1971.] [400] p. 11. 4° [Prepared for Administration on Aging, Department of Health, Education, and Welfare.] * Paper, \$3.00 (S/N 5000-0001). * Item 74-B-1 AA 22: R 81

OUTDOOR RECREATION BUREAU, Interior Dept.
Washington, DC 20240

January 1972

1073

1089

Y3. 0b 7: 10/v.8

Technical report, vol. 8, Erotica and social behavior

(Example 9)

EASTERN ILLINOIS UNIVERSITY

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BOOTH LIBRARY

DOCUMENTS ORGANIZATION PROGRAM

Script: Robert P. Chen, Documents Librarian
Date: November, 1973; Revised, January, 1974

(Music) ✓

Welcome to Booth Library and its Documents Collection. ✓

Government publications, commonly called documents, are one of the most extensive and valuable sources of information. ✓

Imagine in 1971 alone the Monthly Catalog listed more than 18,000 documents issued by the Federal Government of the United States. ✓

Some documents, such as the annual reports of departments and agencies, are mainly records of government administration. ✓

A lot of others may be good sources of popular information. Here are some examples: Save your teeth; Kennedy Space Center story; Fifty birds of town and cities; It's your world, the grassroots conservation story; and Indian education: steps to progress in the 70's. ✓

Many government publications, however, are research materials indispensable to scholars and specialists. This is true in the fields of sciences as well as social sciences, as can be seen from these titles: Advanced methods for the solution of differential equations; Research directions toward the reduction of injury; People of the United States in the 20th century: a census monograph; Space simulation; and Water quality behavior in reservoirs. ✓

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Documents may be issued by the Legislative Branch, that is, the Congress. Major congressional publications include: the Congressional Record, congressional committee hearings, committee prints, and House and Senate documents and reports.

Documents may be issued by the Judicial Branch. A major title is the United States Reports which contains the cases judged by the Supreme Court.

A majority of the federal documents, however, are issued by the Executive Branch, which includes the Executive Office of the President, the many departments and independent agencies. All of the examples of popular and research types of publications that you just saw were issued by the executive branch.

The physical form of documents may be a book, a pamphlet, a map, a poster, or a periodical.

Taken as a whole, they cover practically every field of human knowledge and endeavor. No matter what the subject of your study is, or what vocation you may follow, chances are that there will be some documents that are helpful or interesting to you.

This program is designed to acquaint you with the resources of the documents collection in Booth Library, and to show you how to locate a government publication you need. Booth Library was designated as a depository of U.S. federal documents in November 1962. Since then more than 50,000 publications have been received.

Some of them have been cataloged. These include reference books, general stacks books, and periodicals.

All cataloged documents are listed in the public catalog.

Most of the depository publications, however, are not cataloged, but are shelved in the documents stacks on the main floor of the old part

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of the Library, next to the Self-study Materials Center. They are arranged by the Superintendent of Documents classification system, which will be explained later.

37 In addition to the paper copies, which include the most useful documents distributed to depository libraries since 1967, Booth Library also has the microprint edition of all depository publications from 1956 to date, and non-depository publications from 1953 to date. Popularly these documents are referred to as documents on microcard. They are divided into two separate sets, depository and non-depository, and are arranged by their order of listing in the Monthly Catalog.

38 In order to use U.S. government publications successfully, a thorough understanding of the use of the Monthly Catalog is necessary.

39-40 There are two copies of the Monthly Catalog in Booth Library, one in the Documents Section, and one in the Reference Room.

41 At this moment we would like to remind you that generally you will not be able to find a new document in the Monthly Catalog immediately after it has been published. The time lag between the date of publication and the date of being listed in the Monthly Catalog may be from a few to several months. Some documents are never listed in the Monthly Catalog.

42 Usually the first step in locating a government publication is the use of the index which appears in each issue of the Monthly Catalog. In the December issue there is a cumulative annual index which indexes the publications listed in the Monthly Catalog from January to December.

43
44
45 Two decennial cumulative indexes have been published. The 1941-1950 cumulative index is in the Reference Room. There are two copies of the 1951-1960 cumulative index, one in the Reference Room and one in the Documents Section.

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In order to facilitate our explanation, two sample pages of the Monthly Catalog are reproduced, one from the index, and the other from the text.

When using the index, you should look for the document you need under one or more of four categories: (1) subject heading, (2) author, (3) unique title of a document, or (4) the government agency which issued the document. Each document may have an index listing under two or three of these categories, but seldom under all four.

Beginning with the January 1974 issue, the Monthly Catalog has three different indexes: subject index, author index, and title index.

When you look for a document by a subject, remember that subject listings can be further divided into specific as well as general subject headings. For example, if you look for some documents about education, you should notice that materials are also listed under Audio-Visual education, College and universities, Elementary education, and so on.

A Cumulative Subject Index to the Monthly Catalog of the United States Government Publications, 1900-1971, is being ordered by the library. It will be available in the Reference Room.

Personal authors were not indexed in the Monthly Catalog between the years 1947 and 1962. However, a commercial press has published several volumes of a cumulative personal author index, covering the years 1941-1970. These volumes are shelved with the Monthly Catalog in the Reference Room.

Suppose you want some recent documents about pornography, you look in the December 1972 index. Immediately you find that "pornography" is not the index term used in the Monthly Catalog. Instead a "see reference" directs you to the term "obscene matter."

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Under "obscene matter" you find a title "erotica and social behavior, technical report."

Notice that the same technical report also appears under the issuing agency, Obscenity and Pornography Commission. ✓

Notice also the number or numbers following each title in the index, such as 1073 and 1933 following the title "erotica and social behavior, technical report." They are the entry numbers that designate the order in which the documents appear chronologically in the Monthly Catalog. ✓

Turning to number 1073 in the text of the Monthly Catalog, you find the title Technical report, volume 8, Erotica and social behavior, which is listed under the issuing agency Obscenity and Pornography Commission. The text of the Monthly Catalog lists documents alphabetically by the name of the issuing agency. ✓

Having found the needed title in the Monthly Catalog, the next step is to fill out a document request form, giving the following information:

- (1) Date of the Monthly Catalog in which the document is listed
- (2) Entry number
- (3) Depository item number which is marked with a black dot and an item number
- (4) Superintendent of Documents classification number
- (5) Title of Document

If only the microcard copy of the document is requested, you have only to fill out the first three columns of the form. If no depository item number appears in the entry, simply write "None." ✓

After filling out the request form, present it to the Documents Librarian or his assistant, who will get the document for you. ✓

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Or, if you prefer, you may go to the shelves and get the document by yourself. Before entering the stacks, however, you should ask the Documents Librarian or his assistant to check the documents shelflist. The shelflist will tell whether a paper copy of the document is available, and if available, what its location is. ✓ If, in addition to the Superintendent of Documents classification number, a Library of Congress call number appears on the shelflist card, it means the document has been cataloged and is no longer shelved in the documents stacks. ✓

If a government periodical is cataloged, the documents shelflist card will say "Checked in by Serials Department." You should consult the computer print-out or the public catalog for its location. ✓

Documents are shelved in alpha-numerical order according to their Superintendent of Documents classification numbers. A Superintendent of Documents classification number is an alpha-numeric code. The letter or letters in the first part of the code represent the department or agency that issues the document. ✓ For example, "A" is for Agriculture Department, "C" for Commerce Department, "CS" for Civil Service Commission, "Ju" for the Judicial Branch, and so on. ✓

Congressional publications are represented by "X", "Y1.", "Y4." and "Y7." classes. The Congressional Record is shelved in the "X" section, while all congressional committee hearings and committee prints are in the "Y4." section. ✓

If you would like to know which letters currently represent what departments or agencies, and what their major publications are, you can consult the List of Classes of United States Government Publications Available for Selection by Depository Libraries at the Documents Section. ✓

Guide labels on the ends of shelves show you what documents are on those particular shelves. ✓

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78
Congressional reports and documents, which include House reports, House documents, Senate reports, and Senate documents, have no classification numbers. They are arranged by report and document numbers within each Congress, and are shelved after the "Y7." section. ✓

79
These individual House and Senate reports and documents will eventually be replaced by bound volumes known as the congressional serial set. The serial set is arranged by serial numbers, and is located next to the individual reports and documents. Some of the bound volumes, however, are not available to regular depository libraries. ✓

80
In order to find a report or a document in the serial set, a publication called Numerical Lists and Schedule of Volumes must be used. The Documents Librarian will be glad to show you how to use this publication. ✓

81
The last section of the documents stacks on the main floor is the microprint edition of documents, or, as we usually call them, the documents on microcard. They are divided into two sets, depository and non-depository. In each set the documents are arranged chronologically by the entry numbers in the Monthly Catalog. Usually the documents on microcard are available six months after they have been listed in the Monthly Catalog. ✓

82
Microcard readers, located in the carrels south of the documents stacks, can be used for reading documents on microcard. ✓

83
You may use documents in the library or check them out. The regular loan period is two weeks. Check out documents at the counter of the Self-study Materials Center, the SMC. Some documents, such as the bound volumes of the Congressional Record and the congressional serial set, are not to be checked out. ✓

Do not reshelve used documents. Return them to SMC.

The Monthly Catalog is not a complete listing of all federal documents. Government research and development reports and many other documents produced through federal grants are generally not included in the Monthly Catalog. Therefore, other bibliographic tools such as Government Reports Index and Research in Education should be used to locate these reports and documents. Both are shelved in the Reference Room.

Remember most of the documents indexed in Research in Education are available on microfiche at SMC.

A good source for locating congressional publications is the CIS/Index which is published by the Congressional Information Service, an independent organization. It is available in the Reference Room.

In order to help locate statistical information, the CIS started publishing the American Statistics Index in 1973. It is a guide and index to federal statistical documents. It is shelved next to the CIS/Index in the Reference Room.

If you would like to learn more about U.S. government documents, a book written by Schmeckebier and Eastin, Government Publications and Their Use, may be consulted. It is available at the Documents Section as well as in the Reference Room.

A written manual, "How to obtain U.S. Government Publications in Booth Library: A step-by-step guide," has also been prepared. It is available at both the Documents Section and the Reference Desk.

In addition to federal publications, our documents collection also includes Illinois state documents and recent United Nations publications. These areas are not covered by our present orientation program. However,

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if you have problems in using any of the documents, please do not hesitate to ask the Documents Librarian or a reference librarian for assistance."

73 This program has been designed by Robert F. Chen, Documents Librarian, narrated by Ron Wilcox of the Self-study Materials Center, Booth Library, and photographed by Gary Grounds of the Audio-Visual Center, Eastern Illinois University.

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Summary

1. Consult the Monthly Catalog of the United States Government Publications.
2. Check in the index under subject, author, title, or government agency.
3. Locate publications in the text by entry numbers which are given in the index.
4. Fill out a document request form giving the following information:
 - (1) Date of the Monthly Catalog in which the document is listed
 - (2) Entry number
 - (3) Depository item number which is marked with a black dot and an item number
 - (4) Superintendent of Documents classification number
 - (5) Title of the document

If only the microcard copy of the document is requested, you have only to fill out the first three columns of the form. If no depository item number appears in the entry, simply write "None."

5. Present the completed document request form to the Documents Librarian or his assistant who will get the document or document on microcard for you.

Or, if you prefer, you may go to the shelves and get the document by yourself. Before entering the stacks, however, you should ask the Documents Librarian or his assistant to check the documents shelflist.

6. If you have any problems in using documents, please feel free to ask the Documents Librarian for assistance.