

HELPFUL HINTS - HOW TO FIND GOVERNMENT DOCUMENTS IN SIMS MEMORIAL LIBRARY

- * Sims Memorial is a selective depository for federal and Louisiana state government publications. The Library receives about 40% of the titles available in each category.
- * U.S. government documents and recently issued Louisiana documents can be found by searching the Library's catalog. Many of the records in the catalog include links to web sites that contain the full text of the publications cited.
- * Due to unavoidable circumstances, the catalog contains records for some documents not held by the Library. A project is underway to delete those records, but for the present it is necessary to check the shelf to determine if the item is really available. Remember to check microfiche as well as paper.
- * Many federal and state documents are regularly replaced by newer editions. When the new edition arrives, the older edition is said to be "superseded" and is withdrawn. An explanation of this process and the titles and series affected by this process can be found in the U.S. Government Printing Office's *Superseded List* (http://www.gpo.gov/su_docs/fdlp/pubs/suplist/index.html) and in the *Louisiana Public Documents Superseded List* (shelved in the Documents Office).
- * Call numbers for federal documents are known as "SuDoc numbers." SuDoc stands for Superintendent of Documents. This is the person in the U.S. Government Printing Office who is responsible for the Federal Depository Library system. SuDoc call numbers reflect the agency that produced the publication, so they arrange materials by issuing agency rather than by subject. For instance, publications from the Department of Agriculture will group together because their SuDoc numbers begin with "A," and publications from the Department of Health will group together because their SuDoc numbers begin with "HE." Although both agencies may issue publications on the topic of nutrition, those publications will not be shelved together in the collection. For this reason, browsing the stacks is not an effective way to find government documents. (For more information about SuDoc numbers, see *An Explanation of the Superintendent of Documents Classification System* online at http://www.gpo.gov/su_docs/fdlp/pubs/explain.html.)
- * Louisiana documents call numbers, or "LaDocs numbers" are assigned by the State Library's Recorder of Documents and are similar to SuDoc numbers.
- * The "." in SuDoc and LaDoc numbers is not a decimal. All numerals in the call number are whole numbers. (For example, A 1.2: would shelve before A 1.15: .)
- * Various legal resources are part of the documents collection. Here are some standard legal citations along with the resources to which they refer:
29 CFR 1952 - title 29, part 1952 of the *Code of Federal Regulations*
40 FR 54782 - volume 40, page 54782 of the *Federal Register*
120 STAT 1775 - volume 120, page 1775 of the *United States Statutes at Large*
466 US 104 - volume 466, page 104 of the *United States Reports*
2 USC 8 - title 2, section 8 of the *United States Code*
PL 99-247 - Public Law number 247 passed during the 99th Congress
- * Federal documents may also be located by searching the Government Publications indexes available on Library computers (see <http://www.selu.edu/library/databases/government/index.html>). As is true with the Library's catalog, the indexes often provide links to the full text of the publications cited.

- * The online catalog of the State Library of Louisiana (see <http://www.state.lib.la.us/>) is a good place to search to find titles and call numbers for both current and older state publications.
- * The red plastic flags that are found in the Documents stacks most often represent changes in the call number of a series and will lead you to the new number, or to the previous number.
- * The Library receives documents in several media: paper, maps, microfiche, microfilm, CD-ROM, DVD, videotapes, etc. Watch the citation carefully for an indication of medium.
- * A list of the Louisiana maps in the collection is kept in a blue binder on top of the map cabinet.
- * The ERIC microfiche collection is housed in the Serials Department. Everything in the ERIC collection deals with teaching or education.
- * There is an index to the ERIC microfiche that may be searched on Library computers. If a citation from that index has an "ED" number in the entry, that publication should be found in the ERIC fiche or online via a link in the index. If the citation has an "EJ" number, that publication is a journal article. Check the Library's catalog to see if the Library holds the journal cited and go to the location indicated to find the article.
- * A weekly list of new documents received is available in the Library's online catalog (see <http://slu.louislibraries.org/uhtbin/cgiisirs/x/0/0/28/101/X>).
- * The Library has historic Census records for Louisiana and Mississippi that can be used to do genealogical research. These records are on microfilm in the Serials Department.
- * Some publications that are too large to be shelved in the Documents stacks are located on wooden shelves nearby. The location given in the catalog will tell you if the publication you are seeking is shelved in the "Oversize" section.
- * The Documents Office is Room 133 inside the Reference Department. Our phone number is (985) 549-3966.
- * Feel free to ask questions! The Documents staff are here to assist *you*!

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