

A Checklist of Commercially-Prepared Reference Materials for Government Publications

Judith L. Violette
Assistant Director for Information Service
Walter E. Helmke Library
Indiana University-Purdue University at Fort Wayne

The federal government issues thousands of publications each year on a wide variety of subjects from consumer information to highly technical research materials. In addition, it publishes records and reports of its own activities, forming an extremely important body of primary source material. Most libraries use the government-produced *Monthly Catalog of United States Government Publications* to identify these publications by author, title, subject and other means.

The several thousand publications generated each year by state and local governments are even more difficult to identify and locate. Many states publish "checklists" of their own publications, such as the *Checklist of Indiana State Documents*.

The Library of Congress issues a *Monthly Checklist of State Publications* listing only those few publications it has received. At the local level chaos reigns. Only a very few municipal libraries exist that publish lists or indexes of their own publications.

In recent years several commercial publishers have taken the initiative to provide large-scale or more detailed indexes to government publications at all levels. These commercially prepared bibliographies and indexes nearly always concentrate on a special

category of publications, such as congressional committee prints, and then index that category in depth. The Congressional Information Service in particular has analyzed several large groups of publications, providing access to specific pages or charts within them. Many of these commercial publishers have sought and discovered government publications that have not been listed in any bibliography before and have not been distributed through any depository library system. They have included these publications in their indexes and bibliographies, and even more importantly, have made them available for distribution. As a result, far greater access to government information and primary source documents is available now than ever before.

The purpose of this checklist is to identify the major bibliographies, indexes and microfiche or film collections available in Indiana. Since most of the publications are quite expensive and are geared to researchers, I assumed they would be located primarily in the large university libraries, and this is indeed true. But some titles are held widely. I have concentrated on the indexes to general federal publications and congressional publications. Omitted are the indexes to court decisions, briefs and other materials. To cover these ad-

equately requires more legal knowledge than I have. However, I have included a section on indexes or bibliographies of state and local publications. I hope this checklist will encourage resource-sharing and cooperative collection building within the state. As I have learned in compiling this checklist, librarians in Indiana are generous in supplying information. I encourage all librarians requiring the information provided in any of these indexes to contact the holding libraries.

This checklist is arranged in two parts: an annotated bibliography and a chart indicating holdings in Indiana. The checklist covers only those publications that *are* available. I was unable to locate a library holding the urban documents microfiche, although the Indiana University (Bloomington) Library does have a large municipal documents collection, and libraries that contribute information to the *Index to Current Urban Documents* receive copies of the urban documents fiche for their areas.

There are major sets of documents-related microfiche available in the state that do not have corresponding commercially-prepared indexes. (I am noting these here in the interest of furthering resource-sharing possibilities). Patents are now available at the Indianapolis-Marion County Public Library. These are, of course, indexed in the *Official Gazette of the U. S. Patent and Trade Mark Office* which is available in many depository libraries. Microfiche of technical reports indexed in *Government Reports Announcements* (NTIS) are generally available from Purdue's Engineering Library and from Indiana University (1968-). In addition, the Department of Energy fiche are available at some depository libraries. The Department of Housing and Urban Development's *HUD Reports* are

available at the University Library of Indiana University-Purdue University at Indianapolis (IUPUI).

Annotated Sources

I. Federal Publications Reference (General)

American Statistics Index. (ASI)
Bethesda, MD: Congressional Information Service, 1974- ,
(monthly with annual cumulations).

"A comprehensive guide to the statistical publications of the U. S. government" (subtitle), ASI indexes the contents of all federal publications containing statistics. Abstracts of each publication provide bibliographic data and a description of the subject matter, organization, currency and sources of the statistical information. A microfiche set of the publications is also available.

Checklist of U. S. Public Documents, 1989-1970. (Compiled by Daniel W. Lester and Marilyn A. Lester) Washington, D.C.: United States Historical Documents Institute, 1972. 5 v.
Known as "checklist 70," this is a "dual media edition of the U. S. Superintendent of Documents. Public Documents Library shelflists with accompanying indexes." The shelflist, containing 1.2 million records was filmed in 1970. The index volumes provide access by Superintendent of Documents classification by U. S. government author-organization, by department keyword, by serial title and by master keyword to the publication issuing office of the U. S. government. Supplements cover documents issued through 1976.

CIS Federal Register Index.
Bethesda, MD: Congressional Information Service, 1984 -

(weekly with monthly, quarterly and semiannual cumulations).

Indepth subject and name indexing to the Federal Register is provided in a timely manner. Included is a "list-of-sections affected" (CFR section number index) as well as an index by agency docket numbers. Also included is a "Calendar of Effective Dates and Comment Deadlines."

Cumulative Title Index to United States Public Documents, 1789-1976. (Compiled by Daniel W. Lester, Sandra K. Faull and Lorraine E. Lester) Arlington, VA: United States Historical Documents Institute, Inc., 1979. 16 v.

The Public Documents Library in the Printed Archives Branch of the National Archives and Records Service is the world's most complete collection of United States government publications. This is a title index to that collection.

The DeClassified Documents Reference System: Retrospective Collection. Washington, DC: Carrollton Press, 1976. 3 v.

A unique index to more than 8,000 publications formerly classified "top secret, secret, or confidential." Each publication is abstracted and indexed by subject. Full texts of the publications are available on microfiche. Continued by: *DeClassified Documents Quarterly Catalog.* Washington, DC: Carrollton Press, 1975-.

Index to the Code of Federal Regulations. Bethesda, MD: Congressional Information Service, 1977/79-.

The *Code of Federal Regulations* (CFR) contains the text of all federal regulations currently in effect.

The government-produced index to the CFR has long been criticized as being difficult to use and not nearly comprehensive enough. This index provides indepth indexing to each set of the CFR. Some unique features (compared to the CFR-produced index) are a built-in thesaurus of terms, indexing of geographic proper names when applicable (e.g. Indiana Dunes National Lakeshore), references to industry standards publications, and an administrative and legislative history of the CFR.

Index to U.S. Government Periodicals. Chicago: Infordata International, 1974- (quarterly with annual cumulations).

Over 180 federal periodicals are indexed by author and by subject.

Indexes to the Foreign Broadcast Information Service (FBIS) Daily Reports. New Canaan, CT: NewsBank, 1975- (monthly with annual cumulations).

The Foreign Broadcast Information Service monitors and issues translations of foreign news broadcasts, newspapers, periodicals and government statements from around the world. These are sent to depositories under SuDocs number PrEx 7.10. The FBIS reports are issued in eight editions: Asia and the Pacific, China, Eastern Europe, Latin America, Middle East and Africa, South Asia, Soviet Union and Western Europe. The *Indexes to the FBIS Daily Reports* provide subject and name access to these reports.

National Inventory of Documentary Sources in the United States: Part I Federal Records. Teaneck, NJ: Chadwyck-Healey, 1983-.

"A reference work which brings together many thousands of finding aids, registers, indexes and collection guides in repositories through-

out the USA and reproduces them on microfiche." (Chadwyck-Healey catalog.)

TRANSDEX: A Bibliography and Index to the United States Joint Publications Research Service (JPRS) Translations. Wooster, OH: Bell & Howell, 1974.

The Joint Publications Research Service is one of several U.S. agencies sponsoring translations of foreign scientific and technical reports. Prior to 1974 these were indexed in the *Index to Readex Microprint Edition of Joint Publications Research Service Reports* (1958-1963) and by the *Bibliography-Index to Current U. S. JPRS Translations* (covering 1962-1970). The *Transdex* provides indexing by country, subject, title, author and bibliographic listings.

II. Congressional Publications Reference

CIS Index to Publications of the United States Congress.

Bethesda, MD: Congressional Information Service, 1970- (monthly with annual cumulations).

This is an analytical index to the publications of Congress: hearings, laws, reports documents, and committee prints. Each publication is listed, described, analyzed and indexed by subject, personal name (witness), title and bill number. Beginning with the 97th Congress there is also an indepth legislative history for each law passed.

CIC Index to Unpublished U. S. Senate Committee Hearings: 18th Congress - 88th Congress, 1823-1964. Bethesda, MD: Congressional Information Service, 1986. 5 v.

This set includes an index by subjects and organizations, a reference bibliography and a name index.

A microfiche edition of these hearings transcripts is also available.

CIS U. S. Congressional Committee Hearing Index. Bethesda, MD: Congressional Information Service, 1981-1985. (Issued in eight parts covering the first hearings in the early 1800's through 1969.)

Newly proposed legislation is first discussed and assessed in Congressional committee hearings. In addition previously enacted legislation is reviewed and evaluated in congressional hearings. This index provides comprehensive access to these important hearings proceedings. Each publication is identified and witnesses are listed. Indexing is by subjects and organizations, by titles, by bill numbers, by SuDocs class numbers, by report and document numbers and by personal names. Microfiche copies of the hearings are also available.

CIC U. S. Congressional Committee Prints Index. Bethesda, MD: Congressional Information Service, 1980. 5 v.

Congressional committee staffs often gather together data on issues currently being studied or reviewed by a committee. These background studies or compilations are called prints. This index provides subject and name access to over 15,000 prints issued between 1830 and 1969. Full text microfiche copies of the indexed prints are also available.

CIS U. S. Serial Set Index: 1789-1969. Bethesda, MD: Congressional Information Service, 1975-1979. 36 v. in 12 parts.

The Serial Set includes reports on public and private legislation and documents of Congressional Committees. Earlier serial set volumes also included many executive branch publications such as annual

reports or special reports and information gathered from non-governmental sources. The *Serial Set Index* includes indexing for the *American State Papers* (for the first 14 congresses) as well as all volumes of the Serial Set through 1969. Indexing is by subject and keyword and by names of individuals and organizations. There is also a numerical list and schedule of volumes for each Congress and session. All of the indexed publications are also available on microfiche.

Index of Congressional Committee Hearings: A Witness Index.

Westport, CT: Greenwood Press 1974. 2nd.

This is an index on microfiche, arranged alphabetically by witnesses appearing before Congressional committees of the 25th through the 89th Congresses (1839-1966).

Major Studies of the Legislative Reference Service/Congressional Research Service: 1916-1974.

Frederick, MD: University Publications of America, Inc., 1975.

The Congressional Research Service of the Library of Congress is the research library for Congress. As such it is called upon daily to provide background information and research for topics under investigation by Congress. These major studies and issue briefs are not sent to depositories. They are available on microfilm in this and the following collections.

Major Studies and Issue Briefs of the Congressional Research Service. Frederick, MD: University Publications of America, Inc., 1975/76- (biennial supplements 1975-1978; annual supplements 1979 to date).

III. Monthly Catalog Cumulations and Variations

Monthly Catalog of United States Government Publications, Cumulative Subject Index, 1900-1971. (Compiled by William W. Buchanan and Edna M. Kanely) Washington, DC: Carrollton Press, 1973-1975. 15v.

Fifty-one separate sources of index entries are merged into one subject index to be used with both the paper indexes and a special microfilmed set of the *Monthly Catalog*. Carrollton has also issued a *Cumulative Subject Index, 1895-1899*.

Monthly Catalog of United States Government Publications. Decennial Cumulative Personal Author Index 1941-1950. An Arbor, MI: Pierian Press, 1971.

Government publications are often identified by the government agency (corporate author) responsible for them. This is an index to personal names cited in *Monthly Catalog* reference.

Volumes also available for:
1951-1960 (Pierian Press, 1971);
1961-1965 (Pierian Press, 1971);
1966-1970 (Pierian Press, 1971).

Federal Government Publications Catalog. Williamsport, PA:

Brodart;

Government Publications Index.

Belmont, CA: Information Access;

Micromax 800. Pomona, CA: Autographics.

These three automated microfilm indexes are all based on the tapes used to produce the *Monthly Catalog*. Both the *Federal Government Publications Catalog* and *Micromax 800* are cumulative from 1976 to the present. The *Government Publications Index* keeps about six years' data on its film. This file is also available on the INFOTRAC laser disc system.

Access to all three indexes is by author, title and subject.

IV. State and Local Documents Reference

Index to Current Urban Documents. Westport, CT: Greenwood 1972-.

A Catalog and index to documents issued by 286 of the larger cities and their counties and regions. The *Index* relies on local libraries to supply copies of the documents for filming and indexing. In Indiana, Fort Wayne, Gary, Hammond and South Bend are represented on a regular basis.

State Constitutional Conventions From Independence to the Completion of the Present Union, 1776-1959: A Bibliography. (Cynthia Brown) Westport, CT: Greenwood Press, 1973.

State Constitutional Conventions, 1959-1978: An Annotated Bibliography. Bethesda, MD: Congressional Information Service, 1981.

This is a bibliography of all state documents issued during constitutional conventions, commissions and amendments from 1959 to 1978. It provides an index by state, by author and by title to part II through IV of the microfiche collections, "State Constitutional Conventions."

Statistical Reference Index (SRI). Bethesda, MD: Congressional Information Service, 1980-, (monthly with annual cumulations).

Catalogs, describes and indexes American statistical publications from sources outside the U. S. government including associations, business organizations, commercial publishers, independent research organizations, state governments and universities. A microfiche collection of the indexed publications available.

Guide to Holdings Symbols

- ACPL Allen County Public Library, Fort Wayne
- BSU Ball State University, Muncie
- ISL Indiana State Library, Indianapolis
- ISU Indiana State University Library, Terre Haute
- IUB Indiana University, Bloomington
- IUB LAW Indiana University Law School, Bloomington
- IUPUI Indiana University-Purdue University, Indianapolis
- IUPUI LAW Indiana University Law School, Indianapolis
- IPFW Indiana University-Purdue University at Fort Wayne
- IMCPL Indianapolis-Marion County Public Library
- PU Purdue University, West Lafayette
- UND University of Notre Dame, South Bend
- VALPO Valparaiso University
- VALPO LAW Valparaiso University Law Library

I. GENERAL FEDERAL PUBLICATIONS REFERENCE	ACPL	BSU	ISL	ISU	IUB	IUB LAW	IUPUI	IUPUI LAW	IPFW	MCPL	PU	UND	VALPO	VALPO LAW
American Statistics Index ¹	1978-	1974-	1974- 1974-	1974-	1974-	1980-	1974-	1974-	1974-	1974-	1974-	1974-		
non-depository microfiche collection					1985-									
Checklist of U. S. Public Docs., 1789- (Index)		X	X	X	X	X	X		X		X		X	
CIS Federal Register Index			X											
Cumulative Title Index to U. S. Public Docs 1789-1976			X	X	X				X		X		X	
Declassified Documents Ref. System: Retrospective Collection Index					X				X		X	X		
microfiche					X									
Declassified Documents Ref. System: Current Index					1975-						1975-	1975-		
microfiche					1975-									
Index to the Code of Federal Regulations (CIS)				1978-	1984 (will buy every 4-5 yrs)	1977-		1977/79 only	1984 only		1977-	1977-		1980 only

¹also DePauw (1974-), Earlham (1974-), IU-South Bend (1974-)

I. GENERAL FEDERAL PUBLICATIONS REFERENCE	ACPL	BSU	ISL	ISU	IUB	IUB LAW	IUPUI	IUPUI LAW	IPFW	IMPCL	PU	UND	VALPO	VALPO LAW
Index to U.S. Government Periodicals ²	1970-	1970-	1973-	1970-	1970-	1978-	1982-		1974-	1970-1980?	1975-			1977 only
Indexes to the Foreign Broadcast Informations, (FBIS) Daily Reports China Soviet Union														1975-1977-
National Inventory of Documentary Sources in the U. S.: Federal Records								X						
TRANSDEX: Bibliography and Index to JPRS film or fiche								X						1957-

²also (Univ. of Southern Indiana 1978-), Evansville PL (1970-); IU-Northwest (1970-); IU-SE (1982-); Morrisson-Reeves (1970-), St. Jos. Col. (1970-); Wabash Col. (1970-)

II. CONGRESSIONAL PUBLICATIONS REFERENCE	ACPL	BSU	ISL	ISU	IUB	IUB LAW	IUPUI	IUPUI LAW	IPFW	IMPCL	PU	UND	VALPO	VALPO LAW
CIS/INDEX ³	1978-1986	1970-	1970-		1970-	1970-	1970-	1970-	1970-	1979-	1970-	1970-	1970-	1970-
microfiche library			1976-1979-		1977-1979-	1970-1978-		1970-						1970-1980
CIS Index to Unpublished U. S. Senate Committee Hearings					X									
CIS U. S. Congressional Committee Hearing Index			pt 1-6		pt 1-8	pt 1-8		pt 1-8	pt 8 1965-1969					
microfiche		pt 3-6 1869-1969	pt 1-6											
CIS U. S. Congressional Committee Prints Index microfiche			X X		X	X		X				X		
CIS U. S. Serial Set Index, 1789-1969	pt 1-12	pt 1-12	pt 1-12	pt 1-12	pt 1-12	pt 1-12			pt 1-5 and 8-12	pt 1-12	pt 1-12	pt 1-12		
microfiche	to 1896	to 1960						1903-1970						
Major Studies of the Legislative Reference Service. . . 1916-1974. Index and film								X						
Major Studies of the Congressional Research Service. Supplements Index and film								1975-						

³also Butler (1970-); Depauw (1970-); Earlham (1970-); IU-Northwest (1978-82); IU-South Bend 1970-)

III. MONTHLY CATALOG	ACPL	BSU	ISL	ISU	IUB	IUB LAW	IPUPI	IUPUI LAW	IPFW	IMCPL	PU	UND	VALPO	VALPO LAW
Cumulative personal author														
1941-59					X				X				X	
1961-65					X				X					
1966-70					X				X					
1971-76					X				X					
Cumulative Subject Index 1895-1899					X								X	
Cumulative Subject Index 1900-1971		X	X	X	X		X		X	X	X	X	X	
Federal Government Publications Catalog (Brodart)	X		X						X		X			X
Government Publications Publications Index (Information Access)					X	X	X							
on Infotrac					X		X							
Micromax 800 (Autographics)					X									

IV. STATE & LOCAL	ACPL	BSU	ISL	ISU	IUB	IUB LAW	IUPUI	IUPUI LAW	IPFW	IMCPL	PU	UND	VALPO	VALPO LAW
Index to Current Urban Documents microfiche					1972-				1972- FIN only		1972-	1972-		
State Constitution Conventions, 1959-1978; an annotated bibliography					X									
State Constitutional Convention: microfiche														
part I 1976-1959				X	X	X								
part II 1959-1975					X	X								
part III 1959-1976 rev. and amend.					X	X								
part IV 1959-1978 commission and amendments					X	X								
Statistical Reference Index (SRI)			1980-		1980-				1980 only		1981- 1982 only	1980-	1980-	
SRI microfiche					1980-									