

COLLECTION DEVELOPMENT AID FOR FEDERAL DOCUMENTS

Compiled by
Federal Documents Section
Hawaii State Library
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This guide is intended to help Hawaii public librarians build their federal documents collection. Almost every major sub-division of the Dewey Decimal Classification could be used to organize the publications produced by the Government Printing Office. However, a carefully crafted selection policy could satisfactorily answer most reference questions in this subject area with a minimum financial investment.

This guide is divided into several collection levels for quick reference only. The **Budget Collection** level is highly recommended for all collection sizes and the cost is below \$50 per publication. The **Expanded Collection** level is highly recommended for all collection sizes and the cost is above \$50 per publication. The **Depository Collection** level is highly recommended for other depository libraries and collections with a strong emphasis on statistical sources. Depository libraries should also acquire all the other titles listed in the Essential Titles For Public Use In Paper Format section of the FDLP Desktop, http://www.access.gpo.gov/su_docs/fdlp/pubs/estitles.html. The **Special Collection** level consists of federal government related publications produced by commercial publishers. Prices and availability of federal documents were checked with the Government Printing Office Bookstore, <http://bookstore.gpo.gov>, as of the date of this Collection Development Aid edition. The Out of Print items may be available through commercial publishers, such as Bernan, <http://www.bernan.com> and Claitors, <http://www.claitors.com>.

Before a librarian determines what publications are appropriate for their collection, they must be aware that many Federal publications have migrated from the print or microfiche format to an electronic format, either CD-ROM or DVD-ROM, and links to an Internet web page. This format migration especially holds true for serial publications and documents in a series. Therefore, many federal documents are available without devoting shelf space for the physical item. This guide will emphasize those documents that are still available in print and are Federal Documents related publications.

Web links are given as PURLs, Persistent Uniform Resource Locators, because of the transient nature of Internet addresses. A PURL is a URL that points to an intermediate source instead of the actual document. The intermediate source will always point to the actual document address. This relationship allows a single address to accommodate any Internet address changes without having to update the reference link. PURLs are usually given in this format:
<http://purl.access.gpo.gov/GPO/LPS####>.

BUDGET COLLECTION

317.3 U (SuDoc # C 3.134:2003, item # 0150)

U.S. Census Bureau, *Statistical Abstract of the United States: 2009* (128rd Edition) Washington, D.C., 2008 (PB - \$37.00, HB - \$41.00)

This annual publication is the standard summary of statistics on the social, political and economic organization of the United States. This one volume includes a selection of data from many government and private statistical publications. Publications cited as sources usually contain additional details and a more comprehensive discussion of the concepts presented in the book. Some unpublished records not available from publications issued by the contributing agency are accessible through this document. The document is also available on the Internet and contains the same material except for a few copyrighted tables that could not be released, <http://purl.access.gpo.gov/GPO/LPS2878>.

320.473 OU (SuDoc # Y 1.1/7:108-94, item # 1004-E)

Joint Committee on Printing, *Our American Government*, Washington, D.C., 2003 (Out of Print)

This irregularly published brochure of 126 pages provides a broad overview of the three branches of the Federal government in question and answer format. A discussion of the electoral process and the role of the political parties are also included. The document is also available on the Internet, <http://purl.access.gpo.gov/GPO/LPS44869>.

328.73 U (SuDoc # Y 4.P 93/1:1/110, item # 0992)

Joint Committee on Printing, *Official Congressional Directory, 110th Congress, 2007-2008*, Washington, D.C., 2007 (PB - \$44.00, HB - \$54.00)

This irregular publication presents short biographies and directories of the members and agencies of Congress. This publication also includes directories of executive, independent agency and judiciary officials. Maps of congressional districts, foreign diplomatic offices in the U.S., directories of press gallery members and selected international organizations are also listed. The document is also available on the Internet, <http://purl.access.gpo.gov/GPO/LPS194>.

328.73077 JO (SuDoc # Y 1.1/7: 110-49, item # 1004-E)

House, Office of the Parliamentarian, *How Our Laws Are Made*, Washington, D.C., 2007 (PB - \$5.50)

The Office of the House Parliamentarian presents this irregularly published document. The publication outlines the basic steps in the Federal lawmaking process, from the source of the idea through its publication as a statute. The explanation is simplified by focusing on the procedures used in the House. The document is also available on the Internet, <http://purl.access.gpo.gov/GPO/LPS41418>.

331.702 OC (SuDoc #L 2.3/4:2008-09, item # 0768-C-02)

Bureau of Labor Statistics, *Occupational Outlook Handbook, 2008 – 2009*, Washington, D.C., 2008 (PB - \$20.00, HB - \$39.00)

This biennial publication describes about 250 jobs in detail and the summary of 116 additional occupations. The detail description covers what workers do on the job, working conditions, education and training levels required, and expect job prospects. The document is also available on the Internet, <http://purl.access.gpo.gov/GPO/LPS51754>

338.4 NO (SuDoc # PREX 2.6/4:2007, item # 0854-A-08)
Office of Management and Budget, *North American Industry Classification System: United States, 2007*, Washington, D.C., 2007 (Out of Print)
This irregular document is the standard source for interpreting the framework of economic statistical reports. Various industries are classified by the activities they primarily engaged. Cross-references to the earlier classifications systems are also provided. This edition supersedes previously used industrial classifications. This document replaces the *Standard Industry Classification Manual*. The document is also available on the Internet, <http://purl.access.gpo.gov/GPO/LPS26109> .

342.023 UN (SuDoc # Y 1.1/7: 110-50, item # 1004-E)
House, *The Constitution Of The United States Of America As Amended: unratified amendments, analytical index*, Washington D.C., 2007 (PB - \$7.00)
The Joint Committee on Printing presents this irregularly published document. The Constitution is printed with the ratified and unratified amendments. The annotation notes include which clauses were modified with amendment alerts, history of ratifications, and text of the proposed amendments. The analytical index pinpoints the exact clause that covers the topic. The document is also available on the Internet, <http://purl.access.gpo.gov/GPO/LPS92620> (PDF) or <http://purl.access.gpo.gov/GPO/LPS92619> (Text.)

351.892 U (SuDoc # S 1.69/2:2007, item # 0863)
State Department, *Foreign Consular Offices in the United States*, Washington, D.C., 2007 (PB - \$21.00)
This semiannual directory contains a complete and official listing of the foreign consular offices in the United States and recognized consular officials. The document is also available on the Internet, <http://purl.access.gpo.gov/GPO/LPS1388>.

353 U (SuDoc # AE 2.108/2:2008-2009, item # 0577)
Office of the Federal Register, *The United States Government Manual, 2008/2009*, Washington, D.C., 2008 (PB - \$29.00)
This annual publication provides comprehensive information on executive, legislative and judicial agencies. Each entry contains: a summary of the agency's purpose and role in the Federal government (including a brief history and its legislative or executive authority); a description of their programs and activities; names and titles of major officials; and a list of sources of information. Many entries also provide organization charts. A section on terminated or transferred agencies is also included. The document is also available on the Internet, <http://purl.access.gpo.gov/GPO/LPS2410>.

355.115 F (Sudoc # VA 1.19:80-0-01, item # 0988)
Department of Veterans Affairs, *Federal Benefits for Veterans and Dependents, 2008*, Washington, D.C., 2008 (PB - \$5.00)
This annual booklet informs veterans and their dependents of the variety of Federal benefits that are available to them. The document is also available on the Internet, <http://purl.access.gpo.gov/GPO/LPS2622>.

381.34097 CO (SuDoc # GS 11.9/3:2008, item # 0580-B-05)
General Services Administration, *2008 Consumer Action Handbook*, Washington, D.C., 2008
(PB - Free)

This free annual publication supersedes the previous issues. The guide offers consumer tips before a purchase is made, after the product is brought and a Consumer Assistance Directory for further assistance. This publication can be ordered directly through the General Services Administration website, http://www.consumeraction.gov/caw_orderhandbook.shtml. The document is also available on the Internet, <http://purl.access.gpo.gov/GPO/LPS1519>.

929.10257 WH (SuDoc # HE 20.6210/2:2008, item # 0510-A-01)
Public Health Service, *Where To Write For Vital Records: births, deaths, marriages and divorces*, Washington, D.C., 2008 (PB - \$9.50)

This triennial publication consolidates the information for obtaining an individual's vital records, which are maintained in State or local statistics offices, into one document. Information is also given for those seeking vital records from foreign countries and other areas for U.S. citizens. Internet links are provided for additional resources. The document is also available on the Internet, <http://purl.access.gpo.gov/GPO/LPS2642>.

929.92 OU (SuDoc # Y 1.1/3:109-18, item # 1004-E)
Joint Committee on Printing, *Our Flag*, Washington, D.C., 2007 (PB - \$4.50)

This irregularly published document presents illustrations, history, customs, traditions and ceremonies related to our national symbol. Other important national images are also discussed; such as the state flags, the great seal, the Pledge of Allegiance and the American Creed. The document is also available on the Internet, <http://purl.access.gpo.gov/GPO/LPS91606>.

EXPANDED COLLECTION

338.973 C (SuDoc # PREX 2.20:2007, item # 0853-A-09)
Office of Management and Budget, *Catalog of Federal Domestic Assistance, 2007*, Washington, D.C., 2007 (PB - \$75.00)

This annual publication provides information on Federal programs, projects, services and activities that provide assistance to the American public. This publication provides a means to review general information about the various assistance and benefits available to the applicant and to make it easier to match the specific objectives of the user. The document is also available on the Internet, <http://purl.access.gpo.gov/GPO/LPS1729>.

370.973 D [SuDoc # ED 1.326:2007 (current class stem is ED 1.140:;) item # 0461-D-09]
National Center for Education Statistics, *Digest of Education Statistics, 2007*, Washington, D.C. 2008 (PB - \$64.00)

This 43rd annual report provides a compilation of statistical information covering the broad field of American education from pre-kindergarten through graduate school. This publication focuses on the number of schools, teachers, enrollment, and graduates and the funding and financial trends for education, libraries and international education. The document is also available on the Internet, <http://purl.access.gpo.gov/GPO/LPS6878>.

910 W (SuDoc # PREX 3.15:2007, item # 0856-A-18)
Central Intelligence Agency, *The World Factbook, 2007*, Washington, D.C., 2007 (PB - \$104.00)
This annual publication uses information that is available as of January 1st of the publication year. The single volume document provides brief information on the people, geography, government, economy, and defense status for countries and regions around the world. This document also contains information on international organizations and includes 3 unattached folded maps. The document is also available on the Internet, <http://purl.access.gpo.gov/GPO/LPS552>.

914.3 – 918.95 (SuDoc # LC 1.60:(country), item # 0786-A-18)
Library of Congress, Country Study Series, Washington, D.C., (HB - Price varies, usually under \$40 per book)
The Country Studies Series presents a description and analysis of the historical setting and the social, economic, political, and national security systems and institutions of countries throughout the world. Because the original intent of the series' sponsor was to focus primarily on lesser-known areas of the world or regions in which U.S. forces might be deployed, the series is not all-inclusive. At present, 101 countries and regions are covered. The documents are also available on the Internet, <http://lcweb2.loc.gov/frd/cs/cshome.html>.

DEPOSITORY COLLECTION

317.3 S (SuDoc # C 3.134/5:2006, item # 0150)
U.S. Census Bureau, *State and Metropolitan Area Data Book 2006* (6th edition), Washington, D.C. 2006 (PB - \$49.50)
This irregular publication is a convenient summary of statistics on the social, political and economic organization of the states and metropolitan areas of the United States. This one-volume book is a *Statistical Abstract* supplement and is designed to serve as a statistical reference and guide to other data sources. The document is also available on the Internet, <http://purl.access.gpo.gov/GPO/LPS2647>.

317.3 U (SuDoc # C 3.134/2:C 83/2/2007, item # 0151)
U.S. Census Bureau, *County and City Data Book, 2000* (14th edition), Washington, D.C. 2008 (HB - \$75.00)
This irregular publication is a convenient summary of statistics on the social and economic structure of the counties and cities of the United States. This one-volume book is a *Statistical Abstract* supplement and is designed to serve as a statistical reference and guide to other data sources. This reference source is similar to *State and Metropolitan Area Data Book 2006*, but is updated more frequently and is more focused on the local area statistics. The document is also available on the Internet, <http://purl.access.gpo.gov/GPO/LPS29932>.

325.73 ST (?) (SuDoc # HS 8.15:2007, item # 0725-B)
Office of Immigration Statistics, *2007 Yearbook of Immigration Statistics*, Washington, D.C. 2008 (PB - \$16.00)
This annual series is newly produced through the Department of Homeland Security and is a continuation from the *Statistical Yearbook of the Immigration and Naturalization Service*. This

publication presents information on immigrants who apply for different legal status categories, immigration law enforcement activities and the size of the resident unauthorized alien population. The document is also available on the Internet, <http://purl.access.gpo.gov/GPO/LPS40400>.

330.973 U (SuDoc # PR 43.9:2008, item # 0848-F)

Council of Economic Advisors, *Economic Report of the President, 2008*, Washington, D.C., 2008 (PB - \$34.00)

This annual publication reports the findings of the President's Council of Economic Advisors. The report presents information on the current state of the nation's economy and historical tables on selected economic trends. The document is also available on the Internet,

<http://purl.access.gpo.gov/GPO/LPS5348>.

338.1 U (SuDoc # A 1.47:2007, item # 0001)

National Agricultural Statistical Service, *Agricultural Statistics, 2007*, Washington, D.C., 2004 (PB - \$44.00)

This annual standard of agriculture statistics compiles information on production, supplies, consumption, facilities, costs and returns. Historical data is also included. The document is also available on the Internet, <http://purl.access.gpo.gov/GPO/LPS1063>.

353.007 U (SuDoc # PREX 2.8:2009, item # 0853)

Office of Management and Budget, *Budget of the United States Government, Fiscal Year 2009*, Washington, D.C., 2008 (HB - \$39.00)

This annual report is only one volume of a set that contains the budget message of the President, information of the President's budget proposals for the fiscal year, assessments of the agencies' performance and other related and supporting budgetary publications. Other related volumes include: *Appendix: Budget of the U.S. Government, Analytical Perspectives: Budget of the U.S. Government, and Historical Tables: Budget of the U.S. Government*. The document is also available on the Internet, <http://purl.access.gpo.gov/GPO/LPS2343>.

362.1 H (SuDoc # HE 20.7042/6:2006, item # 0483-A-19)

National Center for Health Statistics, *Health, United States, 2006: with chartbook on trends in the health of Americans*, Hyattsville, Maryland, 2006. (PB - \$55.50)

This annual publication presents national trends in health statistics. Each issue emphasizes a different health-related topic. Major findings are presented in the highlights section. The document is also available on the Internet, <http://purl.access.gpo.gov/GPO/LPS2649>.

364.973 SO (SuDoc # J 29.9/6:2003, item # 0968-H-06)

Bureau of Justice Statistics, *Sourcebook of Criminal Justice Statistics, 2003* (31th edition), Washington, D.C., 2005 (PB - \$56.50)

This annual single volume reference source compiles national data from over 100 sources and displayed in over 600 tables. There are six sections covering various aspects of the criminal justice system in this comprehensive report. The document is also available on the Internet and is continuously updated in preparation for the next edition,

<http://purl.access.gpo.gov/GPO/LPS3909>.

370.973 N

(SuDoc # ED 1.109:2008, item # 0461-A-12)

National Center for Education Statistics, *The Condition Of Education, 2008*, Washington, D.C. 2008 (PB - \$45.00)

This annual report presents indicators of important developments and trends in American Education. This one volume publication focuses on participation and persistence in education, student performance, environment for learning and societal support for education. The document is also available on the Internet, <http://purl.access.gpo.gov/GPO/LPS33497>.

SPECIAL COLLECTION

015.73 A

Batten, Donna, ed. *Guide to U.S. Government Publications, 2009*, Gale Cengage, 2008 (HB - \$543.00)

This annual publication is also known as Andriot, the last name of the first editor. Useful features of this source includes: a guide to SuDoc Classification; an agency class chronology which gives a complete history of the number assignments and a listing of the major series, periodicals and reference tools published by the Federal government agencies.

015.73053 SE

Sears, Jean L. and Marilyn K. Moody, *Using Government Information Sources: electronic and print* (3rd edition), Oryx, 2001 (HB - \$173.95)

This guide is an excellent reference tool for searching the most commonly used government information sources and related search strategies. Common search strategies discussed in the book include: The Subject Search, The Agency Search, The Statistical Search, and Special Techniques. Each search chapter includes a citation checklist of various sources and a discussion guide for using these publications.

016.015 CH

Cheney, Debora, *The Complete Guide To Citing Government Information Resources: a manual for social science & business research* (3rd edition), LexisNexis, 2002 (PB - \$40.00)

This publication provides comprehensive guidance for formulating bibliographic citations to government and organization information in every format.

025.06608 PA

Hunt, David, ed., *Patent Searching: tools & techniques*, Wiley, 2007 (HB - \$75.00)

This is an excellent guide to various approaches to conducting a patent search. Also provides essential information on patent law, patent search theory and practice.

317.3 KU

Kurian, George Thomas, *Datapedia of the United States: American history in numbers* (4th edition), Bernan, 2007 (HB - \$125.00)

This reference source presents the most significant historical statistics in 23 selected areas. This one volume is a sequel to the *Historical Statistics of the United States From Colonial Times*. Major subject highlights includes: Land Water and Climate; Population; Migration; Births and Deaths; Marriage and Divorce; Health; Food and Nutrition; Labor; National Income and Wealth;

Consumer Income and Expenditures; Social Welfare; Education and Learning; Law Enforcement, Courts and Prisons; Arts, Entertainment, Recreation and Travel; Agriculture; Forestry and Fisheries; Minerals; Construction and Housing; Manufacturing; Transportation; Communications; Energy; Distribution and Services; International Transactions and Foreign Commerce; Business Enterprise; Productivity and Technological Development; Financial Markets and Institutions; Politics and Elections; Government – Federal, State and Local; Public Finance; and National Defense.

328.738 C

Congressional Staff Directory, CQ, 2008 (PB - \$302.00)

The print directory is updated three times a year and the subscription price includes Internet access to the daily revised online version. The Congressional Staff Directory, with the Federal and Judicial Staff Directories, can also be obtained by paying \$839.00 for the Federal Collection subscription. The directory includes a listing of all the members of Congress with expanded biographies, the committee assignments, State and District listings, and selected listing of Congressional Staff Biographies. Also included is a listing of the members of the Press Galleries and the Capital Hill Organizations.

331.7003 ON

*O*NET Dictionary of Occupational Titles* (4th edition), JIST, 2007 (PB - \$39.95, HB - \$49.95)

This irregularly published standard is an excellent source for job seekers, career explorers and resume writers. Occupational descriptions include current information on education and training level, projected growth, personality type and general working conditions.

344.023 MA

Matthews, Joseph, *Social Security, Medicare & Government Pensions* (14th edition), Nolo, 2009 (PB - \$29.99)

This publication explains what benefits are available and how to file claims. Topics covered includes: Social Security retirement and disability benefits; Social Security dependents and survivor benefits; Supplemental Security Income; Federal, state and local government pensions; Medicare and Medicaid; Medigap managed care plans; veteran benefits and prescription drug coverage.

346.0482 FI

Fishman, Stephen, *The Copyright Handbook* (10th edition), Nolo, 2008 (PB - \$39.99)

This standard reference source for authors explains how to protect their written works under U.S. and international copyright law. This book does not cover all aspects of copyright, but will answer the most common copyright questions. This frequently updated source is extremely useful in explaining the difference between the major copyright forms and when to use each one.

346.0488 EL

Elias, Stephen, *Trademark: legal care for your business & product name* (8th edition), Nolo, 2007 (PB - \$39.99)

This irregularly published book explains how to choose a distinctive name, conduct a trademark search, and register a trademark. The book provides ways to handle trademark disputes outside

the courtroom and to understand the trademark issues affecting the Internet. A detailed explanation of the difference between trademarks and trade names is especially useful.

346.0486 PR

Pressman, David, *Patent It Yourself* (13th edition), Nolo, 2008 (PB - \$49.99)

This is the gold standard of the many patent books out in the marketplace. The author takes the reader step-by-step through the entire patent process with plain-English instructions. From conducting a patent search to filing a patent application, this frequently updated publication helps you to also cover foreign patent rights, provisional patent applications and understanding patent protection laws.

353 CA

Carroll's Federal Regional Directory, Carroll, 2009 (PB - \$425.00)

This semi-annually updated publication lists the major agency offices outside of Washington D.C. and regional executives in departments, agencies, courts and military bases. Entries are indexed Alphabetical by Last Name, Organizational, Geographical (city within state) and Keyword.

353 D

Federal Regulatory Directory (13th Edition), CQ, 2007 (HB - \$175.00)

This biennial publication is a comprehensive guide to the Federal regulatory organization. Each entry explains the background; contact information; history; sources of authority and structure for hundreds of Federal regulatory agencies to better understand what their responsibilities are and how they operate. These units have jurisdiction over various aspects of economic, environmental, health, safety and other regulatory laws.

353 F

Federal Staff Directory, CQ, 2008 (PB - \$302.00)

The print directory is updated three times a year and the subscription price includes Internet access to the daily revised online version. The Federal Staff Directory, with the Congressional and Judicial Staff Directories, can also be obtained by paying \$1,095.85 for the Federal Collection subscription. The directory includes selected biographies of those managing the daily workings of the Executive Branch, Forms of Address for all three branches of the Federal government, a listing of the Independent and Quasi-Official Agencies and a listing of embassies abroad and in the United States.