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This training manual was produced by the Office of Electronic Information Disseminations Serivces (EIDS) of the U.S. Government Printing Office and is accurate as of July 2003. Updates to this manual may be found on the *GPO Access* help page at <www.gpoaccess.gov/help>.

GPO Access

GPO Access provides free public access to electronic information available from all three branches of the Federal government.

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GPO Access was established by Public Law 103-40.

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GPO has assumed responsibility for the provision of permanent access to Government information products residing on *GPO Access* servers.

GPO Access is a service of the U.S. Government Printing Office (GPO) that provides free public access to electronic information products from the Federal Government. One of the few information systems established by law, it provides reliable, timely access to official information from all three branches of the Federal Government.

GPO Access encompasses more than 2,900 databases through more than 80 applications, such as the *Federal Register* and the *Congressional Record*. Many electronic documents appear on the day of publication exactly as they do in print, and are the official published version.

Legislative Mandate

GPO Access was established by Public Law 103-40, the *Government Printing Office Electronic Information Access Enhancement Act of 1993*. Public Law 103-40 amended GPO's traditional responsibilities to include provisions for enhancing public access to a wide range of Federal electronic information products. This legislation requires the Superintendent of Documents to do the following:

- ✶ Maintain an electronic directory of Federal electronic information (Pathway Services).
- ✶ Provide a system of online access to the *Congressional Record*, the *Federal Register*, and other appropriate publications, as determined by the Superintendent of Documents.
- ✶ Operate an electronic storage facility for Federal electronic information.

Senate Report 103-27 further required that GPO maintain the Federal Bulletin Board (FBB), which existed prior to Public Law 103-40.

GPO Access Objectives

- ✶ Improve access to official Federal Government information in electronic formats.
- ✶ Provide well-designed, easy to use, publicly available online services.
- ✶ Provide official and complete Federal information
- ✶ Provide "Finding Aids" that assist users in searching and browsing for government-wide information.
- ✶ Ensure access to broadest audience possible, both directly and through Federal Depository libraries.
- ✶ Ensure permanent public access.

Permanent Public Access (PPA)

Title 44 of the *United States Code* (44 U.S.C. Section 1911) stipulates that public access to official Government information products disseminated through the Federal Depository Library Program (FDLP) must be maintained permanently in regional depository libraries, and by depository

The information provided online via *GPO Access* is uncopyrighted, unless otherwise noted.

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The U.S. Government Printing Office is dedicated to user privacy and security.

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Exit pages inform users that they are leaving *GPO Access*. GPO cannot account for the quality or accuracy of any information not located on GPO servers.

libraries not served by a regional library. Since online products are not physically distributed to depository libraries for retention, GPO has assumed responsibility for the provision of permanent access to Government information products residing on *GPO Access* servers.

GPO also meets its permanent public access commitment by bringing agency-disseminated Internet resources under the purview of GPO and incorporating them into a digital archive. GPO captures copies of agency electronic information products and creates PURLs (Persistent URLs) so that users will be automatically redirected to the archived products if the information is no longer accessible on the agency Web site.

To learn more about GPO's PPA efforts, go to <www.gpo.gov/ppa>.

Copyright Information

The information provided online via *GPO Access* is uncopyrighted government information, unless otherwise noted, and there are no restrictions on the republication or other reproduction of the material (17 U.S.C. Section 105). When copyrighted material appears in any of the databases, a copyright statement will accompany the specific document.

Neither GPO nor the United States Government will be held liable for any damages resulting from the authorized or unauthorized use of the data and information offered through *GPO Access*.

Privacy Policy

GPO is dedicated to the privacy and security of *GPO Access* users. The minimal user information collected by the U.S. Government Printing Office is used for:

- **Statistical Purposes:** This information is used to measure, enhance, and improve the services on *GPO Access*.
- **User Support:** Personal information submitted by a user in a comment or question via phone, fax, or e-mail is used only to help that user and will not be distributed to parties outside of GPO.
- **Order Submission**: Personal information that is supplied by a user when submitting an order via *GPO Access*, phone, fax, or e-mail is used only for fulfilling the order.

Furthermore, GPO does not employ cookies to gather information on its users. More information can be found at <www.gpoaccess.gov/about.html#privacy>.

Exit Pages

GPO Access contains numerous links to other Web sites. In most cases, when linking to another site, an exit page will appear. These pages inform users that they are leaving *GPO Access* and that GPO cannot account for the quality or accuracy of any information not on GPO's servers.

GPO Access Interface

Due to the size of *GPO Access*, some pages are still being converted to the new interface.

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Navigational links allow users to navigate to the main divisions found on the *GPO Access* home page.

In April 2003, in response to user feedback, GPO released a new interface for *GPO Access*. This interface introduced a consistent design and a means of navigating throughout the site. Due to the size of the site and interagency hosting policies, some areas of the site are still being converted. The following elements comprise the new design:

- *GPO Access* seal
- Top Navigation Bar
- Side Navigation Bar
- Standard footer

GPO Access seal

The *GPO Access* seal below can be found in the top left-hand corner of each page. Click on the logo to return to the *GPO Access* home page.

Top Navigation Bar

The links found in the navigation bar at the top of each page reflect the organizational structure of the resources on *GPO Access.* These links include: Legislative, Executive, Judicial, Help, About, Contact, A-Z Resource List, Locate a Federal Depository Library, and Buy Publications. The *GPO Access* Resources by Topic pull-down box contains links to pages that organize the resouces on *GPO Access* into the following topical areas: Business & Economy, Education, Environment, Food & Drugs, Grants & Awards, Health & Safety, Military & Security, Science & Technology, Social Programs, and Transportation. The *GPO Access* site search can be found in the upper right-hand corner of each page.

Side Navigation Bar

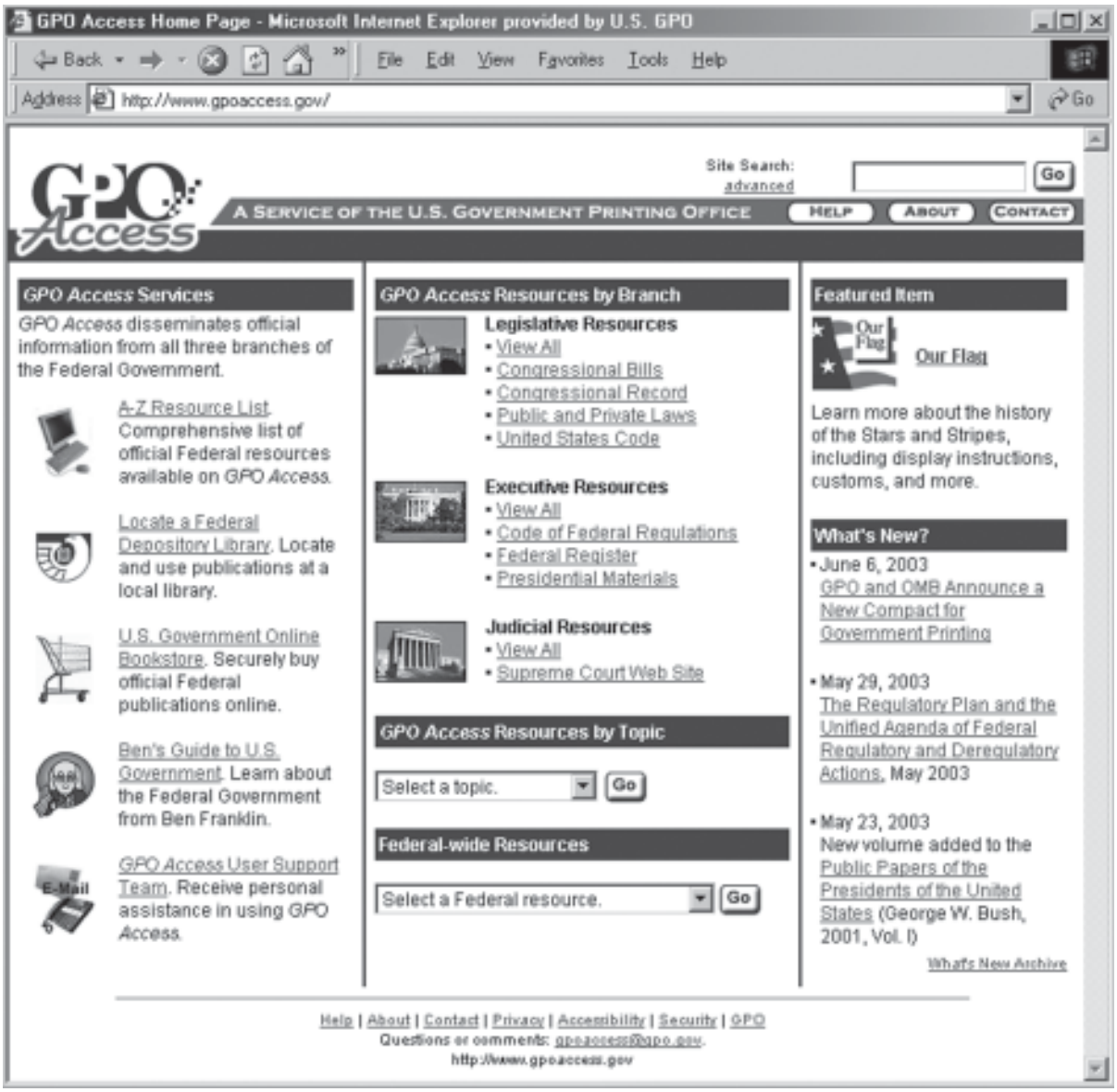
The side navigation bar, found on the left-hand column of pages, provides navigation within a section or highlights areas that relate to that section.

Footer

Marked by a horizontal line, the footer provides a link to the main GPO page, an e-mail link for the *GPO Access* User Support Team, other page specific e-mail links, the date the page was last updated, and the complete URL.

New *GPO Access* URL

GPO Access can now be found at the following URL: <www.gpoaccess.gov>. *GPO Access* is also still available at this alias <www.gpo.gov/gpoaccess>.



Example 1: The *GPO Access* home page as of June17, 2003.

File Formats

The main format types on *GPO Access* are ASCII text, HTML, and Portable Document Format (PDF).

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ASCII Text files contain only the raw data and no formatting.

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HTML files can be presented with formatting, graphics, and links.

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PDF files preserve a document's original appearance.

GPO Access offers a variety of file formats for viewing documents, with ASCII text, Hypertext Markup Language (HTML), and Adobe Acrobat Portable Document Format (PDF) being the most common types. Not all file formats are available for each database. More information can be found at <www.gpoaccess.gov/help/fileformats.html>.

ASCII Text

These documents contain only the raw data and no formatting. As a result, they do not have any special graphics or font formats, such as bold, underline, or italics.

Summary files contain the given summary or the first 100 lines of the ASCII text document, and allow you to preview a document before viewing or saving the full version.

Text Image File Format (TIFF) files are found mainly in the older databases on *GPO Access*. TIFF files provide the graphical content to supplement ASCII text files. Since 1995, TIFF files have been replaced by PDF files. To view a TIFF file, you must have a graphics viewer associated with your Web browser.

HTML

A Hypertext Markup Language (HTML) file is the document that a Web browser receives from a Hypertext Transfer Protocol (HTTP) server. It is an ASCII text file with tags that signal how the browser should display the contents. HTML documents can be presented with formatting, graphics, and links.

HTML links are being added on *GPO Access* to connect databases and add additional features to standard ASCII text files. For example, HTML files can currently be found in the *Congressional Record Index* (CRI), connecting references in the CRI to pages in the *Congressional Record*. In addition, Web and e-mail links may be found in the *Federal Register*. These links will continue to be added to databases in the future.

PDF

Documents in the Adobe Acrobat Portable Document Format (PDF) preserve a document's original appearance. Their high aesthetic quality is achieved through the use of text, graphics, photos, and color. This format provides full-text search capabilities, allowing you to search and retrieve within the document. Files may contain HTML and e-mail links. PDF files are independent of computer platform or distribution media and are available to all users who have the free Adobe Reader software. The Adobe Reader can be downloaded at <www.adobe.com>.

Adobe Reader Tips

PDF files are a predominant file format on *GPO Access*. The following tips will be useful when using PDF files on *GPO Access*.

Selecting One Column of Text

Choose the text tool from the toolbar, hold down the <CONTROL> key and use the mouse to draw a box around a column of text. Copy the text into a word processing program by choosing "Copy" from the Edit menu in Adobe Reader and then choosing "Paste" in the Edit menu in the word processing program. Be aware, however, that any special formatting (e.g. special fonts, strikethrough text, columns) will be lost when pasting the text to another document.

Saving PDF Files

When a PDF file opens within a browser window, save the document by choosing "Save As" from the "File" menu. It will automatically save as a PDF file. To save a PDF file from an HTML link (such as a results list) do one of the following:

Windows:

- ✶ Right-click on the PDF link and choose "Save link as" or "Save target as" from the menu that appears.
- ✶ Hold down the <SHIFT> key and left-click on the PDF link.

Mac:

- ✶ <CONTROL>-click on the PDF link and choose "Download Link to Disk" from the menu that appears.
- ✶ Highlight the PDF link and drag it to the desktop.

If the file name appears as **waisgate, waisgate.cgi, get-doc.cgi,** or **get-cfr.cgi** (found in the *Code of Federal Regulations*) in the "Save As" dialogue box, you must rename the file with a .pdf extension. Example: filename.pdf. If a PDF file is downloaded as *.cgi, simply rename it as a *.pdf.

"Unknown File Type" or X-Application Error

PDF files on *GPO Access* are set up as a plug-in and a helper application. Plug-in PDF files appear within a browser window. Helper application PDF files launch Adobe Reader as a separate application. When an "unknown file type" error message is received, the helper application is trying to launch, only the file association has not yet been established. To set the association:

1. Choose "browse" and locate the executable file for Adobe Reader on the hard drive (i.e. acroread32.exe). Select the file and choose "okay."
2. A dialogue box will appear with an option to open or save the file. Clicking on the "Do not show this screen again" check box makes the chosen option (save or open) the default.

Searching Strategies

On *GPO Access*, the default Boolean operator is OR.

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It is not necessary to capitalize the Boolean operators when using *GPO Access* via the World Wide Web, except when using the Sales Product Catalog (SPC).

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Quotation marks have the same function as the ADJ Boolean operator.

This section describes strategies to help narrow search queries to achieve more accurate results. This information can be found on *GPO Access* at <www.gpoaccess.gov/help/searching.html>.

Boolean Operators

The Boolean operators (AND, OR, NOT, and ADJ) establish logical relationships among concepts expressed in a natural-language query. In other words, they are used to make searches more specific. The more specific a search is, the fewer number of extraneous hits are received.

AND restricts a search when a particular pair of terms is known. The query *weather AND aviation* returns only the documents that contain both words.

OR is the default operator for the WAIS server. The query *transportation OR highway* returns documents containing the word "transportation", the word "highway", or both. A higher relevance ranking is assigned to documents that contain both words.

NOT rejects documents that contain specified words. The query *education NOT secondary* returns documents that contain the word "education", but do not contain the word "secondary."

ADJ ensures that one word is followed by another in a document. The query *lead ADJ paint* returns documents that contain the phrase "lead paint", or the word "paint" within 20 characters after the word "lead." The WAIS server will not change word order; therefore, *lead ADJ paint* is not the same as *paint ADJ lead*.

You do not have to capitalize the Boolean operators when you are using *GPO Access* via the World Wide Web, except when using the Sales Product Catalog (SPC) database on the U.S. Government Online Bookstore.

Quotation Marks

Quotation marks have the same function as the ADJ Boolean operator within a search query. Thus, the queries *"Government Printing Office"* and *Government ADJ Printing ADJ Office* return the same results. It is also possible to use quotation marks in combination with Boolean language.

Multiple Boolean Operators

Complex queries may be constructed with multiple Boolean operators. For clarity, parentheses should be used to group sections of the query and to ensure that the WAIS server parses the query as intended.

"Department of Education" AND ("bilingual education" OR "foreign language") AND (grants OR "cooperative agreements")

If the above example lacked parentheses, the WAIS server would process the phrases

Truncation may only be used for suffixes, not prefixes.

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Occurrences of the words "and", "or", and "not" are processed by the WAIS server as Boolean operators, unless used within quotation marks.

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By default, the maximum responses for a query is 40, except in the *Code of Federal Regulations*, which is 120.

first, the AND operators next, and the OR operators last. The resulting query would be read by the server as **("Department of Education" AND "bilingual education") OR ("foreign language" AND grants)** OR "cooperative agreements." A test of these searches in the *Federal Register* database in June 1995 retrieved 39 documents from the first query and 240 from the second.

Truncation

The asterisk (*) may be used to truncate words in a query in order to expand a search within a specified range. For example, a search for *librar** will return documents that contain the word(s) "library", "library's", "libraries", "librarian", etc. Using truncation saves time by eliminating the need to perform different searches for variations on a single word that differ only in their endings, or suffixes. When constructing a truncated query, include as many characters from the desired words (or phrases) as possible in order to reduce the number of irrelevant documents returned. Truncation may not be used for prefixes.

Stopwords

Stopwords, such as "the" and "it", are words that occur so frequently in documents that they are not useful for distinguishing one document from another. Since they are not indexed, they cannot be used in searches. Therefore, stopwords that are included in queries are ignored by the system. For example, the query *"National Council on Disability"* returns the same documents as the query *"National Council Disability."*

Occurrences of the words "and", "or", and "not" are processed by the WAIS server as Boolean operators, unless used within quotation marks. For a complete list of stopwords, go to <www.gpoaccess.gov/help/searching.html#stopwords>.

Maximum Responses

The maximum responses received from a query is set at a default of 50, except in the *Code of Federal Regulations*, which is 120. To locate a larger number of documents, you must change the setting. All of the *GPO Access* search pages provide a box in which to change the maximum number of returned documents up to a limit of 200.

Generally, 50 responses should be adequate to retrieve the desired document. If a document is not listed within the default 50 results, try making the query more specific before expanding the number of returned documents. Increasing the number of documents to be retrieved increases the time that it takes to return the search results.

Relevance Ranking

Search results are displayed in an order determined by a system called relevance ranking. The most "relevant" document appears at the top of the results list with a score of

In a results list, the most "relevant" document appears at the top of the results list with a score of 1,000; the least "relevant" appears at the bottom of the list with a score of one.

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Identification codes are useful for differentiating among dates, sections of a single database, and, in the case of more complex searches, documents from multiple databases.

1,000; the least "relevant" appears at the bottom of the list with a score of one. As a general rule, document scores should decrease gradually from the top to the bottom of the results list. Typically, documents with a score of less than 500 are not very "relevant" to a search and are not worth retrieving, unless the contents of the document are known.

The WAIS server computes "relevance" based on the following five factors. A separate score for each of these factors is not available for any given document.

1. **Word weight** is based on where a query term is located within a document. A word receives the highest rating if it appears in a headline or title. Within the text of a document, a word receives a higher rating if it appears in all capital letters or if the first letter of the word is capitalized than if it appears in all lowercase letters.
2. **Word density** is based on a query term's frequency of occurrence within a document in relation to the size of the document. If two documents contain the same number of occurrences of a particular query term, the smaller document will receive the higher rating. For this reason, it is important to take file size into account when you compare the relevance ranking of documents.
3. **Term weight** is based on a query term's frequency of occurrence throughout all documents in a database. Words that occur infrequently throughout a database receive a higher rating than words that appear frequently. Very common words are either ignored or devalued in the scoring.
4. **Phrase matching** is based on the similarity between a query phrase and the corresponding phrase in a document. A document that contains a phrase that is identical to the query phrase receives the highest rating. For instance, when searching for *"foreign import",* documents with the phrase "foreign import" would have a higher relevance ranking than documents with the phrase "foreign trade import."
5. **Proximity relationship** is based on the proximity of query terms to one another within a document. Query terms that are located close together in a document receive a higher rating than those that are located farther apart. Remember that the use of quotation marks and/or the Boolean operator ADJ in your query will retrieve documents that contain the query terms within 20 characters of one another. Thus, a search for *"lead paint"* will retrieve documents that contain the phrases "lead paint", "lead-based paint," and "lead-based type paint."

Identification Codes

The WAIS server generates an identification code that is unique to each database on *GPO Access*. The sole purpose of this identification code is to identify the database from which a particular document is retrieved. Database identification codes are located to the left of a document's title in a search results list.

Since identification codes are not unique to each document, they are not useful search terms. However, identification codes can be used to differentiate document dates, sections of a single database, and documents from multiple databases (in more complex searches).

The following example illustrates the different type of identification codes used in *GPO Access* databases:

A query report always appears as the final document with a score of one in the search results list and contains information on how a query was processed.

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In addition to identifying the document most "relevant" to a search, 1,000-point documents are used occasionally to explain structural database enhancements.

***Federal Register*: fr31de98P**
In this code, "fr" stands for *Federal Register*, "31de98" identifies the issue date of December 31, 1998, and "P" indicates that the document was published in the Proposed Rules section.

***Congressional Record*: cr14my98H**
In this code, "cr" stands for *Congressional Record*, "14my98" identifies the issue date of May 14, 1998, and "H" indicates that the document was published in the House pages.

***Congressional Bills*: S. 1228 (rs)**
In this code, "S. 1228" is the bill number and "(rs)" indicates the status of the bill (reported in Senate).

Query Report

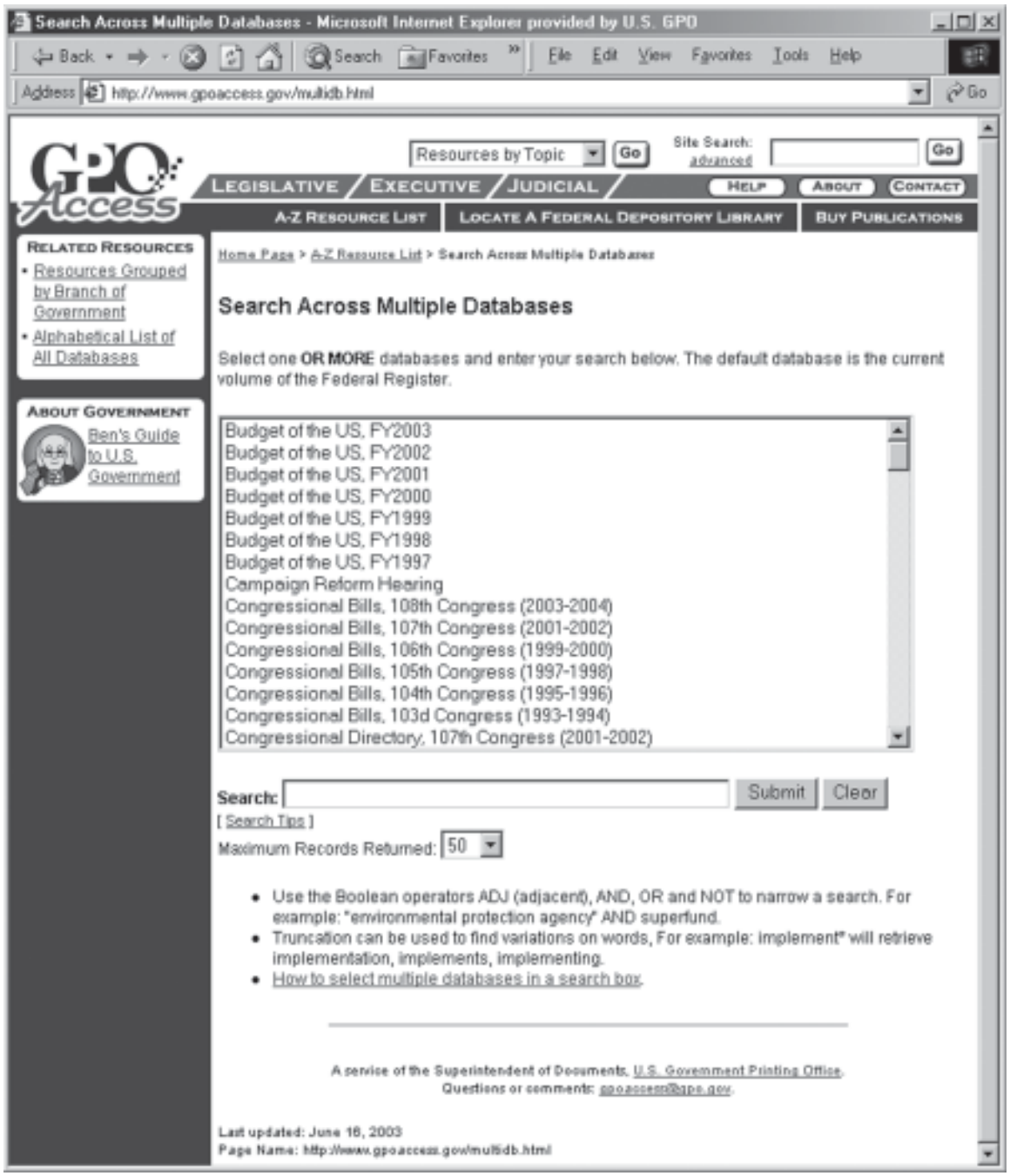
A query report always appears as the final document with a score of one in a search results list. This document contains information on how the query was processed, the fields and number of documents in the database searched, the number of words in the database that conformed to the search request, the total number of relevant documents identified, and the speed of retrieval. The query report will be cut off when searching multiple databases.

1,000-Point Documents

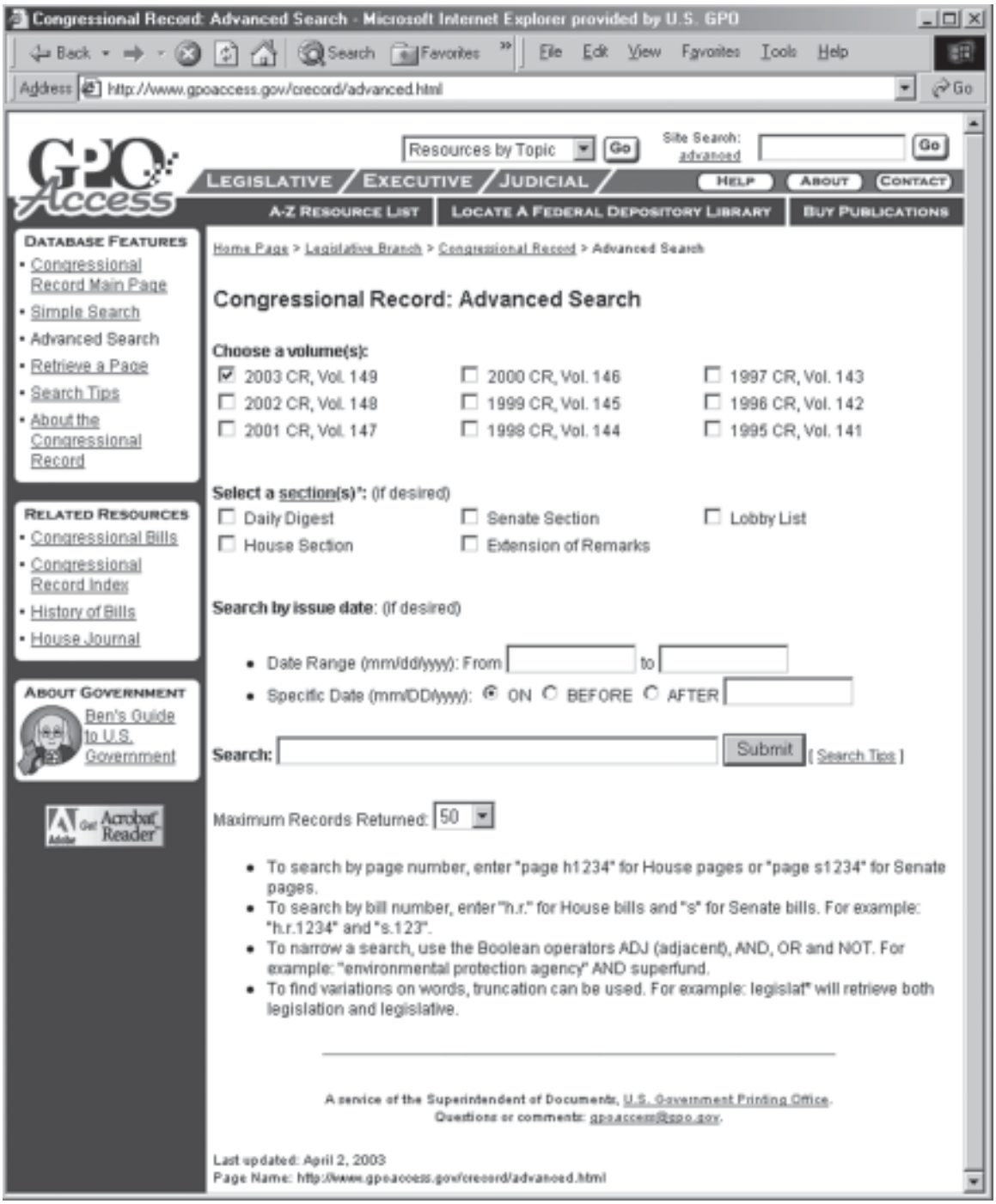
Sometimes more than one 1,000-point document will appear in a results list. In addition to identifying the document most "relevant" to the search, 1,000-point documents are used occasionally to introduce structural database enhancements. Whenever two 1,000-point documents appear in a search results list, the first is an online message from GPO and the second is the 1,000-point document that relates to the query. These messages may give the status of periodic database upgrades and enhancements; announce new databases, applications, and features; state when a database is expected to be back online; or supply other important information. They do not interfere with the search results.

Search Interfaces

Not all the databases on *GPO Access* have fielded search pages, such as the Unified Agenda. Fielded searching for *GPO Access* datababases began in 1995. Documents in 1994 databases do not contain fields and therefore can only be searched using the multi-database search page <www.gpoaccess.gov/multidb.html>. A complete list of databases can be found at: <www.gpoaccess.gov/databases.html>.



Example 2: The Multi-Database Search page as of June 17, 2003.



Example 3: The *Congressional Record* Advanced search page as of June 17, 2003.

If a page contains the stem .cgi (as in waisgate.cgi) or if /cgi-bin/ appears in the URL, the page cannot be bookmarked and referenced at a later date.

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Detailed instructions for bookmarking are available at: <www.gpoaccess.gov/help/bookmarking.html>.

Searching Tips

The following are some advanced searching tips to keep in mind while using *GPO Access*. These and other tips may be found at <www.gpoaccess.gov/help>.

Linking to Documents within *GPO Access* Databases

When a search is conducted within a *GPO Access* database, the resulting documents are retrieved from the database using a cgi (or common gateway interface) script. If a page contains the stem .cgi (as in waisgate.cgi) or if /cgi-bin/ appears in the URL, the page cannot be bookmarked and referenced at a later date.

Specific HTML coding is necessary to link directly to documents contained in the databases resident on GPO's WAIS servers. The HTML string necessary to create a permanent link consists of three parts:

- ✶ the URL of the cgi script which retrieves the document
- ✶ the Database Name which contains the document being linked
- ✶ the Document ID of the specific document being linked

The procedures for linking documents vary between databases. Detailed instructions for specific databases are available at <www.gpo.gov/getdoc.html>.

Bookmarking *GPO Access* Pages

A "bookmark" is a feature of Web browsers that allows users to save Web addresses for easy retrieval later. Some files, however, cannot be bookmarked. Addresses that contain a cgi script cannot be bookmarked, since they are temporary files. Bookmarking varies from browser to browser. Detailed instructions for bookmarking are available at: <www.gpoaccess.gov/help/bookmarking.html>.

Scrolling Option Boxes

Depending on the type of computer and query, searches may be performed across databases on *GPO Access* using scrolling option boxes.

Consecutive or Range of Databases (Mac and PC): Choose a range of items by choosing the first item and while holding the <SHIFT> key, choosing the last item. All items within this range will be selected.

Non-consecutive databases (Mac): To choose non-contiguous items, hold down the <COMMAND> key and use the mouse to highlight individual databases.

Non-consecutive databases (PC): To choose non-contiguous items, hold down the <CTRL> key and use the mouse (left-click) to highlight individual databases.

GPO Access Resources

The following is a list of resources on *GPO Access* divided into branches of the Federal Government. The bolded applications are covered in detail in this section. In addition to the resources listed below, GPO hosts the main Web sites for 16 Federal agencies. Information on GPO hosted sites may be found on page 4:

Executive Branch

Budget of the United States Government
Code of Federal Regulations
Commerce Business Daily (CBD*Net*)
Davis-Bacon Wage Determinations
DOE GrayLIT Ne twork
DOE Federal R&D Project Summaries
DOE Information Bridge
DOSFAN Electronic Research Collection
Department of Interior - Inspector General Reports
Economic Report of the President
Energy Citations Database
Export Administration Regulations
Federal Register
List of CFR Sections Affected
MEDLINE
Medical Subject Headings
NLM LOCATOR*plus*
Privacy Act Issuances
Public Papers of the Presidents of the U.S.
PubSCIENCE, Department of Energy
Semiannual Regulatory Agenda (Unified Agenda)
United States Government Manual
Weekly Compilation of Presidential Documents

Judicial Branch

State of New York, ex rel. Eliot Spitzer, et al., v. Microsoft Corporation
Supreme Court Decisions

Legislative Branch

Cannon's Precedents of the House of Representatives
Congressional Bills
Congressional Committee Prints
Congressional Directory
Congressional Documents
Congressional Hearings
Congressional Pictorial Directory
Congressional Record
Congressional Record Index
Congressional Reports
Deschler's Precedents of the U.S. House of Representatives
Economic Indicators
GAO Comptroller General Decisions
GAO Reports
Hinds' Precedents of the U.S. House of Representatives
History of Bills
History of Line Item Veto Notices
House Calendars
House Journal
House Practice: A Guide to the Rules, Precedents and Procedures of the House
House Rules and Manual
House Ways and Means Committee Prints
Miscellaneous House Publications and Committees
Miscellaneous Senate Publications and Committees
Public Laws
Riddick's Senate Procedure
Senate Calendar of Business
Senate Manual
United States Code
U.S. Constitution
United States Government Policy and Supporting Positions (Plum Book)
U.S. Government Printing Office Style Manual

GPO Access Applications

GPO Access contains over 2,900 databases in more than 80 applications. An example of an application is the *Federal Register*. Applications may consist of multiple databases.

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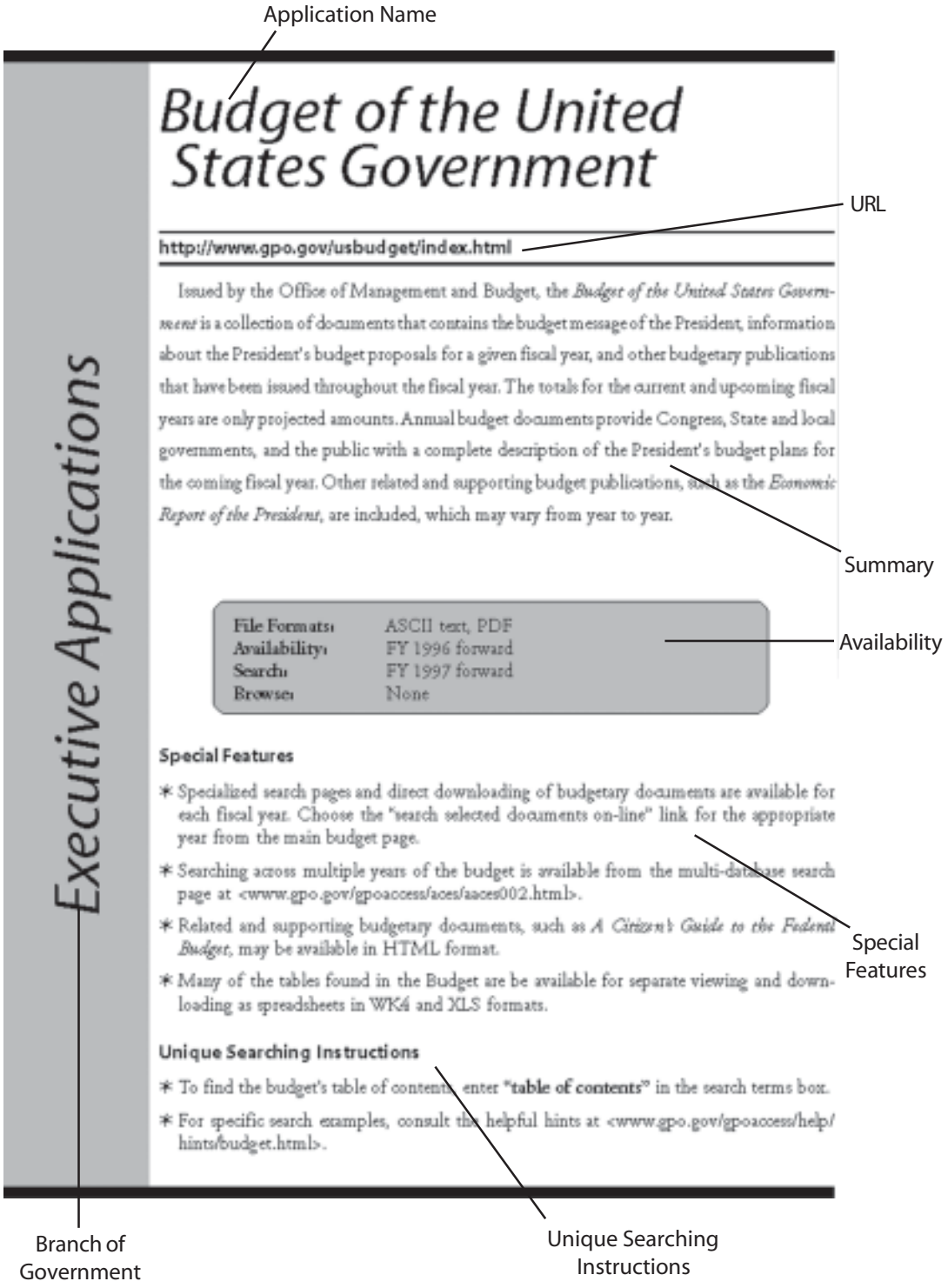
Explanation of Format

The following pages present *GPO Access*' major applications and provide summaries of each application, their availablity, special features, and more.



Budget of the United States Government

http://www.gpo.gov/usbudget

Issued by the Office of Management and Budget, the *Budget of the United States Government* is a collection of documents that contains the budget message of the President, information about the President's budget proposals for a given fiscal year, and other budgetary publications that have been issued throughout the fiscal year. The totals for the current and upcoming fiscal years are only projected amounts. Annual budget documents provide Congress, State and local governments, and the public with a complete description of the President's budget plans for the coming fiscal year. Other related and supporting budget publications, such as the *Economic Report of the President*, are included, which may vary from year to year.

File Formats:	ASCII text, PDF
Availability:	FY 1996 forward
Search:	FY 1997 forward
Browse:	None

Special Features

- ✶ Specialized search pages and direct downloading of budgetary documents are available for each fiscal year. Choose the "search selected documents on-line" link for the appropriate year from the main budget page.
- ✶ Searching across multiple years of the budget is available from the multi-database search page at <www.gpoaccess.gov/multidb.html>.
- ✶ Related and supporting budgetary documents, such as *A Citizen's Guide to the Federal Budget*, may be available in HTML format.
- ✶ Many of the tables found in the Budget are be available for separate viewing and downloading as spreadsheets in WK4 and XLS formats.

Unique Searching Instructions

- ✶ To find the budget's table of contents, enter **"table of contents"** in the search terms box.
- ✶ For specific search examples, consult the helpful hints at <www.gpo.gov/gpoaccess/help/hints/budget.html>.

Code of Federal Regulations

http://www.gpoaccess.gov/cfr

The *Code of Federal Regulations* (CFR) is the codification of the general and permanent rules published in the *Federal Register* by the executive departments and agencies of the Federal Government. It is divided into 50 titles that represent broad areas subject to Federal regulation. Each volume of the CFR is updated once each calendar year and is issued on a quarterly basis. Titles 1-16 are updated as of January 1st, Titles 17-27 as of April 1st, Titles 28-41 as of July 1st, and Titles 42-50 as of October 1st.

File Formats:	ASCII text, PDF
Availability:	1996 (partial) forward
Search/Browse:	1996 (partial) forward

Special Features

- To search the current data, use the search box at <www.gpoaccess.gov/cfr>.
- Searching or browsing a single or multiple CFR titles for a given year is available through the browse feature. While an entire title may not be retrieved due to its large file size, documents can be retrieved at the part, subpart, and section levels by entering a query or by following various links.
- Due to the update schelule of the CFR, the List of Sections Affected (LSA) <www.gpoaccess.gov/lsa> provides a cumulative list of CFR sections that have been changed at any time since each CFR title was last updated.

Unique Searching Instructions

- When a CFR citation is known, use the "Retrieve a CFR by Citation" page at <www.gpoaccess.gov/cfr/retrieve.html>. The title, part, and section (or subpart) must be known. Or enter the citation, in quotes and without spaces in the search terms box at <www.gpo.gov/nara/cfr>. For example: **"20CFR404.140"**.
- Appendices may be found at the end of a CFR part. To pull up an entire CFR part, go to the browse page for the desired title and enter **"Part #"** in the search terms box. The PDF version will display charts and tables.
- For specific search examples, consult the helpful hints at <www.gpoaccess.gov/cfr/tips.html>.

Federal Register

http://www.gpoaccess.gov/fr

Published by the Office of the Federal Register, National Archives and Records Administration (NARA), the *Federal Register* is the official daily publication for Rules, Proposed Rules, and Notices of Federal agencies and organizations, as well as Executive Orders and other Presidential documents. It is updated daily by 6 a.m. and is published Monday through Friday, except Federal holidays.

File Formats:	ASCII text, PDF, HTML, and Summary
Availability:	1994 (Volume 59) forward
Fielded Search:	1995 forward
Browse:	Daily Table of Contents, 1998 forward

Special Features

✶ The browse feature allows you to view the entire table of contents from a single issue of the *Federal Register* from 1998 to the present. Separate links are provided for the current day's issue and back issues. The current issue's table of contents is available in PDF and HTML. The tables of contents from back issues are available through the browse feature only as HTML files. The HTML files for *Federal Register* tables of contents include links to both ASCII text and PDF versions of the individual documents.

✶ The *Federal Register* 2000 database forward contains HTML documents with active Web and e-mail addresses referenced in the document text.

Unique Searching Instructions

✶ When searching by CFR part number, the word "part" must be included in the query in order to limit the search to the introductory material in each document that references the affected part. For example: **"7 CFR Part 33"**. This search returns documents from the *Federal Register* based on the *Code of Federal Regulations* (CFR) part that they affect.

✶ Since the 1994 databases on *GPO Access* do not contain fields, a fielded search page is not available for the 1994 *Federal Register*. To search the 1994 FR use the multi-database search page at <www.gpoaccess.gov/multidb.html>.

✶ For specific search examples, consult the helpful hints at <www.gpoaccess.gov/fr/tips.html>.

List of CFR Sections Affected (LSA)

http://www.gpoaccess.gov/lsa

Published by the Office of the Federal Register, National Archives and Records Administration, the List of CFR Sections Affected lists proposed, new, and amended Federal regulations that have been published in the *Federal Register* since the most recent revision date of a CFR title. Each LSA issue is cumulative and contains the CFR part and section numbers, a description of its status (e.g., amended, confirmed, revised), and the *Federal Register* page number where the change(s) may be found. The LSA is issued monthly; however, on *GPO Access*, the LSA also contains three supplemental services: the List of CFR Parts Affected Today, Current List of CFR Parts Affected, and Last Month's List of CFR Parts Affected.

File Formats:	ASCII Text, PDF
Availability:	1997 forward
Search/Browse:	1997 forward

Special Features

✶ *Federal Register* page numbers are listed in ASCII Text and PDF as follows:

ASCII Text: The *Federal Register* year (not volume) is listed with the page number. For example: **02-4906** refers to the 2002 *Federal Register*, page 4906.

PDF: *Federal Register* page numbers from the previous year are listed in bold type.

✶ The daily status of a CFR title, part, or subpart can be determined using the List of CFR Parts Affected Today <www.gpo.gov/nara/lsa/lsatoday.html>.

✶ To expedite searches, a *Federal Register* page can be retrieved using the "Retrieve a Federal Register Page" feature at <www.gpoaccess.gov/fr/retrieve.html>. Page numbers can be retrieved from 1995 forward. Navigation tools are provided at the bottom of the page and provide access to additional pages.

Unique Searching Instructions

✶ When searching by CFR citation (21CFR520.905e), enter the title along with the part and section. The part and section number should be connected with the ADJ Boolean operator. For example: **"title 21" AND (520 ADJ 905e)**.

✶ Since the LSA is an index, subject searches cannot be performed. The CFR title and section must be known in order to use the search and browse features.

✶ For specific search examples, consult the helpful hints at <www.gpoaccess.gov/lsa/tips.html>.

Public Papers of the Presidents of the U.S.

http://www.gpoaccess.gov/pubpapers

The *Public Papers of the Presidents* series began in 1957 in response to a recommendation of the National Historical Publications Commission. Noting the lack of uniform compilations of messages and papers of the Presidents before this time, the Commission recommended the establishment of an official series in which Presidential writings, addresses, and remarks of a public nature could be made available. *Public Papers* volumes are published approximately twice a year.

File Formats:	HTML, PDF
Availability:	1993 forward
Search/Browse:	1993 forward

Special Features

- Volumes covering the administrations of Presidents Hoover, Truman, Eisenhower, Kennedy, Johnson, Nixon, Ford, Carter, Reagan, Bush, Clinton, and George W. Bush are included in the *Public Papers* series. Though not all available online at this time, previous administration's *Public Papers* will be made available online via *GPO Access*.
- A photographic portfolio contains photographs of the President at various events throughout the year. This can be found at <www.gpo.gov/nara/pubpaps/photoidx.html>.
- The appendices to the *Public Papers* contain additional material that has been previously published in the *Weekly Compilation of Presidential Documents*. Also included are lists of the President's nominations submitted to the Senate, materials released by the Office of the Press Secretary that are not printed full-text in the print version, and proclamations, executive orders, and other Presidential documents released by the Office of the Press Secretary and published in the *Federal Register*.

Unique Searching Instructions

- Retrieve the appendices by performing a full-text search for the word **appendix**. Each appendix appears in the results list as a separate file.
- To view the table of contents, enter **contents** in the search terms box, or choose "toc" from the browse feature.
- For specific search examples, consult the helpful hints at <www.gpoaccess.gov/pubpapers/tips.html>.

United States Government Manual

http://www.gpoaccess.gov/gmanual

As the official handbook of the Federal Government, the *United States Government Manual* provides comprehensive information on the agencies of the legislative, judicial, and executive branches. It also includes information on quasi-official agencies, international organizations in which the United States participates, and boards, commissions, and committees. The Manual begins with reprints of the *Declaration of Independence* and the *U.S. Constitution*.

File Formats:	ASCII Text, PDF
Availability:	1995-96 forward
Search:	1995-96 forward
Browse:	1997-98 forward

Special Features

- A typical agency description includes a list of principal officials, a summary statement of the agency's purpose and role in the Federal Government, a brief history of the agency, including its legislative or executive authority, a description of its programs and activities, and a "Sources of Information" section, which provides information on consumer activities, contracts and grants, employment, publications, and many other areas of public interest.
- Appendices cover abolished and transferred agencies, abbreviations and acronyms, and agencies appearing in the *Code of Federal Regulations*.
- Since the Manual is issued once a year, the URLs, phone numbers, and addresses included in the Manual may be out of date. For current information, consult *GPO Access*' Federal Agency Internet Sites <www.gpo.gov/gpoaccess/locators/agency>.

Unique Searching Instructions

- To view the table of contents, enter **contents** in the search terms box, or choose "PREFACE, CONTENTS" from the browse feature.
- For specific search examples, consult the helpful hints at <www.gpoaccess.gov/gmanual/tips.html>.

Weekly Compilation of Presidential Documents

http://www.gpoaccess.gov/wcomp

The *Weekly Compilation of Presidential Documents* began in 1965 to provide the public with a broader range of Presidential materials on a more timely basis. Published every Monday by the Office of the Federal Register, National Archives and Records Administration (NARA), the *Weekly Compilation* contains statements, messages, and other presidential materials released by the White House during the previous week. The *Weekly Compilation* also reprints speeches, remarks, and press conferences verbatim.

File Formats:	ASCII text, PDF
Availability:	1993 forward
Search:	1993 forward
Browse:	2001 forward

Special Features

✶ Since 1977, the *Public Papers of the Presidents* <www.gpoaccess.gov/pubpapers> has incorporated all the material originally published in the *Weekly Compilation of Presidential Documents*.

Unique Searching Instructions

✶ To search for the table of contents for a specific date, enter the word contents and a date in the search terms box. For example, **contents AND "January 8, 2001"**. When no date is specified, the table of contents for every issue of the *Weekly Compilation of Presidential Documents* in the database(s) will be retrieved.

✶ When searching for an executive order, enter the words "executive order" followed by the number in quotes. For example, **"executive order 13094"**. To retrieve a string of executive orders, truncate the number with an asterix (*). For example, **"executive order 1309*"**.

✶ For specific search examples, consult the helpful hints at <www.gpoaccess.gov/pubpapers/tips.html>.

Congressional Bills

http://www.gpoaccess.gov/bills

Congressional Bills contains all published versions of each bill of Congress. The database for the current Congress is updated by 6 a.m. when bills are published and approved for release.

File Formats:	ASCII text, PDF, and summary
Availability:	103rd Congress (1993-94) forward
Fielded Search:	103rd Congress forward
Browse:	Catalog of Available Bills, 103rd Congress forward

Special Features

- In a results list, each bill is displayed with the bill number and the initial words of the bill's name. The specific version of the bill is identified by the abbreviation in parentheses that follows the bill number; the explanation of this abbreviation appears in brackets following the name of the bill.
- The Congressional Bills glossary, available at <www.gpoaccess.gov/bills/glossary.html>, provides short definitions of the different types of Congressional Bills, such as House Bill or Joint Resolution, as well as the different versions of bills, such as the introduced version or the reported version.
- ASCII text files include tags to mark added and deleted text within a bill.

  Added text is enclosed in quotation marks. These quotes should not be confused with the quotation marks that are part of the text of the bill. When multiple paragraphs have been added, the quotation marks appear at the beginning of each affected paragraph and at the end of the last paragraph in the series.

  Deleted text is preceded by a <DELETED> tag and followed by a </DELETED> tag.

Unique Searching Instructions

- When searching by bill number, "S" is used to indicate Senate bills, while "H.R." is used for House bills. The bill number may be typed with or without punctuation. If no punctuation is used, you must leave a space between the "h" and the "r" for bills in the House. For example, for House bill number 2137, enter either **"h.r. 2137"** or **"h r 2137"**. For Senate bill number 486, enter either **"s. 486"** or **"s 486"**.
- For specific search examples, consult the helpful hints at <www.gpoaccess.gov/bills/tips.html>.

Congressional Directory

http://www.gpoaccess.gov/cdirectory

The *Congressional Directory* is the official directory of the U.S. Congress, prepared by the Joint Committee on Printing (JCP). It presents short biographies of each member of the Senate and House, listed by state or district, and additional data, such as committee memberships, terms of service, administrative assistants and/or secretaries, and room and telephone numbers. It also lists officials of the courts, military establishments, and other Federal departments and agencies, including D.C. government officials, governors of states and territories, foreign diplomats, and members of the press, radio, and television galleries. The *Congressional Directory* for the current Congress is updated irregularly, as changes are provided by the JCP.

File Formats:	ASCII text, PDF, and Summary
Availability:	104th Congress (1995-96) forward
Search:	104th Congress forward
Browse:	105th Congress forward

Special Features

✶ For photographs of House and Senate Members, officials of the Capitol, President, Vice President and more, consult the *Congressional Pictorial Directory* <www.gpoaccess.gov/pictorial>.

Unique Searching Instructions

✶ A Member of Congress' name may not be consistent throughout the directory since Members may choose how they want their name to appear from year to year. Search for known variations of a Member's name in order to receive a comprehensive results list. For example, **(Robert OR Bob) ADJ Dole**.

✶ Maps of each state's Congressional district(s) are available by entering the state name and the phrase "Congressional district*" in the search terms box and choosing the PDF version. Truncate the word district since there may be more than one Congressional district in the state. For example, **Pennsylvania AND "Congressional District*"**.

✶ For specific search examples, consult the helpful hints at <www.gpoaccess.gov/cdirectory/tips.html>.

Congressional Hearings

http://www.gpo.gov/congress/cong017.html

Congressional hearings are meetings of a committee or subcommittee to take testimony in order to gather information and opinions on proposed legislation, conduct an investigation, or review the operation or other aspects of a Federal agency or program. These meetings are generally open to the public. *GPO Access* contains selected House and Senate hearings in their entirety.

File Formats:	ASCII text and PDF
Availability:	105th Congress (1997-98) forward
Fielded Search:	105th Congress forward
Browse:	None

Special Features

- To view a current catalog of House and Senate hearings available via *GPO Access*, click on the "submit" button on the search page without entering any query terms, then select the appropriate document from the results list. For example: **Search produced no result. Here's the Catalog for database: 106_house_hearings.**
- In addition to making hearings available on *GPO Access*, some committees make hearings available on their Web sites. *GPO Access* maintains a list of House committees <www.gpo.gov/congress/house/index.html#house_committees> and Senate committees <www.gpo.gov/congress/senate/index.html#senate_committees>. These lists provide links to a committee's Web site, membership; jurisdiction; rules; and publications processed by the committee that are available on *GPO Access*.

Unique Searching Instructions

- When searching by bill number, "S" is used to indicate Senate bills, while "H.R." is used for House bills. The bill number may be typed with or without punctuation. If no punctuation is used, you must leave a space between the "h" and the "r" for bills in the House. For example, for House bill number 2137, enter either **"h.r. 2137"** or **"h r 2137"**. For Senate bill number 486, enter either **"s. 486"** or **"s 486"**.
- In transcription, laughter is noted in brackets. Since Congressional hearings not only provide facts and opinions, but also jokes and laughter, it is possible to search for laughter by enclosing the laughter in brackets and in quotes. For example: **"[laughter]"**.
- For specific search examples, consult the helpful hints at <www.gpo.gov/gpoaccess/help/hints/chearings.html>.

Congressional Record

http://www.gpoaccess.gov/crecord

Published daily when Congress is in session, the *Congressional Record* is the official record of the debates and proceedings of the House and Senate. The current year's *Congressional Record* is updated by 11 a.m., except when late adjournment delays production.

The *Congressional Record* consists of four sections: the Daily Digest, the House section, the Senate section, and the Extensions of Remarks. The Daily Digest serves as a table of contents for each issue. The House and Senate sections contain the proceedings for the separate chambers of Congress. Finally, Extensions of Remarks include tributes, statements, and other information that supplements statements made on the Congressional floor.

File Formats:	ASCII text, PDF, and Summary
Availability:	Volume 140 (1994) forward
Fielded Search:	Volume 141 forward
Browse:	None

Special Application Features

✶ The Retrieve a *Congressional Record* page option at <www.gpoaccess.gov/crecord/retrieve.html> retrieves a single page by entering a page number. This feature is available from volume 141 (1995) forward, in PDF only.

✶ Since the *Congressional Record* is the verbatim record of the proceedings and debates of Congress, the date of the publication refers to the date the proceedings were recorded, not the day of delivery.

Unique Searching Instructions

✶ Members of Congress are not referred to as Senator or Representative in the *Congressional Record*, but as Mr., Mrs., or Ms. The name will appear in all capital letters and be positioned flush left when a Member is speaking.

✶ Page numbers in the *Congressional Record* are marked by either the letter "S" for Senate pages, "H" for House pages, "D" for Daily Digest pages, and "E" for Extension of Remarks pages. When performing a page search in the *Congressional Record*, include the word "page", the section, and page number. For example: **"page H1234"**.

✶ Since the 1994 databases on *GPO Access* do not contain fields, a fielded search page is not available for the 1994 *Congressional Record*. To search the 1994 CR use the multi-database search page at <www.gpoaccess.gov/multidb.html>.

✶ For specific searches, consult the helpful hints at <www.gpoaccess.gov/crecord/tips.html>.

Congressional Record Index

http://www.gpoaccess.gov/cri

The *Congressional Record Index* (CRI) serves as the index to the *Congressional Record*. When Congress is in session, the Joint Committee on Printing publishes the *Congressional Record Index* biweekly. In print, the *Congressional Record Index* contains both the index and the History of Bills and Resolutions. However, on *GPO Access*, the two parts of the print index are two separate applications.

File Formats:	ASCII text, HTML (1998 only)
Availability:	1983 forward
Fielded Search:	1983 forward
Browse:	None

Special Application Features

✶ Entries in the 1998 *Congressional Record Index* are available in HTML format. Each reference to a *Congressional Record* page is a hyperlink that will retrieve that single page of the *Congressional Record*. Once a PDF file is open, Navigational tools at the bottom of the screen allow you to view the previous page, next page, or a page number that you enter in the "Go to page" box.

Unique Searching Instructions

✶ Members of Congress are listed alphabetically by last name in the *Congressional Record Index*. Thus, users must search for individuals by entering the last name before the first name. Additionally, users should include all forms of an individual's first name, since Members of Congress may choose how they want their name to appear in the *Congressional Record*. For instance, in the 1991 *Congressional Record Index*, Bob Dole is listed as both "Dole, Bob" and "Dole, Robert".

✶ For specific searches, consult the helpful hints at <www.gpoaccess.gov/cri/tips.html>.

Congressional Reports

http://www.gpoaccess.gov/serialset/creports

Congressional Reports contains House, Senate, and executive reports. The current databases are updated irregularly, as reports become available. Congressional reports originate from congressional committees and deal with proposed legislation and issues under investigation. There are two types of reports—House Senate Reports and Senate Executive Reports. House Senate Reports are reports from congressional committees concerning proposed legislation and/or contain findings on matters under investigation. Senate Executive Reports are reports from the Committee on Foreign Relations relating to Treaties between the United States and foreign nations which have been submitted to the U.S. Senate for ratification, or are reports of various Senate Committees regarding nomination of individuals.

File Formats:	ASCII text, and PDF
Availability:	104th Congress (1995-96) forward
Fielded Search:	104th Congress forward
Browse:	None

Special Application Features

- A"List of Reports available online" appears as the first hit in every results list and lists by report number all of the Congressional reports that are available via *GPO Access*.
- To view a current list of Congressional reports available via *GPO Access* for a given Congress, click on the "SUBMIT" button from the search page without entering any query terms. Next, select the appropriate ASCII text document from the results list. For example: **Search produced no result. Here's the Catalog for database: 106_cong_reports.**

Unique Searching Instructions

- To search by report number, enclose the report number in quotes. For example: when searching for House Report 105-22, enter **"105-22"**. The returned documents may be reports that bear the number you have entered as a query, or they may reference the report number in their title or text, as in a regular subject search.
- For specific searches, consult the helpful hints at <www.gpoaccess.gov/serialset/creports/tips.html>.

GAO Reports

http://www.gpoaccess.gov/gaoreports

GAO Reports contain reports ("blue books") on audits, surveys, investigations, and evaluations of Federal programs conducted by the General Accounting Office (GAO). Most reports are done at the request of members of Congress — often committee chairpersons and ranking minority members. All published reports are included, with the exception of correspondence and reports that are restricted or classified. The current year's database is updated within two business days of a report's release.

File Formats:	ASCII text, PDF
Availability:	1993 forward
Fielded Search:	1993 forward
Browse:	None

Special Features

- Each GAO Report is assigned a report number. Prior to FY01, report numbers included the GAO division or office that performed that analysis (e.g. HEHS-00-198R). Since FY01, all issuing division or office information was removed from the report number and report numbers instead begin with "GAO" (e.g. GAO-02-833T).
- Report numbers that end in "R" are correspondence reports (e.g. GAO-01-391R).
- "T" indicates that a report consists of testimony before the U.S. Senate (e.g. GAO-02-873T).
- Report Series Abbreviations indicate the GAO division or office that performed the analysis. For example: **RCED stands for Resources, Community, and Economic Development Division.** A list can be found at <www.gpoaccess.gov/gaoreports/tips.html#abbreviations>.

Unique Searching Instructions

- A report number should be enclosed in quotation marks and entered in the report-number search box. For example: **"GAO-03-164"**.
- To identify all reports in a report series, enter only the initial letters of the report number in the report-number search box. For example: **HEHS**.
- GAO control numbers (e.g., B-285272) are not searchable in the report-number field. However, a control number does appear on the cover letter that accompanies each report and, therefore, can be used as a query in the full-text search box.
- For specific searches, consult the helpful hints at <www.gpoaccess.gov/gaoreports/tips.html>.

History of Bills

http://www.gpoaccess.gov/hob

The History of Bills lists legislative actions on bills that are reported in the *Congressional Record*. In print, it is part of the *Congressional Record Index*, the biweekly publication from the Joint Committee on Printing, but on *GPO Access* it is a separate application.

A typical HOB entry includes a bill number, title, summary, names of sponsors and cosponsors, and a chronological list of actions on the bill. Each action references a Congressional Record page number and the date when the action was reported in the format "S5798 [9JN]" (page 5798 in the Senate section from the June 9 issue for that year).

File Formats:	ASCII text
Availability:	1983 forward
Fielded Search:	1983 forward
Browse:	None

Special Application Features

✶ To view a catalog of History of Bills documents available via *GPO Access* for a particular year, choose a year(s) from the scroll box and click on the "submit" button on the search page without entering any query terms. Next, select the appropriate ASCII text document from the results list. A catalog will be retrieved for any year of the History of Bills that is highlighted in the scroll box on the search page. For example: **Search produced no result. Here's the Catalog for database: 1999_hob**.

Unique Searching Instructions

✶ When searching by report number, the word "report" should be abbreviated as "rept.". The report number may be typed with or without punctuation. If no punctuation is used, you must leave a space between the "h" or "s" and "rept." for reports in the House or Senate, respectively. For example: **"s. rept. 106-340"** or **"s rept 106-340"**.

✶ When searching by public law number, the phrase "public law" should not be abbreviated. For example, **"public law 103-40"**.

✶ For specific searches, consult the helpful hints at <www.gpoaccess.gov/hob/tips.html>.

House Journal

http://www.gpo.gov/congress/cong018.html

The *House Journal* is the official record of proceedings of each legislative day in the House of Representatives. It can include material such as corrections to the *Congressional Record*, when members have unanimously decided to expunge remarks or extraneous matter from the permanent edition of the *Record*. Certified copies of the *House Journal* are admissible in judicial proceedings (28 USC Sec. 1736). Publication of the Journal is required by the Constitution, except when the proceedings may require secrecy. The database is updated irregularly as the House provides information to GPO. Meanwhile, the print version is published and distributed at the close of each session of Congress.

File Formats:	ASCII text and PDF
Availability:	102nd (1991-92) to 105th (1997-98) Congresses
Search:	102nd to 105th Congresses
Browse:	102nd to 105th Congresses

Special Application Features

- Instead of merely retrieving a single page or portion of a document, a search by page number will retrieve the entire daily issue containing the specified page.
- In the table of sections, click on a particular year for the Index section to get a comprehensive alphabetical listing of subjects, agencies, committees, Members of Congress, popular names of bills, and more. The listing includes abbreviated references to issue dates. A particular issue can be accessed by entering the full issue date in quotation marks in the Search Terms box (For example: **"January 28, 1998"**).
- More information about the *House Journal* and related House publications is available from *Cannon's Precedents of the House of Representatives* <www.gpoaccess.gov/precedents/cannon>, *Deschler's Precedents of the United States House of Representatives* <www.gpoaccess.gov/precedents/deschler> and/or *Hinds' Precedents of the House of Representatives* <www.gpoaccess.gov/precedents/hinds>.

Unique Searching Instructions

- To find roll-call votes, enter a subject in the search terms box and then either *yeas* or *nays*. Enter the name of a Member of Congress to futher narrow the search results.
- For specific searches, consult the helpful hints at <www.gpo.gov/gpoaccess/help/hints/hjournal.html>.

Public Laws

http://www.gpoaccess.gov/plaws

Public Laws contain laws signed by the president. Laws signed by the president become known as "slip laws". More specifically, they can either be public or private laws. At the end of every session of Congress "slip laws" are compiled into the Statutes at Large and are known as "session laws". Every six years, the session laws are incorporated into the *United States Code*, the codification of all general and permanent laws of the United States.

File Formats:	ASCII text and PDF
Availability:	104th Congress (1995-96) forward
Fielded Search:	104th Congress forward
Browse:	104th Congress forward

Special Application Features

✶ To browse a current catalog of public laws available via *GPO Access*, choose the appropriate Congress from <www.gpoaccess.gov/plaws/browse.html>. If a public law is not listed in the catalog, it is not available electronically via *GPO Access* at that time.

✶ In the PDF files of the public laws online via *GPO Access*, the slip laws are displayed exactly as they appear in the official printed version. Therefore, all side notes appear in the margins in their original format. In the ASCII text files, however, the side notes appear in double angle brackets within the body of the text. For example: **<<NOTE: District of Columbia Management Restoration Act of 1999.>>**.

Unique Searching Instructions

✶ When searching by public law number, the phrase "public law" should not be abbreviated. For example: **"public law 107-1"**.

✶ When searching by Statutes at Large citation, include the volume number, the abbreviation "stat", and the number of that particular law as assigned in the Statutes at Large. For example: **"110 stat 1345"**.

✶ When searching by U.S. Code citation, include the title number, abbreviation "usc", and section number. For example: **"15 USC 1024"**.

✶ For specific searches, consult the helpful hints at <www.gpoaccess.gov/plaws/tips.html>.

United States Code

http://www.gpoaccess.gov/uscode

The *United States Code* is the codification by subject matter of the general and permanent laws of the United States. The Office of the Law Revision Counsel, House of Representatives, publishes the *U.S. Code* every six years. The most recent publication was in 1994. To present the most current information, the Office of the Law Revision Counsel also releases an annual supplement to the Code. Following each printed edition, *GPO Access* provides access to 5 full supplements of the *U.S. Code*.

File Formats:	ASCII text
Availability:	2000 and 1994 editions plus yearly supplements
Fielded Search:	1994 forward
Browse:	Latest edition/supplement

Special Application Features

✶ A list of *U.S. Code* titles based on broad subject terms is available in the helpful hints at <www.gpoaccess.gov/uscode/browse.html>.

Unique Searching Instructions

✶ When searching by *U.S. Code* citation, include the title number, the abbreviation "usc", and a section number. For example: **"42usc1204"**.

✶ When searching by public law number, the phrase "public law" should be abbreviated. For example: **"pub. l. 104-45"** or **"pub l 104-45"**.

✶ When searching by Statutes at Large citation, include the volume number, the abbreviation "stat," and the number of that particular law as assigned in the Statutes at Large. For example: **"110 stat 1345"**.

✶ In print, the *U.S. Code* includes the Popular Names Index. The index lists acts by their short title and the public law numbers that the act was assigned. To search by popular name, include the phrase "popular name" and a keyword. For example, to find the Brady Handgun Violence Prevention Act, enter **"popular name" and brady.**

✶ To search for *U.S. Code* subsections, use an asterisk (*) with the citation. For example: **2USC661***.

✶ For specific searches, consult the helpful hints at <www.gpoaccess.gov/uscode/tips.html>.

Application Update Schedule

The applications on *GPO Access* are updated at various times. The following chart simplifies the schedule.

Daily	Catalog of U.S. Government Publications
	Congressional Bills*
	Congressional Calendars*
	Congressional Record*
	Congressional Record Index*
	Federal Register
	History of Bills
	Sales Product Catalog
Weekly	Davis-Bacon Wage Determinations
	Weekly Compilation of Presidential Documents
Monthly	List of Sections Affected (LSA)
	Economic Indicators
Semi-Annually	Unified Agenda
	Public Papers of the Presidents**
Yearly	Budget of the United States
	Code of Federal Regulations
	Congressional Directory
	Economic Report of the President
	United States Code
	United States Government Manual
Biennially	Congressional Pictorial Directory
	Privacy Act Issuances
Irregularly	Congressional Committee Prints
	Congressional Documents
	Congressional Reports
	GAO Comptroller Decisions
	GAO Reports
	House Journal
	Public Laws
	Senate, House, and Executive Reports
	Senate, House, and Treaty Documents

* When Congress is in session

** In addition to future administrations, Public Papers from previous administrations will also be made available.

The following were made available online as complete **applications**:

- *Cannon's Precedents of the House of Representatives*
- *Constitution of the United States of America*
- *Deschler's Precedents of the U.S. House of Representatives*
- Department of the Interior - Inspector General Reports
- *Hinds' Precedents of the U.S. House of Representatives*
- *House Practice: A Guide to the Rules, Precedents and Procedures of the House*
- *House Rules and Manual*
- *Riddick's Senate Procedure*
- *Senate Manual*
- *United States Government Printing Office Style Manual*

How far back does the information on *GPO Access* go?

Information on *GPO Access* typically dates back to 1994. Information prior to 1994 is not available online since the information does not exist in electronic format. In order for GPO to disseminate this information, the information would need to be rekeyed (typos and all), proofread, and would be expensive to produce. GPO will continue to produce an online version of future Federal information. To obtain information prior to 1994, consult a Federal depository library. To find a Federal depository library, go to <www.gpoaccess.gov/libraries.html>.

Finding Aids

Browse Topics classifies Federal Goverment Web sites based on general or broad subject areas.

***

The Catalog of United States Government Publications (CGP) indexes print and electronic Government information products created by Federal agencies. Use it to link to Federal agency online resources or identify materials distributed to Federal depository libraries.

GPO Access provides a number of finding aids to assist in searching or browsing for Government information. A complete list of Finding Aids can be found at <www.gpoaccess.gov/help>.

Browse Topics

Browse Topics <www.library.okstate.edu/govdocs/browsetopics/> organizes official Government and military Internet sites (as well as selected educational and commercial sites) under approximately 170 subjects, based on the subject terms used in GPO's Subject Bibliographies. Topics are arranged alphabetically and include birds, citizenship, health care, robotics, solar energy, women, and congressional information.

Each topic under *Browse Topics* lists the most relevant and/or most specific government, military, or cooperative Web sites on that topic. Links are arranged alphabetically, and in order to give users an idea of the site's content, short descriptions (or annotations) are provided. Within these descriptions, further sub-links may be found for a given site.

Browse Topics is maintained by volunteer government information librarians and is updated quarterly. This service is made possible by the University of Central Oklahoma Chambers Library, in partnership with the Federal Depository Library Program.

Users should note that agencies or organizations may change the content or structure of their Web site before the quarterly update of the topics.

Catalog of U.S. Government Publications

The Catalog of United States Government Publications (CGP) <www.gpoaccess.gov/cgp> indexes print and electronic Government information products created by Federal agencies. Use it to link to Federal agency online resources or to identify materials distributed to Federal depository libraries. The CGP data set contains authoritative bibliographic records generated since January 1994, and is updated daily.

For indexing prior to 1994, consult the print version of this index, Monthly Catalog of United States Government Publications (MOCAT), which dates from the passage of the Printing Act of 1895 and is available at most depository libraries.

Specific fields are available for searching: keyword, title, SuDocs class number, depository item number, GPO stock number, and/or publication date. Each entry in your results results list allows you to view a short or full

Federal agencies use the Federal Bulletin Board as a means to distribute electronic files in various file formats to the public.

***

The server capacity and bandwidth put in place for *GPO Access* has allowed the U.S. Government Printing Office to offer Web development and hosting services to other agencies of the Federal Government.

record. Many records for Government information products available from agency Web sites are included, with direct links to the electronic text of the document.

The **Short Record** provides a user-friendly display with the basic information needed to locate or cite a source.

The **Full Record** provides the complete and detailed MARC (Machine-Readable Cataloging) record for the publication.

Federal Bulletin Board

The Federal Bulletin Board (FBB) <fedbbs.access.gpo.gov> electronic bulletin board service has been operational since 1992. The FBB enables Federal agencies and offices within GPO to provide public access to Federal information in a variety of electronic formats. The FBB is available via the Web, FTP, and Telnet.

A few Federal agencies, such as the Office of Foreign Assets Control, continue to use the FBB as a means to distribute electronic files to the public. GPO also continues to add files to the FBB relating to the Federal Depository Library Program and *GPO Access*, including depository shipping lists and *GPO Access* source files and reports.

Users can access archival information from the White House and Executive Branch, as well as independent agencies such as the Merit Systems Protection Board and the Federal Labor Relations Authority. Supreme Court opinions and files are also available from the 1992 to 2000 terms.

Federal Agency Internet Sites

Federal Agency Internet Sites <www.lib.lsu.edu/gov/fedgov.html> is a service of Louisiana State University Libraries in partnership with the Federal Depository Library Program. It allows users to search for or browse a list of Federal agency Web sites based on the government structure in *The United States Government Manual*. In the browse feature, Federal Agencies are divided into six categories: executive; judicial; legislative; independent; boards, commissions, and committees; and quasi-official.

Federal Web Sites Hosted by *GPO Access*

The server capacity and bandwidth put in place for *GPO Access* has allowed the U.S. Government Printing Office to offer Web development and hosting services to other agencies of the Federal Government. GPO currently hosts the main Web sites of 16 agencies, as well as a number of discrete online Federal publications. Recent additions include the Web sites of the National Mediation Board, the Supreme Court of the United States, and the U.S.–China Security Review Commission. A complete list of hosted sites may be found at <www.gpoaccess.gov/hosted.html>.

There are two types of GILS records on *GPO Access*: Agency Records and Pointer Records.

✶✶✶

Federal depository libraries provide free public access to a wide variety of Federal government information and have expert staff available to assist users. To find a Federal depository library, search by state abbreviation, area code, or congressional district.

Search the Federal Government Through FirstGov

In order to find information on Federal agency Web sites or only on *GPO Access,* Search the Federal Government Through FirstGov provides a search engine that uses the FirstGov index. A Simple search option can be found in the top right corner of each *GPO Access* page. The advanced search page <www.gpoaccess.gov/advancedsearch.html>, allows users to search the Federal Government, all of GPO, *GPO Access*, the U.S. Government Online Bookstore, or Ben's Guide to U.S. Government. When using this search engine, users may leave GPO's servers. The U.S. Government Printing Office is not responsible for the content of the sites not on its servers.

Government Information Locator Service (GILS)

The Government Information Locator Service (GILS) <www.gpo.gov/gpoaccess/gils> databases contain records that identify public information resources throughout the Federal Government, describe information available in those sources, and provide assistance in obtaining information on those sources.

GILS records can represent different levels of information, from the macro to the micro, (i.e. from an agency's Web site to a single product, (such as a publication, artifact, meeting, electronic database, et cetera). The information contained in a GILS record may or may not be available in electronic format. When referencing a Web-based product, an HTML GILS record should contain a direct link to that product. There are two types of GILS records on *GPO Access*:

Agency Records: A collection of agency GILS records (created by those agencies or by GPO) maintained on *GPO Access* that describe a wide variety of information products and resources available from Federal agencies.

Pointer Records: Pointer GILS records provide a hypertext link to an agency's collection of GILS records mounted on non-*GPO Access* servers.

Some agencies prefer to host their own GILS records. Therefore, *GPO Access* includes Pointer records to those agencies whenever possible. In addition, not all agencies have created GILS records to date.

Both simple and fielded search pages, as well as a browse feature, are provided for GILS. Using the scroll box on either the simple or fielded search page, you may choose to search all GILS records, Pointer records, or the records of a specific agency hosted on *GPO Access*.

Locate a Federal Depository Library

There are approximately 1,300 Federal depository libraries throughout the United States and its territories, with at least one in almost every congressional district. All provide

Each week, New Electronic Titles (NET) contain a list of online Federal information products recently added to the FDLP Electronic collection, such as unique titles, periodicals, databases, and Web sites.

free public access to a wide variety of Federal Government information in both tangible and electronic formats, and have expert staff available to assist users.

To find a Federal depository library <www.gpoaccess.gov/libraries.html>, enter either a state abbreviation, area code, or Congressional district in the search terms box. Up to five states and three area codes may be searched at one time. Only one Congressional district may be searched at a time.

Each results list includes the library's depository number, address, phone, fax, and Web address (if available). Some libraries are indicated in the search results as a "REGIONAL" library. There are currently fifty-three Regional libraries. All states have or are covered by a Regional library. Regional libraries receive all materials distributed through the Federal Depository Library Program. Other libraries select materials according to the needs of their communities.

The Federal Depository Library Program (FDLP) logo, shown above, indicates that a library is a Federal depository for U.S. Government documents. Public access to the Government documents collection is guaranteed by public law. (Title 44, *United States Code*)

New Electronic Titles (NET)

New Electronic Titles (NET) <www.gpo.gov/gpoaccess/locators/net> was released in July 2000 and replaced Browse Electronic Titles (BET). Each week NET contains a list of online U.S. Government information products recently added to the Superintendent of Documents, Federal Depository Library Electronic Collection (FDLP/EC). These publications may be new to the online environment, and may be available on *GPO Access*, Federal agency Web sites, FDLP partnerships, and/or the FDLP/EC archive. Entries link to a variety of online resources, including unique titles, periodicals, databases, and Web sites.

The NET main page provides links to the four most recent weekly additions to the NET. After four weeks, lists move to the NET archive.

Full bibliographic information for NET and former BET entries is available in the Catalog of U.S. Government Publications (CGP).

Relating *GPO Access* Applications

Many of the applications on *GPO Access* can be used in conjunction with one another. For example, the *Congressional Bills*, History of Bills, *Congressional Record*, *Public Laws*, and *United States Code* applications can all be used to obtain a detailed history of a bill. The following sections demonstrate how various applications relate to each other.

Tracking Legislation.....47
Tracking Regulations.....52
Finding Government Publications.....55

These examples are performed in archived databases in order to show you the necessary steps involved in relating *GPO Access* databases. Due to the changing nature of the databases on *GPO Access*, these searches may not work exactly the same in the future.

The Legislative Process

CONGRESSIONAL BILLS

Contains all published versions of bills of the House of Representatives and Senate. Once introduced, pending legislation is sent to a committee or subcommittee for study, hearings, revisions, and approval. It is then sent to the sponsoring chamber for debate and vote. If approved, the process repeats in the other chamber. If both chambers approve the bill, it is sent to the President for approval or veto.

CONGRESSIONAL RECORD

The official record of the debates and proceedings of the House and Senate. Published when Congress is in session, the *Congressional Record* consists of four parts: the Daily Digest, the House section, the Senate section, and the Extension of Remarks.

HISTORY OF BILLS

Chronologically lists all bills and resolutions that are reported in the *Congressional Record*. A History of Bills entry lists page numbers of the *Congressional Record* where House and/or Senate proceedings can be found. On *GPO Access*, the History of Bills is maintained as a separate application. In print, it is part of the *Congressional Record Index*, which lists individuals, organizations, and topics mentioned in the *Congressional Record*, and it is maintained as a separate application on *GPO Access*.

PUBLIC and PRIVATE LAWS

Contains bills that have been signed into law by the President. Once a bill is signed, it is sent for markup and publication. Until a public law is available, consult the enrolled bill. The enrolled version of a bill has been approved by both chambers of Congress and was sent to the president for consideration. Whether the bill was signed or vetoed, the president issues a statement in the *Weekly Compilation of Presidential Documents* available on *GPO Access*.

UNITED STATES CODE

The final step in the lawmaking process is the codification by subject matter of the general and permanent laws of the United States into the *U.S. Code*. While updated in print every six years, an annual supplement to the *Code* is released by the Office of the Law Revision Council and made available on *GPO Access*.

Tracking Legislation

This section illustrates how to use *GPO Access* to obtain to detailed history of a bill or to track legislation currently proposed in Congress. The various applications used are as follows:

1. ***Congressional Bills***
2. **History of Bills**
3. ***Congressional Record***
4. ***Public Laws***
5. ***United States Code***

> ***Stamp Out Breast Cancer Act* (H.R. 1585), 105th Congress**
>
> This act allowed the U.S. Postal Service to produce $0.40 stamps. When purchased, the extra $0.08 goes towards breast cancer research. Within 5 days, both the Senate and the House introduced bills that would establish the breast cancer research stamps (S. 726 and H.R. 1585 respectively). Eventually, the Senate bill died and the House bill went on to become a law.

Congressional Bills

This application contains all published versions of every Congressional bill from the 103rd Congress forward. To find the *Stamp Out Breast Cancer Act*:

1. Go to the *Congressional Bills* page at <www.gpoaccess.gov/bills>.
2. Select the 105th Congress from the scroll box.
3. Enter **"stamp out breast cancer"** in the search terms box.

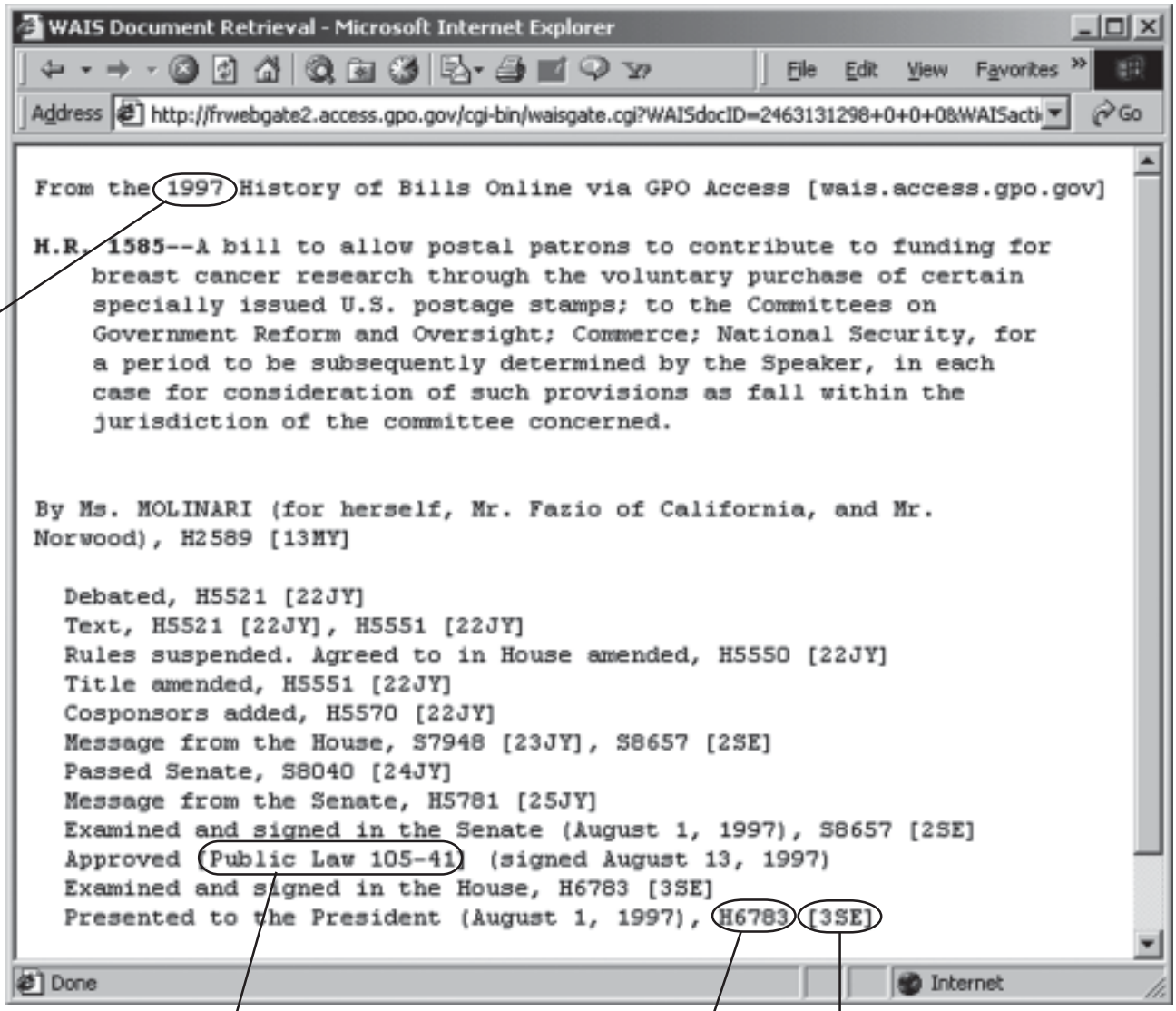
The result list will contain every published version of H.R. 1585 (the short title of which is the *Stamp Out Breast Cancer Act*). However, none of the documents will explain the history of the bill or allow you to read the proceedings of Congress when they discussed it.

History of Bills

History of Bills is actually an index to the *Congressional Record*. Its entries chronologically list the various actions taken on a bill, and include the pages of the *Congressional Record* where the proceedings can be found. To find H.R. 1585:

1. Go to the History of Bills page at <www.gpoaccess.gov/hob>.
2. Select the 1997 and 1998 History of Bills in the scroll box. Since the 105th Congress spanned both 1997 and 1998, both years should be selected to ensure that this information is located.
3. Enter **"h.r. 1585"** in the search terms box.

The results list will include an entry from the 1997 History of Bills, along with a hit reading "Search produced no result. Here's the catalog for database: 1998_hob". Because H.R. 1585 was passed in 1997, it does not have an entry for 1998. However, continue to



Example 4:The 1997 History of Bills entry for H.R. 1585.

check both years of a Congressional session to ensure that you get all the information pertinent to your search.

The 1997 entry lists the history of H.R. 1585 (see example 4). For each step along the path of the bill, the entry lists the date and page number of the *Congressional Record* document in which the proceedings are found. In addition, the entry shows the date that the President signed H.R. 1585, and provides the bill's public law number: Public Law 105-41.

> The short title or popular name of a bill, such as *The Stamp Out Breast Cancer Act*, does not appear in History of Bills entries and therefore cannot be used as a search in this application.

Congressional Record

The *Congressional Record* contains the official record of the proceedings and debates of Congress. Use the page numbers from the History of Bills entry for H.R. 1585 to find the Congressional proceedings in which the bill was discussed. For example, page H5521 of the 1997 *Congressional Record* contains the text of a debate about the bill. To find those proceedings:

1. Go to the *Congressional Record* page at <www.gpoaccess.gov/crecord>.
2. Select the 1997 *Congressional Record.*
3. Enter **"page h5521"** in the search terms box.

This search results in two *Congressional Record* documents: "Regarding Interference of European Commission in Merger of Boeing Co.," which ends on page H5521, and *Stamp Out Breast Cancer Act*, which begins on the same page.

Public Laws

Contains the text of public laws. When the President signs an act, it becomes known as a "slip law", named for the slip of paper on which it is printed. The text of a public law is identical to that of an enrolled bill. An enrolled bill is the version that has been passed by both chambers of Congress and is waiting for the President's signature.

There are several ways to find a document in *GPO Access' Public Laws* application; however, this exercise focuses on searching by public law number. To find H.R. 1585:

1. Go to the *Public Laws* page at: <www.gpoaccess.gov/plaws>.
2. Select the 105th Congress public laws in the scroll box.
3. Enter **"public law 105-41"** in the search terms box.

The text of Public Law 105-41 is identical to the enrolled version of H.R. 1585; however, the public law contains one piece of additional information. At the top right corner of the public law, the *Statutes at Large* citation for that legislation appears. The *Statutes at Large* is a compilation of all the slip laws from a session of Congress.

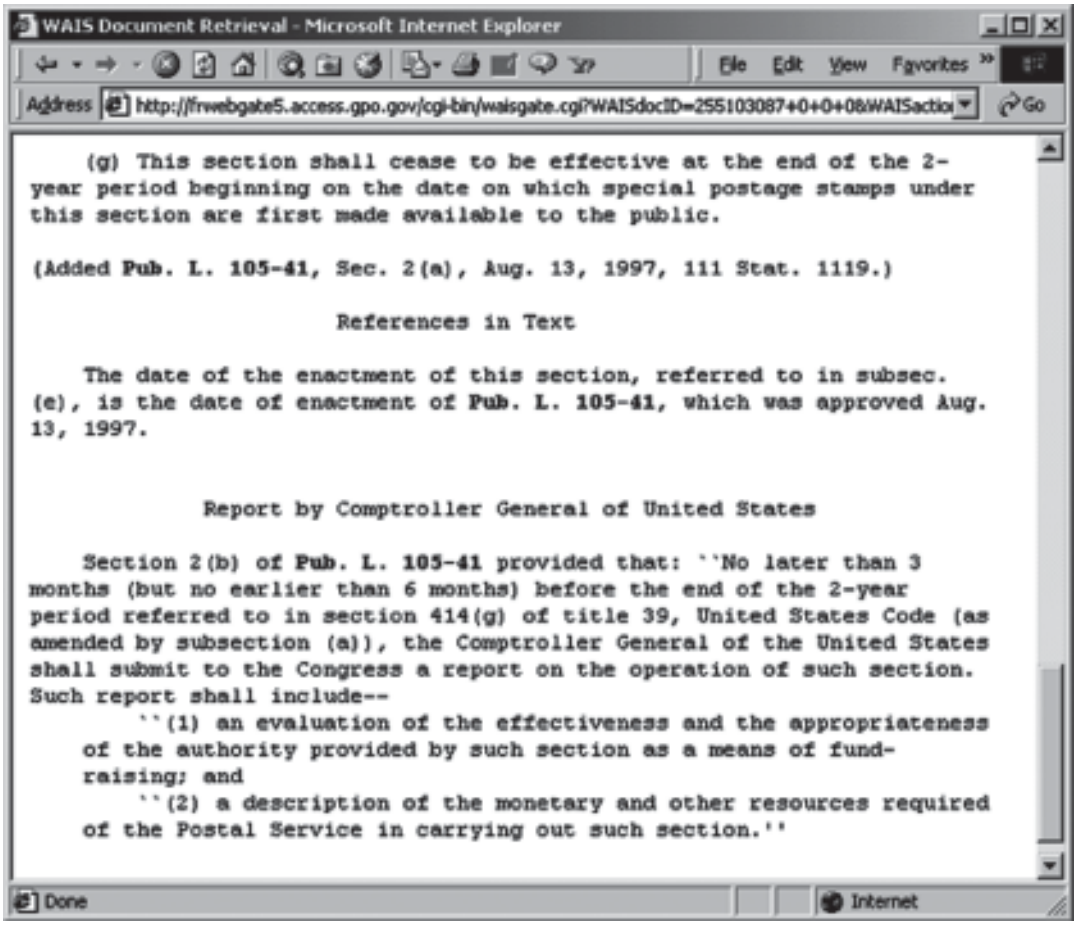
United States Code

After it went through all of the above mentioned steps, H.R. 1585 became part of the *United States Code*, the codification of the general and permanent laws of the U.S. The text of the *Stamp Out Breast Cancer Act* did not enter the *U.S. Code* verbatim; rather it was comprised of amended pre-existent language.

To find the amended language, follow these steps in the *U.S. Code*:

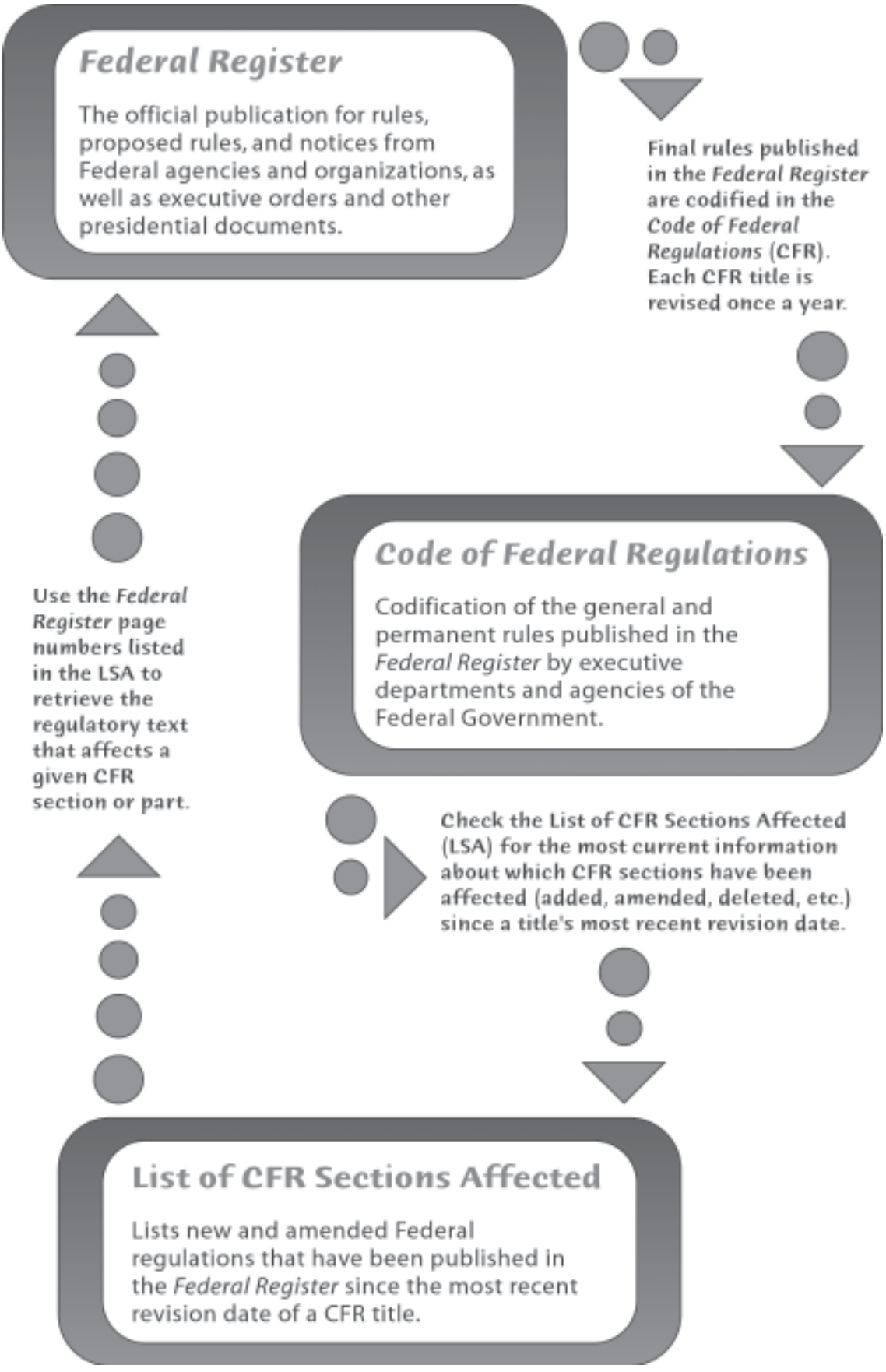
1. Go to the *U.S. Code* <www.gpoaccess.gov/uscode>.
2. Enter "**pub. l. 105-41**" in the search terms box.

> The format for searching by public law number in the *United States Code* differs from the *Public Laws* application.



Example 5: An act affected by a public law in the *U.S. Code*.

The Regulatory Process



Tracking Regulations

GPO Access has a number of resources for tracking rules and regulations set by Federal agencies. The various applications used are as follows:

1. ***Code of Federal Regulations***
2. **List of CFR Sections Affected**
3. ***Federal Register***

49 CFR 571.208
Standard No. 208;
Occupant Crash Protection

49 CFR 571.208 specifies standard performance requirements for the protection of vehicle occupants in crashes

Code of Federal Regulations (CFR)

To find regulations Federal motor vehicle occupant crash protection, begin with the CFR. To retrieve the pertinent rules:

1. Go to the "Search the entire set of CFR databases by keyword" page <http://www.gpoaccess.gov/cfr>.
2. Enter **"crash protection"** in the search terms box.

The CFR results list will include **49CFR571.208-- Sec. 571.208 Standard No. 208; Occupant crash protection.** Since each title of the *CFR* is updated only once a year, there is a chance that the information in this document is outdated. The List of CFR Sections Affected provides a cumulative list of CFR sections that have been changed at any time since each CFR title was last updated.

List of CFR Sections Affected (LSA)

The LSA lists the sections of the CFR that have been changed since the last update to each title and displays the page in the *Federal Register* on which the rules that made those changes begin. To find the most current LSA entry for Title 49 of the CFR:

1. Go to the LSA page <www.gpoaccess.gov/lsa>.
2. Select the link in the left margin that reads **Browse LSA** or choose the link in the moddle of the page under "1986 through 2003" that reads **Browse** (1997 forward).
3. Select the most current issue of the LSA, in this case **May 2003**.
4. Scroll to **Title 49** and select either Text or PDF.

That document will list the sections of Title 49 that have been changed since the last update. Part 571 indicates that section 571.208 has changed. The listing shows that changes can be found on pages 79439, 23617, 513, and 4965 of the 2003 *Federal Register*.

However, because the LSA appears monthly and the *Federal Register* daily, the information can still be outdated.

the "Current List of CFR Parts Affected" and "Last Month's List of CFR Parts Affected" to see if your part has been changed since the most recent issue of the LSA.

Federal Register (FR)

Using the page number found in the LSA, check the *Federal Register* to find the most current language in the regulations concerning sea turtle conservation. To find the document that begins on that page of the FR.

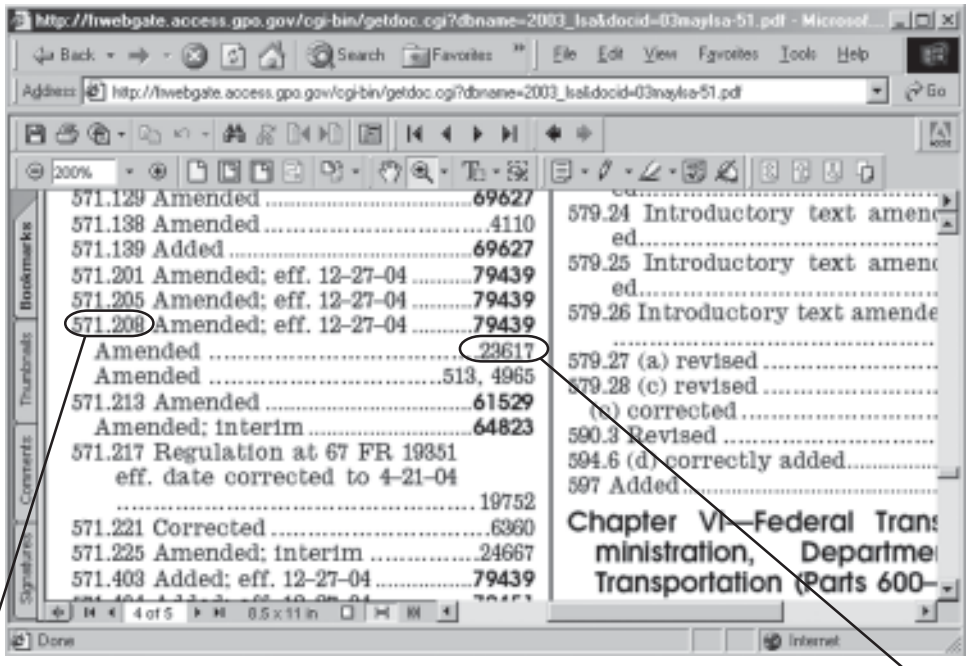
1. Go to the *Federal Register* advanded search page <www.gpoaccess.gov/fr/advanced.html>.
2. Search the 2003 *Federal Register* (the default for the Federal Register is the current year).
3. In the search terms box enter **"page 23617"**.

The result list contains one document, **fr05my03R Federal Motor Vehicle Safety Standards; Occupant Crash Protection.**

This search may also be performed using the LSA's Supplemental Services.

1. In the list of Supplemental Services, select **"Retrieve a *Federal Register* Page (PDF)"**.
2. Select the 2003 *Federal Register*.
3. In the search terms box, enter **23617**.

This search will retrieve page **23617** of the 2003 *Federal Register*. When a page is retrieved, only the first page, not the entire document will be retrieved. If the notice spans onto more than one page, use the link at the lower right of the page that reads "Next Page" and continue until the end of the notice.



Example 6: Find updates to 49CFR571.208 in the List of Sections Affected (LSA).

CFR Part

FR page number

Finding Government Publications

Catalog of U.S. Government Publications (CGP)

Indexes print and electronic Government information products created by Federal agencies. The CGP data set contains authoritative bibliographic records generated since January 1994, and is updated daily. Use the CGP to locate Federal publications in electronic and tangible formats.

Tangible Format

Includes books, CD-ROMs, magazines, microfiche, maps, and videos.

Federal depository libraries
Freely access Federal publications at FDLs nationwide.

U.S. Government Online Bookstore
Purchase Federal publications online.

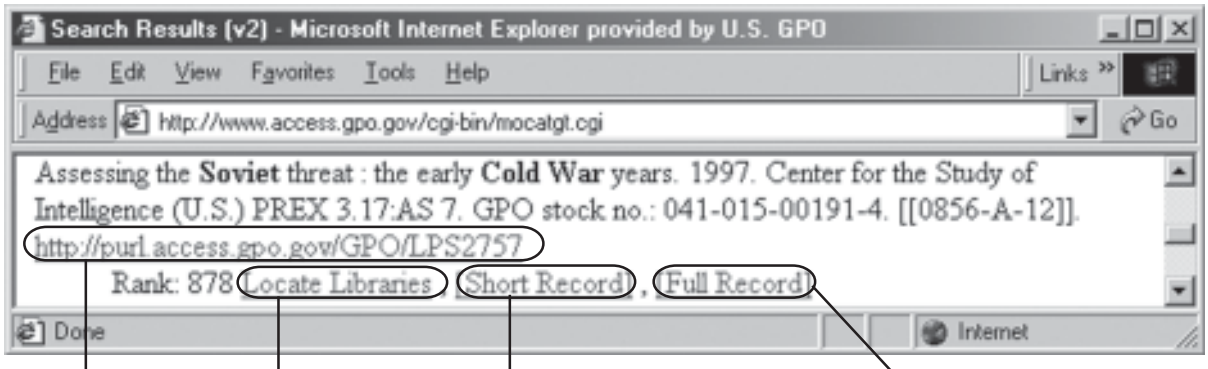
Electronic Format

Includes online publications, databases, and Web sites.

Personal computer
Freely access electronic Federal publications from your computer.

Federal depository libraries
Freely access electronic Federal publications at a public access workstation at a FDL.

Interpreting CGP Search Results



View title online

Find a depository library near you

View basic information (author, pages, and stock no.)

View the full MARC record

The short record of the CGP lists basic bibliographic information, including ordering information.

Finding Government Publications

The Catalog of U.S. Government Publications (CGP), Locate a Federal Depository Library, and the U.S. Government Online Bookstore can be used in conjunction with one another to:

1. Find Federal publications in print and electronic formats;
2. Locate which libraries in a particular area carry that publication;
3. Purchase the publication from the U.S. Government Online Bookstore.

The following example illustrates how to identify, locate, and purchase documents relating to the threat posed to the United States by the Soviet Union during the early years of the Cold War.

Catalog of U.S. Government Publications (CGP)

The CGP indexes all publications in the Federal Depository Library Program. To find a publication on the Soviet threat posed during the early Cold War years:

1. Go to the Catalog of U.S. Government Publications <www.gpoaccess.gov/cgp>.
2. In the "Keyword Search" field, enter **soviet AND "Cold War"**.

In the search results, find *Assessing the Soviet Threat: The Early Cold War Years.*

Each record in the results list will have the following: Locate Libraries, Short Record, and Full Record.

- ✶ The short record lists the basic bibliographic information and ordering information, such as the price and Superintendent of Documents stock number.
- ✶ The full record contains the complete MARC record.
- ✶ "Locate Libraries" enables users to find exactly what libraries in their area carry that particular publication.

When a title is available online, a URL will be provided. In this case, *Assessing the Soviet Threat: The Early Cold War Years* is available at <purl.access.gpo.gov/GPO/LPS2757>.

Locate Libraries

To find libraries in a specific area that carry this publication, follow these steps:

1. Click on the "Locate Libraries" link that appears in the search results list in the CGP.
2. Enter either a state abbreviation, such as **KS**, or an area code, such as **316**.

Clicking "ALL" rather than "SUBMIT" will

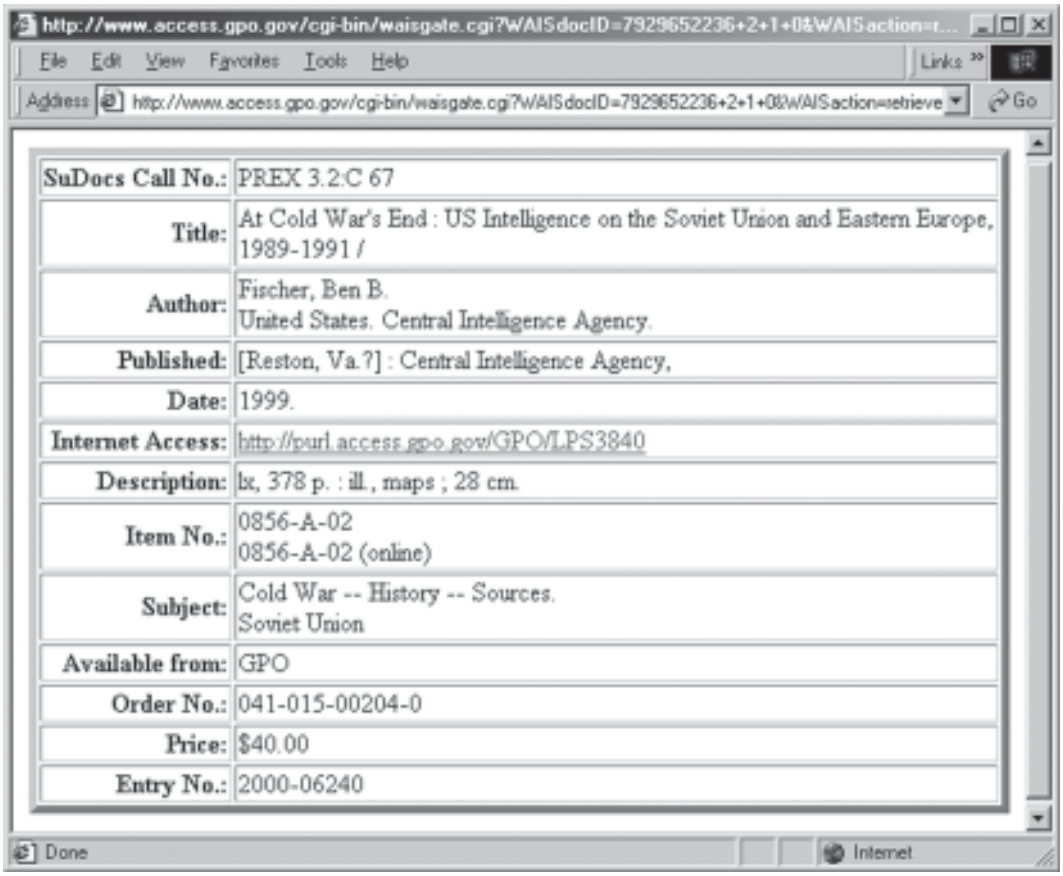
provide a list of every Federal depository library that carries that publication, regardless of state or area code.

U.S. Government Online Bookstore

Since CGP records may provide purchasing information, such as the GPO stock number, it is easy to determine if the publication is available for purchase through the U.S. Government Bookstore. To find the publication, *Assessing the Soviet Threat: The Early Cold War Years,* mentioned above:

1. Go to the U.S. Government Online Bookstore at <bookstore.gpo.gov>.
2. In the search terms box, enter the reports stock number: **"041-015-00191-4"**.

Because this search is so specific, it returns only the record for that particular publication. The text link provides a brief abstract of the publication and the "Add to Cart" icon leads to GPO's online order function. For an explanation of GPO's online ordering process, go to <bookstore.gpo.gov/support>.



Example 8: A short record from the *Catalog of U.S. Government Publications*.

U.S. Government Online Bookstore

Updated daily, the Sales Product Catalog (SPC) allows users to search for and order Government information products.

***

Available media include print publications, CD-ROMs, diskettes, microfiche, videotapes, and more.

The U.S. Government Online Bookstore <bookstore.gpo.gov> enables users to search, browse, and order U.S. Government publications available from GPO.

Finding a Product

The Sales Product Catalog (SPC), the U.S. Government Online Bookstore's main search feature, contains abstracts of every item available for purchase, with the option of buying most items online. Use the SPC to find forthcoming material, as well as titles that have been recently superseded or have gone out of print. Available media include print publications, CD-ROMs, diskettes, microfiche, videotapes, maps, posters, and more. The SPC is updated daily.

Users can perform a simple or fielded search of the SPC. The simple search appears on the U.S. Government Online Bookstore homepage. The fielded search can be found at <bookstore.gpo.gov/prf/prffield.html>.

Browse features are also available for more generalized shopping. Choose a category from the pull-down menu on the homepage to view a list of products. Browse features are also available for various special collections, such as CD-ROMs, Bestsellers, Subscriptions, Electronic Products, and the What's New list.

New Titles By Topic E-mail Alert Service

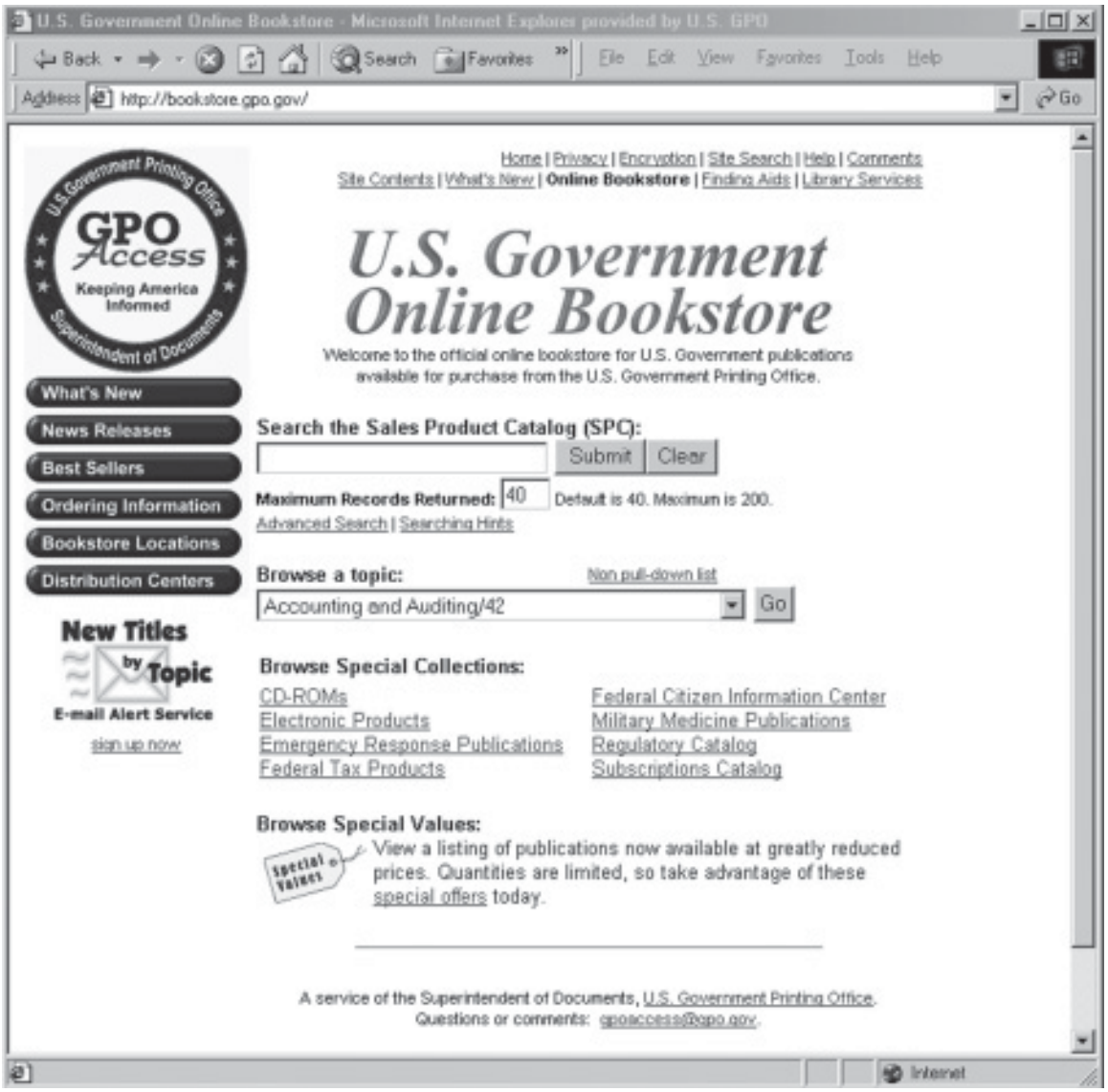
This free service, known as the New Titles By Topic E-mail Alert Service, allows users to receive convenient and timely e-mail updates of selected new Federal publications available for purchase from the Superintendent of Documents. Sign up for any or all of the notification lists covering some of our most popular subject areas and receive updates on new titles as soon as they are available for purchase. For more information or to sign up, go to <bookstore.gpo.gov/alertservice.html>.

Order Submission

Customers may submit orders to the Government Printing Office via the Internet, phone, fax, teletype, or postal mail.

Payment in U.S. dollars must accompany all orders. Payment methods accepted by the Government Printing Office include checks, major credit cards, Superintendent of Documents (SOD) deposit accounts, and international postal money orders.

More information is available at <bookstore.gpo.gov/support>.



Example 9: The U.S. Government Online Bookstore home page as of June 17, 2003.

Boolean operators must be capitalized when using the SPC.

✶✶✶

Only items currently available for sale have a "Secure Order" icon. Click on the icon to add an item to the shopping cart.

✶✶✶

You may order up to twenty publications at one time using the shopping cart feature.

Search Tips

- ✶ Enclose any phrases, including stock numbers, in quotation marks (" ").
- ✶ Each entry has a "TEXT" link. Click on this link for a detailed description of each product.
- ✶ Only items currently available for sale have a Add to Cart icon. To add an item to the shopping cart, click on the icon.
- ✶ Boolean operators must be capitalized when using the Sales Product Catalog (SPC) or they will be treated as stopwords.

Shopping Cart

Publications selected for purchase are added to a shopping cart. The shopping cart displays the quantity, an item's stock number, title, price, and provides the total cost. Up to twenty publications may be ordered at one time using the shopping cart feature.

Once an item has been added to the shopping cart, a GPO order number is automatically assigned (e.g. GPO Order No: 200111270000). This number should be used as a point of reference when inquiring on the status of an online order.

Additional items may may be added to the shopping cart through the various search and browse features. Choose "Perform a New Search" or the browser's back button to return to the homepage or a previously visited page. Choose a Add to Cart icon to add additional items to the cart. To remove an item from the shopping cart, enter a quantity of zero and hit "Apply Changes".

All prices include shipping costs. At this time, the price entered on the shopping cart is the domestic price. Foreign orders are subject to a 40% price increase.

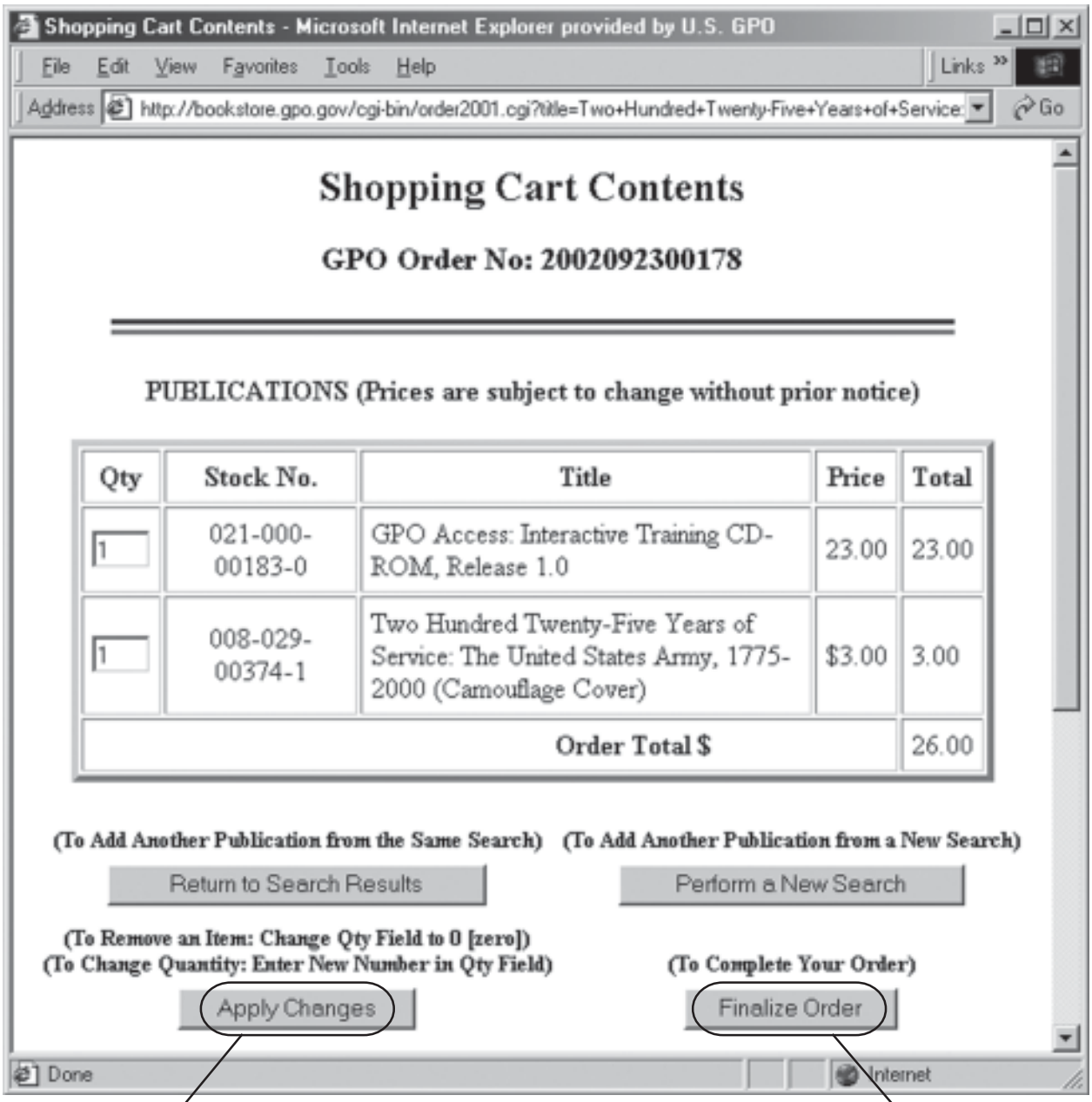
After selecting "Finalize Order", users are asked to enter their name, method of payment, and any other relevant information. Orders may be changed at any time prior to clicking on the "Send Order" button. When ready, submit the order online, print the order form and then fax or mail the form to GPO, or telephone the GPO Order and Information Desk.

A detailed transaction receipt is provided with each online order. Please keep a copy of this receipt. The option to have the transaction receipt sent via e-mail is available on the order form.

Encryption and Privacy

GPO Access features an encryption service that ensures private, secure transactions for customers who submit electronic orders by credit card or SOD deposit account through the U.S. Government Online Bookstore.

Personal information supplied by a user when submitting an order via phone, fax, or e-mail is used for fulfilling that order. This information may be used to notify customers of new products that may be of interest to them. GPO only provides names and addresses, upon request, to the publishing agency of the specific product purchased.



Example 10: The U.S. Government Online Bookstore shopping cart.

If you change the quantity for an item, be sure to hit "Apply Changes" to recalculate the total price.

When finished, choose "Finalize Order" to enter your billing and shipping information.

Ben's Guide to U.S. Government for Kids

Ben's Guide serves as the educational component of *GPO Access*.

***

Ben's Guide links students to age-appropriate, official Federal Web sites that provide further information on a subject.

Ben's Guide <bensguide.gpo.gov> serves as the educational component of *GPO Access* by providing learning tools for K-12 students, parents, and educators. With Benjamin Franklin as a guide, the site teaches how the Federal Government works, explains the use of the primary source materials available on *GPO Access*, and shows how to use *GPO Access* to carry out civic responsibilities.

Introducing U.S. Government

The topics on *Ben's Guide* are written to reflect the reading level and curriculum of each grade range. For instance, the topics in the K-2 grade range are written in a larger font, with graphics to supplement the easy-to-read text. Topics in this section include:

Our Nation
Our Government
Your Neighborhood
Ben's ABCs
Symbols of U.S. Government

As students progress through the grade ranges, a standard set of topics emerge. They include:

Historical Documents
Branches of Government
How Laws Are Made
National versus State Government
Election Process
Citizenship

The depth and complexity of these topics progresses through the grade ranges. For example, "How Laws Are Made" starts with an explanation of a law, who makes laws, and how they are passed. In the 6-8 grade range, the *International Dolphin Conservation Act* is tracked with links to the official documents on *GPO Access*. Finally, the 9-12 grade range teaches students how to search for the documents and track the bill using the resources on *GPO Access*.

In addition to the lessons on *Ben's Guide*, print and online games and activities are provided to reinforce the topics. Meanwhile, the site also provides a unique section for parents and educators, complete with curriculum information, child-oriented Federal products available for purchase through the U.S Government Online Bookstore via *GPO Access*, and more.

Using *Ben's Guide* as a Learning Tool

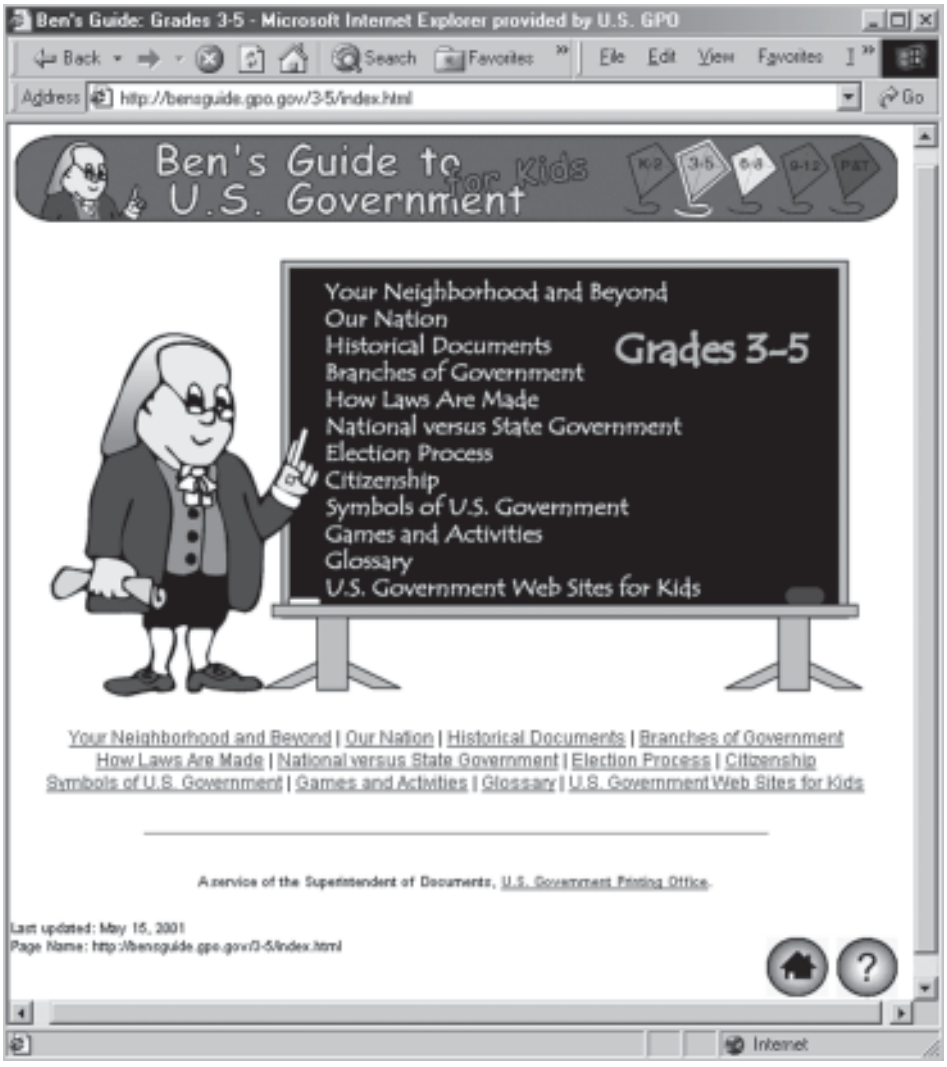
The information on *Ben's Guide* is in the public domain and may be used without restriction. While trademarks are pending on the Ben graphics and the title, they may be used for educational purposes. More information may be found at <bensguide.gpo.gov/pt/learning.html>.

U.S. Government Resources

Ben's Guide links to official Federal sites that provide further information on a subject. Wherever possible, links are provided to the grade-specific version of this information. And, just as *GPO Access* provides locator services to U.S. Government Web sites, *Ben's Guide* provides a similar service, linking to U.S. Government Web sites developed for kids.

AskBen

Questions or suggestions may be sent to Ben at <askBen@gpo.gov>. Replies are received within 24 hours, except on weekends and Federal holidays.



Example 11:The Grades 3-5 chalkboard on Ben's Guide as of June 17, 2003.

User Support

Choose the "Help" link from the navigation bar to access a collection of help features, including user feedback. GPO relies heavily on user feedback to improve its services.

Self Help Tools

The information presented in this training book is based on information that can be found in the "Help" feature at <www.gpoaccess.gov/help>. The "Help" page is available through the navigational links found at the top of *GPO Access* pages. The Site Search and A-Z Resource List are additional sources for locating information on *GPO Access* and throughout the Federal Government.

Updates to this training manual may be downloaded from the "Help" page at <www.gpoaccess.gov/help/manual.html>.

GPO Access User Support Team

Questions and comments regarding *GPO Access* can be directed to the *GPO Access* User Support Team, available Monday through Friday, 7:00 a.m. to 5:30 p.m. EST, except Federal holidays.

Toll-free:	1-888-293-6498
DC Area:	202-512-1530
Fax:	202-512-1262
E-mail:	gpoaccess@gpo.gov

GPO Order and Information Desk

For assistance with print publications and/or CD-ROM orders contact the GPO Order and Information Desk, available Monday through Friday, 7:30 a.m. to 4:30 p.m. EST, except Federal holidays. Please wait at least one week before inquiring about the status of an order.

Toll-free:	1-866-512-1800
DC Area:	202-512-1800
Fax:	202-512-2250
E-mail:	orders@gpo.gov

AskLPS

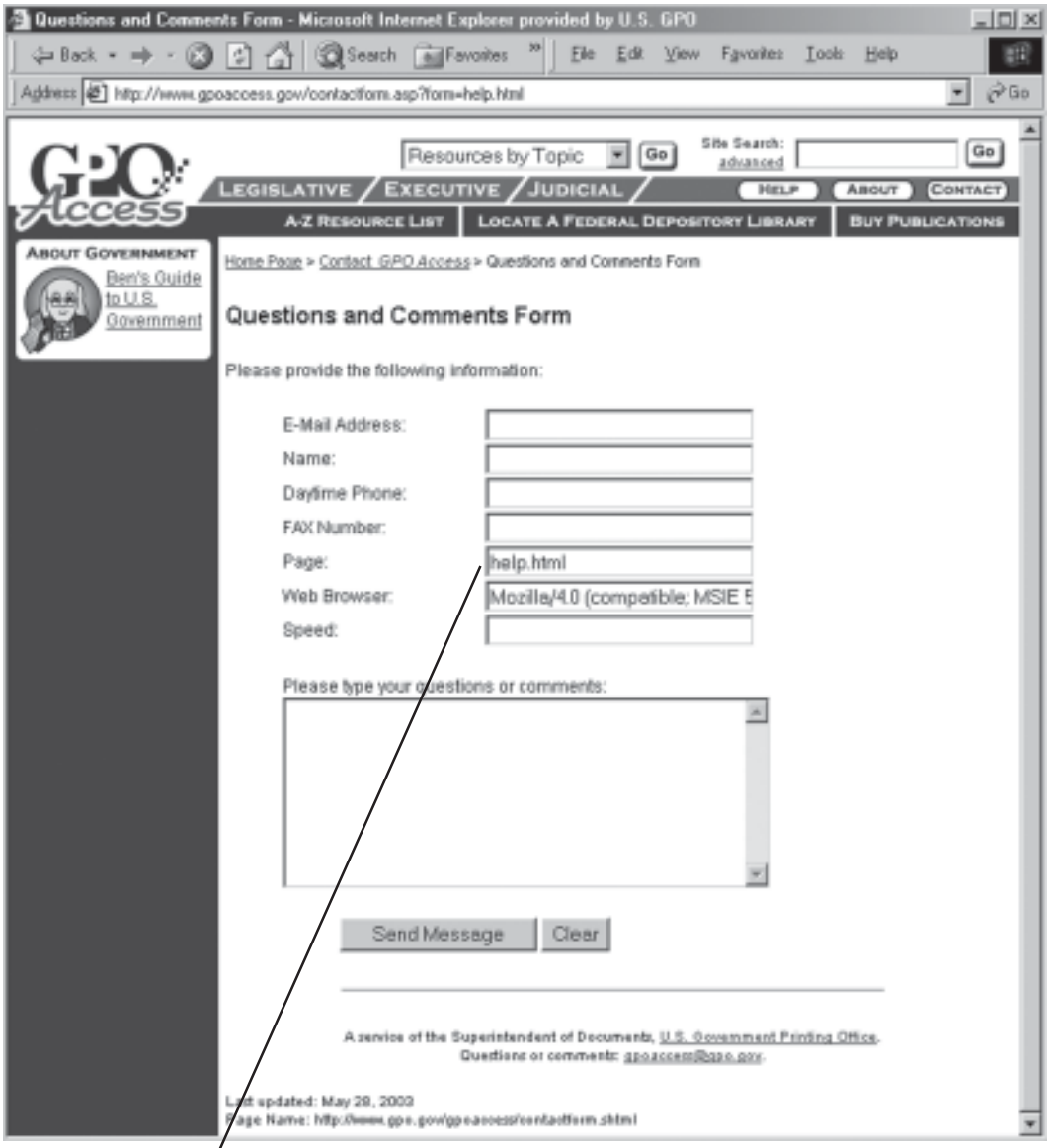
For questions pertaining to the policy and procedures of the Federal Depository Library Program (FDLP), including issues related to the selection and acquisition of Federal Government information, please contact askLPS@gpo.gov.

Federal Depository Libraries

For additional help researching Federal information, contact a Federal depository library. These libraries provide free public access to a wide variety of Federal Government information in both print and electronic formats, and have expert staff available to assist users. To find a Federal depository library, go to <www.gpoaccess.gov/libraries.html>.

User Feedback

GPO is constantly working to improve its services, and values the feedback received from users. Questions and comments may be sent to <gpoaccess@gpo.gov> or via the Web at <www.gpoaccess.gov/contactform.asp>.



Example 12: The *GPO Access* User Support Team Online Contact Form as of June 17, 2003.

When using this form, the Web page last visited will appear as well as a user's browser information to assist the *GPO Access* User Support Team.

Exercises

Below are some practice exercises to assist you in learning how to find official Federal Government information using *GPO Access*.

1. Public Law 104-145 amends the *Violent Crime Control and Law Enforcement Act of 1994* to require the release of relevant information to protect the public from violent offenders. Retrieve the public law.

a. What is the short title of this piece of legislation?
b. Who introduced this bill and what is the bill number?
c. Which committee reported on this bill and what was the date of the full committee mark-up?
d. What was the final vote on the bill and when was it signed into law?
e. Find the citation to this law in the *U.S. Code*.

2. Unauthorized cable TV reception is stipulated in 47 USC 553 (a)(1). Retrieve this USC citation.

a. What is the popular name for this act?
b. What is the public law number?
c. Is this public law available on *GPO Access*? If so, retrieve the public law. If not, why?

3. Federal Aviation Adminstration regulations state that smoking is prohibited in aircraft lavatories. Retrieve the regulation.

a. What is the CFR citation for this regulation?
b. What is the fine for tampering with lavatory smoke detectors?
c. Has this regulation been affected by a final rule in the *Federal Register* since this CFR title was last published?

4. Part 668 of CFR Title 34 deals with general provisions for student financial assistance programs in postsecondary education. Pull up this entire part in PDF or text format.

a. Part 668 is further divided into subparts. Pull up the text of Subpart B, which is entitled "Standards for Participation in Title IV, HEA Programs."
b. This subpart mentions that a sample default management plan is included in Appendix H to this part. What are two different ways to access the text of Appendix H?

5. In January 2001, President Clinton issued an executive order prohibiting the importation of diamonds from Sierra Leone.

a. What is the executive order number?
b. When did this order go into effect?

6. Using the *U.S. Goverment Manual*, find:

a. the phone number for the Office of Public Affairs, Department of Veterans Affairs;
b. the complete diagram of the branches of the U.S. Government;
c. the names of the quasi-official agencies of the U.S. Government;
d. the name of the Secretary of State. Is this the current Secretary? If not, find the current Secretary of State.

7. Find the testimony report for *Free Trade Area of the Americas*.

8. Using the *U.S. Government Online Bookstore*, find the *Pocket Guide to Chemical Hazards*, and do the following:

a. Note the number of pages and publisher.
b. Add this item to the shopping cart and order three copies.
c. Add the 2000 edition of the *Emergency Response Guidebook* to the shopping cart.
d. Fill in the order form, but **do not** submit the order.

9. Find the publication *Acid rain and our nation's capital: a guide to effects on buildings and monuments*, and answer the following:

a. Is this title available online?
b. Which library in the 610 area code has this publication?
c. Is this title available for purchase? If so, at what cost? If not, why?

10. Find what Senator Richard Durbin has said about oil and gas exploration with regard to the Arctic National Wildlife Refuge during 2002.

Answers

Please keep in mind that the answers provided in this book are not necessarily the only way to locate this information on *GPO Access*.

1. Public Law 104-145 amends the *Violent Crime Control and Law Enforcement Act of 1994* to require the release of relevant information to protect the public from violent offenders. Retrieve the public law.

Search Public Laws <www.gpoaccess.gov/plaws/search.html> for **"pub. l. 104-145"**. Pull up Pub.L. 104-145 To amend the Violent Crime Control and Law Enforcement Act of 1994 to require the release of relevant information to protect the public from sexually violent offenders. (See page 37)

a. Megan's Law
b. Zimmer, Dunn, and Deal* -- H.R. 2137
c. Committee on the Judiciary
d. House: 418-0/Senate: Unanimous -- May 17, 1996**
e. 42USC13701

*Search History of Bills <www.gpoaccess.gov/hob/search.html> for **"h.r. 2137"** to find who introduced the bill and when it was signed into law. Pull up hob96 H.R. 2137--A bill to amend the Violent Crime Control and Law. (See page 35)

Search Congressional Reports <www.gpoaccess.gov/serialset/creports> for **"h. rept. 104-555" to find the results of the final vote. Pull up H.Rpt.104-879 REPORT ON THE ACTIVITIES OF THE COMMITTEE ON THE JUDICIARY.

2. Unauthorized cable TV reception is stipulated in 47 USC 553 (a)(1). Retrieve this USC citation.

Search U.S. Code for **47USC553** and pull up 47USC Sec. 553. Unauthorized reception of cable service.

a. Cable Communications Policy Act of 1984*
b. Public Law 98-549*
c. This public law will not be available on *GPO Access.* Information on *GPO Access* typically dates back to 1994. (See page 40)

*Search U.S. Code for **"popular name" AND cable**. Pull up POPNAM Cable Communications Policy Act of 1984. (See page 38)

3. Federal Aviation Adminstration regulations state that smoking is prohibited in aircraft lavatories. Retrieve the regulation.

Choose Title 14 (Aeronautics and Space) from the CFR browse table <www.gpo.gov/nara/cfr/cfr-table-search.html>. Deselect Title 14, select the check boxes pertaining to the Federal Aviation Administration, and search for **smoking AND lavatory**. Choose the document, 14CFR135.127--Sec. 135.127 Passenger information requirements and smoking prohibitions. (See page 22)

a. 14CFR135.127
b. A penalty of up to $2,000.
c. No (as of April 2001)*

*Browse the List of Sections Affected (LSA) <http://www.gpoaccess.gov/lsa> to find 14CFR135.127. If this citation does not appear, then this regulation has not been affected since the title's last update. If it does appear, a reference to the *Federal Register* page affecting this regulation will be provided. (See page 22)

4. Part 668 of CFR Title 34 deals with general provisions for student financial assistance programs in postsecondary education. Pull up this entire part in PDF or text format.

Go to the Code of Federal Regulations browse page for Title 34 and enter "part 668" in the search terms box. Pull up 34CFR668-- PART 668--STUDENT ASSISTANCE GENERAL PROVISIONS. (See page 22)

a. Go to Title 34, deselect Title 34, check Volume 3, and enter **"part 668"AND "subpart b"** in the search terms box. Pull up 34CFR668--Subpart B--Standards for Participation in Title IV, HEA Programs.
b. Either pull up the entire part or use the browse table to go down to 34CFR668 and pull up the last document, which is 668.175 -- Alternative standards and requirements. Appendix H

5. In January 2001, President Clinton issued an executive order prohibiting the importation of diamonds from Sierra Leone.

Go to the *Weekly Compilation of Presidential Documents* <www.gpoaccess.gov/wcomp>. Search the 2001 database for **"Sierra Leone"**. Pull up pd22ja01 Executive Order 13194--Prohibiting the Importation of Rough Diamonds. (See page 27)

a. Executive Order 13194
b. January 19, 2001, 12:01 a.m. EST

6. Using the *U.S. Goverment Manual*, find:

Use the browse featue for the U.S. Government Manual <www.gpoaccess.gov/gmanual>. (See page 26)

a. 202–273–5700
b. Browse the Manual to pull up Chart: The Government Of The United States.
c. Legal Services Corporation, Smithsonian Institution, State Justice Institute, and United States Institute of Peace.
d. Madeleine K. Albright. No, the current Secretary of State is Colin L. Powell. <HINT: Use Federal Agency Internet Sites>

7. Find the testimony report for Free Trade Area of the Americas.

Search GAO Reports <www.gpoaccess.gov/gaoreports> for **"free trade area of the americas"**. Pull up [GAO-01-706T] Free Trade Area of the Americas: April 2001 Meetings Set Stage for Hard Bargaining to Begin. (See page 34)

8. Using the *U.S. Government Online Bookstore*, find the *Pocket Guide to Chemical Hazards*, and do the following:

Search the Sales Product Catalog on the U.S. Government Online Bookstore <bookstore.gpo.gov> for **"Pocket Guide to Chemical Hazards"**. Pull up the text link for NIOSH Pocket Guide to Chemical Hazards. (See page 57)

a. Health and Human Services Dept., Public Health Service, Centers for Disease Control and Prevention, National Institute for Occupational Safety and Health -- 480 pages

b, c, and d: The shopping cart should look like this:

This exercise demonstrates the ordering process of the U.S. Government Online Bookstore.

It is not necessary to submit the order to complete this exercise.

9. Find the publication *Acid rain and our nation's capital: a guide to effects on buildings and monuments*, and answer the following:

Search the Catalog of U.S. Government Publications <www.gpoaccess.gov/cgp> for **"acid rain" AND capital**. Pull up: Acid rain and our nation's capital: a guide to effects on buildings and monuments. [1997] Geological Survey (U.S.) I 19.2:AC 4. (See page 55)

a. Yes <pubs.usgs.gov/gip/acidrain/>
b. One example: McCabe Library, Swarthmore College, PA
c. This title is out of print and therefore no longer available through the U.S. Government Online Bookstore.

10. Find what Senator Richard Durbin has said about oil and gas exploration with regard to the Arctic National Wildlife Refuge during 2002.

Use the Congressional Record Index (CRI) <www.gpoaccess.gov/cri> to search for **Durbin ADJ Richard** in the "Current Congressional Record Index" (2002). Pull up: cri02 DURBIN, RICHARD J. (a Senator from Illinois) and scroll down to the remarks section. Senator Durbin made two remarks concerning oil and gas exploration in the Artic National Wildlife Refuge on March 5, 2002.* (See page 32)

The full-text of Senator Durbin's remarks may be found in the March 5, 2002 edition of the Congressional Record. Search the 2002 Congressional Record <www.gpoaccess.gov/crecord> for **S1525**. Since the page numbers starts with an "S", the search can be limited to the Senate by checking the "Section Section" box. Pull up: **cr05mr02S NATIONAL LABORATORIES PARTNERSHIP IMPROVEMENT ACT OF 2001—Continued**. (See page 31)

* As of March 14, 2002.

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