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INFORMATION SERVICES
FOR MEMBERS OF
CONGRESS





Our promise to you

Providing you — Members of Congress, staff, and constituents — with Government information products and services is a top priority for us at the U.S. Government Printing Office. We are here to serve as your “one-stop” shop for all of your printing and electronic information needs.

This is why we feel it is important for you to be fully informed about what we offer. This brochure is designed to serve as your guide. It outlines our products and services and provides information about several GPO offices that stand ready to assist you and your staffs in areas of particular interest. Inside you will find useful phone numbers, fax numbers, and e-mail and Web addresses to contact for the services you need. Our newly revamped website, www.gpo.gov, also lists our full range of products and services.

GPO is here to serve you. **Keeping America Informed** is one of the most important requirements of the Federal Government, and is a mission GPO has been performing with pride for more than a century. If at any time you believe you are not receiving the service you expect, do not hesitate to call the Office of Congressional Relations at **202.512.1991**.

Printed Products

Members of Congress are entitled by law, resolution, or Federal regulations to receive certain printed products of the legislative and executive branches. These include:

For Senators, Representatives, Delegates, and Resident Commissioner:

- The daily *Congressional Record*.
- *Foreign Relations of the U.S.* — **1 set**.
- *U.S. Statutes at Large* — **1 set**.
- *U.S. Treaties and Other International Agreements* — **1 set**.
- *The Congressional Directory*.
- *The Congressional Pictorial Directory*.
- *Deschler's Precedents* (Members may receive only one set while serving in Congress).
- *Presidential Papers*.
- *Federal Register*.

Other publications periodically authorized at the direction of Congress, such as *How Our Laws Are Made*, *Our Flag*, *Our American Government*, and *The Constitution of the United States* (document size and pocket size).

For Senators:

- *The Congressional Record*, permanent edition — **1 set**.
- *Senate Manual* —(Senate Committee on Rules and Administration).
- *Rules of the Senate*, *Riddick's Senate Procedure (Precedents and Practice)*—(Senate Parliamentarian). (Senators may receive only one set while serving in Congress).

For Representatives, Delegates, and Resident Commissioner:

- *Jefferson's Manual (Rules and Practice of the House of Representatives)*.
- *The U.S. Code* (Members may receive only one set while serving in Congress).

How To Order

For information on how to receive any publication listed above, call GPO's Congressional Publishing Services at **202.512.0224**.

Other Products and Services for Members of Congress

Contact GPO's Congressional Publishing Services at **202.512.0224** to receive any of the following products and services:

Envelopes and Mailing Franks

Public document franked envelopes and gummed mailing franks for the official use of mailing documents are available at no charge to Senators and Representatives.

Estimates of Lengthy Extensions of Remarks

Members who want to insert extensions of remarks in excess of the maximum two printed *Congressional Record* pages must submit, prior to publication and along with the request to "print or extend," a written estimate from GPO's Congressional Publishing Services documenting the cost for printing the material.

Reprints from the Congressional Record

Members may order reprints from the *Congressional Record* for a nominal fee.

Extra Copies of Congressional Publications

On prepayment of the cost to print and bind, Members may purchase additional copies of publications to which they are entitled. Notification to GPO's Congressional Publishing Services (**202.512.0224**) should be made before the publication goes to press.

202.512.0224

Contacts

Congressional Publishing Services

ph 202.512.0224

fx 202.512.1101

cps@gpo.gov

GPO's Congressional Publishing Services serves as the liaison for print and electronic information product requests between GPO and Congress. This office works directly with the leadership of the Senate and the House of Representatives in the scheduling, processing, and monitoring of all bills, reports, documents, laws, and miscellaneous publications produced by Congress, plus the hearings and committee prints generated by Senate and House committees. The office provides formal and informal estimates for printing and product development and processes all congressional requisitions for stationery, envelopes, mailing franks, and reprints from the *Congressional Record*.

Office of Congressional Relations

ph 202.512.1991

fx 202.512.1293

asherman@gpo.gov

GPO's Office of Congressional Relations provides information about GPO to Congress. It is responsible for answering questions about GPO programs and services, providing information on legislation affecting GPO, and assisting Members in resolving constituent problems with GPO services. The Office notifies Members of the recipients and amounts of significant contracts awarded by GPO to commercial printers in home States and districts.

Office of Public Relations

ph 202.512.1957

fx 202.512.1998

public-relations@gpo.gov

GPO's Office of Public Relations serves as the key point of contact for the press and the public, ensuring the story of GPO's work is told to the American people. If you would like to schedule a tour for your constituents, please do not hesitate to contact this office.

Private Sector Partnerships for Printing Services

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jbradley@gpo.gov

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Institute for Federal Printing and Electronic Publishing

GPO's Institute for Federal Printing and Electronic Publishing (IFPEP) offers over 22 courses in printing and electronic publishing, software, and new technologies for employees in all branches of the Federal Government, contractors working for Federal agencies, District of Columbia government employees, and Federal depository librarians. Courses range from "Introduction to Printing Processes and Terminology" to "PDF Document Control and Security." The Institute also offers customized classes and tutoring at customers' facilities. For the latest information, visit www.gpo.gov/ifpep. Institute staff can also be reached on 202.512.1283 or via e-mail ifpep-registrar@gpo.gov.

Information Dissemination Services

Superintendent of Documents

Through the Publications and Information Sales program, GPO makes Government publications available for purchase to the public—via the Internet, e-mail, phone, fax, or mail. These products are also available for free use in Federal depository libraries, as well as on *GPO Access* (www.gpoaccess.gov), which provides free online access to the wealth of information products published by the Federal Government.

Publications Information and Orders

To make an inquiry or to place orders for publications sold by GPO, contact GPO's Customer Contact Center at (toll free) **866.512.1800**, (DC metropolitan area) **202.512.1800**, Monday through Friday from 7:00 a.m. to 8:00 p.m. (EST), or by e-mail at contactcenter@gpo.gov.

Online Sales Information and Ordering

The U.S. Government Online Bookstore (bookstore.gpo.gov) serves as GPO's online sales information and ordering service. Users can easily search or browse titles, obtain pricing information, and order print or electronic products online through secure, encrypted technology. The U.S. Government Online Bookstore allows users to place orders 24 hours a day, every day of the year.

GPO Bookstore

GPO operates a bookstore in the main GPO building in Washington, DC, which carries many of the Government's most popular sales publications—locally and nationally. For customer convenience, the bookstore will order Government publications currently offered for sale and ship them directly to the purchaser. The GPO Bookstore is open from 8:00 a.m. through 4:00 p.m., Monday through Friday (EST). 710 North Capitol Street, NW, Washington, DC 20401, phone **202.512.0132**, e-mail mainbks@gpo.gov.

Constituent Inquiries

GPO responds promptly to constituent inquiries concerning orders and services on individual product sales or subscriptions. If you have a constituent who needs our help, please contact us by phone **202.512.1991**, fax **202.512.1293**, or e-mail asherman@gpo.gov.

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GPO Access

GPO Access (www.gpoaccess.gov) provides free online access to a wealth of information products from all three branches of the Federal Government. The information provided on *GPO Access* is the official, published version, and the information retrieved from *GPO Access* can be used without restriction, unless specifically noted.

With more than 257,000 available titles, *GPO Access* currently averages 37 million document retrievals per month and contains a wide variety of data, ranging from congressional and legislative information to Federal regulations and Presidential materials. *GPO Access* also hosts 20 Federal Web sites, including the Supreme Court.

For those without a computer, members of the public can use *GPO Access* through workstations located in more than 1,250 Federal depository libraries across the United States.

For more information, contact GPO's Customer Contact Center (toll free) at **866.512.1800** or (DC metropolitan area) **202.512.1800**, Monday through Friday from 7:00 am to 8:00 pm (EST), or by e-mail at contactcenter@gpo.gov.

Catalog of U.S. Government Publications

The Catalog of U.S. Government Publications (<http://catalog.gpo.gov>) is the Web-based version of the *Monthly Catalog of United States Government Publications*, which contains bibliographic records of publications from all three branches of the Federal Government from 1976 to the present. Active hyperlinks are embedded in records of online publications to provide immediate access to the product. The catalog also includes options to locate libraries that receive publications through the Federal Depository Library Program, either by State or area code.

Some of the publications databases available through *GPO Access*

- **Congressional Record**
- **Congressional Record Index**
- **Congressional Bills**
- **Congressional Reports**
- **Congressional Hearings**
- **Congressional Directory**
- **Congressional Pictorial Directory**
- **Congressional Documents**
- **House/Senate Legislative Calendars**
- **U.S. Constitution**
- **House Rules Manual**
- **Senate Manual**
- **Public Laws**
- **The "Plum Book"**
- **Cannon's, Hinds', and Deschler's Precedents**
- **Federal Register**
- **Code of Federal Regulations**
- **U.S. Government Manual**
- **U.S. Budget**
- **Comptroller General Decisions**
- **History of Bills**
- **Economic Indicators**
- **U.S. Code**
- **GAO Reports**
- **The Green Book**
- **Government Information Locator Services (GILS)**
- **Supreme Court Decisions (1937–1975 and 1992–present)**

Federal Depository Library Program

The Federal Depository Library Program (FDLP) was established by Congress to ensure that the American public has access to Government information. Depository libraries safeguard the public's right to know by collecting, organizing, maintaining, preserving, and assisting users with information from the Federal Government.

The FDLP provides Government information at no cost to designated depository libraries throughout the country. The more than 1,250 depository libraries, in turn, provide local, no-fee access to Government information, as well as professional assistance.

Currently, almost all new FDLP content is available online. Fewer than 10% of new titles are distributed only in print or other tangible format. Approximately 25% of new titles are available both online and in one or more tangible formats.

A list of Federal depository libraries is available online at www.gpoaccess.gov/libraries.html and by e-mail at contactcenter@gpo.gov.

Depository Library Designations

By law, each Representative can select up to two libraries in the district to be designated as Federal depository libraries if there are vacancies in the district. Each Senator can designate two depository libraries anywhere in the State, if there are vacancies. Each Senator can also designate a regional library for the State when there is a vacancy. Currently, most States have only one regional library; some States have no regional library and receive regional services from an adjacent State. For information on the designation process or for depository library qualifications, go to www.access.gpo.gov/su_docs/fdlp/pubs/desig.html or e-mail GPO's Customer Contact Center at contactcenter@gpo.gov.



Quick Guide to GPO Services

Office of the Public Printer

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fx 202.512.1347

Congressional Publishing Services (Inquiries and Orders)

Congressional Printing and Scheduling

ph 202.512.0224
fx 202.512.1101
cps@gpo.gov

Congressional Record Distribution

ph 202.512.0268

Public Document Envelopes and Franks

ph 202.512.0224
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Office of Congressional Relations

ph 202.512.1991
fx 202.512.1293
asherman@gpo.gov

Office of Public Relations

ph 202.512.1957
fx 202.512.1998
public-relations@gpo.gov

Superintendent of Documents (Inquiries and Orders)

Congressional Orders

ph 202.512.1800
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General Public Orders

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U.S. Government Online Bookstore

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Federal Depository Library Program

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