Fort Hays Kansas State College Forsyth Library Leaflet - No. 7

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HOW TO USE GOVERNMENT DOCUMENTS

WHAT AND WHERE

Answers to questions on an amazing variety of subjects can be found in the GOVERNMENT DOCUMENTS DEPARTMENT on the THIRD FLOOR OF FORSYTH LIBRARY.

If your interest is the agricultural situation, atomic energy, cooking, economic conditions, foreign policy, gardening, Indian art or music, occupational information, physical fitness, statistics or zoology, you will find material on all these and many other topics in the hundreds of thousands of items in the documents collection.

Government documents are books, pamphlets, magazines, maps and other types of publications, which are issued by government agencies. Their contents range from colorful, informative pamphlets for the general reader to highly technical reports for the space age scientist. Current publications are received daily. These provide up-to-date material for reports, speeches, term papers and leisure time reading.

Forsyth library is a depository for United States and Kansas government publications. Through this privilege the library receives copies of important documents regularly from these agencies. In addition, publications from other states, from foreign governments and the United Nations are in the documents collection.

Methods of locating information in government documents are explained in the following pages.

ASK THE LIBRARIANS TO HELP YOU IN LEARNING TO USE THE GUIDES TO THE DOCUMENTS COLLECTION.
GUIDES TO FINDING INFORMATION IN GOVERNMENT DOCUMENTS

1. UNITED STATES GOVERNMENT PUBLICATIONS
   The MONTHLY CATALOG of United States Government Publications listing titles and call numbers is the most important general index to the collection of U.S. government documents.

   HOW TO USE THE MONTHLY CATALOG
   a. Turn to the index at the back of the catalog.
   b. Locate the subject.
   c. Find the entry number in the main part of the catalog.

Sample entries from the index pages:

   Rainbow Bridge National Monument
   general information ..................................... 14625
   Rainfall, see Rain
   Raising guinea pigs ..................................... 7696
   Ramjet engines, see Engines (aircraft)

2. STATE, FOREIGN, UNITED NATIONS PUBLICATIONS
   Use the CARD CATALOG in the Documents Department to locate state, local, foreign and United Nations publications. This catalog contains author and subject for most of the items in these groups.

   Catalog cards -- Documents Card Catalog
   1. Author card  2. Subject card

   1.
   K
   L40.2 Kansas. Industrial Development Commission.
   K13i Kansas industrial resources; basic plant
   location data. Topeka, 1956;
   44p. illus., col. maps. 20x28cm.

   2.
   K
   L40.2 Kansas. Industrial Development Commission.
   K13i Kansas industrial resources; basic plant
   location data. Topeka, 1956;
   44p. illus., col. maps. 20x28cm.
LOCATE THE SUBJECT IN THE INDEX PAGES - FIND THE TITLE AND CALL NUMBER IN THE MAIN PART OF THE CATALOG

Sample entries from the Monthly Catalog:

14623  Mound City Group National Monument, Ohio.
       *paper.  5c  I29.21:M86/3/960
 14624  Naturalist program, Aug. 1960, Great Smoky Mountains  
       National Park, Tenn.-N.C.
       1960.  p.  il.  I29.60/2:960/4
 14625  Rainbow Bridge National Monument, Utah.
       1960.  p.  il. narrow  8°  *paper.
       5c  I29.21:R13/2/960

Also

Use The AGRICULTURAL INDEX to help find state publications
not listed in the Card Catalog.

Sample entries from The Agricultural Index:

Electric lighting        Subject
Light condition your home.  Title
        W. T. Cox.  il tabs
        Ala Ag Ext Circ 576:1-8 '61

Plant disease outlook for 1962  G. L. Worf.
        map tab  Ia Exp Farm Sci 16:100-2  Ja '62

There are additional general and specific subject indexes to
government publications. These you will find especially useful
when you begin work in your major field. Ask the librarians to
help you to learn to use these indexes when you have need for
special materials.
United States government publications are arranged on the shelves by issuing department; state publications by state and issuing department; foreign publications by country and United Nations by agency and division.

A numbering scheme called the Superintendent of Documents Classification System is used for United States documents. An adaptation of this scheme is used for state and foreign publications. This classification system is an alphabetical and numerical notation. For example:

- A1.1:940 — U.S. Dept. of Agriculture publication
- C3.2:C75 — U.S. Department of Commerce publication
- S1.3:93 — U.S. Dept. of State publication
- K — Kansas State Board of Agriculture publication
- 290

If you wish to have additional information concerning these numbering schemes, ask the librarians.

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Some of the government documents must be used in the Documents Department, but the greater part of the collection is available for out-of-library use.

CHECK OUT PERIOD FOR DOCUMENTS IS ONE WEEK

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REMEMBER -- ASK THE LIBRARIANS TO HELP YOU FIND THE MATERIAL YOU NEED FOR REPORTS, SPEECHES, TERM PAPERS AND GENERAL INFORMATION.