

# CIS/Index User Handbook

for librarians and researchers  
using Congressional publications



Congressional Information Service, Inc.  
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**CIS**

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Congressional Information Service, Inc., provides reference and information retrieval services covering publications of Federal, state, municipal, and foreign governments. Material is reproduced in compact and durable microform files, and

specific contents are made accessible through the use of modern finding aids and bibliographic tools. These CIS services aid libraries and research centers in the development, utilization, and cost-efficient maintenance of major reference resources . . . putting valuable information within easy reach of the public.

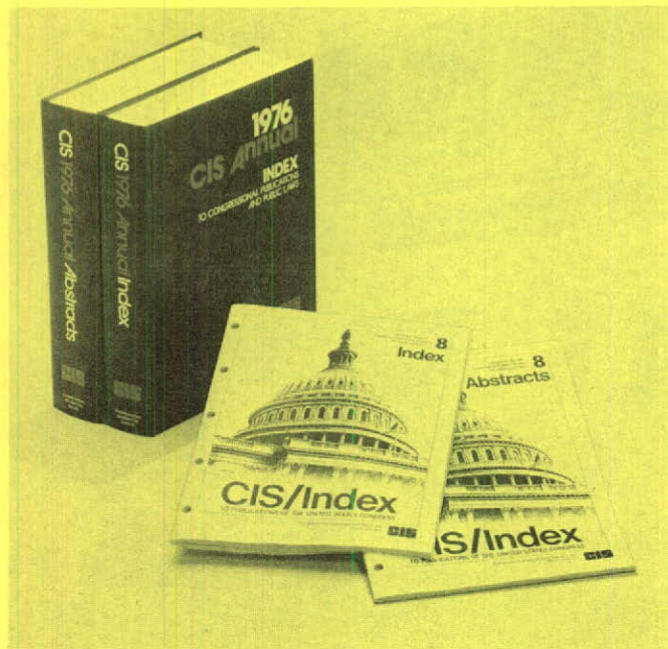
## Congress publishes information

Nearly 300 House, Senate, and Joint committees and subcommittees are active each year. They perform the major work of Congress, gathering detailed, timely, and authoritative information on a multitude of subjects.

The "working papers" of committees are published in the form of Hearings, Prints, Reports, Documents, and other special publications. They record the vital investigatory, oversight, and legislative analysis activities of Congress — the most important and prolific information-producer within the US Government. At present rates, such Congressional publications\* annually number some 910,000 pages in 4,400 titles. The information they contain, typically obtained from leading experts, is often unavailable from any other source.

Despite the value of this material to the general public, it was not until introduction of the *CIS/Index* and its companion microform services in 1970 that widespread and effective use of Congressional working papers was possible. Today, the *CIS/Index* is recognized as the master research guide to an unparalleled general reference resource.

\* See "Types of Congressional Publications Covered by CIS," page 19.



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## CIS assures access

CIS provides current, comprehensive access to the contents of the entire spectrum of Congressional working papers.

The principal functions performed by CIS are:

- Identification and collection of pertinent publications
- Classification
- Cataloging
- Indexing
- Abstracting
- Micropublication

Components\* of the CIS reference system include:

**CIS/Index** — a master research guide, published monthly, with quarterly and annual cumulations. Annotated references in the Index section direct users to bibliographic data and descriptions of each publication's content in the Abstracts section.

**AcCIS** — as an alternative to the printed Index and Abstracts, the CIS data base can be searched on-line, by use of a remote terminal connected by telephone to an authorized computer service.

**CIS/Microfiche Library & Documents on Demand** — offer a variety of ways to obtain full-text reproductions of Congressional publications identified in the *CIS/Index*.

\* See "Introduction to CIS Indexes and Related Services," page 18.

### How this handbook is organized:

Page 3 . . . **SECTION I: BASIC INSTRUCTION**

- How to use the *CIS/Index* and companion microfiche file.

Page 13 . . . **SECTION II: SAMPLE SEARCHES**

- Illustrates various research steps and strategies.

Page 18 . . . **SECTION III: DETAILED REVIEW**

- Provides a comprehensive examination of Congressional publication types and *CIS/Index* coverage.

Page 28 . . . **SECTION IV: ITEMS OF INTEREST**

- For the librarian and researcher of government publications.

Note: All examples of Indexes and Abstracts have been excerpted from the 1976 *CIS/Annual*.

# SECTION I: BASIC INSTRUCTION



## Research is a 4-step process

1. **Search the Index**  
to identify publications relevant to the subject(s) of interest
2. **Note the accession numbers**  
of Abstracts of publications cited
3. **Review the Abstracts**  
to evaluate the contents of source publications
4. **Obtain publications**  
and examine their contents

# STEP 1: SEARCH THE INDEX

To serve a wide range of research interests and approaches, the *CIS/Index* provides numerous "information-access points," permitting searches for relevant source publications from any logical avenue.

Most research begins in the main *Index of Subjects and Names* where, in a single year, more than 85,000 postings can be found under 21,000 terms.

To search for —	Use the main index, where you will find, for example —
<ul style="list-style-type: none"> <li>● Subjects of publications</li> <li>● Subjects discussed by witnesses</li> <li>● Subjects of inserted and appendix material</li> </ul>	<p>Acupuncture            Discrimination in employment            Education            Genetics            Hunger and malnutrition            Judicial ethics            Natural gas            Peanuts            Retirement            Trucks and trucking industry            Weather modification            Youth            Zoos and aquariums</p>
<ul style="list-style-type: none"> <li>● Names of states, localities, countries, and other geographic entities discussed in publications</li> <li>● Sites of field hearings</li> </ul>	<p>Arkansas            Buffalo, N.Y.            Duck River            Israel            Southeast Asia            Yellowstone National Park</p>
<ul style="list-style-type: none"> <li>● Names of individual witnesses</li> <li>● Affiliations of witnesses</li> </ul>	<p><i>Witness and affiliation</i>            Abel, I.W. and United Steelworkers of America            Bundy, McGeorge and Ford Foundation            Galbraith, John Kenneth (<i>private citizen, not affiliated</i>)            Fuentes, Roy O. and National Education Association            Jackson, Jesse (Rev.) and Operation PUSH            Mead, Margaret and American Association for the Advancement of Science</p>
<ul style="list-style-type: none"> <li>● Names of individual authors</li> <li>● Individual authors' affiliations (when also a corporate author)</li> <li>● Names of corporate authors</li> </ul>	<p><i>Author and affiliation</i>            Abassi, Susan R. and Congressional Research Service            Daddario, Emilio Q. and Office of Technology Assessment            Fawcett, Robert and New England Fuel Institute</p> <p><i>Corporate authors</i>            Bankers Trust Co.            California Department of Housing and Community Development            Ecological Analysts, Inc.</p>
<ul style="list-style-type: none"> <li>● Names of responsible or affected government agencies</li> </ul>	<p>Equal Employment Opportunity Commission            Office of Water Research and Technology            Texas Department of Public Welfare</p>
<ul style="list-style-type: none"> <li>● Names of subcommittees holding hearings and/or issuing publications</li> </ul>	<p>Subcom on Agricultural Research and General Legislation. Senate.            Subcom on Arts and Humanities, Special. Senate.            Subcom on Census and Population. House.</p>

To search for —	Use the main index, where you will find, for example —
<ul style="list-style-type: none"> <li>● Names of Bills</li> <li>● Names of Public Laws</li> </ul>	<p><i>Official name(s) and popular name(s), if any</i>  <b>Agricultural Trade Development and Assistance Act or Public Law 480 or Food for Peace Program</b>  <b>Equal Opportunity and Full Employment Act or Full Employment and Balanced Growth Act or Humphrey-Hawkins Bill</b>  <b>Labor-Management Relations Act or Taft-Hartley Act</b></p>
<ul style="list-style-type: none"> <li>● Special information sources</li> </ul>	<p><b>Bibliographies</b>  <b>Court documents</b>  <b>Directories</b>  <b>Glossaries</b>  <b>Statistical data</b></p>

The supplementary indexes, of which there are five, provide direct access to information when the search begins with some specific knowledge, such as . . .

To search for —	Use the appropriate supplementary index, where you will find, for example —
<ul style="list-style-type: none"> <li>● Titles of publications</li> </ul>	<p>Security Measures at National Political Convention Sites, FY77.  Seizure of the Mayaguez, Part IV.  Select Committee on Missing Persons in Southeast Asia, Rules and Security Regulations.  Selected Data on Nursing Homes and Home Health Care.</p>
<ul style="list-style-type: none"> <li>● Numbers of Bills</li> </ul>	<p>H. Con. Res. 37  H.J. Res. 92  H. Res. 5  H.R. 1  S. Con. Res. 4  S.J. Res. 6  S. Res. 9  S. 1</p>
<ul style="list-style-type: none"> <li>● Numbers of Reports</li> </ul>	<p>H. Rpt. 94-732, Pt. 2  S. Rpt. 94-205  Exec. Rpt. 94-21</p>
<ul style="list-style-type: none"> <li>● Numbers of Documents</li> </ul>	<p>H. Doc. 94-323  S. Doc. 94-4  Exec. Doc. A, 94-2</p>
<ul style="list-style-type: none"> <li>● Names of Committee and Subcommittee Chairmen</li> </ul>	<p><b>MAGNUSON, Warren G. (D-Wash)</b>  <b>Commerce</b>  Depts of Labor and HEW Appropriations</p>

# Sample Index Listings

Entries in the Index of Subjects and Names (illus. this page) consist of four basic elements:

• **TERMS (i.e., subjects and names)**

**Binsted, Charles L.**

Oil price decontrol economic impact, H501-9.6, S441-13.1  
 Petroleum industry restructure and divestiture proposals, S521-14.7  
 Small oil refiners' entitlement purchase exemption, FEA modification, H502-24  
 Small oil refiners' entitlement purchase exemption revocation, H501-67.5

**Biological research**

Animal transportation humane treatment standards; animal fighting ventures prohibition, PL94-279

• **NOTATIONS OF CONTENT**

Canal Zone Biological Area authorization increase, S683-9  
 CIA unauthorized storage of toxic agents, S961-1  
 Energy R&D projects inventory, 1973-75, H702-5  
 ERDA health, environmental, and safety programs, FY77 approp, S181-45.5  
 Experimental animals humane treatment standards, H163-5  
 FDA programs, FY77 approp, H181-34.1  
 Fish and Wildlife Service programs, FY77 approp, S181-50.4

• **ACCESSION NUMBERS**

Navy extremely low frequency communications effects program, S201-30.6  
 NIH Div of Research Resources programs, FY77 approp, H181-51.13, S181-31.13  
 NSF programs, FY77 approp, H181-38.1  
 Nutrition research and educ status and needs, H161-27  
 Stratospheric ozone depletion, biological and environmental effects, H701-10, S121-8.7  
 "Toxicity Testing at Haskell Laboratory: A Guide to Current Practices," rpt, H501-4.5

• **CROSS-REFERENCES**

**Biological warfare**  
 see Chemical and biological warfare  
**Biology**  
 Medical and biological research in space, S121-10.3  
 Stratospheric ozone depletion, biological and environmental effects, S121-8.6  
 see also Botany  
 see also Ecology  
 see also Genetics  
 see also Physiology  
 see also Zoology

## SAMPLE: INDEX OF SUBJECTS AND NAMES

**Binsted, Charles L.** — witness or author term  
 Oil price decontrol economic impact, H501-9.6, S441-13.1 — CIS accession number 1  
 Petroleum industry restructure and divestiture proposals, S521-14.7  
 Small oil refiners' entitlement purchase exemption, FEA modification, H502-24 — notation of content characterizing material indexed to this term  
 Small oil refiners' entitlement purchase exemption revocation, H501-67.5

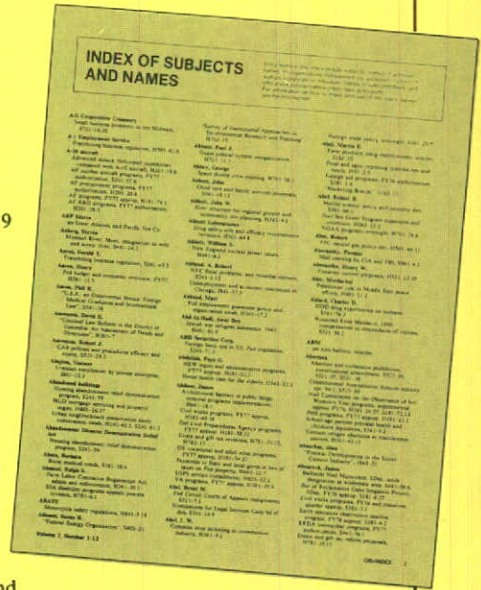
**Biological research** — subject term  
 Animal transportation humane treatment standards; animal fighting ventures prohibition, PL94-279 — Public Law number, also acts as accession number 1  
 Canal Zone Biological Area authorization increase, S683-9  
 CIA unauthorized storage of toxic agents, S961-1  
 Energy R&D projects inventory, 1973-75, H702-5  
 ERDA health, environmental, and safety programs, FY77 approp, S181-45.5  
 Experimental animals humane treatment standards, H163-5  
 FDA programs, FY77 approp, H181-34.1  
 Fish and Wildlife Service programs, FY77 approp, S181-50.4  
 Forest Service programs, FY77 approp, S181-50.17  
 Gorgas Memorial Inst annual rpt, FY75, H460-4  
 Industrial chemicals use regulation, S261-29  
 Medical and biological research in space, S121-10  
 NASA programs, FY77 authorization, H701-16.6  
 Natl Inst of Gen Medical Sciences programs, FY77 approp, H181-51.7  
 Navy extremely low frequency communications effects program, S201-30.6  
 NIH Div of Research Resources programs, FY77 approp, H181-51.13, S181-31.13  
 NSF programs, FY77 approp, H181-38.1  
 Nutrition research and educ status and needs, H161-27  
 Stratospheric ozone depletion, biological and environmental effects, H701-10, S121-8.7  
 "Toxicity Testing at Haskell Laboratory: A Guide to Current Practices," rpt, H501-4.5  
 Tuna research needs, H561-6.9  
 Zoologists' problems with Endangered Species Act, H561-8.11

**Biological warfare** — subject term format not used by CIS  
 see Chemical and biological warfare

**Biology** — cross-reference to appropriate CIS term format  
 Medical and biological research in space, S121-10.3  
 Stratospheric ozone depletion, biological and environmental effects, S121-8.6  
 see also Botany  
 see also Ecology  
 see also Genetics  
 see also Physiology  
 see also Zoology

**Biomedical Interdisciplinary Curriculum Project**  
 NSF project evaluation and funding procedures, H701-15.11

**Biomedical research**  
 DOD and CIA drug experiments on humans, S541-76



Entries in the supplementary indexes (illus. this page) vary in format and content, depending on the particular information being indexed.

**INDEX OF TITLES**

**INDEX OF REPORT NUMBERS**

**SAMPLE: INDEX OF TITLES**

HUD's Responsiveness to Previous Recommendations for Corrective Action., H403-15 \_\_\_\_\_ publication title  
 \_\_\_\_\_ CIS accession number <sup>1</sup>

Human Errors and Related Deficiencies in FAA Air Traffic Control System., H403-28

Human Nutritional Research., H161-27

Human Rights and U.S. Policy: Argentina, Haiti, Indonesia, Iran, Peru, and the Philippines., H462-52

**SAMPLE: INDEX OF BILL NUMBERS**

**HOUSE BILLS**  
**94th Congress**

H.R. 414 .....	H521-15	_____ Bill type and number
H.R. 462 .....	S361-27.7	_____ CIS accession number <sup>1</sup>
H.R. 465 .....	H521-39	
H.R. 495 .....	H761-1	_____ Public Law number, also acts as accession number <sup>1</sup>
H.R. 508 .....	PL94-213	
H.R. 509 .....	H623-3	

**SAMPLE: INDEX OF REPORT NUMBERS**

**SENATE REPORTS**

S. Rpt. 94-1002 .....	S443-34	_____ Report number
S. Rpt. 94-1003 .....	S523-28	_____ CIS accession number <sup>1</sup>
S. Rpt. 94-1004 .....	S203-8	
S. Rpt. 94-1005, pt. 1 .....	S523-29	
S. Rpt. 94-1005, pt. 2 .....	S523-31	
S. Rpt. 94-1006 .....	(Land Transaction)	_____ parenthetical notation <sup>2</sup>
S. Rpt. 94-1007 .....	(Private)	

**SAMPLE: INDEX OF DOCUMENT NUMBERS**

**HOUSE DOCUMENTS**

H. Doc. 94-319 .....	(TVA, Exam of Fin Stmts, FY75)	_____ Document number
H. Doc. 94-323 .....	H640-1	_____ parenthetical notation <sup>3</sup>
H. Doc. 94-328 .....	H180-1	_____ CIS accession number <sup>1</sup>
H. Doc. 94-329 .....	H340-1	
H. Doc. 94-330 .....	H920-1	
H. Doc. 94-331 .....	H180-4	

<sup>1</sup>Each publication covered by CIS is assigned a unique classification, or accession, number. See page 8 for details.

<sup>2</sup>Reports not abstracted are noted. These are connected with private bills, minor land transactions, or ceremonial or housekeeping matters, and are judged as being of little research value.

<sup>3</sup>Documents not abstracted are noted. These are either primarily ceremonial in nature and are judged as being of little research value, or have been issued previously in departmental editions.

Also see: Sample Searches, page 13, and "How CIS Indexes Congressional Publications," page 23.

**SAMPLE: INDEX OF COMMITTEE AND SUBCOMMITTEE CHAIRMEN**

MUSKIE, Edmund S. (D-Maine) \_\_\_\_\_ name  
 \_\_\_\_\_ political party affiliation  
**Budget, S250** \_\_\_\_\_ state represented  
 \_\_\_\_\_ full committee chairmanship(s) in *boldface type*  
 Environmental Pollution, S640 \_\_\_\_\_  
 Health of the Elderly, S140 \_\_\_\_\_  
 Intergovernmental Relations, S400 \_\_\_\_\_ subcommittee chairmanship(s) in *lightface type*  
 \_\_\_\_\_ committee code <sup>1</sup>

# STEP 2: NOTE THE ACCESSION NUMBERS

Each Index listing provides one or more accession numbers in its notation of content (see illus., pages 6-7, and below). The accession numbers of relevant entries should be noted; these indicate the nature of source material and direct the user to corresponding descriptions in the Abstracts section.

An accession number has several components, each of which serves to identify a specific characteristic of an abstracted publication:

**SAMPLE ACCESSION NUMBER**

for the *first* item of testimony  
abstracted in the *thirteenth* volume of  
*Hearings* publications  
issued by the *Interior and Insular Affairs Committee*  
of the *House of Representatives*

H441-13.1

identifies parent issuing body (e.g., H = House)

characters preceding the "dash" apply to all publications of a particular type from a particular committee; characters following the "dash" pertain to a specific publication and its corresponding abstract

identifies the sequential number assigned to this publication (e.g., 13 indicates this was the thirteenth publication of this type from this committee abstracted in this calendar year)

for Hearings publications, "decimal numbers" identify specific items of abstracted testimony (e.g., .1 indicates this was the first item of testimony abstracted)

identifies pertinent committee (e.g., all publications issued by, or associated with, the House Interior and Insular Affairs Committee are numbered in the H44 series)

identifies type of publication (e.g., 1 = Hearings)

Solar energy  
Energy dev in Pacific Northwest,  
H441-13.1

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**H441 INTERIOR AND INSULAR AFFAIRS Committee, House** **Hearings**

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**H441-13 NORTHWEST REGIONAL POWER ISSUES.**  
Oct. 27, 1975. 94-1.  
iv+201 p. il. † CIS/MF/5  
Item 1023.  
Y4.In8/14:94-43.  
MC 76-3756; 76-5877.  
LC 76-601965.

Committee Serial No. 94-43. Hearing held in Eugene, Ore. before the *Subcom on Energy and the Environment* to explore national and regional implications of the development of new sources of energy and the role of the Federal Government in energy production; and to consider H.R. 3111, to create a National Energy and Conservation Corp. (AMPOWER) to develop and market energy resources.

Full Committee Member Rep. Allan T. Howe (D-Utah) participates in hearing discussion. Includes submitted statements (p. 4-6, 73-78).

**H441-13.1:** Oct. 27, 1975. p. 31-48.  
*Witness:* REYNOLDS, John S., assoc prof of architecture, Univ of Ore.  
*Statement and Discussion:* Description of solar energy R&D in Oregon; costs of solar energy conversion projects.  
*Insertion:* "The Atypical Mathew Solar House at Coos Bay, Oregon," Center for Environmental Research, Univ of Ore (p. 33-43).

**H441-13.2:** Oct. 27, 1975. p. 159-168.  
*Witness:* PATTERSON, Allan G., Dep Regional Administrator, FEA, Seattle.

## Issuing body and committee classifications:

Virtually all publications covered by the *CIS/Index* are issued by, or associated with, a particular issuing body and committee.

Each permanent committee is assigned a unique code (see page 28), the first letter of which identifies the parent body:

- H** = House of Representatives  
**J** = Joint    **S** = Senate

The two numeric characters in the code identify the specific committee with which a publication is associated. For example:

**H44** applies to all publications of the House Interior and Insular Affairs Committee

## Type of publication:

Congressional working papers fall within a limited variety of document types.

Following the committee code, an-

other digit identifies the type of document indexed and abstracted, of which the various types are:

- 0** = House or Senate Document or Special Publication
- 1** = Hearing
- 2** = Committee Print
- 3** = House or Senate Report
- 4** = Senate Executive Report
- 5** = Senate Executive Document

Within this system, for example:

**H441** applies to all Hearings publications of the aforementioned committee

## Sequentiality:

The characters in an accession number following the "dash" identify the sequence in which a publication, in whole or part, has been abstracted. For example:

**H441-13** applies specifically to the thirteenth volume of Hearings of the aforementioned committee abstracted during the year of CIS coverage

Analytical abstracts describe items of Hearings testimony. A "decimal number" provides specific identification. For example:

**H441-13.1** applies to the first item of testimony abstracted in the aforementioned publication

**Public Law Numbers:** Abstracts and legislative histories of Public Laws (see illustration, page 10) are numbered, indexed, and arranged by the Public Law numbers which are officially assigned by Congress. As enacted, Public Laws are numbered sequentially for each Congress (e.g., 94th Congress) in the following manner: PL94-1, PL94-2, PL94-3, and so forth.

Also see "How the CIS Accession Number System Works," page 21, and Sample Searches, page 13.



# STEP 3: REVIEW THE ABSTRACTS

Each CIS abstract provides a concise description of a publication based upon an inspection of its entire content. The basic components of an abstract are:

The CIS/Abstracts enable the researcher to evaluate source publications accurately and to locate the directly relevant information within them. The researcher will find, for example:

<ul style="list-style-type: none"> <li>SECTION HEADING precedes all abstracts of a particular publication type (e.g., Hearings) issued by a committee</li> </ul>
<p><b>S721 Hearings</b></p> <p><b>SMALL BUSINESS, Select Committee on, Senate</b></p>
<ul style="list-style-type: none"> <li>BIBLIOGRAPHIC PORTION a complete citation for document retrieval purposes</li> </ul>
<p><b>S721-7 SOCIAL, ECONOMIC, AND PHYSIOLOGICAL PROBLEMS CAUSED BY INDUSTRIAL NOISE.</b> July 23-25, 1975. 94-1. iv+500 p. il. \$4.25 CIS/MF/8 •Item 1049. Y4.Sm1/2:N69. MC 07319(76). LC 75-603649.</p>
<ul style="list-style-type: none"> <li>MAIN ABSTRACT summarizes the publication's nature and subject matter and/or provides an outline of specific content (with page ranges for larger publications)</li> </ul>
<p>Hearings before the <i>Subcom on Government Regulation</i> to examine the economic and human costs of environmental noise pollution, particularly the impact of industrial noise on occupational behavior and productivity. Also considers status of current research and regulatory programs to achieve noise reduction.</p>
<ul style="list-style-type: none"> <li>ANALYTIC ABSTRACT (Hearings only): identifies witnesses, summarizes testimony, and notes supplementary or supporting material, if any, with page range locations</li> </ul>
<p><b>S721-7.1:</b> July 23, 1975. p. 82-117. <i>Witness:</i> JOHNSON, Daniel L. (Lt. Col.), Aerospace Medical Research Lab, Wright-Patterson AFB, Ohio. <i>Statement and Discussion:</i> Review of noise-induced hearing loss research conducted to support EPA compliance with Noise Control Act of 1972 (charts, p. 108-111); study findings on infrasound effects on humans (chart, p. 112). <i>Insertion:</i> "Infrasound May Make You Drunk," Medical News-Tribune, Apr. 10, 1972, with tables and bibl (p. 113-117).</p>

## SAMPLE: ABSTRACT OF A HEARINGS PUBLICATION

accession number for this committee/publication type	<b>S721 Hearings</b>	type of publication
name of issuing committee	<b>SMALL BUSINESS, Select Committee on, Senate</b>	
accession number for publication as a whole	<b>S721-7</b>	Congress and session
title	<b>SOCIAL, ECONOMIC, AND PHYSIOLOGICAL PROBLEMS CAUSED BY INDUSTRIAL NOISE.</b>	hardcopy availability* and price
date(s) of hearing(s)	July 23-25, 1975. 94-1.	Superintendent of Documents item number
collation	iv+500 p. il. \$4.25	Superintendent of Documents classification number
CIS microfiche availability* and unit count	CIS/MF/8 •Item 1049. Y4.Sm1/2:N69.	Library of Congress card number
GPO Monthly Catalog entry number	MC 07319(76). LC 75-603649.	
main abstract describing publication as a whole	Hearings before the <i>Subcom on Government Regulation</i> to examine the economic and human costs of environmental noise pollution, particularly the impact of industrial noise on occupational behavior and productivity. Also considers status of current research and regulatory programs to achieve noise reduction.	date of testimony
accession number for individual item of testimony	<b>S721-7.1:</b> July 23, 1975. p. 82-117.	page reference
name(s) and affiliation(s) of witness(es)	<i>Witness:</i> JOHNSON, Daniel L. (Lt. Col.), Aerospace Medical Research Lab, Wright-Patterson AFB, Ohio.	
analytic abstract describing witness testimony	<i>Statement and Discussion:</i> Review of noise-induced hearing loss research conducted to support EPA compliance with Noise Control Act of 1972 (charts, p. 108-111); study findings on infrasound effects on humans (chart, p. 112).	annotation indicating included data
insertion	<i>Insertion:</i> "Infrasound May Make You Drunk," Medical News-Tribune, Apr. 10, 1972, with tables and bibl (p. 113-117).	
	<b>S721-7.2:</b> July 24, 1975. p. 227-245. <i>Witness:</i> YERGES, Lyle F., engr, Yerges Consulting Engrs. <i>Statement and Discussion:</i> Feasibility of controlling industrial noise by increasing machinery efficiency and utilizing noisy wasted energy.	
	<b>S721-7.3:</b> July 24, 1975. p. 246-388. <i>Witness:</i> ASHFORD, Nicholas A., sr staff member, Center for Policy Alternatives, MIT; accompanied by Hattis, Dale, environmental scientist. <i>Statement and Discussion:</i> Arguments favoring benefits over costs of achieving occupational noise exposure reductions. <i>Insertion:</i> "Some Considerations in Choosing an Occupational Noise Exposure Regulation," Center for Policy Alternatives testimony on proposed Occupational Safety and Health Admin (OSHA) noise standard, July 23, 1975 (p. 273-388).	

\* See "Step 4: Obtain Source Publications," page 11.

Also see: "How CIS Abstracts Congressional Publications," page 21.

## SAMPLE: ABSTRACT OF A COMMITTEE PRINT

	<b>H702</b>	<b>Prints</b>
	<b>SCIENCE AND TECHNOLOGY</b>	
	<b>Committee, House</b>	
accession number	<b>H702-31</b>	<b>PRIMER ON CLIMATIC VARIATION AND CHANGE.</b>
title		Sept. 1976. 94-2.
date		ix + 403 p. il. † CIS/MF/7
collation		•Item 1025-A.
Superintendent of Documents item number		Y4.Sci2:94-2/OO.
Superintendent of Documents classification number		LC 76-603294.
main abstract describing publication content	Committee Serial OO. CRS study prepared for the <i>Subcom on the Environment and the Atmosphere</i> in conjunction with its consideration of H.R. 10013, to authorize and direct the establishment of a coordinated national program relating to climate. Analyzes climate variation's impact and effect on agriculture, energy consumption, health, and availability of water; and surveys current research and Federal programs.	
description of physical organization combined with contents	<p>Contents:</p> <p>Chapter I. Impact and effects of climatic variation on agriculture (p. 1-19).</p> <p>Chapter II. Climatic variation and energy consumption (p. 20-25).</p> <p>Chapter III. Impact of climatic variation on man (p. 26-43).</p> <p>Chapter IV. Climatic change and water availability (p. 44-56).</p> <p>Chapter V. Use of simulation models to explore climate and its variability (p. 57-76).</p> <p>Chapter VI. Mechanisms and factors governing climatic variation and change (p. 77-127).</p> <p>Chapter VII. Current research pertaining to climatic variation and change (p. 128-137).</p> <p>Chapter VIII. Federal programs (p. 138-147).</p> <p>Chapter IX. Mobilizing for a national climatic research program: needs and deficiencies (p. 148-165).</p>	
citation to appended texts of articles	<p>Appendices (p. 167-403) contain selected bibliography (p. 389-398), list of selected acronyms (p. 399-403), and selection of current readings (p. 167-387), including:</p> <p>a. Domestic Council (Environmental Resources Committee), "U.S. Climate Program" Dec. 1974 (p. 206-249).</p> <p>b. Hoffert, Martin I.; and Stewart, Richard W., "Stratospheric Ozone, Fragile Shield?" <i>Astronautics and Aeronautics</i>, Oct. 1975 (p. 281-294).</p> <p>c. Office of Upper Atmospheric Research (NASA), "Upper Atmospheric Research Program" Dec. 1975 (p. 302-326).</p> <p>d. NOAA, "Our Impact on Global Weather and Climate: Hardly Perceptible," <i>Science and Engineering News</i>, Mar. 1976 (p. 336-356).</p> <p>e. Interagency Task Force on Inadvertent Modification of the Stratosphere, "Potential Modifiers of the Stratosphere Other than Fluorocarbons" Mar. 1976 (p. 357-371).</p>	

Descriptions of Prints, Documents, and Reports generally require a single main abstract without analytics (illus. left).

Abstracts of Public Laws (sample illus. below) appear in a separate "Legislative Histories" section of the *CIS/Annual*.

	<b>SAMPLE: PUBLIC LAW ABSTRACT (LEGISLATIVE HISTORY)</b>		
Public Law number (also acts as CIS accession number)	<b>PL94-295</b>	<b>MEDICAL DEVICE AMENDMENTS OF 1976.</b>	Congress and session
subject or short title of law		May 28, 1976. 94-2. 45 p.	collation
date of approval		* CIS/MF/3 •Item 575.	depository item number
hardcopy availability*		90 STAT. 539.	citations to Statutes at Large
CIS microfiche availability* and unit count		"To amend the Federal Food, Drug, and Cosmetic Act to provide for the safety and effectiveness of medical devices intended for human use, and for other purposes."	
official title of Law		Establishes regulations on classification, performance standards, premarket approval, and judicial review regarding human medical devices.	
additional descriptive information provided by CIS		Legislative history: (S. 510 and related bills):	
		<b>1970 CIS/Annual:</b>	number of Bill which was enacted
		House Hearings: H501-42.	
		<b>1972 CIS/Annual:</b>	
		House Committee Print: H502-1.	
		<b>1973 CIS/Annual:</b>	
		House Hearings: H401-26.	
		House Committee Print: H502-21.	
		<b>1974 CIS/Annual:</b>	
		House Hearings: H501-16.	
		Senate Hearings: S541-16.	
		House Committee Print: H502-10.	
		Senate Report: S543-1 (No. 93-670, accompanying S. 2368).	Senate Report number
		<b>1975 CIS/Annual:</b>	House Report number
		House Hearings: H501-68.	
		House Committee Print: H502-24.	
		Senate Report: S543-2 (No. 94-33).	Conference Report number
		<b>1976 CIS/Annual:</b>	
		House Hearings: H501-43.3.	
		Senate Hearings: S721-8.	
		House Reports: H503-6 (No. 94-853, accompanying H.R. 11124); H503-13 (No. 94-1090, Conference Report).	
		<b>Congressional Record Vol. 121 (1975):</b>	
		Apr. 17, considered and passed Senate.	
		<b>Congressional Record Vol. 122 (1976):</b>	
		Mar. 9, considered and passed House, amended, in lieu of H.R. 11124.	
		May 13, House and Senate agreed to conference report.	
		<b>Weekly Compilation of Presidential Documents Vol. 12, No. 22 (1976):</b>	
		May 28, Presidential statement.	

\*See "Step 4: Obtain Source Publications," facing page. Also see: "Public Law Abstracts and Legislative Histories," p. 22.

# STEP 4: OBTAIN SOURCE PUBLICATIONS

Once relevant source publications are identified and evaluated, the *CIS/Index* provides full information for obtaining them in either their original hardcopy (printed) form or in CIS microfiche.

## Bibliographic data for document retrieval:

TO OBTAIN CIS MICROFICHE:	TO OBTAIN HARDCOPY:
The bibliographic portion of each abstract generally includes . . .	
. . . for Congressional working papers:	
<p>accession number of publication abstract and CIS microfiche</p> <p>CIS microfiche availability (on subscription) and unit count ("on demand")</p>	<p><b>J801-7</b> INVESTIGATION OF CHARGES RELATING TO NUCLEAR REACTOR SAFETY. Vol. 1: Hearings and Appendixes 1-11. Feb. 18, 23, 24, Mar. 2, 4, 1976. 94-2. vi+1037 p. CIS/MF/13 \$9.50 ●Item 999. Y4.At7/2:N88/25/v.1. MC 76-3564. LC 76-602086.</p> <p><b>H501-7</b> SPORTS BROADCASTING ACT OF 1975. Sept. 22, Oct. 29-31, 1975. 94-1. iii+158 p. † CIS/MF/4 ●Item 1019. Y4.In8/4:94-47. MC 06991(76). LC 76-600585.</p> <p><b>S242-10</b> DEVELOPMENTS IN U.S. RELATIONS WITH THE SOVIET UNION, POLAND AND ITALY. July 15, 1976. 94-2. CIS/MF/4 vii+114 p. ‡ ●Item 1033. Y4.Ap6/2:So8un. MC 76-7212. LC 76-602568.</p> <p><b>S362-11</b> TAX REVISION ISSUES-1976 (H.R. 10612). 1: Tax Shelter Investments. Apr. 14, 1976. 94-2. CIS/MF/4 iii+127 p. il. ◆ Y4.F49:T19/45/976/no.1. MC 76-8664. LC 76-601762.</p> <p>price in hardcopy; sold by Superintendent of Documents, GPO (also see p. 12)</p> <p>bibliographic data assigned by LC and GPO (see diagram, p. 9)</p> <p>"dagger" symbol = not available for purchase from GPO; distributed to the public by issuing committee so long as supplies last (also see p. 12)</p> <p>"double-dagger" symbol = not available for purchase from GPO; printed for official use only, and copies are often not available to the public (also see p. 12)</p> <p>"diamond" symbol = issuing committee has specifically indicated that it has no copies available for the public (also see p. 12)</p>
. . . for a Public Law (Legislative History):	
<p>Public Law/accession number of abstract and CIS microfiche</p> <p>CIS microfiche availability and unit count</p>	<p><b>PL94-553</b> COPYRIGHTS. Oct. 19, 1976. 94-2. 62 p. * CIS/MF/3 ●Item 575. 90 STAT. 2541.</p> <p>"asterisk" = sold in "slip law" form by the Superintendent of Documents, GPO (also see p. 12)</p>

## Purchasing or requesting publications:

### ● MICROFICHE

All publications covered by the *CIS/Index* (except for interim legislative calendars) are filmed for inclusion in the *CIS/Microfiche Library*, an annual subscription service providing either a "Complete Collection" or a choice of selective files (by document type). Individual publications are also available for purchase through *CIS Documents on Demand*. See page 29 for a description of these services.



A CIS microfiche is a sheet of archival quality film, measuring approximately 4" x 6". It may be viewed on any standard microfiche reader or reader-printer. CIS films the full texts of source publications, with a maximum of 98-pages of documentation per fiche, in negative polarity. A "header" on each fiche provides eye-legible bibliographic data, including accession number, title, and page range.

### ● HARDCOPY

#### Hearings, Prints, Documents, Reports, and Special Publications:

Publications that carry a price (see bibliographic portion of abstract) are sold by the Superintendent of Documents, Washington, D.C. 20402. However, the price quoted, as well as the publication's availability, is subject to change at governmental discretion.

Publications that carry a "dagger" († or ‡) symbol in lieu of a quoted price are not for sale; however, they may be requested in writing from the issuing committees. Such requests are honored when possible. Write to Senate Committees at Washington, D.C. 20510, and to House Committees at Washington, D.C. 20515. It is suggested that correspondence include a return address label for each item requested.

Publications carry a "diamond" (◆) symbol when the issuing committee has specified that it has no copies for distribution to the public, and asks that requests not be made. (Occasionally, some publications in this category are for sale by the GPO, in which case a price is also given.)

#### Public Laws:

The asterisk (\*) indicates availability from GPO. All Public Laws are sold in "slip law" form by the Superintendent of Documents, Washington, D.C. 20402. Prices vary, ranging usually between \$.50 and \$1.00 per law.

## Using a collection in a library:

### ● MICROFICHE

A large number of libraries subscribing to the *CIS/Index* also receive the "Complete Collection" or some portion of the *CIS/Microfiche Library*. In such cases, reproductions of needed publications can be found, filed in accession number order, in the microfiche cabinets which correspond to the *CIS/Index* issues in which the source material was covered. Simply go to the correct file\* and locate the microfiche with the same accession numbers as the publications' abstracts.

\*Library policies governing user access to microform files vary. Please consult your librarian.

### ● HARDCOPY

Virtually all libraries with substantial holdings of government publications organize their collections according to a standard classification system.

#### Hearings, Prints, Documents, Reports, and Special Publications:

For Congressional working papers, the most widely-used system is the Superintendent of Documents (SUDOCs) class scheme. The CIS abstracts generally\* provide SUDOC numbers for publications, as well as other standard bibliographic data (e.g., Library of Congress card number, GPO *Monthly Catalog* entry number) by which source material can be located. (As an alternative to traditional schemes, some libraries have converted to a system more closely-related to use of the *CIS/Index*, i.e., organizing a hardcopy collection in CIS accession number order.)

\*Whenever such data has been assigned by GPO and/or LC and made available by press time, these are included in the abstracts of the *CIS/Index* monthly supplements. Additional available data appears in subsequent supplements and periodic updates to previously-published *CIS/Annals*.

#### Public Laws:

Collections of "slip laws" are generally organized by Congress and Public Law number (e.g., PL94-1, PL94-2, PL94-3, and so forth). After the close of each Congressional session, all Public Laws passed during that session and approved by the President are compiled in the Statutes at Large.



# SECTION II: SAMPLE SEARCHES

## SAMPLE SEARCH

illustrating a direct search for information using the Index of Subjects and Names

**QUESTION: "What are the key factors affecting the price of coffee?"**

### STEP 1: SEARCH THE INDEX

**Coffee** and **Prices** are both logical terms, under which we find:

<b>Coffee</b>
Price review, H161-21 <i>see also</i> International Coffee Agreement
<b>Prices</b>
"A Price Elasticity Effect on the Market for Major League Baseball: A Spectre on the Horizon?", H963-8
Agric outlook rpt, FY77, H181-13.3
Air fares, H641-23.1
Airline overcharge practices, rpts, S52-11.1
Coal industry price increases, economic analysis, J841-43
Coal prices, studies, S441-52
Coffee price review, H161-21
Consumer nation response to oil price inflation, H461-46
Diamond stockpiles disposal impact on market; diamond sale to Israel, H201-43.2
Economic Research Service programs, FY77 approp, H181-14.1
Energy policies and options, H501-26.1
Energy prices and conservation in Mass, J841-39
Fed Reserve policy oversight, S241-51.2
Forest Service mgmt of natl forests, H161-29.12
Fuel prices impact on synthetic fuels commercial production, H701-30.1
Funeral and cremation costs, H621-5.3
Gasoline production and supplies, S261-25
GPO pricing policies, H181-50.19
Grain sales to Russia, S161-2

### STEP 3: REVIEW THE ABSTRACT

The description of this Hearings publication, H161-21, indicates that relevant information can be obtained through a first-hand examination.

### STEP 4: OBTAIN THE SOURCE PUBLICATION

Use the data in the bibliographic portion of the abstract to locate the material in its microfiche or hardcopy form.

#### H161 AGRICULTURE Hearings Committee, House

**H161-21** **COFFEE PRICE REVIEW.**  
Mar. 16, 18, 1976. 94-2.  
iii+96 p. il. \$1.20  
CIS/MF/3 •Item 1010.  
Y4.Ag8/1:C65/2.  
MC 76-3500. LC 76-602036.

Committee Serial No. 94-RR. Hearings before the *Subcom on Domestic Marketing and Consumer Relations* on causes of reduced stocks and high prices of coffee. Examines the coffee marketing system and U.S. participation in the International Coffee Agreement, which includes a provision requiring advertising and promotion of coffee consumption without regard to consumer impact of recent price escalations.  
Includes submitted statements (p. 92-96).

**H161-21.1:** Mar. 16, 1976. p. 4-25.  
*Witness:* **KATZ, Julius L.**, Act Asst Sec for Economic and Business Aff, State Dept.  
*Statement and Discussion:* Review of world coffee production and causes of recent price increases, including the 1975 Brazilian frost; explanation of International Coffee Agreement, its potential impact on coffee prices, and rationale for U.S. participation.

**H161-21.2:** Mar. 18, 1976. p. 87-92.  
*Witness:* **BRADEN, Joan**, Spec Asst to Under Sec for Economic and Consumer Aff; Consumer Coord, State Dept.  
*Statement and Discussion:* Role in representing consumer interests in State Dept decisionmaking.

**H161-21.3:** Coffee Processors.  
*Witnesses:* **TOWER, Bill**, vp, Gen Foods Corp, p. 25-44.  
**DIRVIN, Gerald V.**, gen mgr, Folger Coffee Co; accompanied by **Lancaster, John**, mgr, green coffee buying, p. 44-57.  
**WALSH, William**, exec vp, mfg, Great Atlantic and Pacific Tea Co, p. 59-69.  
*Statements and Discussion:* Explanation for rise in wholesale and retail coffee prices following sharp escalation in green coffee price (graph, p. 32); extent of coffee inventories; examples of claimed coffee industry competitiveness.

**H161-21.4:** Coffee Importers.  
*Witnesses:* **SCHUR, Marvin H.**, pres, J Aron & Co, NYC, p. 69-81.

In total, there are 21 different main index entries to this one hearings publication, *Coffee Price Review*, in the 1976 *CIS/Annual*.

Other subject terms to which the publication is indexed are: **Agricultural marketing** and **Sales promotion**, both of which relate to the same document in a different context. In addition to subjects, the publication is indexed under a variety of names, including **International Coffee Agreement**, **Subcom on Domestic Marketing and Consumer Relations**, and the names of witnesses and their affiliations.

### STEP 2: NOTE THE ACCESSION NUMBER

In this case, one publication (H161-21) is of interest.

# SAMPLE SEARCH

illustrating the use of *see* and *see also* references in the Index of Subjects and Names

- *see* references aid the researcher in locating the specific form or phraseology of subject terms used in the *CIS/Index*
- *see also* references guide the researcher to additional material listed under related and/or narrower terms

**QUESTION: "What Federal research programs are concerned with water desalination, and what agencies are responsible for this research?"**

## STEP 1: SEARCH THE INDEX

### Water resources development

Army Corps of Engrs civil works projects rpts to Congress, compilation, H640-1  
Army Corps of Engrs programs, FY76 and transition quarter approp, S181-5  
Army Corps of Engrs programs, FY77 approp, H181-11, H181-12, S181-28, S181-35  
Army Corps of Engrs programs, FY77 budget review, S641-13.1  
Army Corps of Engrs Tocks Island Reservoir Project, deauthorization, S641-32  
Army Corps of Engrs water resources dev projects, authorizations, H643-24, H643-25, S643-17, PL94-587  
Bur of Reclamation policies impact on family farms, S721-15, S721-20  
Central Ariz Project, allocation issues, S441-39  
Civil works and energy research programs, FY77 approp, S183-12  
Civil works programs, FY76 and transition quarter approp, S181-6, S181-7, S181-8  
Civil works programs, FY77 approp, H181-48, H183-24, H183-32, S181-44, S181-61, S181-62, S181-63, S181-64

*see also* Flood control  
*see also* Inland water transportation  
*see also* Irrigation  
*see also* Saline water conversion  
*see also* Water supply  
*see also* Watershed projects

### Water supply

Ariz Indian water rights, S441-39  
Army Corps of Engrs DC area programs, FY76 approp, H181-33.17  
Army Corps of Engrs, Wash Aqueduct Div programs, FY76 approp, S181-27.31  
Availability in western States for coal slurry pipelines, H441-5, H701-39  
Bur of Reclamation water supply contract negotiations status, S181-64.2  
Chronic low-level environmental pollution costs and effects, H701-25.15

*see also* Dams  
*see also* Irrigation  
*see also* Reservoirs  
*see also* Saline water conversion  
*see also* Water pollution  
*see also* Water resources development

The search begins under terms with the word "Water," such as: **Water resources development** and **Water supply** (illus. left). There, one finds *see also* cross-references to a narrower (i.e., more specific) index term, **Saline water conversion** (illus. below). Material related to "desalination" will, therefore, be indexed to **Saline water conversion**, and not to the more general terms illustrated.

### Saline water conversion

Bur of Reclamation Nev projects, FY76 approp, S181-6.3  
Fed environmental R&D programs, review, H701-2.1  
Office of Water Research and Technology programs, FY77 approp, H181-31.14, S181-50.16  
Saline water conversion programs, FY77 authorization, H443-12, S443-17, PL94-316  
Water research and technology dev, program support, S441-7

As an alternative, the search might have begun under phrases such as: **Desalination of water** or **Salt water conversion** (illus. right). These are not terms under which material is indexed. However, there is a *see* cross-reference to the proper corresponding term, **Saline water conversion**, under which a number of interesting entries appear.

### Desalination of water

*see* Saline water conversion

### Salt water conversion

*see* Saline water conversion

## STEP 2: NOTE THE ACCESSION NUMBERS

Six different entries seem, by their notations of content, to be of possible use. Their accession numbers (H701-2.1, H181-31.14, S181-50.16, H443-12, S443-17, and S441-7) are noted, for reference to the corresponding abstracts.

### STEP 3: REVIEW THE ABSTRACTS

Several of the various publications noted contain useful information. Abstracts for two of them are illustrated below. (H181-31 may be particularly helpful since appropriations hearings generally contain considerable detail on Federal programs under consideration.)

#### H181 Hearings APPROPRIATIONS Committee, House

**H181-31 DEPARTMENT OF THE INTERIOR AND RELATED AGENCIES APPROPRIATIONS FOR 1977, Part 3.**  
Jan. 20-22, 26, 29, Feb. 1, 3, 5, 9, 10, 1976. 94-2.  
iii+944+xii p. il. Index. †  
CIS/MF/12 •Item 1011  
Y4.Ap6/1:In8/6/977/pt.3  
MC 76-3524. LC 76-601031.

Hearings before the *Subcom on Dept of Interior Appropriations* to consider FY77 budget requests for Interior Dept and related agencies.

This volume contains testimonies only. Summaries of these testimonies include, when appropriate, page references to matching submitted justifications in Parts 1 and 2 (see H181-29 and H181-30).

Includes subject index (p. iii-xii).

**H181-31.1:** Jan. 20, 1976. p. 1-67.

*Witnesses:* **STEVENS, Larry**, exec dir, Citizens' Advisory Committee on Environmental Quality.

**GOTTSCHALK, John S.**, exec sec, Intl Assn of Fish and Game Comms.

**JARVIS, T. Destry**, administrative asst for parks and conservation, Natl Park and Conservation Assn (NPCA).

**POOLE, Daniel A.**, pres, Wildlife Mgmt Inst.

**GRANDY, John W., IV**, exec vp, Defenders of Wildlife.

*Statements and Discussion:* Critical review of various policies and management practices of the Bureau of Outdoor Recreation, Fish and

**H181-31.14:** Feb. 2, 1976. p. 877-944.

*Witness:* **BUTCHER, William S.**, Dir, Office of Water Research and Technology (OWRT); accompanied by **Townsend, Chandler H.**, Act Asst Dir, Program Planning and Evaluation.

*Budget Explanation:* OWRT request for FY77 (for submitted justifications, see H181-29, p. 123-147) for:

- State water resources institutes activities.
- Water resources research and technology development, including programs in Indian water problems, aquatic environment management, energy-related water problems, desalination of sea water research, and municipal wastewater reuse studies.
- Water Resources Scientific Information Center operations.

*Insertions:* Patent Rights Article, related to OWRT-contracted technology dev (p. 898-904).

"Application of Research Results," sample summaries of State, regional, and saline water conversion projects (p. 909-920).

#### S441 Hearings INTERIOR AND INSULAR AFFAIRS Committee, Senate

**S441-7 WATER RESOURCES RESEARCH AND TECHNOLOGY DEVELOPMENT ACT.**  
July 11, 1975. 94-1.  
iii+165 p. il. † CIS/MF/4  
•Item 1040.  
Y4.In8/13:W29/25.  
MC 02303(76). LC 76-600572.

Hearing before the *Subcom on Energy Research and Water Resources* on S. 1301 (text, dept rpts, draft versions, p. 3-34), the Water Resources Research and Technology Development Act of 1975, an Administration bill, to assign all functions authorized under the Water Resources Research Act and the Saline Water Conversion Act to a new Office of Water Research and Technology (OWRT), and to provide for expansion of water research and technology development programs.

Appendix (p. 97-165) contains OWRT exhibits and submitted answers to subcom questions, including:

- OWRT research accomplishments, brief description of one project for each State (p. 97-108).
- OWRT research in progress, annotated list of project titles, arranged by subject, with funding allocations (p. 125-136).
- OWRT research contracts, list (p. 137-139).
- OWRT water resources scientific training program, summary tables (p. 164-165).

**S441-7.1:** July 11, 1975. p. 35-53.

*Witness:* **HORTON, Jack O.**, Asst Sec, Land and Water Resources, Interior Dept; accompanied by **Butcher, William S.**, Dir, OWRT.

*Statement and Discussion:* Description of OWRT programs, including assistance to States, water resources research, technology development, and plans for the water resources scientific information center; progress of OWRT desalinization projects.

**S441-7.2:** July 11, 1975. p. 53-85.

*Witnesses:* **CHAMBERLAIN, A. Ray**, chm, Natl Assn of State Univs and Land Grant Colls.

**WALKER, William R.**, chm, exec bd, Univs Council on Water Resources.

**HOWELLS, David H.**, chm, council of reps, Natl Assn of Water Inst Dirs.

*Statements and Discussion:* Support for bill with suggested minor amendments; past benefits of federally-supported water research programs carried out by State universities; anticipated expansion of State programs.

*Insertion:* Salinity control in the Colorado River, table (p. 67-72).

**S441-7.3:** July 11, 1975. p. 85-90.

*Witness:* **CLINE, Neil M.**, sec-mgr, Orange Cty, Calif, Water Dist; pres-elect, Natl Water Supply Improvement Assn.

*Statement and Discussion:* Adverse effect of reduced Federal funding on success potential of Orange County experimental desalinization plant.

### STEP 4: OBTAIN THE SOURCE PUBLICATIONS

Use the data in the bibliographic portion of the abstracts to locate the material in their microfiche or hardcopy forms. In either case, the page range locations in the abstracts lead directly to the relevant information.

# SAMPLE SEARCH

illustrates the use of the supplementary\* Index of Committee and Subcommittee Chairmen in conjunction with the main Index of Subjects and Names

**QUESTION: "Where can I find Melanie Wirken's testimony on immigration before Congressman Eilberg's committee?"**

## STEP 1: SEARCH THE INDEX

**First . . .** to determine the committee(s) chaired by Congressman **Eilberg**, refer to the Index of Committee and Subcommittee Chairmen (in the back of the same volume in which the main index is printed).

REPRESENTATIVES	
<b>EDWARDS, Don (D-Calif)</b>	Civil and Constitutional Rights, H520
<b>EILBERG, Joshua (D-Pa)</b>	Immigration, Citizenship, and International Law, H520
<b>EVINS, Joe L. (D-Tenn)</b>	Small Business, H720 Public Works, Appropriations, H180

Publications of the pertinent committee (a subcommittee, indicated by its listing in lightface type) will be coded in the "H52" series.

**Then . . .** in the Index of Subjects and Names, three entries pertaining to the subject of "immigration" will be found under **Wirken, Melanie J.** Of these, two are House Hearings publications, and one has an accession number in the "H52" series, referring to "Congressman Eilberg's committee."

<b>Wirken, Melanie J.</b>
Immigration and Naturalization Service programs, FY77 approp, H181-10.11
Immigration effects on overpopulation, S521-39.8
Immigration from Western Hemisphere, preference system and limits, H521-27.11

## STEP 2: NOTE THE ACCESSION NUMBER

In this case, an item of testimony (H521-27.11) in one publication is of interest.

## STEP 3: REVIEW THE ABSTRACT

Having identified the correct issuing committee *before* going to the separate Abstracts volume, now review the publication's description, as well as the analytic abstract for "Wirken's testimony."

### H521 JUDICIARY Hearings Committee, House

**H521-27** WESTERN HEMISPHERE IMMIGRATION.  
Sept. 25, 30, Oct. 9, 29, Dec. 11, 1975, Mar. 18, 1976.  
94-1; 94-2. iv+397 p. il. †  
CIS/MF/7 •Item 1020.  
Y4.J89/1:94-34.  
MC 76-5890. LC 76-602327.

Committee Serial No. 34. Hearings before the *Subcom on Immigration, Citizenship, and International Law* to consider H.R. 981 (text, p. 2-13), similar H.R. 367 (text, p. 14-25), and related H.R. 10323 (text, p. 26-45), the Administration bill, all titled the Immigration and Nationality Act Amendments of 1975, to equalize treatment of Western and Eastern Hemisphere immigrants by imposing the same system of preferences and immigration ceilings on countries in both areas to give priority to the reunification of families and to immigration of aliens possessing needed talents and skills. Bills differ in their treatment of immigrants from Canada and Mexico. Also ex-

**\*Alternatively . . .** the sample search question might have been asked as: "Where can I find Melanie Wirken's testimony on H.R. 981?" By using the supplementary Index of Bill Numbers in conjunction with the main Index of Subjects and Names . . .

H.R. 789	H443-5
H.R. 790	H561-7
H.R. 852	H641-33
H.R. 891	H703-9
H.R. 981	H521-27

. . . a similar solution would be found, focusing the search, in this case, on the one correct publication, H521-27.

amines the impact of immigrants on American labor and the admission and status of refugees.

Appendix (p. 269-397) contains DOL responses to additional subcom questions, submitted statements, correspondence, and:

- GAO, "Assessment of the Administration and Impact of the Alien Labor Certification Program," GAO rpt B-125051 and DOL comments (p. 273-276).
- Manpower Administration, "Immigrants and the American Labor Market" Manpower Research Monograph No. 31, tables (p. 277-354).
- Dept of Justice and Dept of State, "Estimate of the Impact of H.R. 367, H.R. 981 and H.R. 10323," Apr. 1976 (p. 362-397).

**H521-27.1:** Sept. 25, 1976. p. 47-70.

*Witness:* **WALENTYNOWICZ, Leonard F.**, Administrator, Bur of Security and Consular Aff, State Dept; accompanied by **Scully, Cor-**

**H521-27.10:** Dec. 11, 1975. p. 194-209.

*Witness:* **KEELY, Charles B.**, assoc prof, sociology dept, Fordham Univ.

*Statement and Discussion:* Utility of available government data on immigration: impact of admitting temporary workers.

**H521-27.11:** Dec. 11, 1975. p. 209-225.

*Witness:* **WIRKEN, Melanie J.**, political dir, Zero Population Growth.

*Statement and Discussion:* Review of Western Hemisphere immigration data (tables, p. 212-213); advisability of relating immigration policy to achievement of stabilized population.

## STEP 4: OBTAIN THE PUBLICATION

Again, use the data in the bibliographic portion of the abstract to locate the publication in its microfiche or hardcopy form.



## SAMPLE SEARCH

highlights an occasionally useful "shortcut" that can be taken in certain types of information searches

**QUESTION: "Is there a readily available list of source material on the Organization of Petroleum Exporting Countries (OPEC)?"**

### STEP 1: SEARCH THE INDEX

**NOTE:** The main index includes a number of subject terms that are used to indicate the existence of certain categories of information, including:

#### Bibliographies

Court documents

Directories

Glossaries

Statistical data: agriculture

Statistical data: banking, finance, and insurance

Statistical data: communications and transportation

Statistical data: education

Statistical data: energy

Statistical data: environmental pollution and control

Statistical data: government

Statistical data: health and vital statistics

Statistical data: industry and commerce

Statistical data: international trade

Statistical data: labor and employment

Statistical data: law enforcement

Statistical data: natural resources and conservation

Statistical data: population

Statistical data: prices and cost of living

Statistical data: public welfare and social security

Statistical data: recreation and leisure

Statistical data: science and technology

Statistical data: veterans affairs

A "list of source material" in the question suggests that a **Bibliography** is being sought. In this case, a quick scan under that categorical term identifies one publication that either contains, or is itself, a "bibliography" relevant to the question.

#### Bibliographies

Adult day care facilities, S142-8

AID technological dev program proposal, H462-31

Amers missing in Southeast Asia, H963-5

Branching by financial instns, compilation of papers, S242-12

Broadband telecommunications and rural dev, J952-19

Capital formation studies, S361-27.15

Chronic low-level environmental pollution costs and effects, H701-25

Climatic variation and change, H702-31

Clinical labs regulation, H501-34.9

Coal energy dev, S441-45

Coal slurry pipelines, S441-45.6

Coal transportation technologies, H701-39

Computer abuses and problems associated with technology, S402-14

Congress and policymaking, S380-2

Criminal justice system, CRS compilation for 1976-77 high school natl debate topic, S920-6

CRS rpts issued as committee prints, FY75-76, S181-47.3

CRS writings in FY75, selected bibl, J892-1

Day care alternatives, S541-57.4

Day care effects, S541-57.7

DC voting representation in Congress, H521-3

Deep seabed mineral resources dev, S261-64.2

Dictionary of health care, H502-7

Diet, nutrition, and cancer, S581-5.5

Economic devs in the Soviet Union, compendium of papers, J842-25

"Nuclear Safeguards and Proliferation: A Selected Bibliography", S401-32

Nutrition for elderly, S582-14

Nutrition policy and educ, S582-9

Ocean mining, Interior Dept studies, analyses, statements, H561-18.5

Office of Technology Assessment, annual rpt to Congress, 1975, J952-14

Offshore oil and gas dev, deepwater ports, and floating nuclear powerplants, onshore impacts, J952-25

Offshore oil issues, annotated references, 1969-75, S442-8

Oil shale project publications, Rio Blanco Cty, Colo., S441-44.2

OPEC-US relations, S442-24

"Parenting Guide: Selected Resources and Materials, 1965-1975", S541-9

Patients' drug package info preparation, H501-64.3

People's Republic of China scientific and technological devs, bibl, H702-40

### STEP 2: NOTE THE ACCESSION NUMBER

In this case, one publication (S442-24), is of interest.

### STEP 3: REVIEW THE ABSTRACT

This CIS abstract indicates the inclusion of an apparently extensive bibliography. (Interestingly, the abstract itself is a bibliography of material from a wide variety of sources.)

#### S442 INTERIOR AND INSULAR AFFAIRS Committee, Senate

Prints

**S442-24** U.S.-OPEC RELATIONS.  
July 1976. 94-2. ix+646 p.  
† CIS/MF/9  
•Item 1040. Y4.In8/13:94-25.  
LC 76-602416.

Committee Serial No. 94-25 (92-115). Compilation, prepared by CRS for the National Fuels and Energy Policy Study, of articles, reports, and other selected materials dealing with U.S. and world response to OPEC energy marketing tactics. Contents:

- The Evolution of U.S.-OPEC Relations, prepared by David M. Lindahl (p. 1-224). Contains:
- Chronology of U.S.-OPEC relations, 1960-76 (p. 1-109).
  - Oil groups producing and exploring in Middle Eastern countries, general survey, excerpt from The Middle East and North Africa, 1975-76 (p. 113-122).
  - Statements by OPEC officials, excerpts from Middle East Economic Digest, Mar. 1975; and OPEC Past and Present, Sept. 1974 (p. 125-161).
  - State Dept, selected documents on U.S. international energy policy, Oct. 1973-Dec. 1975 (p. 165-224).

OPEC and U.S. Policy Options, prepared by Adrienne Grenfell, et al. (p. 225-608). Includes:

- CRS, "OPEC Background, Review and Analysis," Oct. 24, 1974 (p. 229-266).
- Mikdash, Zuhayr (Amer Univ of Beirut), "The OPEC Process" Daedalus, Fall 1975 (p. 267-279).
- Levy, W. J., "World Oil Cooperation or International Chaos" Foreign Affairs, July 1974 (p. 321-338).
- Ad Hoc Committee on the Domestic and International Monetary Effect of Energy and Other Natural Resource Pricing, "Oil Imports and Energy Security: An Analysis of the Current Situation and Future Prospects," committee print excerpt, Sept. 1974 (for summary, see 1974 CIS/Annual H242-4) (p. 421-442).
- GAO, "Issues Related to Foreign Sources of Oil for the U.S." rpt to Congress, Jan. 29, 1974 (p. 443-511).
- Yergin, Daniel (Harvard Univ), "The Economic, Political, Military Solution," world policy toward OPEC NY Times Magazine, Feb. 16, 1975 (p. 513-525).
- Willrich, Mason (Univ of Va), "Energy Independence for America" International Affairs, Jan. 1976 (p. 597-608).

Includes bibliographies (p. 611-646).

### STEP 4: OBTAIN THE SOURCE PUBLICATION

# SECTION III: DETAILED REVIEW

**Note:** The following is reprinted from the 1976 *CIS/Annual*, where it is titled "User Guide." As part of this Handbook, it provides detailed information for those interested in learning more about the basic points covered in previous sections.

## INTRODUCTION TO CIS INDEXES AND RELATED SERVICES

The major work of Congress is performed not on the floor of the House and Senate, but in the hearing rooms and offices of the almost 300 congressional committees and subcommittees. Here, all Federal legislation is assessed, amended, and approved prior to floor consideration. Here, too, committees oversee the implementation and evaluate the effectiveness of previously enacted legislation. The information which is gathered and published as part of this work comprises a large and unique research resource on current and past developments in the United States and the world.

Committee working papers are currently published at a rate well in excess of 800,000 pages per year. They present information from a variety of perspectives. Hearings publications contain not only transcripts of testimony from public and Government witnesses, but also a wealth of exhibit reports, statistical data, and articles. Other types of publications contain the reports of specially commissioned studies, analyses of Federal legislation and activities, and compilations of background materials concerning a broad range of issues.

Until initiation of *CIS/Index* and related *CIS* services in 1970, the use made of congressional publications was greatly limited by the absence of adequate tools for identifying relevant congressional publications and locating information within them, as well as by the difficulty of locating and acquiring the publications themselves.

*CIS* makes a comprehensive effort to collect all the publications of Congress (except the *Congressional Record*) and to provide full access to them promptly. The following section presents an overview of *CIS* indexes and related services developed to do this job. Subsequent sections of this User Guide discuss the different types of congressional publications covered by *CIS* indexes, how we organize and catalog them for retrieval and how we abstract and index their contents.

## CIS INDEXES TO CONGRESSIONAL PUBLICATIONS

### Monthly *CIS/Indexes*

Every month, *CIS* publishes the *CIS/Index*, which catalogs, abstracts, and indexes publications issued by Congress during the previous month.

Each *CIS/Index* is in two sections. The Abstracts section contains abstracts of the month's individual publications, organized by *CIS*-assigned accession number. The companion index section contains subject, title, bill number, report number, and document number indexes, with references keyed to abstract accession numbers.

Every quarter, the Index section contains cumulative indexes for publications covered during the last three months.

### *CIS/Annuals*

Each year, *CIS* cumulates and publishes in a *CIS/Annual* the 13,500 or more abstracts and the more than 100,000 index references included in monthly issues throughout the year.

*CIS* also publishes in the *CIS/Annual* fully indexed abstracts and legislative histories for all Public Laws enacted during the year. Also, additional bibliographic data assigned to publications subsequent to their initial coverage in monthly *CIS/Indexes* are provided.

The Abstracts and Index sections of each *CIS/Annual* are published as two separate volumes. These Abstracts and Index volumes fully supersede the monthly publications which they cumulate.

### *CIS Multiple-Year Cumulative Indexes*

*CIS* multiple-year indexes revise and cumulate in a single publication all the indexes (but not the abstracts) originally published in *CIS/Annuals* for the years covered.

The *CIS/Five-Year Cumulative Index, 1970-1974*, was the first such multi-year index cumulation. It revised and fully superseded the *CIS/Annual Index* volumes issued for 1970 through 1974, and is designed to be used in combination with the *CIS/Annual Abstracts* volumes issued for 1970 through 1974.

## RELATED CIS FULL-TEXT DOCUMENT SERVICES

At the same time that *CIS* developed abstract and index publications to provide ready accessibility of data in congressional publications, *CIS* undertook a microfiche publishing program to assure the physical accessibility of full-text documents. Currently available services are described below.

### *CIS/Microfiche Library*

This service provides full-text microfiche copies of all publications covered in *CIS* indexes. *CIS/Microfiche Library* collections are available from *CIS* on a current subscription or retrospective collection basis. They may include the entire range of *CIS/Index* publications, or may be limited to publications of selected issuing committees or to publications of specific types, depending upon the selection needed to meet specific library users' needs.

### *CIS Microfiche Documents On Demand*

This service provides microfiche copies of individual publications on request. A service which began in June 1975, it allows users to obtain microfiche copies of individual publications covered by *CIS/Indexes* or *CIS/Annuals* from 1970 to the present.

### *CIS/Congressional Bills on Microfiche*

This service provides complete collections of full texts of all the versions of all House and Senate bills and resolutions. (Full texts of individual bills can frequently be found in congressional committee publications, but this is not a consistent or complete source.)

## ADDITIONAL CIS SERVICES

*CIS* has recently undertaken publication of indexes to the complete U.S. Serial Set collection, covering all congressional reports and documents issued during the period 1789 to 1969. The companion *CIS/U.S. Serial Set on Microfiche*

collection provides full-text availability of these historical congressional publications, just as the CIS/Microfiche Library provides full text availability of current congressional publications.

Congressional Information Service also publishes American Statistics Index (ASI), a monthly abstract and index publication with annual cumulations, which covers all statistical publications of the U.S. Government, including those congressional publications with substantial statistical data. The ASI/Microfiche Library and ASI Documents-on-Demand services provide full-text availability of ASI publications in a manner paralleling CIS/Index microfiche services.

Through cooperative arrangements with System Development Corp. (SDC) Search Service, the AcCIS data base has also been made available to the public. This service makes possible direct on-line computer searching of the abstracts and indexing contained in all CIS/Indexes and American Statistics Indexes, 1970 to the present.

## TYPES OF CONGRESSIONAL PUBLICATIONS COVERED BY CIS INDEXES

There are several basic types of congressional publications. These types (and sub-classes of publications within them) differ in purpose, general contents, and publication patterns, and in potential usefulness for different information needs.

### HEARINGS

When bills are introduced, they are referred to the committee having jurisdiction over that area of legislation. Usually, the committee will hold public hearings to gather opinions and information regarding the desirability of the legislation in question. Occasionally, a committee will hold hearings even though no legislation has been introduced, in order to develop information needed for new or modified legislation in a given field, to fulfill annual oversight responsibilities concerning specific Federal agencies or programs, or to investigate specific reports or charges of executive branch activities running counter to congressional intent or the public interest.

Technical and academic experts, Federal agency administrators, public and private interest groups and individuals, and elected State, local, and Federal representatives all may be invited or may request to participate in hearings. Many prepare extremely valuable and well documented presentations, often including analyses from uniquely informed perspectives. Some witnesses, in the case of investigatory hearings, are required to appear by congressional directive.

Hearings publications contain the full transcripts of the hearings proceedings, usually arranged chronologically in the order of appearance of witnesses. They include the record of oral statements, committee questions, and discussion. They also contain texts of related reports, statistical analyses, correspondence, exhibits, and articles presented to the committee by witnesses or inserted into the record by committee members and staff.

Extremely lengthy hearings may be published in multiple volumes, organized and numbered into parts. On occasion, brief hearings concerning several unrelated pieces of legislation may be published together in a single volume.

The period of time which elapses between the holding of hearings and the issuance of the hearings publication may

vary from a few days or weeks to as long as several years. No central system exists which catalogs or announces all hearings publications on a current basis as they are generated. Some committees, such as the House Armed Services Committee, assign committee serial numbers to their hearings publications; many committees do not. CIS, in striving for the greatest possible degree of completeness and currency in hearings coverage, continually monitors all sources of information regarding issuance of hearings, and regularly visits issuing committee and subcommittee offices.

### COMMITTEE PRINTS

All committees have continuing interests in given subject areas, and many make considerable effort to keep informed regarding problems and developments in these areas. Some have excellent research staffs and others use outside consultants; most make either heavy or occasional use of the superb research facilities and staff of the Congressional Research Service of the Library of Congress.

The information that develops from these research activities—and much other information that the committee considers to be of unusual value—is often published in the form of separate documents known as “committee prints.” In addition, many committee and subcommittee reports on investigative and oversight hearings and other legislative activities are issued as committee prints, rather than as committee reports (described below).

Committee prints are frequently the most useful publications to examine for situation reports, statistical or historical information, and legislative analyses. At the same time, because they are generally viewed as internal background information publications and not announced for public distribution, committee prints are often the most difficult types of publications to learn about and obtain. CIS makes particular efforts to be as comprehensive as possible in covering all committee prints, exclusive of ephemeral releases, prints republished as reports, and internal housekeeping or confidential publications.

### HOUSE AND SENATE REPORTS

House and Senate Reports (with a capital “R”) are the designated class of publications by which congressional committees report and make recommendations to the Senate or House as a whole concerning the findings of their hearings and deliberations.

Most frequently, reports make recommendations for passage of a specific piece of legislation which the committee has considered in hearings and in private session. The legislation as “reported” may be in the same form as originally introduced and considered in hearings, or it may have been amended or completely rewritten by the committee.

If a bill is simple and non-controversial, the report may be very brief, containing only the committee’s recommendation for passage. Often, however, the report includes a lengthy and detailed analysis of each section of the legislation in question, with a careful explanation of the committee’s reasoning on every significant point. Sometimes these reports contain a separate summary of issues brought out in the hearings or a history of the problem that the legislation at hand is designed to handle. Occasionally, reports contain minority or supplemental views of individual committee members.

A separate type of committee report on legislation results when the House and Senate do not pass identical measures. Differences in the House and Senate versions are reconciled by a conference committee made up of delegates or “managers” from the two committees which originally considered the legislation. A “conference report” is subsequently pub-

lished, explaining, section-by-section, how differences in language were resolved and what provisions, if any, remain in disagreement.

Committees will also issue reports not concerned with specific legislation. Many of these reports summarize the findings of special investigatory or oversight hearings and of field trip or study panel investigations. Such reports may contain particularly useful situation analyses and hearings testimony summaries, and frequently include recommendations for new legislation or for revised Federal agency procedures and policies. Committees also issue periodic summary reports reviewing their legislative, oversight, and related activities.

House and Senate Reports are published quickly upon completion. They are assigned separate sequential numbers within each House and Congress, as issued. For example, the first and second House Reports issued during the 94th Congress are numbered H.Rpt. 94-1 and H.Rpt. 94-2, respectively; the first two Senate Reports are numbered S.Rpt. 94-1 and S.Rpt. 94-2; and all subsequent reports are numbered in sequence.

CIS abstracts and indexes by subject all reports, except reports on private bills (bills for the benefit or relief of specified individuals) not related to formation of public policy, and reports on local land transactions, and ceremonial or house-keeping measures (such as bill authorizing "Mineral Industry Week" or authorizing the printing of a publication).

## DOCUMENTS

House and Senate Documents (with a capital "D") are officially numbered in a manner similar to reports. Like reports, they function as a major historical "record" of each Congress. Within this record, there are several different types of publications.

First, one finds recorded as House Documents the texts of various communications to the Congress. They include texts of Presidential messages proposing new legislation for consideration by the Congress, or vetoing legislation passed by the Congress. In addition, the texts of various executive agencies' annual or special reports to the Congress (often required by legislation) are published as House—and occasionally Senate—Documents; often these agency reports are transmitted by Presidential message, or, they may come directly from the reporting agency.

Another class of House and Senate Documents contains reports on committee activities and the texts of committee-sponsored special studies and background information compilations. In these instances, the committee received permission to publish as House or Senate Documents items which might otherwise have been published as committee prints.

A remaining miscellany of publications regularly published as House or Senate Documents includes the annual reports of some patriotic and veterans groups, and various historical or background collections of materials, ranging from the texts of memorial tributes to certain individuals, to collections of background materials relating to each annual inter-collegiate and high school debate topic.

Like committee reports, House and Senate Documents are numbered sequentially by House, within a Congress (e.g., H.Doc. 94-1, H.Doc. 94-2, S.Doc. 94-1, S.Doc. 94-2, etc.). However, considerable time (sometimes years) may elapse between the assignment of a document number and actual issuance of the publication, and the printed publications may be issued out of order, leaving apparent gaps in the sequencing. CIS coverage of documents is current as they are issued.

In general, CIS does not abstract or index documents containing texts of executive branch or other annual reports if those reports have also been issued in separate departmental editions by the organizations concerned. Nor does CIS abstract or index documents compiling strictly ceremonial material, such as memorial tributes. However, all documents, whether abstracted or not, are accounted for, as issued, in the Index of Document Numbers.

## EXECUTIVE REPORTS AND DOCUMENTS

A Senate Executive Document is issued when the President asks the Senate to ratify a treaty or convention. It generally contains the text of his communication supporting ratification, and the text of the agreement itself. A Senate Executive Report contains committee recommendations regarding the ratification of such a treaty or of a nomination.

Senate Executive Documents are lettered sequentially within each session of a Congress (e.g., Exec. Doc. A, 94-1, Exec. Doc. B, 94-1) and Executive Reports are numbered sequentially within a Congress (e.g., Exec. Rpt. 94-1, Exec. Rpt. 94-2, Exec. Rpt. 94-3, etc.). Executive Reports and Documents are issued swiftly upon completion, and CIS provides complete and current coverage.

## SPECIAL PUBLICATIONS

Occasionally, the House or Senate will publish material not classifiable as a document or report, but simply as a special publication; for instance, a complete one-volume compilation of all Federal laws on social security or a compendium of all laws and regulations that apply to the election of Senators.

Special publications are frequently difficult either to learn about or to obtain. We abstract and index all apparently useful special publications which we are able to locate.

## PUBLIC LAWS

As they are finally enacted, all Public Laws are assigned sequential numbers within a Congress and are printed by the Office of the Federal Register in a "slip law" version showing its text, codified references to portions of statutes amended, and a brief history of related House and Senate Reports and actions on the House and Senate floor.

CIS collects Public Laws throughout the year, and prepares abstracts, subject indexing, and legislative histories for them. These are published at the end of the year in CIS/Annuals. The legislative history provided for each law pulls together and lists CIS accession numbers for all congressional publications relating to the law (dating back in many cases through a number of previous congressional sessions). These could include a possible House Document in which the President suggested the need for the law, House and Senate hearings on the bill or on bills related to it, House and Senate Reports (and conference report) relating to the bill, and related committee prints.

By waiting until the end of each year for publication, CIS assures that legislative histories will be as complete as possible. Occasionally, however, certain materials (usually hearings) relating to a Public Law are not issued or covered by CIS until the next year. In these cases we issue a revised Public Law abstract and legislative history in the later CIS/Annual.

# HOW THE CIS ACCESSION NUMBER SYSTEM WORKS

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## HEARINGS, PRINTS, REPORTS, AND DOCUMENTS

The CIS accession number system is based on the fact that all congressional publications covered by CIS fall into one of the basic types described above, and that most can be associated with a particular congressional committee. Within each calendar year, CIS assigns accession numbers and abstracts publications according to issuing committee, and within a committee, by publication type.

Hearings, prints, and reports are all issued directly by committees and present no problem in this respect. Documents are issued by the House or Senate as a whole, but most are either referred to a specific committee which has legislative jurisdiction, or else emanate from a specific committee in the first place. CIS assigns these documents to the referenced or originating committee. (House and Senate Documents and special publications which do not relate to any specific committee are assigned separate code numbers established for this purpose.)

Each permanent congressional committee has been assigned by CIS its own basic 3-character code which remains constant from year to year.

The first letter in these codes indicates the parent body (**H** for House, **J** for Joint, **S** for Senate), and the remaining two digits (assigned to committees in alphabetical order) identify the committee. For example, all documents concerning the Senate Finance Committee are numbered in the **S36** series. A last code digit is added to the committee code for each document to indicate the publication type:

- 0 = House or Senate Document or Special Publication
- 1 = Hearing
- 2 = Committee Print
- 3 = House or Senate Report
- 4 = Senate Executive Report
- 5 = Senate Executive Document

Following this system then:

**S361** = A Senate Finance Committee hearings volume.

Every abstract number begins with a similar four-character code, followed by a dash and a serial number. Thus:

**S361-24** = The twenty-fourth volume of hearings from the Senate Finance Committee abstracted during a given year.

In the case of hearings testimony abstracts, a "decimal number" is added to identify each individual item of testimony. Thus:

**S361-24.1** = The first item of testimony abstracted in this volume of hearings.

The abstracts contained in CIS/Annuals are arranged by number in ascending order. All index references give the specific CIS abstract accession number for the item indexed.

For ease in referring from index to abstracts, every page of abstracts volumes carries "locator" numbers in the upper right and left corners.

## PUBLIC LAWS

As enacted, Public Laws are officially numbered sequentially for each Congress in the following manner: PL94-1, PL94-2, PL94-3, etc. The first two digits following the PL designation identify the Congress; the digits following the hyphen designate the sequential number assigned to that particular law.

CIS abstracts and legislative histories for Public Laws are numbered and arranged by the assigned Public Law numbers. They are published in a separate section at the end of each CIS/Annual abstracts volume.

## HOW CIS ABSTRACTS CONGRESSIONAL PUBLICATIONS

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All CIS abstracts are based upon examination of the entire document. Abstracting practices differ somewhat for certain types of publications, as described in later portions of this section. However, abstracts of all types of publications are written with common basic objectives.

These objectives are to summarize the subject matters discussed and to indicate the nature and page-range locations of potentially useful factual material included in a publication, and to provide an abstract with detail sufficient to enable a researcher to decide accurately whether to obtain the publication, and sufficient to help locate the desired information once the publication is obtained.

In describing basic subject matter of a publication, CIS does not attempt to summarize the conclusions or observations of the author or witness; rather, we attempt to consistently state what the publication (or item of testimony) is about, and what aspects of the subject are discussed. For selecting and describing factual documentation included in a publication, CIS abstractors observe the following guidelines:

- Cite, by bill number and name (if any) all texts of legislation appearing in a publication.
- Cite, by author and title, all papers 15 pages or longer which are printed or reprinted in the volume; cite, somewhat more selectively, papers and exhibits of less than 15 pages. Annotate briefly when the title does not adequately portray the information value of the material; index by author those papers which do not appear to have been previously published in heavily indexed journals.
- Characterize and locate smaller items of additional supplementary material (tables, summaries, listings) which might or might not as individual items prove of significant value for research, but in total might constitute a useful collection in one volume and might possibly eliminate many hours of searching other sources.

## MAIN ABSTRACTS

For each publication, CIS abstracts give basic bibliographic information (see the sample abstract, p. xvii, for detailed labeling of bibliographic information provided); a summary of the publication's nature and subject matter; and/or an outline of specific contents.

In the cases of committee prints, reports, and documents publications, a single main abstract is generally sufficient to

provide all this information. Hearings, however, usually require a more complex manner of treatment, since CIS not only abstracts and indexes the overall purpose and subject matter of hearings, but also abstracts and indexes separate witnesses and items of testimony.

For hearings publications, the main abstract provides only basic bibliographic data for the publication as a whole, the name of the subcommittee (if any) holding the hearings, a brief description of the purpose and focus of the hearings (including a statement of what, if any, specific legislation is under consideration), and a characterization and/or listing of any appendix materials.

## TESTIMONY ABSTRACTS

Individual "testimony abstracts" are appended to the main abstract for a hearings publication, and provide separate descriptions and page ranges for the testimonies presented (see sample abstract on p. xix). They are identified and sequenced by decimal numbers (.1, .2, .3 etc.), usually conforming to the general order of appearance of witnesses in the hearing.

An individual witness testifying alone is normally abstracted in his or her separate testimony abstract; a panel of witnesses testifying as a group is normally abstracted as a group. Occasionally, a number of witnesses presenting brief testimonies or testimonies on common subject matter are grouped and abstracted in a single testimony abstract.

Each testimony abstract contains the following:

- **Witness Identification** — Name and affiliation or credentials of the witness (or witnesses) whose testimony is abstracted. CIS defines a "witness" as an individual who appears before a committee to deliver testimony. Individuals who submit statements for the record by mail are not considered witnesses; nor are individuals who appear as part of a group before a committee but make no significant contribution of their own to the testimony.

Committee Members who present statements are abstracted and indexed as witnesses in testimony abstracts—or in the main abstract—only if their statements are unusually extensive or informative.

- **Testimony Description** — An abstract summarizing the subjects covered by the testimony. Frequently, a witness' statement presentation is abstracted in one paragraph, followed by a separate paragraph summarizing *additional* subjects that came up during the subsequent discussion with committee members. Or, both the statement and discussion elements of the testimony may be handled together in a single paragraph, if this enables us to deal more concisely with the subject at hand.

Paragraphs are always labeled as to whether they cover statement and/or discussion, and are related to specific page ranges within the publication if at all possible.

- **Insertions** — A listing and brief annotation of supplementary or supporting materials supplied by the witness or the committee and inserted into the testimony record (frequently, the presence of supporting documentation is also noted parenthetically within the abstract text).

## APPROPRIATIONS TESTIMONY ABSTRACTS

In appropriations hearings (hearings before the House and Senate Appropriations Committees, H181- and S181-) num-

erous staff members often accompany primary departmental witnesses for Federal agencies, to answer questions or review particular program features. Our experience from 1970 to 1973 indicated that a full listing and indexing of all such staff members greatly lengthened our testimony abstracts but added little to the retrievability of the publication, once primary department representatives and their agencies were listed and indexed.

Therefore, in 1974, we began a policy of always listing and indexing primary representatives and their agencies in appropriations hearings, but not listing and indexing all accompanying staff members if more than two such staff members participate and if the purpose of their testimony is to clarify or present details of the primary witnesses' testimony. When such staff members have been omitted from the listing of witnesses, we have added the note "accompanied by staff members."

## ABSTRACTS FOR COMMITTEE REPORTS ON LEGISLATION

Some separate conventions are also followed in the abstracts for committee reports on legislation. Since all such reports contain an analysis and explanation of the legislation at hand—and since the level of detail of the analysis generally corresponds to the total length of the publication—our abstracts do not usually describe or outline the presence of this type of material. Instead, abstracts indicate the purpose and provisions of the legislation being reported, whether the bill as reported has been amended or rewritten by the committee, and whether the report contains additional or dissenting views of committee members or other appended special background information.

In addition, a final paragraph of the report abstract mentions all bills stated by the committee to be antecedents or related to the legislation at hand. This information is particularly useful in tracing histories of legislation, since a single piece of legislation may be considered under many different bill numbers in many variant forms, and over a period of many years, before actual enactment.

## PUBLIC LAW ABSTRACTS AND LEGISLATIVE HISTORIES

Each CIS/Annual includes an abstract and legislative history of each Public Law enacted during the year covered by that Annual. The abstracts include basic bibliographic information and the text of the law's official title or short description, exactly as contained in the slip law.

Frequently, the official description is too vague or general to provide the user with an identification of the law's purpose and related subject matter (for instance, the description may say simply "To amend the Public Health Service Act"). In these cases, CIS provides further annotation of the law's chief provisions. This annotation also describes any "riders" or unrelated additional provisions attached to the law. These usually involve emergency measures or legislation deemed by Congress unlikely to achieve the President's signature if not "tacked on" to a piece of legislation already assured of approval.

The CIS-compiled legislative history presented for each law contains references to all CIS abstracts of publications (from the current or previous congressional sessions) relevant to the law's development and passage. These might include references to Documents (usually Presidential messages requesting or proposing legislation); hearings (often held first to discuss the subject matter and need for legis-

lation and subsequently to consider specific proposed legislation); reports and conference reports on various bills involved in the evolution of the law's enactment (bill numbers on which committee reports were issued are cited only when they differ from the bill number finally enacted into law); and committee prints usually prepared by or for the committees considering the legislation.

It should be noted that CIS legislative histories do not contain references to previously enacted Public Laws or to publications in their legislative histories. For instance, CIS would not include publications related to a 1973 law on tobacco acreage allotments in the legislative history of a 1974 law which amended or extended the 1973 law.

Occasionally a Public Law will be so wide-ranging in its subject matter (e.g., the Agriculture and Consumer Protection Act of 1973) that virtually every publication of the two congressional agriculture committees for the past several sessions could be considered to have a relation to the new act's legislative history. In these cases, CIS cites only the most directly relevant references.

The last paragraphs of a legislative history provide relevant references to the *Congressional Record* and the *Weekly Compilation of Presidential Documents*. This information is taken directly from information provided on the slip law by the Office of the Federal Register.

## HOW CIS INDEXES CONGRESSIONAL PUBLICATIONS

CIS indexes are designed to serve the widest range of information needs and search approaches. Users can locate abstracts of publications related to a particular topic or issue, to a particular piece of legislation, or to a particular executive department or agency. Users can also locate the testimony and inserted publications of any particular organization or individual, or locate abstracts for specific documents for which the title, assigned report or document number, issuing subcommittee, or committee chairman is known.

CIS prepares a number of separate indexes to serve these purposes:

- Index of Subjects and Names
- Index of Titles
- Indexes of Bill, Report, and Document Numbers
- Index of Committee and Subcommittee Chairmen

### INDEX OF SUBJECTS AND NAMES

The Index of Subjects and Names provides access to all:

- Subjects of documents and hearings
- Subjects discussed by witnesses
- Subjects of inserted and appendix materials
- Names and affiliations of witnesses
- Names of authors (corporate or individual)
- Names of subcommittees holding hearings or issuing publications
- Official and popular names of bills and public laws

Entries in this index consist of four basic structural elements: terms (i.e., subjects and names); *see* and *see also* references among terms; "notations of content" which state the context in which a particular document is indexed to a term; and accession numbers which refer users to specific CIS abstracts. Each of these elements is illustrated in the example index entry below.

#### SAMPLE ENTRY: INDEX OF SUBJECTS AND NAMES

Subject term	<b>Mines and mining</b> Flexible hours, part-time, and alternative work schedules, S541-51.7	CIS abstract numbers for publications indexed
Notation of content characterizing publication indexed to this term	Health problems of elderly iron ore miners in Ala, H141-35.2 Leadville, Colo, mine drainage tunnel rehabilitation, S441-73, S443-46 <i>see also</i> Coal and coal mining <i>see also</i> Mine accidents and safety <i>see also</i> Oil shales	
Reference to narrower or related CIS subject terms where additional publications are listed	<b>Mineta, Norman Y.</b> Asian political situation, implications for future US policy, H461-85 <b>Minimum income</b> <i>see</i> Income maintenance	Witness or author term Subject term format not used by CIS Reference to appropriate CIS term format

## Selection of Terms and Use of Cross References

Subject terms and cross references used in this index are based on a controlled vocabulary thesaurus developed by CIS. Although originally based in part on previously existing indexing vocabularies (most notably the Legislative Indexing Vocabulary of the Congressional Research Service), the thesaurus has been substantially revised and expanded over the years to meet our particular needs and to respond to the ever growing range of subjects and issues receiving congressional attention.

Subject index terms are assigned to all substantive material considered to be of sufficient scope to be of interest to the researcher, avoiding references which would lead only to brief passages or passing references of little research value, or to unsubstantiated non-expert statements of opinion.

In cases where specific pieces of legislation are considered in a publication, indexing is assigned to cover both the substantive materials contained in the publication and also the areas and institutions primarily affected by the legislation.

When indexing a publication to which a hierarchy of thesaurus terms might apply, CIS practice is to select the most specific generally applicable term or terms in the thesaurus, and not to index also to broader or narrower terms (which may relate to subject matter of the publication but which do not reflect as well its particular focus). To use the index sample above as an example, those publications with material focused primarily on "Mine accidents and safety" have been indexed to that specific term, and have not been indexed also to the broader term "Mines and mining."

CIS provides *see also* references, such as those shown in the sample above, to guide users to additional material to be found under the related or narrower terms cited.

CIS also provides *see* references to aid users in locating the specific form or phraseology of subject terms used by CIS. ("Minimum income," for example, is not a term used by CIS; but relevant entries will be found under the term "Income maintenance.")

## Uses of Notations of Content

CIS uses a "notation of content" to tell the reader something about the nature of each item that is indexed to each subject term. This enables the reader to select those entries under any particular term which are most relevant to his search.

Wherever possible, the same or similar notations of content are used for the index entries of related material, so that such entries will alphabetize and list as a group under a given subject term. Frequently, the accession numbers for all primary documents in a particular legislative history (hearings, reports, public law) will be listed with one common notation of content. (Our grouping of entries under the notation of content "Leadville, Colo, mine drainage tunnel rehabilitation" in the sample above is an example of this practice).

Our efforts to group related materials through the same or similar notations of content are subject to a number of limitations, however. Only one entry is generally made for any one publication under a given subject term. This entry must reflect the full scope of the publication being indexed as it related to that subject term. As a result, material on a number of specific subjects must sometimes be covered by one general notation of content.

For example, an appropriations hearing indexed to Department of Agriculture will have the general notation of content "Approp, FY(year)." It will not contain specific reference to various specific subjects discussed in the hearings.

Another situation limiting the consistent group of notations of content occurs when two or more key ideas need to be reflected in a single notation or when publications dealing

with the same or similar subject matter have different focuses. In such cases, differences in the wording of notations of content may be deliberate in order to reflect more accurately the contents of the particular publications in question.

## Indexing of Main and Testimony Abstracts for Hearings

Indexing assigned to the main abstract for a hearing covers the principal subject matter or matters of the hearing as a whole and the particular legislation in question, and any additional subject matter which is treated throughout or in a substantial part of the testimonies. Indexing for main abstracts also includes the locale of the hearings, if it was held outside of D.C.; the name of the subcommittee holding the hearings; the authors and subjects of any abstracted appendix materials; and the names of committee members noted in the abstract as giving extensive opening statements.

Subject terms used for indexing the main abstract are not repeated for individual testimony abstracts. Indexing of a testimony abstract is limited to: subjects covered in that abstract which are not common to most other parts of the hearing (and therefore indexed in the main abstract); names of principal and accompanying witnesses; the names of firms, organizations and government agencies they represent; and the authors and subjects of articles and papers they present. (Affiliations of witness are not indexed if the witness indicates that he is testifying in a personal capacity.)

The effect of separate indexing of main and testimony abstracts is to provide subject index references which send the reader to a specific testimony abstract, if that is where the indexed information is summarized; or send him to the main abstract if the information he seeks is summarized there or if the entire series of testimony abstracts is relevant to his search.

## Indexing of Organization Names

All national and most statewide organizations are indexed by name when officially represented by witnesses at hearings and when they are the subjects of testimony or are the authors or subjects of inserted materials. Most local organizations, however, are not indexed unless they are particularly well known or are the actual subject of testimony.

## Indexing of Committees and Subcommittees

Since the abstracts of publications are arranged by committee, it would be redundant to index them by committee as well. Hearings and prints, however, are indexed by subcommittee name wherever appropriate.

The Index of Committee and Subcommittee Chairmen, described later in this section, is designed to help users identify particular committees or subcommittees when only the name of the chairman is known.

## Additional Types of indexing

In addition to subjects and names, this index also includes some terms indicating the presence of certain categories of information (e.g., Bibliographies, Glossaries, Statistical data). Also included as index terms are certain specific classes of congressional publications (e.g., Congressional committee activity reports, Congressional committee calendars, Congressional committee publications indexes).



## Alphabetization and Sorting of References

Index term and notation of content entries are alphabetized on a word-by-word and letter-by-letter basis. Thus, "New York" precedes "Newark," "du Pont" precedes "Dual," and "Public welfare" precedes "Publicity."

Arabic numbers sort after "z" at the end of the alphabet. Due to constraints of computer sorting of entries in this index (and in the Index of Titles) Arabic numbers are sorted on a digit-by-digit basis, not on a basis of total value. As a result of this, for example, "12" precedes "2" and "25" precedes "3" in the sorting of entries.

## References to the United States

Because Congress spends much of its time discussing the affairs of the United States in general and the U.S. Government in particular, "U.S." has been dropped as a prefix wherever possible and is implied for many of the terms in the Index of Subjects and Names. You will find, therefore, "Army" rather than "U.S. Army," and "Foreign relations" rather than "U.S. Government—foreign relations."

## INDEX OF TITLES

This index lists the titles of all congressional publications abstracted by CIS. Titles of those congressional publications excluded from CIS abstracting coverage (such as House or Senate Reports on private bills) are not listed; nor are the titles of individual articles or reports which may be contained in abstracted congressional publications (e.g., the titles of articles presented as exhibit material in a testimony).

Titles are listed alphabetically in natural word order, as they appear in the abstract. In citing titles, CIS routinely omits

initial articles, and if necessary, occasionally edits very long, fragmented, or unclear titles. Where appropriate, alternate word-orders of titles have been provided in this index.

Titles beginning with Arabic numbers (e.g., "1972 Budget Scorekeeping Report . . .") appear at the end of the index. Alphabetizing and sorting of entries follows the same patterns as described above for the Index of Subjects and Names.

The illustration below identifies key elements in the Index of Titles entries.

### SAMPLE ENTRY: INDEX OF TITLES

Publication title — Administration of Fish and Wildlife Programs., H563-13 — CIS abstract number

## INDEX OF BILL NUMBERS

CIS provides a complete index to bill numbers. Bill numbers for all legislation for which hearings are held or which receive more than passing mention in testimony are included. Reports are indexed to the bill number being reported, and are also

indexed to all bill numbers mentioned in the report as being related or as having also been considered.

The illustration below labels key information elements in the Index of Bill Numbers. The bill number listing is organized by House, and, within House, by Congress and types (see sequence of types in sample illustration).

### SAMPLE ENTRY: INDEX OF BILL NUMBERS

House	<b>SENATE BILLS</b>		
Congress	<b>94th Congress</b>		
Bill type and number	S. Con. Res. 4 . . . . .	S403-1	
	S. Con. Res. 21 . . . . .	S381-9	CIS abstract number for publication which discusses this bill
Sequence in which bill types are listed (corresponding House legislation sequence is: H. Con. Res. . . , H.J. Res. . . , H. Res. . . , H.R. . . )	S.J. Res. 196 . . . . .	PL94-338	
	S.J. Res. 201 . . . . .	S643-15	
	S. Res. 71 . . . . .	S401-15	
	S. Res. 101 . . . . .	S163-28	
	S. Res. 104 . . . . .	S681-4	
	S. 3 . . . . .	S361-37.15	

## INDEX OF REPORT NUMBERS

This index accounts for every House Report, Senate Report, and Executive Report issued during 1976 whether abstracted by CIS, or not.

It contains the accession number of every 1976 report abstracted by CIS. Those reports not abstracted are noted as being connected with ceremonial, housekeeping, minor land transaction or private bills.

The illustration below labels key information elements in the Index of Report Numbers.

*SAMPLE ENTRY: INDEX OF REPORT NUMBERS*

House	<b>HOUSE REPORTS</b>		
Report number	H. Rpt. 94-732, Pt. 2 . . . . .	H503-4	CIS abstract number for this report
	H. Rpt. 94-771 . . . . .	J823-1	
	H. Rpt. 94-772 . . . . .	H503-1	

## INDEX OF DOCUMENT NUMBERS

This index accounts for every House Document, Senate Document, and Executive Document issued during 1976, whether or not the document has been abstracted by CIS.

CIS abstracted and indexed all House, Senate, and Executive Documents issued, except for those that were primarily ceremonial in nature and those that had been issued previously in departmental editions. CIS accession numbers are

listed for documents that have been abstracted. Documents not abstracted are identified by subject.

House and Senate Documents are often issued out of numerical order. Where possible, CIS has provided subjects or titles for numbers announced but not yet printed. Numbers missing from this list were issued prior to 1976.

The illustration below labels key information elements in the Index of Document Numbers.

*SAMPLE ENTRY: INDEX OF DOCUMENT NUMBERS*

House	<b>SENATE DOCUMENTS</b>		
Document number	S. Doc. 94-4 . . . . .	S180-2	CIS abstract number for this document
	S. Doc. 94-143 . . . . .	S920-1	
	S. Doc. 94-144 . . . . .	S920-3	

## INDEX OF COMMITTEE AND SUBCOMMITTEE CHAIRMEN

CIS provides a complete list of committee and subcommittee chairmen. If you are looking for a committee or a subcommittee and know it as the "Jackson Committee" rather than by its official title, look up Senator Jackson in the Index of Committee and Subcommittee Chairmen to find the names of all the committees and subcommittees which he chairs (there are usually more than one).

The illustration below labels key information elements in the Index of Committee and Subcommittee Chairmen. Individual committee and subcommittee entries under each name indicate the CIS committee code number assigned to that full committee.

Entries in bold type are for full committees; to find abstracts for a committee, go directly to the CIS/Annual abstracts volume which is organized by committee code number. Entries in lighter type are for subcommittees; to find abstracts for a subcommittee, look in the Index of Subjects and Names under the term "Subcom . . .".

*SAMPLE ENTRY: INDEX OF COMMITTEE AND SUBCOMMITTEE CHAIRMEN*

Name of Congressman	<b>McCLELLAN, John L. (D-Ark)</b>	Political party affiliation, and State represented
Full committee chairmanship	<b>Appropriations, S180</b>	
Subcommittee chairmanships	Criminal Laws and Procedures, S520 DOD Appropriations, S180 Intelligence Operations Appropriations, S180 Patents, Trademarks and Copyrights, S520	Committee code Full committee code

# SUGGESTIONS FOR MAKING INFORMATION SEARCHES

## BROWSING THE ABSTRACTS VOLUMES

Depending on the type of information need a user has and on the amount of information he begins with, several preliminary search strategies not involving the indexes themselves are available. The abstracts volumes are organized by committee. Likely documents may sometimes be located simply by browsing through the abstracts under the committee or committees concerned with a particular subject.

If a Public Law number is available, the CIS legislative history sections will provide references to all related documents abstracted by CIS.

## MAKING A SUBJECT SEARCH

In order to be certain of retrieving all the information relating to a given subject, it is usually advisable to check not only the references posted under that subject, but also those posted under related subject headings.

CIS follows the generally accepted practice of indexing to the most specific subject terms applicable to the publication as a whole or to parts of the publication which are separately abstracted. Cross-references are provided from broader terms to narrower and closely related terms where additional postings can be found which should be examined for relevant material. Cross-references are generally not provided from narrower to broader terms, since these would in many cases result in blind references.

A significant number of congressional documents, however, are so wide-ranging in coverage that, although indexed to the general terms applicable to the material as a whole, they contain some discussion relevant to a number of related, more specific topics which are not separately indexed. If a search is initiated with a rather specific subject term, it is wise to examine related, more general terms for postings which may be of interest. For example, while there is much material dealing exclusively or extensively with dams indexed under the subject heading "Dams," considerable additional material of potential value may be found under such related subject headings as "Rivers and waterways," "Flood control," "Public works," and "Water resources development."

Similarly, a number of postings will be found under the term "Air pollution," all referring to material dealing specifically with that subject. However, there may also be some additional material of interest relating to air pollution under the more general term "Environmental pollution and control."

In general, material is indexed both to the appropriate subject terms and to the names of the bill or law when a particular piece of legislation is involved. A special problem arises, however, when the name of an organization or the name of a bill or law begins with words that exactly describe the subject matter under discussion, for example: "Social Security Act," "Social Security Administration," and "Social security." In such cases, CIS makes an effort to avoid unnecessary double-posting. Therefore, if you are interested in social security, check the references under "Social Security Act" and "Social Security Administration" as well as under the subject "Social security" itself.

After finding appropriate index terms and examining the notations of content for likely references, the user may employ the accession numbers as a further tool for narrowing his search. As indicated on page x, accession numbers with a 1

before the hyphen refer to hearings, a 2 before the hyphen refers to a print, a 3 refers to a report, and public law references begin with PL.

Most subject searches will be served best by the kinds of information to be found in prints and hearings and these abstracts should normally be consulted first. Report and public law abstracts will be of interest primarily to researchers seeking to track legislation.

Even after a thorough search of the indexes, additional terms may be suggested by the abstracts themselves. The abstracts often contain names of acts, witnesses, corporations, agencies or subcommittees involved in a particular field, some or all of which may lead to additional references in the index. Abstracts too will sometimes contain bill numbers which should be searched in the Index of Bill Numbers and may lead to further references.

# SECTION IV: ITEMS OF INTEREST

## Congressional Committee Guide

This list reflects a reorganization of committees that was undertaken by the 95th Congress, 1st Session (1977). For later information, consult a current monthly issue of the *CIS/Index*.

Accession  
Number/  
Committee  
Code Name of Committee

### House Committees

**H14** AGING, Select  
**H16** AGRICULTURE  
**H18** APPROPRIATIONS  
**H20** ARMED SERVICES  
**H24** BANKING, FINANCE, AND  
URBAN AFFAIRS  
**H26** BUDGET  
**H30** DISTRICT OF COLUMBIA  
**H34** EDUCATION AND LABOR  
**H40** GOVERNMENT OPERATIONS  
**H42** HOUSE ADMINISTRATION  
**H44** INTERIOR AND INSULAR  
AFFAIRS  
**H46** INTERNATIONAL  
RELATIONS  
**H50** INTERSTATE AND FOREIGN  
COMMERCE  
**H52** JUDICIARY  
**H56** MERCHANT MARINE AND  
FISHERIES  
**H62** POST OFFICE AND CIVIL  
SERVICE  
**H64** PUBLIC WORKS AND  
TRANSPORTATION  
**H68** RULES  
**H70** SCIENCE AND TECHNOLOGY  
**H72** SMALL BUSINESS  
**H74** STANDARDS OF OFFICIAL  
CONDUCT  
**H76** VETERANS' AFFAIRS  
**H78** WAYS AND MEANS  
**H92** (HOUSE DOCUMENTS)  
**H94** (HOUSE SPECIAL  
PUBLICATIONS)  
**H96** COMMISSIONS AND  
TEMPORARY COMMITTEES

### Joint Committees

**J80** ATOMIC ENERGY  
**J81** CONGRESSIONAL  
OPERATIONS  
**J82** DEFENSE PRODUCTION  
**J84** ECONOMIC  
**J86** TAXATION  
**J87** PRINTING  
**J89** COMMISSIONS AND SPECIAL  
COMMITTEES

**J93** CONGRESSIONAL BUDGET  
OFFICE  
**J95** OFFICE OF TECHNOLOGY  
ASSESSMENT

### Senate Committees

**S12** AERONAUTICAL AND SPACE  
SCIENCES  
Disestablished Feb. 1977;  
jurisdiction transferred to S260.  
**S14** AGING, Special  
**S16** AGRICULTURE, NUTRITION,  
AND FORESTRY  
Jurisdiction expanded to include  
that of S580.  
**S18** APPROPRIATIONS  
**S20** ARMED SERVICES  
**S24** BANKING, HOUSING, AND  
URBAN AFFAIRS  
**S25** BUDGET  
**S26** COMMERCE, SCIENCE, AND  
TRANSPORTATION  
Jurisdiction expanded to include  
that of S120.  
**S30** DISTRICT OF COLUMBIA  
Disestablished Feb. 1977;  
jurisdiction transferred to newly  
established Governmental  
Efficiency and the District of  
Columbia Subcommittee of  
S400.  
**S31** ENERGY AND NATURAL  
RESOURCES  
Established Feb. 1977.  
**S32** ENVIRONMENT AND PUBLIC  
WORKS  
Formerly designated Public  
Works.  
**S35** ETHICS, Select  
Formerly designated Standards  
and Conduct, S740.  
**S36** FINANCE  
**S38** FOREIGN RELATIONS  
**S40** GOVERNMENTAL AFFAIRS  
Name changed from  
Government Operation, and  
jurisdiction expanded to include  
that of S300 and S620.  
**S41** HUMAN RESOURCES  
Formerly designated Labor and  
Public Welfare, S540.  
**S42** INTELLIGENCE, Select  
Established as a standing  
committee May 1976.  
**S44** INTERIOR AND INSULAR  
AFFAIRS  
Disestablished Feb. 1977;  
jurisdiction divided between  
S310 and S320.  
**S52** JUDICIARY

**S54** LABOR AND PUBLIC  
WELFARE  
Redesignated Human Resources,  
S410.  
**S58** NUTRITION AND HUMAN  
NEEDS, Select  
Scheduled for disestablishment  
by the end of 1977; jurisdiction  
transferred to S160.  
**S62** POST OFFICE AND CIVIL  
SERVICE  
Disestablished Feb. 1977;  
jurisdiction transferred to newly  
established Civil Service and  
General Services Subcom. of the  
Governmental Affairs  
Committee, S400.  
**S64** PUBLIC WORKS  
Redesignated Environment and  
Public Works, S320.  
**S68** RULES AND  
ADMINISTRATION  
**S72** SMALL BUSINESS, Select  
**S74** STANDARDS AND CONDUCT,  
Select  
Redesignated Select Committee  
on Ethics, S350.  
**S76** VETERANS' AFFAIRS  
**S92** (SENATE DOCUMENTS)  
**S94** (SENATE SPECIAL  
PUBLICATIONS)  
**S96** COMMISSIONS AND  
TEMPORARY COMMITTEES

*Note:* Committees disestablished during the Feb. 1977 reorganization were given a four to six month transition period to complete outstanding business. Some may have issued final reports during this period, and others may have had publications waiting to be printed when disestablished. Consequently, CIS may have acquired and abstracted publications from these committees throughout 1977, even though they officially ceased to exist. Abstracts for these publications will be found listed under the old committee names and numbers.

The Abstracts volume of each monthly and annual CIS issue provides, under the title, "Contents of Summary Section," a complete current listing of Committees and their codes.

If you are looking for the publications of a committee which has been disestablished, but which did exist in recent years (since 1970), refer to earlier *CIS/Annals*.

# CIS Government Document Research & Retrieval Services

Brief descriptions of related services appear below. Please inquire for additional details, including microform specifications, prices, etc. For your convenience, a postage-paid Inquiry Form is enclosed (page 31).

## CIS/Microfiche Library

*the source document companion to the CIS/Index*

Starting with publications of the 91st Congress, 2nd Session (1970), the *CIS/Microfiche Library* includes more of the working papers of Congress than are contained in the hardcopy collections of the Library of Congress, the library of the Government Printing Office, or any other library or institution in the world.

Current CIS microfiche are issued monthly to correspond with the *CIS/Index* subscription service. Retrospective files correspond to the back-year *CIS/Annals*. For each year's microfiche, four basic collections of depository and non-depository items covered in the index are offered:

- *Complete Collection* — includes all Congressional working papers (except interim legislative calendars). These are: Committee and Subcommittee Hearings; Committee Prints; House and Senate Reports, Documents, and Special Publications; and, Senate Executive Reports and Documents.
- *Limited Edition* — provides a complete file of Committee Prints, Senate Executive Reports, Senate Executive Documents, and House and Senate Special Publications.
- *Serial Set* — includes all House and Senate Reports and Documents.
- *Hearings* — includes all Committee and Subcommittee Hearings.

Current files are updated monthly. Retrospective files are shipped in their entirety, pre-arranged and ready for use.

## CIS Documents on Demand

*for prompt acquisition of individual publications*

This microfiche service offers a dependable solution to the otherwise perplexing problem of how to obtain individual source documents easily, quickly, and at reasonable cost.

Each of the thousands of publications in the retrospective and current *CIS/Microfiche Library* are available on an individual order basis. Prices depend on the number of pages filmed, and the average document on microfiche costs just a few dollars.

The *CIS/Index* serves as a "catalog." Microfiche availability is noted, and document prices are easy to calculate. Customers pay only for the items ordered — there are no on-going service charges.

For preferential rates and added convenience, a deposit account can be opened. Having a deposit account minimizes processing efforts by providing for "paperless" ordering — by telephone or computer terminal. And, if ordering by mail is preferred, CIS provides printed order blanks.

Best of all, each document in the CIS master file is always "in stock" regardless of its present availability from government sources. As a result, microfiche copies are usually shipped — via 1st class mail — within 24 hours.

## CIS/Congressional Bills, Resolutions, and Laws

*an inclusive collection of legislative material*

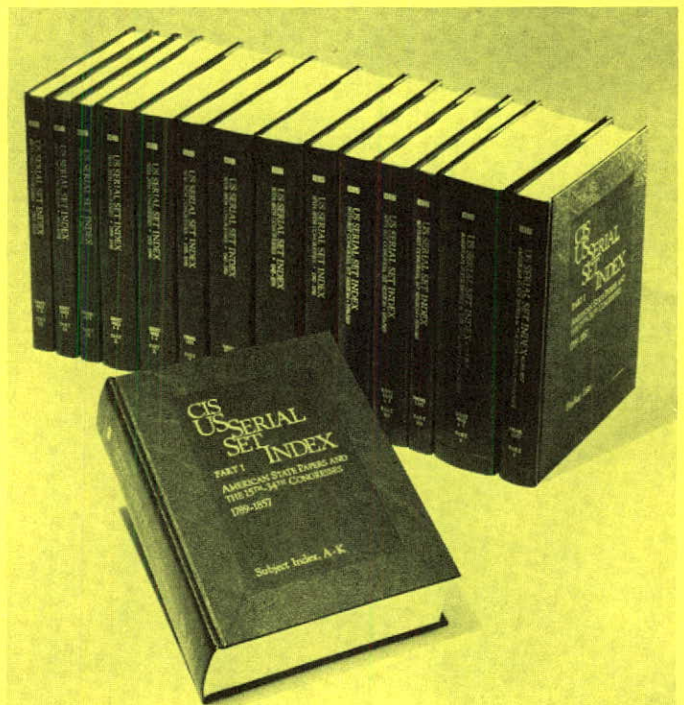
*CIS/Bills on Microfiche* collections begin with the 90th Congress (1967-68). Each two-year Congressional collection is shipped in a separate, pre-arranged file which provides the full texts of the introduced, amended, and revised versions of all House and Senate Bills; Simple, Joint, and Concurrent Resolutions; and Public Laws. (Private Laws have also been included since the 93rd Congress.) Updates are produced every two years, several months after the completion of the latest Congress.

## CIS US Serial Set Index CIS US Serial Set on Microfiche

*America's oldest on-going documents series, indexed and micropublished in twelve parts*

CIS is now indexing and micropublishing the entire United States Serial Set for the 180-year period from 1789 through 1969. Providing access to a massive documents collection rich in historical references, with a wealth of unique information pertinent to many current issues — the cumulative index is the first modern and practical alternative to the assortment of traditional and generally ineffective finding aids. Similarly, the companion full text documents collection on microfiche will be the most inclusive, lasting, and easy-to-use Serial Set available.

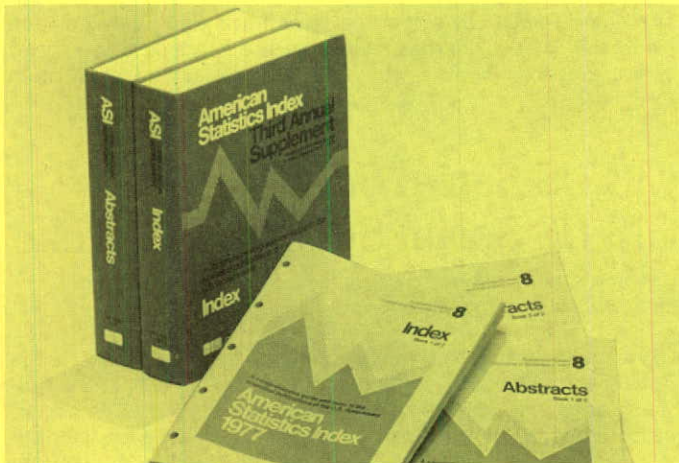
Many of the twelve index parts and microfiche files (sold separately) that will comprise this complete collection are already available, with the remaining to be published on a regular basis through 1979.



# American Statistics Index ASI Microfiche Library

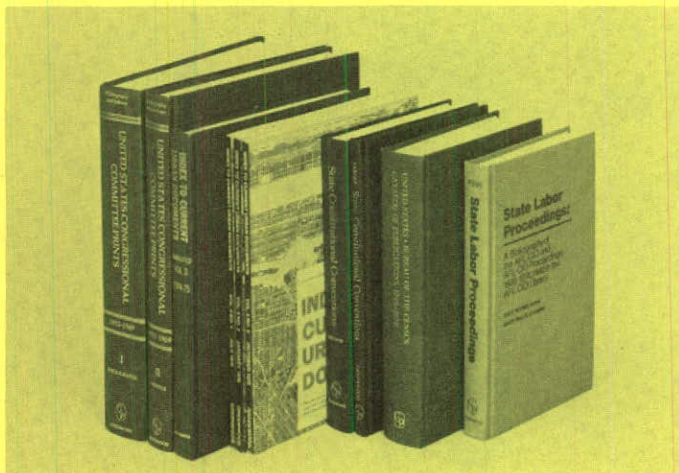
for research & retrieval of current Federal statistical publications

The US Government is the world's most active publisher of statistical data. ASI indexes and describes nearly all such government publications, covering every Federal issuing source — Congress, the Executive agencies, special boards and commissions, the Judiciary, and other governmental units. Current coverage is provided on an annual subscription basis, and includes monthly supplements with periodic cumulations. Companion files of source documents, reproduced on microfiche, are available in complete or partial collections, or individually on-demand. Retrospective coverage begins with publications issued in the early 1960's.



## Other services

CIS now publishes a number of major research collections and services that were developed and formerly published by Greenwood Press, an affiliated company. In the retrospective Federal government documents category are: *US Congressional Hearings and US Congressional Committee Prints*, from the first issued through 1969 (preceding CIS microfiche coverage beginning in 1970), and *US Census Publications, 1820-1967*. Official state publications are included in *State Constitutional Conventions, since 1776*, and other programs. For access to foreign statistical publications, CIS offers *Current National Statistical Compendiums*. And, under special arrangement, CIS offers Greenwood's *Index to Current Urban Documents*, a quarterly subscription service with a companion *Urban Documents Microfiche Collection*.



# Educational and Promotional Aids

CIS offers a wide variety of usage-promotion literature and activities to subscribers, scholars, and the general public.

## Printed Materials

User handbooks and guides for the *CIS/Index*, *American Statistics Index*, *CIS US Serial Set Index*, *Index to Current Urban Documents*, and several other services are available for individual review or professional workshop and classroom use. CIS also offers a number of different "point-of-use" promotion items, such as posters, special bibliographies, and other materials for libraries to display and distribute.

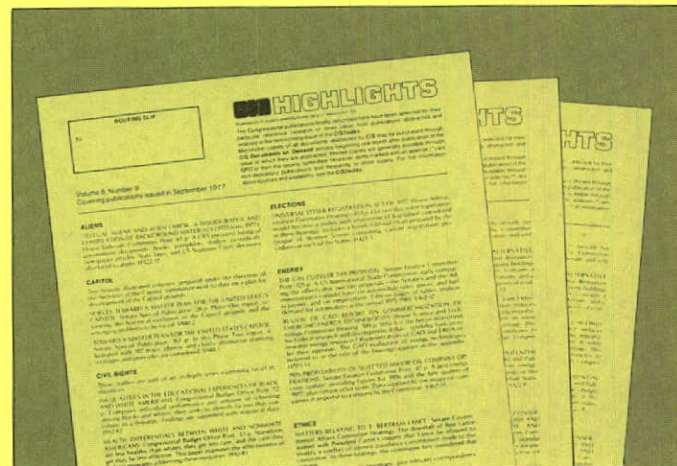
Most items are available free, or at nominal cost, to librarians and instructors. **Address inquiries** (with an indication of item/quantity desired and intended use) to: CIS Education Coordinator, 7101 Wisconsin Avenue, Suite 900, Washington, D.C. 20014.

## CIS Highlights

a monthly newsletter, free\* to librarians and professionals

Each month, a few dozen Congressional publications are briefly described. Selected for their particular reference, research, and/or news value, these publications are then fully abstracted and indexed in the next issue of the *CIS/Index*.

\* To receive a subscription, use the postage-paid form, page 31.



## Film

FOR THE PEOPLE is an award-winning 15-minute color and sound film, produced by CIS. It is designed to heighten public awareness and use of United States government publications, and may be viewed in conjunction with a CIS-conducted user workshop or presentation.

## Workshops and Training Sessions

Arrangements can be made for a CIS representative to join a librarian or instructor in providing orientation and training to a group of colleagues, students, or end-users with divergent interests. Generally without charge, this session can cover on-line searching as well as the use of the printed indexes and companion microforms.

Please inquire for full details.

# Postage-paid Inquiry Form

This form is pre-addressed and postage-paid. **Detach** along vertical line and **fold** along horizontal line (with other side facing out).

Add my name to your mailing list to receive the **CIS/Highlights** monthly newsletter, free and without obligation.

We are interested in scheduling a workshop and/or meeting with a CIS representative. **Please contact me.**

Please send **more information** and free **sample materials** (as available) on the:

CIS/Index

CIS/Microfiche Library

CIS Documents on Demand

AcCIS on-line searching

Other services, including: \_\_\_\_\_

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**Special note:** CIS would appreciate any comments or suggestions concerning our information services and/or training aids. Thank you.

Comments: \_\_\_\_\_

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Name \_\_\_\_\_

Position \_\_\_\_\_

Library or Organization \_\_\_\_\_

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City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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