jurisdocs

newsletter of the aall government documents sis

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U.S. General Accounting Office
JURISDOCS is a quarterly publication of the Government Documents Special Interest Section (GDSIS) of the American Association of Law Libraries (AALL).

JURISDOCS seeks to provide librarians with useful and current information on government documents in the areas of law and legislation. Unless otherwise noted, the opinions expressed are not those of GDSIS or of AALL.

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Membership in AALL is a prerequisite to joining GDSIS. Active individual members and designated institutional members of AALL may affiliate with GDSIS upon payment to AALL of an annual fee of $5.00. For information about becoming a member of AALL contact: American Association of Law Libraries / 55 West Jackson Boulevard / Chicago, IL 60604 (312)959-4764.

SUBSCRIPTION AND CONTRIBUTION INFORMATION ON PAGE 38
GDSIS Convention Program

Plans for the GDSIS-sponsored main convention program in San Francisco have begun to solidify. Working with the theme "Getting the Ungettable: Hard to Locate Federal Documents", four panelists have been chosen who will bring their considerable expertise and experience to what we hope will be an exciting and enlightening program. Two of the panelists will represent the agency charged with saving the paper evidence that our favorite behemoth (the federal government) is alive and working—the National Archives and Records Service. The other two panelists have been drawn from the ranks of document librarianship.

Jo Ann Williamson, Chief, Archives Branch, Federal Archives and Records Center San Bruno, California, will discuss the federal regional archives system. These regional archives contain numerous records of great interest to law librarians, including federal local court records, but their operations are sometimes a mystery to us. Knowing how these regional archives work may save wasted hours (and telephone expenses) calling the Washington Archives and agencies.

Dr. Trudy Peterson, Assistant to the Deputy Archivist, National Archives and Records Service, Washington, DC, is an expert on the mechanics of using the much discussed but little understood Freedom of Information Act to unearth and acquire otherwise inaccessible archival materials. Her presentation, while dealing primarily with how to use the FOIA to acquire archival documents, will have practical implications for acquiring other sequestered agency materials as well.

Katherine F. Mawdsley, Head, Government Documents Department, Shields Library, University of California, Davis, will suggest how best to use the resources in GPO depository libraries to locate fugitive federal documents. The value of a systems approach to the GPO depositories, thereby using the regional and selective depositories to their fullest advantage, will be emphasized. This presentation may be of particular interest to those academic libraries weighing the advantages and disadvantages of joining the depository system.

Jack Leister, Librarian, Institute for Governmental Studies Library, University of California, Berkeley, will discuss how a government documents librarian from outside the East Coast goes about locating and securing fugitive federal documents. Both traditional and non-traditional, formal and informal methods of accomplishing this task will be explored.

Michael E. Gehriger
November 22, 1979

Membership News by JUDITH GECAS

LAWRENCE G. CHEESEMAN, formerly Law Librarian II at the Supreme Court Library, Brooklyn, is now the Tier III Unit Head in the Law Department of the Connecticut State Library.

RICHARD G. HUTCHINS, Law Librarian at the University of Miami, has been appointed to the Depository Library Council to the Public Printer. The appointment is for a three year term.

Please send news about SIS members and about publications by SIS members to: Judith Gecas, University of Chicago Law Library, 1121 East 60th St., Chicago, Illinois 60637. (312) 753-3425.

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National News

OFR PLANS COURSE ON HOW REGULATIONS ARE MADE

The Office of the Federal Register (OFR) has called for comment on a new education program specifically designed to show how federal agencies go about making regulations, and how the public can effectively participate and influence the process.

Unlike its present course, which show participants how to use the Federal Register, the new course would focus on the rulemaking process itself—showing what are the actual procedures agencies use in developing regulations and what are some of the problems agencies face in making rules. In addition, strong emphasis would be placed on how the public can follow the process and how and when they can get involved.

In order to determine the need and interest in this program, OFR is asking persons interested to direct their comments specifically to the question of what topics should be included, what format should be followed, what materials should be used and where should the courses be given. In addition, consideration as to whether a general session should be given followed by a session on a specific agency's procedures.

Comments should be received on or before February 5, 1979, and should be sent to: Special Projects Unit, Office of the Federal Register, National Archives and Records Service, Washington, DC 20408.

The request appears at 43 Federal Register 56727-8 (December 4, 1978).

BATTLE SHAPING OVER TITLE 44 REVISION

The review session of the provisions of title 44 of the U.S. Code relating to government printing is expected to bring a major confrontation in Congress between publisher and library organizations that may well decide GPO's future as a micropublisher as well as the future availability of all government publications and government-produced information.

In its November 6th letter to Clairborne Pelle, Chairman of the Joint Committee on Printing, the American Library Association has called for a national policy for free public access to government publications. ALA also asked that equipment be provided for the increased use of the microfiche format by GPO.

On the other hand, the publishing industry, pointing to the unfair advantages government publishers possess over them, and feeling threatened by GPO's recent ventures into micropublishing, is expected to bring pressure to reduce government publication and the free or low priced distribution of information.

NEW LC LAW LIBRARY REPORTS

The following reports, prepared by its legal specialists, in response to Congressional requests, are now available to librarians free of charge from: The Law Library, Library of Congress, Washington, D.C. 20540:

- Coal Mining Health Standards in Poland, by Tadeusz Sadowski 1978.
- Consular Conventions Between the United States and the Communist Countries, by Ivan Sipkov 1979.

LC PUBLISHES NEW SEGMENT OF K SHELFLIST

The Library of Congress has announced that the 11th segment of the Class K shelflist is now available. This segment contains chiefly state and local material in subclass KFA-KPZ that was shelflisted between July 1, 1976 and October 31, 1978.

Standing orders may be placed for future segments that are issued periodically as reclassification proceeds. Orders and inquiries should be addressed to the Library of Congress, Photoduplication Service, Department D-132, Washington, DC 20540.

CONT'D
GPO TO PUBLISH GAO LEGISLATIVE HISTORY FILE

The Government Printing Office has announced that it will publish the most extensive file of U.S. legislative histories ever compiled -- the legislative history files of the General Counsel of the General Accounting Office.

The announcement in Depository Shipping List II, 561, Survey 78-71 means that for the first time librarians will have access to the complete legislative histories of all enacted Federal laws from 1921 (65th Congress) to the present.

The file, which will be published in microfiche, will be issued jointly under the auspices of GAO and the Congressional Research Service of the Library of Congress. The reduction ratio is 21x for all documents except extensive sets of hearings which are in 4/8x format. Legislative histories for earlier Congresses will be somewhat less comprehensive than later ones.

The Legislative Digest Section of the Office of General Counsel of GAO arranges documents in the legislative histories in reverse chronological order with law appearing first, followed by Presidential statements upon signing, then conference reports, committee reports, hearings, bills, amendments, related bills, and debates and comments from the Congressional Record. In addition, GAO keeps histories for amendments together with the earlier law being amended.

The microfiche will have eye-readable headers with the public law numbers and titles. The fiche cards will be numbered in two separate series -- one for the majority of documents at 21x, and one for any hearings filmed at 4/8x. A catalog will identify in public law number sequence the microfiche cards associated with each legislative history, as well as identify amendments which are included with the original law.

The first shipment, along with its finding aids is expected to be shipped to depository libraries earlier this year. It is uncertain as yet whether they will be offered as sales items.

STATUS REPORT ON P.L. 95-261

As of February 1, 1979, 57 law libraries have become depository libraries under P.L. 95-261; 7 libraries have transferred from the general Congressional designation to the law school section allowing for 7 additional depository libraries under other sections of the program.

STATE NEWS

SAVE YOUR 1973 DC CODES

Librarians are being urged to save their 1973 edition of the District of Columbia Code until a new edition can be edited and produced.

Because of Congress' denial to the Council of the District of Columbia of a 1979 appropriation to establish an Office of Codification Counsel to prepare the text of a new edition of the DC Code, it is now uncertain when a new edition will appear.


TEXAS STATE LIBRARY PUBLISHES DOCUMENTS NEWSLETTER

The Texas State Publications Clearinghouse announces the publication of a quarterly newsletter, Public Documents Highlights for Texas. The newsletter is intended to keep documents librarians, reference and technical services staffs, state and local governmental officials and researchers, and other documents enthusiasts informed on a variety of topics concerning the content, management, and organization of all types of government documents in Texas.

In addition to feature articles, the newsletter will present several continuing columns from a variety of areas concerning documents.
EVENTS by Lynn Foster

FEB. 26-MAR. 1: ACCESSING STATISTICAL RESOURCES—CENSUS BUREAU
This course is aimed at librarians who frequently use government statistics. Emphasis is given to Census Bureau publications but other agencies are also discussed. The course is free and limited to 36. Location: Census Bureau Offices in Suitland, Md. Call 301-763-5483.

AFR. 25-27: INTERNATIONAL DOCUMENTS—NEW DIRECTIONS
International documents will be the program of the North American Preparatory Seminar for the Second International Symposium on Documentation of the United Nations and other Intergovernmental Organizations (Geneva, 1979). It is open to all those interested in international documents. Papers are also wanted. Location: University of Toronto Library School. Fee: $50. Contact Mina Pease, Vice President, AIL/NA, UNITIF Publishers Ltd., P.O. Box 89, White Plains, N.Y. 10602, (914) 592-6710.

DEPOSITORY LIBRARIANS' TRAINING COURSE
The latest information we have received states that in 1979 there will be monthly workshops from March to December. The March through August sessions are already filled. The latest program addition is a four-hour Federal Register Workshop on the last day of the course. For reservations or information, contact Cindy Perry, Library and Statutory Distribution Service, GPO, 5236 Eisenhower Ave., Alexandria, Va. 22304, (703) 557-2050.

FEDERAL REGISTER WORKSHOPS
Federal Register Workshops are held in Washington D.C. and various cities across the country. They are free and last approximately 2 1/2 hours. The FR gives notice and pertinent information several weeks before a workshop.

Depository Librarians' Training Class

As my colleagues from the University of Illinois Law Library and I pulled into the parking lot at the Alexandria Government Printing Office, we were apprehensive about whether the course would be worthwhile. We were also wondering whether we were in the right parking lot. Our fears were allayed, and the tone set for the next three days when Jim Livsey rushed out to our car to greet us and take us inside.

During the first two days the class was held at the Alexandria office. On Wednesday we met Ms. Collins and Mr. Covington, heads of the Library and Depository Divisions respectively. They each showed us around their divisions. Mr. Livsey then spoke on the status of the depository program and presented a slide show on the GPO. During the afternoon we heard other staff members speak on depository processing (i.e., what the GPO does when we select an item number, send in a claim, etc.), past and future changes in the Monthly Catalog, OCLC, the GPO's plans for a computer.

Thursday morning we heard presentations on the GPO microform program, the Serial Set and the Numerical Lists, and the inspection program for depository libraries. Mr. MacGillvray, one of the depository inspectors, gave us a rundown of commonly asked questions on the best way to maintain a depository collection together with his opinions.

After lunch we discussed the Superintendent of Documents classification system with the staff who assigned the numbers, and then were premitted hands-on use of the OCLC and SCORPIO terminals. Friday morning we met in the Sales Division which is located in the Union Center Plaza in Washington D.C. We were given a tour and a demonstration of STAIRS, the data base from which the FRP is derived. We also met with the Superintendent of Documents, Mr. LeBarre, his assistant Mr. Barrett, and Mr. Livsey. We discussed, among other things, the future of the depository program and the possibilities of Congress appropriating some money for better service from depository libraries.

During all of the sessions the GPO staff welcomed questions and suggestions. We were struck by their dedication to service. Also impressive is the speed with which the GPO is using the latest technology. Their Sales Division in particular puts automation to work in a variety of situations. I came away from the Training Class able to match faces and names with departments, and with a better idea of whom to call about a problem. I also appreciated learning about GPO's future plans, most of which would affect my documents department.

The sessions may change slightly in content from one month to the next. For example, we had a surprise speaker, Bernardine Hoduski, who discussed the role and responsibilities of the Joint Committee on Printing.

Mr. Livsey asked us to send him suggestions for future sessions once we got back home. The GPO kindly provided us with packets containing tourist information about Washington D.C. and so we spent Wednesday and Thursday evenings and Friday afternoon roaming about the city.

We found that it helped to have a car. None of the motels on the list is within walking distance of the GPO, and on the last day the session was held in the District of Columbia. However, if you stay at one of the motels on the list it's quite possible that a classmate will be staying there too and can give you a lift. Also, the Washington area is served by a mass transit system. The GPO can give you the appropriate information.

If you have already attended a class, I hope you enjoyed it as much as we did. If you plan to attend, go prepared with questions and suggestions.
Note

We present some ideas for improving access to federal documents, together with responses we have received from people who might be able to implement these ideas. We ask readers to respond by returning the short survey form at the end. Given a positive response, we will further promote these ideas. We welcome comments and additional suggestions.

Paul Alex-Lute

A Report from the Federal Documents Task Force of the Government Documents Association of New Jersey

1. Federal Register: Current Statutory Authorities Table.

The only access tool to the Federal Register which cumulates daily through the current month is the List of CFR Parts Affected. The statutory authorities table, from U.S. Code cities to C.F.R. cites, first appears in the monthly List of CFR Sections Affected, which lags at least a month behind, as does the monthly subject index. There is thus no efficient way to find new CFR parts added under the authority of recent laws. In response to a suggestion that each issue of the Federal Register include a statutory authority table, cumulative for the current month, the Office of the Federal Register responded that a daily table would be too burdensome an addition to their present production pressures, but that they would soon start, on an experimental basis, a weekly table, cumulating for the month. This table will not be in the front matter with the other access tools, but will appear as a separate part, at the back of the issue. Continuance of the table may depend on positive feedback from users.

2. Treaties in Force: City-of-Signature Index to multilateral treaties.

Since treaties are often informally referred to by their city of signature, there is a need for an index from that mode of reference to the proper citation, at least for multilateral treaties in force. In response to this suggestion, Arthur W. Rovine, Assistant Legal Adviser for Treaty Affairs, Dept. of State, says, "I do not think the majority of the users of this publication would find a city of signature index of sufficient use to warrant the time, space, and cost involved in including such an index." We don't agree, and would like to hear from you, the users.


There is presently no easy way to determine what proposals are pending to amend a given section of a law. In response to a suggestion that such an index be produced, Terry C. Guertin, Supervising Attorney and Editor of the Bill Digest Section, American Law Division, Congressional Research Service, has informed us that they did in fact produce such an index for all the bills introduced in the 1st session of the 95th Congress, but that this project was discontinued for lack of sufficient staff. An additional five lawyers or law students and two clerical people would be needed for this job. Mr. Guertin suggests that a more manageable endeavor which would still answer the majority of inquiries would be a sections-affected index to bills receiving action (reported or passed).

Questionnaire........p.26

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(4) Congressional Bills: Table of Re-Introduced Bills.

When a bill dies in one Congress and is re-introduced in the next with a new number, there is no table from the old number to the new, or the reverse (though if the new bill is reported from committee, the report generally mentions the old bill number). Tracing re-introduced bills forward and backward would be facilitated if Senate and House rules required that a re-introduced bill bear on its face a reference to its previous number, and if indexes were then issued from the old to the new numbers. In response to this suggestion, Congressman James J. Delaney, Chairman of the House Committee on Rules, says, "I understand the practicality of the approach of the Task Force, but with modern computers it is relatively simple to pull out information on a similar bill introduced in previous congresses by the use of key words from the currently introduced bill." Since many bills are generally introduced on any subject, we doubt that the key word approach would efficiently identify a predecessor bill. Besides, most libraries do not have modern computers with access to a data base of past bills.

(5) Congressional Bills: Nineteenth Century Legislative History.

Bill numbers begin to appear on committee reports in the 21st Cong. 2d Sess. (1830-31), and in the Congressional Globe in the 34th Cong. 3d Sess. (1857). The "History of Bills and Resolutions" first appears in the Congressional Globe, 40th Cong. 1st Sess. (1867), and it begins to include report numbers in 13 Cong. Rec. (47th Cong. 1st Sess.). Bill numbers of laws are given in Statutes at Large starting with vol. 33 (58th Congress, 1st Sess.). There is thus a need for a bill-number-to-report-number index for the committee reports from 21st Cong. 2d Sess. through 46th Cong. 3d Sess. through 39th Cong., and a chapter-number-to-bill-number table for Statutes at Large from 4 Stat. 431 (21st Cong. 2d Sess.) through 32 Stat. (57th Cong.).

Mrs. Marlene C. McGuirl, Chief of the American-British Law Division, Law Library, The Library of Congress, says the Statutes at Large table "would be a very valuable asset for anyone seeking the legislative history of early U.S. statutes and ... the American-British Law Division of the Library of Congress would be the appropriate place for the compilation of such a table. It could be accomplished in approximately 8 months with one full-time person or possibly in 16 months with part-time help."

Survey

Indicate which of the following you think would be useful enough to justify their compilation and publication:

____ Federal Register; daily statutory authorities table, cumulating for the current month.
____ City-of-signature index to multilateral treaties in force.
____ Sections-affected index to all current Congressional bills.
____ Sections-affected index to current Congressional bills receiving action.
____ Table of re-introduced Congressional bills.
____ Bill-number index to committee reports 21st Cong. 2d Sess. - 46th Cong.
____ Bill-number index to Cong. Globe 34th Cong. 3d Sess. - 39th Cong.
____ Chapter-number to bill-number table, 4 Stat. 431 -32 Stat.

RETURN TO: Paul Axel-Lute, Rutgers Law Library, 15 Washington Street, Newark, New Jersey 07102

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GPO-Changes and Plans reported by Johanna Thompson

The third workshop presented by the Government Documents S.I.S. at the 1978 Annual Meeting consisted of a talk given by Mr. William J. Barrett, the Deputy Assistant Public Printer. Mr. Barrett brought his listeners up to date on some of the changes that have taken place at the Government Printing Office during the last 3-4 years, and shared some of G.P.O.'s intentions about further improvements.

Mr. Barrett divided the subject matter of his talk into eight categories: "Eight Signs for '78." It is an updating of a talk he gave in February 1977. As that talk was fully reprinted in Documents to the People (5 DttP 75), here we will outline changes that have taken place in the interim.

I. Backlogs of materials and paperwork have been essentially eliminated. This is a result of a determined effort by the personnel of the Office, the approval by Congress of more space, as well as a gradual automation of many parts of the depository and sales operations.

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<td>Congressional consignment orders</td>
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</tbody>
</table>

II. Monthly Catalog

As Mr. Barrett said in February 1977, the enormous backlog of cataloging was over come, and the Catalog continues to be essentially current. There now is, in most cases, a period of only 72 hours between receipt of a document and its entry into the OCLC data base.

Through cooperation with the Federal Library Committee, GPO is now taking over much of the cataloging from government agencies, which increases consistency and means less duplication of effort.

Further enhancements resulting from the automation of the Catalog and participation in a network are the addition of SuDocs classification numbers to the MARC data base, and the availability of documents cataloging to MARC subscribers all over the world.

Plans for the future include publication of cumulative indexes to the Monthly Catalog on microfiche. And, programs are being written such that by fall stock number indexes will be included in the printed Catalog. A class number index will be in the 1977 annual cumulative index, and in all subsequent cumulative indexes.

Cooperation with OCLC people is leading to a system whereby the SuDocs class numbers will not be "bumped" by entries by the National Serials Data Project or Marc records, as they are now.

Cooperation between GPO and Library of Congress continues to increase. Thus GPO catalogers will adopt AACR II at the time of LC's changeover. And, efforts continue to be made on a name authority file satisfactory to both agencies.

III. Sales Program

The Sales Division is now processing all orders within 5 working days of receipt. Management consultants are looking at ways of making a standing order service available through the sales program.

IV. Selective Conversion to Microfiche of Documents

In March 1977 the Joint Committee on Printing authorized conversion to microfiche of some titles for the depository program. These fall into two categories:

A. Non depository, non GPO publications are ones printed by government agencies either using their own printing equipment, or contracted by the agency with a commercial printer. These publications are generally printed in such small quantity that they have not been available to depository libraries. Under this new authorization, the Public Printer is to obtain one copy of all such publications, and at his discretion they may be converted to microfiche and sent to depository libraries. The only alternative method for making such publications available would be considerably longer printing runs, and/or having the GPO itself print the material. Either would be substantially more costly than the conversion program.

Before the end of 1978, about 7000 publications will have been converted and shipped. cont'd
GPO (cont'd)

B. Conversion of depository items to microfiche format. This category covers material now available to depository libraries, but only in hard copy.

Suggestions from the library community of titles for conversion have been sent to the Depository Library Council for review and recommendations. Then, following an economic analysis of cost of conversion and cost of printing and shipping hard copy versus microfiche, the suggestions will be submitted to the Microform Advisory Committee. Then, filming of the selected titles will begin.

(Some titles being considered for conversion are Congressional Bills and Resolutions, Reports, and the bound Congressional Record.)

Depository libraries will be given the option, however, of receiving these materials in hard copy or microfiche. The question of whether the fiche will be silver halide or diazo has not yet been resolved.

The library community will be kept informed through the Shipping Lists and Documents Highlights articles of the progress of the conversion project.

V. Publications Reference File

It is now available, on subscription, for $50.00 per year for 6 bimonthly complete regenerations of the file. And, for an additional $5.00 per year, you can receive supplements in the alternate months. Or, it can be selected as a depository item.

VI. GPO in the Media World

Continuing efforts are being made to publicize GPO publications since their new systems mean an increasing volume of orders can be handled efficiently. And, prices can be kept down if volume goes up.

VII. Bookstores

Last year the 25 stores had a sales volume of $5.7 million, a 20% increase over the year before. 250 replenishment orders from the bookstores are being processed each day.

Bookstores are equipped with microfiche readers available to the public, and they receive the Shipping Lists and subject bibliography indexes. They will soon receive review copies of all publications printed by the GPO, to aid store managers in selecting their stock. Popular items are on the shelves of the bookstores within 72 hours of receipt in Washington.

First priority now is relocating and upgrading some of the existing stores in more accessible places. And next, new locations for stores will be considered. There is a long waiting list of cities desiring GPO bookstores. The plan is to add one new store a year for the next 10 years.

VIII. Public Law 95-261

This law takes effect October 1, 1978, and means that any accredited law school that applies to the Public Printer can have its library designated a depository. Accreditation here means accredited by any nationally recognized accrediting agency or association, approved by the Commissioner of Education. The Commissioner has advised that these agencies are the Council of Section of Legal Education and Admission to the Bar of the American Bar Association, and recognized regional accrediting commission.

Additional requirements for participation in the depository program are that the library contain 10,000 books other than documents, and that it make the documents received freely available to the public. In general, the depository library must retain the documents for five years, at which time it consults with its regional library about method of discard. If it is not served by a regional library, it assumes the responsibility of retaining the documents indefinitely. This regulation does not apply to superseded publications, or ones issued later in bound format.

The Superintendent of Documents is required to make periodic inspections of the conditions within the library to assure that these provisions are being met.

On or before October 1 the GPO will send letters to accredited law schools explaining the new law, and requesting that if they wish to seek depository status, the president of the institution or the dean of the law school should write to the Public Printer requesting that status, sending a copy of their letter of accreditation.

After designation, libraries will receive item selection cards. There are now about 3900 categories of publications in the program that are available to libraries. After the library's selections are received by the GPO, documents in the chosen categories will be mailed to the libraries. As only enough back stock is retained to answer claims, a library should only expect to receive issues of selected publications from the time of selection forward. Thus, do not cancel your paid subscriptions until you are sure your depository issues have started arriving.

Mr. Barrett ended by emphasizing that there are privileges involved in being a depository - but also are clear responsibilities. So, it was recommended that the decision to request depository status be weighed carefully.

Also, he invited librarians who have questions about the depository program not answered in his talk or in material to be sent to them by the GPO to contact him or the Public Printer.
Depository Council Meeting (Oct. 1978)  

by Bardie C. Wolfe and Richard Hutchins

Matters of interest to law libraries are:

1. It appears that in the immediate future, and over the years to come, the Government Printing Office (GPO) will increase substantially the amount of materials published in microformat. At present, GPO is distributing agency publications (so-called non-GPO imprints) in microform to depository libraries. GPO is also publishing selected materials in both hard copy and microform. Depository libraries are given a choice as to which format they prefer. However, the time may soon come when many materials are published in microform only.

GPO will be publishing microfiche in diazo rather than in silver halide. A GPO commissioned study indicates that the durability of diazo is equal to or exceeds that of silver halide. In addition, production of diazo is less expensive than production in silver.

Some implications for libraries, especially depository libraries, are:
   a) Libraries will need to provide a sufficient number of readers and reader-printers. And libraries will need to provide readers and reader-printers with a variety of capacities -- for microfiche in at least 24x and 45x ---and for microfilm.
   b) Libraries will need to provide sufficient storage space for micromaterial. In some cases, due to the weight of filled micro-storage cabinets, floor support capacity will need to be reviewed.
   c) Libraries will need to provide for convenient and easy access to micromaterials. Adequate check-in records and adequate bibliographic control to facilitate physical control over the materials will be needed. In addition, hard copy indexes will need to be housed near the microform collection.
   d) Provision will need to be made for servicing the microform collection -- for filing updating materials and for weeding (and preserving!) replaced materials. Replaced materials will be needed for retrospective research.

2. The Public Printer reported that 80 law school libraries have indicated an interest in becoming depositories under the new law. These libraries will share common experiences and encounter similar problems in coping with depository status. The schools should be made aware of the burdens, or duties and responsibilities of depository status as well as its benefits.

3. Title I11 of the U.S. Code, Public Printing and Documents, will be reviewed in the next session of Congress. It appears that the publishing industry, and in particular the microform industry, may make a major assault against the GPO publishing program. Pressure will be brought to bear on Congress to reduce government publication and free, or low priced, distribution of information. Law libraries, as educational institutions with a vital interest in the availability of, and easy access to information, should monitor the progress of Title I11 revision closely. This problem may have as serious ramifications for depository libraries as the copyright revision has for library photocopying. It should be considered by both the AALL Committee on Libraries and the AALL Special Interest Section on Government Documents.

4) GPO will soon offer depository libraries a choice of hard copy or microfiche for the bound Congressional Record, the daily Congressional Record, bills and resolutions, the Federal Register, House and Senate appropriation hearings, and House and Senate reports.

We also learned that the General Accounting Office will publish, in microformat, legislative histories of all public laws since the 67th Congress. It is a major project which may involve as many as forty to fifty thousand fiche.

The public laws will be done in 24x reduction ratio. Legislative histories will be in 45x.

5) The Depository Library Council made the following recommendations to the Public Printer (paraphrased here):
   a) The council recommends that GPO inspect each depository library once every three years and that a sufficient number of inspectors be provided to accomplish this.
   b) The Council, while recognizing substantial improvement in recent surveys of new depository items, recommends that special attention be given to the development of surveys for microfiche items. It is essential that these surveys include timeliness of receipt, reduction ratio, the availability and format of indexing and finding aids, and an estimate of the number of fiche to be produced annually.
Meeting (cont’d)

c) In view of the expressed need for indoctrination into the depository pro-
gram by many law libraries, the Council recommends that GPO contact the
program chairman of the AALL Documents Section to determine whether a
training session or a booth displaying various kinds of depository mater-
ials, or both, at the next annual meeting of AALL would be desirable.
d) The Council recommends that GPO accept and process additions and deletion;
by depository libraries to their item selections at any time during the
year. GPO should amend the printing contracts to reflect these changes
on a quarterly basis. Additions will, therefore, be available on a quart-
erly basis. Deletions would be effective immediately.

BEST BETS

DIRECTORY OF KEY GOVERNMENT PERSONNEL

A handy 108 page pocket size directory listing the names, titles,
office and telephone numbers of 1,798 persons in key government posi-
tions. Includes the White House, independent and regulatory agencies,
Congress and Judiciary.

Available free of charge, from: Hill and Knowlton, Inc., One
McPherson Square, 1125 K Street, N.W., Washington, D.C. 20005.

LIBRARY OF CONGRESS PUBLICATIONS IN PRINT

Annual list of publications prepared by LC staff members
and available not only from LC and GPO but also from private publish-
ners.

Many useful items available from LC are listed. For example:

--the Office of the Assistant Director for Preser-
vation distributes five free leaflets on preser-
ving library materials.

--the General Reference and Bibliography Division
distributes a free pamphlet "Free and inexpensive
materials: a selected list of guides to sources".

--the Law Library distributes a free 5 page folder
detailing the "services of the Law Library".

LC Publications in Print is available free upon request to the
Library of Congress, Central Services Division, Washington, DC 20540.
Other items should be ordered from the LC issuing office.

PRESIDENTIAL VETOES, 1789-1976

Each of the 2360 Congressional Bills vetoed by U.S. Presidents up
to and including Gerald Ford is listed in Congress/Session order, by
veto type (regular or "pocket").

Brief description of the individual bill, including what happens
to it after veto and where the veto message is printed. Includes a
67 page subject and name index, and a chart showing how many bills
were vetoed by each President.

Available for $5.25 from Superintendent of Documents, U.S. Gov-

U.S. COURT DIRECTORY

Provides names, mailing addresses, and telephone numbers of
judges, clerks, senior law clerks and circuit executives of all U.S.
courts. Especially useful for District Courts.

The 7/1/78 edition is available for $3.25 from Superintendent of
(stock no. 028-004-00017-6). The Jan. 1, 1979 edition should be avail-
able in a month or so. CAUTION: Several private publishers offer this
same item for more than three times the price.
LETTERS

GAO Reports

It has come to my attention through the Delware Law School Library that there appears to be some confusion about obtaining GAO reports. A couple of factors account for this. One is a revised pricing policy. Another is a tremendous backlog in filling requests.

The pricing change took place in June 1978. Below is a copy of the new policy which appears in the back inside cover of the more recent reports.

We currently have about a 2 month backlog in responding to most requests for GAO reports. This was brought about by an increasing workload, staffing problems, and the wonders of automated equipment. The new equipment has been breaking down regularly, and when it does, the reports are unretrievable.

We have assigned a special group to work on the backlog, and are also in the process of setting up an alternate means of accessing the reports. Starting in early November a contractor will be handling letter requests, which should alleviate the increased workload and staffing problems.

We would like to apologize to anyone who has been inconvenienced due to our problems. Hopefully they are in the past, and we will be able to fill your requests promptly in the future.

Sincerely,

Richard H. DeVore
Acting Branch Manager
Distribution Section
U.S. General Accounting Office

HOW TO OBTAIN GAO REPORTS

Single copies of GAO reports are available free of charge. Requests (except by Members of Congress) for additional quantities should be accompanied by payment of $1.00 per copy.

Requests for single copies (without charge) should be sent to:
U.S. General Accounting Office
Distribution Section, Room 1518
441 G Street, NW
Washington, DC 20548

Requests for multiple copies should be sent with checks or money orders to:
U.S. General Accounting Office
Distribution Section
P.O. Box 1020
Washington, D.C. 20013

Checks or money orders should be made payable to the U.S. General Accounting Office. NOTE: Stamps or Superintendent of Documents coupons will not be accepted.

PLEASE DO NOT SEND CASH.

To expedite filling your order, use the report number and date in the lower right corner of the front cover.

GAO reports are now available on microfiche. If such copies will meet your needs, be sure to specify that you want microfiche copies.
Letters (cont’d)

In September 1978 Monthly Catalog, I noted that the following occurred:
Entry 78-18918-Y3. N68:10/045 - Index to Nuclear Regulatory Commission
Issuances. Oct. 8, 1956 - Jan. 10, 1975. For sale by the NTIS. Item
1051 - H2.

Issuances. For sale by Supt. of Docs. Item 1051-J.

In essence, a library which subscribes to the NRC issuances or receives them
as depository can easily miss the index because these are classified under two differ-
ent Supt. of Docs. Classification numbers; distributed under two item numbers; and
sold by two government agencies.

Furthermore, the nature of the split is such that the scientific/technical
types would be likely to find the index, and the legal types the issuances... to
say nothing about library users.

This does not make much sense to me.

Sandra Sadow
Documents Librarian, Delaware Law School

Resources by Kay Todd

features an article by Henry P. Tseng and Donald B. Pedersen entitled "Acquisition
of State Administrative Rules and Regulations."

The article features an extensive checklist of the Administrative
Rules and Regulations for all 50 states, the District
of Columbia, American Samoa, Guam, Panama Canal Zone, Puerto Rico,
and the Virgin Islands. The checklist gives the official
title (where one exists), its price, where to write to obtain a copy,
and miscellaneous notes that will prove useful in
trying to acquire them.

The Guide to Record Retention Requirements as of January 1, 1978 is available
from the Government Printing Office for $2.50. The September 1, 1978 Federal Reg-
dister has an order form on the back.

In previous years the Guide has also been printed in the Feder-
Register; however, this year it was not.

A new edition of the Comptroller's Manual for National Banks was due out in
December. Order from the Comptroller.

NILS Publishing Company, which is known for its looseleaf services of insurance
codes and regulations for the fifty states, has just published the Environ-
mental Protection Agency’s General Counsel Opinions.
The service presently includes two volumes., organized by subject. The purchase price is $150, but no information is given on future renewal rates. Address: 6750 Eton Avenue, Canoga Park, California 91303.

Washington Researchers has issued a number of information handbooks. Among
them are Sources of Information for U.S. Exporters ($22.50) and List of Country
Experts in the Federal Government ($15.00). They also publish the bi-monthly
Information Report ($21.00/yr.). It is eight pages of Washington information
HINTS and notes about new publications. Address: 910 17th Street, N.W., Washington
D.C. 20006.

The Federal Register for Monday, December 4, (page 56763) includes a cumula-
tive list of all public laws for the 95th session of the 95th Congress.
The list gives Presidential approval date, bill number, public
law number, permanent citation to future U.S. Statutes at
Large volume, subject matter and current (slip law) price.

The Federal Register for November, 1978, (vol.43, no. 212) p. xiv, features
an updated list of dates on which agencies plan to publish in F.R. the agen-
cies of

E.O. 12041 now requires agencies to describe the regulations
being considered, the need for and legal basis for the action
being taken, the name and telephone number of a knowledgeable
agency official, and the status of regulations previously
published.

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Washington Sources
by Susanne Thevenet

NOTE

On November 30, the Law Librarians' Society of Washington, DC held a 90 minute program on "Sources for Legislative Research".

Rather than write my usual column this month, I have featured the remarks of Charlotte White, Assistant Librarian at Covington and Burling, who spoke on "Practices of a Large Law Firm." Charlotte heads a staff of three people who compile legislative histories for her firm.

Law firms do not have the "apparent" singularity of purpose of most government agencies. The work of a law firm includes a variety of subjects, so it is necessary for the library to discover just what these interests are. At Covington & Burling, this has been accomplished by creating an attorney "interest file".

Among other things, this file is used for the routing of articles from the Congressional Record, Congressional Quarterly, and National Journal. The file itself is an effort to arrange the subjects of interest to the firm. Each card in the file has the subject listed at the top with the names of the partners following, usually in order of seniority. To find out the attorney's area of interest, a memo was sent to each attorney. The memo included the list of subjects with some arrangement to show related topics. For example, related topics under "antitrust" would be "Federal Trade Commission", "Consumer Advocacy", "Arab Boycott", and "Multinational Corporations". Some topics are listed hierarchically. This is done so that those with an interest in a specific aspect of, for instance "Energy" can indicate their need for information on the "Federal Power Commission", "Natural Gas" or "Solar and Geothermal Energy". The cover sheet for this memo requests the attorney to check topics of specific interest and return the subject list to the library. It was from these individual attorney lists that the "interest file" was compiled. New attorneys are given the list on arrival and their names are added to the file.

To keep the list as accurate as possible, I have two suggestions. First -- you should receive any new client memos which the firm circulates. This will bring to your attention new subjects not covered by the interest file and you can start collecting material immediately. Secondly -- as an aid to the attorneys, as well as to the library, you might want to recirculate the memo either each year or at the beginning of each Congress. The attorneys will appreciate the opportunity to revise and update their own interests. You can also use this revision to add new subjects to the file. We are going to be revising our own file and have a list of about 15 new subjects which need to be added.

Now that you have discovered what subjects the firm has an interest in, the next step is to identify and acquire the appropriate materials.

For early identification of bills and reports, nothing beats the Congressional Record. Bills introduced in the House and Senate are listed in their respective sections of the Record. Reports will be found listed in the Daily Digest pages, and this listing will give you the following information: the number of the bill, which the report accompanies, a short descriptive title, the number of the report, and an indication if the report is a conference report. Most of the reports listed in the Daily Digest are those which accompany legislation. There are some reports in this numbered set which are the result of congressional investigation. These reports should not be confused with reports which are committee prints and are done to provide background information. Committee prints are published by House and Senate committees and are not listed in the Daily Digest. Committee prints include items such as the Final Report of the Select Committee on Nutrition Needs and a staff Report on Hungarian Communism Today. You will also want to check the Congressional Record for the list of "bills referred". This is a list of bills passed by one chamber and referred to a committee in the other chamber. As a rule it is only when an act is referred to a committee that it is printed as an act.

cont'd
Washington Sources (cont’d)

You will often get requests for the bill that went to conference. This "bill" is actually two bills — the version as passed by the House and the version agreed to by the Senate. The last chamber to pass the legislation will, very infrequently, print their version as passed, and this is referred to as a "fifth print." The "Revenue Act of 1978," for example, has such a print. So your complete collection of bills will include the history: (1) introduction in the House, (2) as reported in the House, (3) as passed the House and referred to the Senate Finance Committee, (4) as reported in the Senate, and (5) as passed the Senate. Bear in mind that there is usually a two to three day lag between the notice of a bill or report in the Record and its availability in the document room. It is important to follow the progress of legislation in the Congressional Record as you do not want to miss any versions of the bills. The document rooms do not have storage space to keep any more than the current version of a bill and they do throw out superseded ones.

For keeping abreast of hearings, committee prints, and reports, Congress in Print (a publication of the Congressional Monitor) is invaluable. It is published weekly when Congress is in session. It is the only current source for committee prints. Congressional Information Service, or CIS, as it is better known, publishes monthly a checklist of committee prints, reports, documents and hearings. To wait for CIS to come out could mean your not obtaining committee prints and reports because they are not printed in large quantities. So the sooner you know they are available the more sure you can be of getting a copy.

Hearings can also be identified through Bernan's Checklist of Congressional Hearings and CIS. These two publications will allow you to identify hearings that might have been missed by Congress in Print. If, in looking through CIS, you discover something you need but is no longer available on the Hill, you can obtain the item in microfiche from CIS. You can either establish a deposit account with them or send a check for the amount of purchase. Granted, most lawyers won't like the format, but if it is either microfiche or doing without, they might just be amenable.

Identification of numbered House and Senate documents is a real problem. Sometimes you can find them referred to in the Congressional Record — things like Presidential vetoes, messages recommending legislation to the Congress, and reports which government agencies are required by law to submit will be found in the Record. But, for most documents, the first notice you have of their existence is in CIS.

Acquisition of bills, reports, public laws and documents is always a problem. At Covington & Burling, we have what we refer to as a "bill list" to keep track of what we need and for whom. The sheet lists not only bills, but also reports, documents and public laws — in other words, anything available from the document rooms. There are columns for: the item needed; date requested (we recently acquired one item which had been on the list for a year); a legislative history copy (so we are sure of having at least that one copy); and the names of attorneys who have requested their own copies. Items of particular importance are starred so that obtaining them takes priority over other requests. We are fortunate in having someone going to the Hill every day but even this does not allow us to obtain everything. So, from time to time, we will mail requests to the document rooms, both of which are located in the Capitol — the House document room being #H226 and the Senate's room #325. Hearings are obtained from the issuing committee and we usually request them by mail since there is not a great demand for them. If you are trying to get an older hearing, you would probably want to call the committee, just to be sure they have it, and ask them to mail it to you. Some committees have hearings back one or two congresses, so it is worth the call. Only on very rare occasions will we pick up a hearing.

Senate Executive Reports and Documents should not be confused with just plain Senate Reports and Documents. Senate Executive Reports deal primarily with treaties and presidential nominations. For example, Senate Executive Report 95-12 is the Report of the Senate Foreign Relations Committee on the Panama Canal Treaties. Senate Executive Reports are a lettered series and involve only texts of treaties. If you needed, as we did, to do a history of the Panama Canal Treaties — this office provided a lot of the material. You can obtain these items from the office of the Senate Executive Clerk which has been moved, temporarily, to Room SF16 in the Capitol. They should be back in their old office, Room SF27, by the opening of the 96th Congress.

Once an act has gone to the President for signature, a copy of that enrolled bill is sent to the Federal Register — Statutes Branch, at 1100 L Street, N.W., #8401 (523-5282). This is the only access the public has to an enrolled bill. You can make copies of the enrolled bill at a cost of $.15 per page. This version is not something that would go into a legislative history but on occasion it can prove helpful. For instance, the recently enacted Bankruptcy Reform Act never went to conference but was amended in floor debate by both the House and the Senate.

cont’d
This made it quite difficult to get a good idea of what was actually agreed to, so having a copy of the enrolled bill was extremely useful. One caution on using this source -- enrolled bills can have substantive corrections made up until the time that the President signs the legislation. According to the Statutes Branch, about half of the enrolled bills are corrected -- so the copy you make today will not reflect corrections made tomorrow. For example, we needed a copy of the enrolled bill H.R. 13511 -- the Revenue Act of 1978. It was 100 pages long, and we fortuitously copied it the day after 23 pages had had corrections made. Sometimes there can be quite a long wait between passage in the Congress and printing as a public law. So, in spite of its shortcomings, the enrolled bill might be what is needed to fill that gap.

Both the House calendar and individual committee calendars can be used as checklists. The House calendar, issued daily when the House is in session, will give you report numbers, committee to which bills were referred, and dates of passage in each chamber. However, this calendar only lists those bills which have been reported in at least one chamber. So bills which die in the committee to which they were originally referred will not be found here. Each Monday the calendar is indexed, so this particular issue is worth a trip to the Hill. The committee calendars vary in usefulness. All committee calendars list hearings and committee prints. A few committees give scarcely more information in their own calendars than is found in the House calendar; but most will provide a chronology of the legislative activity for bills referred to the committee. Some calendars are so thorough that they not only list amendments but also summarize discussion. These legislative histories at a glance found in the calendars can be quite useful and you might consider incorporating them into your legislative histories.

It is possible to subscribe to most of the official Congressional materials I have mentioned, but the cost for most firms would be prohibitive and they probably do not need the extensive coverage afforded by the subscriptions. From the GPO you can purchase: one copy of each House and Senate bill (including all versions and source) for $5,250 per session; one copy of each House and Senate document for $1,200 per session; one copy of each public law for $110 per session; and one copy of each House and Senate hearing for $5,210 per session. Add to this the cost of a subscription to the Monday issues of the House Calendar for $170 per session, and the cost is $13,110.

I would doubt that there would be more than a handful of firms whose work would touch so many fields of law that this kind of total coverage would be necessary. So you have the task of finding what you need from the huge mountain of Congressional materials published.

I have discussed only the sources of legislative history for current publications. Some of these sources are useful in tracking down legislative histories for previous Congresses. CIS is a tool for identifying reports, documents, committee prints and hearings which you would want to incorporate into a legislative history. In addition to the item listings, each annual has a section, arranged by public law number, which identifies by CIS number the publications which the editors feel belong in a particular legislative history. These lists will include related material which CIS has abstracted, going back to the beginning of CIS publications. If you are not faced with doing a history before CIS began publication, your task is much more difficult. You would use many different sources to track down all the parts to the history. Although Covington & Burling is fortunate in having some tools to begin the search, neither we nor, I would suspect any other law firm would have all the sources needed. I think the best place to go for retrospective searching would be the Library of Congress whose resources will be discussed by another panelist.

What I have discussed has involved obtaining only materials currently available from Congress. However, in preparing our legislative histories, we do include any related materials from previous Congresses. As examples, the Surface Mining Control and Reclamation Act of 1977 includes materials back to the 92nd Congress; and the Copyright Law Revision of 1976 has materials from as far back as the 82nd Congress. We are able to compile such thorough histories because we have a staff of three tracking legislation. Consequently, our attorneys recognize the value of our legislative histories as research tools. (end)

Jurisdocs / newsletter of GDSIS
Matheas...
Phonebook by Johanna Thompson

At the original planning meeting for Jurisdox, a feeling was expressed that it could function as a means of exchanging names and phone numbers of value to documents librarians. Each of us has accumulated a list of invaluable names and phone numbers: people on committee staffs who always know the status of pending legislation and what is likely to happen next; people in departments and agencies that know what office is handling distribution of a publication; and people who really have a handle on tracking down obscure foreign documents. There ought to be a means of sharing this information, and this column will try to provide it.

When I agreed to put the column together, I was unsure what form it takes— and find that I still am unsure. No one is interested in reading lists of names and phone numbers! So— this is a request for help. Please let me know what you would like to have included, and any suggestions for organization. And, most valuable of all, please pass along your own resources -- information you have turned up that would be of value to others. My own "little black book" won't fill many articles. All help will be gratefully received.

For starters, I have briefly described 4 sources of phone numbers that have been found valuable. (Does anyone know of others?)


There is 1 page in the front listing numbers valuable when tracing the status of legislation. Then it lists the phone numbers for each member of Congress, as well as the names and position titles of key people in the member's office. And, in another section, Congressional Committee staff personnel and phone numbers are given. The Congressional Yellowbook is looseleaf, with updates issued quarterly. It costs $60.00 a year.

The Federal Yellow Book, also published by Washington Monitor.

This covers the Executive Branch, and federal departments and agencies in much the same way: key people and their position titles are listed under the name of the department or agency, along with its address and phone number. This is also looseleaf, is updated 6 times a year, and is available for $95.00.


This also includes names addresses and phone numbers of members of Congress and the Congressional Committees, and of the various executive departments. In addition, it includes the Washington diplomatic corps, and state and local officials. The main part of this directory provides a subject approach to obtaining information. Under each subject, hierarchically arranged, is a listing of both governmental and non-governmental organizations that work in the area. This listing provides address, phone number, and a brief description of the activities of the organization. This is $20.45 per year.

Federal Executive Telephone Directory, published by Carroll Publishing Co.; 1058 Thomas Jefferson Street, N.W., Washington, D.C. 20007. This is published 6 times a year, and costs $96.00.

The directory is divided into three sections: I. is a listing of individual executives in the Executive Branch of the federal government, alphabetically. II. is a hierarchical listing of federal government departments and agencies that includes names and phone numbers of the top people in each. And III. is a subject keyword index to section II.

Perhaps the most valuable part of this directory is in the preliminary matter: there are listings of FOI offices, libraries, and locators, by agency or department, with their phone number. Many fruitful searches have started from these 3 pages!

There are, of course, all the phone directories put out by the agencies of the government themselves. Has anyone had experience working with them?
CHECKLIST


Includes tables listing key personnel, addresses, and telephone numbers for Federal agencies in each of the 10 standard Federal regions.


Covers the period 1966 - 1976, and though it contains no actual statistics, it shows where to find data on over 100 kinds of areas smaller than states — including counties and cities. Abstracts 361 publications and indexes 2,300 subjects.


New articles, upcoming events and new publications of interest to all librarians.

GETTING YOURS: A CONSUMER GUIDE TO OBTAINING YOUR MEDICAL RECORD is available for $2.00 from Health Research Group, Dept. MR, 2000 P St., NW, Suite 701, Washington, D.C. 20036. Enclose a large, self-addressed envelope.

How to use Federal and State FOIA and Privacy Acts to get your own medical records.

INFODOCs REVIEW, quarterly newsletter of the New England Library Information Network, is available for $6.00 from: Infodocs Reviews, NELINET Government Documents Task Group, 40 Grove Street, Wellesley, MA 02181.

Reviews of recently-released government publications on variety of topics, with information on price, availability and suggested audience.


Outlines the routes taken by bills, resolutions, nominations, and treaties through the Federal legislative process.


PERIODICALS AND SOURCES, A LIST OF FEDERAL STATISTICAL PERIODICALS AND THEIR ISSUING SOURCES, a 20 page list of approximately 900 federal statistical publications, is available free of charge from: Periodicals and Sources Congressional Information Service, P.O. Box 30056, Washington, DC 20014.

Includes a cross-referenced list of 150 issuing agencies. Useful for identifying and evaluating U.S. government statistical publications.

SITUATION REPORT, is an occasional publication of U.S. Department of Commerce, showing the current status of selected pieces of legislation of interest to business executives.

To be placed on a mailing list to receive free copies of future reports write to: US Dept. of Commerce, Office of Ombudsman, Room 3800, Washington, D.C. 20230 (202) 377-3176.


Lists names, job responsibilities, and direct dial telephone numbers of 250 key White House aides.
CONTRIBUTIONS

Contributions, comments, news items or inquiries about or for publication in JURISDOCS should be addressed to:

Larry Cheeseman
Connecticut State Library
Hartford Law Branch
95 Washington Street
Hartford, CT 06115
(203) 566-7825

or to any member of the newsletter staff listed on the verso of the title page. All contributions submitted for publication are subject to editorial review.

SUBSCRIPTIONS

JURISDOCS is sent free of charge to members of GDSIS. Subscriptions are accepted on a per volume basis only. Volume 1 is $5.00. Please make checks or money orders payable to AALL/GDSIS and send to:

Anna James
Texas Southern University Law Library
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Houston, Texas 77004.

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