Introduction

The San Diego Public Library has been a Federal Depository Library since 1895. The Library is a Patent and Trademark Depository Library and a California Depository and has a large collection of San Diego City and County documents. This brief guide will help you find federal government documents at the Library

Government Documents Collections

Several thousand current and retrospective items are added to the Library Catalog every month. More than 200,000 items are now in the Library Catalog.

❖   The collection currently contains about 1.6 million pieces in many formats, including printed items, maps, microfiche, CD-ROM, DVD, microfilm, etc. With few exceptions, the collection is in closed stacks. Reference service is provided primarily by the staff of the Central Library's Science & Industry Section.

❖   Note: Most federal documents in the Library collection from before 1976 are not in the Library Catalog. Please call the Science & Industry Section, Central Library, at 619-236-5813, for assistance in finding this material.

Library Catalog

Government documents are found along with books, videos, and other materials through standard searching of the Library Catalog – either in the Library, or remotely.

❖   **Accessing the Library Catalog**
   o   In a Library – Use terminals or PCs
   o   Remotely
   Connect to http://www.sandiegolibrary.org

Above is a sample screen showing government documents from NASA, as found in the Library Catalog.

❖   **Date Limits Can Help in Searching for Current Documents**
You can limit by date with the drop-down menu in the Library Catalog.

Author Search as Agency/Publisher
You can search by AUTHOR for a government agency name like "NASA" or "United States Federal Communications Commission." You will need to know how the name is used in the database. For example, FCC will not work directly as an author, but the Library Catalog will display the correct heading link.

❖   **Online (Electronic) Government Documents**
Many government documents are now published in an online format. You will see a **View online content** link for these documents in the Library Catalog. Select the link "online content" to view the document.

Government Documents Catalog (subscription database)

In addition to the Library Catalog, San Diego Public Library users have access to a premium subscription database that lists Federal documents from 1976 on. It also includes links to government documents that are available online. Note: This database is only available at the Libraries.

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Accessing the Government Documents Catalog

> **MarciveWeb DOCS - Express Search**
> Catalog of U.S. Government Publications July 1976 - March 2005
> (last update: 04/07/05)

❖ In the Library – Use terminals or PCs, select "Research Databases," then "Government Documents Catalog" from alphabetical list or "Government & Statistics" from the Category list.

Using the Government Documents Catalog

Below is a screenshot of the opening screen, showing the major choices for searching:

- o **browse**
- o **keyword**
- o **number (government document) search**
- o **combined search**

> **MarciveWeb DOCS - Express Search**
> Catalog of U.S. Government Publications July 1976 - March 2005
> (last update: 04/07/05)
>
> Combined Search For searching index terms together and for limiting results by Internet resources, date, etc.
> Back Help Feedback
>
> SEARCH TYPE: ⦿Browse ○Keyword
> SEARCH INDEX: ⦿Title ○Author ○Subject
> The following number indexes are also available:
> ○SuDoc ○Technical Report ○Stock Number ○GPO Item ○Monthly Catalog ○OCLC
>
> SEARCH FOR: [   ]
> Search Submits the search request. Reset Input Clears the search box.
>
> BROWSE SEARCHING: Set SEARCH TYPE to Browse, select the desired SEARCH INDEX, enter the exact field (without leading articles), and click on the Search button.
> KEYWORD SEARCHING: Set SEARCH TYPE to Keyword, select the desired SEARCH INDEX, enter keywords, and click on the Search button. Follow a word with an asterisk (*) if you wish to expand the search to all words beginning with those letters.
> Main Menu For password account login, other miscellaneous functions.
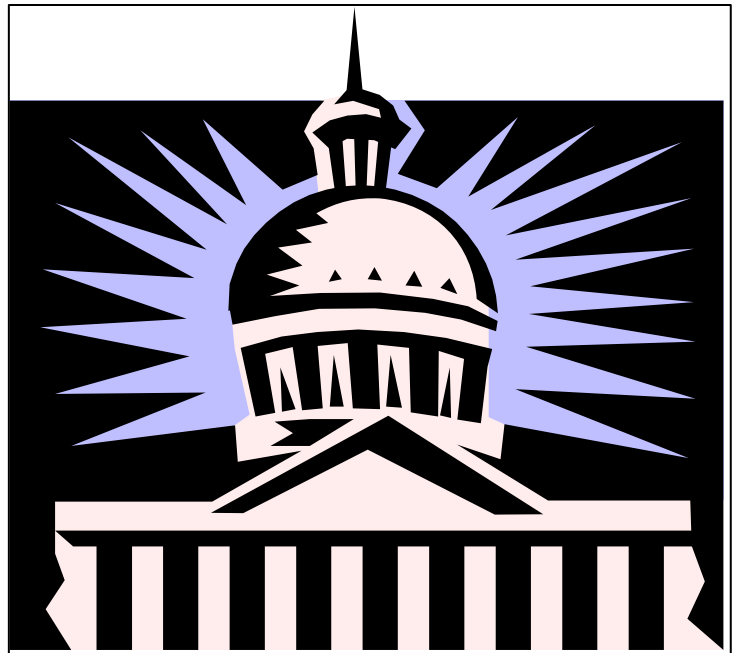
Browse
On this screen, select Browse and enter an author name, title or subject heading to browse items in alphabetic order.

Keyword Search
On this screen, use one or more words to find items. You can search by author, title, subject, or notes. In a recent test, using the words "space shuttle" as title search found 633 documents and a subject search found 28 documents. You can use these limits to narrow and focus your searches.

Combined Search

To search combinations of Titles, Authors, Subjects, Notes, or all indexes at once (Anyword), enter keywords in the desired index fields, and click on the search button. Follow a word with an asterisk (*) if you wish to expand the search to all words beginning with those letters. The search may be further qualified by format, date, or language code. Select the box in front of "Limit to Internet resources" if you want only titles that contain a link to the full text of the document.

Help with Federal and Other Documents (including Patents and Trademarks)

If you are looking for a federal document from before 1976, call the Central Library's Science & Industry Section, at 619-236-5813, for help. The Library has a catalog of pre-1976 federal documents as well as California and San Diego documents.

The **Central Library's Science & Industry Section** is located in the Central Library, 820 E St., in downtown San Diego. When you enter the building, the Science & Industry Section is located on the First Floor, to the left of the lobby.