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This training manual was produced by the Office of Electronic Information Disseminations Services (EIDS) of the U.S. Government Printing Office and is accurate as of August 2001. Updates to this manual may be found on the *GPO Access* help page at <[www.gpo.gov/gpoaccess/help.html](http://www.gpo.gov/gpoaccess/help.html)>.

In a results list, the most “relevant” document appears at the top of the results list with a score of 1,000; the least “relevant” appears at the bottom of the list with a score of one.

\*\*\*

Identification codes are useful for differentiating among dates, sections of a single database, and, in the case of more complex searches, documents from multiple databases.

at the top of the results list with a score of 1,000; the least “relevant” appears at the bottom of the list with a score of one. As a general rule, document scores should decrease gradually from the top to the bottom of the results list. Typically, documents with a score of less than 500 are not very “relevant” to a search and are not worth retrieving, unless the contents of the document are known.

The WAIS server computes “relevance” based on the following five factors. A separate score for each of these factors is not available for any given document.

- 1. Word weight** is based on where a query term is located within a document. A word receives the highest rating if it appears in a headline or title. Within the text of a document, a word receives a higher rating if it appears in all capital letters or if the first letter of the word is capitalized than if it appears in all lowercase letters.
- 2. Word density** is based on a query term’s frequency of occurrence within a document in relation to the size of the document. If two documents contain the same number of occurrences of a particular query term, the smaller document will receive the higher rating. For this reason, it is important to take file size into account when you compare the relevance ranking of documents.
- 3. Term weight** is based on a query term’s frequency of occurrence throughout all documents in a database. Words that occur infrequently throughout a database receive a higher rating than words that appear frequently. Very common words are either ignored or devalued in the scoring.
- 4. Phrase matching** is based on the similarity between a query phrase and the

corresponding phrase in a document. A document that contains a phrase that is identical to the query phrase receives the highest rating. For instance, when searching for “*foreign import*”, documents with the phrase “foreign import” would have a higher relevance ranking than documents with the phrase “foreign trade import.”

- 5. Proximity relationship** is based on the proximity of query terms to one another within a document. Query terms that are located close together in a document receive a higher rating than those that are located farther apart. Remember that the use of quotation marks and/or the Boolean operator ADJ in your query will retrieve documents that contain the query terms within 20 characters of one another. Thus, a search for “*lead paint*” will retrieve documents that contain the phrases “lead paint”, “lead-based paint,” and “lead-based type paint.”

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## Identification Codes

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The WAIS server generates an identification code that is unique to each database on *GPO Access*. The sole purpose of this identification code is to identify the database from which a particular document is retrieved. Database identification codes are located to the left of a document’s title in a search results list.

Since identification codes are not unique to each document, they are not useful search terms. However, identification codes can be used to differentiate document dates, sections of a single database, and documents from multiple databases (in more complex searches).

The following example illustrates the

A query report always appears as the final document with a score of one in the search results list and contains information on how a query was processed.

\*\*\*

In addition to identifying the document most "relevant" to a search, 1,000-point documents are used occasionally to explain structural database enhancements.

different type of identification codes used in *GPO Access* databases:

***Federal Register: fr31de98P***

In this code, "fr" stands for *Federal Register*, "31de98" identifies the issue date of December 31, 1998, and "P" indicates that the document was published in the Proposed Rules section.

***Congressional Record: cr14my98H***

In this code, "cr" stands for *Congressional Record*, "14my98" identifies the issue date of May 14, 1998, and "H" indicates that the document was published in the House pages.

***Congressional Bills: S. 1228 (rs)***

In this code, "S. 1228" is the bill number and "(rs)" indicates the status of the bill (reported in Senate).

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## Query Report

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A query report always appears as the final document with a score of one in a search results list. This document contains information on how the query was processed, the fields and number of documents in the database searched, the number of words in the database that conformed to the search request, the total number of relevant documents identified, and the speed of retrieval. The query report will be cut off when searching multiple databases.

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## 1,000-Point Documents

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Sometimes more than one 1,000-point document will appear in a results list. In addition to identifying the document most

"relevant" to the search, 1,000-point documents are used occasionally to introduce structural database enhancements. Whenever two 1,000-point documents appear in a search results list, the first is an online message from GPO and the second is the 1,000-point document that relates to the query. These messages may give the status of periodic database upgrades and enhancements; announce new databases, applications, and features; state when a database is expected to be back online; or supply other important information. They do not interfere with the search results.

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## Search Interfaces

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Not all the databases on *GPO Access* have fielded search pages, such as the Unified Agenda. Fielded searching for *GPO Access* datababases began in 1995. Documents in 1994 databases do not contain fields and therefore can only be searched using the multi-database search page <[www.gpo.gov/gpoaccess/multidb.html](http://www.gpo.gov/gpoaccess/multidb.html)>. A complete list of databases can be found at: <[www.gpo.gov/gpoaccess/databases.html](http://www.gpo.gov/gpoaccess/databases.html)>.

Multi-Database Search - Microsoft Internet Explorer provided by U.S. GPO

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print Copy Paste Refresh Stop

Address <http://www.gpo.gov/gpoaccess/multidb.html> Go Links >>



**GPO Access**  
Keeping America Informed  
Superintendent of Documents

[Home](#) | [Privacy](#) | [Site Search](#) | [Help](#) | [Comments](#)  
[Site Contents](#) | [What's New](#) | [Online Bookstore](#) | [Finding Aids](#) | [Library Services](#)

## Multi-Database Search

Select one **OR MORE** databases and enter your search below. There are [several ways](#) to search across multiple databases from within a scrolling text box. To perform a fielded search of an individual database, go to the specialized search page. [Helpful Hints](#) provide instructions for searching the databases. The default database is the current volume of the *Federal Register*.

**About the Databases**

**Access Methods**

**Depository Libraries**

**FDLP Gateways**

**Specialized Search**

**Training Manual**

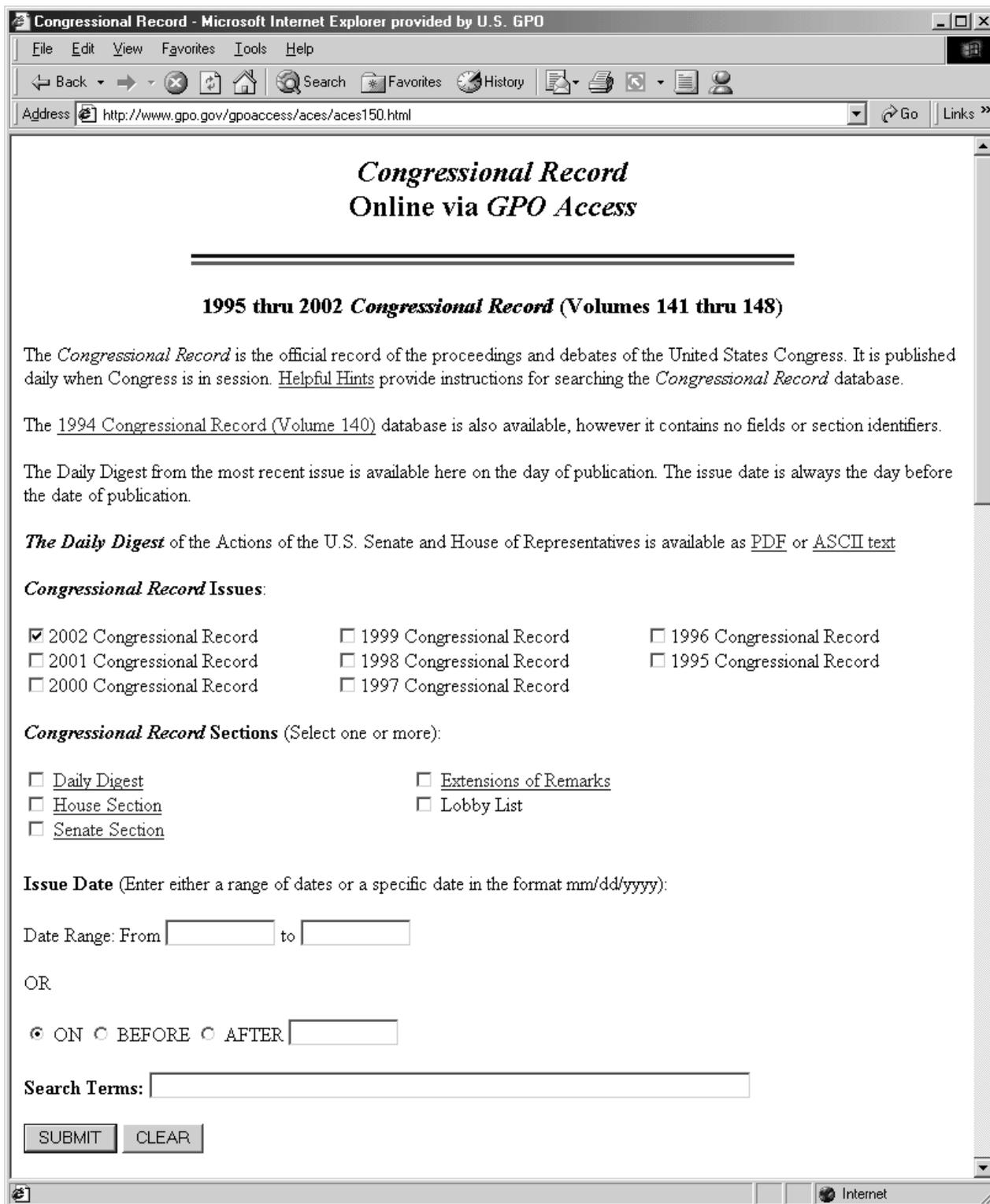
- Budget of the US, FY2003
- Budget of the US, FY2002
- Budget of the US, FY2001
- Budget of the US, FY2000
- Budget of the US, FY1999
- Budget of the US, FY1998
- Budget of the US, FY1997
- Campaign Reform Hearing
- Congressional Bills, 103d Congress (1993-1994)
- Congressional Bills, 104th Congress (1995-1996)
- Congressional Bills, 105th Congress (1997-1998)
- Congressional Bills, 106th Congress (1999-2000)
- Congressional Bills, 107th Congress (2001-2002)
- Congressional Directory, 105th Congress (1997-1998)
- Congressional Directory, 106th Congress (1999-2000)

**Search Terms:**

Maximum Records Returned:  Default is 40. Maximum is 200.

Internet

Example 2: The Multi-Database Search page as of April 1, 2002.



Example 3: The *Congressional Record* fielded search page as of April 1, 2002.

# GPO Access Applications

*GPO Access* contains over 1,900 databases in more than 80 applications. An example of an application is the *Federal Register*. Applications may consist of multiple databases.

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# Explanation of Format

The following pages present *GPO Access*' major applications and provide summaries of each application, their availability, special features, and more.

Application Name

## Budget of the United States Government

URL

<http://www.gpo.gov/usbudget/index.html>

Issued by the Office of Management and Budget, the *Budget of the United States Government* is a collection of documents that contains the budget message of the President, information about the President's budget proposals for a given fiscal year, and other budgetary publications that have been issued throughout the fiscal year. The totals for the current and upcoming fiscal years are only projected amounts. Annual budget documents provide Congress, State and local governments, and the public with a complete description of the President's budget plans for the coming fiscal year. Other related and supporting budget publications, such as the *Economic Reports of the Presidents*, are included, which may vary from year to year.

Summary

<b>File Formats:</b>	ASCII text, PDF
<b>Availability:</b>	FY 1996 forward
<b>Search:</b>	FY 1997 forward
<b>Browse:</b>	None

Availability

### Special Features

- \* Specialized search pages and direct downloading of budgetary documents are available for each fiscal year. Choose the "search selected documents on-line" link for the appropriate year from the main budget page.
- \* Searching across multiple years of the budget is available from the multi-database search page at [www.gpo.gov/gpoaccess/aces/aaces002.html](http://www.gpo.gov/gpoaccess/aces/aaces002.html).
- \* Related and supporting budgetary documents, such as *A Citizen's Guide to the Federal Budget*, may be available in HTML format.
- \* Many of the tables found in the Budget are available for separate viewing and downloading as spreadsheets in WK4 and XLS formats.

Special Features

### Unique Searching Instructions

- \* To find the budget's table of contents, enter "table of contents" in the search terms box.
- \* For specific search examples, consult the helpful hints at [www.gpo.gov/gpoaccess/help/hints/budget.html](http://www.gpo.gov/gpoaccess/help/hints/budget.html).

Unique Searching Instructions

Executive Applications

Branch of Government

# Federal Register

<http://www.gpo.gov/gpoaccess/aces/aces140.html>

Published by the Office of the Federal Register, National Archives and Records Administration (NARA), the *Federal Register* is the official daily publication for Rules, Proposed Rules, and Notices of Federal agencies and organizations, as well as Executive Orders and other Presidential documents. It is updated daily by 6 a.m. and is published Monday through Friday, except Federal holidays.

<b>File Formats:</b>	ASCII text, PDF, HTML, and Summary
<b>Availability:</b>	1994 (Volume 59) forward
<b>Fielded Search:</b>	1995 forward
<b>Browse:</b>	Daily Table of Contents, 1998 forward

## Special Features

- ★ The browse feature allows you to view the entire table of contents from a single issue of the *Federal Register* from 1998 to the present. Separate links are provided for the current day's issue and back issues. The current issue's table of contents is available in PDF and HTML. The tables of contents from back issues are available through the browse feature only as HTML files. The HTML files for *Federal Register* tables of contents include links to both ASCII text and PDF versions of the individual documents.
- ★ The *Federal Register* 2000 database contains HTML documents with active HTTP links to Web and e-mail addresses referenced in the document text.

## Unique Searching Instructions

- ★ When searching by CFR part number, the word "part" must be included in the query in order to limit the search to the introductory material in each document that references the affected part. For example: "**7 CFR Part 33**". This search returns documents from the *Federal Register* based on the *Code of Federal Regulations* (CFR) part that they affect.
- ★ Since the 1994 databases on *GPO Access* do not contain fields, a fielded search page is not available for the 1994 *Federal Register*. To search the 1994 FR use the multi-database search page at [www.gpo.gov/gpoaccess/aces/aces002.html](http://www.gpo.gov/gpoaccess/aces/aces002.html).
- ★ For specific search examples, consult the helpful hints at [www.gpo.gov/gpoaccess/help/hints/fr.html](http://www.gpo.gov/gpoaccess/help/hints/fr.html).

# List of CFR Sections Affected (LSA)

<http://www.gpo.gov/nara/lsa/aboutlsa.html>

Published by the Office of the Federal Register, National Archives and Records Administration, the List of CFR Sections Affected lists proposed, new, and amended Federal regulations that have been published in the *Federal Register* since the most recent revision date of a CFR title. Each LSA issue is cumulative and contains the CFR part and section numbers, a description of its status (e.g., amended, confirmed, revised), and the *Federal Register* page number where the change(s) may be found. The LSA is issued monthly; however, on *GPO Access*, the LSA also contains three supplemental services: the List of CFR Parts Affected Today, Current List of CFR Parts Affected, and Last Month's List of CFR Parts Affected.

<b>File Formats:</b>	ASCII Text, PDF
<b>Availability:</b>	1997 forward
<b>Search/Browse:</b>	1997 forward

## Special Features

- \* *Federal Register* page numbers are listed in ASCII Text and PDF as follows:
  - ASCII Text: The *Federal Register* year (not volume) is listed with the page number. For example: **02-4906** refers to the 2002 *Federal Register*, page 4906.
  - PDF: *Federal Register* page numbers from the previous year are listed in bold type.
- \* The daily status of a CFR title, part, or subpart can be determined using the List of CFR Parts Affected Today <[www.gpo.gov/nara/lsa/lsatoday.html](http://www.gpo.gov/nara/lsa/lsatoday.html)>.
- \* To expedite searches, a *Federal Register* page can be retrieved using the "Retrieve a Federal Register Page" feature at <[www.gpo.gov/nara/lsa/retrfrpg.html](http://www.gpo.gov/nara/lsa/retrfrpg.html)>. Page numbers can be retrieved from 1995 forward. Navigation tools are provided at the bottom of the page and provide access to additional pages.

## Unique Searching Instructions

- \* When searching by CFR citation (21CFR520.905e), enter the title along with the part and section. The part and section number should be connected with the ADJ Boolean operator. For example: "title 21" AND (520 ADJ 905e).
- \* Since the LSA is an index, subject searches cannot be performed. The CFR title and section must be known in order to use the search and browse features.
- \* For specific search examples, consult the helpful hints at <[www.gpo.gov/gpoaccess/help/hints/lsa.html](http://www.gpo.gov/gpoaccess/help/hints/lsa.html)>.

# Application Update Schedule

The applications on *GPO Access* are updated at various times. The following chart simplifies the schedule.

<b>Daily</b>	Catalog of U.S. Government Publications
	Congressional Bills*
	Congressional Calendars*
	Congressional Record*
	Congressional Record Index*
	Federal Register
	History of Bills
	Sales Product Catalog
<b>Weekly</b>	Davis-Bacon Wage Determinations
	Weekly Compilation of Presidential Documents
<b>Monthly</b>	List of Sections Affected (LSA)
	Economic Indicators
<b>Semi-Annually</b>	Unified Agenda
	Public Papers of the Presidents**
<b>Yearly</b>	Budget of the United States
	Code of Federal Regulations
	Congressional Directory
	Economic Report of the President
	United States Code
	United States Government Manual
<b>Biennially</b>	Congressional Pictorial Directory
	Privacy Act Issuances
<b>Irregularly</b>	Congressional Committee Prints
	Congressional Documents
	Congressional Reports
	GAO Comptroller Decisions
	GAO Reports
	House Journal
	Public Laws
	Senate, House, and Executive Reports
	Senate, House, and Treaty Documents

\* When Congress is in session

\*\* In addition to future administrations, Public Papers from previous administrations will also be made available.

The following were made available online as complete **applications**:

- \* *Constitution of the United States of America*
- \* *Deschler's Precedents of the U.S. House of Representatives*
- \* Department of the Interior - Inspector General Reports
- \* *Hinds' Precedents of the U.S. House of Representatives*
- \* *House Rules and Manual*
- \* *Senate Manual*
- \* *United States Government Printing Office Style Manual*

Supplements and future editions may be made available in the future.

### **How far back does the information on GPO Access go?**

Information on *GPO Access* typically dates back to 1994. Information prior to 1994 is not available online since the information does not exist in electronic format. In order for GPO to disseminate this information, the information would need to be rekeyed (typos and all), proofread, and would be expensive to produce. GPO will continue to produce an online version of future Federal information. To obtain information prior to 1994, consult a Federal depository library. To find a Federal depository library, go to <[www.gpo.gov/gpoaccess/locators/findlibs/index.html](http://www.gpo.gov/gpoaccess/locators/findlibs/index.html)>.



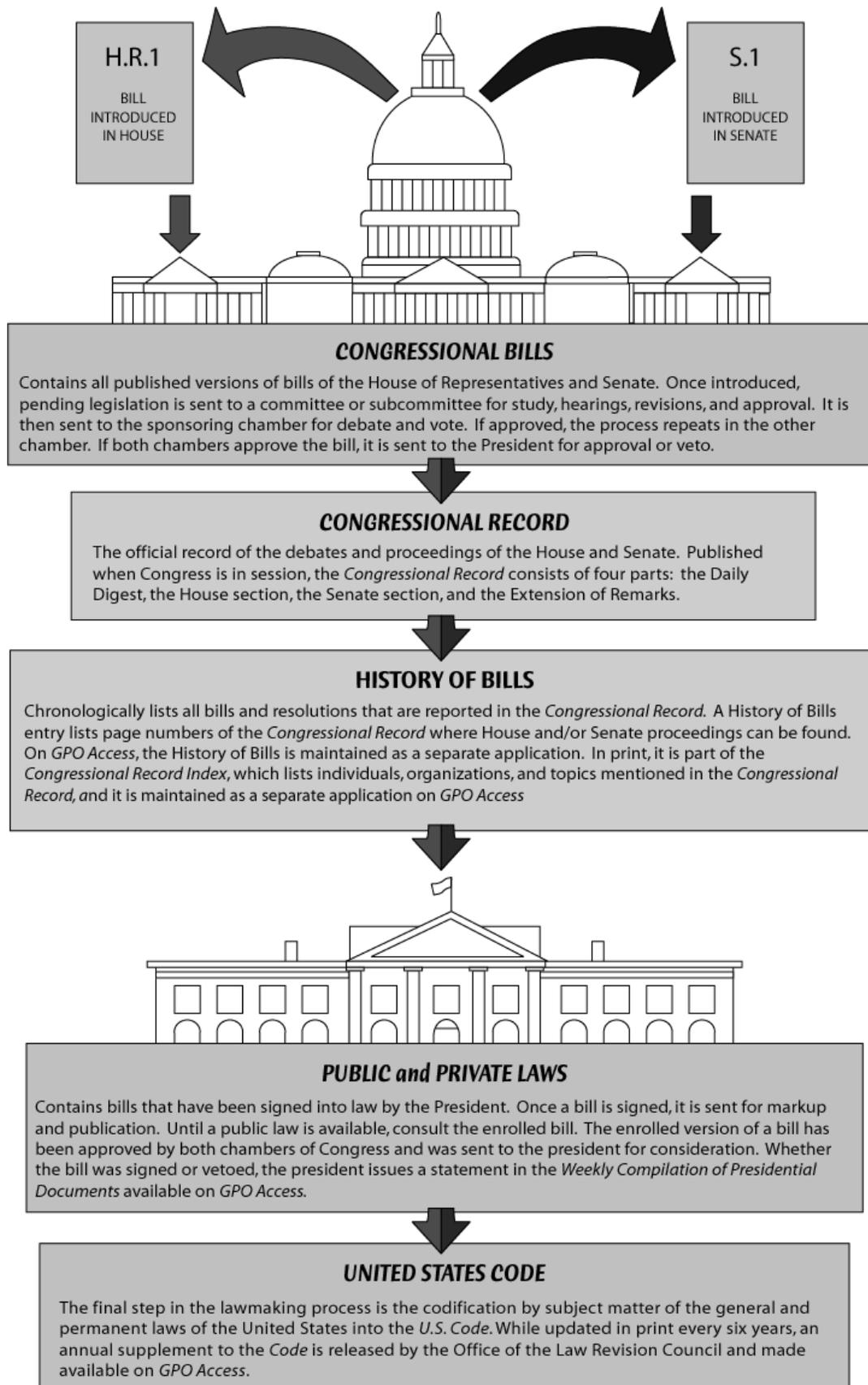
# Relating *GPO Access* Applications

Many of the applications on *GPO Access* can be used in conjunction with one another. For example, the *Congressional Bills*, *History of Bills*, *Congressional Record*, *Public Laws*, and *United States Code* applications can all be used to obtain a detailed history of a bill. The following sections demonstrate how various applications relate to each other.

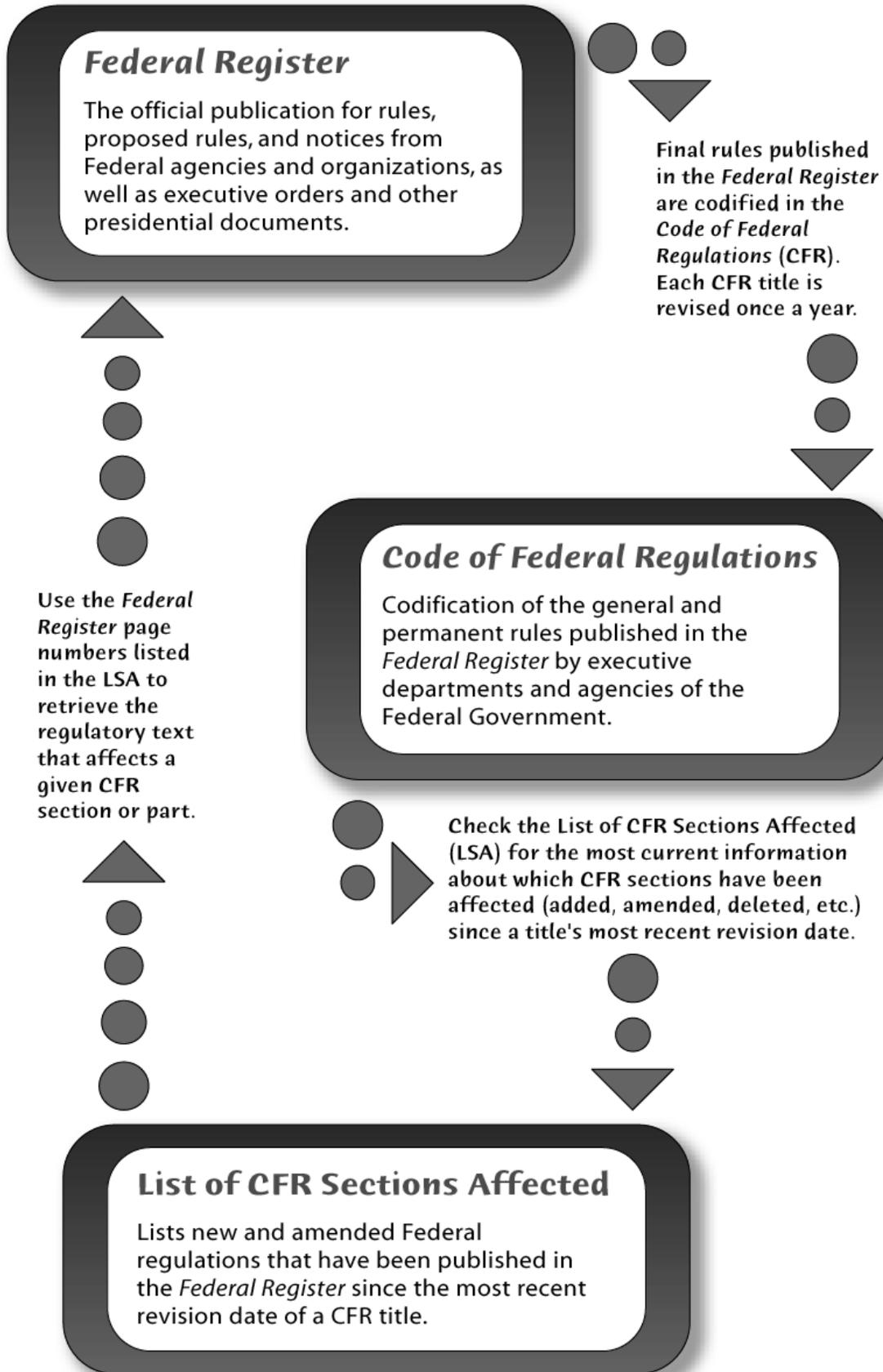
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These examples are performed in archived databases in order to show you the necessary steps involved in relating *GPO Access* databases. Due to the changing nature of the databases on *GPO Access*, these searches may not work exactly the same in the future.

# The Legislative Process



# The Regulatory Process



Remember that Federal regulations are in a constant state of change. The search outlined below will only work until October 2002, when Title 50 of the CFR is updated and the information in the LSA for Titles 42-50 is reset.

# Tracking Regulations

*GPO Access* has a number of resources for tracking rules and regulations set by Federal agencies. The various applications used are as follows:

1. *Code of Federal Regulations*
2. *List of CFR Sections Affected*
3. *Federal Register*

## (50 CFR 223.206) Exceptions to prohibitions relating to sea turtles

50 CFR 223.205 states that the prohibitions listed in the Endangered Species Act (16 USC 1538) apply to sea turtles and prohibits further acts against sea turtles. 50 CFR 223.206 lists exceptions to these prohibitions.

### **Code of Federal Regulations (CFR)**

To find regulations concerning sea turtle conservation, begin with the CFR. To retrieve the pertinent rules:

1. Go to the "Search the entire set of CFR databases by keyword" page <[www.gpo.gov/nara/cfr/index.html#page1](http://www.gpo.gov/nara/cfr/index.html#page1)>.
2. Enter "**sea turtles**" in the search terms box.

The first hit should be **50CFR223.206--Sec. 223.206 Exceptions to prohibitions relating to sea turtles**. Since each title of the *CFR* is updated only once a year, there is a

chance that the information in this document is outdated. The List of CFR Sections Affected provides a cumulative list of CFR sections that have been changed at any time since each CFR title was last updated.

### **List of CFR Sections Affected (LSA)**

The LSA lists the sections of the CFR that have been changed since the last update to each title and displays the page in the *Federal Register* on which the rules that made those changes begin. To find the most current LSA entry for Title 50 of the CFR:

1. Go to the LSA page <[www.gpo.gov/nara/lsa/aboutlsa.html](http://www.gpo.gov/nara/lsa/aboutlsa.html)>.
2. Select the link in the left margin that reads **Browse LSA**.
3. Select the most current issue of the LSA, in this case **February 2002**.
4. Scroll to **Title 50** and select either Text or PDF.

That document will list the sections of Title 50 that have been changed since the last update. Part 223 indicates that section 223.206 has changed. The listing shows that changes can be found on pages 50354, 52362, and 67496 of the 2002 *Federal Register*.

However, because the LSA appears monthly and the *Federal Register* daily, the information can still be outdated. Remember to use the Supplemental Services,

the “Current List of CFR Parts Affected” and “Last Month’s List of CFR Parts Affected” to see if your part has been changed since the most recent issue of the LSA.

### **Federal Register (FR)**

Using the page number found in the LSA, check the *Federal Register* to find the most current language in the regulations concerning sea turtle conservation. To find the document that begins on that page of the FR.

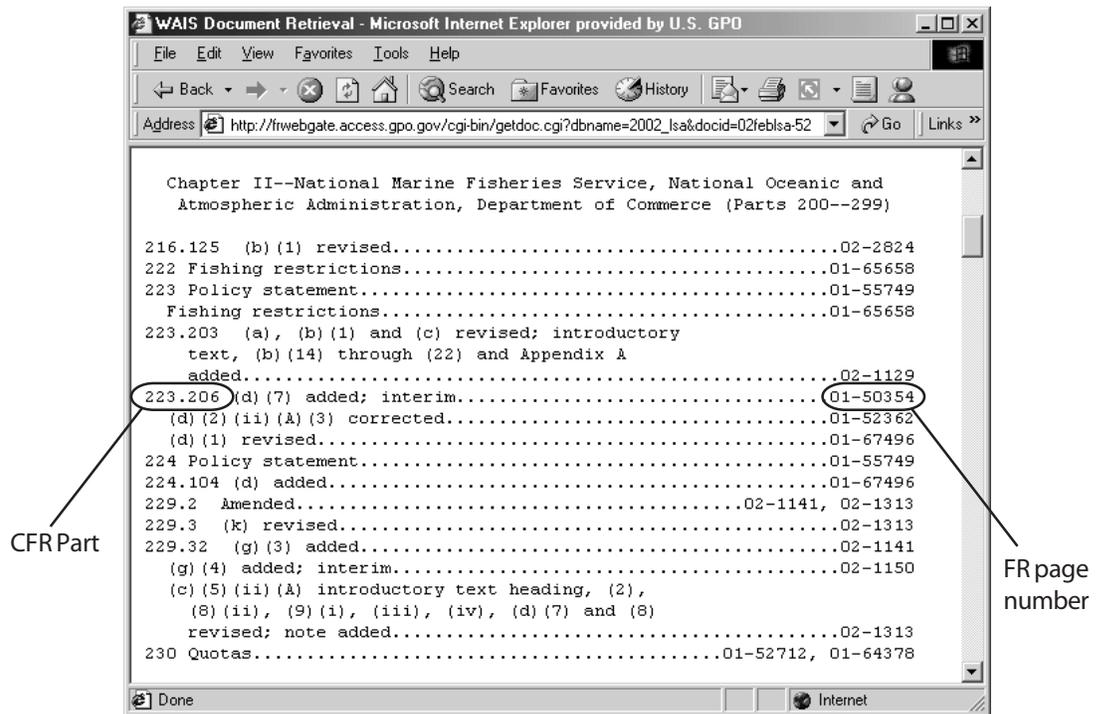
1. Go to the *Federal Register* fielded search page <[www.gpo.gov/gpoaccess/aces/aces140.html](http://www.gpo.gov/gpoaccess/aces/aces140.html)>.
2. Search the 2001 *Federal Register* by checking 2002 and checking 2001.
3. In the search terms box enter “page 50354”.

The result list contains one document, **fr03oc01R Sea Turtle Conservation; Restrictions to Fishing Activities**.

This search may also be performed using the LSA’s Supplemental Services.

1. In the list of Supplemental Services, select “**Retrieve a Federal Register Page (PDF)**”.
2. Select the 2001 *Federal Register*.
3. In the search terms box, enter 50354.

This search will retrieve page 50354 of the 2001 *Federal Register*. When a page is retrieved, only the first page, not the entire document will be retrieved. If the notice spans onto more than one page, use the link at the lower right of the page that reads “Next Page” and continue until the end of the notice.



Example 6: Find updates to 50CFR223.206 in the List of Sections Affected (LSA).

# Finding Government Publications

## Catalog of U.S. Government Publications (CGP)

Indexes print and electronic Government information products created by Federal agencies. The CGP data set contains authoritative bibliographic records generated since January 1994, and is updated daily. Use the CGP to locate Federal publications in electronic and tangible formats.

### Tangible Format



Includes books, CD-ROMs, magazines, microfiche, maps, and videos.



#### Federal depository libraries

Freely access Federal publications at a FDLs nationwide.

#### U.S. Government Online Bookstore

Purchase Federal publications from the U.S. Government Online Bookstore.

### Electronic Format



Includes online publications, databases, and Web sites.



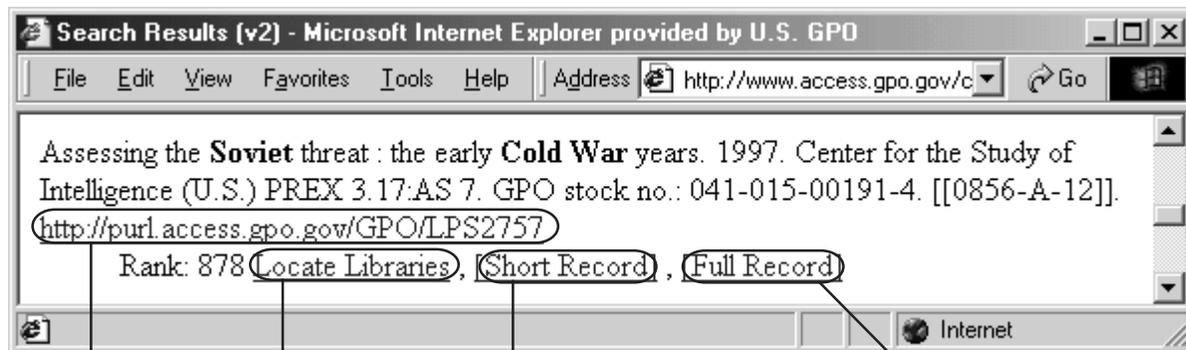
#### Personal computer

Freely access electronic Federal publications from your own computer.

#### Federal depository libraries

Freely access electronic Federal publications at a public access workstation at a FDL.

## Interpreting CGP Search Results



View title  
online

Find a depository  
library near you

View basic information  
(author, pages, and stock no.)

View the full  
MARC record

The short record of the CGP lists basic bibliographic information, including ordering information.

# Finding Government Publications

The Catalog of U.S. Government Publications (CGP), Locate a Federal Depository Library, and the U.S. Government Online Bookstore can be used in conjunction with one another to:

1. Find Federal publications in print and electronic formats;
2. Locate which libraries in a particular area carry that publication;
3. Purchase the publication from the U.S. Government Online Bookstore.

The following example illustrates how to identify, locate, and purchase documents relating to the threat posed to the United States by the Soviet Union during the early years of the Cold War.

---

## Catalog of U.S. Government Publications (CGP)

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The CGP indexes all publications in the Federal Depository Library Program. To find a publication on the Soviet threat posed during the early Cold War years:

1. Go to the Catalog of U.S. Government Publications <[www.gpo.gov/gpoaccess/locators/cgp](http://www.gpo.gov/gpoaccess/locators/cgp)>.
2. In the “Keyword Search” field, enter **soviet AND “Cold War”**.

In the search results, find *Assessing the Soviet Threat: The Early Cold War Years*.

Each record in the results list will have the following: Locate Libraries, Short Record, and Full Record.

- ★ The short record lists the basic bibliographic information and ordering information, such as the price and Superintendent of Documents stock number.
- ★ The full record contains the complete MARC record.
- ★ “Locate Libraries” enables users to find exactly what libraries in their area carry that particular publication.

When a title is available online, a URL will be provided. In this case, *Assessing the Soviet Threat: The Early Cold War Years* is available at <[purl.access.gpo.gov/GPO/LPS2757](http://purl.access.gpo.gov/GPO/LPS2757)>.

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## Locate Libraries

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To find libraries in a specific area that carry this publication, follow these steps:

1. Click on the “Locate Libraries” link that appears in the search results list in the CGP.
2. Enter either a state abbreviation, such as **KS**, or an area code, such as **316**.

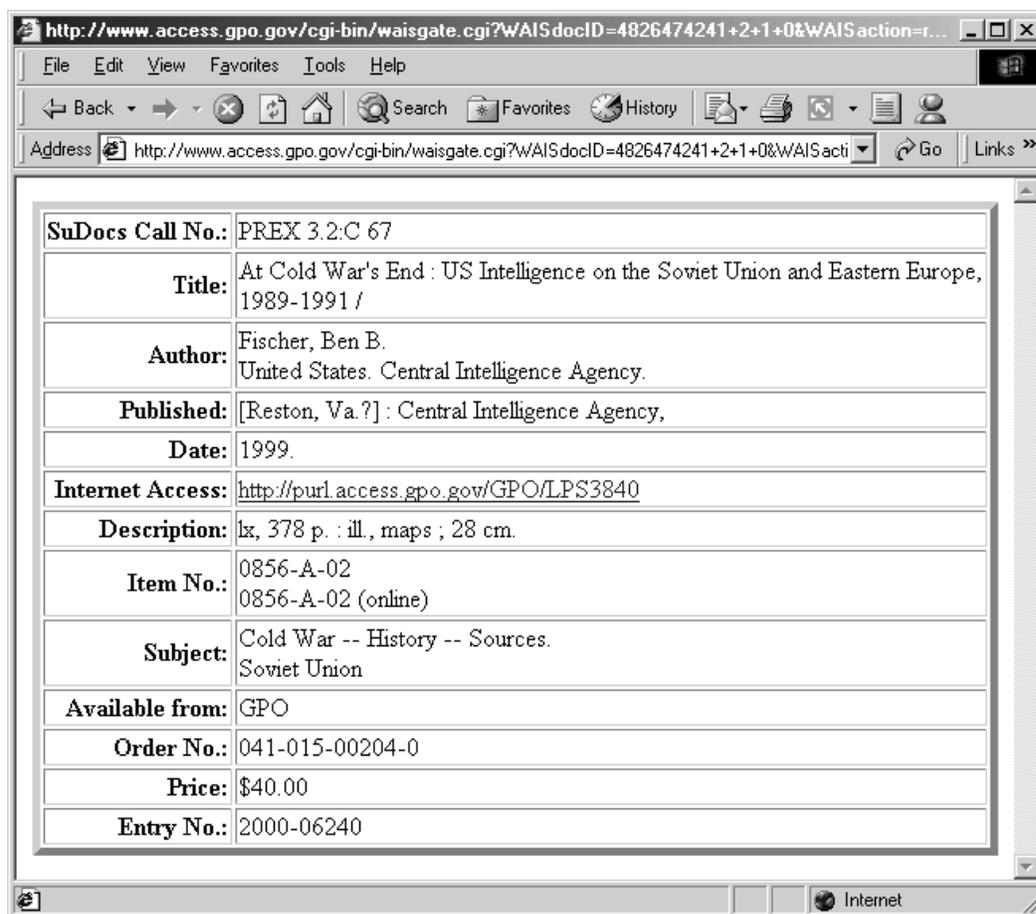
Clicking “All” rather than “Submit” will provide a list of every Federal depository library that carries that publication, regardless of state or area code.

### **U.S. Government Online Bookstore**

Since CGP records may provide purchasing information, such as the GPO stock number, it is easy to determine if the publication is available for purchase through the U.S. Government Bookstore. To find the publication, *Assessing the Soviet Threat: The Early Cold War Years*, mentioned above:

1. Go to the U.S. Government Online Bookstore at <bookstore.gpo.gov>.
2. In the search terms box, enter the reports stock number: “**041-015-00191-4**”.

Because this search is so specific, it returns only the record for that particular publication. The text link provides a brief abstract of the publication and the “Add to Cart” icon leads to GPO’s online order function. For an explanation of GPO’s online ordering process, go to <bookstore.gpo.gov/support/index.html>.



Example 8: A short record from the *Catalog of U.S. Government Publications*.



Updated daily, the Sales Product Catalog (SPC) allows users to search for and order Government information products.

\*\*\*

Available media include print publications, CD-ROMs, diskettes, microfiche, videotapes, and more.

# U.S. Government Online Bookstore

The U.S. Government Online Bookstore <[bookstore.gpo.gov](http://bookstore.gpo.gov)> enables users to search, browse, and order U.S. Government publications available from GPO.

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## Finding a Product

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The Sales Product Catalog (SPC), the U.S. Government Online Bookstore's main search feature, contains abstracts of every item available for purchase, with the option of buying most items online. Use the SPC to find forthcoming material, as well as titles that have been recently superseded or have gone out of print. Available media include print publications, CD-ROMs, diskettes, microfiche, videotapes, maps, posters, and more. The SPC is updated daily.

Users can perform a simple or fielded search of the SPC. The simple search appears on the U.S. Government Online Bookstore homepage. The fielded search can be found at <[bookstore.gpo.gov/prf/prffield.html](http://bookstore.gpo.gov/prf/prffield.html)>.

Browse features are also available for more generalized shopping. Choose a category from the pull-down menu on the homepage to view a list of products. Browse features are also available for various special collections, such as CD-ROMs, Bestsellers, Subscriptions, Electronic Products, and the What's New list.

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## New Titles By Topic E-mail Alert Service

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This free service, known as the New Titles By Topic E-mail Alert Service, allows



users to receive convenient and timely e-mail updates of selected new Federal publications available for purchase from the Superintendent of Documents. Sign up for any or all of the notification lists covering some of our most popular subject areas and receive updates on new titles as soon as they are available for purchase. For more information or to sign up, go to <[bookstore.gpo.gov/alertservice.html](http://bookstore.gpo.gov/alertservice.html)>.

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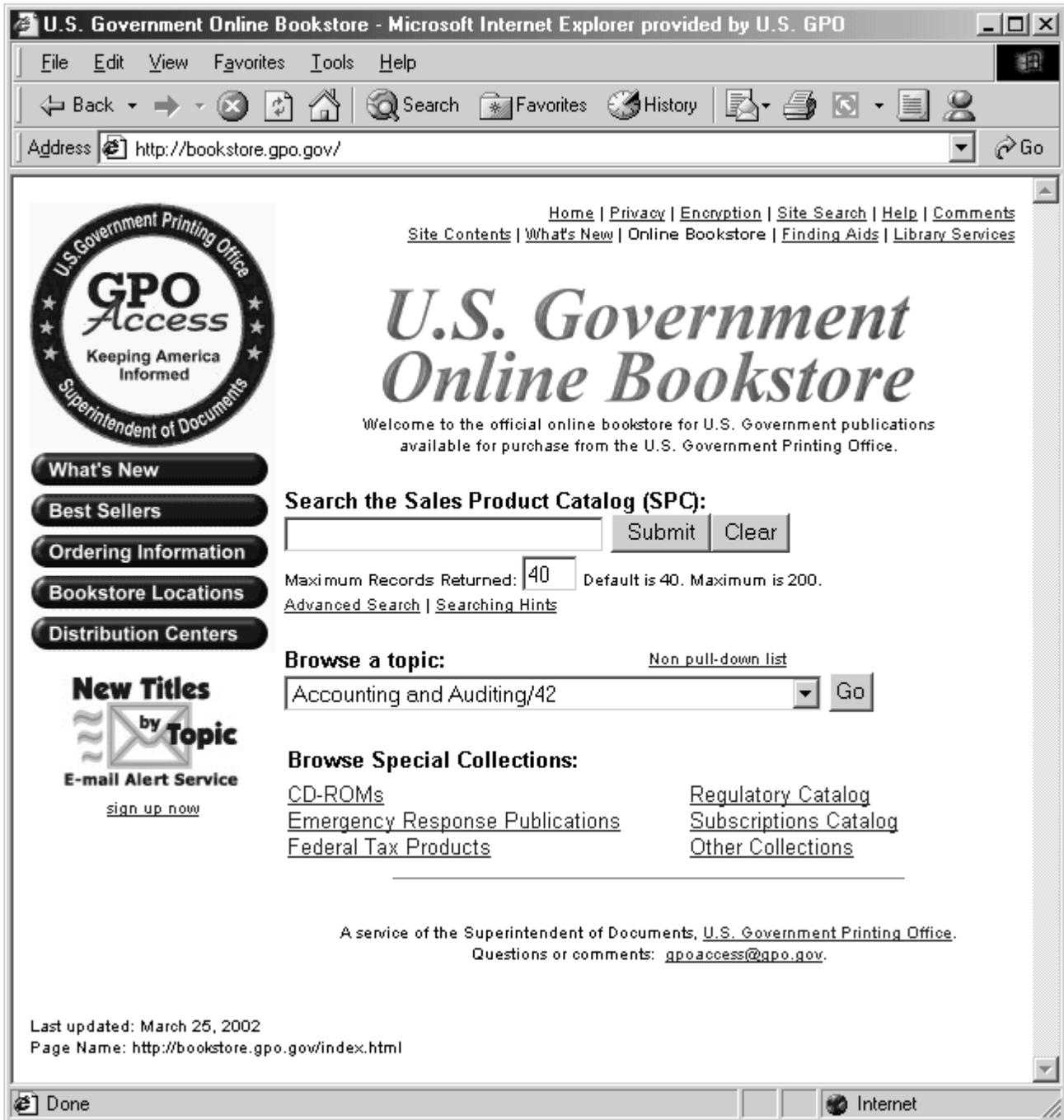
## Order Submission

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Customers may submit orders to the Government Printing Office via the Internet, phone, fax, teletype, or postal mail. Orders may also be submitted to any of the U.S. Government Bookstores <[bookstore.gpo.gov/locations](http://bookstore.gpo.gov/locations)> located throughout the country.

Payment in U.S. dollars must accompany all orders. Payment methods accepted by the Government Printing Office include checks, major credit cards, Superintendent of Documents (SOD) deposit accounts, and international postal money orders.

More information is available at <[bookstore.gpo.gov/support/index.html](http://bookstore.gpo.gov/support/index.html)>.



Example 9: The U.S. Government Online Bookstore homepage as of April 1, 2002.

Boolean operators must be capitalized when using the SPC.

\*\*\*

Only items currently available for sale have a "Secure Order" icon. Click on the icon to add an item to the shopping cart.

\*\*\*

You may order up to twenty publications at one time using the shopping cart feature.

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## Search Tips

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- \* Enclose any phrases, including stock numbers, in quotation marks (" ").
- \* Each entry has a "TEXT" link. Click on this link for a detailed description of each product.
- \* Only items currently available for sale have a  Add to Cart icon. To add an item to the shopping cart, click on the icon.
- \* Boolean operators must be capitalized when using the Sales Product Catalog (SPC) or they will be treated as stopwords.

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## Shopping Cart

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Publications selected for purchase are added to a shopping cart. The shopping cart displays the quantity, an item's stock number, title, price, and provides the total cost. Up to twenty publications may be ordered at one time using the shopping cart feature.

Once an item has been added to the shopping cart, a GPO order number is automatically assigned (e.g. GPO Order No: 200111270000). This number should be used as a point of reference when inquiring on the status of an online order.

Additional items may be added to the shopping cart through the various search and browse features. Choose "Perform a New Search" or the browser's back button to return to the homepage or a previously visited page. Choose a  Add to Cart icon to add additional items to the cart. To remove an item from the shopping cart, enter a quantity of zero and hit "Apply Changes".

All prices include shipping costs. At this time, the price entered on the shopping cart is the domestic price. Foreign orders are subject to a 40% price increase.

After selecting "Finalize Order", users are asked to enter their name, method of payment, and any other relevant information. Orders may be changed at any time prior to clicking on the "Send Order" button. When ready, submit the order online, print the order form and then fax or mail the form to GPO, or telephone the GPO Order and Information Desk.

A detailed transaction receipt is provided with each online order. Please keep a copy of this receipt. The option to have the transaction receipt sent via e-mail is available on the order form.

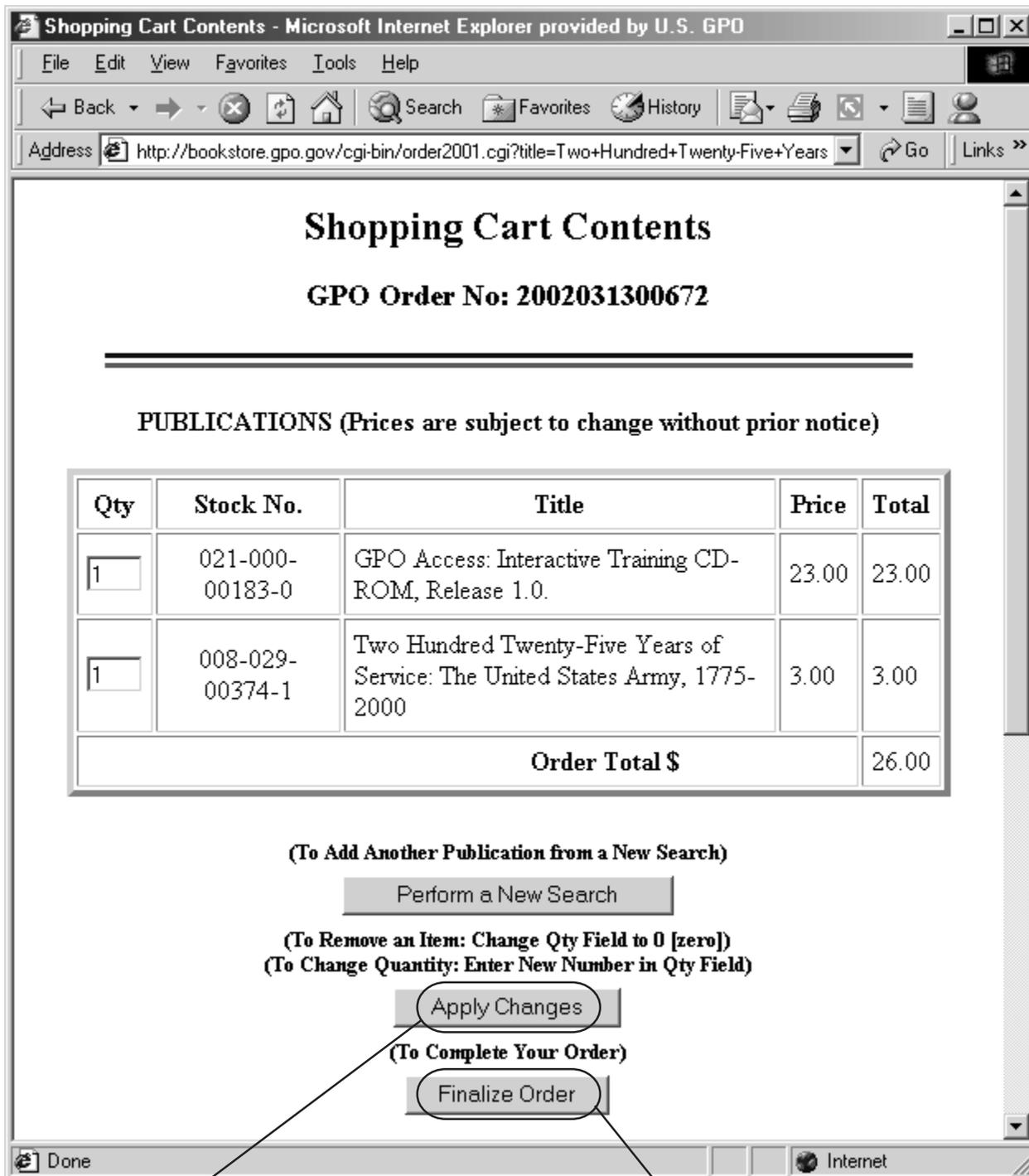
---

## Encryption and Privacy

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*GPO Access* features an encryption service that ensures private, secure transactions for customers who submit electronic orders by credit card or SOD deposit account through the U.S. Government Online Bookstore.

Personal information supplied by a user when submitting an order via phone, fax, or e-mail is used for fulfilling that order. This information may be used to notify customers of new products that may be of interest to them. GPO only provides names and addresses, upon request, to the publishing agency of the specific product purchased.



Example 10: The U.S. Government Online Bookstore shopping cart.

**If you change the quantity for an item, be sure to hit "Apply Changes" to recalculate the total price.**

**When finished, choose "Finalize Order" to enter your billing and shipping information.**



# Exercises

Below are some practice exercises to assist you in learning how to find official Federal Government information using *GPO Access*.

**1. Public Law 104-145 amends the *Violent Crime Control and Law Enforcement Act of 1994* to require the release of relevant information to protect the public from violent offenders. Retrieve the public law.**

- a. What is the short title of this piece of legislation?
- b. Who introduced this bill and what is the bill number?
- c. Which committee reported on this bill and what was the date of the full committee mark-up?
- d. What was the final vote on the bill and when was it signed into law?
- e. Find the citation to this law in the *U.S. Code*.

**2. Unauthorized cable TV reception is stipulated in 47 USC 553 (a)(1). Retrieve this USC citation.**

- a. What is the popular name for this act?
- b. What is the public law number?
- c. Is this public law available on *GPO Access*? If so, retrieve the public law. If not, why?

**3. Federal Aviation Administration regulations state that smoking is prohibited in aircraft lavatories. Retrieve the regulation.**

- a. What is the CFR citation for this regulation?
- b. What is the fine for tampering with lavatory smoke detectors?
- c. Has this regulation been affected by a final rule in the *Federal Register* since this CFR title was last published?

**4. Part 668 of CFR Title 34 deals with general provisions for student financial assistance programs in postsecondary education. Pull up this entire part in PDF or text format.**

- a. Part 668 is further divided into subparts. Pull up the text of Subpart B, which is entitled "Standards for Participation in Title IV, HEA Programs."
- b. This subpart mentions that a sample default management plan is included in Appendix H to this part. What are two different ways to access the text of Appendix H?

**5. In January 2001, President Clinton issued an executive order prohibiting the importation of diamonds from Sierra Leone.**

- a. What is the executive order number?
- b. When did this order go into effect?

**6. Using the *U.S. Government Manual*, find:**

- a. the phone number for the Office of Public Affairs, Department of Veterans Affairs;
- b. the complete diagram of the branches of the U.S. Government;
- c. the names of the quasi-official agencies of the U.S. Government;
- d. the name of the Secretary of State. Is this the current Secretary? If not, find the current Secretary of State.

**7. Find the testimony report for *Free Trade Area of the Americas*.**

**8. Using the *U.S. Government Online Bookstore*, find the *Pocket Guide to Chemical Hazards*, and do the following:**

- a. Note the number of pages and publisher.
- b. Add this item to the shopping cart and order three copies.
- c. Add the 2000 edition of the *Emergency Response Guidebook* to the shopping cart.
- d. Fill in the order form, but **do not** submit the order.

**9. Find the publication *Acid rain and our nation's capital: a guide to effects on buildings and monuments*, and answer the following:**

- a. Is this title available online?
- b. Which library in the 610 area code has this publication?
- c. Is this title available for purchase? If so, at what cost? If not, why?

**10. Find what Senator Richard Durbin has said about oil and gas exploration with regard to the Arctic National Wildlife Refuge during 2002.**

## 6. Using the *U.S. Government Manual*, find:

Use the browse feature for the U.S. Government Manual <www.gpo.gov/nara/browse-gm-00.html>. (See page 26)

- 202–273–5700
- Browse the Manual to pull up Chart: The Government Of The United States.
- Legal Services Corporation, Smithsonian Institution, State Justice Institute, and United States Institute of Peace.
- Madeleine K. Albright. No, the current Secretary of State is Colin L. Powell. <HINT: Use Federal Agency Internet Sites>

## 7. Find the testimony report for Free Trade Area of the Americas.

Search GAO Reports <www.gpo.gov/gpoaccess/aces/aces160.shtml> for “**free trade area of the americas**”. Pull up [GAO-01-706T ] Free Trade Area of the Americas: April 2001 Meetings Set Stage for Hard Bargaining to Begin. (See page 34)

## 8. Using the *U.S. Government Online Bookstore*, find the *Pocket Guide to Chemical Hazards*, and do the following:

Search the Sales Product Catalog on the U.S. Government Online Bookstore <bookstore.gpo.gov> for “**Pocket Guide to Chemical Hazards**”. Pull up the text link for NIOSH Pocket Guide to Chemical Hazards. (See page 57)

- Health and Human Services Dept., Public Health Service, Centers for Disease Control and Prevention, National Institute for Occupational Safety and Health -- 480 pages
- b, c, and d: The shopping cart should look like this:

Qty	Stock No.	Title	Price	Total
<input type="text" value="1"/>	017-033-00483-8	NIOSH Pocket Guide to Chemical Hazards	24.00	24.00
<input type="text" value="1"/>	050-000-00575-5	Emergency Response Guidebook, 2000: A Guidebook for First Responders During the Initial Phase of a Dangerous Goods/Hazardous Materials Incident	\$26.00	26.00
Order Total \$				50.00

(To Add Another Publication from the Same Search)    (To Add Another Publication from a New Search)

(To Remove an Item: Change Qty Field to 0 [zero])    (To Complete Your Order)  
(To Change Quantity: Enter New Number in Qty Field)

This exercise demonstrates the ordering process of the U.S. Government Online Bookstore.

It is not necessary to submit the order to complete this exercise.

**9. Find the publication *Acid rain and our nation's capital: a guide to effects on buildings and monuments*, and answer the following:**

Search the Catalog of U.S. Government Publications <[www.gpo.gov/gpoaccess/locators/cgp/index.html](http://www.gpo.gov/gpoaccess/locators/cgp/index.html)> for “**acid rain**” **AND capital**. Pull up: *Acid rain and our nation's capital: a guide to effects on buildings and monuments*. [1997] Geological Survey (U.S.) I 19.2:AC 4. (See page 55)

- a. Yes <[pubs.usgs.gov/gip/acidrain/](http://pubs.usgs.gov/gip/acidrain/)>
- b. One example: McCabe Library, Swarthmore College, PA
- c. This title is out of print and therefore no longer available through the U.S. Government Online Bookstore.

**10. Find what Senator Richard Durbin has said about oil and gas exploration with regard to the Arctic National Wildlife Refuge during 2002.**

Use the Congressional Record Index (CRI) <[www.gpo.gov/gpoaccess/aces/aaces190.html](http://www.gpo.gov/gpoaccess/aces/aaces190.html)> to search for **Durbin ADJ Richard** in the “Current Congressional Record Index” (2002). Pull up: cri02 DURBIN, RICHARD J. (a Senator from Illinois) and scroll down to the remarks section. Senator Durbin made two remarks concerning oil and gas exploration in the Arctic National Wildlife Refuge on March 5, 2002.\* (See page 32)

The full-text of Senator Durbin’s remarks may be found in the March 5, 2002 edition of the Congressional Record. Search the 2002 Congressional Record <[www.gpo.gov/gpoaccess/aces/aces150.html](http://www.gpo.gov/gpoaccess/aces/aces150.html)> for **S1525**. Since the page numbers starts with an “S”, the search can be limited to the Senate by checking the “Section Section” box. Pull up: **cr05mr02S NATIONAL LABORATORIES PARTNERSHIP IMPROVEMENT ACT OF 2001—Continued**. (See page 31)

\* As of March 14, 2002.



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