

Government Documents

Card Catalog:

Library of Science and Medicine

A Library Quick Guide

NOTE: Search IRIS (<http://www.iris.rutgers.edu/>), the online catalog first for government documents. If your IRIS search is unsuccessful, consult the documents card catalog. The card catalog is an important resource for locating older documents, but no new cards have been added for recently acquired titles.

What is the government documents card catalog?

The government documents card catalog at the Library of Science and Medicine is an index to, and bibliography of, government publications or documents in this library. In general, cards for materials listed here do not appear in the library's main card catalog or in IRIS, the online catalog.

What is the arrangement of the documents catalog?

The documents catalog is divided into sections, according to the type of government issuing the document:

Federal - United States government agencies

State - states of the United States

International – Intergovernmental agencies with several member countries, such as the World Health Organization

Foreign - countries other than the United States

There are two additional sections of the documents catalog:

Technical Report File - list by report numbers

Journal Series List - index to articles written by New Jersey Agricultural Experiment Station authors

How do I use the documents catalog

- ❖ The names used for filing will be **the most specific agency responsible for the document's publication**. For example, a document issued by the National Ocean Service, which is part of the National Oceanic and Atmospheric Administration, which is part of the Commerce Department, will have a card in the catalog with the issuing agency's name - National Ocean Service - at the top of the card.
- ❖ Government agencies do change or sometimes cease to exist. You must know the **agency's name at the time the document was published**, which may not be the same as the current agency name, because that will be the name under which it is filed.
- ❖ Many of the cards in the catalog will have plastic sleeves with the words **"IN STORAGE"** printed at the top. These documents are available at the Library Annex, and may be requested using the Rutgers Delivery Service form for uncataloged materials (http://www.libraries.rutgers.edu/rul/staff/access_serv/resource_sharing/docs/rutgers_request_service_form_-_uncat.pdf). Check the upper right-hand corner of the card for notes on which volumes have been sent to the Annex and when filling out the Library Annex request form, use the title as it appears on the catalog card.
- **Orange cards** indicate a document which has been cataloged, and is part of the library's book or reference collection.

Many documents are received on **microfiche**. The card will either say "microfiche" above the call number in the left-hand corner or the document series number will be checked in red ink. Documents received in electronic format (i.e. CD's) will be checked in using blue ink.

What filing rules are used in the documents catalog?

In the documents card catalog, cards are filed in the same way as in the public catalog. Acronyms are filed at the beginning of an alphabetic word sequence. For example, under U.S. National Cancer Institute:

History of cancer control in the U.S.

ICRBD cancer series

If you really want to quit

NCI fact book

NTP technical report

The National cancer program

What if I don't find what I'm looking for in the documents catalog?

- If you are not sure that you have the proper issuing agency, or if you do not have complete bibliographic information, ask a reference librarian for assistance. There are several indexes which can be used to provide the information you need to find the document you want. These indexes also provide access to the documents collection by general subjects.
- Most documents received are represented by a card. However, if a document is part of a series, there may not be a title card for that document in the catalog. The document will be checked in by its series number. For example, "Promoting agricultural trade among developing countries," from the Food and Agricultural Organization of the United Nations, will be checked in, in the International section of the catalog, under the title "FAO Economic and Social Development Paper" because it is #41 of that series.

Are you looking for something special?

Federal Documents Section: Soil surveys received from the U.S. Soil Conservation Service are filed at the end of all other titles from that agency in a separate alphabetic sequence, by state and counties within states.

State Documents Section: Cards for Agricultural State Documents are filed at the beginning of each state. They are arranged by title rather than by issuing agency.

Cards for municipal and county documents are interfiled by name in the state documents section, i.e.:

Michigan
Middlesex County, NJ
Millburn, NJ
Minnesota

New Jersey state documents received on deposit after September 1984 are cataloged for a separate DOCNJ collection, and the records for these titles appear in IRIS.

Journal Series List: The library at one time received reprints of articles written by NJ Agricultural Experiment Station personnel and published in various journals. These reprints are assigned numbers in the NJAES Journal Series. A card was typed for each reprint number received prior to 1978, and filed by author of the article. The title of the article and journal citation information was also included on each card. Reprints received since 1978 are checked in by reprint number only on a card headed by the author's name.

Technical Report File: Cards in this section of the catalog are arranged by technical report number. Cards with technical report number prefixes instead of complete technical reports numbers refer you to the proper agency card in the documents card catalog, where the report will be checked in by number on a series title card. Cards with complete technical report numbers will indicate the shelf location of the document in the left-hand margin of the card.