TABLE OF CONTENTS

I. About ProQuest Congressional ........................................................................................................... 7
   A. Congressional vs. ProQuest Legislative Insight ........................................................................... 7

II. The ProQuest Congressional Advanced Research Guide ................................................................. 8

III. Additional Guides on Accessing Legislative History and Congressional Documents ................. 9

IV. Understanding Congressional Publications ..................................................................................... 9
   A. House and Senate Committee Reports .......................................................................................... 10
   B. Floor Debates, Remarks, and Statements from Members of Congress ...................................... 11
   C. Committee Hearings ..................................................................................................................... 11
   D. Text of Bills .................................................................................................................................... 12
   E. Other Congressional Publications ................................................................................................ 13
      • House and Senate Documents ...................................................................................................... 13
      • Committee Prints and Miscellaneous Publications ................................................................. 13
      • Congressional Research Service (CRS) Reports ........................................................................... 13
      • United States Congressional Serial Set ...................................................................................... 14
      • United States Congressional Serial Set Maps ............................................................................. 14
   F. Additional Resources Through ProQuest ...................................................................................... 15

V. Using the Advanced Search Form to Retrieve Congressional Publications ....................................... 18
   A. Creating a Search in the Advanced Search Form ......................................................................... 19
      • “AND” ....................................................................................................................................... 20
      • “OR” ......................................................................................................................................... 20
      • “AND NOT” ............................................................................................................................... 20
   B. Using Connectors to Create Searches Within Search boxes ......................................................... 21
      • “W/n,” “PRE/n,” “NOT W/n” ....................................................................................................... 21
      • “W/s” ....................................................................................................................................... 22
      • “NOT W/sent” ............................................................................................................................ 23
      • “W/p” ....................................................................................................................................... 23
      • “NOT W/para” ............................................................................................................................ 23
      • “AND NOT” ............................................................................................................................... 23
   C. Using Commands in Searches ...................................................................................................... 24
      • “SINGULAR” .............................................................................................................................. 24
      • “PLURAL” .................................................................................................................................. 24
      • “ALLCAPS” ............................................................................................................................... 24
      • “ATLEASTn” .............................................................................................................................. 25
      • “CAPS” ................................................................................................................................... 25
      • “NOCAPS” ................................................................................................................................. 25
   D. Using Truncation and Wildcards in Searches ............................................................................... 26
      • Truncation .................................................................................................................................. 26
      • Wildcard .................................................................................................................................... 26
   E. Searching Within Segments of the Congressional Publications ................................................... 27
F. Searching Within Certain Publications

G. Restricting the Search Scope by Dates or Congressional Session
   - Restrict by Date........................................................................................................... 30
   - Restrict by Congress .................................................................................................... 31

H. Improving Search Results through Index Terms
   - Selecting Subject Terms ............................................................................................. 34
     EXAMPLE: Subject Term – “Education” .......................................................................... 36
   - Selecting Geographical Terms ..................................................................................... 38
     EXAMPLE: Geographical Term – “Fairfax” ..................................................................... 39
   - Selecting Issuing Sources ............................................................................................ 41
     - Select Type .................................................................................................................. 42
     - Browse Terms .............................................................................................................. 43
     - Find a Term ................................................................................................................... 43
     EXAMPLE: Finding “Homeland Security” Issuing Source Search Terms ....................... 43
   - Selecting Serial Set Map Terms .................................................................................. 45
     - Selecting Subject Terms within Serial Set Map Terms .............................................. 46
       EXAMPLE: Subject Term – “Public Lands and Land Use” ............................................ 48
     - Selecting Geographical Terms within Serial Set Map Terms .................................. 50
       EXAMPLE: Geographical Term – “Asia” ...................................................................... 50
     - Selecting Corporate Names Within Serial Set Map Terms ....................................... 53
     - Selecting Personal Names Within Serial Set Map Terms.......................................... 55

I. Advanced Search Form – Combining the Options
   - EXAMPLE 1: A history student is curious about CRS reports on the Vietnam War between the years 1969 and 1970. The student’s primary concern is retrieving all results that reference the Vietnam War................................................................. 57
   - EXAMPLE 2: A medical researcher is looking for all available Congressional publications with “Acquired Immune Deficiency Syndrome” or “AIDS” in the title ................................................................................................................................. 59
   - EXAMPLE 3: A 7th grade science teacher would like to find out when Sally Ride has testified before Congress. She would like to find any available information on the hearings in which Sally Ride may have testified to share with her class ......................................................................................... 61
   - EXAMPLE 4: A 4-H leader is writing a document that needs to reference all representatives from 4-H who have testified before Congress ......................................................................................................................... 62
   - EXAMPLE 5: An International Relations professor is researching Presidential messages in which North Korea is a major topic. The professor is only interested in messages from the last 2 years ......................................................................................................................... 64
   - EXAMPLE 6: A geographer would like to find some maps on the Grand Canyon to get an idea of how the area looked in the 1800’s ................................................................................................................................. 67

VI. Congressional Publications – Advanced Search Form Results
   - Viewing Congressional Publication versus Congressional Record Results.................... 69
   - Edit Search ..................................................................................................................... 70
   - FOCUS Search .............................................................................................................. 71
   - Results List .................................................................................................................... 72
   - Other Options ............................................................................................................... 74

VII. Congressional Publications - Using the Basic Search Form
   - Searching within the Basic Search Form ..................................................................... 75
   - Improving Search Results through Index Terms .......................................................... 77
   - Basic Search Form – Combining the Options .................................................................. 78
     - EXAMPLE 1: A researcher wants to enter search terms to find any results about Franklin .............................................................. 78
Roosevelt’s role in the repeal of Prohibition, especially relating to the sale or manufacturing of beer. ....................................................... 78

• EXAMPLE 2: A researcher wants to use Index Terms to search for results related to the Iran-Contra scandal and the arms trade published between 1987 and 1997, but only wants documents issued by or referencing the House Foreign Affairs Committee. ....................................................... 80

VIII. Congressional Publications – Basic Search Form Results .................................................................................................................. 85

IX. Congressional Publications – Search By Number ............................................................................................................................. 85

A. Search By Number – Find A Congressional Publication By Number ........................................................................................................ 86

• Publication Number ............................................................................. 87
• Bibliographic Number ........................................................................... 88
• Serial Set Volume number .................................................................... 91

B. Search By Number – Find Congressional Publications Related to A Bill or Law ................................................................................. 92

• Bill Number ....................................................................................... 93
• Public Law Number ............................................................................ 95
• Statutes at Large Citation .................................................................... 97

C. Search By Number – Find a Legislative History by Number ............................................................................................................. 99

• Enacted Bill Number .......................................................................... 100
• Public Law Number ............................................................................ 101
• Statutes at Large Citation .................................................................... 103

D. Find the Bound Congressional Record by Citation or Date (Search By Number Form) ........................................................................ 104

• Congressional Record Permanent Edition ........................................ 105
• Congressional Record Daily Edition .................................................. 108
• By Date .............................................................................................. 110

X. Congressional Publications – Congressional Record Only Search Form ............................................................................................... 111

A. Creating a Search within the Congressional Record Only Search Form ......................................................................................... 112

B. Searching Within Segments of the Congressional Record .................................................................................................................. 113

C. Searching Within the Congressional Record or Its Predecessor Publications .................................................................................... 117

D. Restricting the Search Scope Within the Congressional Record Only Search Form .................................................................................. 118

E. Improving Search Results through Index Terms ................................................................................................................................. 120

F. Congressional Record Only Search Form – Combining the Options .................................................................................................. 121

• EXAMPLE 1: A Kentucky historian is interested in locating portions of the Congressional Record that might show references to Senator Henry Clay involving slavery in the United States .............................................................................. 121
• EXAMPLE 2: A researcher wants to see how many Senators voted “nay” on the passage of the FDA Modernization and Accountability Act of 1997. The researcher knows that it was the 105th Congress that voted on the passage .................................................................................. 123

XI. Congressional Publications – Search By Number Form Results ........................................................................................................ 125

XII. Legislative Histories, Bills, and Laws Search Form .......................................................................................................................... 125

A. “Keyword Search” Option .................................................................. 126

• Legislative Histories ........................................................................... 126
• Bill Tracking ...................................................................................... 128
• Bills (Full Text) ................................................................................ 130
• Floor Votes ....................................................................................... 132
• Public Law ......................................................................................... 134
• U.S. Code .......................................................................................... 135

B. “Get A Document” Option .................................................................. 136
[XIV.]

[XIII. Members and Committees Search Form] ........................................................................................................... 139

A. “Members Records” Option ......................................................................................................................... 139
  • Bill Sponsored ........................................................................................................................................ 140
  • Campaign Contributors .......................................................................................................................... 141
  • Campaign Finance Reports ...................................................................................................................... 142
  • Financial Disclosures ............................................................................................................................ 143
  • Floor Statements .................................................................................................................................. 145
  • Floor Votes ........................................................................................................................................... 146
  • Key Votes ............................................................................................................................................. 147
  • Personal Profiles .................................................................................................................................. 149

B. “Demographics” Option ............................................................................................................................... 150

C. “Committees” Option .................................................................................................................................... 153
  • Roster (Current Congress only) ................................................................................................................ 154
  • Committee Schedule (from FIND) ......................................................................................................... 155
  • Committee Schedule (from Federal News Service Daybook) ............................................................... 156
    • EXAMPLE 1: A law student wants to find the schedule for the House Budget Committee that occurred on June 9, 2010 relating to the economy. The law student learned in class that this was available through the Washington Daybook. ......................................................................................................................... 157
    • EXAMPLE 2: A librarian is looking for the current roster for the Joint Committee on the Library. ........................................................................................................................................... 160

[XIV. Regulations Search Form] .......................................................................................................................... 160

A. “Keyword Search” Option .............................................................................................................................. 161
  • Code of Federal Regulations .................................................................................................................... 161
  • Federal Register ...................................................................................................................................... 162

B. “Get A Document” Option .......................................................................................................................... 166
  • Code of Federal Regulations .................................................................................................................... 166
  • Federal Register ...................................................................................................................................... 167

[XV. Daily Congressional Record and Rules Search Form] ...................................................................................... 168

A. “Keyword Search” Option .............................................................................................................................. 168
  • Congressional Record Daily Edition ...................................................................................................... 169
  • Rules of Congress ................................................................................................................................... 171

B. “Get A Document” Option .......................................................................................................................... 173
  • Congressional Record Daily Edition ...................................................................................................... 173
  • Rules of Congress ................................................................................................................................... 175

[XVI. Political News Search Form] ......................................................................................................................... 176
  • EXAMPLE 1: A writer is searching Congressional for newspaper articles on the Enron scandal. .......... 178
  She is looking for documents that were published at the time of the scandal. ..................................... 178
  • EXAMPLE 2: The same writer above is interested in articles that reference Representative Tom DeLay when discussing the Enron scandal. ......................................................................................................................... 179
  • EXAMPLE 3: A Georgia legislator’s aide searching Congressional for information from the Centers for Disease Control and Prevention regarding Type 2 Diabetes in the past 10 years. ......................... 180
XVII. Supplementary Information on ProQuest Congressional .......................................................... 182
   A. Content Coverage ..................................................................................................................... 182
   B. Help Options ........................................................................................................................... 183
      • Help Toolbox ....................................................................................................................... 183
      • Congressional Wiki .............................................................................................................. 184
      • Help Topics ......................................................................................................................... 185
      • How Do I? ............................................................................................................................ 187
      • Site Map ............................................................................................................................... 188
I. About ProQuest Congressional

ProQuest Congressional (Congressional) is a database that provides researchers with comprehensive access to the documents that are created by Congress during the Legislative Process. Traditionally, these documents were accessible only through a cumbersome process of referring to various print materials, indexes, and microfiche, combined with reference to various online sites. Congressional, through its variety of search forms and features, has brought all of this information to one centralized database, thereby eliminating much of the tedium associated with the typical search for information on Congress and its actions.

A. Congressional vs. ProQuest Legislative Insight

In addition to providing researchers with unprecedented ease of access to the Congressional documents and publications themselves, Congressional also contains a limited number of compiled legislative histories covering selected laws from 1969 forward. However, researchers who want expanded access to compiled legislative histories should first search ProQuest Legislative Insight (Legislative Insight) for the information. Legislative Insight’s “Citation Checker” and “Popular Names of Laws List” features make it simpler to quickly access compiled legislative histories than do Congressional’s more complicated search forms. Additionally, Legislative Insight will have 18,000 compiled legislative histories from 1929 forward by the end of 2012.\(^1\) In 2013, ProQuest is scheduled to include additional legislative histories covering an undetermined number of pre-1929 laws.\(^2\) Finally, Legislative Insight provides a comprehensive graphical interface that researchers can easily navigate to narrow their search to the specific Congressional documents generated during a particular portion of the Legislative Process for a given law (e.g., Congressional documents relating to a bill

---


generated after a bill goes to conference). However, until Legislative Insight has all major legislative histories loaded into the database, researchers may wish to consult the “Total Histories Available on Legislative Insight” on the main page of the Legislative Insight database to determine if a particular legislative history is available before beginning their searches.

II. The ProQuest Congressional Advanced Research Guide

This Advanced Research Guide details the variety of advanced search functions available through Congressional. For the occasional or casual researcher, these details will be more than is necessary to achieve basic research needs. These researchers may wish to review the Basic Research Guide, which provides quick information on accessing the most frequently used features of Congressional. However, for researchers who are interested in the intricacies of legislative history (including exhaustive Congressional documents) or who need quick access to less commonly found information such as Congressional witness testimony, this guide will provide systematic instructions for accessing that information.

Therefore, the Advanced Research Guide is best suited for researchers who are interested in the more detailed information available through Congressional. For example, attorneys, instructors, and Ph.D candidates in fields like history or political science may find the more complex searches available through Congressional of interest. Advanced searches within specific types materials available through Congressional (e.g., United States Congressional Serial Set maps) might be of particular use to researchers in the fields of engineering, geography, or history.

The Advanced Research Guide contains varied example searches on several topics to illustrate how Congressional can be used to quickly retrieve Congressional documents. However, these examples are only some of the ways to retrieve information on a topic. They do not represent all of the search terms or options

---


that might be used by a researcher. A thorough search requires the use of a variety of search terms or phrases to ensure the retrieval of the highest number of relevant documents available. With each search example, screen images are included to better explain the search process. Readers should note that only the relevant portions of these images have been included due to space limitations. Additionally, all search results included as examples are accurate as of March 2012.

III. Additional Guides on Accessing Legislative History and Congressional Documents

Although this Advanced Research guide provides a detailed overview and explanation of the functions and features available through ProQuest Congressional, it would impossible to include all of the information that may of interest to more sophisticated researchers in just one guide. Accordingly, researchers may also wish to review some of the other guides about federal legislative history research available online. Of particular interest is the *Legislative Source Book*, which is available through the Law Librarians’ Society of Washington, D.C. and edited by Rick McKinney and Ellen Sweet. The *Legislative Source Book* includes the following guides:

- *An Overview of the Congressional Record and Its Predecessor Publications*[^7]
- *Questions and Answers in Legislative and Regulatory Research*[^8]

IV. Understanding Congressional Publications

Before beginning a search for Congressional publications, it is important to understand the information found in different types of Congressional publications, as well as the importance of the types of Congressional publications in relation to each other. When determining legislative intent, some Congressional publications are considered more indicative of legislative intent than are others. While opinions vary on the order of importance of specific types of Congressional publications, key sources agree that four types of Congressional publications are the most authoritative when researching federal legislative history: committee reports (specifically conference committee reports), hearings before Congressional committees and subcommittees, floor debates, remarks, and discussions, particularly from sponsors of legislation, and the text of bills.9

A. House and Senate Committee Reports

Committee reports reflect the recommendations about a bill from a House or Senate Committee to an entire Chamber of Congress.10 Frequently, committee reports will contain an analysis of the text of a bill, as well as a description of the background and reason for the bill.11 Conference committee reports provide particularly pertinent information, as these are created when differing versions of a bill need to be reconciled into a compromised bill between the House and Senate.12 Therefore, conference reports have even more specific information about the intent behind the language of a bill.13

Congressional Coverage: Congressional’s coverage of House and Senate reports starts in 1817 and includes full-text of most reports from 1990 forward.\(^\text{14}\)

B. Floor Debates, Remarks, and Statements from Members of Congress

Debates on bills, as well as other remarks and statements from Members of Congress that occur on the House or Senate floor, can also provide researchers with an understanding of arguments made in favor of or against a piece of legislation.\(^\text{15}\) Transcripts of this activity can be found in the Congressional Record. The Congressional Record is the official documentation of proceedings and debates on the Congressional floor.\(^\text{16}\) When Congress is in session, it is published daily and is the main resource for floor activity.\(^\text{17}\) Congressional provides full-text access to both the Daily and Permanent (Bound) editions of the Congressional Record, as well its predecessor publications (the Annals of Congress (1789-1824), the Register of Debates (1824-1837), and the Congressional Globe (1833-1873)) through its Congressional Record Permanent Digital Collection.\(^\text{18}\)

Congressional Coverage: Between the Congressional Record and its predecessor publications, Congressional provides access to Congressional floor activity beginning in 1789.\(^\text{19}\) Congressional’s coverage of the Daily edition of the Congressional Record begins in 1985.\(^\text{20}\)

C. Committee Hearings


Transcripts of testimony from witnesses on various subjects related to proposed legislation, and supplemental materials such as reports, exhibits, and correspondence designed to help Congressional committees gather information on an issue are included in the committee hearings resources available through Congressional.\textsuperscript{21} Congressional provides abstracts and full-text documents for both published and limited unpublished hearings.\textsuperscript{22} For the most recent hearings, Congressional updates its “Temporary Hearings Records” on a weekly basis. Additionally, Congressional provides selected transcripts of testimony and statements on a daily basis while Congress is in session.\textsuperscript{23}

**Congressional coverage:** Committee hearings are generally available from 1824 to present, with varying coverage dates depending on the Chamber of Congress and whether the hearing is published or unpublished.\textsuperscript{24} See Congressional’s “Content Coverage Chart” for more specific detail on committee hearing coverage dates and update schedules.

**D. Text of Bills**

Finally, the text of the legislation itself provides important insight for federal legislative history researchers, particularly in determining legislative intent. While Congressional provides bill text from 1989 forward through the Bill Text and Bill Tracking features\textsuperscript{25}, the text of bills is also often included other Congressional publications, such as committee reports.\textsuperscript{26}


E. Other Congressional Publications

In addition to the four key types of publications previously described, Congressional provides access the following other types of publications. See Congressional’s “Content Coverage Chart” for more specific detail on coverage dates and update schedules for these additional types of Congressional publications.

- **House and Senate Documents**

  Covered in Congressional from 1789 forward, these include documents issued by the full House and Senate chambers or Congressional committees, Presidential veto messages or messages proposing legislation, executive branch agencies special reports, memorial tributes, and other information.\(^{27}\) Congressional’s coverage of House and Senate documents starts in 1789 and includes full-text of most documents from 1995 forward.\(^{28}\)

- **Committee Prints and Miscellaneous Publications**

  Covered in Congressional from 1830 to present, these include reports, briefings, studies, memoranda, compilations of law, and other documents requested by a committee or its members as part of the investigatory process.\(^{29}\) They can be developed by the Congressional Research Service, committee staff members, or other individuals.\(^{30}\) Congressional provides full-text access to these documents from 1993 forward.\(^{31}\)

- **Congressional Research Service (CRS) Reports**


Covered in Congressional from 1916 to present, these reports were created by the Congressional Research Service. The Congressional Research Service was created by the Library of Congress to provide information to Congress on public policy issues. Since then, the CRS has been providing research and analysis on policy issues to Congressional committee members and staff as requested.

- **United States Congressional Serial Set**
  
  The *Serial Set* is the official Congressionally-directed collection of government publications, published serially from 1789 forward. Documents in the *Serial Set* primarily include Congressional publications such as House and Senate documents and reports, Executive Branch materials such as Presidential messages, Senate Executive reports, and treaties. However, the *Serial Set* does not include hearings, bill text, Congressional debates, or committee prints. The availability of the *Serial Set* through Congressional provides an easier way to search *Serial Set* materials than having to consult the Congressional Information Service Microfiche Library.

- **United States Congressional Serial Set Maps**
  
  Although these maps are part of the *United States Congressional Serial Set*, researchers will be interested to note that Congressional allows searching maps from the *Serial Set*.

---


separately from other Congressional content. Over 62,000 high-resolution maps from the
United States Congressional Serial Set Index and Carto-Bibliography of Maps (i.e., Serial
Set Maps) are searchable by several types of information including, map name, geographic
subject, and title. Entries include map content, title, date, and Serial Set Map ID number.
Serial maps are useful for providing additional context for Congressional documents, as well
as cartographic information. For example, a review of Congressional publications discussing
the Louisiana Purchase would be incomplete without reviewing relevant maps of the area.

F. Additional Resources Through ProQuest

Congressional is also a quick-reference resource for other types of documents that are
supplemental to or created after the Legislative Process. The following additional types of documents
can be accessed through Congressional.

- Legislative Histories (1969 – Present) – Legislative histories from the CIS Index,
including slip laws, enacted and related bills, debates, committee reports, prints, and
hearings, House and Senate documents, and other documents. Congressional’s coverage of
legislative histories starts from 1969 for abbreviated histories, and includes the full
legislative histories of all public laws from 1999 forward.

- Public Laws (1988 – Present) – Full text of all public laws from 1988 to present,

---


searchable by keyword or citation. Congressional’s information on Public Laws is updated within two weeks after a law has passed, although most are available within 24-48 hours.

- **Statutes at Large** (1789 – Present) – All public and private Congressional laws and resolutions, in order of enactment. Congressional allows the researcher to search the Statutes at Large by keyword or by citation. Congressional’s Statutes at Large information is updated annually.

- **United States Code** – The full text of the United States Code is available through Congressional, searchable either by keyword or by citation. Congressional’s U.S. Code information is updated several times a month.

- **Federal Register (F.R.)** (1980 – Present) – Includes all final and proposed regulations, notices from federal administrative agencies, investigation and meeting notices, Presidential proclamations and Executive Orders, and other documents. Congressional’s Federal Register information is updated daily.

---


- **Code of Federal Regulations (C.F.R.)** (1981 – Present) – The general and permanent rules from the Federal Register, in codified form.\(^{55}\) Congressional’s C.F.R. information is updated weekly.\(^{56}\)

- **Member and Committee Information** – Congressional provides information about Congressional members and committees, including committee membership, committee rosters and schedules, member voting record, bill sponsorships, member biographical information, member financial disclosure statements, and member demographic information (e.g., party affiliation, gender, alma mater, etc.).\(^{57}\)

- **Rules of Congress** - Includes the House and Senate Rules and *Jefferson’s Manual of Parliamentary Practice*, searchable by citation and keyword.\(^{58}\) Congressional information on rules of Congress is updated as available.\(^{59}\)

- **Political News** – Congressional provides access to three political news publications: *The Hill* (1995 – Present), *Roll Call* (1989 – Present), and Section A of the *Washington Post* (1977 – Present).\(^{60}\) *The Hill* and *Roll Call* provide information on the politics and events

---


involving and affecting Members of Congress.\textsuperscript{61} \textit{The Washington Post} coverage in Congressional is only of Section A of the newspaper, and provides more general coverage of national news stories.\textsuperscript{62}

V. Using the Advanced Search Form to Retrieve Congressional Publications

Congressional provides an Advanced Search Form that allows for complex searches using search terms. The Advanced Search Form can be accessed by clicking the “Advanced Search” tab on the main Congressional page. The Advanced Search Form provides three search boxes\textsuperscript{63} in which to enter the search terms, as seen below.\textsuperscript{64} Additionally, the Advanced Search Form allows searches for information within certain types of Congressional publications (\textit{e.g.}, within Congressional hearings only).\textsuperscript{65} Because the Advanced Search Form allows the researcher to search the entire text of a document with only one search, this form can be used to quickly retrieve relevant documents with one complex search.\textsuperscript{66}


\textsuperscript{63}Search boxes are the areas in which search terms are entered.


A. Creating a Search in the Advanced Search Form

Between the three search boxes, the researcher can connect the search terms entered in each search box with several connectors.\(^67\) If a researcher chooses to enter terms in more than one search box, the researcher must select one of three connectors (i.e., “AND,” “OR,” and “AND NOT”) to either expand or limit the results retrieved.\(^68\) However, researchers familiar with the use of “connectors” can choose to enter several search terms and connectors within the search boxes to further expand or restrict their results.

\(^{67}\) Connectors set the relationships between the search terms within a search form.

● “AND”

The connector “AND” will require that the documents retrieved contain all search terms entered between the search boxes, thereby limiting the number of results retrieved.69

● “OR”

The connector “OR” will required the documents retrieved contain any of the search terms entered, creating an expanded list of results.70

● “AND NOT”

The connector “AND NOT” will reduce the number of results by retrieving only those documents that contain the search terms entered in the first search box, but that do not include the search terms in the second or third search boxes.71

B. Using Connectors to Create Searches Within Search boxes

Although the Advanced Search Form limits researchers to three search boxes, multiple connectors can also be used within each search box.72 This allows researchers to include multiple


search terms within one search box. To properly use multiple search terms, researchers must be comfortable with the full range of connectors\(^73\) that can be used within one search box and the priority assigned to each connector.\(^74\) The connectors below are listed in the order of the priority they are processes within a search box.

- “W/n,” “PRE/n,” “NOT W/n”

  The “W/n” proximity connector is used to find documents in which search terms or phrases that appear within a certain number of words of each other, in any order.\(^75\) A number, up to 255, must be substituted for the “n” in “W/n”\(^76\) (e.g., W/30 searches within 30 words). In the above example of “housing W/5 discrimination AND case OR lawsuit OR decision W/3 federal,” using “W/5” as a connector would find documents that contain “housing” within five words of “discrimination” (e.g., “discrimination in housing,” “housing discrimination,” “housing complexes engaging in discrimination,” etc.).

  **Note:** Using the connector “W/1” is equivalent to using the connector “AND.”

  The “PRE/n” proximity connector finds documents in which the first search term precedes the second search term by not more than the number of words listed.\(^77\) Again, the word limit is 255 words, but this search is more helpful for situations in which researchers are searching for


specific names of legislation or particular phrasing.\textsuperscript{78} For example, the search “relief PRE/5 act” would retrieve information on both the Economic Growth and Tax Relief Reconciliation Act of 2001 and the Servicemembers Civil Relief Act.

The “NOT W/n” proximity connector is used to prevent any documents from being retrieved in which the first search term is located within a certain number of words from the second search term.\textsuperscript{79} For example, the search “Lincoln NOT W/2 Abraham” would eliminate any documents containing the phrase “Abraham Lincoln.”

\textbf{Note:} The “NOT W/n” connector cannot be used in combination with any other proximity connectors.

The “W/n,” “PRE/n,” and “NOT W/n” connectors are given second priority in a search with multiple connectors, with the connector with the smaller number receiving priority over the connector with the larger number.\textsuperscript{80} Therefore, in the example search “housing W/5 discrimination AND case OR lawsuit OR decision W/3 federal,” the search term “federal” is connected to the first-priority search of “case OR lawsuit OR decision.” The “W/5” connector then connects “housing” and “discrimination” together within a proximity of five words.

- **“W/s”**

The proximity connector “W/s” searches for two search terms within the same sentence.\textsuperscript{81} Therefore, the search “Nixon W/s Watergate” will retrieve documents in which the words “Nixon” and “Watergate” are found within the same sentence.
● “NOT W/sent”

The “NOT W/sent” connector is the opposite of the “W/s” connector. It retrieves documents in which the search terms connected by “NOT W/sent” appear in the same document, but do not appear within the same sentence. ProQuest recommends that this connector only be used when connecting search terms in a Daily Congressional Record search or in a Political News search discussed later in this document.

● “W/p”

The proximity connector “W/p” searches for documents in which two search terms within the same paragraph. In this case, the search “Nixon W/s Watergate” will retrieve documents in which the words “Nixon” and “Watergate” are found within the same paragraph.

● “NOT W/para”

The “NOT W/para” connector is the opposite of the “W/p” connector. It retrieves documents in which the search terms connected by “NOT W/para” appear in the same document, but do not appear within the same sentence. As with the “NOT W/sent” connector, ProQuest recommends that this connector only be used when connecting search terms in a Daily Congressional Record search or in a Political News search discussed later in this document.

● “AND NOT”
The connector “AND NOT” will reduce the number of results by retrieving only those documents that contain a search term in the first search box, but that do not include a search term in the second or third search boxes.\(^8^7\)

C. Using Commands in Searches

Congressional also allows the use of the following commands to retrieve more precise search results.\(^8^8\)

- **“SINGULAR”**

  Because Congressional’s default search setting is to retrieve search terms with singular, regular, plural, and possessive endings, the “SINGULAR” command can limit a search term to a singular form.\(^8^9\) For example, the search “SINGULAR(tree)” will retrieve records with bibliographic data containing “tree” but not “trees.”

- **“PLURAL”**

  Similar to the “SINGULAR” command, the “PLURAL” command can be used to retrieve only the records that contain the plural ending of the search term entered.\(^9^0\) In this case, the search “PLURAL(tree)” will retrieve documents containing “trees” but not “tree.”

- **“ALLCAPS”**

  The “ALLCAPS” command is used to find search terms in which all letters are capitalized.\(^9^1\) An example search is “ALLCAPS (rico) to find records containing information

---


on the “Federal Racketeer Influenced and Corrupt Organizations Act,” so long as the acronym is listed. Using this command is a quick way to find information on specific information related to well-known acronyms referenced in Congressional.

- **“ATLEASTn”**
  
  This restricts documents retrieved to those in which a certain word or phrase appears at least a certain number of times within a document. A number up to 255 may be substituted for the “n” in “ATLEASTn.” For example, using the search “ATLEAST5 (Federal Aviation Administration) will retrieve documents in which the phrase “Federal Aviation Administration appears five or more times.

- **“CAPS”**
  
  “CAPS” allows researchers to restrict the search terms to words where a capital letter appears anywhere in the search term. For example, by using the search “CAPS (golden),” researchers can retrieve documents containing proper nouns such as “Golden Gate Bridge.”

- **“NOCAPS”**
  
  In contrast to the “CAPS” command, the “NOCAPS” command limits a search to records in which the search term contains no capital letters. For example, the search “NOCAPS(waters)” will retrieve records containing phrases such as “international waters,” but not proper names such as “Maxine Waters.”

---

Note: Documents with search terms that are capitalized because they occur at the beginning of a sentence will not be retrieved if this command is used.  

D. Using Truncation and Wildcards in Searches

In addition to using connectors and commands, researchers can use truncation and wildcards within a search to enhance their search by finding variations of words included in the search. These functions are helpful in making sure that relevant search results are not missed because only one variation of a search term is entered.

- **Truncation**

  The truncation function allows researchers to search for variations of a word in a search based on the root of the word. To use the truncation function, insert an exclamation point (!) to replace one or more letters at the end of any word in search.

  **EXAMPLE:** Typing “explor!” will retrieve records containing the words “exploration,” “explorer,” “exploring,” etc.

- **Wildcard**

  The Wildcard function will replace characters within a word in a search to find variations on the word. To use the Wildcard function, insert an asterisk (*) anywhere within a word included in a search, except for the first letter of the word. Asterisks can be used more than once in a word, or at the end of a word similar to the Truncation function. Each asterisk used represents only one character, so researchers will need to decide whether to use the truncation or wildcard function or both.

---


EXAMPLE 1: Typing “m*n” will retrieve results containing both “men” and “man.”

EXAMPLE 2: Typing “explor**” will find “explored” or “explorer,” but not “exploration.”

E. Searching Within Segments of the Congressional Publications

The Advanced Search Form also allows researchers to conduct their searches within specific “segments” of the Congressional publications available through Congressional. For example, if a researcher only wants to find documents with certain search terms in their titles, the researcher can limit his search to the title of documents. Limiting a search to specific segments of the Congressional publications can help the researcher to more easily retrieve documents relevant to the search.

As shown in the image above, the segments of the Congressional publications that can be isolated through the Advanced Search Form are as follows:

- “All fields except full text” – Searches the summary information for a document,

---


instead of the actual text of the document, for the search terms.

- **“All fields including full text”** – Searches both the summary information for a document and the actual text of the document for the search terms.

- **“Congressional source”** – Searches for documents that are created by a specific entity related to Congress, such as committees, subcommittees, or the Congressional Research Service division.

- **“Subject”** – Searches for documents concern a certain subject. The subject terms are the same as those used in the Congressional Information Service Index.

- **“Title”** – Searches for documents that contain specific search terms in their titles.

- **“Witnesses”** – Searches for documents containing the specific names of witnesses who have testified in hearings (both those published separately, and hearings published as part of Congressional reports or documents).

- **“Witness Affiliation”** – Searches for the affiliations of witnesses who have testified in hearings (both those published separately, and hearings published as part of Congressional reports or documents).

- **“Author”** – Searches for the name(s) of author(s) of the documents.

- **“Map area/subject”** – Searches for maps from a specific geographical area or on a specific subject.

- **“Map relief method”** – Searches for maps with a specific relief method (*e.g.*, contour lines to show map elevation).

- **“Names on Map”** – Searches for maps associated with a specific name, such as the name of a specific cartographer.

- **“Illustration caption”** – Searches the captions as they appear on illustrations, such as
paintings, drawings, and photographs.

- **“Non-Congressional source”** – Searches all reports submitted to Congress from Federal agencies, commissions, bureaus, and non-governmental entities.

- **“Petitioner”** – Searches for the names of individuals who petitioned Congress for private legislation.

- **“Table Title”** – Searches the titles of all statistical tables in the *Serial Set.*

**F. Searching Within Certain Publications**

The Advanced Search Form allows the researcher to search within certain types of Congressional materials. For example, if a researcher is interested in finding only CRS reports related to a specific topic, the researcher can choose to search only within CRS Reports.

<table>
<thead>
<tr>
<th>Search within</th>
<th>Select all</th>
<th>Clear all</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Prints &amp; Misc. Publications (1836-present)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Congressional Record &amp; Predecessors (1789-1997)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CRS Reports (1916-present)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hearings (1824-present)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>House &amp; Senate Documents (1817-present)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>House &amp; Senate Reports (1817-present)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legislative Histories (1969-present)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Serial Set Maps (1789-present)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Serial Set (1789-present)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Serial Set Only</strong> options</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**G. Restricting the Search Scope by Dates or Congressional Session**

Once the researcher has created the search query using the search terms, connectors, and commands desired, the researcher has the option of restricting the scope of the search using the

---


“Restrict by” section of the search form. The researcher can restrict the search either by date or by Congress.

- **Restrict by Date**

  “Restrict by Date” allows the researcher to restrict the search to documents published during a specific time period or date from 1789 to present. The default selection is to restrict by documents from the previous two years. To select a time period or date, click on the drop-down box and highlight the choice.

There are several “Restrict by Date” options:

- “All available dates” – Restricts search to documents published from 1789 to present
- “Date is” – Enter a specific date in the search box to restrict search to documents from that specific date
- “Date is before” – Enter a specific date in the search box to restrict search to documents before that specific date
- “Date is after” – Enter a specific date in the search box to restrict search to documents after that specific date

---


• “Date is between” – Enter two specific dates in the search boxes to restrict search to documents *between* those dates

• “Previous 6 months” – Restricts search to documents from within the previous 6 months

• “Previous year” – Restricts search to documents from within the past year

• “Previous 2 years” – Restricts search to documents from within the past 2 years

• “Previous 5 years” – Restricts search to documents from within the past 5 years

• “Previous 10 years” – Restricts search to documents from within the past 10 years

• “Previous 20 years” – Restricts search to documents from within the past 20 years

• “Previous. . .” – Allows the researcher more specifically restrict the search to documents from within prior number of days, months, or years (up to 100)

• “1970 to Present” – Restricts search to documents from 1970 to present

• “Prior to 1970” – Restricts search to documents before 1970

**Restrict by Congress**

“Restrict by Congress” allows the researcher to restrict the search to documents published during a specific Congressional session from 1789 to present.¹⁰⁶ To select a Congressional session, click on the drop-down box and highlight the choice.

---

H. Improving Search Results through Index Terms

For researchers having difficulty determining the terms to include in a search, Congressional provides a list of available subject and geographical terms to use. These terms are the same as those used in the Congressional Information Service Index, and can be accessed by clicking on “Index Terms” on the search form.


Clicking on “Index Terms” opens a new box that allows researchers to select Index Terms by Subject or by Issuing Source.
Within the “Subjects” tab, the researcher has the option of selecting subject terms or geographical terms.

**Note:** When Index Terms are selected, they are combined into the search form search box using the “OR” connector. The connectors in the search can be manually changed as desired.

- **Selecting Subject Terms**

  Subject terms can be reviewed by hierarchy, meaning that more specific subject headings can be found under broader subject terms.

Subject terms can also be found alphabetically by clicking on the appropriate letter.
The last option is to use the “Find a term” option to type a term into the box to find relevant subject terms that may be available, which will retrieve existing subject terms either containing or starting with the search term entered.
Once an appropriate subject term is found, click on the box next to the subject term and click “OK – Paste to Search.”

**EXAMPLE: Subject Term – “Education”**

As shown in the example below, the major subject heading of “Education” includes more specific subject terms such as “Adult education,” “Agricultural education,” etc. Some subject terms include more specific subject headings, which means that the list of subject terms researchers may select from can be extensive, depending on the topic. To select a subject term, click on the box next to the subject term and click “OK – Paste to Search.” This will enter the desired term(s) into the Basic Search Form search box.

Terms related to “education” can also be found by browsing the terms alphabetically, as seen below. Note that this method has retrieved search terms not shown above, such as “education regulation” and “educational tests.”
Finally, subject terms related to education can be found by entering word into the “Find a term” box. As seen below, entering the word “education” can retrieve different search terms depending on whether the subject term starts with or contains the word “education.”
Selecting Geographical Terms

Selecting “Geographical terms” to add Index terms functions in the same way as selecting “Subject terms,” except that there is no “hierarchy” option. Geographical terms can only be retrieved alphabetically or by entering a word into the “Find a term” box. Click the box next to the geographical term to be included in the search and click “OK – Paste to Search.” This will enter the desired term(s) into search search box.
Note: Broader or related geographical terms are also suggested when searching for geographical terms. Including broader or related terms in the search may increase the number of relevant documents retrieved.

EXAMPLE: Geographical Term – “Fairfax”

In this example, selecting a geographical term related to “Fairfax” from the alphabetical list will provide several geographical term choices including “Fairfax County, VA” and “Fairfax, Iowa.” To select a geographical term, click on the box next to the term and click “OK – Paste to Search.” This will enter the desired term(s) into the search search box.
Similarly, entering the word “Fairfax” into the “Find a Term” box will retrieve available geographical terms to include in the search.
• **Selecting Issuing Sources**

In addition to selecting subject terms or geographical terms to include in a search, researchers may also include the issuing source into the search form. By doing this, the researcher can limit the results retrieved Congressional documents referencing or issued by that source. This can help the researcher obtain more relevant and specific results. Clicking on “Index Terms” from the search form and then clicking on the “Issuing Sources” tab allows researchers to select Index Terms by Subject or by Issuing Source.

---

Issuing sources terms can be selected by type of issuing source, by alphabetical order, or entering a term related to an issuing source into the “Find a term” box. Once an appropriate subject term is found, click on the box next to the subject term and click “OK – Paste to Search.”

- **Select Type**

Four types of issuing sources are available to select from: “Congressional Committees,” “Congressional Other,” “Federal Agencies (Serial Set Only),” and “Non-Congressional Other (Serial Set Only).”

“Congressional Committees” will show both current and previous House, Senate, and Joint committees. “Congressional Other” will show commissions, boards, and other Congressional bodies. “Federal Agencies (Serial Set Only)” will show Federal executive and judicial branches, as well as state and local entities. “Non-Congressional Other (Serial Set Only)” will show non-profit organizations.

---

and private entities. Select the type of source desired by clicking on the “Select Type” drop-down box.

- **Browse Terms**

  Issuing sources to include in the Basic Search Form can also be found alphabetically. Click on the appropriate letter to select an issuing source this way.

- **Find a Term**

  Issuing sources can be found by entering a word the issuing source either starts with or contains.

**EXAMPLE: Finding “Homeland Security” Issuing Source Search Terms**

To find search terms related to “Homeland Security” through the “Issuing Sources” options, first select the type of issuing source and then search either alphabetically or by the “Find a term”
box. The following image shows “Congressional Committees” as the selected type and “H” as the letter selected for “Browse Terms.” As shown below, several Congressional committees containing the words “Homeland Security” are available choices. Click on the box next to the issuing source desired and click “OK – Paste to Search.”

This box shows “Issuing Sources” search terms found by entering “Homeland Security” in the “Find a term” search box. As you can see, the same search terms are found through this method.
• **Selecting Serial Set Map Terms**

For researchers who are investigating maps from the *Serial Set*, Congressional provides an additional set of Index Terms that apply to the maps’ content and summary information. *Serial Set Map Terms* can only be accessed through the Advanced Search Form. *Serial Set Map Terms* are assigned by the Congressional editorial staff to describe the maps’ content. There are four types of *Serial Set Map Terms*: **Subject Terms**, **Geographical Terms**, **Corporate Names**, and **Personal Names**. By selecting “*Serial Set Map Terms*” when adding Index Terms to the search, the researcher can find *Serial Set* Maps that may be relevant to the search terms.

After clicking on “Index Terms” on the Advanced Search Form as shown above, click on “*Serial Set Map Terms*” to view the list of terms available.

---


Serial Set Map Terms can be added to the Advanced Search Form in three ways: by type of term, by browsing the alphabetical list of terms, or by hierarchy.

- **Selecting Subject Terms within Serial Set Map Terms**

  Serial Set map subject terms can be reviewed by hierarchy, meaning that more specific subject headings can be found under broader subject terms.\(^{113}\)

  ![Serial Set Map Terms Screenshot]

  Serial Set map subject terms can also be found alphabetically by clicking on the appropriate letter.\(^{114}\)

---


The last option is to use the “Find a term” option by typing a term into the box to find relevant subject terms that may be available, which will retrieve existing subject terms either containing or starting with the search term entered.\textsuperscript{115}

Once an appropriate subject term is found, click on the box next to the subject term and click “OK – Paste to Search.” Because the *Serial Set* Map Terms all relate to the *Serial Set* Maps, the researcher will notice that the range of Index Terms are quite different than Index Terms related to Subjects or Issuing Sources.

**EXAMPLE: Subject Term – “Public Lands and Land Use”**

As shown in the example below, the major subject heading of “Public Lands and Land Use” includes more specific subject terms such as “City and Town plans,” “Public Buildings,” “Land Use,” etc. Some subject terms include more specific subject headings, which means that the list of subject terms researchers may select from can be extensive, depending on the topic. To select a subject term, click on the box next to the subject term and click “OK – Paste to Search.” This will enter the desired term(s) into the Advanced Search Form search box.

Terms related to “Public Lands and Land Use” can also be found by browsing the terms alphabetically, as seen below. In this example, this method has retrieved search terms not shown above, such as “Public Lands, Washington, D.C.” and “Public land
Finally, subject terms related to “Public Lands and Land Use” can be found by entering a word into the “Find a term” box. As seen below, entering the phrase public land” can retrieve different search terms depending on whether the subject term starts with or contains the phrase “public land.”
Selecting Geographical Terms within Serial Set Map Terms

Selecting “Geographical terms” to add Index terms relating the Serial Set Map terms functions in the same way as selecting “Subject terms.” Geographical terms within the Serial Set Map Terms of the Advanced Search Form can be selected by hierarchy, as well as alphabetically or by using entering a word or phrase in the “Find a term” box. Click the box next to the geographical term the researcher would like to include in the search and click “OK – Paste to Search.” This will enter the desired term(s) into the Advanced Search Form search box.

Note: Broader or related geographical terms are also suggested when searching for geographical terms. Including broader or related terms in the search may increase the number of relevant documents retrieved.

EXAMPLE: Geographical Term – “Asia”

In this example, selecting a geographical term within the Serial Set Map Terms related to the word “Asia” can be done in three ways. In the “Hierarchy” view, a
researcher might review the search terms under “International Regions and Countries” to find *Serial Set* Map terms related to the word “Asia.” As seen below, this would retrieve both the *Serial Set* Map terms “Asia” and “Asia Minor.” To select a geographical term, click on the box next to the term and click “OK – Paste to Search.” This will enter the desired term(s) into the Advanced Search Form search box.

The terms related to “Asia” might also be found by searching alphabetically under the letter “A,” as seen below.
Finally, entering the word “Asia” into the “Find a Term” box will retrieve available geographical terms to include in the search. Note that additional terms such as “East Asia” and “Southeast Asia” are retrieved. These are results that might have been missed if the terms under the hierarchy or alphabetical options were not fully explored.
Selecting Corporate Names Within Serial Set Map Terms

Searching within the Serial Set Map Terms for corporate names can be done by hierarchy, by alphabetical order, or using the “Find a term” box. When adding “Corporate Name” terms by hierarchical order, researchers will note that corporate names are divided into three categories: “Federal agencies, boards, and commissions,” “State, local, international, or foreign organizations and agencies,” and “Private companies, map makers, and lithographers.”
When adding “Corporate Name” terms by alphabetical order, click on the letter (or number) that corresponds to the first letter or number in the corporate name. In the example below, *Serial Set Map Terms* related to the corporate name “Department of Interior 10th Census” have been found by clicking on the number “1”.

![Image of congressional publications search interface]

1. Select type: Corporate Names
or Find a term: containing

- [ ] Federal agencies, boards, and commissions
- [ ] State, local, international, or foreign organizations and agencies
- [ ] Private companies, map makers, and lithographers

Clear selections | OK - Paste to Search | Cancel
Finally, searching within the “Find a term” box for corporate names in the *Serial Set* Map Terms can be done by entering one or more words in the corporate name. In the example above, the “Department of Interior 10th Census” was retrieved by entering the term “census” in the box.

- **Selecting Personal Names Within *Serial Set* Map Terms**

  Personal names related to *Serial Set* Map Terms can be found in the same manner as the corporate names, although the option to search by hierarchy is not available. Researchers are limited to the option to search for personal names by alphabet or through the “Find a term” box. For example, if a researcher searched the *Serial Set* Map Terms for “Ulysses S. Grant,” the researcher would select the letter “G” and scroll down to find the name in alphabetical order by last name.
Alternatively, the researcher could enter “Grant” in the “Find a term” box to search for personal names containing or starting with the word “Grant.”
I. Advanced Search Form – Combining the Options

Using the extended options available through the Advanced Search Form, researchers can create a complex search that retrieves several different types of information. The following examples provide only a few of more common uses for the Advanced Search Form.

- **EXAMPLE 1: A history student is curious about CRS reports on the Vietnam War between the years 1969 and 1970. The student’s primary concern is retrieving all results that reference the Vietnam War.**

1. Because the student is seeking CRS reports only, the search can be limited to that specific type of publication.

2. Searching “All fields including full-text” will retrieve all results that contain the phrase “Vietnam War,” but may not necessarily retrieve documents in which the Vietnam War is a major topic. If the student wants all results that reference the Vietnam War, the student selects “All fields including full-text” to search the full-text of the document rather than “All fields excluding full-text, which searches only the fields available in the bibliographic record.

3. Because the student is seeking CRS reports from 1969-1970 only, the student could search by date (“Date is between January 1, 1969 and December 31, 1970”) or by Congress (“91 (1969 – 1970)”). In this case, the student decides to search by Congress.
4. The student retrieves 65 results from the search above.\footnote{Search results are current as of March 2012.}
EXAMPLE 2: A medical researcher is looking for all available Congressional publications with “Acquired Immune Deficiency Syndrome” or “AIDS” in the title.

1. First, the researcher does a search for the acronym “AIDS” by typing “ALLCAPS (AIDS)” and searching within “Title.” Because the researcher wants all available documents, the researcher searches all types of publications for all available dates.

2. This search retrieves 532 records from various Congressional publications, including CRS reports, committee prints, hearings, legislative histories, and more. All of the records retrieved contain “AIDS” in all caps somewhere in the record or document.
3. Next, the researcher does a search for “Acquired Immune Deficiency Syndrome.” Again, researcher searches all types of publications for all available dates.

4. This retrieves 31 records from various publications, including CRS reports, Congressional
documents, committee prints, and more. Note that some of the results may be duplicative of the “ALLCAPS (AIDS)” search.117

- EXAMPLE 3: A 7th grade science teacher would like to find out when Sally Ride has testified before Congress. She would like to find any available information on the hearings in which Sally Ride may have testified to share with her class.

1. First, the teacher searches for the name “Sally Ride” in the Advanced Search Form, limiting the name to a “Witness” search. Note that Congressional has separate boxes for the witness’s first and last name.

---

117 Search results are current as of March 2012.
2. This search yields 5 results, as seen below. As would be expected, these results are all transcripts from Congressional committee hearings, which is where such testimony would be found.

**EXAMPLE 4:** A 4-H leader is writing a document that needs to reference all representatives from 4-H who have testified before Congress.

---

118 Search results are current as of March 2012.
1. Because Congressional allows searching for Congressional testimony by “Witness Affiliation,” the researcher can enter “4-H” in the search box and click “Search.”

2. This search yields nine results, as seen below. ¹¹⁹

¹¹⁹ Search results are current as of March 2012.
EXAMPLE 5: An International Relations professor is researching Presidential messages in which North Korea is a major topic. The professor is only interested in messages from the last 2 years.

1. Because the U.S. *Serial Set* search options in Congressional allow researchers to search Presidential messages as a separate category, the professor might choose to do an Advanced Search in that category. Since “North Korea” is a geographical term, the professor can use the “Index Terms” option to retrieve the most relevant results. First, the professor clicks on “Index Terms” in the Advanced Search Form, which opens the Index Terms selection box. Then the professor selects “Geographical Terms” as the type and clicks on “N” in the alphabetical list to find the geographical term for “North Korea.”
Note that the geographical term option for “North Korea” tells the researcher to use the term “Korea, North” instead. The professor can click the box next to “use Korea, North” and click “OK – Paste to Search” to add that geographical Index Term to the Advanced Search Form.

2. Next the professor must decide what parts of the record to search for the term “Korea, North.” The professor might select “Subject” or “All fields excluding full-text” to get all Presidential messages in which “Korea, North” is listed as a major subject of the message or as a keyword term in the message. If the professor is looking for any Presidential message that references North Korea, even if North Korea is not the main topic of the message, the professor could select “All fields including full-text.” In this case, the professor selects “Subject” to get Presidential messages in which North Korea is a major topic.
3. Next, the professor will decide the types of publication to search within. The “Serial Set” option allows researchers to limit their search to Presidential messages only. Because the default on the Advanced Search Form is to search within all of the publication types, the professor clicks on “Clear all” to clear the options and then clicks the box next to “Serial Set.” Then the professor selects “Presidential messages” from the “Serial Set Only options” drop-down box. Because the professor only wants messages from the last two years, the professor can restrict the search to “Previous 2 years” or can use “Date is between” to select a more specific date range (e.g., January 1, 2010 to January 1, 2012).
4. Once the Advanced Search Form is complete, the professor clicks “Search.” The search yields one Presidential message from the *Serial Set* in which “North Korea” was a major topic (from June 15, 2010).\(^{120}\)

5. It is important to note that the professor might also want to search Presidential documents available through the *Weekly Compilation of Presidential Documents* or through the *Federal Register* to get other materials issued by the President on a particular subject.

- *EXAMPLE 6:* A geographer would like to find some maps on the Grand Canyon to get an

\(^{120}\) Search results are current as of March 2012.
idea of how the area looked in the 1800’s.

1. The geographer can search Congressional’s Serial Set Maps collection to access some maps to help with his research.\(^{121}\) If the geographer wanted to search a specific type of Congressional publication for the map, he could select the “Serial Set Only” options and search a certain type of Serial Set publication. However, the geographer is unsure where such maps might be found, so he selects the “Serial Set Maps’ option to search maps from all Serial Set documents.\(^{122}\) To get the largest number of relevant maps on the Grand Canyon in the Serial Set Maps in Congressional, the geographer selects “All fields excluding full-text” so that only records will be retrieved that have the phrase “Grand Canyon” listed in the bibliographic record for the map.

<table>
<thead>
<tr>
<th>Congressional Publications</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basic Search</strong></td>
</tr>
<tr>
<td><strong>Advanced Search</strong></td>
</tr>
<tr>
<td><strong>Serial Set Records Only</strong></td>
</tr>
<tr>
<td><strong>Search By Number</strong></td>
</tr>
<tr>
<td><strong>Congressional Record Only</strong></td>
</tr>
</tbody>
</table>

- Select all [ ] Clear all [ ]
- **Committee Prints & Misc. Publications (1830-present)**
- **Congressional Record & Predecessors (1789-1997)**
- **CRS Reports (1912-present)**
- **Hearings (1824-present)**
- **House & Senate Documents (1817-present)**

- **House & Senate Reports (1817-present)**
- **Legislative Histories (1969-present)**

- **Serial Set Maps (1789-present)**
- **Serial Set Only**

2. Next, the geographer restricts the search by date since he is only interested in maps from the


1800’s. In this case, the geographer chooses to search dates between January 1, 1800 and December 31, 1899.

3. The search yields 20 results from the Serial Set Maps Digital Collection, as shown below.  

VI. Congressional Publications – Advanced Search Form Results

Once the researcher completes the Advanced Search Form, the search results will be shown

Congressional provides a variety of features to enhance and explore the results retrieved.  

A. Viewing Congressional Publication versus Congressional Record Results

123 Search results are current as of March 2012.
Notice that researchers can review results in either the “Congressional Publications” or “Congressional Record” tab. The results in the “Congressional Publications” tab includes results retrieved from Congressional committee hearings, documents, reports, and prints, CRS reports, as well as legislative histories and the *U.S. Serial Set*. The results shown in the Congressional Record tab are retrieved from the Congressional Record Permanent Digital Collection. The Congressional Record Permanent Digital Collection includes any results from the search retrieved from the Permanent Edition of the Congressional Record, as well as from predecessor titles such as the Congressional Globe, the Register of Debates, and the Annals of Congress.

B. Edit Search

Additionally, the search terms the researcher entered appear at the top of the Congressional results page. Next to the search terms is the “Edit Search” button. This allows the researcher to edit the search terms from the results page. Clicking the “Edit Search” button will take the researcher back to the last search on all search forms available through Congressional, including the Advanced Search Form.

C. FOCUS Search

Also at the top of the results page is the “FOCUS Search” box. Entering additional search terms in this box will narrow the original search, but will search for specific words or phrases with the entire text of the documents already found. Connectors and wildcard characters can be used within the FOCUS search. The FOCUS search option is available on all search forms through Congressional, including the Advanced Search Form.

In the example in the box above (i.e., “housing w/5 discrimination and gender”), entering the word “apartment” in the FOCUS search box and clicking “Go” narrows the original list of seven results to one result. Additionally, the search terms listed at the top of the results page now include the terms and phrases the researcher entered in the FOCUS search box. However, the researcher can return to the original search by clicking on the search linked there to undo the FOCUS search.

---

D. Results List

Depending on the level of detail the researcher would like in the result list, the researcher can view the results in one of four formats:

- the default “Results list,”
- an “Expanded” list,
- a “KWIC” list, or
- a Full Document” format.\(^{130}\)

The default results list shows the search results in a numbered list, as seen below. No document text or substantive summary information is shown in this display.

The Expanded list shows the same results as the default list, except that additional summary information (generally less than 100 words) containing the highlighted search terms are shown in the display.

---

The KWIC (Keywords in Context) list helps the researcher determine the relevance of results in the list by showing each document with each search term surrounded by a text. In the KWIC list view, the researcher will see records one-by-one rather than in a list of results. The KWIC list generally provides the researcher with the document title, document date, author, summary information, and collection information, as shown below. This is a quick way for a researcher to easily see the important summary information about a document without having to open the entire document.

Finally, the Full Document list shows each record in the results list one-by-one. In the Full Document view, the researcher can click the “Find More Like This” link to narrow the search to find similar
documents. The option to select the display for the search results is available on all search forms through Congressional, including the Basic Search Form.

E. Other Options

Other options available from the results list include the option to email and print results and to navigate from record to record. Additionally, the researcher can sort the results by relevance of the record retrieved or by publication date of the record retrieved. These options are also available for all results lists generated through Congressional, including the Advanced Search Form.

131 The “Find More Like This” option compares the key terms in document being viewed to retrieve other documents that contain the same or similar key terms. The subject terms used for this comparison are the same as those in the CIS Index.
132 Relevance is how closely the document retrieved from a search matches what the researcher has entered into the search form. Therefore, sorting the documents by relevance will display those documents that most closely match the researcher’s search terms first. Sorting by publication date will display the newest or oldest results first, but will not guarantee that these results are the most useful for the researcher. ProQuest uses algorithms that examine the document title, the frequency of the occurrence of subject terms, the length of the document, and other factors to determine relevancy of search results.
VII. Congressional Publications - Using the Basic Search Form

The Basic Search Form provides a simpler mechanism for entering search terms than does the Advanced Search Form. A key aspect of the Basic Search Form, however, is that entering search terms in the Basic Search Form will search only the summary information available for Congressional publications instead of searching the entire text of the documents. On one hand, this means that the documents retrieved may be more relevant to a search because only documents in which the search terms are part of the key summary information will be retrieved. On the other hand, for researchers who want to search the entire text of a document with one search will want to begin with the Advanced Search Form instead of the Basic Search Form. Therefore, researchers will need to pick the appropriate search form for their needs.

Note: Using the Basic Search Form will allow the researcher to retrieve results all available Congressional publications in Congressional, in addition to the Congressional Record Permanent Digital Collection.

A. Searching within the Basic Search Form

The Basic Search Form, as shown below, allows researchers to enter keyword search terms in up to two search boxes. The search procedure is the same as within the Advanced Search Form, including the ability to use connectors, commands, truncation and wildcard characters, and other functions. As with the Advanced Search Form, multiple connectors can also be used within each

---

This allows researchers to include multiple search terms within one search box.

However, ProQuest suggests that some connectors cannot be reliably used within the Basic Search Form because they are designed to search the entire text of a document instead of the summary information about a document. These connectors are as follows:

- “W/s”
- “NOT W/sent”
- “W/p”
- “NOT W/para”
- “ATLEASTn”

With the connectors, commands, truncation, wildcard characters, Index Terms, and other functions available, researchers can use the Basic Search Form to create complex searches. The following is an example of using multiple search terms with connectors and commands in the Basic Search Form.

---


The above search will find records related to “eminent domain” or “taking” where the word “farm” occurs within 50 words of any variation of the word “condemn” and where any variation on the word “compensation” is included. **Note that the default date restrictions for the Basic Search Form is “All available dates”, as opposed to the “Previous 2 years” default restriction in the Advanced Search Form.**

**B. Improving Search Results through Index Terms**

As with the Advanced Search Form, researchers having difficulty determining the appropriate search terms can access Congressional’s list of available subject and geographical Index Terms to use.¹³⁶ These terms can be accessed by clicking on “Index Terms” on the Basic Search Form.¹³⁷ Unlike the Advanced Search Form, however, the Index Terms in the Basic Search Form do not include Serial Set Map terms.

---


C. Basic Search Form – Combining the Options

All of the above functions and options available from the Basic Search Form combine to allow the researcher to create intricate searches that can retrieve very specific results. Here are two examples showing how a researcher might combine these options to create a search.

- **EXAMPLE 1:** A researcher wants to enter search terms to find any results about Franklin Roosevelt’s role in the repeal of Prohibition, especially relating to the sale or manufacturing of beer.

  1. Because the researcher is interested specifically in Roosevelt’s role, he might want to include a search term that retrieves results containing “Franklin Roosevelt,” “Franklin D. Roosevelt,” or “Franklin Delano Roosevelt.” To do this, the researcher uses the “W/3” proximity connector so that the word “Franklin” will be found within three words of “Roosevelt.”
2. The researcher is also interested in results that address the sale or manufacture of beer. However, possible results might use variations on the words “sale” and “manufacture.” Therefore, the researcher includes Wildcard characters and Truncation to maximize the number of relevant results.

3. The researcher also includes the word “beer” in the search, but wants to make sure that the word “beer” appears close to any variations on the words “manufacture,” “sell,” or “sale.” To improve results, the researcher includes the “W/n” connector again.

4. To narrow the dates of the publications, the researcher decides to seek results after January 1, 1920.
5. Once the researcher has completed all fields, clicking “Search” will begin the retrieval process. In this case, twelve documents are retrieved, all from the *Congressional Record*.  

- **EXAMPLE 2:** A researcher wants to use Index Terms to search for results related to the Iran-Contra scandal and the arms trade published between 1987 and 1997, but only wants documents issued by or referencing the House Foreign Affairs Committee.  

138 Search results are current as of March 2012.
1. First, the researcher might search for subject terms relating to the Contras, as shown below. In this case, the researcher is adding an Index Term to the Basic Search Form by entering the word “Contra” in the “Find a term” box. This brings up all subject terms containing the letters “contra,” including “Iran-Contra affair.” The researcher clicks on the box next to “Iran-Contra affair” and clicks “OK – Paste to Search.”

2. Next, the researcher might decide to include a subject term relating to “arms” as part of the search. As shown below, the researcher has decided to search for subject terms related to “arms” alphabetically. By scrolling down the subject terms beginning with the letter “A,” the researcher discovers the subject term “Arms trade.”
When the researcher adds this second term to Basic Search Form, the search is automatically connected with the “OR” connector, as shown below. This can be changed manually immediately or when the researcher is finished adding search terms, if desired.

3. Because the researcher wants to retrieve records that only reference the House Foreign Affairs committee or issued by that committee, the researcher has chosen to use the “Issuing Source” option to add an Index Term in the second search box. The researcher selects an Issuing Source by typing “foreign affairs’ into the “Find a term” field. This reveals the Index term “Foreign Affairs. House.”
Once the researcher selects this Issuing Source and clicks “OK- Paste to Search,” the second search box in the Basic Search Form contains that Index Term. Note that the researcher has changed the connector in the first search box to “AND” instead of “OR” to obtain more relevant search results.

4. Because the researcher is looking for search results published between 1987 and 1997, the researcher will need to restrict the Basic Search, either by date or by Congress. To restrict by date, the researcher can select the “Date is between” option to obtain results published between January 1, 1987 and December 31, 1997, as shown below.
If the researcher wanted to restrict results by Congressional session, the researcher can repeat the same search several times to cover the ten-year period from 1987 to 1997. The researcher would start with session ranging from 1987 to 1988, which is the 100th session of Congress.

5. Once the researcher has completed all fields, clicking “Search” will begin the retrieval process. In this case, five records are retrieved from Congressional Publications and 211 records are retrieved from the Congessional Record.¹³⁹

¹³⁹ Search results are current as of March 2012.
**VIII. Congressional Publications – Basic Search Form Results**

The results from the Basic Search Form are displayed in the same way as the results from the Advanced Search Form. The options for exploring the results are discussed [here](http://help.lexisnexis.com/tabula-rasa/congressional/resultstips-field?lbu=US&locale=en_US&audience=all). These options include the ability to [edit a search](http://help.lexisnexis.com/tabula-rasa/congressional/resultstips-field?lbu=US&locale=en_US&audience=all), sort the results by relevance or by publication date, and to search the entire text of the documents retrieved within the search results using the **FOCUS search feature**.\(^{140}\)

**IX. Congressional Publications – Search By Number**

For researchers who know the citation for the documents that they are seeking, Congressional provides the option to retrieve Congressional documents by the document number. This option is available through the “Search By Number” tab under “Congressional Publications.”\(^{141}\) As shown below, the Search by Number Form allows the researcher to select the specific task (e.g., find a specific type of publication by

---


number) and then to select the type of number the researcher wants to search by. Note that the options change depending on the task selected.

To use the Search by Number Form, the researcher must first select the task from the four options allowed. These options are to “Find a Congressional Publication By Number,” “Find Congressional Publications Related to A Bill or Law,” “Find a Legislative History by Number,” or “Find the Bound Congressional Record by Citation or Date.” The options are discussed in greater detail below.

A. Search By Number – Find A Congressional Publication By Number

“Find a Congressional Publication by Number” allows the researcher to search for a Congressional publication by the specific publication number, bibliographic number, or Serial Set volume number assigned to it.142

---

Publication Number

This option searches by the Congressional publication number assigned to the document.

There are 27 types of publication numbers to search from, a list of which is available here.

The most common include House and Senate reports (“H.rpt” and “S.rpt”), Senate hearings (“S.hrg”), and House and Senate documents (“H.doc” and “S.doc”). To search by publication number, select the type of document from the first drop-down box, the Congressional session the document is from in the second drop-down box, and enter the publication number assigned to the document in the third box.
For example, if a researcher is looking for Executive Report 102-23 (“International Covenant on Civil and Political Rights”), the researcher can select “Exec.rpt” in the first drop-down box, “102” for the 102nd Congressional session in second drop-down box, and enter “23” in the third box.

This search retrieves the document (in this case, the same document from two separate collections in Congressional).

- **Bibliographic Number**
  
  This option searches by the Superintendent of Documents (“SuDoc”) or CIS accession number assigned to the document. The SuDoc number is the number assigned to the document by
the Superintendent of Documents in the Government Printing Office. The CIS accession number is the Congressional Information Service number assigned to the document. In Congressional, the CIS Accession number matches that of the CIS microfiche documents. To search by bibliographic number, select the type of number from the first drop-down box and enter the publication number assigned to the document in the second box.

Using the example of “International Covenant on Civil and Political Rights” (CIS Accession Number 92-S384-1 and SuDoc Number Y1.1/6:102-23), the researcher can select either type of number to search by and enter that number in the second box. If the researcher chooses to search by Accession number, the researcher would select “Accession Number” from the drop-down box and enter “92-S384-1” in the second box, which retrieves the same document from two separate collections in Congressional, as shown below.

---


If the researcher chooses to search by SuDoc number, the researcher would select “SuDoc Number” from the drop-down box and enter “Y1.1/6:102-23” in the second box, which again retrieves the same document from two separate collections in Congressional, as shown below.
• **Serial Set Volume number**

This option searches by the volume number of the *Serial Set* volume in which the document appears.145 Because more than one document is located in the same volume, several documents have the same Serial Set Volume number, searching by Serial Set Volume number is most useful if the researcher has other identifying information for the document being searched (*e.g.*, title, date, or other type of publication number). To search by Serial Set Volume number, enter the number in the Serial Set Volume box.

Once again using the example of “International Covenant on Civil and Political Rights” (*Serial Set Volume number “14102”), the researcher can enter the Serial Set Volume number in

---

the box. In this case, all documents from *Serial Set* Volume number 14102 (Senate Executive Reports 23 through 55) are listed in the results, as shown below.

### B. Search By Number – Find Congressional Publications Related to A Bill or Law

“Find Congressional Publications Related to A Bill or Law” allows the researcher to search for Congressional documents that reference a specific bill or law. The researcher can search all

---

types of Congressional publications for references to a specific bill number, a Public Law number, or a *Statutes at Large* citation.\(^{147}\)

**Bill Number**

This option searches by the number assigned to a specific piece of legislation when it is introduced in Congress.\(^{148}\) There are eight types of *bills* to choose from, including public and private bills (designated with “H.R” for House bills and “S.” for Senate bills), House and Senate Joint Resolutions, House and Senate Concurrent Resolutions, and House and Senate Simple Resolutions. Public and private bills are the most common when researching legislative histories. Joint resolutions are the same as bills in that they require the approval of both Chambers of Congress and the President, but they can be used to propose Constitutional amendments.\(^{149}\) Concurrent resolutions do not have the force of law or require the approval of the President, but

---


require the approval of both Chambers of Congress. Simple resolutions do not have the force of law and address matters solely within one Chamber of Congress.

To search for publications referencing a specific bill number, select the number of the Congressional session from the first drop-down box, the type of bill from the second drop-down box, and enter the bill number in the third box. For example, if the researcher wanted to search all types of Congressional publications for documents related to the “Patriot Sunsets Extension Act of 2011” (S.990 from the 112th Congress), the search created would look like the one below. If the researcher wanted to search only certain segments of Congressional publications, the researcher could narrow the search by checking the box only next to the segments of publications to be searched.

The search results from the above search would provide two types of Congressional publications in which S.990 was referenced in some way.

---


Public Law Number

This option searches by the Public Law number assigned to a bill or the Public Resolution number assigned to a joint resolution when it is passed in Congress. The first number of the public law number represents the Congress that passed the law and the second number represents the order in which the law was passed during that Congressional session. For example, the public law number for the Family and Medical Leave Act of 1993 is P.L. 103-3, which means that it was the 3rd law passed by the 103rd Congress.

To search publications referencing a specific Public Law or Public Resolution number, select the number of the Congressional session from the first drop-down box, “PL” or “PR” (for “Public Law” or “Public Resolution”) from the second drop-down box, and enter the number in the third box. Note: Joint resolutions passed after the 76th Congressional session are included under Public Laws and should not be searched for separately from passed bills.

For example, if a researcher wanted to search for all hearings that reference the Public Law number for the Bankruptcy Abuse Prevention and Consumer Protection Act of 2005 (P.L. 109-8), the search created would look like the one below. If the researcher wanted to search for all segments of Congressional publications, the researcher could expand the search by checking the boxes next to all the segments of Congressional publications.
The search results from that search are shown below. Thirty-three documents were retrieved.

- **Statutes at Large Citation**

  This option searches by the *Statutes at Large* citation assigned to public laws, private laws, and resolutions passed by Congress.\(^{153}\) To search for publications referencing to a specific *Statutes at Large* citation, enter the first number from the *Statutes at Large* citation in the first box, and the second number from the *Statutes at Large* citation in the second box.

---

As an example, if a researcher wanted to search the *Congressional Record* for references publications for documents related to the “Permanent Census Office Act” (32 Stat. 51), the search created would look like the one below. Again, if the researcher wanted to search for all segments of Congressional publications, the researcher could expand the search by checking the boxes next to all the segments of Congressional publications.

![Congressional Publications](image)

Once again, the search results from that search are shown below. In this case, 15 documents were retrieved. Note that the results are shown in the *Congressional Record* tab because the search was limited to *Congressional Record* documents only.
C. Search By Number – Find a Legislative History by Number

Congressional allows researchers to “Search By Number” to find legislative histories of certain bills or laws.\(^{154}\) Legislative histories show the path of a piece of legislation as it moves towards becoming a law.\(^{155}\) Various types of Congressional publications might be generated about a piece of legislation that are all part of the legislation’s legislative history. Such publications include hearings, debates, committee reports, changes to the text of a bill, and other documents.\(^{156}\) The legislative history also includes references to related legislation and additional citations (e.g., Statutes at Large citation, Public Law Number, CIS accession number, title of the legislation, and other identifying information).\(^{157}\)

---


The “Find a Legislative History by Number” feature can be used by searching three types of numbers: “Enacted Bill Numbers,” “Public Law Number,” or “Statutes at Large citations.”158 Public Law numbers and Statutes at Large citations are discussed here. The “Enacted Bill Number” is simply the bill number that was assigned when a bill was introduced in Congress. Only bills that have subsequently become law (i.e., are “enacted” by Congress) are considered to have enacted bill numbers.

**Congressional Publications**

- **Enacted Bill Number**

To search for legislative histories by Enacted Bill Number, select the number of the Congressional session from the first drop-down box, the type of enacted bill from the second drop-down box, and enter the bill number in the third box.

---

For instance, if a researcher wanted to search for the legislative history surrounding the Family and Medical Leave Act of 1993 (103 H.R. 1 (1993)), the researcher would select “103” from the first drop-down box, “H.R” from the second drop-down box, and enter “1” in the third box.

Congressional’s legislative history of Enacted Bill 103 H.R. 1(1993) is shown in the results list.

- **Public Law Number**

  To search for legislative histories by Public Law Number, select the number of the Congressional session from the first drop-down box and enter the second number in the second box.
Using the Family and Medical Leave Act of 1993 (P.L. 103-3) example above, the researcher would select “103” from the first drop-down box and enter “3” in the second box, as shown below.

Once again, Congressional’s legislative history of P.L. 103-3 is shown in the results list.

- **Statutes at Large Citation**

To search for legislative histories by *Statutes at Large* citation, select the number of the Congressional session from the first drop-down box and enter the second number in the second box.

**Congressional Publications**

Using the Family and Medical Leave Act of 1993 (107 STAT. 6) example above, the researcher would select “107” from the first drop-down box and enter “6” in the second box, as shown below.

**Congressional Publications**

As in the examples above, Congressional’s legislative history of 107 STAT. 6 is shown in the results list.
D. Find the Bound *Congressional Record* by Citation or Date (Search By Number Form)

Finally, researchers can use the “Search By Number” function to find documents in the Permanent, Bound Edition of the *Congressional Record* by citation or by date.\(^{159}\) The *Congressional Record*, as described here is the official documentation of proceedings and debates on the Congressional floor. Each day’s proceedings are published in the Daily Edition of the *Congressional Record*, and at the end of the Congressional session, these are compiled into the Permanent, Bound edition of the *Congressional Record*.\(^{160}\) There is usually a substantial delay (i.e., several years) between the end of a Congressional session and the publication of the Permanent edition for that session, so researchers will need to determine whether the information they need can currently be found in the Permanent edition of the *Congressional Record*.\(^{161}\) As of 2012, ProQuest is in the process of adding Permanent edition volumes from 2000 forward to the Congressional database.\(^{162}\)

**Note:** The content of the Daily Edition of the Congressional Record is re-indexed and re-paginated when it is compiled into the Permanent edition of the *Congressional Record*.\(^{163}\) It is important to note

---


that Congressional does not convert the page numbers from the Congressional Record Permanent Edition to the page numbers of the Congressional Record Daily Edition.\(^\text{164}\)

- **Congressional Record Permanent Edition**
  
  This option searches the Permanent, Bound edition of the Congressional Record, as well as the predecessor publications to the Congressional Record (i.e., the Annals of Congress (1789-1824), the Register of Debates (1824-1837), and the Congressional Globe (1824-1837)) using the Permanent Edition citation to the record.\(^\text{165}\) The Congressional Record Permanent Edition is the indexed, repaginated version of the Congressional Daily Edition created at the end of each Congressional session.\(^\text{166}\)

  To search the Congressional Record Permanent Edition with a Permanent Edition citation, the researcher will first need to decide whether the citation applies to the Annals of Congress, the Register of Debates of Congress, the Congressional Globe, or the Congressional Record. The


date of the document the researcher is trying to access will determine which document should be searched. The researcher will select the publication from the drop-down box.

The researcher will enter the volume number in the first box, select the publication from the drop-box, and then enter the page number or range of page numbers in the third box. For example, if the researcher is searching the *Congressional Record* Permanent Edition document for August 10, 1995 (Volume 141, page 22947-23158) to see what occurred in the Senate related to the Food Quality Protection Act of 1995, the search created could look as follows:
The search results would look as follows:  

If the researcher knows the exact page of the *Congressional Record* Permanent Edition on which the discussion of the Food Quality Protection Act of 1995 began (page 23100 in this case), the researcher could enter that in search box instead, as shown below, and still get the same results.

The search results retrieved from the above search are shown below, and are the same as the ones above:  

167 Search results are current as of March 2012.  
168 Search results are current as of March 2012.
Included within the results are links to the Daily Digest for that Congressional day and hearings held for that day, navigation options for viewing items for previous and subsequent days, the Permanent and Daily Edition citation numbers, and associated page numbers for subject areas, and PDF documents of the original documents.\(^{169}\)

**Congressional Record Daily Edition**

This option searches the Daily version of the Congressional *Record*, as well as its

---

Predecessor publications. The *Congressional Record* Daily Edition is the version of the *Congressional Record* published each day after Congressional proceedings occur.\(^{170}\) Again, Congressional does not convert the page numbers from the *Congressional Record* Permanent Edition to the page numbers of the *Congressional Record* Daily Edition.\(^{171}\) To search using the *Congressional Record* Daily Edition citation, the researcher will need to have an accurate citation to the Daily Edition for the information to be retrieved. This will include a volume number to be entered in the first box, a section to choose from (*i.e.*, Senate, House, or Extension of Remarks), and a page number or range of page numbers.\(^{172}\)

Using the example above, the equivalent of the August 10, 1995 information found on pages 22947 through 23158 in Volume 141 of the *Congressional Record* Permanent Edition can be found on page 12113 through 12316 of the August 10, 1995 *Congressional Record* Daily Edition. Therefore, the search created will look like the one shown below:


By Date

Finally, Congressional allows researchers to search by date for the *Congressional Record* documents they are seeking.\(^{173}\) Again, the results retrieved will be from the Permanent, Bound edition of the *Congressional Record*. To search by date, the researcher will select the month from the drop-down box, enter the date in the second box, and enter the year in the third box.

---

Using the previous example, if the researcher is searching the *Congressional Record* Permanent Edition document using the date August 10, 1995, the search created would look as follows:

![Congressional Record search form](image)

### X. Congressional Publications – *Congressional Record* Only Search Form

Using the *Congressional Record* Only Search Form, researchers can create more detailed searches within the *Congressional Record*, which can help the researcher obtain more relevant results so long as the information sought can be found the Permanent Edition of the *Congressional Record*. As shown below, the *Congressional Record* Only Search Form allows a researcher to search for specific text, either by typing it in or using the Index Terms, as well as to restrict that search by certain dates or by Congressional session.

---


A. Creating a Search within the Congressional Record Only Search Form

Researchers can create searches with the Congressional Record Only Search Form in the same way as with the Basic Search Form and the Advanced Search Form. As with the Advanced Search Form, there are three search boxes and researchers can connect the searches entered in each search box with the same connectors: “AND,” “OR,” and “AND NOT.”

Additionally, the Congressional Record Only Search Form allows the researcher to use the same connectors, commands, truncation, and wildcards as in the Basic and Advanced Search Forms.

**B. Searching Within Segments of the Congressional Record**

The options for the segments that are searchable within the Congressional Record Only Search Form are different than those researchers will be familiar with through the Basic and Advanced Search Forms. This is because the segments are designed to allow more detailed searching within the Congressional Record Only rather than searching a variety of Congressional documents. The segments of the Congressional Record that can be searched through the Congressional Record Only Search Form are as follows.\(^{177}\) Note that these segments vary from the segments that can be searched in the Advanced Search Form.

● “All fields except full text” – Searches the summary information for the Congressional Record Permanent Edition document for search terms instead of the entire text of the document.

● “All fields including full text” – Searches the summary information and the entire text of the Congressional Record Permanent Edition document for the search terms.

● “Subject” – Searches the Congressional Record Permanent Edition document for the search terms or string in the Index Terms provided through Congressional.

● “Member of Congress” – Searches the Congressional Record Permanent Edition documents for the name of a specific Representative or Senator in Congress. Congressional provides a search box to enter the first and last names of the particular Member of Congress, as shown below:

![Congressional Publications](image)

● “Content Type” – Searches the Congressional Record Permanent Edition documents for a specific type of content, such as addresses, remarks, appointments, eulogies, statements, letters, motions, testimonies, and other types of activities that occur on the Congressional floor. There are 28 content types available through a drop-down box in the Congressional Record Only Search Form, as shown below:

- “Roll Call Votes” – Searches the *Congressional Record* Permanent Edition records for documents containing activity in which members of Congress vote individually on specific issues. These votes may have taken place within the full Chamber or on the House or Senate Floors, but not within committees.

- “Bills, Laws, and Resolutions” – Searches the *Congressional Record* Permanent Edition records for activity related to specific bill, law, or resolution.

- “Full text by section” – Allows researchers to search the *Congressional Record* Permanent Edition by section of the Edition, including by House and Senate Proceedings, Daily Digest, Extension of Remarks, and Appendices. The search box for searching these segments of the *Congressional Record* is shown below:

---


• “View of GPO Index volumes only” – Allows researchers to search the indexes related to the *Congressional Record* Permanent Edition, including the *Index to Proceedings*, the *History of Bills and Resolutions*, the *Appendix Index*, and the *Daily Digest Index*. The *Index to Proceedings* is one part of the *Congressional Record Index* that provides an index to *Congressional Record* material by subject, author name, and page references. The *History of Bills and Resolutions* is the second part of the *Congressional Record Index* arranged by bill and resolution number, divided by Congressional Chamber, and shows legislative action related to specific legislation. The *Appendix Index* is an index of the Extension of Remarks section of the *Congressional Record*, which is covered in Congressional from 1873 to 1919. The *Daily Digest Index* is an index of the *Daily Digest*, which is the summary of the Congressional proceedings and committee

---


and subcommittee hearings that occur each day.\textsuperscript{184} The search box for searching these segments of the \textit{Congressional Record} is shown below:

\begin{center}
\includegraphics[width=\textwidth]{Congressional_Publications.png}
\end{center}

\section*{C. Searching Within the \textit{Congressional Record} or Its Predecessor Publications}

Within the \textit{Congressional Record} Only Search Form is the additional option to search within the \textit{Congressional Record}, within its predecessor publications (the \textit{Annals of Congress} (1789-1824), the \textit{Register of Debates of Congress} (1824-1837), and the \textit{Congressional Globe} (1833-1873)), or both. If the researcher is researching information that could have existed prior to 1873, he will want to include one or more of the predecessor publications in the search. To do this within the \textit{Congressional Record} Only Search Form, simply place a check in the box next to the publication to be searched, as shown below.

D. Restricting the Search Scope Within the Congressional Record Only Search Form

As with the Basic and Advanced Search Forms, the researcher can limit the search of the Congressional Record Permanent Edition by date or by Congressional session. However, the date restriction options through the Congressional Record Only Search Form differ from those in the other search forms, as shown below:

- “All available dates” – Restricts search to Congressional Record documents from 1789 to present
- “Date is” – Enter a specific date in the search box to restrict search to Congressional Record documents on that specific date
- “Date is before” – Enter a specific date in the search box to restrict search to Congressional Record documents before that specific date
• “Date is after” – Enter a specific date in the search box to restrict search to Congressional Record documents after that specific date

• “Date is between” – Enter two specific dates in the search boxes to restrict search to Congressional Record documents between those dates

• “Most recent year” – Restricts search to Congressional Record documents within one year from the search date

• “Most recent 2 years” – Restricts search to Congressional Record documents within two years from the search date. This is the default date restriction for the Congressional Record Only Search Form.

• “Most recent 5 years” – Restricts search to Congressional Record documents within five years from the search date

• “Most recent 10 years” – Restricts search to Congressional Record documents within ten years from the search date

• “Most recent 20 years” – Restricts search to Congressional Record documents within twenty years from the search date

Similarly, “Restrict by Congress” allows the researcher to restrict the search to documents published during a specific Congressional session from 1789 to present.185 To select a Congressional session, click on the drop-down box and highlight the choice.

---

E. Improving Search Results through Index Terms

Assistance with search terms can be found through Index Terms, as with the Basic and Advanced Search Forms.

In the Congressional Record Only Search Form, only Subject and Geographical Index Terms are available for use.
Index Terms can be used to add to the search for the *Congressional Record* Only Search Form, as described [here](#).

**F. Congressional Record Only Search Form – Combining the Options**

Using the many options through the *Congressional Record* Only Search Form, a researcher can more thoroughly search the *Congressional Record* than using the other search forms available through Congressional. Below are some examples of the most common ways to use the *Congressional Record* Only Search Form.

- **EXAMPLE 1:** A Kentucky historian is interested in locating portions of the *Congressional Record* that might show references to Senator Henry Clay involving slavery in the United States.

  1. Because Senator Henry Clay served in the both United States House of Representatives and the Senate in the years between 1806 and 1852, the historian will want to search all three of the *Congressional Record*’s predecessor publications, which span from 1789 to 1873. The subject of “Slavery” could be used as one part of the search and Senator Clay’s name could be used as the second. Because Clay died in office in 1852, the historian decides to search for records prior to June 29, 1852, Clay’s date of death.
2. The search yields 267 results.¹⁸⁶

¹⁸⁶ Search results are current as of March 2012.
However, it is important to note that these results will have both activity related to slavery in them and references to Senator Henry Clay, but the historian will have to review the results to determine whether each result actually contain references directly from Senator Henry Clay about slavery. As shown in the example below from one of the results retrieved, the references to slavery and the references from Henry Clay both occur on page 425, so this record might be helpful to the historian.

- **EXAMPLE 2**: A researcher wants to see how many Senators voted “nay” on the passage of the FDA Modernization and Accountability Act of 1997. The researcher knows that it was the 105th Congress that voted on the passage.

1. In this case, the researcher decides to search for records where “Nay” Roll Call Votes were
recorded in the Senate and where the name of the Act appears in all fields, including the full text of the record. The researcher also limits the search to the *Congressional Record* since 1997 is covered only in that publication, and to the 105th Congress, as shown in the search box below.

2. This yields one search result that contains the vote the researcher is looking for. The page of the *Congressional Record* on which the vote is recorded is provided near the beginning of the record.187

---

187 Search results are current as of March 2012.
XI. Congressional Publications – Search By Number Form Results

The results from the Search By Number Form are presented in the same way as the results from the Basic and Advanced Search Forms. These options include the ability to edit the search, sort the results by relevance or by publication date, and to search within the search results using the FOCUS search feature.¹⁸⁸

XII. Legislative Histories, Bills, and Laws Search Form

Congressional allows the researcher to search for the text of specific bills and laws, get bill tracking reports, and get legislative histories for specific bills through the Legislative Histories, Bills, and Laws

---

Search Form. Through the “Keyword Search” option, researchers can use search terms and phrases to retrieve relevant legislation, public laws, and sections of the United States Code. The “Get A Document” option allows the retrieval of the same information using a specific citation.

A. “Keyword Search” Option

Using the “Keyword Search” option of the Legislative Histories, Bills, and Laws Search Form, researchers can enter search terms or Subject Terms to retrieve legislative histories of specific legislation, bill tracking, the full text of bills, floor votes, public laws, and sections of the U.S. Code. Additionally, the search can be restricted in various ways to help the researcher retrieve better search results.

- Legislative Histories

To retrieve legislative histories on a specific piece of legislation, the researcher can use the “Keyword Search” option instead of the “Search By Number” option discussed here. The benefit of using this search is the ability to use keyword search terms or phrases to retrieve legislative histories. Therefore, this search option is useful for researchers who may not have a specific citation or who may be looking for multiple legislative histories on a topic.

---


To search for legislative histories, enter the search terms or phrases in the first box, and select “Legislative Histories” for the “Search Within” option. The researcher may then restrict the search by specific words in the title of the legislative history (using the connectors “AND,” “OR,” and “AND NOT,”) and by Congressional session. Subject terms can also be used in the typical manner described in previous sections to enter more precise search terms. For example, if a researcher wanted to search for all legislative histories related to “domestic violence,” he could enter the phrase in the search terms box. If the researcher wanted to find legislative histories of bills containing the word “children” in the title, that word could be placed in the “Restrict by words in title” box. To search for all available legislative histories, the researcher would search by “Any Congress,” which is the default search.
This would yield one result in the search, as shown below. Note that the title of the result has the word “children” in it and the result relates to domestic violence, as requested by the researcher.

- **Bill Tracking**

  Searching by the “bill tracking” option allows the researcher to enter a bill number and follow the path that piece of legislation has taken in the legislative process. With this search, the researcher can restrict the results by a specific bill sponsor, by the status of the bill, or by the Congressional session.

  ![](image)

  When restricting by bill sponsor, the researcher can enter the name of the sponsor or look up a member of Congress by clicking on “Look up a Member” and clicking on the Member’s name.

---

When restricting by bill status, the researcher can select a status from the drop-down box, limits the search to specific bills that were introduced, passed, reported, or reconsidered in a Chamber, or have had other specific types of action taken.

Restricting by a Congressional session functions in the same way as with the other search forms in Congressional.

For example, if the researcher wants to track the path of bills sponsored by Senator Edward Kennedy on Medicare, he could enter the word “Medicare” in the search term box and restrict by Senator Kennedy’s name as bill sponsor. In the below example, Senator Kennedy’s
name was selected from the “Look up a Member” function, which provides variations on his name.

This search yields the following results:

**Bills (Full Text)**

This option allows the researcher to retrieve the full text of draft and enacted bills from 1989 forward by search terms or phrases. With this search, the researcher can restrict the results by a specific bill sponsor, by the status of the bill, or by the Congressional session.\(^{194}\) This option also allows the researcher to restrict the results by bill sponsor or by Congressional session.

This option also allows the researcher to restrict the search by specific versions of the bill, as shown below.

For example, the researcher from the example above might want to retrieve the full text of S. 717 (2009), one of the Medicare bills sponsored by Senator Edward Kennedy. To do so, the researcher would enter “S. 717” in the search term box and might also limit the search by Senator Kennedy’s name as shown below:
This search would yield the following results:

- **Floor Votes**

  This option allows researchers to search for how Members of Congress voted in roll call votes in either floor of the Chamber or in full Chamber.\(^{195}\) Unlike using the “Roll call vote” search option under the *Congressional Record* Only Search Form, this search option allows the researcher to locate vote reports.\(^{196}\) Searches with this option can be restricted by Congressional session only.

---


As an example, if a researcher wants to find all votes on issues related to employment, she could use “employment” as a search term and search any Congressional session, as shown below.

The search yields 490 results because the researcher did not restrict to any particular Congressional session.
Public Law

This option allows the researcher to search for the public law associated with a piece of legislation that Congress has passed from 1988 forward using search terms or phrases. The search can be restricted by Congressional session.

For example, if a researcher wanted to find the public law associated with the American Recovery and Reinvestment Act of 2009, but did not know the specific name of the Act, the researcher might search by “recovery and reinvestment” and by the Congress that was in session between 2009 and 2010.

The search might yield several results, but only one would be the specific public law the researcher was seeking.

• **U.S. Code**

This option allows the researcher to search the full text of U.S. Code sections by specific search terms or phrases. There is no “Restrict by” option available through this search option.

For example, if a student taking an environmental law class wanted to search the U.S. Code for all sections relating to “national forests,” he might create the search shown below:

The search would yield many results, but they could be sorted by relevance, which would provide the most relevant sections of the U.S. Code first.

---

B. “Get A Document” Option

The “Get A Document” option of the Legislative Histories, Bills, and Laws Search Form allows researchers to retrieve legislative histories of specific legislation, bill tracking, the full text of bills, floor votes, public laws, and sections of the U.S. Code using the specific citations associated with those documents. Again, the searches can be restricted in various ways to help the researcher retrieve better search results.

- Legislative Histories

To retrieve legislative histories on a specific piece of legislation by Public Law number, Statutes at Large citation, or Enacted Bill number.
As with the Search By Number form, entering the numbers corresponding to specific citation tied to the piece of legislation being researched. See the examples provided here for more detail on entering citations into the search boxes.

- **Bill Tracking**

  This option allows the researcher to enter a bill number from 1989 forward and follow the path that piece of legislation has taken in the legislative process. The researcher must know the number of the specific bill she wants to track to use this option. To search with this option, select the Congressional session from the first drop-down box, the type of bill from the second drop-down box, and enter the number associated with the bill in the third box.

- **Bills (Full Text)**

  This option allows the researcher to retrieve the full text of draft and enacted bills by the bill number. To search with this option, select the Congressional session from the first drop-down box, the type of bill from the second drop-down box, and enter the number associated with the bill in the third box.

---


• **Floor Votes**

This option allows the researcher to retrieve records of floor votes by the bill number. To search with this option, select the Congressional session from the first drop-down box, the type of bill from the second drop-down box, and enter the number associated with the bill in the third box.

• **Public Laws**

This option allows the researcher to retrieve the public law associated with a piece of legislation that has been passed by Congress by public law number, *Statutes at Large* citation, or Enacted Bill number, just like in the Search By Number option discussed here. To search with this option, select the numbers from the citation in the appropriate search box. See the examples provided here for more detail on entering citations into the search boxes.

---


• **U.S. Code**

This option allows the researcher to retrieve a specific section of U.S. Code by citation by entering the numbers associated with the citation in the citation boxes.  

XIII. **Members and Committees Search Form**

Congressional researchers looking for more specific information about Members of Congress or seeking certain documents by Congressional member will find the Members and Committees Search Form very useful. Options through this search form include the “**Members Records**” option, the “**Demographics**” option, and the “**Committees**” option.

A. “**Members Records**” Option

---


The Members Records option of the Members and Committees Search Form allows the researcher to search for specific Congressional materials related to Members of Congress. There are specific types of Member information to retrieve results. These are as follows:

- **Bill Sponsored**
  
  Use this option to search for all bill introduced by a specific Congressperson, either as sponsor or co-sponsor.²⁰⁶


For example, to search for all bills sponsored by Senator Strom Thurmond, the researcher could enter Senator Thurmond’s name in the search box and either search by “Any Congress” or each specific Congress in which he served.
The results of the search would provide the researcher with bill tracking reports for each piece of legislation sponsored or co-sponsored by Senator Thurmond, as shown below.

- **Campaign Contributors**

  Use this option to search for Federal Election Commission finance reports related to contributions to a specific Congressperson’s campaign. To search for these reports, the researcher will need to enter the name of a Congressperson, and will have the option to restrict by a specific campaign cycle, contributor name, or PAC name. Note that company names can be entered in the “Last Name” box for “Restrict by Contributor” to find contributions from companies.
A researcher interested in the contributions made by Microsoft to Representative John Boehner during the 2009-2010 campaign cycle would create a search like the following:

The search would yield the following results:

- Campaign Finance Reports

Use this option to search for a Member of Congress’s final Federal Election Commission campaign finance report for an election cycle, or all election cycles. To search for these reports, the researcher will need to enter the name of a Congressperson, and can restrict by a specific campaign cycle if desired.

Financial Disclosures

Use this option to search for a Congressperson’s financial disclosure statement prepared by ProQuest from public information for a specific election cycle or all election cycles from 1991 to 2008. The search requires the name of a Congressperson and the selection of an election cycle or all available election cycles.

For example, a researcher seeking the 1992 financial disclosure from Senator Durbin (when he was in the House of Representatives), but unsure of his first name, might click the “Look up a Member” link, and search by last name to find the full name.

---

Note that Senator Durbin’s name is listed under the “Senators” list and is not present under the Representative’s list, yet researchers can still retrieve his full name for search purposes. Then the member would click on his name to have it automatically entered in the search box, and limited his search by the year 1992, as shown below:

This yields the record for Senator Durbin’s 1992 financial disclosure when he was a Representative.
Floor Statements

Use this search to retrieve statements made on the floor of the House or Senate by specific Congresspersons. The search is done by entering the name of a Congressperson and restricting by a specific Congressional session, or by searching all Congressional sessions.

For example, to find floor statements made by President Barack Obama when he was a Senator in the 110th Congress, the researcher could create the following search:

---

This search would retrieve all 128 records available meeting the search requirements.

**Floor Votes**

This option retrieves records showing how Members of Congress voted on specific legislation. Similar to the “Roll Call Votes” option of the *Congressional Record* Only Search Form and the “Get A Document” option of the Legislative Histories, Bills, and Laws Search Form, this option allows researchers to determine how Members of Congress voted on specific topics or bills by bill number or by search terms. The option to restrict by Congressional session is also available.

---

One benefit of this search option is that the researcher can search for all floor votes related to a specific search term/keyword or bill number without entering the name of a Member of Congress. For example, a researcher searching for floor votes related to “campaign finance” by the 111th Congress would search as follows:

![Image of Members & Committees search interface]

The search would yield the following results:

- **Key Votes**

  This option functions in the same way as the “Floor Votes” option, but is limited to legislation determined by ProQuest staff to be of special interest. The search can only be restricted by Congressional session and a Congressperson’s name is required.

---

For example, a search for key votes of Representative John Ashcroft from any Congressional session would look as follows and yield the following legislative reports as a result:

The Legislative Profile Reports (prepared by ProQuest staff members from public information such as Member websites) retrieved will show the key votes made by Rep. Ashcroft, as shown below:
Personal Profiles

Use this option to search for the official Member profile of a Congressperson for a specific Congressional session or all Congressional sessions in which the Congressperson has served in either the House or Senate. There are separate profiles for each Congressional session, each containing demographic and committee assignment information for the Member of Congress. To use this search option, enter the name of the Congressperson and determine which Congressional session to be searched (if not all Congressional sessions).

---

As an example, to search for Senator Mitch McConnell’s profiles from all of his Congressional terms, the search created and its results would look as follows:

B. “Demographics” Option
The Demographics option allows researchers to quickly get information about *current* Members of Congress based on specific demographic data. With this option, the researcher can retrieve Members’ names by selecting one or more of the following types of information from the drop-down boxes:

- **Gender** – Select a Member’s gender from the drop-down box or allow the default selection of “Either Gender.”
- **Race** – Select a Member’s race from the drop-down box or allow the default selection of “Any race.”
- **Party Affiliation** – Select a Member’s party affiliation (*i.e.*, Democrat, Republican, or Independent) from the drop-down box or allow the default selection of “Any party.”
- **State or Territory Represented** – Select a state or territory from the list, or allow the default selection of “Any state or territory.”

---

• **Born Between** – Enter two dates between which the Member the researcher is searching for was born.

• **Religion** – Select a religion from the drop-down box or allow the default selection of “N/A.”

• **Military Service** – Select a type of military service from the drop-down box (including “Any military service”) or allow the default selection of “N/A.”

• **Education attained** – Select an educational level from the drop-down box or allow the default selection of “Any level.”

• **Alma Mater** – Enter the name of a college or university in the search box.

• **Elected Between** – Enter two dates between which the Member the researcher is searching for was elected. Although the researcher can select election dates prior to the current Congress, only information for Members who are *current* Members of Congress will be retrieved.

• **Chamber** – Select the Chamber of Congress from the drop-down box or allow the default selection of “Either chamber.”

For example, to find a list of all current male Democratic senators elected between the dates January 1, 1999 and January 1, 2003 who have law degrees, the researcher could make the following selections from the Demographics form:
This search retrieves the records for 3 Senators who meet the criteria of the search, as shown below.

To search for information on Members of Congress who are not currently serving, the researcher can search the Personal Profiles of the Members Records option of the Members and Committees Search Form, as discussed here.

C. “Committees” Option

The Committees search can be used to determine certain information about Congressional
committees, including its makeup and its activities.\textsuperscript{215} There are three types of committee information that can be retrieved:

- **Roster (Current Congress only)**

  This option provides profile reports for *current* Congressional Committees and Subcommittees.\textsuperscript{216} The researcher can select from House, Senate, or Joint committees, or enter the name of a specific name of a committee or Subcommittee in the search box.

The drop-down choices for committee type are shown below.

If the researcher does not know the specific name of the committee, the researcher can click on the “Look up a Committee” option, which opens a new box with House, Senate, and Joint committee names that can be clicked to enter them in the search box.


Committee Schedule (from FIND)

This option provides committee and subcommittee schedule information from 2000 forward from the Federal Information and News Dispatch, Inc. (FIND).\(^{217}\) The committee schedule search can be restricted by certain keywords, by type of meeting (“Markup” or “Hearing”) or date.

Using the “Restrict by date” options, the researcher can restrict the search to the following dates:

“All available dates” – Restricts search to schedule information from 2000 to present

“Date is” – Restricts search to schedule information on that specific date

“Date is before” – Restricts search to schedule information before that specific date

“Date is after” – Restricts search to schedule information after that specific date

“Date is between” – Enter two specific dates in the search boxes to restrict search to schedule information between those dates

“Previous 6 months” – Restricts search to schedule information within the previous 6 months

“Previous 2 years” – Restricts search to schedule information within the past 2 years

“Previous 5 years” – Restricts search to schedule information within the past 5 years

“Previous. . .” – Allows the researcher more specifically restrict the search to schedule information within a prior number of days, weeks, months, or years

Committee Schedule (from Federal News Service Daybook)

This option provides committee and subcommittee schedule information from 1996 forward from the Washington Daybook (published by the Federal News Service). The search is conducted in the same way as the Committee Schedule search through FIND, as shown below:

---

EXAMPLE 1: A law student wants to find the schedule for the House Budget Committee that occurred on June 9, 2010 relating to the economy. The law student learned in class that this was available through the Washington Daybook.

1. First the student selects “House committees” from the Chamber list. Then the student enters “Budget” as the name of the House committee.

2. Next, the student selects “Committee Schedule (from Federal News Service Daybook)” since he knows that this will search the Washington Daybook from the Federal News Service.

3. Because the student knows the hearing involves the economy, he enters the search term “economy” in the “Restrict by keywords” box. Finally, the student chooses the “Date is” restriction and enters “June 9, 2010” because he knows the exact date the hearing occurred on. These choices create a search box like the one shown below:
This search retrieves the correct search result, which is the June 9, 2010 full committee hearing on “State of the Economy: View from the Federal Reserve.”

219 Search results are current as of March 2012.
Note that similar schedule information could have been retrieved had the student done a search on the same information through the Committee Schedule (from FIND) search, as shown in the boxes below:

**Members & Committees**

- **Chamber:** House committees
- **Name:** Budget
- **Committee Schedule (from FIND)**
- **Economy:** e.g. national security
- **Any meeting:**
- **Date is...** Jun 9, 2010

**Search Terms:** House Budget Markup or Hearing economy - **Edit Search**

1. **House Budget Committee,** The Washington Daybook, June 9, 2010, 10 a.m., 210 Cannon House Office Building
2. **House Budget Committee,** The Washington Daybook, June 9, 2010, 10 a.m., 210 Cannon House Office Building

**Search Terms:** House Budget Markup or Hearing economy - **Edit Search**

**Organizations:** House Budget Committee

**Committee:** House Budget Committee

**Event:** Full committee hearing on "State of the Economy: View from the Federal Reserve."

**Time:** 10 a.m.

**Location:** 210 Cannon House Office Building

**Contact:** 202-225-7200 [http://www.budget.house.gov](http://www.budget.house.gov)

**Participants:** Federal Reserve Board Chairman Ben Bernanke testifies

**Type:** Hearing

**Subject:** State of the Economy

**Load Date:** June 3, 2010
EXAMPLE 2: A librarian is looking for the current roster for the Joint Committee on the Library.

1. First, the librarian selects “Joint committees” from the drop-down box and then uses the “Look up a committee” option. The librarian enters “Library” in the “Name” box.

2. The search yields the Committee Membership and Staff Report for the Joint Committee on the Library.  

XIV. Regulations Search Form

In the same way that researchers can search federal statutes through Congressional, they can also search for federal regulations through the Federal Register and the Code of Federal Regulations. These searches can be done through the Regulations Search Form, which allows researchers to search regulations

---

220 Search results are current as of March 2012.
by “Keyword Search” or through the “Get A Document” option.\textsuperscript{221} The Regulations Search Form is shown below:

A. “Keyword Search” Option

The Keyword Search option of the Regulations Search Form allows the researcher to search for regulations using certain keyword search terms or phrases, both within the Code of Federal Regulations and the Federal Register.\textsuperscript{222}

- **Code of Federal Regulations**

  Use this option to search the Code of Federal Regulations from 1981 forward by search terms.

Search terms are entered in the “Enter search terms” box. Researchers have the option to restrict the search by the name of the federal promulgating the regulation and by the year. For example, if


a researcher wanted to search for regulations promulgated by the Environmental Protection Agency during 1987 related to “Meteorological Monitoring,” the researcher would create the following search:

The above search would yield two results, as shown below:

- Federal Register

Similarly, Congressional provides researchers with the option to search the Federal Register from 1980 forward by search terms. The search option form for the Federal Register keyword search looks as follows:
As shown above, this form provides the additional options to restrict not just by agency name, but also by date and by type of federal agency action. “Restrict by action” allows the researcher to restrict the search to specific types of agency notices published in the Federal Register.

- Final rules – Final rules promulgated by a federal agency that would have the effective of law.\(^{223}\)
- Proposed rules – Proposed changes to rules and regulations made by a federal agency.\(^ {224}\)
- Presidential documents – Presidential orders and proclamations submitted for publication to the Federal Register.\(^ {225}\)
- Sunshine Act meetings – Meeting notices published in compliance with the Government In Sunshine Act.\(^ {226}\)
- Meeting Notices – Notices of federal agency meetings, as well as notices of intent and meeting suspensions.\(^ {227}\)

Additionally, the Federal Register keyword search can be limited by date restrictions, which are as follows:


“All available dates” – Restricts Federal Register keyword search to documents published from 1981 to present.

“Date is” – Enter a specific date in the search box to restrict the Federal Register keyword search to documents from on that specific date.

“Date is before” – Enter a specific date in the search box to restrict the Federal Register keyword search to documents before that specific date.

“Date is after” – Enter a specific date in the search box to restrict the Federal Register keyword search to documents after that specific date.

“Date is between” – Enter two specific dates in the search boxes to restrict the Federal Register keyword search to documents between those dates.

“Previous 6 months” – Restricts the Federal Register keyword search to documents within the previous 6 months.

“Previous year” – Restricts the Federal Register keyword search to documents within the past year.

“Previous 2 years” – Restricts the Federal Register keyword search to documents within the past 2 years.

“Previous 5 years” – Restricts the Federal Register keyword search to documents within the past 5 years.

“Previous 10 years” – Restricts the Federal Register keyword search to documents
within the past 10 years.

- “Previous 20 years” – Restricts the Federal Register keyword search to documents within the past 20 years.
- “Previous...” – Allows the researcher more specifically restrict the Federal Register search to documents within a prior number of days, weeks, months, or years.

For example, if the same researcher wanted to find Federal Register notices related to Final Rules promulgated by the Environmental Protection Agency during in the previous 20 years related to “Meteorological Monitoring,” the researcher could construct the following search:

This would yield 16 results, as shown: 228

228 Search results are current as of March 2012.
B. “Get A Document” Option

Like the “Get A Document” option thorough the Legislative Histories, Bills, and Laws Search Form, researchers can use the Federal Register “Get A Document” option to find specific documents by citation in the Federal Register and Code of Federal Regulations. To do so, the researcher must determine whether he is searching for a Code of Federal Regulations citation or a Federal Register citation, as shown below.

- **Code of Federal Regulations**

  When searching for a Code of Federal Regulation citation from 1981 forward, the researcher can restrict by a particular year to find the C.F.R. regulation for that year.

![Regulations](#)

For example, if a lobbyist wants to retrieve 47 C.F.R. §0.441., she would select “Code of Federal Regulations” from the drop-down box for “Select document type” and then enter the citation in the box. To find the most recent version, the researcher would keep “2012” as the “Restrict by year,” as shown below, which would provide the appropriate citation in the results list.

---


Alternatively, the C.F.R. section could be retrieved using the United States Code citation associated with the regulation.

- **Federal Register**

  When searching for a Federal Register citation from 1980 forward, enter either the specific Federal Register citation or the Code of Federal Regulations citation associated with the Federal Register citation.

  For example, if the lobbyist in the example above wanted to retrieve the accompanying Federal Register document related to the FCC (64 F.R. §60715), she would select “Federal Register” from the “Select document type” drop-down box” and enter the citation the “Enter citation” box, as shown below:
The search would retrieve the results shown below:

Alternatively, the Federal Register section could be retrieved using the C.F.R. citation associated with the Federal Register sections.

XV. Daily *Congressional Record* and Rules Search Form

The Daily *Congressional Record* and Rules Search Form allows researchers to search the daily edition of the *Congressional Record* and the *Rules of Congress*, either by search terms or phrases or by citation to retrieve specific documents from the two types of publications. Searching with this form allows the researcher to search the Daily edition of the *Congressional Record* from 1985 to present.

A. “Keyword Search” Option

The Keyword Search option of the Daily *Congressional Record* and Rules Search Form allows the researcher to search for documents from the Daily edition of the *Congressional Record* or from the *Congressional Rules* by keyword search terms.

---


• **Congressional Record Daily Edition**

With this search, researchers have the ability to enter search terms to retrieve documents from the Daily edition of the *Congressional Record* and restrict the search for those documents by Speaker on the Floor, or by the date or Congressional session.234

To restrict by the speaker on the floor, the researcher can either enter a last name for the Member of Congress or click the “Look up a Member” option to open a list of Representatives or Senators. Unlike the other search options available through Congressional, this search option allows the retrieval of the most specific types of statements from Members of Congress available within Congressional.

---

A researcher seeking statements by Senator Jesse Helms from the floor of the Senate or the entire Congressional Floor on music in the last twenty years could create a search that looks like the following:

The search would provide 69 results, as shown:
Rules of Congress

To allow researchers to search the parliamentary rules used by House and Senate members, Congressional provides access to the House Rules, Senate Rules, and Jefferson’s Manual of Parliamentary Practice. Each type of rule can be searched by keyword search terms or phrases. To begin the search, enter the keyword search terms and phrases into the “Enter search terms” box and select the publication to be searched from the drop-down box.

For example, if a researcher wanted to search the House rules for information on committee allocations, she could enter the phrase “committee allocation” in the search box and select “House Rules” from the drop-down box, as shown below:

---

This search would retrieve all House Rules referencing committee allocations.²³⁶

If a researcher wanted to search the Senate Rules for a topic like “voting procedure,” she could create a similar search with the Senate rules.

²³⁶ Search results are current as of March 2012.
Finally, if the researcher wanted to search *Jefferson’s Manual of Parliamentary Practice* for procedure related to treaties, she would create a search similar to the ones above by selecting “Jefferson’s Manual” from the drop-down box.\(^{237}\)

### B. “Get A Document” Option

The Get A Document option of the Daily *Congressional Record* and Rules Search Form allows the researcher to search for documents from the Daily edition of the *Congressional Record* or from the *Rules of Congress* by citation.\(^{238}\)

- **Congressional Record Daily Edition**

  With this search, researchers have the ability to enter *Congressional Record* citations to retrieve documents from the Daily edition of the *Congressional Record* and restrict the search for

---

\(^{237}\) Search results are current as of March 2012.

those documents by citation or by date.\textsuperscript{239} Congressional Record citations can be searched by House or Senate proceedings, by the Daily Digest, or by Extension of Remarks documents from 1985 forward.\textsuperscript{240}

For example, a search of page 45 Daily Digest of the 146\textsuperscript{th} Congress for information related to the Bankruptcy Reform Act, would yield two results in which the reader would see the Act referenced, one providing the highlights of the day and one providing more detailed Chamber information.\textsuperscript{241}


\textsuperscript{241} Search results are current as of March 2012.
Similarly, a search of the *Congressional Record* by the date of the records retrieved in the last search (February 2, 2000) would retrieve both the records retrieved from the last search, plus the additional *Congressional Record* entries (from House and Senate proceedings and Extension of Remarks) for that date.

**Rules of Congress**

To retrieve Rules of Congress by House or Senate Rule number or from *Jefferson’s Manual of Parliamentary Practice*, enter the rule number into the search box and pick the Rules of Congress publication to be searched.
For example, to search for the voting procedure rule in the Senate Rules (Rule XII), enter “XII” in the “Enter Rule Number” search box and select “Senate Rules” from the drop-down box, as shown below:

Similar searches by citation can be done in the House Rules and in *Jefferson’s Manual of Parliamentary Practice*.

**XVI. Political News Search Form**

Call provide information on the politics and events involving and affecting Members of Congress.\textsuperscript{243} The Washington Post coverage in Congressional is only of Section A of the newspaper, and provides more general coverage of national news stories.\textsuperscript{244} While these publications may be limited in their scope, they do provide quick reference information for researchers who are investigating other information through Congressional. Researchers can search each publication by search terms or phrases, and limit the search to specific sections of the news publications.

The sections of the publications that can be searched are as follows:

- **Full Text** – Allows the researcher to search the entire text of documents in the news publications.
- **Headline** – Allows the researcher to search the headline of each document for the search terms or phrases.


• Byline – Allows the researcher to search the byline of each article for the search terms or phrases.
• Body – Allows the researcher to search the main text of an article for the search terms or phrases.
• Organization – Allows the researcher to search for articles for a specific organization.
• Person – Allows the researcher to search articles for the names of specific individuals.\(^{245}\)

All searches of the three publications can also be restricted by date.

• **EXAMPLE 1: A writer is searching Congressional for newspaper articles on the Enron scandal.**

*She is looking for documents that were published at the time of the scandal.*

1. First, the writer decides to search the headlines of all articles from all three publications for the term “Enron,” so she enters the term in the “Enter search terms” box and highlights “Headline.” The default option is to search all three publications, so she leaves the checks next to each publication box.

2. Next, the writer decides to search by specific dates. Because she wants articles published

contemporaneously with the Enron scandal, she uses the “Date is between. . .” option to start at October 1, 2001 and decides to end her search on January 1, 2005. Her search yields 225 results, sorted by document type.  

**EXAMPLE 2:** The same writer above is interested in articles that reference Representative Tom DeLay when discussing the Enron scandal.

1. In this case, the writer decides to search the headlines of all articles from all three publications by Representative DeLay’s name so she enters the phrase “Tom DeLay” in the “Enter search terms” box and highlights “Person.” The default option is to search all three publications, so she leaves the checks next to each publication box.
2. Next, the writer decides to search for the same dates as in her prior “Enron” search, so she leaves her “Date is between . . .” search as it was. Her search yields 73 results, sorted by document type.  

---

EXAMPLE 3: A Georgia legislator’s aide searching Congressional for information from the Centers for Disease Control and Prevention regarding Type 2 Diabetes in the past 10 years.

1. First, the aide decides to search all three publications by organization, so she enters the organization name in the “Enter search terms” box and highlights “Organization.” She leaves the checks next to each publication box to allow the default search of all three publications.

---

247 Search results are current as of March 2012.
2. Next, she selects “Previous 10 years” to restrict her search results to articles from the past 10 years. Her search yields 858 results, sorted by document type. 

3. To further narrow her search, the aide uses the “FOCUS Search” box to search for the phrase “Type 2 diabetes” within the 858 results.

This narrows her search results to 6 results, as shown below:

---

248 Search results are current as of March 2012.
249 Search results are current as of March 2012.
XVII. Supplementary Information on ProQuest Congressional

In addition to the many search forms, Congressional provides additional information that will aid in the search process. The last portion of this guide covers the many paths that researchers can follow to get additional help with Congressional and knowledge about the Federal legislative process.

A. Content Coverage

As you can tell from the variety of searches available through Congressional, each type of content available through Congressional has different coverage limitations and update schedules. This detailed information is available through Congressional’s Content Coverage Chart. The chart also shows what items are available through each type of subscription package. The chart is available through the link above, or through the Help Toolbox attached to each Congressional search form.

B. Help Options

Congressional also has several avenues for assistance with the search. This includes the Help Toolbox attached to each search form, a separate site with Help Topics, and a Wiki page for Congressional.

- **Help Toolbox**

  The Help Toolbox is attached to each Congressional search form, and contains several links that can help the researcher get additional information on Congressional.

As shown in the above image, the Help Toolbox contains links on how to use each search form, how to create searches, how to cite publications, Congressional session dates, a glossary of terms,
information about the Federal legislative process, information about bills, resolutions, and laws, and practice scenarios that show how perform certain searches based on the researcher’s level of comfort with Congressional.

- **Congressional Wiki**

  Congressional has a separate Wiki site maintained by registered contributors that provides greater explanation of all the options available through Congressional, as well as background on many types of Congressional information. The Wiki also links to online seminars and training videos, provides links to Congressional guides, handouts, and bibliographies, and allows the researcher search featured and highlighted stories and additional topics. According to ProQuest, most of these contributors are librarians, electronic resources administrators, and educators.

---


Help Topics

Help topics containing information similar to that in the Help Toolbox are also available by clicking “Help” at the top right corner of the Congressional database.
Doing so takes the researcher to the Help Topics for ProQuest Congressional site. At this site, the researcher can access an index of terms, a glossary, training videos to help the researcher use Congressional, information on major laws and sessions of Congress, the Content Coverage chart, and information on publication types. There is also a search box in the top right-hand corner where the researcher can search for specific help topics.
For example, if a researcher wanted to search for all help available on the *Congressional Record* Permanent Edition, he could enter the terms in the search box. The search box would provide suggested articles as the terms are typed.

Once the search is typed and the search button is clicked, the researcher can review the results.

- **How Do I?**

  Congressional also provides a “*How Do I?*” link at the top right-hand corner of the database that takes researchers to a page with instructions on how to use each type of search available through Congressional and to access certain types of publications. The information covers frequently-asked-questions about Congressional.
Finally, the Site Map, the link to which is available at the top right-hand corner of the Congressional database, will take the researcher to a page where he can access each portion of the database by clicking on the name of the link. As shown below, the site map links to each search form available through Congressional.