ProQuest Congressional Basic Research Guide

A Joint Project of the Thomas Cooper Library and the Coleman Karesh Law Library at the University of South Carolina

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TABLE OF CONTENTS

I. WHAT IS PROQUEST CONGRESSIONAL? .................................................................................................................. 4
II. THE PROQUEST CONGRESSIONAL BASIC RESEARCH GUIDE ............................................................................ 4
III. WHAT CONGRESSIONAL PUBLICATIONS CAN I ACCESS THROUGH PROQUEST CONGRESSIONAL? .................. 4
   • House and Senate Reports ......................................................................................................................................... 5
   • Committee hearings .................................................................................................................................................. 5
   • Congressional Record and its predecessor publications ............................................................................................ 6
   • Text of Bills .............................................................................................................................................................. 7
   • Other Congressional Publications .......................................................................................................................... 7
IV. WHERE DO I BEGIN MY SEARCH? ......................................................................................................................... 9
V. SEARCHING FOR CONGRESSIONAL DOCUMENTS USING SEARCH TERMS ............................................................ 9
   A. THE BASIC SEARCH FORM ..................................................................................................................................... 9
      • Using Connectors and Commands to Create A Search ............................................................................................. 10
      • Using Truncation and Wildcards in Searches .......................................................................................................... 11
      • Using Index Terms in the Basic Search Form ........................................................................................................... 12
      • Restricting the Search Scope in the Basic Search Form .......................................................................................... 15
   B. BASIC SEARCH FORM EXAMPLE ...................................................................................................................... 17
   C. THE ADVANCED SEARCH FORM .......................................................................................................................... 19
      • Creating a Search in the Advanced Search Form ..................................................................................................... 19
      • Searching Within Segments of Congressional Publications .................................................................................. 20
      • Searching Within Certain Publications Using the Advanced Search Form ............................................................ 21
      • Restricting the Search Scope in the Advanced Search Form .................................................................................... 22
      • Using Index Terms in the Advanced Search Form .................................................................................................. 22
   D. ADVANCED SEARCH FORM EXAMPLES ............................................................................................................... 22
VI. FINDING A SPECIFIC CONGRESSIONAL DOCUMENT WITH A CITATION ............................................................... 28
   A. SEARCH BY NUMBER – CONGRESSIONAL PUBLICATIONS ................................................................................. 28
      • Find A Congressional Publication By Number ........................................................................................................ 29
      • Find Congressional Publications Related to A Bill or Law ....................................................................................... 31
VII. ACCESSING LEGISLATIVE HISTORIES THROUGH CONGRESSIONAL .................................................................. 32
   A. ACCESSING LEGISLATIVE HISTORIES USING SEARCH TERMS ........................................................................ 33
   B. ACCESSING LEGISLATIVE HISTORIES BY NUMBER ............................................................................................ 34
      • Retrieving Legislative Histories Using the “Search By Number” Form .................................................................. 34
      • Retrieving Legislative Histories Using the Legislative Histories, Bills & Laws’ “Get A Document” Option ............... 35
VIII. FINDING DEBATES AND REMARKS FROM MEMBERS OF CONGRESS .............................................................. 35
   A. SEARCHING FOR CONGRESSIONAL DEBATES OR REMARKS USING CITATIONS TO THE CONGRESSIONAL RECORD ............................................................................................................................ 36
      • Find the Bound Congressional Record by Citation or Date ....................................................................................... 36
      • “Get A Document” Option .................................................................................................................................. 41
   B. SEARCHING FOR CONGRESSIONAL DEBATES AND REMARKS IN THE CONGRESSIONAL RECORD USING SEARCH TERMS ......................................................................................................................... 43
      • Creating a Search in the Congressional Record Only Search Form ........................................................................ 43
      • Searching Within Segments of the Congressional Record ..................................................................................... 45
      • Searching Within the Congressional Record or Its Predecessor Publications ......................................................... 46
      • Using Index Terms in the Congressional Record Only Search Form ....................................................................... 47
      • “Keyword Search” Option .................................................................................................................................. 50
IX. SEARCHING AND RETRIEVING THE TEXT OF BILLS, LAWS, AND REGULATIONS ......................... 52
   A. LEGISLATIVE HISTORIES, BILLS, AND LAWS SEARCH FORM ........................................ 52
      • “Keyword Search” Option ........................................................................................................ 53
      • “Get A Document” Option ........................................................................................................ 54
   B. REGULATIONS SEARCH FORM ................................................................................................. 55

X. FINDING INFORMATION ABOUT MEMBERS OF CONGRESS AND CONGRESSIONAL COMMITTEES 55

XI. WORKING WITH RESULTS FROM CONGRESSIONAL SEARCH FORMS ............................... 56
   A. EDIT SEARCH .......................................................................................................................... 56
   B. FOCUS SEARCH ...................................................................................................................... 56
   C. RESULTS LIST DETAIL .......................................................................................................... 57
   D. OTHER OPTIONS ..................................................................................................................... 59

XII. WHERE CAN I GET MORE INFORMATION ON CONGRESSIONAL DOCUMENTS AND LEGISLATIVE HISTORIES? .................................................................................................................. 60
I. What is ProQuest Congressional?

ProQuest Congressional (Congressional) provides a quick and easy way for you to access Congressional documents, legislative histories, Congressional bills, Congressional debates and floor statements, federal statutes, federal regulations, information on members of Congress, maps, and political news. Congressional, along with its sister database ProQuest Legislative Insight, helps researchers to retrieve the full text of documents that provide the intent and context behind the laws that Congress passes.

II. The ProQuest Congressional Basic Research Guide

This Basic Research Guide highlights the most useful features available through Congressional. Researchers who would like a more detailed explanation of the variety of advanced search functions and features through Congressional should review the Advanced Research Guide. This Basic Research Guide contains example searches 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. What Congressional Publications Can I Access through ProQuest Congressional?

Congressional provides comprehensive access to a variety of Congressional publications. In general, the most important types of Congressional publications that can be accessed through Congressional are as follows:
• **House and Senate Reports**

Committee reports reflect the recommendations about a bill from a House or Senate committee to an entire Chamber of Congress.\(^1\) 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.\(^2\) 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.\(^3\) These documents are designated by the abbreviation “H. Rpt.” or “S. Rpt.”

**Congressional Coverage:** Congressional’s coverage of House and Senate reports starts in 1817 and includes full-text of most reports from 1990 forward.\(^4\)

• **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.\(^5\)

**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

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is published or unpublished. See Congressional’s “Content Coverage Chart” for more specific detail on committee hearing coverage dates and update schedules.

- **Congressional Record and its predecessor publications**

  Debates on bills, as well as other remarks and statements from Members of Congress that occur on the House or Senate floor, can provide researchers with an understanding of arguments made in favor of or against a piece of legislation. The *Congressional Record* is the official documentation of proceedings and debates on the Congressional floor. Congressional provides access to both the Daily and Permanent 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)). The Daily Edition is updated the day after each day Congress is in session, whereas the Permanent Edition is not updated until after a session ends. Therefore, if you are searching for recent Congressional floor activity and debates, you want to search the Daily Edition as opposed to the Permanent Edition.

  **Congressional Coverage:** Between the *Congressional Record* and its predecessor publications, Congressional provides access to Congressional floor activity beginning in

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- **Text of Bills**

  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, the text of bills is also often included in other Congressional publications, such as committee reports.

  **Congressional coverage:** Bill text and tracking is updated daily when Congress is in session.

- **Other Congressional Publications**

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

  - **House and Senate Documents** (1789 – Present) - Includes 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.\textsuperscript{16} Congressional’s coverage of House and Senate documents starts in 1789 and includes full-text of most documents from 1995 forward.\textsuperscript{17}

- **U.S. Serial Set** (1789 – Present) – The official Congressionally-directed collection of government publications, published serially from 1789 forward.\textsuperscript{18}

- **Serial Set Maps** (1789 – Present) – Over 62,000 high-resolution maps searchable by map name, geographic subject, map relief method, and title.\textsuperscript{19}

- **Legislative Histories** (1969 – Present) – Compiled legislative histories that include slip laws, enacted and related bills, debates, committee reports, prints, and hearings, House and Senate documents, and other documents.\textsuperscript{20}

- **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.).\textsuperscript{21}


IV. Where Do I Begin My Search?

Where you begin with Congressional depends on the type of information you are seeking. Congressional has several search forms, and the one you select will depend on the type of information you are seeking. Click on a search option below to go to the appropriate section of this Guide based on the information you would like to find.

- I want to find Congressional documents using search terms.
- I want to find a specific Congressional document using its citation.
- I want to access a legislative history of a bill or law.
- I want to find Congressional debates, floor statements, and remarks from members of Congress.
- I want to find the bills sponsored by a specific member of Congress.

V. Searching for Congressional Documents Using Search Terms

If you would like to find Congressional documents that include certain search terms or are about certain subjects, you can enter keyword search terms to find relevant documents. To do this, you can use either the Basic Search Form or the Advanced Search Form, depending on how complex you want to make your search.

A. The Basic Search Form

In the Basic Search Form, you can enter keyword search terms in up to two search boxes. If you enter terms in both search boxes, you must select from one of three connectors (i.e., “AND,” “OR,” and “AND NOT”) to either expand or limit the results retrieved.
- “AND” - Using “AND” will retrieve documents containing the terms in both search boxes.  

- “OR” – Using “OR” will retrieve documents containing the terms in either search box.

- “AND NOT” – Using “AND NOT” will retrieve documents that contain the terms in the first search box, but that do not include the terms in the second search box.

- **Using Connectors and Commands to Create A Search**

  You can also use connectors and commands within each search box to get results that are more specific. This allows you to include multiple search terms within one search box.

  The most important of these is “W/n”, which finds search terms within a certain number of

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words of each other, in any order. A number, up to 255, must be substituted for the “n” in “W/n”.

**EXAMPLE:** In the example “housing W/5 discrimination AND case OR lawsuit OR decision W/3 federal,” “W/5” finds results that contain “housing” within five words of “discrimination” (e.g., “discrimination in housing,” “housing discrimination,” “housing complexes engaging in discrimination,” etc.).

- **Using Truncation and Wildcards in Searches**

  You can also use truncation and wildcards to find variations of words included in the search.

  - **Truncation** – To use the truncation function, insert an exclamation point (!) to replace one or more letters at the end of any word in a search.

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

  - **Wildcard** - 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. Each asterisk used represents only one character, so you 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.”

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

- **Using Index Terms in the Basic Search Form**

If you are having difficulty picking the terms to include in a search, Congressional provides a list of available subject terms to use.\(^{32}\)

![Image of Basic Search Form]

Clicking on “Index Terms” opens a new box that allows you to select Index Terms by Subject or by Issuing Source. Subject terms, which are the most useful for basic research, are described below.

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Within the “Subjects” tab, you can select subject terms from the drop-down box.

Subject terms can be reviewed by hierarchy, alphabetical order, or through a “Find A Term” search. 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 you see below, the major subject heading of “Education” includes more specific subject terms such as “Adult education,” “Agricultural education.” 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 form’s search box.
Terms related to “education” can also be found by browsing the terms alphabetically, as seen below. This method shows 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.”

![Subject terms search example]

- **Restricting the Search Scope in the Basic Search Form**

  Once you have created your search, you have the option of restricting the scope of the search using the “Restrict by” section of the form. In the Basic Search Form, you can restrict the search *either* by date\(^\text{33}\) or by Congress.\(^\text{34}\)

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o **Restrict by Date**

“Restrict by Date” restricts your search to documents published during a specific time period or date. To select a time period or date, click on the drop-down box and highlight the choice.

o **Restrict by Congress**

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

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B. Basic Search Form Example

The following example shows how to combine various features of the Basic Search Form. The search process can be repeated with different search terms and restrictions as necessary to retrieve all possible relevant results.

- **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 about 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.
B. The Advanced Search Form

In the Advanced Search Form, you can use three search boxes for more complex searches. The Advanced Search Form can be accessed by clicking the “Advanced Search” tab on the main Congressional page.

<table>
<thead>
<tr>
<th>Search Form Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Search</td>
<td>Standard search with limited options.</td>
</tr>
<tr>
<td>Advanced Search</td>
<td>More complex searches using advanced options.</td>
</tr>
<tr>
<td>Search by Number</td>
<td>Search by specific item number.</td>
</tr>
<tr>
<td>Congressional Record Only</td>
<td>Search for specific Congressional records.</td>
</tr>
<tr>
<td>Legislative History</td>
<td>Search by legislative history.</td>
</tr>
<tr>
<td>Bills &amp; Laws</td>
<td>Search by bills and laws.</td>
</tr>
<tr>
<td>Members &amp; Committees</td>
<td>Search by members and committees.</td>
</tr>
<tr>
<td>Regulations</td>
<td>Search by regulations.</td>
</tr>
<tr>
<td>Daily Congressional Record &amp; Bills</td>
<td>Search by daily Congressional report and bills.</td>
</tr>
</tbody>
</table>

Creating a Search in the Advanced Search Form

As with the Basic Search Form, Congressional’s Advanced Search Form allows you to create a search using search terms, as well as Index Terms.

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The Advanced Search Form also allows you to use the same connectors and commands, truncation, and wildcard characters as in the Basic Search Form. A full explanation of each command and connector, as well as using truncation and wildcard characters discussed here.

- **Searching Within Segments of Congressional Publications**

  The Advanced Search Form allows you to search within specific “segments” of the Congressional publications available through Congressional. Limiting a search to specific segments of the Congressional publications can help you to more easily retrieve records relevant to the search.

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Some common segments of the Congressional publications that can be isolated through the Advanced Search Form are as follows:  

- **“All fields except full text”** – Searches all available parts of the results, except for the full-text of the document, for the search terms.
- **“All fields including full text”** – Searches all available parts of the results, including the full text of the document, for the search terms.
- **“Subject”** – Searches for the search terms in the Index Terms provided through Congressional.
- **“Title”** – Searches for the search terms in the title on the document.
- **“Witnesses”** – Searches for the names of witnesses who have testified in hearings.

### Searching Within Certain Publications Using the Advanced Search Form

The Advanced Search Form also allows you to specifically choose to search within certain types of Congressional materials.

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The types of Congressional materials that can be isolated in the search are described in more detail [here](#).

- **Restricting the Search Scope in the Advanced Search Form**

  You can restrict your search **by date** or **by Congressional session** in the same way allowed by the Basic Search Form. The default date restriction for the Advanced Search Form is “Previous 2 years” from the date of the search. The available date restrictions are fully described [here](#).

- **Using Index Terms in the Advanced Search Form**

  Index Terms in the Advanced Search Form function in the same way as in the Basic Search Form, described [here](#).

**D. Advanced Search Form Examples**

The following examples show how to combine various features of the Advanced Search Form. The search process can be repeated with different search terms and restrictions as necessary to retrieve all possible relevant results.

- **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. Searching “All fields including full-text” will retrieve all results that contain the phrase “Vietnam War.”

2. Also, 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.

3. The student retrieves 65 results from the search above.\textsuperscript{46}

\textsuperscript{46} Search results are current as of March 2012.
EXAMPLE 2: A 7th grade science teacher would like to find out when Sally Ride has testified before Congress to share this information 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. Congressional has separate boxes for the witness’s first and last name.
2. This search yields five results, as seen below.  

   ![Search Results](image)

   **EXAMPLE 3**: 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 allows 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.”

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47 Search results are current as of March 2012.
2. 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.

3. 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 in the message.
4. 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).
5. Once the Advanced Search Form is complete, the professor clicks “Search” to retrieve the result below.  

VI. Finding a Specific Congressional Document with a Citation

You can also find a Congressional document using only the citation or document number associated with the document.

A. Search By Number – Congressional Publications

The “Search By Number” tab under the “Congressional Publications” features lets researchers “Find a Congressional Publication By Number,” “Find Congressional Publications”

48 Search results are current as of March 2012.
Related to A Bill or Law,” “Find a Legislative History by Number,” or “Find the Bound Congressional Record by Citation or Date.” As shown below, the Search by Number lists each task, which you can choose by highlighting the task you need. The “Find a Legislative History by Number” and “Find the Bound Congressional Record by Citation or Date” options are discussed separately in this Guide.

- **Find A Congressional Publication By Number**

  “Find a Congressional Publication by Number” lets you search for a Congressional publication by the specific publication number, bibliographic number, or Serial Set volume number assigned to it. Most researchers will likely search by publication number, as shown below.

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**Publication Number** – 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 documents you will probably need to access are House and Senate reports (H.rpt. and S.prt), hearings, 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.
**EXAMPLE:** To search for the conference report for the Balanced Budget Act of 1995 (House Report 104-350 on H.R. 2491), select “H.rpt.” from the first drop-down box, “104” from the second drop-down box, and enter “350” in the third box.

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- **Find Congressional Publications Related to A Bill or Law**

“Find Congressional Publications Related to A Bill or Law” allows you to search for specific types of Congressional documents that are associated with a specific bill or law. This is a quick way to find Congressional documents created as part of the legislative process for a specific bill or law. This feature allows you to search all types of Congressional publications for references to a specific bill number, a Public Law number, or a Statutes at Large citation.

**EXAMPLE:** To search for all types of Congressional publications related to the “PATRIOT Sunsets Extension Act of 2011” (S.990 from the 112th Congress), the search created would look like the one below. Because all boxes next to the segments are checked, all segments of Congressional publications will be searched.

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VII. Accessing Legislative Histories Through Congressional

If you would like to access a legislative history on a specific bill or law, you can also do this through Congressional.\(^3\) Legislative histories show the path of a piece of legislation as it moves towards becoming a law.\(^4\) This means that depending on how simple or difficult it was to pass a particular law, there might be many types of Congressional publications associated with one piece of legislation.\(^5\) These documents can be retrieved by using the citation or number associated with the piece of legislation, or by using search terms to get legislative histories related to specific topics. For someone who is new to Congressional information, reviewing these already-compiled legislative histories can save tremendous time and effort when compared with the lengthy process of compiling a legislative history from scratch. However, researchers looking for additional legislative histories not available through Congressional


should also consult Congressional’s sister database, ProQuest Legislative Insight, which provides more detailed legislative histories than Congressional.\textsuperscript{56}

\textbf{A. Accessing Legislative Histories Using Search Terms}

You can search for existing legislative histories using search terms or phrases through its “Legislative Histories, Bills & Laws” Form.\textsuperscript{57} Using search terms can help you retrieve legislative histories that relate to the specific topic you are researching.

To search for legislative histories using the “Legislative Histories, Bills & Laws” Form, enter the search terms or phrases in the first box, and select “Legislative Histories” for the “Search Within” option. You have the option of restricting 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.

\textbf{EXAMPLE:} To search for legislative histories related to “domestic violence,” enter the phrase in the search terms box. If you wanted to find legislative histories of bills containing the word

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

\textsuperscript{56} University Libraries. (n.d.) Article databases: Legislative Insight. Retrieved from \url{http://library.sc.edu/er/?m=detail&f=1&v=1601}

“children” in the title, that word could be placed in the “Restrict by words in title” box. To search for all available legislative histories, you can search by “Any Congress,” which is the default search.

This would yield one result, as shown below.  

B. Accessing Legislative Histories by Number

Alternatively, you can search for existing legislative histories using specific numbers or citations associated with that legislation. There are two methods to do this through Congressional.

- Retrieving Legislative Histories Using the “Search By Number” Form

The “Search By Number” Form allows you to find legislative histories of certain bills or laws using the enacted bill number, public law number, or Statutes at Large citation.

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58 Search results are current as of March 2012.

EXAMPLE: To search for the legislative history for the Family and Medical Leave Act of 1993 by the Public Law number (P.L. 103-3), select “103” from the first drop-down box, “H.R” from the second drop-down box, and enter “3” in the third box.

- Retrieving Legislative Histories Using the Legislative Histories, Bills & Laws’ “Get A Document” Option

The “Get A Document” option available through the “Legislative Histories, Bills & Laws” section of Congressional also lets you also retrieve legislative histories using citations or numbers associated with the piece of legislation. To retrieve legislative histories on a specific piece of legislation by Public Law number, Statutes at Large citation, or Enacted Bill number.

VIII. Finding Debates and Remarks from Members of Congress

If you want to review the debates and floor statements that occur within Congress, as well as remarks from specific Congressmen, Congressional allows you to search the Congressional Record using

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specific citations or search terms to retrieve this information. The *Congressional Record* is available in two editions: the Daily Edition and the Permanent Edition.\(^{61}\) The Daily Edition is updated the day after each day Congress is in session.\(^{62}\) The Permanent Edition is updated at the end of each Congressional session.\(^{63}\) Therefore, if you are searching for debates and remarks on a recent issue in Congress (within the current Congressional session), you will want to search the Daily Edition as opposed to the Permanent Edition.

**A. Searching for Congressional Debates or Remarks Using Citations to the *Congressional Record***

The “Search By Number” tab under the “Congressional Publications” feature also allows you to search the *Congressional Record* through its “Find the Bound *Congressional Record* by Citation or Date” options. Additionally, the “Get A Document” option of the “Daily *Congressional Record* and Rules Search Form” allows you to search for entries in the Daily Edition of the Congressional Record using a citation or date.

- **Find the Bound *Congressional Record* by Citation or Date**

You can also use the “Search By Number” function to retrieve specifically retrieve documents in the Permanent Edition of the *Congressional Record*. You can search by either Permanent or Daily Edition citation, or by date.\(^{64}\)

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Congressional Publications

1. Select task
   - Find the bound Congressional Record by citation or date [ ] Search

2. Search on
   - Congressional Record
     - Permanent Edition: Vol. [ ]  Congressional Record
       - Page or Page Range
         - e.g., Vol. (1, 2, 3, I, II, III) Congressional Record
         - Page Range (134, XXII, 1-38, I-XLV, A174; not 28A or XIVa)
   - Congressional Record
     - Daily Edition:* 149(1997) [ ] Senate
       - Page or Page Range
         - e.g., 149 (1997) H-House 27
   - Date:
     - Jan [ ] (1789-1997)

*Daily edition content from 1985-present can be found on the Daily Congressional Record & Rules search form.

- **Congressional Record Permanent Edition by Citation** – Searches the Permanent 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.65

To search the Congressional Record Permanent Edition with a Permanent Edition citation, you 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 you are using to search will determine whether the Congressional Record or one of the predecessor publications should be searched. 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.

EXAMPLE: A researcher has determined that Senate activity regarding the Food Quality Protection Act of 1995 can be found in Volume 141, pages 22947-23158 of the Congressional Record. To find this activity, the search created could look as follows.

The search results would look as follows.\(^6\)

\(^6\) Search results are current as of March 2012.
- **Congressional Record Daily Edition by Citation** – Searches the daily version of the *Congressional Record*, as well as its predecessor publications. The *Congressional Record* Daily Edition is version of the *Congressional Record* published each day after Congressional proceedings occur.\(^6^7\)

**EXAMPLE:** 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 *Congressional Record* Daily Edition.

Therefore, the search created for the same information in the Daily Edition will look like the one shown below.

The search results retrieved from the above search are shown below.  

**Congressional Record Permanent and Daily Edition By Date**

Finally, Congressional allows you to search both the Permanent and Daily Editions of the *Congressional Record* by date to retrieve a document. If you do not have a specific volume and page citation to the *Congressional Record*, but you know the date on which the activity you are researching occurred, you can use this option. To search by date, you will select the month from the drop-down box, enter the date in the second box, and enter the year in the third box.

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68 Search results are current as of March 2012.
EXAMPLE: To search the Congressional Record Permanent Edition document using the date August 10, 1995, the search created would look as follows.70

- “Get A Document” Option

The “Get A Document” option of the Daily Congressional Record and Rules Search Form allows you to search for documents from the Daily Edition of the Congressional Record by citation or date.71 To do so, select “Congressional Record” as the document type and enter the page citation or date that you want to search.

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70 Search results are current as of March 2012.
EXAMPLE: A search of page H1116 of Volume 158 of the Daily Digest of the Congressional Record for information related to the Clean Jobs Act would yield two results.72

Similarly, a search of the Congressional Record by the date of the records retrieved in the above search (March 1, 2012) would retrieve the same records retrieved from the last

72 Search results are current as of March 2012.
search, plus the additional *Congressional Record* entries (from House and Senate proceedings and Extension of Remarks) for that date.\(^3\)

### B. Searching for Congressional Debates and Remarks in the *Congressional Record* Using Search Terms

An alternative method for searching the *Congressional Record* is to use the “*Congressional Record* Only” Search Form. The benefit of using this search form over searching the *Congressional Record* through the [Basic](#) and [Advanced](#) Search Forms is that the

*Congressional Record* Only Search Form allows more detailed searches within the *Congressional Record*.\(^3\)

\(^3\)Search results are current as of March 2012.
If you want to search only for information in the Daily Edition of the Congressional Record, you can also use the “Keyword Search” option of the Daily Congressional Record and Rules Search Form to retrieve Congressional debate and remark information using search terms.

Creating a Search in the Congressional Record Only Search Form

As with the Advanced Search Form, there are three search boxes to use and you can connect the searches entered in each search box with the same connectors and commands, truncation, and wildcard characters.

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• **Searching Within Segments of the *Congressional Record***

Some common segments of the *Congressional Record* that can be searched using the *Congressional Record Only Search Form* are as follows:76

- “**All fields except full text**” – Searches all available parts of the *Congressional Record* document, except for the full-text of the document, for the search terms.

- “**All fields including full text**” – Searches all available parts of the *Congressional Record* document, including the full text of the document, for the search terms.

- “**Subject**” – Searches the *Congressional Record* for the entries on a specific subject.

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- **“Member of Congress”** – Searches the *Congressional Record* for activity related to the name of a specific Representative or Senator in Congress. Congressional provides a search box to enter the first and last names of the Congressperson.

- **Searching Within the *Congressional Record* or Its Predecessor Publications**

  You can also limit your search of the *Congressional Record* by date or by **Congressional session**. The date restriction options through the *Congressional Record* Only Search Form are as follows:

  ![Date Restriction Form]

  Similarly, **“Restrict by Congress”** allows you to restrict your search to documents published during a specific Congressional session from 1789 to present.77 To select a Congressional session, click on the drop-down box and highlight the choice.

  ![Congressional Session Selection]

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• Using Index Terms in the Congressional Record Only Search Form

As with the Basic and Advanced Search Forms, you can use Index Terms in your search of the Congressional Record through the Congressional Record Only Search Form. In the Congressional Record Only Search Form, only subject and geographical Index Terms are available for use.

• EXAMPLE 1: A Kentucky historian is interested in locating items in the Congressional Record that might show references from Senator Henry Clay to slavery in the United States.

1. Because Senator Henry Clay served in both the 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.
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.  

[Diagram of search interface]

78 Search results are current as of March 2012.
3. However, it is important to note that these results will contain both Congressional 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. 

79 Search results are current as of March 2012.
“Keyword Search” Option

The “Keyword Search” option of the Daily Congressional Record and Rules Search Form allows you to search for documents from the Daily Edition of the Congressional Record by search terms. With this search, you have the ability to enter keyword 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. Again, if you are seeking information on a recent Congressional activity, you will want to search the Daily Edition of the Congressional Record.

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To restrict by the speaker on the floor, you 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.

EXAMPLE: A researcher seeking Congressional activity from Senator Inouye on the medical condition angioedema during the current (112th) Congressional session could create a search that looks like the following:
The search provides one result, as shown:  

IX. Searching and Retrieving the Text of Bills, Laws, and Regulations

If you are looking for the text of bills, laws, and regulations, you can find them through the Legislative Histories, Bills, and Laws Search Form and Regulations Search Form.

A. Legislative Histories, Bills, and Laws Search Form

Congressional allows you to search for bill-related information, including compiled legislative histories for major laws from 1969 forward through the Legislative Histories, Bills, and Laws Search Form. Through the “Keyword Search” option, you can use search terms to

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82 Search results are current as of March 2012.

legislative histories. The “Get A Document” option allows the retrieval of the same information using a specific citation.

- **“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 for specific legislation. 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.

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.

- **“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. Again, the searches can be restricted in various ways to help the researcher retrieve better search results. To retrieve legislative histories on a specific piece of legislation by Public Law number, Statutes at Large citation, or Enacted Bill number.

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As with the Search By Number form, entering the numbers corresponding to specific citation tied to the piece of legislation being researched.

**B. Regulations Search Form**

You can search for federal regulations through the [Federal Register](http://www.federalregister.gov) and the [Code of Federal Regulations](http://www.gpo.gov/fdsys/advice/fedreg.html). Congressional allows you to search regulations by “Keyword Search” or through the “Get A Document” option.\(^8\)

**X. Finding Information About Members of Congress and Congressional Committees**

If you are looking for specific information about Members of Congress, including the bills they have sponsored, you can access this information through the Members and Committees Search Form.\(^8\)

The “Bill Sponsored” options searches for all bills introduced by a specific Congressperson, either as sponsor or co-sponsor.\(^9\)

**EXAMPLE:** To search for all bills sponsored by Senator Strom Thurmond, you could enter Senator Thurmond’s name in the search box and either search by “Any Congress” or each specific Congress in which he served.

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XI. Working with Results from Congressional Search Forms

Once you have retrieved your search results, you can use several features to enhance and explore these results.  

A. Edit Search

The search terms you entered appear at the top of the Congressional results page. Next to the search terms is the “Edit Search” button. This allows you to edit the search terms from the Results page.  

B. 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 only.


within the results already found. This is an easy way to narrow your results to more specific results using search terms. Connectors and commands and truncation and wildcard characters can be also used within the FOCUS search. The FOCUS search option is available on all search forms through Congressional.

**EXAMPLE:** The results for the search “housing w/5 discrimination and gender,” entering the word “apartment” in the FOCUS search box and clicking “Go” narrows the original list of results to only those results that contain the word “apartment”.

**C. Results List Detail**

Depending on the level of detail you would like in the Results list, you can view the above results in one of four formats: the default “Results list,” an “Expanded” list, “KWIC” list, or Full Document” format. The default Results list shows the search results in a numbered list, as seen below.

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The Expanded list shows the same results as the default list, except that the search terms are shown in context.

The KWIC (Keywords in Context) list helps you 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, you will see records one-by-one rather than in a list of results.
Finally, the Full Document list shows each record in the results list one-by-one. In the Full Document view, you 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.

D. Other Options

Other options available from the Results list include the option to email results, print results, and to navigate from record to record.
Additionally, you can sort the results by relevance or by publication date of the record retrieved.95

XII. Where Can I Get More Information on Congressional Documents and Legislative Histories?

As explained in the introduction to this Guide, the Basic Research Guide provides an overview and explanation of the most useful functions and features available through ProQuest Congressional. However, it would impossible to include all of the information that may be of interest to more sophisticated researchers in just one guide. Accordingly, researchers should consult the variety of guides on Congressional 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.96 The Legislative Source Book includes the following guides:

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• **Federal Legislative History Research: A Practitioner's Guide to Compiling the Documents and Sifting for Legislative Intent**\(^97\)

• **An Overview of the *Congressional Record* and Its Predecessor Publications**\(^98\)

• **Questions and Answers in Legislative and Regulatory Research**\(^99\)

Additionally, ProQuest provides a variety of help features for Congressional researchers, including the following:

• A Help Toolbox attached to each search form

• A **Help Topics for ProQuest Congressional** site

• A **Congressional 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\(^100\)

• 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

• ProQuest **training videos and webinars**\(^101\)

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