ProQuest Legislative Insight Advanced Research Guide

A Joint Project of the Thomas Cooper Library
and the Coleman Karesh Law Library at the
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I. About ProQuest Legislative Insight

ProQuest Legislative Insight (Legislative Insight), a sister database to ProQuest Congressional, is designed to make it easier for researchers to access the documents that can be found in a search for the legislative history associated with particular bills or laws, as well as past and current United States Congressional publications. Instead of having to pull the pieces of the legislative history together through print or microfiche materials, Legislative Insight allows researchers to obtain fully researched legislative histories compiled by ProQuest staff members. ¹ Legislative Insight will have 18,000 compiled legislative histories from 1929 forward by the end of 2012. ² In 2013, ProQuest is scheduled to include additional legislative histories covering an undetermined number of pre-1929 laws. ³ The extensive amount of content in Legislative Insight makes it one of the most comprehensive sources for compiled legislative histories.

A. ProQuest Legislative Insight vs. ProQuest Congressional

While Legislative Insight provides researchers with compiled federal legislative histories, ProQuest Congressional provides researchers with unprecedented ease of access to the Congressional documents and publications themselves. If a compiled legislative history is available in Legislative Insight, the researcher will also be able to access the entire text of all Congressional documents that make up its legislative history. ⁴ However, to access Congressional documents that are not associated with a legislative history in Legislative Insight, researchers will want to use Congressional for quick and easy access to those documents.

II. The ProQuest Legislative Insight Advanced Research Guide

This Advanced Research Guide was created to highlight the many uses of Legislative Insight, particularly for researchers who want extremely detailed information on the federal legislative history research process. For the occasional or casual researcher of Legislative Insight, these features and functions will be more than what is necessary to achieve their research needs. Therefore, casual researchers may want to review our Basic Research Guide, which provides quick information on accessing the most frequently used features of Legislative Insight. However, for researchers who are interested in the intricacies of legislative history (including exhaustive Congressional documents) or who want to access less-commonly used Congressional publications as part of a legislative history, this guide will provide step-by-step instructions for accessing that information. For example, attorneys, instructors, and Ph.D candidates in fields like history or political science may appreciate access to the fully-compiled legislative history for a law rather than having to research these pieces separately in print and microfiche, or through a resource like ProQuest Congressional.

Students and other casual researchers who are specifically seeking legislative histories for laws may find this database easier to use than ProQuest Congressional. First, the legislative histories in Legislative Insight can be easily accessed through the “Citation Checker” feature and the “Popular Names of Laws List” feature (each of which is discussed in detail later in the guide), rather than having to research individual parts of a legislative history like Congressional reports, committee prints, and the like. Additionally, casual researchers who are unclear about the Legislative Process will benefit from Legislative Insight’s graphical interface, which allows researchers to merely click on a specific part of the Legislative Process to obtain the sections of the legislative history that were generated during that part of the Legislative Process.

The image below is Legislative Insight’s graphical interface allowing researchers to search through portions of a Legislative Process.
For researchers looking for Congressional documents from the bill introduction phrase in the House and Senate, the interface clearly directs the researcher to select only those portions of the interface in order to review those documents, as opposed to all portions of the interface. Conversely, researchers who only want documents from part of the Legislative Process, a researcher would select the last portions of the Legislative Process as opposed to the earlier portions to retrieve relevant documents.

This Advanced Research Guide contains example searches on several topics to illustrate how Legislative Insight can be used to quickly retrieve Congressional documents. 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 serious researcher may want to use a variety of search terms or phrases to ensure that he or she receives the highest number of relevant documents available. Readers should also note
that for images included with search examples, only the relevant portions of those 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 Histories and Congressional Documents

This Advanced Researcher guide provides a detailed overview and explanation of the functions and features available through ProQuest Legislative Insight. 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 federal legislative history and Congressional documents 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:

- Federal Legislative History Research: A Practitioner's Guide to Compiling the Documents and Sifting for Legislative Intent
- Legislative History of Selected U.S. Laws on the Internet
- Electronic Sources for Federal Legislative History Documents with Years/Congresses Available
- An Overview of the Congressional Record and Its Predecessor Publications
- Questions and Answers in Legislative and Regulatory Research

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IV. The Legislative Process

Before researching legislative histories in Legislative Insight, a brief background on the Legislative Process is helpful. The legislative process generally begins when an issue arises and it is determined that introducing a bill is the best way to address that issue.\(^{11}\) Members of Congress are the only ones who can introduce a bill into Congress, but bills may be suggested and drafted by anyone, including Congressional aides, lobbyists, constituents, or the President.\(^{12}\) Bills must be introduced during a House or Senate daily session, at which time the House or Senate Bill Clerk provides the bill number and it is determined whether the bill be referred to a committee, held at the desk, or placed on the calendar.\(^{13}\) If a bill is held at the desk or placed on the calendar, it means that the bill can be considered by a full Chamber of Congress at anytime, while referring a bill to committee allows it to be referred to a subcommittee or held at the full committee level for consideration or suppression.\(^{14}\) If a hearing is held on a bill at a committee or subcommittee level, testimony is taken from witnesses and other discussion occurs relating to the fate of a bill.\(^{15}\)

If a committee votes to report a bill, a committee report is drafted and filed with the House or Senate clerk.\(^{16}\) A reported version of the bill is drafted with any changes to the text from the original version of the
Committee reports usually contain the text of the bill as amended and reported, as well as the text of the bill as it would appear if it passes into law. The full House or Senate can consider a bill that has been referred to a committee once the committee report is filed. Next, both Chambers of Congress, where debate on the bill occurs, can consider the bill or offer amendments to the bill. In the Senate, debate on the bill is allowed once the bill is placed on the calendar. In the House, the reported bill is considered by the House Committee on Rules, where limits are set on debate and on amendments regarding the bill. Once these determinations are made, the House debates and amendments occur based on the determinations.

When either Chamber of Congress passes a bill, the bill is referred to the other Chamber and becomes an Act. The other Chamber must then decide whether to completely accept the original Chamber’s bill and send it to the President, or make changes to the original Chamber’s bill and send it back to that Chamber. If the original Chamber receives a bill back from the other Chamber, it may either accept the changes made by the other Chamber and send the bill to the President, make more changes to the bill and send the changes back to the other Chamber, or demand that its original language be kept intact and request a conference. If

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a conference occurs and both Chambers agree to compromise on the language of an Act, a conference report is issued. This conference report is available as a House report and is published in the Congressional Record. If both the House and Senate vote to accept the conference report, the bill goes to the President.

Regardless, an Act approved by both Chambers of Congress goes to the President, who has ten days to sign the bill into law, veto the bill, or take no action on the bill. The ten-day period does not include Sundays or holidays. If the President signs the bill into law, it becomes law and the President may include a signing statement. If the President decides to veto the bill, it is returned to Congress and Congress can either accept the veto or override it with a 2/3rd vote of House and Senate members (each Chamber) present and voting. If either Chamber does not override the veto, the bill goes no further. Finally, if the President takes no action on the bill and Congress is still in session, the bill becomes law. If the President takes no action on a bill and Congress has adjourned for the session, the bill is vetoed. Once a law is passed, the law

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is printed as a slip law, compiled chronologically in the *Statutes at Large*, and codified by topic in the United States Code.\(^{35}\)

V. Congressional Publications Included in a Legislative History

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.\(^{36}\)

- **House and Senate Reports**

  These are reports and recommendations from House or Senate committees to the entire House or Senate.\(^{37}\) Conference committee reports are particularly useful for legislative history analysis because these are created when differing versions of a bill need to be reconciled into a compromised bill between the House and Senate. Reports are designated by “H. Rpt.” or “S. Rpt.”\(^{38}\)

- **Committee hearings**
Committee hearings include transcripts of testimony from experts and witnesses, reports, exhibits, correspondence and other information designed to help Congressional committees gather information on an issue are included in the committee hearings through Congressional.  

- **The Congressional Record**

  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. 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. 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. 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 may only be able to find information on recent Congressional floor activity in the Daily Edition.

- **Text of Bills**

  The text of the legislation itself provides important insight for federal legislative
history researchers, particularly in determining legislative intent. Legislative Insight provides the text of enacted bills, plus related bills for federal legislative research.\footnote{ProQuest, LLC. (2012). Types of publications - reports. Retrieved from http://www.conquest-leg-insight.com/legislativeinsight/LegislativeInsightHelp.jsp#searchingBills}

- **House and Senate Documents**


- **Committee Prints**

  These are documents from a Congressional committee or portions of a committee, including analyses of legislation, research papers, transcripts of sessions in which a bill is reworked, etc.\footnote{ProQuest, LLC. (2012). Types of publications - prints. Retrieved from http://www.conquest-leg-insight.com/legislativeinsight/LegislativeInsightHelp.jsp#type_prints}

- **Presidential Signing Statements**

  Presidential signing statements are issued by the President when signing a bill into law.\footnote{ProQuest, LLC. (2012). Types of publications – Presidential signing statements. Retrieved from http://www.conquest-leg-insight.com/legislativeinsight/LegislativeInsightHelp.jsp#searchingPresidentialSigningStatements}

  Presidential signing statements are considered controversial by some, particularly when used for substantive purposes, but they can provide researchers with important background and context for the law being researched.\footnote{U.S. Department of Justice. (1993, November). The legal significance of Presidential signing statements. Retrieved from http://www.justice.gov/olc/signing.htm}

- **Congressional Research Service (CRS) Reports and Miscellaneous Publications**
The Congressional Research Service was created by the Library of Congress to provide information to Congress on public policy issues. CRS reports are research and analysis on policy issues provided by the Congressional Research Service to Congressional committee members and staff as requested. Republication and Democratic Congressional policy committees can issue miscellaneous publications.

VI. Legislative Insight’s Functions and Features

The following sections of the Advanced Research Guide detail the many search functions and features available through Legislative Insight. ProQuest provides additional detail on these functions and features through their materials. Advanced researchers may also want to consult ProQuest’s training videos, webinars, and other tutorials on Legislative Insight and the help features built into the search forms.

VII. Viewing Legislative Histories in Legislative Insight

Because Legislative Insight focuses on the legislative history for a particular law, it is most important to understand what information Legislative Insight provides within its legislative histories. In Legislative Insight, the legislative history for each piece of legislation is divided into separate categories of documents. These sections include the date and identifying information for each piece of legislation (e.g., Public Law number, Statutes at Large citation, Enacted Bill number, United States Code citation, and a link to the permanent URL for the legislative history); a summary of the legislation and associated subject terms for the legislation; related bills; and references to other Congressional publications such as the Congressional
Record and Presidential signing statements. All of this information is hyperlinked to the appropriate documents so that additional investigation can be done quickly. Note that each legislative history is likely to include references to bills proposed in earlier Congressional sessions, as it may take many Congressional sessions to successfully pass a piece of legislation. Legislative Insight allows the researcher to change the display for a legislative history so that it can be viewed in chronological order (backwards and forwards) or sorted by publication type.

A. Sorted by Chronological Order

Below is the legislative history for the Stamp Out Breast Cancer Act of 1997 sorted by chronological order, with the most recent documents shown first. Note the sections of the history described above. Selecting “Timeline (backward)” would show the documents under “Chronological Sequence” in the reverse of the order below.

54 ProQuest, LLC. (2012). Content included in our legislative histories. Retrieved from http://www.conquest-leg-insight.com/legislativeinsight/LegislativeInsightHelp.jsp#contentIncludedInOurLegislativeHistories


56 Search results are current as of March 2012.
PROQUEST LEGISLATIVE INSIGHT ADVANCED RESEARCH GUIDE

THOMAS COOPER LIBRARY & COLEMAN KARESH LAW LIBRARY
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SUBJECT TERMS
- Cancer
- Demonstration and pilot projects
- Department of Defense
- Medical research
- Postal rates and revenues
- Stamps and postage meters
- U.S. Postal Service
- Women's health

CHRONOLOGICAL SEQUENCE:

DIGITAL-PDF ID:104 H.R. 3401 - Introduced in House May 7, 1998
TITLE: Introduced in House
May 7, 1996
Publication Detail

TITLE: Introduced in House
Jan. 9, 1997
Publication Detail

DIGITAL-PDF ID:105 S. 726 - Introduced in Senate May 6, 1997
TITLE: Introduced in Senate
May 6, 1997
Publication Detail

DIGITAL-PDF ID:105 H.R. 1585 - Introduced in House May 13, 1997
TITLE: Introduced in House
May 13, 1997
Publication Detail

DIGITAL-PDF ID:105 S. 1023 - Placed on Calendar Senate July 16, 1997
TITLE: Placed on Calendar Senate
July 16, 1997
Publication Detail

TITLE: Engrossed in House
July 22, 1997
Publication Detail

Congressional Record
DIGITAL-PDF ID:CR-1997-0722-HR105-41-H
TITLE: House consideration and passage of H.R. 1585
July 22, 1997
Publication Detail

DIGITAL-PDF ID:105 H.R. 1585 - Received in Senate July 23, 1997
TITLE: Received in Senate
July 23, 1997
Publication Detail

Congressional Record
DIGITAL-PDF ID:CR-1997-0724-HR105-41-S
TITLE: Senate consideration and passage of H.R. 1585
July 24, 1997
Publication Detail
B. Sorted by Publication Type

The other option is to view the sections of the legislative history sorted by publication type. Here is a view of the Stamp Out Breast Cancer Act of 1997 sorted by publication type. Again, note the sections of the legislative history sorted by publication type.57

57 Search results are current as of March 2012.
C. Searching a Legislative History by Specific Terms

Once the researcher has accessed a specific legislative history, the researcher can search the legislative for specific terms within the legislative history display or within the full-text of the publications associated with the legislative history.
For example, to search the legislative history display for the Stamp Out Breast Cancer Act of 1997 for the word “stamps,” enter the word “stamps” in the “Find terms on this page” box. This will show the researcher the number of times the search term is located in the legislative history display page, as well as highlight the location of each term on the display, as shown below:\(^{58}\)

Alternatively, to search the publications associated with the legislative history for the Stamp Out Breast Cancer Act of the 1997 for the word “stamps,” enter the word in the “Find terms in full text publications” box. This will provide PDF links to each full-text publication containing the word “stamps” for easy review, as shown below.\(^{59}\)

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\(^{58}\) Search results are current as of March 2012.

\(^{59}\) Search results are current as of March 2012.
D. Excluding Documents from A Legislative History

Regardless of how the researcher chooses to sort the documents in a legislative history, researchers have the option to omit certain types of Congressional publications from the history by using the Publication Filter. Not every type of Congressional publication will be part of every legislative history, since the legislative process can be more extensive for some pieces of legislative than for others. For example, some pieces of legislation may pass into law without the signature of the President, so there will not be Presidential signing statement for those pieces of legislation.
Using the Publication Filter, researchers have the following options:

- **Exclude CRS Miscellaneous Publications and Presidential Signing Statements**

  This option removes miscellaneous publications from the Congressional Research Service (which are not technically part of the legislative process, but are related to it) and Presidential signing statements from the legislative history.\(^{60}\)

- **Include Bills Only**

  This option shows only bills associated with the legislative history for a piece of legislation.

- **Include Reports Only**

  This option shows only Congressional reports associated with a piece of Legislation.\(^{61}\)

- **Include Committee Prints Only**

  This option shows only Committee Prints associated with a piece of legislation\(^{62}\)

- **Include Documents Only**

  This option shows only House and Senate documents associated with a piece of legislation.\(^{63}\)

- **Include Hearings Only**


This option shows only Congressional hearings associated with a piece of legislation.64

- **Include Congressional Record Only**

  This option shows only documents from the Daily and Permanent (Bound) editions of the *Congressional Record* associated with a piece of legislation.65

- **Include CRS and Misc. Publications Only**

  This option shows only documents from the Congressional Research Service and miscellaneous publications associated with a piece of legislation.66

- **Include Presidential Signing Statement Only**

  This option shows only Presidential signing statements associated with a piece of legislation.67

- **Include Congress of Enactment Only**

  This option shows only those documents created during the Congressional session in which a piece of legislation was passed.

- **Exclude Congress of Enactment**

  This option removes documents from the legislative history that were created during the Congressional session in which a piece of legislation was passed.

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E. Go To Feature

The “Go To” feature allows the researcher to go directly to a specific type of document within a legislative history. To do so, select a type of Congressional document from the drop-down box above the results, as shown below.

The documents listed in the “Go To” feature will vary depending on what types of documents are including a legislative history. The “Go To” feature is available only when viewing a legislative history with its sections sorted by publication type.

VIII. The Citation Checker Feature

The main page of the Legislative Insight database provides what is likely to be the most useful search feature of Legislative Insight: the Citation Checker. With the Citation Checker, researchers can enter a Public Law number, a Statutes at Large citation, or the number of an Enacted Bill number to find a specific legislative history.68

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• **Public Law** – A passed bill or joint resolution that has been enacted into law.\(^6^9\)

• **Statutes at Large** – The official bound compilation of public and private Laws and resolutions passed by Congress, in order of enactment. *Statutes at Large* are published about a year after each session of Congress.\(^7^0\)

• **Enacted Bill** – The bill number associated with a piece of enacted legislation.\(^7^1\)

To use Citation Checker, enter the Public Law, *Statutes at Large* or enacted bill number associated with the piece of legislation that the researcher is researching. For example, if a researcher is researching the Stamp Out Breast Cancer Act of 1997 and has the citations associated with it, the researcher can use Citation Checker to get the legislative history associated with the Act. One benefit of the Citation Checker is that the researcher only needs one correct citation to find the legislative history for the piece of legislation. For example, the Public Law number for the Family and Medical Leave Act of 1997 is P.L. 105-41. To find the legislative history for the Act using Citation Checker, enter “105-41” or “PL105-41” in the first Citation Checker box, as shown below. If the legislative history for the Public Law number the researcher has entered is available through Legislative Insight, the Citation Checker box will automatically be updated by the corresponding *Statutes at Large* citation and enacted bill number. The same is the case if the researcher has a *Statutes at Large* citation or an enacted bill citation.

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Once the citation is entered into the box, the researcher can click on “Go to Legislative History” to view the legislative history for the Act. The legislative history view can be modified as described in Section 72. Therefore, if the researcher enters a citation for which there is not a corresponding legislative history in Legislative Insight, the researcher will receive a message like the one shown below:

As discussed here, for laws not covered in the Legislative Insight database, researchers can compile their own legislative histories by retrieving individual Congressional publications through ProQuest Congressional.

**IX. The Legislative Process Feature**

As an additional guide for researchers, Legislative Insight allows researchers to search for parts of a legislative history by using a graphical interface of the legislative process. 73 This interface helps researchers to narrow the documents shown within a legislative history by specific Congressional activity associated with the document. By checking or “un-checking” the appropriate boxes on the graphical interface, researchers can include or exclude certain documents. To access the Legislative Process interface for specific legislative history, click “Legislative Process” from the main Legislative Insight page and enter the Public Law number associated with a piece of legislation.

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72 By the end of 2012, Legislative Insight will contain 18,000 laws from 1929 forward. These laws are those selected by ProQuest staff for inclusion in Legislative Insight. In 2013, ProQuest staff will add selected laws from before 1929.

When using viewing the Legislative Process interface from within a legislative history, click “Legislative Process” to access the interface.

The default view of the interface includes all documents associated with a specific legislative history, as shown in the example below for the E-Government Act of 2002.
In each section of the interface, an information box is available that provides an in-depth explanation from Legislative Insight about that step of the legislative process. For example, to view only the documents in the legislative history associated with House and Senate Floor activity, the researcher would click “Clear All” and then check the boxes next to “House Floor Activity” and “Senate Floor Activity.” This would change the documents displayed in the left-hand column to only those associated with House and Senate Floor Activity.
To get additional information about the part of the legislative process in which House and Senate Floor Activity occurs, the researcher would then click the information box in that section which would change the display as shown below.
To focus on a specific document that has been isolated in the results, click on “Publication Detail” underneath the document, which opens a window with additional information about the document.

X. The Popular Names of Laws List Feature

Instead of a citation to a piece of legislation, a researcher may have only the popular name of the
legislation. Only certain laws are contained in this listing, as determined through the research of ProQuest staff members. For example, many members of the public are familiar with the Fair Housing Act, but likely have no idea of the Public Law number or Statutes at Large citation associated with the Act. Legislative Insight’s Popular Names of Laws List allows researchers to quickly access the legislative histories on these laws without having a citation.

From the Legislative Insight main page, the Popular Names of Laws List can be accessed by clicking the link under the search box. This opens an alphabetical list of popular names of laws that can be scrolled through to find the appropriate one. ProQuest staff members add new popular names as they arise, with an emphasis on those that are frequently discussed in the media or brought to their attention by subscribers. Additionally, legislative histories are available for only those laws that are noted in the list with an asterisk (*), so selecting a law from the list that is not noted with an asterisk will only retrieve legislative histories that reference or amend that law.

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75 Johnson, C (ProQuest Director of Market Planning, Legislative and Historical Services, & Government Information Services). Personal communication, April 23, 2012.
For example, a researcher searching for the Homeland Security Act of 2002 would scroll to the “H’s” in the Popular Names of Laws List. Users may find that there are several versions of an Act referenced (e.g., one for each reauthorization of the Act or for the amendments to an Act), so they will need to be searched separately.

By highlighting the appropriate Act, the popular name is placed in the search box. The researcher would then click on the magnifying glass to access the legislative history for the Act.

Note in the below image showing the results list for this search, there are 33 results, only one of which is the legislative history from the Congressional session in which the Homeland Security Act of 2002 was actually passed. This is because one law may be referenced in the legislative history for another law, particularly if

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76 Search results are current as of March 2012.
that law amends the earlier law. Therefore, it is important that researchers not only review the compiled legislative history for a law of interest, but also for laws that have amended the law of interest.

XI. Working with the Legislative Insight Results List

The results list for search features like the Popular Names of Laws List allows researchers to narrow their results using by a variety of factors. In fact, most of the features available to narrow the results list must be accessed from the results list as opposed to from the search feature. These features are as follows:
A. Narrowing Results with a Full-Text Search

Search results obtained from the Popular Names of Laws List can be refined through a full-text search by entering search terms in the text box above the results.

For example, a legislative history search on the Homeland Security Act of 2002 might be refined by a search of the phrase “World Trade Center” to retrieve legislative histories containing documents that specifically reference the World Trade Center. This would narrow the 27 results from the original search to 21 results.\(^7\)

\[^7\] Search results are current as of March 2012.
Within each result, Legislative Insight provides PDF links for documents included in the legislative history that reference the search terms or phrases. For example, one of the hearings included in the Homeland Security Act of 2002 that includes the phrase “World Trade Center” is shown below:

**HEARINGS:**

107th Congress

**HEARING-ID:** HRG-2001-HGR-001B
**TITLE:** Combating Terrorism: In Search of a National Strategy
**DATE:** Mar. 27, 2001
**DIGITAL-PDF:** HRG-2001-HGR-001B
**GPO-DIGITAL-PDF:** HRG-2001-HGR-001B_DS [Digitally Signed Version]
**PUBLICATION-NO:** Committee on Government Reform Serial No. 167-18
**HEARING-TYPE:** Published
**COMMITTEE:** Subcom on National Security, Veterans Affairs, and International Relations, Committee on Government Reform, House
**COMMITTEE-MAILING-ADDRESS:** Committee on Government Reform Serial No. 107-18
**LENGTH:** 152 pp.
**SUDOC:** Y4.G74/7/127/14

**B. Narrowing Results by Congressional Publication Type**

On the left hand side of the results list, researchers have the option to narrow their search by a specific type of Congressional publication by placing a check in the box next to the type(s) of publications. This option is helpful for researchers who know they are looking for only a specific type of Congressional publication related to a law. The default selection is to review all results (i.e., the entire legislative history). For example, a researcher looking only for hearings about the Homeland Security Act of 2002 would place a check in the box next to “Hearings,” which would automatically update the results to show only hearings related to the Act.

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78 Search results are current as of March 2012.
79 Search results are current as of March 2012.
C. Narrowing Results by Session of Congress

Another option is to narrow search results by Congressional session. This option can be used alone or combined with other options to provide the researcher with more specific results. However, researchers should be cautious when selecting this option because viewing results from only one Congressional session may cause the researcher to overlook relevant results from prior or subsequent Congressional sessions. In the “Homeland Security Act of 2002” results list, narrowing the results by the 107th Congress session yields seven results, all of which have publications from the 107th Congress included as part of their legislative histories.
Comparing these results with the results the original search shows that narrowing the results list by the 107th Congressional session has removed from the list any results that reference the Homeland Security Act of 2002 but that do not specifically have documents from the 107th Congress included in their legislative histories.80

D. Narrowing Results by Start and End Dates

Instead of narrowing results by Congressional session, researchers can narrow results by specific start and end dates by clicking “Start and End Dates.” Legislative Insight automatically populates these dates, but they can be changed by clicking on each date and selecting another date from the calendar.

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80 Search results are current as of March 2012.
E. Narrowing Results by Subject Terms, Area of Practice, and Congressional Source

Subject terms, areas of practice and Congressional sources can be used to narrow results from the search. Each of these categories is listed on the left-hand side of the search results list.

- **Subject Terms**

Subject terms are terms that are used to describe the subject of the legislation and associated Congressional documents. Legislative Insight subject terms are the same ones used in ProQuest Congressional and in the Congressional Information Service Index. Users can click on a subject term to open only those results that are related to that subject term. Because not all available subject terms can be seen in the default view of the search results list, researchers can click on “More. . .” to see additional subject terms associated with the search results. The number of records available relating to each subject term is shown in parentheses.
Once one or more subject terms are selected, the selected subject terms appear above the subjects terms list in the “Applied Filters” area. To remove a subject term from the filter area, click the box next to the term or click “Clear all Filters” to remove all filters restricting the results. When subject terms are applied as filters, as in the example below, the results displayed in the results list change accordingly.

- **Areas of Practice**

  Similar to narrowing results by Subject Terms, researchers can narrow their results by areas of practice to see only results associated with a specific area of law such as constitutional law or health care law. ProQuest developed “Area of Practice” terms to correspond to the areas of law that the legislative history and associated Congressional documents pertain to. For example, legislative histories that are associated with the subject term “Banks and Banking” would be associated with the “Banking law” area of practice. The number of records available within each area of practice is shown in parentheses.
As with the Subject Terms, applied Area of Practice filters are shown on the search results list after they are selected. Additional areas of practice can also be shown by clicking on “More…”.

To remove an area of practice from the filter area, click the box next to the term or click “Clear all Filters” to remove all filters restricting the results.

When areas of practice are applied as filters, as in the example below, the results displayed in the results list change accordingly.
Sources

For researchers who would like to limit search results by specific Congressional sources, these sources can be applied as filters in the same way as subject terms and areas of practice. Selecting a “Source” term will filter the results that come from a specific Congressional entity, such as a Committee or Subcommittee. For example, if a researcher is looking for legislative histories related to the Homeland Security Act of 2002 that included records from the House Appropriations Committee, the researcher can select “Committee on Appropriations, House” as the Source term, as shown below:

![Source Filter Example]

The number of records available from each Congressional source is shown in parentheses. As with the Subject Terms and Areas of Practice, applied Congressional Source filters are shown on the search results list after they are selected. Additional Congressional sources can be shown by clicking on “More...”. To remove a Congressional source from the filter area, click the box.
next to the term or click “Clear all Filters” to remove all filters restricting the results. Like the other filter options, when Congressional sources are applied as filters, as in the example below, the results displayed in the results list change accordingly.

XII. The Quick Search Feature

For researchers who do not have a specific citation or name for a piece of legislation, it may be necessary to use search terms to find relevant legislative histories. The Quick Search feature allows researchers to search for legislative histories by entering search terms or phrases in the search box.  

A. Using the Quick Search Feature

The Quick Search feature allows researchers to type search terms and phrases into one search box and retrieve legislative histories associated with those terms and phrases. The Quick Search form is shown below.

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When search terms are typed into the search box, Legislative Insight will provide suggested search terms and documents below the search box, as explained the example below.

- **EXAMPLE 1: A history student is curious about CRS reports on the Vietnam War from between the years 1969 and 1970.**

1. First, the student enters the phrase “Vietnam War” in the search box. Legislative Insight provides suggested search terms and documents below the search box, as seen in the image below.
2. Because the student is seeking CRS reports only, the search can be limited to that specific type of publication by checking the box next to “CRS and Misc. Publications.” The student only wants reports from 1969 and 1970, so she narrows her results to those within the 91st Congress.

3. Alternatively, the student has the option to narrow her results by specific dates by clicking “Start and End Dates.” In this case, the student might choose the first day of 1969 and the last day of 1970, which would also yield 4 results.\(^\text{82}\)

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\(^{82}\) Search results are current as of March 2012.
4. Finally, the student has the option to narrow her results by more specific subject terms related to the Vietnam War. If the student wanted to focus on Vietnam War documents involving “Arms control and disarmament.”

• **EXAMPLE 2:** A medical researcher is looking for all available Congressional publications about “Acquired Immune Deficiency Syndrome” or “AIDS.”

1. In this case, the medical researcher may get drastically different results depending on how he searches Legislative Insight. If the researcher enters “Acquired Immune Deficiency Syndrome” in the search box, he will get only 16 results.

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83 Search results are current as of March 2012.
2. However, if the researcher searches for “AIDS,” he will get many more results, most of which are irrelevant to the topic of Acquired Immune Deficiency Syndrome.

Therefore, researchers must be careful in Legislative Insight when using acronyms to search for information. However, subject terms and other documents listed when the researcher types in the
acronym “AIDS” could help him target his results to relevant documents. Note that results are listed in groups of 100 items per page.\textsuperscript{84}

**B. Using Connectors to Create A Search**

Like in ProQuest Congressional, researchers of Legislative Insight can use the connectors “AND,” “OR,” or “NOT” to create a search.\textsuperscript{85} These connectors must be typed in uppercase to be properly processed within the search box.\textsuperscript{86} Using the connector “AND” will require that the documents retrieved contain both search terms, thereby limiting the number of results retrieved.\textsuperscript{87} The connector “OR” will retrieve documents containing both terms or either search term entered, creating an expanded list of results.\textsuperscript{88} The connector “NOT” will retrieve documents that contain the first term but do not contain the second term.\textsuperscript{89} This will narrow results in situations where a researcher wants to avoid retrieving documents containing certain search terms.

**C. Using Proximity Searches**

In Legislative Insight, researchers can also use the term “NEAR” to search for records with two search terms that are within ten words of each other.\textsuperscript{90} A specific number can be entered to
retrieve results with search terms closer or farther apart than ten words. For example, a search for the term “highway” near (i.e., within 10 words of) the term “safety” yields 86 results.

However, a search for “highway” within 50 words of “safety” yields more results, while a search for “highway” within 3 words of “safety” yields much fewer results.


92 Search results are current as of March 2012.
D. Wildcard Feature

The Wildcard feature will replace characters within a word in a search to allow researchers find to variations on the word. The two Wildcard characters are the question mark (?) and the asterisk (*). Using a question mark (?) will replace a single character while the asterisk (*) will replace more than one character. To use the Wildcard function, insert the question mark (?) or asterisk (*) anywhere within a search term, except for the first letter of the word.

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

**EXAMPLE 2:** Typing “explor*” will find documents containing the words “explored,” “explorer,” and “exploration.”

E. Working with Quick Search Feature Results

Documents retrieved through the Quick Search feature can be viewed or narrowed in the same way as other results available through Legislative Insight. The options for viewing and narrowing search results retrieved in Legislative Insight are fully described here.

XIII. The Guided Search Feature

Unlike the Quick Search feature, the Guided Search feature allows researchers to use several search fields to create a more detailed search for legislative histories. The Guided Search form can be accessed by clicking “Guided Search” at the top of the main Legislative Insight page, and then entering search terms into the form.

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A. Using the Guided Search Feature

Within each search box, the researcher can enter search terms that can be searched either in

“All Fields excluding Full Text,” the “Title” of the Legislative History, or the “Subject/Index Terms.”

These options can be selected by highlighted the appropriate choice in the drop-down box.

- “All fields excluding Full Text”

Using this option searches the summary information for a document for the search terms, instead of the entire text of a document.

- “All fields including Full Text”

Using this option searches the summary information and the entire text of the document for the search terms.
• “Title”

Using this option searches for the search terms in the title of the documents.

• “Subject/Index Terms”

Using this option searches for documents associated with subject or index terms that can be selected through Legislative Insight. The Subject and Index terms available through this option are consistent with those used through Legislative Insight and in ProQuest Congressional, as well as the Congressional Information Service’s print materials, so legislative history researchers will be familiar with these terms. Selecting this option opens a window that allows the researcher to select subject and index terms in either the “Subject View” or “Thesaurus View”.

![Subject Term List](image)

In the “Subject Term List,” view, the researcher can type a word contained in a subject term or phrase in the “Search Subject Terms” box or view an alphabetical list of subject and index terms by choosing “Begins with.” Subject and index terms are available through the Guided
Search form or from the main Legislative Insight page by clicking “Browse or Search for Subject Terms.”

- **“Containing”**

  Typing a search term into the “Search Subject Terms” box will allow the researcher to find all subject and index terms in Legislative Insight that contain that term. For example, typing “Finance” into the “Search Subject Terms” box reveals all subject and index terms containing the word “Finance.” Note that next to each subject and index term is the number of documents in Legislative Insight containing that subject or index term.
If a researcher is unsure of what to type in the “Search Subject Terms” box, he can simply view the Subject Term List by hierarchy, as shown below.

![Subject Term List](image)

Note that clicking the yellow and blue box next to the subject term will open the “Thesaurus view” of that subject term described below.

- **“Begins With”**

  Using the “Begins With” feature, researchers can access subject and index terms that begin with specific search terms. Users can either enter a term or view an alphabetical list of search terms. Again, the number of documents available is shown to the right of the subject term and clicking the yellow and blue box next to the subject term opens the “Thesaurus view” described below.
In this case, typing “Finance” in the “Search Subject Terms” box would reveal only one search term, as shown below.

If a researcher is unsure of what to type in the “Search Subject Terms” box using the “Begins With” feature, he can again simply view the Subject Term List alphabetically, as shown below.
• **Thesaurus View**

In the “Thesaurus View,” subject and index terms can be viewed to find related subject terms to add to a search. The Thesaurus View is equivalent to the hierarchy view in ProQuest Congressional, and provides narrow aspects of a subject under a broader subject term.
Once a search term or phrase is selected, the number of documents available containing that subject term is revealed, as shown below.

![Screenshot of search results]

B. Search Examples Using the Guided Search Feature

- **EXAMPLE 1:** A researcher wants to research legislative histories related to federal Civil Rights laws, and is particularly interested in information regarding literacy tests used to prevent voting.

1. First, the researcher chooses to search for legislative histories where “civil rights” is a major topic in the legislative history. To do this, she enters “civil rights” in quotation marks in the first search box because she wants to retrieve legislative histories with the exact phrase “civil rights” in the record. She decides to search “All fields excluding Full Text” so that she retrieves only results where “civil rights” is listed in the bibliographic information for the legislative history.

2. In the second search box, the researcher types “literacy test” in quotation marks to include the phrase in the search. However, she selects “All fields including Full Text” for this box because she wants as many results with that phrase as possible.

3. In the third search box, the researcher types the term “voting” and again selects “All fields including Full Text.” Because she is not sure exactly what dates or which Congressional session would have the legislative histories she is looking for, she uses the default “Any Congress” option. Her completed search box looks like the one below, and yields 51 legislative histories. To find the most relevant results first, she selects “Relevance” as the sorting option.

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96 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 relevant.
4. If the researcher wanted to narrow her results, she might review some of the subject terms, areas of practice, or sources listed to get results that are more precise. For example, she might review the legislative histories that contain “Constitutional law” as a subject term or an area of practice. Another option would be for the researcher to enter specific search terms in the “Refine result set by a full text search” box to narrow her results. For example, she might enter “poll tax” in the box to narrow her results to legislative histories more specifically addressing deterrents to voting.

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.

97 Search results are current as of March 2012.
5. Once the above researcher reviews some of the legislative histories, she decides she wants to focus on Congressional hearings related to her original search. First, she checks the box next to “Hearing” to narrow her original search, which yields 108 Congressional hearings, the most relevant of which are shown first.
• **EXAMPLE 2:** A student is interested in finding the legislative history for “Jennifer’s Law,” but does not have a citation or year for the law.

1. Using the Guided Search, the student could enter “Jennifer’s Law” and search by the title of documents to find the legislative history. As long as the student chose “Legislative History” as the publication type and did not limit by an inaccurate Congressional session or date, the legislative history for “Jennifer’s Law” would be retrieved.  

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• **EXAMPLE 3:** A researcher would like to review Congressional hearings addressing the diamond trade in Sub-Saharan Africa.

1. Using the Guided Search Subject/Index Terms, the researcher could search by subject and index terms to determine how to terms related to Sub-Saharan Africa should be listed in Legislative Insight. When the researcher selects “Subject/Index Terms” from the drop-down box next to the first search box, the Subject/Index term window opens.

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98 Search results are current as of March 2012.
2. Next, the researcher can type the word “Africa” into the search box to find subject terms and phrases containing that word. The subject term “African, Sub-Saharan” is a subject term listed in four documents. Note that “South Africa” is also a subject term that the researcher might investigate.
Once the researcher checks the box next to the subject term and clicks “Apply,” the subject term will appear in the first search box.

3. Next, the researcher needs to enter a term related to the diamond trade. The researcher is looking for Congressional hearings and it is likely that the word “diamond” might be used in testimony or discussion, so the researcher decides to search “All fields including Full Text” for the word in the second search box.

<table>
<thead>
<tr>
<th>“Africa, Sub-Saharan”</th>
<th>Subject/Index Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND diamond</td>
<td>All Fields including Full Text</td>
</tr>
</tbody>
</table>

4. The researcher’s search yields 8 Congressional hearings, which can be narrowed as the researcher desires.  

99 Search results are current as of March 2012.
XIV. The Search By Number Feature

The Search By Number feature in Legislative Insight mirrors the Search By Number feature in ProQuest Congressional by allowing researchers to search for Congressional publications with various document numbers. 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 citation the researcher wants to search by. Note that the citation options change depending on the task selected.
To use the Search by Number Form, the researcher must first select a task from the two options allowed. These options are to “Find a Congressional Publication By Number,” or “Find Congressional Publications Related to A Bill or Law.” 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.

- Publication Number

This option retrieves a document by the Congressional publication number assigned to it. There are 12 types of publication numbers to select from. These include House and Senate report numbers (“H.rp.” and “S.rp.”) and House and Senate document numbers (“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 House report 108-724 (“9/11 Recommendations Implementation Act”), the researcher would select “H.rp.” from the first drop-
down box, “108” for the 108th Congressional session in second drop-down box, and enter “724” in the third box. Note that Legislative Insight has the report broken down into several parts, each of which is shown when the researcher types in “724.”

This search retrieves the House report, both individually and as part of legislative histories for relevant bills.
• **Bibliographic Number**

This option retrieves documents 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 Legislative Insight, 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 “9/11 Recommendations Implementation Act” (Accession Number H.rp.108-724 and SuDoc Number Y1.1/8:108-724), 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 “H.rp.108-724” in the second box, which would give the researcher the option to select a specific part of the report.

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If the researcher chooses to search by SuDoc number, the researcher would select “SuDoc Number” from the drop-down box and enter “Y1.1/8:108-724” in the second box, which again gives the researcher the option to select a specific part of the report.

- **Serial Set Volume number**

   Using this option will retrieve documents related to a law by the volume number of
the *United States Serial Set* volume in which the document appears. The *Serial Set* is the official Congressionally-directed collection of government publications, published serially from 1789 forward.\(^{102}\) 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.\(^{103}\) However, the *Serial Set* does not include hearings, bill text, Congressional debates, or committee prints.\(^{104}\)

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 “9/11 Recommendations Implementation Act” (*Serial Set* Volume number “14924”), the researcher can enter the *Serial Set* Volume number in the box. In

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this case, all documents from Serial Set Volume number 14924 (including all six parts of the report) are listed in the results. 105

B. Search By Number – Find Congressional Publication Related to A Law

“Find Congressional Publication Related to A Law” allows the researcher to search for Congressional documents that reference a law. Users can search all types of Congressional

105 Search results are current as of March 2012.
publications for references to a specific bill number, a Public Law number, or a Statutes at Large citation.

- **Bill Number**

  This option searches for documents by the bill number assigned to a specific piece of legislation when it is introduced in Congress. There are seven 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. Simple resolutions do not have the force of law and address matters solely within one Chamber of Congress. 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. 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.


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 a 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 could look like the one below. If the researcher wanted to search only certain segments of Congressional publications, he could narrow the search by checking the box only next to the segments of publications to be searched. This search retrieves not only the legislative history for the “PATRIOT Sunsets Extension Act of 2011,” but also the Congressional publications related to the Act and legislative histories of other related bills.

- **Public Law Number**

  This option searches for documents 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. Each
number is comprised of the number of the Congress that passed the law or resolution and the numerical order in which it was passed.\textsuperscript{109} 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. \textbf{Note:} Joint resolutions passed after the 76\textsuperscript{th} Congressional session are included under Public Laws and should not be searched for separately from passed bills.

For example, 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 could look like the one below.

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The search results from that search are shown below. One hundred and twelve documents were retrieved, which included various types of Congressional publications referencing the Public Law, the legislative history for the Public Law, and the legislative histories of related bills.\footnote{Search results are current as of March 2012.}

To further narrow a search, the researcher might narrow the search by specific dates or use subject terms, areas of practice, or Congressional sources to retrieve results that are more specific.

- **Statutes at Large Citation**

  This option searches for documents by the *Statutes at Large* citation assigned to Public Laws, Private Laws, and resolutions passed by Congress.\footnote{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, to search the *Congressional Record* for references to the “Bankruptcy Abuse Prevention and Consumer Protection Act of 2005” (119 Stat. 23), the search created would look like the one below. Again, 112 results would be retrieved referencing 119 Stat. 23, the most relevant of which is the legislative history for the Act.\(^{112}\)


\(^{112}\) Search results are current as of March 2012.
V. Other Options through Legislative Insight

In addition to the search forms discussed previously, Legislative Insight provides a variety of other features that provide legislative background for researchers. The last portion of this guide covers some of those additional features to Legislative Insight.

A. Content Coverage

Currently, not all major laws are covered in Legislative Insight. By the end of 2012, Legislative Insight will contain over 18,000 legislative histories, but only from 1929 to the present.\footnote{ProQuest, LLC. (2012). Quick start: Legislative Insight. Retrieved from \url{http://proquest.libguides.com/quick_start_legislative_insight}} However, in 2013, ProQuest plans to provide legislative histories for an undetermined number of pre-1929 laws.\footnote{ProQuest, LLC. (2012). ProQuest Legislative Insight -FAQ. Retrieved from \url{http://www.conquest-leg-insight.com/legislativeinsight/LegHistMain.jsp?searchtype=HOME#}} Therefore, researchers will want to verify that a specific legislative history is available in Legislative Insight before beginning the research process. On the main Legislative Insight page, a list of “Total Histories on Legislative Insight” is available. From this list, researchers can determine how many legislative histories are available from each Congressional session. When a researcher
clicks on a specific session, a window opens that allows the researcher to scroll the list of Public Laws to determine what legislative histories are available.\footnote{Image accurate as of May 2012.}

Clicking on the Public Law number will open the legislative history for that Public Law.

B. Historical Context

To allow researchers to further explore the legislative background to a piece of legislation, researchers can use the “Historical Context” feature. “Historical Context” provides historical background on the events occurring during a particular Congressional session. ProQuest staff members create Historical Context reports from CRS reports and other Congressional information.\footnote{Johnson, C (ProQuest Director of Market Planning, Legislative and Historical Services, & Government Information Services). Personal communication, April 23, 2012.}

To access “Historical Context,” click on the phrase from the Legislative Insight main page.
This will open a window that allows researchers to view background on Congressional sessions from 1949 forward.\textsuperscript{117}

For example, the Historical Context for the 112\textsuperscript{th} Congress contains 2 pages of information on the First Administration of President Obama, economic issues, and significant events of 2011.

\textsuperscript{117} As of May 2012.
C. Sessions of Congress

Legislative Insight also provides a list of Congressional sessions from the first session to present. To access the list, click “Sessions of Congress” from the main Legislative Insight page. This will open a window with the Sessions of Congress list, as shown below. Click “OK” to close the window.
D. Creating a User Profile

Within Legislative Insight, researchers can create a profile to save searches, documents, and legislative histories for later access. To do so, click “Sign in to User Profile” at the top of the Legislative Insight main page. User profiles will remain available so long as they are accessed every two years.  

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119 Johnson, C (ProQuest Director of Market Planning, Legislative and Historical Services, & Government Information Services). Personal communication, April 23, 2012.
From there, a window will open that allows new researchers to follow the instructions to create a profile and allows registered researchers to sign into their profiles.

When the results list is displayed from a search, the researcher can also save those results to their profile by selecting “Save results to Profile” and clicking “Go,” or to add the entire search to a profile by clicking on “Add Search to Profile.”
E. Other Options

Other options available from the Results list include the option to download PDF versions of documents, email and print search results, obtain the Bluebook citation for the document, and export citations to Refworks or EndNote. This can be done from the Results list, as shown below.

Once any result is opened, the same options can be utilized for the individual document.

120 The Bluebook is a citation style used by legal professionals in the United States.
121 RefWorks and Endnote are online management tools for bibliographic citations.
F. Help Features

Legislative Insight has several help features that can be used for more in-depth information on utilizing the database. From the Legislative Insight main page, researchers can access the “Quick Start” LibGuide or the explanatory content from the Help page.

There is also a FAQ accessible from the Legislative Insight main page, next to the Spotlight section that features one legislative history currently being showcased by ProQuest.
**About the Legislative Insight Collection**

**Q: When will everything be loaded on Legislative Insight?**
A: At the end of 2012, we will have finished loading all of the content available as part of our initial offering. This will include 18,000 histories plus histories for all the new laws enacted in 2011-2012. The 18,000 laws include all CIS histories from 1970-2010 (many with updated research and indexing) and approximately 9,000 new histories from 1929-1969.

**Q: How are laws selected for inclusion in Legislative Insight?**
A: All laws with CIS legislative histories will be brought in. Additional laws are selected on the basis of importance as determined by the research team or by you, our customers! Please let us know if there are specific histories that you would like included. We do try to cover laws that have a substantial history, with hearings and reports as well as Congressional Record excerpts.

**Q: Will Legislative Insight ever include histories for pre-1929 laws?**
A: Yes. In 2013 we will make available a separate content offering that includes pre-1929 laws. This offering has not yet been priced and is not yet available for