



CWU Library Guide to Government Information Government Documents, Maps & Microforms Dept.

Government publications, microforms and maps collections are located on the **3rd floor of CWU Library**. Assistance with locating and using these materials is provided at the Documents Reference Desk, located near the front stairs.

GOVERNMENT INFORMATION

Government publications contain information compiled and published by government agencies.

CWU Library has been a depository and has received **U.S. government publications since 1962** and **Washington State government publications since 1965**. The collection also contains older documents that have been purchased on microformats.

About **400,000 government publications** are available in CWU Library.

Government information is received in **all formats** (paper, microfiche, electronic).

Arrangement of government publication collections is **by publishing agency**, not subject, but nearly every conceivable subject is covered by government agencies:

- ◆ **U.S.** publications are arranged using the **SuDocs** (Superintendent of Documents) classification scheme. All call numbers begin with a letter or letters standing for the name of the publishing agency (such as A for the Department of Agriculture or S for the Department of State).
- ◆ **Washington State** call numbers in CWU's collection all begin with **WA**, followed by a letter(s) standing for the publishing agency.

CATTRAX contains records for most **Washington State documents**, and all **U.S. documents received during the past 4 years**. Records for older U.S. documents are being entered daily.

- ◆ The **location** listed on **CATTRAX** is **DOCS COLLECTION**

CWU Library's databases, **MARCIVE** and **GPO MONTHLY CATALOG** (accessible from the Library's website) **provide subject access** to U.S. documents published after 1976.

Many government publications are now published in **electronic format** (on CD-ROMs or the WWW). CATTRAX, MARCIVE, and GPO MONTHLY CATALOG contain listings for electronic government publications.

Links to government databases and publications are also maintained on the Library's website at <http://www.lib.cwu.edu/documents/>

Most government documents can be checked out, including CD's.

Several workstations are available on the 3rd floor of CWU Library for accessing electronic government information.

MAPS

CWU Library's collection contains about **90,000 sheet maps covering all geographic areas**. Most maps are received as a part of the depository government publications collection.

Atlases, gazetteers and other reference books are also available in the **Map Room**.

Maps are **arranged by geographic area** in map cabinets. The Library of Congress Classification, "G schedule", is used for maps covering the largest geographic areas.

CATTRAX contains records for maps with LC (Library of Congress) call numbers. The location used is **MAPS LIBRARY**.

Many maps are received as a part of a collection, or series, with a paper index used to find an individual map in the collection. These **indexes are shelved with the maps**.

Most maps circulate. (Heavily used maps covering Washington State are non-circulating).

The map room contains 2 workstations with access to **GIS software**.

MICROFORMS

Microforms are materials that have been photographed and reprinted in a miniaturized format, such as **microfiche**, **microfilm** or **microprint**. The CWU Library collection contains about **235,000 microforms**.

Any type of material can be published in these formats (maps, periodicals, photographs, etc.)

CWU Library's microforms collection consists of government documents, newspapers and many sets with a subject focus.

The **ERIC** microfiche collection, one of the largest collections, contains materials with EDUCATION topics and has an index on the Library's list of databases.

Microforms are arranged by format and filed in cabinets or boxes.

Viewing and printing equipment is available nearby.

The U.S. documents in the microfiche collection are in order by SuDocs Classification numbers. The arrangement of the remainder of the microfiche collection is by accession number.

Paper indexes for a specific collection are shelved using the same accession number as the collection.

CATTRAX contains indexing to all of the sets, but **separate indexes**, primarily located at the Documents Reference Desk, show the location of materials within each set.

Newspapers, periodicals and government documents printed in microformats are listed by individual titles on CATTRAX.

The locations listed on CATTRAX are MICROFILM, MICROFICHE or MICROPRINT. Accession numbers listed are MH (microfiche), MM (microfilm) or MP microprint.