



## U.S. Congressional Documents

### Quick Reference Guide

#### Where do you start?

When selecting the U.S. Congressional Documents from the welcome page, this is the landing page, also known as Collection Home page, which you will see first.

#### Select a browse option to view titles

Select a browse option to view the titles associated with that grouping. Or, select All Titles to view all the titles in the collection. Expand (+) a title to browse a list of volumes included in that title. Each volume listing is a direct link to the title page of that volume.

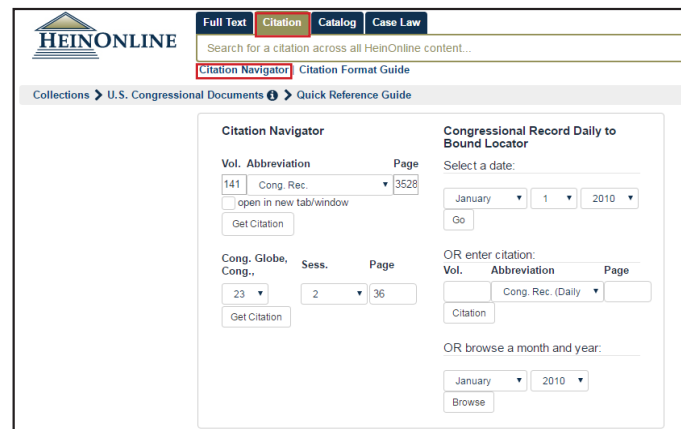


#### Do you have a citation?

Click on the Citation Navigator tab above the main search bar to display the citation navigator link. Click the link to access the citation navigator, input the volume #, select the title, enter a page # and click Get Citation.

Note: If entering a citation to the Congressional Record Daily, you must enter the section prefix before the page #. Section prefixes include:

- S (Senate Proceedings)
- H (House Proceedings)
- E (Extension of Remarks)
- D (Daily Digest)



If you have a citation to the Congressional Globe, use the bottom tool to select the Congress, Session and the page #.

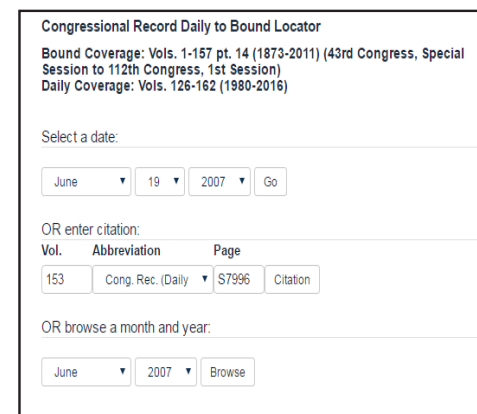
#### Daily to Bound Locator

The Congressional Record Daily to Bound Locator tool allows you to quickly locate a page from the Congressional Record Daily within the Bound Volume or vice versa. NOTE: This tool does not provide coverage for all volumes. Please refer to the coverage information listed in the heading for detailed dates.

Select a date: Results will include a citation for the Daily and Bound Volumes broken out by chamber/section (House, Senate, Extension of Remarks, Daily Digest) for the chosen date.

Enter citation: Enter an exact citation and the results will return the corresponding citation for that section from either the Bound or Daily edition.

The above two options then prompt you to conduct a word or phrase search from within a selected section. This will then compare the pages in the Daily to the Bound Volume and return corresponding page matches.



## Browse a Month and Year

Results are in a table format which displays the citation to each section of the Daily and Bound volumes for each day of the chosen month.

Results for: January 2010							
Day	Senate Daily	Senate Bound	House Daily	House Bound	Extensions Daily	Extensions Bound	Daily Digest
January 12, 2010			156 Cong. Rec. H9 (2010)		156 Cong. Rec. E3 (2010)		156 Cong. Rec. D6 (2010)
January 13, 2010			156 Cong. Rec. H43 (2010)		156 Cong. Rec. E15 (2010)		156 Cong. Rec. D10 (2010)
January 15, 2010			156 Cong. Rec. H143 (2010)		156 Cong. Rec. E31 (2010)		156 Cong. Rec. D13 (2010)
January 19, 2010	156 Cong. Rec. S3 (2010)		156 Cong. Rec. H147 (2010)		156 Cong. Rec. E37 (2010)		156 Cong. Rec. D15 (2010)
January 20, 2010	156 Cong. Rec. S5 (2010)		156 Cong. Rec. H195 (2010)		156 Cong. Rec. E45 (2010)		156 Cong. Rec. D21 (2010)

## Congressional Hearings

HeinOnline contains nearly 50,000 Congressional hearings, with hundreds more being added each month; the hearings subcollection has more than 11 million pages. This extensive collection includes select hearings from the 50th Congress through the 114th Congress.

If you need a specific hearing, use the Congressional Hearings Quick Finder located in the Congressional Hearings subcollection of the U.S. Congressional Documents homepage. For example, let's locate the hearing titled "Mad Cow Disease: Are Our Precautions Adequate?" which took place before the Senate Subcommittee on Consumer Affairs, Foreign Commerce and Tourism during the 107th Congress. Use the drop-down options and the text box to input the following data into the quick finder and click Search:

Collections > U.S. Congressional Documents > Congressional Hearings > Quick Reference Guide

Congressional Hearings Quick Finder

Congress:

Chamber:

Committee:

Text:

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R

This tool allows you to quickly search for a hearing by:

- **Congress** - Select a congress number, or choose Any Congress if you do not know which Congress the hearing was held in.
- **Chamber** - Select a chamber, House/Senate/Joint, or choose Any Chamber if you do not know which Chamber held the hearing.
- **Committee** - Select the committee that the hearing was held by, or choose Any Committee if you do not know the specific committee that held the hearing.
- **Text** - This serves as an advanced search box. Insert key terms within the hearing that you are looking for.

1. Mad cow disease : are our precautions adequate? : hearing before the Subcommittee on Consumer Affairs, Foreign Commerce, and Tourism of the Committee on Commerce, Science, and Transportation, United States Senate, One Hundred Seventh Congress, first session, April 4, 2001.  
Congress: 107  
Chamber: Senate  
Committee: Subcommittee on Consumer Affairs, Foreign Commerce, and Tourism

[Turn to page](#)

is no **mad cow disease** in this country. We have had surveillance for some 10 years, and it seems to me... that only by aggressive steps we can make sure that we pre-vent the spread of **mad cow disease** into the... Newsweek and I brought it over as well: "**Mad Cow Disease, the Slow Deadly Spread.**" One would conclude from... this that **mad cow disease** is rampant in the United States. Of course, it is not. There is not one case... reported of **mad cow disease** in this country. But it is paramount that we have a safe food supply. To do... both with respect to **mad cow disease** and also foot and mouth disease, and to help prevent the spread of

## Committee Prints

Congressional Committee Prints are publications issued by Congressional committees that pertain to their legislative or research activities as well as other matters, such as memorial tributes. The prints contain statistical and historical information and are an excellent resource for researchers analyzing legislative history or legislative intent. Categories of these Committee Prints include draft reports and bills, directories, statistical materials, investigative and historical reports, situational studies, confidential staff reports, hearings, and legislative analyses. Procedures for publishing these prints differ with each committee, and formatting isn't uniform. Also, these prints are not part of the U.S. Congressional Serial Set, as documents in the Serial Set come from the Senate and House of Representatives as a whole. The numbering system and publication histories of these prints are inconsistent; while the Senate has a system for numbering its Committee Prints, the House does not.

The screenshot shows the 'Committee Prints Quick Finder' search interface. It includes a breadcrumb trail: 'Collections > U.S. Congressional Documents > Committee Prints > Quick Reference Guide'. Below this are navigation tabs for 'Congressional Record', 'Congressional Budget Office', 'Rules & Precedents', 'Other Works Related to Congress', 'Congressional Hearings', 'CRS Reports', 'Committee Prints', and 'Additional Resources'. The 'Committee Prints' tab is selected. The search form contains the following fields: 'Congress:' with a dropdown set to '110' and a 'Go To Congress' button; 'Chamber:' with a dropdown set to 'Any Chamber' and a 'Go To Chamber' button; 'Committee:' with a dropdown set to 'Any Committee' and a 'Go To Committee' button; and 'Text:' with the input 'department of education' and a 'Search' button.

Use the Committee Prints Quick Finder to select a specific Congress, chamber, or committee. You can also search the full text of these prints. For example, a text search for all Committee Prints from the 110th Congress containing the phrase "department of education" will produce the results below.

The screenshot shows search results for the query '(congress:110 AND text:("department of education") AND partof:comprint) in U.S. Congressional Documents'. The results are sorted by 'Relevance' and show '20 Results'. The first result is 'Organization of Federal Executive Departments and Agencies, July 2007'. A 'Turn to page' box highlights the text: '. Department of Education (until September 30, 2007). President's Commission on White House Fellowships, Office'. To the right of the result are links for 'Download PDF', 'Download Options', 'Email', and 'MyHein'. At the bottom, there is a link for 'All Matching Text Pages (2)'.

## CRS Reports

The CRS reports in each collection are listed alphabetically by title for easy browsing and searching. You can narrow your search for a specific report by using the alphabet index at the top of the page in any collection containing CRS Reports.

The screenshot shows the 'Congressional Research Service Reports Quick Reference Guide'. It features a breadcrumb trail: 'Collections > U.S. Congressional Documents > Congressional Research Service Reports > Quick Reference Guide'. Navigation tabs include 'Congressional Record', 'Congressional Budget Office', 'Rules & Precedents', 'Other Works Related to Congress', 'Congressional Hearings', 'CRS Reports', 'Committee Prints', and 'Additional Resources'. The 'CRS Reports' tab is selected. Below the tabs is an alphabet index: '0 | 1 | 2 | 5 | 9 | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | All'. The 'A' tab is highlighted. Below the index, two report entries are visible: 'A Shift in the International Security Environment: Potential Implications for Defense-Issues for Congress (R43838)' by O'Rourke, Ronald (March 20, 2015) and 'A Summary Of Fusion Centers: Core Issues And Options For Congress (RL34177)' by Masse, Todd; Rollins, John (September 19, 2007).

## Congressional Budget Office Publications

Since 1975, CBO has produced independent analyses of budgetary and economic issues to support the Congressional budget process. Each year, the agency's economists and budget analysts produce dozens of reports and hundreds of cost estimates for proposed legislation. CBO is strictly nonpartisan; conducts objective, impartial analysis; and hires its employees solely on the basis of professional competence without regard to political affiliation. CBO does not make policy recommendations, and each report and cost estimate summarizes the methodology underlying the analysis.

The screenshot shows the 'Congressional Budget Office Quick Reference Guide'. It features a breadcrumb trail: 'Collections > U.S. Congressional Documents > Congressional Budget Office > Quick Reference Guide'. Navigation tabs include 'Congressional Record', 'Congressional Budget Office', 'Rules & Precedents', 'Other Works Related to Congress', 'Congressional Hearings', 'CRS Reports', 'Committee Prints', and 'Additional Resources'. The 'Congressional Budget Office' tab is selected. Below the tabs, three publications are listed: 'Analysis of the Army's Arsenal Support Program Initiative' by Frisk, Daniel (1v. Washington, D.C.: Congress of the U.S., Congressional Budget Office, 2010); 'Congressional Budget Office - Agriculture'; and 'Congressional Budget Office - Budget and Economic Information' (marked as 'Updated').

## Building a Search Query with Multiple Terms, Using Advanced Search Options:

**Example:** Search in the Congressional Record for a section of the transcript from the House Proceedings on April 30, 2003 in which Congressman Mr. Sessions spoke to the floor regarding the act entitled "Improving Education Results for Children with Disabilities Act of 2003", introduced as bill H.R. 1350. We may also want to look up references to Rollcall votes no. 149 and/or 154 as is relevant to this bill.

Search in the Congressional Record Bound and Daily volumes for Mr. Sessions in full text, on April 30, 2003 in the House proceedings. Here's how you construct this search:

The screenshot shows a search form with the following fields and values:

- Text: "Mr. Sessions"
- Section Description: "April 30"
- Section Description: House
- Select Document Type: All Document Types (expanded list includes CRS Reports, Congressional Record, etc.)
- Select Titles: Choose By Citation...
- Date: (YYYY) 2003 To: (YYYY) 2003
- Sort by: Relevance

**Search Within the Results:** Now, we want to search within these results to find the references to the bill H.R. 1350. Click on the "Search Within These Results" and construct this search:

The screenshot shows a search form with the following fields and values:

- Text: H.R. 1350
- Section Description: (empty)
- Section Description: (empty)

Below the form is a link: [Run Search in Other Collections](#)

The screenshot shows search results for the query: `((("Mr. Sessions") AND description:("April 30")) AND description:(House))` in U.S. Congressional Documents, sorted by "Relevance".

Sort By: Relevance 20 Results

1. 149 Cong. Rec. 9983 (2003)  
House of Representatives - Wednesday, April 30, 2003  
House of Representatives - Wednesday, April 30, 2003

Turn to page...  
of the Union for consideration of the bill (H.R. 1350) to reau- thorize the Individuals with... afternoon and granted a structured rule for H.R. 1350. Improv- ing Education Results for Children With... today's votes on H.R. 1350. I believe inclusion, deliberation and full participation was achieved in... achievement. H.R. 1350 makes significant changes to the Department of Education's ac- tivities on research of... OF 2003 Mr. SESSIONS. Mr. Speaker, by the direction of the Committee on Rules, I call up House... gentleman from Texas (Mr. SESSIONS) is recognized for 1 hour. Mr. SESSIONS. Mr. Speaker, for the purposes of

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All Matching Text Pages (39)

## Refining Your Search:

A Congress Member's name, a word or phrase, or a rollcall vote could get several hits on any given search. Therefore, it is recommended that you refine your search as much as possible in order to receive the most relevant results. The following provides you with a few examples of how to refine your search to get the most on-point results.

- Add a date range:** Enter a begin and end year using the date fields below the title listing. When searching in the Congressional Record (Bound and/or Daily) and the Congressional Globe, you can also add a day, such as April 30, in the Section Description field.
- Add a section:** Look in a specific section by entering "Senate", "House", "Extension" or "Daily" in the Section Description field. To determine what other section descriptions may be available to search, open a volume and click on the table of contents. The text that is italicized in a section title is considered the "section description". Some other examples include: index; proceedings and debates; appendix, title page, notes, and journals of Congress to name a few.
- Select a specific title:** Choose a specific title from the title listing to search only that title (Congressional Globe, Congressional Record, American State Papers, etc.)
- Use facets to narrow your results:** When search results appear, you will be offered facets which could include the document type, dates, titles, or section type, depending upon your initial search string. Use these to refine your results.