

GOVERNMENT DOCUMENTS CLASS ASSIGNMENT FOR LS 102

Step 1 – Find a recent edition of the *United States Government Manual*. Select an agency and copy or print the first page of its entry from the *Manual*.

Paper copies of the *U.S. Government Manual* can be found in the Reference Dept. (1st floor). It's also available online at:

<http://www.gpo.gov/fdsys/browse/collection.action?collectionCode=GOVMAN>.

Step 2 – In the Library's online catalog, search for that same agency as an author. (If your search yields no results, you may need to select a different agency.) Print a catalog record for any government document published by that agency. Make sure that the call number and location of the item appear on the screen that you print.

Step 3 - Locate within the library the document you selected from the catalog. Or, if the document is available online, simply click the link to look at the online edition. Copy/print the front cover or the title page of the document (whichever has the most information). If what you find is an article in a government periodical, copy or print just the first page of the article.

Step 4 - Turn in:

- A. Copy/printout of an entry from the *U.S. Government Manual*.
- B. Printout of a record from the catalog.
- C. Copy/printout of the cover or title page from the publication you located in Step 3.

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