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BASIC REFERENCE SOURCES FOR USE BY CONGRESSIONAL OFFICES
An Annotated Selection of Publications and Services

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ABSTRACT

An annotated guide to publications and other sources of information useful to Members of Congress and their staffs, covering congressional office management, the organization and operation of Congress, legislative responsibilities, services to constituents, and other duties of Congress.

CONTENTS

INTRODUCTION 1

CONGRESSIONAL OFFICE MANAGEMENT 2

ORGANIZATION AND OPERATION OF CONGRESS 4

 CONGRESSIONAL DIRECTORIES 4

 CONGRESSIONAL DISTRICT INFORMATION 6

 SOURCES ON CONGRESSIONAL RULES AND PROCEDURES 8

 BIBLIOGRAPHIES ON CONGRESS 11

KEEPING TRACK OF LEGISLATION 12

THE EXECUTIVE BRANCH 17

 INFORMATION ON DEPARTMENTS AND AGENCIES 17

 U.S. GOVERNMENT PUBLICATIONS 20

 FEDERAL ASSISTANCE..... 21

SERVICES TO CONSTITUENTS 22

 SOURCES OF INFORMATION 22

 TOURISTS' IN WASHINGTON, D.C. 23

GENERAL REFERENCE SOURCES..... 25

 ATLASES..... 27

 DICTIONARIES AND THESAURI..... 27

 DIRECTORIES..... 28

 ENCYCLOPEDIAS AND ALMANACS..... 28

 ETIQUETTE AND PROTOCOL..... 29

 FOREIGN AFFAIRS..... 29

 HOLIDAYS AND SPECIAL EVENTS..... 29

 NEWS MEDIA..... 30

 POSTAL INFORMATION..... 30

 QUOTATIONS..... 30

 STATE GOVERNMENTS..... 31

 STATISTICS..... 31

 WRITER'S AND SECRETARY'S HANDBOOKS..... 32

TITLE INDEX 33

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BASIC REFERENCE SOURCES FOR USE BY CONGRESSIONAL OFFICES
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INTRODUCTION

This guide to materials and services has been prepared to assist Members of Congress and their staffs in setting up and operating a congressional office. The information provided relates to six major areas of interest--management of a congressional office, the organization and operation of Congress, legislative responsibilities, relations with the executive branch, services to constituents, and general reference sources.

Many of the publications cited are automatically provided to congressional offices; some are available from the U.S. Government Printing Office in accordance with provisions of Title 44, U.S. Code. In addition, many Federal departments and agencies will provide complimentary copies of their publications to congressional offices upon request.

For the convenience of congressional offices, the name of the publisher has been provided for publications cited in this report. Prices given are subject to change. Discounts on some of the commercially published reference books are available at the House and Senate Stationery Rooms.

CONGRESSIONAL OFFICE MANAGEMENT

The primary sources of information on the organization and operation of Senate and House offices are:

Congressional Handbook; U.S. Senate Edition

Congressional Handbook; U.S. House of Representatives Edition

These looseleaf handbooks, one prepared for the Senate and one for the House, are sometimes referred to as the "Green Book." Each provides, in a single source for its respective chamber of Congress, information on allowances, salaries and employment benefits, office management, communications, services, information sources, legislative branch organizations and agencies, rules and regulations governing official conduct of Members and staff, and other useful information. The Senate Handbook also incorporates practical information on staffing, records management, media activities, financial management, mail management, and other office operations.

Each edition of the Congressional Handbook is updated periodically and distributed to Senators by the Senate Committee on Rules and Administration and to Members of the House by the House Committee on House Administration. As they are administrative, in-house documents, they are available in limited quantities.

Senate offices may direct questions pertaining to office management to the Secretary of the Senate (ext. 42115) and questions about office equipment to the Senate Sergeant at Arms (ext. 42341). House offices needing advice on the automation or computerization of office operations may contact the Office Management Demonstration and Training Center of the House Committee on House Administration (ext. 50542).

Additional sources of advice and assistance concerning congressional office operations may be located through either the Senate or House Directory distributed by the Secretary of the Senate or the House Post Office, respectively:

United States Senate Telephone Directory

United States House of Representatives Telephone Directory

Practical and timely articles on office management, constituent services, and congressional operations are published in:

The Congressional Staff Journal (STAFF)

(\$11 per year or \$2.50 for a single issue, Government Printing Office)

This bimonthly journal is produced by the Senate Committee on Rules and Administration. Copies are sent automatically to Senate offices; a mailing list of House offices wanting to receive free issues is maintained by Jennifer Nelson (ext. 49078).

The Congressional Research Service has compiled the following guides to various aspects of congressional office management:

Casework in a Congressional Office (CRS Report No. 82-212 GOV)

Closing a Congressional Office; A Brief Overview (81-2 GOV)

Congressional Staffing; A Selected Annotated Bibliography
(81-5 GOV)

A Functional Analysis of Congressional Member Office Operations
(81-116 GOV)

Grants Work in a Congressional Office (82-22 C)

Speechwriting in Perspective: Brief Guide to Effective and Persuasive Communication (81-278 GOV)

ORGANIZATION AND OPERATION OF CONGRESS

Three excellent sources of information on Congress are the following:

Congress and Its Members, by Roger H. Davidson and Walter J. Oleszek, 1981 (\$10.95, Congressional Quarterly, Inc.)

"These two congressional scholars have provided a remarkably detailed and comprehensive description of two main facets of Congress: the motivations and behavior of its individual members and the ways in which the House and Senate set about making policy and passing or defeating legislation."

Congressional Quarterly's Guide to Congress, 3rd ed., 1982 (\$85, Congressional Quarterly, Inc.)

Comprehensive chapters accompanied by well-selected lists and tables provide detailed information on the historical development of the Senate and the House, congressional powers and procedures, the legislative branch, the electorate, and the interaction of Congress with the executive, the judiciary, and other interest groups.

Vital Statistics on Congress, 1982, by Norman J. Ornstein, et al. (\$16.95; \$8.95 paperback, American Enterprise Institute for Public Policy Research)

Statistical tables, some going back to 1947, cover the following areas: Members of Congress, elections, campaign finance, committees, staff and operating expenses, activity, roll call voting, and budgeting.

CONGRESSIONAL DIRECTORIES

The following volumes are useful in dealing with other congressional offices and committees:

Biographical Directory of the American Congress, 1774-1971
(out of print)

This 11th revised edition provides succinct biographies of every Member of Congress from 1774 through 1971. A variety of supplementary material is included, such as a list of executive officers from 1789 through 1971, a list of delegates to the Continental Congress--as well as officers of that Congress, and its time and place of meeting--and lists by congressional session of Representatives and Senators. Issued as Senate Document 92-8.

Congressional Directory (\$15; thumb-indexed, \$23; \$11 paperback, Government Printing Office)

This general directory of the Members and committees of Congress and of other major U.S. Government personnel is prepared under the direction of the Joint Committee on Printing for the first session of each Congress. It also includes a directory of international organizations, diplomatic personnel, and the press in Washington. A biennial Congressional Pictorial Directory (\$5, Government Printing Office) is also available. Multiple copies of both publications are automatically distributed to Members by the committee.

Congressional Staff Directory (\$30, Congressional Staff Directory Ltd., Mt. Vernon, Va.)

This volume, prepared each spring by Charles B. Brownson, provides information on the staff of Senators and Representatives, congressional committees, and executive departments. An annual prepublication supplement, the Advance Locator for Capitol Hill (\$10), provides biographical information, room and telephone numbers, names of principal staff, and other data for Members of Congress. Election Index (\$10) published in congressional election years includes brief biographies, campaign headquarters, and top campaign staff for all candidates standing for election in November. All three of the above publications have a list of cities with over 1,500 population and their congressional districts.

Congressional Yellow Book (\$95 annual subscription, Washington Monitor)

This looseleaf directory, updated at least four times per year, contains detailed information on the Members of Congress and their staffs, the committees and their staffs and jurisdictions, and the membership of caucuses and other groups within Congress.

CONGRESSIONAL DISTRICT INFORMATION

Interesting information on Members of Congress and on the social, economic, and political climates of the States and congressional districts may be found in the following:

Almanac of American Politics, 1982; the President, the Senators, the Representatives, the Governors: Their Records and Election Results, Their States and Districts (\$29.95; \$16.95 paperback, Barone and Company)

This biennial compendium includes for each Member of Congress, biographical information, ratings by various rating organizations, votes on key issues, and results of previous elections. A description of the political and economic climate and a voter profile of each home State or district are also given. The material often reflects the opinions of the authors.

Politics in America; Members of Congress in Washington and at Home (\$29.50, Congressional Quarterly Press)

Although the format of this biennial book is very similar to that of the Almanac of American Politics, the emphasis is more on the individual Members, their accomplishments, and the role each has played in the legislative process. This analysis was drawn from interviews with Members about each other.

There are several other reference books which provide useful information on congressional districts:

Congressional District Atlas; Districts of the 98th Congress
(Government Printing Office)

Prepared by the Bureau of the Census, this atlas will present maps showing boundaries of the congressional districts for the 98th Congress and include listings identifying the congressional districts in which counties and incorporated municipalities within each State are located. This new edition will be available in early 1983.

Congressional District Data Book (Government Printing Office)

This publication is being prepared by the Bureau of the Census and will be issued in a series of separate State reports, presenting 1980 population and housing data and election statistics by congressional district for the districts of the 98th Congress. The State reports will be available from the Government Printing Office as they are finished, beginning in 1983. Members of Congress will receive pre-publication data and maps for their State or district directly from the Bureau of the Census (763-5360).

Congressional District ZIP Codes; 97th Congress
(\$198, Tyson, Belzer & Associates, Inc., 7735 Old Georgetown Road, Bethesda, Md. 20014)

Published for each Congress, section 1 is a list by congressional district indicating ZIP codes within that district; section 2 is arranged in ZIP code order indicating the congressional district in which each is located.

Education Directory; Colleges and Universities
(\$9, Government Printing Office)

This annual compilation lists and describes post-secondary schools by State; though not arranged by congressional district, the district is indicated in each description.

SOURCES ON CONGRESSIONAL RULES AND PROCEDURES

The following congressional publications provide authoritative information on current and historical precedents and practices in the Senate and House of Representatives.

Senate Procedure: Precedents and Practices, by Floyd M. Riddick
(\$15, Government Printing Office)

Revised and updated in 1981 by the Parliamentarian Emeritus of the Senate and published as Senate Document 97-2, this publication contains rulings by the presiding officer and practices which relate to procedure in the Senate. An appendix contains suggested forms for various procedures, i.e., filing motions or filing conference reports. Senators may request in writing copies from the Parliamentarian Emeritus.

Senate Manual (\$8.50, Government Printing Office)

This manual, prepared at the beginning of each Congress by the Senate Committee on Rules and Administration, contains the standing rules, orders, laws, and resolutions affecting the Senate. It also includes historical lists of Senators by State and class, Cabinet members, and Supreme Court justices. It is issued each Congress as Senate Document no. 1 and copies are automatically distributed to Senators on publication.

Hinds' Precedents of the House of Representatives and
Cannon's Precedents of the House of Representatives
(out of print)

Together these volumes form a detailed historical case study of the procedures and precedents of the House. Hinds' five-volume work, prepared in 1907, was updated by three additional volumes by Cannon in 1936. In 1941, a three-volume index to all eight volumes was published. Now out of print, the set may be seen in the House Library or in the CRS reference center in the Rayburn House Office Building.

Deschler's Precedents of the United States House of Representatives
(v. 1, \$10; v. 2, \$12; v. 3, \$13; v. 4, \$20; v. 5, \$16, Government Printing Office)

This work on the modern precedents of the House updates Hinds' and Cannon's Precedents. Issued as House Document 94-661, it will eventually consist of eight to 10 volumes. Volumes are automatically distributed to Members as published.

Cannon's Procedure in the House of Representatives (out of print)

This publication is a synopsis of rules and procedures of the House through 1959. Issued as a House Document in 1962, it is now out of print, but a copy may be seen in the House Library. This work is succeeded by Deschler's Procedure (see next entry).

Procedure in the U.S. House of Representatives, 97th Congress; A Summary of the Modern Precedents and Practices of the House, 86th Congress-97th Congress (\$14, 1982 ed., Government Printing Office)

Formerly known as Deschler's Procedure, this one-volume publication, prepared by the Parliamentarian of the House, is a summary of the procedures in the House and a cumulated and condensed version of the modern precedents of the House, which covers the period from the 86th Congress, where Cannon's Procedure in the House of Representatives left off. The 1982 edition incorporates changes through the beginning of the 97th Congress. Copies are distributed to Members by the House Post Office and to committees by the Office of the Parliamentarian.

Constitution, Jefferson's Manual and Rules of the House of Representatives (\$15, Government Printing Office)

This manual is prepared for each Congress by the Parliamentarian of the House and issued as a House Document. In addition to the Constitution and Jefferson's manual, it includes principal rulings and precedents, the history and jurisdiction of each legislative committee, and other matters. Copies are distributed automatically to Members on publication.

Manual on Legislative Procedure in the U.S. House of Representatives

The fifth edition of this manual, prepared in January 1982 under the auspices of the House Minority Leader and available only from that office, is designed to acquaint Members and staff with the fundamentals of legislative procedures in the House. A pocket-part update will be available for the 98th Congress.

How Our Laws Are Made (\$4.50, Government Printing Office)

Updated periodically and currently in print as House Document 96-352, this pamphlet outlines the stages in the legislative process and explains the uses of various publications which track that process. Copies may be obtained from the House Judiciary Committee.

Senate Legislative Procedural Flow (and Related House Action)
1978 ed. (\$4.75, Government Printing Office)

"The path of a bill from its introduction to its public distribution as a law is followed through the Senate, the House of Representatives, the conference committee, and the President of the United States. Treaties and Presidential nominations are likewise examined in their progression to ratification and confirmation respectively." Copies may be obtained from the Secretary of the Senate.

Legislative Manual, 2nd ed., 1982 (House Committee on Science and Technology)

"Descriptions of the procedural steps normally encountered by the manager of legislation are provided, and include bill introduction, committee deliberation, House and Senate consideration and the resolution of differences, and Presidential action. House and committee rules and procedures are outlined throughout the text." Copies are available from the committee (ext. 55629).

Two publications written by observers of Congress to explain legislative procedures to a non-congressional audience are:

Congressional Procedures and the Policy Process, by Walter J. Oleszek, 1978 (\$8.25, Congressional Quarterly, Inc.)

"This book describes, from introduction to final passage and presidential action, the procedural route taken by most major legislation..."

Gavel to Gavel; A Guide to the Televised Proceedings of Congress, by Alan Green and Bill Hogan, 1982 (The Benton Foundation)

This practical, simplified guide was written for viewers of the House proceedings carried by the Cable-Satellite Public Affairs Network (C-SPAN). A limited number of free copies is available to Members of Congress from the Roosevelt Center for American Policy Studies (547-7227).

BIBLIOGRAPHIES ON CONGRESS

The Congressional Research Service has compiled bibliographies of books and articles on Congress; these reports, updated periodically, are:

Congress: A Select Annotated Bibliography (82-33 GOV)

The United States House of Representatives: A Select Annotated Bibliography (81-212 GOV)

The United States Senate: A Select Bibliography (81-268 GOV)

KEEPING TRACK OF LEGISLATION

Described here are a number of publications useful to congressional offices in pursuing their legislative activities. Both the House (ext. 51772) and Senate (ext. 42971) provide current information on the status of pending legislation. The Congressional Research Service (CRS, 287-5700) also provides a variety of services and publications in support of this function. The first six items listed below are useful for following the daily legislative proceedings.

Congressional Record (\$208 per year, \$104 for six months, or \$1 for a single issue, Government Printing Office)

The Record, in addition to providing an edited transcript of the activities on the floor of the House and Senate, provides a "Daily Digest" highlighting both floor and committee actions. Published each day Congress is in session, although occasionally two days may be combined in one issue, the Record also includes the time of the next session and a schedule of committee meetings. Indexes are published biweekly. Copies of the daily, biweekly, and annual bound issues of the Record are provided free to Members; arrangements may be made with the Congressional Printing Management Division of the Government Printing Office (275-2226).

Congressional Record Abstracts; Master Edition (\$725 per year includes delivery, Capitol Services, Inc.)

This publication, which is generally delivered to the House and Senate Post Offices for distribution to congressional offices in the 11 a.m. mail delivery, indexes the issues of the Congressional Record delivered the same day. It provides a topical index to, and abstract of, material appearing in the Congressional Record under more than 300 index terms grouped into major subject and format sections. This service is also available on-line as the CR98 file; it is one of the CRS-provided computerized data bases accessible through SCORPIO on terminals in many congressional offices. In addition to the Master Edition, several subject indexes are also published in the areas of defense, foreign affairs, energy, and oceanography.

Congressional Monitor (\$738 per year, Congressional Quarterly, Inc.)

This daily publication includes a listing of all scheduled hearings for up to two months in advance, announced witness lists, and a summary of previous day and current day floor action. A weekly supplement, Congress in Print (available separately at \$144 per year) lists printed committee hearings, reports, prints, and staff studies released during the week. The basic service includes a telephone information service. The Weekly Congressional Monitor (\$360 per year) provides much of the same information on a weekly instead of a daily basis. The Congressional Record Scanner, a daily listing under basic subject categories of all items appearing in the Congressional Record, is available for an additional \$363 per year.

Calendars of the United States House of Representatives and History of Legislation (free)

This publication, prepared by the Clerk of the House, is published each day the House is in session. It lists all House and Senate bills on which some action has been taken, provides a history of these bills, lists the status of all bills in conference, and provides a table summarizing status of major bills. A weekly subject index is also prepared. One copy is automatically provided to each Member and committee of both houses.

Senate of the United States Calendar of Business (free)

Prepared by the Secretary of the Senate, the Calendar is published each day the Senate is in session. It lists bills which have been reported in the Senate, gives the status of bills in conference, and has a table summarizing action on all appropriations bills. Copies are automatically distributed to Senate offices.

Executive Calendar (free)

This publication lists all treaties and nominations pending before the Senate. It is prepared by and available from the Office of the Executive Clerk of the Senate.

Committee calendars (free)

Most committees in both the House and the Senate periodically issue calendars which list bills assigned to that committee, their status, the committee's legislative calendar, and a summary of the committee's legislative activities. Available from the issuing committee.

Congressional Research Service Review (free, Congressional Research Service)

This monthly publication provides the Congress with highlights of recent Congressional Research Service analyses on topics of immediate concern to the Congress, with citations to relevant literature from the congressional community. It is supplemented in the middle of the month by Update, which lists available issue briefs, new CRS Reports and Info Packs. Both give information on upcoming seminars and workshops.

Digest of Public General Bills and Resolutions (\$55 per session, Government Printing Office)

Prepared by the Congressional Research Service, this publication is issued in several cumulative issues and supplements during each session. It provides a summary and current status of each public bill and resolution. It is indexed by public law number, sponsor, subject, title, and identical bill number. One free copy is automatically furnished to each Member and committee; additional copies may be requested from CRS.

Major Legislation of the Congress (MLC) (free, Congressional Research Service)

This periodic publication summarizes selected major legislation of the current Congress. The arrangement is by subject and includes background on the issue and information on the content and status of major bills affecting that issue. The information is extracted from the series of issue briefs prepared by CRS. One copy is automatically furnished to each Member and committee; additional copies may be requested from CRS.

CIS Index (price available upon request, Congressional Information Service)

This index to congressional publications includes summaries of hearings, reports, documents, committee prints, and other congressional publications. The information is arranged by committee; there are indexes by subject, author, witness and organization represented by the witness, title, bill number, report and document numbers, and in the annual volume, by public law number. The Index is published monthly with quarterly and annual cumulations.

Congressional Digest (\$20, Congressional Digest, Inc.)

Each issue is devoted to a single major topic under consideration by Congress and includes background information and pro and con discussion. Ten issues are published each year.

Congressional Index (\$470, Commerce Clearing House, Inc.)

This looseleaf service, updated weekly, provides information on the content and status of all public bills and resolutions. The arrangement is by author, subject, and companion bill number. It also includes all recorded votes.

Congressional Quarterly Weekly Report (\$498 to Government agencies, Congressional Quarterly, Inc.)

The core of the Congressional Quarterly Service consists of the Weekly Report and the annual Almanac. The service provides current information on congressional activities, the work of committees, progress of major bills, voting and activities of individual Members, news events affecting Congress, and some of the activities of the executive branch. The reports also provide background information on topical issues. Congressional Quarterly often produces collections of research reports on special subjects. Some representative titles are: Inside Congress, Elections '82, The Washington Lobby, and The Middle East.

National Journal

See description in the section entitled "The Executive Branch," page 18.

New Members of Congress may request in writing from the Clerk of the House or Secretary of the Senate one set and subsequent supplementary parts of one of the following codifications:

United States Code (Government Printing Office)

or

United States Code Annotated (West Publishing Co.)

or

United States Code Service (Lawyers Cooperative Publishing Co.)

In addition to the above sources, congressional offices will find it extremely useful to have:

The Constitution of the United States of America; Analysis and Interpretation (\$33, 1973 ed., Government Printing Office)

The Congressional Research Service prepares this work, which is sometimes referred to as the "Constitution Annotated." This edition includes all Supreme Court constitutional cases to June 29, 1972, and was issued as Senate Document 92-82. A 1978 supplement was issued as Senate Document 96-26 (\$8.50), and a 1980 supplement is expected in early 1983. A new edition will be available later in 1983. Copies may be obtained by contacting the Joint Committee on Printing.

United States Statutes at Large (Government Printing Office)

Members may obtain copies on written request to the Superintendent of Documents.

THE EXECUTIVE BRANCH

INFORMATION ON DEPARTMENTS AND AGENCIES

The sources listed below will be useful to congressional offices in working with the executive branch:

United States Government Manual (\$9.50, paperback, Government Printing Office)

This volume, revised annually by the Office of the Federal Register, contains descriptions of the agencies and departments of the Federal Government. It also contains lists of selected Government publications, brief histories of selected agencies, and the names of major officers of the Government. Organization charts are also provided. Twelve complimentary copies are automatically provided to each Member of Congress by the Office of the Federal Register. Committees may submit requests in writing under the signature of the chairman.

United States Directory of Federal Regional Structure (\$6, Government Printing Office)

A companion to the United States Government Manual above, this directory has maps of jurisdiction for all Federal regional offices. Names, addresses, and telephone numbers are also given. Annual.

Federal Executive Directory (\$96 per year, Carroll)

A keyword index is a useful feature of this directory of Federal executives and agencies which is revised every two months. Top agency personnel are listed by name and by agency and office.

Federal Regulatory Directory (\$27.50, Congressional Quarterly, Inc.)

Thirteen major regulatory agencies are extensively profiled and responsibilities of 93 others are summarized along with lists of telephone contacts, information resources, and regional offices. A guide to finding regulations and a subject index are helpful.

Federal Staff Directory (\$30, Congressional Staff Directory, Ltd.)

Two thousand "biographical briefs" of key executives in the Federal Government and a total of 27,000 names of executives and staff experts are compiled in this annual directory, which has a detailed keyword subject index.

Federal Yellow Book (\$130 annual subscription, Washington Monitor)

This looseleaf directory, updated through the year, presents the names and telephone numbers of the staff members of the executive branch--the Executive Office of the President, the Office of the Vice President, departments, independent agencies, and regional offices--over 27,000 names in all.

Budget of the United States Government (\$7.50, Government Printing Office)

This volume, prepared annually by the Office of Management and Budget, contains the budget message of the President and provides extensive information on the budgets of all Government agencies, departments, and offices, and the proposed Federal expenditure by function. Companion publications are The Budget of the United States Government--Appendix (\$17) containing a fuller breakdown of figures, The Budget in Brief (\$4), and Special Analyses, Budget of the United States Government (\$20). Multiple copies are provided automatically to Members on publication.

Federal Register (\$300 per year or \$150 for six months, or \$1.50 for a single issue, Government Printing Office)

This publication contains Presidential actions, Executive orders, department and agency orders and regulations, notices of meetings, and other notices. It is published on week days by the Office of the Federal Register; one copy of each issue is automatically provided to each Member of Congress. Up to five subscriptions, on either paper or microfiche, may be obtained by written request to the Director of the Office of the Federal Register. Individual copies may be requested by calling 523-5240.

National Journal (\$455, Government Research Corp.)

This weekly periodical provides information on important executive branch and congressional actions. Emphasis is placed on the impact of these decisions and each issue highlights one or more major subjects as well as listing recent actions. Semiannual indexes are provided.

Weekly Compilation of Presidential Documents (\$55 per year or \$1.50 for a single issue, Government Printing Office)

Published every Monday by the Office of the Federal Register, it contains the text of Presidential statements, messages, and other actions. An index by subject, format, and name is provided. Complimentary copies for official use may be requested by Members of Congress by writing to the Director of the Federal Register.

Congressional offices will also find it useful to obtain the telephone directories of the various agencies and departments. These are available from the department's congressional liaison office or for purchase from the Government Printing Office.

Congressional liaison offices have been established by every major Federal department and agency to handle inquiries from Members of Congress and their staffs. These offices direct queries to the correct office within the department and expedite congressional requests. Their telephone numbers are available in the Senate and House telephone books and in lists published periodically by Democratic and Republican groups in Congress. CRS has listed many of them in its report, Congressional Liaison Offices of Selected Federal Agencies, which is updated at least annually.

U.S. GOVERNMENT PUBLICATIONS

Many of the publications issued by Federal departments and agencies are useful to congressional offices in their legislative work and in responding to constituents. The following publications are helpful in keeping track of new publications and in ordering copies:

Monthly Catalog of U.S. Government Publications (\$90 per year, Government Printing Office)

This catalog provides the full bibliographic information, prices, and instructions for obtaining items for most Federal Government publications. It is published monthly, with a serials supplement, and with monthly, semiannual, and annual indexes by author, title, subject, series/report title, and title keyword.

U.S. Government Books (free, Government Printing Office)

Almost 1,000 popular Government publications are described under 26 subject headings, such as business and industry, diet and nutrition, international topics, and senior citizens. Order forms and an address list of Government bookstores are included.

Where to Get Publications from the Executive and Independent Agencies: A Directory of the Sources for Official Documents (82-205 C)

This biennial Report, prepared by the Congressional Research Service and available only to congressional offices, provides lists of the major publications of Federal agencies and departments and the name and number of whom to contact for copies or information.

FEDERAL ASSISTANCE

Catalog of Federal Domestic Assistance (\$30 for annual subscription, Government Printing Office)

This looseleaf catalog provides descriptions of "...Federal programs, projects, services, and activities which provide assistance or benefits to the American public." Information is given on eligibility requirements and how to apply. It is prepared annually by the Office of Management and Budget. Three copies are sent to each Member of Congress.

Federal Aid to States

This annual pamphlet of the Department of the Treasury (566-4531) contains data on payments of the Federal Government to the States in support of State or local programs of governmental service to the public. Certain expenditures, spelled out in the foreword, are not included. A copy is sent to each Member of Congress.

SERVICES TO CONSTITUENTS

SOURCES OF INFORMATION

In responding to mail from constituents, congressional offices will find the following sources useful:

Congressional liaison offices--these offices in the executive agencies will provide specific information and pamphlets to assist congressional offices in responding to letters. Their telephone numbers may be found in the Senate and House telephone books; names, addresses, and telephone numbers are provided in the CRS Report, Congressional Liaison Offices..., previously cited.

Congressional Research Service--CRS, on request, will provide congressional offices with readily available materials to send to constituents. These include pamphlets on many subjects, bibliographies on the college and high school debate topics, and other materials.

Some of the publications previously cited (Catalog of Federal Domestic Assistance and the Monthly Catalog of U.S. Government Publications) and some of the general reference publications will be helpful to office staff in responding to constituent requests.

Some executive departments and agencies make available in quantity lists of their most popular publications which constituents may purchase from the Government Printing Office or examine in a local depository library. The Government Printing Office makes available in quantity lists of popular Government publications by subject. The General

Services Administration also provides congressional offices, on request, with multiple copies of Consumer Information Catalog, a subject listing of free and inexpensive Federal Government publications of consumer interest which constituents may order from the Consumer Information Center in Pueblo, Colorado.

Additional useful information on responding to constituent requests may be found in the Congressional Handbooks previously mentioned. Included is information on requests for flags flown over the Capitol, availability to educational institutions of surplus books from the Library of Congress, and availability of allotted publications, which include the Agriculture Yearbook, the Congressional Record, Congressional Directory, and others.

TOURISTS IN WASHINGTON, D.C.

Packets of tourist information are available for distribution by congressional offices from the Washington Area Convention and Visitors Association (789-7000) and from the National Park Service (343-8067). The yellow pages of the District of Columbia telephone book list over 50 popular attractions with information on hours of opening and closing, the availability of tours, and the address of the facility, and also provide the following information of interest to tourists: seating diagrams of the R. F. Kennedy Memorial Stadium and the Capital Centre, lists of places of worship, and maps of the surrounding localities and

the Capital Beltway. Information on special events, such as concerts, is published daily in The Washington Post.

The following additional information on tourist services may be of particular interest to congressional offices:

The Capitol--free tours are given daily 9-3:45. Current information on opening and closing hours and tours is available by calling ext. 56827.

Library of Congress--current information on special exhibitions, regular and special tours, and hours of opening and closing is available from the Tour Office (287-5458). Congressional offices also receive automatically the monthly publication, Calendar of Events in the Library of Congress.

Smithsonian Institution--by calling the congressional liaison (357-2962), congressional offices may obtain a supply of brochures and general informational material on the Smithsonian.

Supreme Court--free lectures in the courtroom are available 9:30-3:30 weekdays, except when the Court is in session. The sessions are, however, open to the public. Additional information is available from the Curator's office (252-3499).

White House--in addition to the regular tours of the White House, given Tuesday through Saturday, special congressional tours for constituents at 8:15, 8:30, and 8:45 a.m. are available on a limited basis by contacting the White House (456-2200) or by writing the Visitors Office, The White House, Washington, D.C. 20500.

Tours are also available at a number of Government agencies, including the FBI, the State Department, the Bureau of Engraving and Printing, and the Voice of America. The FBI (324-3447) also provides special congressional tours for constituents. Information on these and other tours may be found in the Congressional Handbooks or by calling the respective congressional liaison offices or public information offices.

GENERAL REFERENCE SOURCES

To provide rapid and convenient service to Members of Congress and their staffs, CRS maintains reference centers in the Rayburn, Longworth, and Russell Office Buildings, as well as House Annex 2. These centers, staffed by professional reference librarians, contain a sizeable collection of reference materials, current CRS issue briefs and Reports, popular magazines, and newspapers. The reference centers are also equipped with computer terminals which provide immediate access to CRS's automated data bases. The services of these centers are available by telephone (Rayburn, ext. 56958; Longworth, ext. 52030; House Annex 2, ext. 54343; Russell, ext. 43550) or in person (Rayburn B335; Longworth B221; House Annex 2, H2.153; Russell, SR-B03). They are open from 9 a.m. to 6 p.m. Monday through Friday.

CRS also maintains Information Distribution Centers in Room B05 of the Russell Building and Room 206 of the Madison Building. These self-service facilities stock packets of background information on more than 100 recurring topics of congressional interest. Called Info Packs, they usually contain issue briefs, CRS Reports, and other informative material helpful to the reader desiring background information on a

specific topic. They provide a good overview of important issues and are also useful in responding to constituent requests. Congressional staff can quickly browse and help themselves to relevant packets.

A special reading room in the James Madison Memorial Building (Room 204) is set aside for the use of Members, their families, and their permanent staffs. The room contains some 5,000 reference volumes, 60 current magazines of scholarly and popular interest, seven daily newspapers, the Congressional Record, and an extensive collection of quotation books and biographical directories. The room is open from 8:30 a.m. to 9:30 p.m. Monday through Friday, from 8:30 a.m. to 5 p.m. Saturday, and from 1 p.m. to 5 p.m. on Sunday, except when Congress is adjourned. Reference librarians are on duty during these hours to answer ready reference questions via the CRS "hotline" (287-5700) or in person. In addition, the Jefferson Congressional Reading Room in the Library of Congress Thomas Jefferson Building (Room 109) is open from 9 a.m. to 6 p.m. Monday through Friday (287-8500). The reference librarians in this room can provide personalized reference assistance from the collection of current CRS issue briefs and Reports, popular magazines and newspapers, and other reference materials.

The ready reference books listed below are generally available for use in reference centers and congressional reading rooms. Prices given are 1982 prices and most of the titles are available through bookstores.

ATLASES

Goode's World Atlas, 15th ed., 1978 (\$16.95; paperback
\$10.95, Rand McNally)

Rand McNally Road Atlas: United States, Canada, Mexico,
1981 (\$8.95; paperback \$5.95, Rand McNally)

DICTIONARIES AND THESAURI

Desk dictionaries:

American Heritage Dictionary of the English Language
(\$13.95, Houghton Mifflin; \$2.25 paperback,
Bowman-Noble)

Funk and Wagnalls Standard Desk Dictionary, 1980
(\$8.95, Harper and Row)

Webster's New Collegiate Dictionary, 1981 (\$13.95,
Merriam)

Unabridged dictionary:

Webster's Third New International Dictionary,
Unabridged (\$69.95, Merriam)

Thesauri and synonym dictionaries:

New Roget's Thesaurus in Dictionary Form,
1978 (\$8.95, Putnam)

Roget's International Thesaurus, 4th ed., 1977
(\$12.50, Harper and Row)

Webster's New Dictionary of Synonyms, 1980
(\$10.95, Merriam)

Webster's Synonyms, Antonyms, and Homonyms, 1974
(\$1.35, Dennison)

DIRECTORIES:

Encyclopedia of Associations (Gale Research Co.). Annual.

- v. 1, National organizations of the U.S.
(\$150, includes telephone reference service)
- v. 2, Geographic and executive index (\$135)
- v. 3, New Associations and Projects (\$150,
periodical supplement)

National Trade and Professional Organizations
(\$40, Columbia Books). Annual.

Washington V, 1979 (\$29.50, Potomac Books)

This directory describes local as well as national organizations and institutions located in the Washington metropolitan area.

Washington Information Directory (\$27.50, Congressional Quarterly, Inc.)

Nonprofit organizations, congressional committees, and executive agencies are listed together by subject in this annual directory.

Washington Representatives (\$35, Columbia Books)

Lobbyists, foreign agents, consultants, legal advisors, public affairs and government relations representatives, and the organizations they represent are listed. This is an annual publication.

ENCYCLOPEDIAS AND ALMANACS

New Columbia Encyclopedia, 4th ed., 1975 (\$79.50, Columbia University Press)

Random House Encyclopedia, 1977 (\$79.95, Random House)

Hammond Almanac (\$4.95, Hammond Almanac, Inc.). Annual.

Information Please Almanac (\$4.95, Simon and Schuster). Annual.

World Almanac and Book of Facts (\$4.95, Newspaper Enterprise Association, Inc.). Annual.

ETIQUETTE AND PROTOCOL

The Amy Vanderbilt Complete Book of Etiquette; A Guide to Contemporary Living, revised and expanded by Letitia Baldrige, 1978 (\$14.95, Doubleday)

Protocol; The Complete Handbook of Diplomatic, Official and Social Usage, by Mary Jane McCaffree and Pauline Innis, 1977 (\$14.95, Prentice-Hall, Inc.)

FOREIGN AFFAIRS

Chiefs of State and Cabinet Members of Foreign Governments (\$45 per year, National Technical Information Service)
This monthly publication is prepared by the Directorate of Intelligence of the Central Intelligence Agency. Members of Congress may obtain free subscriptions for official use by calling the Central Intelligence Agency (351-6136).

Political Handbook of the World; Governments, Regional Issues, and Intergovernmental Organizations as of January 1 (\$39.95, McGraw-Hill). Annual.

Statesman's Year-Book; Statistical and Historical Annual of the States of the World for the year 1982-1983 (\$35, St. Martin's). Annual.

Treaties in Force (\$9, Government Printing Office)
This annual publication of the Department of State lists current treaties and international agreements of the United States.

HOLIDAYS AND SPECIAL EVENTS

Chases' Calendar of Annual Events (\$12.95, Apple Tree Press, Inc.). Annual.

NEWS MEDIA

Ayer Directory of Publications (\$81.50, IMS Press)
This annual directory lists U.S. newspapers
and magazines by city of publication.

Broadcasting/Cablecasting Yearbook (\$65, Broadcasting
Publications, Inc.). Annual.

Hudson's Washington News Media Contacts Directory
(\$75, Hudson's Directory). Annual.

Working Press of the Nation (\$198 for the set or \$71 per
volume, National Research Bureau, Inc.). Annual.

v. 1, Newspaper Directory

v. 2, Magazine Directory

v. 3, TV and Radio Directory

v. 4, Feature Writer and Photographer Directory

v. 5, Internal Publications Directory

POSTAL INFORMATION

National ZIP Code and Post Office Directory (\$9, Government
Printing Office)

This is prepared annually by the U.S. Postal
Service.

QUOTATIONS

Bartlett's Familiar Quotations, 15th ed., 1980 (\$24.95,
Little, Brown)

The Great Quotations, compiled by George Seldes, 1966 (\$15,
Lyle Stuart)

The Home Book of Quotations, Classical and Modern, selected
by Burton Stevenson, 1967 (\$40, Dodd, Mead)

The Oxford Dictionary of Quotations, 3rd ed., 1979 (\$29.95,
Oxford University Press)

Penguin Dictionary of Modern Quotations, by J. M. Cohen and
M. J. Cohen, 1981 (\$5.95 paperback, Penguin)

STATE GOVERNMENTSThe Book of the States (\$35, Council of State Governments)

This biennial volume surveys the legislative, executive, and judicial branches of State government as well as intergovernmental affairs and all the major activities of the States. It is supplemented by the following:

- Suppl. 1, State Elective Officials and the Legislature (\$12)
- Suppl. 2, State Legislative Leadership, Committees, and Staff (\$12)
- Suppl. 3, State Administrative Officials Classified by Function (\$12)

State Executive Directory (\$104 per year for three issues, Carroll)

STATISTICSEconomic Report of the President (\$7.50, Government Printing Office)

This annual report is prepared for the President by the Council of Economic Advisors. It includes statistical tables relating to income, employment, and production. Copies are automatically distributed to Members of Congress by the Council.

Selected Economic Statistics: Definitions, Sources of Current Information, and Historical Tables (82-146 C)

A nontechnical guide to selected economic statistics relating to economic growth, employment and income, monetary conditions, inflation, and Federal finance. Tables of historical data are included for each, with many going back to 1929. Available to congressional offices from CRS (287-5700).

Statistical Abstract of the United States (\$16; paperback \$11, Government Printing Office)

Annually prepared by the Department of Commerce, this is the "standard summary of statistics on the social, political, and economic organization of the United States."

WRITER'S AND SECRETARY'S HANDBOOKS

American Usage and Style; The Consensus, by Roy H. Copperud,
1980 (\$14.95, Van Nostrand Reinhold)

Harbrace College Handbook, by John C. Hodges and Mary E.
Whitten, 9th ed., 1982 (\$10.95, Harcourt Brace
Jovanovich)

New Standard Reference for Secretaries and Administrative
Assistants, by Margaret Thompson and Harold Janis,
2d ed., 1980 (\$14.95, Macmillan)

Secretary's Handbook, by Sarah Taintor and Kate Monroe,
9th ed., 1969 (\$14.95, Macmillan)

Standard Handbook for Secretaries, by Lois Hutchinson,
8th ed., 1969 (\$12.95, McGraw-Hill)

U.S. Government Printing Office Style Manual, 1973 (\$10;
paperback \$8.50, Government Printing Office)
Supplemented by Word Division (\$5.50)

TITLE INDEX

Advance Locator for Capitol Hill.....	5
Almanac of American Politics.....	6
American Heritage Dictionary of the English Language.....	27
American Usage and Style; The Consensus.....	32
The Amy Vanderbilt Complete Book of Etiquette.....	29
Ayer Directory of Publications.....	30
Bartlett's Familiar Quotations.....	30
Biographical Directory of the American Congress, 1774-1971.....	5
The Book of the States.....	31
Broadcasting/Cablecasting Yearbook.....	30
The Budget in Brief.....	18
The Budget of the United States Government.....	18
The Budget of the United States Government--Appendix.....	18
CIS Index.....	14
Calendar of Events in the Library of Congress.....	24
Calendars of the United States House of Representatives and History of Legislation.....	13
Cannon's Precedents of the House of Representatives.....	8
Cannon's Procedure in the House of Representatives.....	9
Casework in a Congressional Office.....	3
Catalog of Federal Domestic Assistance.....	21
Chases' Calendar of Annual Events.....	29
Chiefs of State and Cabinet Members of Foreign Governments.....	29
Closing a Congressional Office; A Brief Overview.....	3
Congress: A Brief Bibliography.....	11
Congress: A Select Annotated Bibliography.....	11
Congress and Its Members.....	4
Congress in Print.....	13
Congressional Digest.....	15
Congressional Directory.....	5
Congressional District Atlas.....	7
Congressional District Data Book.....	7
Congressional District ZIP Codes.....	7
Congressional Handbook.....	2
Congressional Index.....	15
Congressional Liaison Offices of Selected Federal Agencies.....	19
Congressional Monitor.....	13
Congressional Pictorial Directory.....	5
Congressional Procedures and the Policy Process.....	10
Congressional Quarterly Weekly Report.....	15
Congressional Quarterly's Guide to Congress.....	4

Congressional Record.....	12
Congressional Record Abstracts; Master Edition.....	12
The Congressional Record Scanner.....	13
Congressional Research Service Review.....	14
Congressional Staff Directory.....	5
Congressional Staff Journal.....	3
Congressional Staffing; A Select Annotated Bibliography.....	3
Congressional Yellow Book.....	6
Constitution, Jefferson's Manual and Rules of the House of Representatives.....	9
The Constitution of the United States of America; Analysis and Interpretation.....	16
Consumer Information Catalog.....	23
Deschler's Precedents of the United States House of Representatives.....	9
Deschler's Procedure.....	9
Digest of Public General Bills and Resolutions.....	14
Economic Report of the President.....	31
Education Directory; Colleges and Universities.....	7
Election Index.....	5
Encyclopedia of Associations.....	28
Executive Calendar.....	13
Federal Aid to States.....	21
Federal Executive Directory.....	17
Federal Register.....	18
Federal Regulatory Directory.....	17
Federal Staff Directory.....	18
Federal Yellow Book.....	18
A Functional Analysis of Congressional Member Office Operations.....	3
Funk and Wagnalls Standard Desk Dictionary.....	27
Gavel to Gavel; A Guide to the Televised Proceedings of Congress.....	10
Goode's World Atlas.....	27
Grants Work in a Congressional Office.....	3
The Great Quotations.....	30
Hammond Almanac.....	28
Harbrace College Handbook.....	32
Hinds' Precedents of the House of Representatives.....	8
The Home Book of Quotations.....	30
How Our Laws Are Made.....	10
Hudson's Washington News Media Contacts Directory.....	30
Information Please Almanac.....	28
Legislative Manual.....	10
Major Legislation of the Congress.....	14
Manual on Legislative Procedure in the U.S. House of Representatives.....	9
Monthly Catalog of U.S. Government Publications.....	20
National Journal.....	18

National Trade and Professional Organizations.....	28
National ZIP Code and Post Office Directory.....	30
New Columbia Encyclopedia.....	28
New Roget's Thesaurus in Dictionary Form.....	27
New Standard Reference for Secretaries and Administrative Assistants.....	32
The Oxford Dictionary of Quotations.....	30
Penguin Dictionary of Modern Quotations.....	30
Political Handbook of the World.....	29
Politics in America.....	6
Procedure in the U.S. House of Representatives.....	9
Protocol.....	29
Rand McNally Road Atlas: United States, Canada, Mexico.....	27
Random House Encyclopedia.....	28
Roget's International Thesaurus.....	27
Secretary' Handbook.....	32
Selected Economic Statistics.....	31
Senate of the United States Calendar of Business.....	13
Senate Legislative Procedural Flow (and Related House Action).....	10
Senate Manual.....	8
Senate Procedure: Precedents and Practices.....	8
Special Analyses, Budget of the United States Government.....	18
Speechwriting in Perspective: Brief Guide to Effective and Persuasive Communication.....	3
Staff (Congressional Staff Journal).....	3
Standard Handbook for Secretaries.....	32
State Administrative Officials Classified by Function.....	31
State Elective Officials and the Legislature.....	31
State Executive Directory.....	31
State Legislative Leadership, Committees, and Staff.....	31
Statesman's Year-Book.....	29
Statistical Abstract of the United States.....	31
Treaties in Force.....	29
U.S. Government Books.....	20
U.S. Government Printing Office Style Manual.....	32
United States Code.....	16
United States Code Annotated.....	16
United States Code Service.....	16
United States Directory of Federal Regional Structure.....	17
United States Government Manual.....	17
The United States House of Representatives: A Select Annotated Bibliography.....	11
United States House of Representatives Telephone Directory.....	3
The United States Senate: A Select Bibliography.....	11
United States Senate Telephone Directory.....	3
United States Statutes at Large.....	16
Update.....	14
Vital Statistics on Congress.....	4

Washington V.....	28
Washington Information Directory.....	28
Washington Representatives.....	28
Webster's New Collegiate Dictionary.....	27
Webster's New Dictionary of Synonyms.....	27
Webster's Synonyms, Antonyms, and Homonyms.....	27
Webster's Third New International Dictionary, Unabridged.....	27
Weekly Compilation of Presidential Documents.....	19
Weekly Congressional Monitor.....	13
Where to Get Publications from the Executive and Independent Agencies: A Directory of the Sources for Official Documents.....	20
Word Division.....	32
Working Press of the Nation.....	30
World Almanac and Book of Facts.....	28