



1. Most government documents may be checked out of the library.

Documents follow standard circulation patterns that exist in Milner Library. As in the rest of the library, monographs may be checked out from the library, whereas reference works and periodicals (magazines, newspapers, journals) may not leave the building. There are some exceptions to these rules, such as Census titles and War of the Rebellion Official Records. If in doubt, ask Angie (abonne@ilstu.edu) for help. ☺

Check us out!



2. Milner has a large documents collection, though only a small percentage is cataloged.

The documents collection consists of more than 1 million volumes in all types of formats. Historically, documents were not cataloged as they entered the library. Consequently, there is a large backlog of uncataloged documents shelved in the stacks. Approximately only 15 percent is searchable in the catalog. Since 1996, the library has purchased records for all documents monographs. Additionally, all current documents periodicals are checked in and cataloged in Milner's Catalog. If a search in the catalog proves unsuccessful, don't despair! You can:

1. Contact docs staff for assistance, or
2. Perform the search in GPOFirstsearch or I-SHARE (to get the call number so that you may search for it in our stacks), or
3. Search in Google to locate a full-text html or pdf online copy.

3. Documents are shelved using a different classification system than the rest of the library.

Unlike the subject-based Library of Congress and Dewey Decimal classification systems used on other floors of the library, the government's Superintendent of Documents (SuDoc) classification system uses an arrangement that groups together publications by the same government author. Within an agency or department, publications are also grouped according to the subordinate organization. The purpose of the system is to uniquely identify, logically relate, and physically arrange each publication so that all publications of a single agency or department may be found together.

4. Resources in the documents collection cover a wide range of subject areas and come in many forms.

Documents cover subjects ranging from Aging and Business through Health to Zoology. These resources may be in the form of electronic resources such as CDs, DVDs, videos, and websites. They also arrive as print resources such as maps, directories, handbooks, periodicals yearbooks, technical reports, bills, laws, regulations, globes, posters, and bookmarks. They may also include microform products including microfiche and microfilm. We even receive documents in the form of posters, magnets, pencils, puzzles and statistics wheels! Most are available for checkout!



5. The documents collection is a great resource for statistical information.

One of the major functions of the federal government is collecting and analyzing data to satisfy legal requirements. More than 100 federal agencies are authorized to collect and disseminate statistics, though three agencies supply the most used data in the nation: Bureaus of the Census, Economic Analysis, and of Labor Statistics.

6. Current documents periodicals are located in documents stacks on floor 4.

All current documents periodicals are cataloged and checked into the catalog and shelved in our documents periodicals area on floor 4. Ultimately, the issues located in this area are bound and shelved in the appropriate call number area in the document stacks on floor 4.

7. The most used documents title is the Federal Census Manuscript microfilm reels.

Typically used by family researchers and individuals researching historic information about a community, these resources provide demographic data on communities as well as detailed information about specific individuals and families.

LOCATION.		NAME of each person whose place of abode on June 1, 1900, was in this family. Enter surname first, then the given name and middle initial, if any. ENTER every person living on June 1, 1900. Omit children born since June 1, 1900.	RELATION. Relationship of each person to the head of the family.	PERSONAL DESCRIPTION.								
STREET.	IN CITIES. House Number. Number of dwelling house in the order of numbering. Number of family.			DATE OF BIRTH. Month. Year.	AGE last birthday. Whether single, married, widow, or divorced.	Number of years married.						
1	2	3	4	5	6	7	8	9	10	11	12	
	1	Saulton James B.	Head	W	M	Nov	1850	49	M	17		
		Esther R.	Wife	W	F	Feb	1842	57	M	17	5	5
		Clifford R.	Son	W	M	Aug	1883	16	S			
		Lester	Daughter	W	F	May	1886	14	S			
		Chester W.	Son	W	M	Feb	1888	12	S			

8. Milner Library is a selective depository.

As a selective depository we do not receive all publications that are available from the government. We determine what resources we will receive through the federal depository library program based on the needs of our users and constituents of the 11th and 15th Congressional Districts. Currently, we select approximately 70% of those resources that are available. As a selective we must retain documents for a minimum of five years.

9. Milner Library is among the oldest depositories in the nation.



Illinois State Normal University (ISNU) was just months old when Illinois Representative Owen Lovejoy designated the university library as a depository for federal publications! Since 1858, we have received many publications from the government—all without charge. We have approximately one million items in the documents collection.

10. We provide open access of the documents collection for community members.

According to federal law, all government depositories must make their collections available to the public. Milner Library is a historic player in principle that citizens should have free, unimpeded, local-access to official information produced by their government. Milner Library and other depositories safeguard the availability to access the government information now and that it should be available in the future. To checkout resources from the library, community members must qualify for a Courtesy Card. (Seek assistance at the Access Services Desk for more information on requesting a Courtesy Card.)

For more information about the Federal Government Documents in Milner, contact:

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