

STUDENT TRAINING PLAN

Draft only
August 27, 2007

SEGMENT 1

Introduction

Storing valuables
Student office
Supplies

Documents Desk

Statistics pad and how to fill out
Turning on computer and password
Telephone
 Hooking up - forwarding calls - how to answer
 Taking messages and questions
 Checking answering machine

Documents Center Role

Central reference and referral point

Reference pointers

Purpose to get right answer for correct level of need
 Difference on adoption statistics for freshman paper due
 tomorrow v. doctoral dissertation needing time series
 ICPSR reference when just need table
Learning curve
 Always okay to refer
 If work 10 minutes on question and don't have clue, ask patron
 if they want a referral
 Never say for sure that we don't have something or answer is
 impossible; okay to express opinion by always refer

Referrals

Patron's name, e-mail address if possible, phone, when needed, question,
and what have done already

Initial Tour

Tour of most heavily used collection

- Statistical Abstract (older issues in stacks)
- Historical Statistics
- County and City Data book
- Old printed census volumes
- Catalog of Federal Domestic Assistance (also on web)
- Foreign statistical abstracts
- Federal Register
- Code of Federal Regulations
- CQ Almanac, Weekly Report
- Politics in America, Almanac of American Politics
- U.S. Code
- Serial Set Index

UN microfiche, UN paper, old Census maps

Photocopiers - hall

CD-ROMS

- Cabinet
- List
- What's Networked

Retrospective CIS hearings and Serial Set

Computers

- Login
- Printing with logon account and library/library
- Working drives
- Stand-alone

Reader-printer

Back Room

- Continuation of call numbers
- Old Statutes at Large
- Old Monthly Catalogs
- British Parliamentary Papers index
- SUDOCS collection
- Congressional reports and hearings

United Nations
Federal Register and Census film

Microfiche

Statistical Reference Index
American Statistics Index
CIS
IIS
SUDOCS fiche

Documents Center Web Site

Federal, foreign, international, Michigan, state, local, statistics
Class guides
Search engine
Web directory

Exercise: <http://www.lib.umich.edu/govdocs/training/web.doc>
(Probably not needed)

SEGMENT 2: Popular Data Bases

Lexis Academic
Congressional Universe
Statistical Universe
World News Connection
Index to House of Commons Parliamentary Papers
World Cat

SEGMENT 3:

Statistics

<http://www.lib.umich.edu/govdocs/training/sttrain.doc>
(Probably not needed)

Favorite Statistical Titles

<http://www.lib.umich.edu/govdocs/training/statref.xls>

Economic Census

<http://www.lib.umich.edu/govdocs/training/econcen.xls>

SEGMENT 4: Census

Historic Census and guides, including inventory, GY's list of questions
Geolytics: 1970, 1980, 1990, 2000, and Neighborhood Change
Census CDs: 1990 and 2000 (status of software); alternatives
Census Bureau CDs: 2000 (use for lots of geography, all variables, variables in
different tables
PDQ Explore

SEGMENT 5:

Review the legislative process using:

<http://www.lib.umich.edu/govdocs/legchart.html>

Try using the USA Patriot Act as Example: PL 107-56; 107 H.R. 3162

Show also Policy Process (*probably not needed*)

<http://www.lib.umich.edu/govdocs/polproc.html>

SEGMENT 6:

Review locations of older Congressional publications

Congressional Hearings:

<http://www.lib.umich.edu/govdocs/training/rethear.pdf>

Congressional Serial Set:

<http://www.lib.umich.edu/govdocs/training/serset.pdf>

SEGMENT 7:

Locating CD-ROMS

<http://www.lib.umich.edu/govdocs/training/CD-ROM2.pdf>

Show List of CDs

<http://www.lib.umich.edu/govdocs/xls/doccd2.xls>

(Just show what's in notebook)

SEGMENT 8:

Documents at UM

Depository

US, UN, Michigan, FAO, Asian Development Bank, South Pacific Commission

Purchase

Numerous international agencies (UNESCO, OECD, World Bank)
Some foreign material

Law Library - European Union

Documents distributed through campus

Maps - maps and GIS

Science - fisheries, forestry, geology

Public Health - health, medical, hospital administration

Media Union - engineering, EPA, building, energy, transportation

Graduate Library - everything else, but primarily social sciences

Cataloging

Most documents listed in MIRLYN

Gaps include

Individual titles in large microfiche sets

Many pamphlets

Unanalyzed series, particularly scientific (DOE, NASA)

Some older Congressional documents

Finding documents in library system

<http://www.lib.umich.edu/govdocs/finddoc.html>

SEGMENT 9:

Federal Laws, Regulations and Court Decisions

Federal Bills, Laws and Codes

<http://www.lib.umich.edu/govdocs/training/statute.pdf>

Federal Regulations

<http://www.lib.umich.edu/govdocs/training/fedreg.pdf>

Federal Case Law

Just show LEXIS

SEGMENT 10:

Michigan Bills, Laws, Regulations and Court Decisions

Michigan Legislative Histories – differences from federal

<http://www.lib.umich.edu/govdocs/michleg2.html>

Michigan Statutes

<http://www.lib.umich.edu/govdocs/training/milaws.pdf>

Michigan Administrative Regulations

<http://www.lib.umich.edu/govdocs/training/miregs.pdf>

Michigan Case Law

<http://www.lib.umich.edu/govdocs/training/micase.pdf>

(just describe LEXIS)

SEGMENT 11:

United Nations Documents

Training: <http://www.lib.umich.edu/govdocs/training/untrain2.doc>

Exercises: <http://www.lib.umich.edu/govdocs/training/untrain.pdf>

(may not need)

SEGMENT 12:

Miscellaneous Titles

Foreign Broadcast Information Service

<http://www.lib.umich.edu/govdocs/FBIS.html>

Catalog of Federal Domestic Assistance

<http://www.lib.umich.edu/govdocs/training/cfda.pdf>

International Treaties

<http://www.lib.umich.edu/govdocs/training/treaties.doc>

(Exercises to be developed)