



## How to Find Government Documents

This guide will provide you with instructions on how to identify and find government documents at MacRae Library using several online search tools.

### WHAT IS A GOVERNMENT DOCUMENT?

Government documents are documents that come from a government organization at a local, provincial, federal or international level. We also include some university and corporate publications. These items are published, and/or written and /or funded by the organization.

### WHAT TYPES OF GOVERNMENT DOCUMENTS DO YOU HAVE AT THE LIBRARY?

As a selective depository for the federal and provincial documents, the MacRae Library collects many types of government documents, particular those with an agricultural or aquaculture focus in Atlantic Canada that supports the curriculum.

### WHERE CAN I LOCATE GOVERNMENT DOCUMENTS IN THE MACRAE LIBRARY?

Government documents are a separate collection, shelved in the Reference Area. They also do not circulate, which means they cannot be checked out and cannot leave the library. New items are ordered and added on a regular basis.

### HOW DO I SEARCH FOR A GOVERNMENT DOCUMENT IN YOUR COLLECTION?

You can find a government document in our collection by searching the Novanet Catalogue or WorldCat Local. Government documents held at the MacRae Library have the collection code "Gov Doc" on the online catalogue.

### HOW DO I READ CALL NUMBERS FOR GOVERNMENT DOCUMENTS?

The make-up of our government document call numbers is hierarchical, alphabetical and numerical system based on the corporate author of the item.

**First level** – abbreviation of the level of government or type of organization. Examples:

- CAN for Canadian federal documents
- NS for Nova Scotia provincial documents
- MUN for municipal documents
- UN for United Nations documents
- CORP for corporations
- UNIV for universities
- MISC for other organizations

**Second level** – abbreviation of the department, the corporation, the university or the other organization. Examples:

- AGR for Agriculture & Agrifood Canada
- ENV for the Department of Environment
- TRURO for the town of Truro
- FAO for the Food and Agriculture Organization of the United Nations
- FORD for the Ford Motor Company
- NSAC for Nova Scotia Agricultural College
- IMF for the International Monetary Fund.

**Third level** – unique number given in the order of cataloguing

**Fourth level** – copy number of the item.

#### Example:

**Title:** Audit service to the public at Agriculture and Agri-Food Canada. Published by Office of the Commissioner of Official Languages

**Call number:** CAN OCOL 2111

#### HELP

#### MacRae Library

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