

STATE LIBRARY OF OHIO

ProQuest

referenceUSA[®]
from **infogroup**[®]

The ProQuest Congressional Publications contains all published House and Senate documents and reports from 1789 to the present.

Three Easy Ways to Search:

1. **Basic Search:** The **basic search** form lets novice and advanced users conduct general searches of abstracts, titles, indexing and other bibliographic data for fast and relevant results. The **basic search** includes the ability to restrict by date or specific congress.
2. **Advanced Search:** The **advanced search** allows users to search full-text, all metadata, and specific metadata fields for optimum results.
3. **Search By Number:** Used to search for specific publications, Serial Set volumes, or legislative histories or to find congressional publications that reference a bill, public law or statute at large.

The Congressional Publications Collections are indexed by document title, author, bill number, issuing body, subjects, organizations, personal names, witness or petitioner, document/report number, and full-text. Illustration and statistical table captions are also searchable by keywords.

Access:

ProQuest can be accessed two ways. From within the State Library of Ohio and many state agency buildings using the library homepage (www.library.ohio.gov) or remotely using OhioLINK.

From the Library Homepage:

- Select "State Employee" from the menu bar across the top of the page and click "Government Documents". Then select ProQuest U.S. Serial Set Digital Collection.
- If the page is unable to authenticate you as a state employee, please follow the remote access instructions below.

Using OhioLINK:

- From the library homepage, select "Access OhioLINK Resources" and then select "Access OhioLINK Resources from Any Other Location."
- Enter your last name and the last nine digits of your State Library of Ohio library card.
- Select "Databases Listed by Subject" and then select "Law and Legislation."
- Select "ProQuest Congressional."

The screenshot shows the ProQuest search interface with the following callouts:

- Enter search terms:** Points to the search input field.
- Limit your search to a specific field:** Points to the dropdown menu for selecting search fields.
- If desired, specify a single publication:** Points to the "Search within" section, specifically to the "Committee Prints & Misc. Publications (1830-present)" option.
- If desired, restrict to certain years:** Points to the "Restrict by" section, specifically to the "Date" radio button and the "Previous 2 years" dropdown.
- Choose a specific congress:** Points to the "Congress:" radio button and the "Any Congress" dropdown.

The interface includes tabs for "Basic Search", "Advanced Search", and "Search By Number". The "Advanced Search" tab is active. It features three search rows, each with an "In" dropdown menu set to "All fields except full text". The "Search within" section has a "Select all" link and a "Clear all" link. The "Restrict by" section has radio buttons for "Date:" and "Congress:". The "Date:" section has a "Previous 2 years" dropdown and a date range "Feb 06 2010 to Feb 06 2012". The "Congress:" section has an "Any Congress" dropdown and a range "1(1789-1791) to 112(2011-2012)". A "Search" button is at the bottom right, and a "Clear form" link is at the bottom right.

ProQuest Statistical Insight compiles statistical data from hundreds of public domain and licensed sources. It allows users to search across all content with one search and then filter their search results to find the exact data they are seeking. To access ProQuest Statistical Insight, follow the access instructions on the reverse side of this sheet to ProQuest Congressional. On the right side of the webpage, under the heading "Search for Other Information," select the "Statistical" link.

Searching ProQuest Statistical Insight:

As you enter your search terms, a list of common subjects will be displayed below the search box to assist you with your search:



Your Results:

ProQuest allows you to refine your results using the faceted search feature on the left side of your results page. You can use this section to filter by source, geographical area, subject, date published or date covered.

The screenshot shows the ProQuest Statistical Insight interface. At the top, there's a search bar with "education AND of" entered and a "Go" button. Below the search bar, there are options for "Print abstract", "Basic Search", and "Advanced Search". On the left side, there's a "Date Published Range Selector" with a slider set to "2000 - 2012" and an "OK" button. Below that, there are faceted search options for "Research Organizations", "Universities", "Countries & Regions", "Data Breakdowns By...", and "Subject". The main results area shows a list of reports, with the first one being "State Board of Education of Ohio: Annual Report, 2009-10". Below each result, there are icons for "ABSTRACT", "PDF DOCUMENT", "TABLES", and "OTHER EDITIONS".

Callout boxes provide the following instructions:

- Create a User Profile to save searches**: Points to the "Open Optional User Profile" link.
- Use the dropdown menu to print, e-mail or export checked records**: Points to the "Print abstract" dropdown menu.
- Use the slider to choose a date range**: Points to the "Date Published Range Selector" slider.
- Click the PDF Document icon to download the full text article as a PDF**: Points to the PDF icon for the first result.
- Other Editions provides abstracts of previous editions of the same publication**: Points to the "OTHER EDITIONS" icon for the first result.
- Brief summary of the report**: Points to the title of the first result.
- Tables can be downloaded in XLS and GIF image formats**: Points to the "TABLES" icon for the first result.
- Use checkboxes to select the articles to be printed or exported**: Points to the checkbox next to the third result.
- Expand to see links to help narrow your search results list**: Points to the expand/collapse icons in the left sidebar.