❶ Where do you start?

Collection Home Page

When selecting the U.S. Congressional Documents from the welcome page, this is the landing page, also known as *Collection Home* page, that you will see first.

Select a browse option to view titles:

Select a browse option to view the titles associated with that grouping. Or, select All Titles to view all the titles in the collection. Expand (+) a title to browse a list of volumes included in that title. Each volume listing is a direct link to the title page of that volume.
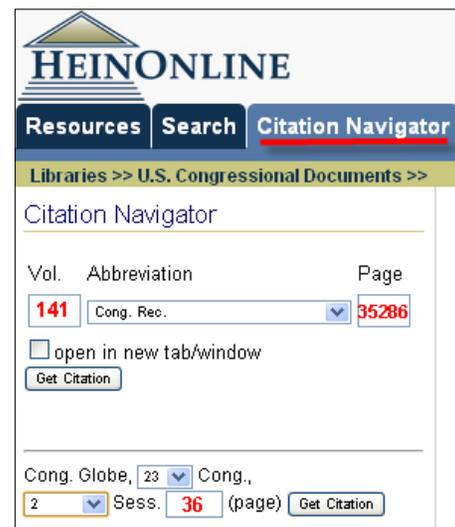
❷ Do you have a citation? *Use the Citation Navigator*

Click on the **Citation Navigator** tab from the top menu to display the citation tool in the left sidebar. Input the volume #, select the title, enter a page # and click *Get Citation*.

Note: If entering a citation to the Congressional Record Daily, you must enter the section prefix before the page #. Section prefixes include:

> S (Senate proceedings)
> H (House proceedings)
> E (Extension of Remarks)
> D (Daily Digest)

If you have a citation to the Congressional Globe, use the bottom tool to select the Congress, Session and the page #.

❸ Quickly Browse the History of Bills and Resolutions from the Bound Volumes

If you are looking to quickly jump to the History of Bills and Resolutions from within the Bound Volumes, use the link under **Browse** in the left sidebar under the Resources tab.

This will display a list of results for each section. Use the facets to refine by date, or use **Search Within** to look for a specific Bill or Resolution.

4 Looking for a page from the Congressional Record Daily within the bound volume or vice versa?

The Congressional Record Daily to Bound Locator tool allows you to quickly locate a page from the Congressional Record Daily within the Bound Volume or vice versa. **NOTE:** This tool does not provide coverage for all volumes. Please refer to the coverage information listed in the heading for detailed dates.

Select a date: Results will include a citation for the Daily and Bound Volumes broken out by chamber/section (House, Senate, Extension of Remarks, Daily Digest) for the chosen date.

Congressional Record Daily to Bound Locator
Current coverage is from: Vols. 1-155 pt. 16 (1873-2009) (43rd Congress, Special Session to

Select a date:

June ▾ 19 ▾ 2007 ▾ Go

OR enter citation:

Vol.   Abbreviation   Page
153   Cong. Rec. (Daily Ed.) ▾ S7996   Citation

OR browse a month and year:

June ▾ 2007 ▾ Browse

Enter citation: Enter an exact citation and the results will return the corresponding citation for that section from either the Bound or Daily edition.

The above two options then prompt you to conduct a word or phrase search from within a selected section. This will then compare the pages in the Daily to the Bound Volume and return corresponding page matches.

Results for: June 19, 2007

Senate
Daily 153 Cong. Rec. S7837 (2007)
Bound 153 Cong. Rec. 16296 (2007)

Terms to Compare with: "H.R. 1429"   Go

House of Representatives
Daily 153 Cong. Rec. H6663 (2007)
Bound 153 Cong. Rec. 16219 (2007)

Terms to Compare with: [   ]   Go

Extensions of Remarks
Daily 153 Cong. Rec. E1335 (2007)
Bound 153 Cong. Rec. 16466 (2007)

Terms to Compare with: [   ]   Go

Searching for: "H.R. 1429" as type: word

Daily	Bound
in Senate - Tuesday, June 19, 2007	in Senate - Tuesday, June 19, 2007
Turn to page S7909	Turn to page 16370
table. SA 1713. Mr. PRYOR (for himself, Mr. BOND, Mr. LEVIN, Mr. VOINOVICH, MS. STABENOW, and Mrs. MCCASKILL) submitted an amendment intended to be proposed to amendment SA 1502 proposed by Mr. REID to the bill H.R. 6, supra; which was ordered to lie on the table. SA 1714. Mr. SCHUMER (for Mr. KENNEDY) proposed an amendment to the bill H.R. 1429, to reauthorize the Head Start Act, to im- prove program	himself, Mr. BOND. Mr. LEVIN, Mr. VOINOVIcH, MS. STABENOW, and Mrs. McCASKILL) submitted an amendment intended to be proposed to amendment BA 1502 proposed by Mr. REID to the bill H.R. 6, supra; which was ordered to lie on the table. BA 1714. Mr. SCHUMER (for Mr. KENNEDY) proposed an amendment to the bill H.R. 1429, to reauthorize the Head Start Act, to im- prove program quality, to expand access, and
Turn to page S7979	Turn to page 16443
the General Services Administration shall de- velop a report describing and evaluating the efforts of the heads of the Executive agencies to comply with section 32917 of title 49, United States Code, for fiscal year 2009. The Administrator shall submit the report to Congress no later than December 31, 2009. . SA 1714. Mr. SCHUMER (for Mr. KEN- NEDY) proposed an amendment to the bill H.R. 1429, to	year 2009. The Administrator shall submit the report to Congress no later than December 31, 2009. SA 1714. Mr. SCHUMER (for Mr. KEN- NEDY) proposed an amendment to the bill H.R. 1429, to reauthorize the Head Start Act, to improve program quality, to expand access, and for other pur- poses: as follows: Strike all after the enacting clause and in- sert the following: SECTION 1. SHORT TITLE. This Act

Browse a month and year: Results are in a table format which displays the citation to each section of the Daily and Bound volumes for each day of the chosen month.

Results for: June 2007

Day	Senate Daily	Senate Bound	House Daily	House Bound	Extensions Daily	Extensions Bound	Daily Digest
June 4, 2007	153 Cong. Rec. S6971 (2007)	153 Cong. Rec. 14433 (2007)			153 Cong. Rec. E1183 (2007)	153 Cong. Rec. 14478 (2007)	153 Cong. Rec. D758 (2007)
June 5, 2007	153 Cong. Rec. S7017 (2007)	153 Cong. Rec. 14480 (2007)	153 Cong. Rec. H5931 (2007)	153 Cong. Rec. 14563 (2007)	153 Cong. Rec. E1185 (2007)	153 Cong. Rec. 14645 (2007)	153 Cong. Rec. D765 (2007)
June 6, 2007	153 Cong. Rec. S7097 (2007)	153 Cong. Rec. 14764 (2007)	153 Cong. Rec. H6011 (2007)	153 Cong. Rec. 14657 (2007)	153 Cong. Rec. E1199 (2007)	153 Cong. Rec. 14945 (2007)	153 Cong. Rec. D774 (2007)
June 7, 2007	153 Cong. Rec. S7271	153 Cong. Rec. 15045	153 Cong. Rec. H6113	153 Cong. Rec. 14972			153 Cong. Rec. D786

⑤ Search for a word/phrase:

No quotations are necessary for a single term.

Field Search

| Text | ▾ | colonization |

Advanced Search

Search for: text:colonization

Phrase: You must use quotations around a phrase.

Field Search

| Text | ▾ | "enumeration of inhabitants" |

Advanced Search

Search for: text:"enumeration of inhabitants"

⑥ Search for a Member of Congress by Name:

When searching by name, enter Mr. or Mrs. and the last name of the Congress Member, or simply enter the last name.

Select *Cong.Rec.* from the titles listing and click search. A name may get several hits in the database, therefore it is best to try and narrow the search to a date range and a specific section such as Senate or House (*see Refining Your Search).*

Field Search

| Text | ▾ | "Mr. Sessions" |

Advanced Search

Search for: text:"Mr. Sessions"

⑦ Search by Bill Number:

Enter a bill number as "H.R. ####" or "S. ###"; always include punctuation in the prefix, such as H.R. Search the "text" field, formulate it as a phrase.

Field Search

| Text | ▾ | "H.R. 1350" |

Advanced Search

Search for: text:"H.R. 1350"

⑧ Search by Rollcall Vote:

Enter "Rollcall Vote No. ###"; always include punctuation in the "No.". Search the "text" field, formulate it as a phrase. You can also search for other references to rollcall votes by entering Rollcall Vote ### (without "No."); or Roll No. ###.

Field Search

| Text | ▾ | "rollcall vote no. 149" |

Advanced Search

Search for: text:"rollcall vote no. 149"

⑨ Refining Your Search:

A Congress Member's name, a word or phrase, or a rollcall vote could get several hits on any given search. Therefore, it is recommended that you refine your search as much as possible in order to receive the most relevant results. The following provides you with a few examples of how to refine your search to get a very defined set of results.

1) **Add a date range:** Enter a begin and end year using the date fields below the title listing.
   1.1 When searching in the Congressional Record (Bound and/or Daily) and the Congressional Globe, you can also add a day, such as April 30, in the Section Description field.
2) **Add a section:** Look in a specific section by entering "Senate", "House", "Extension" or "Daily" in the Section Description field. To determine what other section descriptions may be available to search, open a volume and click on the table of contents. The text that is italicized in a section title is considered the "section description". Some other examples include: index; proceedings and debates; appendix, title page, notes, and journals of congress to name a few.
3) **Select a specific title:** Choose a specific title from the title listing to search only that title (Congressional Globe, Congressional Record, American State Papers, etc.)
4) **Use facets to narrow your results:** When search results appear, you will be offered facets which could include the document type, dates, titles, or section type, depending upon your initial search string. Use these to refine your results.

⑩ Building a Search Query with multiple terms, using the Field and Advanced Search Options:

Example: Search in the Congressional Record for a section of the transcript from the House Proceedings on April 30, 2003 in which Congressman Mr. Sessions spoke to the floor regarding the act entitled "Improving Education Results for Children with Disabilities Act of 2003", introduced as bill H.R. 1350. We may also want to look up references to Rollcall votes no. 149 and/or 154 as is relevant to this bill.

Field Search: Search in the Congressional Record Bound and Daily volumes for Mr. Sessions in full text, on April 30, 2003 in the House proceedings. Here's how you construct this field search:

Text ▾	"Mr. Sessions"	AND ▾
Section Description ▾	"April 30"	AND ▾
Section Description ▾	House	

Select Document Type:

```
All Document Types
Debates of Congress
Congressional Budget Office
Rules & Precedents
Other Works Related to Congress
Congressional Hearings
```

Select Titles:

```
Con. Glob.
Confirmation Hearings on Benjamin R. Civiletti, Nominee, Attorney General: Hearings bef
Confirmation Hearings on John H. Shenefield, Nominee, Associate Attorney General: Hea
Cong. Deb.
Cong. Directory
Cong. Rec.
Cong. Rec. (Daily Ed.)
Cong. Rec. Index (Daily Ed.)
Congress and the Monopoly Problem: Fifty-Six Years of Antitrust Development, 1900-195
Congress and the Monopoly Problem: Fifty-Six Years of Antitrust Development, 1900-195
```

Date: (YYYY) 2003   To: (YYYY) 2003   Sort by: Relevance ▾

[Search]

Search Within the Results: Now, we want to search within these results to find the references to the bill, H.R. 1350. Click on the "Search Within These Results" and construct this search:

Searching within: (((("Mr. Sessions") AND description:("April 30")) AND description:(House))) AND (volshortname:cr OR volshortname:crd) AND yearhi:[2003 TO 2050] AND yearlo:[1000 TO 2003] AND type:(volume OR notes OR comments OR article OR index OR misc)

Search for: text:"H.R. 1350"

Need Help?   *Note: Boolean operators must be all CAPITALS*

Advanced Search: To formulate the above as an advanced search, you can construct the query in one of the following ways:

> text:"*Mr. Sessions*" *AND* description:"*April 30*" *AND* description:"*House*" *AND* voltitle:"*Congressional Record*" *AND* voldate:"*2003*"

You can then search within these results for H.R. 1350, as we did above. Or, select the titles in the title listing, enter 2003 in the begin and end date fields and enter the following query into the search box:

> text:"*Mr. Sessions*" *AND* description:"*April 30*" *AND* description:"*House*"
> (then search for H.R. 1350 within the results)

Or you can add the bill to your search query so that it looks like this:

> text:"*Mr. Sessions*" *AND* description:"*April 30*" *AND* description:"*House*" *AND* text:" *H.R. 1350*" *AND*
> voltitle:"*Congressional Record*" *AND* voldate:"*2003*"

⑪ How to Search Across the History of Bills and Resolutions:

Both the Congressional Record Bound and Daily Indexes contain a "History of Bills and Resolutions" section. The below examples illustrate how to search across this section in the Bound volumes and then in the Daily volumes.

Congressional Record Bound Volumes - Search the History of Bills and Resolutions:

In the Congressional Record Bound volumes, the History of Bills and Resolutions are indexed as the "Section Description". There is also a link under the Resources tab called *History of Bills and Resolutions*. This link will generate a list of results of all the History of Bills and Resolutions sections from the bound volumes, and allows you to narrow by a date facet.

You can also use the "Search Within Results" to search for a specific bill, by searching across the text field. Example: text:"H.R. 2123"

Congressional Record Daily Volumes - Search the History of Bills and Resolutions:

In the Congressional Record Daily volumes, the History of Bills and Resolutions are indexed as the "Section Description".

1. Open the Field Search option.
2. *Select *Section Description* from the first drop down and insert into the search box, "**History of Bills and Resolutions".***
3. Choose the boolean operator AND
4. Then, select *Text* from the second drop down and insert the bill as **"H.R. 1429"** (in quotations).
5. Select Cong. Rec. Index (Daily Ed.) From the title listing.
6. Enter the begin and end year into the date field and click search.

⑫ Congressional Hearings Quick Finder Tool:

This tool allows you to quickly search for a hearing by congress, chamber, committee and keywords.

- **Congress** - Select a congress number, or choose *Any Congress* if you do not know which Congress the hearing was held in.
- **Chamber** - Select a chamber, House/Senate/Joint, or choose *Any Chamber* if you do not know which Chamber held the hearing.
- **Committee** - Select the committee that the hearing was held by, or choose *Any Committee* if you do not know the specific committee that held the hearing.
- **Text** - This serves as an advanced search box. Insert key terms within the hearing that you are looking for.

Example: A hearing was held on April 21, 2005 in the House of Representatives by Subcommittee on Education Reform of the Committee on Education and Workforce. This hearing discussed the Head Start program as they prepared to reauthorize it and the ultimate goal of integrating Head Start with other early childhood programs that already exist. During the hearing there was a statement made by Helen Blank, Director of Leadership and Public Policy at the National Women's Law Center in D.C.

Tips for using the tool:

- You can jump to a congress, chamber, or committee at any point while working through the tool. For example, you could select 103rd Congress, and select House, and click Go to Chamber to see all the hearings from the 103rd Congress held in the House.
- When your results are displayed, you will see facets on the left side of the screen. The facets could include dates, congress numbers, chamber, and/or committee. The facets that you will see on any given search will depend upon which fields you select in the tool. For example, if you select a specific congress number and a chamber, those facets will not be displayed in your results. If you select Any Congress, Any Chamber, and Any Committee and a search term, you will see all the facets displayed next to your results, allowing you to further refine the results set.