

### 1 Where do you start?

The Collection Home Page for this library displays prominent browse options. The browse options include:

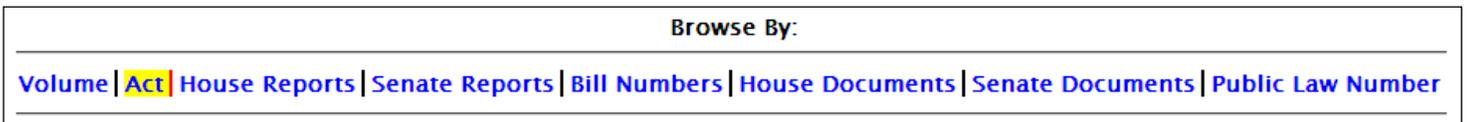
1. All Titles
2. Tax Books
3. Tax Legislative Histories
4. Internal Revenue Acts of the United States, 1909-1950
5. Economic Reform Books
6. Economic Reform Legislative Histories



You can also choose to search across all titles in the library. Or you can search across only the Carlton Fox Collection. To return to the collection home page, you can click on the *Collection Home* link displayed under the *Collection Resources* category on the *Resources* tab.

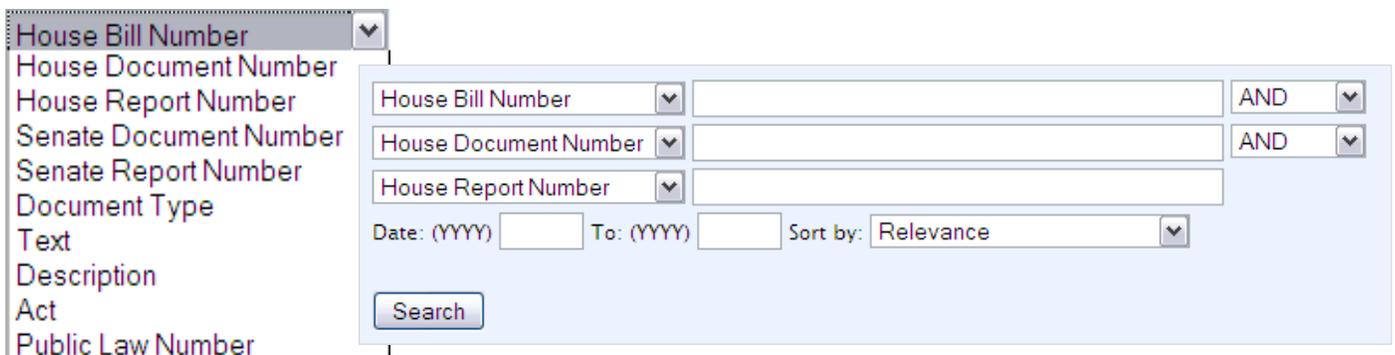
### 2 Browse the Carlton Fox Collection

The Carlton Fox Collection has a custom browsing tool that allows you to browse by volume, act, house reports, senate reports, bill numbers, house documents or senate documents. To use this custom tool, click on "Internal Revenue Acts of the United States, 1909-1950: Legislative Histories, Laws and Administrative Documents (Carlton Fox Collection)" from the Browsing Options displayed on the collection home page. Then choose your browse by option from the menu displayed.



### 3 Search Only the Carlton Fox Collection

The Carlton Fox Collection also has a custom search option with meta-data fields that coordinate with the browse by options displayed in #2 above. You can search by the following fields:



## 4 Searching the Carlton Fox Collection - Examples

### House Bill Number:

Enter the bill number and select House Bill Number from the a drop down menu.

### House Document Number:

Enter the document number and select House Document Number from the drop down menu.

### House Report Number:

Enter the report number and select House Report Number from the drop down menu.

### Senate Document Number:

Enter the document number and select Senate Document Number from the drop down menu.

### Senate Report Number:

Enter the report number and select Senate Report Number from the drop down menu.

### Document Type:

All documents have a document type assigned to them including but not limited to: bill in its various forms, slip law, reports, miscellany, hearings, treasury regulations, and amendments. Enter the document type exactly as it would appear in the collection, choose Document Type from the drop down menu.

### Text:

Search across the full text using the Text field from the drop down menu. Insert either a word or a term, and be sure to use quotes around a phrase.

### Public Law Number:

To search for the public law number, insert the public law number as *congress-pub. Law no.* And choose Public Law Number from the drop down menu. In this custom search tool, every public law number is preceded by the Congress number.

## 4 Searching the Carlton Fox Collection - Examples, cont.

### Description:

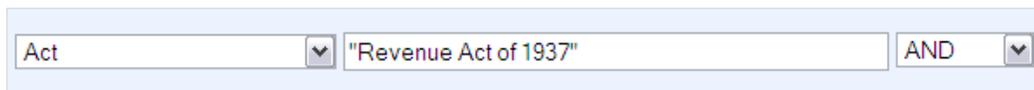
Every document has a description as is presented in the index volume to the collection. Search across the Description field from the drop down menu for key words or terms.



Search interface showing a dropdown menu set to "Description" and a search box containing "Taxation of personal finance". An "AND" operator is selected in a dropdown to the right.

### Act:

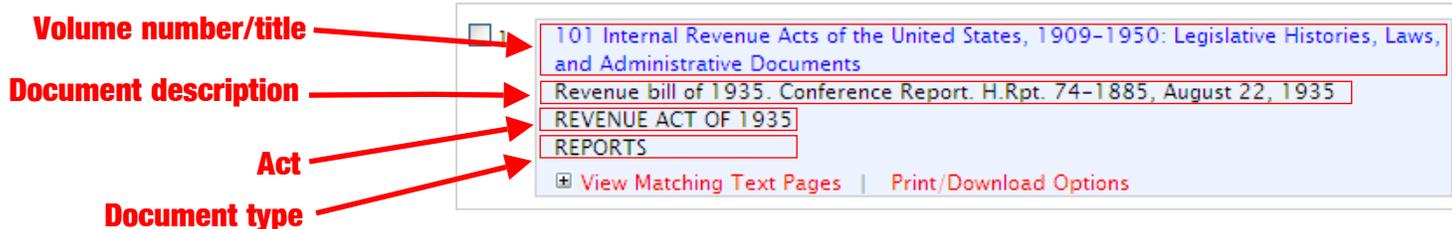
Search by the name of the Act such as Revenue Act of 1937 or Social Security Act of 1935, using the Act field from the drop down menu.



Search interface showing a dropdown menu set to "Act" and a search box containing "Revenue Act of 1937". An "AND" operator is selected in a dropdown to the right.

## 5 Reading the search results for the Carlton Fox Collection

After running a search across the Carlton Fox Collection using the custom search tool, your results will display the volume number/title, document description, act and document type.



Search results for "Taxation of personal finance" showing a list of documents. Red arrows point to the following fields:

- Volume number/title:** 101 Internal Revenue Acts of the United States, 1909-1950: Legislative Histories, Laws, and Administrative Documents
- Document description:** Revenue bill of 1935. Conference Report. H.Rpt. 74-1885, August 22, 1935
- Act:** REVENUE ACT OF 1935
- Document type:** REPORTS

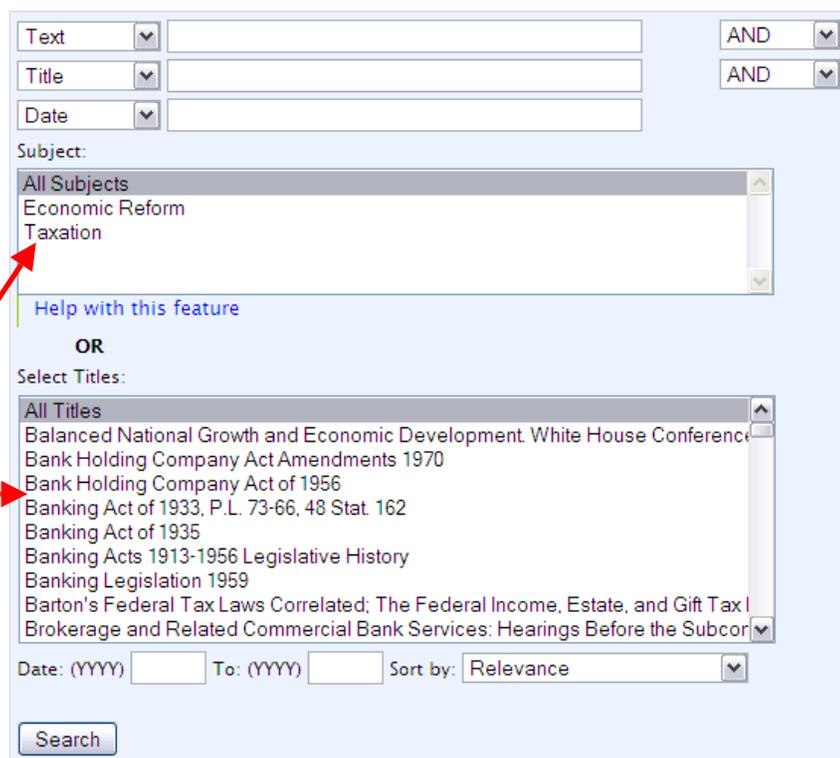
Additional options: View Matching Text Pages | Print/Download Options

## 6 Searching all titles in the Taxation & Economic Reform Library

When you search across all titles in the library, you can search by text, title, date or description. You can choose to narrow your search to only the Economic Reform titles, or only the taxation titles, or you can search across all the titles. Or you can choose to search across one or more titles. If you choose to narrow your search to a subject, either Economic Reform or Taxation, you can not then narrow your search to specific titles. You may only choose to search by subject or by title.

**Narrow to a subject**

**Or narrow to a title**



Search interface for the Taxation & Economic Reform Library. Search criteria include:

- Text: [ ] AND [ ]
- Title: [ ] AND [ ]
- Date: [ ]
- Subject: All Subjects, Economic Reform, Taxation

Help with this feature

OR

Select Titles:

- All Titles
- Balanced National Growth and Economic Development. White House Conference
- Bank Holding Company Act Amendments 1970
- Bank Holding Company Act of 1956
- Banking Act of 1933, P.L. 73-66, 48 Stat. 162
- Banking Act of 1935
- Banking Acts 1913-1956 Legislative History
- Banking Legislation 1959
- Barton's Federal Tax Laws Correlated; The Federal Income, Estate, and Gift Tax I
- Brokerage and Related Commercial Bank Services: Hearings Before the Subcom

Date: (YYYY) [ ] To: (YYYY) [ ] Sort by: Relevance [ ]

Search

## 7 Searching all titles in the Taxation & Economic Reform Library - Examples

### Text:

Enter the word or phrase you wish to search for. NOTE: Use quotations when searching for a phrase. Select Text from the drop down menu. Narrow your search to Economic Reform or Taxation if you wish, or select one or more titles. You can add a date range to your search and adjust your sort by options if you so choose.

For example, search for "estate and gift tax rates" in Taxation titles between 2001-2002.

The screenshot shows a search interface with the following elements:

- Text:** "estate and gift tax rates" (with a dropdown menu set to "Text")
- Title:** (empty dropdown menu)
- Date:** (empty dropdown menu)
- Subject:** A list with "All Subjects", "Economic Reform", and "Taxation" (selected).
- Help with this feature** (link)
- OR** (operator)
- Select Titles:** A list of titles including "Barton's Federal Tax Laws Correlated; The Federal Income, Estate, and Gift Tax...", "Bush Tax Cut A Legislative History of the Economic Growth and Tax Relief Recor...", "Charitable Contribution Deductions: Hearings Before the Subcommittee on Taxat...", "Congressional Research Service Reports - Taxation", "Cost of Former Presidents to U.S. Taxpayers: Hearing Before the Subcommittees...", "Deficit Control and the Gramm-Rudman-Hollings Act: The Legislative History of th...", "Guide and Analytical Index to the Internal Revenue Acts of the United States, 1909...", "Income Tax: A Study of the History, Theory, and Practice of Income Taxation at H...", "Internal Revenue Acts of the United States, 1909-1950: Legislative Histories, Laws...", and "Internal Revenue Acts of the United States: 1950-1951 Legislative Histories, Laws..."
- Date:** (YYYY) 2001 To: (YYYY) 2002
- Sort by:** Relevance (dropdown menu)
- Search** (button)

### Title:

Enter key words from the title or the entire title of the document that you wish to find and select Title from the drop down menu. If you are unsure as to what depicts a "title", open the electronic table of contents for any volume. The text you see in normal font (not italicized) is the title. The text you see in italics denotes that is the description.

The screenshot shows a search interface with the following elements:

- Title:** "revenue act of 1938" (with a dropdown menu set to "Title")
- AND** (operator)

The screenshot shows a Table of Contents for "Seidman's Legislative History of Federal Income Tax Laws - 1938-1861, 1938 (1938)". The entries are:

- Revenue Act of 1938  
*Legislation*  
-- Page 1
- Revenue Act of 1937  
*Legislation*  
-- Page 155

**Title appears in normal font style**

**Description appears as italicized text**

Many documents from the compiled legislative history sets contain key elements about the document within the document title. For example, document titles may contain bill numbers, resolution numbers, public law numbers, popular names (which is the example you see above), and much more! Thus, if you are searching for a document by any of these key data elements, try searching the title field. For example, we could search across the title for Public Law 88-272.

The screenshot shows a search interface with the following elements:

- Title:** "88-272" (with a dropdown menu set to "Title")
- AND** (operator)

### Description:

When viewing the electronic table of contents, the description is the text denoted by italics as illustrated above.

You can enter the entire description or key terms from a description and choose description from the drop down menu.

The screenshot shows a search interface with the following elements:

- Description:** "Legislation" (with a dropdown menu set to "Description")
- AND** (operator)