

LOCIS

Library of Congress Information System

QUICK SEARCH GUIDE

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SEARCHING MULTIPLE FILES

LC Catalog: BOOKS (LOCI)

languages
microforms
(Library
**Word
searching**

BOOKS in English cataloged by LC since 1968, in European since the mid-1970s, and in all languages since 1980; some cataloged since 1984. **Browse searching** by author, title, subject of Congress Subject Headings), series, partial LC call #, Dewey #. **searching** by title, author, subject, series, notes. **Number** by ISBN, LC record #. Updated daily.

To SIGN ON:	You type: bgns loci	and press ENTER
To SIGN OFF:	You type: ends	and press ENTER
To PRINT:	You press: PRINT or PRINT SCREEN key	

NOTE: Other basic commands, searches and instructions follow. For more information, commands, etc., type help and press ENTER. Other catalog files/search techniques are described on pp. 26-29.

Always press ENTER after typing commands.

BROWSE SEARCHING:

You type:	b clancy, tom	(author search)
or	b burden of proof	(title search)
or	b solar energy--	(subject search)
or	b call na109	(partial LC call # search)

SELECTING:

Select the line number on the left of the screen that matches your search:

You type: s b6

DISPLAYING:

Your screen will show one or more SETS . To display a set:

You type: d 1 (or the appropriate set number)

To change display to ascending (earlier items first):

You type: set da Return to descending: You type: set dd

To return to the most recent alphabetical index:

You type: b b6--

TIPS:

Capitalization is not necessary.

Exclude initial articles.

Advance to the next screen, press ENTER.

Over --->

Always press ENTER after typing commands.

VIEWING THE RECORDS:

Records displayed in a brief format may also be viewed in a full format:

You type: **d full 1** (or the appropriate item number)

In the full format, to advance to the next record:

You type: **n**

To return to the brief format:

You type: **d brief 1** (or the appropriate item number)

SEARCH HISTORY:

You may view a history of the SETS you have created during your search:

You type: **h**

LIMITING SETS:

You may limit sets to a specific language or years of publication:

You type: **L 1/lng e eng.** (for books in English)

L 1/yri eg 1989. (for books published in 1989+)

*For additional limit options, type **help**, press ENTER, and choose the LIMITING...option.*

COMBINING SETS:

You may combine sets to find items common to both:

You type: **c 1 and 2** (or the appropriate set numbers)

*For additional combine options, type **help**, press ENTER, and choose the SEARCHING...option, or type **help combine**.*

SAVING SELECTED ITEMS FOR PRINTING:

*You may "keep" specific items from the **currently displayed** set:*

You type: **keep 1/3/5**

Items will be kept in set 0. To proceed, press ENTER.

PROMPTS:

To substitute short for long prompts on the bottom of some screens:

You type: **ps** Return to long prompts: type: **pl**

Return to the alphabetical index: type: **b b6--** Display the set: type: **d**

Over--->

Always press ENTER after typing commands.

WORD OR PHRASE SEARCHING:

You type: **find cats;f=bo** *for records with the word cats*
 or **find cats and space;f=bo** *for records with both words*

You may specify where in the record you want the words to be searched by typing before the word or phrase any of **6** abbreviations:

t=title; **p**=personal name; **c**=corporate/conference name; **s**=subject; **se**=series
n=notes

You type: **find p cervantes and t ejemplares;f=bo**

COMPRESSION KEY SEARCHING (may result in guide record display):

Title: You type: **ptk** then first 3 letters of 1st nonarticle title word,
 comma, 1st letter of next 3 words

ptk bon,otv;f=bo *for The Bonfire of the Vanities*

Personal Name: You type: **ppnk** then first 5 letters of last name, comma, 1st
 letter of first name

ppnk parad,p;f=bo *for Paradela, Pedro L.*

Name Title: You type: **patk** then first 3 letters author, comma, 1st 3 letters
 of 1st nonarticle title word

patk mel,mob;f=bo *for Melville's Moby Dick*

RECORD NUMBER SEARCHING:

International Standard Book Number (ISBN):

You type: **isbn 0399134204**

LC Record Number:

You type: **pcrd 92-5245** (*Hyphen and prefix letters required*)

NOTE: To view records when first displayed with these commands, follow viewing instructions below. SETS created using the above commands are stored for your future use during the current session. To use stored SETS, follow the displaying, viewing, limiting, etc. instructions on the two previous pages. You may omit typing "**;f=bo**" if you want your search to include catalog materials other than books. However, only books and microforms are stored in SETS for future use. Also, see pp. 26-29 for other techniques for searching LC Catalog files.

VIEWING THE RECORDS:

You type:

page s1 displays brief records in sequential order starting at #1

page b10 displays bibliographic record #10 in full display

page np displays next page of full or brief displays

page pp displays previous page of full or brief displays

page d60 divides a guide record display beginning at record 60

LC Catalog: OLDER MATERIALS (PREM)

Books, serials, maps, music, and some AV materials in English cataloged by LC from 1898 to 1968. Other languages may cover through 1979. Some earlier records are included. Searchable by author, title, subject, series, partial LC call #, LC record #. Subject headings cover nearly 80 years of cataloging change; consult staff for assistance. PREM contains unedited catalog records, some with errors and omissions, which are gradually being corrected. Searching PREM should not be considered a substitute for using LC's main card catalog or another library's catalog of older materials.

To SIGN ON:	You type: bgns prem and press ENTER
To SIGN OFF:	You type: ends and press ENTER
To PRINT:	You press: PRINT or PRINT SCREEN key
NOTE:	Other basic commands, searches, and instructions follow. For more information, commands, etc., type help and press ENTER.

Always press ENTER after typing commands.

BROWSE SEARCHING:	
You type:	b du maurier, daphne (<i>author search</i>)
or	b invisible man (<i>title search</i>)
or	b radio-- (<i>subject search</i>)
or	b call e184 (<i>partial LC call # search</i>)

SELECTING:	
<i>Select the line number on the left of the screen that matches your search:</i>	
You type:	s b6
DISPLAYING:	
<i>Your screen will show one or more SETS . To display a set:</i>	
You type:	d 1 (<i>or the appropriate set number</i>)
<i>To change display to ascending (earlier items first):</i>	
You type:	set da Return to descending: You type: set dd
<i>To return to the most recent alphabetical index:</i>	
You type:	b b6--

TIPS:	<i>Capitalization is not necessary.</i>
	<i>Exclude initial articles.</i>
	Advance to the next screen, press ENTER. Over--->

Always press ENTER after typing commands.

VIEWING THE RECORDS:

Records displayed in a brief format may also be viewed in a full format:

You type: **d full 1** (or the appropriate record number)

In the full format, to advance to the next record:

You type: **n**

To return to the brief format:

You type: **d brief 1** (or the appropriate record number)

SEARCH HISTORY:

You may view a history of the SETS you have created during your search:

You type: **h**

LIMITING SETS:

You may limit sets to a specific language or years of publication:

You type: **L 1/lng e eng.** (for works in English)

L 1/yri eg 1942. (for works published in 1942+)

*For additional limit options, type **help**, press ENTER, and choose the LIMITING...option. When the PREM file was loaded, all languages needed to be placed into 1 of 11 language groups, so language limiting is unreliable. Updated records are corrected. Type **help** for details.*

COMBINING SETS:

You may combine sets to find items common to both:

You type: **c 1 and 2** (or the appropriate set numbers)

*For additional combine options, type **help**, press ENTER, and choose the SEARCHING...option, or type **help combine**.*

SAVING SELECTED ITEMS FOR PRINTING:

*You may "keep" specific items from the **currently displayed** set:*

You type: **keep 1/3/5**

Items will be kept in set 0. To proceed, press ENTER.

PROMPTS:

To substitute short for long prompts on the bottom of some screens:

You type: **ps** Return to long prompts: type: **pl**

*Return to the alphabetical index: type: **b b6--** Display the set: type: **d***

LC Catalog: SERIALS (LOCS)

SERIALS cataloged at the Library of Congress and selected research libraries. Not all serials at the Library are listed; and some of those listed are not at the Library. **Browse searching** by title, corporate author, subject (*Library of Congress Subject Headings*), series, partial LC call #, Dewey #. **Word searching** by title, corporate author, subject, series. **Number searching** by ISSN, LC record #. Updated weekly.

To SIGN ON:	You type: bgns locs	and press ENTER
To SIGN OFF:	You type: ends	and press ENTER
To PRINT:	You press: PRINT or PRINT SCREEN key	

NOTE: Other basic commands, searches and instructions follow. For more information, commands, etc., type help and press ENTER. Other catalog files/search techniques are described on pp. 26-29.

Always press ENTER after typing commands.

BROWSE SEARCHING:

You type:	b pet age	(title search)
or	b hawaii institute	(corporate author search)
or	b ethnology--	(subject search)
or	b call qa76.5	(partial LC call # search)

SELECTING:

Select the line number on the left of the screen that matches your search:

You type: s b6

DISPLAYING:

Your screen will show one or more SETS . To display a set:

You type: d 1 (or the appropriate set number)

To change display to ascending (earlier items first):

You type: set da Return to descending: You type: set dd

To return to the most recent alphabetical index:

You type: b b6--

TIPS: Capitalization is not necessary.

Exclude initial articles.

Advance to the next screen, press ENTER.

Over --->

Always press ENTER after typing commands.

VIEWING THE RECORDS:

Records displayed in a brief format may also be viewed in a full format:

You type: **d full 1** (or the appropriate item number)

In the full format, to advance to the next record:

You type: **n**

To return to the brief format:

You type: **d brief 1** (or the appropriate item number)

SEARCH HISTORY:

You may view a history of the SETS you have created during your search:

You type: **h**

LIMITING SETS:

You may limit sets to a specific language or country of publication:

You type: **L 1/lng e eng.** (for serials in English)

L 1/cyp e fr. (for serials published in France)

*For additional limit options, type **help**, press ENTER, and choose the LIMITING...option.*

COMBINING SETS:

You may combine sets to find items common to both:

You type: **c 1 and 2** (or the appropriate set numbers)

*For additional combine options, type **help**, press ENTER, and choose the SEARCHING...option, or type **help combine**.*

SAVING SELECTED ITEMS FOR PRINTING:

*You may "keep" specific items from the **currently displayed** set:*

You type: **keep 1/3/5**

Items will be kept in set 0. To proceed, press ENTER.

PROMPTS:

To substitute short for long prompts on the bottom of some screens:

You type: **ps** Return to long prompts: type: **pl**

Return to the alphabetical index: type: **b b6--** Display the set: type: **d**

Over--->

Always press ENTER after typing commands.

WORD OR PHRASE SEARCHING:

You type: **find mayas;f=se** *for records with the word mayas*
 or **find mayas and tikal;f=se** *for records with both words*

You may specify where in the record you want the words to be searched by typing before the word or phrase any of **5** abbreviations:

t=title; **c**=corporate or conference name; **s**=subject; **se**=series; **n**=notes

You type: **find c fogg and t art;f=se**

COMPRESSION KEY SEARCHING (may result in guide record display):

Title: You type: **ptk** then first 3 letters of 1st nonarticle title word,
 comma, 1st letter of next 3 words

ptk his,oin;f=se *for The History of Ideas
News Letter*

Name You type: **patk** then first 3 letters author, comma, 1st 3 letters
Title: of 1st nonarticle title word

patk nat,sch;f=se *for National Gallery of Art's
 title Scholastic Art*

RECORD NUMBER SEARCHING:

International Standard Serial Number (ISSN):

You type: **issn 03630900**

LC Record Number:

You type: **pcrd 93-641439**

or **pcrd sf84-1091** (*Hyphen and prefix letters required*)

NOTE: To view records when first displayed with these commands, follow viewing instructions below. SETS created using the above commands are stored for your future use during the current session. To use stored SETS, follow the displaying, viewing, limiting, etc. instructions on the two previous pages. You may omit typing "**;f=se**" if you want your search to include catalog materials other than serials. However, only serials are stored in SETS for future use. Also, see pp. 26-29 for other techniques for searching LC Catalog files.

VIEWING THE RECORDS:

You type:

page s1 displays brief records in sequential order starting at #1

page b10 displays bibliographic record #10 in full display

page np displays next page of full or brief displays

page pp displays previous page of full or brief displays

page d60 divides a guide record display beginning at record 60

LC Catalog: CARTOGRAPHIC MATERIALS (LOCM)

NON-BOOK CARTOGRAPHIC materials including maps, globes, relief models, and star charts cataloged by the Library since 1968 and by selected other libraries since 1985. Records for atlases are in the LOCI and PREM files. **Browse searching** by subject (*Library of Congress Subject Headings*), author, title, geographic classification code, partial LC call #. **Word searching** by subject, corporate name, title, and author. **Number searching** by LC record #, ISBN. Updated daily.

To SIGN ON:	You type: bgns locm	and press ENTER
To SIGN OFF:	You type: ends	and press ENTER
To PRINT:	You press: PRINT or PRINT SCREEN key	
NOTE:	Other basic commands, searches and instructions follow. For more information, commands, etc., type help and press ENTER. Other catalog files/search techniques are described on pp. 26-29.	

Always press ENTER after typing commands.

BROWSE SEARCHING:		
You type:	b geology--	(subject search)
or	b time, inc	(corporate author search)
or	b chicago street map (title search)	
or	b gcc 8242	(geographic classification code)
or	b call g4923	(partial LC call # search)

SELECTING:
<i>Select the line number on the left of the screen that matches your search:</i>
You type: s b6
DISPLAYING:
<i>Your screen will show one or more SETS . To display a set:</i>
You type: d 1 (or the appropriate set number)
<i>To change display to ascending (earlier items first):</i>
You type: set da Return to descending: You type: set dd
<i>To return to the most recent alphabetical index:</i>
You type: b b6--

TIPS: Capitalization is not necessary. Exclude initial articles. Advance to the next screen, press ENTER. Over--->

Always press ENTER after typing commands.

VIEWING THE RECORDS:

Records displayed in a brief format may also be viewed in a full format:

You type: **d full 1** (or the appropriate item number)

In the full format, to advance to the next record:

You type: **n**

To return to the brief format:

You type: **d brief 1** (or the appropriate item number)

SEARCH HISTORY:

You may view a history of the SETS you have created during your search:

You type: **h**

LIMITING SETS:

You may limit sets to a specific scale or years of publication:

You type: **L 1/scale e 10000.** (for a scale of 1:10000)

L 1/yri e 1985. (for items published in 1985)

*For additional limit options, type **help**, press ENTER, and choose the LIMITING...option.*

COMBINING SETS:

You may combine sets to find items common to both:

You type: **c 1 and 2** (or the appropriate set numbers)

*For additional combine options, type **help**, press ENTER, and choose the SEARCHING...option, or type **help combine**.*

SAVING SELECTED ITEMS FOR PRINTING:

*You may "keep" specific items from the **currently displayed** set:*

You type: **keep 1/3/5**

Items will be kept in set 0. To proceed, press ENTER.

PROMPTS:

To substitute short for long prompts on the bottom of some screens:

You type: **ps** Return to long prompts: type: **pl**

Return to the alphabetical index: type: **b b6--** Display the set: type: **d**

Over--->

Always press ENTER after typing commands.

WORD OR PHRASE SEARCHING:

You type: **find utah;f=ma** *for records with the word utah*
 or **find utah and oil;f=ma** *for records with both words*

You may specify where in the record you want the words to be searched by typing before the word or phrase any of **5** abbreviations:

s=subject; **c**=corporate name; **t**=title; **p**=personal name; **se**=series

You type: **find s moon and c army;f=ma**

COMPRESSION KEY SEARCHING (may result in guide record display):

Title: You type: **ptk** then first 3 letters 1st nonarticle title word,
 comma, 1st letter of next 3 words

ptk map,ojc;f=ma *for Map of Jackson City*

Personal Name: You type: **ppnk** then first 5 letters last name, comma, 1st
 letter of first name

ppnk merca,g;f=ma *for Mercator, Gerhard*

Name Title: You type: **patk** then first 3 letters of name, comma, then first
 3 letters 1st nonarticle title word

patk tra,oca;f=ma *for Trakker Maps' Ocala Area*

RECORD NUMBER SEARCHING:

International Standard Book Number (ISBN):

You type: **isbn 0851526195**

LC Record Number:

You type: **pcrd gm69-215** (*Hyphen and prefix letters required*)

NOTE: To view records when first displayed with these commands, follow viewing instructions below. SETS created using the above commands are stored for your future use during the current session. To use stored SETS, follow the displaying, viewing, limiting, etc. instructions on the two previous pages. You may omit typing "**;f=ma**" if you want your search to include non-cartographic catalog materials. However, only cartographic materials will be stored in SETS for future use. Also see pp. 26-29 for other techniques for searching LC Catalog files.

VIEWING THE RECORDS:

You type:

page s1 displays brief records in sequential order starting at #1

page b10 displays bibliographic record #10 in full display

page np displays next page of full or brief displays

page pp displays previous page of full or brief displays

page d45 divides a guide record display beginning at record 45

LC Catalog: SUBJECT HEADINGS (LCXR)

LCXR contains records for terms authorized for use as Library of Congress subject headings, as well as cross-references to authorized terms from non-authorized forms. Records for authorized terms usually include information on their use as well as lists of broader, narrower, and related terms. **Browse searching** by subject headings and cross-references to those headings. **Word searching** by any term in the database. LCXR does not include records for actual works in LC's collections. Updated biweekly.

To SIGN ON:	You type: bgns lcxr	and press ENTER
To SIGN OFF:	You type: ends	and press ENTER
To PRINT:	You press: PRINT or PRINT SCREEN key	
NOTE:	Other basic commands, searches and instructions follow. For more information, commands, etc., type help and press ENTER.	

Always press ENTER after typing commands.

BROWSE SEARCHING:
You type: b gardening-- <i>(subject heading search)</i>
or b gardening for color <i>(cross reference search)</i>

SELECTING:
<i>Select the line number on the left of the screen that matches your search:</i>
You type: s b6
DISPLAYING:
<i>Your screen will show one or more SETS . To display a set:</i>
You type: d 1 <i>(or the appropriate set number)</i>
<i>To return to the most recent alphabetical index:</i>
You type: b b6--

WORD SEARCHING:
<i>You may use the retrieve command to search for individual words:</i>
You type: r cats <i>(all headings with the word <u>cats</u>)</i>
or r tindx cats <i>(only authorized headings with <u>cats</u>)</i>
<i>Type help retrieve for details on word searching.</i>

TIPS:	<i>Capitalization is not necessary.</i>
	<i>Exclude initial articles.</i>
	Advance to the next screen, press ENTER. Over--->

Always press ENTER after typing commands.

VIEWING THE RECORDS:

Records displayed in a brief format may also be viewed in a full format:

You type: **d full 1** (or appropriate record number)

In the full format, to advance to the next record:

You type: **n**

To return to the brief format:

You type: **d brief 1** (or appropriate record number)

SEARCH HISTORY:

You may view a history of the SETS you have created during your search:

You type: **h**

LIMITING SETS:

You may limit sets to whether terms may have geographic subdivisions:

You type: **L 1/ind e i.** (for terms that may have
geographic subdivisions)

This is the only limit option for the LCXR file.

COMBINING SETS:

You may combine sets to find records common to both:

You type **c 1 and 2** (or the appropriate set numbers)

*For additional combine options, type **help**, then choose SEARCHING..., or type **help combine**.*

SAVING SELECTED ITEMS FOR PRINTING:

*You may "keep" specific items from the **currently displayed** set:*

You type: **keep 1/3/5**

Items will be kept in set 0. To proceed, press ENTER.

PROMPTS:

To substitute short for long prompts on the bottom of some screens:

You type: **ps** Return to long prompts: type: **pl**

*Return to the alphabetical index: type: **b b6--** Display the set: type: **d***

FEDERAL LEGISLATION (C or CG)

Federal legislation introduced in Congress since 1973. Each Congress has a separately numbered file, i.e. CG93, CG99 or C103. Information includes summaries and status of legislation. Searchable by subject (use Legislative Indexing Vocabulary terms), member's name, key words, bill number, public law number, committee name. Current file updated daily.

To SIGN ON: You type: **bgns c103** and press ENTER
To SIGN OFF: You type: **ends** and press ENTER
To PRINT: You press: **PRINT** or **PRINT SCREEN** key

NOTE: Other basic commands, searches, and instructions follow. For more information, commands, etc., type **help** and press ENTER.

Always press ENTER after typing commands.

BROWSE SEARCHING:

You type: **b day care** (*subject search*)
 or **b sen dole** (*senator's name search*)
 or **b rep morella** (*representative's name search*)
 or **b s. 789** (*senate bill number search*)
 or **b h.r. 567** (*house bill number search*)

SELECTING:

Select the line number on the left of the screen that matches your search:

You type: **s b6**

DISPLAYING:

Your screen will show one or more SETS. To display a set:

You type: **d 1** (*or the appropriate set number*)

Records will be displayed by bill number in a brief format. To see additional information about an item within a set:

You type: **d full 1** (*or the appropriate item number*)

Your screen will show several display options for this bill. They are:

ALL	most options, except full text, indx, kwic	LAWT	full text public law
ABST	abstract of bill as introduced	OPTN	list of display options
AMDT	amendments(s)	OTTL	official titles(s)
CHRN	chronology of major actions	RABS	revised abstract
COMM	committee information	RDGS	most recent revised digest
COSP	cosponsor(s)	STEP	detailed status steps
DGST	digest as introduced	STTL	short title
INDX	subject terms	SUMM	abstract + status
KWIC	keywords in context (when using RETR)	XREF	identical/companion bills

TIPS: Capitalization is not necessary.

Advance to the next screen, press ENTER.

Over --->

Always press ENTER after typing commands.

VIEWING THE RECORDS:

To see information about the bill, select the appropriate option:

You type: **d full 1/all** (or the appropriate option)

To return to the list of display options available for a particular item:

You type: **optn**

To return to the brief format:

You type: **d brief 1** (or appropriate record number)

To return to the most recent alphabetical index:

You type: **b b6--**

WORD SEARCHING:

You may use the **retrieve** command to search the title, subject headings, and text of a bill for key words important to your search.

You type: **r women combat**

A SET of records will be created. To display the set:

You type: **d 1** (or the appropriate set number)

Type **help retrieve** for details on word searching.

SEARCH HISTORY:

You may view a history of the SETS you have created during your search:

You type: **h**

SEARCHING BY SUBJECT:

Appropriate subject headings for this file may be found in the Legislative Indexing Vocabulary (LIVT), printed copies of which may be found near most LC public terminals. Also, type **scan livt/** then any term to begin to see an alphabetical array of LIV terms. For additional information, type **help livt** and press ENTER.

COMBINING or LIMITING:

Combine sets with the **C** command and set numbers (**and**, **or**, or **not**).

Limit sets with the **L** command (limit on date of introduction, for example)

Type **help** for details.

PROMPTS:

To substitute short for long prompts on the bottom of some screens:

You type: **ps** Return to long prompts: type: **pl**

Return to the alphabetical index: type: **b b6--** Display the set: type: **d**

COPYRIGHT INFORMATION (COHM, COHS, COHD)

COHM: WORKS registered for copyright since January, 1978. Included are published and unpublished text works, maps, motion pictures, music, sound recordings, works of the performing and visual arts, graphic arts works, games, mask works, etc. Also included are renewals of previous registrations. Searchable by author, claimant, title, and registration number. No subject access. Many items are not retained in the Library's permanent collections. Updated weekly. **COHS**: serials, updated twice yearly; **COHD**: documents, updated weekly.

To SIGN ON: You type: **bgns cohm** and press ENTER
To SIGN OFF: You type: **ends** and press ENTER
To PRINT: You press: **PRINT** or **PRINT SCREEN** key

NOTE: Other basic commands, searches, and instructions follow. For more information, commands, etc., type **help** and press **ENTER**.

Always press ENTER after typing commands.

BROWSE SEARCHING:

You type: **b clancy, tom** (*author or claimant search*)
or **b blue suede shoes** (*title search*)

SELECTING:
Select the line number on the left of the screen that matches your search:
 You type: **s b6**

DISPLAYING:
Your screen will show one or more SETS. To display a set:
 You type: **d 1** (or the appropriate set number)
In a SET, formats are filed together in ascending order; change to descending:
 You type: **set dd** Return to ascending: You type: **set da**
To return to the most recent alphabetical index:
 You type: **b b6**

TIPS Capitalization is not necessary.
 Exclude initial articles.
Advance to the next screen, press ENTER. Over--->

Always press ENTER after typing commands.

VIEWING THE RECORDS:

Records displayed in a brief format may also be viewed in a full format:

You type: **d full 1** (or the appropriate record number)

In the full format, to advance to the next record:

You type: **n**

To return to the brief format:

You type: **d brief 1** (or the appropriate record number)

SEARCH HISTORY:

You may view a history of the SETS you have created during your search:

You type: **h**

LIMITING SETS:

You may limit COHM sets to the type of items registered. Alphabetic codes for type of item are displayed in the ECIF field, position 2, and are listed in the LOCIS Reference Manual. (L [set #]/code e ____.) Help screens are not yet written for COHM limiting.

COMBINING SETS:

You may combine sets to find items common to both:

You type: **c 1 and 2** (or the appropriate set numbers)

*For additional combine options, type **help**, then choose SEARCHING..., or type **help combine**.*

SAVING SELECTED ITEMS FOR PRINTING:

*You may "keep" specific items from the **currently displayed set**:*

You type: **keep 1/3/5**

Items will be kept in set 0. To proceed, press ENTER.

SELECTED ABBREVIATIONS:

AUTH	author	DREG	date of registration
CLNA	name of claimant	IMPR	imprint information
DCRE	date of creation	ISBN	Int'l Standard Book #
DPUB	date of publication	OREG	original date of registration

COPYRIGHT REGISTRATION CATEGORIES:

TX	nondramatic text works	SR	sound recordings
RE	renewal of copyright	VA	visual arts (pictorial, graphic, sculptural)
PA	performing arts (musical and dramatic works, motion pictures and other audiovisual works)		

PROMPTS:

To substitute short for long prompts on the bottom of some screens:

You type: **ps** Return to long prompts: type: **pl**

Return to the alphabetical index: type: **b b6--** *Display the set:* type: **d**

BRAILLE & RECORDED MATERIALS (BPHP, BPHI)

References to Braille, audiocassettes, flexible disks, and some large-print items in the National Library Service/Blind and Physically Handicapped program (NLS/BPH). Searchable by personal name (author or narrator), corporate name, title, subject, series, foreign language, key words, partial LC call #, Dewey #, NLS book #, and holding/cataloging agency. Updated quarterly. (BPHI is in-process items). **Materials available to qualified users only.**

To SIGN ON:	You type: bgns bphp and press ENTER
To SIGN OFF:	You type: ends and press ENTER
To PRINT:	You press: PRINT or PRINT SCREEN key

NOTE: Other basic commands, searches, and instructions follow. For more information, commands, etc., type **help** and press ENTER.

Always press ENTER after typing commands.

BROWSE SEARCHING:

You type:	b michener, james	<i>(name search)</i>
<i>or</i>	b infants--care	<i>(subject search)</i>
<i>or</i>	b lng-spa	<i>(foreign language [Spanish])</i>
<i>or</i>	b black sunday	<i>(title search)</i>

SELECTING:

Select the line number on the left of the screen that matches your search:

You type: **s b6**

DISPLAYING:

Your screen will show one or more SETS. To display a set:

You type: **d 1** *(or the appropriate set number)*

To return to the most recent alphabetical index:

You type: **b b6--**

TIPS: *Capitalization is not necessary.*

Exclude initial articles.

Advance to the next screen, press ENTER. Over --->

Always press ENTER after typing commands.

VIEWING THE RECORDS:

Records displayed in a brief format may also be viewed in a full format:

You type: **d full 1** (or the appropriate record number)

In the full format, to advance to the next record:

You type: **n**

To return to the brief format:

You type: **d brief 1** (or the appropriate record number)

WORD SEARCHING:

*You may use the **retrieve** command to search the title, abstract, and subject headings for key words important to your search:*

You type: **r sibling rivalry**

A SET of records will be created. To display the set:

You type: **d 1** (or the appropriate set number)

Type **help retrieve** for details.

SEARCH HISTORY:

You may view a history of the SETS you have created during your search:

You type: **h**

LIMITING SETS:

You may limit sets to a specific language, to fictional works, or by the gender of the narrator:

You type: **L 1/lng e ger.** (limits set 1 to German)

or **L 2/fic e x.** (limits set 2 to fictional works)

or **L 3/sex e f.** (limits set 3 to female narrators)

Help screens are currently being designed.

COMBINING SETS:

You may combine sets to find items common to both:

You type: **c 1 and 2** (or the appropriate set numbers)

*For additional combine options, type **help combine**.*

SAVING SELECTED ITEMS FOR PRINTING:

*You may "keep" specific items from the **currently displayed** set:*

You type: **keep 1/3/5**

Items will be kept in set 0. To proceed, press ENTER.

PROMPTS:

To substitute short for long prompts on the bottom of some screens:

You type: **ps** Return to long prompts: type: **pl**

Return to the alphabetical index: type: **b b6--** *Display the set:* type: **d**

ORGANIZATIONS (NRCM)

Descriptions of over 13,000 organizations in the fields of science, technology, and the social sciences. Each listed organization has expressed a willingness to answer questions and provide information related to its specialized subject area. Searchable by subject, name of organization, and location of organization (city or state postal abbreviation). Last updated May 1991.

To SIGN ON: You type: **bgns nrcm** and press ENTER
To SIGN OFF: You type: **ends** and press ENTER
To PRINT: You press: **PRINT** or **PRINT SCREEN** key

NOTE: Other basic commands, searches, and instructions follow. For more information, commands, etc., type **help** and press **ENTER**.

Always press ENTER after typing commands.

BROWSE SEARCHING:

You type:	b railroads	<i>(subject search)</i>
<i>or</i>	b beer institute	<i>(organization search)</i>
<i>or</i>	b honolulu	<i>(city search)</i>
<i>or</i>	b va	<i>(state postal abbreviation search)</i>

SELECTING:
Select the line number on the left of the screen that matches your search:
 You type: **s b6**

DISPLAYING:
Your screen will show one or more SETS. To display a set:
 You type: **d 1** *(or the appropriate set number)*

To return to the most recent alphabetical index:
 You type: **b b6--**

TIPS: *Capitalization is not necessary.*
Exclude initial articles in organization name searches.
Advance to the next screen, press ENTER. Over --->

Always press ENTER after typing commands.

VIEWING THE RECORDS:

Records displayed in a brief format may also be viewed in a full format:

You type: **d full 1** (or the appropriate record number)

In the full format, to advance to the next record:

You type: **n**

To return to the brief format:

You type: **d brief 1** (or the appropriate record number)

SEARCH HISTORY:

You may view a history of the SETS you have created during your search:

You type: **h**

LIMITING SETS:

You may limit sets based on particular features:

You type: **L 1/org e mi.** (organization code for military)

L 1/typ e zo. (type of information for zoos)

*For additional limit options, type **help**, press ENTER, then choose the LIMITING...option.*

COMBINING SETS:

You may combine sets to find items common to both:

You type: **c 1 and 2** (or the appropriate set numbers)

*For additional combine options, type **help**, press ENTER, then choose SEARCHING..., or type **help combine**.*

SAVING SELECTED ITEMS FOR PRINTING:

*You "keep" specific items from the **currently displayed set**:*

You type: **keep 1/3/5**

Items will be kept in set 0. To proceed, press ENTER.

PROMPTS:

To substitute short for long prompts on the bottom of some screens:

You type: **ps** Return to long prompts: type: **pl**

*Return to the alphabetical index: type: **b b6--** Display the set: type: **d***

Always press ENTER after typing commands.

VIEWING THE RECORDS:

Records displayed in a brief format may also be viewed in a full format:

You type: **d full 1** (or the appropriate item number) *In the full format, to advance to the next record:*

You type: **n**

To return to the brief format:

You type: **d brief 1** (or the appropriate item number)

SEARCH HISTORY:

You may view a history of the SETS you have created during your search:

You type: **h**

LIMITING SETS:

You may limit sets by accession number (acno), creation date (date), date of update (updt), country of origin (ctry), gazette publication date (pdat), and enactment date (edat).

You type: **L 1/ctry e brazil.** (country of origin is Brazil)

L 1/date L 5-15-90. (created before 5-15-90)

L 1/pdat g 6-16-77. (published after 6-16-77)

*For additional limit options, type **help**, press ENTER, and choose the LIMITING...option.*

COMBINING SETS:

You may combine sets to find items common to both:

You type: **c 1 and 2** (or the appropriate set numbers)

*For additional combine options, type **help**, press ENTER, and choose the SEARCHING...option, or type **help combine**.*

SAVING SELECTED ITEMS FOR PRINTING:

You may "keep" specific items from the currently displayed set:

You type: **keep 1/3/5**

Items will be kept in set 0. To proceed, press ENTER.

PROMPTS:

To substitute short for long prompts on the bottom of some screens:

You type: **ps** Return to long prompts: type: **pl**

*Return to the alphabetical index: type: **b b6--** Display the set: type: **d***

HISPANIC LEGAL SERIALS (HISS)

Abstracts of articles from selected legal periodicals; presently, those related to Latin American, Hispanic, and Central American legal systems. **Browse searching** by author, article title, country of publication, and thesaurus term (HLVT). **Word searching** by title, author, subject. HISS has been available since 1989.

To SIGN ON:	You type: bgns hiss	and press ENTER
To SIGN OFF:	You type: ends	and press ENTER
To PRINT:	You press: PRINT or PRINT SCREEN key	
NOTE:	Other basic commands, searches and instructions follow. No help screens exist yet for this file.	

Always press ENTER after typing commands.

BROWSE SEARCHING:

You type:	b albano, ed vincent s	(author search)
or	b de planificacion	(article title search)
or	b cuba	(country search)
or	b criminal procedure	(thesaurus term search)

SELECTING:

Select the line number on the left of the screen that matches your search:

You type: **s b6**

DISPLAYING:

Your screen will show one or more SETS . To view a set:

You type: **d 1** (or the appropriate set number)

Records will be displayed by accession number in a brief format. To see additional information about an item within a set:

You type: **d full 1** (or the appropriate item number)

Your screen will show several display options for this item. Options are:

ABST	=	abstract of the article
CITE	=	serial title abbreviation ("cite as" name), volume #, issue #, year of publication, LC record #, and LC call #
EDIT	=	all data elements in the record
INDX	=	index terms

To see information about the article, select the appropriate option:

You type: **d full 1/edit** (or the appropriate option)

Over --->

Always press ENTER after typing commands.

In the full format, to advance to the next record:

You type: **n**

To return to the brief format:

You type: **d brief 1** (or the appropriate record number)

To return to the most recent alphabetical index:

You type: **b b6--**

WORD SEARCHING:

*You may use the **retrieve** command to search the title, subject heading, and author fields:*

You type: **r personal property**

A SET of records will be created. To display the set:

You type: **d 1** (or the appropriate set number)

SEARCH HISTORY:

You may view a history of the SETS you have created during your search:

You type: **h**

LIMITING SETS:

You may limit sets by name of country:

You type: **L 1/ctry e argentina.**

SEARCHING BY SUBJECT:

*Appropriate subject headings for this file may be found in the Hispanic Legislative Vocabulary Thesaurus (HLVT). The Thesaurus is not yet available in print or to be searched or scanned online. Use **INDX** terms from records on a related search.*

PROMPTS:

To substitute short for long prompts on the bottom of some screens:

You type: **ps** Return to long prompts: type: **pl**

Return to the alphabetical index: type: **b b6--** Display the set: type: **d**

TIPS: Capitalization is not necessary.

Exclude initial articles.

Advance to the next screen, press ENTER.

LC CATALOG

ALL FILES & OTHER SEARCH TECHNIQUES

The Library of Congress catalog system consists of several files. These files contain catalog records created at LC and, in some instances, at selected other institutions participating in cooperative programs. All the files may be searched under the sign-ons LOCI, LOCS, LOCM using the commands on the following pages. The first 7 files (the main bibliographic files) are searched automatically, regardless of search command. Two files (@) are searched automatically with compression key commands, but require file qualification for word command searches. Two files (*) can only be searched alone and not in combination with any other files. Some files (#) always require the file qualification technique described in the following pages, regardless of search command. Any file may be searched singly or in appropriate combinations (except * files). A search may be restricted ("qualified") to a particular file or files by following directions on the next two pages. HELP screens exist for all commands. Only records belonging to each LOC sign-on are **stored in sets** for further manipulation.

NAME	LC CATALOG FILES: DESCRIPTION
BO	Books and some microforms (also LOCI)
SE	Serials cataloged nationally; some may not be in LC (also LOCS)
MA	Maps and other cartographic materials (also LOCM)
MU	Recorded sound materials: music and spoken word
AV	Selected visual materials: films, photos, posters, drawings, etc.
C F	Microcomputer programs and data files
AP	Records in the cataloging process
NA @	Authorized LC forms of names used on catalog records
SU @	Authorized LC forms of subject terms used on catalog records
PREM *	Older, unedited catalog records (books, serials, maps, av, music)
SR *	Serials (journals, magazines, periodicals, etc.) received by LC
GB #	Reference materials for some LC reading rooms; also <i>HLAS</i>
NE #	Selected Near East language materials in LC and other libraries
MSS #	Catalog records for LC manuscripts collections
NUC #	Other libraries holding books not held by LC, 1982-
RAL	Other libraries holding books also held by LC (nral command only)

There are **three ways to search**:

By **KNOWN NAMES** or **TITLES** or a combination of both

By **INDIVIDUAL WORDS** or **WORD PHRASES**

By certain **NUMBERS** (ISBN, ISSN, Record #, Other system #)

SEARCHING KNOWN NAMES AND TITLES

To SIGN ON:	You type: bgns loci (or locs or locm) and press ENTER
To SIGN OFF:	You type: ends and press ENTER
To PRINT:	You press: PRINT or PRINT SCREEN key
NOTE:	Other basic commands, searches, and instructions follow.
For more ENTER.	information, commands, etc., type help and press

Always press ENTER after typing commands.

COMPRESSION KEY SEARCHING (may result in guide record display):

Title: You type: **ptk** then first 3 letters of 1st nonarticle title word, comma, 1st letter of next 3 words
ptk bon,otv;f=bo for The Bonfire of the Vanities
 Searches main, added, series, uniform, and subject entry titles.

Personal Name: You type: **ppnk** then first 5 letters of last name, comma, 1st letter of first name
ppnk parad,p;f=bo for Paradela, Pedro L.
 Searches main, added, series, and subject entry names.

Name Title: You type: **patk** then first 3 letters author, comma, 1st 3 letters of 1st nonarticle title word
patk mel,mob;f=bo for Melville's Moby Dick
 Searches names (personal, corporate, conference, uniform title) and titles, as main, added, series, subject entries.

Type **help ptk** (or **help patk** or **help ppnk**) for command assistance.

QUALIFYING (RESTRICTING) TO A PARTICULAR FILE:

You may specify one or more of these files. Type **;f=** and the file names, at the end of the search. See page 26 for file names.

patk coo,las;f=av,bo searches av and books files
ptk jou,o,l,h;f=sr searches only SR file

VIEWING THE RECORDS

Records are displayed in alphabetical order, with items by and about an author interfiled. If more than 10 hits, a guide record display is shown. You type:

page s1 displays brief records in sequential order starting at #1
page b10 displays bibliographic record #10 in full display
page np displays next page of full or brief displays
page pp displays previous page of full or brief displays
page or returns display to original response of your search

page d45 divides a guide record display beginning at record 45

SEARCHING WORDS OR WORD PHRASES

To SIGN ON:	You type: bgns loci (or locs or locm) and press ENTER
To SIGN OFF:	You type: ends and press ENTER
To PRINT:	You press: PRINT or PRINT SCREEN key
NOTE:	Other basic commands, searches, and instructions follow.
For more ENTER.	information, commands, etc., type help and press

Always press ENTER after typing commands.

WORD AND PHRASE SEARCHING:

You type: **find** *and the words or phrases you want searched*

find indians *for records with the word indians*

find brady and california *for records with both words*

You may specify where in the catalog record you want the words to be searched, by typing any of 6 abbreviations:

p=personal name

c=corporate or conference name

t=title

n=notes

s=subject heading

se=series

find p spielberg and t indiana jones

for personal name spielberg with title indiana jones

*There is no truncation feature. Type **help find** for command assistance.*

QUALIFYING (RESTRICTING) TO A PARTICULAR FILE

*You may specify one or more of these files. Type **;f=** and the file names, at the end of the search. See page 26 for file names.*

find bombay society;f=sr *searches only SR*

find elvis presley;f=mu,bo *searches music and books files*

VIEWING THE RECORDS

Records are displayed in chronological order, by LC catalog record number (that is, by date the item is cataloged). You type:

page s1 displays brief records in sequential order starting at #1

page b10 displays bibliographic record #10 in full display

page np displays next page of full or brief displays

page pp displays previous page of full or brief displays

page or returns display to original response of your search

SEARCHING NUMBERS

(ISBN, ISSN, LC Record #, Other System #))

To SIGN ON:	You type: bgns loci (or locs or locm) and press ENTER
To SIGN OFF:	You type: ends and press ENTER
To PRINT:	You press: PRINT or PRINT SCREEN key
NOTE:	Other basic commands, searches, and instructions follow.
For more ENTER.	information, commands, etc., type help and press ENTER.

Always press ENTER after typing commands.

SEARCHING NUMBERS:

ISBN (International Standard Book Number):

You type: **isbn** *then the full isbn (no dashes required)*
isbn 0895560577 *for title visions in the stone*

ISSN (International Standard Serial Number):

You type: **issn** *then the full issn (no dashes required)*
issn 00093351 *for serial title chess life*

LC RECORD NUMBER (unique number given to catalog records):

You type: **pcrd** *then the catalog record number*
pcrd 93-125263 *for the book lan media*
pcrd sh85-94347 *for the authorized subject term oil*
nral 88-1 *pollution of the sea*
*for selected other libraries holding this item; use **nral** command*

OTHER SYSTEM NUMBER (e.g., OCLC # for serials, selected LC internal visual materials #'s)

onum ocolc6619122 *for OCLC record for serial granta*

*Type **help isbn** (or **help issn** or **help pcrd** or **help onum**) for assistance.*

VIEWING THE RECORDS

If multiple brief records are retrieved, as is possible with ISBN and ISSN searches, records with valid ISBNs or valid ISSN's from the main serial title are displayed first. LC record number searches retrieve only one record.

You type:

page s1	displays brief records in sequential order starting at #1
page b10	displays <u>b</u> ibliographic record #10 in full display
page np	displays <u>n</u> ext page of full or brief displays

page pp	displays <u>p</u> revious <u>p</u> age of full or brief displays
page or	returns display to <u>o</u> riginal <u>r</u> esponse of your search

SEARCHING MULTIPLE FILES

In LOCIS it is possible to search 11 sign-on files simultaneously. You may type the file names as part of the sign-on command (**bgns**), by typing a slash between file names (for the legislative files, you may type **bgns all cg** to get all 11 files from 1973 to the current congress). The **bgns** sign-on command may be typed at any time during a search, except from the LOCIS MENU screens. If you are in the middle of a search, typing **bgns** followed by a file name(s) will both end the current search and start the new one. Ending a search this way will erase all the searches and sets that have been stored. Also, you may ADD a file to a current sign-on session without losing the stored sets. While in a search, type **set file** followed by the file name(s). To remove a file, type **set file [file name(s)] off**. A total of 11 files may be signed on or added. Removing files (setting files off) does not change the number of files that have been signed on or set. If more than eleven files are needed simultaneously, you must do separate searches with no more than eleven files in each search. Note that LOCIS consists of both catalog files and other informational files, and that names and subject terms may be different across files. All LC Catalog files use LC's established names and subject headings.

To SIGN ON to multiple files:	You type: bgns loci/cohm	and press ENTER
ADD files:	You type: set file cohs/nrcm	and press ENTER
SUBTRACT files:	You type: set file lawl off	and press ENTER

Always press ENTER after typing commands.

BROWSING and SELECTING:		
<i>In multiple file searching, the browse index shows the total number of hits for each file, regardless of the type of hit (author, subject, title, etc.). In order to see the number of hits of each type, you can view a browse index for only one file even when signed onto multiple files. Type the file name and a slash as part of the browse command:</i>		
You type:	b c103/judges	
<i>To create SETS from only one file, type the file name and a slash as part of the select command:</i>		
You type:	s c103/b6	

NOTE: The sign-ons for LOCI, LOCS, and LOCM allow you to search all the LC Catalog files with the commands on pages 26-29 (this includes all the MARC formats cataloged at LC: books, serials, maps, av, music, software, name and subject authorities, etc.). However, the only records stored in sets when signed onto LOCI, LOCS, and LOCM are books and microforms, serials, and cartographic items. For details, see appropriate pages for LOCI, LOCS,

LOCM.