

Schenectady County Community College  
Begley Library and Instructional Technology Center

## HOW TO FIND INFORMATION ON POLITICS AND GOVERNMENT

### I. SEARCHING THE ONLINE CATALOG

Search the library's online catalog to find the title and location of materials in the library. The link to the online catalog is available from the library web site <http://www.sunysccc.edu/library>. Select **Find Books** and **Find Books in This Library**. Type your keywords in the **Basic Keyword Search** text box and select **Subject** as the field to search. Examples of specific subject entries that appear in our online catalog are listed below.

United States – Politics and Government  
China (or another nation) – Politics and Government  
United States Supreme Court  
United States Congress

Presidents – United States  
Elections – United States  
New York (State) – Politics and  
Government

### II. CIRCULATING BOOKS

Books that may be checked out with the call numbers PS-Z are on the 1<sup>st</sup> floor behind the Reference collection, and books with the call numbers A-PR are on the 2<sup>nd</sup> floor. Politics and government books are shelved in the **JF**, **JK**, and **KF** sections of the library. Some titles include:

<u>Title</u>	<u>Call Number</u>	<u>Location</u>
<i>The Radical Center: The Future of American Politics</i>	JK275 .H35 2001	2 <sup>nd</sup> floor
<i>The Presidential Difference: Leadership Style from FDR to Clinton</i>	JK511 .G74 2000	2 <sup>nd</sup> floor
<i>Congress and Its Members</i>	JK1021 .D38 2004	2 <sup>nd</sup> floor
<i>Campaign and Election Reform</i>	JK1976 .H46 2004	2 <sup>nd</sup> floor
<i>Securing Democracy: Why We Have an Electoral College</i>	JK1976 .S43 2001	2 <sup>nd</sup> floor
<i>New York Politics: A Tale of Two States</i>	JK3416 .S36 2001	2 <sup>nd</sup> floor
<i>New York State Government: What It Does, How It Works</i>	JK3416 .W37 2002	2 <sup>nd</sup> floor
<i>The Supreme Court in the Intimate Lives of Americans: Birth, Sex, Marriage, Childbearing And Death</i>	KF3760 .B35 2002	2 <sup>nd</sup> floor
<i>Popular Justice: Presidential Prestige and Executive Success in the Supreme Court</i>	KF8742 .Y38 2002	2 <sup>nd</sup> floor

### III. ELECTRONIC BOOKS

The online catalog contains links to full-text electronic books. In order to access these books from home you will need to set up a **NetLibrary** account from a computer in the library. Ask a librarian if you need assistance. Some titles include:

*Point, Click and Vote: The Future of Internet Voting (2004)*  
*The American Political Process (2004)*  
*Organizing the Presidency (2002)*  
*The Opposition Presidency: Leadership and the Constraints of History (2002)*  
*Facts about the Presidents: A Compilation of Biographical and Historical Information (2001)*  
*Good Advice: Information & Policy Making in the White House (2000)*  
*Keeping the Faith: A Cultural History of the U.S. Supreme Court (1998)*

There are many online reference materials available full-text through the electronic database, **Virtual Reference Library (Gale)**. Some reference titles include:

*Major Acts of Congress , 3v, 2004*  
*Encyclopedia of American Foreign Policy , 2nd Ed., 3v, 2002*  
*Encyclopedia of the American Constitution , 2nd Ed., 6v, 2000*

### IV. REFERENCE BOOKS

The Reference section of the library is located on the 1<sup>st</sup> floor just beyond the Reference Desk. Some recommended sources include:

#### GENERAL WORKS

<u>Title</u>	<u>Call Number</u>
<i>Time Almanac</i>	REF AY64 .T56 2006
<i>World Almanac &amp; Book of Facts</i>	REF AY67 .N5 W7 2006
<i>CQ Guide to Current American Government</i>	REF JK1 .C14 2006
<i>CQ Politics in America</i>	REF JK1012 .C63 2006
<i>Constitution of the United States</i>	REF KF366 .UN4 v.1
<i>Encyclopedia of the American Constitution</i>	REF KF4548 .E53 2000

#### DICTIONARIES

<u>Title</u>	<u>Call Number</u>
<i>CQ's Guide to the Language of Congress</i>	REF JK9 .C67 1994
<i>Harper-Collins Dictionary of American Government and Politics</i>	REF JK9 .S43 1992
<i>International Relations: A Political Dictionary</i>	REF JX1226 .P55 1995

#### LEGISLATIVE BRANCH

<u>Title</u>	<u>Call Number</u>
<i>CQ Almanac</i>	REF JK1 .C66 (1969-2003)
<i>The Almanac of American Politics</i>	REF JK1012 .A44 2004

## EXECUTIVE BRANCH

### Title

*Encyclopedia of the American Presidency, 4 volumes*  
*Congressional Quarterly's Guide to the Presidency, 2 volumes*  
*Historic Documents on the Presidency, 1776-1989*

### Call Number

REF JK511 .E53 1994  
REF JK516 .C57 2002  
REF JK 511 .H57 1989

## JUDICIAL BRANCH

### Title

*Oxford Guide to the Supreme Court*  
*Congressional Quarterly's Guide to the United States  
Supreme Court*  
*Justices of the United States Supreme Court, 5 volumes*  
*Illustrated Great Decisions of the Supreme Court*

### Call Number

REF KF4548 .O97 1999  
  
REF KF8742 .W567 1997  
REF KF8744 .F75 1995  
REF KF4549 .M334 2000

## POLITICAL PARTIES & ELECTIONS

### Title

*World Book Election 2000*  
*Encyclopedia of American Parties, Campaigns and Elections*  
*Historical Dictionary of United States Political Parties*  
*History of U.S. Political Parties, 4 volumes*

### Call Number

REF JK526 2000  
REF JK9 .B56 1999  
REF JK2261 .B345 2000  
REF JK2261 .S35 1973

## NEW YORK STATE

### Title

*The New York Red Book*  
*The New York State Directory*  
*A Guide to New York State Government*

### Call Number

REF JK3430 .N5 2001-2002  
REF JK3430 .N55 2003/2004  
REF JK3431 .G85 1995

## V. ELECTRONIC DATABASES: PERIODICALS AND REFERENCE

Electronic databases may be used to find full-text articles in journals, newspapers, and reference sources like encyclopedias. The electronic databases are available online via the library web site <http://www.sunysccc.edu/library>. Select the link **Find Articles**. Some useful databases that contain information about Politics & Government are:

**CQ Researcher**  
**Custom Newspapers**  
**Academic Search Premier (EBSCO)**  
**Lexis Nexis Academic Search Elite**  
**National Newspaper Index**  
**New York Newspapers**  
**New York Times Full-Text Archive**  
**Virtual Reference Library (Gale)**

## VI. MEDIA

Media materials are located in the Instructional Technology Center on the 2<sup>nd</sup> floor. Ask a librarian to help you locate these materials in the online catalog.

## VII. INTERNET

The web sites listed below were found by accessing the Librarians' Index to the Internet web site at <http://www.lii.org>. These sites have been evaluated by librarians for their usefulness.

### General Web Sites

<http://www.firstgov.gov>

U.S. Government's official Web portal

<http://www.access.gpo.gov>

Provides free electronic access to information products produced by the Federal Government. Includes publications such as the *U.S. Government Manual*, the *Congressional Directory* and the *Economic Report of the President*.

<http://thomas.loc.gov>

Federal legislative information made available by the Library of Congress.

### Federal Government

<http://www.house.gov>

U.S. House of Representatives

<http://www.senate.gov>

U.S. Senate

<http://www.whitehouse.gov>

The White House, President and Cabinet

<http://www.supremecourtus.gov>

U.S. Supreme Court

### New York State Government

<http://www.state.ny.us>

Government of the State of New York

### Statistical Data

<http://www.fedstats.gov/cgi-bin/A2Z.cgi>

Federal statistics A-Z

## VIII. LIBRARIANS

**Reference Librarians** will be happy to help you locate materials for your topic in this library and in other libraries. Please ask for assistance at the Reference Desk. You may also **email** or **chat live** with a librarian via the Begley Library web site at <http://www.sunysccc.edu/library>. Select the link **Ask a Librarian**.