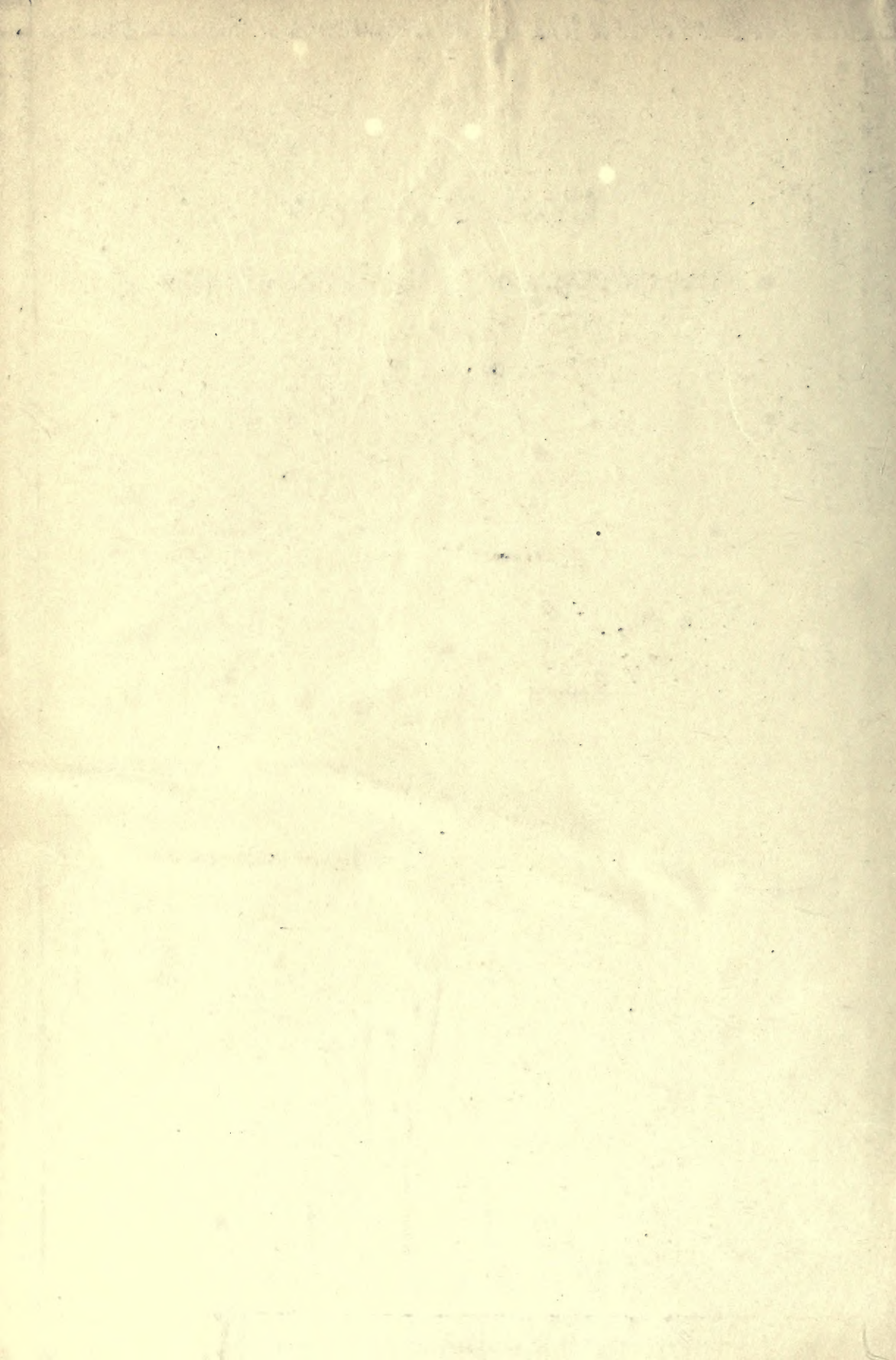
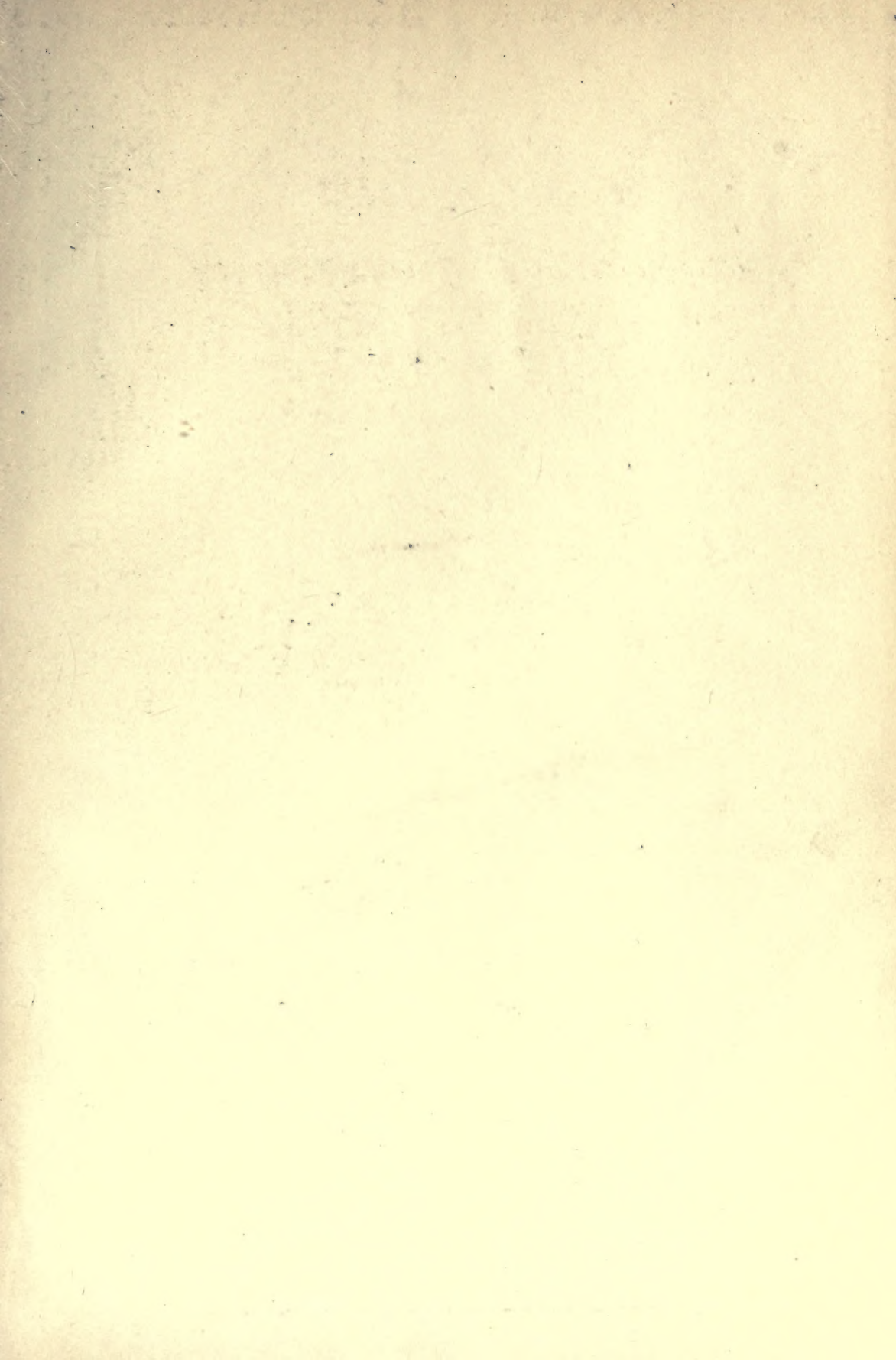


United States  
Government Publications

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Part I





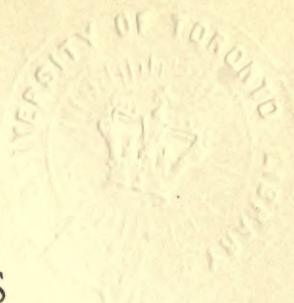






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UNIVERSITY OF TORONTO

UNITED STATES  
GOVERNMENT PUBLICATIONS

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A Handbook for the Cataloger

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Part I. The Government at Large  
The Constitution, Statutes, Treaties

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Compiled by  
A. R. HASSE  
Chief of Document Department, New York Public Library

65492  
7/1/03

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#### Succeeding parts

- Part 2.—The Legislative Body: Congress, the Senate, the House of Representatives.
- Part 3.—The Executive Body: The President, the executive departments.
- Part 4.—The Judiciary; Government institutions; Government serials.



## PREFACE

The compiler of this pamphlet comes forward with **no intention** to establish precedents or to lay down rules.

The pamphlet is put out merely in the hope that an experience of ten years or more in the handling of "public documents" may warrant this offer of assistance to those less experienced.

This experience has demonstrated to the compiler's satisfaction that in the preparation of a catalog of official literature more is involved than a knowledge of the rules of cataloging. In fact it has strengthened the conviction that the mere habituating to arbitrary cataloging rules of this literature is often a detriment than otherwise, towards making it accessible for library purposes. Peculiarities of publication, illustrated by the "Treaty series" of Great Britain or by the "Documents Diplomatiques" of France, demand recognition. Such peculiarities may be isolated instances, whose occurrence cannot be foreseen, and whose treatment is therefore beyond the scope of rules framed for the average and the normal. It is only the experienced hand that will apply the proper treatment to such unusual forms of publication.

Existing rules have been framed to meet the exigencies of a certain type of literature, a literature with authors, a literature in volumes, a literature on a given subject, in fine the regular literature of the market. For a long time the compiler tried to apply these rules as they existed to the other type of literature, viz.: official literature, a literature as a rule authorless, so far as personal names are concerned, a literature having whimsical relationship in its parts and volumes and series, a literature alienated, so far as convenience of treatment according to accepted forms is concerned, entirely from the ordinary type of market literature. At last it appeared that in those instances where official literature does not lend itself to existing rules, the most satisfactory treatment of it is still possible, quite reconcilable with current cataloging customs, providing only that due regard is had for the distinctions of official literature.

These distinctions are the rock upon which many catalogers have come to grief.

The confusion and the difficulties that often surround the cataloger of "government documents" are almost wholly confined to the methods of author entry, and it is this form of entry only that is considered in the present instance.

The cause of this confusion and difficulty is usually the failure to distinguish between author and publisher, and to recognize that officially not only are these two agents sometimes identical, but that their identity, even their existence, may be so obscured that only a careful examination into the origin of the authority for the appearance of the document will determine a correct and proper author entry.

In the case of general, as opposed to official, literature, there are books of anonyms and pseudonyms and extensive general catalogs to aid the cataloger. In the case of official literature, on the other hand, there is as yet only the slenderest aid in print to assist the cataloger in obtaining the correct form of official author entry. In the United States the excellent catalogs issued from the Office of the Superintendent of Documents have almost entirely done away with any difficulty in regard to current federal documents. With the appearance of the promised check list, and the consequent certifying of the names of bureaus no longer existing, and the former names of present bureaus, this difficulty will be entirely done away with. But it still requires often a baffling search to determine the correct official author entry for state and city documents, not to speak of the, to us generally less familiar, foreign documents.

In cases, therefore, where divergence is suggested from accepted methods, it is not done in a spirit of reform or overrule, but only with the desire that, having proved by actual experience the satisfactory results of the use of a not generally accepted form, its exploitation may help in a measure to minimize some of the difficulties of the cataloger.

Bibliographical detail is disregarded as being, in the present instance, a matter not affecting the ultimate result, and each library may therefore retain its individualities in this regard without interfering with the operation of the suggestions here attempted.

Those forms of official literature to which consideration is, for the present, confined, viz. : the constitution, the statutes and treaties, the three fundamental manifestations of organized government, are the three forms in which the compiler's treatment differs most widely from that commonly applied.

Colonial documents, which, if included, would have been represented by the charters and laws, it has not been deemed expedient to consider at this time, since their treatment differs greatly from that here exploited for the state documents.

It would perhaps be well to say at this time that, while United States government documents are the absorbing subject, the forms which are here offered to the cataloger are being used by the compiler with very satisfactory results in the cataloging of the documents of many foreign governments and dependencies. Examples of the application of the forms to foreign documents may be found in the body of the pamphlet.

A. R. H.

New York City, 1901



## CONTENTS

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	Page
Introduction .....	9
The Constitution .....	10
Statutes .....	17
Treaties .....	39



# United States Government Publications

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## INTRODUCTION

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### OFFICIAL AUTHORS

The study of government documents, or government publications, or official literature, is the study of the mechanism of modern government as expressed in its publications; and modern government, classified organically, is either federal, state, or municipal.

Each of the forms of administrative organization, in addition to the authority of the organized government as a corporate body, exercises a similar series of functions, viz.: the exercise of the legislative power of the government, the exercise of the executive power, and the exercise of the judicial power.

The authority of the organized government as a corporate body to deliberate and enact laws, is vested in the legislative body; the executive body is that body which carries the laws into effect, or superintends the enforcement of them; the judicial body is that branch of the government which judges or determines the application of the laws to particular cases, their constitutionality, etc.

Thus, in the United States, these bodies are respectively the two houses of Congress, the President with the officials subordinate to him, and the Supreme Court.

The parallelism of the functions of the three forms of administrative organization, as expressed in their publications, is as follows: the authority of the government as a corporate body is expressed in the federal government by the constitution, statutes and treaties, in the state governments by the constitution and statutes, in the municipal governments by the charter and ordinances.

The legislative power is expressed in the federal government by the publications of Congress, in the state governments by the publications of the legislature, in the municipal governments by the publications of the council.

The executive power is expressed in the federal government by the publications of the President and his subordinates, in the state governments by the publications of the governor and his subordinates, in the municipal governments by the publications of the mayor and his subordinates, the term subordinates including all the departments, bureaus, offices, commissions, etc., organized by authority.

The judicial power is expressed in the federal government by the Supreme Court and its inferior courts, in the state governments by the supreme court of the state, superior courts of record and local courts, in the municipal governments by the municipal courts, i. e., those local or special tribunals provided for in the charter and called by different names, as the mayor's court, recorder's court, city court, etc.

## THE CONSTITUTION, STATUTES, TREATIES

### THE CONSTITUTION

**Federal.** The constitution is the fundamental or organic law of the United States. Framed by the constitutional convention which met in Philadelphia, May 25, 1787, it went into effect March 4, 1789. It is a document comprised in seven original articles and fifteen amendatory articles or amendments.

There is in existence a vast literature concerning the American constitution, but single prints of the document are not commonly issued. In official literature copies of the constitution are now most frequently found in the rules of practice, or manuals, of the House or the Senate. A very important contribution to our constitutional history, published officially, is the Documentary History issued in parts by the Bureau of Rolls



and Library as appendices to its bulletins. A "literal print" of the constitution was also issued by this bureau in 1895, and the State Department has issued a facsimile reprint.

The fact of its being either privately or officially printed, or, if officially printed, of its having a bureau sponsor, should not affect the cataloging of copies of the constitution. These facts may be considered as mere incidents of publication, the original author of the document always remaining the same. The following form is offered:

United States.

*Constitution.*

Constitution of the United States of America; literal print.  
*Washington, 1895. 38 pp. 8°. (Rolls and Library Bureau.)*

Facsimile of card used, exact size.

United States.

*Constitution.*

The constitution of the United States of America. *New  
London S. Green, prtr., 1799. 16 pp. 8°.*

**United States.**

*Constitution.*

The constitution of the United States of America; as proposed by the convention, held at Philadelphia, September 17, 1787, and since ratified by the several states, with the several amendments thereto . . . *Philadelphia, J. H. Oswald, ptr., 1799. 27 pp. 16°.*

**Foreign**

**Peru.**

*Constitution.*

Proyecto de reforma de la constitucion de 1860 conforme al dictámen del consejo gubernativo. *Lima: Imp. de El Pais. 1896. 50, xxvi pp. 8°.*

**Bases** orgánicas de la República Mexicana, acordadas por la Honorable Junta Legislativa establecida conforme á los decretos de 19. y 23. de diciembre de 1842, y sancionadas por el Supremo Gobierno provisional con arreglo á los mismos decretos el dia 12 de junio del año de 1843. *Mexico: J. M. Lara, 1843. xi, 45 pp. 12°. (Mexico. Constitution.)*

The above form illustrates a title entry, the author entry of which is indicated by the italicized words in curves after the imprint. It is understood of course that in addition to the title card a full author card is made and filed.

**Bibliographies**

- Channing & Hart. Guide to the study of Amer. History. *Boston, 1896. ch. xvi.*  
Ford (P. L.) Bibliography and reference list of the history and literature relating to the adoption of the constitution of the U. S. 1787-1788. *Brooklyn, 1896. 58 pp. 8°.*  
Foster (W. E.) References to the constitution of the U. S. *New York, 1890. 50 pp. 8°.*  
Winsor (J.) Narrative & critical, etc. v. 7: 255-266.

**State.** The government of each of the commonwealths of the American union is based upon an organic law called the constitution. The earlier constitutions were confined to a general outline of the organization of the government; they did not undertake to make the laws, but prescribed the conditions under which the laws might be made and executed. Recent state constitutions enter more and more boldly upon the general work of legislation, and the constitutions adopted since 1870 have been criticised as partaking too much of the nature of a code. The motive is a wish to put certain laws into such shape that it will be difficult to repeal them.

A state constitution may be amended by an original act of the legislature ratified by a vote of the people; or it may be amended by act of a convention called for that purpose.

In making the author entry for constitutions and constitutional conventions it is well to distinguish between the two as is shown in the examples here given.

**Ohio.**                      *Constitution.*

Constitution of the state of Ohio, agreed upon in convention May 14, 1874. *Columbus: Nevins & Myers, state prtrs., 1874. 42 pp. 8°.*

**Ohio.**                      *Constitutional Convention, 1873.*

Official report of the proceedings and debates of the third constitutional convention of Ohio, assembled in the city of Columbus . . . May 13, [and] Cincinnati, Dec. 2, 1873. *Cleveland: W. S. Robinson & Co., prtrs., 1873-4. 2 v. 8°.*

**South Carolina.**

*Constitutional Convention, 1832.*

Documents ordered by the convention of the people of South Carolina, to be transmitted to the President of the United States, and to the Governor of each state. *Columbia: A. S. Johnston & Co., 1832. 1 p.l., 28 pp., 1 p.l., 15, 16 pp. 8°.*

**Texas.**

*Constitutional Convention, 1832.*

Proceedings of the General Convention of delegates representing the citizens and inhabitants of Texas: held at the town of San Felipe, in Austin's colony . . . Oct., 1832. *Brazoria, 1832. 44 pp. 8°.*

**Wisconsin.**

*Constitution.*

Constitution of Wisconsin. Message from the President of the United States, transmitting the constitution adopted by the delegates of the people of the Territory of Wisconsin. Jan. 21, 1847. *n. t. p. 1847. 31 pp. 8°.* (*U. S. Cong., 2. sess., House. Ex. doc. 49.*)

### Shepherd (J. W.)

The constitution, and ordinances, adopted by the state convention of Alabama, which assembled at Montgomery on the 12 . . . Sept., 1865. With index, analysis and table of titles. *Montgomery: Gibson & Whitfield, prtrs.*, 1865. 80 pp. 8°. (*Alabama. Const. Conv.* 1865.)

This last form illustrates a personal author entry, the italicized words in curves after the imprint indicating the official author. It is understood of course that in addition to the personal author entry the official author card is made and filed.

### Foreign

#### Yucatan. *Constitution.*

Constitucion politica del estado libre de Yucatan. Sancionada par su Congreso constituyente en 6 de abril 1825. *Merido de Yucatan: Impresa en la oficina del Sol*, 1825. 78, v. pp. 24°.

### Bibliographies

#### *General*

N. Y. State Libr. Bull. Additions, no. 2. 1894.  
Bowker. State publications. New England States. New York, 1900. 4°.

#### *Special*

Alabama. T. L. Cole in his Bibliogr. of Ala. So. Hist. Assn. Pubs. 1896.  
Alabama. T. McA. Owen in his Bibliogr. of Ala. Amer. Hist. Assn. Rpt. 1897.  
Arkansas. T. L. Cole in his Bibliogr. of Ark. So. Hist. Assn. Pubs. 1897.  
California Rpt. Trustees State Libr., 1892-1894.  
Florida. T. L. Cole in his Bibliogr. of Fla. So. Hist. Assn. Pubs. 1897.  
Indiana. Howe. Govt. Pubs. of Indiana. Indianapolis, 1891.  
Iowa. T. L. Cole in his Bibliogr. of Iowa. Law Bull. Univ. of Ia. no. 2, 1891.  
Kansas. Kans. Hist. Socy. Coll. 1899.  
Maine. Williamson's Me. Portland, 1896.  
North Carolina. S. B. Weeks in his Bibliogr. of N. C. Harvard Univ. Bull. nos. 55-58.  
Rhode Island. J. R. Bartlett in his Bibliogr. of R. I. Providence, 1864.  
Texas. Raines in his Bibliogr. of Texas. Austin, 1896.  
Wisconsin. Baker. Wisc. const. conventions. Wisc. Hist. Socy. Proc. 1897.

**Municipal.** The government of American cities is based upon an instrument called a charter, framed by the municipality and ratified by act of the state legislature. While it is true that in the last analysis, therefore, a city charter is a statute of the state, primarily it is the organic law of the city, and it is more logically cataloged in conformity with this its functional purpose.

In many cases the charter and ordinances of a city are published in one volume as a single document, the prominence being given sometimes to the charter, sometimes to the ordinances, as illustrated by the first two examples below. In these cases it is well in making the main author entry to be guided by the title page, entering the charter or the ordinances, according to which may be emphasized on the title page, being careful to refer from the other.

In the older cities, where the charter probably has undergone frequent revision, a chronological arrangement of entries is suggested. See N. Y. P. L. Bulletin, Jan., 1901.

**Syracuse (N. Y.)**

*Charter.*

Charter and ordinances of the city of Syracuse, together with the rules of the Common Council, the rules and regulations of the Police and Fire Departments and the Civil Service regulations. *Syracuse: Syracuse Journal Co., prtrs., 1885.* 388 pp. 8°.

**Ann Arbor (Mich.)**

*Ordinances.*

Revised ordinances of 1896. Charter and ordinances of the city of Ann Arbor. *Ann Arbor: The Inland Press, 1896.* 1 p.l., 227, lxii pp. 8°.

**Elmira (N. Y.)**

*Charter.*

Revised charter of . . . Elmira, with the several acts applicable to the city and officers thereof. *Elmira: Gazette Co.*, 1898. viii, 1 p.l., 385 pp. 8°.

**Brooklyn (N. Y.)**

*Charter.*

Charter of the City of Brooklyn. Passed April 17, 1854, to take effect Jan. 1, 1855. *Williamsburgh: L. Darbee & Son, printers.*, 1854. 64 pp. 8°.

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**THE STATUTES**

**Federal.** The statutes of the federal government may be considered a publication of the government at large, together with the constitution. They are the joint resolves of the representatives elected by the people of the United States for the government of that people. They are not the product of either the Senate or the House of Representatives alone, nor do they originate in Congress, or in either body of Congress. The nature of the origin of these publications makes it impossible to subordinate them to any one body or office.

This argument evidently holds good only for a republican and constitutional-monarchical form of government, but the direct treatment of statutes is recommended for all forms of government, as being at once expedient, simple and adapted to all countries.

In the United States there are at present six kinds, or stages rather, of the statutes. They are as follows: bills and resolutions (first and preliminary form); acts (second form); slip laws (third form); session laws (fourth form); statutes-at-large (fifth form); revised statutes (sixth form).

## Bills and Resolutions

The preliminary form of the statutes, bills or resolutions, is never sent to libraries, except as single copies of a bill or resolution may be of especial local interest, and for that reason desirable for preservation in a library. Even then the library may have some difficulty in securing a copy, as only 625 copies of a public bill and 250 copies of a private bill are printed.

The distinction between bills and resolutions has been obscured somewhat by the practice of recent years; generally it is this: a bill is a form or draft of a proposed statute, a resolution is a formal proposition presented for discussion and adoption.

Bills are of two kinds, public and private. A private bill is one providing relief for a private party, a bill granting a pension, or a bill removing a political disability. (*Supp. R. S., v. 2:349.*) All other bills are public bills.

Public bills are again popularly classified according to the purpose for which they were framed, as, appropriation bills, deficiency bills, sundry civil bills, etc.; or they become known by the name of the framer or advocate of the bill, as Dingley bill, Torrey bankrupt law, etc.

The enacting clause of all bills, except appropriation bills, is: "Be it enacted by the Senate and House of Representatives of the United States in Congress assembled". (*R. S. sec. 7.*) The enacting clause of all appropriation bills is: "An Act making appropriations [object] for the year ending June 30 [year]. (*R. S. sec. 11.*)

Bills are numbered serially throughout a Congress for the Senate and House respectively, and their designation is abbreviated thus: S. [no.] for Senate bills and H. R. [no.] for House bills.

A bill must have three readings before it is passed, and must have the approval of the President before it becomes operative.

Resolutions are of three kinds, simple, joint and concurrent.

Simple resolutions are used to express the purpose, intent, or desire of that body of Congress in which they originate. They are printed in the form of bills, and like bills they are numbered serially throughout a Congress. They are designated thus:

55th Congress 2d sess.	House of Representatives	Resolution 45
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The enacting word is simply, *Resolved*:

Joint resolutions are propositions to give authority or directions to public officers in certain respects; to give the consent of Congress on occasions when such consent is required; to continue in force appropriations, and, generally, measures whose operation is limited to certain specific occasions or periods and which are not designed to be permanent law, are expressed by joint resolutions. The resolving clause of all joint resolutions is in the following form: "*Resolved* by the Senate and House of Representatives in Congress assembled". Joint resolutions, like bills, are numbered serially throughout a Congress in the order of their introduction, and their designation is abbreviated thus: H. Res. [no.] for House joint resolution; S. R. [no.] for Senate joint resolution.

A joint resolution, like bills, must have three readings before it is passed, and must be approved by the President before it becomes operative.

Concurrent resolutions are employed where the assent of the two Houses only is considered necessary. Thus when appropriations have been made for the use of the two Houses, such as the appropriation for printing, the expenditure of the fund is authorized and directed by concurrent resolution.

The practice for many years has been not to present concurrent resolutions to the President for his approval, though the language of the constitution seems strictly to require that all concurrent resolutions, except such as relate to the adjournment of the two Houses, should be approved by the President.

Concurrent and simple resolutions are, under the act of January 12, 1895, numbered serially and printed in bill form. The designation of concurrent resolutions is:

55th Congress 2d sess.	House of Representatives	Con. Res. no. 7
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The essential points in cataloging a United States bill or resolution are: first, title, date and number; second, status; third, accompanying documents.

The title of a bill always precedes the enacting clause, and should be followed closely by the cataloger. The date to be used is that of introduction, giving day, month and year. The

number of the bill is important, for the reason that frequently totally different bills of the same title, and therefore distinguishable in the catalogue by number only, are introduced during the period of one Congress. (See forms 2 and 3 below.)

The entry of the status or progress of a bill is necessary to distinguish the various prints of a bill; for instance, a House bill, having passed the House, is transmitted to the Senate and introduced as an Act of the House of Representatives. (See forms 2 and 4 below.)

Frequently a bill is accompanied by the report of the committee to which the bill has been referred, and in that case the number of such report should appear on the card for the bill. (See forms 3 and 4 below.)

The mode of entering these several details on the card is, of course, optional with each library, and the forms cited below are not intended to be copies that need be followed implicitly so far as the structure is concerned.

A library may wish, for historical or other purposes, to collect all the measures on a given subject, as the Spanish American War, or all forms of a given measure, as the Ship Subsidy Bill. In this case, to insure completeness of prints, reference should be made to the index to bills and resolutions at the end of the index volume of the Congressional Record. Bills and resolutions are not reprinted in full. They may be found by title in the Congressional Record, where their history may be traced as follows: Use index to bound volumes of the Record, and under subject find number of bill or resolution desired, turn to back of index, under "History of Bills", and under number of bill or resolution find references to page of Congressional Record on various stages of the progress of the bill upon which action was taken, until the final disposition of the bill. The "History of Bills" is divided into four parts, one each for Senate and House bills respectively, and one each for Senate and House resolutions respectively. The Record is issued in a daily edition during sessions, and in the "permanent" or bound form known to libraries. The former edition is served with a bi-weekly index, which in the permanent edition forms an independent volume. These indexes can only be used for the editions which they accompany.

*Form 1*

**United States.**

*Statutes.*

A bill to define and fix the standard of value, to maintain the parity of all forms of money issued or coined by the United States . . . Introduced in the House by Mr. Overstreet, Dec. 4, 1899. *n. p.* [1899] 10 pp., 1 l. 4°. (56. Cong. H. R. 1.)

—Same. An act in the Senate. Dec. 19, 1899. 18 pp. Jan. 4, 1900. 18 pp., 1 l.; Feb. 15, 1900. 20 pp.; Feb. 23, 1900. 34 pp.

—Amendments. Jan. 8, 1900; Jan. 15, 1900; Jan. 31, 1900; Feb. 1, 1900.

*Form 2*

**United States.**

*Statutes.*

A bill to provide for temporarily increasing the military establishment of the United States in time of War . . . Introduced in the House by Mr. Hull, Apr. 19, 1898. *n. p.* [1898.] 8 pp. 4°. (55. Cong. H. R. 9944.)

—Same. An act. In the House, Apr. 20, 1898.

—Same. In the Senate, Apr. 21, 1898. 10 pp.

—Same. Introduced in the House by Mr. Wheeler, Apr. 23, 1898. 1 l. 4°. (H. R. 10069.)

—Same. April 29, 1898. [To acc.] Report 1232. 3 pp. 4°.

Form 3

United States.

Statutes.

A bill for the better organization of the line of the Army of the United States, March 23, 1898. [To acc.] Report 795. *n. p.* [1898] 6 pp. 4°. (55. Cong. H. R. 9253.)

—Same. Introduced in the House by Mr. Hull, Apr. 15, 1898. (H. R. 9878.)

—Same. Apr. 21, 1898. [To acc.] Rept. 1138.

Form 4

United States.

Statutes.

A bill to provide for a temporary increase in the Inspector-General's Department of the Army. Introduced in the House by Mr. Hull, May 23, 1898. *n. p.* [1898.] 1 l. 4°. (55. Cong. H. R. 10424.)

—Same. May 25, 1898. [To acc.] Report 1446.

—Same. An act . . . In the Senate . . . June 29, 1898.

—Same. June 30, 1898.

Acts

Succeeding the preliminary form of statutes, or bills and resolutions, a measure in its progress towards becoming a law appears as an act. Acts are bills that have passed both Houses of Congress, and that are awaiting the President's signature. They are not yet laws. Their outward form is the same as that of bills, and like bills they are never sent to libraries. In cataloging them, acts may be treated like bills and resolutions.

The word "act" as used here should not be confounded with the same word as used in the former examples for bills and reso-

lutions. There it is used to designate a measure which has passed one House and thereby become an act of that House. Here it is used to designate a measure that has passed both Houses, and thereby become an act of Congress.

### Slip Laws

The third form of statutes, called slip laws, is an octavo print of the act after it has received the President's signature, and it is the first print of the measure as a law. Slip laws are classified into Public and Private Laws and Resolutions, and consist only of the text of the law, with date of approval and the heading: Public (or Private) No. [        ]. They are never bound, nor are they distributed to libraries, but are used mainly in making up the session laws.

The essential features of the slip law to the cataloger are the title and date of approval. Slip laws have two serial numberings for bills, i. e., one for public and one for private bills, and a separate numbering for resolutions. None of these numberings need be regarded by the cataloger, as they are used nowhere else, and have no reference. All slip laws and joint and concurrent resolutions are now reprinted in the sessional or pamphlet laws and in the statutes-at-large. Reference to either or both of these compilations is optional.

#### United States.

#### *Statutes.*

An Act for the reclassification of naval vessels. Approved March 8, 1898. *n. t. p.* [1898.] 8pp. 8°. (55 Cong. Pub. no. 81.)

—Same. Stat. L. v. 32, p. 219.

### **Pamphlet or Session Laws**

This, the fourth form of the statutes, commonly called the pamphlet or session laws, is a chronologically arranged compilation of the slip laws for any one session of Congress, supplied with a title page and an index, and bound in paper covers. This form of the statutes is by law distributed to depository libraries. It contains the laws, resolutions, treaties and proclamations issued during any one session of Congress.

Suggestions for cataloging pamphlet laws may be found below, in the paragraph under revised statutes.

### **Statutes-at-Large**

This, the fifth form of the statutes, is a compilation by Congress of the session laws. Each volume is supplied with a new title-page and index. The volumes are bound in sheep, and contain the laws, resolutions, treaties and proclamations issued during the period of any one Congress. This series is given a volume number. The first seventeen volumes were a subsidized publication, and it is now comparatively difficult to secure a set. Under the printing law of January 12, 1895, this series has become one of the publications which are distributed to depository libraries.

Suggestions for cataloging statutes-at-large may be found below, in the paragraph under revised statutes.

### **Revised Statutes**

This, the sixth form of the statutes, is an occasional compilation of the statutes in force. Two such compilations have been issued, viz.: the editions of 1873 and 1878 respectively, a continuation being now in course of publication.

The treatment on the card of these last three forms of the statutes, viz.: the session laws, the statutes-at-large and the revised statutes, clearly suggests itself from their mode of issue.

They may be considered serials, or continuations, and treated as each library has for itself adopted its own method for this form of publication. These three forms of the statutes are the only forms cataloged in the Document Catalog issued from the office of the Superintendent of Documents. A library having a fair collection of United States laws will do well to arrange its author cards in groups, pointing out the various groups by means of a projecting guide card. Such groups may include first bills, second session laws, third statutes-at-large, fourth revised statutes, and fifth collections. In a library where a large quantity of bills had been cataloged the compiler found it useful, instead of attempting here the usual alphabetical arrangement, to pencil on the line of the author entry (i. e., United States), and immediately following it, the word or phrase used as the subject of the bill, obtaining thereby an alphabetical subject arrangement under author entry. A general alphabetical arrangement under author being out of the question, a chronological arrangement meaningless, a numerical arrangement impossible, this was the only remaining solution, and it has proved satisfactory.

A word of caution seems necessary concerning the early prints of the session laws. It is known that there are various editions of the laws of some sessions, a bibliography of them has, however, never been made. It is not sufficient, therefore, to make only a series card (see form 4 below) for the early session laws, without supplementing it with a more detailed card on which the full imprint is given for the laws of each session. (See forms 1-3 below.) In the absence of a bibliography, or a known complete file of editions, the compiler is unable to definitely cite a date when such individual care no longer becomes necessary. It is probable, however, that up to 1819, or the second session of the fifteenth Congress, when the contract system of government printing was inaugurated, a variety in the editions of the laws of a session of Congress may exist, and up to this period the laws may require, therefore, a fuller bibliographical treatment than is necessary for the later session laws.

## Early Session Laws

### *Form 1*

**United States.**

*Statutes. 1789.*

Acts passed at a Congress of the United States of America, begun and held at the City of New York, on Wednesday the fourth of March, in the year M,DCC,LXXXIX. And of the Independence of the United States, the thirteenth. *New York: Printed by Francis Childs and John Swaine, Printers to the United States, n. d. xiv, 16-93., (1) clxv-clxxvii pp. F°.*

### *Form 2*

**United States.**

*Statutes. 1789.*

Acts passed at a Congress of the United States of America, begun and held at the City of New York, on Wednesday the fourth of March, in the year M,DCC,LXXXIX, and of the Independence of the United States, the thirteenth. Being the acts passed at the first session of the first Congress of the United States, to wit, New-Hampshire, Massachusetts, Connecticut, New-York, New-Jersey, Pennsylvania, Delaware, Maryland, Virginia, South-Carolina, and Georgia; which eleven states respectively ratified the Constitution of Government for the United States, proposed by the Federal convention, held in Philadelphia, on the seventeenth of September, one thousand seven hundred and eighty-seven. *Richmond: A. Davis, printer, [1789.] xiv, 15-79, (1) pp. F°.*



*Form 3*

**United States.**

*Statutes. 1790.*

Acts passed the third session of the Congress of the United States of America, begun and held at the City of Philadelphia on Monday the sixth of December, in the year M,DCC,XC: and of the Independence of the United States the fourteenth. *Philadelphia: Printed by Francis Childs and John Swaine, printers to the Congress of the United States. [1790.] 1 1, 288-277 pp. (3) pp. F°.*

**Later Session Laws**

*Form 4*

**United States.**

*Statutes.*

Session laws of the United States from the 1st sess., 45th Cong., to the 3d sess., 53d Cong., 1877-1893. *Washington, 1877-1893. 21 vols. 4°.*

**Statutes-at-Large**

**United States.**

*Statutes.*

Statutes-at-large of the United States. v. 1-28. *Boston, Washington, 1848-95. 8° and 4°.*

## Revised Statutes

### United States.

### *Statutes.*

Revised statutes of the United States. ed. 1. *Washington*, 1875. 4°.

—Same. ed. 2. 1878. 4°.

These 2 vols. form pt. 1 of v. 18 of the Statutes-at-Large.

### Contemporary Prints of Single Laws

In the early congresses it was the custom to print a limited number of copies of acts which had received the approval of the President, and to which it was the habit of the Secretary of State to affix his signature in manuscript. Copies of these acts so endorsed are occasionally met with, and an example of the cataloging of them is given below.

As is well known there is no record in existence of a complete file of the original prints of the documents of the congresses preceding the fifteenth. Did such a record exist, it would include all imprints of official publications issued between March 4, 1789 and Dec. 1, 1817. Their detached mode of issue makes it necessary that an absolute chronological arrangement by year, month and day be observed in the filing of the entries of the documents of this period.\* And as the contemporary prints of single laws have perhaps a greater historical, or bibliographical, than textual interest, it may be better worth while to file the cards in the chronological arrangement with the early documents, than with the statutes. If that is the case a slight modification in the cataloging of them is necessary. The first example shows a contemporary print of a single law cataloged to file with statutes, and the second example shows the same print cataloged to file in the chronological arrangement of early documents, to be more fully discussed hereafter.

\*See New York Public Library Bull. November, 1899.

**United States.**

*Statutes.*

Second Congress of the United States At the First Session, begun and held at the city of Philadelphia; in the State of Pennsylvania, on Monday, the twenty-fourth of October, 1791. An Act granting farther Time for making Return of the Enumeration of the Inhabitants, in the District of South Carolina. Approved, Nov. 8, 1791. *n. t. p.* 1 l. F°.

**United States.**

1791. Nov. 8.

Second Congress of the United States At the First Session, begun and held, etc.

In addition to the various prints of the laws outlined above, there are collections of laws relating to a particular subject as, for instance, laws relating to navigation, internal revenue, etc. Such collections are usually compiled by those officers having jurisdiction over that branch of the administration concerned with the subject of the compilation. The authorship of these compilations may be assigned to the compiling bureau as follows:

**United States.**

*Internal Revenue Office.*

Internal revenue laws in force July 1, 1889. *Washington,* 1889. 316 pp. 8°. (*Treasury Dept.*)

## Foreign

### a. Collection on special subject.

**Peru.** *Statutes.*

Reglamentos de ferrocarriles del Peru y de señales para los mismos. *Lima: Imp. del Estado, 1876.* 63 pp. 24°.

### b. Single law.

**Peru.** *Statutes.*

Ley organica de municipalidades sancionada por la legislatura ordinario de 1892. *Lima: Imp. del Estado, 1892.* 2 p.l., 37 pp. 8°.

### c. General collections.

**Switzerland.** *Statutes.*

Amtliche Sammlung der Bundesgesetze und Verordnungen der Schweizerischen Eidgenossenschaft. N. F. v. 1-15. *Bern, 1875-97.* 8°.

v. 1-10, ser. 1; v. 11-15, ser. 2. French title: *Recueil officiel des lois et ordonnances de la confédération suisse.*

**State.** The first paragraph on the federal statutes (p. 17) is applicable to the statutes of the commonwealths as well, modified only as is required by the difference in administrative organization.

In most states the procedure in publishing preliminary prints of the laws is similar to that outlined for the federal government. The final form of the statutes of the commonwealths only can be considered here, for not only does the legislative routine regarding the preliminary issue of statutes vary largely in the different states, but it would be so nearly impossible for libraries to secure copies in any but the final form, that no purpose would be served here by an enlargement upon those statutes concerning the preliminary publication of which it might be possible to secure any information.

In the main the same forms suggested for preliminary federal laws may be followed in cataloging preliminary state laws, having a care always to preserve the distinctions which characterize each one of these classes of laws. For instance, a library making a feature of municipal affairs may want the prints of the Ripper bill introduced in the legislature of Pennsylvania in 1901. The treatment for this bill should be identical with that adopted for any federal bill, care being taken to show the proper date and title, and the various editions of the bill which the library possesses. This last is a fact more difficult to ascertain in the case of state statutes, but on the other hand it is a very uncommon thing when as many editions are printed as have been shown for the federal statutes. Very necessary in this connection, as showing the method employed by various states in framing and destroying its laws, is the legislative manual, or its equivalent, published by most states and issued from the office of the Secretary of State.

Such forms of the statutes of the commonwealths as are commonly procurable are the single acts, the session laws, the revised statutes, general collections and collections of laws on special subjects, forms of each of which are illustrated below.

Codes are as a rule private publications, but whether privately or officially published, codes may be cataloged as are the general collections of statutes. Examples are shown in the last two items under "General collections" below.

## General collections

### North Carolina.

#### *Statutes.*

Laws of the State of North-Carolina. Published, according to Act of Assembly, by James Iredell . . . *Edenton: Printed by Hodges & Wells, prtrs. to the State . . . 1791.* iv, 712, xxii pp., 1l. f°.

### New Hampshire.

#### *Statutes.*

The public statutes of the state of New Hampshire, to which are prefixed the constitutions of the United States and state of New Hampshire: with a glossary and digested index. *Manchester: J. B. Clarke, 1891.* xix, 912 pp. 4°.

### Colorado.

#### *Statutes.*

Military code of Colorado, also rules and regulations for the government of C.[olorado] N.[ational] G.[uard] *Denver: Rocky Mountain Book and Job Print, 1886.* 70 pp. 12°.

### Mills (J. Warren)

Mills' annotated statutes of the State of Colorado. Embracing the general statutes of 1883, and all general laws enacted since that compilation (except the code of civil procedure) in force Jan. 1, 1891. *Chicago: E. B. Myers & Co., 1891-97.* 3 v. 8°. (*Colorado. Statutes.*)

### Collections on special subjects

#### Texas.

#### *Statutes.*

Laws, orders and contract on colonization, 1821 to 1829, under which Colonel Stephen F. Austin introduced and settled emigrants in Texas. Translated from the Spanish. *Saltillo*, 1829. 58 pp. 8°.

#### New York State.

#### *Statutes.*

Parts of the revised statutes relating to banks and moneyed corporations. Together with the Safety Fund Law. Passed, April 2, 1829. *n. t. p.* 56 pp. 8°.

As was pointed out in the case of federal statutes, where the collection of material in any one of these classes is likely to be extensive the use of the projecting guide card is recommended.

### Revised statutes

#### New York State.

#### *Statutes.*

Laws of the state of New York, passed . . . in . . . 1777-1801, being the 1.-24. session, including . . . revised acts of that session. Republished by the Secretary of State. *Albany*, 1886-1887. 5v. 8°.

## Single acts

### Confederate States of America.

*Statutes.*

A bill to be entitled An Act to establish the court for the investigation of claims against the Government of the Confederate States. Jan. 27, 1863. Reported without amendment, and ordered to be placed upon the calendar and printed. *n. p.* [1863.] 9 pp. 8°. ([I. Cong., 3. sess.] *House Bill, No. 5.*)

### Missouri.

*Statutes.*

An act for the relief of the banks of the state of Missouri. Approved March 18, 1861. *St. Louis: G. Knapp & Co., prtrs.*, 1861. 11 pp. 8°.

## Session laws

Inclusive arrangement :

### New York State.

*Statutes.*

Laws of the state of New York from the 20. to the 122. sess. 1797-1899. *New York, Albany*, 1797-1899. 8°.

or, Check-list or tabular arrangement :\*

### New York State.

*Statutes.*

20. sess. 1797. *New York: W. Robyns*, 1797.

21. sess. 1798. *Albany: L. Andrews & Co.*, 1798, etc.

\*For an example of this arrangement see N. Y. P. L. Bull. May, 1900, p. 170.



**Miller (Lewis M.)**

[Index to] The compiled laws of the state of Michigan, 1897 . . . *Lansing: R. Smith Prtg. Co., 1899. 665 pp. 4°.*  
(*Michigan. Statutes.*)

**Matthews (James M.)**

The statutes at large of the provisional government of the Confederate States of America, from the institution of the government, Feb. 8, 1861, to its termination Feb. 18, 1862, inclusive. Arranged in chronological order. Together with the constitution for the provisional government, and the permanent Constitution of the Confederate States, and the treaties concluded by the Confederate States with Indian tribes. *Richmond: R. M. Smith, prtr. to Congress, 1864. xvi, 411, xlvi pp. 8°.*  
(*Confederate States of America. Statutes.*)

The last two entries illustrate a personal author entry for statutes and supplementary statutory publications, as indexes, etc. The italicized words in curves after the imprint indicate the official author entry, which is made in addition to the above personal author entry.

## Foreign

### a. Collections on special subject.

**Geneva (Canton).** *Statutes.*

Loi générale sur les routes, la voirie, les constructions, les cours d' eau, les mines et l' expropriation. Du juin 1895. Genève: Imp. W. Kündig & fils, 1895. 76 pp. 8°.

### b. Session laws.

**Ceylon.** *Statutes.*

The legislative enactments of Ceylon, 1849-99. Colombo, 1849-99. 8°.

### c. General collections.

**Jamaica.** *Statutes.*

The laws of Jamaica: comprehending all the acts in force, passed between the 32d year of the reign of King Charles II . . . and the 11th year of the reign of . . . George IV, 1680-1830. *St. Jago de la Vega: A. Aikman and Office of the Royal Gazette, 1792-1831.*

**Municipal.** In the United States the municipal acts, called ordinances, are those local laws passed by the proper assembly, or governing body of the corporation, for the government of that corporation.

These ordinances are published in a variety of fashions. In some cities (St. Louis and New York) they form a continuous series corresponding to the session laws of the states. In other cities (Beverly, Mass.) they are included in the annual volume of city documents; in others, again, they are issued in occasional volumes devoted wholly to the ordinances, or, as is more frequently the case, they are issued together with the charter. (See p. 16.)

The author entry for ordinances, as for statutes, does not vary.

A city may issue a single ordinance on a given subject, collections of ordinances on a given subject, all the ordinances published as a series, and revised ordinances.

It is suggested that these three groups be kept distinct from each other in the catalog, that each group be provided with a guide card, and that a sub-arrangement for each group, which in the last two cases should be chronological, be adopted.

a. Ordinances published serially.

**New York City.**

*Ordinances.*

Proceedings of the Boards of Aldermen and Assistant Aldermen, and approved by the mayor. Being ordinances, resolutions, &c. passed by both boards, & approved by the mayor. v. 1-20, 23-65. *New York*, 1835-97. 8°.

b. General collections of ordinances.

**Brooklyn.**

*Ordinances.*

Laws and ordinances of the city of Brooklyn, together with such general laws of the state as affect the city in its corporate capacity. Compiled and published by order of the common council. *New York: Bergen & Tripp, prtrs., 1865. 1 p.l., 394, 20, xvii pp. 8°.*

c. Collections of ordinances on a special subject.

**Charleston (S. C.)**

*Ordinances.*

Ordinances of the city of Charleston, in relation to pilots and pilotage, and quarantine; also, the act of the general assembly of South Carolina, in relation to free negroes and free persons of color entering the port of Charleston. *Charleston: Walker, Evans & Co., prtrs., 1859. 28 pp. 16°.*

d. Revised ordinances.

**Charleston (S. C.)**

*Ordinances.*

Ordinances of the City Council of Charleston, South Carolina, passed since the incorporation of the city, collected and revised . . . by A. Edwards. *Charleston: W. P. Young, prtr., 1802. v p. 8°.*

## TREATIES

A treaty is a compact between two or more independent nations with a view to the public welfare. In the United States the power of making or ratifying treaties is vested in the President, by and with the consent of the Senate. In most monarchies it is vested in the Sovereign. In the language of modern diplomacy the term "treaty" is restricted to the more important international agreements, especially those which are the work of a congress, while agreements dealing with subordinate questions are described by the more general term "conventions". For cataloging purposes this distinction between a treaty and a convention may be disregarded.

As was pointed out in the case of statutes, no one body, or any combination of bodies, technically can be considered the author of a treaty. It is an affair of two or more nations, and properly cannot be subordinated. While the representation which is responsible for the measure is more extensive in the case of statutes than in the case of treaties, in which case in the United States the responsible representation is vested only in the Executive and the Senate, the fact remains the same that the responsible agents are not the authors.

The logical author entry for all treaties, conventions, etc. is a direct entry under country; thus the treatment of those two closely allied forms of official literature, viz.: statutes and treaties, will not only be identical but it will be simple and direct as well.

Treaties are published both separately and collectively. Collections of treaties are either general or national. General collections of treaties are as a rule private enterprise; for example, "Martens et Stoerk. Nouveau recueil générale de traités et autres actes relatifs aux rapports de droit international". National collections of treaties are as a rule official publications; for example, "de Clercq. Recueil de traités de la France"; or, "Hertslet. Complete collection of treaties . . . at present subsisting between Great Britain and foreign powers".

"The first official compilation of the treaties concluded by the United States with foreign powers was prepared in accordance with the provisions of the Act of Congress approved April 18, 1814. The plan for the publication was drawn up by

Attorney-General Rush, and, being concurred in by Secretary of State James Monroe, the latter appointed John B. Colvin as "a competent person to prepare and superintend an edition of the same". The compilation was published in 1815, is known as Bioren and Duane's edition of the laws, and is entitled *Laws of the United States, v. 1*.

"The next compilation appears to have been that published in Washington in 1827, by Jonathan Elliott, and entitled "Diplomatic code of the United States of America, embracing a collection of Treaties and Conventions", etc. from 1778 to 1827. In 1834 Mr. Elliott re-issued the work, corrected to date, and with considerable additions. This edition is styled: "The American Diplomatic Code [etc.]. Also a Concise Diplomatic Manual, containing a summary of the Law of Nations". Little and Brown, in 1848, published a volume containing the treaties and conventions of the United States, concluded up to that date. It is known as *v. 8, Statutes-at-Large*.

"On February 1, 1871, the Secretary of State transmitted to the Senate copies of the treaties and conventions, except postal conventions, entered into by the United States. This compilation was printed as Senate ex. doc. 36, 3d sess., 41st Congress. It was reproduced, and forms part 2 of *v. 18* of the Revised Statutes published in 1875.

"In September 1873, **Mr. J. C. Bancroft Davis**, then Assistant Secretary of State, and under whose supervision the foregoing compilation was published, prepared what he styled a revised edition. This edition was the first which contained an historical introduction or commentary, not in the form of foot notes but in the shape of a connected narrative of the correspondence with each country, giving a history of the negotiations relative to matters in dispute under the several treaties. The collection was provided with two indexes, an "Analytical Index of the subjects referred to in the several Treaties", and a "Synoptical Index, containing the titles of the several treaties and conventions, and a synopsis of their respective contents".

"In August 1876, **Mr. John L. Caldwell**, who succeeded Mr. Davis as Assistant Secretary of State, published a supplement to the latter's collection, paged so that it could be bound with it, and containing the treaties exchanged between Sept. 1, 1873 and

the date of issue. The indexes were constructed and the new treaties provided with notes prepared on the same plan as were those of Mr. Davis". (*Haswell. Treaties and Conventions, 1776-87.*)

The next edition of the collected treaties of the United States was published in 1889. It was compiled by Mr. John H. Haswell, and follows closely the plan of Mr. Davis. This compilation was also issued as Senate ex. doc. 47, 2d sess., 48th Congress.

The last printed collection of treaties of the United States was compiled by Henry L. Bryan, who for twelve years had had charge of the editing, indexing and printing of the Statutes-at-Large. It is entitled "Compilation of the treaties in force", and was issued in 1899. It is also printed as House doc. 276, 2d sess., 55th Congress.

Collected treaties, when without personal compiler according to the title page, are entered only under official author, otherwise under personal compiler and official author.

Individual treaties are entered under the name of each contracting country, with a reference when the treaty is better known by a specific name, as Jay treaty, Treaty of Ghent, etc. This method reverses that suggested in the Dictionary Catalog Rules, §50. The uniform method of always entering under a country is recommended for the reason that the majority of treaties of which single copies find their way into libraries, are the important treaties which have specific names, and whose extraction would leave little of consequence under the official author. Moreover these single treaties as a rule take individual subjects, so that nowhere in the catalog would there be a complete representation of the library's collection of treaties.

With the treaties arranged in the catalog in groups, as was suggested for statutes, according to method of issue, i. e., in this case collected treaties and single treaties, and the latter again arranged chronologically, a direct reference from the specific name of the treaty to the chronologically arranged author entry can very easily be made, as Jay treaty, see U. S. Treaties, 1794; or, Ghent, Treaty of, see U. S. Treaties, 1814. It still remains a question whether the informed student would not look under U. S. Treaties before he would look under Jay Treaty for this

particular document. There is no doubt that the uninformed reader would look for Jay treaty first.

In the United States each treaty agreed upon is printed in full in the session laws, and a general reference can be made to this series. Treaties are fully analyzed in the Document Catalog, and few libraries can afford to have them again completely analyzed in their individual catalogs.

Individual treaties may also be printed as documents, with or without the accompanying presidential message of transmittal.

### Collections of treaties

#### a. Official author only.

**United States.**                      *Treaties.*

Treaties and conventions concluded between the United States of America and other powers since July 4, 1776. *Washington*, 1889. xiii, 1434 pp. 8°.

—Also in : 48th Cong., 2d sess., Sen. ex. docs. v. 1, pt. 2 [2262.]

#### b. Official author and personal compiler.

[**Bryan (Henry L.)**]

Compilation of treaties in force. Prepared under act of July 7, 1898. *Washington: Govt. Prtg. Office*, 1899. xviii, 779 pp. 8°. (*U. S. Treaties.*)

The italicized words in curves after the imprint indicate the official author, for which an additional card is made.



## Single treaties

### a. American print

**United States.** *Treaties.* 1898.

A treaty of peace between the United States and Spain. Message from the President . . . transmitting a treaty of peace between the United States and Spain, signed at the city of Paris, on Dec. 10, 1898. *Washington*, 1899. 12, 677 pp. 8°. (55th Cong., 3d sess., Sen. doc. 62, 2 pts.)

A duplicate card with Spain as author entry is made.

### b. Foreign print.

**Trinidad and Tobago.** *Treaties.*

Reciprocity with America. Convention. *Trinidad: Govt. Prtg. Office*, 1899. 4 pp. f°. (*Council Paper* 106 of 1899.)

## Foreign

### a. American print. Single treaties.

**Japan.** *Treaties.* 1886.

Copy of treaty [of amity] between Japan and Hawaii. [Concluded at Honolulu, January 28, 1886.] *n. t. p.* 5 pp. 8°. (U. S. 55th Cong., 2d sess., Sen. doc. 64.)

A duplicate card of the above with Hawaii as author entry is required.

b. Foreign print. Collection of treaties.

**Collecção** de tratados e concertos de pazes que o Estado da India Portugueza fez com os reis e senhores con quem teve relações nas partes da Asia e Africa Oriental . . . *Lisbon*, 1881-87. v. 1-14. 8°. (*Portugal. Treaties.*)

The above is an illustration of a title entry, the italicized words in curves after the imprint indicating the official author, for which a card in addition to the above should be made.

b. Foreign print. Single treaty.

**Tractaet** van vrede, ende mutuelle commercie ofte entrecours van koophandel besloten tot London, 1495 den 14. Februarij, tusschen Hendrik VII Koninck van Engelant, ende Philip, eerts-hertoch van Oosten-rijck . . . overgheset uyt de . . . Latijnsche copye. *s' Graven-Hage*, 1651. 18 ll. 4°.

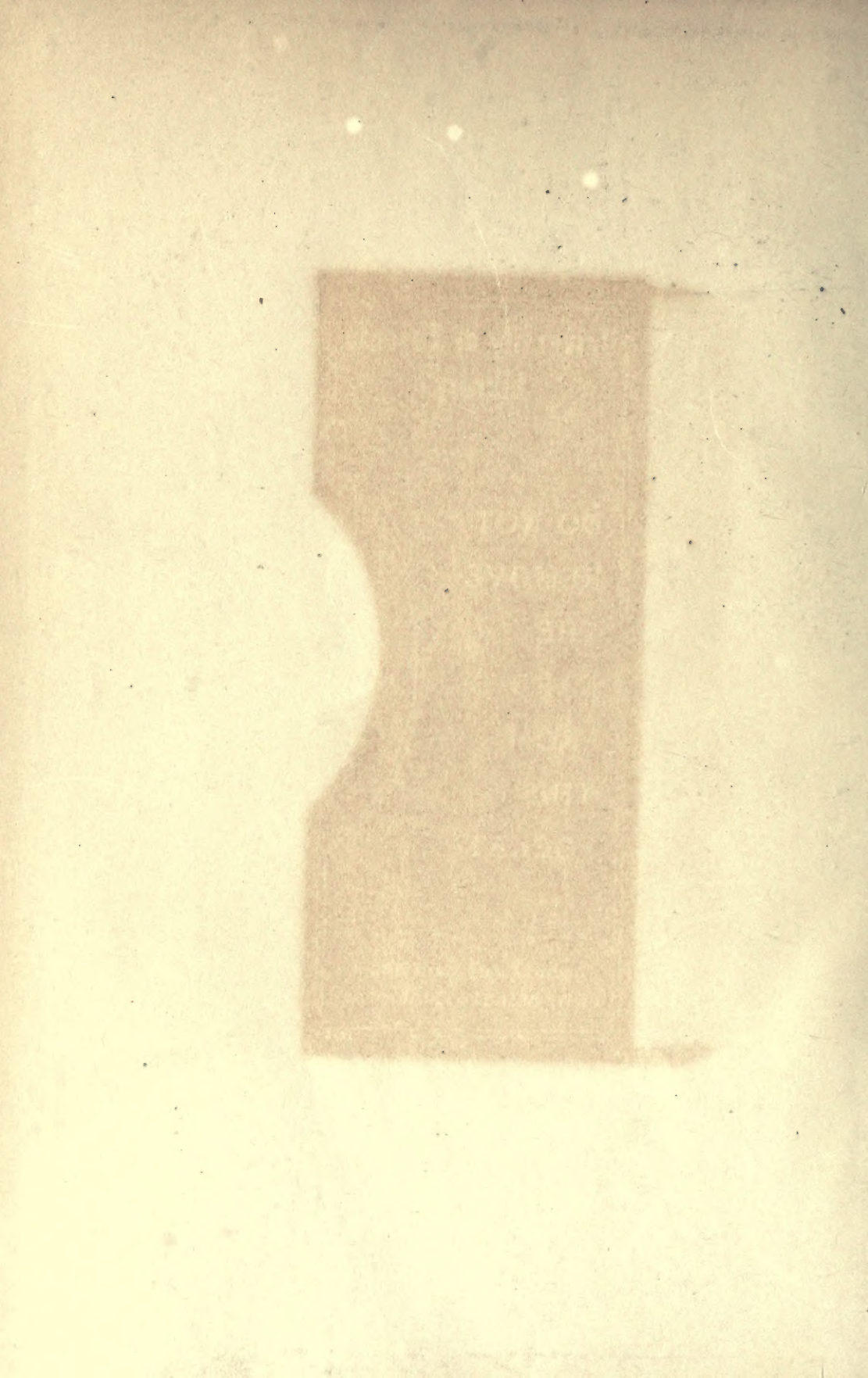
In addition to the above title card, official author cards are made for each contracting party; in this case the official author cards would be **Great Britain.** *Treaties*, and **Austria.** *Treaties.*

## Index

<b>Acts, U. S. federal</b> . . . . .	22	<b>Session laws</b>	
<b>Bills, U. S. federal</b> . . . . .	18	early prints . . . . .	25, 28
<b>Charters, municipal</b> . . . . .	16	federal . . . . .	24
<b>Codes</b> . . . . .	31	state . . . . .	34
<b>Congressional record</b>		<b>Slip laws, U. S., federal</b> . . . . .	23
index to bills, how used . . . . .	20	<b>Statutes</b>	
<b>Constitution</b>		<b>Federal, foreign</b> . . . . .	30
<b>Federal, foreign</b> . . . . .	12	U. S. . . . .	17
U. S. . . . .	10	Collections, special . . . . .	29
<b>State, foreign</b> . . . . .	15	early prints . . . . .	25, 28
U. S. . . . .	13	Revised . . . . .	24, 28
<b>Municipal charters</b> . . . . .	16	<b>State</b> . . . . .	36
ordinances . . . . .	37	Codes . . . . .	31
<b>Pamphlet laws, U. S. federal</b> . . . . .	24	Collections, general . . . . .	32
<b>Resolution, U. S. federal</b> . . . . .	18	special . . . . .	33
<b>Revised statutes</b>		Revised . . . . .	33
federal . . . . .	24, 28	Session laws . . . . .	34
state . . . . .	33	<b>Statutes-at-large, U. S.</b> . . . . .	27
		<b>Treaties, foreign</b> . . . . .	39
		U. S. . . . .	39







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