

Guide to the Official Publications section: Non-Parliamentary Papers

This guide details the non-parliamentary holdings of the Official Publications section of the David Wilson Library. It describes the section's arrangement on Floor 2 of the Library and details how to find a publication within it. The publications include statistics, UK government publications and those of international organisations. Please see the guide to 'Parliamentary Material' for British Parliamentary publications. If you need further help, please contact the Help Desk on Floor 2.

1. Holdings of the Main Library

The Official Publications section contains publications from the British Government, European Union, United Nations, Council of Europe, OECD, World Bank and other inter-governmental organisations. The holdings of each organisation vary. The largest collections are detailed below:

British Government Publications (UK/)

The Library has received the majority of publications from the British Government since 1972. This includes both those published by The Stationery Office (TSO), formerly Her Majesty's Stationery Office (HMSO), and by individual government departments, where possible. It also has a microfilm reprint of non-parliamentary papers 1922-60 published by HMSO, which is shelved in the Floor 2 Blue Zone (the index needed to locate material in this reprint is shelved at OFF PUBS REF UK/2). Pre-1972 publications were purchased selectively. Recently many publications have only been published on government department websites. You will find links to some of these from the Library Catalogue.

European Union (EC/)

The Library has been a comprehensive European Documentation Centre since 1968. See the EDC Guide for further details of the EC/ collection.

United Nations (UN/)

Books and journal titles are purchased selectively according to the main research and teaching interests of the University. The Library has a microfilm reprint of the League of Nations serial publications 1919-1946 and a microcard reprint of United Nations documents 1945-1970. It also holds a paper copy of the League of Nations Treaty Series (1920-1946) and United Nations Treaty Series (1946-2000). Full text of treaties and international agreements involving member nations are provided in the United Nations Treaty Collection (<http://treaties.un.org>).

Council of Europe (CE/)

The Library has a comprehensive collection of the official documents and working papers of the Consultative Assembly. Journals and monographs are purchased on a selective basis according to the main research and teaching areas of the University.

Other Organisations

The Official Publications section also has publications from the Organisation for Economic Co-operation and Development (OECD/), World Bank (IBRD/), International Labour Organisation (ILO/), International Monetary Fund (IMF/), World Trade Organisation (GATT/), UNESCO (UNESCO/), Food and Agriculture Organisation (FAO/). Publications are purchased selectively.

2. Arrangement of the Collection

The collection is divided into three parts. The first contains the publications of the British Government, the second those of the international organisations and the last comprises the Statistics collection.

a) British Government

The non-parliamentary publications of the British government are arranged by government department. However, as names of the departments change with increasing regularity, the arrangement has started to become thematic as publications have been classified and shelved with the most appropriate 'department' or section. For example, publications from Department of Environment, Food and Rural Affairs can be found in UK/AGFF (formerly for the Department of Agriculture Food and Fisheries) and UK/ENV (formerly for Department of the Environment).

Each departmental section is divided into journals/series at the beginning and individual or miscellaneous publications towards the end. The journals/series are arranged alphabetically by title. The individual publications are arranged by year of publication and then alphabetically by title within each year.

b) International Organisations

The International Organisations section is arranged alphabetically by international organisation. However, users should be aware that some of the international organisations have changed their names since the collection was first founded and so some acronyms might not be as expected, e.g. IBRD for World Bank and GATT for the World Trade Organization.

Many of the international organisation sections are arranged by subject. This is the third part of a shelf mark (or the second part of the main body of the shelf mark).

/A	General economic affairs
/AL	Regional policy
/B	Financial and monetary affairs
/C	Industry
/CL	Energy
/CM	Coal and steel
/D	Agriculture
/E	Competition
/F	Trade
/G	External affairs
/H	Social affairs
/HA	Labour and employment
/HB	Social welfare
/HD	Education
/HE	Crime
/HL	Population
/HN	Environment
/J	Law
/K	Transport
/T	Science and technology
/TC	Natural Resources

This subject classification is standard for all of the organisations with large collections and helps users browsing the shelves. Within each subject section the collection is divided into journals/series at the beginning and individual publications towards the end. The individual publications are shelved by the first three letters of their title.

c) Statistics

The Statistics collection is divided into STATS/REF, which houses reference works that can help users locate statistics, STATS UK/ which contains UK statistical sources and STATS/INT which contains those for international organisations. There is a final section that contains Statistics from individual

countries, other than the UK. The arrangement within each section is by subject with the shelf marks mirroring those of the International Organisations collection detailed in section b.

3. Finding an item on the shelves

All publications are included in the Library Catalogue. To find an item you first need to search the catalogue as you would for any other book or journal. You will recognise if an item is shelved within the Official Publications section by its shelf mark which will begin OFF PUBS.

The Official Publications section has its own unique classification scheme. The shelf marks look very different to shelf marks used elsewhere in the Library. However, they are designed to help locate an item, with each section of the shelf mark narrowing the search on the shelves.

For example:

OFF PUBS UK/HOM HORS no. 32.

This means that the item is in the Official Publications section (**OFF PUBS**); it is a UK government publication (**UK**); it is a Home Office publication (**HOM**); it is a Home Office Research Study (**HORS**); and it is number 32 in that series (**no. 32**). [N.B. The full name of a series can be found on the full record in the Library catalogue record.]

The item can then be found on the shelves by going to the UK section; the HOM section within it; looking for the Home Office Research Studies and then number 32.

For example:

OFF PUBS UK/ENV 1999

This means that the item is in Official Publications (**OFF PUBS**); it is a UK government publication (**UK**); it is within the **ENV** section (formerly the Department of the Environment); it was published in **1999**.

The item can be found by going to the UK section; the ENV section within it and by looking in the boxes labelled 1999. [N.B. Items within the year boxes are arranged alphabetically by title so it is always useful to note the title of the item for which you are looking].

As the International Organisations section is arranged with a slight difference, the shelf marks look different from the UK shelf marks but the same principle applies - each section narrows the search on the shelves.

For example:

OFF PUBS CE/J Rec (2000) 22

This means that the item is in Official Publications (**OFF PUBS**); it is a Council of Europe publication (**CE**); its subject area is Law (**J**); it is part of the Recommendations adopted by the Council of Ministers series (**Rec**); it was published in 2000 (**2000**) and is number 22 (**22**).

4. Further Help

If you would like any further help in locating an item, please contact the Help Desk on the Second Floor of the David Wilson Library. You can also email : libenq@le.ac.uk

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