How to Search the North Carolina State Government Publications Collection

The North Carolina State Government Publications Collection is our online, digital collection of publications, both current and historical, produced by the departments, commissions, offices, boards, courts, educational institutions, and legislative bodies that make up state government. Search, download, print, and read brochures and pamphlets, reports (annual, biennial, technical, statistical, etc.), serial publications (newsletters, checklists, magazines, etc.), handbooks, and studies on subjects such as education, wildlife and natural resources, laws/legal, business, health, crime, and agriculture.

Searching our collection is easy to do.

**Option 1**
If looking for a specific state publication when the publisher is unknown, or if browsing the collection to find any state publications on a specific topic, enter relevant words or phrases in the “Search Our Collection” box on the home page. Click “Search.” If the search retrieves a large number of publications, refine the search by clicking the button on your web browser and adding more words to the “Search Our Collection” box. This will narrow your results.

- For example, enter the phrase *annual report* in the “Search Our Collection” box. You immediately see the results of the search: a list of about 860 digital publications. Click the button on your web browser to run the search again, this time adding the words *parks* and *recreation* to the phrase already in the box. The results are a list of only 20 digital publications, including the *Annual Report of the North Carolina Division of Parks and Recreation*.

**Option 2**
If looking for a specific state publication and you know the state agency that published it, click the “State Agencies” tab.
Enter a word or phrase in the search box below the description of the state agency. Click “Go.”

- For example, enter the word *statistics* in the search box below “Agriculture and Consumer Services, Department of.” You immediately see the results of the search: a list of publications published by the North Carolina Department of Agriculture and Consumer Services that either include the word *statistics* in their titles or contain statistical information.

To narrow your search, select a field from the dropdown box below the search box (the default search is “Across All Fields”). Results will include only digital publications with the search word in the selected field. Click “Go.”

- For example, enter the word *safety* in the search box below “Labor, Department of.” You immediately see the results of the search: a list of almost 200 digital publications
published by the Department of Labor with information on safety. Click the button on your web browser. Run the search again, this time selecting the field “Title” from the dropdown box below the search box. You see the results: a shorter list of approximately 50 digital publications with the word safety in the title.

Click the “View All Documents” link below the dropdown box to view all publications in the Collection published by that agency.

**Option 3**
If browsing the Collection to find state publications on a specific topic, use one-click, predefined searches. Click the “Subjects a-z” tab to view a “Subject Terms” list. Click on any of the subject terms and retrieve all state publications on that subject.

- For example, click on the “African Americans” link. You immediately see the results of the search: a list of publications related to African-Americans in North Carolina.
On the home page, click on a topic below “Browse the Collection” to see all publications in the Collection on that topic.

- For example, click on the “Session Laws” link. You immediately see the results of the search: all of the *Session Laws of North Carolina* back to 1817.

**Searching While Viewing Publications**

To refine one of the search options listed above, click the ⬅️ button on your web browser until you return to the appropriate page.
Another option that is available when you view state publications in the Collection is to click on the “Advanced Search” tab at the top of the page. Click the “clear all” button under “Select specific collections,” and then check the first collection, “State Publications.” Unless you do this, the advanced search searches all the Government & Heritage Library’s rich digital collections, rather than just the North Carolina State Government Publications Collection.

With “Advanced Search,” you can search for words or phrases across all fields containing descriptive information about the state publications, or within specific fields such as title, creator, subjects, place, time period, government branch, publisher, format, or series. You can search by date. You can search for state publications with words within a specified proximity to other words.