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 a word or phrase in the “Search Our Collection” box on the home page. Click “Search.”

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 235 digital publications.
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 over 250 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 60 digital publications with the word *safety* in the title.

**Option 3**
Click the “View All Publications” link below the dropdown box to view all publications in the Collection published by that agency.

**Option 4**
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.
Option 5 – Advanced Search

Another option that is available in the Collection is to click on “Advanced Search” on the home page or on any search results page.
Click on “Show 20 more” button on left, under “Add or remove other collections to your search”.

Then uncheck “Select All Collections”. If you don’t do this, the Advanced Search searches all the Government and Heritage Library’s digital collections. To search just North Carolina State Government Publications collection scroll down to S, or click on S, and check State Publications I and State Publications II and then click OK.
Click on “Advanced Search” again and 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 “Add another field” and “remove” fields as needed to edit your search.