



## **What are Official Publications?**

Library and Learning Resources maintain a collection of publications from the UK Government and other official bodies, recognising that they are essential primary source material.



## **Where are they shelved?**

Official Publications are integrated into the library collection at the Kenrick Library. The Mary Seacole Library collection is shelved in the Reference Library Silent Study Area in blue boxes, each marked with a code signifying their content. The codes are arranged in alphabetical order. The codes group publications by type, department, agency or organization including:

- Acts of Parliament **(ACTS)**
- The Department of Health **(DOH)**
- National Institute for Clinical Effectiveness **(NICE)**
- The Nursing & Midwifery Council **(NMC)**
- The Royal College of Nursing **(RCN)**
- The Royal College of Midwives **(RCM)**
- The World Health Organisation **(WHO)**

Publications produced in a series, such as:

- The Children Act **(CHILDREN)**
- The Health of the Nation **(HON)**
- National Service Frameworks **(NSF)**
- Rowntree Foundation **(ROWNTREE)**

are shelved together, as are publications with a particular subject or topic focus, such as:

- Cancer **(CANCER)**
- Consent **(CONSENT)**
- Learning Disabilities **(LD)**



## How do I find them?

**Official Publications** are found in the same way as other items held by Birmingham City University Library and Learning Resources; on the Library Catalogue.

Search for the item you require by title or keyword, for example “Shifting the balance of power” and select the item you want (Fig 1).

The screenshot shows a search interface with the following elements:

- Search Form:** Includes fields for Author, Title (containing "shifting the balance of power"), Keyword, Source (UCEEL Digital Library), Collection (Complete University Catalogue), Library (All), Site (library catalogue), and Year (any year). A "Search" button is present.
- Results Section:** Titled "Results from 2 sources". It indicates "There are 2 titles matching your search." and shows "Page 1 of 1".
- Search Results:**
  - Item 1: "Shifting the balance of power : the next steps / Department of Health". Publication Date: 2002. Control Number: G07530895. Copies: 1 copy - Show Copy.
  - Item 2: "Shifting the balance of power within the NHS : securing delivery / Department". Publication Date: 2001. Control Number: M0004932BI. Copies: 1 copy - Show Copy.
- Navigation:** Includes "New Search", "Hide search", "Sort by title", and "previous/next" buttons.

Fig 1.

This will display the item record.

The item record displays the following information:

- Title:** Shifting the balance of power within the NHS : securing delivery / Department of Health
- Publisher:** London : Department of Health Publications, 2001
- Year:** 2001
- Control Number:** M0004932BI
- Notes:** Internet offprint
- Copies:** A table showing the item's location and availability.

Location	Shelfmark	Loan Type	Availability	Copies	Loans
MARY SEACOLE LIBRARY	Q REF OFFICIAL PUBLICATIONS	REFERENCE	Available	1	0

A "Show details" button is located at the bottom right of the table.

Fig 2.

The Shelfmark will be shown as ‘Official Publications’. To see where it is shelved, click on ‘Show details’ (Fig 2).

Copies:					
Location	Shelfmark	Loan Type	Availability	Copies	Loans
MARY SEACOLE LIBRARY	Q REF OFFICIAL PUBLICATIONS	REFERENCE	Available	1	0
<a href="#">Hide details</a>					
Barcode	Due Date	Reserves	Notes		
30557364	Available	0	Shelved in DOH 1		

Fig 3.

The box number (in this instance **DOH 1**) is shown in the **Notes** field (Fig 3). The item will also carry a label showing the box number (Fig 4).

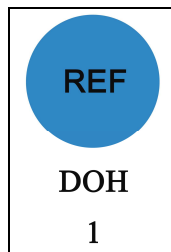


Fig 4.

Please be aware that copies for loan of Official Publications may also be available in the Lending stock of the Mary Seacole Library. These are clearly marked on the catalogue. Copies may also be held at other Birmingham City University, Libraries, but these will not be shelved separately (Fig 5).

<b>Author</b> Great Britain : Department of Health	<a href="#">Other titles by Author(s)</a>				
<b>Title</b> The Children Act 1989 : guidance and regulations. - Vol.7 : Guardians ad litem and other court related issues					
<b>Publisher</b> London : H.M.S.O., 1991					
<b>Year</b> 1991					
<b>Control Number</b> 0113214715					
<b>Subject</b> Children--Legal status, laws, etc. Child welfare--Law and legislation Guardian and ward--Great Britain					
<b>Copies:</b>					
Location	Shelfmark	Loan Type	Availability	Copies	Loans
KENRICK LIBRARY	Q 344.410327/Gre	NORMAL LOAN	Available	4	0
MARY SEACOLE LIBRARY	Q 344.410327/Gre	TWO WEEK LOAN	Available	3	0
MARY SEACOLE LIBRARY	Q REF OFFICIAL PUBLICATIONS	REFERENCE	Available	1	0
<a href="#">Show details</a>					
<a href="#">Show details</a>					
<a href="#">Hide details</a>					
Barcode	Due Date	Reserves	Notes		
08678561	Available	0	Shelved in CHILDREN ACT 1		

**Items may be available for reference or loan in other Birmingham City University libraries**

Fig 5.



## How do I find Official Publications online?



If you are looking for recent Government Publications it is worth remembering that some material may be freely available on the web. If you have the name of a particular report, but are unsure whether the report is a Parliamentary or Government Departmental publication, you can sometimes find the full text online by simply using a search engine, such as Google. See the Library and Learning resources Guide 9 “Literature Searching” for further information on using a search engine to find UK Government publications.

### Parliamentary Papers

For the online versions of Parliamentary Papers, a particularly important site is the [United Kingdom Parliament](#) website. This site will provide, for example:

- the full text of Bills before Parliament
- the full text of Hansard from 1988 onwards
- the full text of some Standing Committees from 1997 onwards
- links to the full text of Acts of Parliament from 1988 onwards through the [Office of Public Sector Information](#) web site

### Government Departments

To find online versions of Government Department publications you need to look at their own websites. A full list of government department, agency and service websites can be found on the [A-Z of Central Government](#) page of the [Directgov](#) web site. Please note that not all departmental publications are available online.

The [Department of Health](#) has a separate [Publications](#) page. This page provides links to the full text of most recent Department of Health publications. If you know the title of the publication, the quickest route to finding it is to use Google Advanced Search. Enter the title in the “with the exact phrase” box and enter **.dh.gov.uk** in the Domain box. See the Library and Learning Resources Guide 9 “Literature Searching” for further information.