

# Government Resources

*For the  
Saskatchewan Polytechnic Library  
Technician Program*



Law Society  
of Saskatchewan

**Alan Kilpatrick**, BA MLIS (he/him)  
Co-Director, Legal Resources  
Law Society of Saskatchewan, Regina  
[alan.kilpatrick@lawsociety.sk.ca](mailto:alan.kilpatrick@lawsociety.sk.ca)



# Learning Steps

- 6.1 - Define government documents.
- 6.2 - Identify levels of government that issue documents.
- 6.3 - Identify the range of formats and subject matter of government documents.
- 6.4 - Identify guides and bibliographies to locate government information.
- 6.5 - Use government guides and bibliographies to locate specific-ready reference information.
- 6.6 - Discuss methods of organizing print government documents within a library.



# Overview

- Introduction
- Provincial Resources
- Federal Resources
- Municipal Resources





# What is Government Information?

“... documents, data, information and publications produced by governmental agencies.”

<https://guides.library.ualberta.ca/government-information>

“... published, compiled, or created by the government, at government expense or as required by law.”

<https://www.ala.org/advocacy/gov-info>





# Formats and Examples?

- Formats:
  - Print, Online
- Some examples:
  - Briefing notes
  - Bylaws
  - Laws
  - Pamphlets
  - Policy documents
  - Reports
  - Studies
  - Statistics
  - Surveys
  - Videos



# Who Creates Government Information?


- National:
  - Federal government
  - Provincial and Territorial governments
  - Municipal governments

*Forsey, E., & Canada. Library of Parliament. (2016).  
How Canadians govern themselves (Ninth ed.).*

- Foreign governments?
- Intergovernmental organizations?
  - UN, WHO, etc?

# Organizing Government Information

- How is government information organized in libraries?
- Print (CODOC) and Online



## Overview

### Government Publications at the University Library

Historically, the Government of Canada provided publications produced by Canadian federal agencies to the Library through the **Depository Services Program**, which played a vital role in making government information available across Canada. By 2013, more than 90% of federal government publications were published electronically, leading to the closure of the DSP program.

The Library holds a large collection of print government publications on the **2nd floor of the Murray Library**. We can also help you locate government publications **online**.

#### Print vs Online

- **Before 2001** - publications are in print (some major collections have been digitized)
- **2001 - 2013** - some publications are in print and some are digital
- **2013 - present** - publications are digital

# CODOC

## CODOC Call Numbers

CODOC call numbers are designed to organize government publications on the shelves by keeping all the material published by a single corporate author (i.e. government department or agency) together. Subjects which are similar may be under different call numbers because they come from different corporate authors. For example, a publication on Aboriginal health could be found under Indian Affairs (CA1 IA) or Health Canada (CA1 HE).

## The Elements of CODOC Call Numbers

Each separate element follows in this order:

- **Country** (ex: CA for Canada, US for United States, or UN for United Nations)
- **Level of government** (1 = federal, 2 = provincial, 3 = county, 4 = city, etc...)
- **Province or state** (ex: SA for Saskatchewan, AL for Alberta)
- **Corporate body / Department** (ex: IA for Indian Affairs or BS for Statistics Canada)
- **Organization subdivision / branch of the department** (a number)
- **:** [colon]
- **Year of publication** (If it is a single item)
- **Series number** (If it is a series)
- **Title** (A letter and numbers representing the title)

Usually the code used for a department is an acronym of its name (Indian Affairs = IA), but sometimes it does not appear to make sense. For example, CA1 BS represents Statistics Canada. This is because at one time it was known as the Dominion Bureau of Statistics. Since there are various series still being published that originate from that time, the old department code is still used.

## How to Read a CODOC Number

**CA1 IA :1988R23** would be broken down in the following way:

- **CA1** identifies this as a Canadian federal document
- There is **a space** between the level of government code and the corporate body code, because there is no province in this case
- **IA** identifies the Department of Indian Affairs
- There is **another space** to show that there is no subdivision in this case
- **1988** is the year of publication
- **R23** is taken from the publication's title: "Response of the Government to the Report of the Special Committee on Indian Self-Government"

### CA2SADA 108: D16

- **CA2** identifies it as a Canadian provincial document
- **SA** is the province of Saskatchewan
- **DA** stands for the Department of Agriculture
- **108** is the Animal Industry Branch within the Saskatchewan Department of Agriculture
- There is no year, because it is an ongoing series, so there is **a space** after the colon
- **D16** is taken from the title: "Dairy Production Report"

[The Bibliographic control of official publications](#) edited by John E. Pemberton.



Law Society  
of Saskatchewan.

<https://libguides.usask.ca/c.php?g=16466&p=91072#s-lg-box-270189>





OTHER

## Regina drug treatment court : one success story at a time

[Government of Saskatchewan](#), [Ministry of Justice](#), [Government of Saskatchewan](#), [Ministry of Justice](#)

2015

[Online access](#)  >

TOP

SEND TO

VIEW IT

DETAILS

Send to



EXPORT  
CITATION



REFWORKS



CITATION



PERMALINK



PRINT



E-MAIL

View It



Sign-in for more options [Sign in](#)

Available in: [Saskatchewan Polytechnic Streaming Videos](#) 

SHOW LICENSE ▼

Details

Title

Regina drug treatment court : one success story at a time

Author

[Government of Saskatchewan](#), [Ministry of Justice](#) >

[Government of Saskatchewan](#), [Ministry of Justice](#) >

Subjects

[Drug addicts -- Rehabilitation](#) >

[Drug addiction -- Relapse -- Prevention](#) >

[Drug abuse](#) >

Description

In 2005 the Provincial Court partnered with the Federal and Provincial Departments of Justice and the Regina Qu'Appelle Health Region to pilot the Drug Treatment Court Program. These are their stories.

Publisher

Place of publication not identified : [Government of Saskatchewan](#), [Ministry of Justice](#)

Creation Date

2015

Format

1 streaming video file (20 minutes, 21 seconds) : digital, sound, colour.

Language

English

# Trends in Government Information?

- Official Depository programs?

“Government policy requires that federal institutions provide us with portable electronic copies of every publication they author in all available language editions. In this way, the public may access government publications.”

<https://publications.gc.ca/site/eng/programs/aboutDsp.html>

- Online?

“By 2013, more than 90% of federal government publications were published electronically...” <https://libguides.usask.ca/canada-gov>

- Open government?

“Open Government is about making government more accessible to everyone. This means giving greater access to government data and information to the Canadian public and the businesses community.” <https://open.canada.ca/en/about-open-government>





# Search Strategies

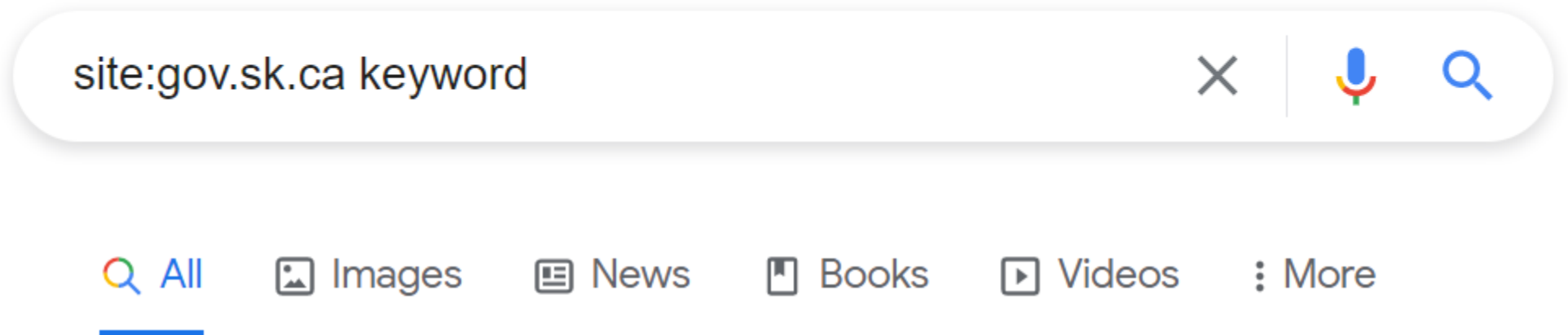
- Browsing:
  - How is the content organized?

*or*

- Searching:
  - Find the search tips page!
  - Advanced Searching
  - Filters and narrowing

# My Top Search Tip

- Poor searchability?
- Use an advanced Google Search:  
[https://www.google.ca/advanced\\_search](https://www.google.ca/advanced_search)



# Government Resources

## *Provincial Resources*

Law Society  
of Saskatchewan



<https://www.legassembly.sk.ca/about/saskatchewan-s-legislative-building/>



# Provincial Resources

- Publications Centre website
- Government of Saskatchewan website
- Legislative Assembly website





# Publications Centre

- This is the site that we used when we were looking for legislation and laws.
- Houses all formalized documents, including annual reports and legislation, but not including News Releases or other general ministry information.
- Managed by Publications Saskatchewan



# Publications Centre

## Your Turn:

- Who knew that there was a bridge in Saskatchewan called, Sherwood Forest (“Hungry Hollow”) Bridge. Please help me find the report that discusses the importance of this bridge.
- On the way to Calgary, there are lots of those big wind turbines. I am wondering if Saskatchewan has conducted any research into the possibility of installing them? Where is one project being proposed?







# Government of Saskatchewan

- We have used this site for other topics.
- Contains Government news releases, general ministry information, web content, *and the Publication Centre* content.
- Each ministry and agency usually maintains their own “micro-site”.
- Managed by the Digital Strategy and Operations (DSO) Branch of the Ministry of SaskBuilds and Procurement on behalf of the Government of Saskatchewan.





# Government of Saskatchewan

## Your Turn

- I need to send a letter with some important documents to Jaylene Righetti who works for the Saskatchewan government. What is her position? What department? Email address? Mailing Address?
- I have seen the work that the organization Grandmothers 4 Grandmothers does to support African grandmothers raising children orphaned by AIDS. I think they deserve to be nominated for the Premier's Service Club Award. Who would I contact to have them added to the list of eligible organizations?





# Legislative Assembly

- The Legislative Assembly of Saskatchewan website hosts a wealth of useful research documents under the heading Legislative Business. As the body that oversees the creation of legislation, the Assembly hosts many documents related to the legislative process:
  - Bills
  - Progress of Bills - tables
  - Legislative Proceedings (Hansard)
  - Committee reports, minutes
  - Orders, Journals, Votes, Sessional Papers
  - Legislative Library – online catalogue
- You can locate the contact information for the MLAs and the topics that they have spoken about during the debates.



# Legislative Assembly

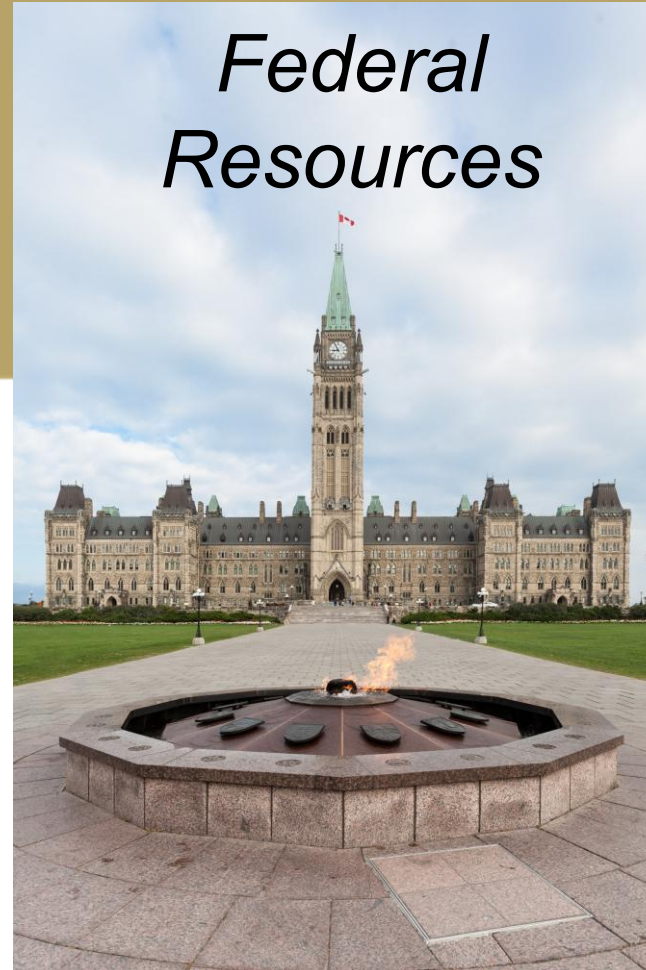
## Your Turn:

- In the October 25, 2017 Speech from the Throne, the decade of growth was mentioned. Health care was mentioned, how many MRIs have people purchased since the inception of the program? There was a mention of the small brewers rebate program that was put in place in Alberta. What is the issue with it?
- I live in Turtleford, SK. What is my Constituency? Who is my MLA?



# Government Resources

## *Federal Resources*



<https://www.canada.ca/en/canadian-heritage/services/teacher-resources/school-programs/parliament-canada.html>



# Federal Resources

- Government of Canada Publications
- Government Electronic Directory Services (GEDS)
- LEGISinfo
- Parliament of Canada
- Statistics Canada
- Government of Canada website



# Government of Canada Publications

- Federal institutions are required to provide electronic copies of every publication they author to the Publishing and Depository Services Directorate.
- Provides the public with centralized access to Government of Canada publications through a searchable website.
- Includes publications on a wide range of subjects and in a variety of formats, making it easier to find what is needed.



# Government of Canada Publications

## Your Turn:

- Find the latest annual report from Library and Archives Canada
- Please find a copy of Legislative libraries: partners in democracy. What is this document about?







# Gov. Electronic Directory Services (GEDS)

- The Government Electronic Directory Services (GEDS) provides a directory of public servants across Canada.
- Information in this directory is supplied by individual federal government departments and agencies and updated by one or more data administrators within each department.
- Some departments do not list all their employees.



# Gov. Electronic Directory Services (GEDS)

## Your Turn:

- I would like to call someone in the immigration department. Please find me a name, address and phone number of a deputy registrar who would be close to here such as the Calgary office.
- How many astronauts does the Canadian Space Agency have? Who are they?





# LEGISInfo

- We looked at this resource briefly in the Law section.
- The primary source of information regarding legislation before Parliament
- Created by the Senate, the House of Commons and the Library of Parliament.
- It is the site where you can see which Member of Parliament brought up a certain Bill to have it discussed in the House of Commons.



# LEGISInfo

## Your Turn:

- What was Bill S-8 from the 41st Parliament, 1st Session?
- There was an Act from the current session about establishing Food Day. What reading is the bill at? Was this a Senate or House of Commons sponsored bill?





# Parliament of Canada

- The official site regarding Parliament and business related to the Federal Government.
- Landing page:
  - Senate
  - House of Commons
  - Visit Parliament
  - Learn about Parliament
- Contains the LEGISinfo site.





# Parliament of Canada

## Your Turn:

- Who is your Member of Parliament (MP)?
- Senator Pam Wallin represents Saskatchewan in the Senate. How much has she spent on hospitality expenses this quarter?





# Statistics Canada

- Statistics Canada is the national statistical office. The agency ensures Canadians have the key information on Canada's economy, society and environment that they require to function effectively as citizens and decision makers.
- In addition to conducting a Census every five years, there are about 350 active surveys on virtually all aspects of Canadian life.
- The federal government is responsible for providing these statistics to the people of Canada.



# Statistics Canada

## Your Turn:

- There are some frightening reports about the number of people who report experiencing cyberstalking. Find the results from the 2014 study on the topic. How many women and men are affected?
- According to the latest Census, what is the change in population in Saskatoon from 2016 – 2021?







# Government of Canada

- The official website of the Government of Canada.





# Government of Canada

## Your Turn:

- What is the federal income tax rate for someone who will \$63,000 in 2021? What is the path you took to find this?
- What is the maximum amount someone can receive through the federal Apprenticeship Incentive Grants program?





# Thank you!

**Alan Kilpatrick**, BA MLIS (he/him)

Co-Director, Legal Resources, Law Society (Regina)

[Alan.kilpatrick@lawsociety.sk.ca](mailto:Alan.kilpatrick@lawsociety.sk.ca)

[@Alan\\_Kilpat](#)

[librarycanuck.com](http://librarycanuck.com)



Law Society  
of Saskatchewan