

My name is Jake Hargis, and during the Fall 2022 semester, I worked as a Library Scholarly Intern with Special Collections. The overarching project that I worked on during the semester was to create a research guide for locating government documents within Special Collections.

I started my internship with little knowledge about the inner workings of a library, let alone the Special Collections/archive of a university library, so I knew I had my work cut out for me.

To first understand what I would be compiling, I was tasked with studying SuDoc Classification, or the Superintendent of Documents Classification System. This system is how federal, state, and local government documents are classified and organized within Cal Poly Humboldt Special Collections. Listed towards the bottom of the page are links to SuDoc classification guides.

After studying and applying the SuDoc Classification in a practical setting, I moved on to compile a list of government documents within the Special Collections space in the Cal Poly Humboldt Library. To do this, I created a spreadsheet that contains the search terms, filters, and the number of documents I found while searching on the Library's online database.

Special Collections Gov Search : Gov Docs		
State/Federal Department	Search Terms	
Department of Agriculture	Department of Agriculture	Special (
National Archives and Records Administration	National Archives and Records Administration	Special (
Commerce Department	Commerce Department	Special (
Education Department	Education Department	Special (
Environmental Protection Agency	Environmental Protection Agency	Special (
Government Publishing Office	Government Publishing Office	Special (
Housing and Urban Development Department	Housing and Urban Development Department	Special (
Homeland Security	Homeland Security	Special (
Department of the Interior	Department of the Interior	Special (
Department of Justice	Department of Justice	Special (
Department of Labor	Department of Labor	Special (
Library of Congress	Library of Congress	Special (
National Aeronautics and Space Administration	National Aeronautics and Space Administration	Special (
National Science Foundation	National Science Foundation	Special (
Peace Corps	Peace Corps	Special (
Department of State	Department of State	Special (
Smithsonian Institution	Smithsonian Institution	Special (
Department of Transportation	Department of Transportation	Special (

