



# BUSINESS, LAW, AND GOVERNMENT SERVICES

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# UNIQUE SECTION

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- Most materials are not found anywhere else in BCL or most other libraries.



# WHAT WE HAVE

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- Business
  - Accounting
  - Careers and Employment Information
  - Company and Industry Information
  - Demographic and Statistical Data
  - Economics
  - Finance and Investments
  - International Trade
  - Marketing and Advertising
  - Real Estate
  - Small Business Start-up and Expansion
  - Taxation



# WHAT WE HAVE

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- Law
  - Federal
  - State
  - Local



# WHAT WE HAVE

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- Government
  - Federal
  - State
  - Local
  - International



# WHAT WE HAVE

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- Intellectual Property
  - Patents
  - Trademarks
  - Copyrights



# BUSINESS

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- Careers
  - Career and Job Search Center
  - One-on-one reference assistance
- International Trade
  - Print Materials
  - *Stat-USA* database
  - One-on-one reference assistance
- Investments
  - Investment Newsletters



# BUSINESS

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- Small Business
  - Purpose - to assist entrepreneurs in starting a business or expanding an existing business
  - Four components
    - Print resources
    - Electronic resources
    - Seminars and programs
    - One-on-one counseling sessions with representatives from SCORE and the Florida SBDC at FAU (FAU-SBDC)



# LAW

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- Types of Law
  - Primary
    - Actual text of the law
  - Secondary
    - Interpretations of the law



# LAW

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- Statutory Law
  - Laws enacted by a legislative body
- Administrative Law
  - Executive Law – orders and proclamations
  - Regulatory Law - rules and regulations of administrative agencies and the decisions of these agencies
- Case Law
  - Court opinions



# LAW

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- Jurisdictions
  - Federal
  - State
  - Local



# TREATIES

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- National
  - Treaties between the U.S. and other parties
- International
  - Treaties involving other countries



# GOVERNMENT

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- Federal Government
  - Federal Depository
  - Classification system
    - SuDoc
  - Finding Aids
    - Library Catalog
    - GPO Government Publications Online



# GOVERNMENT

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- State of Florida
  - State Depository
  - Classification system
    - Pseudo-SuDoc
  - Finding Aids
    - Library Catalog



# GOVERNMENT

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- Local
  - No depository system
    - Documents are requested directly from County and municipal agencies
  - Classification system
    - Pseudo-SuDoc
  - Finding Aids
    - Shelflist



# GOVERNMENT

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- International
  - Not a designated depository
  - BLG has UN Documents and documents of other worldwide organizations



# GOVERNMENT

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- Intellectual Property
  - Patent and Trademark Depository Library
  - Copyright Information



# FEDERAL DOCUMENTS

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- FEDERAL DEPOSITORY LIBRARY PROGRAM (FDLP)
  - Usually two depository libraries are designated in each Congressional District, by a U.S. Representative
  - Federal Depository Libraries in Broward County
    - BCL
    - Nova Southeastern University's Law Library



# FEDERAL DOCUMENTS

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- DEPOSITORY LIBRARY PROGRAM
  - Administered by the U.S. Government Printing Office
  - Many government publications are made available to depository libraries through the Federal Depository Library Program of the U.S. Government Printing Office



# FEDERAL DOCUMENTS

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- TYPES OF DEPOSITORIES
  - Regional Depositories
  - Selective Depositories



# FEDERAL DOCUMENTS

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- Regional Depositories
  - One or two libraries in each state are designated a regional depository libraries by a Senator of that state
  - Regional depositories must receive and retain one copy of all government publications made available through the Federal Depository Library Program
  - University of Florida is Florida's regional depository



# FEDERAL DOCUMENTS

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- Selective Depositories
  - Over 1,300 selective depositories in the U.S.
  - Selective depositories select the items they want to receive by item number
  - BCL is a selective depository



# FEDERAL DOCUMENTS

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- CLASSIFICATION SYSTEM
  - Superintendent of Documents System (SuDocs)
  - Arranged by issuing agency  
(not by subject)



# FEDERAL DOCUMENTS

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## CLASSIFICATION SYSTEM

- C 3.2:D 39/2003
  - C – Department (Commerce Department)
  - 3 – Subordinate agency (Census Bureau)
  - 2 – Type of document (monograph)
  - D 39 – Title of document
  - 2003 – Year of publication



# FEDERAL DOCUMENTS

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- FINDING AIDS

- Most of BLG's Federal Documents are in the BCL online Library Catalog
- *Monthly Catalog*
  - List of documents made available to depository libraries within a given month
- *GPO Government Publications Online*
  - Electronic version of the Monthly Catalog
  - Includes documents distributed from 1976 to the present



# FEDERAL DOCUMENTS

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- COMMERCIAL INDEXES

- *American Statistics Index (ASI)*

- Indexes microfiche collection of statistical publications of the Federal Government

- *CIS U.S. Serial Set Index*

- Indexes microfiche collection of publications written for or by Congress from 1789 to 1969

- *CIS Index*

- Indexes microfiche collection of publications written for or by Congress from 1970 to the present



# STATE DOCUMENTS

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- STATE DEPOSITORY SYSTEM

- Administered by the State Library of Florida
- Over 20 State Depository Libraries in Florida
- BLG receives everything that is made available to depository libraries
- Shipments of documents are sent quarterly from the State Library in Tallahassee



# STATE DOCUMENTS

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- CLASSIFICATION SYSTEM
  - At BCL, Z159 designates Florida documents
  - Z159 is followed by a “pseudo-SuDocs” number
  - The “pseudo Su-Docs” system was developed by FAU



# STATE DOCUMENTS

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- FINDING AIDS

- Most Florida documents are in the BCL Library Catalog



# STATE DOCUMENTS

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- COMMERCIAL INDEXES

- *Statistical Reference index (SRI)*

- Indexes microfiche collection of statistical documents from all 50 states as well as from private organizations



# LOCAL DOCUMENTS

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- DEPOSITORY SYSTEM
  - No official depository system exists



# LOCAL DOCUMENTS

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- CLASSIFICATION SYSTEM
  - Pseudo-SuDocs
    - Z295 represents Broward County
    - Z296 represents municipalities within Broward County



# LOCAL DOCUMENTS

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- FINDING AIDS
  - Shelf List



# LOCAL DOCUMENTS

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- COMMERCIAL INDEXES

- *Index to Current Urban Documents*

- Indexes microfiche collection of documents from counties and municipalities throughout the U.S



# INTERNATIONAL DOCUMENTS

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- UNITED NATIONS DOCUMENTS
  - DEPOSITORY SYSTEM
    - BCL has a microfiche collection of UN documents from 1982 through 2002
    - BCL is not a designated UN depository library
    - Nova Southeastern University's Law Library is a depository of UN documents



# INTERNATIONAL DOCUMENTS

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- UNITED NATIONS DOCUMENTS

- FINDING AIDS

- *UNDoc*

- Indexes microfiche collection of documents of the United Nations



# OTHER INTERNATIONAL DOCUMENTS

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- BCL has a very small collection of print documents from other international agencies
- Most are on microfiche through CIS' *Index to International Statistics*



# OTHER INTERNATIONAL DOCUMENTS

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- FINDING AIDS

- *Index to International Statistics (IIS)*

- Indexes microfiche collection of statistical publications from many international organization



# INTELLECTUAL PROPERTY

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## ■ PATENTS

- Provide protection for inventions
- Issued by the Commissioner of Patents and Trademarks
- Give the inventor the right to exclude others from making, using, or selling an invention for a designated period
  - Utility Patents – 20 years from application date
  - Design Patents – 14 years from issue date
  - Plant Patents – 20 years from application date



# INTELLECTUAL PROPERTY

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## ■ TRADEMARKS

- Provide protection for the names of goods and services
- Issued by the Commissioner of Patents and Trademarks
- Give the holder the right to exclude others from using the trademarked name for the same product or service
- Filing with the USPTO is not required but registration carries advantages if eligible.
  - Filing for a State of Florida trademark is an option for trademarks ineligible for federal registration.



# INTELLECTUAL PROPERTY

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## ■ COPYRIGHTS

- Provide protection for literary or artistic works
- Issued by the Copyright Office at the Library of Congress
- Copyright protection takes effect when the work is in fixed form
- Filing with the U.S. Copyright Office is not required but registration carries advantages.



# INTELLECTUAL PROPERTY

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## PATENT AND TRADEMARK DEPOSITORY LIBRARY PROGRAM (PTDLP)

- Administered by the U.S. Patent and Trademark Office



# INTELLECTUAL PROPERTY

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- PATENT AND TRADEMARK DEPOSITORY LIBRARY PROGRAM
  - 85 depositories in the U.S.
  - Three depositories in Florida
    - Broward County Library
    - Miami-Dade Public Library
    - University of Central Florida



# INTELLECTUAL PROPERTY

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- The U.S. Copyright Office does not administer a copyright depository library program
  - The BLG Section, however, can provide assistance.
  - Additional information is available at the Copyright Office website ([www.copyright.gov](http://www.copyright.gov)).



# Business, Law, and Government

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Broward County Main Library  
BLG Section, 5<sup>th</sup> Floor  
100 S. Andrews Ave.  
Fort Lauderdale, FL 33301  
954-357-7439

For assistance, please call or visit.  
Sundays 12-5:30  
Mondays through Thursday 9-9  
Fridays and Saturdays 9-5