- **Table of Contents** lists subjects covered.
- **Index** (back of the last volume)
  --Lists the pages where your agency is mentioned
  --Many sub-topics may be listed under each agency heading.
- **Be flexible**
  --You might find your agency by its acronym (ex. "FBI") or by its full name ("Federal Bureau of Investigation"), or not at all.
  --Each encyclopedia is different - use more than one if needed.

Just a few are listed here - there are others - ask for help if you need it!