

Iowa Library Services/State Library Update

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To celebrate **National Library Week**, April 15-19, the State Library is offering classes all week long. Improve your online research skills and enhance your job performance by attending these sessions. There is no charge for the classes. The in person classes are held in the Miller Building at E. 12th and Grand in Des Moines. The classes cover a wide range of topics - sign up for one or a number of them today!

Select from:

NEW *An Introduction to the Pioneer History of the State Law Library's Special Collection*

NEW *Exploring Iowa's Cultural Heritage Online*

Finding Information on Iowa State Government Websites

NEW *Flash Drive/Hard Drive/DVD? Preserving Your Digital Files*— in person and online

Get the Most From EBSCOhost — in person and online

Improve Your "Google" Skills

Maximize Your Effectiveness: Using Webinar Software — in person and online

Open Meetings/Public Records Law: Know Your Rights And Responsibilities

Reliable Health Information — Where to Find It on the Internet

Save Your Documents: Iowa Publications Online

NEW *State Records Officers: Basic Records Management*

NEW *Using Census Data Effectively*— in person and online

Using the Online Iowa Administrative Code

Using the Legislative Web Site

For class descriptions and to register for classes go to www.statelibraryofiowa.org/services/nlwcl2013/nlw2013.

Four of our classes will be **offered online** this year:

*Learn best practices for **saving your digital files** by attending *Flash Drive/Hard Drive/DVD? Preserving Your Digital Files*.

*In *Maximize Your Effectiveness: Using Webinar Software* you can join a discussion about the **best uses for webinar software** and some features to look for when shopping around for products.

*Find out how to **use data** from the U.S Census Bureau effectively whether it is for writing a grant or doing a community analysis by taking *Using Census Data Effectively*.

***Improve your research skills** by finding out about EBSCOhost in the class *Get the Most From EBSCOhost*. This collection of databases covers a wide range of topics needed for on-the-job decision making. EBSCOhost is a state-funded information resource. Access it from your computer through our website at www.statelibraryofiowa.org. Click on *Log in to Online Resources*. To log in you will need a State Library card number. If you don't have one you can register online at www.statelibraryofiowa.org/services/state-library-card.

If you are a **State Records Officer** and would like to have a refresher course on your duties, sign up for *State Records Officers: Basic Records Management*. The session content will include basic records management definitions, concepts and tools for the appropriate management of state agency records.

Although the course will be presented in the context of state executive branch requirements, the standard records management principles to be discussed are also valid for use by any organization.

In the class *Save Your Documents: Iowa Publications Online (IPO)* state employees who are responsible for publishing digital state documents will find out about IPO <http://publications.iowa.gov/>, a permanent digital depository for state publications. Free up space on your website, preserve your publications, and follow state law by learning how to deposit your documents to IPO.

Ensure that your agency's valuable **documents are permanently archived!**

Megan Kilgore first became interested in photography at the age of thirteen. From the first time she picked up a camera, she quickly demonstrated a sharp eye for the details of everyday life which are often overlooked, and a skill for photographing them from a unique perspective. Her work has been shown at the Iowa State Fair, and several of her photos have been used for greeting cards.

Her father, Cody Kilgore, is a freelance writer and photojournalist who specializes in capturing moments of emotional intensity within interesting political events. When he is not covering various happenings around the Midwest, he tries to find time to photograph street life and night scenes in and around the Des Moines area.

Their work of varied styles is being shown together for the first time at the State Library of Iowa during the month of April. For examples of their work go to www.statelibraryofia.org/services/news-publications/art-exhibits/kilgore.

The Main Library is located in the Miller Building at the corner of E. 12th St. and Grand Ave. The building is open from 8 to 4:30, Monday through Friday. For more information call 515-281-4102 or 800-248-4483, or email is@lib.state.ia.us.

The State Library collects materials to support state employees' work and to record Iowa's history and culture. For a list of recently added books go to <http://library.booksite.com/7168/nl/?list=CNL15>.

These books can be checked out from the State Library. Any Iowan can register for a State Library card. Go to www.statelibraryofia.org/ and click on **Get a State Library Card** in the left side-bar. State employees can request that books be sent directly to their offices by clicking on the **Request Item** button alongside the title of the book in the online catalog.

Other services that the State Library offers its customers:

- Think "all information is free online"? Think again! Did you ever try to get an article from the *Des Moines Register* that is more than a week old? Many newspaper and journal articles, research papers, and other publications are only available for a fee. The State Library offers its customers access to thousands of full-text articles and publications through its online subscription databases. Visit www.statelibraryofia.org/services/resources/index to see the resources available to you. Sources include access to the *Des Moines Register* and thousands of journal titles as well as the *Sanborn Digital Map* collection for Iowa.

- Access to the databases is with your State Library card number. Any Iowan can register for a card online at www.statelibraryofiaowa.org/services/state-library-card.

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