

Iowa Library Services Update

January 2015

Vol. 13, no. 1

www.statelibraryofiowa.org

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- Iowa Library Services and Secretary of State put the **1857 Iowa Constitution** online
- **It's tax time** again - where to find on-line forms and more
- Visit upcoming **art exhibits** in the Miller Building

Iowa Library Services again will offer its **popular series of classes during National Library Week**, April 12-18. Class topics focus on finding the information you need to do your job well. Classes are 50 to 60 minutes and there is no charge. There will be both in-person and online options.

You can improve your internet searching skills, learn how to use databases to find thousands of full-text journal and research articles, understand the open meeting and open records laws, get help using the Iowa Administrative Code online, learn where to find data created by state agencies and much more.

Watch for the next *Iowa Library Services Update* for details on the classes and registration.

The **LearningExpress Library** provides over 770 of the most up-to-date, on-line test preparation and skill-building resources. It helps both students and adults prepare for a wide range of academic and career oriented exams as well as improve basic skills in reading, writing and math. In addition, **basic and advanced job-skills tutorials** are available for popular office software including Microsoft Office products. Library patrons also have the option of selecting from more than 130 e-book titles to help learners of all ages prepare for success. The platform includes self-paced study, instant scoring and diagnostic feedback.

Iowa Workforce Development provides funding to make LearningExpress Library available online through public libraries, academic libraries and workforce centers in Iowa.

To access this service, go to www.statelibraryofia.org/services/online-resources/resources, scroll down, click on **LearningExpress** and create a LearningExpress account.

The legislative session began on Monday, January 12, 2015 and it is projected to last until early May. The following **websites and digital tools** can help you understand what is happening daily in the state capitol.

The Legislature's website is at www.legis.iowa.gov and contains legislators' names and contact information, all current as well as archived legislation, the *Code of Iowa*, the *Constitution of Iowa*, the *Iowa Administrative Code*, the *Iowa Court Rules*, *House and Senate Chamber Rules*, election laws and lobbyists' names and clientele lists. You will also find live video streaming of House and Senate proceedings when they are in session.

The Senate/House tab in the top tool bar will take you to the session calendars—daily House and Senate debate calendars, committee meeting schedules, a legislative social calendar and a listing of capitol complex events. The website hosts educational pamphlets about how our government works, fiscal publications, an appropriations chart, a legislative terminology glossary, a tutorial on Iowa's budget process, instructions for purchasing the Iowa Code in print or electronic format and a list of legislative contacts, among many other features. Be sure to check out the "Tour the Capitol" videos and photos under the "Resources and Civic Education" tab.

The website for the Office of the Governor is at www.governor.iowa.gov and contains links to information about Governor Branstad and Lt. Gov. Kim Reynolds, as well as information on the flag status, how to request a proclamation, how to request a letter greeting, how to apply for executive clemency and how to access executive orders, news releases and speeches.

The information experts at the **Law Library** can help you navigate this information and find the legal information that you need. Contact them at 515-281-5124, 800-248-4483, or law@lib.state.ia.us.

Iowa has had three constitutional conventions and three constitutions have been written. The final convention, held in 1857, resulted in the document still in use today (although much amended). This fall, Iowa Library Services staff, together with staff from the Secretary of State's Office, **worked together to make an exact digital copy of**

this constitution. The book was removed from its specially made, archival case, located in the Secretary of State's Office in the Capitol, and brought across the street to the Miller Building to be carefully scanned by an archivist. The process was documented in the video *Preserving Iowa's Constitution*, which was created by Legislative Services Agency staff.

You can see the video and the scan of the original document at www.statelibraryofiowa.org/services/collections/law-library/iacon. Click on the link *Constitutions* on the left side to see the digital reproduction of the *1857 Iowa Constitution*, and much more about Iowa's constitutions, documents that have been instrumental in helping shape our great state.

The following links provide you with the information you'll need to **get your taxes filed**.

Federal tax forms and publications:

www.irs.gov/

Iowa Individual Income Tax Forms:

<https://tax.iowa.gov/form-types/individual-income-tax>

Additional tax forms, instructions, and publications can also be found on this page from the

University of Iowa Libraries: <http://guides.lib.uiowa.edu/taxes>

Many public libraries in Iowa offer tax help. For contact information and links to libraries' websites go to <http://directory.silo.lib.ia.us/cgi-bin/directory.CGI>.

The Main Library hosts **exhibits by Iowa artists** most months. Our current exhibit is of lovely watercolors by Deb Baughman. To read more about Deb and see examples of her work go to www.statelibraryofiowa.org/services/news-publications/art-exhibits.

Jeff Tisl, a state employee, will be exhibiting his beautiful photographs in February. Jeff records the outdoors with a keen eye. For more information about Jeff and to see one of his award winning photos go to www.statelibraryofiowa.org/services/news-publications/art-exhibits/tisl1.

March will bring a photo exhibit by Andrew Bradley Davis. To see some of Andrew's photography go to www.andrewbradleydavis.com.

The Library is located in the Miller Building at the corner of E. 12th St. and Grand Ave. The building is open from 8:00- 4:30, Monday through Friday. For more information call 515-281-4102 or 800-248-4483, or email is@lib.state.ia.us.

Other services that Iowa Library Services provides:

* Looking for a quiet place away from the distractions of your office? Want to use a computer during your lunch hour? The Main Library offers computer workstations or free wireless Internet access and a comfortable, quiet place to work or study. It's located in the Miller Building at E. 12th and Grand Ave. in Des Moines. Hours are 8:00-4:30, Monday-Friday.

* Do you have a question? The state library reference staff, both at the Main Library and at the Law Library, answer thousands of questions a year both from the general public and from state employees. State agencies often send their customers with general questions our way as well! For contact information go to www.statelibraryofiaowa.org/services/services/askalibrarian.

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