

# Iowa Library Services/State Library Update

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[www.statelibraryofiowa.org](http://www.statelibraryofiowa.org)

## In this issue:

- The State Library offers **a week's worth of classes** to celebrate National Library Week, April 13-17
- Five **classes are offered online** for your convenience
- **State Records Officers**: get a refresher course on your responsibilities
- **Archive your agency's digital documents**, attend a class and learn how
- Find ebooks for business topics in the McGrawHill eBook Library
- Enjoy **beautiful artwork** at the Main Library's monthly exhibits

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To celebrate **National Library Week**, April 13-17, the State Library is offering classes all week long. Enhance your job performance by attending these sessions. The in-person classes are held in the Miller Building at E. 12th and Grand in Des Moines. Select from a wide range of topics - sign up for one or a number of them today!

## Classes Available:

**NEW** Adobe Connect Software for Online Meetings and Webinars – online  
An Introduction to the Pioneer History of the State Library's Special Collections (held in the Law Library, State Capitol)  
Exploring Iowa's Cultural Heritage on the Internet  
Finding Information on Iowa State Government Websites  
Flash Drive/Hard Drive/DVD? Preserving Your Digital Files – online and in-person  
Get the Most From EBSCOhost – online  
**NEW** How Does the Health Insurance Marketplace Work?  
Improve Your Internet Search Skills  
**NEW** LearningExpress Library: Office Skills Training, Practice Tests, and So Much More - online and in-person  
Maximize Your Effectiveness: Using Webinar Software  
Open Meetings/Public Records Laws: Know Your Rights and Responsibilities  
Save Your Documents: Iowa Publications Online (IPO)  
**NEW** Smarter, Simpler, & Customer Driven: Iowa DOT Apps & Services  
State Records Officers: Basic Records Management

Using the Online Iowa Administrative Code  
**NEW** Visualizing Data Using the State Data Center Website  
**NEW** Zoom Software for Online Meetings and Webinars - online

For class descriptions and to register go to [www.statelibraryofiowa.org/services/news-publications/nlwcl2013/nlw2015](http://www.statelibraryofiowa.org/services/news-publications/nlwcl2013/nlw2015).

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These classes are available to anyone with an internet browser:

**Adobe Connect Software for Online Meetings and Webinars** and **Zoom Software for Online Meetings and Webinars**. Both Adobe Connect and Zoom software allow you to create online meetings or webinars. Attend these two classes, each 30 minutes and online, to find out what Adobe Connect and Zoom have to offer you and your agency, and how to best utilize each.

**Flash Drive/Hard Drive/DVD? Preserving Your Digital Files**. We all have information stored in digital files. Are you sure your storage medium will last? Learn the basics of preserving your digital files.

**Get the Most From EBSCOhost**. EBSCOhost <http://tinyurl.com/mxmwy54> is a collection of databases which covers a wide range of topics needed for on-the-job decision making. Find out how to access and use this state-funded resource.

**LearningExpress Library: Office Skills Training, Practice Tests, and So Much More**. The LearningExpress Library <http://tinyurl.com/oqax6so> 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.

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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.

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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!**

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State employees can access the Business Skills Cluster as part of the McGraw-Hill eBook Library.

Users of the McGraw-Hill E-Book Library will now have access to a wide range of new features, including:

- More than 850 videos and over 40 audio supplements that enhance the reading experience
- Full mobile access anytime, anywhere on your laptop, tablet, and phone
- PDFs of the books you can download and print
- Customized options to personalize your experience with favorites, alerts, and saved searches

Please contact the main reference desk for the login and password, which will enable you to access the Business Cluster E-Books: 515-281-4102, 800-248-4483, or [is@lib.state.ia.us](mailto:is@lib.state.ia.us). Then login at [www.mhebooklibrary.com](http://www.mhebooklibrary.com).

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During April enjoy the sculpture of Linda Folden.

<http://www.statelibraryofiaowa.org/services/news-publications/art-exhibits/folden14>.

And in May, the colorful paintings of Jennifer Mally are sure to make you smile.

<http://www.statelibraryofiaowa.org/services/news-publications/art-exhibits/mally4>

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, 800-248-4483, or email [is@lib.state.ia.us](mailto:is@lib.state.ia.us).

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**Other services that the State Library offers its customers:**

- Need a quiet place to write a report, read professional materials or relax during lunch? The Main Library in the Miller Building offers state employees a quiet environment to work or relax and computer work stations or free wifi.

- In addition to the eBook Library, the State Library has thousands of books and journals on topics like conducting effective evaluations, running productive meetings, and giving great presentations. These materials can be sent to your office – wherever you are. Search our catalog at <https://koha.silo.lib.ia.us/> or contact us and we can search the catalog for you: 515-281-4102, 800-248-4483, [is@lib.state.ia.us](mailto:is@lib.state.ia.us).

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