**State Library Update**

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The State Library has a large selection of new materials on computer software and technology that may help to enhance your productivity. Here are a few examples:

Looking for a complete manual to improve your Microsoft Word skills? Try

*Microsoft Word Version 2002 Inside Out* by Mary Millhollon and Katherine Murray.

Need to improve the reports that you do in Microsoft Exel? Check out

*Microsoft Excel Version 2002 Inside Out* by Craig Stinson and Mark Dodge.

Or maybe you’ve heard about weblogs and want to know more. See

*We've Got Blog : How Weblogs Are Changing Our Culture* from the editors of Perseus Publishing.

A list of new computer and technology materials can be found on the State Library’s website at <http://catalog.lib.state.ia.us/>. Look under the section “News Releases…”

You can request these books from our online catalog at <http://catalog.lib.state.ia.us/>. Use the “Search” drop down menu to select “Title Alphabetical” and type in the title. Select that title and then choose the “Request Item” button. Enter your State Library card number and then let us know how to deliver the book to you by filling in the comment box. Or contact library staff at the reference desk at 515-281-4102 or by email at [is@lib.state.ia.us](mailto:is@lib.state.ia.us).

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To get a library card go to

<http://www.silo.lib.ia.us/for-state-govt/state-library-card/borrower-registration-form.htm> and fill out the registration form or call our reference desk at 515-281-4102.

Other services that the State Library offers state employees free of charge are:

\*Answers for your information needs

\*Specialized databases for census, health, law, and patents information

\*Document delivery – we can put virtually any book or article in your hands

\*Computer lab and meeting rooms

\*Quiet study areas – food and drink are allowed

\*On-line catalog to our resources – if you find something you want, request it with a click of your mouse

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