State Library Update

http://www.silo.lib.ia.us/

**July 2004 Vol. 2, no. 3**

**Here's what's new at the State Library**:

\***IOWA PUBLICATIONS ONLINE**, an archive for electronic state documents, can help you find and store state documents online.

\***Free classes** will again be offered at the State Library in Des Moines in July.

\***Free classes** will also be offered for **state employees who do not live in the Des Moines area.** The first classes will be in Creston at Southwestern Community College in September.

\***New computer software and technology books** are available at the State Library.

\*The State Library has many other **free services** for state employees.

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**IOWA PUBLICATIONS ONLINE** http://publications.iowa.gov/, a collaboration between the State library of Iowa and the Department of Administrative Services (DAS), is an archive of electronic state documents.

**Are you looking for state documents online?**

-find electronic state documents quickly and easily in one location

-contains annual reports, newsletters, and other state publications

-more than 1,200 documents and growing

**Want to permanently archive documents produced by your state agency?**

-State Library and DAS will permanently archive your documents at no charge

-fulfills a mandate in the code for disseminating documents electronically

-easy to deposit documents to the archive - just go to the site and register, then follow the instructions to submit

-archive accepts Microsoft Word, PDF, and html files

For more information, call the State Library at 800/248-4483, 515/281/4102, or e-mail is@lib.state.ia.us.

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**FREE CLASSES** are being offered to state employees at the Ola Babcock Miller Building. Classes are:

-More Than Just Google: Internet Searching

-Get the Most From EBSCOhost

-Enhance FirstSearch Skills

-State Library Resources for Grant Research

-Finding Statistics: The State Data Center

For more information about the classes and to register on-line go to http://www.silo.lib.ia.us/for-state-govt/databases/training-for-state-em

ployees.htm or contact the State Library at 800/248-4483, 515/281/4102, or e-mail is@lib.state.ia.us.

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**FREE CLASSES** are also being offered **FOR STATE EMPLOYEES WHO DO NOT LIVE IN THE DES MOINES AREA.** The first session will be held at Southwest Community College in Creston in September. The same classes as above will be offered with the addition of

-Reliable Health Information on the Web: HealthInfoIowa.

For more information about the classes and to register on-line go to http://www.silo.lib.ia.us/for-state-govt/databases/training-for-state-em

ployees.htm or contact the State Library at 800/248-4483, 515/281/4102, or e-mail is@lib.state.ia.us.

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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:

Need some help developing online content for your website? Try

*Developing Online Content: The Principles of Writing and Editing for the Web* by Irene Hammerich and Claire Harrison.

Looking for a complete manual for Adobe Acrobat? Check out

*How to do everything with Adobe Acrobat 6.0* by Doug Sahlin.

Do you find yourself frequently looking for government information on the web? For guidance try

*U.S. Government on the Web: Getting the Information You Need* by Peter Hernon, Robert E. Dugan, and John A Shuler.

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 800/248-4483, 515/281/4102 or by email at is@lib.state.ia.us.

To get a library card go to <http://www.silo.lib.ia.us> “For State Government”, choose “State Library Card” and fill out the registration form or call our reference desk at 515-281-4102, 800-248-4483, or e-mail is@lib.state.ia.us.

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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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