

**Guide to Resources for
State Employees
at the
Kentucky Department for
Libraries & Archives**



Tutorial

- This tutorial will demonstrate how to use KDLA's specialized services for state government employees.
- It will show you how to:
 - ✓ Apply for a library card
 - ✓ Use "Ask a Librarian"
 - ✓ Find and obtain books, audiobooks, DVDs and videos through the online catalog
 - ✓ Use the electronic databases at your desktop
 - ✓ Request materials through interlibrary loan
- It will take approximately 5 minutes to view.

Find Everything You Need at KDLA's Website: www.kdla.ky.gov

Kentucky.gov

KY Agencies | KY Services | myKentucky.gov | Search for ?

Kentucky Department for Libraries and Archives

- [Catalog](#) | [Visitor Information](#) | [Service Directory](#) | [Staff Directory](#)
- [Ask a Librarian](#) ■ [KY Library Job Hotline](#) ■ [KY Library Directory](#) ■ [E-Archives](#)

[Archival Services](#)
[Research Services](#)
[Collections Overview](#)
[Kentucky Talking Book Library](#)

[Information/Services for Library Staff](#)
[Information/Services for Gov't Records Managers](#)

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[Site Index](#)



KDLA is part of the [Education Cabinet](#).

300 Coffee Tree Road
Frankfort, Kentucky 40601
Phone:(502) 564-8300

State Library Hours: 8-4:30
EST

Archives Research Room
Hours: 8-4:00 EST

Vital Statistics Records Available for Purchase on Microfilm or CD --

- [Indexes to Kentucky Births, Marriages, and Deaths - CD \(1911-1999\)](#)
- [Kentucky Birth, Marriage and Death Records - Microfilm \(1852-1910\)](#)
- [Vital Statistics Original Death Certificates - Microfilm \(1911-1955\)](#)
- [Birth and Death Records: Covington, Lexington, Louisville, and Newport](#)

Records Retention Schedules

- At its December 14, 2006 meeting, the State Archives and Records Commission approved [a change to the General Schedule for State Agencies](#). The change will take effect on July 1, 2007 and involves e-mail correspondence.

Just for State Government Employees...

- Find resources that fit the needs of your workplace by viewing [our lists of recommended titles](#).

Information About Kentucky

- [Kentucky's State Symbols](#)
- [Kentucky's Capitol Buildings](#)
- [Kentucky's Governors](#)
- [Kentucky's Past Officials](#)
- [Kentucky as a Commonwealth](#)

Click here for lots of information for state government employees, including special services to help make your job easier!

[Library and Librarian](#)
[Onkster in Kentucky](#)

[07 Summer Reading Program](#)

Closure

KDLA will be closed Monday, May 28th, 2007.

COME TOGETHER @ your library

Apply Online for Your KDLA Library Card

Kentucky Department for Libraries and Archives

■ [Catalog](#) | [Visitor Information](#) | [Service Directory](#) | [Staff Directory](#)

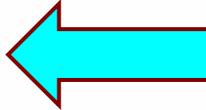
■ [Home](#) > [Services to State Government Workers](#)

Kentucky State Government Workers - Welcome!

The Kentucky Department for Libraries and Archives offers not only services to the general public and the public library system, but also specialized services just for Kentucky state government employees.



[Apply Online for Your KDLA Library Card](#)



Kentucky state government employees may apply for a State Library card online. The user's driver's license number and receipt of the library card at a Commonwealth of Kentucky work address will serve as proof of eligibility.



[Get Research Assistance Using "Ask a Librarian"](#)

This service is designed to assist Kentucky state government employees with in-depth work-related research, and information and background on Kentucky history and/or current events.



[Select & Reserve Training Materials on Work-Related Topics](#)

The State Library staff has prepared listings of materials on work-related topics, such as "Violence in the Workplace," "Managing Relationships at Work," and "Team Building." With a KDLA library card, items may be reserved through Ask a Librarian or by phone, then will be sent via state Messenger Mail or by U.S. Postal Mail.

Request materials without viewing the lists: [Kentucky Government Employee Materials Request Form](#).



[Access Materials from Other Libraries](#)

The State Library provides full interlibrary loan services to state agency employees, enabling them to request books, journal articles, technical reports, microfilm, government documents and newspaper articles from around the nation and the world.

Apply for a Library Card Online

Last Name: *

First Name: *

Middle initial:

Driver's license number:

Your Home Contact Information

Address: *

City: *

Zip Code: *

Phone Number:

Your Work Contact Information

Email Address: *

Cabinet:

Department:

Division/Unit:

Address: *

City: , KY *

Zip Code: *

Work Phone Number: *

By checking this box I agree to comply with the policies of KDLA. I accept responsibility for all library materials borrowed and all other use made of this card. Parents/Guardians are responsible for all use of the library by minor children. I must pay for lost materials in addition to a processing charge for each item, or I may lose all borrowing privileges.

Submit Application

Reset Application

Fill out and submit the form and we will mail your library card and an information packet about our services to you.

You will need a library card to borrow materials and to access KDLA's electronic databases from your work or home computer.



Ask a Librarian

Kentucky Department for Libraries and Archives

■ [Catalog](#) | [Visitor Information](#) | [Service Directory](#) | [Staff Directory](#)

■ [Home](#) > [Services to State Government Workers](#)

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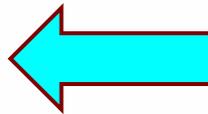


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Ask a Librarian Employee Information Request Form

Contact Information

Your First Name: *

Your Last Name: *

Your Email Address: *

Your Work Phone Number: *

ext.

Your Work Fax Number:

Mailing Address

Agency: *

Building:

Street:

City: , KY

Zip Code:

Information Requested

Subject of Request: *

What is your question? *

Date that answer is needed by: *

Note: Interlibrary loan materials may take more than two weeks to arrive.

Use the Employee Information Request Form to ask questions related to your work, including in-depth research, quick reference look-up, and obtaining articles and materials from other libraries.



When to Use Ask a Librarian...



- Can't find a book, video / DVD, or audiobook in our catalog
- Request the full text of an article
- Need help using the databases
- Need help with research
- Anytime you have a question!

❖ Go to [Ask a Librarian](#)

Find Electronic Databases



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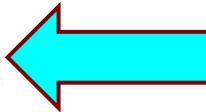


Receive Assistance with Government Records Management

Receive archival and records management assistance to develop and maintain programs to manage government information from its creation, through its maintenance and use, to its final and proper disposition as required by KRS 171.680.



Use Online Electronic Databases for Research



The State Library provides Kentucky state government employees with direct access to a variety of research databases at their desktops. Databases include full-text newspaper articles, magazine and journal articles, electronic reference books (dictionaries, encyclopedia...), and statistics and data. Subjects include business, science and technology, medicine, history, education, management, public affairs, and current events. (Access requires a valid State Library card.)



Find Federal Government Information

The State Library as a selective federal depository library selects census data, military publications, congressional reports, agricultural data, scientific and technical reports, educational materials, criminal justice statistics, environmental reports, economic data, international information, and more.



Take a Personalized Tour of the KDLA Facility

Tours for groups of state government agency employees are available between the hours of 9 a.m. and 3:00 p.m., Monday through Friday, excepting state government holidays and scheduled agency events.



(KY) State Government Publications on the Internet

Provides links to Kentucky state agencies web pages featuring digitized brochures, bulletins, catalogs, databases, directories, event calendars, fact sheets, guides, manuals, newsletters, press releases, statistics, and reports for online publication.

What Information is in the Online Databases?



- **Magazine & Journal Articles**
 - **Current Newspaper Articles**
 - **Historical Newspaper Articles**
 - **Statistics & Business Data**
 - **Federal Government Information**
- ❖ Go to more information on [Databases](#)

Databases Subjects



- Management
- Public affairs
- Science and Technology
- Medicine
- Education
- Business
- History
- Current events

Password for Databases

Kentucky Department for Libraries and Archives

■ [KDLA Home](#) > [Just for State Government Workers](#) > [State Library Services Databases](#) > [Login](#)

To login please enter your last name and your library card barcode number below.

LAST NAME:

BARCODE NUMBER:

Login

Your barcode number is
on the back of your
state library card.



Database Page

State Library Services Databases

The following online research databases are provided by the State Library for use by [Kentucky State Government employees](#).

Desktop access to licensed databases (in italics) is provided free of charge, exclusively to State Government employees. All databases are accessible to the general public at the State Library

When you select a password protected databases below you will be prompted for your last name and State Library card barcode number (ex. smith 987654321098). Login will remain in effect for all databases until the browser is closed. If you experience problems call the State Library Reference Desk 564-8300, ext. 342 or toll-free 800-928-7000, ext. 342 for assistance.

[American FactFinder](#)

[\(Description\)](#)

[BioOne/Illumina](#)

[\(Description\)](#)

[Directory of Open Access Journals](#)

[\(Description\)](#)

[Educational Resources Center \(ERIC\) Database**](#)

[\(Description\)](#)

[GPO Access**](#)

[\(Description\)](#)

[HeinOnline](#)

[\(Description\)](#)

[Homeland Security Digital Library](#) (Center for Homeland Defense & Security/Naval Postgraduate School)

[\(Description\)](#)

[How-to-Do-It Information](#)

[\(Description\)](#)

[InfoTrac Databases**](#)

[\(Description\)](#)

[Kentucky State Data Center](#)

[\(Description\)](#)

[KYVL Databases**](#)

[\(Description\)](#)

[Medline Plus**](#)

[\(Description\)](#)

[Medline -- Pub Med**](#)

[\(Description\)](#)

[National Criminal Justice Reference Service Abstracts Database**](#)

[\(Description\)](#)

[Newsbank](#)

[\(Description\)](#)

[Oxford English Dictionary](#)

[\(Description\)](#)

[Oxford Reference](#)

[\(Description\)](#)

[ProQuest**](#)

[\(Description\)](#)

[RefUSA](#)

[\(Description\)](#)

[Scopus**](#)

[\(Description\)](#)

[Thomas Register of Manufacturers](#)

[\(Description\)](#)

To access the database, click on the name

For more information about the database, click on description

**For books, articles and other published materials not available in full-text online, order copies using the State Library's [Ask a Librarian email reference service](#). Allow five to ten business days for delivery.

Newsbank Search for Kentucky Newspaper Article



Welcome Kentucky Department of Libraries & Archives

May 7, 2007

Current Events

- [Hot Topics](#)

Special Reports



[School and College Security and Safety Issues](#)



[World Environment - Celebrating Clean Air Month](#)



[World Issues in Mental Health](#)



[African Health Crisis](#)



[Natural Disasters Around the World](#)



[Iraq](#)



[Science and Health in the News](#)

- [View All Special Reports](#)

America's Newspapers

The electronic editions of record for valuable local, regional, and national U.S. newspapers--all in one easy-to-search database. Each paper provides unique coverage of local and regional news, including companies, politics, sports, industries, cultural activities, and people in the community. Paid ads are excluded.

Search Shortcuts:

- [Kentucky Newspapers](#)
- [United States](#)

America's News Magazines

Coverage of U.S. and international news, business, lifestyle, entertainment, sports, and science and technology from familiar magazines.



Newsbank Search

Interface language: English 



America's Newspapers

[Skip navigation](#)

[Help / About](#) | [Tutorial](#) | [NewsBank Home](#)

SEARCH SHORTCUTS:

- [Kentucky Newspapers](#)
- [United States](#)
- [Create Custom List](#)

FOLDERS

-  [Searches this Session](#)
-  [Saved Articles](#)

MORE RESOURCES

- [America's News Magazines](#)
- [Special Reports](#)
- [Hot Topics](#)

SEARCHING: [Kentucky Newspapers](#) 4 titles - [More Information](#)

for:

SEARCH

▪ [Advanced Search](#)

return: 

timeframe: 

custom date:

Search Hints:

To find an exact match or phrase, use quotes. Custom date example: Jan 1, 2000 - Feb 3, 2000.

NARROW TO: *(to narrow your search, select from the options below)*

- [Courier-Journal, The \(Louisville, KY\)](#) (1/1/1999-Current)
- [Kentucky Post, The \(Covington, KY\)](#) (4/1990-Current)
- [Lexington Herald-Leader \(KY\)](#) (1983-Current)
- [Owensboro Messenger-Inquirer \(KY\)](#) (1988-Current)

Results of Newsbank Search

Interface language: English



America's Newspapers

[Help / About](#) | [Tutorial](#) | [NewsBank Home](#)

[Skip navigation](#)

SEARCH SHORTCUTS:

- [Kentucky Newspapers](#)
- [United States](#)
- [Create Custom List](#)

FOLDERS

- [Searches this Session](#)
- [Saved Articles](#)

MORE RESOURCES

- [America's News Magazines](#)
- [Special Reports](#)
- [Hot Topics](#)

SEARCHING: Kentucky Newspapers 4 titles - [More Information](#)

for:

SEARCH

[Advanced Search](#) [New Search](#)

return:

timeframe:

custom date:

Search Hints:

To find an exact match or phrase, use quotes. Custom date example: Jan 1, 2000 - Feb 3, 2000.

Results: 1 - 10 of 250

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) | [Next](#)

[Edit Search](#)

Show First Paragraph

- Lexington Herald-Leader (KY) - June 1, 2007** *length: 634 words*
[FISHING FOR FREE - HOW'S THAT FOR BAIT? THE WEEK AHEAD](#)
TUESDAY Ecton Park Big Band & Jazz Series Free outdoor concerts. 7:30-8:30 p.m. Tuesday through Aug. 28 at Ecton Park, Turkeyfoot and Romany roads. This series features Sounds (aka Joey & the Cruisers). Bring lawn chairs, blankets and a picnic. Also enjoy the Bluegrass Performances by Bluegrass bands at the Kentucky Horse Park, 4089 Iron Works Pkwy. Daily tickets: \$15 Thu.; \$35 Fri., Sat.; \$10 Sun. (\$5 of...
- Courier-Journal, The (Louisville, KY) - May 31, 2007** *length: 460 words*
[GETTING OUT; Help clean up Floyds Fork Creek Saturday](#)
It's always nice to give something back to Mother Nature. This Saturday, you have an opportunity by participating in the Floyds Fork Creek Sweep, a yearly event that involves cleaning up debris in and along the creek. You'll be able to do the job from a boat reserved by calling (502) 267-6883, MetroCall-311 or (502) 574-5000. Or e-mail Teena Haring at teenahal@aol.com. Arrive at Floyds Fork Park at 8:15 a.m. to register...
- Courier-Journal, The (Louisville, KY) - May 27, 2007** *length: 553 words*
[ROAD TRIP; Mine for coal lore in Eastern Kentucky](#) Save this Article

Click on title to be taken to full text of the article



Full-Text Article

Interface language: English 



America's Newspapers

[Skip navigation](#)

[Help / About](#) | [Tutorial](#) | [NewsBank Home](#)

SEARCH SHORTCUTS:

- [Kentucky Newspapers](#)
- [United States](#)
- [Create Custom List](#)

FOLDERS

- [Searches this Session](#)
- [Saved Articles](#)

MORE RESOURCES

- [America's News Magazines](#)
- [Special Reports](#)
- [Hot Topics](#)

SEARCHING: Kentucky Newspapers 4 titles - [More Information](#)

for:

SEARCH

▪ [Advanced Search](#) ▪ [New Search](#)

return: 

timeframe: 

custom date:

Search Hints:

To find an exact match or phrase, use quotes. Custom date example: Jan 1, 2000 - Feb 3, 2000.

Record 2 of 250

[Back To Results](#) | [Printer Friendly](#) | [Previous](#) | [Next](#)

Email this Article To

Save this Article

GETTING OUT; Help clean up Floyds Fork Creek Saturday

Courier-Journal, The (Louisville, KY)

May 31, 2007

Author: Linda Stahl

Estimated printed pages: 2

Quick Links

- ▶ [Find articles by Linda Stahl](#)
- ▶ [Find more articles from page 1E](#)
- ▶ [Find more from section "Features"](#)
- ▶ [Find all articles from May 31, 2007](#)

It's always nice to give something back to Mother Nature.

This Saturday, you'll have that opportunity by participating in the Floyds Fork Creek Sweep, a yearly event that tackles the job of cleaning up debris in and along the creek.

You'll be able to do the job from a canoe that can be reserved by calling (502) 267-6883, MetroCall-311 or (502) 574-5000. Or e-mail Teena Halbig at teenahal@aol.com.

Arrive at Floyds Fork Park at 8:15 a.m. to register and enjoy a free light breakfast, hear some 21st Century Parks news and get instructions on the cleanup.

At 9 a.m., you'll be taken to a canoe launch site. By noon to 1 p.m. you'll reach a take-out point where Metro

You may print
the article or
email it to yourself
or others.

Database Training

- **Online Training** available with GoToMeeting software. With this software, a reference librarian can meet with you on the Internet and show you how to use the databases. A great option for immediate training or if you don't want to leave your office!
- **On-site Training** available by appointment for groups. A reference librarian will visit your office for in-depth training on any of the databases.
 - Contact Nancy Houseal to set up your appointment today!
 - Email Nancy.Houseal@ky.gov or call # 502-564-8300, ext. 232



KDLA's Catalog

- KDLA's catalog is available on the Internet at <http://kdla.kyvl.org>
- Next we'll demonstrate some searches and show how to request items from the catalog.



Locating the Catalog on www.kdla.ky.gov

Kentucky.gov

KY Agencies | KY Services | myKentucky.gov | Search

KDLA

for ?

Go

Kentucky Department for Libraries and Archives

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- [Kentucky Birth, Marriage and Death Records - Microfilm \(1852-1910\)](#)
- [Vital Statistics Original Death Certificates -](#)

[State](#)

[Library and](#)

[State](#)

[Librarian](#)

[Wayne](#)

[Onkst](#)

[featured in](#)

[Kentucky](#)

Basic Catalog Search

■ [KDLA Home](#) > [KDLA Catalog](#)

[Search](#)

[Titles](#)

[My Account](#)

[Request Item](#)

[Help](#)

[Basic Search](#)

[Advanced Search](#)

[Recent Additions](#)

Find This:

art of listening

Quick Limit:

- None
- State Library Collections
- Audiobooks
- Test Study Guides
- Kentucky Collection
- **DVDs & Videos**
- Book Discussion Kits
- Bi-Folkal Kits
- Books Only
- Federal Government Documents
- State Archives Collections
- State Government Publications
- Other Kentucky Manuscript Repositories
- State Archives & Other Repositories

Basic Search allows you to limit your search by type of material. You can search by keywords, titles, authors, or agencies.

Find results in:

(click Advanced Search tab above for more options)

- Keyword or "Phrase" Anywhere
- Title (beginning words, omit A, An, The)**
- Author (bingham sallie)
- Agency (education cabinet)

10 records per page ▾

Search

Reset

Set Limits

Basic Catalog Search Results

Kentucky Department for Libraries and Archives

■ [KDLA Home](#) > [KDLA Catalog](#)

[Search](#) [Titles](#) [My Account](#) [Request Item](#) [Help](#)

Search Request: Title Keyword = art of listening

Search Results: Displaying 1 of 1 entries

< previous

next >

full view

MARC view

The art of listening by Ben Bissell.

Other Author(s): [Bissell, Ben.](#)

[LuBen Associates.](#)

Title: The art of listening by Ben Bissell.

Physical Description: 1 videocassette (39 min.) : sd., col. ; 1/2 in. + 1 audiocassette (39 min.) and 1 leaflet of exercises entitled, "How do you listen to others?" (6 p.)

Subject(s): [Listening.](#)

[Attention.](#)

[Communication.](#)

Publisher: Richmond, VA : Distributed by William R. Shirah, c1994.

Notes: The audiocassette duplicates the audio on the videorecording.

"Dr. Bissell examines the barriers to listening and roadways to becoming a more effective listener. The focus is on purposeful listening which demands more energy and skill than passive listening. Participants will learn the five keys to improving their listening skills.

Click here to
have material
mailed to you
or held for
pickup

Request Item Online Form

This service is designed to help Kentucky government employees to obtain sound recordings, visual materials, and books.

Kentucky government employees needing to request articles from journals or newspapers, should use the Kentucky Government Employees Information Request Form.

For all other material, information or service requests please visit our Ask a Librarian page or our Research Services page.

Request Form

* indicates a required field.

Your request can not be processed without all required information.

Material Description

Title:	<input type="text" value="The art of listening by Ben Bissell."/>
Author:	<input type="text" value="(no author)"/>
Location:	<input type="text" value="Audiovisual"/>
Call Number:	<input type="text" value="VC 153.68 Art VC7874"/>
Date Needed By:	<input type="text"/>

Contact Information

Your Name:	<input type="text" value=""/>	*
Library Card Number:	<input type="text" value=""/>	*
Email:	<input type="text" value=""/>	*
Work / Daytime Phone:	<input type="text" value=""/>	
Agency or Library:	<input type="text" value=""/>	
Building:	<input type="text" value=""/>	
Street:	<input type="text" value=""/>	
City:	<input type="text" value=""/>	, KY
Zip Code:	<input type="text" value=""/>	
Method of Delivery:	<input type="text" value="Select.."/>	*

Just add your name, contact information, library card number, and method of delivery

Submit Form

Reset Form



Delivery Options



- In Frankfort, we'll send books, videos/DVDs, and audiobooks by messenger mail.
- Outside Frankfort, we'll send books, videos/DVDs, and audiobooks by UPS with return postage.

Advanced Catalog Search

Kentucky Department for Libraries and Archives

[KDLA Home](#) > [KDLA Catalog](#)

[Search](#)

[Titles](#)

[My Account](#)

[Request Item](#)

[Help](#)

Use Advanced Search for more options in searching.

[Basic Search](#)

[Advanced Search](#)

[Recent Additions](#)

Search for:

Search in:

AND OR NOT

Search for:

Search in:

AND OR NOT

Search for:

Search in:

Advanced Catalog Search Results

[Search](#)[Titles](#)[My Account](#)[Request Item](#)[Help](#)

Search Request: Builder = ("abraham lincoln")[in Keyword Anywhere] AND (bicentennial)[in Keyword Anywhere]

Search Results: Displaying 1 through 3 of 3 entries.

[< previous](#)[next >](#)

Sort by:

[Post Limit](#)

Click on title
to see full
record

#	Title Long	Author	Date
<input type="checkbox"/> [1]	Act to Extend the Abraham Lincoln Bicentennial Commission, and for Other Purposes.	United States.	2003
<i>Library Location: Federal Documents Call Number: AE 2.110:108-59 Status: No item data available</i>			
<input type="checkbox"/> [2]	Act to Require the Secretary of the Treasury to Mint Coins in Commemoration of the Bicentennial of the Birth of Abraham Lincoln.	United States.	2006
<i>Library Location: Federal Documents Call Number: AE 2.110:109-285 Status: On Shelf</i>			
<input type="checkbox"/> [3]	Interim report [electronic resource].	United States. Abraham Lincoln Bicentennial Commission.	2004
<i>Library Location: Federal Documents Call Number: Y 3.2:AB 1/R 22 Status: No item data available</i>			

Full View

[Search](#)[Titles](#)[My Account](#)[Request Item](#)[Help](#)

Search Request: Builder = (abraham lincoln)[in Keyword Anywhere]AND(bicentennial)[in K
Search Results: Displaying 3 of 3 entries

[< previous](#)[next >](#)[full view](#)[MARC view](#)

Interim report

Main Author: United States. Abraham Lincoln Bicentennial Commission.

Title: Interim report

Physical Description: 91 p. : digital, PDF file.

Subject(s): Lincoln, Abraham, 1809-1865 --Anniversaries, etc.

United States. Abraham Lincoln Bicentennial Commission.

Publisher: [Washington, D.C. : Abraham Lincoln Bicentennial Commission, 2004]

Notes: Title from title screen (viewed on Jan. 6, 2006)

"June 2004."

Mode of access: Internet form the Commission web site. Address as of 1/6/06:
<http://www.lincolnbicentennial.gov/files/LOC%5FReport.pdf>; current access is
available via PURL.

Internet Access: <http://purl.access.gpo.gov/GPO/LPS62010>

Some federal and state publications are available full-text on the Internet. Click on the website address next to the words "Internet Access" and you will be taken to the document.

Abraham Lincoln Bicentennial Commission Interim Report

THE ABRAHAM LINCOLN BICENTENNIAL COMMISSION

INTERIM REPORT / JUNE 2004



Lost in the Catalog? Try a Resource List!

Kentucky Department for Libraries and Archives

■ [Catalog](#) | [Visitor Information](#) | [Service Directory](#) | [Staff Directory](#)

■ [Home](#) > [Services to State Government Workers](#)

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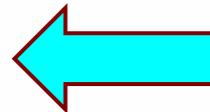


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This service is designed to assist Kentucky state government employees with in-depth work-related research, and information and background on Kentucky history and/or current events.



[Select & Reserve Training Materials on Work-Related Topics](#)



The State Library staff has prepared listings of materials on work-related topics, such as "Violence in the Workplace," "Managing Relationships at Work," and "Team Building." With a KDLA library card, items may be reserved through Ask a Librarian or by phone, then will be sent via state Messenger Mail or by U.S. Postal Mail.

Request materials without viewing the lists: [Kentucky Government Employee Materials Request Form](#).



[Access Materials from Other Libraries](#)

The State Library provides full interlibrary loan services to state agency employees, enabling them to request books, journal articles, technical reports, microfilm, government documents and newspaper articles from around the nation and the world.

Resource Lists



- Resource Lists have selected books, audiobooks, videos, and websites on a variety of topics related to state government work and personal issues.
- Click here to view the [Resource Lists](#).
- Questions? Use [Ask a Librarian](#).
- Don't see the item you need?
 - Use Interlibrary Loan...

Interlibrary Loan

Kentucky Department for Libraries and Archives

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Kentucky State Government Workers - Welcome!

The Kentucky Department for Libraries and Archives offers not only services to the general public and the public library system, but also specialized services just for Kentucky state government employees.



[Apply Online for Your KDLA Library Card](#)

Kentucky state government employees may apply for a State Library card online. The user's driver's license number and receipt of the library card at a Commonwealth of Kentucky work address will serve as proof of eligibility.



[Get Research Assistance Using "Ask a Librarian"](#)

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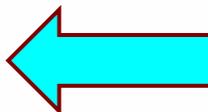
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Interlibrary Loan: Access to Materials Around the World

- If our library does not have what you need, we will borrow it from another library.
- What can you get? Books, journal articles, technical reports, microfilm/fiche, government documents, newspaper articles and other materials may be requested.
- Request materials with the [Ask a Librarian Kentucky Government Employee Information Request Form](#)
- Allow a minimum of 5-10 business days for receiving materials.



Thank You

Thank you for watching the tutorial.

We hope it was helpful.

If you have any questions, please contact

us at

502-564-8306 or

800-928-7000, ext. 342

or use [Ask a Librarian](#)

