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

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

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.
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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

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.

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 171.660.

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
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.
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 800-929-7000, ext. 342 for assistance.

American FactFinder
How-to-Do-It Information
NewsBank
BioOne/Illumina
InfoTrac Databases**
Oxford English Dictionary
Directory of Open Access Journals
Kentucky State Data Center
Oxford Reference
Educational Resources Center (ERIC) Database**
KLYV Databases**
ProQuest**
GPO Access**
Medline Plus**
RefUSA
EPMonlines
Medline -- Pub Med**
Scopus**
Homeland Security Digital Library (Center for Homeland Defense & Security/Naval Postgraduate School)
National Criminal Justice Reference Service Abstracts Database**
Thomas Register of Manufacturers

**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.

To access the database, click on the name. For more information about the database, click on description.
Newsbank Search for Kentucky Newspaper Article

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.
Results of Newsbank Search

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

Searching: Kentucky Newspapers 4 titles - More Information

for: "kentucky state parks"

return: Most recent matches first

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

1. 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 week:
   Sounds (aka Joey & the Cruisers). Bring lawn chairs, blankets and a picnic.
   Ecton Park Big Band Free Bluegrass Performances by Bluegrass bands at the Kentucky Horse Park.

2. 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'll have an opportunity by participating in the Floyds Fork Creek Sweep, a yearly event that helps clean up the creek. You'll be able to do the job from a boat, or on foot if you wish. Call (502) 267-8883, MetroCall 311 or (502) 574-5000. Or e-mail Teena Hallig at teenahall@aol.com. Arrive at Floyds Fork Park at 8:15 a.m. to register...

3. Courier-Journal, The (Louisville, KY) - May 27, 2007  length: 553 words
   ROAD TRIP: Mine for coal lures in Eastern Kentucky
GETTING OUT: Help clean up Floyds Fork Creek Saturday

Courier-Journal, The (Louisville, KY)
May 31, 2007
Author: Linda Stahl

Estimated printed pages: 2

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...
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](mailto: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.
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 -
Basic Catalog Search

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

Kentucky Department for Libraries and Archives

Search Request: Title Keyword = art of listening
Search Results: Displaying 1 of 1 entries

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 cannot be processed without all required information.

Material Description

Title: The art of listening by Ben Bissell.

Author: (no author)

Location: Audiovisual

Call Number: VC 153.68 Art VC7874

Date Needed By:

Contact Information

Your Name: *

Library Card Number: *

Email: *

Work / Daytime Phone: *

Agency or Library:

Building:

Street:

City: , KY

Zip Code:

Method of Delivery:

Submit Form  Reset Form

Just add your name, contact information, library card number, and method of delivery
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.
Use Advanced Search for more options in searching.
Search Request: Builder = ("abraham lincoln")[in Keyword Anywhere] AND (bicentennial)[in Keyword Anywhere]

Search Results: Displaying 1 through 3 of 3 entries.

<table>
<thead>
<tr>
<th>#</th>
<th>Title Long</th>
<th>Author</th>
<th>Date</th>
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<tr>
<td></td>
<td>Library Location: Federal Documents</td>
<td>Call Number: AE 2.110:108-59</td>
<td></td>
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<tr>
<td></td>
<td>Status: No item data available</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Library Location: Federal Documents</td>
<td>Call Number: AE 2.110:109-265</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Status: On Shelf</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Library Location: Federal Documents</td>
<td>Call Number: Y 3.2:AB 1/R 22</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Status: No item data available</td>
<td></td>
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</tbody>
</table>
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.

Title: Interim report
Physical Description: 91 p. : digital, PDF file.
Subject(s): Lincoln, Abraham, 1809-1865 --Anniversaries, etc.
United States. Abraham Lincoln Bicentennial Commission
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/PDF/LOC%5FReport.pdf; current access is available via PURL.

Internet Access: http://purl.access.gpo.gov/GPO/LPS62010
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**Access Materials from Other Libraries**

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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…
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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 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.