

State Library Tour and Training

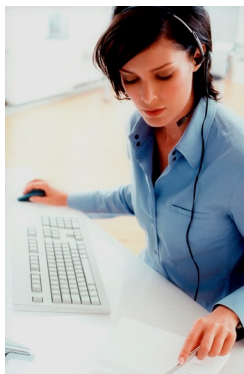
Do you want training so you can search the online resources effectively? The State Library offers an orientation that includes a tour of the State Library and an introductory course on using the ODIN catalog and the Online Library Resources. There is also online training you can attend from your desk. These sessions are open to everyone, including state employees, at no cost to the employee or agency. To schedule an orientation tour, please call 328-4610. You can register for the online trainings on the "Calendar" page at <http://www.library.nd.gov/government.html>.

Group Training

The State Library can also train your entire department on the ODIN catalog, as well as the Online Library Resources. Training sessions can take place at the State Library, onsite at your agency or at an offsite location. There is no cost for this training.

For more information on the tour and training opportunities, please call 328-4610 or 1-800-472-2104.

The State Library is always looking for new ways to improve services to state agencies. You are top priority! Please let us know if there is any way we can better serve you.



ND librarians...the ultimate search engine

North Dakota State Library *Established 1890*

**604 E. Boulevard Ave.
Bismarck, ND 58505-0800**

Administration (701) 328-2492
Information Services..... (701) 328-4622
Toll-Free..... 1-800-472-2104
Disability Services(701) 328-2185
Toll Free 1-800-843-9948
TDD (local) (701) 328-4923
TDD (toll-free)..... 1-800-892-8622
Fax.....(701) 328-2040
NDSL Web Page www.library.nd.gov

**Open Monday-Friday
8:00 a.m. - 5:00 p.m.**

Training is available upon request



North Dakota State Library, a division of the
ND Department of Public Instruction

Kirsten Baesler, State Superintendent

April 2016

Services to State Agencies and State Employees



**North Dakota
STATE LIBRARY**

Services to State Agencies

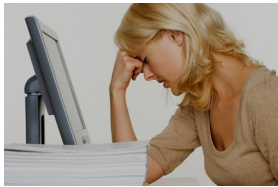
The State Library serves state agencies in many ways. Learn how to best utilize our services to make your work day just a little easier.

Reference Services

The State Library is your personal information center. The State Library will give top priority to state employees with work-related information needs. The State Library staff will do their best to assist you in your research. If we don't own a title you want, our staff will request it from another library through Interlibrary Loan.

You can call us at 328-4622 or 1-800-472-2104 or submit your reference question via email to statelib@nd.gov.

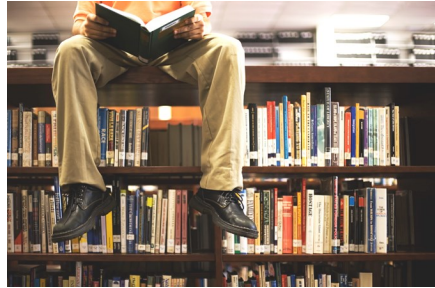
**Don't stress!
We're here to
help you with
your research.**



State Document Depository

All agencies are required to submit eight copies of their publications to the State Document Depository Program, administered by the State Library. The State Library keeps two of the eight copies and makes one of its copies available for loan. Other copies are distributed to depository libraries in the state and the Library of Congress.

If you're looking for publications from your agency or other agencies, you can find them in the ODIN catalog or call us at 328-4622 or 1-800-472-2104.



Cataloging Services

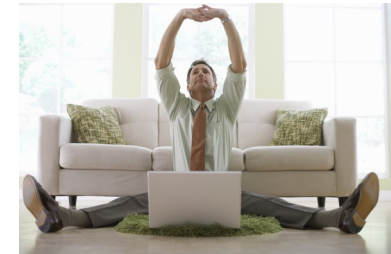
The State Library offers cataloging services to agencies that have a collection of books, videos, periodicals, etc. A cataloger at the State Library adds your library's collection to ODIN (Online Dakota Information Network), the statewide online catalog. This allows your staff and the citizens of North Dakota to see what materials your library owns. Your agency continues to house the materials at your site. The State Library will pay the cataloging fees.

For more details on this service, please call 328-4610.

**The State Library has been
cataloging for agencies since 1994.**



*The State
Library
has over
150,000
titles in its
collection.*



**Tackle
research
head-on
with the
Online
Library
Resources!**

Online Library Resources

In addition to the online catalog, the State Library has many different Online Library Resources available. They cover various topics including health information, homework help, electronic magazines, newspapers and more. Start with these when doing research and you're guaranteed to get accurate information.

To see the entire list and access these resources, visit <http://www.library.nd.gov/onlineresources.html>. You will need the barcode number from your State Library card and your password. If you do not have a library card, you can get one by filling out the online application form at <http://www.library.nd.gov/librarycard.html> or visiting us in person.

**Your State
Library
card allows
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check out
books,
DVDs, audi-
obooks and
more!**

