

Library Resources for State HR Professionals



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Missouri State Library



- What does the Reference Services Division of the Missouri State Library do?
- One of three divisions of the Missouri State Library, Reference Services provides direct library and information service in support of Missouri state government.
- Under the Office of Secretary of State

Role of Reference Services



- Select and provide access to key research materials needed by state employees
- Offer research assistance for state employee research projects and requests
- Provide tutorials and training sessions on using electronic databases, catalogs, and other research-related information sources, such as the U.S. Census website
- Available to any state employee – new employee packet, brochures available

Evolving Approach to Information Delivery



- Few state employees have the luxury of time to come to the library to do necessary research.
- Reference Services has increasingly changed the delivery of services and information from print to electronic.
- Many of the resources we now offer can be searched online from our web page or provided to the state employee from their desktop.

Electronic Resources



- Databases
- *Database* - A collection of data arranged for ease and speed of search and retrieval.
The American Heritage® Dictionary of the English Language, Fourth Edition
Copyright © 2000 by Houghton Mifflin Company.
- Subscription services freely available from your work desktop

Navigating to the Databases



- All of the subscription databases the Missouri State Library has purchased are found from the Secretary of State's web site.
- Navigate to the State Library tab on the right hand side of the screen of sos.mo.gov, and then choose Reference Services.
- On Reference Services home page, go to Find a Resource, then Search for Articles:
<http://www.sos.mo.gov/library/reference/databases/title/>

Multidisciplinary databases



- EBSCOhost's *Academic Search Elite* and Gale's *InfoTrac General OneFile*
- Large, multidisciplinary databases
- News articles, journal publications, magazine pieces
- Extended coverage of numerous titles

Academic Search Elite



- A product of EBSCOhost
- Contains LARGE number of articles from numerous publications, including magazines, journals, and newspapers and reports
- Good for primary searches when you're just starting your research
- *Example: Enter Academic Search Elite, search EEOC*

E-Journal Finder



- If you cannot find the full text of an article/record in a database you are searching, try entering the title of the publication in our E-Journal Finder:
<http://www.sos.mo.gov/library/reference/journals/>
- Will search all of our subscription databases for the publication entered
- *Example:* From EEOC results page, look for article number nine, published in *CQ Weekly*, and number 28, published in *Harvard Civil Rights*

Subject-Specific Databases



- Some databases and resources available from the databases page are discipline-specific
- *Business Source Premier*, also a product of EBSCOhost, includes only business-related publications. *Example:* contracts, full text.
- *Business and Company Resource Center*, for business, industry and management information, *CINAHL* for allied health information, *Environmental Universe* for environmental code, news and commentary, among many others.

State Capital and Congressional



- LexisNexis, as a vendor, provides a number of databases. Reference Services subscribes to several, which allows free access to these databases from state employees' desktops.
- *State Capital Universe* and *Congressional Universe* cover state legislative and U.S. Congressional materials
- Slightly different interface than the EBSCO or Gale databases

Congressional Universe/ State Capital Universe



- Bills
- Congressional Publications
- Legislative Histories, Bills and Laws
- Members and Committees
- Regulations
- Congressional Record and Rules
- Political News/Hot Topics

- Bills
- Statutes
- Regulations
- Issues
- Members
- List of Links

Training Media Collection



- Collection of DVDs and VHS training materials over subjects such as harassment, diversity, customer service skills and leadership.
- Check-out limited to two titles at a time
- Must pick up and drop off in person
- High replacement cost because of purchased public use rights
- See handout for full list of titles

The Cardinal Rule for Missouri State Library Users



- **NEVER, EVER, EVER...**

pay for piece of information (journal article, report, newspaper article, book) without talking to Reference Services first. If we cannot find it for you in a catalog or database, we can request it from another library if available.

Shameless Plug



In addition to its research services, the Missouri State Library offers subscription and training services:

- **Keeping Up** – articles from Missouri newspapers pertaining to state government
- **Table of Contents** – tables of contents from journals you select, delivered to your email inbox
- **Training** – training on topics from general resources to specific databases, provided on site as well as at MOTEC

Contact us:



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Reference Services

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