

## 50 Ways the Kentucky Department for Libraries and Archives Helps Kentucky Libraries, State Employees, State and Local Government Agencies and Citizens

1. Maintains the **KDLA Catalog** at <http://kdla.kyvl.org> for bibliographic access to thousands of books, audiobooks, videos and DVDs, and government publications.
2. Maintains a **website that provides useful information** for citizens and researchers, government records managers, state government employees and librarians.
3. Responds, through reference staff, to numerous citizen, state government and library staff inquiries – many through the “**Ask a Librarian**” email service.
4. Participates in the **Federal Documents Depository Program**, providing access to information disseminated by the U.S. Government.
5. Catalogs and provides access to **state government publications**.

### Helping Public Libraries:

6. Provides **circulating collections of audiobooks and large type print books** to public libraries.
7. Provides **multi-format large print and regular print book discussion kits** to public libraries that promote reading among adult members of the community.
8. Offers multi-format Text Express **youth book discussion kits** to public libraries that promote reading in children and young adults.
9. Creates, catalogs and distributes **thematic kits** (for all age levels) that contain developmentally appropriate materials (books, CDs, DVDs, electronics, games or toys and resource guides) for use in public library programs.
10. **Partners with Kentucky Educational Television (KET) in The Lending Library** which allows Kentucky early childhood professionals to earn credits toward state childcare licensing requirements by watching the video/DVD sets and completing the corresponding coursework.
11. Coordinates a variety of live online **technology training sessions** to hundreds of library personnel.

12. Maintains a **collection of library and information science** and other resources for use by Kentucky library personnel and provides consultative services to public libraries in need of assistance in locating and analyzing existing resources on a particular issue.
13. Provides administrative, technical, and training **support for resource sharing programs**, including contributing public library catalog holdings to OCLC.
14. Responsible for the **Kentucky Union List of Serials (KULS)** which collects and shares detailed information about Kentucky libraries' holdings of magazines and research journals for the purpose of resource sharing.
15. Provides **Braille and recorded books** to 4,400 users who are unable to read print because of visual or physical disabilities, through the Talking Book Library.
16. **Records books**, through the Talking Book Library, that are about Kentucky or written by Kentucky authors and makes them available to 4,400 users who are unable to read print because of visual or physical disabilities.
17. Provides, through **statewide consultants** with specific areas of expertise, consultation, programming and training to public libraries.
18. Provides, through **regional consultants**, guidance to public libraries in a wide variety of issues; the consultants serve as liaisons between library staff, boards of trustees and government agencies.
19. Works with the State Certification Board to **administer the Public Librarian Certification Program**.
20. Awards **programming and technology grants** to public libraries to help them better serve their communities.
21. **Calculates library tax rates** for 105 of Kentucky's 120 counties.
22. Collects and compiles data from public libraries annually and distributes the ***Statistical Report of Kentucky Public Libraries***.
23. Produces **eight publications** and monitors **five email distribution lists** to provide reference to and foster discussion among the public library community.
24. Awards grants from the **Public Library Facilities Construction Fund** to enable libraries to build or remodel to meet 21<sup>st</sup> century service needs.

25. **Attends local public library board of trustee meetings** to provide guidance and help anticipate future issues.
26. Provides **training and support for youth services librarians** including the Collaborative Summer Reading Program.
27. Supports the development of the library profession by providing **scholarships** for study towards a master's degree in library science.

### **Helping State and Local Government Agencies and Employees**

28. Provides access to **research databases** to state government employees in order to locate newspaper articles, magazine and journal articles, statistics, business data and other information needed for work.
29. Provides **free online training** in the use of online database services to state government employees; online tutorials are available for employees who wish to learn more about the library's resources and services.
30. Provides **free interlibrary loan service** to state government employees who need information for their work.
31. Provides convenient **free delivery of library materials** to state government employees through state messenger mail, email, UPS or fax.
32. Publishes and maintains **recommended resource lists** on selected management and employee topics, lifestyle and wellness issues, and safety training topics on the KDLA website.
33. Works with over 120 state agencies, 300 boards and commissions, and all state universities to create and maintain **agency records management programs** and help update and implement **Records Retention Schedules**.
34. Provides high density centralized **storage and rapid retrieval services** for over 194,000 cubic feet of government records in the State Records Center.
35. Provides **records management training** and assistance to state agencies.
36. Provides secure, environmentally controlled **storage for over 100,000 cubic feet of original, permanent public records** that document the activities of state and local government in Kentucky.

37. Assists more than 3,000 on-site visitors and answers over 8,000 mail or telephone archival records **reference requests**.
38. Provides access to over **100,000 cubic feet of original permanent public records** and over **60,000 rolls of microfilmed public records**.
39. Arranges and describes various **collections of permanent public records**, including multiple collections of historic photographs and special format materials, to improve access for researchers.
40. Provides descriptive catalog records and electronic finding aids for records housed at the Kentucky State Archives and over 300 other manuscript repositories in Kentucky through the **Kentucky Guide program**.
41. Provides **training and records management support** for government workers to manage the increasing number of vulnerable **electronic records** in state and local government.
42. Offers **electronic records preservation services** to state government, including consultation, storage and conversion, to save and provide access to permanent electronic records of historical value.
43. Provides preservation and conservation services through the **Document Preservation Lab**, with a range of services that stop deterioration and improve the condition and appearance of many government records, ensuring their availability for public access for years to come.
44. Provides **records management direct service** to all local public agencies in the Commonwealth; this includes creating and implementing record retention schedules and providing expert guidance and training in all areas of records management.
45. Provides **grant funds for local records management projects** such as security microfilming archival records, conserving and preserving archival records, implementing new recordkeeping technologies, and establishing local archives.
46. Provides state and local agencies an affordable option for reformatting their records, with low-cost **digital imaging and micrographics services**.
47. Provides security and long-term preservation for the Commonwealth's permanent records by microfilming and **secure storage in the microfilm vault**.

48. Provides on-site researchers microfilm for genealogical and legal research and **duplication of microfilm services** for customers, libraries and government agencies.
49. Provides standards and guidance for state and local agencies in microfilming and digital imaging and **quality control inspections to ensure that microfilm meets archival standards.**
50. Stores 60,000 reels of microfilm in secure storage as the **back-up for local records.**