

All About KDLA



***KENTUCKY DEPARTMENT
FOR LIBRARIES AND ARCHIVES***

Welcome





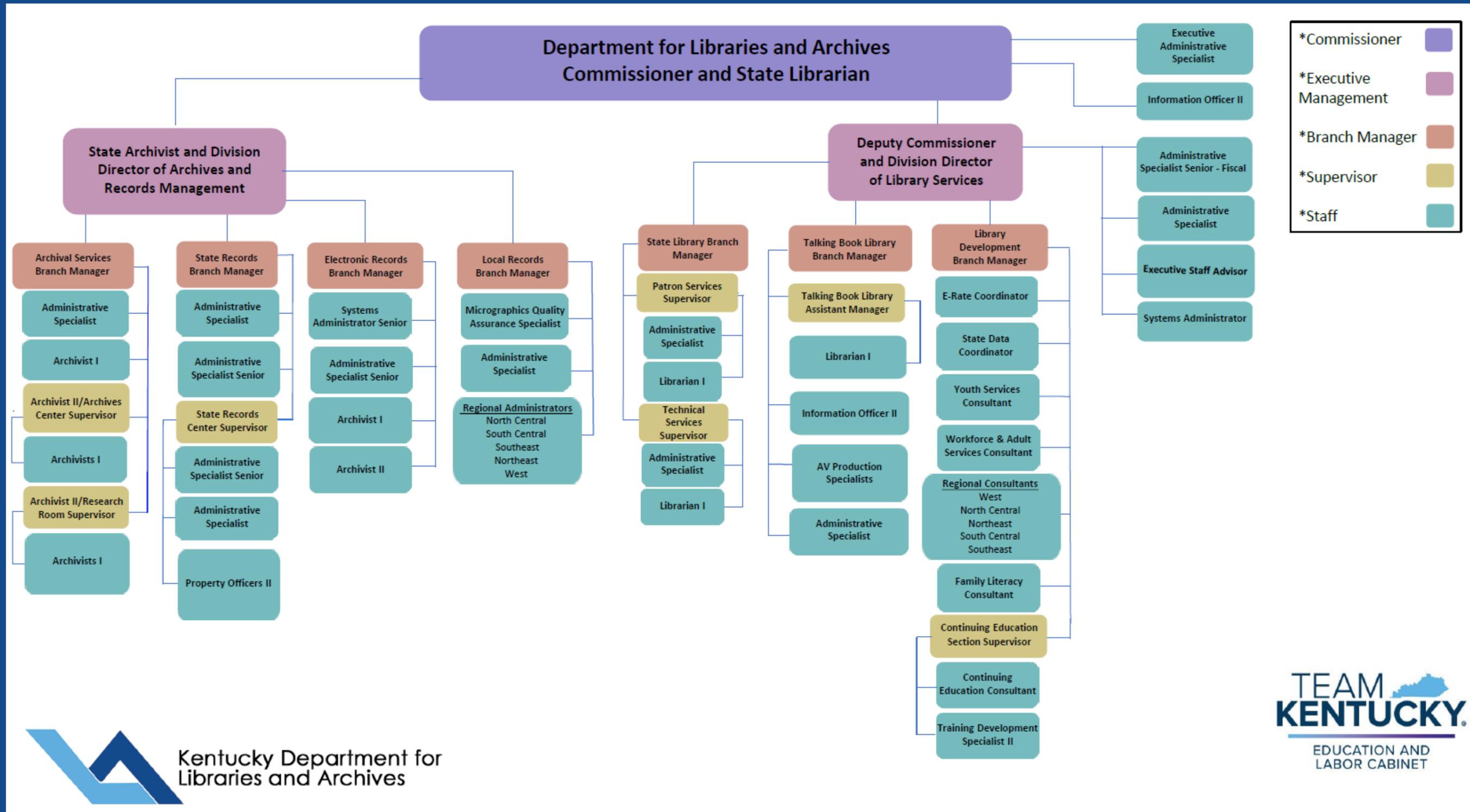
KDLA Divisions

Commissioner's Office

**Library
Services
Division**

**Archives &
Records
Management
Division**

KDLA's Organizational Chart



- *Commissioner
- *Executive Management
- *Branch Manager
- *Supervisor
- *Staff



Commissioner's Office

- **Commissioner/State Librarian**
- **Deputy Commissioner**
- **Executive Administrative Secretary**
- **Information Officer II**
- **Administrative Specialist Senior**
- **Administrative Specialist**
- **Executive Staff Advisor**



Commissioner's Office

The Commissioner and State Librarian

- Responsible for the overall policy and leadership of the agency
- Representative to the Education and Labor Cabinet, and library commissions, councils, and professional organizations
- Assists the oversight, direction, and developing of partnerships that will enhance services and strengthen long-term sustainability

Commissioner's Office team

- Provides internal financial, administrative, communications, and facilities support to the agency
- Supports the branches and key patron groups including the public libraries, state employees, state agencies, and professional archival groups



Library Services Division

The Library Services Division provides leadership, coordination, and support for libraries across the state. Its primary responsibility is to strengthen library services and ensure equitable access to information, technology, and educational resources for all residents. The division is staffed by program managers, consultants, and subject-matter specialists with expertise in public library development, children and youth services, technology, continuing education, and community engagement.

Programmatic Focus

- **Literacy and Education:** Early literacy, adult literacy, and workforce development programs.
- **Equity of Access:** Expanding library services in rural, underserved, or special populations.
- **Community Engagement:** Partnerships with schools, nonprofits, state agencies, and cultural organizations.



Library Services Division

Branches:

State Library Services Branch

Library Development Branch

Kentucky Talking Book Library



State Library Services Branch

The State Library provides library services for its primary customer groups, state agency employees and the staff of public libraries.

- State employees have access to reference and research assistance; research databases; interlibrary loan; trainings; a physical collection of books, CD audiobooks, and DVDs; as well as a collection of downloadable books, audiobooks, and magazines through Kentucky Libraries Unbound
- Public library staff have access to adult and youth book discussion and programming kits, as well as lending collections of large print books, CD audiobooks, and Language Other Than English (LOTE) books. State Library staff also provide interlibrary loan assistance and consultation; reference and cataloging consultation; as well as professional development resources such as trainings and print and digital library science books.
- Services provided to non-primary customers include on site assistance for KY residents and visitors and a mail-in reference program for inmates in Kentucky correctional facilities.

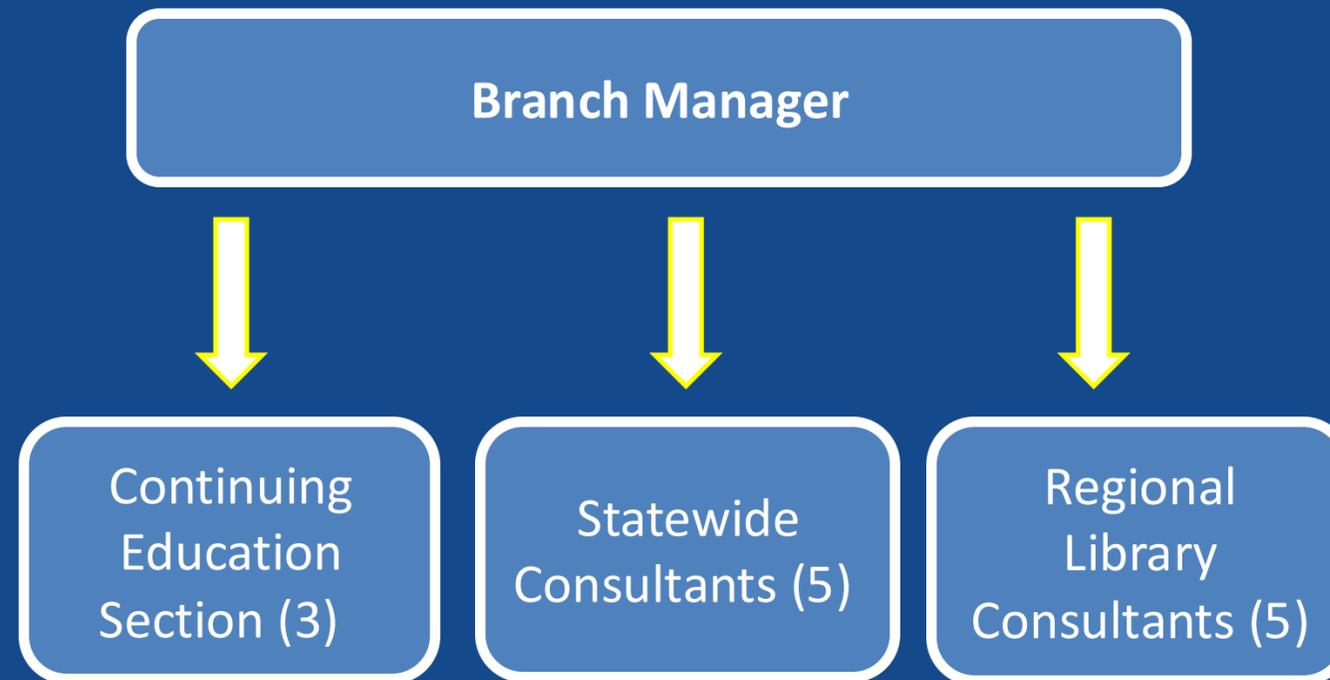


Library Development Branch

The Library Development Branch empowers Kentucky public libraries to provide excellent service through consulting, training, resource sharing, and grant funding.

Our 14 staff members serve 120 public library systems. We manage library staff certification, provide training, develop book and thematic kits, manage sub-grants for innovative library services, assist libraries in receiving discounts on internet and networking equipment, and provide guidance and best practice advice to public library boards, directors and staff.

Library Development Branch



Full Staff Listing <https://kdla.ky.gov/Library-Support/plssd/Pages/Library-Development-Branch-Staff.aspx>

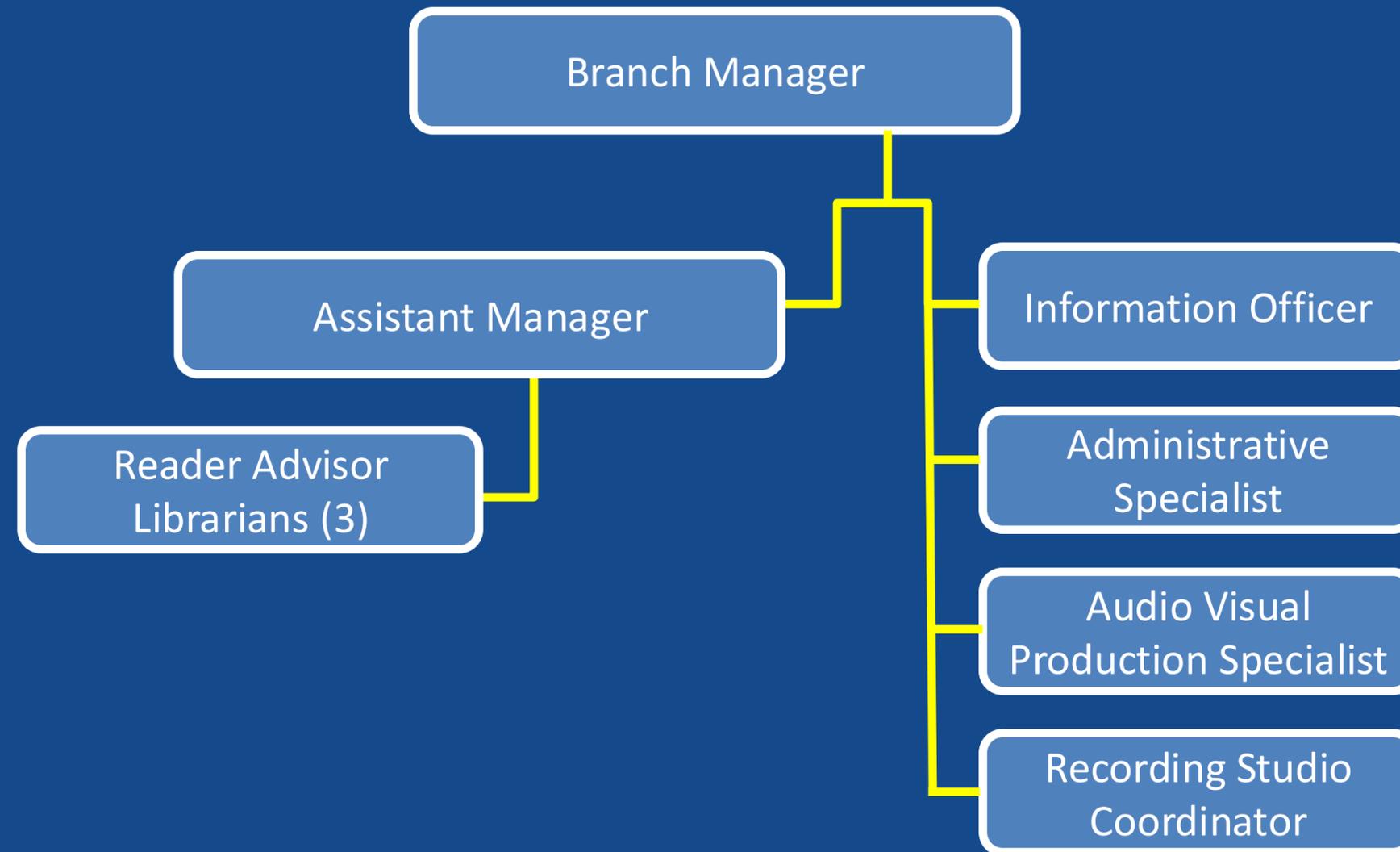


Kentucky Talking Book Library

The Kentucky Talking Book Library provides free accessible library service to anyone in Kentucky who has trouble reading traditional print due to a physical, visual, or reading disability.

Patrons have access to free audio and braille book service through downloads to their own device like a smartphone or through a special player and cartridges sent through the mail and loaned to them throughout their time in the program.

Kentucky Talking Book Library





Archives & Records Management Division

The Archives and Records Management Division (ARM) works with government agencies to identify and manage the records they produce. The ARM Division helps agencies meet the legal and financial requirements expected of them and ensures that the history of the Commonwealth's governance and the interactions of its peoples with that government are preserved. Permanent, archival records are preserved at the State Archives where they are available for research to the public. While agencies make use of the State Records Center for economic storage of non-permanent materials.

A stack of several books is visible on the left side of the image, showing their spines and pages. The books are arranged in a slightly overlapping manner, creating a sense of depth and texture. The colors of the spines vary, including shades of brown, tan, and white.

Archives & Records Management Division

Branches:

Archival Services Branch

Local Records Branch

State Records Branch

Electronic Records Branch



Archival Services Branch

We are the Kentucky State Archives. We operate the Archives Center, consisting of about 125,000 cubic feet of Kentucky's permanent and historic public records, and the Archives Research Room, where patrons can access the microfilm, scans, and original documents of the Archives collection.

A stack of several old, worn books with yellowed pages and dark covers, arranged diagonally from the top left to the bottom left of the image.

Archival Services Branch

Branch Manager
Administrative Specialist
Special Collections Archivist

Archives Center Supervisor	Research Room Supervisor
Archivist I	Archivist I
Archivist I	Archivist I
	Archivist I

A stack of several books with white pages and dark covers, viewed from a top-down perspective, positioned on the left side of the image.

State Records Branch

The State Records Branch provides records management assistance to all state government agencies, from scheduling to storage to disposition. It includes the State Records Center, which provides storage and retrieval services for public records.

Schedule

A list of records created, used, or maintained by a public agency, along with information about specific periods of time to maintain them and when and how to dispose of them.

Storage

Proper storage safeguards records against loss and improper removal for the duration of their life cycle and ensures they are accessible when needed.

Disposition

The action taken with non-current and inactive records following their appraisal. This may include destruction, transfer to the State Archives, or permanent retention in agency.



State Records Branch

The State Records Center, located at 1425 Leestown Road, currently stores over 300,000 cubic feet of records.

We receive ~14,000 cubic feet of records every year to store.

Our holdings now represent 104 state government agencies and 104 counties in the judicial system.



State Records Branch

@Coffee Tree



Branch Manager
Records Analyst (2)
Administrative Specialist
Clerical/Administrative - temp

@State Records Center



Section Supervisor
Administrative Specialist Senior
Administrative Specialist
Property Officer II (4)
Office Support Assistant - temp



Local Records Branch

The Local Records Branch provides records management trainings and consultative services to all local government agencies throughout the Commonwealth of Kentucky.

In addition to this, we administer a grant program to assist local government agencies with preserving permanent historic records, improving their records storage, and improving/starting a records management program.

A vertical stack of several books with white pages and dark covers, positioned on the left side of the image. The books are slightly offset, creating a sense of depth.

Local Records Branch

Consists of:

Branch Manager

Administrative Specialist

Micrographics Quality Assurance Specialist

5 Archives & Records Regional Administrators



Electronic Records Branch

Provides guidance to State and Local government agencies on electronic records management, digitization, storage systems, and digital preservation.

Takes in and preserves permanent state public records in the Kentucky State Digital Archives. Users can search, browse, and download both modern "born-digital" records and digitized historic records online!



A stack of several books is visible on the left side of the image, with their spines and pages creating a diagonal pattern. The books are in black and white, and the stack is positioned against a dark blue background.

Electronic Records Branch

Consists of:

Branch Manager

Electronic Records Archivist (born-digital records)

Digital Projects Archivist (digitized, historic records)

Electronic Records Analyst (records management)

Systems Administrator (databases)

Temporary Staff (digitization)



**Thank
You**

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kdla.ky.gov