## State Library Tours & Training Services

We provide tours of the State Library, overviews of our services, and introductions to the online library resources to state employees who request them.

If you would prefer to learn about the online library resources and everything else the State Library has to offer without leaving the comfort of your office, we're more than happy to meet you where you're at.

To schedule a training, please contact the Outreach Specialist at ndsltrain@nd.gov or 328-4661.

## Connect with us!



## Visiting the Library

Liberty Memorial Building 604 East Boulevard Avenue Bismarck, ND 58505

### **Opening Hours**

Monday - Friday 8:00 AM – 4:00 PM

### **More Information**

www.library.nd.gov statelib@nd.gov

#### **Information Services**

701-328-4622 800-472-2104

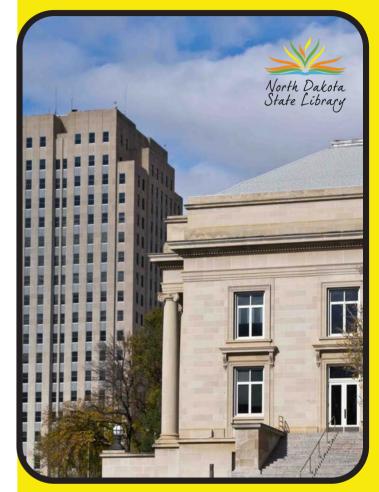
**Talking Books** 701-328-1408 800-472-2104

### State Librarian Mary Soucie

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

December 2022

# Services for State Agencies and State Employees



The State Library serves state agencies in many ways. Learn how to utilize our services to make your workday easier.

www.library.nd.gov

### **Cataloging Services**

The State Library offers cataloging services to agencies for their collections of books, videos, periodicals, etc. A cataloger at the State Library adds your library's collection to the statewide online catalog Online Dakota Information Network (ODIN), which allows your staff and others to discover what materials your library owns. The State Library pays the cataloging fees, and your agency continues to house the materials at your site.

For more details on this service, please call 701-328-4610.

## **Digital Initiatives**

Digital Initiatives provides resources, guidance, and consultation to state agencies who are interested in starting their own digital collection projects. Digital Initiatives will also work with state agencies who would like to have their historic documents digitized and made available online.

For more information, visit https://librarynd.libguides.com/digitalinitiatives.

### **Online Library Resources**

The State Library has many Online Library Resources available that cover various topics, including health information, language-learning classes, ebooks and audiobooks, newspapers, continuing education courses, and more.

To access these resources, visit http://library.nd.gov/onlineresources.html. You will need the barcode number from your State Library card and your password (last name in all lowercase).

For more information, please contact us at statelib@nd.gov or 701-328-4622.

### **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.

You can call us at 701-328-4622 or submit your reference question via email to statelib@nd.gov.

### **State Document Depository**

All state agencies are required to submit eight copies of their publications (strategic plans, annual reports, meeting minutes, brochures, and more) 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. The other six copies are distributed to the depository libraries in the state and the Library of Congress.

If you have any questions, please contact us at statedocs@nd.gov or 701-328-2491.

## **State Library Collections**

The State Library's physical collection includes fiction, nonfiction, large print, young adult, county plat maps, and more.

The State Library also offers e-books, eaudiobooks, and e-magazines through the Libby app.

For more information about the State Library collections, visit http://library.nd.gov/librarycollections.html.