

## Continuing Professional Development?

### LearningExpress Library

Find a variety of resources that will prepare you for career success including popular interactive software tutorials that will take your computer skills to the next level. You can find tutorials in Microsoft Word, Outlook, Excel and many more. This database is great for continuing professional development at no charge. Visit [kslib.info/eor](http://kslib.info/eor) and look under our learning modules

### Find Courses in:

- Microsoft Word, Excel, Outlook, Powerpoint, etc.
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- Workplace Skills Improvement
- Computer & Internet Basics
- Recursos para Hispanohablantes
- and many more

## Work Related Research?

Visit [www.kslib.info/state-employees/research-tools.html](http://www.kslib.info/state-employees/research-tools.html) to access these resources.

### Proquest- Research & ABI/Inform

Search for coverage of a broad range of subjects including children, education, general interest, humanities, military, psychology, sciences, and social sciences. In-depth coverage of business and economic conditions, management techniques, theory and practice of business, economics, human resources, finance, taxation, computers, and health.

### HeinOnline

Access to the Kansas Session Laws, Code of Federal Regulation, Federal Register, Congressional Record, U.S. Statutes at Large, law journals, and Subject Compilations of State Laws.

### ReferenceUSA

A detailed database of businesses that provides contact information and employment size for 12 million U.S businesses. The household module provides access to 89 million households and is useful for verification. Accessible in the library and through state agency computers.

### NewsBank

Provides full-text articles from the electronic editions of record for more than 1100 U.S. newspapers- all in one easy-to-search database.

### Lexis-Nexis State Capitol

Searches bill status, state statutes, summaries of state statutes, publications on legislative issues, and information on state legislators for all 50 states.

## ASK a Librarian

Live Chat available M-F, 8am-5pm



Ask a Librarian is an online reference service powered by the State Library of Kansas Reference Department. This service is perfect for state employees with reference questions and available at no charge!

[www.kslib.info/ask-a-librarian.html](http://www.kslib.info/ask-a-librarian.html)

## Orientation and Training

Schedule a time for training in the use of library information products, tools, and services. Instruction is offered at no cost to state employees. Customized training is developed to fit your needs. One-on-one or group sessions are available. Email [cindy.roupe@library.ks.gov](mailto:cindy.roupe@library.ks.gov) for more help.

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Suggest a publication: There are hundreds of other journals available for this service. To find out if your non-listed favorites are included, enter the title below and someone from the Reference Department will contact you.

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## 3 Send to State Library of Kansas (choose an option)

### Building Mail:

Cindy Roupe  
300 SW 10th Ave.  
Room 312-N  
Topeka, KS 66612

### Scan & Email:

[infodesk@library.ks.gov](mailto:infodesk@library.ks.gov)

### Fax:

(785) 296-6650

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A confirmation email will be sent to your provided work email address. Once you confirm, alerts will be sent to your in-box as they become available.