

# Inform Quarterly

*A Newsletter from the Illinois State Library's Reference Section*

Jesse White • Secretary of State & State Librarian

## What is Inform Quarterly?

Inform Quarterly is a newsletter created by the Illinois State Library's Reference Section to inform state employees about the many services it has to offer.

The Reference staff's goal is to assist state employees in their work-related informational needs. From traditional print materials to the latest online services, the Reference staff is here to serve you.

The Reference staff encourages feedback on how well it is serving Illinois state employees. Is there an area of public service not being covered? Does the library have the resources needed for your work? If not — or even if we are — please contact us at:

Reference phone • 217-782-7596

Reference fax • 217-524-0041

Map Collection • 217-782-5823

Patent & Trademark Division • 217-782-5659

"Ask the State Library"  
[www.cyberdriveillinois.com/library/forms/  
email\\_ref.html](http://www.cyberdriveillinois.com/library/forms/email_ref.html)

Illinois State Library hours:  
Mon. – Fri., 8 a.m. – 4:30 p.m.

**We look forward to  
hearing from you!**

## "Ask the State Library" turns two

The State Library's e-mail reference service — "Ask the State Library" — celebrated two years of service in June.

Secretary of State and State Librarian Jesse White unveiled the electronic service as a way for people across the globe to contact the State Library with "ready reference" questions (those that are relatively short and do not require in-depth research). Questions have come in from as far away as Australia and as close as across the street.

If you have a ready reference question you think the library may be able to help you with, visit:

[www.cyberdriveillinois.com/library/forms/email\\_ref.html](http://www.cyberdriveillinois.com/library/forms/email_ref.html).

## Voyager Catalogue available

The State Library's Voyager Catalogue system is up and running. This new system allows individuals to search for library materials (books, magazines, journals, maps, audio/visual and other materials) more easily without having to visit the Illinois State Library.

The system also allows people to request materials directly from any of the 44 major libraries throughout the state that are connected to the system — mainly college and university libraries.

To access the Voyager Catalogue, visit:

<http://library.ilcso/illinois.edu/isl> (click Illinois State Library Catalogue). From there you will be able to search Illinois State Library records. You also may access the new catalogue from the library's page on the Secretary of State's Web site at:

[www.cyberdriveillinois.com/library/isl/isl.html](http://www.cyberdriveillinois.com/library/isl/isl.html) (click Illinet Online under the "resources" column on the right side of the front page).

Several tutorials are available at these sites to help with your searches. If you have any questions, please call 217-782-7596, or stop by the Reference desk on the second floor of the State Library. The staff will be happy to assist you.

**Serving Illinois state employees • Fall 2002**

## Not Just Books

The Illinois State Library has more in its vast collection than just books. It also has video and audio recordings on both cassettes and CDs, including:

- X **101 Secrets of Highly Effective Speakers**, by Caryl Rae Krannich, Listen & Live Audio, Roseland, NJ. Two cassettes. CASSETTE 808.51/KRAN
- X **Don't Shoot the Messenger: Common Workplace Courtesies That Reduce Tension & Lower Stress**, Briefings Publishing Group, 2001, Alexandria, VA. One videocassette. VIDEOCASSETTE 651.13/DON'T
- X **How to Handle Difficult People**, by Joe Gilliam. Oasis Audio, 2000, Carol Stream, IL. Two cassettes. CASSETTE 158.7/GILL
- X **History of American Corrections**, American Correctional Association, 2001, Lanham, MD. One videocassette. VIDEOCASSETTE 364.6/HIST

## New Reference Resources

Following are just a few of the many new reference resources available at the Illinois State Library:

- X **The Environmental Resource Book**, Grey House Publications, 2002, Millerton, NY. 333.714/ENVI
- X **Official Trucking Safety Guide: Federal & All States**, J.J. Keller & Associates, Neenah, WI. OVERSIZED 388.324/KELL
- X **Quick Reference to 2001 IRAs**, by Donald R. Levy & Gary S. Lesser, Panel Publications, 2002, New York, NY. 343.0524/LEVY
- X **Social Workers' Desk Reference**, edited by Albert R. Roberts & Gilbert Greene, Oxford University Press, 2002, Oxford, NY. 361.32/SOCI2

For a list of other new materials at the State Library, visit: [www.cyberdriveillinois.com/library/isl/isl.html](http://www.cyberdriveillinois.com/library/isl/isl.html) (click Initiatives, then Reference Services, then New Acquisitions).

## Electronic Resources Too!

The State Library subscribes to a number of electronic resources that can be accessed through its computers, including:

### Congressional Universe

Provides more than 25 years worth of congressional information, including facts and figures on nearly any current topic of interest. The resource covers the full text of congressional working papers and bills, as well as the *Federal Register*, *Code of Federal Regulations*, the *U.S. Code* and the *Congressional Record*. It also includes biographical and committee assignment information, voting records and financial data for Congress.

### Gale's Ready Reference Shelf

Integrates 14 of Gale's most popular reference directories, including more than 320,000 listings for associations, research centers, publishers, publications (from newspapers and newsletters to periodicals and directories), databases, T.V. and radio stations, and more. The resource is fully searchable across all files.

### Reference USA

Provides information on virtually all businesses and organizations across the country — about 10.4 million in all. Searches may be made nationally or by city, state, ZIP Code or county. The database also can be searched by company name, SIC code, headquarters location, employee size and estimated sales.

**The Illinois State Library Reference staff encourages you to come in and try out these resources!**

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## Library card expired?

If you are an Illinois state employee and your State Library card has been lost or has expired, call the Circulation Desk and the staff can assist you over the phone.

**217-782-7573**

