

Newsletter for State Employees

IN THIS ISSUE:

- **Internet Resource:
Reference USA**
- **A Guide to Divorce in
New Jersey**
- **You're Never Overdue
with E-books**
- **Interesting Web Sites
to Bookmark**

Norma Blake
State Librarian

Colleen Dazé
Director

HOURS:

Monday-Friday
8:30 a.m. – 5 p.m.

185 West State Street
P.O. Box 520
Trenton, NJ 08625-0520

CONTACT US

609-278-2640

Reference: ext. 103
refdesk@njstatelib.org

Law Library: ext. 102
reflaw@njstatelib.org

Circulation: ext. 104
circulation@njstatelib.org

**To get a State Library
Card, visit the Library or
fill out a form online:
[www.njstatelib.org/
cyberdesk](http://www.njstatelib.org/cyberdesk)**

INTERNET RESOURCE: REFERENCE USA

Need to find a phone number, a list of businesses in your area, or even doctors within a specialty? Try *Reference USA*, an Internet-based database. Think of *Reference USA* as a directory of businesses or residents in the United States and Canada, similar to the phone book, but with more information.

Find *Reference USA* on the State Library web site:
http://www.njstatelib.org/Electronic_Resources/.

Click **By Title, O-R** and scroll down to any *Reference USA* link. At the prompt, enter your State Library barcode number and hit Enter.

In the database, choose categories on the left side of *Reference USA's* home page and begin searching.

Categories you can choose are:

- U.S. and Canadian businesses
- Corp Tech
- HealthCare
- Employers USA
- New Businesses – businesses added weekly
- U.S. and Canadian residential
- New movers
- New homeowners – updated weekly

You can either print or download up to 25 records per search. Check the box in front of the names you want to print or download. Choose summary (mailing information), the full detailed record, or for U.S. businesses you can specify particular fields you want to download.

For additional assistance contact refdesk@njstatelib.org or
609-278-2640 ext. 103.

*Reference USA offers
several ways to
search.*

*Use **Quick Search**
when you are sure of
the name of the
business or resident.*

*Use **Custom** or
Guided Search to
generate lists of
businesses or
residents or to locate
businesses and
residents you want to
target.*

*Note: Guided Search is
available for U.S.
businesses, new movers
and new homeowners.*

**To subscribe to The LINK and Selected New Books List,
send an e-mail to cwarrick@njstatelib.org.**

Need a computer over your lunch hour?

Reserve online ahead of time at

www.njstatelib.org/cyberdesk.

In the left-hand column, click on "Reserve a Computer."



YOU'RE NEVER OVERDUE WITH E-BOOKS

Do you like to browse a book and skim its details? Maybe you need only a specific chapter. Perhaps you want to look at every page referencing a particular place or topic. Would you like to do these things without having to remember to return the book or worry about replacing it? If your answer is "yes," then e-books are for you! New titles are added yearly. The Library has books for work and leisure. The range of subjects for e-books is extensive and includes information and technology, law, personal finance, personal development, the social sciences, the military, and tests.

Here's a sampling of titles:

Updating your business and management skills? Check out *Becoming an Extraordinary Manager: The 5 Essentials for Success.*

Considering a career change? Try *Acing the Interview: How to Ask and Answer Questions that Will Get You the Job.*

Need information on healthcare? Look at *Crack the Fat Loss Code: Outsmart Your Metabolism & Conquer Diet Plateau.*

Looking for legal information? How about or *Neighbor Law: Fences, Trees, Boundaries.*

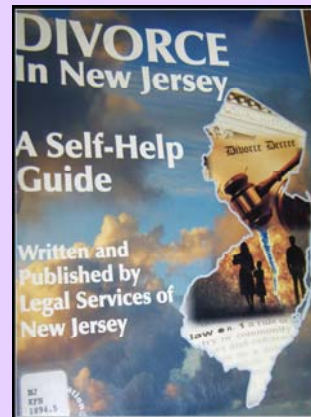
Thinking of starting a business? Try *Work from Home Handbook: Flex Your Time, Improve Your Life.*

Setting up an account is easy with your New Jersey State Library card. Visit www.njstatelib.org/cyberdesk and under "Research Tools" in the center of the page, click on "E-books", then "create an account." For assistance contact: refdesk@njstatelib.org or 609-278-2640 ext. 103.

DIVORCE IN NEW JERSEY: A SELF-HELP GUIDE

Divorce can be an anxiety provoking experience, but this anxiety is lessened when you have access to good information. *Divorce in New Jersey: A Self-Help Guide* is an excellent resource to help you make informed decisions about a process that can impact the rest of your life.

Located in the New Jersey State Library's law section, this divorce manual offers a "one-stop shopping" approach to information regarding divorce, including the necessary sample forms. It has careful, step-by-step instructions on everything from gathering records to preparing and serving the divorce complaint. The detailed table of contents serves as a quick reference guide for locating answers on individual issues regarding divorce. If the divorce filing results in a court hearing, the manual devotes an entire chapter to how to prepare for trial along with how to subpoena witnesses and how to decide what documentation is necessary to bring to your trial.



Locate the book through the State Library catalog at www.njstatelib.org/cyberdesk. For assistance contact reflaw@njstatelib.org or 609-278-2640 ext. 102.

The manual's comprehensive appendix contains sample forms for the divorce litigant. While not a "fill in the blank" packet of forms, these sample forms do offer a clear representation of exactly how the document is to appear when recreated on your word processor.

INTERESTING WEB SITES TO BOOKMARK

Units of Measurement Conversion

<http://people.virginia.edu/~rmf8a/convert.html>. This site offers you conversions for temperature, length/distance, area, weight, volume, energy, force, power or pressure. It's easy to navigate and covers the common units of measure as well as some that are not so common (like myriagrams or joules).

Online Writing Lab (OWL)

<http://owl.english.purdue.edu/>. If you need help with any aspect of writing, try the Purdue Online Writing Lab. From writing an academic paper to writing for employment to help with grammar and

mechanics, this site is your source. Its design is crisp, clear and easy to use.

Music that you love

www.pandora.com With the mission, "to reward the musically curious among us with a never-ending experience of music discovery," this web site gives you your own radio station of your favorite songs/artists/genres. You can create and refine your own radio stations for free. Sign onto any computer and play your music. Your song, your style, your way at www.pandora.com.