
THE LIBRARY OF VIRGINIA

MISSION

The Library of Virginia collects, preserves, publishes, and makes available materials and records of Virginia's history and culture. It manages a general reference and research library; is the official depository of state documents and a repository of local and federal documents; provides direction, assistance, and counsel to all libraries in the commonwealth, to all communities which may propose to establish libraries, and to all persons interested in public libraries; administers and distributes state and federal library funds; contracts with other states, regions, or districts for the purpose of providing cooperative library services; conducts a program of records management for official state and local records; serves as the archival agency of the state; and publishes original documents and manuscripts related to the commonwealth of Virginia.

The Library of Virginia was established by the General Assembly in 1823. It is the library agency of the state, the archival agency of the Commonwealth, and the reference library at the seat of government. The Library of Virginia's new building on Broad Street between Eighth and Ninth Streets contains 316,500 square feet of office and collection storage space plus two levels of underground parking for patrons and visitors. This six-story building includes a lecture hall, conference-sized meeting space, an exhibition room, comfortable reading areas, and special rooms providing secure access to archival records and special collections.

The Library of Virginia is governed by The Library Board, whose fifteen members are appointed by the Governor. It is directed by the Librarian of Virginia who is appointed by The Library Board.

The Library of Virginia is organized into six divisions: the Archival and Information Services Division, the Collection Management Services Division, the Information Technology Services Division, the Library Development and Networking Division, the Publications and Educational Services Division, and the Records Management and Imaging Services Division.

ARCHIVAL AND INFORMATION SERVICES

The Library of Virginia manages the archival and printed collections of the commonwealth of Virginia in fulfillment of its mission as the research and reference library at the seat of state government. As the official state archival repository, the Library preserves and provides access to more than 96.3 million archival items documenting four centuries of Virginia history. Among these materials are the papers of Virginia's governors, legislative bodies, and state agencies; birth, marriage, and death records; tax lists; Bible records; some of the oldest county and city court records in the United States; maps; and the private papers of many Virginia citizens, businesses, and community organizations. The Library also houses and makes available to researchers 1,816,432 books, serials, bound periodicals, federal documents and microforms. The Library's collections also include 240,000 photographs, prints, engravings, broadsides, posters, and paintings.

COLLECTION MANAGEMENT SERVICES

The Library of Virginia is responsible for developing and maintaining extensive collections of printed materials. Through its Technical Services department, the Library locates, acquires, and processes a wide array of books, journals, newspapers, and other materials. The Library also offers researchers superb special collections of rare books, imprints, broadsides, prints, posters, artwork, and photographs. The Library's Government Documents Program receives and provides access to a wide range of state and federal online and in-print publications and other research resources. The program also coordinates the State Documents Depository System, collecting and distributing state publications to twelve participating library systems across the commonwealth and to the Library of Congress. The Library's Virginia Newspaper Project is a multi-year program to locate, catalog, and microfilm thousands of newspapers from the early 1700s to the present. The Library of Virginia also coordinates an extensive and multifaceted conservation-preservation program designed to ensure that the Library's incomparable collections are maintained for future citizens.

INFORMATION TECHNOLOGY SERVICES

The Library of Virginia is dependent upon technology to accomplish its mission and meet its goals. The Information Technology Services (ITS) Division provides the technical services required to support the other divisions of the library. The ITS Division is responsible for all aspects of the library's information systems and services. These include maintaining and expanding the network infrastructure, operating the library's critical systems and applications, and supporting the internal and external users of our technology. The ITS Division is also responsible for information security and technology planning and growth, as well as policy formulation and implementation of electronic records and digital imaging standards to be used by state agencies and localities. In addition, LVA's Webmaster manages the library's increased presence on the Internet through our Web site (<http://www.lva.lib.va.us>), which is used by more than 2 million visitors worldwide each year to gain access to many of the library's resources.

LIBRARY DEVELOPMENT AND NETWORKING

The Library of Virginia provides professional consultation and support to more than three hundred public libraries in the commonwealth's extensive library system, as well as to library staffs in state agencies, schools, colleges, museums, corporations, and private organizations throughout Virginia. Library Development consultants foster cooperation among Virginia's libraries in areas such as children's and young adult services, the development of trustee and friends groups, and continuing education and training. The Library also administers and distributes state and federal aid funds to Virginia's public libraries. The Library Development and Networking Division oversees the Infopowering the Commonwealth initiative, including access to Find It Virginia electronic databases.

PUBLICATIONS AND EDUCATIONAL SERVICES

The Publications and Educational Services Division increases awareness of and access to the Library of Virginia's collections and enhances knowledge of and interest in the history, culture, and literary heritage of Virginia through publications, exhibitions, and educational and literary programs. The Library of Virginia's publications program, begun in 1904, presents works in the field of Virginia history and culture including documentary editions, genealogical resources, bibliographies, collection finding aids, monographs, and reference works. Among the more notable recent projects is the ongoing publication of the multi-volume *Dictionary of Virginia Biography*. The Library also offers a number of educational programs and services, including book talks and signings, lectures, workshops, exhibition tours, and symposia for students, educators, history professionals, and the general public. The exhibition program highlights important themes in Virginia culture and history with a special emphasis on materials housed in the Library's vast collections. The division also assists with the selection and judging of books for the Library of Virginia Literary Awards each year in order to foster greater awareness and appreciation of books, reading, and the literary heritage of Virginia.

RECORDS MANAGEMENT SERVICES

The Library of Virginia administers a comprehensive records management program for the commonwealth in compliance with the provisions of the Virginia Public Records Act. With consultation provided by the Records Analysis Services Branch, state and local government organizations receive direction in managing the creation, utilization, maintenance, retention, disposition, or preservation of records, with an emphasis on preserving Virginia's rich and historically significant public records. Through its Archival Description Services Branch, the Library locates, acquires, and processes a wide array of manuscripts, private papers, and state records. The Library's Local Records Services Branch processes and makes accessible the records of Virginia's towns, cities, and counties that have been transferred to the Archives. The vast majority of these holdings are from the commonwealth's 120 circuit courts. In addition, through its Circuit Court Records Preservation Program, the branch administers grants to localities to process and preserve historical records remaining in the localities. The Library's Imaging Services Branch provides secure storage facilities at the State Records Center for a variety of media formats and monitors compliance with standards established for long term storage of archival quality microfilm.

FINANCE AND ADMINISTRATIVE SERVICES

The divisions, branches, and departments of the Library of Virginia receive administrative support services from the Accounting and Procurement Services, Budget and Finance Reporting Services, Facilities Management, Human Resources Services, Patron Services, Photographic and Photocopy Services, Public Relations, and Support Services units. Public libraries may request assistance on human resources issues and procurement requirements from the appropriate department.

HOW THE LIBRARY OF VIRGINIA CAN HELP

Trustees may contact the Library of Virginia for additional information on any library-related topic. The toll-free number, (800) 336-5266, may be used. The following are some likely areas of interest:

TECHNOLOGY

Library Development and Networking Division
Telephone: (804) 692-3774; (804) 692-3768

- consulting services
- E-Rate program
- Find It Virginia databases
- FirstSearch

CHILDREN'S & YOUTH SERVICES

Library Development and Networking Division
Telephone: (804) 692-3765

- consulting services on materials, services, and programming
- summer reading programs

FRIENDS OF THE LIBRARY

Library Development and Networking Division
Telephone: (804) 692-3763

- consulting services for establishing Friends groups
- materials and resources
- workshops and in-service training programs

PUBLIC LIBRARY DEVELOPMENT

Library Development and Networking Division
Telephone: (804) 692-3763

- budget management
- personnel management
- policy development

STATE AID AND FEDERAL GRANTS

Library Development and Networking Division
Telephone: (804) 692-3762

- requirements for receiving grants
- formula for allocation for grants
- reporting/evaluation

**STATE & FEDERAL
DOCUMENTS**

Archival and Information Services Division
Telephone: (804) 692-3562

- local access to state publications through depository libraries
- information on state and federal documents

TRUSTEES

Library Development and Networking Division
Telephone: (804) 692-3763

- consulting services to library boards and library directors
- resources for trustees
- workshops and in-service training for trustees

SELECTED TELEPHONE NUMBERS

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| Librarian of Virginia | (804) 692-3535 |
| Deputy Librarian of Virginia | (804) 692-3599 |
| Archival and Information Services Division | (804) 692-3700 |
| Interlibrary Loan | (804) 692-3532 |
| Library Telephone Reference | (804) 692-3777 |
| Archives Telephone Reference | (804) 692-3888 |
| Collection Management Services Division | (804) 692-3741 |
| Government Documents | (804) 692-3754 |
| Virginia Newspaper Project | (804) 692-3559 |
| Finance and Administrative Services Division | (804) 692-3737 |
| Accounting and Procurement Services | (804) 692-3577 |
| Human Resources Services | (804) 692-3586 |
| Information Technology Services Division | (804) 692-3756 |
| Library Development and Networking Division | (804) 692-3993 |
| Publications and Educational Services Division | (804) 692-3999 |
| Records Management and Imaging Services Division | (804) 692-3600 |