INSIDE
THE CLARION UNIVERSITY LIBRARIES

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August 26, 2014   **Volume 10, Number 1·**

CU Libraries' Links:

The Clarion University Libraries newsletter is published weekly when classes are in session. Through *INSIDE,* we share information about our services and resources with the campus community. *INSIDE* is best viewed with Microsoft Outlook. However, you can read a PDF version of *INSIDE* online through the ***Libraries' homepage***.

Welcome To *The Libraries*!

The University Libraries welcome all new students and returning students, as well as faculty and staff. This is the first issue of our electronic newsletter for the new academic year. We publish *Inside The CU Libraries* on a regular basis to keep you up-to-date on Library news, services, and resources.

We encourage you to visit the Carlson or Suhr Libraries, and visit our Web pages at www.clarion.edu/library where many of our wide array of services are available.

In the coming weeks, we will share information with you about our services and resources. Watch for our communications, and please don't hesitate to contact us when you need information resources and support.

We're Open For Business!

Carlson and Suhr Libraries offer a wealth of information resources in print, media, and electronic forms. Reference Librarians are available to provide you with personalized assistance. If you need to use a computer, the Libraries have plenty. Both Libraries are "*wireless zones*" with notebook computers and iPads available for loan. Visit the Libraries, or contact us for more information.

Carlson Library Hours	Phone: 814-393-2301
Monday-Thursday	7:45 a.m.-Midnight
Friday	7:45 a.m.-5:00 p.m.
Saturday	9:00 a.m.-5:00 p.m.
Sunday	1:00 p.m.-Midnight

Suhr Library Hours	Phone: 814-676-6591
Monday-Wednesday	8:00 a.m.-8:00 p.m.
Thursday	8:00 a.m.-6:00 p.m.
Friday	8:00 a.m.-4:00 p.m.
Saturday-Sunday	Closed

Meet Carlson Library's *S.W.A.T. Team*

Got technology?
***WE* DO!**

Meet **S.W.A.T.** (**S**tudents **W**ho **A**ssist [with] **T**echnology) at Carlson Library!

Located on Level A, the ***S.W.A.T. Team*** is staffed by students with the knowledge and resources to help with a variety of issues encountered in the Libraries' computer labs.

As students, ourselves, we experience many of the same challenges as you…

- How do I print at the Library?
- How do I print a two-sided document?
- Can I scan a document or photo?
- How do I connect my phone, tablet, or laptop to the campus Wi-Fi?
- Who can help me format a Word document?
- What's the best way to design a brochure?
- How do I make an Excel Chart?
- Where can I make a photocopy?
- Why can't I log in to the computers?
- I forgot my password…what now!?
- How do I get more "Eagle Dollars?"
- The printer has a paper jam…who do I call on?

Call on **S.W.A.T.** for these – *and other* – issues!

Don't let technology discourage you…allow the **S.W.A.T. Team** to work *with* you to find a solution to your dilemma. We make every effort to resolve your computer issues. If we don't *know* the answer, *we have the skill and ability* to find a solution.

S.W.A.T. is the answer. Now…what's *your* question?

Library Tip: ID Cards

Don't forget to bring your Clarion University ID Card with you when you visit the Library.

Your card enables you to check out materials from the Library and borrow a laptop computer or iPad.

If you have Eagle Dollars on your account, you can use the ID card to print in our computer labs and even pay Library fines!

Faculty Tip: Database Changes

GeoRef, Philosopher's Index, PsycArticles, PsycINFO – Change in vendor. The PASSHE contract changes the provider from ProQuest to EBSCO. *Links in D2L and elsewhere must be changed.*

Films on Demand, PolicyMap – *Subscriptions dropped* due to increased costs and low usage.

New Proxy Server - PASSHE installed a new secure proxy server which provides access to Library databases from off-campus. If you include links to Library databases in D2L, on Webpages or in other internet sites, the first part of the URL is now "proxy-clarion.klnpa.org" (instead of navigator-clarion.passhe.edu). There will be a transition period of several months during which the old address will continue to work; however, you should *make the change now to avoid problems later*.

Database interface changes – August…It's the time of the year when some vendors upgrade the interface of their database. We suggest that you *check databases before you use them in a class* setting so that you are familiar with the changes. Among the recent changes are the following:

- Statistical Datasets (formerly by ProQuest, now by DataPlanet)

- Ebrary e-books
- Emerald Publishing – publisher of several dozen electronic journals

If you have questions about these changes, or if we can assist you in gaining access to alternative information resources (particularly in place of Films on Demand), please contact us. We will do what we can to assist and support you and your students.

- Stop by the Libraries
- Call the Libraries
  - Carlson Library: 393-2490 or 814-393-1841
  - Suhr Library (Venango College): 814-393-1242 or 814-676-6591 extension 1242
  - Clarion Online (currently known as Virtual Campus / Distance Education) faculty and students may use the special toll-free number provided just for you: 866-272-5612 (Press # 5 for Library)
- Contact us through our Ask a Librarian Webpage.

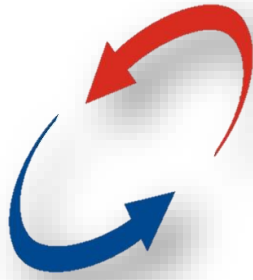# The Minion's Master Moves: *Printing*

The S.W.A.T. Minions remind you…

Carlson Library computers print by default to the floor on which they're located (our laptops default to the Level 1 printer).

Levels 1 and 2 have Black & White printers and accept *only Eagle Dollars* from a University ID card.

You can choose to print to **Level A** where color printing is available, and you can use *coins or paper money* (up to a $5 bill) to pay.

Cranial Candy: Word Of The Week

fungible

PRONUNCIATION:

(FUHN-juh-buhl)

MEANING:

adjective: Interchangeable.

ETYMOLOGY:

From Latin fungi (to perform in place). Earliest documented use: 1765.

NOTES:

When you lend someone a dollar bill, you don't care if he returns the same bill or a different one because money is fungible. Same with things such as gold, a cup of sugar, etc. However, if you lend someone your cell phone, you wouldn't be pleased if he returned a different phone even if it's exactly the same model. That would be an example of something nonfungible.

USAGE:

"Forbidden to own land for most of our two millennia of exile, we gradually became experts in accumulating capital, which is portable, easily inheritable, fungible, and expandable."

Ellen Frankel; Taking Stock; The Jerusalem Report (Israel); May 19, 2014.
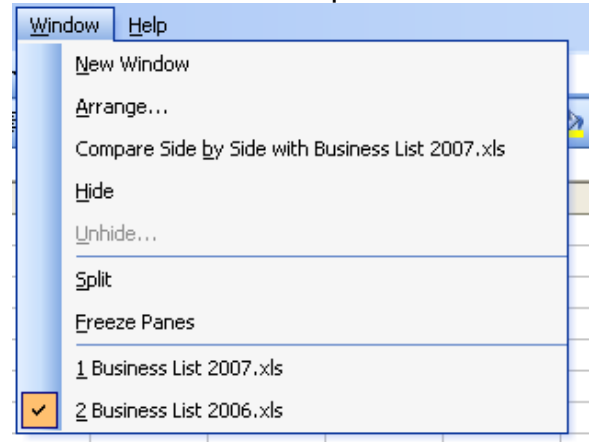
Computer Tip: Compare MS Excel Sheets

Rather than opening and closing multiple workbooks in an effort to compare numbers, use the automatic compare features. A user can arrange all open workbooks horizontally or vertically. Here's how:

1. Open all workbooks to be used in the comparison. Perhaps you have an old and new version of a list to be compared.

2. Click **Window** on the *Menu* bar and select either **Compare Side by Side** or **Arrange...**

```
Window  Help
        New Window
        Arrange...
        Compare Side by Side with Business List 2007.xls
        Hide
        Unhide...
        Split
        Freeze Panes
        1 Business List 2007.xls
     ✓  2 Business List 2006.xls
```

Compare Side by Side automatically decides the best view,

Arrange gives the user options.

Something To Think About:

There is only one way to achieve happiness on this terrestrial ball, and that is to have either a clear conscience or none at all.

-Ogden Nash, poet (1902-1971)