INSIDE
THE CLARION UNIVERSITY LIBRARIES

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September 9, 2014

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***.

CU Libraries' Links:

Inside The Clarion University Libraries

Clarion Online/Distance Education Support

BEST ONLINE PROGRAMS U.S.News & WORLD REPORT GRAD EDUCATION 2013

If you are a ***Clarion Online*** student or faculty member, you face unique challenges in gaining access to the information resources and services that you need to be successful. The University Libraries are committed to doing everything that we can to address your needs.

We suggest that you watch the video presentation: ***Introduction to the Library's Services***. This is an excellent introduction to our Virtual Library Services. At the moment, there is variation in the names and visuals used because of the transition that we have begun to the new ***Clarion Online*** name and the new University website that will be released in several weeks. Please don't hesitate to contact us when you have questions.

Guides to our services and resources can be accessed through the Library ***homepage*** by clicking on the ***Clarion ONLINE*** link. The link to the ***Clarion Online/Distance Education LibGuide*** leads to a handy LIbGuide designed especially for you. There are other videos available that provide insights including:

- Searching journal articles
- ILLiad borrowing services
- Log-on information
- And much more.

When you need help with distance education-related library matters, contact the University Libraries using any of these methods:

- Call the toll-free number: 866-272-5612 and press #5 for the Library.
- Go to the ***Library Homepage*** and

- Click **Live Chat** to connect with a Reference Librarian via computer - *in real time*
- Click **Ask A Librarian** to send an e-mail that a Reference Librarian will usually answer in 24 hours – or less!
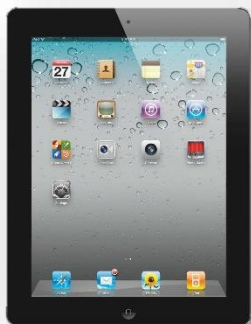
Laptops At The Libraries

Laptop computers in Carlson Library may be borrowed for *four (4) hours* for use *within the building*. These are high demand items, so to avoid late fees or fines, please remember to return them on time. Fees for late laptop computers and power cords are $2.50 per hour each (that is $5.00 per hour for the pair). Don't forget that laptops are always due one (1) hour *before closing time*.

Laptop computers in Suhr Library at Venango College (Oil City Campus) may be borrowed for use in the library for four hours. However, they may also be checked out of the Suhr Library building for up to a 24 hour period. Ask the staff about this service.

As always, loans are based upon availability and positive identification with a Clarion ID card.

The laptop loan program is made possible by Student Technology Fees and the Center for Computing Services.

iPads At The Libraries

Carlson and Suhr Libraries have iPads that students may borrow for up to *one (1) week*.

Each iPad comes with a carrying case, power cord, protective cover, and is pre-loaded with basic apps. If you want to load additional apps, you can...as long as you create and use your own Apple ID account. iPads are reconfigured to the original state when returned to the Library. However, apps that you have purchased are yours, and can be downloaded again when you choose.

Once each semester, iPad borrowers are asked to read and sign an agreement that outlines what you need to know about borrowing an iPad:

- You can keep the iPad "package" for one week

- Late fees are $25 per day
- Fees for damaged equipment may be assessed
- Lost iPads will cost you $600
- Etc.

As always, loans are based upon availability and positive identification with a Clarion ID card.

The iPad loan program is made possible by Student Technology Fees and the Center for Computing Services.

The Minion's Master Moves: *More Eagle Dollars*

The S.W.A.T. Minions remind you…

We've told you that each student receives $5 in Eagle Dollars pre-loaded to his or her Clarion University ID. But, what do you do when you've used up the $5?

You've got choices!

- Add a **minimum of $25** in Eagle Dollars *anytime [online]* using a credit card.

- Call or stop by the Center for Residence Life Services (they accept credit cards, cash, check, or money orders…again **$25 minimum**).

- Add **any amount** of cash to an Eagle Dollars account at the "Value Add" machines located in the lower level of the Gemmell Student Center or Level A of the Carlson Library!

  o The "Value Add' machines accept $1, $5, $10, or $20 dollar bills. Whatever you deposit is added to the account…*there is no change returned from these machines.*

Employees can use Eagle Dollars too! Money added to an account using any of these methods is available immediately

Cranial Candy: Word Of The Week

rote

PRONUNCIATION:

(roht)

MEANING:

noun:
1. A mechanical or unthinking way of doing something.
2. The sound of surf.
3. A medieval stringed instrument of Celtic origin. Also known as crowd or crwth.

ETYMOLOGY:

For 1: Of obscure origin. Earliest documented use: 1325.
For 2: Perhaps of Scandinavian origin. Earliest documented use: 1610.
For 3: From Middle French rote. Earliest documented use: 1330.

USAGE:

"From learning by rote they graduated to living by rote."

Ashwini Bhatnagar; Dina Nath (MBA); 2014.

"The dull mist immediately broke, blossomed with marvelous colors, all kinds of sounds burst forth -- the rote of the sea, the clapping of the wind, human cries."
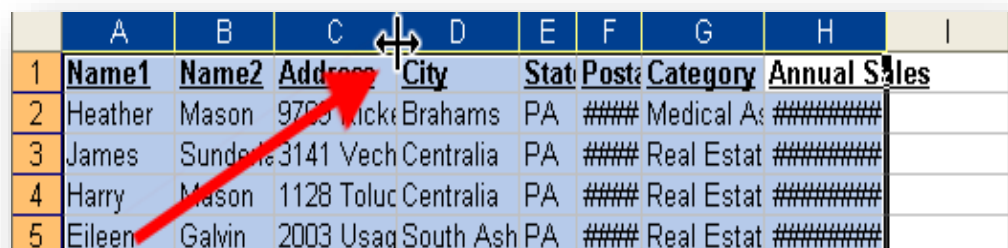
The Stories of Vladimir Nabokov; Knopf; 1995.

"One played the harp; another a viol;
another, the flute; another, a fife;
one played a rebeck; another, a rote."

E.D. Blodgett, translator; Romance of Flamenca; Routledge; 1995.

Computer Tip: MS Excel Column Width Tip

For many reasons columns sometimes overlap. The usual resolution is to manually click between each column header (A, B, C, D, etc.) and drag them to a size that allows for the viewing of all information. The fastest way to do this when there are multiple columns involved is to use the **AutoFit** feature.

1. Select the multiple columns by clicking the first column letter to be resized (A, B, C, D, etc.).

	A	B	C	D	E	F	G	H	I
1	Name1	Name2	Addr...	City	Stat	Post	Category	Annual Sales	
2	Heather	Mason	970... ick.	Brahams	PA	####	Medical A:	########	
3	James	Sund... 3141 Vech	Centralia	PA	####	Real Estat	########		
4	Harry	Mason	1128 Toluc	Centralia	PA	####	Real Estat	########	
5	Eileen	Galvin	2003 Usag	South Ash	PA	####	Real Estat	########	

2. Hold down the mouse button and dragging to the last column desired.

3. Place the mouse between two of the selected columns (any vertical line in the header row is fine).

4. When the double headed arrow is visible, double click the mouse to adjust **all** columns to the widest entry in **each** column.

If you have difficulty getting the double-headed arrow…

1. Click **Format** on the Menu bar
2. Select **Column**
3. Click **AutoFit Selection**

Although we do not "*repair*" computers, the **S.W.A.T. Team**
(the **S**tudents **W**ho **A**ssist [with] **T**echnology)
on Level A of Carlson Library
is always happy to help.
Having an issue? Let us take a *swat* at it!

Something To Think About:

There are
no limitations
to the mind
except those
we acknowledge.

-Napolean Hill