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The Clarion University Libraries

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Dr. Terry Latour
Dean of Libraries

About "*Inside* The Clarion University Libraries"

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. Access it through the Libraries' homepage at: cmswww.clarion.edu/students/student/library/29806

Can't Find It? Let Us Fetch It For You!

Can't find the information you need in the library or among our many databases? Let us know and we will do all that we can to get it!

If it's a book that you are looking for and it's not in our collection, check out ***E-Z Borrow***, an interlibrary borrowing service for books. You can find it under the "Find Books" link on the library home page. E-Z Borrow searches the catalogs of more than 50 other libraries, including those of large research libraries such as Pitt, Penn State, and Carnegie Mellon. Requested titles often arrive at Clarion University Libraries within five days and you will receive an e-mail alerting you that the book is ready for pick up at the Library.

If you can't find a book through E-Z Borrow – or if it is an article or other type of item that you are searching for – please use our regular interlibrary loan borrowing service that uses ILLiad software to facilitate the process. ***ILLiad*** permits users to create a profile that eliminates repeated entry of routine information. It also allows the user to track requests throughout the entire process. When the item arrives, you are notified via email. If the item is an article or book chapter that has been scanned, you are provided with a Web link (accessible for 30 days) to view, print, or save the item.

To use E-Z Borrow and ILLiad InterLibrary Loan and borrowing services, you will need to know your Clarion iPortal Login and Password as well as your Student or Employee ID Number. Tutorials on both of these services are available on the ***Libraries' Website***. For more information or assistance, please contact Ginger McGiffin at 393-2481.

New Index: Lexi-PALS Drug Guide

Lexi-PALS Drug Guide is a database of Patient Advisory Leaflets from Lexi-Comp that provides vital information and education on medications for patients. The approach for each pamphlet is to present medication facts in an

easy-to-follow and understandable question-and-answer format.

The database consists of over 1,450 medication and natural product leaflets, with an additional 600 Spanish language leaflets representing the most subscribed and commonly used medications. Available as part of a state-wide initiative, this database can be searched simultaneously with other databases as part of EBSCO.
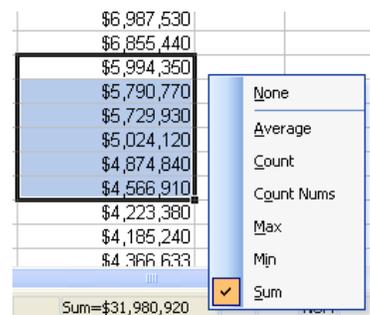
Library Tip: Off-Campus Access

You may access the library's online resources from off-campus two ways:

1.   Use your iClarion username and password (this is usually your email username and password) or

2. Use your Library ID Number.

- Students use 9 + their Clarion student ID (if you don't know your Clarion student ID#, you may go to http://www.clarion.edu/ca/idconv/ for help).

- Faculty use 0000+ your employee ID number.

Computer Tip: Auto Calculator

While building a worksheet, users often have the need to check their math. Instead of reaching for a calculator, use Excel's built-in Auto Calculator.

1. Select the cells containing the information to be calculated.

2. The default calculation is "Sum" and it will now show at the bottom of the screen on the "Status Bar."

3. Right-click the sum to view a menu that offers other auto calculations.

Something To Think About:

We learn wisdom from failure
much more than from success.
We often discover what will do,
by finding out what will not do;
and probably he who
never made a mistake
never made a discovery.
--Samuel Smiles