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The Clarion University Libraries

November 18, 2008

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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: www.clarion.edu/library

Last Call For Workshops



The last of the workshops presented by the Carlson Library Reference Department are scheduled for this week. Attend sessions and you will find that it is time well-spent, easing the work of your research projects and improving the results.

All Sessions are held in Room 201 on Level 2. To register, please contact Karen at 393-1841.

Tuesday, November 18th

10:00 – 10:50	Locating Sources not in your Library Collection
3:00 – 3:50	Avoiding Plagiarism & Citing Your Source

Wednesday, November 19th

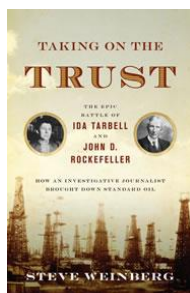
11:00 – 11:50	Avoiding Plagiarism & Citing Your Source
2:00 – 2:50	Search & Find Journals & Magazines A-Z

Avoiding Plagiarism & Citing Your Source ... Have your professors warned you not to plagiarize? Have you seen stories in the news about the consequences of plagiarism? You definitely want to avoid it, but what exactly is it? Attend this session to learn more about plagiarism and tips to avoid it.

Locating Sources Not In Your Library Collection ... Have you done research and not found enough sources at Carlson Library? Have you searched for a book and found out that the Library does not have it? Can't find books in the library on your topic? If so, come to this session to learn how to search and find books all over the world. Learn how to get resources sent to you in days. Don't be limited to just using items held at your local library.

Search & Find: Journals & Magazines A–Z ... Do you often read journal articles in order to prepare research papers? Have you had difficulty finding out what the coverage is of a journal or magazine? Does the change of a journal name bother you? Would you be interested in learning how to find a journal online, full-text, or open access availability? Ulrich's Periodicals Directory Database (Ulrichsweb.com) and Clarion University Journals & Magazines A-Z are the places to go to identify serials, journals and magazine information including ISSN, previous titles, and subject information. To learn about these sources, please sign up for the Instruction Class at the Carlson Library.

Harvey Lecture: Becoming Famous... Then Watching Your Back



John D. Rockefeller seemed untouchable, perhaps the most famous and wealthiest person in the world 100 years ago. But he had secrets to tell and when writer Ida Tarbell revealed those secrets, everything changed for Rockefeller.

Author, journalist, and professor Steve Weinberg will provide insight into the investigative work of Ida Tarbell and the repercussions it had for Rockefeller. His new book, *Taking on the Trust: The Epic Battle of Ida Tarbell and John D. Rockefeller*, has received critical acclaim.

His lecture, presented by the Barbara Morgan Harvey Center for the Study of Oil Heritage, will be held on Thursday evening, November 20, at 7:30 in the Rhoades Center auditorium. A dessert reception will follow the lecture. For more information call 676-6591, ext.1215.

The Barbara Morgan Harvey Center for the Study of Oil Heritage is located in the Charles Suhr Library. It hosts a public lecture each fall, as well as programs for junior high, high school and university students.

Library Tip: Tutorials Online



Need guidance when the reference librarians are not on duty? Check out our online tutorials!


At the [Libraries Homepage](#) scan the "Library Help" column and select the PowerPoint/PDF - or Video - links to tutorials. They provide information on how to use the online catalog, search databases, find journal articles, request resources from other libraries, and various other helpful tips.

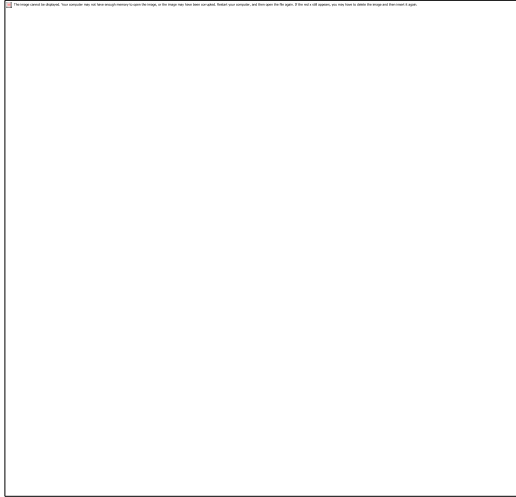
Computer Tip: Excel And That Annoying "Leading Zero"

Numbers that start with a zero (such as postal codes in certain parts of the country) cause a fair amount of frustration for many people. This type of entry is called a "Leading Zero." By default, leading zeros don't display. Using the Zip Code feature only helps if all you are entering are zip codes.

What about the other numbers? Many people deal with the leading zero problem by converting the format of the cell to Text. This solution can cause other problems down the road because Text entries don't have numeric functionality. One way to solve the problem and keep the numeric functionality is to use a **Custom Number**.

- Select the cell or group of cells that will receive the leading zero.

- Right-click in the selected area and choose  **Format Cells...** from the menu.
- Click the Number tab and select "**Custom**".
- In the "**Type**" window, enter a quotation mark, followed by a zero, followed by another quotation mark, followed by a number symbol ("0"#). This customization will allow for one leading zero in each formatted cell. For entries using more than one leading zero, add additional zeros to the custom format. **Example:** "000"#



Something To Think About:



Nothing is more honorable
than a grateful heart.

~Seneca

HAPPY THANKSGIVING!