Inside

The Clarion University Libraries

In This Issue

- **Carlson Library Open 24 Hours A Day**

- **The End Is Near, But It's Not Too Late!**

- **Library Tip: If You Want To Keep It…Keep It Safe**

- **Library Tip: Return Day**

- **Computer Tip: A Picture Speaks A Thousand Words In Excel**

- **Something To Think About**

- **Library Fun: Crossword**

CU Libraries' Links

Inside The Clarion University Libraries
Read back issues of the Libraries' newsletter

Library Home
Your link to all of the Libraries' resources

PILOT
Search the Libraries' online catalog

A-Z Database
Search the Libraries' extensive collection of electronic journals and e-books

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**

Carlson Library Open 24 Hours A Day

Carlson Library is the place to be as you finish research papers and prepare for finals.

We are now open 24 hours a day through Finals Week, with the exceptions of closing at 9:00 p.m. on Friday and Saturday evenings. Databases, computers, and borrowing services will be available around the clock.

Reference Services are limited to:

Monday – Thursday	10:00 a.m. to	9:00 p.m.
Friday	10:00 a.m. to	5:00 p.m.
Sunday	1:00 p.m. to	5:00 p.m.

The End Is Near, But It's Not Too Late!

It's not too late to get help with end-of-the-semester papers and research projects.

While they won't be available in the wee hours of the mornings, the reference librarians at Carlson and Suhr Libraries will be available during weekdays, most weekday evenings until 9:00 p.m., as well as on Saturday at Suhr Library and Sunday afternoon in Carlson Library. Stop by the Libraries or call Carlson Library at 393-2490 or Suhr Library at 676-6591. Distance Education Students may use the special toll-free number provided just for you.

If immediate feedback is not crucial - or if it's a time when the reference librarians are not on duty - you may also submit requests for assistance using our Ask A Librarian online reference form. It is available at the Libraries' Website at http://www.clarion.edu/library under the "Library Help" heading.

Don't forget about all the tutorials and resource lists also available at the

library Website.

Library Tip: If You Want To Keep It…Keep It Safe!

The end of the semester and the Holiday Season are times when you should take extra care to protect your valuables. Don't leave backpacks, purses, MP3 players, computers, or other valuables unattended. They could disappear before you know it.
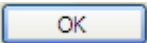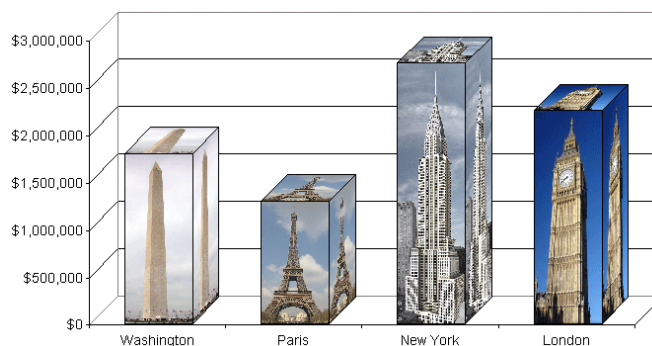
Library Tip: Return Day

All library items should be returned by the end of Finals to avoid fines and lost item charges. If you need an item beyond that Friday, please consult with the Circulation Department.

Computer Tip: A Picture Speaks A Thousand Words In Excel

A picture speaks a thousand words and the point of a chart is to visually show what the numbers already support. Charts don't have to be stiff and boring…the columns in column charts don't have to be red, green, and blue. Try adding a little "punch" to your next chart!

1. Create the chart normally.

2. Click once on a column and all columns will be selected. Click a second time and only that column will be selected. Double-click the selected column and click [Fill Effects…] in the color selection area.

3. Select the [Picture] tab. Click the [Select Picture…] button. Find the desired picture for the right effect. Click [OK] twice.
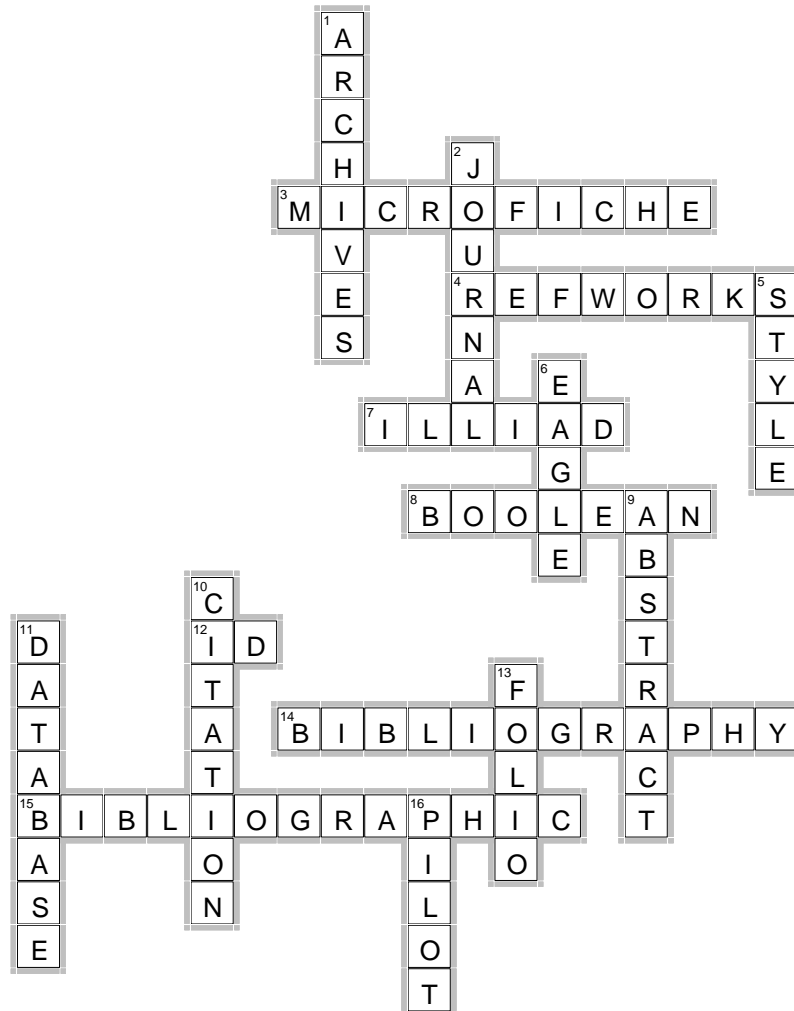
Something To Think About:

Life is a series of problems.
Either you are in one now,
you're just coming out of one,
or you're getting ready
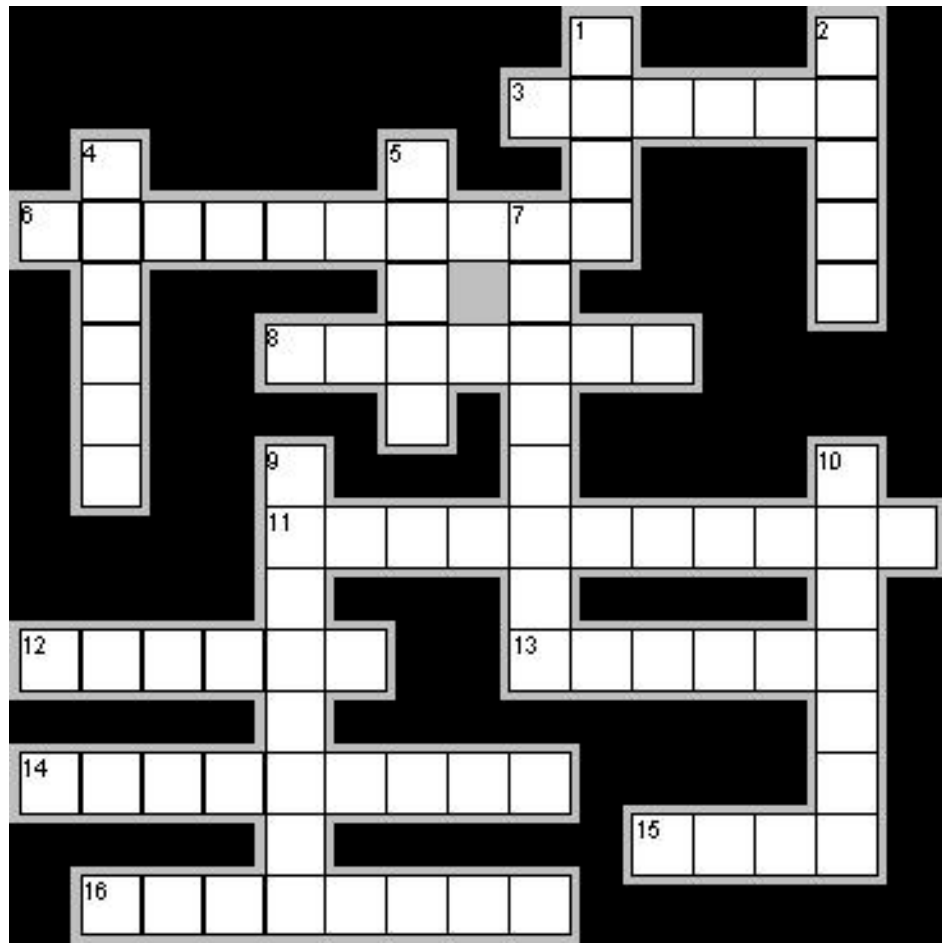to go into another one.
--Unknown

Library Fun: Crossword

Answer To Last Week's Puzzle (November 24, 2008):

Across/Down answers (as filled in grid):

- ARCHIVES (down, 1)
- MICROFICHE (across, 3)
- JOURNAL (down, 2)
- REFWORKS (across, 4)
- STYLE (down, 5)
- ILLIAD (across, 7)
- EAGLE (down, 6)
- BOOLEAN (across, 8)
- ABSTRACT (down, 9)
- CITATION (down, 10)
- DATABASE (down, 11)
- ID (across, 12)
- BIBLIOGRAPHY (across, 14)
- FLOW (down, 13)
- BIBLIOGRAPHIC (across, 15)
- PILOT (down, 16)

Library Glossary Two

(Hint: All answers can be found on the Glossary of Library Terms page of the website at: http://www.clarion.edu/63165/)

Across

3. Area or section of oversized books in Carlson Library
6. ___ Article: Taken from a magazine, newspaper, or journal
8. ___ Operators: The most common are: AND, OR, and NOT
11. Common Style Format: Modern Language ___
12. Online location that stores articles that have been received from other libraries
13. Call ___: Can be Library of Congress or Dewey Decimal
14. Boolean ___: The most common are: AND, OR, and NOT
15. ___ Number: Unique identifying number used to designate the location of an item on the shelf within the Libraries.
16. Items physically placed in the library by a professor for use by the class

Down

1. ___ Text: Complete online availability of an information resource
2. Dictionaries, encyclopedias, handbooks, and directories often used to answer quick questions or provide background information about a topic before pursuing more detailed research
4. Federated ___ Engine: The Libraries' is known locally as Eagle Gold Search
5. Used to look up books, e-books, and media items held by the Libraries
7. Common Style Format: ___ Psychological Association
9. Those accessible to you through the University Libraries are listed on the A-Z ___ List
10. Peer Reviewed ___ : Type of periodical…sometimes used with "professional", "scholarly", or "refereed"