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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: www.clarion.edu/library

Workshops Can Help

These *brief* workshops, which are open to all, are held in Room 201 of the Carlson Library. Please contact Karen Sheesman at 393-18341 or [email](mailto:kshesman@clarion.edu) Karen to reserve your spot!



Avoiding Plagiarism & Citing Your Source

Monday, February 23, 11:00 a.m.

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.



RefWorks

Tuesday, February 24, 2:30 p.m.

Do you need to write a research paper this semester? With funding from Technology Fees, the University Libraries offer *RefWorks*, an online research management and writing tool that makes it easier to gather, manage, cite, and share all types of information.



Locating Sources Not In Your Library Collection & ILLiad

Wednesday, February 25, 3:00 p.m.

Have you done research and not found enough sources at Carlson Library? Have you searched for a book or journal article 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 using just items held at your local library.



Searching The Internet: Best Of The Web

Thursday, February 26, 3:00 p.m.

Are you overwhelmed with the amount of information that you get when you do a Google search? Would you like to learn how to get more focused, accurate results? Come to this session to learn about some strategies, tips, and specialized search engines to help you focus your results and locate higher quality information on the web.

Print Errors In Library Computer Labs

Printing in Computer Labs in the University Libraries is provided as a service by the Center for Computing Services. If problems occur when printing, the following is their policy:

Eligibility for a reprint:



- Paper jam
- Low toner
- Gobbledygook (nonsense) printing
- Print sent, but not released
- In short, any equipment or system error

Not eligible for a reprint:



- Too many (or "blank") pages
- Misspelled words
- Wrong page numbers
- Printed the wrong document
- In short, anything you could – and should – have checked first in the "Print Preview".

If the equipment malfunctions, you should immediately go to the lab assistant to have the problem reviewed. For more information on Computing Lab printing, please consult the [Computing Services](#) Website. The Library and lab assistants cannot refund your Eagle Card or a cash transaction.

Computer Tip: Color Coded Tabs

Starting with the 2002 (XP) version of Excel, users have the capability of color coding the tabs on their worksheets to organize them in a more efficient manner.

1. Right-click the tab at the bottom of a Worksheet and select "Tab Color."
2. In the "Format Tab Color" window, select the desired color.



Something to Think About:

Success on any major scale
requires you
to accept responsibility.
In the final analysis,
the one quality that
all successful people have
is the ability to
take on responsibility.

--Michael Korda

