



# Inside

## The Clarion University Libraries

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Volume 5, Number 1

### In This Issue

- Welcome!
- Carlson And Suhr Libraries' Services
- Library Hours Change
- Library Tip: ID Cards
- Passport – *Around The Campus In 42 Days Sessions*
- Computer Tip: Column Counting In Excel
- Something To Think About

### 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

#### Contact Us

### 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: <http://www.clarion.edu/29806/>

### Welcome!



The University Libraries welcome all new and returning students, as well as faculty and staff. This is the first issue of our electronic newsletter for the new academic year. *Inside The Clarion University Libraries* is published on a regular basis to keep you up-to-date on Library services and resources.

We encourage you to visit the Carlson or Suhr Libraries and check out our Web pages at [www.clarion.edu/library](http://www.clarion.edu/library). We offer a wide array of services, many of which are available through the Web site.

In the coming weeks, we will be sharing information with you about our services and resources. Watch for our communications and please don't hesitate to contact us when you need information resources and support.

### Carlson And Suhr Libraries' Services



Carlson and Suhr Libraries offer a wealth of information resources in print, media, and electronic forms. Reference Librarians are available to provide you with personalized assistance. If you need to use a computer, the Libraries have plenty! Both libraries are wireless zones and notebook computers are available for loan. Visit the libraries or contact us for more information.

### Library Hours Change



The University Libraries are striving to utilize limited resources more effectively in ways that best suit the needs of the majority of the campus population. One aspect of this involves the closing of Carlson Library at 11:00 p.m. on Sunday through Thursday evenings and opening an hour later on Sunday (at 2:00 p.m.). This will save the University in both personnel and utility costs.

Carlson Library Hours	814-393-2301
Monday – Thursday:	8:00 a.m. - 11:00 p.m.
Friday:	8:00 a.m. - 5:00 p.m.
Saturday:	9:00 a.m. - 5:00 p.m.
Sunday:	2:00 p.m. - 11:00 p.m.

Suhr Library Hours	814-676-6591
Monday – Thursday:	8:00 a.m. - 9:00 p.m.
Friday:	8:00 a.m. - 4:00 p.m.
Saturday:	9:00 a.m. - 4:00 p.m.
Sunday:	Closed

**Please note that both libraries will be closed over the Labor Day weekend (Saturday through Monday).**

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## Library Tip: ID Card



Don't forget to bring your Clarion University ID Card with you when you visit the Library. Your card enables you to check materials out from the Library, borrow a wireless notebook computer, and print from the computer labs when you have Eagle Dollars on your card.

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## Passport - Around Campus in 42 Days Sessions

### Get "Grade A" Information

Discover where to get quality information for your class assignments. Learn the basics of the University Libraries, Libraries' website site and databases.

Wednesday, September 2<sup>nd</sup> at 11:30 a.m. or 6:00 p.m.

Thursday, September 3<sup>rd</sup> at 4:00 p.m.

Wednesday, September 9<sup>th</sup> at 6:00 p.m.

### 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 and learn the basics of APA and MLA citation styles.

Wednesday, September 2<sup>nd</sup> at 4:30 p.m.

Tuesday, September 8<sup>th</sup> at 11:30 a.m.

### Locating Sources Not In Your Library Collection & ILLiad

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 just using items held at your local library.

Thursday, September 3<sup>rd</sup> at 6:00 p.m.

Tuesday, September 8<sup>th</sup> at 4:30 p.m.

### Searching the Internet: Best of the Web

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.

Tuesday, September 8<sup>th</sup> at 6:00 p.m.

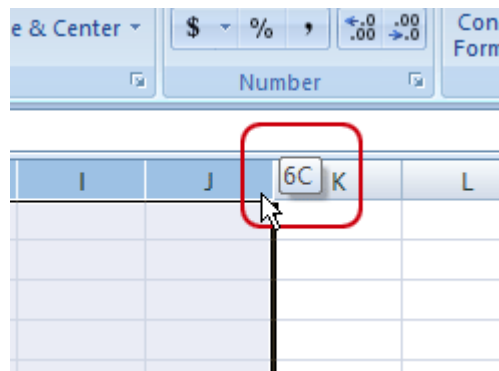
Wednesday, September 9<sup>th</sup> at 4:00 p.m.

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## Computer Tip: Column Counting In Excel

Did you know that MS Excel can *count* columns or rows for you? Have you ever found yourself trying to count the number of highlighted columns or rows (maybe to set formatting, borders, etc.)? I've actually caught myself with my finger right on the monitor, trying to get an accurate count. (That's a bad idea though, because it disturbs the dust and I end up having to count the columns *and* clean the screen!)

You can get an instant count while you are highlighting. It's right there in front of your eyes. The kicker is...it's been there all along! Next time you are highlighting several columns or rows, take a look in the little bubble that appears above the column letters or below your last highlighted row.



See the 6C? That means six columns are currently highlighted. (For rows, you'll see a number followed by an R).

You might think that the counting function is not necessary for rows, since they're already numbered, but think again! What if you started highlighting from a row other than the first one? Just think of all the

finger smudges on your screen that could have been avoided, if only we'd noticed this trick a little sooner!

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## Something To Think About:



I find television very educational.  
The minute somebody turns it on,  
I go to the library  
and read a good book.

*Groucho Marx (1890 - 1977)*