



# Inside The Clarion University Libraries

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## 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

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: <http://www.clarion.edu/115369/>

## Autumn Leaf Festival Hours



Carlson Library enacts special operating hours during the Autumn Leaf Festival.

Friday, October 2	8:00 a.m. – 4:00 p.m.
Saturday, October 3	Closed
Sunday, October 4	2:00 p.m. – 11:00 p.m.

Autumn Leaf Festival coincides with Clarion University's mid-semester break. That means that the Suhr Library at the Venango campus is closed on Saturday, October 3<sup>rd</sup>.

## Group Study Rooms



Group Study Rooms are available in Carlson Library on Levels A, 1, and 3. The rooms are available on a first-come, first-served basis, although in special cases they may be reserved ahead of time.

Our policy states that, "Study rooms are available for either individual or group use. **Priority for study room space is normally given to groups of three (3) or more. Library staff may request that an individual study elsewhere when the space is requested for group use.**"

In the event that groups need a study space and the room is occupied by fewer than three people, group members should first check the availability of other study rooms on Levels A, 1, & 3. If another room is not available, you may ask individuals or smaller groups to vacate a room or request that Circulation Desk staff on Level 1 ask individuals to relinquish the room for group use.

Level 3 is a Quiet Zone so if you expect to have a spirited discussion, please do so quietly or use a Group Study Room on

Levels A or 1.

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## Faculty Study Room



Carlson Library offers current and retired faculty a place where they can conduct research while they are in the building. Located on Level A, in room A-17, this shared space has two tables and a networked computer. Faculty may borrow the key from the Reference Desk on Level 1. Please remember to bring your ID Card.

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## Library Tip: Laptops



Laptop computers in Carlson Library may be checked out for four hours when you present a valid University ID card.

These are high demand items, so to avoid late fees or fines, please remember to return them on time.

Fees for late laptop computers and power cords add up quickly at \$2.50 per hour – each. That is \$5.00 per hour for the pair.

Don't forget that laptops are always due one (1) hour before the Library's closing time.

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## Computer Tip: Bullets That Are Just Right

When you work on an MS PowerPoint presentation do you sometimes find that your numbers or bullets seem either too small to view from the back of the room or appear so large that they overpower the rest of the slide?

Either way it's not a good thing and you may find yourself spending way too much time trying to fix the situation. Fortunately, there is a very quick and exact way to fix the problem.

First, you need to get to the Bullets and Numbering dialog box. If the list is already on the slide, simply highlight it before you open the dialog box.

In PowerPoint 2007 **click the down-arrow** on either the bullet or numbering button, and choose **Bullets and Numbering** from below the gallery.

