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The Clarion University Libraries

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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:

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

Complete A Survey For A Chance To Win!



The University Libraries are conducting an online survey that will help the Libraries assess and improve services. Many of our sister schools in the Pennsylvania State System of Higher Education are also conducting the survey this semester.

The link to the survey appears on the Library Webpage at www.clarion.edu/library. We encourage all university students, faculty, and staff to complete this important survey. We also ask faculty to announce this survey during class. Survey participants must be 18 or older.

After completing the survey, you will automatically be entered in a drawing to win a prize. (University Libraries' faculty and staff are not eligible to win prizes.) Prizes to be given away include: \$100 cash, \$50 cash, \$25 cash, and 25 - \$5 Starbucks gift cards.

Tell us what you think and help us to improve services to the University community.

Project #02-09-10

Library Budgets & Acquisitions Funds



The state of the economy has had an impact on most institutions and on the lives of most individuals. Clarion University has been impacted and so have the University Libraries.

We have reduced Library hours and have not rehired late evening personnel. Databases provided by the State Library have disappeared. Subscriptions and standing orders for reference resources are reviewed as

they come up for renewal. We are doing what we can to maintain services and to provide the information resources appropriate to support research and learning.

Although things may look a little gloomy, we are pleased to report that modest budgets have been maintained for the acquisition of information resources without recurring costs. These are typically items in the form of books, electronic books, media, and streaming media.

If you have requests for non-subscription based items, please let us know via our online [Suggestion Box Form](#). Faculty should work through their department liaison with the library. For more information, please contact Connie Gamaluddin at 393-2329 or email her at cgamaluddin@clarion.edu.

Library Tip: Author Searching



When searching PILOT (the online catalog), author searches are formulated by typing the surname first, followed by a comma, a space, and the author's given name.

For example, to search for Stephen King, type: "King, Stephen" (without the quotation marks). If you type in an author's name as is spoken (given name then surname - "Stephen King") the computer will search for works by King Stephen. Unfortunately, the software is not as sophisticated as a Google or Yahoo type search, that recognizes natural language.

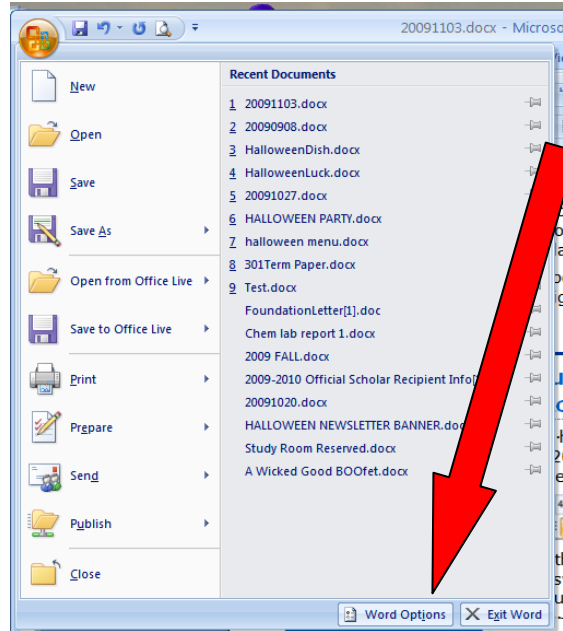
Remember to select "Author Search" in the "Search By" drop-down box on the right side of the search screen.

Computer Tip: Is The Mini Toolbar Giving You A Mini Headache?

Do you have difficulty editing or dragging and dropping text in an MS Office 2007 program? It may be because this little guy pops up when you select the text.



This is the Mini Toolbar and - while it can make some functions quick and easy to access, it can get in the way of your work. If you don't find yourself actually using the Mini Toolbar - and it's causing you trouble - then you may want to turn it off completely.



First, since this is an optional feature we need to access the program's **Options** dialog box via the **Office Button**.

Once there you need to navigate to the **Popular category** of the options.

In the section named "**Top options for working with...**" (the ending depends upon the program you're using) **clear the checkbox for "Show Mini Toolbar on selection"**.

Click **OK** to exit the Options dialog box and you're all set.

Selecting text should no longer activate the Mini Toolbar and you shouldn't feel a headache coming on every time you try to select text.

Something To Think About:



One must be fond of people
and trust them
if one is not to
make a mess of life.

--E.M. Forster