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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/>

Videos, DVD's, CD's



Looking for videos, DVD's, and CD's? Carlson Library has thousands of titles and we welcome suggestions for new titles.

To locate them, first go to [PILOT](#), the online catalog of library resources. For videos and DVD's, select Video in the "**Set Single Limit**" option under the main search box. Enter the title or topic in the search box and click on search.

For CD's and other media items, click on the "**Set Limits**" box on the lower right side of the PILOT search screen. In the "**Location**" box, select either "**Media CDs Collection**" or "**Media Collection.**" Then click on the "**Set Limits**" bar at the top left of the screen. You may then continue by using keyword (or other) search for your topic. (Through a fluke in the system, however, *subject search* will not work, but keyword searches will.)

If you have questions or difficulty, contact a Clarion reference librarian at 814-393-2490. At Venango campus, call 814-393-1242 or 814-676-6591 (ext. 1242).

Journal Alerts



Would you like to be notified when a new issue of your favorite journal or magazine is available? It's easy to set up journal alerts through EBSCOHost. Many of the journals provided by the libraries are available through EBSCO databases.

To begin, you must set up an account within EBSCO. To do so:

1. Access the EBSCO database of your choice from the library

[A-Z Database List](#)

2. After accessing an EBSCO database, such as Academic Search Complete, click the "**Sign-In to My EBSCOHost**" link at the top of the screen.
3. If you don't already have an account click the "**Create a new Account**" link to set one up.

To create a journal alert:

1. Access the EBSCO database of your choice.
2. Click the "**Publications**" link along the top of the page.
3. Type the title of the desired journal in the search box and click the "**Browse**" button. If the journal is indexed in the database, it will show up at the top of the result list.
4. Click on the journal title for more information about that title.
5. On the "**Publications Details Screen**," click the "**Alert/Save/Share**" link on the right side of the screen and then click the "**Create an Alert Link**." Then follow the prompts to set up an e-mail alert for the selected journal.

Please feel free to contact a reference librarian at 814-393-2490 with any questions.

Undo That, Please!



Want to correct a mistake quickly – from your keyboard? Just remember: **Ctrl + Z**.

Clicking Ctrl and Z at the same time will undo any changes you've made (good or bad). This undo shortcut works in pretty much any standard program.

You can also undo by going to **Edit, Undo**, but the keyboard shortcut is just so much faster and easier!

Something To Think About:



*To those with ears to hear,
libraries are really very noisy
places.*

*On their shelves, we hear the
captured voices of the
centuries-old conversation that
makes up our civilization.*

--Timothy Healy