



Inside

The Clarion University Libraries

March 23, 2010

Volume 5, Number 24

In This Issue

- **Webpage Update: New Search Box**
- **Borrowing At Other Libraries**
- **Computer Tip: Print Perfectly The First Time**
- **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

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/>

Webpage Update: New Search Box

Search CU Libraries Catalog For: Search by: Keyword
Title (omit initial a, an, the...)
Author (last name, first name)
Set Limit: None Records/Page: 50
Search Reset
Get Widget

If you haven't been to the **Library Website** lately, check it out. We've added a search box for research

accessible through **PILOT**, the online catalog of books, e-books, reference resources, AV materials, journals and Websites.

A drop-down menu provides the option to change the search default from Keywords to Title, Author, Subject Headings, as well as a number of other choices. You may also limit your search to several of our collections or types of materials.

If you search the library catalog frequently, you may click on the Get Widget tab and install the search box at a location that is helpful to you.

Contact the **Library Systems** department to tell us what you think about the new search box and how we might make it easier for you to find the information resources you need.

Borrowing At Other Libraries



Planning a research road trip? Or maybe you are a distance education student located elsewhere and want access to an academic library?

Clarion University students and faculty have borrowing privileges at each of the fourteen Pennsylvania State System of Higher Education Libraries. Your University ID is needed to borrow materials from these institutions and their rules govern borrowing. Check out the **PASSHE Library Home Pages** Website for more information about the libraries.

Students and faculty may also use on-site resources and have

borrowing privileges at 68 other academic libraries in three states through our membership with Lyrasis (PALINET). Check out the list of participating libraries and the borrowing policy at the [Lyrasis Website](#). You must present a valid photo ID and the Lyrasis Academic Library Reciprocal Borrowing Form to borrow materials from participating libraries. This original three-part form must be signed by a librarian from Clarion University before materials can be borrowed. Please request a form well in advance of your visit by contacting [Karen Sheesman](#) in the Carlson Library Reference Department at 814-393-1841. A signed form will be sent to distance education students via U.S. Mail.

Faculty may gain onsite access - and in-person borrowing privileges - at additional academic libraries through the PALCI library consortium. Check out the [PALCI Website](#) or contact the Reference Department for more information.

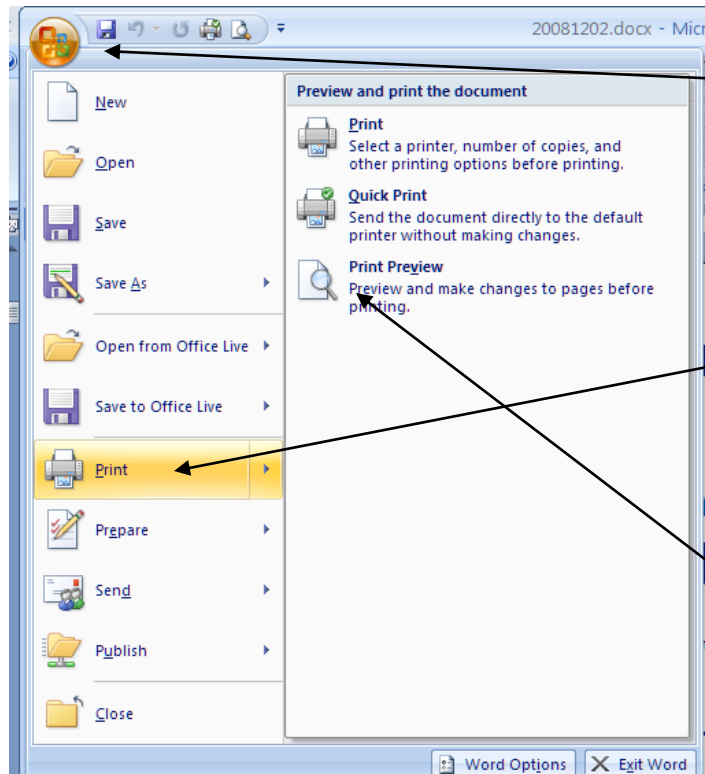
Computer Tip: Print Perfectly The First Time

How do you know when the document you're working on is perfect and ready for printing? Do you use the scroll bars to navigate through a large file in the hopes of seeing if everything is proportioned properly? (A task that is practically impossible in a large Excel file).

Maybe you are the person who prints a document over and over, making small adjustments each time until an entire tree, one ink cartridge, and an hour of time have all been exhausted? When printing in the University's computer labs, remember that you are paying between 5 and 50 cents per sheet for those documents!

Are you looking for a simpler, more efficient way to see if your document is ready for printing? Then we've got just the thing for you... Print Preview.

Print Preview allows you to see the file as it will print, before you actually print. Save a tree. Save money. Print Preview before you print!



Click Here

Hover over Print

Click Print Preview

Something To Think About:



**To be trusted
is a greater compliment
than to be loved.**
--George MacDonald