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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 through the **Libraries' homepage**.

Welcome Back!

The staff and faculty of Carlson and Suhr Libraries welcome you back for the 2011 Spring Semester. Whether you are on one of Clarion's campuses, taking classes at a remote location, or enrolled in an online course, we are here for you. Please don't hesitate to stop by or call us for your information service needs.

Carlson Library Reference Desk: 814-393-2490

Carlson Library Circulation Desk: 814-393-2301

Carlson Library Interlibrary Loan Office: 814-393-2481

Suhr Library: 814-676-6591

Or contact us through our Web page at http://www.clarion.edu/395. If you are a distance education student, we have a range of special services just for you. Check them out at our Distance Education Web page, http://www.clarion.edu/12781 or call us toll free at: 1-866-272-5612, and press #3 for library.

Popular Magazines Disappear Again?

Severe reductions in library budgets five years ago prompted Carlson Library to drop paper copy subscriptions to most popular magazines that are available electronically. Student concern encouraged Student Senate to step forward and pay the cost of *Fitness, Health, People,* and *US Weekly* in paper form

In December, Student Senate considered whether to pay the $292 cost for these subscriptions for 2011. Senators want feedback from students before they vote and they are planning to conduct a survey to determine which magazines are most desirable. Consequently, the

paper subscriptions for these four magazines will end this month.

Please let your senators know if you would like these or other popular magazines in Carlson Library.

Faculty: Information Literacy Instruction

Do you want your students to be able to find scholarly materials related to your discipline? Do your students need a general session on locating reliable information or basic search strategies? We can help! We will tailor a session to meet the needs of your class and assignment. Library faculty usually teach in person, but accommodations can be made using PowerPoint and Wimba for online classes.

To schedule a session:

Venango Campus
Contact Nancy Clemente at 814-393-1245 or 814-676-6591 ext. 1245

Virtual Campus/Distance Education
Contact Linda Cheresnowski at 814-393-1247

Clarion Campus
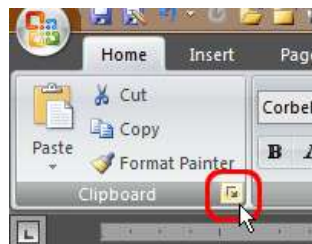Contact Karen Sheesman at 814-393-1841

When you schedule an Information Literacy Instruction session, please let us know the number of students in your class. The library faculty teaching the session will then contact you to discuss the details of your class assignment and the coverage of the session.

Computer Tip: Two Dozen Reasons To Use Clipboard

We all know how to copy and paste in MS Office programs, right? Did you know that you can copy two dozen (yep…24!) items onto the clipboard?

A clipboard pane holds all of the items that have been copied or cut. Then you can paste anything from that list into any of the Office Suite programs. It's very handy... especially if you've got multiple pieces of information to move from one program or file to another. The question is, "Where exactly is the clipboard?"

On the far left side of the Ribbon's **Home** tab, you'll find the **Clipboard group**.

Click the dialog launcher in the bottom right corner of the group.

Voila! The Clipboard is appears!

Something To Think About:

*I'd rather be a failure
at something I love
than a success
at something I hate.*

~George Burns