



INSIDE **The Clarion University Libraries**



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PILOT

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 2012 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 [Webpage](#)

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](#), or call us toll free at 1-866-272-5612, press #5 for library.

We look forward to seeing you in the libraries and virtually through the [Library Webpage](#), D2L, and [Facebook](#)!

Faculty...Information Literacy Instruction For Your Students

Search the Libraries' online catalog

Databases A-Z

Search the Libraries' extensive collection of electronic journals and e-books

Contact Us

Dr. Terry Latour
Dean of Libraries



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 the session to meet the needs of your class and assignment. Normally, Library faculty teach in-person, but accommodations can be made for online classes with PowerPoint and Wimba.

To schedule a session:

- Venango Campus:
 - Contact [Nancy Clemente](#)
 - 814-393-1245 or
 - 814-676-6591 ext. 1242
- Virtual Campus/Distance Education:
 - Contact [Linda Cheresnowski](#)
 - 814-393-1247
- Clarion Campus
 - Contact [Karen Sheesman](#)
 - 814-393-1841

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

Library Tip: Eagle Dollars Accepted At Carlson



If you have a library fine or lost book charge at *Carlson Library*, you can now pay with Eagle Dollars.

Just let the staff person on duty at the Library Circulation Desk know that you want to take care of your obligation with Eagle Dollars and present your ID card. They will take care of the rest.

At this time, Suhr Library is not able to accept Eagle dollars, but you can still use cash or checks to pay fines and fees.

Computer Tip: Avoid Reinventing The Wheel

In Excel



Excel makes it very easy for new users to use advanced worksheets without creating them manually. This is done by using "Templates." Let's say that there is a need to submit an expense report. Instead of creating one from the beginning, use the existing Expense Report Template.

1. Click *File* and select *New*.
2. There are standard templates that are loaded when Excel is installed. Office.com offers you all templates that Microsoft has made available for use in Excel.
3. Browse the selection and make your choice...without reinventing the wheel.

Cranial Candy: Think Big at Big Think



[Big Think](#) is an online knowledge forum, founded in 2007, that features interviews, multi-media presentations, and roundtable discussions with major intellectuals from a wide range of fields.

Big Think Topics Include:

[Arts & Culture](#)
[Belief](#)
[Business & Economics](#)
[Environment](#)
[Future](#)
[Health & Medicine](#)
[History](#)
[Identity](#)
[Inspiration & Wisdom](#)
[Life & Death](#)
[Love, Sex, and Happiness](#)
[Media & Internet](#)
[Politics & Policy](#)
[Science & Tech](#)
[Truth & Justice](#)
[World](#)

Many of the videos are only a few minutes long. That's a small investment of time to make you smarter!

Something To Think About:



*Life is not complex,
We are complex,
Life is simple,
and the simple thing
is the right thing.*

- Oscar Wilde