



INSIDE The Clarion University Libraries

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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](#).

Faculty/Staff Scholarship Recognition Tomorrow



Please join us tomorrow, Wednesday, April 18, for the Faculty and Staff Scholarship Recognition Reception at 3:30 in the Center for Academic Excellence on Level A of Carlson Library.

Individuals who presented papers, published research and scholarship, received University approved external grants, or engaged in other creative endeavors in 2011 will be honored.

Come out to see and hear about some of the fascinating scholarship that our colleagues have engaged in. Family members are welcome and refreshments will be available.

Library Quiet Zones



Need a quiet place to study or work on a research paper? Levels 2 & 3 of Carlson Library are designated as Quiet Zones.

In accordance with student preferences and campus culture, the Entrance Level and Level A are more open for group work and social interaction.

We ask all library users to help us offer alternatives for all preferences. If you are seeking a quiet location to study, please use Levels 2 & 3. If there are problems on Levels 2 & 3 with noise, we need your assistance and cooperation. If

PILOT

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

you receive a cell phone call or a friend stops by, please keep it quiet and brief, or take the conversation elsewhere. If someone else is not maintaining the Quiet Zone atmosphere, ask that person to do so. If the noise persists, notify the staff at the Circulation Desk. If staffing permits, they will investigate.

Library staff members also attempt to enforce *moderation* on Levels 1 and A. If you think that it is too noisy there, please consult with our staff.

Since library staffing is often limited, we appreciate your help maintaining Carlson Library as a desirable place to work and study.

Library Tip: Flash Drives, Batteries, & Supplies



You're at Carlson Library on a rainy evening and you need a flash drive, battery or other item. You don't want to go back home for it. What do you do?

Check out the vending machine on Level A, near the Computer Lab Print Station. It offers pens, mechanical pencils, markers, blue books, batteries, CDs, flash drives and a number of other items for sale. The machine is owned and operated by the campus Book Center.

Did You Know?



The Carlson & Suhr Libraries are staffed by the full-time equivalent of:

- Nine (9) librarians
- Two (2) managers
- Thirteen (13) staff
- Nine and one-half (9.5) students

Computer Tip: Underlining in MS Word



Quick... in MS Word, what's the difference between **Ctrl + U** and **Ctrl + Shift + W**?

Tick-Tock, Tick-Tock...

Give up? The answer is one little word:

spaces. Let me explain. In case you didn't know, **Ctrl + U** will underline text, spaces and all like this:

Hello, how are you?

In contrast, the **Ctrl + Shift + W** will underline only the text, like this:

Just fine, thank you.

See how the spaces are not underlined? There you have it, in a word, the difference is the spaces!

Cranial Candy: TwoFoods



Life is all about choices. I'm on a weight loss program and, like all other aspects of life, making the better choices is of the utmost importance.

While it won't help you choose a career path, the website [TwoFoods](#) may be able to help all of us make better choices at mealtime.

Something To Think About:



*Life is like
a ten-speed bicycle.
Most of us
have gears we never use.
~Charles M. Schulz*