# 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.

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## CU Libraries' Links:

*Inside The Clarion University Libraries*

*Read back issues of the Libraries' newsletter*

## Thanksgiving Break Hours

With Friday classes meeting Tuesday and no classes being taught on Wednesday, Carlson and Suhr Libraries will operate with special hours:

**Carlson Library**

| | |
|---|---|
| Tuesday, November 20 | 8:00 a.m. – 5:00 p.m. |
| Wednesday, November 21 | 8:00 a.m. – 4:00 p.m. |
| Thursday – Saturday, Nov. 22-23 | Closed |
| Sunday, November 25 | 1:00 p.m. – midnight. |

**Suhr Library**

| | |
|---|---|
| Tuesday, November 20 | 8:00 a.m. – 4:00 p.m. |
| Wednesday, November 21 | 8:00 a.m. – 4:00 p.m. |
| Thursday – Sunday, Nov. 22- 25 | Closed |

Don't forget that many of our information resources are available at the Libraries website and various tutorials and resource lists are accessible there too.

## Take The Survey - Get A Chance For A Prize!

Help us to learn what's important to you and to assess how we are doing in meeting your needs by taking the LIBQUAL+ Survey.

The link to the survey appears on the Library Webpage. We encourage all university

students, faculty, and staff to complete this important survey. We also ask faculty to announce this survey during class. Survey participants must be 18 or older.

After completing the survey, participants are automatically entered in a drawing to win a prize (university library faculty and library staff are not eligible to win prizes). Prizes include:

- Google Nexus 7
- $100 Wal-Mart Gift Card
- $75 Amazon Gift Card
- $50 Sheetz Gift Card
- $25 Barnes & Noble Gift Card.

Tell us what you think and help us to improve services to the University community.

Project #02-12-13

# Need Help When The Libraries Are Closed?

If you need help when the library is closed, we've got it covered. Clarion University Libraries have made arrangements for librarians at a consortium of other universities to do what they can to help you. They don't know your courses, assignments or professors, but they will do all that they can to help you find the resources you need.

At the Clarion University Libraries Website click on the "Chat Live With a Librarian" button located in the lower section of the screen. If a Clarion Reference Librarian is unavailable and you need answers now, click the link to talk with a librarian from another school.

The link will take you to the Ask Here PA Website where you should follow the instructions and link to a college librarian elsewhere, including nights and weekends. This service is provided by the State Library of Pennsylvania and is funded by Pennsylvania tax dollars.

# Computer Tip: How To Send An Email To Many (Privately)

I was asked recently, "How can I send an email to many people without disclosing to any of them who the other recipients are?" I once thought that BCC (or "Blind Carbon Copy") would handle that. But everyone in the BCC field will see the others who were BCC'd.

After a doing a little research, I can offer the following instructions to accomplish the task of sending emails without disclosing names and addresses:

1. Open up your email program and click on the button to start a new mail message. Move your cursor on the "To" field.

2. Type in "Undisclosed Recipients" then hit the space bar one time. Hit the Shift key and the Comma keys at the same time to produce an angle bracket.

3. Type in your email address then hit the Shift key and the Period key at the same time to produce an angle bracket that closes your email address in. It should appear like this:

   "Undisclosed Recipients" <yourname@clarion.edu>

4. Move down to the BCC field and enter the email addresses for all of the intended receivers. You can do this by selecting the addresses from your address book or by typing them in. If you type them in, place a comma between each email address to separate them.

5. Construct your email in the text area. Upon finishing, hit the "Send" button. Wait until you receive confirmation in your "Sent" box that the email has gone through. Close your email program.

## Cranial Candy: World's Most Beautiful Libraries

We think you'll agree that the Clarion University Libraries are pleasant, functional, and provide a great space to study. But props to the world's most beautiful libraries! Check them out at *Where Cool Things Happen*.

## Something To Think About:

*You get the best
out of others
when you give the best
of yourself.*

*~ Harvey S. Firestone*