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## Library Newsletter : 1996 : 11 : 14

Nelson Poynter Memorial Library.

Deborah Boran Henry

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# Library Newsletter

Volume 2(8)  
November 14, 1996

## Announcements & Gossip fit to print:

The Nelson Poynter Memorial Library sponsored a lecture on October 23, 1996, entitled "Copyright and Education, What Is Fair Use". The lecture was given by Hope Botterbush, librarian and life-long educator, current coordinator of distance learning, educational outreach programs, and fund-raising efforts for the Department of Marine Science. Her most recent publication, published by Phi Delta Kappa is entitled *Copyright Revisited in the Age of New Technologies*.

Carla Porter is an USF graduate student in Library Science. She will be working with the ILL Department at Poynter Library.

Virginia Champion forwarded information about the salary survey in *Library Journal*. The ARL also has a good salary survey statistical data on their web site: <http://arl.cni.org/stats/Statistics/salary/salary.html>

We have a working pay phone on the first floor of the Library.

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## Administrative News:

Librarian Meeting, Monday, November 18, at 2 PM  
Staff Meeting, Tuesday, December 10, at 2 PM

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## Automation News:

### From Ed:

GDCS, Landmark Documents in American History, 1994 U.S. Statistical Abstract, County Business Patterns, U.S. Global Trade Outlook, Art Gallery, Gospel, Ethnic Newswatch, and National Trade Databank are installed at the workstation across from the Lexis/Nexis machine. "Disc" has been added to the icon for those that are not in the CD changer. The other CDs are in a labeled bottom drawer of the Reference Desk.

A tip on how to open your own distribution list in Exchange. Click twice on inbox to get to your mail. Choose Address Book from the Tools menu or click on the fifth icon from the right (looks like a book). In Address Book, choose New Entry either from the

File menu or by clicking on the white "lego" icon on the left of the icon bar. In this dialog box highlight Personal Distribution List and click on OK. Type in the name of the new list. Next click on the Add/Remove Members. You may add members by highlighting a name and clicking on the Members -> button. If you are adding an outside Email, address follow the full address with a semi-colon (;) and space. Add the members you wish to include in the list and press OK. You will go back to the previous dialog box, click APPLY and OK, and you are finished. To send to your new list click on the yellow envelope icon to send a new message. In the New Message dialog box click on To... that takes you into the address book. At the top left you will see the words, "Show names in the..." and on the right in a drop down combo box the default is "Global address book." Click the down arrow and highlight Personal Address Book. You will now see the name of your list in the selection box on the left. Highlight it, click the To-> button, then OK, and you are ready to begin your message.

We are now able to read Exchange mail from the Reference and Circulation desks. If any others want to read their nelson.usf.edu mail at Reference or Circulation, see Ed. It takes about 10 minutes to set up.

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### ***Circulation / Reserve News:***

#### **From Jackie:**

We have been really fortunate this semester as the two new OPS, Rana and Mae, who are shelving, come in on alternate days, even on the weekends. So they should be able to stay on top of the shelving.

The Audiovisual staff are now shelving the juvenile books, and our OPS are shelving the videos. This means that the videos need to be placed on the trucks at Circulation in call number order, just like the books. Items being returned to the shelves in the Reserve area need to be replaced in alphabetical order by title.

Tech Services have requested that when an unlinked item record is made for an IMC item please type "IMC" in the call number field, as this makes it easier for them to identify the items, also the designation of Tampa documents needs to be changed to St. Pete.

There are staplers at Circulation which patrons may use.

Susan is making up some cards with bar-codes which have unlinked records. When a patron wants to check out a journal for copying purposes, scan the patron's bar-code from their ID, scan the bar-code from one of the cards, staple that card to journal, and enter the name of the journal and the date or volume and issue number into the unlinked record. This will set up a record similar to those for annual reports. An overdue notice will be generated if the patron does not return the journal at the appropriate time (these will be one day checkouts). When the item is returned it will need to be cleared from the unlinked record. These can be taken care of at the time of discharge (if you have time) or can be left for Susan to clear. Anyone with questions should ask Jackie Jackson or Susan.

There has been a slight rearrangement of the trucks behind the Circulation Desk in order to try to reduce the confusion caused by the lack of space at the discharge terminal. Please see Susan if you have questions.

Please monitor the videos, compact discs and cassettes very carefully. We have had a noticeable increase in the number that are coming back in the wrong boxes, without accompanying booklets, or empty boxes. It is impossible to bill people for missing tapes, or ask patrons for mixed up tapes if the items are discharged before the problem is noticed.

The outside door behind Circulation does not always latch when someone passes through it. Please be sure to check that it has latched behind you when you go in and out.

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### ***Reference Services News:***

New reference books are now placed on the bookshelves opposite Ready Reference (near the wooden periodical drawers). New titles are normally kept there for one to two weeks to allow everyone to examine them.

#### **From Karilyn:**

1. Several of the CD-ROMs on the network are single user licenses. This means that no more than one user may access that database at any one time. If a workstation is left logged onto one of those databases, all others will be refused access. The following databases are single user only:

ASFA (Fisheries Abstracts)  
CJA (Criminal Justice Abstracts)  
Worldscope Disclosure

The only solution at present to this dilemma is to check each computer monitor to see if a toolbar window for the site is open and close it.

2. Lexis/Nexis: When a student signs the L/N waiver form, the time that the student is starting to use the site should be noted under the date. This is useful if someone comes up later and wants to follow that current user at the computer. Signed forms should be placed in a labeled box the cabinet marked "Lexis/Nexis Signed Forms." Write advance reservations for L/N on the Reference Desk calendar.

3. Group Study Rooms: Reservations for and walk-in use of these rooms should not be marked on the Reference calendar. Use the Reservation Book in the top drawer of the Reference Desk. That way both advanced reservations and "walk-ins" are noted in the same place and, hopefully, double bookings will be avoided. All four group study rooms on the first floor are now available for group study use and scheduling.

4. Drawers at the Reference Desk have been labeled. All blank request forms are in the lower right file drawer, including gifts, ADA, and ILL. Also the CD-ROMs that we will be loading at Computer Station #12 are in a marked file drawer (bottom left).

**From Monica Metz-Wiseman (Tampa):**

Full-text for FirstSearch: You will now see the message "no charge" for EBSCO and the New York Times which is what OCLC calls a global response to requesting full-text, although we are still being charged five searches for the full-text.

The full-text for Business and Industry, although indexing and abstracts are now available on FirstSearch, will not be available until November 17, 1996. A text request will take the user to an interlibrary loan request.

FastDoc is now pulling from three FirstSearch databases: Periodical Abstracts, full-text to ABI, and EBSCO. We will still get charged the five searches when we search FastDoc and the article is pulled from EBSCO.

**From Tina:**

We are continuing to have students come up to the reference desk stating that they have to use our netscape terminals to print out their homework for Dr. Hefner's class because "the computer center won't allow them to print".

I talked to the TA for Dr. Hefner and to Jim Cowan and found that the computer lab does discourage printing from netscape UNLESS it is for a class assignment. The students may also have had difficulty getting to the lab workstations if they happened to be there when there was a class in session.

I told Jim and the TA that we have concerns about this policy because we have a limited number of netscape terminals and we do not have "free" paper. The TA said that he would try to get the procedures clarified to the students. Hopefully we can all reach a compromise on this so that we can provide netscape to those students that bring their own paper and are unable to use the lab at a particular time; however, if you continue to receive a large number of requests for this service, please let me know and I will talk to Jim Cowan again.

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***Technical Services News:***

New Rec Reading books:

The Cattle Killing	by John Edgar Wideman
Laws of our Fathers	by Scott Turow
Tailor of Panama	by John LeCarre
To the Hilt	by Dick Francis
Desperation	by Stephen King
The Regulators	by Richard Bachman

**Book Review by Jan Boyd**

I just finished *Desperation* and I'm now reading *The Regulators*. These two books are being marketed together and really should be read together. Characters encountered in *Desperation* are now showing up in *The Regulators*, but in a different guise.

*Desperation* is vintage Stephen King, very like his narrative treatments in *The Stand*. Not for the weak of heart or stomach, but a real page turner with good characterization.

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**Internet & other techie stuff:**

**From Virginia:**

"Old librarians never die, they just stop circulating."

Q. How many librarians does it take to screw in a light bulb?

A. I don't know, but I would be happy to look it up for you.

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*Many thanks to all the newsletter contributors!*

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