

11-2007

## Centennial Library E-News, November/December 2007

Cedarville University

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# Centennial Library E-News

November/December 2007

## Student Assistants are a Critical Part of the Library Staff

### Inside This Issue

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The Library could not successfully serve our students and faculty without a talented cadre of 46 library student assistants who supplement the work of full-time Library faculty and staff in AV Services, the MediaPLEX, the Curriculum Materials Center, Interlibrary Services, Circulation Services, and Collection Services. Last year library student assistants worked 12,223 hours, a number equal to almost 6 full-time employees. About 40% of the Library service hours are under the direct supervision of student assistants.

Some students work up to positions with supervisory responsibilities. In the Circulation department, student shift leaders manage teams of students who are responsible for the staffing and supervision of the main desk and Library operations every evening and all day Saturday.

To assist student employees in improving work skills, the Library holds a student assistant retreat every Fall which focuses on developing service skills, interpersonal and team skills, and improved knowledge of Library operations and services. To encourage student staff, the Library maintains a service award program as well as several special student assistant awards to acknowledge significant contributions to the effectiveness of their work responsibilities. These awards are presented at the Library Recognitions Dinner, held every Spring.

There are always many more student applicants for jobs in the Library than positions available, which says a lot for the way in which the Library managers who supervise student assistants train, treat, and supervise their student employees. Many of the library student assistants use their Library work experience as a reference for future employers.



## Centennial Library Scholarship Award in Library Science Available

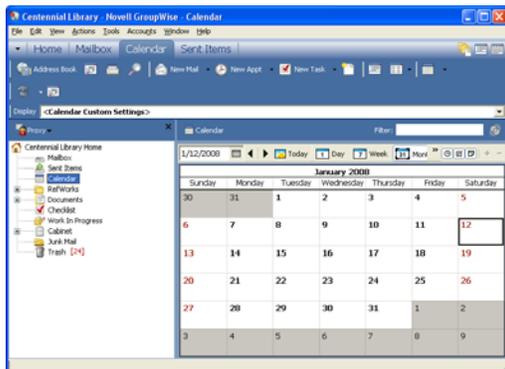


**Kristen Spurlock and Sarah Kadel,  
2004 Scholarship Winners**

The Centennial Library is seeking applicants for its graduate scholarship award in Library Science. This Award, presented annually at Honors Day if applicants are available, was established by the Centennial Library faculty to encourage those who seek careers in library service and also those who will fill the future library faculty ranks of Christian colleges and universities. The cash award is available to senior applicants, and is made directly to the institution in which the recipient is enrolled for graduate study in Library and information science. The first award was presented in 2000, and since then five other scholarships have been awarded, the most recent in 2005. The Award brochure can be accessed online. Applications for the award are available in the Library Administrative office with a submission deadline of February 15, 2008. Faculty are encouraged to identify students who might be interested in a Library science degree and direct them toward this opportunity. Questions can be addressed to **Julie Deardorff**, Assistant Library Director for Collection Services, who provides oversight to the Library career development program.

## Library Tackles GroupWise Calendar Project to Streamline Scheduling

In a service organization like the Library, it is becoming increasingly important to know which staff is and is not in the building, so that timely service can be delivered, important interactions can be scheduled, and meetings can be arranged in a more effective way. In order to improve on the hand-written calendars we have been using for a number of years to track staff schedules, the Library has decided as a department to move into the 21st century and take advantage of a technology that is already available to all on campus – the GroupWise calendar. Using the GroupWise personal calendar feature and creating a Library master calendar on GroupWise will allow us to better track vacations, meetings, conferences, days away from work, and times out of office for all the Library faculty and staff. In the next two months all Library staff will be trained on using GroupWise calendar for their personal schedules and then learn how to transfer that information to the shared GroupWise Library calendar. Orientation and training is being provided by **Kathy Carnegis**, Computer Services department User Services Coordinator, who has led this same effort in the Computer Services department. In addition to learning the fundamentals, all staff will also have an opportunity to use more advanced features of GroupWise, addressing such topics as listing tasks, adding notes, and creating personal and departmental sub-calendars. This effort has been led by **Jan Bosma**, Associate Director of Library Services, and **Scott Deetz**, AV Services Manager.



## Citing Sources Made Easier for Students with Bibliographic Tools

"How do I cite my sources?" – is one of the most common questions asked at the reference desk this time of year. The Centennial Library has a Citing Sources page dedicated to this topic where we offer several levels of assistance.

The **Centennial Library User Guides** were created by the Reference librarians to assist students in citing library resources both in print and electronic in the most common styles: APA and MLA.

The **SourceAid Citation Builder** helps students create bibliographies, footnotes, and endnotes in four different styles, APA, MLA, Chicago, and Council of Science Editors. In order to use SourceAid a login must be created using a Cedarville email address. After this, a few menu-driven steps provides a properly formatted citation. Citations may be saved, downloaded and emailed; however, they will be listed in the order of entry, not alphabetically. SourceAid is a great resource for *quickly* formatting resources for a small bibliography.

 **RefWorks** is our most thorough citation tool as it does more than format citations. RefWorks is an information management tool that was "designed to help researchers easily gather, manage, store and share all types of information, as well as generate citations and bibliographies." It is ideal for students and faculty involved in research. RefWorks accomplishes this by providing an electronic method for organizing citations and resources, creating a personal database of references by importing references from online databases, and providing options for exporting and downloading the database. Notes, abstracts, and other enhancements make this database truly personal. The RefWorks database is searchable (author, title, keyword, etc.) and links to the library holdings are available via the  button, just like other library databases. As a paper is written, the Write-N-Cite software allows the writer to pull citations from the personal database directly into the paper. RefWorks then automatically formats the research paper to include those citations and properly formats the bibliography for printing. The new Write-N-Cite III software has been developed to work with Word 2007.

Two RefWorks workshops for students have been scheduled for January 22 and 23. If you have students working on research projects or papers, especially capstone classes, please encourage your students to attend one of these 90-minute workshops. Students will learn how to set up their own RefWorks account, import records, manipulate their records and create a bibliography from their own RefWorks database. Registration is available on the RefWorks page (<http://www.cedarville.edu/academics/library/help/refworks.cfm>).

### APA Guidelines for Citing Electronic Sources

Centennial Library Cedarville University

User  
Guide

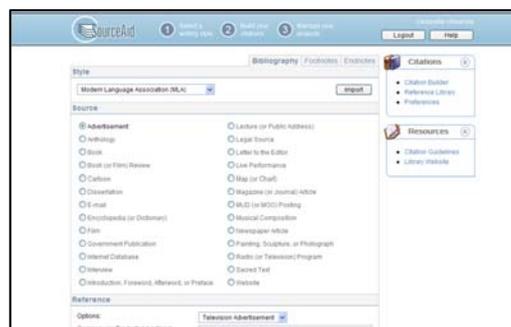
Electronic sources include articles from aggregated databases, online journal articles, web sites, newsgroup messages, web or e-mail based discussion group messages, and web or e-mail based newsletters. References cited in text must appear in the reference list; conversely, each entry in the reference list must be cited in text.

**GENERAL GUIDELINES**

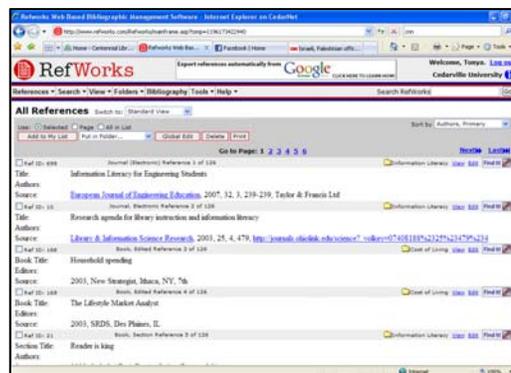
1. Citations for electronic sources include the same information as a paper source, but also include a retrieval statement.
 

**Online Periodical:**  
Author, A. A., Author, B. B., & Author, C. C. (year). Title of article. Title of Periodical, volume, page range. Retrieved month day, year, from source.

**Online Document:**  
Author, A. A. (year). Title of work. Retrieved month day, year, from source.
2. Arrange entries in alphabetical order by the last name of the first author. If there is no author given, the title of the work is moved to the author position.



The screenshot shows the SourceAid Citation Builder interface. It features a navigation bar with 'Style' (Modern Language Association (MLA)), 'Sources', and 'Reference' tabs. The 'Sources' tab is active, displaying a list of source types such as Advertisement, Audio, Book, CD-ROM, DVD, E-mail, Encyclopedia, etc. A 'Find It!' button is visible at the bottom of the list.



The screenshot shows the RefWorks software interface. It displays a list of references under the 'All References' tab. Each entry includes fields for Title, Source, Author, and Date. A 'Find It!' button is visible next to each reference entry.

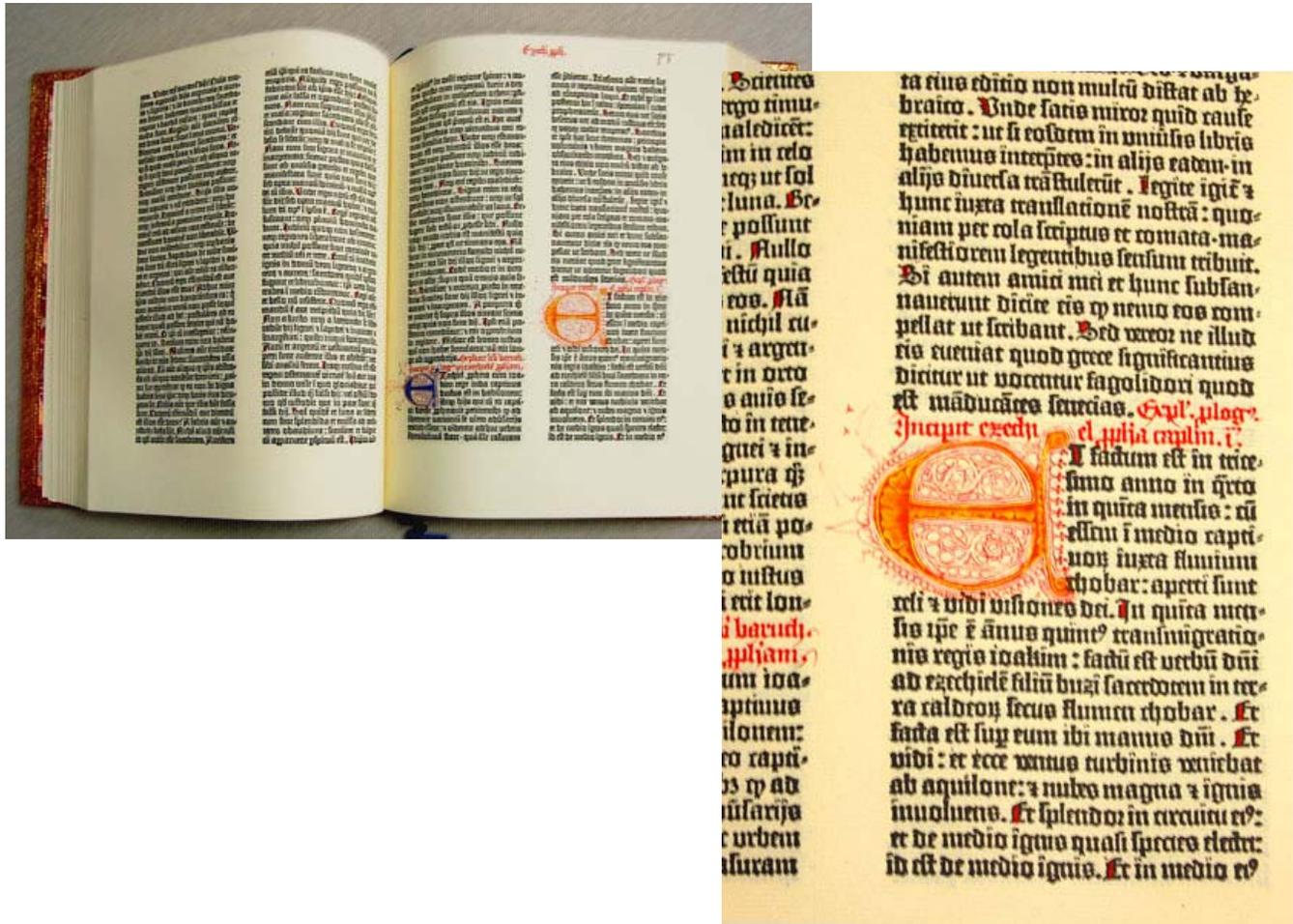
# Important Gutenberg Bible Facsimile Added to the Bible Heritage Collection

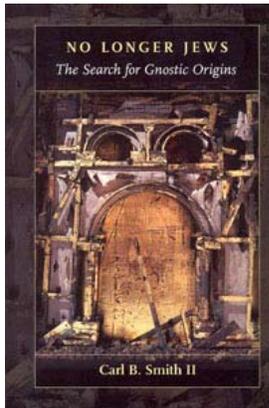
The first work ever printed by the inventor of the printing press, Johann Gutenberg, was a Latin Bible completed in Germany in 1455. We have wanted for some time to add a facsimile copy of the 2- volume Gutenberg Bible to the Centennial Library Bible Heritage Collection because the Gutenberg Bible was not only a seminal event in the history of the printed Bible, but also in the provision of reading materials for the masses and the proliferation of libraries. Books could now be printed instead of hand-written. Today, there are only 46 copies of the Gutenberg Bible in the world, less than half of which are complete.

The Centennial Library facsimile copy of the Gutenberg Bible is a reproduction of the Mazarin Bible, once owned by the Cardinal Jules Mazarin (1602-1661), who under Louis XIV directed French foreign and domestic affairs. The original is housed in the Mazarin Library of the French Institute in Paris. This two-volume, folio-size, facsimile limited edition of the Mazarin Bible was printed in Paris in 1985, using full color printing on a high quality hand-made paper, finely bound in red morocco with gilt edges. These volumes are so precisely like the original that the page watermarks appear in the same position on each 100% rag cotton linen sheet as they do in the original. This reproduction dramatically replicates the appearance and feel of an original Gutenberg Bible.

The second two volumes in this four volume set include an English language translation matching each page in the two-volume Gutenberg Bible, as well as a history of the production of the Gutenberg and the locations of all the current copies.

Requests to see this important addition to the Bible Heritage collection, or any of the rare Bibles that are a part of this collection, should be directed to **Lynn Brock**, Dean of Library Services.





## University Faculty in Print

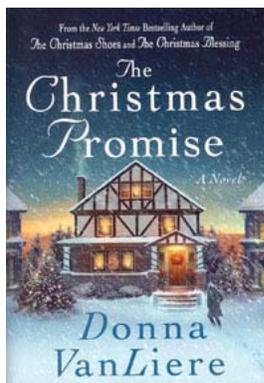
### Recognizing Faculty Scholarship

**Carl B. Smith**, *Professor of Bible*

[No Longer Jews: the Search for Gnostic Origins.](#)

Peabody, Massachusetts: Hedrickson Publishers, 2004. 317 pages

This book is an extensive survey of the issues surrounding where, when, and how Gnosticism arose, a movement that applied a hermeneutic to Jewish scriptures that resulted in the reversal of its traditions and the rejection of the Creator God of the Jews. The author charts the chronology of the development of Gnosticism and the geographical setting in which it arose. In the course of this investigation, the book discusses issues of New Testament development and the histories of Judaism, Christianity, and Gnosticism as they interact in the first and second centuries. The date of origin of Gnosticism and the events that birthed it are still much disputed, but the author reviews the competing theories and proposes a reasonable explanation that fits well a particular place and time in history.



## Alumni in Print

### Carrying the Torch to Their World

**Donna [Payne] Van Liere**, (Class of 1989)

[The Christmas Promise.](#)

Nashville, Tennessee: Thomas Nelson, 2007. 206 pages.

This novel by Donna Van Liere is the latest in a series of books that have been New York Times bestsellers. Her previous works included [The Christmas Shoes](#), [The Christmas Blessing](#), [The Christmas Hope](#), and [The Angels of Morgan Hill](#). The first two were adapted as CBS Movies of the Week and became very successful Christmas season television presentations. Donna's latest effort focuses on the concept that each Christmas we are given a promise from heaven, and each year on earth we make promises to each other. This is a story about how a promise from one person to another shows us the true meaning of faith, remembrance, and love. The reader is reminded that the Christmas promise is a promise of second chances.

## Upcoming Events

The following are the public hours for the Centennial Library for the Semester break. Please plan your schedule accordingly.

### Semester Break

<b>December 14</b>	Close at 5:00 p.m.
<b>December 15</b>	Closed
<b>December 17-21</b>	8:00 a.m. – 5:00 p.m.
<b>December 22 - January 1</b>	Closed
<b>January 2-4</b>	8:00 a.m. – 5:00 p.m.
<b>January 5</b>	Closed
<b>January 7</b>	8:00 a.m. – 5:00 p.m.
<b>January 8</b>	Resume regular hours

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