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From: Lynn A. Brock
To: PALM.FACULTY
Date: Wednesday, April 2, 1997 8:50 am
Subject: Centennial Library E-News

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POLICY REMINDER: LIBRARY USE BY THE EXTENDED COLLEGE FAMILY

The primary role of the Centennial Library is to provide information resources, access, and services in support of the academic program of the College. In order to fulfill that role, our first priority is to serve the students and faculty of Cedarville College. However, we do sense a responsibility to the broader College family. According to policies established a number of years ago, faculty, staff, and student spouses and older children not employed by or enrolled at the College are welcome to use the Library within certain parameters. These spouses and children can receive borrowing privileges for Centennial Library materials. Patrons in this category must complete a registration form and receive a Centennial Library courtesy card. A child under 18 must have the form signed by a parent accepting responsibility for the child's Library use. Children under 12 will not be registered nor have personal borrowing privileges. Since a user bar-code will be affixed to the Library card, each patron must have his/her own valid Library card in order to borrow materials. Using another family member's card or another's Cedarville College faculty/staff ID card will not be acceptable. Library privileges and user responsibilities for this category of patrons are generally the same as for Cedarville College students except that they cannot borrow materials from the Curriculum Materials Center. For complete information on these arrangements, ask at the Circulation Desk for the Centennial Library Policies brochure on College Staff.

As the warm spring and summer months approach and children are out and about more, please be reminded that children under 12 must be accompanied by an adult when coming to the Centennial Library. Children aged 12 through young adolescence, coming into the Centennial Library unattended, should be coming with a specific purpose and the knowledge of their parents. Those children who conduct themselves inappropriately in the Library will be asked to leave.

CURRICULUM MATERIALS CENTER USE CLARIFICATION

Pursuant to the policy review item above, it is important to remember that the Curriculum Materials Center is a resource center for Cedarville College Education faculty, elementary education majors, and secondary education majors to provide curriculum and support materials for them to investigate and use in their course work and practice teaching. The Center is NOT

intended to be a library for children or young adolescents nor a "babysitter" for children while parents are involved in other Library activities; this policy includes the use of the computerized resources. The Curriculum Materials Center, therefore, is not a substitute for the school and public libraries for children and young adolescents, and should not be considered as a primary resource for Cedarville College faculty and staff who have chosen to home-school their children. Only Cedarville College faculty members, staff members, and students with valid College ID cards can borrow materials from the Curriculum Materials Center. CMC borrowing privileges are not extended to those with only a Centennial Library Courtesy Card.

LAPTOP COMPUTERS AVAILABLE

Thanks to the provision of Computer Services, two Toshiba laptop computers and two Epson zip drives are now available for loan from the Media Resource Center. The laptops are loaded with Windows 95 and WordPerfect software. The units are available to College faculty, staff, and administration for use for up to a week at a time. Units must be reserved in advance. A signed borrowers agreement will be required; late fees for failure to return the equipment on time will be assessed. Questions about the equipment and requests for reservations should be referred to Patty Stutes, Media Resource Center Manager, at 7852

NEW RESOURCE LOADED ON THE NETWORK

The SIRS GOVERNMENT REPORTER has been added to the electronic resources provided by the Library. This resource is accessed like others through the Centennial Library Home Page reached through the College Netscape Home Page. This electronic database brings together a wide range of information by and about the Federal government. The main database, U. S. Government Documents, delivers thousands of selected, full-text documents and graphics. The user can locate and print or download full-text along with corresponding citations. This resource also has five additional databases: U.S. Supreme Court Decisions, providing hundreds of full-text case documents; Justices' Directory, supplying a list of statistical information on all past and current Supreme Court justices; Historic Documents, containing selected full-text documents and speeches of exceptional historic value; Congressional Directory, listing data on members of the U.S. Senate and House of Representatives; and Federal Agency Directory, supplying contact and background information for hundreds of federal departments and agencies.

E-MAIL CAPABILITIES NOW OPERATIONAL FOR LIBRARY RESOURCES

It is now possible for Centennial Library patrons to send search results to their e-mail addresses from a number of the Library's electronic resources and from the Library and OhioLINK catalogs.

The electronic resource products from the Information Access

Company now provide e-mail export of citations and full-text articles. This will allow you to load citations and documents to your word processing software from your e-mail file and work with them without re-typing. The Centennial Library provides INTERNET access to four of these index and full-text resources:

- Expanded Academic Index ASAP
- Business and Company Profiles ASAP
- Health Reference Center
- National Newspaper Index

This export feature is available only in the WEB environment, not in Telnet. Select these resources from the Centennial Library Home Page accessed through the College Netscape Home Page. Once you have completed a search in one of these resources and the citation or full-text document is on the screen, select "View" and then "Retrieve." Click on the e-mail option, provide your full e-mail address, and send the item. If you have further questions about this capability, please contact the Centennial Library Reference Staff.

The Library and OhioLINK catalogs now provide an export to e-mail function. This allows the Library user to create e-mail output from any print option, providing for future loading into word processing software without re-typing. In the Centennial Library Catalog, once a citation is on the screen, select "Print." You will now have two options, one of which is "Send Via E-Mail." The limitation is that the system will only send the first screen image. Subsequent screens, or citations, will have to be sent individually.

The OhioLINK export function is quite different. Once a citation is on the screen, select "Mark Item for Export" from the options at the bottom of the screen. The record will now be marked for later export. Once you return to the main menu, you will now see an item "Export Marked Records" on that main menu. Select that item and make appropriate subsequent screen selections to send those citations to your e-mail.

UPCOMING TELECONFERENCE AVAILABLE

On April 16 from 1:30 to 4:00 p.m. the Library will receive by satellite the teleconference entitled LIVING WITH GRIEF: WHEN ILLNESS IS PROLONGED. This program is being sponsored by the Hospice Foundation of America. Discussion will focus on issues of grief during and after prolonged illnesses. The program is scheduled for viewing in the Library Media Auditorium. Individuals and classes desiring to attend all or part of the conference should contact Carl Brandon or Dara Fraley for arrangements. The program will also be taped and ultimately available in the Library media collection.