

ASG Newsletter

ACADEMIC SUPPORT GROUP

A Joint Newsletter
of the Penn State-
Behrend Library,
the Computer
Center, and the
Media and
Instructional
Support Center

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Circulation Procedures

There have been some recent changes in book circulation procedures for faculty and staff. Because of the newly automated circulation system and University Libraries procedures, we are no longer permitted to mail books to faculty and staff that are received via intercampus lending and non-PSU libraries. Under the new procedure, borrowers will be sent e-mail or paper notifications of the arrival of books, and books will be held for pick up at the circulation desk. Upon presentation of your ID card, the transaction will be completed. (Journal articles are not affected by this change, and they will continue to be mailed directly to faculty and staff.)

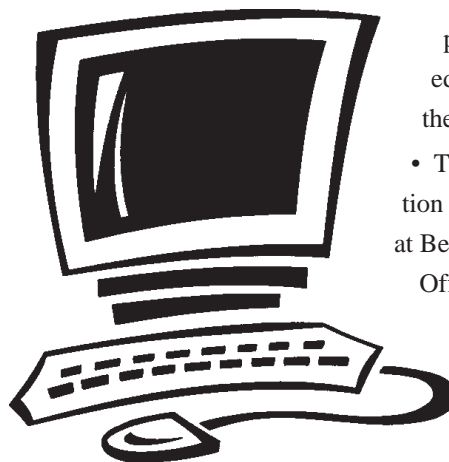
Renewal of library books has become much easier with new LIAS developments. It is now possible to renew the books you have borrowed from the Behrend Library or from any other Penn State library via the World Wide Web. Go to the LIAS web page at:

<http://www.lias.psu.edu>

and click on *Books You've Borrowed* in the upper right hand corner. Follow a few simple steps and the renewal process is complete. The system will inform you if the book(s) cannot be renewed.

What's New in the Computer Center

- There are now 10 PCs located near the mail room in the Reed Building. These PCs provide an additional means for students to access the web and to retrieve and send email.
- The following software components are now available within Netscape in the computer labs: Page Composer (web page editor), Collabra Discussion Groups (news reader), and Messenger Mailbox (email).



- FrontPage Express, a web page editor, is available in the computer labs.
- To help ease congestion of the modem lines at Behrend, OTC (the Office of Telecommunications at U.P.) has eliminated dial-up access to these lines from the dorms.
- The PCs in the Library Lab and in H130 have been replaced with new Pentium II systems.

Free Java Software from Sun Microsystems

Sun Microsystems, Inc. is providing free site licenses to education through a special program called *Global Free Java Software for Teaching*. Site licenses are available for: Java Workshop, Java Studio, Java Web Server, JavaPure-Check, JavaStar, JavaSpec, and JavaScope. For more details about this program visit their web site at:

<http://www.sun.com/edu/java>

WHAT'S INSIDE

Proceedings or Conference Papers?	2
Web Sites Worth Visiting	2
Helpful Hint	2
LIAS on the Web Is Here	3
Web Space for Course Development	3
Full-Text Databases	3
Misc. at M.I.S.C.	4

This publication is available in alternative media upon request.

Penn State is an affirmative action, equal opportunity university.

Looking for Proceedings or Conference Papers?

Finding pertinent journal citations for your research can be difficult to say the least. So where can you find the text of papers given at meetings and conferences? Where can you begin to find these citations? Many conference and proceedings citations can be found in thirty of the ninety databases available on LIAS.

Six databases provide very broad subject. *PapersFirst* and *ProceedingsFirst* are the most exhaustive in coverage. *ArticleFirst*, *ContentsFirst*, *PapersFirst*, *ProceedingsFirst*, *ProQuest Direct*, and *UnCover* are other useful databases with generalized coverage.

For specialized coverage in science and engineering, check the *ACM database* (computer science), *Aerospace*, *Applied Science and Technology Abstracts*, *Aquatic Science*, *Biological and Agricultural Index*, *CAB* (biology), *CINAHL* (nursing, health), *Compendexweb* (engineering), *Environmental Science*, *General Science Abstracts*, *GEOBASE* (geography, geology), *GeoRef* (geosciences), *Materials Science*, *MathSciNet*, *Mechanical Engineering Abstracts*, and *MEDLINE*.

Humanities and Social Sciences papers can be found in the *Bibliography of the History of Art*, *ERIC* (education), *Index to Legal Periodicals*, *MLA*, *PAIS* (social science), *PsycINFO*, *RILM* (music), and *Social Science Abstracts*.

When searching for book chapters or parts of books, use the following: *Aerospace*, *Anthropological Literature*, *AGRICOLA* (agriculture), *Bibliography of Asian Studies*, *EconLit*, *GEOBASE*, *Library Literature*, *MathSciNet*, *MLA*, *PAIS*, *PsycINFO*, and *RILM*.

Web Sites Worth Visiting

UISES Stock Exchange Simulation

<http://www.uises.com>

Educational classroom tool that provides a real-world trading experience

Edsitement

<http://edsitement.neh.fed.us/websites-lit.htm>

Collection of the top humanities resources on the web

Test & Measurement Educator's Corner

http://www.tmo.hp.com/tmo/iaa/edcorner/English/exp_main.html

Engineering experiments and lab exercises

Electronic Desktop - Virtual Courseware

<http://cdl-flylab.sonoma.edu/>

FlyLab (for learning the principles of genetic inheritance) and Earthquake (for learning how to determine a quake's epicenter)

Microsoft TerraServer

<http://terraserver.microsoft.com>


View, download, or purchase satellite photos of just about any location on earth



Helpful Hint: Add Highlighting to Text

Text in a Word 97 document may be formatted so that it looks as if you highlighted it with a marker. This feature is useful when you want to call the reader's attention to certain parts of your document when viewing it on-screen or printing documents to a color printer.

To use the highlight feature, follow the steps below:

1. Select the text you wish to highlight.
2. Click the Highlight button  to use the current color or click on the drop-down arrow (▼) next to the highlight button to select another color.

Notes:

- The highlight button is located on the formatting toolbar. The formatting toolbar is the one that contains the buttons for selecting fonts, boldfacing text, etc.
- The Highlight button looks like a pen with a yellow line underneath it. The drop-down arrow is located to the right of the button.

To remove highlighting from text:

1. Select the text that is highlighted.
2. Click on the drop-down arrow (▼) next to the Highlight button and select None from the drop-down menu.

Great News...LIAS on the Web is Here!

A "fully webbed" version of LIAS, referred to as LIAS on the Web, is now available at:

<http://www.lias.psu.edu>

It replaces the former telnet version of the LIAS databases which presented information in a line-by-line mode in a non-Windows environment.

LIAS on the Web is a gateway to numerous information resources for Penn State. It includes web versions of LIAS databases such as The CAT (online catalog) and Periodicals Abstracts. It also provides access to electronic journals, full-text databases, a reference shelf (containing tools such as dictionaries and encyclopedias), personal circula-

tion information, and home pages of the various libraries within Penn State University Libraries and much more.

At the top of the page for LIAS on the Web, you will notice some large tabs that list major categories of information. When you click on one of these tabs, the smaller sub-tabs will change according to the selected category.

Is the telnet look ... "the old LIAS" ... still available? Yes, access to the telnet LIAS databases, as well as their web counterparts, is available on the Fast Track to All Resources. Choose "Telnet Access to Locally Mounted Databases" from the list of databases.

Web Space for Course Development

The Center of Academic Computing at U.P. recently announced a new service called COLA (Course On-Line Account). COLA provides faculty with 10M of web space for course development. This account is active for one semester unless you choose to renew it. In order to apply for COLA, you must have an Access account and a personal web account at Penn State. For more information about COLA, see the following web site:

<http://cac.psu.edu/accounts/cola.html>

For information about applying for personal web space, visit these sites:

<http://www.personal.psu.edu/faq/cacweb.html>

<http://www.psu.edu/webspace>

Full-Text Databases

Listed below are names and brief descriptions of several new full-text databases available through LIAS.

Contemporary Literary Criticism Select

This is a selective collection of full-text literary criticism of contemporary authors. Although not every entry includes full-text, this source does act as an index for the entire paper collection. The full-text entry is generally a reprinting of a critical essay from a recognized journal or essay collection. The database can be searched by author name and profile, titles, subject/themes, critics, and critical responses.

Dictionary of Literary Biography

This new and growing database covers authors from all genres and time

periods. Entries provide a good starting point for students by providing a general essay and biographical information. In addition to the essay, there are references to primary and further critical information. All entries are written by scholars and academic specialists.

Dow Jones Interactive

This database searches articles in 5,500 news and business publications and includes its own directories to web sites of interest to business people. Dow Jones Interactive provides company and industry reports. It lets you browse or search today's entire *Wall*

Street Journal, *Asian Wall Street Journal*, *Wall Street Journal Europe*, *Financial Times*, *New York Times*, *Washington Post*, and *Los Angeles Times*. It also provides access to recent issues of *Barron's*, *Forbes*, *Fortune*, *Far Eastern Economic Review*, and *Smart Money*.

LEXIS-NEXIS Academic Universe

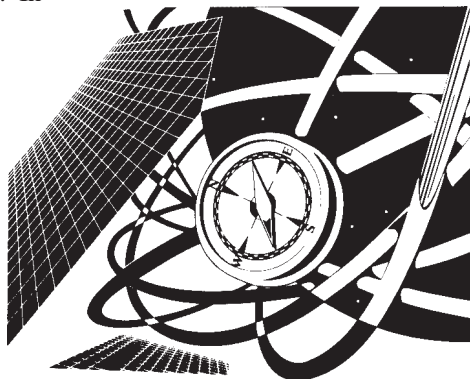
This database provides access to a wide range of news, business, legal, and reference information and covers many news sources for 20 years. Court cases and statutes from all federal and state jurisdictions are included. Most resources can be searched in full-text.



Misc. at M.I.S.C.

Special Copiers Available in Library

Two new coin-operated copiers are now available in the Library. They feature a raised glass platen that allows copies to be made without breaking the spine of the book. In addition, the location of the controls and the required positioning of the material on the platen make the copiers accessible to those with disabilities.



New Technology Classrooms

Three new installations were completed over the summer; computers and projection devices are now permanently installed in H143, N166 and T207. In addition to the new installations, existing technology classrooms are located in N165, B101, A42 and A43.

The technology classrooms are designed to accommodate frequent users of computer projection in classrooms. If you find that this type of classroom is suited to your teaching needs, please arrange scheduling through your School's scheduler. Occasional users may schedule computer carts with projection devices that can be set up in other classrooms. These can be scheduled through the M.I.S.C. at extension 6121 or by calling the equipment request line at extension 6286. Orientation on equipment in these rooms is available through M.I.S.C. as well by calling extension 6121 or 6116.

Studio Reorientation and Upgrades

Upgrades have been made to the video/data projector and sound system in the M.I.S.C. studio (A69). In addition to these changes, PictureTel and satellite downlink users will find a new orientation to the studio. The studio has been re-oriented to accommodate 33 people which will provide a little more room and comfort. This new design should provide a more conducive learning atmosphere in the distance education courses held there.

This year we are also experimenting with using an operator during PictureTel courses to allow instruction without the added burden of controlling the video system. As with the technology classrooms, video conferencing (PictureTel) is considered a work in progress. Suggestions and other input are welcome to help improve and make teaching more efficient in the studio.

New Test Scanning Service

Tests can now be scanned at M.I.S.C. and sent to University Testing Services. Within 24 hours, University Testing Services returns the test results and related information to you via email. If you need information concerning their services or instruction on how to complete the test forms, contact University Testing Services at (814) 863-2802. Information regarding the use of the scanner may be obtained by calling M.I.S.C. at extension 6121.

Computer Cart Upgrades

Users of computer carts in classrooms and conference rooms will find that the projection devices have been upgraded from LCD panels with overhead projectors to LCD video/data projectors. These projectors are brighter and have higher resolution than the older devices. Computer carts are currently available in the Academic, Reed, Behrend and Nick buildings with one soon to be available in the Engineering complex.

Lead Time for Copying or A-V Services

Copy work is usually completed the same day that the job is submitted with the exception of large copy jobs, book copying, or jobs requiring special or extra handling. Audio-visual equipment requests require a 24-hour notice. At M.I.S.C. we understand that various factors may prohibit adherence to the above policies. In such cases, these requests are handled on an "as available" basis with regard to equipment or staff.

M.I.S.C. Brochure

The Media and Instructional Support Center has produced a brochure which provides a list of services available through the Center. If you did not receive a copy, please stop by the M.I.S.C. office (room 75 in the Academic building) or call ext. 6121.

