

# ASG NEWS

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A Joint Newsletter of the John M. Lilley Library, the Computer Center,  
Center for Teaching & Educational Technologies, and the Media & Instructional Support Center

## JOHN M. LILLEY LIBRARY

### Archival Work Gets Underway

In past years the Behrend Archives, housed in the Lilley Library, have not received the attention that they deserve and require. With the exception of work spearheaded by Associate Professor of History, John P. Rossi in the early to mid 1990s, little work has been done to make the archives accessible to the public.

That is about to change. With the help of a generous gift from the grandsons of Ernst and Mary Behrend, Richard and William Sayre of Massachusetts have given new life to the tasks of organizing, cataloging and preserving the collections. In addition, their gift has led college administrators to apply for funding from the Pennsylvania Historical and Museum Commission which, if successful, will help to fund the project in 2006-07. This project will be conducted under the direction of Assistant Librarian, Jane Ingold. It is hoped that two years from now we will have a fully organized archive with a web site and on-going displays and exhibits.

The archives consist of three collections. The first, the Behrend College Collection includes documentation of the gift of the family farm to Penn State and correspondence exchanged between Mrs. Behrend and college adminis-

trators. It includes the early advisory board minutes, records from the Faculty Women and Wives organization, and two dozen scrapbooks of clippings dating back to the donation of Glenhill Farm. Additionally, there are videotapes, oral history tapes with their transcripts, and hundreds of photographs.

The Behrend Family Collection contains a limited number of family documents such as birth certificates, deeds, and wills. The bulk of the collection is photographs and artifacts. The Behrends were world travelers and there are many photograph albums from their excursions as well as family portraits. The collection contains memorabilia such as a scrapbook started by Mrs. Behrend a century ago and guest books featuring signatures and artwork from local businessmen and friends. Thirty reels of home movies document such events as their trip to the 1932 Olympics in Lake Placid.

The most document-intensive portion of the archive contains the records of the Hammermill Paper Company Collection. The documents in the Hammermill Paper Company Collection are in excellent shape since they were printed on high-quality paper. The

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This publication is available in  
alternative media upon request.

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## COMPUTER CENTER

### Dreamweaver Suited for Departments with Multiple Web Authors

There are a growing number of departments having more than one Web author who are responsible for maintaining their department's Web site. In the past, this meant that if one of the department Web authors planned to edit a page, that person had to inform all of the other Web authors within that department in order to avoid an "editing collision" (i.e. editing a copy of the

same page and unintentionally overwriting the other person's changes). This "editing collision" can now be easily avoided by using the check-in/ check-out feature of Dreamweaver 8. If your department is interested in using Dreamweaver in this manner, please contact Carolyn Dudas for more details (ddz@psu.edu, ext. 6458).

### Files Travel with Students in Public Labs

In response to student needs, the Computer Center has created a default location for the storage of student documents in the public computer labs. This default location will make it easier for students to access their files from any PC in any public lab.

As of this spring semester, students now have their own "Desktop" and "My Documents" areas. The "Desktop" and "My Documents" areas are linked to a user's "P" drive. As a result, when students logon to any public lab PC or kiosk they will always have access to their files which are saved in these two locations. This redirection is similar to the feature offered at University Park labs.



### Granting Network Privileges to Employees or Students

The Computer Center was recently audited to determine if procedures are in place to ensure the security of the college's computing facilities and resources. As a result of this process, the Computer Center has begun several initiatives to make improvements in certain areas. For example, an online form is being developed to process requests for granting or revoking

administrative network privileges to staff or students within a department. Once this new procedure is in place, the authorized staff member within a department will initiate a request via the online form. Then the Computer Center staff will change the network privileges accordingly. The new online form is expected to be completed this spring.

## CENTER FOR TEACHING & EDUCATIONAL TECHNOLOGIES

### Online Teaching and Learning

Do you teach a course that you think would make a good on-line course? To discuss your ideas and options, and even

get help with such a project, contact Carla Torgerson, Director of the Center for Teaching and Educational Technologies.

## CENTER FOR TEACHING & EDUCATIONAL TECHNOLOGIES (cont.)

### Teaching Enhancement

Now that the semester is in full swing, you may have questions about various teaching styles or techniques. The staff at the Center for Teaching and Educational Technologies is available to help you with topics such as effective teaching strategies, motivating students, learning portfolios, assessment rubrics, and others.

#### *College Teaching Seminars*

The Center for Teaching and Educational Technologies offers college teaching seminars for faculty members to obtain new strategies they can use in their classes. Faculty members from all disciplines share ideas and strategies for successful teaching.

#### *Remaining seminars this semester are:*

- Motivating My Students (Mar. 21 and 22)
- Stopping Student Cheating (Apr. 11 and 12)

For further details on these seminars or to register for any session, please visit <http://pennstatebehrend.psu.edu/faculty/teachingcenter/seminars/> or contact Carla Torgerson.

### ANGEL (<http://angel.psu.edu>)

#### *Behrend Faculty ANGEL Users Group*

The Behrend Faculty ANGEL Users Group is an ANGEL group that includes tips and techniques for using ANGEL effectively, as well as one-page handouts for faculty and students about various tools in ANGEL. To access this group, log into ANGEL and search for a group titled "Behrend Faculty ANGEL Users". For additional information, contact Qi.

#### *Behrend Diversity Module and Survey Available*

The Center for Teaching, Student Affairs, and several others at Behrend created a Diversity module and a survey that could be used in Behrend First Year Seminars. If you are interested in using this module, please contact Carla. The survey can be used

*College Teaching Seminar handouts on ANGEL*  
All of the handouts from our teaching seminars are available in our "Behrend College Teaching Seminars" group on ANGEL. To access those handouts, log into ANGEL, search for a group called "Behrend College Teaching Seminars", then enroll in this group. For additional information, contact Qi Dunsworth.

#### *Mid-semester Evaluations*

With the semester approximately one-third over, it's a good time to think about conducting a mid-semester evaluation. This is very similar to the end of course SRTEs, except that you can make changes to this semester's course to incorporate the feedback you receive. Typical questions focus on what the teacher can do to better meet student needs, and what students can do to ensure they learn the material better. You can find sample questions from this year's teaching seminar #3 in the ANGEL group, "Behrend College Teaching Seminars". You may also book a meeting with our staff to discuss conducting a mid-semester evaluation.

separately to assess students' general attitude towards diversity. It is available at <http://www.personal.psu.edu/users/c/n/cnt2/diversitysurvey/>.

#### *Free Multimedia Teaching Objects Available For Faculty*

A multimedia teaching object is a digital resource using new media technologies such as animation, three-dimensional visualization, video and audio, interactive objects, applications for PDAs or other technological options.

Any Multimedia Teaching Object (MTO) item can be used by anyone royalty-free under certain conditions. As a Penn State Instructor, you can apply to have an MTO created for your course. For further information, visit <http://tlt.its.psu.edu/mto/index.html> or contact Carla.

#### CONTACT US

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**[http://  
pennstatebehrend.psu.edu/  
faculty/teachingcenter/](http://pennstatebehrend.psu.edu/faculty/teachingcenter/)**

## MEDIA & INSTRUCTIONAL SUPPORT CENTER

### M.I.S.C. Services

Most of you are aware that we make black and white copies, but were you aware of our other services? For your convenience, we wanted to list some of our more commonly used services and the associated prices.

#### Printing Services

##### Color Copies

8 1/2 X 11 _____	\$0.50
8 1/2 X 14 _____	0.50
11 X 17 _____	1.00

Discounts available for quantities

##### Laminating

2 - 8 1/2 X 11 or 1 - 11 X 17 _____	\$1.50
2 - 8 1/2 X 14 _____	2.00

##### Binding

Up to 100 pages _____	\$1.50
Over 100 pages _____	2.00
Add a cover _____	0.50

##### Specialty papers

Card stock _____	\$0.20
Resume paper _____	0.20
B & W transparencies _____	0.50
Color transparencies _____	1.50

##### Business Cards

500 _____	\$35.00
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While University policies prohibit sales on services, most of our services are cheaper than similar services on the outside. However, if you find that our prices are higher than any competition, we have the ability to price match.

##### Design Jet Posters

Full color poster on hi-gloss photo white paper  
\$1.25 per linear inch (roll is 42 inches wide)

#### Photographic Services

Includes: portraits, photos, copy slides, scanning, digital photography

Passport photo first set of 2 _____	\$6.00
Each additional set of 2 _____	4.00

#### Audio/Video Services

Videotaping _____	\$32.00/session
Digital video _____	32.00/session + tape
VHS & DVD dubbing _____	7.50, includes supplies
DVD duplication _____	2.00 each
CD duplication _____	1.00 each

#### Fax Services

FAX service outgoing _____	\$1.00 per page
incoming _____	0.50 per page
N/C for cover page	
International FAX _____	3.00 per page

## JOHN M. LILLEY LIBRARY (cont.)

*Continued from page 1*

papers of Ernst Behrend, who served as the first president of the company, consist mainly of business correspondence, sprinkled with some family papers and letters. Other parts of the collection include annual reports, ledgers, and the company's magazine Hammermill Bond. Photographs and negatives, numbering in the thousands, date from 1900 until the 1980's. Artifacts in the collection include equipment such as tensile strength testers, the company's Army Navy Production Award (with a scrapbook commemorating the event), and a series of the original watermark seals.

The Hammermill Paper Company Collection provides an invaluable record of the company

and its employees. Ernst Behrend earned a reputation as an innovator, not only in the production of paper, but also in his company's approach to management techniques and employee relations. Revealed here is information about the life and times of the city and county including the effect of the influenza epidemic of 1918, a devastating 1912 flood, and suspicion of German-Americans during the First World War. There are files on community organizations such as Hamot Hospital and the Erie Playhouse with which the Behrends were involved, and there are records of early efforts to save Lake Erie and other waterways from industrial pollution. In short, there is much in these files of considerable historic importance to a wide audience.