

Winter 2000

Information Please, 2000-Winter

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Information Please

Volume 2, Issue 2

Winter 2000

LIBRARY HOURS
MON. - THURS.:
8:30 A.M.-10 P.M.
FRI. & SAT.:
8:30 A.M.- 5 P.M.
SUNDAY
5 P.M.-9 P.M.

CLOSED:
MARTIN
LUTHER
KING JR.'S
BIRTHDAY
1/15/00 -
1/17/00
LINCOLN'S
BIRTHDAY
2/11/00

REFERENCE:
708/534-4111
CIRCULATION:
708/534-4112

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university library

NEW SEARCH INTERFACE FOR DISCLOSURE DATABASE

by Ann Glascoff

Disclosure is an integrated research tool designed to provide web access to a full range of company information from several financial databases. The databases are used primarily for accessing information needed to perform competitive analyses, assess corporate finances, monitor corporate activity, and perform case studies. **Disclosure** has released a new, enhanced interface with major changes to improve reliability, response time, and overall performance.

The new version of **Disclosure** includes:

- A new look with two different ways to access and view data. The Reference View has redesigned the traditional search and profile screens to offer easy access to source documents. *Quick Search* and *Related Content* were added as toolbar options. The Business View offers a new approach that is more task-oriented to meet general corporate research needs, e.g. basic company information, analysis of peer companies, or information on specific industries.
- A new addition called Company Briefs, which contains company snapshots, including key financial graphs.
- The new *Quick Search* menu, which allows you to jump from one company's data to the next from any screen in **Disclosure** without having to return to a search screen.
- The new *Related Content* toolbar menu, which enables you to access related information about a particular company without having to run additional searches.

Visit the library to access **Disclosure**, or connect to the library's web site at <http://www.govst.edu/library> if you are using GSU as your Internet Service Provider.

VIDEOS TO CIRCULATE

by Colleen Waltman

Effective January 3, 2000 many videos, previously kept behind the circulation desk and only viewable in the library, will be available to circulate to GSU faculty, staff and students. These videos will be located just past the Reference Desk, in the skylight area, beside the door labeled "Reference Office."

The purpose of this change is to allow students who need to view videos or use them for classroom presentations outside the library to do so easily. These videos will circulate for a period of two weeks and are subject to recall at any time. If a video is recalled, the patron needs to return the video immediately. Fine and billing policies comparable to those used to monitor the circulating book collection will be in place for the circulating videos.

There still will be a number of videos that will remain behind the Circulation Desk and limited to use in the library. These videos have either been identified by an individual professor as a reserve item for a particular course or by a subject librarian as high use by a particular group of students, and, as such, need to remain non-circulating.

This policy is subject to review after a reasonable period of time to determine whether or not changes will be made.

Library Winter Open House

by Diane Dates Casey

The library will hold an open house on January 11 from 2 to 4 p.m. and 6 to 7 p.m. and on January 12 from 2 to 4 p.m. and 6 to 7 p.m. Refreshments will be served. Virtual visits to the library web site and tours of the library's facilities will occur at 2:30, 3:30, and 6:30 p.m. each day. Please join us!

NEW SEARCH INTERFACE FOR INFOTRAC DATABASE

by Colleen Waltman

The Infotrac database, which provides access to Expanded Academic ASAP and Business & Company ASAP, has a new search interface. This interface allows users to search by subject, relevance, keyword or do an advanced search by word, author or abstract. Users can also limit their searches by journal title or publication date. Additionally, users can select only articles with full text available and/or articles published in refereed publications.

The users must first select from the following menu: Subject guide, Relevance search, Keyword search, Advanced search, or Start over which appears on the left side of the screen. This choice determines the type of search to be done. Then the user can type the search terms in the query box. Before clicking on the gray "search" box, the user should specify whether these search terms should be searched:

- in title, citation, abstract
or
- in entire article content

DISSERTATION EXPRESS

by Colleen Waltman

A new service, which will begin Winter Trimester for GSU faculty, staff and students on a trial basis, is Dissertation Express. University Microfilms International (UMI) offers Dissertation Express to academic institutions.

HOW IT WORKS.

Institutions can request dissertations online and expect to receive the dissertation within 3 working days. The dissertation will be sent to the library "shrink wrapped" and unbound. After its arrival the individual who requested the dissertation will be permitted to check out the unbound dissertation. Upon its return the dissertation will be sent to the bindery, cataloged and added to the collection.

Because of the trial nature of this service registered GSU students, faculty and staff may request three dissertations per trimester.

Forms to place requests are available at the Reference Desk.

by clicking on the appropriate circle just below the query box.

If a user makes no choices, the system will default to a subject guide search and will search for the words in the title, citation or abstract.

As of December 7, 1999, Expanded Academic ASAP contained 1,593,137 articles and Business & Company ASAP consisted of 1,970,633 articles. Both databases have articles dating back to 1980 in their backfiles and 1996 in the main database. Backfiles can be accessed once a search is completed and the result displayed. On the left side of the screen the "backfiles" option will then appear.

For additional information about Infotrac, consult the online User Guide.

Winter Online Library Research Skills

by Diane Dates Casey

Library online skills workshops to brush up your searching skills will again be offered this trimester. During these one-hour hands-on workshops in the library's instruction lab you will learn how to use library-related databases effectively. Register for the workshops online at <http://www.govst.edu/library/instruction.htm> or at the reference desk. There is no charge, but space is limited.

Searching IO for Beginners: 1/18/00 3:30-4:30 p.m.; 1/24/00 6-7 p.m.; 1/26/00 6-7 p.m.

Searching IO for Advanced Users: 1/25/00 3:30-4:30 p.m.; 1/31/00 6-7 p.m.; 2/1/00 3:15-4:15 p.m.

Finding Full-Text Articles: 2/2/00 6-7 p.m.

Education Resources: 2/15/00 3:30-4:30 p.m.

Government Resources: 2/8/00 3:30-4:30 p.m.

Legal Resources: 2/9/00 3:30-4:30 p.m.

Literary Resources: 1/26/00 3:30-4:30 p.m.

Management & Public Administration Resources: 2/3/00 3:30-4:30 p.m.

Marketing Resources: 1/24/00 6-7 p.m.

Psychology Resources: 2/8/00 6-7 p.m.

Science Resources: 2/16/00 3:30-4:30 p.m.

Social Science Resources: 2/2/00 6-7 p.m.

Social Work & Addictions Studies Resources:

2/10/00 3:30-4:30 p.m.

Tax Resources (RIA): 2/1/00 6-7 p.m.

Department Spotlight: Serials

by Lydia Morrow Ruetten

Three full-time employees staff the Serials Department: Lydia, Janice Washington and Renee Rainey. At present, we also have two student assistants, Tony and Janice.

The GSU Serials Department maintains more than 2,000 active subscriptions, and has approximately 3,300 titles in its collection. These items are non-circulating so that they are available for all patrons whenever the library is open. All titles are shelved alphabetically by title in the serials stacks. All formats, paper, microfiche or microfilm are shelved together.

The Serials Department is responsible for ordering, receiving and paying for serial titles purchased for the Governors State University Library. We maintain payment records, act as a conduit for communications to and from vendors, resolve problems related to serial titles and control bindery activities, including processing personal copies of student theses. We maintain the Periodical Holdings List; repair damaged serials and shift the collection when necessary.

We participate in the Duplicate Exchange Union (DEU). This is an American Library Association-sponsored activity. Membership in the DEU allows us to obtain items missing from our collection for the cost of postage. Over the years, we have filled in gaps in our collection, and replaced older, less used volumes with microform, allowing us to keep more holdings in our collection.

At present, we are in the process of converting data from our stand-alone, serials control system, Microlinx, into the new DRA serials module in our online catalog. This involves adding holdings to bibliographic records in the catalog so that patrons can see which issues have arrived.

Helen's Favorites

by Helen Benos

Here are ten new titles which you may find interesting and useful.

On Sunset Boulevard: The Life and Times of Billy Wilder
by Ed Sikov

PN 1998.3 .W56 S55 1998

Television: What's On, Who's Watching and What It Means
by George Comstock and Erica Scharrer

PN 1992.6 .C645 1999

Margaret Atwood: A Biography by Nathalie Cook
PR 9199.3 .A8 Z57 1998

Red Blood and Black Ink: Journalism in the Old West
by David Dary

PN 4894 .D37 1998

The FBI: A Comprehensive Reference Guide Edited by Athan G. Theoharis

REF. HV 8144 .F43 T48 1999

Volunteer America: A Comprehensive National Guide to Opportunities for Service, Training, and Work Experience
Edited by Harriet Clyde Kipps

REF. HN 90 .V64 K48 1997

Encyclopedia of Family Life Volumes 1-5

REF. HQ 534 .E53 1999

International Encyclopedia of Systems and Cybernetics
Edited by Charles Francois

REF. Q 304 .F73 1997

Almanac of American Politics 2000: The Senators, the Representatives, the Governors: Their Records, and Election Results, Their States and Districts by Charles E. Cook, Jr.

REF. JK 271.B343 2000

Philosophy in the Flesh: The Embodied Mind and Its Challenge to Western Thought by George Lakoff and Mark Johnson

BD 418.3 .L35 1999

Talking to Todd Tucker

by John DeYoung

Who said that men can't be librarians? If you happen to look around the GSU library establishment, there are quite a few guys running amuck in the shelves and helping patrons behind the circulation desk. One of those gentlemen is the new kid on the block, Todd Tucker. Tucker has been recently hired for the Interlibrary Loan department, and according to Barbara Stapleton, interlibrary loan coordinator, "He is doing an outstanding and marvelous job."

The Harvey resident has quite an interesting background, but not in the library field. This Thornton Township graduate went on to pursue a career in medicine as a chiropractor. After receiving his Bachelors of Science from the University of Illinois in Cham-

paign, he attended the National College of Chiropractic where he received another B.S. in Biology and his Doctorate in Chiropractic. According to Tucker, it was his uncle that inspired him to become a chiropractor.

While attending the NCC, Tucker worked in their library for two years where he did, according to him, "a little bit of everything." Tucker came to GSU because of "the environment to do research" for his future practice, and the opportunity to lecture on campus about chiropractic medicine. One thing Tucker has learned from working at the GSU library is that "it is better to observe and listen then to speak and interact." As Tucker pursues his dream of a full time practice, this will be one lesson he will never forget.

THE NEW E-MAIL REFERENCE SERVICE

by Mari Ellen Leverence & Diane Nadler

In an effort to enter the new millennium "in style," the GSU University Library has launched a brand new e-mail reference service that is very cutting edge! Come visit our website at <http://www.govst.edu/library/online/genref.htm> and use the online e-mail form provided for reference queries.

During the Spring/Summer 1999 trimester, while Mari Ellen Leverence was Acting Reference Department Head, she began a trial run of the e-mail reference service for any GSU students on the Internet who needed reference service. Since then the service has gained popularity. More students and staff are contacting us via e-mail, so Director Rebecca Bostian has authorized us to continue the e-mail reference service right into the year 2000.

The process is handled the same as a reference question that is asked "in person" at the Reference Desk. Thoughtful answers are provided as quickly as possible. Questions are answered in the order received. What's very exciting about this concept is that the queries now come at midnight or 4 a.m. —whenever students are on their computers and need assistance.

Mari Ellen asked Diane Nadler, a Library Technical Assistant at GSU since 1992, to be the coordinator of the e-mail reference

service. Diane has lots of fun with computer technology and really was eager to head up the day-to-day duties. She checks for e-mail questions every day, sometimes twice a day. Diane keeps a computer file of all messages and our reference replies. Diane answers the first-tier of questions and then refers second-tier questions to Mari Ellen.

Some recurring e-mail questions are:

- (1) difficulty accessing journal databases from home
- (2) interlibrary loaning materials from other libraries
- (3) how to cite APA Style for papers
- (4) business students asking for company data
- (5) education students inquiring how to sign up for tests online
- (6) students needing passwords for specific databases

To quote computer consultant Stan Bunger, "Companies are getting more e-mail messages than they ever did letters or phone calls... reporting as many as 15,000 e-mails a day." I imagine our service will grow (hopefully not to that degree) as students hear more about this.

As this mode of reference service becomes more popular, and the e-mail questions encompass other subjects, other Librarians and LTAs will be asked to answer questions in their subject specialties.

NEW SEARCH INTERFACE FOR FIRSTSEARCH DATABASE

by Beth Hansen Shaw

A new, enhanced version of OCLC's FirstSearch service, provided to Illinois libraries through a grant from the Illinois State Library, is now available in the GSU Library. Designed to make searching simple, yet sophisticated enough for all library users, the new search interface promises, and delivers, even more powerful and flexible online searching to ensure that library users will be able to access the information they need.

Major new features include:

- Cross-database searching, i.e., the ability to search up to three databases at the same time, with results merged into one list.
- Help in determining which databases to search based on the estimated number of results per database for your search term and topic area.
- An icon which clearly indicates when the source material is to be found in the GSU Library.
- The ability to choose from Basic, Advanced, or Expert search modes.
- New search functions, including full right-hand truncation, wild cards, unlimited Boolean "Ors" and phrase searching using quotation marks.
- An online thesaurus for some databases, with index browsing for others.
- The option of sorting search results by fields such

as date or author.

- The option of ranking search results by relevancy to your topic.
- The option of marking up to 100 brief records for printing or e-mailing.
- The option in some databases to limit your search to full-text retrieval or to items held by the GSU library.

With these expanded search capabilities, the new FirstSearch integrates access to information from library collections, bibliographic databases, online full text, electronic journals, and the Internet. To see how FirstSearch can help you with your next research project, visit the GSU library in person, or connect to the library's website at <http://www.govst.edu/library>. To connect to FirstSearch registered GSU students, faculty and staff will need to obtain a user name and password at the Reference Desk.

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