



# Point and Click

The Libraries' Information Connection

Volume 2, Issue 3

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Co-Editors

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## Heart of the Haven

*Tara Lynn Fulton, Dean of Library Information & Services*

### ***Diverse initiatives, commons themes***

This latest issue of the newsletter includes articles that span topics from e-reserves to job descriptions and from full-text news resources to fines. Students who come to work at the library inevitably exclaim at some point that they never realized how much went on in the library! Every day one of the faculty or staff in the library

- Updates one of our web pages;
- Selects some new books;
- Connects a student from a citation to the actual material;
- E-mails a colleague on campus about ways our services might help them;
- Consults with a faculty member about assignments or resources for a course;
- Puts more paper in the printers and photocopiers;
- Helps a student prove a point in a paper/project;
- Reshelves easy readers in the Children's Library;
- Requests that an article be faxed from a sister institution to one of our faculty; and
- Investigates how a new vendor, software package, or piece of equipment can save us time and money.

Scientists need different services and materials than humanists, and first year students ask different questions than student teachers out in the field. Some of our projects appear mundane, while others require high levels of expertise. Yet for the myriad of activities we are involved in, our mission remains a cohesive one: to make information/literature/recorded knowledge available to the campus, and to assist in integrating its use in curricular, scholarly, and related endeavors.

Our satisfaction comes from hearing one of you say: "Thanks! You really helped me out," or "My students' papers were so much better this semester because of the work we did in the library." We invite you to let us know how we can make teaching and learning at LHU even more gratifying.

### ***Same faces, new jobs: Reorganizing to serve you better***

The average tenure of library faculty and staff is about ten years. In ten years one grows a lot and becomes an expert in one's area. Often one also becomes anxious for some new challenges and a change of pace. When I came to LHU in 2000 I found a wealth of expertise in the Stevenson Library, but also some underutilized talent.

**Stevenson Library**

Lock Haven University  
401 North Fairview Street  
Lock Haven, PA 17745  
(570) 893-2309  
[www.lhup.edu/library](http://www.lhup.edu/library)

**Clearfield Campus  
Library**

Lock Haven University  
P.O. Box 1410  
Clearfield, PA 16830  
(814) 765-0620  
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Public Relations

Team:

Bernadette Heiney  
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## **Heart of the Haven** *(continued)*

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The faculty and staff expressed the need and desire to devote more of our energies to direct service and to the burgeoning needs with technology and media. This year we have been gradually shifting some responsibilities, and in several cases individuals were promoted to more responsible positions. Here is the end result of our reorganization.

Four staff members serve as a Public Services Team, rotating responsibility all hours the library is open for answering general questions and checking that the building is opened, closed, and functioning smoothly. Each of these team members has a specific area of responsibility. Bernadette Heiney is breaking ground in a new Library Technician position supporting reference, instruction, and web development; she also provides support for the Archives. Susan Hanna is now a Library Assistant II overseeing interlibrary loan, document delivery, and reserves. Cheryl Reynolds is now a Library Assistant II supervising circulation and stacks maintenance; she also provides support to the media/audiovisual and Children's/Curriculum library. Carol Gehret retains her primary responsibility as the Library Technician responsible for all aspects of acquiring and receiving materials for the libraries collections, but is now also enjoying helping students, faculty, and community users in public services.

Five individuals comprise the core of the Technical Services Team. Carol Gehret was elected to be the first coordinator of that team. Lisa Chu is now Library Technician, and her responsibilities are copy cataloging and support of hardware/software problems related to the database that supports PILOT, circulation, etc. Cheryl Hartman is our new Library Assistant I responsible for periodical check-in, processing, bindery, and related technical services processes. Two of the librarians also serve on this team: Marsha Tate, who does original cataloging, and Shirley Chang, who keeps our authority records and links up-to-date.

While librarians all purchase materials in their fields, one of them coordinates each format (Caryn Carr, Archives; Brenda Corman, serials; Jamie Foor, books; Rick Lilla, children's materials and databases; Elsa Schwartz, reference; Marsha Tate, media/audiovisual). Librarians also set general policy direction and initiate programs in the major areas of the library -- Caryn Carr with Systems, Liaison and Assessment, Shirley Change with Reference, Brenda Corman with Access Services, Rick Lilla with Web, and Elsa Schwartz with Instruction. In the fall, Jamie Foor will move from the Clearfield Campus to the position of Education Librarian at Stevenson, and a new librarian will be hired for the Clearfield Campus.

What differences will you see now that everyone is in place, trained in their new areas, and ready to innovate? More staff are readily available in the public area to assist students and faculty who come to the library, and more staff are involved in developing a web presence for our distance education and students who prefer to start their research outside the library. Librarians are now extremely busy teaching components to courses and getting involved in developing curricula and instruction; the able assistance of the staff is freeing them to take on the very important information literacy initiative. We are expanding the formats we are making available to the campus, including software training cds, music cds, audiobooks, and hopefully soon dvds. Electronic reserves is already up and running, as are other new services such as the "new materials" feature on PILOT. Generally we have decentralized responsibilities for the various technologies that undergird library and information services, so that all library staff share in bringing both print and electronic resources to the campus.

We thank you for your patience during the transition period and hope that you are already benefiting from the reorganization.

# New Feature in Pilot

Caryn Carr,  
Systems Administrator, University Archivist, Reference Librarian

Users of Pilot, our library online catalog, can now discover what new materials have recently been added to the collections. There is a new “search tab” called, **New Books** accessible from Pilot’s search page ( <http://pilot.sshe.edu:8050> ). This feature will allow you to use several limits to search for new materials:

Searching: Stevenson Library

Search   Guided Search   Course Reserves   **New Books** ←

Select location: **1**

- All locations
- General Collection
- Reference Collection
- Children's Library
- Clearfield Collection
- Folio Collection
- Teaching/Learning Center Collection
- Audio Visual Collection

Display: **2**

- last 2 weeks
- last month
- last 3 months
- last year

Sort by: **3**

- call number
- author
- title

A list of new books, videos, etc.

**4** Search for: (optional)

50 records per page   Search   Reset

- 1. Select location** – You can set your search to look at all locations, (All Locations), or a specific location, such as Children’s Library, Reference Collection or the Teaching/Learning Center.
- 2. Display** – The display allows you to set a time period for requesting these materials. Currently you can request new materials added in the last two weeks, last month, last 3 months or last year.
- 3. Sort by** – Call number, author or title can sort your search for new books. This will allow you to create a bibliography of new material.
- 4. Search for** – This feature allows you to search for a specific title or author.

Please try out this new feature in Pilot and let us know if you have any suggestions for making it a better feature. Notify Caryn Carr, [ccarr@lhup.edu](mailto:ccarr@lhup.edu), or 893-2489.

# About Ethnic Newswatch

By Rick Lilla,  
Electronic Resources Librarian

Many years ago Stevenson Library introduced *Newsbank*. In its original form, it was a print index that pointed to microfiche holdings of the full text of selected articles from small and medium sized newspapers throughout the United States. More recently, we obtained *Lexis-Nexis Academic Universe*, a general academic database that provides access to an archive of full text articles from major newspapers throughout the world. This past fall we have unveiled *Ethnic Newswatch*. Lock Haven University obtained *Ethnic Newswatch* through an International Paper and Commonwealth of Pennsylvania State System of Higher Education Grant that was submitted by Donald Woodhouse and Alan Anderson.

## What is it?

*Ethnic Newswatch* is a full text newspaper database that makes available over 200 publications, from (in their words) "the ethnic, minority, and native press." These publications, which are mostly made up of newspapers, are all U.S. publications, but representing various ethnic perspectives. Perspectives include African, Caribbean, Jewish, Middle Eastern, Native American, Asian American, Latino, Hispanic, and Eastern European populations. The value of *Ethnic Newswatch* is in being able to compare U.S. mainstream reporting with various ethnic publications reporting on a variety of issues. Terrorism, free trade, United Nation proposals, and bilingualism are just a few of the many topics that can be easily compared and contrasted though using *Ethnic Newswatch* and *Lexis-Nexis* together.

## Who can benefit from using it?

*Ethnic Newswatch* helps to support such academic disciplines as political science, sociology, journalism, Spanish language, and Lock Haven University's International Studies program. These articles, representing a wide range of

ideologies, can help to broaden our students' perspectives on a wide variety of issues. *Ethnic Newswatch's* 700,000 articles are available in both English and Spanish.

## Who Owns It?

*Ethnic Newswatch* is owned by Softline Information, which decided to develop this service based on a combination of factors related to the original goals of the company. Their foremost goal is to uncover those opinions and viewpoints that reflected minority and ethnic viewpoints within the U.S. It is no coincidence that the inception of *Ethnic Newswatch* in 1990 corresponded to the 1990 U.S. Census Report that showed a growing diversity among the nation's population. The large number of Spanish language newspapers across the nation was reflected in the decision to offer *Ethnic Newswatch* in both English and Spanish.

*Ethnic Newswatch* is easy to use, especially once you have completed a short tutorial that is available from their main search page. To access *Ethnic Newswatch* or the tutorial that introduces it, simply go to the Stevenson Library web page, located at <http://www.lhup.edu/library>. It is located on the Fast Links column under GENDER/ETHNIC NEWS... An introductory page will appear, giving credit for how this site was funded. You can then choose to search either *Ethnic Newswatch*, *Genderwatch*, or try out the *Ethnic Newswatch* tutorial.



# Fines And Fees For Faculty And Staff

*Brenda M. Corman, Access Services Librarian*

Library fines and fees provide incentives for people to return library materials so that they become available for others to use. All library users, including faculty and staff, are subject to fines and fees.

Faculty and staff have extra borrowing privileges for library books. They may renew books up to three times before the items must be returned to the library and checked in. Faculty and staff also receive a courtesy notice shortly before their items come due. This is not an overdue notice, it is a reminder that books will soon be due, so they should be returned or renewed.

Books that remain overdue following three notices are regarded as lost and a cost for replacing the books is calculated by the library system. You will be blocked from checking out additional items until the materials are returned or paid for. Please avoid this problem by promptly returning or renewing your books.

## Electronic Reserves - New Service Review

*Jamie Foor,  
Clearfield Campus Librarian*

The Library has recently purchased an online electronic reserves program called *ERes*, from Docutek Information Systems Inc. The *ERes* program will allow the library to scan articles or other course materials (e.g. previous exams and chapters in books) and place them on the Web for students to view and/or download. This Spring 2002 semester the library is running a pilot program with 6 professors at Stevenson and the Clearfield Campus Library. We anticipate this service to be open to all faculty beginning in the Fall 2002 semester.

The *ERes* software is password protected in order to comply with copyright laws. Each professor will inform their class of the password. Any student that has access to the Internet, at home or on campus, will be able to view and print articles from their computer. The articles are scanned using the Adobe Acrobat software, therefore, they must have a copy of the Acrobat Reader on their computer. The Acrobat Reader program is available to download from the *ERes* web page. Their course materials are searchable by department, professor, course number, and document title or author search.

Access to *ERes* can be found on the library's web page under the "What's New" selections. Any faculty interested in knowing more about electronic reserves or the *ERes* program should contact Susan Hanna at #2311 or shanna@lhup.edu.



Visit the Eres page at <http://eres.lhup.edu/courseindex.asp>

## In Memory of William F. Williams, Jr.

*Bernadette Heiney,  
Information Service Technician*

In honor of William F. Williams, Jr., Chair of the Lock Haven University Council of Trustees, who passed away on December 16, 2001, Stevenson Library has prepared a special display celebrating his life and contributions to the University and the community. He was appointed to the LHU Council of Trustees in 1964 by Governor William Scranton and was re-appointed by Governors Shapp, Thornburg, Casey, and Ridge. In 1977, he was elected Chair of the Council and served in that capacity until his death. In 1998, he was honored with the Eberly Award for Volunteerism by the Pennsylvania State System of Higher Education. The display, which will be on exhibit from February 8<sup>th</sup> – 28<sup>th</sup>, also chronicles University happenings during Mr. Williams' tenure as a member and Chair of the Trustees. We invite the University community to stop by and learn more about this extraordinary person and his contributions to Lock Haven University.

*Point and Click* welcomes feedback or suggestions from its readers.

Please contact the Stevenson Library Central Office at [prico@lhup.edu](mailto:prico@lhup.edu) or (570) 893-2310

## New Exhibition Area

*Bernadette Heiney,  
Information Service Technician*



One of the many new and exciting services offered by Stevenson Library is an exhibit area located in the Meet & Greet area of the first floor. The exhibit space, which currently includes two large glass display cases and three double-sided cloth display boards, is available to University faculty, staff, departments and programs for the display of educational, cultural, intellectual, and aesthetic materials. Some of the exciting first displays showcased this semester include a collection of winter holidays celebrated around the world and a West Branch Institute display sponsored by Dr. Ralph Harnishfeger. Currently, the library is sponsoring a memorial exhibit in honor of William F. Williams, Jr., Chairman of the Lock Haven University Council of Trustees, who recently passed away. The exhibition space is available throughout the year and is reserved for one month at a time. If you are interested in using this space, please contact Bernadette Heiney at 893-2545 or [bheiney@lhup.edu](mailto:bheiney@lhup.edu).

If you have any comments about *Point and Click*, please contact the Stevenson Library Central Office at [prico@lhup.edu](mailto:prico@lhup.edu) or (570) 893-2310



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### The Libraries' Information Connection



This newsletter will be published once a semester. At Stevenson and Clearfield Libraries we are dedicated to traditional values and contemporary services. We are YOUR link to the world of information and technology. Stop by and see us, who knows what you'll find out!