



# INSIDE THE CLARION UNIVERSITY LIBRARIES



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The Clarion University Libraries newsletter is published weekly when classes are in session. Through *INSIDE*, we share information about our services and resources with the campus community. *INSIDE* is best viewed with Microsoft Outlook. However, you can read a PDF version of *INSIDE* online through the [Libraries' homepage](#).

## Study Around The Clock At Carlson Library!



Carlson Library is the place to be as you finish research papers and prepare for finals.

Tonight we begin 24-hour-a-day operations through Thursday of Finals Week, with the exceptions of closing at 9:00 p.m. on Friday and Saturday evenings.

Databases, computers, and borrowing services will be available around the clock.

During Carlson Library's extended hours, Reference Services are available on the following schedule:

Monday – Thursday:	10:00 am - 9:00 pm
Friday:	10:00 am - 5:00 pm
Sunday:	1:00 pm - 5:00 pm

## Carlson Library Is Going To The Dogs!



Carlson is going to the Dogs?

No...wait. That's not right!

The dogs are coming to Carlson Library!

Are you feeling stressed over finals? Need a break from studying? Come pet a pup! [Therapy dogs](#) will be on Carlson Level A on Sunday, Monday, and Tuesday (December 7-9) from 7 to 8 pm.

## CU Libraries' Links:

### Inside The Clarion University Libraries

*Read back issues of the Libraries' newsletter*

### Library Home

*Your link to all of the Libraries' resources*

### PILOT

*Search the Libraries' online catalog*

### Databases A-Z

*Search the Libraries' extensive collection of electronic journals and e-books*

### Contact Us

*Dr. Terry Latour  
Dean of Libraries*

Campus Canines and the Special Libraries Association is sponsoring this activity and will also be collecting donations for [PAWS](#) (Pet Adoption and Welfare Society) of Clarion.

## It's Not Too Late To Get Help!



It's not too late to get help with end-of-the-semester papers and research projects.

While they won't be available in the wee hours of the mornings, the Reference Librarians at Carlson and Suhr will be available during weekdays and most

weekday evenings until 9:00 pm. and Sunday afternoon in Carlson Library. Stop by the libraries or call:

- Carlson Library at 393-2490
- Suhr Library at 676-6591
- Clarion Online distance education Students may use the special toll-free number, 866-272-5612.

If you need help at a time when the Reference Librarians are not on duty, try our [Ask A Librarian/LibAnswers](#) online reference service. It's a database of questions and answers that others have previously asked. It just might have what you are looking for. It is available at the [Libraries Website](#) in the right-hand column.

If that doesn't fit your needs, you may submit requests via email by clicking on the e-mail link on the [LibAnswers](#) page. You also have the option to submit a request to the [Ask Here PA](#) service, which provides 24/7 assistance by librarians at other libraries around the world.

Don't forget about all the tutorials and resource lists also available at the library Website

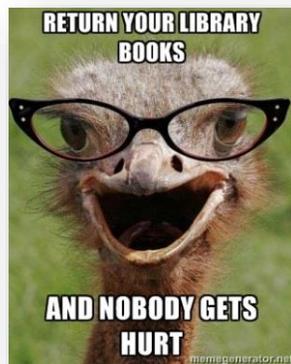
## Library Tip: Protect Your "Stuff"



As we approach the end of the semester and the beginning of the Holiday Season, we would like to remind you to take extra care to protect your valuables.

Do not leave backpacks, purses, phones, laptops, or other valuables unattended. They could disappear before you know it.

## Library Tip: Return Day



*All library items should be returned by the end of Finals to avoid fines and lost item charges.*

If you need an item beyond that Friday, please consult with the Circulation Department.

## Library Tip: Eagle Dollars Accepted Here



If you have a library fine or lost book charge at Carlson Library, you may pay it with Eagle Dollars. Just let the staff person on duty at the Circulation Desk know that you want to take care of your obligation with Eagle Dollars and present your ID card. They will take care of the rest.

## The Minion's Master Moves: Flash Drive Life And Loss



### ***The S.W.A.T. Minions remind you...***

Flash drives won't last forever...but you are more likely to lose it than wear it out.

The life span of a flash drive does not depend on *years* but more on how many times the flash drive is written to.

Flash memory has a life cycle of between 10,000 and 100,000 write cycles.

While there is no guarantee that a lost flash drive will be returned, we suggest creating a file with your contact information. Save the file with a name like: **~I am lost – please return me**. The tilde (~) at the beginning of the name should place it first on the file list of the drive, making it easier to identify the owner.

## **Cranial Candy: Word Of The Week**



### **dragoman**

#### **PRONUNCIATION:**

(DRAG-uh-man) 

#### **MEANING:**

*noun:* An interpreter or guide.

#### **ETYMOLOGY:**

From French dragoman, from Italian dragomanno, from Latin/Greek dragoumanos, from Arabic tarjuman, and Aramaic, from Akkadian targumanu (interpreter). Earliest documented use: 1300s. Akkadian is a now-extinct Semitic language once spoken in ancient Mesopotamia (now Iraq) and written in cuneiform. Earliest documented use: 14th century.

#### **USAGE:**

"The pig doesn't express himself in some exotic swine-dialect, the farmer has no need to summon a dragoman fluent in grunts, each understands the other perfectly."

Eric Ormsby; *Ambitious Diminutives; Parnassus: Poetry in Review*, 2008.

## Computer Tip: Seven Tips For Effective Emails



**1. Email addresses are not case sensitive.**

**2. Avoid typing in all capital letters.** It is generally considered rude to type in all caps. It is, in essence, yelling at anyone who reads the email.

**3. Don't put the whole email in the subject line.** A subject line is designed to tell what the email is about so the person receiving it can look quickly and have some idea what the email is referencing. It's like the title of a book. Keep it short and sweet.

**4. Check how your name appears in the From line.** This is the name that appears on the receiver's inbox and what shows up when they reply.

**5. Check how you reply.** Be sure that there is a valid reason to use Reply All instead of Reply. If you are responding to a "list serve" message, remember that Reply replies to *everyone* on the list.

**6. Don't include confidential information.** This includes information that you would not want shared or passed on. Who is stopping the email recipient from forwarding a juicy gossip email to all their friends?

Never put a credit card number or account number in an email. Email is NOT a secure form of communication. It could easily be intercepted or hacked into.

**7. Spell check!** This will make your emails seem more professional. Avoid using "text language" like "How r u" in an email. Check your punctuation use. If you use an exclamation point a lot or if you ignore punctuation all together, it can make the emails hard to read.

Although we do not "*repair*" computers, the **S.W.A.T. Team**  
(the **Students Who Assist [with] Technology**)  
on Level A of Carlson Library  
is always happy to help.  
Having an issue? Let us take a *swat* at it!

### Something To Think About:



*There are two ways  
of spreading light:  
to be the candle  
or the mirror that reflects it.  
- -Edith Wharton*