



# INSIDE

## The Clarion University Libraries

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### CU Libraries' Links:

### Inside The Clarion University Libraries

Read back issues of the Libraries' newsletter

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](#).

## Reference Help Via Phone, Chat, Text, and Email



Need help getting started with a research assignment? The Carlson and Suhr Librarians are available to answer questions and point you in the right direction.

Can't make it to the library? That's okay...you can still get helpful advice from a reference librarian by using phone, chat, texting, or email. .

- **TELEPHONE:** If a quick call will help, please let us hear from you:

Carlson Library	814-393-2490
Suhr Library	814-393-1242

Distance Education students may also contact the Reference Department using the toll-free telephone number.

- **CHAT:** If online chat is your style, try our [Live Chat Reference Service](#). It's available during the times that Carlson Library reference services are available:

Monday – Thursday	10:00 a.m. – 9:00 p.m.
Friday	10:00 a.m. – 5:00 p.m.
Sunday	1:00 p.m. – 5:00 p.m.

- **TEXT:** If the question is simple and the reply is too, text a reference librarian. Send your questions via SMS text to our email address: [libsupport@clarion.edu](mailto:libsupport@clarion.edu). *Note: Standard messaging rates apply.*

Remember that SMS stands for *Short Message Service*. If the question (or answer) requires in-depth discussion, you probably should contact the Reference Librarian using one of the other options.

- **EMAIL:** When reference librarians are not available and your need is not time sensitive, you may contact us via email using our [Ask a Librarian](#) service. A link and form are located at our Website.

## 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

- **ALWAYS COVERED!** If you need help when the library is closed, we've got it covered. The Clarion University Libraries have made arrangements for librarians at a consortium of other universities to help you. They don't know your courses, assignments, or professors, but they will do all that they can to help you find the resources you need.

At the [Clarion University Libraries](#) Website click on the "Chat Live With a Librarian" button located in the lower right section of the screen. If a Clarion Reference Librarian is unavailable and you need answers now, click the link (toward the bottom of the screen) to talk with a librarian from another school. The link will take you to the Ask Here PA Website where you should follow the instructions and link to a college librarian elsewhere, including nights and weekends. This service is provided by the State Library of Pennsylvania and funded by Pennsylvania tax dollars.

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## ALF Schedule



When the Autumn Leaf Festival is celebrated things are a little different in Clarion – that includes the schedule at Carlson Library.

On Friday - Farmers and Crafters Day - Carlson Library operates on an 8:00 a.m. – 4:00 p.m. schedule and reference services are not available.

Carlson Library is closed on Saturday, but returns to normally scheduled hours on Sunday when doors open at 1:00 p.m. (without Reference services, however.)

**Note:** The Charles L. Suhr Library on the Venango Campus in Oil City is open on Friday this week. However, they are not providing Reference Services. The Suhr Library is closed this Saturday.

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## Library Tip: Quiet Zones



As the semester gets busier and deadlines near, a quiet place to work may be what you need.

Levels 2 & 3 of Carlson Library are designated as Quiet Zones. In accordance with student preferences and campus culture, the Entrance Level and Level A are more open for group work and social interaction.

We ask all library users to help us maintain alternatives for all preferences. If you are seeking a quiet location to study, please use

Levels 2 & 3. If there are problems on Levels 2 & 3 with noise, we need your assistance and cooperation. If you receive a cell phone call or a friend stops by, please keep it quiet and brief or take the conversation elsewhere. If someone else is not maintaining the Quiet Zone atmosphere, please ask that person to do so. If the noise persists, please notify the staff at the Circulation Desk. If staffing permits, they will investigate.

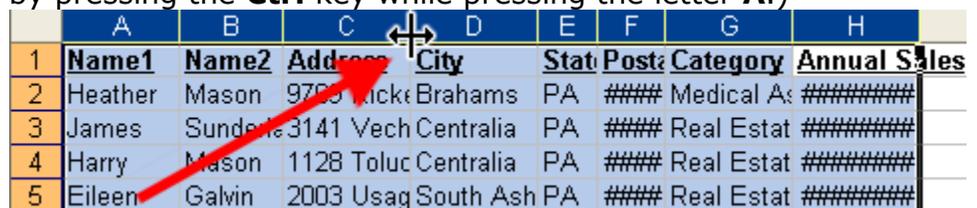
Library staff members also attempt to enforce moderation on Levels 1 and A. If you think that it is too noisy there, please consult with our staff.

Library staffing is often limited, so please help to maintain Carlson Library as a desirable place to be.

## Computer Tip: Read The Whole Column In Excel

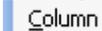
For many reasons columns sometimes overlap. The usual resolution is to manually click between each column header (A, B, C, D, etc.) and drag them to a size that allows for the viewing of all information. The fastest way to do this when there are multiple columns involved is to use the **AutoFit** feature.

1. Select the multiple columns by clicking one column letter (A, B, C, D, etc.), holding down the mouse button and dragging to the last column desired. (This step can also be accomplished by pressing the **Ctrl** key while pressing the letter **A**.)



	A	B	C	D	E	F	G	H
1	Name1	Name2	Address	City	State	Postal	Category	Annual Sales
2	Heather	Mason	9705 Wick	Brahams	PA	####	Medical As	#####
3	James	Sunder	3141 Vech	Centralia	PA	####	Real Estat	#####
4	Harry	Mason	1128 Toluc	Centralia	PA	####	Real Estat	#####
5	Eileen	Galvin	2003 Usag	South Ash	PA	####	Real Estat	#####

2. Place the mouse between two of the selected columns and when the double headed arrow is visible, double click the mouse to adjust all columns to the widest entry in each

column. (This step can also be accomplished by clicking  on the *Menu* bar, then selecting  and clicking .)

**Cranial Candy: Take A Look...Read A Book!**



If you're looking for a good book that's out of your realm, try your hand at [What Should I Read Next](#). WSIRN displays recommendations based on your favorites list. Conversely, if you just want a quick recommendation, simply enter in one item and WSIRN will offer titles that may appeal to your interests based on genre and author title.

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## Something To Think About:



*Autumn is a second spring  
when every leaf is a flower.*

*- Albert Camus*