



# INSIDE

## The Clarion University Libraries

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### CU Libraries' Links:

**Inside The Clarion University Libraries**

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](#).

### Ask Me! ... New Roving Reference Service



Clarion University's Ask Me! Roving Reference ... *it's NOT your parents' Bookmobile!*

Are you writing a research paper? Does your professor want you to find a scholarly journal article? Don't know which library database will best suit your research needs?

Help is on its way **to you!**

Clarion Campus Librarians will be offering a new service to students at locations *outside* of the library. Look for the "Ask Me" display and use the service! To get the program started, a librarian will be available in the following locations:

- **Still Hall Lobby on Tuesdays ... 2:00 to 3:00 pm**
- **Gemmell Student Center on Thursdays ... Noon – 1:00 pm**
- **Science & Technology Center on Fridays ... 10:00 – 11:00 am**

The new service begins the week of October 24<sup>th</sup> and continues through the end of the semester (while classes are in session). Librarians will be able to assist you in locating electronic library resources to meet your research and information literacy needs.

### Follow Up About Google Scholar & Google Books



In last week's issue of *Inside The CU Libraries*, we told you about Google Scholar and Google Books. We failed to mention that ...

Clarion University Libraries' licensed journal full-text articles can be accessed from Google Scholar...but not from Google Books.

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

## If We Don't Have It..We'll Get It!



Can't find the information you need in the library or among our many databases? Let us know and we will do all that we can to get it.

If it's a book that you are looking for and it's not in our collection, check out [E-ZBorrow](#), an interlibrary borrowing service for books. You can find it under the "Library Services" column on the [Libraries](#) home page. E-Z Borrow searches the catalogs of more than 50 other libraries, including those of large research libraries such as Pitt, Penn State, and Carnegie Mellon. Requested titles often arrive at Clarion University Libraries within five days and you will receive an e-mail alerting you that the book is ready to pick up at the library.

**Students:** Your E-Z Borrow Patron Login is 9 + your Clarion ID number. [Click here](#) for help determining your Clarion ID number.

**Faculty and Staff:** A series of leading zeroes followed by your employee ID number. (Use enough preceding zeroes to create a nine-digit number.) Your employee ID number can be found on your pay stub.

If you can't find it through E-Z Borrow (or if it is an article or other type of item), please use our regular InterLibrary Loan borrowing service that uses ILLiad software to facilitate the process. [ILLiad](#) permits users to create a profile that eliminates repeated entry of routine information. It also allows the user to track requests throughout the entire process. When the item arrives, you are notified via email. If the item is an article or book chapter that has been scanned, you are provided with a Web link to view, print, or save the item for up to 30 days.

To use E-Z Borrow and ILLiad InterLibrary Loan and borrowing services, you must know your Clarion iPortal Login and Password as well as your Student or Employee ID Number. Tutorials on both of these services are available at the library Website. For more information or assistance, please contact:

Ginger McGiffin at 814-393-2481.

## Book & Resource Suggestions?



If you know of a book, journal, or media item that you think the Libraries should add to our collections, please let us know.

If you don't remember specific titles, just let us know about the topic or subject area. You may

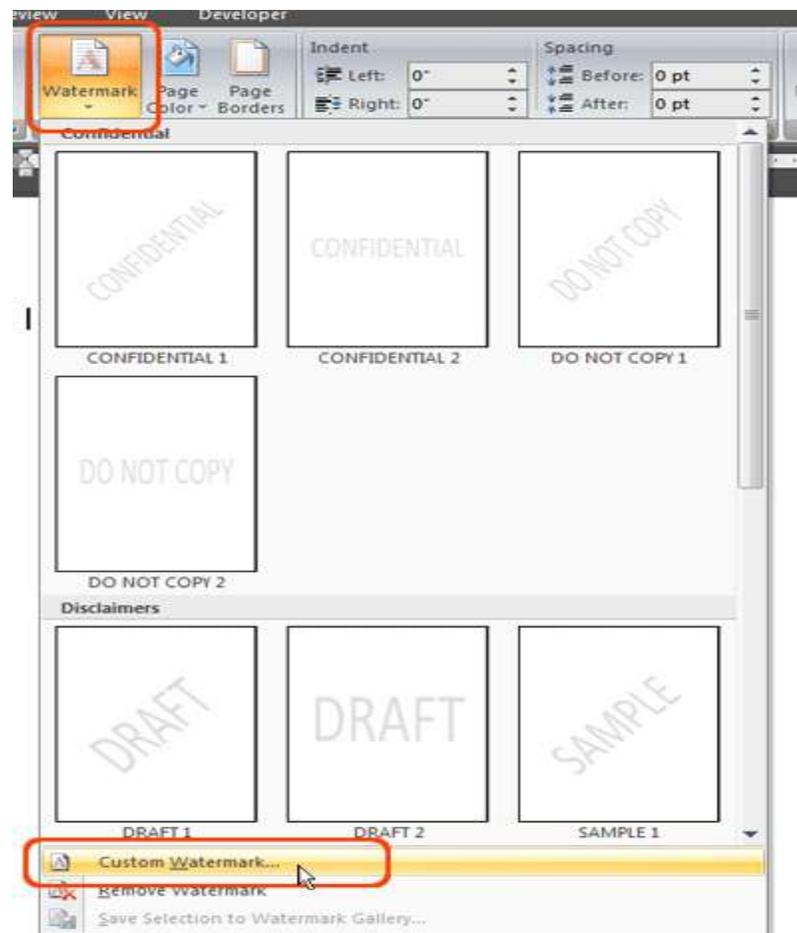
send us your suggestions through the libraries' online [Suggestion Box](#).

## Computer Tip: Word Watermarks

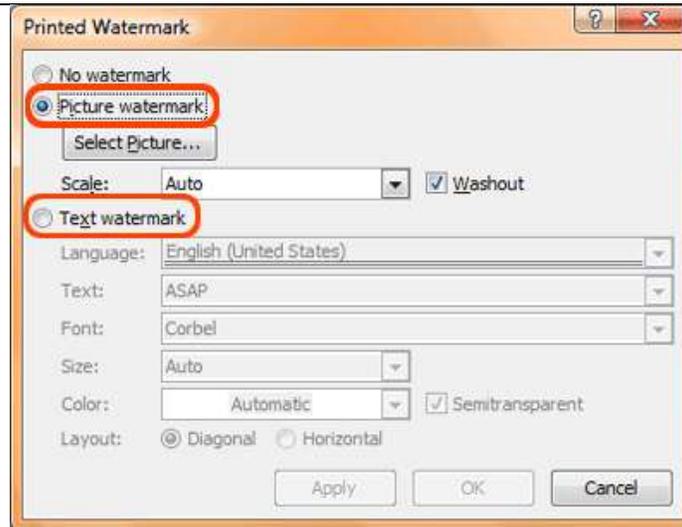
We've all seen documents with watermarks in the background – whether it's a word like "confidential" or a graphic – it's behind the main document and is gray or a washout of colors.

Adding a personalized watermark to a document doesn't have to involve a lot of work. Actually, it only takes a quick minute to place whatever you need on the page!

We need to start on the **Page Layout** tab of the Ribbon.



Click the **Watermark** button to access a variety of ready-made text watermarks or choose **Custom Watermark** to use a graphic or your own text.



As you can see simply **select the type of watermark** then either select the picture file, or enter your custom text and set formatting.

Click **Apply** to preview your watermark and click **OK** when you're satisfied with the results. Voila! Watermark done.

Looking to remove your watermark? No problem! Return to the **Page Layout** tab, **Watermark** button and choose **Remove Watermark** at the bottom.

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## Cranial Candy: Halloween Recipes 101



I have a Halloween Party to attend on Saturday night and needed a little inspiration. I found it at [Halloween Recipes 101!](#)

There are recipes for popcorn treats, cookies, drinks, cakes, candies... even find recipes for whole meals with a Halloween twist! The site also offers suggestions for serving & display, throwing a complete party, and lots of resource links.

This site is easy to navigate - just pick one of the featured recipes on the main page, or click into the Halloween Recipes section for an even wider selection of Halloween themed treats...and have fun with it!

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## Something To Think About:



*There is never time  
to do it right,  
but there is always time  
to do it over.  
~ Carl W. Buechner*