



# *INSIDE* The Clarion University Libraries



November 29, 2011

Volume 7, Number 14

## *In This Issue*

- Uh Oh! My Paper Is Due!
- Library Quiet Zones
- Extended Library Hours
- Library Tip: Ask Me - Roving Reference
- Computer Tip: Quick Horizontal Lines
- Cranial Candy: Holiday Gifts From Your Heart And Hands
- Something To Think About

## *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*

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](#).

## **Uh Oh! My Paper Is Due!**



Need assistance with that research paper or project that's due next week? The reference librarians at Carlson and Suhr Libraries can help!

Stop by the Libraries or call *Carlson Library at 393-2490* or *Suhr Library at 676-6591*.

Distance Education Students may use the special toll-free number provided just for them.

If you're comfortable with online Chat sessions, we do that too. There's a link to Chat on the [Libraries' Web site](#).

If immediate feedback is not crucial, or if it's a time when the reference librarians are not on duty, you can request assistance using our [Ask a Librarian](#) online reference form. It is available at the Library Web site, under the "Services and Collection" heading or through the Chat button on the library homepage when librarians aren't available to chat.

Don't forget about all the tutorials and resource lists also available on the Libraries' Web site.

## **Library Quiet Zones**



Need a quiet place to study or work on a research paper? 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 offer alternatives for all

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

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, ask that person to do so. If the noise persists, 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.

Since library staffing is often limited, we appreciate your help maintaining Carlson Library as a desirable place to work and study.

---

## Extended Library Hours



Beginning Monday, December 5, Carlson Library will be open 24 hours a day through 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 while reference services will be available until 9:00 p.m. Monday through Thursday, Friday until 5:00 and Sunday from 1:00-5:00.

---

## Library Tip: Ask Me Roving Reference



If you can't make it to Carlson Library, try our Ask Me-Roving Reference Service.

Reference Librarians are available in the following locations:

- Still Hall Lobby on Tuesday from 2:00 - 3:00 pm
- Gemmell on Thursday from noon - 1:00 pm
- STC on Friday from 10:00 - 11:00 am

---

## Computer Tip: Quick Horizontal Lines

When you want to quickly insert a horizontal line into your

Word document, instead of going through the Borders and Shading dialog box in the Ribbon here is a keyboard shortcut to save you time.

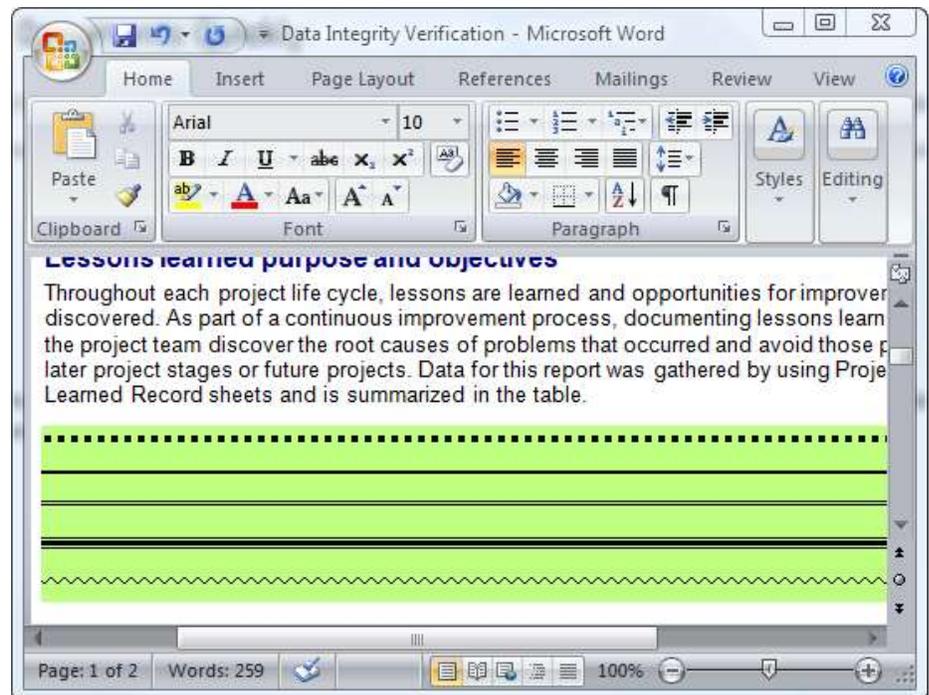
In this example I put a simple divider line between two paragraphs in my document. Just type 3 dashes and hit 'Enter' immediately after.

the project team discover the root causes of later project stages or future projects. Data for  
Learned Record sheets and is summarized in

The objective of this report is gathering all relevant stages and future projects, improving implementation  
minimizing risks for future projects.

You can also change the type of horizontal line you are adding by changing up the characters you use for this shortcut. In the following Word screen shot, the green highlighted area shows the various horizontal line breaks possible.

- three asterisks\*\*\*
- three underscores\_\_\_
- three equal signs===
- three pound signs ###
- three tildes ~~~



**Cranial Candy: Holiday Gifts From Your Heart And Hands!**

The holidays are quickly approaching and budgets are tight. [craftgawker.com](http://craftgawker.com) can help you with hundreds of ideas and tutorials for decorations and gifts. They have instructions for projects from cute origami stars to Christmas trees and so much more! Get ideas for using recycled items like books, magazines, and T-shirts.

Be careful, though! There is so much to look at on this site, you may never get around to actually making something.

---

## Something To Think About:



*When we seek to discover  
the best in others,  
we somehow bring out  
the best in ourselves.  
~ William Arthur Ward*