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. 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.
**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](https://library.clarionu.edu) 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.

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**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.)

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name1</td>
<td>Name2</td>
<td>Address</td>
<td>City</td>
<td>State</td>
<td>Post</td>
<td>Category</td>
<td>Annual Sales</td>
</tr>
<tr>
<td>2</td>
<td>Heather</td>
<td>Mason</td>
<td>9750 Vicksbury</td>
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<td>3</td>
<td>James</td>
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</tr>
</tbody>
</table>

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 Column and clicking AutoFit Selection.)

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**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.

**Something To Think About:**

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

- *Albert Camus*