



The Same Page

Plough Library Newsletter

Christian Brothers University
(see our online version at www.cbu.edu/library)

July 2003

Library Summer Hours

- Mon-Thurs: 8:00 am-10:00 pm
- Saturday: Closed
- Sunday: 2:00 pm-6:00 pm
- Hours may vary during holidays and breaks. Please call 321-3432 to verify hours, or check our website at www.cbu.edu/library.

Contact the Library:

Telephone: 321-3432

E-mail: library@cbu.edu

Fax: 321-3219

Website: www.cbu.edu/library

The Writing Center

The Writing Center is on the lower level of Plough Library. It is open Sunday-Friday. Hours are posted on the door.

In This Issue

Library website-Instruction	1
Drop-in Classes.....	1
New Database.....	1
Library Circulation Rules	2
Selected Reference Books.....	3
Staff News.....	4
Library Reserves	4
Keeping Cool this Summer.....	4

Library Website Has New Instruction Section



Plough Library staff has added an instruction section to the library website. The instruction section focuses on services offered by the library to assist faculty, students and staff in quickly and easily locating needed information. The site highlights services that have been a part of our instruction program for some time as well as new ones. We provide class instruction services to faculty and individual research assistance to any faculty, student or staff. Some of our new and planned services are an online instruction tutorial, library/research assignment preparation assistance, departmental research consultation, a virtual tour and more. The section is still under construction but is currently up.

New Database: Oxford Reference Online

Oxford Reference Online provides the full text of over 100 language and subject dictionaries and reference works. It includes general reference sources on language, science and medicine humanities and social sciences and business and professional topics.

OXFORD Reference Online

Quick Search

Go Help

Advanced Search

Search Within a Subject

Art and Architecture
Biological Sciences
Classics
Computing
Earth and Environmental Sciences
Economics and Business
English Dictionaries and Thesauruses
English Language Reference
Food and Nutrition
General Reference
History
Law

Literature
Medicine
Military History
Modern Languages
Mythology and Folklore
Performing Arts
Physical Sciences and Mathematics
Politics and Social Sciences
Quotations
Religion and Philosophy
Science

—Plough Library—

Online Tutorial

Plough Library will introduce a new online library research tutorial in early fall semester, 2003. The tutorial will consist of five modules designed to introduce users to various library resources and methods of using them. Look for it in late August.

Electronic Journals

Plough Library now lists thirty three electronic journals on the library website. Electronic journals are electronic versions of current print journals that the library subscribes to. The print copies are on the current periodical shelves in the library

Drop-in Class Schedule: New Students

Plough Library has scheduled the following drop-in instruction sessions for new students: *September 9th at 10:00 a.m. and 5:00 p.m. ; September 10th at 11:00 a.m. and 5:00 p.m.; and September 11th at 12: 00 p.m. and 5:00 p.m.*

Any individual or group may schedule an orientation tour of Plough Library by calling 321-3432.

Everything you need to know about Circulation (but didn't know who to ask)

Angelia Sparrow

Where do I find the Books to check out?

All circulating books are located on the second floor of the library. The first floor is all reference. Books are cataloged using the Dewey Decimal System. Posters near the elevator can help you brush up on this.

What do I need to check out a book?

You need your CBU Buc card, which you should have gotten upon registration. If you don't have a Buc card, get one at the Security office. It takes about five minutes.

How can I tell if the book I want is in?

In the electronic catalogue, there is an item record for your book. On the bottom line, there is a call number, the title, the material type and a word that says either "Available" or "Due:" and the date.

I have a book and a Buc card. Now what?

The circulation desk is located near the front door. Take the book and card there, and our staff will be glad to help you.

How long can I keep the book?

Undergraduates have a 28 day loan period. Graduate students, faculty and staff have a fixed due date at the end of the semester.

I didn't get my book back on time. Am I in trouble?

Of course you are. We chain you to the shelves and make you dust them for eternity. Just kidding. There is a ten cent per day overdue fine on each book. Bring them back as soon as possible, and pay your fine.

My book is due tomorrow, but I left it at home. Can I renew it?

Books can be renewed until the library closes on the day they are due. You can do this one of two ways:

- Bring the book in
- Call us. Books may be renewed by telephone, but you must have the barcode.

What about videos?

Videos check out just like books, but only for three days.

Where are the videos?

Videos are located in the basement, in the BucCup coffee shop. They're in Dewey Decimal order. Have a cup of coffee and look over the selection. When you find the video, bring it up to the circulation desk and we will check it out to you.

Can I check out magazines?

No. Magazines do not circulate. However, you are more than welcome to read them in the library.

I need some material that's in a reference book. Can I check that out?

Reference books do not circulate except to faculty. However, there are copiers in the library for your convenience.

Tell me about the paperbacks.

We have a small collection of popular fiction in paperback. These are on a shelf beside the circulation desk. Just pick one up and bring it to circulation. You'll sign the card inside it, and have it stamped. These books circulate for 28 days.

I lost the book I checked out. Now what? Do you expel me or just write "loser of books" on my forehead with indelible marker?

Neither. We just add a \$50 lost book fee and a \$10 processing fee to your record. You must pay these to graduate, get your grades or transcripts, or register for the next semester.

I know I brought that book back, but the computer says it's still charged out to me. What now?

While it is unlikely that the book was simply missed in discharging (we discharge all materials twice), it is possible. You will need to consult with me, Angelia Sparrow, and fill out a Claims Returned form. This will give you a two-month period to look for the book. We will search the stacks here as well. If we find the book, we will clear it from your record, backdating it to the return date you give us on the form. If you find the book, return it. If neither of us finds the book, you are still responsible for lost book and processing fees.

Is there a way to return books when the library is closed?

A bookdrop is available on the porch just outside the library door. It is checked daily.

I set off the alarm! Now what?

First: stop. A library worker will help you.

If you are coming into the library: it is likely you have new textbooks or a rental video. Please allow us to desensitize any new books to prevent future problems. Laptops and cellphones may also be setting the gate off.

If you are leaving the library: The worker will need to check for rental videos, cellphones, laptops and sensitized books. Once you're cleared by the worker, you're free to go.



Library Circulation Desk

Selected New Reference Books of 2002-03: These May be Useful in the Upcoming Year

R004 C645

The computer engineering handbook / edited by Vojin G. Oklobdzija. Boca Raton: CRC Press, c2002.

Computer engineering.
Electronic digital computers.

R025.06 G76

Grohol, John M. **The insider's guide to mental health resources online**, 2003

Psychiatry--Computer network resources.
Mental health--Computer network resources.

R025.2 F64

Foerstel, Herbert N. **Banned in the U.S.A. : a reference guide to book censorship in schools and public libraries**

Censorship--United States.
Textbooks--Censorship--United States.
Public libraries--Censorship--United States.
Public schools--Censorship--United States.
Book selection--United States.
Public libraries--Book selection--United States.

R025.4 S35

Schlein, Alan M. **Find it online : the complete guide to online research** ; edited by Peter Weber, 2003
Internet addresses--Directories.
Web sites--Directories.
Street addresses--Directories.

R150 M33

Magill's encyclopedia of social science : psychology.: Pasadena, Calif. : Salem Press, 2003.

Psychology--Encyclopedias.

R291 R45

Religions of the world : a comprehensive encyclopedia of beliefs and practices / edited by J. Gordon
Religions--Encyclopedias.

R302.23 E536

Encyclopedia of new media: an essential

reference to communication and technology / Steve Jones. Thousand Oaks, CA: Sage Publications, c2003.

multimedia systems--Encyclopedias.
Digital media--Encyclopedias.
Communication--Encyclopedias.

R303.6 K883

Kushner, Harvey W. **Encyclopedia of terrorism /** Harvey W. Kushner. Thousand Oaks, Calif.: Sage Publications, c2003.

Terrorism--Encyclopedias.
Terrorists--Biography--Dictionaries.

R332.6 M993

Mutual fund fact book, 2002/ Investment Company Institute.

Investments--United States.
Mutual funds--United States.

R348.732 H64

United States. **Homeland security statutes, 2003 ed.**

Terrorism--United States--Prevention.
Aviation and transportation security act -- Enhanced
border security and visa entry reform act of 2002
-- Homeland security act of 2002 -- Maritime transportation security act of 2002 -- Public health security and bioterrorism preparedness and response act of 2002 -- 2002 supplemental appropriations act for further recovery from and response to terrorist attacks on the United States
-- Terrorism risk insurance act of 2002 --
Terrorist bombings convention implementation act of 2002 -- Uniting and strengthening America by providing appropriate tools required to intercept and obstruct terrorism (USA PATRIOT Act) act of 2001.
National security--Law and

legislation--United States.
War on Terrorism, 2001-

R355 E63

Encyclopedia of American military history / Spencer C. Tucker, general editor ; associate editors David New York : Facts On File, c2003.

United States--History, Military--Encyclopedias.

R363.25 F583

Forensic science : an introduction to scientific and investigative techniques / edited by Stuart, H. Boca Raton, Fla. : CRC Press, c2003.

Forensic sciences--Handbooks, manuals, etc.
Criminal investigation--Handbooks, manuals, etc.
Evidence, Criminal--Handbooks, manuals, etc.
Crime laboratories--Handbooks, manuals, etc.

R380 H6

Household spending : who spends how much on what / by the editors of New Strategist publications. 7th ed. Ithaca, N.Y. : New Strategist, c2002

Consumers--Statistics.
Consumption (Economics)--Statistics.
Finance, Personal--Statistics.

R546 P37

Patnaik, Pradyot. **Handbook of inorganic chemicals /** Pradyot Patnaik.: New York : McGraw-Hill, c2003

Inorganic compounds--Handbooks, manuals, etc.

R615.1 P5n

Physicians' desk reference for nonprescription drugs and dietary supplements.:

Spine title: PDR for nonprescription drugs and dietary supplements, 24th ed.

Drugs, Nonprescription.

Dietary supplements.

Continued on page 4

