

COLLECTION CONNECTION

Irvine Sullivan Ingram Library's Newsletter ~ State University of West Georgia ~ <http://www.westga.edu/~library/colcon/>

Spring 2004

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New Library Hours

Ingram Library has been negotiating with the Student Government Association (SGA) regarding the library's hours of operation. Beginning February 16, 2004, the library will move to a new trial schedule for the remainder of the semester.

Beginning February 16, 2004

Mon.-Wed.: 8:00 a.m.-11:00 p.m.

Thurs.: 8:00 a.m.-10:00 p.m.

Fri.: 8:00 a.m.-6:00 p.m.

Sat.: 10:00 a.m.-6:00 p.m.

Sun.: 2:30 p.m.-10:00 p.m.

Last 3 Weeks of the Semester

Mon.-Thurs.: 8:00 a.m.-11:00 p.m.

Fri.: 8:00 a.m.-6:00 p.m.

Sat.: 9:00 a.m.-6:00 p.m.

Sun.: 2:00 p.m.-11:00 p.m.

Please be aware that this schedule is provisional. Any permanent changes in the library's hours of operation will be based upon usage statistics and collected feedback. ■

Resource Spotlight: The Article Locator

Ingram Library's wide array of electronic resources provides patrons with access to more information than ever before, and yet navigating the library's electronic environment and sorting through hundreds of databases to find a specific full-text journal article can be a confusing task. What do you do, for example, when you have a specific citation that you are trying to track down, but you have no idea whether the library owns the journal you need, and if it does, whether it is accessible in paper or electronic format?

Ingram Library's Article Locator was designed to address this common research problem. It will help you locate the full-text of an article that you have already decided is relevant to your research. If you wanted to find out whether the library provides full-text access to say, *The Journal of Mathematical Physics* for example, the Article Locator would be the tool to use.

The Article Locator can also be used from within most of the EBSCOhost and Proquest databases. After conducting a search, you might see the following link by some of the citations: Check UWG Article Locator. This link indicates that a full-text copy of the article is not available in the database you are currently using. Clicking on the "Check UWG Article Locator" link will allow you to ascertain whether you can access the full-text article in another UWG database or in print format. For questions about the Article Locator, please contact Ingram Library's Reference Desk at (678) 839-6495. ■

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Wireless Internet Access

Did you know that you can bring your laptop to the library and connect to the Internet via the campus' wireless network? In order to do so, you'll need a laptop with an available CardBus slot or Type II PC Card slot (most laptops meet this requirement). You'll also need a university e-mail account and a wireless network card. If you do not have a wireless network card, ITS has a limited number of cards that you can check out for a short time. Although most wireless cards work on the network, be aware that a few do not. Visit <http://www.westga.edu/~wireless/> for more details regarding compatibility issues. Should you find that you need help setting up your laptop for wireless access, feel free to visit one of the following locations for assistance:

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- SITS-room 122 in Cobb Hall
- Boyd Building room 106
- UCC Lab
- Learning Resources

Be aware that wireless access is also currently available in other locations, including:

- RCOB
- Education Building
- Biology Lobby
- Cobb Hall Lobby
- TLC Lobby areas
- UCC in front of coffee shop
- UCC Food Court
- Sanford Hall
- Honors House ▪

New and Departing Library Personnel

Allyson Davis, Instructional Services
Allyson Davis joined the faculty in August 2002 as an Instructional Services Librarian. She earned her BA in History from UWG in 2000, and later earned her MLIS at the University of North Carolina at Greensboro in 2002. In addition to teaching LIBR 1101, Academic Research and the Library, Allyson is the liaison to the Mass Communication and Theatre and the Geosciences departments.

Erin Gerber, Circulation
Erin joined the Circulation team in August 2003 as a Library Assistant I. She graduated from Washburn University in May 2000 with a BA in History. Currently she supervises the Circulation Desk and checks out materials to patrons.

Sam Jenkins, Systems
Sam came to Ingram Library in June 2003 from the Gwinnett County Library

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Electronic Reserves

Like most academic libraries, Ingram Library now makes many reserve items available online. Although there are still some materials that cannot be put online (i.e., entire books), most incoming reserve materials are now scanned and mounted on our server.

What this means for students:

Flexibility. With electronic reserves, students no longer have to make a trip to the library in order to do their reserve reading. Rather, they have 24-hour instant access to their reading assignments. Students can download articles to their computer or to a disk and make their own decisions about whether they want to print them out in a computer lab for a fee, print them out at home, or simply read them on the screen. As such, this system is particularly appreciated by UWG's many off-campus and distance education students.

What this means for you:

Instead of spending time making dozens of copies for your students or putting print articles on reserve and then fielding complaints from students that the materials were lost, ripped, or always checked-out, you can rest assured that your materials are always available for all of your students. All you have to do is bring us high-quality photocopies of the articles you want to put on reserve. We'll take care of the digitization process. Processing materials for electronic reserves is much faster than for print reserve materials, which means your readings will be up on the web within approximately 24 hours.

What this means for us:

Electronic reserves allow us to make better use of our personnel and to reduce our overhead. Like other UWG employees, Ingram Library's Access Services team is confronted with continually increasing workloads, and finding ways to work more efficiently are absolutely necessary. Electronic reserves save a great deal of time compared to paper, and therefore more staff members are available to provide the maximum amount of public service to library users.

Electronic reserves also facilitate our efforts to adhere to current copyright regulations. Access to reserve materials is limited to students within the particular class for which the reading materials have been assigned. As soon as the materials are online, professors are given unique passwords for their classes. In addition, the library keeps track of how often specific items are placed on reserve, which also helps us ensure that we do not violate copyright laws.

The library urges faculty who have not yet tried electronic reserves to do so. Beginning with Summer Semester 2004, traditional paper reserves will no longer be accepted if it is possible to put the materials online. If you have any questions about electronic reserves, please contact Carol Goodson, Head of Access Services: 678-839-6507 or cgoodson@westga.edu. ▪

Google Tips and Tricks

Over the past few years, Google has become one of the most popular search engines due to its clean and simple user interface and effective search algorithms. Although many people find that simple keyword search queries sufficiently meet their information needs, Google offers a number of search functions that can help users access the specific information they need more efficiently, narrowing down search results to a more manageable and relevant list of documents. Depending on your information needs, you might want to consider using some of the following Google search features.

Government Publications

Want to limit your search to government publications? Use [Google Uncle Sam](http://www.google.com/unclesam) (<http://www.google.com/unclesam>), which searches only “.gov” and “.mil” sites.



"+" Searches

Google ignores common words and characters (known as “stop words”) that tend to slow down a search without improving the results. Stop words generally include prepositions and articles as well as certain single digits and letters. If a stop word is critical to your search, one way that you can include it is by putting a “+” sign directly in front of it.

Example:
Star Wars Episode +I

Domain Search

Want to search only those pages within a specific website, such as a university website? Enter your search term(s) followed by the word “site,” a colon, and the domain name.

Example: to find admissions information on the State University of West Georgia’s website, enter:

admissions site:www.westga.edu

Phrase Searches

Another way to get Google to recognize stop words is to conduct a “phrase search.” You can construct a phrase search query by putting quotation marks around two or more words.

Example:
“Star Wars Episode I”

News Alerts

Want to get an email every time news articles appear online that match the topics you specify? [Google News](http://www.google.com/newsalerts) (<http://www.google.com/newsalerts>) allows you to set up news alerts that are emailed to you either once a day or as soon as an article appears.

" - " Searches

If the term you are searching for has more than one meaning, you might try a “-” search to exclude the meaning that is irrelevant to you. Make sure to put the minus sign (“-”) immediately before the term you want to avoid.

Example: to find web pages about bass that do not contain the word “music,” type:
bass -music


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Stocks

Want to know a stock price? Type in the ticker symbol (i.e., BLI for Big Lots Inc.). Then click on the “Show stock quotes for” link at the top of the results list.

Example:

 [Show stock quotes for](#)
BLI (Big Lots Inc.)

" ~" Searches

If you want to broaden your search to include both a particular keyword and its synonyms, put the tilde sign (“~”) immediately in front of the keyword.

Example: to search for food facts as well as nutrition and cooking information, use:

~food ~facts

Definitions

Want a quick definition of a word or a list of different definitions of the same word? Type “define,” colon, and then the word to be defined

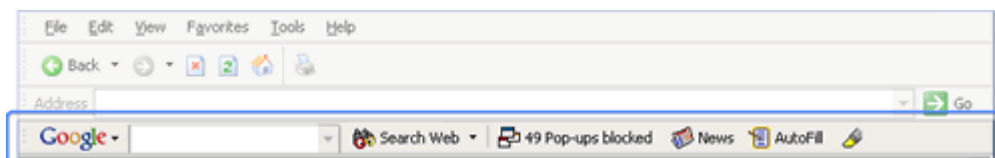
Example: define:deconstruction

Calculations

Can't find your calculator? No worries. Google can do arithmetic and even convert measurement units. For example, try typing “half a cup in teaspoons” or “2 miles in kilometers” to ascertain how many teaspoons equal 1/2 a cup or how many kilometers equal 2 miles.

Google Toolbar

You might also consider downloading the [Google Toolbar](#), an add-on for your Microsoft Internet Explorer browser (version 5 or later). The Google Toolbar allows you to search the web with Google via a search window embedded in your browser. This means that you can do a Google search from any website, without returning to www.google.com. The toolbar also is equipped with a pop-up blocker, which you can enable or disable with one click. This functionality is important for WebCT users, who might need to disable the pop-up blocker in order for WebCT to function properly. Additionally, the toolbar allows you to fill in forms with one click and to highlight search terms on any given html page.



The minimum system requirements for running the Google Toolbar are:

- Microsoft Windows 95, 98, ME, NT, 2000, XP or 2003 Server
- Microsoft Internet Explorer version 5 or later
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To download the Google Toolbar, go to <http://toolbar.google.com/>.

The Google Toolbar is not currently available for Macs. However, Apple's Safari browser offers a Google search box, enabling you to perform Google searches directly from your address bar. Mac users can download Safari for free at <http://www.apple.com/safari/>.

To learn more about the Google Toolbar, visit: <http://toolbar.google.com/help.html>

To learn about additional Google services and tools, visit: <http://www.google.com/options/>.

To review advanced search options and additional ways to limit or expand a search, visit:

http://www.google.com/advanced_search?hl=en. ▪

From the Reference Desk

Spotlight on New Women's Studies Reference Texts

1. A to Z of American women in sports / Paula Edelson.

Reference Stacks (Main Floor)
GV697.A1 E28 2002

2. A to Z of American women in the performing arts / Liz Sonneborn.

Reference Stacks (Main Floor) PN2286.8
.S66 2002

3. A to Z of women in science and math / Lisa Yount.

Reference Stacks (Main Floor) Q141
.Y675 1999

4. Cancer sourcebook for women / edited by Karen Bellenir. 2nd ed.

Reference Stacks (Main Floor)
RC280.G5 C34 2002

5. Historical and multicultural encyclopedia of women's reproductive rights in the United States / edited by Judith A. Baer.

Reference Stacks (Main Floor)
HQ766.5.U5 H57 2002

6. Status of women in the States.

Reference Stacks (Main Floor) HQ1421
.S733

7. Women in higher education : an encyclopedia / Ana M. Martáinez Alemán and Kristen A. Renn, editors.

Reference Stacks (Main Floor) LC1569
.W66 2002

8. Women in medicine : an encyclopedia / Laura Lynn Windsor.

Reference Stacks (Main Floor) R692
.W545 2002 ▪

The Collection Connection is also available online at: http://www.westga.edu/~library/depts/news/colcon/past_issues.htm

Editor: Christy R. Stevens

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System. He received his BBA in Computer Information Systems from Columbus State in 2001 and is also a Microsoft Certified System Administrator. His primary responsibilities currently involve networking and system administration.

Debbie Novak, *Cataloging*

On January 9th, the library held a party for Debbie to thank her for her 18 years of service to the institution and to wish her well in her future endeavors. Debbie had been an employee of Ingram Library since 1986, when she started as a Library Technical Assistant. After earning her MLS degree, Debbie became a Reference/Business Services Librarian in 1990. She later worked as a cataloger, who was nevertheless frequently consulted by students and colleagues alike for her expertise in reference related business issues. Debbie is now looking forward to having more time to devote to her Master Gardeners class and to spend with her recently retired husband, Glen Novak (Mass Communications Professor at UWG).

Joan Osborne, *Circulation*

Joan began working at Ingram Library in August of 2002 as a Library Assistant I. This past December, however, she was promoted to Circulation Manager. The facet of the job she enjoys the most is being able to help faculty and students within a library setting. Joan holds Bachelor's degrees in Spanish & Sociology as well as a certificate in Translation.

Tamisa Martin Ridley, *Circulation*

Tamisa was a student worker at Ingram Library from 1997-2000 and then became a full-time employee upon graduation. She served as Circulation Manager until November of 2003, when she accepted a job at Mercer University as Circulation Coordinator. Her position has been filled by Joan Osborne.

Stacy Rudy, *Acquisitions*

Stacy joined the Acquisitions team in July 2003 as a Library Assistant III. She graduated with a BA from Kennesaw State prior to living in New York for three and a half years. She recently returned to Georgia with her husband, Todd Rudy, a Visiting Assistant Professor of English at UWG.

Christy Stevens, *Instructional Services*

Christy joined the faculty in July 2003 as an Instructional Services Librarian. In addition to her Library Science Master's degree, Christy holds Master's degrees in English and Women's Studies as well. She gained experience teaching a variety of writing, literature, rhetoric, and library research skills courses at San Diego State, UC Irvine, and the University of Iowa prior to joining the UWG community. Currently Christy is teaching LIBR 1101, Academic Research and the Library, and serving as faculty liaison to the Mathematics and Physical Education Departments. She is also pursuing her interests in instructional design, web design, and reference services. beginning in early 2004 and concluding by the end of 2008. ▪

Irvine Sullivan Ingram Library Directory

<http://www.westga.edu/~library/>
 Circulation Desk: (678)839-6502
 Reference Desk: (678)839-6495

1601 Maple St - Carrollton, GA 30118-2000
 Ask a Librarian: ASKAL@westga.edu
 Information Recording: (678)839-6350

Administration

Charles Beard	Library Director	cbeard@westga.edu	(678) 839-6492
Mark McManus	Associate Director	mmcmanus@westga.edu	(678) 839-6492

Access Services

Carol Goodson	Head Access Services/Distance Learning Coordinator	cgoodson@westga.edu	(678) 839-6507
Chris Carroll	Circulation Manager	josborne@westga.edu	(678) 839-6503
Angela Mehaffey	Interlibrary Loan Supervisor	amehaffe@westga.edu	(678) 839-6354
Laura Hartman	ILL Assistant/Document Delivery Assistant	lhartman@westga.edu	(678) 839-6321
Stacy Rudy	Stacks Manager	swalters@westga.edu	(678) 839-2556

Acquisitions

Susan Smith	Head Acquisitions	ssmith@westga.edu	(678) 839-3101
Margaret Hughes	Library Associate	mhughes@westga.edu	(678) 839-6498
Pat Pollard	Library Technical Assistant	ppollard@westga.edu	(678) 839-6498
Stacy Rudy	Library Assistant III	srudy@westga.edu	(678) 839-6323
Gail Smith	Library Associate	gsmith@westga.edu	(678) 839-6498

Cataloging

Betsy Griffies	Head Cataloging	bgriff@westga.edu	(678) 839-6351
Judith King	Library Assistant	jking@westga.edu	(678) 839-6260

Instructional Services

Shirley Lankford	Head of Instructional Services	slankfor@westga.edu	(678) 839-6358
Michael Aldrich	Government Documents Librarian	maldrich@westga.edu	(678) 839-6357
Allyson Davis	Instruction Librarian	awilcox@westga.edu	(678) 839-6356
Myron House	Special Collections Librarian	mhouse@westga.edu	(678) 839-6361
Brian Kooy	Instruction Librarian	bkooy@westga.edu	(678) 839-6363
Lori Lester	Library Associate	llester@westga.edu	(678) 839-6359
Jan Ruskell	Reference Librarian	jruskell@westga.edu	(678) 839-6364
Christy Stevens	Instruction Librarian	cstevens@westga.edu	(678) 839-6355
Bill Vinson	Instruction Librarian	bvinson@westga.edu	(678) 839-6362

Systems

Chris Huff	Systems Librarian	chuff@westga.edu	(678) 839-6366
Sam Jenkins	Systems	sjenkins@westga.edu	(678) 839-6367