
The Fine Print

No. 14

Murphy Library, University of Wisconsin-La Crosse

Fall 1994

Library Construction Proceeds on Schedule

Since the ground-breaking ceremony last October, the construction crews have worked without interruption from the weather. The project timelines have remained constant and completion of the new addition has been set for late December. Then the remodeling of the existing building will begin. When the facility is completed it will include a general computer access lab, a computer demonstration classroom, several study and seminar rooms, the curriculum lab, the film/video library, a technology/distance education classroom, compact storage areas, increased study areas, 30 graduate carrels, and student support services.

The dedication ceremony will take place during the fall 1995 semester.

Dale Montgomery, Director of Library and Media Services

Library Building Closure

The library will be closed to the public from December 29 through January 16 and will reopen on January 17, 1995. This closure will accommodate the construction crews who must make several major changes in the existing building.

First, the current entrance will be closed and that area will be converted to a library

instruction classroom. New main entrances will be located at either end of the new building.

The existing center stairwell will be removed and a new, smaller fire exit stairway system will be installed.

All existing library offices will be remodeled to receive carpeting and modular furniture. New ventilation and air handling equipment will be installed and a sprinkler system added to comply with the fire codes. Special Collections and the Film/Video Library will move into the new building.

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Later in the spring 1995 semester, all the stacks of the first and second floors will be relocated to new areas of each floor to allow carpet installers to place new carpet on both floors. A portion of the basement collection will be moved to the second floor.

The movement of the units and collections and remodeling will take place while construction is in process. Special signage and study areas will be created to help library users find materials and places to study.

The spring semester promises to be one filled with new and interesting experiences for the library staff, students and faculty. We hope you will bear with us during a challenging and exciting time.

Dale Montgomery, Director of Library and Media Services

The Education of Student Library Assistants

Seventy-three work study and non-work study student assistants are providing essential services to UW-La Crosse students and staff and the greater La Crosse community at Murphy Library this semester. Each year students seek employment at Murphy Library looking for a way to either finance their education or earn extra spending money. What they find goes much further than a simple eight to ten hour a week clerical job.

All student assistants begin with a general orientation and tour of the library. They are then assigned according to their interests and experience and the needs of the various library departments. Throughout the library student

assistants do a variety of general and specialized tasks. In any given day they will shelve books, process library materials or assist community members with local historical research.

Circulation Services employs the greatest number of students who work as shelvers, desk assistants, or student managers. Student managers are selected from shelvers and desk assistants who have worked in the department in previous semesters. They process reserves, prepare notices for mailing, and provide coverage for absent full-time staff. These students gain valuable knowledge of computer applications, supervisory skills, and a thorough background in library services. An important skill acquired by all circulation assistants is how to locate materials in the library. Along with computer and public service skills, this helps them to provide good library service. Ultimately it will help them in their own research needs throughout their academic career and beyond.

Student assistants in Documents shelve materials, perform routine maintenance on microfiche reader/printers and CD-ROM machines, and provide informational services for federal and state publications. Providing coverage during weekend and evening hours, they assist patrons with locating materials and in the use of equipment. This service would not be possible without student assistants during these hours. These students acquire public service skills and learn the often complicated process of locating government documents. The latter ability will help them throughout their academic career as they do research for papers and homework assignments.

Special Collections' student assistants perform a variety of tasks related to public service and

the processing of materials. Use of this collection often requires one-on-one assistance from library staff in such primary resources as tax rolls, land records, and birth, marriage, and death records. These skilled students are called upon to work closely with patrons, and their level of assistance is evident when they are acknowledged by name in books or programs. This direct contact with patrons and their research projects forms an important part of these students' educational experience. They learn about the research process and how primary materials may be used in personal, business, and educational applications.

Students

In the rapidly growing area of automation, student assistants are becoming more important as each day passes. This semester student hours in automation have doubled to handle increased demands by staff and students. Two student assistants are performing a variety of functions including the installation and maintenance of computer hardware and software. One student is currently working on an inventory of hardware and software used in the library. While much

of their technical knowledge is transferable to other departments on campus, these students are learning the many applications of technology in library operations and services.

This year the Periodicals Department experienced a reduction in staffing, and without the availability of student assistants, services would have been severely cut. Student assistants are constantly re-shelving periodicals so that patrons can easily locate them. This past summer, several students helped with the conversion of records from one computer system to another, a task normally done by full-time staff. Much of the initial cleanup was accomplished by these students and they are currently converting current periodical holdings into EAGLE. In addition, students assist with claiming unreceived issues and the monthly bindery process. By the time they complete one semester in this department, most students are experts in the use of various computer programs, including WordPerfect. They also gain insight into the complexity of tasks involved in preparing periodicals for use in the library.

These are but a few examples of student positions in the library. Students gain both valuable work experience and an education in library functions that can be applied to their academic careers and beyond. They learn that it is not simply a matter of labeling a book, periodical, or document and then providing access. An understanding of the variety of resources available and the ability to locate materials is a major asset gained from their library experience. Most students accept a job in the library to fulfill a financial need. They quickly realize that what they gain is an education that will last them a lifetime.

Liisa Sjoblom, Circulation Librarian

What You Need to Know about NOTIS and Circulation

- Patron I.D. required for checking out materials.
- Fines on two-hour reserve items are \$.60 per hour.
- Fines on all overdue items accrue while the library is closed.
- Overdue materials returned after the grace period will be fined from the original due date.
- Only one fine notice will be sent on returned overdues.
- Overdue notices will be sent on the first, seventh, and fourteenth days.
- Reserve items are not searchable through EAGLE. Paper lists are still available at the reserve desk and items soon will be searchable on-line through special library terminals.

Liisa Sjoblom, Circulation Librarian

Basic Searching in EAGLE

Murphy Library's new library information system, EAGLE, replaces our LS2000 online catalog and provides Electronic Access to the General Library Education System, including Murphy Library's expanded catalog, other library catalogs, and selected periodical indexes.

EAGLE's introductory screen asks you to indicate whether you want to search Murphy Library's catalog, other library catalogs, or an index by typing either CAT or OCATS or INDEX.

TYPE: **TO GAIN ACCESS TO:**

- CAT** Murphy Library's online catalog which now includes:
- bibliographic records for books including information on whether they are checked out or available for use
 - bibliographic records for most of the 195,000 government documents which comprise Murphy Library's documents collection
 - bibliographic records and holdings information for periodicals in Murphy Library's collection
- OCATS** Other library catalogs searchable through the library's computer
- Currently all UW system libraries with the exception of the Center campuses and Madison and Milwaukee are available. The Madison and Milwaukee catalogs are expected to be added before the end of the semester.
- INDEX** Selected indexes to periodicals (See "Indexes on EAGLE" for more detail)

To conduct a search in any of these databases, type a one letter code followed either by an equal sign or a space and the word or phrase you want to search for.

Author searches

Type **a=** followed by the author's name. Capitalization is not necessary.

Example: **a=frost robert**

Title searches

Type **t=** followed by the title of a book, document or periodical. Do not include initial articles.

Example: **t=grapes of wrath**

Subject searches

Type **s=** followed by a Library of Congress Subject Heading. Subject subdivisions should be separated with a double dash. A list of subject headings is available at the Reference Desk.

Example: **s=united states--history--civil war**

Keyword searches

Type **k=** followed by a word or phrase.

Example: **k=chocolate**

Keywords can be combined by using the Boolean operators, AND, OR and NOT.

and **k=cuba and refugees** finds items containing both words

or **k=children or adolescents** finds items with either word

not **k=aids not teaching** finds items with the first term but not the second

The library has prepared two handouts to assist you in using EAGLE. One covers search commands and the other addresses remote access to EAGLE from home or office computers. Stop in and pick up a copy at the Reference Desk or phone 8637 to have a copy sent to you.

Cristine Prucha, Bibliographic Instruction

Indexes on Eagle

With the new EAGLE integrated system introduced on campus this fall comes the added feature of electronic indexes. The "Index" choice on the main menu allows access to ERIC, ABI/Inform Global, and Periodical Abstracts Research II. All three sources include abstracts. ERIC covers education literature beginning in 1966 by indexing approximately 830 journal titles as well as technical reports, conference proceedings, and unpublished research available on microfiche. ABI/Inform Global indexes both domestic and international journals, over 1000 titles, from 1985 to the present in a wide range of business disciplines. Periodical Abstracts, covering indexed titles mostly from the late 1980's, is a general index including all disciplines. More than 1,600 titles, both popular and scholarly, are covered. Using this index, one may expect to find references to articles in such magazines as The Futurist, Forbes, Time, National Geographic, Utne Reader, Essence, and Runner's World, as well as such titles as Modern Language Journal, Journal of Gerontology, Physician and Sportsmedicine, Journal of Personality and Social Psychology, Parks and Recreation, and Applied and Environmental Microbiology.

The ERIC indexes have been divided into three chronological groups. All years for ABI/Inform and Periodical Abstracts files may be searched at once. Whereas ABI/Inform is loaded locally, the other two indexes are loaded at UW-Whitewater and UW-River Falls so you can expect a delay of a few seconds after some queries. In another article in this issue ("Basic Searching in EAGLE," by Cristine Prucha), some basic search techniques and use of Boolean operators are covered.

Keyword searching, instead of subject searching, is recommended because of its flexibility. EAGLE allows keyword phrase searching. The system default assumes that the words are near (adjacent to) one another in either order:

k=health care

Other positional operators may be used:

adj (words are adjacent in specified order):

example: k=instructional adj technology

with (words occur in the same sentence):

example: k=student with portfolio

same (words occur in the same paragraph):

example: k=iraq same oil same embargo

It is not necessary to limit your search to one search statement (which has a 60-character limit). If more items are retrieved than can be reviewed easily, modify and narrow your search by using the "Review Prior Searches" screen. After retrieving initial search results, type "r" or "rev," then <enter>. A review screen will appear showing a history of your search statements (up to 10). The last statement processed will be identified as S1, search statement one. Modify this or another statement by combining it with another concept. For instance, if search statement 1 is "bicycles and racing," narrow your search as follows:

S1 and (france or lemond)

The review command also allows users to re-execute a search in another database. Just choose another file label, e.g., CHO ERIC. Once connected to the file, type "r" for the review screen. Next type the number of the set to be searched in the new file.

Another time-saving feature offered by the EAGLE indexes is the "hook to holdings." After identifying a useful article, look for "held by library" at the lower left on the screen. If the title is locally owned, type "hol," and a screen will appear providing information on current and back issues and locations, e.g., current issues, bound, and periodicals microfilm. The information may be displayed on several screens. Use the "f" command to move forward through these screens.

The explain screens cover searching techniques. Type "exp k" to display a series of screens which review some of the keyword searching techniques explained above, as well as others. Consult a reference librarian or our library handouts for more refined search strategies.

*Anita Evans, Coordinator, Online/
Public Services*

Fredricks Memorial Endowment Fund Established

In September, the Fredricks Memorial Endowment Fund in Oral History was established. The Fund honors the memory of history professor Howard Fredricks who died on July 28, 1994, and whose many taped interviews with university and community individuals form the core of Murphy Library's

oral history collection. After the Fund reaches a level of \$5000, earnings will be used to support project research, interviewing, transcription, supplies and equipment, and preservation and use of the oral history collection.

Donations should be made payable to the UW-L Foundation-Fredricks Memorial, and sent to the Foundation, which will administer the Fund.

Murphy Library Endowment Fund News

The challenge grant offered last spring by Dr. Emerson Wulling resulted in total gifts (including the grant) of \$4300.

In October, the Murphy Library Endowment Fund received a very generous gift of \$10,000 from a donor who wishes to remain anonymous.

These, along with other gifts, bring the total fund to approximately \$40,000, and bring it closer as well to the \$50,000 level when we may begin to use its earnings.

We extend our profoundest thanks for these major gifts and our appreciation as well to all those who have contributed during the year. 1994 is not over, but it is already our most successful year for the Endowment Fund. Contributions, which are always welcome, may be sent to the UW-L Foundation, with checks payable to UW-L Foundation-Library.

La Crosse in Light and Shadow: a pictorial recollection of La Crosse, Wisconsin, published by Murphy Library in 1992, continues to sell well, and it makes a

wonderful holiday gift. The book may be purchased at Murphy Library, the University Bookstore, and area bookstores. Proceeds from sales go to the Endowment Fund.

New Automation Librarian

William Doering joined Murphy Library as Automation Librarian in July. Bill has a bachelor's in music from Gustavus Adolphus and received his master's in library science from UW-Madison. He has lived in La Crosse for the last five years and formerly worked as Technical Services Librarian at Luther College in Decorah, Iowa.

The Future with Eagle

"UW-La Crosse doesn't have this book. Can you tell me if another library has it?" One of the advantages of EAGLE (developed by NOTIS Systems) is its commitment to new technologies and software and hardware developments. Currently, EAGLE is providing us with the opportunity to search the holdings of the other UW system libraries. Besides the bibliographic description of the item, the call number, holdings, and the availability of the item at the remote site are shown. These other library catalogs are available under the OCATS option on the main menu.

Although UW-Madison and UW-Milwaukee do not have the same online system that the other UW campuses have, their holdings will be available on our terminals in the coming months.

"I'm looking for some technical information on the earthquake yesterday in California." A

Windows-based screen design (graphical user interface) called Winpac will be released by the end of 1994. It will offer pull-down menus allowing the selection of searching commands, help screens, and a greater variety of library catalogs. Some possibilities might include the catalogs of the Library of Congress, La Crosse Public Library, Viterbo, Western Wisconsin Technical College, and La Crosse area hospitals. In addition, this software enhancement will allow Internet resources (text and graphics) to be integrated with the UW-L collection on the public access terminals. For instance, a search on earthquakes will find, among other results, pictorial resources including actual and up-to-date maps of earthquakes.

Other upcoming enhancements include patron-placed holds, Interlibrary Loan and recalls. Reserve items will be available through the public terminals via author, title, course name and instructor.

These enhancements will require more sophisticated hardware and require constant review and evaluation of the Internet resources offered through EAGLE. As our choices expand over the years, we can expect more frequent and more sophisticated options, along with a need for greater adaptability by both patrons and staff.

Bill Doering, Automation Librarian

The Library's Murphy Recognition Award

Murphy Library has enjoyed the support of many individuals and organizations over the years, and our efforts have been much enhanced by this. In 1986, the library department decided to create an award that would recognize the most significant contributions on an annual basis. Thus the Murphy Recognition Award was created. It is given to an individual or organization that has made a notable contribution to the mission, program, and purposes of Murphy Library. An award committee receives nominations from the library faculty and staff and each year recommends a potential recipient to the department for approval. The award ceremony is co-sponsored by the UW-La Crosse Foundation.

Award recipients have contributed to the library's mission in one or more of the following areas:

1. The donation of a substantial collection of books or other library materials.
2. The donation of substantial financial support.
3. The contribution of substantial effort or expertise in support of acquisition, development, or maintenance of a collection.
4. Substantial contribution to areas of bibliography, scholarship, or publication using Murphy Library's resources.
5. Conducting research and publishing works of literary and scholarly merit using Murphy Library resources.

6. Increasing the use of library resources to a significant extent, e.g., by making a major commitment to bibliographic instruction.

It was Dr. Emerson Wulling's financial gift that led to establishing the Murphy Library Endowment Fund in 1989. Dr. Wulling has been a strong supporter and donor over the years; he received the first Murphy Recognition Award in 1986. Subsequent recipients include riverboat photo collector Ralph DuPae, Prof. George Gilkey (history), Prof. Laura Nelson (speech/theatre), Prof. Howard Fredricks (history), Prof. John Judson (English), the Sons and Daughters of Pioneer Rivermen (for grant support), Dean Rex Fuller (College of Business Administration), and in 1994, Prof. Emeritus Stan Rolnick (history). These individuals and one organization have enriched our program through use, collections, scholarship, bibliographic access, and financial support, and we are pleased to have acknowledged these contributions by giving the well-deserved Murphy Recognition Award.

It was evident after the first two or three years of the Murphy Award events (which are usually held in the library) that the concept of the award was favorably received by the university community. The university has few such awards or recognition events in any category, in spite of notable and enduring contributions by many of its faculty and staff. It is our experience that the recognition of contribution is always appropriate. The Murphy Recognition Award has been a rewarding program for the library, and we look forward to recognizing other individuals and organizations whose contributions so well deserve our special thanks.

Edwin L. Hill, Special Collections Librarian

CARL Uncover via the Internet

Navigating through the Internet has often provided me with a pleasant surprise when discovering an unknown but valuable information resource. CARL UnCover, a resource that has been highly visible to librarians via the producers promotional efforts over several years, might be such a "find" for those who are unaware of its existence.

The UnCover database contains records for over 10,000 journal titles subscribed to by the seven member libraries of the Colorado Alliance of Research Libraries (CARL). The records are, in fact, the tables of contents of these respective journals. The journals are from multiple disciplines. Begun in 1988, the producers bill themselves as having the world's largest such database with over 2 million records, indicating that they currently add 4,000 records of articles daily.

How does one find articles of interest? You may search by journal title and browse the table of contents of each issue. Or you may also search for articles by a particular author or articles on a particular subject by initiating a key word search. Once you have identified articles of interest, you discover why CARL is offering this free service. CARL Systems, Inc. is a for-profit corporation which offers document delivery service. You may order any article identified during your search process online from CARL at this stage of the process, if you are willing to pay the processing charges plus copyright fee and have a deposit account with them or have a major credit card.

Their fees are reasonable for this type of

service, and Murphy Library certainly has no objection to your purchasing these services. If you wish to continue using our Interlibrary Loan service, you can use UnCover as just another source for citations to journal articles required for your research. In many instances you will find that we already own the articles you require.

Another added feature of UnCover that I have found very rewarding is the "Reveal" service. This is a current awareness service in which you can tag selected journal titles and CARL will e-mail you the table of contents of those journals when they are entered into their system. To subscribe to this free service:

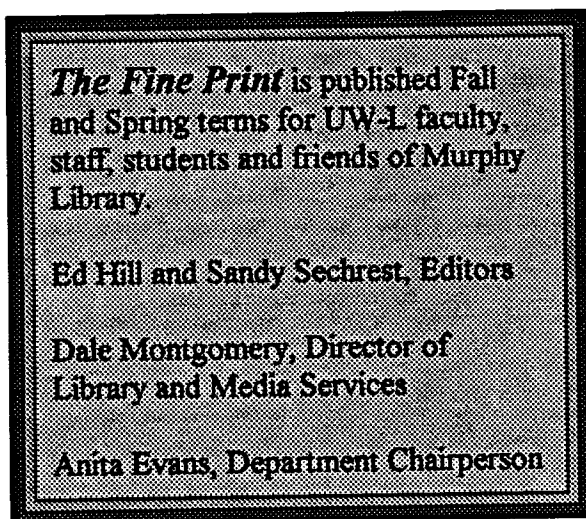
1. Set up a user profile when prompted during a login. At this time they will ask for your e-mail address. You will be issued a password and profile number.
2. Use this password and profile number when prompted during logon to UnCover.
3. Do a periodical title search, select the record, type REVEAL. This will tag the journal title and its table of contents will periodically be sent to you by e-mail.
4. You may add or delete titles from your list at any time.

Searching the UnCover database is only one of several menu selections available after accessing CARL. When browsing and selecting from the various menu screens, you will discover that a number of databases are closed to all but CARL member libraries. One database, besides UnCover, that is available to you and is well worth looking at, is one maintained by the British Library Document Supply Centre (BLDSC). Like CARL

UnCover, BLDSC is in the business of supplying documents for a fee and you can order directly from them or merely use their database as a means to identify materials. BLDSC is a database of serial titles, including conference proceedings, reports and journals. It is especially helpful as a tool to identify non-North American titles. Searches using keywords such as "welsh and agriculture" or "geographie and egypte" would identify the titles of journals, yearbooks, conference proceedings or government publications with these words in the title.

To access CARL UnCover from the campus Vax, just telnet to pac.carl.org or database.carl.org. Once in the database, follow the menu choices. Several of the initial screens ask for passwords, profile information etc., which need not be supplied to proceed. Remember the exit command is //exit. Happy hunting.

Randy Hoelzen, Reference/Interlibrary Loan Librarian



Murphy Library Hours SPRING 1995

Sunday	1:00 PM to midnight
Mon. - Wed.	7:45 AM to midnight
Thursday	7:45 AM to 11:00 PM
Friday	7:45 AM to 8:00 PM
Saturday	10:00 AM to 8:00 PM

Spring Break Hours

March 10	7:45 AM to 5:00 PM
March 11, 12	CLOSED
March 13-17	1:00 PM to 4:30 PM
March 18	CLOSED
March 19	Resume regular hours

 *Reminder...*

Murphy Library will be closed from December 29 through January 16.