

DUKE UNIVERSITY MEDICAL CENTER LIBRARY

NEWSLETTER #257

MARCH 1998

LIBRARY HOURS

Monday - Friday	8:00 am - 12:00 midnight
Saturday	10:00 am - 6:00 pm
Sunday	12:00 noon - 12:00 midnight

PHONE NUMBERS

A-to-Z Information Express	660-1135
Acquisitions	660-1115
Administration	660-1150
Cataloging	660-1120
Circulation	660-1100
Collection Development/Gifts	660-1122
Electronic Classroom (MLEC)	660-1190
History of Medicine	660-1144
Information & Education Services	660-1111
Interlibrary Loan	660-1135
Journals	660-1110
Learning Resources	660-1160
Marketing and Publications	660-1127
Systems	660-1195

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Ovid Document Delivery Available!

Tired of filling out A-to-Z and Interlibrary Loan forms? Are you ready to order articles directly from MEDLINE or any other Ovid database? The Ovid Document Delivery System is now available via the Web (Personal Account version)!

The process is very easy and you only need to enter your personal information once. If you save your profile, it will be twice as fast the next time you place an order. Once an order is placed, the computer will send your request to us with all of the proper citation information directly from your workstation. **You are responsible for all of the orders placed.**

All you need to do is:

- From the *Titles Display* screen, mark the citations for the articles you want copies of by clicking in the box
- Scroll down to the *Citation Manager* at the bottom of the screen
- Click on the “**Order**” button in the bottom right corner
- Complete your Personal Profile (Hint - if you click the box next to “Save Profile Permanently,” you only have to type it once!)
- Click on “**Continue**”
- Complete the delivery and billing information
- Mail or fax requests must have a billing account set up with us
- Check your order, then click on “**Order Items**”
- Read and acknowledge the billing and copyright information by clicking on “**I Accept**”
- Now your order is on its way!

Please Note: Requests are downloaded at the beginning of the business day. (RUSH 24-hour requests are processed from the time the order is downloaded.)

All normal charges apply:

- We charge \$3.00 per article, up to 30 pages
- 10 cents per page over 30 pages
- Interlibrary Loan charges over \$12.00 will be billed to the patron
- An additional \$3.00 per FAX request
- An additional \$3.00 per 24-hour request. (Requests are downloaded each weekday morning.)

For more information, please call Information and Education Services at 660-1111 or send email to mclref@mc.duke.edu.

Eric Albright
Head, Information and Education Services

WE'RE LISTENING!



To all of you who have responded to our latest survey and have left notes in our suggestion box, we are listening! In fact, we have already taken action on several recommendations from the survey:

- ✓ Access to MEDLINE and other databases is now available in the stacks. One of the terminals on the First and Second Stack Levels has been changed, allowing you to quickly go online and check journal citations without going downstairs to the search terminals.
- ✓ New copiers have been installed in the Library through a special Copier Endowment program.
- ✓ The loan period for books has been increased to 4 weeks.

What else did you tell us?

- ◆ Most of you (73%) think the book collection is important or very important to you and that we are doing a good (21%) or very good (67%) job in maintaining the quality of the collection.
- ◆ Journals are our most important resource (98% rated it as important or very important); 91% rated the Library as doing a good or very good job of collecting in this area.
- ◆ Although a smaller number of people (34%) use the audiovisual and multimedia collection, it is very important to them. Our performance in this area was rated as fair or good.
- ◆ Online databases were rated as highly as journals in terms of being important or very important (96%), and 88% thought our performance was good or very good. An interesting fact is that 6% of the survey respondents do not use them at all.
- ◆ Our mediated search services (when staff members search databases for you) are less important or not used by most of you, which is reflected by the online databases figures given above. Only 28% reported using our search services but gave us high ratings on quality.

What do you want to see in the future?

- ⇒ Online ordering of journal articles (84%)
- ⇒ Delivery of materials to offices (74%)
- ⇒ Expansion of patient education materials and databases (59%)
- ⇒ General computer software classes (51%)
- ⇒ Self-service check-out of books (43%)

As we continue to analyze data from the survey, we will report in future newsletter issues on how you have rated some of our other services. The Library will consider all your ratings and comments as we plan for new services over the next year, so continue to watch for other changes.

PHOTOCOPYING MADE EASIER WITH RECENT UPGRADES

Late last year, the aging IBM photocopiers in the Library were replaced by six Ricoh 6750 models. In February of this year, a new copy card dispenser and two coin-operated copier attachments were also installed.

The new Vend-a-Card machine accepts \$1, \$5, \$10, and \$20 bills, unlike the old machine which required a dollar bill to purchase a card and would accept only singles and fives when adding value to the card. For example, if you put in \$5 to purchase a new card, you will get a card with \$4.50 worth of copies (a new card costs 50 cents).

Patrons should be aware that the new machine **does NOT give change**. If you put \$20 into the machine, you will purchase that amount of copies. As a result of this upgrade, the Circulation Desk will no longer make change, except when a patron is paying fines or service fees.

The two new coin-operated copier attachments are located on the First and Second Stack Levels and offer the ability to *ADD* money to a cash card without having to return to the Entrance Level Vend-a-Card machine. If your cash card runs out of copies and you only have change in your pocket, you can use it to add value to your card at the coin-operated stations.

Because of this coin-operated upgrade, there are now *two card readers* at each of the coin-operated stations on the First and Second Stack Levels. One reader is designated for "cash cards only" (vending machine cards with green lettering) and is used for adding value to a cash card, as well as for copying. The second reader accepts *ALL* copy cards, including unit cards that are purchased for departmental use from the Library's Administration Office. (This reader will not revalue a card.)

Those patrons using Flex Cards may use copiers located on the Second Stack Level and in the Current Journals area. **The Medical Library does not have any InforTex card readers/copiers.**

Maurice Reece
Circulation Services

Has Your Name or Address Changed?

Name and address changes for our newsletter may be sent to **DUMC Box 3702**, our email address at **mcnews@mc.duke.edu**, or you may complete the Mailing List Web Form at **<http://www.mc.duke.edu/mclibrary/forms/mailist.html>**. Our online mailbox will be checked daily, Monday-Friday.

MORE ELECTRONIC RESOURCES!!!

The Library has been hearing your cries for more electronic resources. As a result, we've begun to add more electronic journal titles through Ovid and will continue to concentrate in this area. We are also looking at providing access to electronic textbooks and other reference resources.

If you have an ID and password for the Common Clinical Workstations in the Hospital, you may have noticed that you now have access to *Clinical Pharmacology* and *Stedman's Electronic Dictionary*. This was accomplished by a joint effort between the Library and Medical Center Information Systems (MCIS). From the Library's Website, you may also gain access to the online version of *Clinical Pharmacology* (<http://www.mc.duke.edu/mclibrary/respub/cponline.html>), if you are using a Duke IP address.

In addition to these titles, the Library is waiting for the production of the online version of the 14th edition of *Harrison's Principles of Internal Medicine* and will purchase a site license when it is available.

In the future, the Library hopes to expand on these titles and is investigating ways to make this happen.

Julie VanDyke
Head, Learning Resources Services

NEED A LOGIN TO SEARCH OVID? FORGOTTEN YOUR OVID PASSWORD?

Please see the Circulation Staff
or call 660-1100 for assistance.

DID YOU KNOW?

The Administration Office often receives calls from panicked patrons wanting to cancel their lost copy cards. Unfortunately, this cannot be done as the Library copiers do not have cancel capability features.

Please remember to put your name and phone number on the back of your copy card. Every effort will be made to return cards to the rightful owners!

LOOKING FOR JOURNAL TITLE ABBREVIATIONS? LIKE TO HAVE A CONVENIENT LIST AVAILABLE?

The *List of Serials Indexed for Online Users* (1998) is designed to provide complete bibliographic information on serials and congress proceedings cited in MEDLINE, AIDSLINE, and HealthSTAR. It contains about 8,689 serial titles listed alphabetically by abbreviated title, followed by the full title. This publication may be obtained, free of charge, from the NLM Website at <http://www.nlm.nih.gov/tsd/serials/lsiou.html>. The files are available in DOS text or WordPerfect 6.1 format and are listed by alphabetical title range. In order to have the complete publication, several files must be downloaded.



We're Making Some Changes.....

The next issue of our Newsletter, which will be published in June, promises to have a new look -- with a dash of color and a hint of reformatting. In addition to a change in appearance, we will also be changing our publication frequency, moving from quarterly to bimonthly status. So be sure to watch for our next issue!

Learning Resources Services (LRS) staff are constantly working towards improving the audiovisual and multimedia collections and services. In conjunction with the recent move of the LRS staff (*see page 6*), the audiovisual collection has also been moved to the Reserve Room, to assure that Learning Resources can continue to provide the same level of customer service for that collection. For questions and information, please contact Alveria Pugh (660-1160; beeper 970-2783; pugh0001@mc.duke.edu) or Julie VanDyke (660-1157; vandy005@mc.duke.edu).



GETTING CONNECTED: PROXY SERVER

Duke University's Office of Information Technology (OIT) is now offering a proxy server, which makes getting connected to our databases even easier. The proxy server allows you to access databases and other resources available through the Web, when you are at home or at other non-Duke locations. This is very helpful to people who use a commercial Internet Service Provider such as AOL or Mindspring, or to those facing long distance charges when connecting to a Duke server.

So why would you need to use a proxy server?

Access to many of the Web services provided by the Duke libraries is limited to authorized Duke faculty, staff, and students. Frequently, access is simplified by checking to see if the patron is using a computer with a Duke IP address. If the computer has a Duke IP address, then access is given to the database. However, if an Internet Service Provider or another computer (which is not part of the Duke service) is being used, then a Duke IP address will not be provided and the use of the Website will be blocked.

A proxy server makes your computer look like a Duke computer to the Web service. When you try to connect to a Website from a non-Duke location using this service, your browser first connects to Duke's proxy server, prompts you for your *acpub* ID and password, and then assigns a Duke IP address to your connection. The Website sees the Duke address and lets you in. Since all requests go through the Duke server, service is a little slower, but you also have access to a lot more resources available at Duke. Proxy settings in your browser can also be turned on and off to allow connections to other sites at normal speeds. This proxy service is only available to Duke faculty, staff, and students.

If you use our Ovid databases, this service will allow you to use the Web version from off campus, without a password.

To use the proxy server you need the following:

-  An "acpub" account from Duke's OIT, which will give you the needed ID and password
-  A Web browser such as Netscape or Internet Explorer
-  An Internet connection through a commercial Internet Service Provider or through another institution's Internet connection
-  Instructions from the OIT Website (<http://www.oit.duke.edu>) for setting up your Web browser

OIT has easy to follow instructions for obtaining an acpub account and for setting up your browser. You may access these instructions via their Website, or you can visit their Help Desk in the North Building.

INTERNET INSIGHTS

Cookies on the Web

Although it's easy to get the impression when browsing the Web that you are doing so anonymously, your activities might be tracked in several ways. One of the most popular techniques for tracking usage is the "cookie." Whenever you visit a Website, the Web server can send a cookie (data) to your computer, which is then stored on your hard drive. Each cookie can be a miniature record of your visit to a specific Website, complete with information such as an ID number, time of your last visit to that specific site, and any other information that you give up willingly, like a password or email address.

The effect is something like "Caller ID" on telephones. By retrieving the previously left cookie, a Website can "remember" your site-specific password, your preferences, and other tidbits of information.

Advocates of cookies point out that they can streamline and improve your use of Websites. For example, when visiting *The New York Times Online* (www.nytimes.com), you only have to enter your password once. The next time you visit, a cookie will tell the Web server who you are, allowing you to bypass the usual password protected sign-on screen. On the other hand, *The New York Times* could easily track how often you visit their site, what sections of the paper you read, and even estimate how much time you spend there.

Cookies are not necessarily dangerous. They cannot enable a Web server to read your hard drive, get your email, or destroy files on your computer. They also take up very little space (about 4K) and usually have an expiration date (like the store-bought kind). However, if you decide you don't want to be tracked with cookies, you can configure your Web browser to warn you before a cookie is accepted, giving you the option to cancel the order.

From: "Getting Stuffed With Cookies When You Browse?" by Rich Luhr. Published in Internet Medicine, March 1997. (<http://www.churchstreet.com/cookies.htm>)

For additional information about this curious little snack, connect to "Cookies and Privacy FAQs" at http://search.netscape.com/assist/security/faqs/cookies.html#what_are.

Connie Schardt, Education Coordinator
Information and Education Services

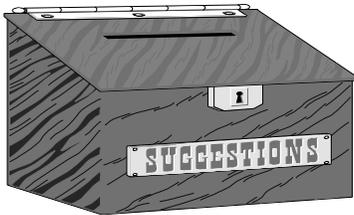
Please help us preserve our valuable books, journals, and multimedia programs by not bringing food and drinks into the Library. Thanks!

INFORMATION & EDUCATION SERVICES

HAS NEW EVENING HOURS AND IS
OBSERVING THE FOLLOWING SCHEDULE:

Monday - Thurs. 8:00 am - 7:00 pm
Friday 8:00 am - 5:00 pm
Sunday 1:00 pm - 5:00 pm

The Medical Center Library staff welcomes your suggestions and comments. Please feel free to drop them in the Suggestion Box located on the Entrance Level across from the Circulation Desk.



The Administration Office still has quite a few **unclaimed copy cards**. If you have lost your card, please call 660-1150 or stop by Room 103 on the Lower Level.

NOW ACCEPTING MASTERCARD AND VISA

You can now pay for Library services with the Duke procurement card or with your personal MasterCard or Visa. Credit cards can be used to pay for the following services: computer searches provided by Information and Education Services; photocopies and Interlibrary Loans through A-to-Z Information Express; copy cards available from Administration; and Circulation fees for overdue and lost books. Since the Library must pay a service charge for every transaction, there will be a minimum charge of \$5.00 to use your card.

Duke departments who regularly use our services will be contacted about changing from the traditional IRI form to the Duke procurement card.

Credit cards will be accepted when you pay in person or if you fax us a request. When you are in the Library, you may ask to have services charged to your credit card when placing your request, or you may use your card when you pick up your items.

We are sorry but credit card numbers will *not* be accepted over the phone. And, American Express and Discover Card are not accepted here...

LIBRARY NEWSLETTER GOES ELECTRONIC

As you may have noticed, current issues of our *Library Newsletter* are available on our Website at <http://www.mc.duke.edu/mclibrary/news/newsletter.html>. The electronic version is published around the same time the paper copy gets mailed, so there is no delay in getting the latest Library news. In fact, you can now be added to our listserv which notifies you by email when the next issue of the *Newsletter* is available on the Web.

If you would like to have less paper delivered to your office, just fill out the **Mailing List Form** on our Website (<http://www.mc.duke.edu/mclibrary/forms/maillist.html>) or return the form which appears on the back page of this issue.

SCHEDULE THE MLEC CLASSROOM VIA THE WEB

The Medical Library Education Center (MLEC) Classroom is available to Duke faculty, staff, and DUMC students for educational and training programs utilizing computer technology and/or hands-on training. You may reserve the classroom by completing the MLEC Classroom Reservation Form available on the Web (<http://www.mc.duke.edu/mclibrary/lrs/lrsform.html>). Learning Resources Services staff will confirm your reservation within 24 hours of receipt, Monday-Friday.

Are you receiving duplicate copies of this newsletter?

If so, please let us know by sending an email message to mcnews@mc.duke.edu or drop a note to the Medical Center Library, DUMC Box 3702.

Visit

the

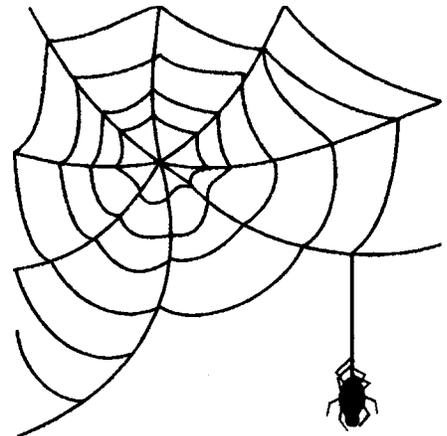
Medical

Center

Library

on the

Internet at:



<http://www.mc.duke.edu/mclibrary>

TIME FOR A LITTLE REARRANGING

You may have noticed recently that there are some familiar faces in unexpected places. To improve productivity and better serve our users, Learning Resources Services (LRS) and the Systems Department have done some office swapping.

The LRS staff offices of Julie VanDyke, Alveria Pugh, and Derrick Vines are now located in the Medical Library Education Center (MLEC) on the Lower Level of the Library. Sally Wardell, Scott Garrison, and Linwood Webster, Systems staff who occupied the MLEC offices, are now on the First Stack Level. Argie Burnette's office has also moved to the First Stack Level.

Staff can be reached at the same phone numbers as before the office swaps.

We hope this new arrangement will help us solve some work flow and communication issues, as well as provide our users with better customer service.

Julie VanDyke
Head, Learning Resources



**REGISTER FOR CLASSES
THROUGH THE WEB**



Anyone with a Web browser that supports forms can register for Medical Center Library Internet and HTML classes through the World Wide Web. To register for a class, follow the hypertext link from <http://www.mc.duke.edu/mclibrary/ed/schedule.html>.

Once you submit the form, you will receive instant notification that you have either been registered for the class or put on a waiting list. If you have any questions, please contact Connie Schardt, Education Coordinator, at schar005@mc.duke.edu

Need to Ask a Reference Question?

Contact Information and Education Services at **660-1111**, send email to mciref@mc.duke.edu, or complete the Web form at <http://www.mc.duke.edu/mclibrary/ref/forms/refform.html>.

HISTORY OF MEDICINE

EXHIBIT CASES

The final two exhibit cases have arrived! They were designed by the architectural firm of Atkin, Olshin, Lawson-Bell and executed by the Arthur Works, both of Philadelphia. This brings our potential to eight cases, with a mix of vertical standing and horizontal table-top styles. All are located in the Lower Level lobby of the Library with the exception of a square case which is in the History of Medicine Reading Room. Each of the flat cases has an adjustable display floor which can facilitate the viewing of certain kinds of material.

Our exhibit cases have state-of-the-art fiberoptic lighting with remote dimmer switches, UV filtered glass, and silicon O-ring gaskets. Only water-based stains, glues, and finishes were used and all interior surfaces were sealed. Mahogany, an approved wood for conservation, was selected for the frame. Natural linen was chosen to cover the Tycore panels and homosote backboards. Art-Sorb is our humidity control agent. It consists of a silica material in bead form which has been preconditioned to absorb or release moisture as needed to maintain a 50% relative humidity. All the cases have been fitted with security devices to protect the items on display.

 Look for our upcoming exhibits!

You are cordially invited to join the **Trent Associates** and receive the "Trent Associates Report" which is issued biannually. You will also be placed on the mailing list for events held during the year. For further information, contact **Suzanne Porter**, Curator, at **660-1143** or send email to porte004@mc.duke.edu.

CHANGING OUR CHANGE POLICY!

As you read in the article on page 2, our old and temperamental photocopy card vending machine has been replaced with a new one. And it takes more than just \$1 bills. You can now purchase copies using \$1, \$5, \$10, and \$20 bills!

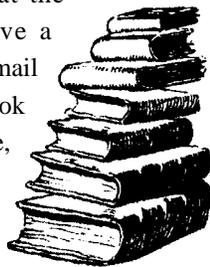
On the First and Second Stack Levels, the card readers allow you to add money to your green copy cards. Our new coin-operated copier attachments (coin-ops) can also recharge green copy cards, as well as let you use money to make copies.

With these new machines and more convenient payment methods, we have decided to get out of the banking business. Starting in March, you will need to bring your own change, as well as small bills to buy copy cards or add money to your cards. Making change for patrons causes lots of problems for libraries: it poses security risks; increases the need for more detailed accounting and security procedures; requires more trips to the bank to keep enough change available; and takes staff time away from more important jobs. We will still make change when you pay for overdue fines or fee-based services.

Warning: our new machines do not give change. So be sure to bring smaller bills, unless you want to add \$20 to your copy card. You can get change from the branch bank in the Duke Clinic building or by purchasing something from the cafeteria or bookstore.

WOULD YOU LIKE TO RECOMMEND A BOOK FOR THE LIBRARY?

Book request cards are available at the Information Desk. You may leave a request card at the Information Desk, mail it to Box 3702 DUMC, or use the Book Request form via the Library's Website, <http://www.mc.duke.edu/mclibrary/collections.html>. The Book Request form is under the *New Book List*.



Please supply as much information as possible. Your request will be reviewed and you will be notified whether or not the item can be purchased.

If you have questions or would like to discuss any particular items or subject areas, please contact the Collection Development Librarian, Mary Ann Brown, at 660-1122 or send email to brown050@mc.duke.edu.

NEED SLIDES MADE FROM JOURNAL ARTICLES?

Because of the Library's one-day checkout policy for journals, some patrons have occasionally encountered problems in getting slides and photos made from journal articles. Here are a few hints on how to make the most of the checkout period when taking journals to AV (Audiovisual) Services for photographic copying.

First, plan ahead and check out early in the day. A journal checked out on Monday at 9 a.m., for example, is not due back until midnight on Tuesday. This gives AV Services almost two full days to process your requests. If convenient, a patron may pull the needed journals in the evening hours and leave them at the Circulation Desk for pickup the following morning. (If they are not picked up by 10 a.m., they will be returned to the stacks.) When checking out journals to take to AV Services, patrons should notify the Circulation Desk of their intentions.

Problems can arise if a journal is taken to AV Services late on a Thursday afternoon or on Friday. Since AV Services closes for the weekend at 5 p.m. on Friday, patrons should make certain that their requests can be processed and the journals picked up before 5 p.m. The Library is open on Saturday and Sunday.

Overdue fines of \$1.00 per hour will be incurred if items are not returned on time. Planning ahead will prevent this painful and unprofitable result.

Patrons who need to have something copied from current (unbound) journal issues should call AV Services and arrange for an appointment, because **current journal issues can only be checked out for a maximum period of 2 hours.**

In a rush situation, it is recommended that Library patrons contact AV Services *before* taking Library materials. Lewis Parrish, who is in charge of AV Services, may be contacted at 684-6159. AV Services is located in Room 4314 in the Orange Zone of Hospital South. (Take the Orange Elevator B to the fourth floor.)

We all know, however, that the best laid plans can go amiss. A slide copy might have to be reshot or the borrower could get stuck in surgery or clinic with no one to pick up and return the journals to the Library. If this happens to you, call the Circulation Desk staff and explain your situation. They will help you work something out.

Believe it or not, they do have a heart!!

Maurice Reece
Circulation Services

NEW JOURNAL SUBSCRIPTIONS - 1997

- Advances in Health Sciences Education*
v. 3, 1998--
- Aging and Mental Health*
v. 1, 1997--
- Alimentary Pharmacology & Therapeutics*
v. 12, 1998--
- Cardiovascular Surgery*
v. 6, 1998--
- Clinical Journal of Oncology Nursing*
v. 1, 1997--
- Clinical Therapeutics*
v. 20, 1998--
- Computer Aided Surgery*
v. 3, 1998--
- Current Opinion in Cardiology*
v. 12, 1997--
- Emerging Infectious Diseases*
v. 1, 1995--
- Evidence-Based Medicine*
v. 3, 1998--
- Genes to Cells*
v. 2, 1997--
- Health Economics*
v. 7, 1998--
- Journal of the American Association
of Gynecologic Laparoscopists*
v. 5, 1997/98--
- Journal of Endovascular Surgery*
v. 5, 1998--
- Journal of Internet Cataloging*
v. 2, 1998--
- Journal of Pediatric Endocrinology & Metabolism*
v. 10, 1997--
- Medicine on the Net*
v. 3, 1997--
- Molecular Medicine*
v. 4, 1998--
- Neurogenetics*
v. 1, 1997--
- RNA*
v. 1, 1995--
- Seminars in Pediatric Surgery*
v. 7, 1998--
- Texas Heart Institute Journal*
v. 25, 1998--
- Transplant Immunology*
v. 6, 1998--
- Women's Health*
v. 4, 1998--

Judy Woodburn
Serials & Special Projects Librarian

STAFF NEWS

The following staff are volunteering as Technology Mentors in the AT&T - Duke Information Literacy Program: **Eric Albright** and **Connie Schardt**, Information and Education Services; **Julie VanDyke** and **Derrick Vines**, Learning Resources; and **Linwood Webster**, Network Administrator. The program is designed to help grade school teachers develop the confidence and skills they need to utilize technology in their classrooms. Each mentor will follow up with a teacher on an individual basis after he/she has attended a formal training session.

Andy Eisan and **Hattie Vines**, Reference Librarians in Information and Education Services, have been admitted as Members in the Academy of Health Information Professionals of the Medical Library Association (MLA).

The Medical Library Association has announced the appointment of **Scott Garrison**, DUMCL Systems Librarian, as the new MLANET Editor. As MLANET Editor, Scott will work with the staff and MLA chapters and sections to develop the editorial content of the Website, in accordance with MLA's mission and policies. He will also be responsible for facilitating member involvement in the Association's Website.

You may have missed a familiar face at the Circulation Desk this year. **Duane Lookingbill**, former Library Assistant, departed in January after accepting a call to serve as minister of two small churches in Minnesota. Duane had been at the Circulation Desk since 1993, first as a graduate student and then as a staff member.

With the departure of Duane Lookingbill, current staffer **Sara Jeffreys**, who has worked in the Library's Cataloging, Acquisitions, and Interlibrary Loan Departments, has transferred to Circulation Services. Sara is now working at the Circulation Desk, Monday - Friday nights. Please join us in welcoming Sara to the Circulation Department.

In mid January, **Kathie E. Ladd** was hired as a part-time staffer in the Interlibrary Loan Department. Kathie was previously at Duke's Department of Internal Medicine.

Erika Robbins, Interlibrary Loan Clerk for the past 2 years, has transferred to the Duke University Law Library. She will be replaced by **Mary (Claire) Myers** who will start in March.

Iris Gale
Administration





LIBRARY EDUCATIONAL OFFERINGS

The following classes will be held in the Medical Library Education Center (MLEC), Room 104 on the Lower Level of the Library.



DATABASE CLASSES

OVID MEDLINE SYSTEM

Ovid Basics: Telnet

Participants are not expected to have used Ovid

11:00 am - 12:00 noon

Tuesday - April 7; May 5

Ovid Basics: Web Gateway

Participants are not expected to have used Ovid but should be familiar with the Internet and Netscape

3:00 pm - 4:30 pm

Wednesday - April 22; May 13

Ovid Advanced Search Techniques

Participants are expected to have experience using Ovid

11:00 am - 12:00 noon

Tuesday - April 14; May 19

3:00 pm - 4:00 pm

Thursday - April 30; May 28

BASICS OF LIBRARY USE

1:00 pm - 2:30 pm

Tuesday, April 7, 1998

Tuesday, May 5, 1998

Tuesday, June 2, 1998

Classes include the use of the DRA online catalog to determine book and journal holdings, followed by a brief discussion of Library services and a tour of the Library.

GRANT INFORMATION ON THE WEB

(SPIN Database)

9:00 am - 10:00 am

Tuesday, April 7, 1998

INTERNET ACCESS AND PUBLISHING CLASSES

Hands-on time will be included. Registration is required and space is limited. Sign-ups will be accepted by phone at 660-1124, via email sent to Connie Schardt at schar005@mc.duke.edu, or via the Web at <http://www.mc.duke.edu/mclibrary/classes/reg.html>.

Introduction to the World Wide Web Using Netscape

1:00 pm - 3:00 pm

Thursday, April 9, 1998

10:00 am - 12:00 noon

Thursday, May 7, 1998

Searching and Evaluating Information

on the World Wide Web

10:00 am - 12:30 pm

Tuesday, April 21, 1998

Wednesday, May 20, 1998

Managing Bookmarks

10:00 am - 11:00 am

Wednesday, April 8, 1998

1:00 pm - 2:00 pm

Wednesday, May 6, 1998

Adding Plug-Ins & Helper Apps to Netscape

10:00 am - 11:00 am

Wednesday, April 22, 1998

9:00 am - 10:00 am

Thursday, May 14, 1998



Registration is not required for the Database Classes



For the most current class schedule, connect to the Library's Website at <http://www.mc.duke.edu/mclibrary/ed/schedule.html>.

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