

DUKE UNIVERSITY MEDICAL CENTER LIBRARY

NEWSLETTER #251

WELCOME ISSUE

SEPTEMBER 1996

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	660-1122
History of Medicine	660-1144
Interlibrary Loan	660-1135
Learning Resources	660-1160
MLEC	660-1190
Reference Services	660-1111
Journals	660-1110
Systems	660-1195

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FROM THE DIRECTOR

Welcome New and Returning Medical Center Library Users!

The Duke Medical Center Library's mission is to actively support the education, research, and patient care activities of the Duke University Medical Center and Health System. Providing timely, relevant biomedical information, as well as the foundation for life-long learning, are our goals.

The Medical Center Library continues to add new electronic resources and databases. A recent accomplishment has been the creation of a new Electronic Classroom in our Medical Library Education Center (MLEC). This classroom contains 16 networked PowerMacs with DOS boards. In addition to a Help Desk and offices, the MLEC includes a separate multimedia area.

Basic information on our services and resources are contained in this newsletter. Tours and instruction can be arranged by calling Reference Services at 660-1111. Many of our services are now accessible through the Library's Website at <http://www.mc.duke.edu/mclibrary>. They include reference questions, fee-based literature searches, A-to-Z Information Express (interlibrary loan/document delivery requests), and Electronic Classroom reservations.

Suggestions or comments are always welcome. A suggestion box is located on the entrance level, opposite from the Circulation Desk. In addition, a Library Advisory Committee meets quarterly to advise the Director on policy issues.

Please contact me or other members of the Library staff at any time about your information needs.

Susan Feinglos

660-1150

feing001@mc.duke.edu

MEDICAL CENTER LIBRARY GENERAL INFORMATION

The Medical Center Library was founded in 1930 and has been located in the Seeley G. Mudd Building since 1975. Its mission is to support Duke Medical Center's clinical, educational and research activities. Including the History of Medicine collections, some 277,394 volumes, 3,273 current journal subscriptions, 1,131 audiovisual items, and 66 multimedia programs are available.

Services/Collections:

- Circulation, Reference, and Internet assistance
- Networked online searching (self-service or assisted): MEDLINE, CURRENT CONTENTS SEARCH, CANCERLIT, HEALTHSTAR, NURSING & ALLIED HEALTH (CINAHL), PSYCINFO, SPIN (grants), HEALTH REFERENCE CENTER (consumer health), and AMA-FREIDA
- Interlibrary loan, book, and journal requests
- Reserve, Engel (leisure reading), and History of Medicine collections
- Reserve Room Network (7 PCs; 2 Macs)
- Medical Library Education Center: 16 PowerMacs with DOS boards, multimedia and microcomputer software, multimedia workstations (4 PCs; 2 Macs)
- Regular tours and orientations
- Fee-based in-house photocopying and/or campus document delivery. Call 660-1135 for current charges.

Classes:

- The Library offers a variety of classes including the OVID databases, Basics of Library Use, PowerPoint, Internet, and HTML (HyperText Markup Language)
- Call 660-1111 for more information.

Lending Regulations:

- Books — two weeks with two renewals.
- Audiovisuals — one week with two renewals.
- Unbound journals — two hours. No renewals.
- Bound journals — one day. No renewals.
- Renewals are available for books and audiovisuals only when not requested by another library user.

Database Access:

- **DRA Online Catalog** - 5 terminals

Electronic catalog of collections at Duke, NC State University, UNC-Chapel Hill, and North Carolina Central University.

Telnet address: ducatalog.lib.duke.edu or 152.3.100.60;
Username=>library
Dial-up: 681-4900; Full Duplex; No Parity; Databits 8; Stopbits 1.

- **DUMCLIB (OVID Database System)** - 8 terminals

Access to MEDLINE, CURRENT CONTENTS SEARCH, CANCERLIT, HEALTHSTAR, NURSING & ALLIED HEALTH (CINAHL) and PSYCINFO.

To apply for access to these databases, please call Circulation Services, 660-1100, for a registration form.

Telnet address: dumclib or dumclib.mc.duke.edu or 152.3.64.222

Dial-up: 681-8281; Full Duplex; No Parity; Databits 8; Stopbits 1.

Network Control HELP Desk, 684-2243.

- **Innovacq (Current Journals)** - 2 terminals

Information on current journal subscriptions and issues.

Telnet address: iii.lib.duke.edu or 152.3.190.146

Login name = med (No password required)

- **WWW HomePage**

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

For more detailed information, you may request that a *Library Guide* be sent to you by sending an email message to mclnews@mc.duke.edu or calling 660-1100.

NEED A BOOK FROM ANOTHER TRLN LIBRARY?

Suppose the Medical Center Library does not have a book you need, but the UNC-Chapel Hill library lists that title. If you have a **TRLN (Triangle Research Library Network) borrower's card**, you can borrow directly from that library, as well as other local institutions.

TRLN is comprised of the libraries at Duke, UNC-Chapel Hill, NC State and NC Central. The white, plastic TRLN card (with barcode, expiration sticker, borrower's agreement and a place for a signature) is available upon request from each of these institutions, but it must be issued to a patron by their "home" library. This card is uniform throughout TRLN and when presented along with a picture ID, will be honored at each of the member libraries, *subject to each institution's own lending policies*.

Duke Medical Center students, staff and faculty may obtain a TRLN card by applying at the Medical Center Library Circulation Desk. Faculty and staff cards expire once a year on August 15th. Student TRLN cards expire twice a year, on August 15th and December 31st. If you wish to continue to use your card, you must renew it on or after each applicable expiration date in order to receive a new expiration sticker. There is a \$5.00 charge at all institutions to replace lost or discarded TRLN cards.

Maurice Reece

DATABASE HIGHLIGHT

INSPEC, produced by the Institution of Electrical Engineers (IEE), is a database covering the fields of physics, electronics, electrical engineering, computing, and information technology. Consequently, it has considerable relevance for highly technological fields such as medical diagnostics, health information systems, and medical informatics. INSPEC is one of the FirstSearch databases available online through the Duke Library Services main menu, which also provides access to the Online Library Catalog.

INSPEC includes bibliographic information and abstracts of journal articles, conference proceedings, reports, and books. The database can be searched by broad INSPEC classification codes (e.g. *medical administration, hospital engineering, decision support systems*), descriptors taken from a controlled vocabulary, free-text keywords describing content, and by terms in a number of specific fields, such as title, author/editor, corporate source, publisher, place of publication, conference location/sponsor, and others. Retrieval sets can be limited by language, year, and type of publication. Coverage extends from January 1969 to the present, and the database is updated weekly.

As examples of INSPEC's utility to biomedicine and health administration, a search on the descriptors "**biomedical imaging**" or "**medical image processing**" yields over 4600 records. The descriptor "**medical administrative data processing**" is used on approximately 7500 records! In each case, roughly half the records describe journal articles, many of which are also indexed in MEDLINE, but the remaining records are from conference proceedings and other sources not covered by MEDLINE.

Remote access to INSPEC:

For access outside the Library, dial-in to **681-4900** and use the following modem parameters: **full duplex; no parity; 8 databits and 1 stopbit**. Type "**library**" at the "**command**" prompt and again at the "**username**" prompt. You will then be asked to supply your **Duke ID number (library barcode number, student ID number, or employee ID number)**, since access to this database is restricted to persons affiliated with the Triangle Research Library Network (TRLN) institutions. If you are not affiliated with any of these institutions, you will only be able to access the library catalog. You may also access the *Duke Library Services* menu directly: **telnet to 152.3.100.60** and type "**library**" at the "**username**" prompt.

At the *Duke Library Services* menu, choose **#5 Subject-Specific Indexes and Databases**. Select **#3 Engineering and Technology**, then choose **#4 INSPEC**.

For additional information on searching INSPEC or other databases, contact Reference Services at 660-1111 or send email to mciref@mc.duke.edu.

Anne Powers

HISTORY OF MEDICINE GENERAL INFORMATION

The History of Medicine Collections, which is located in Room 102 on the lower level of the Library, is essentially a library within a library. For the convenience of the student and researcher, primary materials as well as reference works, circulating titles, and current issues of relevant journals, are gathered in one location. The collection consists of 20,000 volumes and 4,000 manuscripts, as well as photographs, illustrations, medical instruments, stamps, medals, and a variety of medical realia. The **Trent Room**, which is located off the reading room, contains a selection of Dr. Josiah Charles Trent's rare medical books, as well as his collection of ivory anatomical manikins. On the terrace outside the reading room is a medicinal herb garden containing over fifty different herbs.

Upon first visit, a patron will be asked to fill in a reader registration card which is kept on file. Other special practices are followed due to the rare and fragile nature of many of the materials, such as pencils only in the reading room, foam cradles to support books while they are being consulted, and velvet-covered weights, known as snakes, to hold pages open. Since so much of the collection cannot be checked out, the staff attempts to accommodate requests for photoduplication whenever the condition of the material permits.

Everyone is welcome to visit us. We will be glad to arrange individual or group tours or have classes meet in our reading room in order to see rare materials that are related to their study. Copies of our *History of Medicine Bibliography*, as well as other handouts about the collection, are provided to anyone that might be interested. We have speakers at intervals during the semester and issue a newsletter twice a year. Our hours are 8:00 am - 5:00 pm, Monday through Friday, as well as several evenings each week during the academic year.

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.

INFORMATION EXPLOSION!

The Medical Center Library has a variety of information bulletins available for distribution at no cost. These handouts provide more detailed discussion of several specific reference tools, special services, and resources for various disciplines. Included are the following titles:

General

Library Guide
General Information
Basics of Library Use
Duke Medical Center Library Facts & Figures: 1995/96
Medical Library Education Center (MLEC)

Databases

DUMCLIB Access Instructions
OVID Databases
 MEDLINE, Cancerlit, and Health
 MEDLINE Field Guide
 Current Contents Search
 Current Contents Search Field Guide
 PsycINFO
 PsycINFO Field Guide
 Nursing and Allied Health Field Guide
Saving (Downloading) Documents
 At Library Workstations
 Remote Users
SPIN (Sponsored Programs Information Network)
AMA-FREIDA
Innovacq Remote Access Instructions

Internet

Internet Books
Connection Options
Internet Acronyms
Untangling the World Wide Web
Web Browsers
Selected List of World Wide Web Sites
Grants Information for Health Professionals on the Internet
Selected List of Oncology Resources on the Internet
Selected List of Psychology/Psychiatry Resources
Discussion Groups on the Internet (Listservs/Usenet)
Selected List of Listservs

Subject Areas/Interest Groups

Grants/Funding Sources
Nursing Information Sources
Physical Therapy Information Sources
Drug Information Sources

Print Indexes/Abstracts

How to Use *Index Medicus*
How to Use *Current Contents*
Purpose and Use of *Science Citation Index*

Services

A-to-Z Information Express
Loansome DOC Fact Sheet
Computerized Searching in the Medical Center Library
Reference Services Available Electronically
Systems Providing Access to MEDLINE and Other Databases

If you are interested in obtaining any of these handouts, please stop by the Information Desk at the Library or call 660-1111. Most of the database handouts are available via dumclib, and many of the others are accessible via the Reference Services homepage at <http://www.mc.duke.edu/mclibrary/ref/handouts/index.html>. These handouts may be freely reproduced.

A REMINDER: NEW POLICY FOR NON-DUKE LIBRARY PATRONS

In July of this year, the Duke University Libraries instituted an annual fee of \$100.00 for a **campus-wide borrower's card** for library users not currently affiliated with the University. This campus-wide borrower's card is valid for use throughout the Perkins Library system (Biological and Environmental Sciences, Chemistry, Engineering, Lilly, Math-Physics, Music and Perkins), and the libraries of the Divinity School, Fuqua School of Business, School of Law, and the Medical Center. Various restrictions may apply at some libraries.

The Medical Center Library welcomes everyone who wishes to visit the Library to consult freely the resources housed here. We will also continue to offer a free borrower's card (restricted to the Medical Center Library collection) to *Durham County practicing health care professionals*. However, there will be a fee if a DUMC guest cardholder wishes to check out materials from the other Duke campus libraries.

Maurice Reece

NEWSLETTER VIA THE WEB

Our *Newsletter* may be accessed via our Website at
<http://www.mc.duke.edu/mclibrary/index.html>.

Net.work

The DUMC Library Internet Training Team is now offering its newly revamped Internet classes to the Duke University Medical Center and Health System (DUMC&HS) and Duke communities. Join us for the following classes at the Medical Library Education Center (Room 104 on the Library's Lower Level).

Introduction to the Internet - Introduces the concepts, tools and terminology necessary for understanding and using the global information network known as the Internet. Includes demonstrations of key resources and hands-on use of the Netscape Navigator World Wide Web browser. Participants are not expected to have used the Internet, but should have some familiarity with Windows or Macintosh computers.

HTML Basics - Covers fundamentals of the HyperText Markup Language (HTML), which is used for creating World Wide Web documents or "pages." Includes discussion of basic markup tags, options for authoring tools, and essentials of standards, style and HTML etiquette. Discusses how to get your DUMC&HS department's Website linked into DUMCWeb (<http://www.mc.duke.edu/>). Provides hands-on practice in the mark-up of a plain ASCII text sample document using the HTML Assistant Editor for Windows. Participants should be familiar with using the World Wide Web and Windows.

HTML Intermediate - Covers such HTML topics as background colors and patterns, changing text size and colors, creating client-side imagemaps, and tables. Includes additional discussion on HTML style and etiquette. Provides hands-on practice in the continued mark-up of the sample document begun in *HTML Basics*. Participants should be familiar with the basic principles of the Web, HTML, and Windows.

HTML Advanced - Includes discussion on creating HTML documents using frames. Focuses on creating fill-in forms in Web pages. Introduces the concepts of Common Gateway Interface (CGI) scripting for forms processing. Provides hands-on practice in the final stage of mark-up of the sample document begun in *HTML Basics*. Participants should be Webmasters or have experience marking up documents for an established Website.

All Internet classes are offered at no cost, but we do ask that you sign up in advance, as space at each session is limited. You may sign up for classes by sending email to garri002@mc.duke.edu or vandy005@mc.duke.edu. You may also sign up for the latest classes using the following Web page: <http://www.mc.duke.edu/mclibrary/intclasses.html>. If your DUMC&HS department has a Website that needs server space or links from DUMCWeb, please contact Scott Garrison, MCL Systems Librarian, at 660-1197, or address email to webmaster@mc.duke.edu.

INTERNET INSIGHTS

Starting Points for Alternative Medicine

As with almost any topic, there are a plethora of sites available with information about Alternative Medicine. Listed here are a few sites that will provide you with a starting point to access the vast network of resources available on the Internet.

MedWeb: Alternative Medicine

(<http://www.gen.emory.edu/medweb/medweb.altmed.html>)

As always, Emory University does a superlative job organizing a fairly comprehensive list of sites related to Alternative Medicine. Information is arranged alphabetically by subject. Included are links to information about continuing education, electronic publications, societies and associations, a reference guide for herbs, and much more.

Alternative Medicine Homepage

(<http://www.pitt.edu/~cbw/altm.html>)

This page, brought to you by the Falk Library of the Health Sciences at the University of Pittsburgh, is another excellent starting point. Links are provided to other Internet resources, including information about the Office of Alternative Medicine at the National Institutes of Health, and a listing of listservs and newsgroups. Brief descriptions are provided in the alphabetical list of Internet resources.

Yahoo: Alternative Medicine

(http://www.yahoo.com/Health/Alternative_Medicine)

Finally, no list of starting points seems complete without at least a mention of Yahoo. Though by no means all-inclusive, Yahoo comes close. The site is arranged alphabetically by site name, though there are also groupings by topics such as acupuncture, Asian medicine, herbs, homeopathy, massage, and somatic education.

If you have any questions about this or other Internet issues, please stop by the Medical Center Library or call 660-1111.

Margie Doggett

UPCOMING TECHNOLOGY FAIR

The Center for Management and Professional Development and the Office of Information Technology are co-sponsoring a University-wide Technology Fair. "Technology: The Future of Learning" will be held on **October 28, 1996** in the Searle Center. Look for the Medical Center Library's exhibit highlighting the Library's technological resources.

SCHEDULE THE MLEC CLASSROOM VIA THE WORLD WIDE 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 World Wide 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.

NEW PAINTING!

MIHR

The abstract acrylic on canvas painting, *Mihr*, was donated to the Medical Center Library in June by Mr. John Landes. The artist is Yvonne Muller, and the date of the work is 1990. In ancient Persian lore, *Mihr* was the angel representing divine mercy. On Judgement Day, *Sorush*, representing divine justice, and *Mihr* would decide who went to Paradise or who went to Hell. The painting is hung on the central staircase wall between the mezzanine and first stack level.

NEW LOOK IN THE REFERENCE AREA

If you've been away for the summer, you'll notice some changes have taken place in the Reference area. We've installed new tables and wiring for the eight searching workstations located next to the Information Desk. In order to make room for the new tables, we also had to move some seldom used indexes to the Index area reference shelves behind the workstations. We hope that this will give you more working space and a cleaner environment.

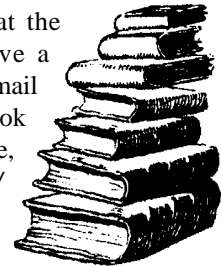
HEALTHSTAR NOW AVAILABLE

The OVID version of the **HealthSTAR (Health Services Technology, Administration, and Research)** database is now available for access via the Medical Center Library. HealthSTAR focuses on both the clinical and non-clinical aspects of health care delivery and provides citations to journal articles, meeting abstracts, conference papers, technical and government reports, monographs, book chapters, and newspaper articles. If you have any questions, please contact Reference Services at 660-1111 or send email to mc1ref@mc.duke.edu.

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.

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.

REFERENCE HOURS

The Reference Services Department will be resuming its regular hours effective September 3rd:

Monday-Thursday

8:00 am to 8:00 pm

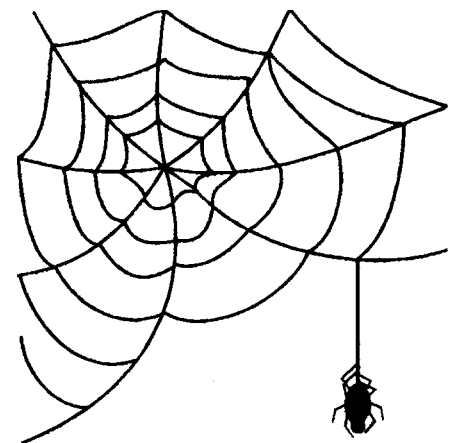
Friday

8:00 am to 5:00 pm

Sunday

1:00 pm to 5:00 pm

Visit
the
Medical
Center
Library
on the
Internet at:



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

MEDICAL CENTER LIBRARY PATIENT INFORMATION

There are several resources in the Medical Center Library to help patrons learn more about diseases and medical conditions of interest to them. These materials vary in content from basic handbooks to texts with more detailed summaries.

Patient information **brochures and pamphlets** are housed in a **Patient Information filing cabinet** located on the Upper Entrance Level of the Library, just past the Reference Desk, behind the MEDLINE computer terminals. These brochures and pamphlets, which are arranged alphabetically by subject, are to be used in the Library. Since there are rarely extra copies of these materials, please feel free to make any photocopies needed and return the originals to the filing cabinet.

The Library's Reference collection includes several sections that may be useful to patients and their families:

Ref. 7 - General Encyclopedias, Handbooks, etc.

(Basic texts)

Includes such titles as:

The American Medical Association Family Medical Guide

The Center for Medical Consumers Ultimate Medical Answerbook

The Columbia University College of Physicians and Surgeons Complete Home Medical Guide

The Johns Hopkins Medical Handbook: the 100 Major Medical Disorders of People Over the Age of 50

Mayo Clinic Family Health Book

America's Best Hospitals (U.S. News and World Report)

The Best Hospitals in America

The New Cancer Sourcebook

Cancer Sourcebook for Women

The Cancer Book: A Guide to Understanding the Causes, Prevention, and Treatment of Cancer

Cardiovascular Diseases and Disorders Sourcebook

Yale University School of Medicine Heart Book

Diabetes Sourcebook

Everything You Need to Know About Medical Tests

Alternative Medicine: The Definitive Guide

Alternative Healing: The Complete A-Z Guide to Over 160 Different Alternative Therapies

Ref. 10 - Diagnosis and Therapy

(More detailed texts)

Includes such titles as:

Conn's Current Therapy

Current Medical Diagnosis and Treatment

Professional Guide to Diseases

Professional Guide to Signs & Symptoms

The Merck Manual of Diagnosis and Therapy

Physicians' Guide to Rare Diseases

To locate patient education books in the Library's general collection, search the **DRA Online Catalog** using the **key-word** search capability. Combining the headings "popular works" or "personal narratives" with the disease term will produce a list of books that are of interest to patients.

From the **DRA Main Search Menu**, type **k** to start the keyword search program.

Example of a search to find patient education books:

1>> fi **breast** and **popular works**

1> (BREAST) and (POPULAR WORKS) occurs in 14 records.

2>> fi **breast** and **personal narratives**

2> (BREAST) and (PERSONAL NARRATIVES) occurs in 3 records.

NOTE - By not limiting your search to a particular field, your retrieval will include the occurrence of "popular works" or "personal narratives" anywhere in the record, as well as any term in which "breast" occurs, such as BREAST NEOPLASMS, BREAST DISEASES, etc.

Betsy Adams

NO FOOD OR BEVERAGES!

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

HEALTH REFERENCE CENTER

Health Reference Center, a patient information database, is one of the family of databases provided by Information Access Company through its search engine, InfoTrac EF. Health Reference Center contains three rolling years of information on health, nutrition, and medicine and provides cover-to-cover indexing from over 150 journals, with full-text coverage from over 100. Some 2,500 general interest titles are also selectively indexed to include health-related articles. The database content has a variety of references (with and without abstracts) and includes core health journals, general interest periodicals, pamphlets, and reference books. Among the many sources used are *JAMA*, *MMWR*, *Science*, *Consumer Reports*, *Reader's Digest*, *USP DI Advice for the Patient*, *Mosby's Medical and Nursing Dictionary*, and pamphlets from associations and institutes like the Centers for Disease Control and the American Lung Association.

Health Reference Center is available in two search modes: **EasyTrac** for the novice searcher and **PowerTrac** for the more advanced searcher. The interfaces of the two modes are alike in navigation, display formats, and printing capabilities, and both allow searching with logical or Boolean operators (AND, OR, NOT) to create relationships between subject or keyword entries. Users may print or download to a floppy from either search mode. The basic difference between the two modes is that PowerTrac gives you more searching tools including search, review (to view your search statements), choose (to switch databases, if applicable), and display (to display directly from your search results screen or the expanded citation formats). In PowerTrac, you have the ability to refine, merge, and expand searches in various ways, as well as browse different indexes such as journal name, author or date.

You may use the **F10** key to switch between the two search modes. Functions available to the user at any given time will be listed on the current screen. Use the **N** option (if highlighted on the screen) to narrow your search by adding additional keywords. The **Esc** key can be used to undo previous limits and return to the list of citations. The **explore** menu option allows you to examine additional subjects associated with selected citations, which is very useful when retrieval is low. **Search hint:** Begin your search with a subject guide search since EasyTrac automatically performs a keyword search if there are no matches to your subject search. Remember to use the wild cards or truncation symbols (*, ?, and !) to retrieve plurals and various word endings. Nesting can be used only in keyword searching.

Health Reference Center is only available for access in the Medical Center Library. For additional information, contact Reference Services at 660-1111 or send email to mc1ref@mc.duke.edu.

Hattie Vines

MEDICAL CENTER LIBRARY RESERVE COLLECTION

The Duke Medical Center Library *RESERVE* Collection contains **required** and **recommended** reading materials from the Library's collection, core medical textbooks, as well as faculty supplied materials. Reserve materials are available to all Medical Center Library users.

The materials on Reserve include the following:

Core Medical Textbooks — A selection of the major biomedical textbooks is available for reference and recommended reading assignments.

Books Required by Course Instructors — Faculty may request books from the Library's collection for their students' required or recommended reading. When not owned, the Medical Center Library will attempt to purchase a required book. Personal copies are accepted and will be processed into the Reserve Collection.

Journal Article Reprints, Photocopies, or Book Excerpts Required by Course Instructors — Up to 5 copies are accepted (reprints or photocopies may be submitted for Reserve use). Realistically, we have found that only one or two copies is necessary. ***Prior publisher's permission is needed to place more than 5 copies on Reserve.***

Many of the restrictions on reserve materials are due to the United States Copyright Law. The law has specific guidelines governing reserves, especially photocopied articles. Circulation Services can provide you with a copy of these guidelines.

To place materials on Reserve, we request that faculty members fill out a **Reserve Request Form** for each course, listing the faculty member, a phone number and box number (to contact for questions), the course name and number, number of students, length of time the materials are to be on Reserve, and most importantly, the complete information on each item to be placed on Reserve. For books, include the call number, author/editor, book title, year, and edition. For journal articles, include the journal title, volume, pages, year, author and article title.

Reserve requests for books should be turned in as soon as possible before classes start. For books already in our collection, it may take as little as a few days to 2 weeks to process. For books not owned by the Library, it could take as much as 6 to 8 weeks. Personal copies may also be used.

Copies of articles or book chapter excerpts should be put in notebooks or binders and labelled with the course name, number and professor(s). ***If the number of copies is more than 5, a publisher's permission statement must accompany the Reserve form and the copies.***

ACCESSING THE OVID DATABASES VIA *DUMCLIB*

One of the most valuable research tools at the Medical Center Library is the OVID database system. Through this system, patrons may do networked online searching (self-service or assisted) of *MEDLINE*, *CANCERLIT*, *HEALTHSTAR*, *CURRENT CONTENTS SEARCH*, *NURSING & ALLIED HEALTH (CINAHL)*, and *PSYCINFO*.

To access these databases, you must apply at the Circulation Desk for a sign-on ID (also called a "username" or "login name"). All Medical Center faculty, staff, students, and Duke University faculty are eligible for a personal sign-on ID, which is **ONLY** for accessing the *dumclib* system. Other DUMC systems, such as DHIS, are completely separate from the Library and have their own access procedures.

When you login for the first time, you will be asked to enter your username and will then be prompted to create a password. Do not confuse your sign-on ID (which is a combination of up to the first five letters of your last name with a series of numbers, totaling eight characters) with your personal password. The structure of your password is very important -- **it must be 6 to 8 characters long, begin with a letter, and contain at least two letters and one number or special character** (example: *arturo45* or *jpgetty\$*). In order to avoid later confusion, it is recommended that you use all lowercase letters when creating your password, since it is "case sensitive." The password must differ from your username (sign-on ID) and from any reverse or circular shift of that username. **A word of caution:** Upon receiving your username authorization, you should login immediately and create your password to protect your account. If you do not create a password within a month, your account will be locked and you must apply at the Circulation Desk to regain access.

One of the most frequent problems patrons seem to have is "forgotten" passwords, and because IT IS A PERSONAL PASSWORD, the Library staff has no way to "look it up." In our ever-expanding computerized society, it is easy to be overwhelmed by all the codes and passwords we must try to remember and keep straight, but licensing restrictions and DUMC policy require this security. The Library has tried to make this process more convenient by allowing you to change your password at any time from the *dumclib* menu. However, if you forget your password, you must apply at the Circulation Desk to have the forgotten password deleted, so that you may create a new one and regain access.

Effective September 9, 1996, the process for getting "generic" or "guest" sign-on IDs will be streamlined. Sign-up at the Circulation Desk will no longer be required for visitors and non-Medical Center personnel to access the OVID databases in the Library. The generic sign-on ID

and password will be posted at the Circulation and Reference Desks and at any terminal in the Library that has access to the OVID databases. This generic ID and password will only allow access to *dumclib* through the computers in the Library and not from other locations.

Library patrons who want to access OVID from outside the Library must have a personal sign-on ID. Also, only patrons with personal sign-on IDs will be able to save searches and permanently change system defaults in OVID, such as changing the Email default to your own Internet address.

Maurice Reece

OVID: A REVEALING GLIMPSE

Have you ever wondered why it's more difficult to get into the OVID database system in the afternoon? Well, the answer can be found in the detailed statistics which the Library collects about how people use our databases. For example, it appears that 2:00 to 4:00 pm is the most popular time for people to conduct searches. This is when we usually reach our maximum number of simultaneous users, often referred to as our peak user load. Our highest number of simultaneous users was 34 in October 1995, at 3:00 pm. We are currently licensed for a maximum of 40 users.

Previously, the highest number of search sessions was 11,822 in one month in the Fall of 1995, but a new high was reached in February 1996 -- 12,989 search sessions. That's over 3,700 hours of searching in just one month! The average length of searches is 16 to 17 minutes. We have over 5,100 people authorized to use the databases, and 52% (2,691) of them signed onto the system in March. Peak months of use in terms of numbers of users, hours, and search sessions, are September and October in the Fall, and February through March in the Spring.

The most popular database is MEDLINE (1992-1996) with over 54% of all searches. The MEDLINE files back to 1966 account for another 30% of all searches. The second most used database is Current Contents Search Scientific Edition with about 8% of all search sessions.

So who uses the system? The Department of Medicine (20%), the School of Medicine (9%), and the Surgery Department (8%) have the most people signing onto the system every month. Twelve departments (out of 58 registered in our system) represent over 70% of all the users and all the time spent searching the databases. The generic users (those who get a code just to use in the Library) account for 10-16% of the search time every month.

These statistics reflect how the system is being used and who is using it. Such facts and figures are helpful in reviewing the performance of our system and planning for future upgrades and expansions.

SPOTLIGHTED SOFTWARE

Highlighted below are a few of the many audiovisual and multimedia programs available in the Learning Resources Services collection.

VIDEOTAPES

GETTING MORE DONE IN LESS TIME - This Communications Briefing videotape shows you basic time management steps you can take to get more of the right things done.

RESOLVING CONFLICTS: STRATEGIES FOR A WINNING TEAM - No matter how hard you work to build a team, the behaviors of a few team members can cause breakdowns and block team progress. This video shows how to resolve conflicts that sometimes arise when diverse personalities work together.

HOW TO SEE OPPORTUNITY IN A CHANGING WORKPLACE - Nearly every organization faces change. This videotape helps people see the positive side of change and encourages them to take advantage of the opportunities it creates.

CARING, COURAGE, & CREATIVITY: AN INNOVATIVE APPROACH TO INTERNATIONAL MEDICAL EDUCATION - This video documentary records the views of medical students, divinity students, and physician assistant students as they prepare for and participate in a course at the Duke University School of Medicine. It illustrates the caring, courage, and creativity of physicians and community developers in Haiti and Honduras.

WHEN ALL IS SAID AND DONE: AN INTRODUCTION TO THE FAMILY MEETING - This videotape is devoted to the terminally ill and their family members, demonstrating ways in which dying can become a time for forgiveness, letting go, connectedness, and thanksgiving.

SEXUAL DYSFUNCTION: MYTHS, FACTS & SOLUTIONS - From the Patient Education Series, this video discusses different factors that can contribute to impotence and various treatments for the disorder, including drug therapy, injections, psychotherapy, the penis vacuum, and penile implants or prostheses.

SHATTERING THE MYTHS: WOMEN AND HEART DISEASE - Exposing many of the misconceptions about heart disease in women, this video reveals the facts and clearly explains the risk in women, heart disease factors, and treatment.

HIV/AIDS CLINICAL TRIALS: KNOWING YOUR OPTIONS - Includes narration and interviews with people who have participated in HIV/AIDS clinical trials.

MULTIMEDIA PROGRAMS

CROSS-SECTIONAL ANATOMY TUTOR - This interactive course for anatomy education and evaluation teaches cross-sectional anatomy, structure by structure. This program is available for use in the MLEC multimedia area, or patrons may check out the CD-ROM version at the Circulation Desk.

Learning Resources Services is located on the First Stack Level in the Medical Center Library. For more information, please contact Alveria Pugh at 660-1160; beeper 970-2783; or send email to pugh0001@mc.duke.edu.

REFERENCE GEMS



North Carolina Giving: The Directory of the State's Foundations (Ref. 21 AS911 N81 1996) and its companion *NC Corporate Giving: A Directory of Philanthropic Programs* (Ref. 21 HV98.N8 Sh66n 1995) are the most comprehensive, authoritative guides to grants resources in the state of North Carolina.

North Carolina Giving profiles more than 750 foundations, providing detailed information about their giving histories, preferences, and guidelines for submitting requests for grant funding. To qualify as a North Carolina foundation for inclusion in the directory, a foundation's principal grantmaking office must be located in North Carolina or the foundation's grant allocations must be restricted to organizations located in North Carolina. Included are summaries of grantmaking trends in North Carolina, as well as practical advice on how to approach your funding search.

NC Corporate Giving allows you to quickly and easily target the best corporate prospects for your project. Included are more than 275 company profiles that offer a comprehensive overview of each company, including information about financial status, giving and geographic preferences, structured giving programs, and the individuals who influence the decision-making process. All companies and their North Carolina subsidiaries are indexed alphabetically and by location.

Don't forget the Library also offers access to **SPIN**, a computerized database for grants searching, as well as numerous other directories to foundations, government organizations, and other sources of grant monies.

Margie Doggett

Has Your Name or Address Changed?

Name and address changes or any comments regarding our newsletter may be sent to our email address at mcnews@mc.duke.edu. This mailbox will be checked daily, Monday-Friday.

MEDICAL CENTER LIBRARY SERVICE FEES

Circulation Fines

Books and audiovisuals — 50 cents a day.
Journals — \$1.00 per hour. No grace period.
Reserves or noncirculating items — 50 cents per hour.
No grace period.

Although there is a three day grace period for books and audiovisuals, fines accrue from the date due if the material is not returned within the grace period. Borrowing privileges may be suspended for failure to return library materials or pay fees.

Self-service Photocopies

Duke faculty, staff, and students --- 6 cents per copy

Non-Duke users/Commercial vendors --- 11 cents per copy

A-to-Z Information Express

Document delivery and Interlibrary loan service for DUMC faculty, staff, and students.

Books/Audiovisuals	Free
Photocopies per article	
Up to 30 pages	\$3.00*
Over 30 pages	10 cents per page
Additional fees	
Fax	\$3.00 per request
Rush	\$3.00 per request

** Interlibrary loan fees over \$12.00 per article will also be billed to the patron.*

Mediated Online Search Requests

Duke affiliated personnel - \$15 minimum (25 free refs.)
Additional references are charged at the rate of 10 cents per citation (without abstract) or 15 cents per citation (with abstract).

Non-Duke personnel - \$25 minimum (25 free refs.)
Additional references are charged at the same rate as above.

Duke/non-Duke students - \$5 minimum (25 free refs.)
Additional references are charged at the same rate as above.

Actual costs will depend on the database searched, the number of references printed, and the time spent online.

THANK YOU!

The Medical Center Library receives numerous gifts and donations from faculty, staff and students. These donations help strengthen our collection by adding new titles, replacing worn or missing books and journals, and adding extra copies of heavily used books. Materials not placed in our collection are sold in our book sales which help generate revenues for the Library.

We greatly appreciate these gifts and would like to acknowledge the following individuals who have donated materials to the Medical Center Library in the past year.

Ms. Julia Aucoin	Dr. Neil MacIntyre
Ms. Edna Ballard	Dr. George Maddox
Dr. Kenneth W. Berger	Ms. Brenda Nevidjon
Dr. Dan G. Blazer	Dr. Robert Plonsey
Dr. Edward G. Buckley	Dr. Philip C. Pratt
Dr. Ewald W. Busse	Dr. Franco M. Recchia
Dr. Alfred Colquitt, Jr.	Dr. Stanley J. Robboy
Dr. Joseph C. Farmer	Dr. Kenneth Rockwell
Dr. Jerome Feldman	Dr. David C. Sabiston, Jr.
Dr. Allen Frances	Ms. Carol Saur
Dr. Sharon Freeman	Mr. Joe Schick (from the estate of Dr. Jane Schick)
Ms. Helen Gabert	Dr. Susan Schiffman
Dr. H. W. Gillen	Dr. Barbara L. Sheline
Dr. John Guyton	Dr. M. Bruce Shields
Dr. Marvin L. Hage	Dr. Robert N. Sladen
Dr. Edward Halperin	Dr. George P. Smith
Dr. George T. Harrell	Mr. Wallace Turnbull
Ms. Norma Harris	Ms. Joan M. Vandermeer
Mr. Webb C. Howell	Dr. Sharon Wallsten
Dr. Randy L. Jirtle	Dr. Stanley Weitzner
Dr. Frank E. Katz	Ms. Judy Woodburn
Edward D. Levin	
Dr. Robert Machemer	

We welcome and encourage your donations.

Please contact the Collection Development Librarian, Mary Ann Brown, at 660-1122 or send email to brown050@mc.duke.edu.

MEDICAL CENTER LIBRARY FACTS & FIGURES: 1995-1996

Founded: 1930; Seeley G. Mudd Building completed in 1975

Budget 1995/96: 3.2 million

Staff: 51 FTE including 16 professional librarians

Staffing: Open 100 hours per week; Reference Services staffed 61 hours per week

Collection: 277,344 volumes including 3,273 current subscriptions and an outstanding Trent Collection in the History of Medicine; 1,197 audiovisual items

Total items added to collection: 10,200

Total number of primary clients: 13,023

Seating capacity: 534

Lending of items (external circulation): 53,507

Gate count: 350,171

Photocopies made by clients: 3,670,441

Net assignable square feet: 47,526

Triangle Research Libraries Network (TRLN): The libraries of Duke, UNC-Chapel Hill, NC State and NC Central are cooperative partners in the operation of our present online public access catalog, DRA.

SERVICES

Self-service computerized databases -- As a result of IAIMS initiatives, free access is available to the OVID databases MEDLINE, CANCERLIT, HEALTHSTAR, NURSING & ALLIED HEALTH (CINAHL), PSYCINFO and CURRENT CONTENTS SEARCH. Presently, over 5,000 Medical Center password holders are registered to access this data through terminals in the Library, modem dial-in, telnet (TCP/IP Protocol), and MCIS/MS (DHIS). AMA-FREIDA, SPIN (grants), and the Health Reference Center (consumer health) are also available for use in the Library.

Mediated online searches -- 1,544 searches were run on KNIGHT-RIDDER, NLM, OVID and other systems. MEDLINE was searched the most frequently. 108 SDI updates were run monthly.

Reference services -- 64,614 questions were answered at the Reference Desk and other service points.

Interlibrary loan -- 2,675 items were borrowed; 46,731 items were lent to others (filled requests).

Document delivery for items on campus -- 169 items requested for Medical Center clients from other Duke libraries; 31 items requested from the Medical Center Library for other Duke clients.

In-house photocopy services -- 3,413 articles copied.

User education -- 2,087 clients attended 324 orientations and instructional teaching sessions.

STAFF NEWS

A belated congratulations to **Betsy Adams**, Reference Librarian, who has received her 20 year service award from Duke and is working on her 21st year!

Margie Doggett has announced her resignation as Assistant Librarian in the Reference Services Department effective Sept. 19, 1996. She will be taking a new position at Family Health International as Senior Library Systems Coordinator. Margie has worked in Reference Services for three years and specialized in the Internet.

Susan Feinglos, Director, has been reappointed as the Mid-Atlantic Chapter Credentialing Liaison to the Medical Library Association for 1995/96.

Cathie McLean, Reference Library Assistant, has transferred to a position with the Duke Cancer Information Service.

Dennis Rowe, Systems Administrator, has left Duke to take a Systems position with the Postal Service.





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

OID MEDLINE

Tuesdays, 11:00 am - 12:30 pm

First Thursday of each month, 5:15 pm - 6:30 pm

No registration is required. Special classes for individuals or groups may be arranged by calling Reference Services at 660-1111 or send email to mclref@mc.duke.edu.

Basics of Library Use

1:00 pm - 2:30 pm

Tuesday, October 1, 1996

Tuesday, November 5, 1996

Tuesday, December 3, 1996

Classes will include 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. No registration is required.

POWERPOINT CLASS

1:00 pm - 3:00 pm

Thursday, September 26, 1996

Hands-on time will be included. Registration is required. Call Julie VanDyke at 660-1157 or send email to vandy005@mc.duke.edu.

INTERNET ACCESS AND PUBLISHING CLASSES

HTML Intermediate

1:00 pm - 3:00 pm

Thursday, September 19, 1996

HTML Advanced

1:00 pm - 3:00 pm

Wednesday, September 25, 1996

Hands-on time will be included. Registration is required and space is limited. Sign-ups will be accepted by phone at 660-1197 or via email sent to Scott Garrison at garri002@mc.duke.edu.

REGISTER FOR CLASSES THROUGH THE WEB

Anyone with a Web browser that supports forms can register for Medical Center Library PowerPoint and Internet classes through the World Wide Web. To register for a class, follow the hypertext links from <http://www.mc.duke.edu/mclibrary/classes.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 Scott Garrison at 660-1197 or garri002@mc.duke.edu; or Julie VanDyke at 660-1157 or vandy005@mc.duke.edu.

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

The Duke University Medical Center Library Newsletter is published quarterly.
Susan Feinglos, Director *Beverly A. Murphy, Editor*

Editorial Board:

Mary Ann Brown Maurice Reece
Cheryl Conway Pat Thibodeau
Julie VanDyke

DUKE UNIVERSITY
MEDICAL CENTER LIBRARY
DURHAM, NORTH CAROLINA 27710

First Class

If you are not regularly receiving the Library Newsletter or if you know of someone who would like to be on our mailing list, please complete the information below and return this sheet to the Medical Center Library, Box 3702 DUMC, or send email to mclnews@mc.duke.edu.

NAME _____

DEPARTMENT _____

BOX NUMBER _____