



Duke University Medical Center Library News

April 1999

Issue #263

The MLEC Classroom: More Powerful Than Ever

Julie Garrison

Head, Electronic Resource Services

As many of our frequent MLEC users know, we have definitely needed more powerful computers in the MLEC Classroom for quite some time. This coming month, we will finally accomplish that goal by installing new Gateway Pentium II computers. These new machines will help improve access to all the applications we offer in the Classroom, for instructors and students, as well as lab users. From our Novell-based menu, users will be able to easily select from a suite of the latest applications and notice faster and improved performance in operating the software and retrieving documents from their floppy disks. The new computers will also have sound capabilities, providing opportunities for enhanced learning.

In addition to hosting classes taught by Library staff, the MLEC Classroom may be reserved by any other Medical Center faculty, staff, or students for technology-based classes or events (including receive-only teleconferences). If you need to use software that is not already available in the Classroom, we will consider loading it on a temporary basis. Contact Julie Garrison (660-1157, julie.garrison@duke.edu) if you are interested in reserving the Classroom for your upcoming computer classes or technology events.

To celebrate the installation of our new computers, the Library will be holding special Information Clinics highlighting resources available from your desktop. For a list of topics and a schedule of sessions, see "Information Clinics: Our Library at Your Workstation" on page 2. During the month of May, look for these sessions out in the Medical Center.



Did you know, Electronic Resource Services staff...



Arrange receive-only teleconferences in the MLEC Classroom?

Schedule Classroom reservations and provide the set-up for all Classroom events?

Schedule Library rooms and equipment for group viewing of videos?

Coordinate audiovisual reserves?

Maintain equipment, including a 16mm projector for viewing media within the Library?

Coordinate educational video, slide, audio, and multimedia previews for Medical Center faculty and staff?

AND

Often purchase these programs for the Library's collection, so your department doesn't have to?

If you are in need of any of these services, please contact us at **660-1160** or email **mlec@mc.duke.edu**.



Duke University Medical Center Library
<http://www.mc.duke.edu/mclibrary/>

Monday - Friday 8:00 am - 12:00 am

Saturday 10:00 am - 6:00 pm

Sunday 12:00 noon - 12:00 am

Administration 660-1150

Circulation 660-1100

Information Desk 660-1111

ILL/Document Delivery 660-1135


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Information Clinics: Our Library At Your Workstation

Please join us in the MLEC Classroom for the following ½ hour sessions:

 ***Our Library at Your Workstation: Open 24 Hours a Day***


Marvel as we orient you to the wealth of services available from the Medical Center Library's Website, including databases, access to full text journals, online textbooks, reference materials, and much more.

 ***Electronic Full Text Journals: Access Through the Medical Center Library and Beyond...***

Figuring out which full text journals the Library has access to can be confusing. Come to this session for a better understanding of where to search for full text journals and how to interpret what you see once you uncover them.

 ***Who's Citing Whom? The Web of Science***

Would you like to know who is citing your research or that of your colleagues? This session will show you the ins and outs of searching ISI's Citation Indexes online.

 ***MD Consult: Keeping You Up-To-Date and More...***

If you find that your patients are coming into the office with more and more questions, then *MD Consult* is a must-see resource. Find out from this handy clinical tool what your patients are reading, how to quickly scan current journal literature, and much more.

April 14	April 21
<p>9:00 am - 10:00 am</p> <p><i>Who's Citing Whom? The Web of Science</i> <i>MD Consult: Keeping You Up-To-Date and More...</i></p> <p>3:00 pm - 4:00 pm</p> <p><i>Our Library at Your Workstation</i> <i>Electronic Full Text Journals</i></p>	<p>9:00 am - 10:00 am</p> <p><i>Our Library at Your Workstation</i> <i>Electronic Full Text Journals</i></p> <p>3:00 pm - 4:00 pm</p> <p><i>Who's Citing Whom? The Web of Science</i> <i>MD Consult: Keeping You Up-To-Date and More...</i></p>

From the Acting Director

The Digital Library: Myth or Reality

Many people at the Duke University Medical Center are eager to have access to more electronic resources. They are finding it more convenient to connect to electronic journals, books and clinical tools from their clinics, training sites, research labs, offices, and homes. Online resources enable us to work faster and smarter at our point of need.

So when will the digital, totally online library be a reality? New electronic resources are appearing every day, but most experts are saying that paper will continue to be part of our lives for many years to come. The Medical Center Library is caught in the transition between digital and paper formats.

We are already providing online access to many resources -- over 11 health databases, 40 textbooks, and 300 full text journals. However, there are many issues surrounding electronic resources which prevent our Library from going completely online. Over the next few issues of our newsletter, I will discuss the challenges facing our Library and the Medical Center as we move forward into the digital age:

- Costs of electronic resources
- Access to older materials
- Who and where our authorized users are
- Continuing access to online resources
- Copyright law and fair use rights
- Easy remote access

In the meantime, you can tap into our existing electronic resources through our Website at <http://www.mc.duke.edu/mclibrary/>. Watch for future announcements in our newsletter and on our Website, as we expand our resources and become more of a digital library.

Pat Thibodeau

New Policy for “Lost Items”

Overdue books are a fact of life in any library. It is also true, contrary to popular belief, that librarians do not enjoy charging fines, although it is one of those necessary evils that helps keep library materials accessible to patrons. As the prices of books, audiovisuals, and journals keep rising, so do costs associated with acquisition, billing and cataloging. In hope of decreasing the number of long overdue or lost library items, the Medical Center Library is implementing a new policy to encourage more prompt return and/or replacement.

As of **May 1, 1999**, the processing fee will increase from \$25.00 to \$35.00 and the maximum fine from \$12.00 to \$15.00 for each item declared lost. Once this policy is implemented, a patron's privileges may be suspended if the item is not returned and the fees and fines are not paid promptly.

This new policy will not change the existing overdue notification procedure, which includes a three (3) day grace period and a fine of \$0.50 per day/per item. The first and final overdue notices will still be mailed on the fourth and fourteenth day past due. At twenty-three (23) days past due, a new “Warning Notice” will be generated, and the Circulation staff will search for the item again. If it is not found, an attempt will be made to call the patron informing him/her that the material needs to be returned within seven (7) days to avoid suspension. This notice will then be mailed out the next business day.

At thirty (30) days past due, the material is assumed lost by the Library, generating a “Lost Item Notice” and another search by the Circulation staff. If the item is not found, a “Lost Item Bill” will be prepared and mailed to the patron. This bill will include the replacement cost of each item, a processing fee of \$35.00 for each item (\$10.00 non-refundable), and an overdue fine of \$15.00 per item. All Library privileges will be suspended until the items are returned or replaced and all costs, fines, and fees are paid. **Suspension of privileges means no further checkouts or renewals, locking of personal Ovid login ID, no mediated literature searches, and no document delivery or Interlibrary Loan services.**

Once privileges have been suspended, the patron has ten (10) days to either pay the total bill, return the item and pay fees and fines, or replace the item and pay a \$20.00 processing fee plus the \$15.00 overdue fine per item.

Continued on page 4



Reference Gems



Locating Test Instruments, Part II

Test Locator (<http://ericae.net/testcol.htm>)

This major test collection site is a joint project of the ERIC Clearinghouse on Assessment and Evaluation (ERIC/AE) along with Educational Testing Service and others. Has over 10,000 tests and research instruments covering achievement, aptitude, personality, attitude, and occupational tests. Each entry includes title, author, population, uses, publication date, and availability information. Try the search pages for Test Review Locator and Buross/ERIC Test Publisher Directory, which are the equivalents of *Mental Measurements Yearbook (MMY)*, *Tests In Print (TIP)*, and *Test Critiques*. (Note: Some of the test instruments in this database are out-of-print.)

Buross Institute's Classified Subject Index

(<http://www.unl.edu/buross/index00.html>) - Listing of tests in given subject areas. Use it as a starting point when you know the area of interest but are not sure how to focus your topic to find the best tests. Includes 19 broad categories of test titles followed by the *MMY* edition, where the test reviews can be found.

NCS (<http://www.ncs.com>) - Contains instruments to measure personality and intelligence, outcomes measurements, pain, PTSD scales, quality of life issues, suicide screening, and patient assessments.

Medical lab tests may be more difficult to locate on the Internet; they are here today, gone tomorrow!

The Diagnostic Procedures Handbook

(<http://beWELL.com/dph/index.shtml>) - Details almost 300 diagnostic procedures for patients and consumers.

Manual of Laboratory, X-Ray and Special Procedures - Cornell Medical Center

(<http://infonet.med.cornell.edu/lab/default.htm>)

KidsHealth (<http://kidshealth.org/parent/healthy/labtests.html>) - Laboratory tests for pediatric diagnosis.

Lab Tests for Rheumatic Diseases

(<http://rheumatic.org/tests.htm>)

Common Laboratory Tests in Liver Diseases

(<http://cpmcnet.columbia.edu/dept/gi/labtests.html>)

Biochemical Genetics Test List

(<http://biochemgen.ucsd.edu/wbgtests/wbgtests.html>)

Interpretation of Lab Test Profiles

(<http://pathit.clever.net/pathit/labprfaq.htm>)

Hattie Vines, Information and Education Services

Staff News

Please join us in welcoming **Rodney Hunter** to the Interlibrary Loan Department.



Rodney comes to us from Northern Telecom where he had been a contract employee in their Switchboard Operations Department.

Congratulations to the following staff members who received *1998 Outstanding Attendance Awards*: **Artura Goods, Maurice Reece, George Stephens, and Linwood Webster.**

————— Iris Gale, Administration

A Fond Farewell... After 37 Years of Service

“I didn’t think I was going to last long at the job when I first started at the Medical Center Library. The place made me jumpy because the Library was located right beside the hospital morgue, and we had to walk past rows of corpses to get to work. When the crematorium was operating, there was a bad odor that permeated the air. But, I got used to it, finally,” said **Ella Cooper** last month as she reminisced about her 37-year career at the Duke Medical Center Library. Ella retired on March 23rd of this year as a Library Clerk in the Administration Office, after a career that spanned over half the total years that the Library and Medical Center have been in existence. Many patrons will remember Ella as the neat, fashionably-dressed, soft-spoken lady who helped them with their purchases of departmental photocopying cards or answered their phone calls about lost copy cards.



Ella’s career at Duke began in November of 1961. She had just returned to North Carolina after having worked for a year in a sewing factory in New York City, upon graduation from Person County High School in Roxboro. “I looked around at the job prospects in the Durham area, and it seemed like Duke University would be a good place,” said Ella.

She described her first job as being a sort of “Girl Friday,” doing a “little bit of everything.” Ella began work when Polly G. Miller was Acting Director. (Judith Farrar, the Library’s first librarian, had just retired after serving since 1929.) Ella’s career spanned the tenures of Directors G.S.T. Cavanagh, Warren Bird, and Susan Feinglos, ending with current Acting Director, Patricia Thibodeau.

She has witnessed the growth of the Library staff from only four people in 1961 to the present-day total of 46.

When she started, there was no such luxury as air conditioning in the offices. An electric area fan was the only relief. This was before photocopiers, computers and faxes. “But, we did have electric typewriters,” says Ella, “and back then there were no parking garages and monthly fees ... we just drove right up to the building and parked outside the entrance and walked in to work.”

In 1975, the Library moved to its present location in the Seeley G. Mudd Building. Ella remembers looking out of her office window toward the present North Hospital and seeing a rolling expanse of trees and open fields.

“There weren’t many changes in the system or much staff turnover in my early years like we see today,” commented Ella. But in the coming months, things will be changing for Ella, whose retirement will allow her and husband Reuben (Bill) more time to travel and go fishing together. Also ahead for her is more work with the New Red Mountain Baptist Church, where she has been a member all her life. As to favorite pastimes, Ella says she loves to cook and go shopping (“doing a lot of just looking”) with her three retired sisters or her daughter Rubena.

Maurice Reece, Circulation Services —————

New Policy for Lost Items, continued from page 3

An alternative return or payment plan may also be established with a Circulation staff member. The total of the “Lost Item Bill” is subject to collection by the Bursar or Payroll Office if none of these actions are followed. After accounts have been transferred to the appropriate agency, all fines and fees are non-refundable.

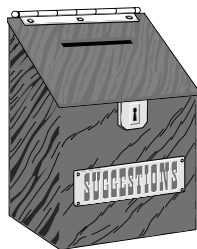
Since we recognize that things do get lost sometimes, there is a less painful (and cheaper) option for those who readily admit they have lost the material and want to replace it. If the patron has a replacement in-hand, he/she is responsible for paying a \$10.00 processing fee (for handling of the incoming item) and any accrued overdue fines within the ten (10) days. If the Library has to generate a “Lost Item Bill,” the processing fee will be \$20.00 (rather than \$35.00), even if the patron personally replaces the item.

Maurice Reece
Circulation Services

Black History Month Revisited

If you missed our exhibit "Black History Month: A Medical Perspective," which was on display in the Library during the months of February and March, there's still time to see it. You may take a virtual tour at any time by accessing our Website at <http://www.mc.duke.edu/mclibrary/hot/blkhist.html>.

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.



From the Suggestion Box

Question: *I can't seem to find the current issues of the journals I need. They're not in Current Journals, and they're not upstairs. Where are these journals, and what can I do to get the ones I want?*

Our Serials Department tries diligently to bind journals as quickly and efficiently as possible, since in past years, we have had a high loss rate for our unbound issues when we wait too long to bind them. Nevertheless, we try to leave at least the latest received issue on the shelf for public use, before we send shipments to the bindery.

Current journals are pulled two weeks in advance to prepare them for the next bindery shipment. Unlike the 4-6 weeks it takes for medical journals in the average market, we have sought out the best possible contract with a company in Greensboro, that can bind our journals in two weeks. If the Serials Department is still processing the shipment, we are happy to retrieve the issues that you need, so please feel free to ask about the current status of our unbound journals at the Information or Circulation Desk. If the shipment has already been sent, it takes only two weeks and three days from the day of shipment for them to reach our shelves upstairs, including shipping, receipt processing, and re-shelving time.

Unfortunately, any amount of time our journals are absent from our collection is an inconvenience. However, we may be able to find a copy of the journal on campus or elsewhere, so please inquire at the Information Desk.

Artura D. Goods, Information and Education Services

The Teachable Moment Anytime...Anywhere...On the Web

Often the best time to teach someone a new skill is at the time when the learner is really ready to learn. Unfortunately, this "teachable moment," which can be at anytime, anywhere, can't always be scheduled. Fitting your learning needs into our teaching schedule can be problematic. One of our solutions to this problem is to hold our DUMCL classes 24 hours a day, 7 days a week, from just about anywhere. We can do this by making them available at your workstation through the Internet.

Ovid Interactive Tutorial (<http://www.mc.duke.edu/mclibrary/respub/guides/ovidtut/index.html>)

This 30-minute tutorial is designed to show you step-by-step the basic components of a MEDLINE search using the Ovid Web gateway. It takes you through a real search and allows you to participate in the search process, using copies of the actual Ovid screens. (Version 2.0 will be available March 31st.)

Virtual Tour of the Library (<http://www.mc.duke.edu/mclibrary/about/vt/welcome.html>)

Know where you're going before you get there! This online tour provides you with information about the Medical Center Library, its services, and where to find them within the building.

Evidence-based Medicine & the Medical Librarian (EBM600) - This Web-based class is designed to give librarians a better understanding of the basic concepts of Evidence-based Medicine (EBM). Modules include: an overview of EBM, including the controversial issues surrounding it; constructing a clinical question; tips and techniques for searching and teaching MEDLINE; and appraising the literature for validity. The course includes written content, exercises, scheduled chats, and a final project. *This class is currently being beta tested with five medical librarians from around the country.*

Class Manuals - All of the manuals for DUMCL classes are available on the Web. Often, these manuals will give you complete class content or step-by-step instructions, including examples of the actual computer screens. You can find the class manuals from our Class Schedule Web page (<http://www.mc.duke.edu/mclibrary/services/schedule.html>). Click on the class that interests you and then on the link to the class manual.

Connie Schardt, Education Coordinator
Information and Education Services



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
(Registration not required)

Ovid Part I: Basics Using Telnet

Participants are not expected to have used Ovid

1:30 pm - 3:00 pm

Thursday, April 15

Ovid Part I: Basics Using Web Gateway

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

11:00 am - 12:30 pm

Tuesday, April 6 & 20

Ovid Part II: Advanced Strategies
(Web Gateway)

Participants are expected to have experience using Ovid

3:00 pm - 4:30 pm

Wednesday, April 28

GRANT INFORMATION ON THE WEB

~ SPIN Database and Others ~

(By Appointment Only)

Call Anne Powers

660-1126

INTRODUCTION TO REFERENCE MANAGER/ENDNOTE

(By Appointment Only)

Call Andy Eisan

660-1128

Internet Classes

Registration is required. Sign-ups will be accepted by phone at 660-1124, via email sent to Connie Schardt, Education Coordinator, at schar005@mc.duke.edu, or via the Web at <http://www.mc.duke.edu/mclibrary/services/regform.html>.

Introduction to the World Wide Web Using Netscape

10:00 am - 12:00 pm

Wednesday, April 14

Searching and Evaluating Information on the World Wide Web

10:00 am - 12:30 pm

Tuesday, April 27

Other Classes

BASICS OF LIBRARY USE

(By Appointment Only)

Call Betsy Adams

660-1131

INTRODUCTION TO SOURCES FOR HEALTH STATISTICS

10:00 am - 11:30 am

Thursday, April 22



Registration is not required for the Database Classes



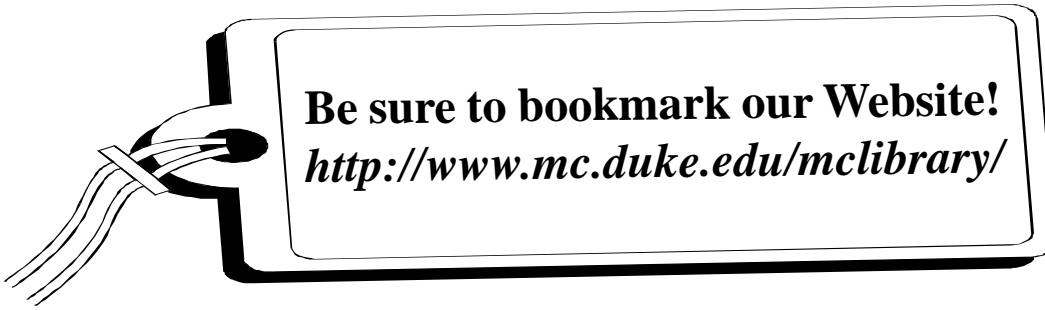
For the most current class schedule, connect to the Library's Website at <http://www.mc.duke.edu/mclibrary/services/schedule.html>.

Duke University Medical Center Library News is published bimonthly.
Pat Thibodeau, Acting Director *Beverly Murphy, Editor*

Editorial Board:

Mary Ann Brown
Iris Gale

Julie Garrison
Maurice Reece



We Need Your Help!

The Medical Center Library is currently conducting a research study to determine the effectiveness of using electronic journals (e-journals) to fill Interlibrary Loan (ILL) and document delivery requests. Your participation in completing the following survey would be appreciated.

Please return this survey to the Medical Center Library (Box 3702) by June 1, 1999. Thank you for your time and input.

1. How important is it for the overall look of an electronic article to be the same as the hardcopy version?

Not important _____ Somewhat important _____ Very important _____

2. Will it be a problem if the pagination of an electronic journal article is different or non-existent as compared to the hardcopy original?

Yes _____ No _____

3. Will it be a problem if the images (graphs, tables, or charts) are not:

a. the same size as the original? Yes _____ No _____

b. in the same location as the original? Yes _____ No _____

c. as clear as the original? Yes _____ No _____

To subscribe to *Medical Center Library News* or to receive notification by email when the Web version is available, please complete the information below and return this sheet to the **Medical Center Library, Box 3702, DUMC**. You may also send email to mclnews@mc.duke.edu, or complete the Mailing List Form at <http://www.mc.duke.edu/mclibrary/about/news/mailform.html>.

Name _____

Department _____

Box Number _____

Email Address _____

(Must include if email notification is being requested)

Email notification only? Yes _____ No _____

Paper copy only? Yes _____ No _____

Both? Yes _____ No _____

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