Changes Within the Library
Worth Noting

- Theses and dissertations, both print and electronic, are now handled by Susan Hall. Hall may be contacted at 662-325-2170 or shall@library.msstate.edu.
- Acquisition of library materials is now coordinated by June Schmidt. Schmidt may be contacted at 662-325-7672 or jschmidt@library.msstate.edu.
- As mentioned above, Interlibrary Loan services are now handled by the Access Services department. For more information, contact Michael Donahoo at 662-325-7664 or mndonahoo@library.msstate.edu.
- The Congressional and Political Research Center has moved to the second floor, room 2060. For more information about the Center, contact Michael Ballard at 662-325-7680 or mballard@library.msstate.edu.
- The Library Instruction department has moved to the first floor, room 1401. For more information about Library Instruction, contact Kerry Smith at 662-325-0810 or ksmith@library.msstate.edu.

Introducing the Statistical Data Center

The Mississippi State University Libraries is pleased to announce the introduction of a new resource this fall, the Statistical Data Center. A service of the Reference Department, the Statistical Data Center provides access to a collection of electronic data files, primarily in the social sciences and business. The goal of the Statistical Data Center is to assist researchers in the identification and use of relevant data sources, to promote the use of campus data resources, and to provide instructional support. The Statistical Data Center is a virtual collection with most resources available remotely or at four specially designated computers located in the Reference Room.

A number of resources are available through the Statistical Data Center. Some of these resources include the American FactFinder website and other Census resources, MicroCase statistical package and data archive, ICPSR data files, and Research Insight/Compustat.

Three supporting workshops are planned for the fall 2001 semester, as shown below. All workshops are located in the ELI electronic classroom, on the first floor of the Library and are open to any MSU student, faculty or staff member.

Using American FactFinder to Locate Census Information
Friday, October 12th, 1:30-2:30 p.m., ELI Classroom

Introduction to Research Insight/Compustat
Friday, November 9th, 1:30-3:00 p.m., ELI Classroom

For more information, or to register for a workshop, please contact Deborah Lee at 662-325-7682 or dlee@library.msstate.edu.

MSU Libraries Now a United Nations Depository

As Mississippi’s first United Nations Depository, MSU Libraries is now listed among nearly 400 other depository libraries in 144 countries. The UN documents will be housed in Mitchell Memorial Library’s Government Documents department, coordinated by LaDonne Delgado. Users will be able to access the UN’s printed documents whenever the Library is open. For more information about the UN documents at Mississippi State, contact Delgado at 662-325-7660 or ldelgado@library.msstate.edu.

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New InterLibrary Loan procedures offered through Access Services

Since the combination of the Circulation and InterLibrary Loan departments, which resulted in the creation of Access Services, new procedures are being offered for borrowing and lending of materials. Now
customers can use the Library’s website to complete and submit requests for articles and loans. By using the newly acquired ILLiad software, downloading, processing, and shipping articles and loans to schools and libraries throughout the country is easier and more efficient than ever before. ILLiad (http://library.msstate.edu/illiad/faq.html) allows requests to be viewed, downloaded, searched and processed, printed, and labeled for shipping in a more time- and labor-saving manner. By displaying the customer’s OCLC request, his or her library’s shipping information, and the specifications for payment (i.e., maximum cost the patron is willing to pay for an article), ILLiad allows for quick and effective processing which, in turn, gets the requested information to the customer faster. In addition to faxing, shipping, and e-mailing requests to customers, Access Services also uses Ariel software to scan and send articles all over the country.

As an affiliate of KUDZU—a project of the Association of Southeastern Research Libraries, or ASERL (http://ww.aserl.org/)-composed of libraries covering the southern United States—MSU is able to lend and borrow articles from other KUDZU members in the quickest possible manner. In addition to providing an expedited delivery service for member libraries, KUDZU (http://webvc.library.vanderbilt.edu:8110/WebZ/MSU:sessionid=0) links online catalogs located at 14 research libraries across the Southeastern United States, allowing access to over 23 million volumes for thousands of faculty and students. Using a single search interface, users are able to submit requests for articles and loans. In most cases, requests can be completed and documents delivered within two days. KUDZU is a growing project, and more ASERL member libraries are expected to join in the future. All ILL requests will be ordered from a KUDZU library if possible in order to utilize the expedited delivery.

For more information, please see

**Tombigbee Regional Library System joins forces with MSU and MUW**

The Tombigbee Regional Library System has joined forces with the Golden Triangle Library Consortium, providing an effective way to share resources and technical expertise among libraries throughout Northeast Mississippi. The libraries are connected through Mississippi State University’s Data Research Associates (DRA) automated system, allowing easy access to materials located not only at MSU’s and MUW’s libraries, but also the following:

* Amory Municipal Library
* Bryan Public Library in West Point
* Ackerman’s Choctaw County Library
* Evans Memorial Library in Aberdeen
* Hamilton Public Library
* Mathistown Public Library
* Nettleton Public Library
* Eupora’s Webster County Library
* Weir Public Library
* Wren Public Library

Starkville High School and Armstrong Middle School, both in Starkville, are also a part of this consortium. Library users throughout the south, and in other parts of the country, should greatly benefit from the accessibility to the collections held at these 14 libraries.

Books will be transported among the libraries on Tuesdays and Thursdays to fill requests for materials. If a patron needs material located at an alternate site, the patron should fill out a book request for the material. This may be done online at http://library.msstate.edu/ by selecting “Online Request Forms” from the shortcut menu. Once on the forms page the patron should select and complete the form “Copy, locate, retrieve, and recall materials,” being sure to include the call number and the location of the material in the notes field. The patron can then simply submit the request. Paper forms are also available at

**Undergraduate Research Center**

The Undergraduate Research Center (URC) serves all undergraduate students, especially those who are unsure of a research topic and need

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**MSU Library’s Electronic Reserve Room**

Since the Fall 1999 semester, MSU Library has offered electronic and paper reserve service. Electronic reserve provides students with access via the web to their professors’ articles, class notes, homework assignments, syllabi, and so on, 24 hours a day. Students are able to access these materials via the Library’s online catalog, Galaxy. The material is password protected so that only MSU faculty, staff, and students can view the files. Paper reserve offers access to the same sorts of files, but in a physical format, at the Access Services desk. Materials can be checked out for a time limit specified by the instructor for in-house or overnight use.

Teaching faculty and instructors wanting to use the electronic reserve service send their articles, class notes, or other materials to the Access Services desk at the Library. The library staff scans the articles and creates Adobe Acrobat PDF files. Once a reserve record is created in Galaxy, the online catalog, students will be able to search by the instructor’s name, retrieve a list of materials, select an item, and then print the material to a local printer. In most cases, the material can be placed online within 48 hours. All materials placed on reserve in either electronic or paper format must fall within the “fair use” guidelines as stipulated in United States copyright law. Access Services staff can assist instructors in determining if their materials fall within the “fair use” guidelines or in obtaining permission to place their material on reserve.

Electronic reserve users must have Internet Explorer or Netscape, Adobe Acrobat Reader, and current MSU student, faculty, or staff status in order to view electronic reserve files. While electronic reserve has become increasingly popular, we can still
The URC, located in the Reference Room of Mitchell Memorial Library, is a collection of popular undergraduate reference materials that deal with both sides of an issue (pros and cons) and includes the following series: The Opposing Viewpoints Series, Contemporary Issues Companion Series, Current Controversies Series, At Issue Series, Information Plus Series, and older issues of the CQ Researcher (current issues of this title are found at the Ready Reference Desk).

Students are encouraged to browse in the URC to assist in establishing a topic for research purposes. Reference librarians are available for consultation in using this collection, other reference sources, electronic resources including full-text and electronic journals, as well as resources located in other areas of the Library.

The URC also includes a career center with a selection of resume books, cover letter books, and career encyclopedias.

For more information about the Undergraduate Research Center, contact the Reference Department at 662-325-7667.

MSU Web-Based Library Tutorials Now Available

The Library now offers two Web-based tutorials:

**Trekking Through Galaxy**

Our new interactive tutorial introduces visitors to Galaxy, the Libraries’ online catalog. Each lesson in the tutorial contains instructions and tips on how best to use Galaxy, and visitors can access the tutorial from any Internet-connected computer in the world. At the end of each lesson is a review quiz, and navigational features within the tutorial allow visitors to hop among lessons or work consecutively through the lessons. Check it out! [http://library.msstate.edu/li/tutorial/trekking/](http://library.msstate.edu/li/tutorial/trekking/)

**How to Use Your Library**

This online tutorial functions both as an accompaniment to our face-to-face workshop series, “How to Use Your Library,” as well as a stand-alone Web-based introduction to MSU Libraries. Topics covered in both the workshop and the tutorial include navigating the Libraries’ web site; databases and search strategies; tips for using Galaxy, our online catalog; and explanations of Library services. Check it out! [http://library.msstate.edu/li/tutorial/htuyl/](http://library.msstate.edu/li/tutorial/htuyl/)

**Library Atrium Goes Wireless**

Web users can now connect on all floors of the Library’s atrium without the bother of cords and jacks.

Wireless web access allows library users to access Library databases and other resources, without a tangle of cords, from the comfort of the Food For Thought cafe area and throughout the atrium.

In order to access the wireless network, users will need a wireless Ethernet adapter compatible with the IEEE 802.11b standard. Many newer notebook computers are equipped with built-in software support for 802.11b networks.

As with any cutting-edge technology, users should be aware that wireless networks have their shortcomings; security is one such issue. The current wireless network offers minimal security, and hackers or eavesdroppers would have little trouble tapping into the carrier signal. Therefore, users are cautioned against transmitting private or sensitive information, such as credit card data, across the wireless network.

Information Technology Services installed and maintains the Library’s wireless network service. For background information on the campus wireless initiative, see [http://www.its.msstate.edu/wireless.html](http://www.its.msstate.edu/wireless.html).

**Congressional Information Service Documents Now More Accessible**

Beginning with the 23rd Congress in 1833 and running through the 91st Congress’ first session in 1969, the Congressional Committee Hearings Collection—published by the Congressional Information Service (CIS)—comprises more than 40,000 full-text titles on 84,067 microfiche. The Library recently purchased over 1,800 microfiche to complete this collection, and the entire collection is now searchable via records in the Library’s online catalog.

In addition, the Library owns the CIS Microfiche Library of almost 268,000 microfiche, which contains the full-text of all congressional publications (except interim legislative calendars) covered by the printed 40-volume CIS Index, including all public laws, from 1970 to the present. The Library recently added more than 42,000 records, covering 1996-2000, to the online catalog, providing users with easier and better access to that portion of the collection. The CIS Microfiche Library provides the text of publications of some 300 active House, Senate, and joint committees and subcommittees. These publications include committee hearings and prints, reports, documents, and special publications.

These collections serve wonderfully to fill existing gaps in our government documents federal depository collection. For more information about these collections, users should contact LaDonne Delgado at 662-325-7660 or ldeldgao@library.msstate.edu.

**Computer Commons Upgraded**

The Computer Commons lab has recently been upgraded. The lab now offers 86 Dell OptiPlex computers with PentiumIV 1.3GHz processors, 512 megabytes of RDRAM, and 40 gigabyte hard Drives. There are also five G4 Macintosh computers available for those who prefer the Apple environment.
For a complete list of the software installed on computers in the Computer Commons, see http://library.msstate.edu/computer_commons/software.asp.

Normal hours of operation are as follows:
- Monday - Friday
  Open 24 hours to Friday midnight
- Saturday
  10:00 a.m - 8:00 p.m.
- Sunday
  1:00 p.m. to Friday midnight

Questions or comments about the Computer Commons may be directed to Patrick Linley at 662-325-8547 or plinley@library.msstate.edu.

Workshops and Seminars

Library Instruction:
- The Practical Professor
- How to Use Your Library
- Survival Skills for Graduate Students
- Databasics

Databasics Seminars — Introduces students to information resources on a variety of topics.
- Accessing the Libraries' Electronic Journals
- Better Living (and Research) through Citation Indexes
- Introduction to Legal Research Using Lexis-Nexis
- It Takes a Village: Locating Engineering Research Literature
- London, Moscow, Beijing and Beyond — Searching Library Holdings Around the World

How to Use Your Library — Introduces Library resources and services available to users.

The Practical Professor — Covers a variety of topics and offers practical tools for faculty and graduate students.
- That Cheating Heart: Keeping Plagiarism out of Your Classroom
- Take This Job and...Make It Better!

Survival Skills for Graduate Students — Teaches the effective use of local resources to conduct research.
- Grant$ for Grad$: Dissertation and Research Funding for Graduate Students
- Job Hunting in Academe: Landing on the Tenure Track!
- Research and Dissertation Basics Reference:

Statistical Data Center Workshops — The Statistical Data Center provides access to a collection of electronic data files, primarily in the social sciences and business, with access to statistical resources via the Internet and commercial vendors.

* Introduction to Research Insight/Compustat
* Using American FactFinder to Locate Census Information
* Using ICPSR Data Files

For more information, or to register online for any of these workshops, visit us at http://library.msstate.edu/workshops/.

Access Services Formed from Departmental Merger

In July, 2001, the Circulation, Reserve, and InterLibrary Loan (ILL) departments merged and formed Access Services. Access Services loans books, bound journals, and reserve materials to MSU patrons, and issues courtesy cards to unaffiliated state residents, Alumni Association members, and Friends of the Library. Patrons may renew loaned MSU materials via the online catalog. Access Services serves as a MSU MoneyMate deposit center and provides in-house MoneyMate cards to non-MSU patrons. For a fee, Access Services staff will retrieve material from the MSU collection, make copies, and send them to the patron. Access Services can place a variety of...

New Procedure for Renewing Materials

As of August 1, 2001, Access Services has discontinued phone renewals of materials. In the past, Library customers could call the Access Services desk to request a renewal on their materials charged to their accounts. A new policy has been put into place stating that to renew materials, customers must either bring them into the Library to the Access Services desk or go to MSU Library's website and renew the materials themselves.

To renew charged materials:

* Go to the MSU Libraries homepage (http://library.msstate.edu/).
* Under "Shortcuts" on the left-hand toolbar, click "Online Catalog."
* Click "Search Mitchell Memorial Library Holdings."
* From the top toolbar, under "Information About," click "My Account."
* Enter your Library Card Number (your SSN) and your PIN (the last 4 digits of your SSN).
* Mark the items to renew and click "Renew Items."
* Re-enter your SSN.
* The item's new due date will appear alongside the title.

With questions on renewing items, please call the Access Services desk at 662-325-7668.
materials on reserve for faculty, such as class notes, old tests, articles, and so on. The material can be placed on reserve via the traditional in-house method, or on electronic reserve, which allows students to view and print the documents from any web browser. Access Services also provides a means for patrons to obtain research material (i.e., journal articles, patents, books, and non-book materials) not available in the MSU Library. Through the use of ILLiad, an interlibrary loan automation system, MSU faculty and students can place their ILL requests using a web browser as well as view the status of their ILL requests and their order history.

Below are some of the services offered by the department:

* For $.25 per page, an Access Services member will locate an article, copy the article, and either hold it at the Access Services desk for the patron to pick up or e-mail/fax the article to the patron.
* For $.15 per page, an Access Services member will copy an article brought to the desk by a patron and either hold it for pickup or e-mail/fax it to the patron.
* For $.10 per page, patrons can copy articles using any of the coin-operated copiers located throughout the Library. Change for these copiers is available at Access Services. For $.07 per page, patrons can make copies using MoneyMate at any of the MoneyMate copiers located on the first and second floors of the Library. Deposits to MoneyMate can be made at Access Services.

For more information, please see http://library.msstate.edu/circ/.

**Workshops and Seminars**

The Library’s Instructional Media Center holds workshops each week for faculty, staff and students who need a jump start using some of the more popular desktop publishing applications. Due to limited spacing, sign up today. For more information refer to http://library.msstate.edu/workshops/bitsnbytes.asp

The IMC multimedia lab has multimedia computers with CD-ROM, DVD, CD-Recorder, and zip drives. The latest software packages to assist in design and creation of presentations and web pages are also available.

Software in the lab includes:

- Adobe Illustrator
- Adobe PageMaker
- Adobe PhotoShop
- Adobe Premier
- Corel Presentations
- Director
- HyperStudio
- MGI VideoWave
- MS FrontPage
- MS PhotoDraw
- MS PowerPoint
- MS Publisher
- Spin Photo
- Spin Panorama

**IMC Workshops include:**

**Creating a Newsletter with Adobe PageMaker 6.5** - This workshop will introduce the basic fundamentals of PageMaker 6.5 to the first time user. In this workshop you will learn how to create a tri-fold brochure complete with graphics.

**Design A Brochure using MS Word 2000** - Learn how to create attractive publications with Word 2000. In this workshop you will learn how to create a tri-fold brochure complete with graphics.

**Design & Deliver Presentations using MS PowerPoint 2000** - Learn how to make professional slide presentations quickly and easily. This hands-on workshop allows you to explore the features of PowerPoint by creating a slide presentation with graphics, charts, and art.

**Desktop Publishing and Web Sites for Beginners using MS Publisher 2000** - Learn how to create attractive publications with Publisher 2000! In this workshop you will create a brochure using the power of text formatting and graphics to give you the typesetting capabilities that graphic designers use. Also get a jump start on creating web pages by learning how to use the templates in Publisher 2000. Complete your site by adding hyperlinks, linking files, and inserting graphics and animated GIFs.

**MS PhotoDraw 2000** - In this workshop you will learn to use the basic tools of PhotoDraw 2000. Learn to create web graphics, edit photographs and clipart to create a personal look.

**Web Graphics for Beginners using Adobe Photoshop 5.5** - This workshop will introduce the industry standard graphics application, Adobe PhotoShop and ImageReady. Learn the basics of editing photographs and producing graphics for
Did You Know...

* the Library maintains online exhibits for users to view at their convenience? (see http://library.msstate.edu/exhibits/)
* a comprehensive listing of Mississippi’s African-American authors is available on the Library’s web site? (see http://library.msstate.edu/special_interest/Mississippi_African-American_Authors.asp)
* bulldogisms are collected and defined online? (see http://library.msstate.edu/special_interest/websk/index.asp)
* newsletters published by the Library are available online? (see http://library.msstate.edu/library/newsletters/)
* Library users can easily keep up with the latest Library news? (see http://library.msstate.edu/library/news.asp)
* books can be donated in honor of friends or loved ones through the Library’s Notable Books Program? (see http://library.msstate.edu/)

Need equipment for your class or project?

The following equipment is available for checkout by faculty, staff and students through the Library’s Instructional Media center. To reserve equipment, call (662) 325-7676.

For more information about the services offered by the IMC refer to http://library.msstate.edu/imc/services.asp

Equipment available for checkout:
- Digital cameras
- Camcorder (digital and VHS)
- LCD data projector
- Multimedia Laptops
- Cassette recorders