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Encyclopædia Britannica Online - Get Quick Facts Anytime, Anywhere

By Mary Williams
What is the Deccani style of painting? Who was Euclid? Where are the Guiana Highlands? You don’t have to be playing Jeopardy to need to know the answer to basic questions when writing a paper or working on a project. A great OhioLINK tool to use anytime and from any Internet connected computer is the Encyclopædia Britannica Online.

The primary reason for using any encyclopedia is to quickly locate concise, factual information as you begin to research a topic. You can access Encyclopædia Britannica Online by going to the Library’s home page and clicking on “Databases” on the top navigator. You should see a list of databases in alphabetical order. Click on “D-E” then scroll down to Encyclopædia Britannica Online and click on the database name to access. (Note: You can also use this resource from home

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New Fines and Lost Book Charges In Effect

By Zelda Patterson
There have been some changes to our Circulation Policy that are important for everyone to know and understand. This fall, overdue fines for books increased to $0.50 per day per item. In addition, replacement costs for lost items owned by Muskingum and OPAL/OhioLINK institutions have increased.

Items that are three weeks overdue or not returned at the end of the semester are considered lost.

Lost OPAL/OhioLINK items are now billed at $125.00 each. If an item is returned before payment has been made to the lending OPAL/OhioLINK library, a refund of $75.00 will be given. However, a $50.00 processing and billing fee is not refundable. In addition, no refunds will be given for OPAL/OhioLINK items if payment has already been made to the owning Library.

Lost Muskingum items are now billed at $100.00 each. If an item is returned within three months of billing, a refund of $85.00 will be given. However, a $15.00 billing fee is not refundable. No refund will be given for any Muskingum item after three months of being billed.

These changes to our circulation policy were taken to align our policy with OPAL and OhioLINK circulation policies. As a reminder, all Library items not returned on the last day of classes each semester are treated as lost. The above

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or work, but you will first be redirected to OhioLINK’s authentication server where you will have to select Muskingum College from the drop down menu and then fill in your name and barcode number to gain access.)

On the main screen you can enter a search term and start reviewing results, or you can browse by subject or article title. For first time users, it is recommended that you click on “Guided Tour” on the top navigator before you start using the database. A cool feature available only online, is the daily biographies and anniversaries of events. “Britannica Highlights” focuses on landmark events. One of the current highlights provides a link to the encyclopedia article on “The American Presidents.”

After you conduct a search in Encyclopædia Britannica Online and you click on a result you will be presented with a brief introduction and then a clickable table of contents based on the major headings found in the article. One of the primary benefits to using the online version of the encyclopedia is the hyperlinked words found in the text. If you do not know what a word or concept means and it is in blue and underlined, then you can click on the link to be taken to that entry in the encyclopedia. In addition, there are links to Webster’s dictionary and journal citations for additional reading on the topic.

As with most databases, you can save, e-mail, and print the articles you find at anytime. To save an article to your “Workspace”, you must click on the blue triangle to the left of the topic in the results list. Another useful feature is the “Cite this Article” link that can be found at top of every page. By clicking on that link, you will be shown how to cite the article you are reading in APA and MLA formats.

The Encyclopædia Britannica School Edition is also available from the OhioLINK database page. This version of the database is designed for use by high school and elementary students. Teacher lesson plans are included with this edition, which might be helpful for education majors. You can find the lesson plans and learn more about using this database in the classroom by clicking on “Learning Materials” on the top navigator bar in the School Edition. In addition, another Britannica site, The Annals of American History, is available on OhioLINK. For more information about this or other OhioLINK databases, please feel free to ask the Librarian working at the Reference Desk or call the Library at (740) 826-8152.

November Author Talk to Feature Dr. Lorle Porter

By Mary Williams
The November Author Talk is scheduled for Thursday, November 18 from 3:30 p.m. to 5:00 p.m. in the Library’s first floor reading area. Our first speaker will be Dr. Lorle Porter. Dr. Porter is Professor Emerita of History and Regional Historian in residence at Muskingum College. She contributes many hours as a docent at the John and Annie Glenn Historic Site and Exploration Center. She has written many books about our area, one of which is The Immigrant Cocoon, which details the experiences of eastern and central European immigrants who migrated to rural Ohio to work the coal fields between 1880 and 1920. Another title Dr. Porter has written is Ohio’s Hill Country, the first close-up cultural and historical study of our eastern Ohio Appalachian counties.

The second pair of speakers for November are not authors, but they work with authors all the time, including Dr. Porter. Bob and Toni Leland own New Concord Press. Bob and Toni will speak about their adventures of owning a publishing house, and how they go about taking a manuscript and turning it into a book.

Please plan on joining us and bring your questions about the writing and publishing process. Refreshments will be served and Dr. Porter’s books will be available for purchase. ■
replacement costs will be strictly enforced. Exceptions will be made on an individual basis if a request is made directly to me, BEFORE the last day of class. I can be reached by email at zeldap@muskingum.edu or by calling (740) 826-8156. Our Circulation Policy is available on the Library’s web site and can be found by clicking on “Library Policies” on the left-side navigator.

Library’s Web Site Re-launched with College’s New Design

By Andrew Whitis
The Library’s web site was included as part of this semester’s redesign of the College’s web site. The college is now using Macromedia’s Contribute product to maintain web pages. The primary benefit of the new design to you includes the persistent Muskingum navigation bar that now appears on every page of the Library web site. Using the College’s top navigation bar, you are now only a few clicks away from web mail, Muskielink, Blackboard, and many other academic and student life resources that previously had to be accessed through the old “internal” web site.

The Library’s web pages retain the top and left-side navigators that were introduced this summer. By using the top Library navigator, you can go directly to a tool to conduct a search, access electronic reserves, authenticate from home or work, or renew your books. The specific tools that the top navigator links to include: the Muskingum and OhioLINK Central catalogs, OhioLINK databases, e-Reserves, your library record, the OhioLINK authentication server for off-campus access, and help.

The left-side Library navigator continues to help you in learning to find and use a variety of print and electronic resources available for your research. These research resources include: books, articles, newspapers, web sites, government publications, statistics, and digital content. In addition from the left-side navigator; you can access interlibrary loan forms, learn about library services, and find general information about the library, including policies and hours.

If you have questions about the Library’s web site or want to make recommendations for content to include, please contact me at awhitis@muskingum.edu or (740) 826-8157.

Faxing and Transparency Services

By Elaine Funk
The Acquisitions Office offers faxing and transparency services from 8 a.m. to Noon and 1 p.m. to 5 p.m. during the week. You can get to my office by going through the door to the left of the Circulation Desk.

It costs $1.00 per page to send a fax, and payment is due at the time of sending. Receiving a fax is simple and free. Just give the sender the library’s fax number, (740) 826-8404, and have them include your name and local phone number where you can be reached. I will call you once I receive the fax and let you know it is ready to be picked up at the Circulation Desk.

You can also have letter-sized (8.5 x 11) transparencies made in the Acquisitions Office. Transparencies cost $0.35 per sheet. You do not need to bring your own sheets, because we use a transparency maker that requires special sheets. Just bring the item you want made into a transparency. If you have any questions about either of these services, please contact me at efunk@muskingum.edu or at (740) 826-8153.
New Courtesy Notices

By Zelda Patterson
A recent enhancement to our circulation software will now allow the Library to automatically send you a courtesy notice via email prior to an item's due date. These courtesy notices will be sent to your @muskingum.edu email account.

The notices will be generated daily and will be sent based on the type of item you have checked out: 3 day items will be notified one day prior to due date, 7 day items will be notified three days prior to due date, and 21 day items will be notified three days prior to due date. This new feature was activated November 8. If you have any questions, please contact me at (740) 826-8156 or zeldap@muskingum.edu.

New Items Added to the Library

By Brian Kern
Since July 1, 2004, the Muskingum College Library has added 222 books, 52 CDs, and 10 videos to the collection. Here are a few of the highlights.

- **Mel Gibson’s The Passion of the Christ**. DVD PN1997 .P245 2004

All new materials are placed on the new book shelf located next to the reference desk. A list of new items shelved in this area is posted on the Library's website. You can view the most recent new item list and a listing of items added over the summer by clicking on "Cataloging" on the left-side navigator.

Chemical Abstracts Moved into Compact Shelving

By Mary Williams
During the summer, a marathon of book-moving took place one afternoon in the library’s lower level. A team from the Physical Plant (John Campbell and Dan Terrill) and the Library (Judi Gaydos, Nik Singh, Andrew Whitis, and Mary Williams) transferred 312 heavy (and floppy) paperback volumes of *Chemical Abstracts* and about 175 hardbound volumes in less than an hour and a half.

*Chemical Abstracts* were previously located in three places in the Library: the receiving room, the top of the microform cabinets, and the unbound periodical shelving. The goal of the move was to bring all copies of *Chemical Abstracts*, in the Library, together in one place in chronological order.

The 487 volumes were moved into open space in the compact shelving created by an earlier shifting project. *Chemical Abstracts* can now be found together, in one range of the compact shelving, and are labeled with a large sign. The Library has the oldest volumes, beginning with 1913 and going to 1958, and the most recent volumes, beginning in 2000 to the present. The remaining volumes from 1959-1999 are shelved in the Chemistry Department’s library in Boyd Science Center. If you need help finding or using *Chemical Abstracts*, please ask the Librarian working at the Reference Desk.
Using OhioLINK Resources Off-Campus

By Andrew Whitis
Thanksgiving is just around the corner. Many of you are anticipating the turkey, green bean casserole, pumpkin pie, hitting the malls, and hours of football. In case some of you will also be spending time doing research for a paper over Thanksgiving break, I wanted to remind you that you can use almost every database you have access to on campus when you are home for the holiday. All you will need is a connection to the Internet and you Muskingum ID!

The easiest and most painless way to use OhioLINK databases off-campus is to start by going to our home page. You will find a link called “Off-Campus” on the top navigator on every page of the library’s web site. By clicking on this link, you will be redirected to the OhioLINK authentication server. When you get to that site, you simply scroll through the list of Ohio colleges and find “Muskingum College.” Click on the submit button and then you will be prompted to enter your Name and Library Barcode (that 14 digit number on the back of your student ID).

If you type everything in correctly, you will get a screen saying “Authentication successful.” In a few seconds you will be directed to the OhioLINK database page where you will have the option of finding databases by subject, type, or name.

Remember, you will be authenticated to use OhioLINK databases for two hours as long as you keep your browser window open. After two hours or if you close your window, you will need to re-authenticate.

If you are having problems authenticating, you can check out some possible reasons why by visiting the “Off-Campus Access” link on the left-side navigator of our home page.

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Extended Hours During Finals Week

By Andrew Whitis
Do you study best later in the evening? Having a hard time finding a quiet place to study or write a paper during finals? If you answered yes to either question, then I have great news for you! The Library will be offering extended hours during Finals week. Feel free to come over and study in the Library or use the computers for those last minute papers. Cut out the schedule below and tape it to your monitor. Or, look on our web site by clicking on “Library Hours” on the left-side navigator.

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<thead>
<tr>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>Saturday, December 11</td>
<td>8 a.m. to 5 p.m.</td>
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<tr>
<td>Sunday, December 12</td>
<td>1 p.m. to 1 a.m.</td>
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<tr>
<td>Monday, December 13</td>
<td>8 a.m. to 1 a.m.</td>
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<tr>
<td>Tuesday, December 14</td>
<td>8 a.m. to 1 a.m.</td>
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<tr>
<td>Wednesday, December 15</td>
<td>8 a.m. to 11 p.m.</td>
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<tr>
<td>Thursday, December 16</td>
<td>8 a.m. to 11 p.m.</td>
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<tr>
<td>Friday, December 17</td>
<td>8 a.m. to 5 p.m.</td>
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<tr>
<td>Saturday, December 18</td>
<td>CLOSED</td>
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<tr>
<td>Sunday, December 19</td>
<td>CLOSED</td>
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</tbody>
</table>
I recommend that you try authenticating before you go home for Thanksgiving. Simply follow the directions outlined above. If you do everything right you will get the “Authentication successful” message. If you have problems, feel free to stop by the Reference Desk and ask the Librarian working for help. We can verify your name and barcode number and try to troubleshoot the problem.

Don’t worry if you don’t authenticate before going to OhioLINK. You can also go directly to www.ohiolink.edu, find the database you want to use, and you will be prompted to authenticate before you can search. So, go ahead and do some research in between pieces of pumpkin pie!

The Muskingum Bookworm is published four times during the academic year. The intent of this newsletter is to provide timely updates of Muskingum College Library activities, policies, and resources to the Muskingum College community. A limited quantity of the newsletter is printed and available at the Circulation Desk of the Library. The most recent issue and all back issues of the newsletter can be found on the Library’s web site by clicking on “About” on the left-side navigator. For comments or questions, please contact Andrew Whitis at awhitis@muskingum.edu.

The mission of the Muskingum College Library is to provide access to services and resources in support of the Muskingum College curriculum. Its primary purpose is to facilitate within the college community the development of intellectual and ethical integrity, critical thinking skills, and a respect for inquiry. The library will achieve this by fostering an environment that is conducive to the unique teaching and learning needs of an ever-changing technological world. Each segment of the library functions synergistically to serve as a catalyst for the Muskingum College community, empowering its members to lead socially responsible lives that are both vocationally productive and personally satisfying.