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George Washington University, Himmelfarb Health Sciences Library

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Welcome to a New Academic Year!

On behalf of the entire Himmelfarb Library staff, I would like to extend a warm welcome to all new Medical Center faculty, staff, and students. I would also like to extend greetings to all returning faculty and students at the start of a new academic year.

The Library staff looks forward to meeting your information needs in the upcoming months. We also welcome your input! You may contact me at 202-994-1826 or mlbaml@gwumc.edu. The Library’s e-mail address is himmelfarb@gwu.edu. The telephone number for the reference desk is 202-994-2850.

Last year more students entered the Library than in previous years to borrow books, attend seminars, work on group projects, and study. Faculty, staff, and students utilized our electronic resources from their desktops and off-site locations at rapidly increasing rates. With the move to a collection that is overwhelmingly electronic, Library staff used the summer months to reorganize the first floor to provide a less cluttered appearance and enhance quiet study and computer space. The reorganized space provides the following:

- Increased seating capacity due to the removal of three-double-sided stacks, the transfer of older print indexes to storage, and the consolidation of the collection along wall shelving.
- A quiet reading area and a quiet computer work area carved out of the space freed up by the closure of the separate reference desk.
- Full suite of Microsoft OfficeTM software on first-floor computers including word processing, spreadsheets, and slideshow preparation.
- Browsing collection of important journals retained in print.
- Improved services to patrons through one point of contact for all types of questions at a combined circulation/reference/information desk.
- Improved coordination between Reference and Circulation Staff.

The newly revamped first floor includes a User Services area for circulation, reference, and reserves, the Reference Collection of book materials, a Browsing Collection of high-quality print journals, comfortable seating, photocopiers, printing services and computers. We hope that you enjoy the new look! Please note that, with the exception of Browsing Collection titles, both current/unbound and bound journals are now available online.
located on the second floor. If you have any questions about how to access a print or electronic version of a journal, ask at reference or call 202-994-2850.

We look forward to another busy year in AY05/06. As activities for the upcoming year gear up, we ask patrons to remember a few rules that smooth the inevitable rough edges of a busy, multipurpose building. Please observe the Library's food and drink policy as outlined on page 3. Please hold conversations to a minimum in the study areas of the second and third floors. These spaces are designated as quiet study areas. Please be especially mindful of cell phone rings and extended conversations. Answer your phone on the first ring or set it to mute. Step outside of the Library to take an extended call. Remember that the Library is often very crowded and many others can hear your private conversations!

Best wishes for a successful year!
Anne Linton, Director, Library Services
Himmelfarb Library’s Food & Drink Policy

The following restrictions apply to food and drink within Himmelfarb Health Sciences Library:

**NO FOOD OR DRINKS** allowed near any equipment or computer workstations. Off-limit areas include:

- All Bloedorn AV Study Center, computer labs
- 1st and 3rd floor computer stations
- B103 Classroom

**NO EXCEPTIONS**—this policy will be enforced with zero tolerance.

**DRINKS** must be in one of the following container types:

- Mugs with a screw-on or snap-on top
- Bottles with a pop-up closure (sports bottles) or screw-on cap (soda bottles)

### No open bottles or other containers of any type for drinks

**FOOD** is only allowed in modest quantities (such as sandwiches, fruit or snacks).

**NO FOOD DELIVERIES** in the Library

**CLEAN UP** and dispose of trash properly.

*No food evidence or empty containers left on the table, please!*

Thank you for your compliance.
Please be prepared for Library Staff to enforce this policy.
Himmelfarb Library Welcomes New Staff

Hasna Ross

Hasna Ross is my name and I started working as a cataloging specialist at the Himmelfarb Health Sciences Library, on the 18th of July 2005. I’ve been volunteering at the library since September 2004, on irregular basis and then I worked as Interlibrary Loan assistant, from January to July 2006.

I have been residing in United States, since July 2004. I come from Morocco, where I went to a Library Science school (called “Information Sciences School”). I worked in Morocco in the library of the French Cultural Institute, affiliated to the embassy of France in Morocco, and the library of the American Language Center. Then, I worked for the Ministry of Finance and Privatization of Morocco for more than four years and also worked as a part-time web designer for the “Jacques Berque Center”, a research center in Social and Human Sciences which is affiliated to the embassy of France in Morocco. I am very pleased to be part of the Himmelfarb Health Sciences library team and to participate in its enriching environment.
Himmelfarb Library’s Circulation Services and Policies

The Circulation Department at the Himmelfarb Library is responsible for the circulation of monograph, journal and reserve materials. In addition, the Department maintains the self-service copiers on the 1st floor. These copiers are functional with GWorld personal or departmental cards at the rate of $0.07 per copy. Problems with GWorld cards should be reported to the GWorld office in the Marvin Center, Suite 501 or at 202-994-1795. Audiovisual materials may be borrowed at the AV Study Center located on the 3rd floor of the Himmelfarb Library.

Faculty, staff and students of The George Washington University may borrow materials. Your George Washington University ID serves as a library card once you register at the Circulation desk. Currently, monographs are loaned for 3 weeks while reserve material and the current 5 years of journals circulate for 3 hours. Monographs can be renewed twice either in person or over the phone as long as there is not a hold on that item and your record is in good standing (call 202-994-2962). Patrons can also renew books online at the Library’s website in the “Renew Items” section. Journals and reserve materials cannot be renewed. Overdue fines are $0.25 per day for monographs and $1.00 per hour for current journals and reserve material. For journals older than 5 years and monographic series, the fine is $1.00 per day. The maximum fine for an item is $25.00.

The Circulation Department is also charged with enforcing Himmelfarb Library’s Access Policy. The Library’s primary mission is to serve the faculty, staff and students of The George Washington University Medical Center. Due to limited space and study facilities, GW University staff and students not affiliated with the Medical Center may not use the Library after 6 pm on weekdays or on weekends. Please be prepared to show your GWU ID when entering the Library after 2:00 pm on weekdays and on weekends.
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The Reference Desk is your Link to Information

The Reference Desk provides an array of services to the students, staff, and faculty of GWUMC. These include: individual one-on-one instruction on using informational resources, such as electronic journals, textbooks or databases and group instruction on a variety of topics, such as searching MEDLINE and other biomedical databases, using EBM resources, accessing electronic journals and textbooks; and using various computer applications. We can also offer suggestions on locating the best sources for information. The reference librarians regularly provide curriculum support for various academic programs within the Medical Center. The reference staff offers personal consultation services to assist students and faculty with research projects. Online Search Services can be provided to staff and faculty for a small fee by completing the brief electronic form, found using the "electronic request forms" link. For resources not available at Himmelfarb, the librarians will assist users in finding other DC area libraries with the resources. Whatever your professional information needs, we will try to assist you in finding the best resources available.

The Reference Desk is staffed:

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday-Thursday</td>
<td>8:30 AM - 8:00 PM</td>
</tr>
<tr>
<td>Friday</td>
<td>8:30 AM - 5:00 PM</td>
</tr>
<tr>
<td>Saturday</td>
<td>12:00 Noon - 4:00 PM</td>
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</tbody>
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The telephone number for the reference desk is 202-994-2850. GWUMC users may also request services through library e-mail at himmelfarb@gwu.edu. Information Requests will be answered on the next business day.
The Bloedorn AV Study Center, Microcomputer Lab, the Women’s Board Teaching Center

The Bloedorn Audiovisual Study Center (BAVSC) is located on the third floor of Himmelfarb Library for the use of Medical Center residents, staff, faculty, and students. A valid GWorld ID card is required for all loan transactions.

The BAVSC contains more than 1500 videotapes, slide/tape programs, and audio CD’s in the basic sciences and clinical medicine. Audio Digest Journals are also available on cassette. A variety of anatomical models are available for use in the Study Center. The BAVSC also provides study rooms and carrels equipped with PC’s, slide projectors, and/or videotape players.

The Microcomputer Lab and the Women’s Board Teaching Center are located in the AV Study Center and are for use by residents, staff, faculty, and students of the Medical Center. The Labs contain IBM-compatible PC’s. Programs available for use include the Microsoft Office Suite and an extensive collection of Computer-Assisted Instruction (CAI). Software is loaded on our Local Area Network (LAN). Microcomputer hardware and software do not circulate. Orientations to the Microlab are available; no registration is necessary. For further information, call 202-994-2856.
Classroom and Teleconferencing Services

Classroom and Teleconferencing Services coordinates room scheduling, equipment set-up/loan and videoconferencing. A full-time technician and a part-time evening technician provide audiovisual assistance for classes, videoconferences, and special events throughout Ross Hall and the Hospital 6th floor conference and classrooms. Service is provided weekdays between 7:30am and 8:00pm. Arrangements for weekend assistance and equipment must be made in advance. At least 48 hours notice is required to ensure technician and equipment availability. A variety of equipment is available for loan and must be picked up and returned to the Bloedorn Audiovisual Study Center Circulation Desk, third floor, Himmelfarb Library. A valid GWorld ID card is required for all equipment loan transactions. Audio and video duplication services are provided for a fee. Classroom and Teleconferencing Services is located in the Bloedorn Audiovisual Study Center, third floor, Himmelfarb Library. For further information visit the following website http://inside.gwumc.edu/classroomsvs, or e-mail classrooms@gwumc.edu, or call (202) 994-2856.
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Film & Digital Print Processing...
... And So Much More!

Biomedical Communications at The George Washington University Medical Center is a full service photography, duplication, and graphic design department. As a GW Student, you are entitled to the wide variety of affordable, high quality services available at Biomedical Communications.

Have your film or digital images processed in just a few days! We offer fast, reliable, high quality film and digital image processing at a competitive price. We have a convenient drop box located just off the elevators on the 3rd floor of Ross Hall. Follow the simple instructions posted on the box, drop your envelope into the slot, and wait for us to call you when your work is ready for pick up.

Other services that might be of interest to you include instant passport, INS, and application photos, business card design and printing, and same day E6 film processing. We also sell single use cameras, with flash, for $5.99. We can document research in digital formats and prepare your data for publication. We design, layout, and print poster presentations. We offer document printing and binding and produce high-resolution color copies.

Large format, in-house poster printing!! It's convenient, fast, and affordable! Design your own or have us do it for you! If you design your own, please visit our website, http://www.gwumc.edu/biomed, for helpful tips. Once your poster is created, email it to photo@gwumc.edu or burn it to a CD and drop it off in Ross 310.
Himmelfarb Library Annual Booksale

The Himmelfarb Health Library's Annual Booksale has been postponed until later in the fall semester. The booksale presents a great opportunity for faculty, staff and students to acquire useful medical, health and allied sciences, public health and health services textbooks for their personal collections. If you have any questions contact George Paul at 202-994-3682.
APA Citation Format

PRINT MATERIAL
BOOK
Author, A.A. (Year). Title. City of publication: Publisher.


BOOK CHAPTER
Author, A.A. of chapter (Year). Title of chapter. In A. Editor, B. Editor (Eds.) Title of Book (pp. 123-452). City of publication: Publisher.


JOURNAL ARTICLE


ELECTRONIC MATERIAL
WEBSITE
Author, A.A. (Year). Title of article. Retrieved month, day, year, from URL.


ONLINE TEXTBOOK


ONLINE JOURNAL ARTICLE FROM A DATABASE


on cardiovascular disease risk factors in the diabetes prevention program. [see comment].”


Hance, K. W., W. F. Anderson, et al. (2005). “Trends in inflammatory breast carcinoma incidence and survival: the surveillance, epidemiology, and end results program at the...


Ratner, R., R. Goldberg, et al. (2005). “Impact of intensive lifestyle and metformin therapy...
on cardiovascular disease risk factors in the diabetes prevention program.[see comment].”

**Diabetes Care** 28(4): 888-94.


