Information Interface - Volume 21, Issue 4 - August/September 1996

George Washington University, Himmelfarb Health Sciences Library

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A New Year...More Progress

A warm welcome to faculty, staff, and students at the start of the new academic year. Library staff have been hard at work refining several new modules for our Integrated Library System. The Request Module will allow you to quickly place hold requests for materials which are checked-out, and request ILLs, searches, and photocopies. Other features include the ability to send us questions or comments online. Choose the REQUEST button on the top of your screen in the OC, then the type of request you wish to make. Fill in the forms, add your social security number or barcode, and send the request on its way. We will respond in one day. To see our response, choose CHECK YOUR STATUS from the main menu in the catalog. If you have any questions, call the Reference Desk at (202) 994-2850.

Our plans for FY 96/97 include making the entire MEDLINE database available from any workstation connected to the Medical Center backbone. Computer and Information classes have been updated and we encourage faculty and staff, as well as students, to attend these sessions. If you want a class modified and presented specifically to your department, please contact me. Regular announcements about new information services will be made in future issues of this newsletter.

As always, let us know how we can help YOU! Your information needs are our primary concern. Best wishes for a fruitful academic year.

Shelley Bader, Ed.D.
Director, Educational Resources

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AV Study Center, Microlab, and Classroom Display Services

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

The BAVSC contains more than 1500 videotapes, slide/tape programs, and interactive videodisc programs in the basic sciences and clinical medicine. An extensive audiotape collection is also available, which includes Audio Digest Journals 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 slide projectors, audiotape players, and/or videotape players. The Library's group study rooms may be reserved through the BAVSC.

The Microcomputer Labs are located in the AV Study Center and are for use by GW Hospital house staff, faculty, staff and students of the Medical Center. The Labs contain IBM-PC and Macintosh microcomputers. There is an extensive collection of Computer Assisted Instruction (CAI) and applications software, including desktop publishing and presentation graphics programs. Microcomputer hardware and software do not circulate. All programs are located on our Local Area Network. For further information, call (202)994-2856.

Hours of the BAVSC are:

Monday-Friday 7:30AM - Midnight
Saturday 9:00AM - Midnight
Sunday 9:00AM - Midnight

Classroom Display Services is coordinated by the Bloedorn Audiovisual Study Center on the third floor of the Himmelfarb Library. A full-time technician provides Audiovisual projection equipment and services throughout Ross Hall classrooms and conference rooms. At least 48 hours notice is required to ensure equipment availability. Equipment is available for loan and includes, among other things, slide projectors, overhead projectors, and audio cassette recorders. Equipment for loan must by picked up and returned by the borrower at the Audiovisual Study Center Circulation Desk, third floor, Himmelfarb Library. Projectionist and audio/video duplication services are provided for a fee. There is no charge for equipment loan services. A departmental fund and account number is required for all of these services. Services are restricted to Medical Center affiliates. For further information, call (202) 994-2856.
COMPACT DISC DATABASES

The Library has three compact disc stations available for Medical Center patrons to search the following databases:

- MEDLINE, 1966-
- CancerLit, 1992-
- HealthPlan, 1985-
- Occupational Safety and Health, 1960-
- CINAHL (Nursing and Allied Health), 1982-
- *BioethicsLine, 1973-
- *POPLINE, 1970-

* NEW TITLES

The following databases are available at the middle CD station:

- Science Citation Index, 1988-
- Micromedex (full-text drug and emergency care information)

Each title is updated regularly. Printed instructions are provided at every station. There is no charge to use these databases, and they are available during Library hours. Please feel free to ask for assistance at the Reference Desk. Call (202) 994-2850 to arrange a brief orientation to the compact disc stations.

Sessions on CD database searching have been scheduled for the following dates:

- Sept. 25 noon-1 pm MEDLINE
- Oct. 24 noon-1 pm HealthPlan
- Oct. 30 noon-1 pm POPLINE
- Nov. 7 noon-1 pm BioethicsLine
- Nov. 12 5-6 pm MEDLINE
- Nov. 19 5-6 pm POPLINE

These workshops will be held in the Himmelfarb Library Room B103. No registration or fees are required. ALL CD SEARCHERS ARE INVITED TO ATTEND!
FAQ’s About Library Photocopy Cards

1. Why do all the libraries on campus have different photocopy cards and charge different rates? Why are there two different types of cards for Himmelfarb?

The three libraries each have independent photocopy systems and vendors. Himmelfarb currently charges the cheapest rates on campus at $.07 a copy. This is a break even rate for the Library. Due to different kinds of equipment and services, the break even rate at the other libraries may be higher.

Himmelfarb provides debit (blue and white) and credit (red and white) copy cards. The debit cards are pay as you go. You must add money to the card using the regenerator (tall machine next to the stairs). All first year students in the MD program receive a free debit card. Subsequent cards must be purchased for $1.06 at the Circulation Desk.

Credit cards are usually distributed only to faculty, staff and residents. The sponsoring department for the card is charged with a monthly bill. There is no limit to the amount of copies that can be made.

2. What should I do if I lose my copy card?

In the case of a debit card you will probably need to purchase a new card. We do not provide refunds if you lose a card with money on it. Once you buy the card you are responsible for it. Debit cards cannot be “borrowed” from the Circulation Desk. We suggest you carry your debit card on you at all times in case you need to make copies.

The loss of a credit card should be reported to the Circulation Desk immediately so the card can be locked. Sometimes these cards come back after they are locked, in which case we would call the card holder to notify him/her that the card returned. To have a new card issued, the holder must have the authorized staff member in their department issue a memo to Brian Hawk. New cards cost the department $7.00. Some departments will fund new cards while others make the card holder pay for them.

3. Why must I use the regenerator to add money to my card?

We prefer that you use the regenerator to reduce the burden on the Circulation Desk assistant, who frequently is doing three things at once to take care of customers at the desk. We will add money at the desk if you need a receipt or if you need to use a large bill. We will not add less than $1.00 to a card.

4. What should I do if the machine says my card is rejected?

Bring it to the attention of the Circulation Desk staff. In most cases, scrambled cards can be re-programmed. If the card cannot be re-programmed we will give you a new one.


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Information Interface

Don't Miss!

One copy will be sent to each medical department chair. An extra copy will be available at the Reference Desk in the Library for browsing and photocopying. References are listed in alphabetical order by author within each Medical Center department and may be of interest to individuals preparing grant applications or reviewing research interests. For more information, contact Sally Winthrop at (202)994-8478.

New Copiers Should Reduce Lines and Soothe Tempers

The Library recently obtained two new photocopiers in time for the Fall semester rush. Both are Xerox Bookmark35 models with library edges (allows you to make better copies of tightly bound materials) and two page book copying (eliminates the need to flip large volumes back and forth). These new copiers replace the two aging Xerox 5042's which needed an excessive amount of TLC in the Spring and, despite this, were frequently out of service. Please see the Circulation Desk assistant on duty if you need assistance with the new machines.

Department and Library patrons. She received a degree in Library Science, with a minor in Public Health, from Vilnius University in Lithuania. Egle has worked at the Lithuanian National Library of Medicine in Vilnius, as well as completing a fellowship at the National Library of Medicine.

ONLINE SEARCH SERVICES

The Library's online search services provide patrons with computer-generated bibliographies designed to meet specific patient care, educational, or research needs. In addition to MEDLINE which covers over 3,800 journals in clinical medicine and basic sciences back to 1966, reference librarians can search hundreds of non-health-related databases.

Search charges for MEDLINE, CANCERLIT, HEALTH, and similarly priced databases are $6.00 for students, and $8.00 for Medical Center staff and faculty. Additional charges will be added for large searches and more expensive databases. Many staff and faculty members can charge their departments for Online services. Check at the Reference Desk to see if you are on your department's authorization list.

The current awareness service (SDI) provides monthly updates on topics of ongoing interest. Patrons work with staff to

(Continued on page 9)

Annual Booksale Coming

On August 28, 29, and 30, the Himmelfarb's Annual Booksale will be held in the Levine Lounge. The booksale presents a great opportunity to supplement your collection from reference materials and textbooks which have been withdrawn from the Library's collection. Prices range from $.50 to several dollars on the first day of the sale. On August 29, all materials will be half-price, and on August 30, it's all FREE. Please call George Paul at (202)994-3682 with any questions.

1995 FACULTY PUBLICATIONS AVAILABLE

The 1995 edition of Faculty Publications will be available the first week of September. The booklet contains citations to books, book chapters, and journal articles published in 1995 by the George Washington University Medical Center and the Children's Hospital faculty.

New Addition to the Reference Staff

Please join the Himmelfarb Library staff in welcoming Egle Locatis to the Reference Department as our new Reference Specialist. Egle's educational background and work experience make her an asset, both for the
develop search strategies which are stored and run against new records in MEDLINE and other databases printed, downloaded to disk, or e-mailed.

The Library also provides support and consultation services to Medical Center Staff who do literature searches through BRS/Colleague, Grateful Med, and PaperChase. Please call (202) 994-8478 for more information about these programs.

Coming Soon to an Auditorium
Near You!
Workshop on Classroom Display Services

Learn about equipment facilities available in Ross Hall’s lecture rooms, as well as the other services provided by Classroom Display. This one-hour workshop will be held on Tuesday, August 20 at 12 Noon in Ross Hall, Room 117. 117 has been renovated and equipped with up-to-date equipment. Features include:

- New Screens
- Video projection
- Data projection
- Podium with touch-screen control panel, allowing for rapid transitions between video, data and slide presentations.

Attendees will receive a Guide to Equipment and Projection Services. Those who cannot attend should contact the Bloedorn AV Study Center at (202) 994-2856 to receive a copy of the Guide.

No registration is necessary. So please hold that date in your calendar. Come to ask questions, express your concerns and develop solutions. For more information, please contact the Bloedorn Audiovisual Study Center (202) 994-2856.
Document Delivery Services at Himmelfarb

The Library offers two types of document delivery services: Interlibrary Loan is for items not held at Himmelfarb while HPS (Himmelfarb Photocopy Service) provides copies of items owned by the Library. Both services are available Monday through Friday.

Interlibrary loan service is generally free for GW/UMC staff, students and full-time faculty. Part-time and affiliated faculty and alumni pay a $10/item charge. All users pay a co-payment for rush handling.

HPS is $2/item for students and $4/item for faculty and staff. Additional co-payments are assessed for rush handling of more than five items.

Request forms for both services are available at the Himmelfarb Circulation Desk. Library patrons who use the National Library of Medicine’s Grateful Med software can apply for Loanome Doc service to order articles online. Contact JoLinda Thompson, Access Services Librarian, at (202)994-2982 for questions about document delivery services.

Reserves

The Library maintains two reserve collections, located at the first floor Circulation Desk and third floor Audiovisual Study Center Circulation Desk, which are comprised of both materials for which there is a continual demand and for specific courses on a semester basis. Materials for individual courses must be initiated by faculty members. For additional instruction and any questions concerning our reserve procedures and policies, please contact George Paul at (202) 994-3682.

Friendly Reminders from the Circulation Desk

If you have questions about the Library’s current circulation policies, please pick up an information sheet at the Circulation Desk. All current policies including circulation periods, renewals allowed and fine accrual rates are listed. If you have any questions, please speak with a Circulation Desk Assistant or supervisor.

When you have questions or disputes about bills or overdue items, call Brian Hawk (Circulation Desk Manager) or JoLinda Thompson (Access Services Librarian) at (202)994-2962. We urge you to take care of any problems as soon as possible. Long overdue items or bills over $25.00 can result in the blockage of your patron record (so that you cannot check out any more items) or encumbrance of your student record.

Welcome to Charles Iragui, Himmelfarb’s New ILL Clerk

Charles Iragui joined the Himmelfarb Library staff in May as the new ILL Clerk. He worked previously for the Library as a Circulation Desk and Technical Services assistant during the Spring ’96 semester. Charles is well travelled; he grew up in Hawaii, obtained his undergraduate degree from Georgetown and then went overseas to work in Russia and France. He’s fluent in Russian and French, and has studied German and Mandarin Chinese. Charles recently returned to the States to pursue a Masters in Finance at GW.

Charles brings an energetic, service oriented personality to our interlibrary loan service. If you have a question about interlibrary loan services, stop by the Circulation Desk or call Charles at (202)994-2860. You can obtain interlibrary loan forms from Circulation or Reference.
## Himmelfarb Class Schedule

### September 1996

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<td>10.00am - 12:00pm Introducing Windows 2:00pm - 4:00pm Word for WordPerfect Users (DP)</td>
<td>12:00pm - 1:00pm Introducing MEDNET and GWUMC's Network (DP)</td>
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<td>2:00pm - 4:00pm WordPerfect for Windows ($25) (DP)</td>
<td>2:00pm - 4:00pm ACCESS Database Management (DP)</td>
<td>12:00pm - 1:00pm Virus-Protection for Your PC! (DP)</td>
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<td>2:00pm - 4:00pm WordPerfect for Windows ($25) (DP)</td>
<td>2:00pm - 4:00pm ACCESS Database Management (DP)</td>
<td>12:00pm - 1:00pm Graphics with WORD (DP) 2:00pm - 4:00pm PowerPoint (CH,STW)</td>
<td>2:00pm - 4:00pm Excel (DP)</td>
<td>12:00pm - 1:00pm Windows Tips &amp; Tricks (DP)</td>
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<td>10:00am - 12:00pm Intro to Word (CH) 5:00pm - 6:00pm MEDLINE Workshop for MPH Students (KP)</td>
<td>12:00pm - 1:00pm MEDLINE Workshop for Everyone (STW) 2:00pm - 4:00pm GroupWise for Staff (DP)</td>
<td>2:00pm - 4:00pm Intro to Windows (DP)</td>
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LIBRARY HOURS

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Summer Schedule
Thursday, June 13, 1996 to Saturday, August 24, 1996
Library and BAVSC
Mon - Fri: 7:30 a.m. - 10:00 p.m.
Sat/Sun: 10:00 a.m. - 10:00 p.m.

Information Interface

The George Washington University
Himmelfarb Health Sciences Library
2400 Eye Street, N.W.
Washington, D.C. 20008

Welcome, Welcome, Welcome!!