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George Washington University, Himmelfarb Health Sciences Library

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Expansion of Online Catalog Request Module

Additional Library services have been added to the Request Module of Himmelfarb’s Online Catalog. To access the Request Module, registered Library users can connect to the Himmelfarb Online Catalog (OC) and select Request from the opening screen. The following services can save you time since the Online Catalog can be accessed from your home or office: Suggestion/Question, Change of Address, Place Hold on Title, Journal ILL Request, Book or Chapter ILL Request, Request for Photocopy Service, Request a Literature Search, Library Purchase Recommendation, Order Additional Copies for the Library, Search for Miss shelved Book/Journal, or Place Title on Academic Reserve. For each request, a Himmelfarb Barcode or Social Security Number is needed. Responses from Library staff can be found in the Check Your Status option from the Catalog’s main menu. For requests such as ILL, Photocopy Service, or Literature Search, the patron will be notified by phone when the request is ready for pick up at the Library. Please call the Reference Desk at 994-2850 if you have questions or need additional assistance.

New Fees Set for Himmelfarb Photocopy Service

A cost study to determine the true cost of providing the Himmelfarb Photocopy Service (HPS) revealed that fees set for GWUMC students were below the break even rate for the Library. HPS is the Library’s internal photocopying service. Library workers will retrieve and photocopy articles available in the Himmelfarb collection for GWU students, staff and faculty. Request forms for HPS service are available at Circulation, Reference, and on the Library’s online catalog (OC).

As a result of the cost study, rates for GWUMC students will rise from $2.00 to $3.00/article. Rates for all GWU faculty, staff and main campus students will remain at $4.00/article. Rates were also established for GWUMC distance education students at $4.00/article. A $4.00 copayment was established for long distance fax delivery.

The Library Web Page is Here ! ! ! !
The Library is pleased to announce that the Himmelfarb Library Web page is now available. Connect to the Medical Center’s Web page, http://www.gwu.edu/~gwumc and click on “Library.” Available on the website is information about the Library and its services. More is coming soon! If you have questions or comments about our website, please contact Anne Linton at 994-1826 or alinton@gwis2.circ.gwu.edu.

A complete Himmelfarb Health Sciences Library Fee Schedule for Fall 1996 is available on page 4. Please direct any questions regarding these services to JoLinda Thompson, Access Services Librarian, at 994-2962.
Netscape Access for Home Use

The Computer Information and Resource Center (CIRC) and IBM Global Network (IBMGN) have entered into an agreement to become the Internet Service Provider for students, staff and faculty of GWU. Using the IBMGN dial-up service, you will be able to use Netscape to browse the graphical portion of the World Wide Web, with your home computer and modem, using Point-to-Point Protocol (PPP). IBMGN service also provides access to your GWIS2 e-mail and Usenet newsgroups.

IBMGN offers:
- competitive pricing
- flexibility
- no annual contract
- modem speed up to 28.8 kbs (ISDN soon)
- 24 hour technical support (toll free)
- support for MS Windows and Macintosh
- hundreds of local access phone numbers (U.S. and international)

IBMGN will bill your credit card directly for monthly charges. There are three plans to choose from:

1. $4.95 per month for 3 hours. $1.95 per hour over 3 hours. This option is best for those interested in only checking e-mail or other limited use
2. $12.95 per month for 50 hours. Ninety five cents per hour over 50 hours.
3. $17.95 per month for unlimited access.

There is a one-time $10.00 registration fee for each account.

There are two options for obtaining this service:

1. Bring two high-density disks to any of CIRC’s labs or classrooms and copy the software. You then use the software to dial-up IBMGN and register for the service.
2. Purchase the disks with the software already loaded from Colonial Computers.

For more information, call CIRC at (202) 994-6139.

Join Computer Docs!

The Himmelfarb Library is pleased to present Computer Docs! on December 3rd from 6:30 PM. This hands-on workshop introduces physicians to the computer applications in medicine. After dinner and a brief introduction, participants will rotate among five stations to practice:

- Electronic Mail on the Internet
- The World Wide Web on Netscape
- The Online Catalog and miniMEDLINE
- Grateful Med for MEDLINE Searching
- PowerPoint Presentation Software

The workshop is held in Himmelfarb Library, Room B103, and there is a $25 fee that includes dinner and materials. Please call 202/994-2850 to sign up now.

Library Wage Hour Employment Opportunities

The Library’s Circulation and Shelving operations look for part-time wage hour employees at the beginning of each new semester. If you are seeking a part-time job for spring please contact either Brian Hawk, Circulation Desk Manager (994-2962), or George Paul, Acquisitions Librarian (994-3682).

Welcome to Gulriz Guner
ID Check Policies

Gulriz Guner joined Himmelfarb Library’s staff in September as our new ID checker. Gul (pronounced g-you-l) is an MBA student at Georgetown University and a citizen of Turkey. She works from 2:00 PM to 6:00 PM Monday through Friday. Gul is usually seated in the Library’s entrance area checking the ID’s of everyone who enters during these hours. She also walks through the Library at 2:00 PM and 5:45 PM to remind those who are not permitted in the Library after public and University hours to leave.

Gul’s job is to enforce the Library’s access policy. This policy was established at the request of GWUMC students to maximize adequate study space and access to resources during prime study hours. With the increasing number of students now using Himmelfarb as their primary Library, the effective enforcement of this policy is a high priority. We ask that all GWUMC students and staff cooperate by showing their ID’s when requested and being prepared to show their ID’s when entering the Library between 2:00-6:00 PM. Please help us keep the Library a usable space for your study and research needs.
Upcoming Classes at Himmelfarb

You are invited to attend the Himmelfarb microcomputer and information retrieval classes listed below. Please register for all two-hour classes. The one-hour classes are available on a drop-in basis. All classes are free. Meet in Himmelfarb Library Room B103. Spread the word...

Access Database Management
(Must know Windows!)
November 20  10am-noon

Excel Spreadsheet Program
(Must know Windows!)
November 18  2-4 PM
December 2  2-4 PM
December 4  10am-noon
December 11  10am-noon

GroupWise Scheduling
(staff only)
November 15  2-3 PM
December 16  2-3 PM

PowerPoint for Windows
(Must know Windows!)
November 20  2-4 PM
December 5  2-4 PM
December 10  10am-noon

Software & Internet Overview
November 14  2-4 PM

Intro to Windows
November 13  10am-noon
December 5  10am-noon

Windows Tips & Tricks
November 18  noon-1 PM

Word for Windows
(Must know Windows!)
December 3  10am-noon
December 18  10am-noon

Word for WordPerfect Users
November 12  10am-noon
December 12  2-4 PM

Word Drop-In Sessions
Mail Merge
November 25  noon-1 PM
December 13  noon-1 PM
Macro

Virus Protection!
November 11  noon-1 PM

Electronic Mail (Pine)
December 9  noon-1 PM

World Wide Web (Searching)
November 6  noon-1 PM

Database Searching
MEDLINE
November 12  5-6 PM
POPLINE
November 19  5-6 PM

Grateful Med
December 4  2-4 PM

New Access to the PDQ (Physicians Data Query) Database

Because of software changes, access to PDQ, the full-text cancer treatment database from the National Cancer Institute, is no longer available through the HAL menu. PDQ is now available to GWUMC affiliates at one PC on the first floor of the Library (Station 10). Select option 2 from the Main Menu. It will also be available through the staff network, MedNET.

PDQ cancer information includes treatment information and standard therapy protocols, supportive care statements, screening/prevention statements, drug information, names and addresses of cancer specialists, and clinical trial information.

The PDQ database is updated monthly with new information. All materials included are reviewed by an editorial board of over 400 oncology experts.

Security Alert: Guard Your Valuables!

Two electronic organizers were lost recently in the Library. To date, neither has been recovered. Library staff would like to remind all users to be careful of any valuables they carry into the Library. Do not leave electronic organizers, laptops, wallets, purses or backpacks unattended on tables or in study rooms.

Library staff have also re-examined policies about items found in the Library. All items found will be logged, and those who claim lost items will need to sign for them. The Library will only keep items like books, notebooks, clothes and umbrellas. All valuables, including GWU ID’s, will be taken immediately to Ross Hall Security. The Library’s lost and found is located at the Circulation Desk. Items found will be kept for two months and then discarded if not claimed during this time period.

Spring 1997 Reserves

The Himmelfarb Library will be calling soon for items to be placed in the Reserve Collection for the Spring 1997 semester. Faculty will receive Reserve Information Packets in early December. For additional information, please call George Paul at 202/994-3682.
## Affiliation

<table>
<thead>
<tr>
<th>Affiliation</th>
<th>Interlibrary Loan</th>
<th>HPS</th>
<th>Loansome Dog</th>
<th>Self Service Copy</th>
<th>Membership</th>
</tr>
</thead>
<tbody>
<tr>
<td>GWUMC full-time, on-campus staff, faculty, fellows, residents...</td>
<td>free regular service; copay $4 for fax, $10 for express service</td>
<td>$4 regular service; $6 express service; $10 Gelman/Burns Service</td>
<td>$4 if library owns; free if ILL; copay $4 for fax, $10 for express service</td>
<td>$.07/page; Account 0 cards</td>
<td>not applicable</td>
</tr>
<tr>
<td>GWUMC part-time and adjunct faculty, mentors, etc.</td>
<td>$10 regular service; copay $4 for fax, $10 for express service</td>
<td>$4 regular service; $6 express service; $10 Gelman/Burns Service; $4 copay for long distance fax delivery</td>
<td>$4 if library owns; $10 if ILL; copay $4 for fax, $10 for express service</td>
<td>$.07/page; Account 0 cards</td>
<td>not applicable</td>
</tr>
<tr>
<td>GWUMC Alumni</td>
<td>$10 regular service; copay $4 for fax, $10 for express service</td>
<td>$4 regular service; $6 express service; $10 Gelman/Burns Service</td>
<td>$4 if library owns; free if ILL; copay $4 for fax, $10 for express service</td>
<td>$.07/page; Account 0 cards</td>
<td>not applicable</td>
</tr>
<tr>
<td>GWUMC Students</td>
<td>free regular service; copay $4 for fax, $10 for express service</td>
<td>$3 regular service; $5 express service; $10 Gelman/Burns Service; $3 copay for long distance fax delivery</td>
<td>$3 if library owns; free if ILL; copay $4 for fax, $10 for express service</td>
<td>$.07/page; Account 0 cards</td>
<td>not applicable</td>
</tr>
<tr>
<td>GWUMC Distance Education Students</td>
<td>$10 regular service; copay $4 for fax, $10 for express service; $4 copay for long distance fax delivery</td>
<td>$4 regular service; $6 express service; $10 Gelman/Burns Service; $4 copay for long distance fax delivery</td>
<td>$4 if library owns; $10 if ILL; copay $4 for fax, $10 for express service</td>
<td>$.07/page; Account 0 cards</td>
<td>not applicable</td>
</tr>
<tr>
<td>GWU Main campus faculty, students, staff</td>
<td>not available; refer to Gelman or Burns</td>
<td>$4 regular service; $6 express service; $10 Gelman/Burns Service; $4 copay for long distance fax delivery</td>
<td>$4 if library owns; free if ILL; copay $4 for fax, $10 for express service</td>
<td>$.07/page; Account 1 cards</td>
<td>not applicable</td>
</tr>
<tr>
<td>Licensed Health Professionals</td>
<td>$20 regular service; copay $4 for fax, $10 for express service</td>
<td>$20 regular service; express and Gelman /Burns service not available (refer to GLIS)</td>
<td>$10 if library owns; $20 if ILL; copay $4 for fax, $10 for express service</td>
<td>$.27/page; Account 2 cards; $.25/page for coin vend machines</td>
<td>$1500/year for affiliated fees and circulation (see rates for full-time GWUMC faculty and staff)</td>
</tr>
<tr>
<td>Corporate members</td>
<td>not available</td>
<td>$20 regular service; express and Gelman /Burns service not available (refer to GLIS)</td>
<td>$25 if library owns; ILL service not available; copay $4 for fax, $10 for express service</td>
<td>$.27/page; Account 2 cards; $.25/page for coin vend machines</td>
<td>$2500/year for affiliated fees (see rates for full-time GWUMC faculty and staff); no circulation not available</td>
</tr>
<tr>
<td>Non-affiliates</td>
<td>not available</td>
<td>$20 regular service; express and Gelman /Burns service not available (refer to GLIS)</td>
<td>$25 if library owns; ILL service not available; copay $4 for fax, $10 for express service</td>
<td>$.27/page; Account 2 cards; $.25/page for coin vend machines</td>
<td>not available</td>
</tr>
</tbody>
</table>

*Some services may be subject to DC tax. A $4 copayment will be added for long distance fax delivery.

**ILL/HPS Service Levels** (for more information see ILL and HPS order forms)

**Regular:** ILL’s processed at Himmelfarb within 24 hours. Supplying library sends by surface mail - allow 7-10 days for delivery. **HPS:** up to 5 articles delivered within 24 hours.

**Fax:** article delivered by fax from supplying library to Himmelfarb; usually available within 24 hours to six days. **Express:** ILL article obtained within 4 days of request. Co-payment waived if for emergency patient care (patient in hospital or patient visit within 4 hours). **HPS:** orders of more than five articles within 24 hours or less (orders of more than 20 articles not accepted for express).
Faculty Publications


E-6 Color Slide Film Processing
The Photography Department offers routine, same-day processing of all E-6 process color slide films. Rush processing (2 hours or 4 hours) is also available at no extra charge. The cost is always $0.50 per roll. Bring your film to our office on the 3rd floor of Ross Hall. If rush service is needed, please call us at 994-2904 and let us know when to expect your film so we can efficiently plan our processing runs.

Color and Black & White Print Film
Discount processing for color and black & white prints is also available. Kodak and Konica pick up film from our department each day. Each lab routinely sends double prints. Konica charges $5.99 for 24-exposure standard size prints. Other services include duplicate slides, reprints, and enlargements up to 20”x30”.

Film Purchasing
Biomedical Communications is now keeping a variety of Kodak films in stock for your use. Films are available in single rolls or 20 roll packs referred to as “bricks.” No more purchase orders or finding outside vendors for the film you need for your photomicrography, patient photography, specimen photography or other uses. We can add the charges to the accounts we already have for your other photographic work. Set up a new account or bring your checkbook. Call us for a list of films we are currently keeping in stock. If you would like us to stock a particular film, let us know.

Medical Illustration
Are you interested in surgical or anatomical drawings for textbooks, journals, slides, and poster presentations? Call 994-3621 for consultation.

Computer Slide Imaging
We image slides on both MAC and PC platforms. Create your own slides and then bring us your floppy disk. In most cases the slides will be in your hands the next day. Same day work is also available when needed. Unlike most service bureaus, we make the slides with the same software you used to create them. That provides two advantages. First, the results are more predictable. You are more likely to get back slides that look like what you saw on your computer screen. Second, we get a chance to review your slides to spot problems and contact you before your slides are made. That can save you time and money. Powerpoint and Persuasion seem to be the two most popular programs used by the Medical Center.

WEB Pages
Is it time for your department or division to advertise on the Web? Is it time for you to say who you are and what you do? A Web page can create your image and convey your critical information. Since the brochures we produced for you are already on disk, creating Web pages using these files adds speed and ease to the process. No need to start from scratch. But, we can also produce striking graphics for your page if you decide that’s all you need.

Desk Top Publishing
Have you ever seen our work? Take a look at the residency brochures for surgery, psychiatry, anesthesiology, otolaryngology, medicine, neurology; grand rounds posters; brochures, posters, flyers for the Breast Care Center; the marketing package for the future School of Public Health and Health Services. Bring your ideas to us and we will help you plan your printed materials within your allocated budgets.

Poster Sessions
The size of your exhibit space can vary but generally runs 4 feet by 4 feet, 4’ x 6’ or 4’ x 8’. Most conferences send out instruction sheets. Title banners are usually 42” long, but we can make them as long as 8 feet. In most cases, the longer they are the deeper they are, so you must take this into consideration when planning your title. Bring us your hard copy and floppy disk, and we will put together the best poster presentation for you.

Duplication
Look for new equipment to arrive before the end of the year. The Xerox Regal Color Copier is coming to Biomed. Copy Speed is 9 copies/minute for 8.5”x11”. This machine will take originals 8.5”x11”, 11”x17”, or files on disk. We will also have the Xerox 5950, which provides the same service as the work horse 5090 but with many additions. This machine will create booklets 8.5”x5.5” and 8.5”x11”. It will fold, stitch, and incorporate different kinds of paper in the same job. You will be able to use glossy and window covers for proposals, mylar tabs, paper tabs—all of this at the same speed as the old 5090. And of course, color copies can be incorporated into the job.
Library Hours

Thanksgiving and Winter Holiday Hours

The following are the Library's projected hours for the Fall Semester 1996 holidays. Signs advertising these hours will be placed at Library entrances the week before holiday hours go into effect.

Thanksgiving Hours:

Wednesday, 11/27/96                     7:30AM-6:00PM
Thursday-Friday, 11/28-29/96            Closed
Saturday, 11/30/96                      9:00AM-6:00PM
Sunday, 11/31/96                       Resume regular hours

Winter Holiday Hours:

Friday, 12/20/96                        7:30AM-8:00PM
Saturday-Sunday, 12/21-22/96           9:00AM-6:00PM
Monday, 12/23/96                       7:30AM-6:00PM
Tuesday-Wednesday, 12/24-25/96         Closed
Thursday-Friday, 12/26-27/96           7:30AM-6:00PM
Saturday-Sunday, 12/27-28/96           9:00AM-6:00PM
Monday, 12/29/96                       7:30AM-6:00PM
Tuesday-Wednesday, 12/30/96-1/1/97     Closed
Thursday, 1/2/97                        Resume regular hours

Call for Help!

AV Study Center 994-2856
Interlibrary Loan 994-2860
Reference Department 994-2850
Photocopy Service (HPS) 994-1831
Circulation 994-2962
Classroom/Display Services 994-2856

Mail box: halref@gwis2.circ.gwu.edu
Web page: http://library.gwumc.edu

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Photography 994-2904
Duplication 994-3860

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