

# Mannifest

The Albert R. Mann Library Newsletter

**INSIDE! Special TLC Insert!**

## Announcing Electronic Reserves

Mann Library will soon unveil electronic reserves, a new system that will change the way students and faculty use reserve services. Beginning in Fall '96, students will use computerized course reserve materials at networked workstations in the library building. Articles on electronic reserve will be accessible from most of the public access computers in Mann Library, where students will be presented with a reserve menu screen. This virtual equivalent to those big black binders (which have graced the reserve desk through several generations of students) will list reserve readings by course number and faculty name. Students will be able to browse through reserve lists online and retrieve an article for reading on the computer's screen. For a small fee (equivalent to the cost of photocopying), students will be able to send a print command to one of the library's high speed laser printers. A single article — or a whole packet of reserve readings — can be picked up when it is convenient for the student.

### *Students will no longer be forced to wait in line...*

Students will no longer be forced to wait in line to check out a reserve article or to photocopy it. They will not have to worry about reserve fines or articles being unavailable when they need them. Several students will be able to read the same article at different workstations, and they will need to spend less time at photocopiers.

Faculty will not have to supply multiple copies of articles for reserve use; one electronic copy is all that is required for the new system. Faculty and their support staff will be able to submit reserve material electronically to Mann Library. From the convenience of their desktops, faculty will be able to query the electronic reserve system and retrieve information about the status of items they have submitted to reserve. Usage statistics will also be available. The articles will be converted from the print format to Adobe PDF format using Adobe Acrobat Capture scanning software and digital scanners. For more information about electronic reserves, contact Howard Raskin at hbr1@cornell.edu or 255-5680.

—Howard Raskin

## Wait a Minute! Who Moved the Journal of Biological Chemistry?

While many Cornellians were out of town — and then trying to get back into town — in January, Mann staff were busy rearranging part of the library. Returning faculty and students may experience a moment of confusion when they first arrive on the second floor of Mann Library. All of the current periodicals, public access computers, and printed indexes have been relocated. These changes were motivated by the concern that noise from construction of the new library addition would be distracting and disruptive to current periodical users. In addition, access to and availability of computing resources on the second floor needed to be improved.

### •CURRENT PERIODICALS

To provide a quiet and pleasant reading area for current journals, we have moved the Current Periodicals Collection. The new Periodical Room (see illustration 1 on p. 2) is the space where our print indexes previously resided. It is the room featuring the portraits of nine CALS deans. This new location allows us to keep all of the titles closer together for easier access. It is also as far away as possible from building construction. It will also contain the microform collection and several microform readers. Just outside the door to the Periodical Room will be four photocopiers; close enough for ease of use with the collection but far enough away to lessen noise in the reading area.

### •COMPUTERS

We have also increased and upgraded the computers that are used to access the Mann Library Gateway, our CD-ROM network and the numerous other electronic resources that we support. We now have 56 publicly-accessible computers available. We will also be adding

(continued p. 2)

*When we remember we are all mad, the mysteries disappear and life stands explained.*

*Mark Twain*



## Who Moved (cont'd)

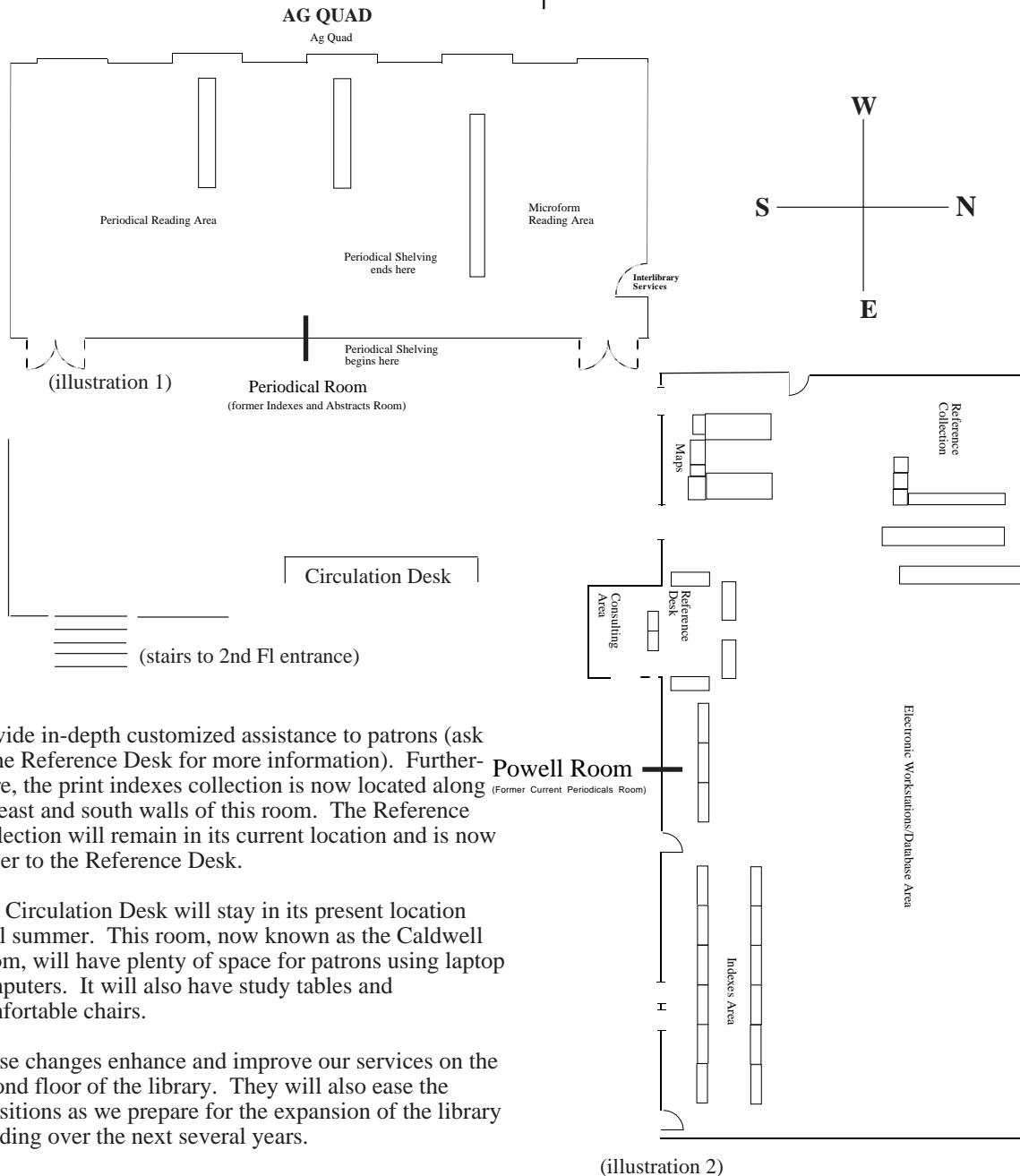
some special computers to provide access to GIS materials as well as to a braille printer and other enabling technologies. To make room for all these machines, we have moved all of the public-access microcomputers into the Powell Room (see illustration), where the Current Periodicals were previously located.

### •REFERENCE DESK

We have also moved the Reference Desk into this new location to support all these computers. The new location of the Reference Desk will feature a consulting area so that library staff members can more easily

## Construction: Good News!

The Mann Library building project has been reactivated. On January 16, the combined Mann Library Addition/Loading Dock project will appear in various publications -- including the Ithaca Journal -- as bids are solicited for construction. The SUNY Construction Fund, which manages this project, may award the contract by late February or early March.



provide in-depth customized assistance to patrons (ask at the Reference Desk for more information). Furthermore, the print indexes collection is now located along the east and south walls of this room. The Reference Collection will remain in its current location and is now closer to the Reference Desk.

The Circulation Desk will stay in its present location until summer. This room, now known as the Caldwell Room, will have plenty of space for patrons using laptop computers. It will also have study tables and comfortable chairs.

These changes enhance and improve our services on the second floor of the library. They will also ease the transitions as we prepare for the expansion of the library building over the next several years.

—Tom Turner



## Free Computer Workshops at Mann Library - Spring 1996

Mann Library workshops are provided free to the Cornell community. Registration is required. Please note prerequisites and attendance limits. Register using our Web-based form available at [http://www.mannlib.cornell.edu/workshops/spring\\_reg.html](http://www.mannlib.cornell.edu/workshops/spring_reg.html), email us at [mann\\_ref@cornell.edu](mailto:mann_ref@cornell.edu), or call the Reference Desk at 255-5406.

### ***Introduction to the Gateway***

Become familiar with the Mann Library Gateway, a collection of hundreds of databases and helpful services. Learn how to select the right database, search for your term paper or thesis, find helpful tutorials and user-guides, and browse our new bookshelf. (Limited to 19 participants)

\*Jan 24 10:10-11:00    Feb 1 11:15-12:05  
\*Jan 25 12:20-1:10    Feb 13 10:10-11:00

### ***Introduction to Literature Searching***

Prerequisite: Introduction to the Gateway or prior experience. Find journal articles using the Mann World-Wide Web Gateway. Learn how to choose the right database, enter keywords, and do an author and title search using the following databases: BIOSIS, Agricola, Periodical Abstracts, ERIC, and ABI Inform. This is a hands-on class for those who have little or no experience with searching databases. (Limited to 19 participants)

\*Jan 30 10:10-11:00    \*Feb 14 12:20-1:10

### ***Surfing the Internet on the World-Wide Web***

Prerequisite: Microsoft Windows or Macintosh experience. A hands-on workshop exploring the World-Wide Web—a part of the Internet renowned for its multimedia capabilities. Learn how to navigate using hypertext, search for interesting and useful resources, and build your own set of electronic bookmarks. (Limited to 19 participants)

Jan 31 9:05-9:55    \*Feb 21 9:05-9:55  
\*Feb 7 12:20-1:10    Mar 8 1:25-2:15  
Feb 15 11:15-12:05    \*Mar 12 10:10-11:00

### ***MS Word Basics***

Prerequisite: Microsoft Windows or Macintosh experience. This hands-on, basic word processing workshop is designed to prepare you for term paper writing. You will learn how to create, save, print, and use basic word processing features. (Limited to 19 participants)

\*Feb 6 10:10-11:00    Mar 5 2:30-3:20

### ***Design Your Own Web Page***

Prerequisite: Microsoft Windows or Macintosh experience. Create your own Web page. Learn the elements of Hypertext Markup Language (HTML), work with images, and link your page to other resources on the Internet. Bring your own IBM formatted, high density (1.4MB, 3.5") diskette to class. Preview our class tutorial. (Limited to 19 participants)

\*Feb 16 10:10-12:05    Mar 27 2:30-4:25  
Feb 22 2:30-4:25    \*Apr 9 10:10-12:05  
\*Mar 14 9:05-11:00    Apr 18 9:05-11:00

### ***MS Word for Dissertations and Theses***

Prerequisite: MS Word Basics or prior word processing experience. An advanced word processing class designed for graduate students. Learn advanced features to use when writing your thesis or dissertation. This class will cover page numbering, sections, styles, tables, footnotes and more. (Limited to 10 participants)

\*Mar 26 9:05-10:30    Apr 11 2:30-4:00

### ***Excel Spreadsheets Basics***

Prerequisite: Microsoft Windows or Macintosh experience. Create simple spreadsheets with Microsoft Excel. Learn to navigate between cells; enter, copy and edit data; design simple functions; and create graphs. (Limited to 19 participants)

\*Feb 27 9:05-10:30    Mar 13 1:25-2:55

### ***Managing Your References Using EndNote***

Prerequisite: Microsoft Windows or Macintosh experience. Manage your own database of references using EndNote for Windows, which allows you to download references from Gateway and other sources and to create your own bibliographies. (Limited to 19 participants)

Feb 28 1:25-2:55    \*Mar 28 10:10-11:40

### ***Microsoft Windows and the Macintosh***

Take a short computer tutorial that will familiarize you with the ins and outs of Microsoft Windows or the Macintosh computer. Inquire at the Stone Microcomputer Center desk at any time.

Mann Library now has a Macintosh lab called 'Stone 2'. Located off the foyer (1st floor Mann Library), Stone 2 allows us to offer a selection of classes taught on Macintosh computers. Our first microcomputer center, now called 'Stone 1', will continue to offer workshops using newly purchased PCs.

**\*Asterisk denotes classes held in Stone 1; the rest of the classes will be held in Stone 2.**

**Mannifest**, a publication of the Albert R. Mann Library, Cornell University, Ithaca, NY, is delivered to faculty and departmental offices of the College of Agriculture and Life Sciences, the College of Human Ecology, the Division of Biological Sciences, and the Division of Nutritional Sciences. It is also sent to Cooperative Extension personnel state-wide and institutional members of the United States Agricultural Information Network. If you wish to be added to the mailing list, please complete this form:

**Please put me on the mailing list for *Mannifest***

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Return to: Lisa Dayton, Public Services Division, Mann Library, Cornell University, Ithaca, New York, 14853,  
or send email to [lld2@cornell.edu](mailto:lld2@cornell.edu).

We welcome suggestions for future articles about information access, management, technology, and services in the fields of agriculture, biology, human ecology, and nutrition.

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***TO:***



Mann Library is pleased to announce the creation of a new resource for the faculty of CALS and Human Ecology. The Technologies for Learning Center (or just TLC) is a design and development lab open to faculty and their assistants for use in the creation of computer based instructional materials. We would like to use this space to acquaint you with the services offered by the TLC and answer a few common questions.

## TLC at a Glance

### Administrator:

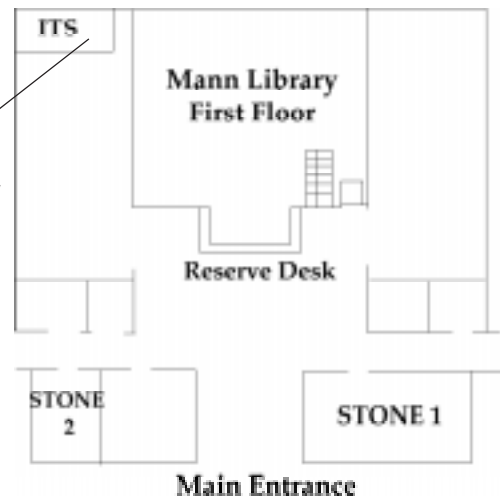
Ben Trelease  
 bwt4@cornell.edu      **Technologies for Learning Center**

**Phone:** 255-4608

**Email:** mann\_tlc@cornell.edu

**WWW:** <http://tlc.mannlib.cornell.edu>

**Hours:** Monday-Friday, 8-5



## Why the TLC?

Mann library has long held a commitment to instructional support. During the past couple of years, a lot of attention has been focused on emerging computer-based technologies and their role in instruction. A good example of this is the almost explosive growth of the World Wide Web (WWW). Faculty mem-

bers at Cornell and at other institutions are realizing the enormous potential the Web holds for instruction and are eagerly exploring ways to bring this technology into their classrooms.

Mann has responded to this new demand by offering instruction on the Web and Web-development and by making available a server which faculty can use to store

and deliver their instructional materials. We quickly realized however that these would not be enough.

Creating materials for the WWW requires more than just a knowledge of HTML. Faculty need access to hi-tech equipment in order to translate existing materials such as slides, photographs, movies or sound recordings into a format distributable via

computers. Even more importantly, faculty also need access to knowledgeable people who can assist them in every stage of developing their instructional projects - from design all the way through delivery. In addition, many faculty members would like to take advantage of non-Web technologies and need a place to go where they can experiment and get expert advice. Mann library decided to create the Technologies for Learning Center in order to fulfill all of these needs.

### **What types of hardware and software will I find in the TLC?**

The TLC is a fully equipped instructional design lab. Our facilities include:

- Support for Macintosh, Windows, and UNIX platforms
- High-resolution color flatbed and slide scanners
- Audio and video digitizing capabilities
- A high-speed CD-ROM mastering unit
- Image and sound manipulation software
- Multimedia authoring and presentation software
- Short and long-term storage space for appropriate projects

### **What types of consultation services do you offer?**

Individualized assistance is provided to you throughout your projects life-cycle. At Mann, we pride ourselves on our reputation as experts in information management and delivery and we are pleased to be able to share our experience with you. In particular, we can assist you in such areas as:

- Multimedia project development
- Web-site design
- Selecting technologies and delivery systems appropriate for your project
- Assistance with a variety of delivery systems: WWW, CD-ROM, and use of servers maintained by Mann
- Scanning of slides, photographs or other artwork
- Image manipulation
- Adding sound or video to your project
- Access to Mann's staff of expert information professionals

### **Who can use the TLC?**

The TLC is open and available to any faculty member who wishes to develop or needs assistance developing computer based instructional materials. We also welcome faculty assistants in the TLC as long as they are working on instructional materials in conjunction with a faculty member.

### **What are your hours?**

The TLC is open from 8:00am to 5:00pm, Monday through Friday. We suggest calling first before visiting us to ensure that someone will be available to answer your questions.

### **Where is the TLC?**

The TLC is located at the on Mann's main floor at the east end of the McCay reading room within the space of the library's Information Technology Section (ITS). Please see the map on the other side.

**We hope to see you in the TLC soon!**