INFO.*

CUNY+ Developments

During the summer of 1993, CUNY+, the book catalog of CUNY, was enhanced. At the present time, CUNY+ has three databases:

- DPAC (for books owned by the Libraries of the City University of New York);
- DPER (an index to articles in periodicals);
- DNEW (an index to articles in newspapers)

All three databases are accessed in a similar manner:

- a=last name,first name (if looking for a particular author)
- t=title (if the title is known)
- s=subject (when a particular subject is desired; only defined subject headings are accepted with the s= command)
- k=keyword (which enables the user to search by words that occur in many of the fields of a record. This command can be used in DPAC to specify books owned by York College by entering k=keyword and yc. This searching is often recommended).

When using CUNY+, remember:

- Use the ENTER key, not the RETURN (Bent arrow) key;
- If the terminal you are using gets stuck, depress the RESET key.

In addition to CUNY+, York's Library has INFOTRAC, which offers an additional searching tool for locating information from periodical literature and newspapers. Using INFOTRAC is not identical to using CUNY+. All directions for the use of INFOTRAC are on screen. **If you have any trouble using CUNY+or InfoTrac, or would like any further information please consult with one of the librarians.**

Library Equipment

The Library has acquired a Reading Edge machine, which will make it possible for the visually impaired to hear printed text spoken to them. The machine accepts printed material in most textual fonts and sizes, and has several reading voices to choose from. The device also allows the user to adjust the tone and speed of each of the reading voices.

The equipment can be useful not only to those who have a visual impairment, though priority will be given to those with a visual impairment. In addition, the device may be useful to those who want to hear English spoken.

To use this device, please go to the Current Periodicals Desk, on the H-wing of the third floor of the Library. Only individuals with a valid York College identification card will be permitted to use this device.

To make an appointment for instruction on the use of this machine, please contact the Chief Librarian at extension 2025.

Asian Room

In the Fall 1993 semester, the College is establishing an Asian Study Room in the Library. The grand opening will be at the end of October: watch for it!

Suggestion Box

As a result of the Library Users Survey conducted in the Fall 1992 semester, the Library has established a suggestion box. All students, faculty, and staff are encouraged to make suggestions on Library services, and the Library will attempt to respond to these suggestions. We would appreciate having all suggestions signed.

The suggestion box is located on the Circulation Desk (G-Wing third floor of the Library). Though individual responses will not be possible, the Library is establishing a response board on the G-wing third floor where responses will be posted. It is hoped that Library service will be improved with your suggestions and cooperation.

Library Words to Know

In order to use the York College or any other Library more effectively, it is important to know certain words. Libraries in the United States may be different from those in other parts of the world. This is the first in a series of columns on Library Words to Know.

Abstract: An abstract is a short summary of an article from a journal. Alternatively, an abstract can be an index to journal articles that provides a citation along with a summary of the article.

Author: The person who is given credit for having written a book or article. There may be more than one author for a particular book. In some cases, an organization may be given credit for authoring a book or article.

Bibliography: A list of the sources consulted when doing research. Alternatively, a bibliography is a publication that consists of a list of books and articles on a particular subject.

Call Number: The call number is the location symbol and organizing method for books in the Library. Each book has a unique call number. At York, the call number consists of letter(s) followed by numbers. To find a particular book, it is necessary to have the complete call number. When using the card catalog, the call number is in the upper left hand corner of the card. When using CUNY+, the call number is toward the bottom of the screen in the center.

Citation: A citation contains the complete bibliographic information about an item including the author, title, and source of publication. Consult with a style manual to determine what information is needed for a particular type of citation.

Index: An index is a list of subjects discussed in a book. Alternatively, it is a list of journal articles arranged by author and subject. An index is similar to an abstract, except that it does not contain summaries of the contents of the articles.
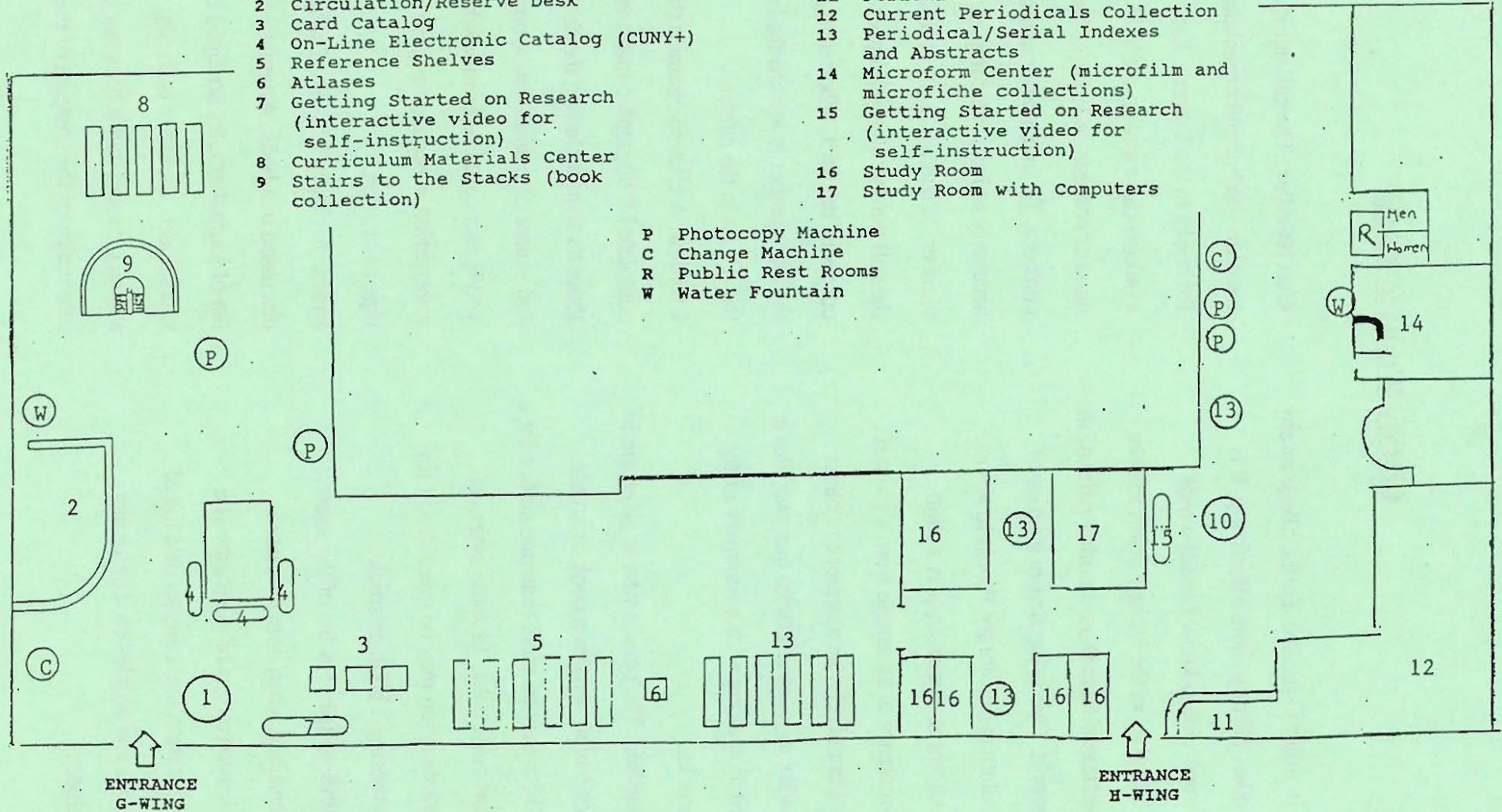
YORK COLLEGE LIBRARY
THIRD FLOOR

G-WING

1 Librarian's Desk (Reference)
2 Circulation/Reserve Desk
3 Card Catalog
4 On-Line Electronic Catalog (CUNY+)
5 Reference Shelves
6 Atlases
7 Getting Started on Research
   (interactive video for
   self-instruction)
8 Curriculum Materials Center
9 Stairs to the Stacks (book
   collection)

H-WING

10 Librarian's Desk (Periodicals)
11 Periodicals Desk
12 Current Periodicals Collection
13 Periodical/Serial Indexes
   and Abstracts
14 Microform Center (microfilm and
   microfiche collections)
15 Getting Started on Research
   (interactive video for
   self-instruction)
16 Study Room
17 Study Room with Computers

P Photocopy Machine
C Change Machine
R Public Rest Rooms
W Water Fountain

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ENTRANCE
G-WING

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12

ENTRANCE
H-WING

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Faculty Insert

The Newsletter of the Library of York College

Fall 1993

INTERNET

Using the INTERNET is something that many faculty are interested in learning. The Library has placed several documents on reserve to aid the novice as well as the experienced INTERNET user. Among these documents are:

- User's Guide to Electronic Mail
- Network Knowledge for the Neophyte
- FYI on Questions and Answers: Answers to Commonly asked "New Internet User" Questions
- Hitchhiker's Guide to the Internet
- Internet Connections
- Mining the Internet
- Surfing the Internet
- Using the Internet
- Library Resources on the Internet
- New User's Guide to Useful and Unique Resources on the Internet (Version 2.2)

Journals in the Library

At the present time, the library is conducting a major study of how journals are used in the Library. A number of journals have been identified that have not been used between 1986 and 1992. With increasing competition for shrinking Library dollars the continued subscription to these journals must be questioned. Furthermore, the Library's access to interlibrary loans makes the occasional use of a journal less inconvenient.

Of course, before journal subscriptions are canceled, department chairpersons will be consulted. Please be sure that your department chairperson discusses such Library issues with you at your regular department meetings. And be certain to fill out periodicals usage slips when using any journal in the Library to ensure that such usage is recorded for future studies.

CUNY+ on the VAX

CUNY+ is available to all faculty who have access to the York College Vax machine. To connect to CUNY+, simply log on as always. At the VAX prompt, type UCC to connect to the university computer. Choose m for

VTAM. Then choose CUNY+ from the on-screen menu.

Certain CUNY+ databases will require you to furnish your social security number. All faculty social security numbers are in the CUNY+ database, and all faculty will be permitted to use all the CUNY+ databases.

As always, CUNY+ is available on a direct dial basis. See a previous edition of INFO.* for complete details on direct dial access to CUNY+.

Of course, if you have any trouble, please feel free to contact R. Machalow at 2025.

Bibliographic Instruction

Classroom faculty have in recent years been asked to conduct their own Library tours due to the limited number of Library faculty and the need to staff the two Reference Desks to provide direct assistance to students. Given the increased specialization and automation of Library resources such as CUNY+, CD-ROMs and the interactive videodisk, as an experiment during the Fall 1993 semester, the Library faculty will <u>aid</u> faculty conducting their own tours in two parts of the Library:

- G-wing reference desk, where the Librarian will instruct students as to the uses of the CUNY+ terminals and the card catalog;

- H-wing reference desk, where the Librarian will instruct students as to the uses of the CD-ROM stations. Please note that providing individualized assistance to Library users is a priority for the Library faculty. Since a faculty member will be accompanying his/her class, it will be the responsibility of the faculty member who brought the class to conduct the entire tour if the Reference desk is busy. As always, please schedule all tours with Bob Machalow (2025).

Textbooks in the Library

As many faculty already know, the Library is unable to purchase a Library copy of textbooks used in courses. The estimated cost of $30,000 per semester, arrived at with the assistance of the manager of the York College Bookstore, is far beyond the budget of the Library. Students have requested that to assist them textbooks be available in the Library. It is hoped that to aid in retention, faculty place a desk copy of textbooks used in courses in the Library for students to use on Reserve. Reserve policies and procedures can be discussed with Elizabeth Tilyou (2033).