BiblioFiles

Feature Article
LIT Unveils New ILLINET Online System

For over a decade, ILLINET Online, our online catalog, has enabled us to search the holdings of our library and the holdings of all libraries in the ILCSO consortium, and has also provided us with the ability to charge out items from any member institution.

Today, the ILLINET Online system, which was developed in-house at the University of Illinois Champaign-Urbana, is still reasonably functional, but relies on hardware and software which is rapidly becoming obsolete.

A preview of the new ILLINET Online Catalog.

Following a thorough needs assessment and evaluation of alternatives, the ILCSO consortium decided to purchase a commercially-produced system from one of the leading vendors of client/server library systems, Data Research Associates (DRA). DRA is used in hundreds of academic and public libraries throughout the nation. UCLA and Harvard University are two of DRA's larger academic customers. On August 18, 1998, the old ILLINET Online system was quietly retired and the new DRA version of ILLINET Online was unveiled.

With its unique design and flexibility, DRA brings many advantages to the new ILLINET Online system. Various DRA modules such as the circulation and reserve modules (called CIRCLE), the

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Office of Library & Information Technology

Lake Forest College
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From the Director

Welcome back! All of us in LIT hope you had a good summer and are rested and ready for the upcoming semester. The staff in LIT have been working very hard the past several months on a variety of new and ongoing projects.

We're pleased to have this opportunity to provide you with an update on some of the changes and projects we have been working on.

Introducing the new people

First of all, I'm very pleased to announce the addition of four new staff members who joined LIT over the summer. Jai Ragoo, Hardware Support Specialist; Nicholas Ritter, Assistant Network Administrator; Anne Kale, Technical Services Assistant – Acquisitions; and Diane Snedden, Academic Technology Specialist, all began working for us this sum-

mer. More information about Jai, Nick, Anne, and Diane appears later in this newsletter.

New administration system

By now, I'm sure that most of you are aware that the College is in the process of implementing a new integrated information system. This project has received a lot of our attention over the past several months. This new system, developed by CMDS, is replacing our old, homegrown, labor-intensive administrative system.

The implementation of a system of this size and complexity is never easy, and ours has certainly not been without its problems. We are confident, however, that in CMDS we have a system which will enable the admin-

LIT Liaisons and Contacts

Administrative Departments

Alumni/Development	Anchalee Hocharoen (5110)
Admissions	Vince Costa (5115)
Athletic Department	Nick Ritter (5112)
Business Office	Vince Costa (5115)
Dean of the College	Marylin Bell (5114)
Dean of the Faculty	Marylin Bell (5114)
Facilities Management	Gene Shin (5119)
Financial Aid	Marylin Bell (5114)
Marketing and Communications	Nick Ritter (5112)
President's Office	Marylin Bell (5114)

Academic Departments

Humanities (except History & Music)	Valerie Archambeau (5116) Melinda Dermody (5063)
Music	David Levinson (5059)
Social Sciences and History	Diane Snedden (5113) John Brandt (5066)
Natural and Mathematical Sciences	Marylin Bell (5114) Vanaja Menon (5057)

Contacts for Specific Services

Archives and Special Collections	Art Miller (5064)
Audio Visual Services	Mary Moss (5058)
Book Acquisitions	Anne Kale (5060)
Circulation (overdues, etc.)	Karen Ludlow (5061)
Computer Hardware Purchases	Linda Mathiesen (6220)
Computer Supplies	Jan LePak (5120)
Interlibrary Loan	Susan Cloud (5062)
LFBBS	Diane Snedden (5113)
Periodicals	Rita Koller (5065)
Reference Desk	5074
Software Licensing	Diane Snedden (5113)
Switchboard & Computer Supplies	Jan LePak (5120)
Telecommunications	Linda Mathiesen (6220)
Web Authoring	Valerie Archambeau (5116)

DRA (cont'd from page 1)

cataloguing module (NETCAT), and the Information Gateway for the public access catalog, all provide vast improvements over the old system. The new system features pull-down menus which allow you to easily navigate from screen to screen with fewer keystrokes. When you want to initiate a remote charge for a book from another library, you no longer have to specify which library you wish to borrow it from. The system automatically does that for you. The result will be the same — the book you request will be delivered to our library — but then it will actually be checked out through our circulation department, not the library from which the book came. You will no longer be using your social security number when you request to borrow a book, but rather the barcode number on your college ID card.

The DRA circulation module is much easier for our circulation staff to use. Please note that the new system will not allow the staff to charge out items to anyone who does not have a valid ID card. You will also need your ID if you wish to use items that are in Closed Reserve. The new catalog will allow you to look up all the items charged out under your name and produce a printout of this list if desired. The new reserve module enables you to view all materials placed on reserve for a particular course, and you can search for this information by the instructor's name or the course number.

Our staff in technical services are excited about the improvements DRA offers as well. With the old ILLINET Online system, it would often take more than two weeks for newly-cataloged materials to appear in the online catalog. With the new system, newly-acquired materials can be on the shelf without delay.

The new DRA version of ILLINET Online will continue to develop and improve over the coming months. In the near future, a web version of the new ILLINET Online will be complete and ready. This will be more sophisticated than the current telnet version that we will be using this semester. If you'd like to take a look at the web version, you can follow the link from Library's homepage or point your browser directly to: http://pac.ilcso.uiuc.edu. When you try it, please bear in mind that this is still a work in progress. When completed, it will be extremely powerful and it will enable simultaneous searching of multiple databases. We will have several search guides available for your convenience. Watch for their arrival in your mailboxes or stop by and pick one up in Donnelley.

TechTips

New ILLINET Online Tips

How to connect

Telnet
1. From on campus, open a **Telnet** program.
   Examples of Telnet programs include NCSA Telnet, Better Telnet, QVT Telnet and TeraTerm.
2. Select **Open Connection** from the **File** menu and type the following address in the box: **pac.ilcso.uiuc.edu**

Through the Web
1. Connect to the Library's home page http://www.lib.lfc.edu
2. Select Online Catalog from the Library's home page.
   A Telnet program should open and connect to ILLINET Online. If a telnet program does not open, your Netscape Preferences must be set to open a telnet program upon request. Call one of your LIT Liaisons for assistance.

Dial in from home
1. Open your communication software.
2. Dial into the following phone number: **735-6200.**
3. From the menu, select **5** for ILLINET Online.

Your Library ID Number and Pin Number

- Your **Library User ID** is the **14 digit barcode number on your LFC ID card**.
- This entire barcode ID number is needed to perform a variety of necessary functions.
- Your **Pin number** is the last **4 digits of your social security number**.
- The Pin number is needed (in addition to the barcode user ID) to check Borrower Information.
- At the login menu, login with your Library ID barcode number rather than logging in as a Guest.
- The ID number allows you to search the Lake Forest College Library collection as well as other libraries. It also allows you to request and order books from another library.
- If you login as Guest, you will not be able to do these and other functions.

How to request a book from another library
1. Ordering a book from another library is called "Requesting" in the new system.
2. Do a search and if you don't find what you need at LFC, select **Limit** from the **Find** menu.
3. At the next screen, select **L** to change Location.
4. From the following list, select **None** to remove the limit of LFC as a location and press **Enter** for **OK** at the next box.
5. Select the desired item from the new list of choices.
6. When the item is on the screen, select **Request** from the

Options menu
7. When the box opens up, type in you library user ID number and press **Enter.**
8. Press **Enter** to Save the search and the following message will indicate completion.

How to get borrower Information
1. The new ILLINET allows you to check the status of your library account, which means that you can see what books you have checked out or requested and what fines you owe.
2. At any time, select **Borrower Info** from the **Options** menu.
3. The next menu provides these options: Items Checked Out, Requests, Fines, and Change Pin
4. Select one of these choices and a box asking for your ID and Pin will appear.
5. Type your 14 digit barcode number from your LFC ID in the ID line and the last 4 digits of your social security number in the PIN line.
6. You borrower information will appear.

Voicemail Shortcuts

Quick call back
When you are listening to your Voicemail messages, you can call back your on-campus colleagues with a touch of a button.

1. Navigate to the message of the person you wish to call. (You do not need to be listening to the message for this feature to work).
2. Press "9" on the key pad. The system then dials the number of the extension that left the Voicemail message.

This feature does not work with off-campus numbers.

Forwarding messages to Voicemail
There are times when you need to concentrate on a project, and may wish to avoid interruptions. For these occasions, you can forward your incoming calls directly to your Voicemail.

1. Press the "Forward" button on your hand set. The LCD display will flash.
2. To forward your message to Voicemail, dial 6245 (which spells M-A-I-L). (You can also dial any on-campus number you wish to forward your messages to.)
3. Press the "Forward" button again. The LCD display will disappear. Your calls are now forwarded.
4. To disengage call forwarding, press the "Forward" button once.
5. To reinstate forwarding to the same number, press the "Forward" button twice.

TechTips

Computing Tips

Customizing your toolbars in Microsoft Office

Buttons and drop-down lists on the shortcut toolbars are convenient, but the standard versions may not contain all the commands you frequently use in your work. Microsoft Office 97 and Mac Office 98 allow you to customize your toolbar for your personal work habits.

1. Click on the **View** menu and navigate to **Toolbars**, then select **Customize**.
2. Click the **Commands** tab, then click the category containing the command you want in the "Categories" box (for a menu, click the "Built-in-Menu" category).
3. Drag the command or menu you want from the "Commands box" to a toolbar of your choice.
4. Your selected command will appear on the toolbar in the form of a button.

Sharing files with colleagues

It is not uncommon to want to share your files with colleagues. However, many times the version, application, or platform (Macintosh / PC) of the two computers involved do not match. You may be running WordPerfect 3.0 on your Mac and she is running Microsoft Word 97 on Windows 95. In many cases you will still be able to share files. When doing so, keep the following points in mind:

- A beginning tip: if you are switching between file types, it is a good idea to first make a backup copy of your original file.
- Generally, Macs will read PC (IBM) floppies, but PC computers will not read Mac-formatted floppy disks. Therefore, use PC-formatted disks when transferring files between platforms.
- In order to share files with someone, you it is helpful to know the application (WordPerfect vs. Word), version (3.0 vs. 5.0), and platform (Mac / PC) of the two computers involved. New versions can read older versions, but not vice-versa.

When saving files to a new format:
1. Use the **Save As** command from the **File** menu. In the box directly beneath the file name there is the "Save As Type" box. Click on the drop-down arrow on the right to see the list of alternative formats.
2. If you are not sure which program your colleague is using, select "Rich Text Format" for word processors (a universally-readable format) or "Text (tab delimited)" for an Excel or Quattro Pro files.
3. After you select the file type, specify a location to save to (such as the Desktop, or the floppy drive), and click on **Save**.

Help us help you

When you call your LIT liaison, please be ready to give the following information about your problem:

- Platform of your computer (PC or Macintosh)
- Operating system (Mac 0S 7.5.1, Windows 3.1, Win95)
- If you are having a printing problem, tell us the model and manufacturer of the printer.
- Your extension and your office and or room location.
- Whether or not the problem is occurring in only one application or across many different applications.
- How long the problem has persisted.
- If a problem is occurring intermittently, begin a record of what, when, and how the problem occurs and presents itself. Write down any error messages displayed on the screen.

Simple quick fixes

- Save what you can of your work, close the application, exit or quit and then try opening the document from within the application after you start the application again.
- Try rebooting your computer and turning the printer off and then on again to see if the problem can fix itself when the computer or printer reinitializes.
- Check the plugs.

Win 95 secrets

- Explore the use of your right mouse button and you will find many shortcuts. For example, in Microsoft Word, if you right click on a word with a red underline, a menu will appear with alternate spellings. Right click after you select a file icon and you will be given the opportunity to cut and paste.
- Ready to shut down and stop working? In many applications, you can save time by using the **Close All** command instead of closing the documents one by one. Hold down your SHIFT key and pull down the **File** menu. Where the Close command normally appears, you'll see the **Close All** command. Click **Close All**, and all open documents will close. You will be prompted to save any changes to documents before they're closed.

Selection / highlighting tips in MS Word

Tired of straining your eyes to position the insertion point in exactly the right place when selecting and highlighting text for editing?

1. Position the cursor anywhere within a word and double click to select the entire word.
2. If you would like to select the word next to what you have already highlighted, hold your shift key down and position the cursor anywhere within the word you would like to select, then click. Now you should have two contiguous words selected. This works for selecting contiguous icons as well.
3. Click in the left-hand margin next to a line to highlight the entire line.
4. Double-click anywhere in the left-hand margin next to a paragraph to highlight the entire paragraph.
5. Triple-click in the left-hand margin anywhere in the document and the entire document will be selected.

Introducing the New Faces in LIT

Sarah Drehobl
Administrative Assistant

Our new Administrative Assistant is a familiar face at Lake Forest College, as Sarah Drehobl is a 1997 graduate with a degree in English Literature.

After working for years as a student assistant, we are happy to welcome Sarah back as a permanent staff member. Among many other responsibilities, Sarah oversees access to the Donnelley Room (immediately to your right as you enter Donnelley Library). Here patrons can view materials previously requested from our Special Collections.

If the catalog ever says "Treasure Room" or "Special Collections," stop by Sarah's window and fill out a request form. The material will be available for viewing in the Donnelley Room within one business day.

Nick Ritter
Assistant Network Administrator

Nick Ritter comes to the Lake Forest College from a position maintaining the network and computer systems at the Country Day School.

As our new Assistant Network Administrator, Nick will help maintain network operations, support faculty and staff computers, and support the Lake Forest Internet Consortium. (The Consortium consists of schools and the city government offices in Lake Forest that receive their connection to the Internet from Lake Forest College.)

A local resident, Nick graduated from Lake Forest High School, has attended Ripon College (a fellow-ACM school), and has studied programming and interactive media at the International Academy of Merchandising and Design.

Anne Kale
Technical Services
Assistant - Acquisitions

Many of you already know Anne Kale, as she worked as an evening and Saturday Circulation Supervisor from 1995 until last Spring. Anne is now our Technical Services Assistant for Acquisitions. (Technical Services orders, receives, catalogs, and processes new books, getting them ready for the shelves.)

Departmental liaisons to the library should contact Anne to place orders for new books, compact discs, and videos.

Diane Snedden
Academic Technology Specialist

This summer, Diane Snedden joined us as

Nick Ritter, Jai Ragoo, Diane Snedden, and Sarah Drehobl (Anne Kale – not pictured).

an Academic Technology Specialist. Previously, she was Technology Coordinator for the Antioch schools. She is pursuing a Master's degree in Educational Technology from National Louis University, to add to her studies at Grinnell College and her degree in Journalism from Northwestern.

Diane will coordinate support for the Faculty's information technology needs, including teaching workshops, providing software support, and troubleshooting computer problems. She will be involved in introducing new software applications to the faculty, and is available for individual faculty training. She will oversee the licensing of software for the campus and the management of the LFBBS system. Liaisons from appropriate academic departments should contact Diane regarding their IT needs.

Jai Ragoo
Hardware Support Specialist

This summer saw a much appreciated increase in the number of LIT staff with the creation of a new position, a Hardware Support Specialist. Formerly a student assistant, Jai Ragoo became a permanent staff member this summer filling this new position. As a student, Jai is a National Champion Handball player while majoring in both Computer Science and Business. While a member of the LIT staff, Jai will work on "tool belt" issues, helping maintain the vast array of computer hardware on campus.

LIT Events

Library Workshops

Learn more about ILLINET Online.

Monday, Sept.7-4:00 p.m.
Tuesday, Sept. 8-12:00 noon
Thursday, Sept. 10-10:00 a.m.
Monday, Sept. 14- 4:00 p.m.
Tuesday, Sept. 15- 12:00 noon
Thursday, Sept. 17-10:00 a.m.

All Library workshops will be in the Language Lab of Donnelley Library.

Look for announcements of upcoming workshops on searching FirstSearch, Ovid and other Library databases.

IT Seminars

Watch your email for more information on these upcoming computing workshops:

Making Windows 95 Work for You
Using Microsoft Word
Introduction to Microsoft Excel
Using Netscape Mail
Searching the World Wide Web
Web Page Authoring

Faculty Workshops

Dates to be announced
ILLINET Online
Web Course in a Box
Desktop Management
Netscape: Creating Student Mailing Lists
Product Demos

What's New in Library and Information Technology

LIT has added a number of new resources over the past few months. Here is a sampling:

Ethnic Newswatch

This is a database of full text articles from ethnic and minority newspapers and magazines published across the United States. It provides an ethnic view of most academic disciplines and subjects. **Available:** In the library on the Reference area computer workstations.

Lexis-Nexis Academic Universe

This database provides full text documents from wire services, newspapers and magazines from around the world. In addition, legal, academic, financial, and government information can be found. **Available:** On campus through the Library's web page www.lib.lfc.edu/databases/kn-dbs.html

MLA Bibliography

MLA Bibliography is the primary index source for literature, linguistics, and folklore studies. It provides citations to articles and other publications from over 4000 journals and series published worldwide. **Available:** On campus through the Library's web page www.lib.lfc.edu/databases/arts.html

PsycInfo

This is an American Psychological Association database that covers professional and academic literature in psychology and related disciplines. PsycInfo is an improvement over the previously available PsycLit because it covers a longer period of time, includes more resources and is accessible from computers on and off campus. **Available:** On and off campus through the Library's web page www.lib.lfc.edu/ovid/

Web Course in a Box

This spring LIT introduced a new online service, Web Course in a Box (WCB). WCB provides instructors with easy-to-use tools to create online material for their classes. Without knowing how to upload a file or type a single line of HTML code, instructors can produce discussion forums, class announcements, class schedules, and even testing instruments for their students.

One of WCB new features, the discussion forum, creates a Web area for students to respond to questions posted by the instructor. WCB also features a "Quiz Builder" for online multiple choice or short answer tests, which are then graded automatically.

For more information, or to set up an account, contact Valerie Archambeau at x5116 or via email at varchambeau@lfc.edu ◆

Director, (cont'd from page 1)

istrative departments to work more efficiently through the sharing of data, and will also bring us into compliance with Year 2000 issues.

New online catalog system

Not to be outdone in the systems implementation business, the library staff has spent a good portion of their summer implementing a new library system. The Illinois Library Computer Systems Organization (ILCSO), of which we and approximately 47 other academic libraries are members, recognized several years ago that the old ILLINET Online system was in need of replacement.

Following a thorough evaluation process, ILCSO selected a system designed by Data Research Associates. DRA has been in the library automation business for nearly two decades and has placed systems in hundreds of academic and public libraries throughout the world. The new DRA system will continue to evolve and improve over the coming months, and we are confident that you will find it to be more user friendly and powerful than the old ILLINET Online system.

Interestingly enough, when it came time to choose a new name for the new DRA system, no one could think of anything better than ILLINET Online. So while the system will be very different, the name will stay the same. We will be offering several IO training workshops in the coming weeks. A schedule of these workshops can be found in this newsletter and on the Library's web page: http://www.lib.lfc.edu

Library renovation

Many of you have asked about progress on the library renovation project. As you may recall, an architectural and engineering review of the building was completed early last spring by the Chicago architectural firm of Weese Langley Weese.

The architects concluded that the building is indeed structurally sound and could accommodate a renovation and expansion that would meet the requirements of the library building program. Since last spring, a master planning firm, Spillman Farmer, has been working with the administration to study the long-range architectural and space needs of the College.

At this point and time, it has been decided that the renovation and expansion of Donnelley should be done in concert with a planned renovation of the Commons. Under such a plan, the two newly renovated facilities will relate to each other architecturally and programmatically.

Revised liaison list

Finally, I'd like to call your attention to the liaison list included in this edition of the newsletter. We've incorporated many of your suggestions in an effort to improve the services that we offer.

Please keep in mind that you should contact your liaison for assistance with any type of hardware, software, or library-related issues. Your liaison may not be the person who ultimately addresses your need, but s/he is responsible for ensuring that your request is addressed and for keeping you advised of the status of your request. I also encourage you to make note of the schedule of upcoming workshops that are being offered by LIT staff. We have a number of interesting and useful workshops planned for you this fall.

Please accept our best wishes for a successful fall semester. ◆