BiblioFiles

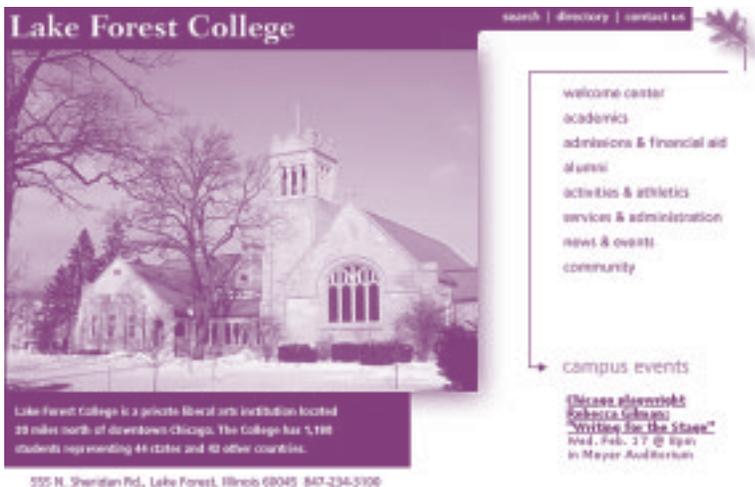**Feature Article**

New College Web Site Offers New Online Services

After a year of planning and restructuring, designing and coding, Lake Forest College has a new web site (www.lfc.edu). The result of hundreds of hours of work, the new site is designed to serve the needs of campus users as well as the thousands of visitors that access Lake Forest College information.

The new Lake Forest College pages boast a host of new features, most noticeable of which is the strong visual appearance of the site. Each month, a new home page graphic will highlight a different aspect of the beauty of our campus. Less frequently, the interior graphics will also change to add variety to the second level of the site.

One popular service implemented with the new web site is the Online Directory (accessible via the title bar on the top of every page) containing contact information for students, faculty, staff, and participating alumni. Much like the annual paper directory in its format, the Online Directory has

The new home page boasts a new online directory, improved design and interface for easy navigation, and information on campus events.

the advantage in that it can accommodate changes and additions all year round (please let us know if you notice information that needs updating). Faculty members can look up student email addresses, box numbers, and home information. For privacy reasons, requests from outside the College will receive only a student's email address, graduation year, and web address (if applicable).   **(see *Web*, page 2)**

THIS ISSUE:

Office of Library & Information Technology

Lake Forest College
555 N. Sheridan Road
Lake Forest, IL 60045

From the Director

Y2K at LFC: An Overview of the Issues

Robert Frost had it all wrong. When it comes to the end of the world, it's not a question of fire or ice, it's Y2K. At least that's what some of the Year 2000 doomsayers would have you believe.

By now you are probably well aware of the origin of the Y2K problem. A seemingly insignificant computer programming convention in which software was written to accept only two digits as day, month, and year indicators (i.e. dd/mm/yy), has turned out to be, in fact, quite significant. When calendars roll over to 01/01/00, some computers and microprocessors will have difficulty determining what to make of a year ending with the digits "00." Is it 2000 or 1900? No one really knows for sure how our lives will be affected next January.

It's most likely that we will experience some inconveniences due to the Y2K bug, but they probably aren't going to be so serious that you should start converting all of your assets into Krugerrands and begin making plans to move into a cave in the hills.

Lake Forest College has been working on its Year 2000 plans for over eighteen months. Our key administrative system, the system that keeps track of such things as registration, grades, student billing, and payroll, is a newly-developed system that is fully Y2K compliant. Our new library system, DRA, is also compliant. In addition, all hardware and software purchased by LIT within the last two years (with the possible exception of Windows 95, compliant with some "mi-
(see *Y2K*, page 6)

LIT Liaisons and Contacts

Spring 1999

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	David Levinson (5059)
Financial Aid	Marylin Bell (5114)
Marketing and Communications	David Levinson (5059)
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)

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)

Web (cont'd from page 1)

The new web pages contain a number of details to help visitors access campus information. At the bottom of every page we have added a drop-down menu listing all of the main areas of the site. To jump from one area (for instance, "Academics") to another ("News and Events"), click on the desired location in the drop-down menu. We have also added a title bar at the top of all pages that indicate the area of the site currently accessed. This bar also contains links to our College search page, directories, contact page, and home page.
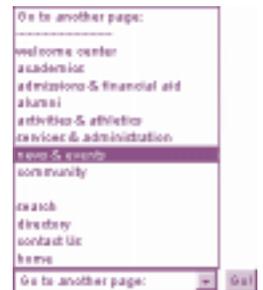
News and Events is another new area of the site, maintained by the Office of Marketing and Communications (OMC). Online versions of LFC publications like the *Spectrum* and *Spector* are now available from this area.

We have also expanded the Community area of the site, providing information on local restaurants, movie theaters, and cultural opportunities in the Lake Forest area as well as in Chicago.

Work is now beginning on a new campus tour, which will include video clips, 360-degree panoramas of the campus, and supplementary information. Suggestions for this project are welcome.

The updated web site represents a 14 month effort with various committees working on the new design, organization, and policies for the new site. Student web assistants provided invaluable service, working with the design and assisting a number of departments in creating and updating pages.

The Web Committee views the unveiling of the new site as Phase 1 of the implementation. In Phase 2, programs will be developed to ensure the ongoing vitality of the site. LIT intends to set up a number of services to keep the information on the web fresh and dynamic. Part of this entails tailoring a level of support that fits the needs of individual departments and offices.

LIT is seeking a Web Contact in each department to help coordinate the maintenance of that department's site. We are also planning a series of workshops to assist our contacts in the creation and upkeep of their pages.

TechTips

More ILLINET Online Tips

Renewing a Book

Books can easily be renewed online.

1. Click the **Options** menu and select **Borrower Information**.
2. From the next menu, select **Items Checked Out**.

3. In the ID line, type the 14 digit barcode number.
4. In the PIN line, type the last 4 digits of your social security number.
5. From the list, select the number of the book you want to renew and press **Enter**.
6. Type **Y** for yes, when asked if you'd like to renew the book, then press **Enter**.
7. The new due date will be reflected in the **Items Checked Out** list.

Checking Borrower Information

In addition to renewing items, **Borrower Information** allows access to other information.

1. To see if you have accrued any fines, click on the **Options** menu, select **Borrower Information**, and then select **Fines**.
2. The **Requests** option in **Borrower Information** displays any book requests that you have recently placed.
3. Finally, the **Change Pin** option allows you to change your Pin number to something other than the last 4 digits of your social security number.

Things To Remember About Ordering Books

- In order to request books from other libraries, you must log in with your Library ID number (14 digit barcode number).
- If you log in as **Guest**, you will not be given the choice to request a book from another Library.
- It is not necessary to specify a school – the system will select the school.

Emailing Records

You can send item records to yourself through email:

1. From the results list, select **Mark Citations** from the **Options** menu.
2. In the box, type the numbers of the books that you want to email then press **Enter**.
3. Select **Citation Manager** from the **Options** menu, and then select **Procedures**.
4. From the next menu, select **Mail Records**.
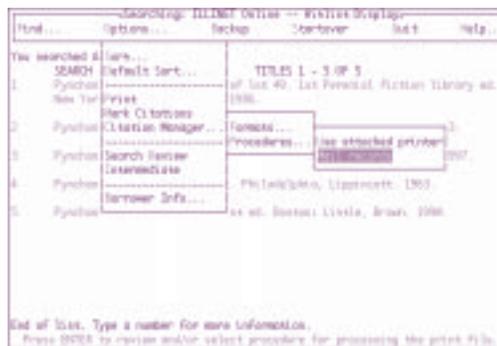
5. At the next screen, type your email address at the **Email Address** prompt and press **Enter**.
6. The records will be emailed immediately, and you will receive no further notification.

Voicemail Shortcuts

Using Express Messaging

The Express Messaging service allows you to access a person's voicemail box directly.

1. Dial 6246 (on campus) or 735-6246 (off campus).
2. When asked, enter the extension ("mailbox") of the person for whom you are leaving a message.
3. Press the number sign (#).
4. Leave your message, then hang up.

You can only leave messages for one person at a time using Express Messaging.

Forwarding a Message in Voicemail

1. Access the message you wish to forward.
2. Dial 73.
3. Enter the extension of the person or persons for whom you are forwarding the message. If you are forwarding to more than one person, separate the extensions with the number sign (#); end the list with an additional number sign.
4. If you wish, press 5 to leave a brief message explaining the nature of the mail you are forwarding; press the number sign when you are finished recording.
5. To send the message, dial 79. (If you change your mind and wish to cancel, dial 76.)

TechTips

Computing Tips

Using Mathematical Expressions in MS Word

Would you like to put a mathematical expression into a word-processing document? With Office 97 (PC) or Office 98 (Mac) you can embed various types of information from Office Tools, a set of helper applications. In this example, we will be inserting an equation, but clip art, graphs, or organizational charts may also be inserted with other Office Tools. To use the Office Tools:

1. In your active document, place the insertion point where you would like your object to appear.
2. Click on the **Insert** menu, then select **Object.** This makes the "Object Selection List" window appear**.**
3. Click on the **Create New** tab.
4. Select **Microsoft Equation** from the list in your window, and click **OK**. Microsoft's Equation Editor toolbar appears with various equation buttons. A box with handles will also appear. This will be the working area that is "embedded" into your document.
5. Enter your equation by clicking on the appropriate buttons on the equation toolbar and using numeric keys.
6. Exit the "editing mode" of Microsoft Equation by clicking anywhere outside the embedded equation window. The handles of the box will disappear, indicating that you have exited Microsoft Equation.

Note that when you move your mouse pointer over the embedded object, crosshatch arrows appear. If you click on the object, the handles reappear and the object can be moved. If you wish to further edit your equation, you must double click over the object to activate your Equation Editor Tools.

Take Control in MS Office

Tools: Options: Spelling and Grammar Menu

Do you get annoyed by the red and green squiggly lines Word places underneath your words? You can customize how the Spell Check works. To change the Spell and Grammar Check options,
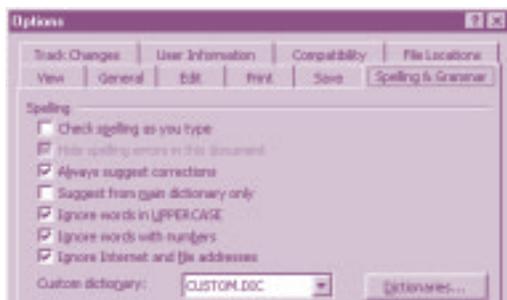
click on the **Tools** menu, then select **O p t i o n s** (Windows) or **Preferences** (Mac). Click the **Spelling & Grammar** tab. Check and uncheck

boxes to turn off and on features such as "Check spelling/grammar as you type." You can also ask the spell check to ignore words in UPPERCASE and Internet addresses.

Tools: Options: Save Menu

The **Save** tab in the **Options** Window (or **Preferences** window for Mac) allows you to specify AutoRecovery and other save features. LIT recommends unchecking the "Allow fast saves" option, since Fast Saves can occasionally cause file corruption.

LIT recommends that you activate "AutoRecovery" for every 5-10 minutes. The AutoRecovery saves a temporary file, in the event of a power failure or crash.

Typically, when the AutoRecover feature is turned on, Word automatically opens any recovered documents when you restart Word after a power failure or similar problem. However, if Word did not automatically open the recovery file, you can manually open it. By default, the file is located in the Temp folder, which in turn, is in the Windows folder. Please note:

• AutoRecover is not a replacement for regularly saving your documents, because the recovery file is deleted when you save or close a document.
• When Word automatically opens a recovery file, the recovered file is deleted if you choose not to save the file.

Tool: Options: Compatibility

To use this feature, follow these steps:

1. Click on the **Tools** menu, and select **Options** (Windows) or **Preferences** (Mac), then click the **Compatibility** tab.
2. In the "Recommended Options For" box, click the file format of the file you are working with. Select **Custom** to specify individual options.
3. In the **Options** box, select the options you want.

Note: Changing the options affects only the display of a document while you're working with it in Word. It does not permanently change any formatting in the document.

Is Your Word Software Too Bossy?

Customize the pesky AutoCorrect feature! Click on the **Tools** menu and select **AutoCorrect**. You will find four tabs of options available: A u t o C o r r e c t , AutoFormat As You Type, AutoText, and Auto Format.

If Word is putting capital letters where you do not need them, click on the **AutoCorrect** tab, then turn off features such as "Capitalize the first letter of sentences." Do you dislike the way Word inserts numbers (or bullets) in front of your lists? Click on the **AutoFormat As You Type** tab and deselect "Automatic numbered (bulleted) lists."

Fond Adieus and Bienvenu

We in the Office of Library and Information Technology are accustomed to dealing with rapid change. This semester, those skills will come in handy as two valued staff members leave us to take on new challenges. They will be missed, and those of us remaining, with the help of new staff, will strive to fill the void they have left.

On February 26th, the Lake Forest College Library reluctantly but fondly bid adieu to Vanaja Menon, Associate College Librarian. Vanaja has accepted a position as Assistant Director for Public Services at the University of Wisconsin-Milwaukee.

Her many long years of dedicated service began in 1986 as an acquisitions and technical services assistant. While working full-time, she completed her Master's Degree in Library Science at the University of Chicago in 1989, and was subsequently promoted to Assistant Librarian. She has served as the Associate College Librarian since 1992. Her dedication to service and, most especially, her valued role as a colleague and friend will be greatly missed.

Upon Vanaja's departure, Melinda Dermody assumes the position of Head of Public Services. Melinda will continue as a Reference Librarian while coordinating the Library's Circulation, Interlibrary Loan, and Reference services.

In a development which has caused a considerable reassignment of professional re-

Vanaja and Gene (not pictured) will be missed.

sources, Gene Shin's last day as Network Administrator was December 31st, 1998. Nick Ritter and David Levinson now coordinate campus network services.

David also remains responsible for library computing as Systems Librarian. John Brandt, in addition to managing Government Documents, is moving downstairs in the Library to take over supervision of the Library's Technical Services. Corinne (Cory) Stevens completes this round of musical chairs by joining the Library staff, taking over John's Reference duties upstairs.

Cory begins her appointment as a Reference Librarian on March 8th, 1999. Cory received her Bachelor's degree from Pace University in New York, and her Master of Library Science degree from the University of Texas-Austin. For the last five years, she has served as a Catalog Librarian at Williams College in Williams, Massachusetts. In addition to providing reference service, Cory will lend her considerable experience and expertise to the Library's cataloging efforts.

In other professional development news, Library Serials Supervisor Rita Koller received her Master of Library Science degree from Dominican University in January. While working full-time managing all of the Library's periodical acquisitions and processing, Rita has earned both her Bachelor's and Master's degrees, taking one or two courses at a time. We are very proud of her hard work and commendable accomplishments. ◆

Welcome, Cory!

What's New in Library and Information Technology

Trend of Full Text Databases

Although there are notable exceptions, the majority of Library index resources are now available as electronic databases. The current trend for these databases is to provide the full text of the entire article rather than a simple citation. Of the 60 plus databases available at Lake Forest College, over a dozen provide full text articles.

In addition to being very convenient and useful for Library users, full text databases enhance the Library's collection in a variety of ways. One of the main benefits of full text databases is that they expand the Library's periodical collection. An article that LFC does not own would normally be ordered through Interlibrary Loan. However, if that article is available in a full text database, it is instantly accessible. The Library has compiled a list of the journals available in full text databases at: www.lib.lfc.edu/fulltext/index.html

Additionally, many journals are now being published in both print and electronic format. For instance, *Diacritics,* an academic journal on literary criticism, is available in an online version through Project Muse (described below). Also, numerous resources that were formerly available only in print, such as some key government documents, can now be found online.

While useful for a variety of reasons, this full text trend also raises some concerns for Libraries. Students often confuse these databases, for which the Library pays a large subscription fee, with the free resources found on the web. Most of this confusion is caused by the fact that although the Library's "for-charge" databases are available *through* the web, these databases are accessible only to LFC users. Many students mistakenly see the Library's databases and the web as one in the same.

The main problem with this misunderstanding is that the resources available through the Library's full text and other databases are much more reliable sources of information than many web pages, which can literally be published by anyone. Evaluation skills are essential in selecting resources on the web, while using resources from Library databases eliminates some of the evaluative guesswork involved in research.

Another concern is that once students learn about full text databases, they often will use a full text database whether or not it is the best source for their research. Many of the full text databases are "general topic" in nature, which is appropriate for some research. However, some in-depth research requires more comprehensive subject-specific databases (examples: PsycInfo and MLA) and many students are unwilling to use any subject-spe-

cific database if it is not full text. Physically locating an article in the Library is much less convenient than printing the article from the computer, but the added effort is rewarded with better, relevant resources.

Finally, with students' easy access to complete, downloadable articles, plagiarism is a concern for many professors. LFC Librarians are available to assist professors in determining whether or not a paper has been copied from a full text databases or the web. Librarians also welcome the opportunity to provide Library research instruction sessions if professors find that their students' sources are inadequate, or leaning too heavily on full text, web, or other non-book sources.

Project Muse

The Library has recently purchased a subscription to Project Muse, a service providing web-based access to over 40 journals
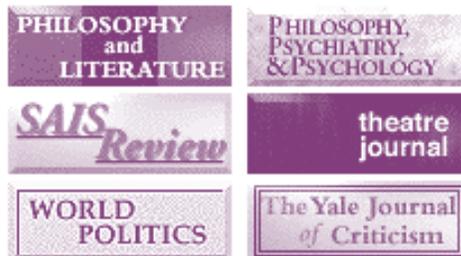
These journals are just a few of the many available from Project Muse.

published by Johns Hopkins University Press. Most of the journals, which cover the Humanities, Social Sciences, and Mathematics, begin coverage around 1996. The full text of these articles includes all illustrations, tables of contents, bibliographies, citations, and endnotes. Keyword and boolean searches are available for all of the journals in the database. Project Muse is accessible from any campus-networked computer. To access Project Muse, go to: www.lib.lfc.edu/muse/

Office Hours for Faculty

Diane Snedden will hold office hours Monday, Wednesday, and Friday from 12:00-1:00 p.m. to help faculty and staff struggling with new technology. Drop by her office in Johnson room 175B and she will assist you. You can also set up an appointment by calling x5113. Scanning and color printing will also be available.

Y2K is On Its Way, (cont'd from page 1)

nor issues") is also compliant. Some older software being used by individuals may have to be upgraded or replaced. We do have Y2K compliant versions of all software programs supported by LIT, and will be recommending that those faculty and staff presently using older software update over the coming months.

At present we are in the process of testing the BIOS (Basic Input Output System) on College-owned PCs to identify and resolve potential Y2K problems. We know that some PCs have BIOS programs that will interpret January 1, 2000 as January 1, 1900. The first time these computers are powered up after January 1, 2000, DOS or Windows will attempt to rectify the date discrepancy by resetting the date to January 4, 1980, the earliest date the computer

can recognize. This scenario has the potential to create conflicts with date sensitive software. As we encounter potential BIOS problems, we will correct them either through a software patch, BIOS upgrade, or in some cases, replacement of the machine.

A task force is coordinating a campus wide Y2K effort that is in the process of identifying all of the key vendors and systems used by the various campus departments. All vendors will be contacted and asked to provide assurance that their business is Y2K compliant. This is being done to minimize any potential disruption in the provision of mission-critical goods and services to the College and to ensure that the campus environment remains safe and comfortable for all of us.