NEW AND INTRODUCING...
...new and used databases for faculty...
...new in the TRC...
...new multi-monitor display...
...new books and media...
...new Technology Fellow...
and...
...Carmen Ifkovits...
...Esteban Reyes...
...Tonja Brice...

TIPS AND FAQ's FOR FACULTY...
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WHAT'S NEW IN LIT?

Updates | Databases | Multi-monitor | New Fellow | People

NEW BOOKS & MEDIA:

LIBRARY HOLDINGS UPDATES

Please visit our New Books & Media List was recently updated to show all additions to the Library collection during 2005 and 2006. to see what we added to the collection in the past two years. Keep an eye out for a “New Books” button in the Library Catalog that will list new titles in real time, as soon as they are cataloged.

Our DVD & Video List has also been updated. In addition to being online, a printed copy will be upstairs next to the DVDs and videos, so you won’t have to try to guess which call number area will have a particular title.

NEW AND USED DATABASES

TRIAL DATABASES: GET 'EM WHILE YOU CAN
Do you have a journal article that is going to be difficult to retrieve? Maybe it is available via a Trial Database. For example, through March 10th we have access to AnthroSource, and through January we have Pro & Con Online, which has teaching resources. These trial databases cannot be linked to our journals search, so must be checked separately for content.

WorldCat Dissertations allows searching for complete citations and availability of all dissertations and theses cataloged in OCLC, the database shared by academic and other larger libraries worldwide.

Try, for example, searching Hotchkiss, Eugene by author to discover that six libraries hold his thesis from Cornell: Jacob Gould Schurman and the Cornell tradition, and so it could be requested via interlibrary loan, unlike most dissertations and theses that are only held by the publishing institution's library.

Disserations available at only one library can be purchased for about $32 via UMI's Dissertation Express online. The College is not affiliated with UMI.

Contact your library liaison or call the Reference Desk (x5074) for assistance with WorldCatDissertations or other databases.

The Chronicle of Higher Education
You may now access the Chronicle of Higher Education directly from its website, either while on campus, or, when off campus, via the VPN or from the databases page with your ID barcode number.

Also for Faculty, EBSCO's Professional Development database has scholarly articles on higher education, for example, on quantitative literacy.

One More Database: Info To Go, formerly only in print, is now online. Info To Go is a monthly update on Internet news and information resources for educators and information professionals. Check it out.

New Multi-Monitor Display
Coming soon to the atrium of the Library... read more
NEW FACES

Several new members of the LIT team arrived during the Fall 2006 semester.
Carmen in the Library
Esteban in Networking
Tonja in Database Programming
WHAT'S NEW IN THE TRC?

Over the Winter Break in the Brown Technology Resource Center (TRC) LIT staff and student employees worked to upgrade software, equipment, and operating systems. With six pcs, three Macs, and various scanners — including feed and slide/film scanners — the TRC is well-equipped for editing and burning audio, image, and video projects. Several seats of Adobe's Creative Suite and Studio 8 have been purchased along with advanced versions of Acrobat and OmniPage for scanning.

Not sure what these programs can do? With the new upgrades nearly complete, Academic Technology Specialist Donnie Sendelbach, who manages the TRC, is working with student staff to create training documentation for most software programs and to standardize policies and procedures for a smoother operation of the Center where creative ideas can become digitized.

The TRC was created as a training center with specialized programs and equipment for faculty, staff, and students. The guiding philosophy is that TRC staff train individuals on how to use software and equipment, so that these individuals can create their own projects with help on hand if needed. Student staff member Alex Monahov '10 noted that people often leave the TRC "amazed at what they're able to do here."

Faculty with media-based class projects, especially those involving video, are encouraged to send the TRC manager information on the project — including a syllabus and assignment handout — so that adequate staffing can be arranged to help students meet their deadlines. Those creating video projects are encouraged to check out digital still and video cameras from Media Services (x5070) since the TRC computers have already been set up to handle these cameras.

Thanks go to Don Martin, Peter Lynn, and Kenneth Finch '07 for their efforts in upgrading the computers as well as Levi Paul '09, Oleg Buldakov '09 and Mithaq Vahedi '08 for their drafting of numerous handouts in addition to assisting with the upgrades during the Winter Break.
Future plans for the TRC include the creation of an informational web site in addition to holding an open house for the campus. Keep an eye open for announcements on the open house later this semester!
NEW TECHNOLOGY IN THE LIBRARY

In the highest of high definition, a multi-monitor display will soon grace the atrium of the Donnelley and Lee Library. A single HD TV screen of the same total size would typically have a resolution of 1280 x 720, whereas this new LIT creation has a resolution of 2560 x 2048.

Hisham Petry, Senior Network Administrator, replicated similar displays that he had seen on other campuses. He envisions the assembly as a medium to exhibit student art work. A single image spans four monitors, moving in a circular pattern so that the divisions between the four 19-inch monitors do not break up any part of the picture for more than a moment.

In addition to being used to display digital student art, the multi-monitor display will be used to provide information about campus events and about new technologies in the Library. Content for the display will be provided through Leadership and Community Involvement (x5210).

The multi-monitor display is currently undergoing beta testing Hisham Petry and Esteban Reyes’s office in Room 026 of the library.
NITLE (National Institute for Technology in the Liberal Arts) recently launched its Technology Fellow Program, in which Donnie Sendelbach became one of the four first-round technology fellows. For this nationwide competition, Sendelbach sent in an application to work in social software, including pedagogical uses of blogs, wikis, and other online communication tools. As a technology fellow, she will be giving workshops on social software at Lake Forest College and other campuses of NITLE institutions. Be sure to look for announcements on such workshops later this year.

Donnie is an Academic Technology Assistant in LIT at Lake Forest College, and she is manager of the Brown Technology Resource Center (TRC).

For more information on the program, see the Technology Fellows page on the NITLE website.
CARMEN: OUR NEWEST LIBRARIAN

Carmen has joined the Reference Department staff, stepping into the gap left by Rebecca Miller's departure and is Library Liaison to the departments of Chemistry, History, English, Communications, and Foreign Languages & Literature. When teaching research strategies and techniques, she encourages students to break complex processes into steps to make them more manageable and automatic.

Carmen can be found in Room 105 of the Donnelley and Lee Library, and may be reached at x5063 or via ifkovits@lakeforest.edu
ESTEBAN REYES JOINS THE LIT TEAM

Esteban Reyes (right), joined Hisham Petry (left), in August to form LIT’s network administration team. Hisham has been with Lake Forest College for almost two years, serving as Network Administrator. Hisham and Esteban are responsible for the day-to-day maintenance of the network and the implementation of new network products and services.

Esteban was raised in the high desert mountains of Mexico, in the state of Jalisco. He and his wife, Ana, now live in McHenry and are expecting a baby girl in April. He has a degree in Telecommunications with a minor in Business from Roosevelt University. Prior to coming to Lake Forest College, Esteban was employed as a systems administrator for a printing company.

One current project the network team is executing at the request of the Athletic Department is the live video streaming of campus sports events over the Internet. Esteban and Hisham are happy to talk with you about your ideas for improving campus network services. You can find them in Room 026 on the lower level of the Library, call them at x5119, or contact them by email: reyes@lakeforest.edu or petry@lakeforest.edu.
We are pleased to introduce Tonja Brice, a Programmer/Analyst, who has filled the position recently vacated by Vince Costa. She is managing databases for the Mail Room and Writing Center, and will be assuming responsibility for the administration of the Admissions database and Jenzabar, the student information system, the services of which she hopes to expand.

Tonja grew up in Tucson, Arizona and obtained an undergraduate degree in Accounting at the University of Louisiana at Monroe. She then earned a Masters in Information Technology from American Intercontinental University in Atlanta. While there she also worked in the University's corporate offices in IT. She came to us from the Information Technology department at Trinity International University in nearby Deerfield. She is currently working toward another graduate degree from that institution.

Tonja has certification and expertise in Microsoft Access, Word, and Excel. If you stop by Tonja’s office (Room 024 in the Lower Level of the Library) you will likely hear strains of classical music such as Rachmaninov or Shostakovich. You can also reach her by x5115 or via brice@lakeforest.edu
DO YOU HAVE A VIRTUAL PRIVATE NETWORK?
A VPN allows your computer to be "on-campus" when it is physically "off-campus."
Read about the benefits of the VPN and how you can have it.

SENDING ATTACHMENTS VIA WEBMAIL
If you are unable to send attachments via Webmail, use the VPN (see above), or, you can also use: https://webmail.lakeforest.edu instead of: http://webmail.lakeforest.edu
The use of https is particularly useful if you are accessing your email from a public computer off-campus.

TECHNOLOGY TRAINING COURSES
Faculty, wish you had a firmer grasp on some aspect of Moodle or Excel? Take a one-shot course here on campus.
Go to http://lfctraining.webexone.com and login with the username: "training" and the password: "lakeforest" to see times and dates and to enroll.
Contact Connie Corso for more information.

WHO CAN HELP
Here is a rundown on who can help with some of your FAQs.
**I NEED THAT FILE**

**WHAT IS A VPN?**

A VPN allows your computer to be "on-campus" when it is physically "off-campus."

First introduced to the Lake Forest campus in the spring of 2005, the VPN was widely implemented in the fall of 2006. Though no longer required for on-campus wireless access, it is still the key to accessing your files remotely.

Faculty, students, and staff can choose to download the software to a home computer or laptop in order to easily access online journals, research databases, Moodle, and personal files stored on the College server, all while off-campus.

Many faculty and commuter students who frequently do research from off-campus prefer the VPN software to using passwords and barcode numbers for authentication. The VPN also provides an extra layer of security to your connection. You are strongly advised to use the VPN when connecting wirelessly to the Internet, especially when working on a wireless network in a public area or on wireless networks provided by merchants in places such as coffee shops, restaurants, or hotels.

And, the VPN allows users to work on documents without having to back up files on a jump drive or via email.

**SO YOU LEFT IT AT THE COLLEGE.**

No problem.

Once you have the VPN software installed* on your computer, you can access your networked files from home.

Follow the simple steps below if you have a PC running Windows XP and the VPN set up.

1. Open the "My Computer" window.
2. Click: Tools > Map Network Drive
3. In the Folder box, type:
\dfs\username\ (students would enter: \dfs\students\username\)

4. Click the link for "Connect using a different user name."
   Type your username and password.

5. Click Finish.

As with the installation and set-up of VPN, you will only need to Map to the Network Drive the first time you access it from a computer.

On a Mac:
1. With the Finder activated, hold down the Apple Command key, and strike the K key.
2. Enter this address:
   smb://dfs\service.lakeforest.edu
3. Enter your username and password

If you need further assistance with setting up or using the VPN software or accessing your networked files, just call the Help Desk at x3456, and a friendly voice will talk you through the process.

For passwords or additional help with subscription databases or journals, call the Library at x5074 and a Reference Librarian will be happy to assist.
**WHO CAN HELP?**

**FACULTY FAQ's ABOUT...**

- Interlibrary Loan
- Journal Articles
- Labs & Computer Classrooms
- Library Instruction
- Photocopiers
- Printers and Printing
- Reserves
- Videos, DVDs, and CDs
- Other Questions

See Also: A more comprehensive list of Library Services

**INTERLIBRARY LOAN (ILL) — BUT WHAT ABOUT THIS BOOK [OR ARTICLE]?**

Books not available via the via the I-Share catalog or journal articles not available in the Library may be requested by submitting online Interlibrary Loan forms.

Article requests may take anywhere from a few days to 3 weeks, depending upon the lending institution.

Reference Librarians (x5074) can help you with this process and show you how to check on the status of a request.

For requests that involve special circumstances, contact Susan Cloud (x5062).

**A JOURNAL ARTICLE — DOES THE LIBRARY HAVE IT? HOW CAN I GET IT?**

If you have a citation to an article, go to the Library Home Page and click on Journals.
to search for the title of the journal. Follow the links to either online access, the Library catalog record for the journal (indicating at the bottom which years the Library holds), or an Interlibrary Loan form.

As an alternative to interlibrary loan, and if you have transportation, you may search for the Journal Title in WorldCat to see which "Libraries Worldwide" (beginning with those in Illinois) own the Journal and which years are owned.

Any Reference Librarian (x5074) can help you further, perhaps by recommending databases to locate more journal articles on your topic.

**Labs & Computer Classrooms — Can I use that room with the computers?**

There are four computer classrooms in the library. Faculty may reserve a room by contacting Linda Day of Leadership and Community Involvement at x5210. Contact Karen Blocker (x6218) for additional equipment set-up in these rooms or for equipment training. For interruption of network services in these labs, call the Help Desk (x3456).

**Library Instruction for a Class — Can someone show my class how to use the databases for research?**

Contact your Library Liaison for an instructional session covering research skills and techniques, plagiarism issues, etc. See the *À la carte Menu of Library Instruction Topics* for a list of suggested presentations and an estimate of time to allow for a session.

**Printers and Printing — Can my student employee print for me in the Library? Where do I get more toner?**

If you have a networked printer, contact Jill Zwicke (x5068) for toners and repairs. For immediate re-routing of print jobs to a working printer, contact the Help Desk (x3456).

For special printing accounts in the Library (Richter scholars, Linking & Learning, etc.) see Jill Zwicke in Room 129 (x5068).

**Photocopying — There’s a sign over the copier?**

The library provides access to photocopy machines. As the large-print signs indicate, you may ask the Lab & Copier Assistant (at the desk in the 24-hour computer lab) for help with paper, jams, or toner issues. For a more direct line to those responsible for the machines, contact Deb Koopman (x5082) at Visual Communications.
For special photocopying accounts in the Library (Richter scholars, Linking & Learning, etc.) see Jill Zwicke in Room 129 (x5068).

RESERVE MATERIALS — CAN I PUT THIS CHAPTER ON RESERVE FOR MY CLASS?

If you are an instructor and wish to place material on Reserve for students to use at the library, please bring the items to the Circulation Desk. All Reserve items must be used in the library, and a Lake Forest College ID must be left at the desk while they are in use.

Copyright laws and policies must be observed when placing items on Reserve.

Plan ahead. Make arrangements for Reserve items a semester ahead of time, if possible.

For further questions about Reserves, contact Alie Smit (x5061).
For further questions about copyright, contact Cory Stevens (x5072).
To obtain specific items for reserve, contact your Library Liaison.

VIDEOS, DVDs, AND CDs — WHERE ARE THEY? DO WE HAVE THIS ONE?

Lake Forest College faculty, staff and students may check out videos and DVDs (located on Level 2 in the Library), but CDs (housed in non-public area of the Lower Level) must still be used in the Library.

Search the catalog for media materials owned by the library, or browse the newly updated DVD and Video List, using the browser's Edit - Find command to locate a particular title or author keyword.

OTHER QUESTIONS?

Use our Ask a Librarian link and we’ll find the answer — whether it’s about research or technology.