

CHECK IT OUT

Volume 2, Number 1

September 1989

LIBRARY

Hours

Mon - Thurs	8a.m. - 10:30p.m.
Fri	8a.m. - 5p.m.
Sat	9a.m. - 5p.m.
Sun	1p.m. - 5p.m.

Phones

Circulation	488-9295
Reference	488-9266
Hours	488-9294

AUDIOVISUAL

Hours

Mon - Thurs	8a.m. - 10p.m.
Fri	8a.m. - 5p.m.

Phone

488-9380



NEWSLETTER STAFF

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Patricia Bennett	Patricia Garrett
Arlie Bice	Beverly Hillenbrand
Gay E. Carter	Theresa McElroy
Rebecca Christman	Sherry Thornton
	Holly Davis

DATABASE SEARCHING GAINS POPULARITY

by Patricia Garrett

Have you used the CD-ROM workstations in the library? Interest in searching computer databases has increased rapidly since the introduction of two CD-ROM (compact disc) products, ERIC and PsycLit, in the late fall of 1988.

The ERIC database covers educational literature from 1966 to the present and provides access to 750 professional journals as well as non-journal research in the form of ERIC documents. A print version of ERIC, located on table 9 of the Index Reference section, is in two parts: *Current Index to Journals in Education* (CJIE) and *Resources in Education* (RIE.)

The PSYCLIT file covers 1974 to the present. It allows users to access the literature of psychology and related disciplines in 1400 journals from 54 countries in 29 languages. The same information is available in print form as *Psychological Abstracts*. Its volumes cover 1927 to the present are shelved in the Index Reference section.

Both ERIC and PsycLit include abstracts (summaries) as well as complete bibliographic citations and are updated quarterly.

You can search the CD-ROM databases through a variety of fields, including subject, author, and title, and view the results on a monitor or print them offline. Searches can be as broad or as specific as you choose. Manuals and thesauri are available for each database as well as an online tutorial. To become a better searcher, study the helps provided and spend some time planning your strategy. Watch for announcements concerning training sessions to be held in the library each semester. Make a resolution now to use this popular and exciting new service!

Is the library a mystery to you?
Ask your professor to schedule
a library session.

BEST OF REF...

by Patricia Pate

INDEX REFERENCE SHIFT

Both the U. S. government and the moving industry collect statistics on how often Americans move around the country and the world. The reference librarians did a bit of moving around the library this summer when they rearranged the Index Reference area.

Some old favorites such as *Reader's Guide* (Table 2) and *Business Periodicals Index* (Table 4) stayed put, but *Science Citation Index* and *Biological Abstracts* are now neighbors in Section 12. Volumes of *Index Medicus* prior to 1980 migrated to the regular Reference Area because patrons seeking medical material usually want the latest information on a disease or treatment. Volumes published after 1980 remain in the Index Reference Section.

If you need a book review, note that *Book Review Digest*, *Book Review Index*, and similar titles are now shelved in Section 13 behind the Reference Desk. The home they vacated in Section 11 is occupied by *Public Affairs Information Service*, *Future Survey*, and three indexes concerned with urban life.

Are you looking for statistical information on a topic? Seat yourself at Table 2 and visit *American Statistics Index* or Table 3 where *Statistics Reference Index* has taken up residence across the aisle from its old home.

Drop by the Reference Desk and pick up a new BiblioTip which lists all the titles in the Index Reference area and their locations.

DOCUMENT DIMENSIONS

by Gay E. Carter



KEEP YOUR EYES ON TEXAS

In May 1988, the Texas State Library officially designated the Neumann Library as a depository for Texas state documents, adding a new dimension to our documents services. Publications from all state agencies are distributed through the Texas depository library system. The 51 state depository libraries receive all paper documents that are available for distribution. Some documents are sent only to the Texas State Library, but are available through interlibrary loan.

At the Neumann Library, Texas documents are shelved in a separate section of the Documents Area. They are arranged according to the Texas State Documents Classification Scheme (yes, another system!). Use the online catalog or *Texas State Publications* (shelved in the Documents Area) to find the call number. *Texas State Publications* is a monthly index to Texas documents, which are listed by issuing agency, by subject, and by title. Look for the classification number (the call number) in the agency listing.

Like their Federal counterparts, Texas state publications run the gamut of subject diversity and publication type. You will find research reports, pamphlets, newsletters, periodicals (such as *Texas Highways* or *Texas Parks and Wildlife*), and maps. They cover subjects ranging from information about state parks to statistics on traffic accidents and auto thefts, state regulations for bingo, and state tax laws, just to name a few.

The mission of the Texas State Documents Depository Program is to collect and distribute Texas state government publications and to promote their use. The Neumann Library is excited to join the program and looks forward to building a useful and useable collection.

DOCUMENT DETAILS

by Holly Davis

When you need specific information on a specific subject, Texas documents will probably be a good place to look. If you are looking for general information on a general subject, Texas documents is also a

good place to look. The following is just a small sample of what can be found in the Texas Documents Area.

1. *Snapshots: 1987-88 School District Profiles*. April 1989. 174p. Illus. (Texas Education Agency Dept. of Research & Info.) E500.8 S814 1987/8.
2. *Bibliography of selected Real Estate Publications*. March 1988. 22p. (Texas A & M Univ. College Station.) R 800.1 B471 1988.
3. *The Mammals of Texas*. 294p. Illus. (Texas Parks and Wildlife Dept.) P400.7 B874 No. 41 1974.
4. *Texas Family Land Heritage*. 1984-85. 195p. Illus. (Texas Dept. of Agriculture.) A 900.5 F21.
5. *Plans for Public Transportation In Texas*. 1988 257p. Illus. (State Dept. of Highways & Public Transportation.) H 1300.8 P694pt 1988.
6. *Report to the 71st Legislature The Special Task Force on the Future of Long Term Health Care*. January 1989. 93p. G1183.8 Sp31 1989.
7. *Education Calendar 1989 A List of Meetings & Conferences of Professional Education Groups*. Annual. (Texas Education Agency.) E 500.5 Ed 83 1989.

CIRC TALK / UP FRONT

by Arlo Bice

RESERVE PROCEDURE DEMYSTIFIED

"I need some notes for my class and, uh, I think my teacher said the stuff was in the library."

This is probably the most repeated statement heard in the library throughout the semester. Items teachers place on reserve are listed alphabetically. Copies of these lists are at the circulation desk. They are divided into three categories:

TEACHER NAME ORDER.

ABBASI NU ACCT 4332 PERC 120 SOLUTIONS

TITLE ORDER.

A STUDY OF WRITING P211.G37 1963 FOWLES RB

COURSE RUBRIC ORDER:

ACCT 3331 SKANTZ T PERC 108 SOLUTIONS

If the material you seek does not appear on these lists, inform one of the circulation staff. He or she will be happy to search for your particular item and tell you if it has been processed for reserve.

After locating your item on one of the lists, give the library staff member either the Perc number (ex: Perc 120) or call number (ex: P211.G37). This number tells him or her exactly where to look for your book or article.

Reserve items have four loan periods: two hours, one day, three days, and seven days. Fines of fifty cents per hour for two hour reserves and one dollar per day are charged if an item is returned late. The clerk should tell you exactly when the item is due; however, there is a clock at the circulation desk, so be sure to check for yourself.

HELPFUL HINT:

If you wish to check out anything from the library, have your current validated school I.D. card out and ready. This will make our check out service more efficient for yourself and those behind you.

"SERIAL" BOWL

by Sherry Thornton

TECHNICAL SERVICES: A BEHIND THE SCENES LOOK

Have you ever wondered who processes the materials and maintains current information in the automated system for the library? Technical Services, the hidden, unknown part of the library, performs these functions and more! The Technical Services area consists of 11 people who are busy ordering, receiving, cataloging, and processing all the books, journals, microforms, and CD-ROM products that comprise the Neumann Library's collection. Here you will also find the center of operation for the library's automation system. Each of these functions are dependent on the other in getting the work done.

The acquisitions staff is responsible for

ordering, receiving, and paying for the books, journals, and other materials received for the library. The serials staff sees to

sorting the daily mail and processing current magazines, microfilm, microfiche, and newspapers. They also prepare materials to go to the bindery. Catalogers provide information for the library's automation

system, allowing users to find materials that are available in our library. Other staff members handle the physical processing of materials, preparing them for their permanent location in the library.

Last, but definitely not least, is the monitoring and updating of the library's automation system. The system manager ensures that all is well, answers the staff's questions, installs new programs, and sees to the library's many automation needs.

This article is the first in a continuing series on Technical Services. In my next column, I will tell you more about the serials staff.

BIBLIO BIOS

by Theresa McElroy



Patricia Garrett is the Associate Dean for Public Affairs in the Neumann Library Administration of public services requires that Patricia coordinates the efforts of the reference, interlibrary loan, circulation, and government documents departments, and the curriculum library. She is also responsible for collection development.

A native of Memphis, Tennessee, Patricia came to the Clear Lake area twenty years ago. Before coming to UHCL at its opening in 1974, she was the librarian at Clear Creek High School.

In her time away from the library, Patricia is involved in a variety of activities. She is the church librarian for the University Baptist Church in Clear Lake. She is also an enthusiastic traveler and particularly enjoys the east coast of the U. S. and overseas. Patricia has been to Russia twice and is deeply interested in Russian History of the late 19th and early 20th centuries. Another of her hobbies is astronomy although she says, "Houston is the worst possible place to study the stars." An animal lover, Patricia is also the owner of two cats, Amber and Chessie.

Patricia believes that librarians may be the last "Renaissance" people. She says,

"We know a little something about many things—that makes us wonderful Trivial Pursuit players."



Karen Berrish is Coordinator of Library Automation and Systems Management. Her duties include supervising use of the library's automated system (VTLS), handling other library computing needs, and acting as liaison between Neumann Library and the Computing Center. Karen also serves as a member of the Faculty Senate and the Academic Computing Policy Board and is editor of this newsletter.

Born in New York, Karen grew up in rural Pennsylvania. She moved to Houston with her husband in 1982 and joined the staff at Neumann Library six years ago. She loves the warm weather and the cosmopolitan atmosphere of Houston.

In her leisure time, Karen enjoys reading murder mysteries and working crossword puzzles. She is also an amateur photographer and is learning a new hobby—counted cross-stitch embroidery.



Loretta Downes has been at the University of Houston - Clear Lake for eight years. As circulation supervisor at the Neumann Library, Loretta arranges the scheduling for the circulation staff, oversees maintenance of the collection, and directs the work of full-time, part-time, and student circulation staff.

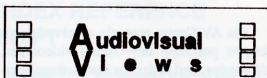
Before moving to the Clear Lake area from Illinois, Loretta taught school on the elementary level. She also worked for the Chicago North Suburban Library System for five years.

Loretta has three children and three grandchildren. During her leisure time Loretta enjoys tennis, sailing, and bicycling.

Did you know?...

That September includes:

National Rub a Bald Head Week (second week); Snack a Pickle Time (final two weeks); Be Late for Something Day (September 5); Swap Ideas Day (September 10); National Play-Doh Day (September 16); and National Good Neighbor Day (fourth Sunday.) Want to know more about these and other special events and holidays? Look in *Holidays and Anniversaries of the World* (REF CE76.H65 1985.)



THE "HOW TO" STORE

by John Reho, Jr.

HOW TO CARE FOR YOUR EQUIPMENT

Do you own a VCR? How about a television or a stereo system? How do you treat them? How well do you maintain them? Like the wise physician said, "If the virus is prevented, the major illness will not follow." Electronic equipment can be struck down by many viruses. Here are some ways to prevent one.

The worst enemy of any piece of electronic equipment is heat. Most units use the convection system to keep them cool. This method employs the natural rising of the heat generated when equipment is used. When the heat rises, a vacuum is created which draws in cool air. The cool air enters the unit and absorbs the heat. The now heated air rises and restarts the whole process. Now let us see how to keep this system working effectively.

Units have vents cut out on the back, sides and top. The cool air enters from the sides and back while heated air exits at the top. Blocking any of these vents will reduce air flow, and thus, cooling effectiveness. So keep books, briefcases, paper, magazines, et cetera, away from vents.

Dust also hinders heat from escaping. It can settle on electronic circuitry, creating

a blanket that insulates the individual electronic parts. Although cool air will still arrive at the parts, the heat is trapped inside the insulating layer of dust. The parts cannot be cooled effectively and they will experience failure. Periodically remove dust from your devices by removing the top and vacuuming them.

These precautions will protect and preserve your equipment. By practicing a little care, you can insure a long life for your gear. If you do find yourself having difficulty with a piece of equipment, feel free to ask us. We are here to help you.

NEW AV MATERIALS PURCHASED

by Ray Baker

The AV Center recently received funding to purchase new films, videotapes, filmstrips, and slides for instructional purposes. Listed on this page are the items ordered. Not all items have been received, but they should arrive in time for the Fall Semester. If you requested a specific item through your Dean, and it is not listed, please check with AV.

Purchasing new materials is one program AV would like to continue. If faculty members desire the purchase of a particular piece of instructional material, they should send their requests to AV, via their Dean. Please include as much information about the item as you can. As funds become available, these items will be purchased.

1984 MASTER SERIES, AAMFT, BOSCOLO & CECCHIN, TAPE 1 OF NTSC 525 - VHS
A MIDSUMMER NIGHT'S DREAM - VHS
ALPINE GLACIATION - Slides
AMERICAN CHEMICAL SOCIETY SPECIAL PRESIDENTIAL EVENT, 197TH NATIONAL MEETING, DALLAS, TEXAS, APRIL 12, 1988, COLD FUSION PROGRAM - VHS
AS YOU LIKE IT - VHS
BEYOND THE DOUBLE HELIX - Video
BLOCKBUILDING - Filmstrip
BLOOD AND TISSUE PARASITES - Slides
BRUSH PAINTING - Filmstrip
BULIMIA - THE BINGE-PURGE OBSESSION - VHS
CANCER. A GENETIC DISEASE - Video

CATAL HUYUK - Slides
CLAY - Filmstrip
COAL RESOURCES OF THE WESTERN USA - Slides
COLD FUSION PROGRAM - VHS
COLLABORATION AND COMMUNITY BUILDING - 16MM
CONSTELLATION OF NORTHERN HEMISPHERE I - Slides
CONTINENTAL GLACIATION I - Slides
CONTINENTAL GLACIATION II - Slides
DARWIN'S FINCHES - Slides
DISORDERS OF GLUCOSE METABOLISM - Slides
DOUGH - Filmstrip
EARTH SCIENCE - Slides
MEANING OF LANDFORMS, STREAMS, AND RIVER VALLEYS - Filmstrip
FINGER PAINTING - Filmstrip
FISHES AND THEIR MORPHOLOGICAL DIVERSITY - Slides
FOOD A MEDIUM FOR LEARNING - Filmstrip
FRECKLED RICE - 16MM
FROM HARLEM TO HARVARD - 16MM
FUTURE - 16MM
GEOTHERMAL ENERGY - Slides
HAMLET - VHS
HAZARDOUS WASTE DISPOSAL - Slides
HENRY V - VHS
HENRY IV PART I - VHS
HIGH SCHOOL DROPOUT - VHS
HOUSEPLAY - Filmstrip
HUMAN VIROLOGY - Slides
HUMAN ANATOMY & PHYSIOLOGY - Slides
HUMAN VIROLOGY-Supplement & Upgrade - Slides
IMMUNOLOGY SLIDE SERIES
INGRES. SLAVES OF FASHION - VHS
HUDSON RIVER AND ITS PAINTERS - VHS
INTESTINAL PROTOZOA - REVISED REPRINT - Slides
INTESTINAL HELMINTHS-REVISED REPRINT - Slides
JACK LEVINE. FEAST OF PURE REASON - VHS
JERICO I - Slides
JUMPING GENES - Video
LA BELLE EPOQUE - VHS
LAND INSTABILITY IN CALIFORNIA - Slides
LIFE ON EARTH - VHS
LOOKING AT YOUNG CHILDREN OBSERVING IN EARLY CHILDHOOD SETTINGS - VHS

MACBETH - VHS
MARINE PHYTOPLANKTON - Slides
MARINE PLANTS AND LOWER ANIMALS - Slides
MATHEMATICS WITH MANIPULATIVES-SET OF SIX - VHS
MESOAMERICAN SURVEY I - Slides
MESOAMERICAN SURVEY II-Slides
MOUNT ST HELENS - Slides
MUSCULAR DYSTROPHY-THE RACE FOR THE GENES - Video
OUTDOOR PLAY - Filmstrip
PASTE AND COLLAGE - Filmstrip
PATTERNS OF DEVELOPMENT - Video
PAUL GAUGUIN - VHS
PUZZLES - Filmstrip
ROMEO AND JULIET - VHS
SCHOOL DROPOUTS - Filmstrip
SEURAT POINT AND COUNTERPOINT - VHS
SINGLE PARENT - VHS
THE TEMPEST - VHS
THE TAMING OF THE SHREW - VHS
THE INCAS - 16MM
THE SOUTHEASTERN CEREMONIAL COMPLEX - Slides
THE LIFE AND TIMES OF ROSIE THE RIVETER - 16MM
THIS LAND - 16MM
THREE STRATEGIES FOR USING WRITING TO LEARN - VHS
TIME AND CHOICE. KEY ELEMENTS FOR PROCESS TEACHING - VHS
TOO LITTLE, TOO LATE - VHS
TRAGEDY OF KING RICHARD II - VHS
TRAGEDY OF OTHELLO - VHS
INTERVIEWING WITH CONFIDENCE. THE COLLEGE GRADUATE'S GUIDE TO GETTING THE RIGHT JOB - VHS
TRAGEDY OF ANTONY AND CLEOPATRA - VHS
TWELFTH NIGHT - VHS
UNION MAIDS-16MM
URINARY SEDIMENT: A TEXTBOOK ATLAS - Slides
WATER - Filmstrip
WEATHER FEATURES - WEATHER MAPS - Slides
WESTERN CIVILIZATION - Slides
WHAT PRICE GLORY - VHS
WHATS THE DIFFERENCE BEING DIFFERENT - 16MM
WITH BABES AND BANNERS - 16MM
THE WOMEN OF SUMMER - 16MM
WOODWORKING - Filmstrip
WRITING CONFERENCE PRINCIPLES - VHS