University of Wollongong

news@library

AUTUMN SESSION 1997

Introducing ...the Library Home Page

During the summer months the Library has been busily putting the finishing touches to its own web page and we are proud to announce the site can now be visited at: *http://www-library.uow.edu.au/*

The Library Home Page - an access point to information

The main features of our home page are as follows:

DATABASE ACCESS
Button icons to provide direct access to all databases which are available campus wide is a feature. Web interfaces to most of these databases give the user both powerful search functionality and ease of operation.

Databases with a web interface include Current Contents, ABI Inform, Compendex, ERL databases (Medline, Psyclit, ERIC, CINAHL, Sociofile, APAIS and other AUSTROM databases) as well as over 50 different FirstSearch databases.

Additional information on the various databases is available by clicking on the More Information link above the database buttons.

INFORMATION LINKS

The home page utilises the native birds featured in the library stained glass window as links to information. These links provide handy access to a myriad of information ranging from a connection to a web version of the Library catalogue to subject specific information sources as well as information about Library services.

The Faculty Librarians have assisted in the creation of various subject based pages providing links to valuable external resources relevant to students and staff within the different disciplines. Links to the web pages of associated professional groups (such as American Society of Civil Engineers) and international organisations (United Nations and World Health Organisations) as well as Australian government information sources are just some of the gems to be encountered here. These pages will be under constant review and will hopefully provide an alerting service for resources and a guide to the vast amount of information that is accessible via the Web.

ELECTRONIC FORMS

An exciting new development in conjunction with the launch of the library web page is the introduction of an electronic interlibrary loan request service. This service is entitled *Quicksilver* and is available to both postgraduate and staff members.

For copyright reasons it will still be necessary for you to register with the Interlibrary Loan staff prior to using this service. Quicksilver is reported in more detail elsewhere in this newsletter or you can click on the Document Delivery icon for online information about the service. The Library also hopes to develop electronic forms for other areas of Library activity following on from the successful introduction of Quicksilver.

UNIVERSITY ARCHIVES

A link to the separate University Archives home page is available at the bottom of the home page. This site details the strengths of the Archives collection and the specialist services that can be provided to researchers wishing to utilise this collection.

A link to the University home page is also available at the bottom of the Library page. If you would like any further information on the Library web page please contact our Webmaster, Neil Grant on Ext 3547.

Quicksilver

Quicksilver will allow clients to submit Interlibrary Loan requests via an electronic request form

In conjunction with the launch of the Library web page we are pleased to announce the introduction of an electronic interlibrary loan request service.

The service is called *Quicksilver* and is available to academic staff and postgraduate students. Due to copyright requirements it is necessary that intending clients complete a *Quicksilver* registration form available from the Library Information Desk, the Interlibrary Loans department or on the Library web page by selecting the Document Delivery icon.

The completed registration form must be returned to the Interlibrary Loan department where a PIN number will be assigned to each client. The PIN number will allow eligible clients to submit requests via the electronic request form available on the Library web page under the Document Delivery icon.

For further information on *Quicksilver* please contact The Interlibrary Loans Department or Shauna Miller on 213 552 or email s.miller@uow.edu.au.

Loans Service Update

THREE DAY LOANS

The Library has responded to client requests for short term loans and has introduced a three day loan facility to increase accessibility of high demand library materials. Items added to the 3 day loan collection are texts and recommended readings; items requested by academic staff and items identified by library staff as high demand items.

These books will be integrated into the main collection on the first floor but will be identified by a yellow spine label indicating it is for 3 day loan only and also by a yellow date due slip inside the item. On the online catalogue the location of the item will be listed as: "1st Floor-3 day loan"

Three day loan items cannot be placed on hold nor can they be renewed and must be returned within the 3 day period or by the due date or fines will accrue at the usual rate of $1.00 per day per item. There is no limit on the number of 3 day loan items that can be borrowed within a patron's usual borrowing conditions.

$60 BLOCK

Fines for the late return of library items will remain at $1.00 per day per item during 1997. However from the start of the Autumn session, to ensure that clients do not accumulate large fines which are difficult to pay at the end of the year, clients will be unable to borrow if they have accrued $60 or more.

The Library's catalogue system will place an automatic block on borrowing until the fines are paid at the Union Post Office. Remember, it is your responsibility to ensure that items are returned on time so that you do not accrue fines. You may renew items yourself on the library catalogue or by telephone on 21 3545.

Quality Award

In 1994, the University of Wollongong Library launched its quality journey with the Quality and Service Excellence program. Our goal to be a leader in service provision and innovative use of information technology has recently received national recognition. At the annual Australian Quality Awards ceremony on 12th November, the University of Wollongong Library received an *Achievement in Business Excellence Award*.

The award consolidated almost a decade of planned change transforming the Library from a hierarchical, reactive organisation into one which is flexible, team-based and client-focused. Our Quality Program has prepared the Library for meeting the challenges brought about by technology, a diverse campus community and changes to government funding. The Library has a clear mission statement, a vision for the future and is utilising Quality concepts to improve its capacity to measure organisational performance.

University of Wollongong Library
AUSTRALIAN QUALITY AWARDS 1996
ACHIEVEMENT IN BUSINESS EXCELLENCE

Where and What is the InfoLab?

Have you encountered a reference on the library catalogue giving the location for an item as the InfoLab recently?

The InfoLab is the name of the former CD ROM room on the ground floor of the Library near the Information Desk. As access to a number of databases over the Internet is now available in the room it no longer seemed appropriate to name this room as the CD ROM room.

Economics Donation

Retired University of Wollongong Economics Professor Ken Blakey made a considerable and welcome donation to the Library of part of his personal collection of economics monographs and archival material.

The collection is currently being sorted by the Library's acquisition staff and it is anticipated that most items will be integrated into either the Library's main collection or archives collection in the near future.

The Library is always interested in receiving donations of personal collections. If you would like to discuss this matter in greater detail please contact John Shipp, University Librarian on Ext 4175 or Traci Rice, Acquisitions Coordinator on Ext 4276.

Law Library News

Three new electronic law databases have been added to the collection. Each database can only be accessed by one person at a time, so a booking at the Law Library is recommended.

AUSTRALIAN FAMILY LAW (BUTTERWORTHS)

Australian Family Law provides a comprehensive collection of family law works on one CD Rom. These include Commonwealth and State Legislation, decisions from the Family Court of Australia and High Court from 1976 to present. Some cases from state jurisdictions are also included.

AUSTRALIAN CORPORATIONS LAW (CCH)

The CCH Electronic Corporations Law Library on CD comes with three publications. These include Australian Corporations & Securities Law Reporter (commentary), Australian Corporations & Securities Legislation and Australian Company Law Cases which covers all reported cases back to 1972.

LEXIS

Lexis is an international full-text information retrieval system covering case law and statutes, as well as administrative materials, annotated reports, law reviews, business, current affairs and patents information. Important databases include the AUST Library which contain Australian statutory and case law and some journals. The GENFED Library contains the full text of US Federal cases, reported and unreported beginning with the first Supreme Court case in 1790. The British ENGGEN Library contains the full text of English cases, reported and unreported.

Please contact us on Ext 3185 to arrange a training session using these or any of our other databases.

Library Workshops

The Library will again be conducting its successful lunchtime and Saturday morning workshop program in 1997. Classes include instruction in using the various electronic databases; introductory Internet sessions; starting points on researching your essay topics and exploring the links on the Library Home Page.

A brochure detailing the class schedule can be obtained from the Information Desk and is displayed on the Information Post in the Foyer area of the Library. In addition, classes are posted on CNN and on the Sandwich Board situated outside the Library daily.

New Name

This issue is the first of *news@library*, the renamed library newsletter. The new name is the result of a very popular competition held during Spring session last year.

The new name was chosen because it was easily identifiable with the Library and also linked to the new technologies available in the Library. We would welcome your comments or suggestions regarding this newsletter.

Editorial enquiries: Telephone 21 4176
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Fulltext Databases on Trial

The Library is providing free access to the following databases on a trial basis during 1997. Access is available via Netscape from anywhere on campus and will not require a password. The web address is:

http://www.searchbank.com/searchbank/uow

Expanded Academic ASAP 1994 + (Backfile 1980 - 1993 available)

Expanded Academic ASAP provides bibliographic references, abstracts or full text for articles from more than 960 scholarly and general interest publications. Subject areas include the humanities, social sciences, non technical general sciences and current events.

Coverage includes the current year to date and the previous three years. However, coverage of individual journal titles may vary. The database is updated weekly. The optional backfile extends coverage as far back as 1980.

Computer Database 1994 +

Computer Database provides bibliographic references, abstracts and full text for computer related articles from news stand and trade publications, covering all aspects of the computer hardware and software industries. Articles include product announcements, hands on product reviews, technical advice, tutorials, buyers guides and company profiles.

Coverage in *Computer Database* includes the current year to date and the previous three years. The database is updated weekly.

Searching the Databases

Click on the **Proceed** button and select the database you wish to search. There are two search modes, *EasyTrac* and *PowerTrac*. The default is the *EasyTrac* mode.

Searching in *EasyTrac*

In EasyTrac, click on the search entry box, type a word or two, press **<Enter>** or click on **[Submit Search]**.

Leave the radio button below the search entry box set to "Subject Guide," and if your subject search matches one or more indexed entries, you'll see the relevant portion of the *EasyTrac Subject Guide*.

If there are no topics that match your search, a keyword search is automatically performed.

When you click on the "Key Words" radio button and do a key word search, you will see citations in which your search finds words from areas such as titles and abstracts. It is useful if you wish to search for a combination of terms that would not normally be included in one subject heading.

Searching in *Powertrac*

Click on the *PowerTrac* icon. You can search by author's name, journal name, date or search in other specific fields.

Displaying Records

The records in the databases vary from citation information only to full text records including graphics.

Each citation provides information in a brief format plus an indication of the content of the full record ie. abstract, full content or text with graphics. Graphics are displayed as thumbnail (small) images that may be viewed in full by clicking on them.

Retrieving Records

If a record includes full text a retrieval icon will be displayed. Clicking on the retrieval icon will reveal the following options for retrieval:

Browser Print reformats the article with full size graphics for printing from your browser. (Click on the file menu in Netscape and print)

Acrobat Reader retrieves the article in its original published format for viewing and printing with Adobe Acrobat™ Reader. You will need to install this software on your machine to use this option. Retrieval is slower with this method.

E-Mail Delivery emails the article, in text only, to any specified email address.

PostScript downloads the article in PostScript format, text only.

Other Options
Help
Online help is available by clicking the **?** on the command masthead. *Help* defaults initially to help on the last action used but an option to choose from the *Help Index* is available.

Explore
The *Explore* icon enables you to view a list of all the topics under which a particular record is indexed. You can then click on any of the topics to get a list of the references that are indexed under that topic. These can then be viewed and retrieved in the normal way.
The *Explore Subject Guide Listings* link will provide you with a list of the topics and the number of references that match each particular topic. These links can also be clicked on to reveal citations associated with that topic.

Logical Operators
Logical operators create relationships between search terms, allowing you to find the result of the intersection of two terms, the combination of two terms, or to exclude a term from a search. The three logical operators are **and**, **or** and **not**.

Marking
Any record that you mark by clicking on the **Mark** icon on a citation list page is added to a list. In this way you can set aside a reference you've found. To examine your current list at any point in the program, click on the **[Mark List]** button on the right side of the web page.
On the *Mark List* page, you'll see how many references are marked. Click on a citation's "View" icon to review the full record.
You can click on the icon at the top of the list to clear all current marks.

Limiting your Search
It is possible to limit your search results to produce a more manageable or relevant list of citations. Searches can be limited by publication date; by adding additional key words; by restricting the search to particular journal names or to full text records.
To limit a search result, click on the *Limit Search* icon on the citation list page. If you do not see a *Limit Search* icon, the option is not available. Then choose one or more ways to limit the search.

Backfile
A backfile for the years 1980-1993 for the *Expanded Academic Index* database is available. To access the backfile click on the **Backfile** icon on the last page of a list of citations in *EasyTrac* mode or by clicking the **Backfile** icon available in *PowerTrac*.