

# *Library Update Online*

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DEXTERINE HO COVERING MRS YEO'S DUTIES TILL 7 NOV 95

Mrs Isabel Yeo is on medical leave until 7<sup>th</sup> Nov 1995. Ms Dexterine Ho will be covering her duties during this period.

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NIE LIBRARY WITs TEAM WINS GOLD

The Library WITs team PAGES (Providing A Good and Effective Service) won the gold medal at the NIE WITs Convention held on 6<sup>th</sup> October 1995.

The team tackled the problem of processing newsclippings, with the aim of reducing the time taken to sort, cut and classify newspaper articles. After many meetings and brainstorming sessions, steps were implemented to improve and streamline the newsclippings processing procedure. A reduction of 22.15% in processing time was achieved.

With the winning of the gold, PAGES team now has the "honour and privilege" of representing NIE at the NTU WITs convention in November. We hope to get a gold for NIE!

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## EMAIL LIBRARY NOTIFICATION OF NEW BOOKS TO ACADEMIC STAFF

Previously, when staff asked to be notified when a particular book/item was ready, Circulation Staff would fill in a green card and despatch it to the staff concerned.

Now, instead of using the green card method, staff will be notified through the All-in-one mail system. This is faster as no manual despatch is required.

This was one of the suggestions received for the Staff Suggestions Scheme. With its implementation in November, staff are kindly reminded to check and clear their electronic mail regularly.

Thank you.

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## CD-ROM DATABASES AVAILABLE IN NIE LIBRARY

The NIE Library currently has seven CD-ROM databases. Four of them are accessible via campus network and searchable from the computer lab in the library. They are:

### On Campus Network :

ERIC (Education Resources Information Center) database

Sport Discus (Including Heracles)

OED (Oxford English Dictionary)

The other three are available from Reference Unit:

### As Stand Alone Database available from Reference Unit:

GPO (General Periodicals Ondisc) with full text images.

Music Index

MUSE (MUSic SEarch) : Includes RILM Abstracts of Music Literature and Music catalogue of the Library of Congress

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## UPGRADING THE CD-ROM SEARCHING SOFTWARE (FOR SEARCHING ERIC, LLBA & SPORT DISCUS)

If you are accessing ERIC, LLBA or Sport Discus via the NIE campus network, you may like to upgrade your searching software to SPIRS 3.3 or Winspurs 2.0. The details are as follows:

Installation Pre-requisites:

Your PC must be connected to the NIE Local Area Network.

Installation Procedure:

For SPIRS 3.3 (DOS version)

From the DOS prompt, type  
C:\> e:\batch\spirs

After installation, to access the CD-ROMs, type at the C root directory:

C:\> spirs

For WINSPIRS 2.0 (Window version)

From the DOS prompt, type  
C:\> e:\batch\winspirs

After installation, to access the CD-ROMs, type at the C root directory:

C:\>winspirs

Contact Persons:

Library staff on application usage:	Miss Dexterine Ho (ext 5245)
CSC staff on installation help :	Helpdesk Hotline (ext 5301)

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## UPGRADING THE CD-ROM SEARCHING SOFTWARE (FOR OED)

OED (Oxford English Dictionary) on CD-ROM is now accessible by 10 concurrent users. The new software has been put onto the network and you may install or upgrade it by following the steps below:

### Installation Procedure

Type at the C prompt:

C:\> e:\batch\oed

All the necessary files will be copied to your C drive.

The software is shipped with six fonts that enable the display of the many special characters and sorts that are present in the Dictionary data. These fonts must be introduced to Windows before running the application. To add these fonts, use the Fonts option in the Control Panel of your Windows:

In the Control Panel window, double-click the Fonts icon. The Fonts dialog box appears.

Click the Add button.

Double-click on the directory C:\. Scroll down the list of sub-directories until you see the OED sub-directory. Double click on the OED sub-directory. Six different font types will be shown in the List of Fonts. Click on the Select All button and then the OK button.

Click the Close button to close the Fonts Dialog box.

Contact Persons:

Library Staff on application usage:	Miss Dexterine Ho (ext 5245)
CSC staff on installation help:	Helpdesk Hotline (ext 5301)

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## ACCESSING ELECTRONIC JOURNALS VIA REFERENCE TERMINAL

The following two journals of which hard copies are available in our library are also accessible as electronic journals via a browser program called "Guidon" at Reference unit:

Physical Review Letters Online  
Applied Physics Letters Online

The Chronicle of Higher Education, Inc. also offers Academe Today free via WWW. Access is controlled by User Id and Password. If you are interested to access it, please contact Ms Dexterine Ho at Reference Unit (ext 5245).

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## PHOTOCOPYING FOR REDSPOTTING AND THE COPYRIGHT ACT

All lecturers should have received an NIE bluesheet on the Copyright Act.

When providing photocopies of articles or parts of books to the library for redspotting, please note that:

- a) multiply copies may not be made
- b) b) not more than 10% or one chapter of a book, whichever is the higher limit, may be photocopied.
- c) One article per journal issue may be photocopied.

Please remember the above when providing course notes.

A sample form is attached for your use. Please click at the line below the cover memo.

Thank you.

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## VIDEO RECORDINGS ON INTERNET

As interest in the Internet has increased, the Media Unit has now acquired the following video tapes to help users in learning about the Internet:

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CALL NUMBER: TK5105.875.I57 Vid (MEDIA-RM)

The video guide to the Internet [videorecording] / Visual Edge Productions. Publisher : Altadena, Calif. : Visual Edge Productions, 1994.

Material: 1 videocassette (45 min.) : sd., col. ; ½ in. + 1 sheet.

Note : Presents detailed on-screen examples of how to access the Internet. Shows how to locate and download Internet resources – from software to digital pictures, to space shuttle status reports. Also shows the differences between Archie and Veronica, Gopher and Mosaic, FTP and Telnet.

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CALL NUMBER: TK5105 Glo (MEDIA-RM)

Global quest [videorecording] : the Internet in the classroom / producer, Eric James. United States. National Aeronautics and Space Administration. Moffett Field, Calif. : Imaging Technology Branch, NASA Ames Research Center, [1993]

Material: 1 videocassette (11 min.) : sd., col. ; ½ in. + 1 guide (39 p.)

Note : This video is directed at educators who are considering an Internet connection as a resource for their schools.

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#### ACCESSING NIE OPAC VIA INTERNET (AMENDMENT)

Staff who are away from campus and have Internet access can now access NIE OPAC by keying in the following commands:

telnet ntuix.ntu.ac.sg

and login as:  
nieopac

(The login name "nieopac" has to be in lower case. Please note that ntuix is a case sensitive system, if you do not use lower case, you will not be able to login.)

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#### ACCESSING NGEE ANN POLY LIBRARY OPAC

telnet nova.np.ac.sg 9023

login as:  
opac

(The login name "opac" has to be in lower case)

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#### ACCESSING RELC LIBRARY OPAC

RELC Library OPAC is accessible via modem dial-in method. The telephone number is: 7326636.

The RELC OPAC is emulating VT100 terminal, the setting is at 2400 bps, 8 bit, 1 stop bit, No parity.

If you have any problems in accessing RELC OPAC, please contact Miss Ng Chen Wee, at 7379044 ext: 402 for assistance.

If you do not have any modem and would like to try dialing in using the NIE network modem, please email HOSM for details.

The RELC OPAC access hours are as follows:

During term time (July to March)  
8.30am to 5.00pm on Monday, Wednesday and Friday.  
8.30am to 7.00pm on Tuesday and Thursday  
8.30am to 1.00pm on Saturday.

During vacation time (April to Jun)  
8.30am to 5.00pm on Weekdays

8.30am to 1.00pm on Saturday

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End of Eighth Library Update Online

### Redspotting of Course Notes

1. Name .....
2. School..... 3. Tel. ext. ....
3. Course code: ..... 5. Course name: .....
6. Title: .....  
.....
7. Withdrawal date: .....
8. Notes: .....
9. I declare that I have not photocopied more than 10% / 1 chapter / 1 article or made multiple copies of the same item.

Signature: .....

N.B. All articles will be individually bound unless otherwise indicated. Please ensure that the "Made on behalf of .... On ....." stamp appears on the first page and that the margin is wide enough for binding purposes.