

ASG ACADEMIC SUPPORT GROUP Newsletter

A Joint Newsletter
of the Penn State
Behrend Library,
the Computer
Center, and the
Media and
Instructional
Support Center

SPRING 2000

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Todd Say and Rick Sawtelle

COMPUTER CENTER

New Computer Center Staff

Todd Say and Rick Sawtelle were recently hired in the Computer Center. Todd is the computer lab coordinator. He schedules the labs and maintains the manuals and instructional software. He also provides support for the residence hall connections. Rick, as systems analyst, provides technical system and application support for faculty offices and departmental labs.

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This publication is available in alternative media upon request.

Penn State is an affirmative action, equal opportunity university.

What's New?

Did you know that...

- twenty-four additional modems have been installed (for a total of 144 dial-up modems)?
- Office 2000 and Paintshop Pro 6.0 have been installed in the labs?
- a step-by-step guide for FrontPage is available in printed form and as a PDF?
- Microsoft Visual Studio (a suite of programming languages) and the Windows 98 upgrade are available through Microsoft's site license program? Windows 2000 is available to students (and will be available to faculty and staff at a later time).

Guide to Frequently Asked Questions

The Computer Center is in the process of creating a document of frequently asked questions (and even some of those not so frequently asked questions that are periodic mind stumbers). The document will be available in printed form and as an Adobe Acrobat PDF that can be downloaded from the web. This guide will address questions from a faculty, staff, and student perspective. For example, the guide will include questions such as:

“How do my students apply for personal web space?”

“I've lost my tool bar in Microsoft Word. How do I get it back?”

“Will my Access account remain active over the summer or do I have to find a new ISP (Internet Service Provider)?”

Initially, this guide will consist of questions that the Computer Center staff and consultants frequently receive. However, we would like to ask your help. If

you have any topics or questions that you would like to see included in this guide, please contact Todd Say (ext. 6410, jts12@psu.edu) or Carolyn Dudas (ext. 6458, ddz@psu.edu).

Upcoming Projects

This summer, the Computer Center will be working on a number of projects to improve the Center's hardware, software and services. The following projects are expected to be completed for this fall:

- Upgrade the Computer Center's lab network to Gigabit Ethernet (i.e. faster transmission of data).
- Upgrade two of the computer labs.
- Create a collaborative learning lab where students can work on group projects that require the use of a computer.
- Provide mobile computing service at specific locations on campus.
- Migrate from the Windows NT operating system to the Windows 2000 Advanced Server operating system in the networked labs.
- Install at least five more technology classrooms across campus.
- Provide file services to students so that they can store their email or other files on a local server rather than to a 3.5" disk.

PSU Web Conference

The Center of Academic Computing (CAC) is sponsoring Web 2000, a conference for Penn State web developers. The conference will be held on Tuesday, June 20, from 8:00 a.m. to 5:00 p.m. at the Penn State Conference Center. The conference sessions include a variety of topics for beginners as well as for more experienced web developers. Registration is required and is on a first-come, first-served basis. To register, you must complete the registration form and pay the registration fee of \$50. For more information about the conference and to register, visit:

<http://cac.psu.edu/web2000>

This year, Web 2000 is scheduled to coincide with one of the SummerFest weeks. (SummerFest, sponsored by CAC, is several weeks in which free computer workshops are held.) According to CAC, the SummerFest workshops will be scheduled to complement the conference. Sometime after May 1, information about the SummerFest sessions will be available from:

<http://cac.psu.edu/training>

LIBRARY

New Library Materials

Did you know that you can access the Behrend Library's new offerings from the LIAS home page? Just click Fast Track and then choose CAT – New Titles.

The library is making an effort to enhance its music and dance collection. Recent purchases include recordings by Count Basie, John Coltrane, Miles Davis, Stan Getz, Billie Holiday, and Dizzy Gillespie, as well as collections such as the *Complete Birth of the Cool* and the *Smithsonian Collection of Classic Jazz*.

We have also acquired the thirty-volume video set of the *JVC Video Anthology of World Music and Dance* and, *Our Musical Heritage*. Audiovisual materials are kept in a cabinet behind the circulation desk.

While you are listening, try one of these books:

- *Jazz Styles: History and Analysis*, Mark C. Gridley, ML3506.G74 2000
- *Jazz Issues: A Critical History*, David W. Megill and Paul O.W. Tanner, ML3506.M4 1995
- *Jazz in American Culture*, Burton W. Peretti, ML3508.P46 1997
- *Rock Music: Culture, Aesthetics, and Sociology*, Peter Wicke, ML3534.W6 1990
- *Listening to Salsa: Gender, Latin Popular Music, and Puerto Rican Cultures*, Frances R. Aparicio, ML3535.5.A63 1998
- *Music of the Common Tongue: Survival and Celebration in African American Music*, Christopher Small, ML3556.S65 1998

Laser Printing in the Library

This past fall, the library staff surveyed 100 student users about their experiences with the newly installed laser printers. Ninety-four percent of the respondents indicated that they were satisfied with the two high-speed laser printers that replaced the old dot-matrix printers. The students were also questioned about their attitudes toward wasteful or excessive printing. Seventy percent showed a sensitivity toward wasteful printing by indicating that they “think about how much paper it will take” before they issue the print command.

Reference Highlights

Looking to keep track of your mutual funds? The library now subscribes to *Morningstar Mutual Funds*, “the essential source for unbiased, insightful mutual fund information”. Find it at HG4530.M8 on the Business Reference Table.

Other new reference materials include:

- *Great Thinkers of the Eastern World: The Major Thinkers and the Philosophical and Religious Classics of China, India, Japan, Korea, and the World Of Islam*, B5005.G74 1995
- *The MIT Encyclopedia of the Cognitive Sciences*, BF311.M556 1999
- *Encyclopedia of Creativity*, BF408.E53 1999
- *Total Football: The Official Encyclopedia of the National Football League*, GV955.5.N35T67 1999
- *The Encyclopedia of Global Population and Demographics*, HB871.N43 1999
- *The Handbook of Social Psychology*, HM251.L486 1998
- *The WomanSource Catalog and Review: Tools For Connecting the Community of Women*, HQ1121.W58 1995
- *International Dictionary of Black Composers*, ML390.I58 1999
- *Guidelines for Bias-Free Writing*, PE1460.S474 1995
- *Biblical References in Shakespeare's Plays*, PR3012.S53 1999
- *Quick and Easy Medical Terminology*, R123.L47 2000
- *Industrial Organic Chemicals: Starting Materials and Intermediates*, TP247.I53 1999

Biological Abstracts Now Available on LIAS

Biological Abstracts, the world's largest and premier abstracting and indexing service for life sciences, was recently made available electronically. *Biological Abstracts* is comprised of bibliographic references with abstracts derived from life science research journals published worldwide and includes the fields of biochemistry, microbiology, human biology, physiology, botany and zoology.

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HELPFUL HINT: Office 2000 Menus

One of the new features of Microsoft Office 2000 is the personalized menus. By default, the personalized menus show you a partial list of available options for a particular menu item. To see the full list of options, you can click on the double arrow that appears at the bottom of the menu. However, some people find this new feature annoying and would rather see the complete list of available menu options. If you would always like to see the complete list of menu options in the Office 2000 suite, do the following:

1. From the menu, click on *Tools/Customize*.
2. Click on the Options tab.
3. Remove the checkmarks next to the boxes for: *Menus show recently used commands first* **and** *Show full menus after a short delay*.

Penn State's online coverage to *Biological Abstracts* begins with January 1995 and includes periodic updates throughout the year. It can be accessed through the *Biological Abstracts* listing or the ERL listing on LIAS's Fast Track menu.

Full-Text Databases on LIAS— More Than You Might Think!

Have you ever wondered what databases are available in full-text from LIAS? Well, there are over 140 online databases listed in LIAS's Fast Track menu. Currently, there are 54 databases and online reference sources that will provide you with some form of full-text capability. Depending upon the database, you can print, e-mail or download the text or articles you want. Below is a partial listing of general and school specific full-text capable databases.

General

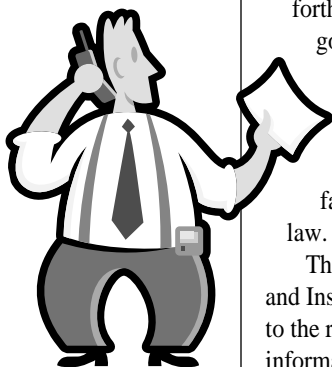
- Academic Universe
- Cambridge University Press Electronic Journals only those journals that PSU subscribes to
- Contemporary Women's Issues
- Electronic News Sources
- Encyclopedia Britannica
- JSTOR
- ProQuest Direct

H&SS

- 20th Century African American Poetry
- African American Biographical Database, 1790-1950
- African American Poetry, 1760-1900
- American Poetry Database
- Brown University Women Writers Project - pre-Victorian women writers
- Contemporary Authors
- Contemporary Literary Criticism
- Dictionary of Literary Biography
- Editions and Adaptations of Shakespeare
- Eighteenth Century Fiction
- English Poetry
- English Verse Drama
- HRAF-Human Relations Area Files
- Literary Full Text Databases
- Literary Theory
- MUSE
- Periodical Abstracts (also part of ProQuest)

Business

- ABI-Inform (also part of ProQuest)
- Academic Universe
- Dow Jones Interactive
- Gale Business Resources
- Policy File



Science / SEET

- ACM digital library (computer science)
- ACS EJournal (chemistry)
- AIP & APS, IOP E-journals (physics)
- AMS EJournal (meteorology)
- ASCE Online Journals (civil engineering)
- IEEE Electronic Library (IEL) – full-text of all IEEE and IEE journal articles, conference papers, and standards published since 1988
- SpringerVerlag Journals (sciences) – only those journals that PSU subscribes to

MEDIA & INSTRUCTIONAL SUPPORT

Copyright Issues

There seems to be many misconceptions regarding the educational fair use of materials and copyrights. Since we, as a university community, are both consumers and producers of intellectual property and copyrighted material, we must adhere to the guidelines set forth by both the courts and the University's policies governing copyright clearance.

In addition, faculty and staff who utilize copyrighted materials must determine whether the use of that copyrighted material violates any copyright and whether use of such material falls within fair use exceptions to the copyright law.

The following information is provided by the Media and Instructional Support Center as an aid in conforming to the requirement of the U.S. copyright law. The information presented here is not all-inclusive, however, and those with further questions should contact the Media and Instructional Support Center for assistance.

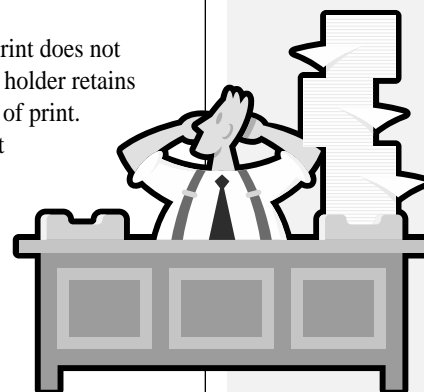
Photocopying

There are two exceptions to copyright law: public domain and fair use.

Public Domain: A work falls under public domain 75 years from first publication or 100 years after the date of creation, whichever is shorter. Publications written by authors deceased for 50 years, if first published in 1978 or later, also fall under public domain. Most U.S. government documents fall under public domain.

Of particular note, a book out of print does not mean out of copyright. The copyright holder retains that right even after the book goes out of print. In some instances, the copyright might revert back to the author from the publisher.

Fair Use: The 1976 Copyright Act provides fair use of a copyrighted material, including reproduction for such purposes as criticism, comment, news report-





ing, teaching, scholarship or research. However, the factors to be considered in determining fair use are purposely vague relying on purpose, character, nature, amount and effect of the use of the copyrighted material. Guidelines have been established, and in a nutshell, the use must be brief and spontaneous.

Brevity is defined as:

- Poetry – (a) a complete poem, if it is less than 250 words and if it is printed on not more than two pages, or (b) from a longer poem, you may make an excerpt of not more than 250 words.
- Prose – (a) either a complete article, story, or essay is allowed if it is less than 2,500 words, or (b) and excerpt from any prose work of not more than 1,000 words, or 10 percent of the work, which ever is less, but in any event a minimum of 500 words.
- Illustrations – one chart, diagram, drawing graph, cartoon or picture per book or per periodical issue.
- Special works – works that combine text with illustrations such as children's books or poetry. No more than 10 percent of the words in the text may be used without permission.

Spontaneity is defined as follows:

- If the work is used only once and "the inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would unreasonable to expect a timely reply to a request for permission."

Generally speaking, photocopying shall not be used to create, replace or substitute for anthologies, compilations, or collective works. Photocopying shall not substitute for the purchase of books, publisher's reprints or periodicals and shall not be repeated with respect to the same item by the same teacher from term to term.

If you need to photocopy material for repeated use, then the material must be submitted as a course packet. All course packets must be sent to the University's Copyright Clearance Office. Steps are in place to assist faculty members in development of course packets. Please stop by the M.I.S.C. office or call ext. 6121.

Copying Broadcast Programming

There are ten guidelines published in the Congressional Record of October 14, 1981. These guidelines have been summarized to answer the most commonly raised issues.

1. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable transmission) and retained by an educational institution for a period not to exceed 45 consecutive calendar days after the date of recording. Upon conclusion of such retention period, the off-air recording must be erased or destroyed immediately.

2. The off-air recording may be used once by individual teachers in the course of relevant teaching activities and repeated once only when reinforcement is necessary during the first 10 consecutive days in the 45-day retention period. After the first 10 days, the off-air recording may be used only for a teacher's evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum.
3. Educational institutions are expected to establish appropriate control procedures to maintain the integrity of these guidelines.
4. It is acceptable to excerpt parts of a program provided that the original context is not altered in anyway. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

Copying Video Materials

Duplicating videotape works without the permission of the copyright owner is prohibited. However, the copyright owner often will grant such permission either for a fee or for no charge.

Use of "Home Use Only" Videos

In general terms, a "Home Use Only" tape is a video that is rented from a video rental store. The following uses are prohibited:

- "Home Use Only" tapes may not be used for public performance.
- "Home Use Only" tapes may not be performed in a public room for entertainment purposes, whether or not a fee is charged.

Use of "Home Use Only" videos are permitted in an educational setting when all of the following criteria are met:

1. The performance or display is in an educational setting, i.e., classroom, school library, auditorium or laboratory.
2. The performance or display is part of the curriculum and not for entertainment purposes.
3. The performance or display is not transmitted to audiences who are not in the same room or general area.

Reproduction of copyrighted material, without prior permission of the copyright owner, particularly in an education setting, is an issue of concern for the academic community. Unfortunately, users in an educational setting all too often overlook the impropriety of unauthorized copying. Although copying all or part of a work without obtaining permission may appear to be an easy and convenient solution to an immediate problem, such unauthorized copying can frequently violate the rights of the author or publisher or the copyrighted work, and be directly contrary to the academic mission to teach respect for ideas and for the intellectual property that expresses those ideas.