"How do I make a two-sided copy?"  "How do I use the scanner?"  "Where is the Athletic Center?"  "How do I attach a document to my email?"  "How can I connect to the wireless system?"

These are all commonly asked questions that the library staff hears time and time again. In fact, the library staff has noticed that some people often ask the same questions. Since many of these questions are raised periodically from several patrons, the library staff decided that it would be beneficial to the student if they were able to always keep this information handy with them. As a result, the "How Do I...?" card project evolved!

The first step in this project was to brainstorm frequently asked questions that all members of the library staff have been asked. Next, a compiled list was created in which duplicate questions were removed and similar topics were combined. At the end of this process, we came up with a master list of questions. From here, staff members each selected questions from the list to write out simple multiple-step directions. The objective of this project was for the cards to be both short and easy to follow.

The next step in this project began after everyone had written the directions for each card. They were formatted to fit onto a 3" x 5" card, and then the cards were printed on brightly colored cardstock paper that would be both durable and easy to locate. Lastly, location of the cards needed to be addressed; therefore, there are two boxes of cards, one at the Circulation Desk and one at the Reference Desk. They are categorized alphabetically with individual label guides separating each card, making them quick and easy to find in the box. Now, when patrons ask the question such as, "How do I make a two-sided copy?" library staff members are able to simply select the corresponding card and hand it to the student to keep for future reference. Patrons seem happy to always have this information with them should they forget how to do something.

Currently, there are 36 cards available to patrons in categories such as "How Do I...?" or "Where is...?" This is still a work-in-progress and an on-going project as the library will constantly be adding cards as new questions arise. Our goal is to offer as much information possible and make it readily available to our patrons.

Since student success is our number one priority, we are gathering information on how many cards have been distributed each month. We are happy to report that as of November 11, 2009, when this service began, more than 60 cards overall have been distributed to patrons. The result of this project has yielded happier patrons knowing that they have this information to keep, and library staff members now have more time to devote to more patrons. So, come on over to the Library to see if there is a card for you to carry! As always, thank you for supporting the Bellevue University Library!

Chrysal Dawson
Access Services Specialist

Vol. 13 No. 2, Spring 2010

LIBRARY HOURS:
Monday through Friday
7:30 a.m. - 10:30 p.m.
Saturday
8:00 a.m. - 5:00 p.m.
Sunday
10:00 a.m. - 7:00 p.m.

PHONE NUMBERS:
Library Director 402-557-7300
Circulation/Renewals 402-557-7314 or 402-557-7308
Overdues 402-557-7314
Reference 402-557-7313
Interlibrary Loans 402-557-7307
Outreach Services 402-557-7311
Technical Services 402-557-7309
Toll-free 1-800-756-7920
Fax 402-557-5427
Email: library@bellevue.edu

http://www.bellevue.edu/library.aspx

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New Arrivals  
Did You Know...  
Read "R" Reviews  
E.T.C. - Electronic Tips Corner  
A Special Thought  
Bulletin Board

View the Newsletter Online:  
http://library.bellevue.edu/news/books.htm
WHO'S WHO?

The library team welcomed several new staff members recently and we are pleased to introduce them at this time...

Brian Maass began working in the library on November 30, 2009, as one of our part-time Circulation Assistant’s. Brian received his BA in Journalism and Mass Communications in 1994, from the University of Nebraska, and has worked in the "telecommunications world" prior to making a career change to libraries. When Brian is not working he enjoys reading.

Beth Light hine began working in the library on January 4, 2010, in the position of Reference/Instruction Librarian. Beth recently received her MLS from St. Catherine University in December 2009, and she obtained her Bachelor's degree in history from Creighton University in 2003. Beth's prior work experience includes the Minnesota Historical Society and Target Corporation. When Beth is not working she enjoys reading, tennis, swimming, and traveling.

Colin Kehm began working in the library on February 15, 2010, and is our evening full-time Circulation Assistant. Colin received his BS in Library Science in 2009, from the University of Nebraska at Omaha and most recently worked for the Omaha Public Library. When Colin is not working he enjoys reading, movies, music, and video/computer games.

Now that you have been introduced to Brian, Beth, and Colin, please stop by the library to meet them as they are sure to greet you with a smile...

TECH TALK

Have you ever wondered where the library purchases books or videos from? Well, the library obtains items from several vendors. Every few months we place orders with various vendors depending on what is available and what discounts we receive. The largest purchase orders are placed with three specific vendors: Amazon.com, Baker & Taylor, and Midwest Library Service.

Baker & Taylor and Amazon.com are the largest of the three main vendors we use. With Amazon.com we purchase items that average a thirty percent discount or higher. Baker & Taylor and Midwest offer about a fourteen percent discount. Baker & Taylor and Amazon.com are very quick at filling and shipping orders, however they are not always able to fulfill our requests. Through Midwest Library Service we primarily purchase items that are published by university presses, such as Oxford University Press, Harvard University Press, etc.; however, they do take longer to fill and ship our orders, but is very good about providing us with everything we have requested. Midwest is also a good source to search for out of print titles. In addition, when available we also request paperback items to save money. This money can then be used to purchase additional books. Furthermore, we put plastic covers on the paperback materials to extend their shelf life.

We receive a large amount of government-related material from Berman. There are also some local smaller vendors that we order books from, such as; Quality Books, Regional Books, and Unique Books. These companies are able to meet with the Library Director and provide more specialized services according to subjects we are interested in. When we do order from them, we order substantially. As far as ordering videos, in addition to ordering from Baker & Taylor and Amazon.com, we have ordered from other various distributors such as PBS, History Channel, and other lesser known vendors. If you request something that is hard to find, we will do our best to get it for you. We are very resourceful and usually very successful!

NET-SCOPE

EXPLORE THESE INFORMATIVE AND INTERESTING SITES!

Discovering American Women's History Online - http://library.mtsu.edu/digitalprojects/womenshistory.php

This award-winning database provides access to digital collections of primary sources (photos, letters, diaries, artifacts, etc.) that document the history of women in the United States. Browse by subject, state, time period, primary source, or do a basic or advanced search. Materials come from Library of Congress American Memories Collection, historical societies, and many other library digital collections. Check it out during March, National Women's History Month, or any time of year.

YouTube Edu - http://www.youtube.com/edu

Most people think of YouTube as a place to go for short entertaining videos. However, at YouTube Edu you will find thousands of videos with an educational purpose, posted by hundreds of universities, many very well-known. Click on "Channels" then "Directory" to choose from the full list of contributing universities, or you may select a category from the left menu. Typing in a search term is another option. There is an amazing amount of content, from entire lectures, to tutorials, to tours of universities and libraries, and much more. Take a look, learn something, and enjoy!

FinAid: The Smart Student Guide to Financial Aid - http://www.finaid.org

This comprehensive site has won awards from the College Board, the National Association of Student Financial Aid Administrators, and other educational associations, and it is easy to see why. Information on all types of financial aid is available here, including student loans, scholarships, and grants. Other topics covered include saving for college, the FAFSA, military aid, and aid for international students. The financial calculator is another helpful tool. If you do not find the answers to all your questions here, use the "Ask an Advisor" email service. The easy-to-use interface takes the pain out of gathering all the information you need to finance your education.

Panabee - http://www.panabee.com

Searching the web for information can be time consuming, and when the information is elusive it can be smart to use more than one search engine to find what you need. Now you can cut your search time in half by using Panabee. Enter in a search term, and by default, it displays results from Google and Bing side by side, but this is just the beginning. Not only can you compare results from two search engines simultaneously, you can also compare results from two sites, such as Amazon and eBay, making finding the best price a cinch. Select other sites from the "Favorites" tab to compare videos on YouTube and Hulu, news from CNN and Fox, and even posts from real time sites such as Twitter. Finding information quickly has never been easier.


This very useful database, from the U.S. Department of Health and Human Services, provides health and safety information on over 9,000 household products. Search by type of product, manufacturer, ingredients, an A-Z list, or even by health effects to get information about a product's chemical makeup, the manufacturer (including contact information), and safe handling procedures. Another helpful feature is the list of both FDA and Consumer Product safety recalls. Whether you are concerned about the environment or personal health, use this site to check out the products you use daily or to find new ones.
LINK UP WITH LIGUIDES

Attention students! Do you feel like you do not know where to start with a paper or research project? Are you looking for ways to save time? The Bellevue University Reference Librarians created LibGuides to help jump start your research process and paper. LibGuides are a new feature from the library that provide research assistance and sources for subjects and courses.

For instance, The Bachelor of Science in Business (BUSC) LibGuide is particularly geared for students in the College of Business. It provides a list of books, e-books, videotapes, DVD's, databases, websites, and organizations related to the four areas of emphasis for your degree including finance, business ethics, management and marketing. The resources are hand-picked by our librarians and provide information needed for your papers, presentations, and projects. We encourage you to take advantage of this useful research tool available on the library's website.

There are over 50 LibGuides available on the library's website at http://libguides.bellevue.edu/ Browse by subject, author, or by the most popular guides. Each newsletter issue will highlight a different guide to expose you to the resources available to help students succeed. If you have suggestions for a LibGuide please send them to library@bellevue.edu or call (402) 557-7313.

FACTS AT YOUR FINGERTIPS

⭐ The American flag should be displayed on all days, especially on legal holidays and other special occasions, on official buildings when in use, in or near polling places on election days, and in or near schools when in session.

⭐ The Senate passed the 27th Amendment on March 22, 1972 prohibiting discrimination on the basis of sex, sending it to the States for ratification. Hawaii led the way as the first state to ratify and by the end of the year, 22 states had ratified it.
FROM: Chase's Calendar of Events. p. 186. (REF GT480.3.C48 2010)

⭐ Seed money refers to the very initial round of funding for a start up to get off the ground.

⭐ The number of games that can be played with words is virtually infinite, for in addition to structured games with set rules, guidelines and expectations such as board games, there are a vast number that can be played in a less contained manner, such as word jumbles and word searches.

⭐ Jizz is the term birdwatchers use to describe the experience of instantly recognizing a bird.

DATABASE DATA

The SMART Imagebase is a database which holds over 18,500 "high quality illustrations, animations, and interactive multimedia" available from Nucleus Medical Art. The database is available from EBSCOhost and primarily targets college students and professors as well as healthcare professionals and their support staff. The images and animations found in the database are downloadable for use by these different audiences for educational use.

In this peer-reviewed, comprehensive database, you will find content which has been reviewed by subject experts in the medical field but first created by students attending such medical schools as Johns Hopkins School of Medicine, the Medical College of Georgia or the University of Texas Memorial Research Center. Illustrations and animations include anatomy, conditions, trauma, diseases, surgery, physiology and other health science topics. After conducting a browse or basic search, you will get a list of results which include thumbnails and title descriptions. Once the item has been selected you will see a larger image version, description, citation information and link to download the image. In addition, you will be given a list of suggestions for further review as they are similar to your chosen item. Lastly, the interactive tutorials especially when combined with the animations are a plus to this database as it brings the subject matter alive for the user.

You can access this database from our library's website under the following subject areas, "Healthcare Management," "Natural Sciences," "Physical Education & Sports Management," or from the "Complete Database List." If you are accessing this database from off-campus make sure to log in first.

QUICK QUIZ

Find the answer to the following question using the SMART Imagebase database for a chance to win a prize.

QUESTION: Which 3D animation shows traumatic brain injury?

Send answers to library@bellevue.edu with the subject line: "Quick Quiz." or obtain an entry form at the Bellevue University Library Reference Desk. The deadline for submissions is May 14, 2010.
NEW ARRIVALS

Check out these new books on the shelves near the display case!

Managing Behavior in Organizations
HD58.7.G7176 2010

Military-to-Civilian Career Transition Guide:
The Essential Job Search Handbook for Service Members
HF5384.F37 2010

Upstarts: How GenY Entrepreneurs are Rocking the World of Business
and 8 Ways You Can Profit From Their Success
HD62.5.F46 2010

The Value of a Dollar: Prices and Incomes in the United States, 1860-2009
HB235.U6 D47 2009

A Theory of Race
GN269.G52 2009

The New World of Wireless: How to Compete in the 4G Revolution
TK5103.2.S657 2010

Learning with Digital Games:
A Practical Guide to Engaging Students in Higher Education
LB2395.7.W55 2010

Is America Safe?: Terrorism, Homeland Security, and Emergency Preparedness
HV6432.J67 2010

International Relations Theory
JZ1305.V56 2010

Helping Families and Communities Recover from Disaster:
Lessons Learned from Hurricane Katrina and Its Aftermath
HV551.4.G85 H45 2010

Cognitive-Behavioral Therapy for Refractory Cases: Turning Failure into Success
RC489.C63 C6416 2010

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DID YOU KNOW...

The library has added a new database?

*Films on Demand* is the leading source for high-quality video and multimedia materials for use in the academic world and serves the Bellevue University community in a multitude of different ways by allowing access to many academic films and resources. If you need assistance please ask the reference librarians.

The library now has Nebraska tax forms available?

Forms are located in the southwest corner of the refreshment area in the library.

The library now has a reference librarian on duty until 10:30 at night?

The library has full reference coverage from 7:30 a.m. - 10:30 p.m., Monday - Friday; 8:00 a.m. - 5:00 p.m., on Saturday; and 10:00 a.m. - 7:00 p.m., on Sunday.
JOURNAL REVIEW OF: 
"Money"

Have you been concerned lately about your financial security during this current recession? Well, Money magazine could help alleviate some of your concerns and put you on the right track to stay or become financially secure. Money is a personal finance magazine that has one of the highest circulation rates of any financial publication in the United States and offers a wide range of investment and money-management advice through articles, interviews, and regular columns.

Issues include practical and fiscally useful information on a great variety of topics. Examples of some of the most recent topics covered include articles on how to deal with college financing, how to protect your finances, investment strategies for building wealth, refinancing homes, and life insurance.

Money's innovative approach to investing, cutting taxes, saving money, and retirement planning will help you reach your financial goals. It offers tips and strategies to make the most of your money and can be a great resource for you to achieve the financially secure life you desire.

You can locate Money online through a variety of different databases including: Academic Search Premier, Business Source Complete, ProQuest 5000 and many more. Our holdings begin in May 1990 and continue through to the present.

BOOK REVIEW OF: 

Wanting to start a nonprofit organization? Not sure how to start or what is involved? This book will help. It is filled with helpful hints and websites. Each chapter is self-contained. You can read the book sequentially, or you can dip into different chapters as needed. You must have a passion for your nonprofit cause. If not, do not start. A couple of the resources mentioned in the book are: The Chronicle of Philanthropy, a periodical for the nonprofit world and www.idealist.org which is a website devoted to the nonprofit world.

Topics covered in the book are legal requirements, organizational infrastructure, public relations and marketing, development and fundraising, budgeting and accounting, leadership and management strategies, human resources, volunteers, dealing with common obstacles, and evaluating the organization. The book includes an appendix of resources which include sample bylaws, volunteer application, donor appeal letter, donation request (to a business), thank-you letter to fundraiser attendees, a list of online and print resources, and a glossary of terms. The book can be found in the General Collection and can be checked out for three weeks.

VIDEO REVIEW OF: 
"History of Dow Jones" 
(DVD HF5548.323.D69 H57 2008)

This 45-minute DVD, narrated by actor Fritz Weaver and produced by the History Channel, introduces the viewer to the initial beginnings of the Dow Jones Industrial Average and the Wall Street Journal; four of the men and one woman responsible for its beginnings and growth, and some of the landmark events in its history.

When their partnership began in 1882, Charles Henry Dow was the "introverted financial writer," Edward Davis Jones was the extroverted "boss," and Charles Bergstresser was the "front man" who made business contacts with people from all walks of life. The three began by circulating a two-page "Customer's Afternoon Letter," which summarized the action on Wall Street that day. In the early 1880's, this was distributed by runners. On July 3, 1884, Dow included an average of 9 railroads and 2 steamship companies on the sheet. By 1889, this daily letter became the Wall Street Journal. Ten years later, Edward Jones left the partnership.

In 1902, Dow sold the Wall Street Journal to the powerhouse husband-and-wife team Clarence and Jessie Barron for $130,000. Dow died within the year.

Some of the 20th Century events that are mentioned as landmarks are:
- 1907 - Financial panic
- 1928 - 30 stocks were included in the index.
- 1929 - 24% of the total value of the stock market was lost during one October week.
- 1954 - Date that the average returned to its 1929 level.
- 1972 - The average topped 1,000.
- 1987 - On October 20, the Dow Jones Average dropped 508 points in one day.

Insight from nine financial experts including Lou Dobbs, Louis Rukeyser, and Dr. Richard Stillman of the University of New Orleans, are interspersed with black and white photos and past and present scenes from the trading floor. Those who are regular readers of the Wall Street Journal will discover how that publication began by watching this DVD. It is available on the media shelves directly east of the Circulation Desk at the Bellevue University Library, and can be borrowed for one week.

E.T.C. ELECTRONIC TIPS CORNER

If pop-up blockers or other security software are preventing you from accessing a website, hold down the "Ctrl" key while clicking on the link. This should override any security settings on the computer.

When saving a file to upload into Blackboard or most other interfaces, make sure not to include punctuation or brackets/braces in the file name. Some programs will limit the number of characters in a title so keep them informative but short.

Picnik (http://www.picnik.com) is a free photo editing website. If you find yourself needing to crop, resize, or add text to an image, this service is extremely easy to use.
A SPECIAL THOUGHT

"I am what libraries and librarians have made me, with a little assistance from a professor of Greek and a few poets."

~ B.K. Sandwell ~

MORE THAN BOOKS
Vol. 13, No. 2, Spring 2010

Editor
Robin Bernstein

Contributors
Robin Bernstein
Barbara Haney
Diane Osborne
Allie O'Connor
Chrystal Dawson
Linda Black
Christine Armstrong
Lorraine Patrick
Margie McCandless
Casey Kralik
Becky Wymer
Jennifer Sorensen
Jessica Omer
Michelle Bullock
Beth Lighthipe

Design/Typeset
Chrystal Dawson

FUTURE FEATURE

"Becoming a Library Facebook Fan"

Casey Kralik

GINGERBREAD HOUSE RAFFLE:
Congratulations to the winners of the 6th Annual Gingerbread House raffle. Alicia Olsen won the Bellevue University employee drawing, Navrata Gupta won the student drawing, and P.J. Molni won the library staff drawing. A huge thank you to Margie McCandless, Reference Support Specialist, for the creation and donation of such beautiful masterpieces.

FOOD FOR FINES:
Three boxes of food were collected during the month of December in lieu of library fines. The much needed food was donated to the Bellevue Food Pantry in time for holiday distribution. Thank you to all who elected to participate in this program.

QUICK QUIZ:
Who will be the winner of the next Quick Quiz? We regret that we cannot announce a winner from our last Quick Quiz because nobody entered to answer the question: "How many stores does OfficeMax operate and what is the size of the typical store in square feet?" Answer: OfficeMax operates 1,024 stores in the U.S., with an average area of 23,500 square feet. But you can be the winner of the next Quick Quiz by entering electronically at: http://library.bellevue.edu/news/books.htm, sending an email to: library@bellevue.edu with the subject line "Quick Quiz," or in person by visiting the Library's Reference Desk and filling out an entry form. The deadline for submissions is May 14, 2010.

13TH ANNUAL PROFESSIONAL GROWTH DAY:
The "13th Annual Professional Growth Day" was held on February 3, 2010. Library staff researched and presented library-centered topics during the in-house event. The day was a great success and thank you to all who participated.

NATIONAL LIBRARY WEEK:
National Library Week will be held April 11-17, 2010. The NLW planning committee is busy preparing for the many fun and varied events such as READ posters, booksale, refreshments, raffle opportunities, and a viewing of the film, "The Hollywood Librarian." The open house will be held on Wednesday, April 14 at 2:00 p.m. where also the Friend of the Library Award will be presented. We hope you will stop by the Library and celebrate with us during the week!

LIBRARY DISPLAY CASES:
Every month we have a different theme highlighted in our display case. Be sure to stop by and check them out. In case you missed any, please enjoy the pictures below.

December 2009
(Holiday Display)

January 2010
(Get Organized, Get Smart, and Get Fit)

February 2010
(Black History Month and Junk Food Month)

Effective March 1, 2010, the library welcomed the Learning Assessment Center to the library team. This collaboration strengthens the library's commitment to providing the best in-class experience through World Class Learning. As a result of the restructuring, Robin Bernstein was promoted to Senior Director of Library Services. Watch for future newsletter submissions from the testing and tutoring areas...