

IN TOUCH

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NEW LIBRARY COMPUTER CENTER

The library acquired a new computer center in the Fall of 2002. It has now been installed across from the library Careers Collection and allows for all the library computers to be organized around one central circular table, with a laser printer on the top table, that is fully networked to all the library computers.. The seventh library computer is presently still located across from the front desk.

With this new arrangement, students using the central computers, will have better access to the collections in the reference area and to help from librarians and the students manning the front desk. At the same time, librarians will find it easier to

supervise and keep an eye on student activities with one centralized computer arrangement.

The computers in the library are very heavily used by the university's students, for all kinds of tasks, from accessing the internet to reading their e-mail, being able to search the library catalog, and using the many library databases that have been made available for students to search on a variety of topics.

The library's computers are the busiest when school is in session, since this is when students need to do their assignments or research, or prepare for tests and their examinations.



Library computers are very well used...

The Library computers were also put to very good use this summer, when the library was used by students taking the odd summer class and large groups of international students, who came to the Main campus from Hong Kong and Malaysia, to complete their Business capstone classes and were needing to communicate with their families overseas.

INTERN TO DO ONE DAY A WEEK

If you visited the library on a Tuesday during the summer, you would be sure to meet KU Museum Studies Intern, Emily Hughes Dominick.

Emily has kept herself very busy in the library this summer and is using her exper-

tise to organize and catalog Ottawa University's six or more museum collections. Emily made a great start on the collections in the library and the Chapel storage and has completed the labeling and cataloguing of two of the University's collections

and the boxing, labeling and cataloguing of the university's textile and clothing collection which dates from the 1920's-1960's. Emily will continue working with the collections, one day a week during the Fall, as there is a great deal still to be done.

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- Godllovich, Stan. Musical Performance
- Goodrich, Thomas. Bloody dawn.
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- Newbery, Andrew. Why God won't go away.

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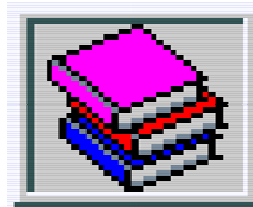
LIBRARY ADDS LEISURE COLLECTION FOR STUDENT USE

In 2002, students often came to the desk to ask librarians if there were fiction books that they could read for their leisure. Librarians often sent students upstairs to use the library's literature collection, but many students would say that they had browsed that collection and did not find anything fun or interesting. Many students complained that the library's literature collection was boring, tacky, old or very hard and tedious to read.

Several students then began to suggest to librarians that it would be a good idea if the Myers library had a collection of popular fiction books that covered the genres always seemed to be missing in an academic library, such as the genres of romance, science fiction, mystery

and Christian fiction.

The Myers Library began to acquire books from these missing genres at the end of 2002 and the leisure collection was born. This collection is presently housed across from the display case at the library entrance and across from the careers collection. This collection is marked with an "L" on its labels and the first four letters of the authors last name. The collection checks out for half a semester, since the library only has



two open shelf due dates, which are at mid-semester and in the last week of the semester. The

leisure collection now includes popular book and audio-book titles that can be found on the fiction shelves in the public library or on the shelves of the nearest bookstore. Librarians are trying to keep the collection current by adding a few new fiction titles every three months in each genre.

Since this can become a costly exercise, it would be a very good idea if students, faculty and staff would be willing to donate popular fiction books and audio=books that they have finished reading , to the library, on a regular basis., so that we can continue to grow the leisure collection, and students, faculty and staff, who want to check out popular fiction titles, can have more titles to choose from in the future.

MYERS LIBRARY JOINS KANSAS CITY METROPOLITAN NETWORK

In July 2003, the library joined the Kansas City Metropolitan Library Network (KCMLIN) and Courier Service as a member library. This was done in order to improve interlibrary loans services for students and faculty on the campus.

Becoming a member of the KCMLIN courier service means that now the library can obtain an interlibrary loan book from

the libraries in the Kansas City Metro area in the space of a day or two, instead of having to wait until the library fills an interlibrary loan, and then sends it out in the mail. Often this delay means that the book might reach the library in a week or two, as opposed to a day or two, which is now a possibility. Libraries at KU, Washburn, Baker and in the Mid-Continent and Kan-

sas City Public Library systems are very much closer with the courier service between them, meaning that students can get books that are held by Kansas City Metropolitan area libraries a whole lot faster than before. Books from libraries further afield, or that are not in the KCMLIN Network, will still take a week or more by regular mail, with their book deliveries to students via the Interlibrary Loan system. KCMLIN also offers library staff s that belong to their network, excellent library training opportunities.

I cannot live without books.
—Thomas Jefferson's Letter to John Adams
—March 17, 1815.

COOPERATION CAN BE SWEET

After two meetings with Deb Barker from the Franklin County Historical Society, two librarians have made up their minds to work with her, as the editor, to produce a series of books on Ottawa History. Several writers interested in Ottawa History and affiliated with the Historical Society will be working on a host of interesting topics relating to Ottawa's fascinating past. Gloria Creed-Dikeogu, the Myers Library's director

and Celia Davis, the Myer's library's cataloger, have decided to put Ottawa University back on the history map, by agreeing to research and write two 45 page books for the Franklin County Historical Society's series. The books will focus on two hot topics in Ottawa



Let's hope the projects get done this fast....!

University History. The librarians have been asked to be ready to submit the first manuscript o the editor by the end of January 2004. The librarians plan to locate and use several photographs that are available from Ottawa University' Library's photo archives , as illustrations in these publications.

INSIDE STORY HEADLINE

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

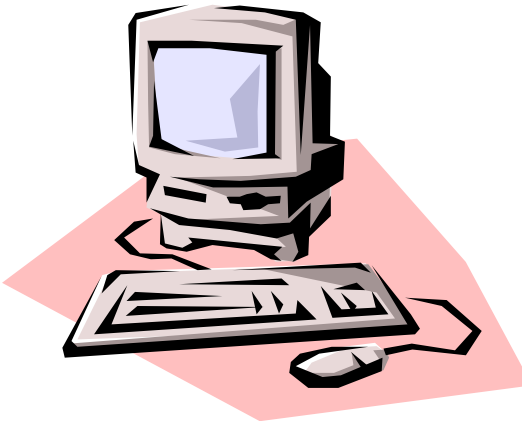
While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find "filler" articles by accessing the World Wide Web. You can write about a variety

of topics but try to keep your articles short.

Much of the content you put in your



Caption describing picture or graphic.

newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.

INSIDE STORY HEADLINE

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

"To catch the reader's attention, place an interesting sentence or quote from the story here."

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new

employees or top customers or vendors.

INSIDE STORY HEADLINE

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to



Caption describing picture or graphic.

the article. Be sure to place the caption of the image near the image.

P O Box 3041
Lawrence KS 66046

Phone: 785-842-3161
Email: gdikeogu@yahoo.com

Your business tag line here.

We're on the Web!
example.microsoft.
com



This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.

BACK PAGE STORY HEADLINE

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard products or services, you can include a listing

of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a good place to insert a clip art image or some other graphic.



Caption describing picture or graphic.