



Foley
FRONT & CENTER
GONZAGA UNIVERSITY

VOLUME 6 ISSUE 1

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Paw Prints at Foley

Paw Prints has relocated and can now be found at Foley. This student copy center is available to everyone and services can be recharged to departments directly. They do “prefer to have departments use Faculty Services for copying needs as Paw Prints is staffed only by students.”

Hours: 9:30 a.m. - 10:00 p.m.

Questions: Nancy at ext. 6880

Paw Prints Phone: 5858

Paw Prints Fax: 5845

Location: Lower Level of the Foley Center

Services: general copying/binding, faxing, laminating and film processing

Can We Help?

Acquisitions	323-6546
Administrative Offices	323-6532
<i>Chastek Law Library</i>	323-5792
Circulation Desk	323-5803
Computer Lab	323-6664
Desktop Support	323-5550
Distance Learner Services	323-3820
Donations	323-6546
Interlibrary Loan	323-6534
Paw Prints Copy Center	323-5858
Periodicals	323-3824
Reference Desk	323-5931
Special Collections	323-3822

<http://www.foley.gonzaga.edu>

Loan Periods for Library Materials

General collection (“Stacks”) materials

Gonzaga faculty or staff	End of semester
Gonzaga grad students	56 days
Everyone else	28 days

Curriculum materials

Popular books	28 days
Popular videos & DVDs	14 days
Course Reserves	7 days
	Varies (always short)

Foley Fling

Fly into the Foley Center
Wednesday, **September 24th**
from **4-6:30 PM** for a **FREE**,
fun-filled function at Foley.

There will be **FREE**,
fantastically fixed Italian
sodas for all who find their
way through Foley. Those who
participate will be entered in
the drawings for \$200 worth
of gift certificates to nearby
merchants.

The fine, friendly folks want
to meet, greet and introduce
you to the phenomenal services
offered through Foley. We
look forward to fulfilling your
thirst for knowledge and ...
Italian sodas!



2003

FOLEY CENTER STUDENT JOB DESCRIPTIONS

Student Assistant Desktop Support: Web Development Support

Duties: Assists the University Webmaster in the creation, development, and maintenance of World Wide Web pages and web applications for the University's web site. Prepares and maintains content for the web site; trains users and other developers how to use web resources; works with faculty members, department chairs, and departmental contacts to ensure content on the web site is current and accurate. Creates and publishes content on the web site. May work with the Archimedes Academic Web Application to create custom content areas for individual academic departments and faculty.

Qualification: Must demonstrate experience creating and publishing web pages. Must show excellent interpersonal communication skills, and the ability to work with a variety of users. Experience developing web applications using JAVA, Javascript, Cold Fusion or other programming language(s) is desired.

Work hours will be scheduled between 8 a.m. - 7 p.m. weekdays.

Student Assistant Desktop support: Desktop Technician Assistant

Duties: Assists the Desktop Support Technicians in the support of desktop computing resources around campus, including faculty, staff, and student users. May rebuild systems, perform basic field service calls, assist in the deployment of system and peripheral upgrades, assist in managing and servicing surplus equipment, and perform other duties as assigned.

Qualifications: Must demonstrate experience troubleshooting, repairing and maintaining desktop computer hardware and software. Demonstrated ability to rebuild desktop computer systems and replace system components.

Work hours will be scheduled between 8 a.m. - 7 p.m. weekdays.

Student Assistant Desktop Support: PC Support/Microcomputer Lab

Duties: Provides basic assistance and troubleshooting on software and hardware for Macintosh and PC computers in the lab. Also assist with services activities. Responsible for basic computer maintenance for the Foley computer lab, Administration building computer lab and special projects as assigned.

Qualifications: Experience on microcomputers, preferably with Macintosh, DOS, and Windows operating systems. Attention to detail and ability to complete task with minimal supervision. Ability to work well with the public and good communication skills.

Work hours will be scheduled during any hours the library is open (including evenings, and weekends). Admin bldg. lab (open 24hrs)

Student Assistant: Instructional Technology Services: Distance Education Facility Operator Assistant

Duties: Operation of various audio/visual equipment synonymous with the production of a videotape program, taping lectured classes for the purpose of distributing the class to distanced based students. Equipment that will be used – video switcher, multi-channel audio mixer, character generator (PC based), remote controlled cameras, TV monitors & VCR's, A/V routing switcher. Assistant will sit at a control console and operate the above equipment during classes as well as stand or stoop to change tapes between class breaks. Duties also include bulk erasing tapes, labeling tapes, organizing class tapes up to two weeks in advance. Interaction with faculty & students & security of the classroom.

Qualifications: Knowledge of how to use a VCR, TV monitor, and personal computer (may include Macintosh platform). Limited understanding of television production. Must be able to lift at least 50lbs intermittently & sit for extended hours. Must be able to reach at least 6ft in height. Excellent organizational skills and attention to details. Must understand the importance of securing electronic equipment when not in use (may be given a key to the facility). Limited training provided.

Work hours are flexible, M-Th 8-9:30 pm., Fri 8-5pm. Some weekend hours may apply.

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Student Assistant Instructional Technology Services: Media Services

Duties: Staffs the Media Services desk, answers phone, and schedules check out and delivery of media equipment. Delivers, sets up, and returns audio-visual equipment to all areas of campus. Provides general assistance to patrons, provides basic computer assistance in absence of computer lab tech, and provides basic assistance in use of audio-visual and multimedia equipment.

Qualifications: Computer experience, interest and ability to learn operation of audio-visual and multimedia equipment, customer service & phone skills.

Work hours will be scheduled between 8 a.m. – 6 p.m. weekdays.

Student Assistant Instructional Technology Services: Language Laboratory

Duties: Duplicates audio cassette tapes for classroom and home use, assists faculty & students in Lab operations, monitors make-up labs, takes requests for various taping applications, and supervises all operations of the language lab.

Qualifications: Must work well with others & perform tasks quickly and efficiently without supervision.

Work hours will be scheduled between 8 a.m. - 5 p.m. weekdays.

Student Assistant - LIBRARY: Administrative Offices

Duties: Answers telephones, receives visitors, distributes mail, types, word processes, & manages FAX service. Works in an office environment.

Qualifications: Word processing skills, attention to detail.

Work hours will be scheduled between 8 a.m. to 5 p.m. weekdays.

Student Assistant – LIBRARY: Materials Management

Duties: Assists in the ordering, processing, & preservation of library materials. Tasks may include binding, marking and labeling of library materials, filing, searching databases, and entering data into automated systems. Works in an office environment with minimal contact with library patrons.

Qualifications: Computer keyboarding experience. Ability to file in an alphanumerical system. Ability to carefully follow and remember instructions. Ability to perform repetitive tasks accurately. General good nature and friendliness required. Ability to lift 30 pounds. Attention to detail. Must work a minimum of 8 hrs per week.

Work hours will be scheduled between 8 a.m. to 5 p.m. Monday – Friday.

Student Assistant Public Services - LIBRARY: Circulation

Duties: Assists patrons in checking out library materials using automated computer system. Performs shelving and other maintenance duties.

Qualifications: Public service orientation with good interpersonal communication skills. Attention to detail, ability to perform tasks accurately, and keyboarding skills.

Work hours will be scheduled during any hours the library is open (including evenings and weekends).

Student Assistant Public Services - LIBRARY: Interlibrary Loan Borrowing

Duties: ILL Borrowing students learn to print incoming requests from e-mail and other databases, prepare incoming material for delivery to patrons, and help maintain both computer and paper files. Duties also include opening mail, packaging material for shipping, and retrieving books and journals from the stacks. No study time.

Qualifications: Productive attitude, ability to follow directions, attention to detail, legible handwriting, legible handwriting, & computer skills preferred.

Work hours will be scheduled between 8 a.m. to 5 p.m. weekdays.

Student Assistant Public Services - LIBRARY: Reference

Duties: Assists patrons in the use of library systems and other equipment. Answers directional questions about the library. Other duties include shelving, shelf reading, and collection maintenance.

Qualifications: Must be service oriented and enjoy working with a diverse public. Excellent reading skills. Computer experience preferred.

Work hours may be scheduled any hours the library is open, including evenings & weekends.

EDRS Database (PDF access to ERIC Documents)

ERIC Document Reproduction Service (EDRS) allows students access to ERIC Documents in PDF format. E*Subscribe is a new component of ERIC that continues and partially replaces our ERIC Document microfiche collection. From this point on, access to most ERIC Documents from 1996 to the present will be available electronically (in the form of PDF files) downloadable directly from ERIC. This new service will be greeted with glee by our off-campus students and anyone who has had to work at any length with ERIC Documents on microfiche!

How it works:

1. When searching ERIC in FirstSearch, look for the ED accession number which indicates an ERIC Document (as opposed to the EJ accession number indicating journal articles).
2. Click on the document title to enter the detailed record for a given document and look for the document date in the Publication field near the top of the record.
3. If the date is 1996 or later, scroll all the way to the bottom of the record and click on the "E*Subscribe and EDRS order options link" -- this will open up a new frame with E*Subscribe information for the document you selected.
4. If the document is available in PDF, a square icon with the red Adobe insignia will appear to the left of the ED number. Click on the icon to download the file into Adobe Acrobat on your computer.
5. The PDF file should open in a new window. Note that ERIC is still active in a separate window and will time-out in 8 minutes. You might want to leave the PDF file open for later viewing, and return to your search results in ERIC to avoid timing out.
6. Alternatively, you can search E*Subscribe directly by going to www.edrs.com and selecting the Express or Easy search option. One advantage of searching E*Subscribe directly is that you can consolidate multiple ERIC Documents into a folder to be downloaded all at once.

There are several types of document not available in PDF format, including books and some documents limited by the copyright holder. If you have any questions, please check with a reference librarian at 323-5931 or stop at the Reference Desk in Foley.

One Card comes to Foley

This summer the university made a major change to the identification numbers and ID cards for students, staff and faculty. As of this summer, the university no longer uses social security numbers as a means of identification. The decision was also made to use a magnetic strip on ID cards instead of a barcode. Now each student, staff and faculty member has been issued a new ID card, known as "one card" and a new Gonzaga ID number that will be used for identification. These cards work in the library, food service and campus offices. There are also plans to use the card the same way a debit card works and allow students to have money deposited to their "one card" account.

The library has begun using the one card system and has installed new magnetic strip readers at service points throughout the building. We have loaded the new Gonzaga ID numbers into the Endeavor system and they are now patron barcodes. Because there is no longer a separate library barcode we have new ways to log into the library computers and to use the library databases from off campus, via the proxy server. Both the library computers and the proxy server will use the user name and login from the active directory. For staff and faculty these are the same as they would use on their office machines. For students these are the same as used to access the other computer labs on campus, their Barney account, Blackboard, or Zgmail.

“Personnel E” Speaking

Goodbye and good luck to our Distance Librarian, **Jonathan Potter**. He has taken a new job at EWU.

Theresa Kappus has accepted a term position as our Distance/ILL Librarian.

Joe Roseborough has left the WIN department to start a new life in Seattle. Good luck Joe!

Mary Ellen Willemsen, is the new Program Assistant for the WIN department.

Brenda Warrington has taken a new position within the library. She is now the Graphic Design/Web Specialist.

Congratulations to new parents, John & Sarah **Okert**. They welcomed baby Paul on Easter.

Stay tuned for more happenings...

Looking for a movie?

Browse through the Popular section of videos and DVDs located near the Reference Desk. We have over 450 videos and 90 DVDs to choose from. Some videos based on books may also be found in the general collection, usually near the book which inspired them.

Laptops for students

Foley has six laptops available to loan to Gonzaga University students for non-renewable three-hour loan periods. The laptops have Internet access and work with the library’s wireless network.

Keep track of the laptop while it is in your possession. There is a hefty replacement fee for lost or damaged laptops. The laptops do not have disk drives and documents saved to the computer are erased once a user logs off. Therefore, you may want to print a copy or email the file for later use.

Free Books!

The Foley Center Library has placed a cart of discarded books and other materials in the atrium near the library’s front doors. Some of the items are withdrawn library materials while others are donated materials that the library has chosen not to add to the collection. All the items are free to whoever wants them. The cart will be refilled as it begins to empty, so it is a good idea to check the discard cart often.

LIBRARY HOURS

Building Hours

Monday—Thursday	8am-Midnight
Friday	8am-9pm
Saturday	9am-9pm
Sunday	11am-Midnight

Administrative Offices

Monday—Friday	8am-5pm
Saturday & Sunday	Closed

Special Collections

Monday—Friday	8:30am-Noon & 1pm-4:30pm
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Labor Day Observed

Thursday, Sep 18	8am-9pm
Friday, Sep 19	8 am – 5 pm

Founder’s Day

Friday, Oct 18	8 am – 5 pm
Saturday, Oct 19	1pm – 5 pm
Sunday, Oct 20	1pm – 5pm
Monday, Oct 21	1pm - Midnight

Thanksgiving

Tue-Wed, Nov 25-26	8am – 5pm
Thur-Fri, Nov 27-28	Closed
Saturday, Nov 29	1pm – 5pm
Sunday, Nov 30	1pm – Midnight



Foley Center Library
502 E Boone Ave
Spokane, WA 99258-0095
www.foley.gonzaga.edu