

# CHECK IT OUT

## IUK LIBRARY NEWSLETTER

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### ***NEW IUCAT UP AND RUNNING.....***

New online catalog arrived January 2, 2001. IUCAT, <http://iucat.iu.edu/>, is a WEB-based catalog for the IU Libraries system-wide. An IUCAT QuickStart guide is available at:

<http://www.indiana.edu/~libopac/iucathelp/iucatquick.html> and an IUCAT Tutorial that we highly recommend for users may be found at: <http://www.indiana.edu/~libopac/tutorial/index.html>.

#### **Reminders:**

- Library instruction on how to use the Library catalog done prior to 2001 was based on how to use the OLD catalog. Don't assume your students know how to use the NEW catalog. To set up Library instruction for your classes contact Gail MacKay (ext. 249).
- The new IUCAT will limit your search to the Kokomo Library when you are doing searches from a Kokomo campus computer. If you want to search all libraries you will need to change the *Select Library* to "ALL".
- Please be patient with the library staff and librarians who are still learning the technical side of the new IUCAT which allows us to check out/check in materials, order, check in, and catalog new materials.

### ***LOGIN REQUIRED***

Starting January 4, 2001 all the workstations in the Library CARS room require a login. Students who do not have an IUK network id should apply for one at the computer services Helpdesk (Main Building, Room KO057). Faculty and staff can use their IUK account to login to the workstations. All users are asked to read the CARS Room Use Policy, <http://www.iuk.edu/library/carspol.html>, before using the workstations. Students without an account and the general public may have access to library resources (the online catalog and electronic resources) at OPAC workstations in the library. The OPAC's do not allow general Internet searching, students are directed to the computer labs and the general public are directed to the public library.

Just as a reminder: the computer workstations in the Library are for library research purposes. Students should be directed to the computer labs to use course materials (syllabus and course notes), to use the Oncourse and INSITE systems. Library workstations can not be used for email or word processing. One computer services workstation is located in the Library Copy Room (room 119) where students can access their campus email account; no printing is available for this workstation.

### ***LIBRARY MATERIAL ORDERS***

The Technical Services staff will be accepting library material orders immediately. As indicated in departmental meetings, book orders will be returned to the individual departments for prioritization after the library staff has completed a pre-acquisition check. The prioritized orders should be returned to the Library staff for ordering no later than February 23, 2001. Questions may be directed to Ria Lukes, Head of Technical Services (x437 or email [rlukes@iuk.edu](mailto:rlukes@iuk.edu)).

***SciFinder Scholar*** is a client/server software which allows searching of the Chemical Abstracts Service databases. Indiana University Kokomo now has access to SciFinder Scholar. To learn more about SciFinder Scholar go to <http://www.cas.org/SCIFINDER/SCHOLAR/index.html>

To use SciFinder Scholar the client/server software must be installed on each individual personal computer. Faculty and staff who would like to use this database will need to send a request to the IUK Help Desk to have the software installed on your workstation. The software is currently available on several workstations in the Library CARS room.

If you have questions please contact Diane Bever, Head of Public Services (x345 or email [dbever@iuk.edu](mailto:dbever@iuk.edu)).

### **NEW WorkFlows SYSTEM**

The new Indiana University online catalog meant more than just a new web based catalog for the library users to search! The change to this new system affected ALL of the procedures followed by the Library Technical Services staff. Beginning on October 20, 2000, the Library staff was shut out of all functions of the old catalog. This meant we were unable to order books, pay for books, catalog books, check in periodical issues etc. Now that the new system is functioning we are learning new job procedures as well as trying to eliminate a two month backlog of work. So bear with us! We will try to eliminate that backlog as soon as possible. In the meantime—please hold those donations! We are not ready to accept materials at this time.

***New Students*** who have not had an IU Library card need to remember that when they get their Student ID that they need to bring it to the Library to be activated as a Library card.

[IUK Library](http://www.iuk.edu/library)  
<http://www.iuk.edu/library>