

# THE LIBRARY LINK

Gingrich Library, Albright College

Volume 9, Issue 1

August 2004

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## Albright's Attic—The College Archives

Archives. What do you think of when you hear the word? Perhaps you think of a dusty attic where stuff is put away and forgotten. Possibly you think of an archive as a warehouse of forgotten stuff. You may think of the college archives as the college's attic, as you also think of the Smithsonian Institution as the nation's attic.

The Library's Archives and Special Collections is the place to save, protect, and preserve institutional memory and history, and to hold the recorded memory of Albright College; to keep items as long as possible for future generations. Materials to be included in the archives are evaluated for their possible historical significance, and many items are one of a kind. The collection mainly contains materials related to the college and its predecessor colleges and seminaries. Also included are materials on the United Methodist Church, especially the college's Evangelical Association roots, books by faculty and alumni, books about Reading and Berks County, books about the Pennsylvania Dutch, and rare books.

The archive includes a range of materials from numerous single items to collections. A collection is an accumulation of manuscripts or documents devoted to a single theme, person, or event. Individuals or organizations often donate collections. One example of a collection is the Byron Vazakas (1905-1987) collection; he was a major poet of Reading and the collection includes many of his manuscripts and published works.

Unlike the library where books are organized by subject, materials in the archives are arranged, as much as possible, in their original order to preserve the context in which the records were created. But, some rearrangement is necessary to make the records useful to researchers. All paper needs to be re-filed in archival folders and boxes. Rusty staples, metal paper clips, old cellophane tape and rubber bands (*continued on page 3*)

## New Library Hours for Fall 2004

In order to better serve the Albright Community, the Gingrich Library will be opening its doors at 7:45am on weekdays. This way we can accommodate last minute printing, reserves, photocopying and book returns before the start of 8:00am classes. We hope that a little extra time can make a big difference in giving you more flexibility and convenience.



Regular Library Hours:

Monday-Thursday: 7:45am-Midnight  
Friday: 7:45am-7pm  
Saturday: 9:00am-5:00pm  
Sunday: 1:00pm-Midnight

## I Know What You Did Last Summer...

Since it is unlikely that most faculty can truthfully say this when discussing the technology upgrades (part of the *Educational Technology Plan* whose draft version is still available at <http://www.albright.edu/library/plan.html>), here is a short synopsis of what really happened this past summer. Expect to see and hear more in the upcoming weeks and at future faculty meetings.

Since the faculty voted at the last faculty meeting to encourage the college to hire a quality firm to assist in renovating the classrooms, quite a bit of the summer was taken up in interviewing and selecting the appropriate firm. Professor Christian Hamann led the committee in its deliberations and the overwhelming choice was a local firm, AEM Architects. AEM has significant experience in creating and renovating high and low tech classrooms, much of it in local area school districts.

## Albright's Favorite Poems

In Spring 2004, we asked the faculty, staff, and students to submit their favorite poems. Your responses helped create an exhibit in the library on display for most of the summer. Come to the library to see other exhibits in the main floor display case through the year.

Barbara Anderson - *Stopping by Woods on a Snowy Evening* - Robert Frost

Mary Jane Androne - *The Song of Wandering Aengus* - William Butler Yeats

Cindy Becker - *The Young Man's Song* - W. B. Yeats

Jon Bekken - *The Colonel* - Carolyn Forché

Andrea Blassingame - *Phenomenal Woman* - Maya Angelou

Marguerite Borst - *Snowbound* - John Greenleaf Whittier

C. Ameshia Brown - *My Shadow* - Robert Louis Stevenson

Shamell Brandon - *Let me not to the marriage of true minds (Sonnet CXVI)* - William Shakespeare

Al Cacicedo - *Fleas* - Anonymous

Paul Clark - *John Urey* - Daniel Berrigan

Pat Delewski - *Sarah Cynthia Sylvia Stout Would Not Take The Garbage Out* - Shel Silverstein

Sid Dreese - *Song of Hiawatha* - Henry Wadsworth Longfellow

Tashieka Grant - *I Am Going to Sleep* - Alfonsina Storni

Christian Hamann - *After Great Pain, a Formal Feeling Comes* - Emily Dickinson

Trish Helfenstein - *The Clearing* - Gregory Djanikian

Fianna Holt - *Tom O'Bedlam's Song* - Anonymous

Pat Hummel - *Things Pass Things Change* - Byron Vazakas

Ethan Joella - *George Gray* - Edgar Lee Masters

Karen Jogan - *Alturas de Macchu Picchu XII* - Pablo Neruda

Caitlin Ketterer - *Do Not Go Gentle into That Good Night* - Dylan Thomas

Stephen Klein - *Subterranean Homesick Blues* - Bob Dylan

Melissa Migliaccio - *The Road Not Taken* - Robert Frost

George Missonis - *The Hippopotamus* - T. S. Eliot

Nicole Reed - *Sick* - Shel Silverstein

Jessica Shue - *The Cows at Night* - Hayden Carruth

Samuel White, Jr. - *Oneiric* - Peggy Labes

## I know what you did last summer...

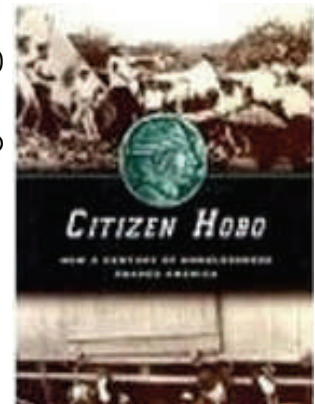
Because so little time was left, (*continued on page 2*) (*continued from page 1*) the original summer technology project plan was modified and abridged. The architectural firm will work with the college to create a comprehensive plan for a total design package for the classrooms, looking at all of the major areas of concern: HVAC, painting, flooring, lighting, ceilings, windows/window treatments, acoustics, technology, desks, and comfort. All of these factors will affect the final "teachability" of the rooms. It is anticipated that it will take approximately 3 years to completely renovate all of the classrooms.

In order to show some small progress, the college decided to pick 4 high-use but architecturally simple rooms (Chapel 101, Teel 214, Masters 210 and Masters 309) to provide a sample of what the first phase in a renovation would/could improve. Technologically, each of these rooms will have computer and VHS/DVD projection capability. Additional faculty input early this Fall will decide which rooms will be improved in the next phase and what academic teaching inputs need to be collected in order to improve the classroom design.

In addition to assisting the architects, the Library will be able to add DVD viewing capability to 16 college spaces: Masters Hall 204, 205, 207, 210 and 211; Science Hall 217, 221 and 318; Teel 101A, 101B, 114, B24, B4 and the Dearden Room; the Campus Center cart; North Hall A202. Each of these rooms already had a newer TV set and VHS player. By Spring 2005, the Library expects to add technology to more rooms. Watch future editions of the *Library Link* for more news.

## Join us!

Please join the Library on October 13th at 7:30 pm in the Campus Center South Lounge to hear author Todd DePastino speak about his book *Citizen Hobo: How a Century of Homelessness Shaped America*.



All members of the Albright Campus Community are invited.

This is an Experience Event.



Get Library Resources @home!  
Remote Access Website:  
<http://felix.albright.edu/login>

## New Faces in Gingrich Library



Kate Schrope, Evening Circulation Supervisor

This July, the staff of the Gingrich Library welcomed Kate Schrope to her new role as Evening Circulation Supervisor. Kate replaces Ray Weaver who has moved to a new Projects position in the Library, created when longtime Library staff member Paul Clark accepted his calling to serve as the Chaplain for the college. Kate is responsible for overseeing the student workers in the evenings and she brings a wealth of experience in working with students to Albright. Formerly a

Graduate Assistant Residential Advisor at Millersville University, Kate wishes to continue her work in higher education. There are lots of similarities between these positions, Kate says, among them, “being able to supervise students, and helping patrons with an emphasis on service.” Kate is also very near to earning a Master’s degree in English from Millersville University. Although she entered the program with an eye towards teaching or student affairs, she welcomes the chance to learn about another aspect of colleges and universities here in the library. “Everyone is so friendly on this campus. I am really thankful for the opportunity to be here.” Please join us in warmly welcoming Kate to the Albright community.

## Albright Archives—The College’s Attic

(continued from page 1) need to be removed, and replaced with plastic clips and rust-free staples. Every item in a collection needs to be looked at, one by one, and then listed and described in an inventory (or “finding aid”) so a researcher may easily see the contents of a collection.

With the upcoming sesquicentennial celebration items from the archives will be used for exhibits, especially the photographs. There are several photographs from Union Seminary and Central Pennsylvania College located in New Berlin, PA. The Union Seminary began in 1856 and the archive has its first *College Catalog* and several others. Through the life of the college there were two active and rival literary societies, Excelsior and Neocosmian, and included in the collection are many minute books of the two societies. Also of note, from Schuylkill College, are copies from the 1920s and 1930s of the “Stadium News” football game programs that look quite different from today’s programs.

The Archives and Special Collections is more than a place to store items from the past. The forgotten stuff — yearbooks, photographs, student handbooks, meeting minutes, college catalogs, student newspapers — tells a story about the life of the college through the eyes of those from yesterday. Visit the library during National Archives Week, October 10-16th, to see our display “Playing with History: Recreation and Amusement in Archives.”

## Beware of Spyware

At 4:25 on a sunny Friday afternoon you are ready to go home and enjoy the weekend. You just need to finish three more sentences and save your final report. You frantically whisk away at the keyboard; just a millimeter away from the save icon...WHAAAAA...your computer slows down, a zillion ads popup on your screen and finally your computer freezes. Battle over: Humans, 0 – spyware, 1.

Accepting defeat, you reboot your computer only to find more strange things: your browser homepage has been replaced, you’ve got more popup ads, strange toolbars, or even some cryptic “VC++” errors. It looks like spyware has checked into your computer, and it has no plans to check out.

**What is spyware?** Microsoft’s website ([www.microsoft.com](http://www.microsoft.com)) tells us that, “Spyware is software that collects personal information from you without first letting you know what it’s doing and without letting you decide whether this is OK or not. The information spyware collects can range from all the Websites you visit to more sensitive information like usernames and passwords.” If you’ve ever experienced spyware you know that it can be closely tied to adware (which causes all those popup ads). Some companies may even use spyware to install adware on your system without your permission. Microsoft continues to caution, “The advertisements may also contain pornographic or other material that you might find inappropriate. The extra processing required to track you or to display advertisements can tax your computer and hurt your system performance.”

**How did I get it?** The common way for spyware to enter your computer is as a rider or in a bundle with free software, shareware or services. A common trick is to covertly install the software during the installation of other software you *do* want such as a music or video file sharing program. Deceptive spyware can be silently installed on your computer without any warning. Users of Microsoft’s Internet Explorer as their web browser are at a higher risk because of the many security holes and other ways to exploit its components. Have you ever had an experience where you were repeatedly asked to accept a download even after you said “No,”? If the requests came from an unknown or untrusted website, you may have been duped into accepting the software anyway.

**I think I have Spyware. How do I check?** Deceptive software, spyware, viruses and trojans are intended to run without your knowledge but here are a few symptoms: popup windows, frequent crashes, strange hard drive behavior, unusually slow system performance or internet connection, stolen credit card numbers, identity theft or phone charges to 1-900 numbers. When you use your web browser you may notice that your “home page” and “search page” settings have been changed without your knowledge, and sudden increases in advertising where you haven’t seen it before. Even if you notice none of these signs, spyware is probably present on your computer. The US National Cyber Security Alliance estimates that 91% of all PCs are infected with spyware. It often sits idle on your computer, waiting for a preset time to strike you or other computers on the internet. See our “Tips and Tricks” on page 4 to find out what you can do to combat

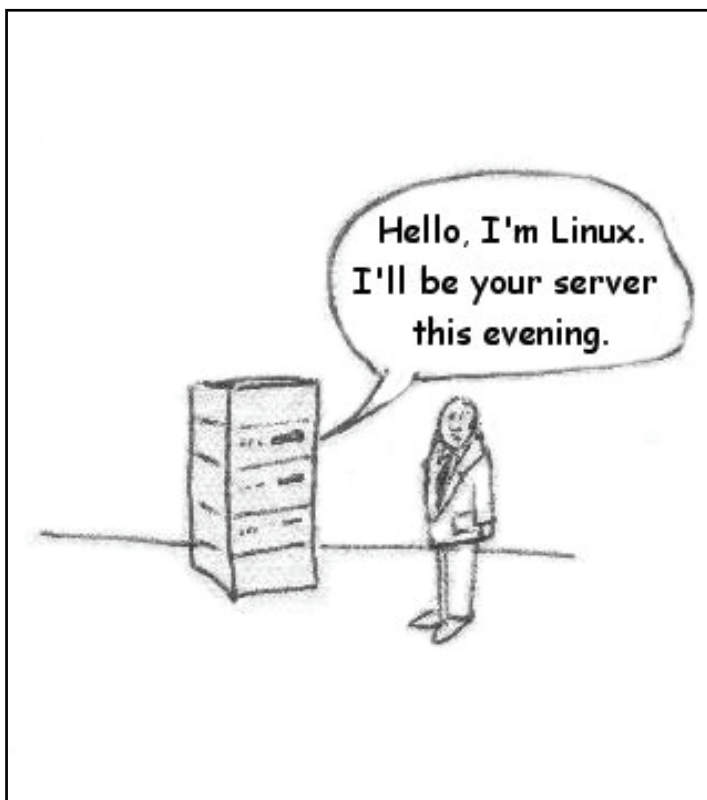
## Tips and Tricks to Combat Spyware

continued from page 3

- ◆ Increase your IE security setting to at least medium (higher setting may interfere with web browsing)
- ◆ Don't install every piece of free software that you find. Download only from sites that you trust.
- ◆ Read the fine print. Some legitimate free software requires that you accept and allow them to install adware on your PC. If the window will not let you click "no" or "I do not accept" close the window by clicking on the x in the upper right hand corner. Never click "Yes" or "I accept" just to get rid of the window.
- ◆ Be wary of popular "free" music and movie file sharing programs. When you install file sharing programs you are leaving your front door open.
- ◆ If you've been infected try using programs like Spybot Search & Destroy, Ad-aware, Spyware Blaster, XoftSpy, SpywareGuard or SpyRemover. Also be sure to regularly update and use your virus detection software. For the latest information please check the library's Educational technology website at <http://linux1.albright.edu> or e-mail Tam Do at [tdo@alb.edu](mailto:tdo@alb.edu) for more specific assistance.

Try these tips at home as well as at Albright to keep the spies and their software out of your computer.

## Overdues and Overdon'ts by George Missonis



## Library Liaisons 2004

Welcome back! You will find that the Gingrich Library is a great resource for you and your students. Many, perhaps all, of your students use computers, but they are not at the college level in deriving information that might be useful in the classroom or for research purposes from them. **Librarians can educate students to become efficient and critical users of information** that might, with a bit of effort, become knowledge. We can even show them how to use reference books and other texts in a way that will be useful to them no matter how little time they have to do research. So, when you receive that first paper that seems to be a pastiche of various Google.com sites or is not at the appropriate level, remember that **the librarians are here to provide you and your students with high quality, college-level information** from *FirstSearch, LexisNexis, ProQuest, WilsonWeb*, and the like. **We can educate you and your students in the use of library materials, with one-on-one sessions for you or your students and group sessions for your classes.** Below is a list of Librarians, disciplines in which they specialize, and extension numbers. **Please call us to arrange a session or two.**



Accounting - Sidney Dreese - 7217  
 Administration - Rosemary Deegan - 7202  
 Art - George Missonis - 7203  
 Biology/Ecology/Environment - Fianna Holt - 7201  
 Business - Sidney Dreese - 7217  
 Chemistry/Biochemistry - Fianna Holt - 7201  
 Classics - Barbara D. Anderson - 7212  
 Communications - Barbara D. Anderson - 7212  
 Computer Science - Fianna Holt - 7201  
 Degree Completion - Sandra Stump - 7205  
 Degree Start - Sandra Stump - 7205  
 Digital Media - George Missonis - 7203  
 Economics - Sidney Dreese - 7217  
 Education - Barbara D. Anderson - 7212  
 English - Barbara D. Anderson - 7212  
 ESL - George Missonis - 7203  
 Fashion Merchandising - George Missonis - 7203  
 History - George Missonis - 7203  
 Modern Foreign Languages - Barbara D. Anderson - 7212  
 Mathematics - Fianna Holt - 7201  
 Music - Barbara D. Anderson - 7212  
 Philosophy - Sidney Dreese - 7217  
 Physics/Astronomy/Optics - Fianna Holt - 7201  
 Political Science - Sandra Stump - 7205  
 Psychology - Sandra Stump - 7205  
 Religion - Sidney Dreese - 7217  
 Sociology - Sandra Stump - 7205  
 Theater - Barbara D. Anderson - 7212  
 Visual Arts - George Missonis - 7203

## Library Loonies thank Jeffrey Miller

Have you seen the lion? Yes, a lion is right here on Albright's campus regally standing watch over Pushman Cottage. He is expertly crafted from red and white impatiens and his mane and tail burst with flowing spider plants. This is only one of gardener Jeffrey Miller's many projects to beautify our campus and increase its "curb appeal." Of course, Jeff's efforts have not gone unnoticed. So enthralled by the floral profusions around campus this summer, the Library Loonies, a committee dedicated to providing the library staff with "bread and circuses," decided to dedicate one of its annual summer parties in his honor. The garden party featured international foods and bouquets of cut flowers—from the Loonies' home gardens, not from around campus, of course. The luncheon culminated in the presentation of a certificate with a proclamation as flowery as the new Albright landscape, thanking Jeff and his crew for their "devotion to Albright, dedicated work ethic and attention to detail." Library Loonie Liz Eshelman says, "his work is an inspiration to us all." It is unclear whether the Loonies will honor other great contributors to campus in the future, however they are pleased with the way this year's event turned out. "It's always nice to get appreciation from your boss, but I think it's also important to let our peers know that we appreciate each other's work," says another Loonie, Kristin Brumbach, "especially when it really contributes to a more beautiful environment for everyone to work in." The Library Loonies are responsible for several such events within the library throughout the year including the National Library Week celebration in April.



Landscape Gardener Jeffrey Miller (right) and assistant Dave Bowman '05 (left) accepts a certificate of Highest Commendation from The Library Loonies in July.

## Try this PowerPoint Tool!

PowerPoint (version 2000 and later) includes a pen function that lets the presenter draw on the screen during a PowerPoint slide show. You can circle, underline, draw arrows or make other marks to emphasize different points in your presentation. There are two ways to activate the pen. You can click the right mouse button and select Pointer Options/Pen, or you can press the "Ctrl" and "P" keys simultaneously. The pointer on the screen will change to a pencil; you can draw by holding down the left mouse button and moving the mouse. Your drawing will not permanently change your original slide. (For permanent changes see future issues of *The Library Link*) Change the color of the pen by clicking the right mouse button. On the popup menu select Pointer Options/Pen Color. There are nine colors from which to choose.

You can also toggle between the slide image and a white screen by pressing the "W" or "," keys. "B" or "." will switch back and forth to a black screen. Switching to a black or white screen will move the audience's attention from the presentation to the speaker. You can use the pen to draw on these screens, too. If your mouse skills are good, or if you practice a bit, you can write as well as draw. The screen becomes your mini-Smart Board.

To erase your drawing, press the "E" key. If you move to another slide and come back, the drawing will be erased and you'll see the original slide again. No one is likely to mistake your drawing for a Picasso, but try using the pen function and see if it can be useful during your presentations.

Want more info on PowerPoint and other great software? Check out the new Open Hours for Media Classroom 1 in the library basement:

Monday-Thursday:	2:00pm-5:00pm
Friday:	2:00pm-4:00pm

## Thank you!

The staff of the Gingrich Library would like to extend a special "Thank You" to Bill Hill and his Facilities Team for doing a great job in coordinating the smooth installation of a new roof over our heads in June and a host of other projects throughout the summer.  
Great Job!



Thank you to Brian Buerke, Guillaume de Syon, Sarel Fuchs, Karen Jogan, and William Seaman for helping us "weed," or remove books that are no longer useful to our collection this summer.

GINGRICH LIBRARY,  
ALBRIGHT COLLEGE

# Albright COLLEGE

*The Library Link provides information on  
Library and Educational Technology issues at  
Albright College*

*You can find it @ your library!*

Albright College Library  
P.O. Box 15234  
13th & Bern Streets  
Reading, PA 19612-5234

Circulation Desk: 610-921-7517  
Reference Desk: 610-921-7211  
Email: libraryref@alb.edu

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WE'RE ON THE WEB!  
WWW.ALBRIGHT.EDU/  
LIBRARY

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## Educational Technology Brown Bag Lunches

**Brown Bag lunches** – These are monthly lunchtime meetings (you bring the food and the Library will provide juices and coffee) scheduled for the Media Classroom I in the basement of the Library/ Administration Building. Come attend the first meeting to help the hosts set the meeting and topic schedule for the Fall 2004 semester. All interested faculty and staff are encouraged to participate. If you cannot attend please e-mail a host to show your interest in future lunch options.

- **Blackboard 6** – share with each other your successes, concerns, helpful hints, and problems in using the new Blackboard software. First meeting at 12:15-12:45 pm on Thursday, September 9 – hosted by George Missonis and Rosemary Deegan
- **PowerPoint** – learn how to do more with PowerPoint. First meeting at 12:15-12:45 pm on Tuesday, September 14 – hosted by Rosemary Deegan and Kristin Brumbach
- **Library Research** – learn about which databases are available to search and how to best search them as well as what other faculty oriented research aids are available. First meeting at 11:45-12:15 on Monday, September 13 – hosted by Sandra Stump and Sid Dreese.
- **Paint Shop Pro** – learn more about a simple PC based software that allows you to work with graphics. Interested participants may get a free copy of the software for college use, depending on interest and need. First meeting at 12:15-12:45 pm on Thursday, September 16 – hosted by George Missonis and Tam Do

## Murder in the Gingrich Library!

Attention Faculty, we invite you to participate and to encourage your students to participate in this fun evening of murder, mystery and information literacy. Refreshments will be provided. You won't find a more entertaining way to gain library experience. Please sign up at the Reference Desk.



The hunt for the killer will start at 7pm on the following Fridays in the Fall: September 10, October 8, and November 12.

**Get a clue!**