Inside Information   Information Services

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inside information

Fall 2003

Warding Off the "Digital Dark Age"

NOT TOO LONG AGO librarians and scholars worried about preserving millions of books from disintegrating because they are printed on acidic paper, a problem that has been only partially solved by deacidification and microfilming programs. Today this issue has taken a back seat to an even thornier issue: how to preserve information created in electronic format which has the potential to disappear at a faster rate than documents printed on acidic paper. The rule of thumb is not to count on the viability of information created in electronic format for more than five years but even when magnetic tape or an old floppy disk is still legible electronically, it may not be readable without the hardware to play it. Some pessimists even predict a cultural black hole called the "digital dark age" if we cannot find a way to save our electronic cultural heritage.

Connecticut College's electronic records are no exception, and for the past year a task force composed of members of the Information Services staff, faculty, students and many college offices has been developing strategies to preserve this information. Twenty years ago a personal computer was still a rarity and the World Wide Web did not exist, but today no office can exist without computers, email has

replaced the typed letter and memo, and the principle publication of the college is its multi-faceted and dynamic web site. In fact, with the implementation of Banner and the tendency to publish more and more of the college's official information on CamelWeb and on the public web site, the need to find ways to preserve this important legal, administrative and historical information is ever more pressing.

Preserving electronic information is only half of the battle. Security must be provided for information that needs to be private. And access is essential. Just as an old pile of magazines is useless without an index, electronic records are inaccessible without metadata and indexing. In order to manage college information, it is also essential to know what sorts of records are being created. The College Archives is currently

Birds

surveying college offices in order to update the college records management plan.

Members of the Archiving Electronic Records Task Force are investigating many options in an effort to find affordable ways to continue to preserve college records. Email or call Laurie Deredita, chair of the task force, if you would like more information about its work.

Fall Semester Events

Lectures:

Sound Lab Lecture
Thursday, 9/18, 7:30 p.m.- Ernst
Author Susan Orlean will talk
about her work. Book signing
to follow.
Eugene O'Neill Celebration
Friday 10/17 4 p.m.-Chu
Reading Room.
Lecture by Brian Rogers, retired
Special Collections Librarian, on
Eugene O'Neill in France.
Reception to follow.

**Exhibitions in
Shain Library:**

**"From Observation
to Illustration:"**
Opening on 9/28 On display
through mid-November.
An exhibition of work by members
of the New England Chapter of
the Guild of Natural Science
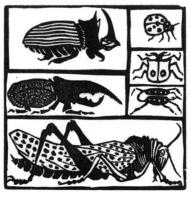Illustrators.
Work by Lisa Vershbow '75
Jewelry Designer. Mid-November
through December.
Exact dates to be announced.

Message from the VP

ANOTHER ACADEMIC YEAR is upon us and the seemingly slow pace of summer will again quicken to academic year frenzy. Of course, IS has been busy this summer preparing for the coming year — and we did go live with Banner Finance and Advancement, no small accomplishment.

Before the rush, let us pause to say adieu to PeopleSoft. When the iConn Project goes live with Admissions at the end of September, we will stop paying maintenance to PeopleSoft — and effectively end our relationship with the company. Finally. Long Live SCT Banner! (And watch for details on using Banner for fall 2004 course registration.)

In the cool new activity category — Wi-Fi is coming to campus. Wi-Fi (which is short for Wireless Fidelity---but simply means wireless networking) is, of course, all the rage. Some Starbucks and McDonalds are providing network access to their customers — just be careful about dribbling your latte in the laptop. We in IS have been experimenting with Wi-Fi for a couple of years. Shain Library has been the only wireless access point up

Insects

to now. The folks in the basement of Bill Hall — the hub of networking activity (no pun intended) in the college — have solved some security issues (which is a big concern with wireless) and plan to roll out some 18 new access points this year. A committee of students, faculty and staff will help decide where best to locate wireless access on campus. The CRO Grille and Harris Refractory are likely spots.

Wireless has limitations — it's not as fast as our wired connections across campus. And old, stone buildings like our dorms limit the transmission range. However, Wi-Fi is stable, fast enough, and here to stay, and with

judicious implementation, will be a popular addition to campus life.

Another major activity this year will be the introduction of the Endeavor online library system. The CTW Consortium is moving to this more powerful and modern system to provide catalog access to materials, circulation control, and the back-room functions of acquisitions and cataloging. We, along with Wesleyan, will go live in January — Trinity has made the conversion already. Look for announcements and training sessions near the end of the fall term.

Finally, we are trying to control the flow of spam into faculty and staff email boxes. This is a sensitive issue as we do not want to limit the flow of legitimate broadcast emails and control viruses on student computers. This is an ongoing and serious drain of our resources. We are working with new software to try to control at least some of the problem.

W. Lee Hisle
Vice President for
Information Services and
Librarian of the College

iConn: Successful Conversion to Banner

SUMMER HAS COME AND gone. While some college staff were able to relax a bit from the normal academic year highs, the same cannot be said for the core iConn team because this summer they successfully converted Finance and Advancement from our AIMS legacy system to SCT Banner. Without drama, the two core modules "went live" in July. On the first of the month Finance was up and running in

Banner, and the Accounting Office was processing AP checks and entering purchase orders. Our expected "go live" date for Advancement was delayed by two days, but by July 17th, they were entering gifts and successfully feeding money to the Finance system. Our SCT data conversion consultant for the Advancement area told Senior Programmer/Analyst Jean Swiontek that we were bringing over a greater variety of data

than any other institution she had ever worked with. By holding off processing gifts and pledges in Banner for an additional two days Advancement staff had the opportunity to review and verify the data that was converted into the new system.

The conversion could not have been achieved without the hard work and dedication of many people. No one person was

NEW!

Trees around Shain Library

THE LANDSCAPE SUR-rounding Shain Library has recently been graced with several lovely, new trees. This past spring, two new birches were planted outside the southeast corner of the building. They are the first and only Asian White Birches on campus. The trees were both planted as part of the Living Gift Program, in which a tree or shrub may be donated in a loved one's memory. The birches replace a Bradford Pear that lost a large branch over the winter and could not be salvaged. Another new addition is the "Cedrus deodara" cedar planted near the front of the library. If you take a walk in the autumn, you will see the beautiful wine colored leaves of the Sweet Gum "Liquidambar styraciflua" or you can watch the birds enjoying the last of the "Malus" crabapples. Take a moment to enjoy the beauty of these new additions as you stroll through this part of the campus. They can be identi-fied by the nametags listing both the botanical and common names that are posted on most of the trees.

CTW Catalog Coming in January

OVER THE SUMMER THE library staff has been busy con-verting data and getting trained in preparation for the migration of the integrated library system from Sirsi's Unicorn to Endeavor's Voyager. Connecticut College and Wesleyan University plan to switch over to the new system in January 2004 and until that time the current catalog will be fully functional. If you would like to preview the new system, there will be announcements and links to the new catalog on the library home page during the fall.

Trinity College decided to implement the new system earli-er than Wesleyan and Connecticut in time for the opening of their new library building in September. For this reason during the fall semester Trinity's online catalog will be separate from the CTW catalog. Be aware that searching for Trinity books may require lookups in two online catalogs and that the existing CTW Catalog contains Trinity records through July 2003 only. Any new items added after that date will not be reflected in the current CTW Catalog. CTW borrowing will get easier in 2004. For assis-tance, please inquire at the Reference Desk.

Printing Procedures

AS OF THE FALL 2003 semester, Information Services will begin charging students for excessive printing in Shain Library. The decision to charge for printing was carefully consid-ered by Information Services and the Priorities, Planning, and Budget Committee in light of the escalating cost of supporting the voluminous amount of printing from library workstations and the continuing problem of paper waste, although waste was reduced significantly last year thanks to the cooperation of stu-dents, faculty, and staff.

To make sure that all students have access to essential classroom materials, 300 sheets of paper will be allocated to each student at no charge per semester with any unused portion carried over to the spring semester. Once the students have exceeded the 300-sheet maximum, which is actually 600 pages if they use the 2-sided printing option, they will be charged 5 cents per sheet.

Please address your concerns about this issue to Don Blevins @dkble@conncoll.edu and encourage your students to do so as well.

Computing and Telephone Support

A NEW AND EXPANDED Computing and Telephone Support page is available on Camel Web (http://camel-web.conncoll.edu). The new site brings together information from a number of areas to provide full support for campus computer users. The page includes infor-mation on computer purchases, desktop support, email, network services including settings to use the proxy server to access resources while off campus, and options for training. To access the page, log on to Camel Web and click on the "Quick Links" button in the upper right corner of the page. The Computing and Telephone Support page is the first listing in the Technology Resources section.

Mouse

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Integrating Special Collections into the Curriculum

IN AN AGE WHEN INFORMATION is fast becoming an electronic commodity to be printed out and thrown away, the books and manuscripts in a library's special collections and archives provide a unique opportunity to preserve and promote the enduring value of the book arts and the art of illustration, to trace the development of the study of science and the humanities, and to introduce students to primary sources. The College Archives is the repository of Connecticut College's history and, while many of the documents stored there are restricted, it is a rich resource for studying the history of the college itself as well as educational and cultural developments of the 20th century. In fact, for many students the historical and cultural "artifacts" in their undergraduate library may offer the only opportunity to come in contact with the "real thing" during the course of their studies. Aside from their significant monetary, antiquarian and research value, the main reason for maintaining and continuing to collect these materials at a small liberal arts college such as ours is to make them available for pedagogical purposes.

The unique holdings in Connecticut College's special collections cover many disciplines. Here are some examples of how they have been used in the curriculum in recent years. Theater students write research papers using the extraordinary primary sources in the Sheaffer-O'Neill Collection. Design Studies students examine the library's artists books collection to study graphic design concepts and structure. By looking at herbals and early works on medical botany, students can trace the history of the study of plants. Items selected from the Gildersleeve childrens book collection help students understand the history of education in the United States. Less recently, professors have brought in classes to look at and use Diderot's Encyclopedia, rare editions of Chaucer, the Trianon Press facsimiles of works by William Blake, the publications of the Kelmscott Press, the Prudence Crandall Collection, and the New London postcard colletion.

There is much more that begs to be used in independent studies and other student projects.

Special Collections Librarian Laurie Deredita may be reached by phone (x2654) or email lmder@conncoll.edu to help you find out what may be useful to your course and to set up a class in the Palmer Room, to help individual students or to arrange to use the library display cases for exhibits of student projects.

Copyright Guidelines for the Campus Community

WHETHER DEALING WITH THEIR OWN RESEARCH OR setting up course reserves, copyright is an issue that professors struggle with. When is it necessary to get copyright permission? What will it cost? And what is "fair use", anyway? Information Services has attempted to ease the copyright pain and frustration by putting some new copyright guidelines and instructions on the web.

The Connecticut College Copyright Policy Statement can be found on the web at http://www.conncoll.edu/is/copydoc.html

For more information on copyright policies and practices please visit http://camel2.conncoll.edu/is/info-resources/copyright/ccs/intro.html

For additional information please contact Beth Hansen, Director of Research Support & Instruction, x2681. Reserve procedural questions can be addressed to Carol Strang, Reserve Supervisor, x2663.

Technology Training for Fall 2003

Information Services offers many opportunities for technology instruction in classes given by our skilled instructors as well as options for self-training.

If you are interested in honing your technology skills be sure to check the schedule on the Information Services web site http://training.conncoll.edu/

Using GIS
Across the Curriculum

GEOGRAPHIC INFORMA-tion Systems (GIS) is a powerful computer mapping software package that allows visualization of information to reveal spatial relationships and trends. Connecticut College received a grant with Wheaton College from the National Institute for Technology & Liberal Education (NITLE) to increase awareness of how GIS can be used in teaching at liberal arts colleges, particularly in disciplines that have not traditionally used GIS. Much time and skill are typically required to input data into GIS format and to use it. Through our grant we hope to take advantage of the vast amount of data now available in electronic format, some of which is already in GIS-ready format, to help faculty and students access this valuable resource without the major learning curve.

We are taking a team-orient-ed approach to working with GIS. Each team consists of a librarian, an instructional tech-nologist, and one or two faculty. Teams are participating from Connecticut College, Colby College, Sarah Lawrence College, Trinity College Wheaton College, and Williams College. We are providing workshops for the teams to get an overview of GIS and how others use it in the curriculum; to learn how to locate GIS-ready data and to make other data GIS-ready; and to learn the skills to use GIS in class projects. The first work-shops were held in June at Wheaton College for the librari-ans and instructional technolo-gists in the teams. This fall we will hold a workshop for all team members at Connecticut College.

Through the grant we hope to make effective use of our newly upgraded GIS lab in Olin 109. The lab contains six com-puters, each with a digitizing tablet, and a ceiling-mounted projection system connected to one of the computers. Beverly Chomiak, a faculty member in the Physics Department, has provided great support for the grant, especially for our teams at Connecticut College. As the col-lege's GIS instructor, Beverly will be teaching a course for stu-dents in the spring 2004 semes-ter. We will report to the cam-pus on how our faculty is using GIS in their courses during the next academic year.

Information Security Program

INFORMATION SERVICES has recently established an Information Security Program that is being led by Brian Walsh. In addition to his role as Database Manager in the Administrative Information Systems group, Brian will also be the IS Information Security Officer. This step was taken in order to comply with recent FTC regulations requiring colleges and universities to centrally coordi-nate and improve their efforts to safeguard the privacy of confi-dential information. Specifically, the legislation is aimed at pre-venting the crime of identity theft, which has become more common and has gained a lot of attention in the press and in Congress.

The primary task of the Information Security Officer is to develop a comprehensive Information Security Program and to work with all areas of the campus to ensure that we have strong policies and procedures in place for the physical, technical, and administrative protection of the confidential data that our stu-dents, employees, donors and parents provide to us. Along with the technical improvements that we are making, there will also be an effort to generally raise aware-ness of security among all mem-bers of the college community. Anyone with questions or sug-gestions regarding our informa-tion security program should contact Brian at x5384 or via email at brwal@conncoll.edu.

Rooster

responsible for the successful implementation of either module, but thanks must be given to every member of both core teams, the staff they left behind in the home office, the administrative computing staff, the technical staff, and the many functional areas across campus that were brought into the process to help answer questions about how the overall system needed to be structured. Once again, it is a tribute to the outstanding community within which we all work that a project of this size can be accomplished so effectively.

Although we have implemented two of the five SCT Banner modules that were purchased in June 2002, there is still much work ahead. The focus of the iConn Project Team now needs to jump to the next two modules scheduled to go live this academic year. Financial Aid will begin to process aid applications for the Class of 2008 in November 2003 and Admissions, which is actually a sub-module of Students, will begin the application cycle for the Class of 2008 in September 2003. The overall Student module is expected to hold pre-registration in April 2004 for the Fall 2004 semester in Banner.

The IS "Hummer"

THIS PAST JUNE MEDIA SERVICES BECAME THE PROUD new owner of the Information Services Delivery Vehicle. Nicknamed "The Hummer", this little gas-powered, glorified golf-cart will mean big improvements on campus. Topping out at 20 mph, the Hummer will decrease response time to media emergencies and ease the labor of hauling heavy equipment. The vehicle comes equipped with knobby tires and high clearance so that it can easily reach remote locations such as the Arboretum. Although the Information Services Delivery Vehicle resides just outside of Media Services, other Information Services staff may borrow it by making arrangements with Dave Baratko at x2693.

The images featured in this issue are wood engravings by Leonard Baskin from the book *"Birds and Animals"*.

Fish

Library Scholarship Award

Tolonda Henderson was the recipient of the 2003 Library Scholarship Award. After graduation in 1999, Ms. Henderson was the Assistant Director of Admission and Coordinator of Multicultural Recruitment at Connecticut College until 2001. Since then she has gotten an M.A. in Religious Studies from the Chicago Theological Seminary and this semester begins her courses for the M.L.I.S. degree at Dominican University in River Forest, Illinois majoring in theological librarianship. The Library Scholarship award of $500, provided by the Friends of the Connecticut College Library, was established in 1993 to encourage the professional development of a Connecticut College senior or graduate in the fields of library science, book conservation or archival management.