

Connecticut College

## Digital Commons @ Connecticut College

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This Week at Shain Library

Information Services

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Spring 2021

### This Week at Shain Library, Spring, 2021

Lori Looney

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The views expressed in this paper are solely those of the author.

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January 11, 2021



## ***This Week at Shain Library***

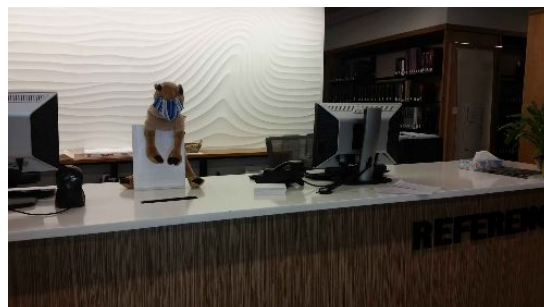
Happy New Year and welcome to 2021! We sincerely hope that the entire College community is enjoying their time off.

This week we are publishing a Special Edition to inform everyone of the services that are available throughout the remainder of Winter Break.

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### **Some reminders for students doing research over the break**



Reference librarians are available Monday through Friday by appointment during the break to answer questions or help with research. You can schedule an appointment [here](#), email to [refdesk@conncoll.edu](mailto:refdesk@conncoll.edu), or call (860) 439-2655.

Remote students can have Connecticut College, Trinity College, or Wesleyan University books mailed to their home address through January?

Learn how at:

<https://conncoll.libguides.com/studentbooksmailing>

Photo by [Bundo Kim](#) on [Unsplash](#)

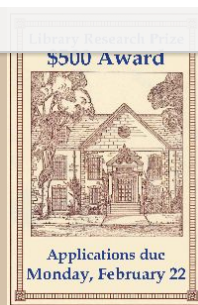


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### **6th Annual \$500 Connecticut College Prize for Undergraduate Library Research**

The **\$500 award** is the College's first prize open to all students (except those doing honors theses) specifically created to honor excellence in the library research process.



this semester. The **deadline for submission is 5 p.m. on Monday, February 22.**

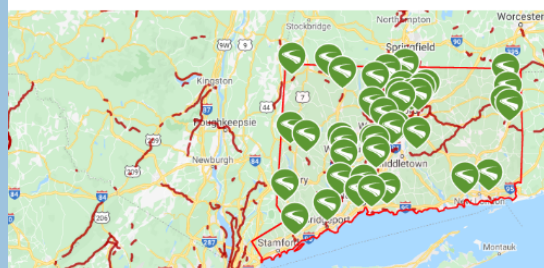
For details, please visit the library prize website: <http://conncoll.libguides.com/libprize>

### Just for fun



### Connecticut Trails and Maps

★★★★ 741 Reviews



Or if you would like to move away from your screen to do some real exploring, check out this [site](#) to find hiking trails in Connecticut. You can find additional trail maps for any state at [traillink.com](http://traillink.com).

### What's open? Hours for January 2021.

**All service points will be closed Monday, January 18, in observance of the Dr. Martin Luther King, Jr. holiday.**

Further information can be found at <https://conncoll.libcal.com/>.

#### Shain Library:

January 11 - 31

Weekdays: 12 a.m. - 4 p.m.

Weekends: Closed

#### Greer Music Library:

Closed January 11 - 17

January 18 - 31

Weekdays: 10 a.m. - 4 p.m.

Weekends: Closed

#### Reference Services:

January 11 - 31

Mon - Fri: By appointment only

Weekends: Closed

Remote services only. Contact information may be found [here](#).

#### IT Service Desk:

January 11 - 31

Weekdays: 9 a.m. - 4 p.m.

(phones, email & web help desk monitored)

Weekdays: 1 p.m. - 4 p.m. (in-person support)


Weekends: Closed

Subscribe

Past Issues





Linda Lear Center for Special Collections and Archives.  
January 11 - 31

Translate ▾

RSS 

Monday - Friday: By appointment only.  
Please request 24 hours in advance through this [form](#).

Information Services, Charles E. Shain Library 860-439-2650  
270 Mohegan Avenue, New London, CT 06320



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February 1, 2021

## This Week at Shain



We are eagerly awaiting the return of students back to campus this week! Below you will find resources to help prepare for the start of spring semester classes. As always, if you have any questions please do not hesitate to reach out to us.

**Shain Circulation Desk:** (860) 439-3005 or [circlibr@conncoll.edu](mailto:circlibr@conncoll.edu)

**Greer Circulation Desk:** (860) 439-2711 or [cajoh@conncoll.edu](mailto:cajoh@conncoll.edu)

**Reference Services:** (860) 439-2655 or [refdesk@conncoll.edu](mailto:refdesk@conncoll.edu)

**IT Service Desk:** (860) 439-4357 or [webhelpdesk@conncoll.edu](mailto:webhelpdesk@conncoll.edu)

**Instructional Technology:** [teachtech@conncoll.edu](mailto:teachtech@conncoll.edu)

**Need a Refresher for Online Learning?**



Below are four Resource Guides with information about accessing and using library and technology resources for remote learning and teaching:

[Home Network Troubleshooting Guide](#)

[Resources and Support for Students Learning Online](#)

[Resources for Academic Continuity](#)

[Technology Support for Online Learning](#)



The second annual **Connecticut Digital Humanities conference** will be held virtually across **Friday afternoons in February 2021**. CTDH is free and open to all who are interested in talks by faculty, librarians, and students from across the Northeast about teaching and student engagement during COVID-19, digital humanities in the classroom, digital archives, and more. **Scheduling and registration can be found [here](#).**

**Data Privacy**



Did you know that Connecticut College is a Data Privacy Day Champion? The Data Privacy Day Champion program is a way to officially show your support. Champions represent those dedicated to empowering individuals and encouraging businesses to respect privacy, safeguard data and enable trust. You can find the complete list of Champions [here](#).

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## Training Videos and Tutorials for the Fleet of Kyocera MFD's

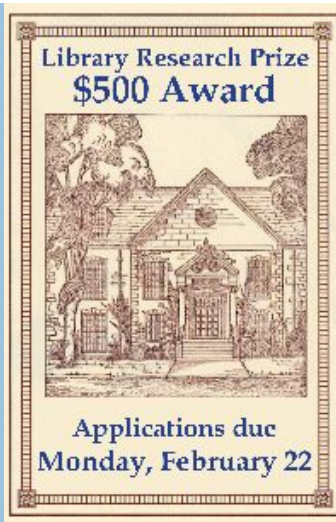


Access training videos and PDF tutorials for printing, scanning, copying and faxing [here](#). If there are any other additional training videos that would be helpful please email [printshop@conncoll.edu](mailto:printshop@conncoll.edu) to let them know.

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## 6th Annual \$500 Connecticut College Prize for Undergraduate Library Research

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There is still time to submit your research! The \$500 award is the College's first prize open to all students (except those doing honors theses) specifically created to honor excellence in the library research

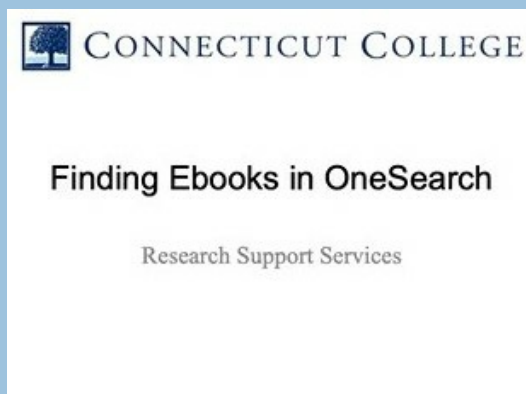
process. Please keep this opportunity in mind as you work towards completing research projects this semester. The **deadline for submission is 5 p.m. on Monday, February 22**.

For details, please visit the library prize website: <http://conncoll.libguides.com/libprize>

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## Some Helpful Hints



**How do I find ebooks in OneSearch?**

[Click here for a tutorial video.](#)



How do I reconnect to  
Eduroam?

[Click here for instructions.](#)



## 10 Ways to Overcome the Winter Blues While Working from Home

### What's Open?

#### Shain Library

- **Now through Sunday, February 7: Mondays through Fridays** 12 p.m. to 4 p.m.
- **Monday, February 8 through Wednesday, February 17:** Weekdays only, 10 a.m. to 4 p.m.
- **Thursday, February 18 through Sunday, February 21**
  - Thursday & Friday, 9 a.m. to 8 p.m.;
  - Saturday, 10 a.m. to 4 p.m.;
  - Sunday, 10 a.m. to 8 p.m.
- **Monday, February 22 through Sunday, May 16**
  - Mondays through Thursdays: 9 a.m. to 12 midnight
  - Fridays, 9 a.m. to 10 p.m.
  - Saturdays, 10 a.m. to 8 p.m.
  - Sundays, 10 a.m. to midnight
- **Monday, May 17:** 9 a.m. to 5 p.m.

### Greer Music Library

- **Now through Sunday, February 7:** Mondays through Fridays, 10 a.m. to 4 p.m.
- **Monday, February 8 through Wednesday, February 17:** By appointment only (because of presumed Cummings closure)
- **Thursday, February 18 through Sunday, May 16**
  - Mondays through Thursdays, 9 a.m. to 9 p.m.
  - Fridays, 9 a.m. to 7 p.m.
  - Saturdays, 1 p.m. to 5 p.m.
  - Sundays, 1 p.m. to 9 p.m.
- **Monday, May 17:** 9 a.m. to 5 p.m.

### IT Service Desk

- **February 1 through February 7**
  - Monday - Friday, 9 a.m. - 4 p.m. (phones, help email, and web help desk monitored)
  - In-person support, Monday - Friday, 1 p.m. - 4 p.m.
  - Saturday and Sunday: Closed
- **February 8 through February 17**
  - In person support, Monday - Friday: 10 a.m. - Noon & 1 p.m. - 4 p.m.
  - Monday - Friday, 9 a.m. - 5 p.m. (phones, help email, and web help desk monitored)
  - Saturday and Sunday: Closed
- **February 18 through February 21**
  - In person support, Monday - Friday: 9 a.m. - Noon & 1 p.m. - 5 p.m.
  - Saturday and Sunday: Closed
- **February 22 through May 17**
  - In person support, Monday - Friday: 9 a.m. - 5 p.m.
  - Saturday: Closed
  - Sunday: 4 p.m. - 10 p.m.

### Reference Desk

- **Monday - Friday, 10 a.m. - 4 p.m.**
  - February 1 - February 5 (by appointment only)
  - February 8 - February 12 (remote-chat, email, phone)

- February 15 - May 17 (in-person)

Text: (860) 787-5001

Phone: (860) 439-2655

Email: [refdesk@conncoll.edu](mailto:refdesk@conncoll.edu)

Online Chat: [conncoll.libanswers.com](http://conncoll.libanswers.com)

Research meeting: [conncoll.libanswers.com](http://conncoll.libanswers.com)

### **Academic Resource Center**

- **February 8 - May 21**
  - **Monday – Thursday** (remote): 8:30 a.m. – 8:00 p.m. - By appointment only.
  - **Friday** (remote): 8:30 a.m. - 5:00 p.m. - By appointment only.
- Due to the current pandemic, all access to learning specialists will be by appointment only. Limited in-person appointments will be available on Mondays and Thursdays, again by appointment only. To request information or to make an appointment with a learning specialist, please email us at [arc@conncoll.edu](mailto:arc@conncoll.edu), and someone will be in touch with you very soon.

### **Linda Lear Center for Special Collections and Archives**

- **February 1 - February 5** (by appointment only: (860) 439-2654)
- **February 8 - May 17**
  - Monday - Friday: 1 p.m. - 5 p.m. and by appointment

### **Media Services**

- **February 8 - May 21**
  - Monday – Friday, 8:30 a.m. - 9:00 p.m.

### **Blue Camel Café**

- **Monday, February 8 through Wednesday, February 17.** Weekdays only, 10 a.m. to 4 p.m.
- **Thursday, February 18 through Sunday, February 21**
  - Thursday & Friday, 9 a.m. to 4 p.m.;
  - Saturday, 10 a.m. to 4 p.m.;

- Sunday, 10 a.m. to 4 p.m.
- **Monday, February 22 through Sunday, May 16**
  - Mondays through Thursdays: 9 a.m. to 10 pm- Fridays, 9 a.m. to 10 p.m.
  - Saturdays, 10 a.m. to 4 p.m.
  - Sundays, 10 a.m. to 10 p.m.

**Information Services, Charles E. Shain Library 860-439-2650**  
**270 Mohegan Avenue, New London, CT 06320**



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February 8, 2021

## This Week at Shain



Welcome to the spring semester! If you are back on campus, we hope you brought your winter gear as winter finally showed up last week! We look forward to seeing you in the libraries and getting through another successful term together. Please remember to wear your masks at all times while in the library buildings. Stay safe and have a terrific semester!

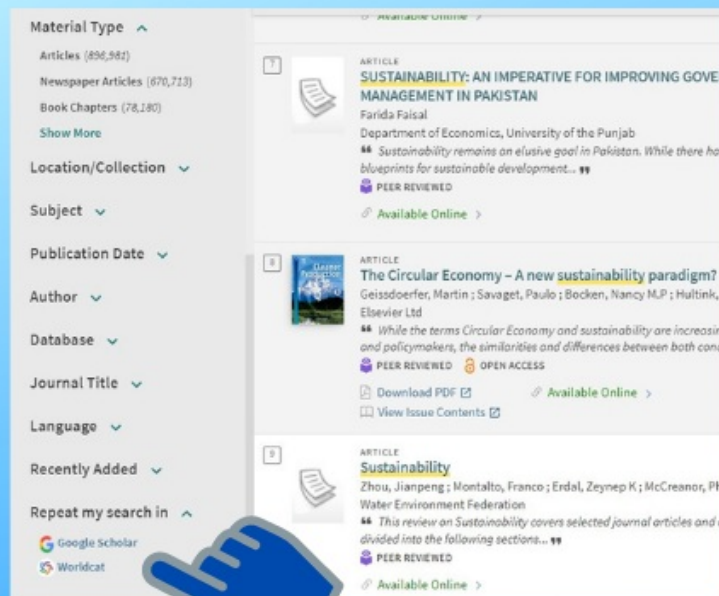
**Welcome Delia McCarthy**





We are so pleased to announce that Delia McCarthy will be joining the Research Support and Curricular Technology team as an intern this semester. Delia is a Master of Library and Information Science candidate at the University of Rhode Island. Her hobbies include paddle boarding, fashion, horror movies and spending time with her cat, Kevin. Delia expects to graduate this May and plans to pursue a career in academic librarianship. Please join us in welcoming her to Connecticut College!

## New feature!!

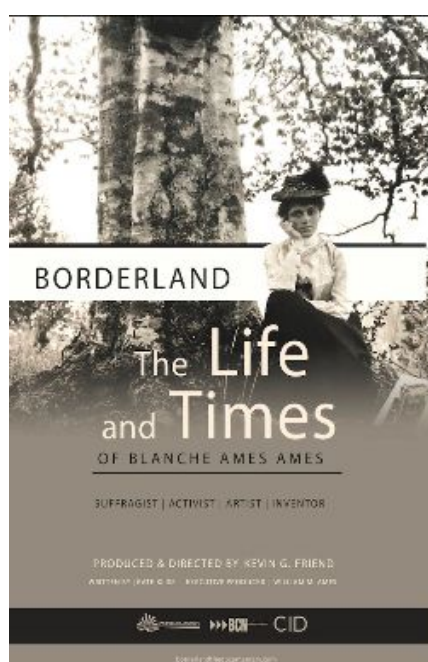


The library's discovery platform, [OneSearch](#), now has a convenient new feature! You can now **automatically repeat a search query in both Google Scholar and Worldcat** directly from your search results! The links are located in the lower left corner of your search results list. Just click the links to instantly repeat your search query in Google Scholar and Worldcat.

## Friends of the Connecticut College Library

Founded in 1945, the Friends of the Connecticut College Library is an informal organization of individuals who share an interest in the programs and well-being of the library. Friends are drawn from the faculty, staff, and alumni of Connecticut College, as well as from residents of Southeastern Connecticut. Information about membership and events may be found [here](#), or you can read the latest edition of the newsletter via [flipbook](#).

### Join us for a virtual film and panel discussion



### **Borderland: The Life & Times of Blanche Ames**

Ames is a 55-minute documentary that chronicles the life of a woman who was born in the 19th century, worked to change the 20th century, and resonates wisdom in the 21st century. Blanche Ames Ames (1878-1969) was an artist, an activist, a builder, an inventor, a birth control maverick, and a leader of the women's suffrage movement in Massachusetts.

**Film viewing: Tuesday, February 16 (anytime)**

**Panel discussion: Thursday, February 18, 12:30 to 2 p.m.**

**Registration required by Monday, February 15 at noon** to receive viewing and panel discussion links. Links will be sent out to registrants by the end of day on February 15. To register or for more information, email [arbor@conncoll.edu](mailto:arbor@conncoll.edu).

This is a free program for the Connecticut College community. Co-sponsored by the

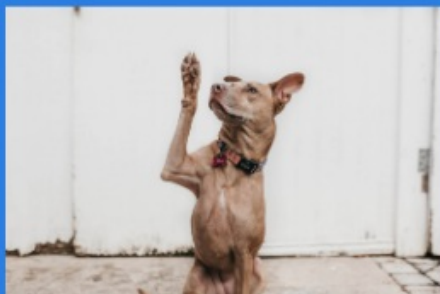


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Scheduling and registration can be found [here](#).

### Some Helpful Hints

Excuse  
me..  
how do  
I?



How do I install Office 365?

How do I get a resource if the library does not have access to it?



Photo by [Christina @ wocintechchat.com](#) on [Unsplash](#)

## 11 Email Etiquette Rules Every Professional Should Follow

### 6th Annual \$500 Connecticut College Prize for Undergraduate Library Research





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process. Please keep this opportunity in mind as you work towards completing research projects this semester. The **deadline for submission is 5 p.m. on Monday, February 22**.

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## What's Open?

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  - Fridays, 9 a.m. to 10 p.m.
  - Saturdays, 10 a.m. to 8 p.m.
  - Sundays, 10 a.m. to midnight
- **Monday, May 17:** 9 a.m. to 5 p.m.

**Phone:** (860) 439-3005 or x3005 on campus

**Email:** [circ libr@conncoll.edu](mailto:circ libr@conncoll.edu)

### Greer Music Library

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  - Saturdays, 1 p.m. to 5 p.m.
  - Sundays, 1 p.m. to 9 p.m.
- **Monday, May 17:** 9 a.m. to 5 p.m.

**Phone:** (860) 439-2711 or x2711 on campus

### IT Service Desk

- **February 8 through February 17**

- In person support, Monday - Friday: 10 a.m. - Noon & 1 p.m. - 4 p.m.
- Monday - Friday, 9 a.m. - 5 p.m. (phones, help email, and web help desk monitored)
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- Saturday and Sunday: Closed

- **February 22 through May 17**

- In person support, Monday - Friday: 9 a.m. - 5 p.m.
- Saturday: Closed
- Sunday: 4 p.m. - 10 p.m.

**Phone:** (860) 439-4357 or x4357 on campus

**Email:** [webhelpdesk@conncoll.edu](mailto:webhelpdesk@conncoll.edu)

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**Phone:** (860) 439-2654 or x2654 on campus

### **Media Services**

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  - Monday – Friday, 8:30 a.m. - 9:00 p.m.

**Phone:** (860) 439-2698 or x2698 on campus

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  - Mondays through Thursdays: 9 a.m. to 10 pm- Fridays, 9 a.m. to 10 p.m.
  - Saturdays, 10 a.m. to 4 p.m.
  - Sundays, 10 a.m. to 10 p.m.

**Phone:** (860) 439-2820 or x2820 on campus

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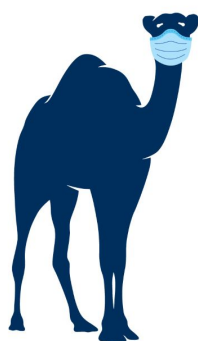
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February 15, 2021



## This Week at Shain



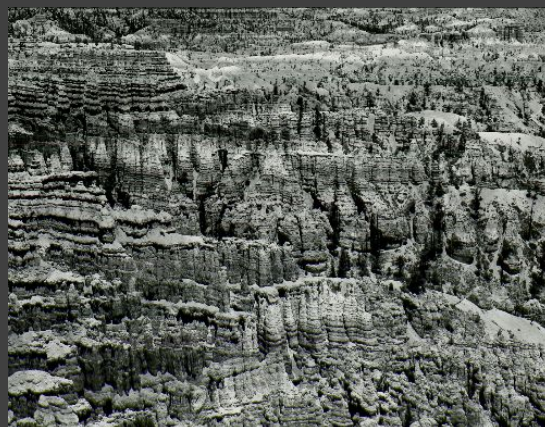
This week we are happy to share that there are once again physical displays on the main floor of Shain Library, in both the exhibit area and the "new books and media" shelves. Be sure to stop by and explore as you come out of onboarding quarantine.

**Please remember that masks are required to be worn at all times in the libraries.**

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### The Nature Photography of Michael A. Smith



Currently on display on the main floor exhibit area of Shain Library are several American landscapes by self-taught photographer Michael A. Smith. He extensively photographed natural landscapes in the American West, but was also known for his urban landscapes and landscapes of continental Europe and Iceland. The photographs will be displayed from **February 5th through March 1st, 2021.**

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### Can you smell that "new book" aroma?

After a brief hiatus last fall we are excited to announce the "New Books & Media" shelves are back! Located to



the left of the elevator on the main floor of Shain Library, these shelves display the most recently acquisitioned titles. Be sure to check them out when you are in Shain!

## Social Justice Research Guide

A new research guide is available which provides information and resources about diversity, inclusion and social justice issues.

You can find the guide [here](#).

For a complete list of research guides visit [conncoll.libguides.com](http://conncoll.libguides.com).

Photo by Kyle Glenn on [Unsplash](#)



## Print Services Updates



Photo by Bruno Martins on [Unsplash](#)

Due to a recent update to the card readers on the Multifunctional Devices **everyone will need to reassociate their card with the system**. This is done by entering your CamelWeb username (not your full email) and password on the touch panel of the device. This will only need to be done once. Click [here](#) for a step by step tutorial.

For a list of MFD locations accessible to students please click [here](#)

For How To Videos for the MFDs click [here](#)

For Step by Step PDF Tutorials for the MFDs click [here](#)

To access Webprint visit [webprint.conncoll.edu](http://webprint.conncoll.edu), and enter your CamelWeb username (not your full email) and password.

If there is a problem with an MFD please open a Web Help Desk Ticket and be as detailed as possible when describing the issue. Please include the location and ID number from the silver tag on the device when opening a ticket.

**Faculty and Staff** MAC users, if you have not installed print deploy you will need to do so in order to have the updated MAC PaperCut Queues. Please log a web help desk ticket if you need this link.

Please be sure to wipe down the MFDs with the wipes provided at each location

before and after use. If there are no wipes at an MFD please contact print services.

Please email [printshop@conncoll.edu](mailto:printshop@conncoll.edu) with any questions or concerns.

### Technology Resources for Student Success

- **Bad WIFI Access?** If you have inadequate internet access for your courses from your residence hall, contact the IT Service Desk for assistance by either sending an email to [HELP@conncoll.edu](mailto:HELP@conncoll.edu), calling (860)439-HELP or entering a [WebHelp Desk](#) ticket. Also you can stop by the ITSD located on the main floor of Shain Library. We will need your name, location and a phone number where we can reach you.

- **Accessing Campus Academic Software?** Directions can be found in the [Student Software Access for Spring 2021](#).

- **Looking for Microsoft O365?** Wondering how to connect your smart device to the College network? Home internet problems? Computer problems? Many answers can be found in the [Technology Support for Online Learning](#).



### Some Helpful Hints

How do I find something that has been put on reserve?

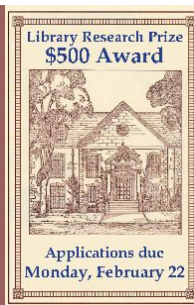
How do I find out if the library subscribes to a specific journal?



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**Last call to submit your application!!** The \$500 award is the College's first prize open to all students (except those doing honors theses) specifically created to honor excellence in the library research

process. Please keep this opportunity in mind as you work towards completing research projects this semester. The **deadline for submission is 5 p.m. on Monday, February 22**. For details, please visit the library prize website: <http://conncoll.libguides.com/libprize>



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Phone: (860) 439-3005 or x3005 on campus

Email: [circulibr@conncoll.edu](mailto:circulibr@conncoll.edu)

### Greer Music Library

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  - Saturdays, 1 p.m. to 5 p.m.
  - Sundays, 1 p.m. to 9 p.m.
- **Monday, May 17:** 9 a.m. to 5 p.m.

Phone: (860) 439-2711 or x2711 on campus

Email: [cajoh@conncoll.edu](mailto:cajoh@conncoll.edu)

### IT Service Desk

- **February 8 through February 17**
  - In-person support, Monday - Friday: 10 a.m. - Noon & 1 p.m. - 4 p.m.

- Monday - Friday, 9 a.m. - 5 p.m. (phones, help email, and web help desk monitored)
- Saturday and Sunday: Closed
- **February 18 through February 21**
  - In-person support, Monday - Friday: 9 a.m. - Noon & 1 p.m. - 5 p.m.
  - Saturday and Sunday: Closed
- **February 22 through May 17**
  - In-person support, Monday - Friday: 9 a.m. - 5 p.m.
  - Saturday: Closed
  - In-person support, Sunday: 4 p.m. - 10 p.m.

**Phone:** (860) 439-4357 or x4357 on campus

**Email:** [webhelpdesk@conncoll.edu](mailto:webhelpdesk@conncoll.edu)

#### Reference Desk

- **Monday - Friday, 10 a.m. - 4 p.m.**
  - February 8 - February 12 (remote-chat, email, phone)
  - February 15 - May 17 (in-person)

**Text:** (860) 787-5001

**Phone:** (860) 439-2655

**Email:** [refdesk@conncoll.edu](mailto:refdesk@conncoll.edu)

**Online Chat:** [conncoll.libanswers.com](http://conncoll.libanswers.com)

**Research meeting:** [conncoll.libanswers.com](http://conncoll.libanswers.com)

#### Academic Resource Center

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  - **Monday – Thursday** (remote): 8:30 a.m. – 8:00 p.m. - By appointment only.
  - **Friday** (remote): 8:30 a.m. - 5:00 p.m. - By appointment only.
- Due to the current pandemic, all access to learning specialists will be by appointment only. Limited in-person appointments will be available on Mondays and Thursdays, again by appointment only. To request information or to make an appointment with a learning specialist, please email us at [arc@conncoll.edu](mailto:arc@conncoll.edu), and someone will be in touch with you very soon.

#### Linda Lear Center for Special Collections and Archives

- **February 8 - May 17**
  - Monday - Friday: 1 p.m. - 5 p.m. and by appointment

**Phone:** (860) 439-2654 or x2654 on campus

#### Media Services

- **February 8 - May 21**
  - Monday – Friday, 8:30 a.m. - 9:00 p.m.

**Phone:** (860) 439-2698 or x2698 on campus

#### Blue Camel Café

- **Monday, February 8 through Wednesday, February 17:** Weekdays only, 10 a.m. to 4 p.m.
- **Thursday, February 18 through Sunday, February 21:**
  - Thursday & Friday, 9 a.m. to 4 p.m.;
  - Saturday, 10 a.m. to 4 p.m.;
  - Sunday, 10 a.m. to 4 p.m.
- **Monday, February 22 through Sunday, May 16:**
  - Mondays through Thursdays: 9 a.m. to 10 p.m.- Fridays, 9 a.m. to 10 p.m.
  - Saturdays, 10 a.m. to 4 p.m.
  - Sundays, 10 a.m. to 10 p.m.

**Phone:** (860) 439-2820 or x2820 on campus

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February 22, 2021



Shain Library has resumed regular semester hours this week! The hours for the remainder of the spring semester will be:

**Monday-Thursday: 9:00 am-12:00 am**

**Friday: 9:00 am-10:00 pm**

**Saturday: 10:00 am-8:00 pm**

**Sunday: 10:00 am-12:00 am**

We are excited to see students, faculty and staff  
"in-person" once again... it has been way too quiet around here! As always, please  
remember to wear your mask at all times, wipe down the printers and computers after  
use, and practice social distancing.

## Resources to celebrate Black History Month



Images above are from the [National Museum of African American History and Culture](https://www.si.edu/africanamericanhistory).

Black History Month, also known as African American History Month, is an annual celebration of achievements by African Americans and a time for recognizing their central role in U.S. history. Below are several resources dedicated to deepening awareness and understanding through exploration.

[africanamericanhistorymonth.gov](https://africanamericanhistorymonth.gov) - The Library of Congress, National Archives and Records Administration, National Endowment for the Humanities, National Gallery of Art, National Park Service, Smithsonian Institution and United States Holocaust Memorial Museum join in paying tribute to the generations of African Americans who struggled with adversity to achieve full citizenship in American society.

[Smithsonian](https://www.si.edu/africanamericanhistory) - All of the images above are in the public domain and are part of the Collection of the Smithsonian National Museum of African American History and Culture. In addition, the Smithsonian offers several exhibits including [African American Pioneers in Aviation and Space](https://www.si.edu/africanamericanpioneers) and [Twelve Women to Know This Black History Month](https://www.si.edu/twelve).

[history.com](https://www.history.com) - This website offers information on the origins of Black History Month, photo galleries, and an explanation of the theme for 2021, which is “Black Family: Representation, Identity and Diversity”.

The library also offers many resources focused on Black History:

Print and ebooks in OneSearch

Encyclopedia of African American History

African American Newspapers, 1827-1998 (requires CC log-in)

Black Thought and Culture (requires CC log-in)

## Update your Zoom client

Zoom regularly provides new versions of the Zoom desktop client and mobile app to release new features and fix bugs. It's important to update the Zoom software on your computer on a regular basis.

You can find instructions on how to update your Zoom client [here](#), or you can click the image below to access a short tutorial video.





There is one more opportunity to participate in the second annual **Connecticut Digital Humanities conference** on **Friday, February 26th**. CTDH is free and open to all who are interested in talks by faculty, librarians, and students from across the Northeast about teaching and student engagement during COVID-19, digital humanities in the classroom, digital archives, and more.

**Scheduling and registration can be found [here](#).**

## printer service updates

Due to a recent update to the card readers on the Multifunctional Devices **everyone will need to reassociate their card with the system**. This is done by entering your CamelWeb username (not your full email) and password on the touch panel of the device. This will only need to be done once. Click [here](#) for a step by step tutorial.

For a list of MFD locations accessible to students please click [here](#)

For How To Videos for the MFDs click [here](#)

For Step by Step PDF Tutorials for the MFDs click [here](#)

To access Webprint visit [webprint.conncoll.edu](http://webprint.conncoll.edu), and enter your CamelWeb username (not your full email) and password.

If there is a problem with an MFD please open a Web Help Desk Ticket and be as



detailed as possible when describing the issue. Please include the location and ID number from the silver tag on the device when opening a ticket.

**Faculty and Staff** MAC users, if you have not installed print deploy you will need to do so in order to have the updated MAC PaperCut Queues. Please log a web help desk ticket if you need this link.

Please be sure to wipe down the MFDs with the wipes provided at each location before and after use. If there are no wipes at an MFD please contact print services.

Please email [printshop@conncoll.edu](mailto:printshop@conncoll.edu) with any questions or concerns.

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## Technology Resources for Student Success

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- **Accessing Campus Academic Software?** Directions can be found in the [Student Software Access for Spring 2021](#).

- **Looking for Microsoft O365?** Wondering how to connect your smart device to the College network? Home internet problems? Computer problems? Many answers can be found in the [Technology Support for Online Learning](#).

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## some helpful hints

What scanners and digitization tools are available to use?

How can students install Adobe on their personal computers?

## How do I set up an email message in Gmail for future delivery?

### What's Open?

#### Shain Library

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March 1st, 2021

## This Week at Shain



And just like that, it's March already! There is a lot happening this month. March 1st through 5th is Open Education Week and the entire month of March is dedicated to Women's History. You can read more about these events below. In addition, we are excited to share three new research guides dedicated to exploring, analyzing and visualizing data sets. Have a great week everyone!



March 1st through 5th is [Open Education Week](#) (OE Week), an annual opportunity for actively sharing and learning about the latest achievements in Open Education worldwide. OE Week provides practitioners, educators and students an opportunity to gain a greater understanding of open

educational practices and be inspired by the wonderful work being developed by the community around the world.

The [CT OER Coordinating Council](#) is excited to announce the 2nd annual **CT OER Summit**, a virtual event spanning four days designed for faculty to learn how to implement OER, discipline-specific case studies, and the concepts of Open Pedagogy. You can find more information or register [here](#).


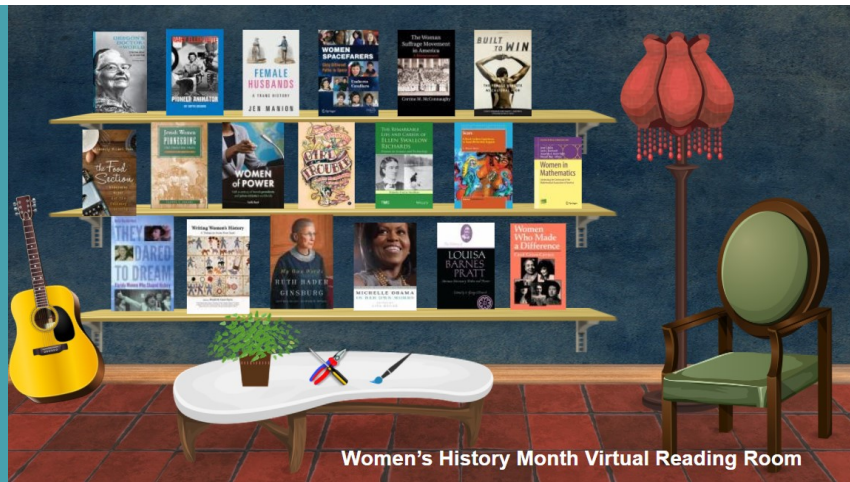
For resources and information about Open Education at Connecticut College visit the [Open Educational Resources](#) webpage or the [OER Research Guide](#).



March is [Women's History Month](#). The Library of Congress, National Archives and Records Administration, National Endowment for the Humanities, National Gallery of Art, National Park Service, Smithsonian Institution and the United States Holocaust Memorial Museum join in commemorating and encouraging the study, observance and celebration of the vital role of women in American history. You can learn more at [womenshistory.org](#) or the [nationalwomenshistoryalliance.org](#).

In observance of Women's History Month, Shain Library has created a physical display of books and media focused on pioneering women and the issues they have faced during the last century. You can find the display on the main floor of Shain Library, next to the Circulation Desk.

For those of you who are remote this semester, please visit this [virtual reading display](#) to access electronic resources regarding Women's History Month.



Are you interested in data analytics or visualization but aren't sure where to start?  
Below are three guides that might help!  
Follow the links to explore what you can do with OpenRefine and Tableau.

[Open Data Sets and Visualization](#)

[OpenRefine](#)

[Getting Started with Tableau](#)

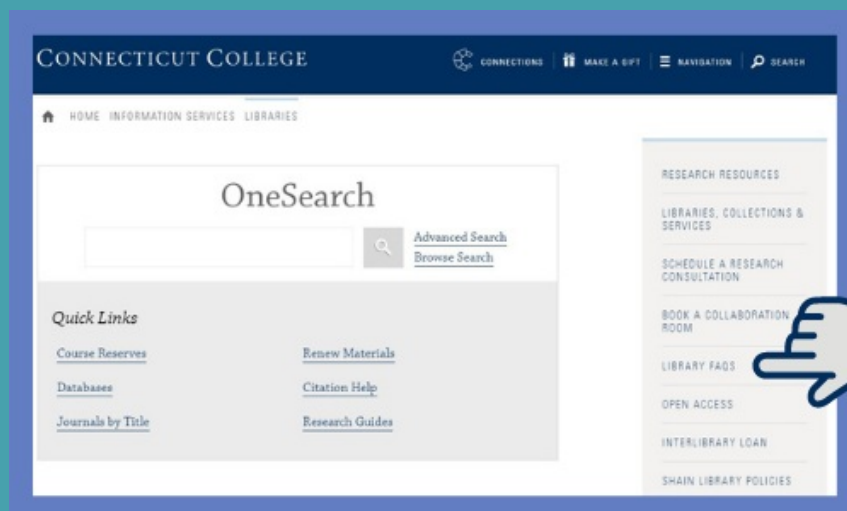




How do I book a Collaboration Room in Shain Library?

How do I find back issues of Connecticut newspapers?

Did you know there is a FAQs page for the library? Find it from the library's homepage at [libraries.conncoll.edu](http://libraries.conncoll.edu).





Have you ever thought about learning how to play the ukulele?  
You can borrow one from the [Greer Music Library](#)! You just need to contact Music Librarian [Carolyn Johnson](#) to make arrangements.

The library is located on the lower level of Cummings Arts Center and serves the research, information and performance needs of the Department of Music and the entire college community. For detailed information on the resources and collections that are available at Greer, visit the [Music Resources Guide](#) or stop on by.

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## Printer Service Updates

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## What's Open?

### Shain Library

- **Monday, February 22 through Sunday, May 16**
  - Mondays through Thursdays: 9 a.m. to 12 a.m.
  - Fridays, 9 a.m. to 10 p.m.
  - Saturdays, 10 a.m. to 8 p.m.
  - Sundays, 10 a.m. to 12 a.m.
- **Monday, May 17:** 9 a.m. to 5 p.m.

**Phone:** (860) 439-3005 or x3005 on campus

**Email:** [circ libr@conncoll.edu](mailto:circ libr@conncoll.edu)

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  - Saturday: Closed
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**Phone:** (860) 439-2820 or x2820 on campus

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March 8th, 2021

## This Week at Shain



The snow piles are getting smaller! Perhaps we will have an early spring despite what the groundhog predicted? Here's hoping!

This week we offer some upcoming workshops for help with formatting a thesis as well as an exciting new exhibit featuring The American Women's History Collection at Connecticut College. Details are below. Have a great week!

### THESIS FORMATTING WORKSHOPS

**March 11th**  
7:00 p.m. - 8:15 p.m.

**March 17th**  
11:30 a.m. - 12:45 p.m.

**March 23rd**  
10:15 a.m. - 11:30 a.m.



Honors theses are by their very nature a different category of work than the familiar class assignments and papers undertaken throughout the undergraduate experience. As such, they require a variety of different formatting styles, such as the cover page, table of contents, different page numbering for the front matter and body of the paper, etc. These workshops will address through hands-on interaction many of the most common formatting issues you will undoubtedly confront.

[REGISTER HERE](#)



**Exhibition  
of The American  
Women's History  
Collection at  
Connecticut  
College**

In honor of Women's History Month, the Linda Lear Center for Special Collections and

Archives presents an Exhibition of The American Women's History Collection at Connecticut College on the main level of the Shain library and in the exhibit cases adjacent to the Lear Center on the second floor. The American Women's History Collection began in the early 1940s under the direction of librarian, Hazel Johnson, and professor of history, Chester Destler, with the support of the then President of Connecticut College, Dorothy Schaffter. Their efforts resulted in obtaining original materials of notable American women of science, the arts, government, and environmental and social movements. The exhibition will run throughout the month of March.

For more information on these collections, go to:

<http://bit.ly/3dYWBjJ>,  
<http://bit.ly/2OdUcFV>, or contact Jenifer Ishee at [jishee@conncoll.edu](mailto:jishee@conncoll.edu).

**Do you have a pressing need to borrow a boombox?**

**All of the items below can be borrowed from the libraries.**

**Stop by the Circulation Desks for details.**





Citation styles such as MLA and APA require a hanging indent when formatting a Reference List. This video tutorial shows two simple ways to format the hanging indent correctly.

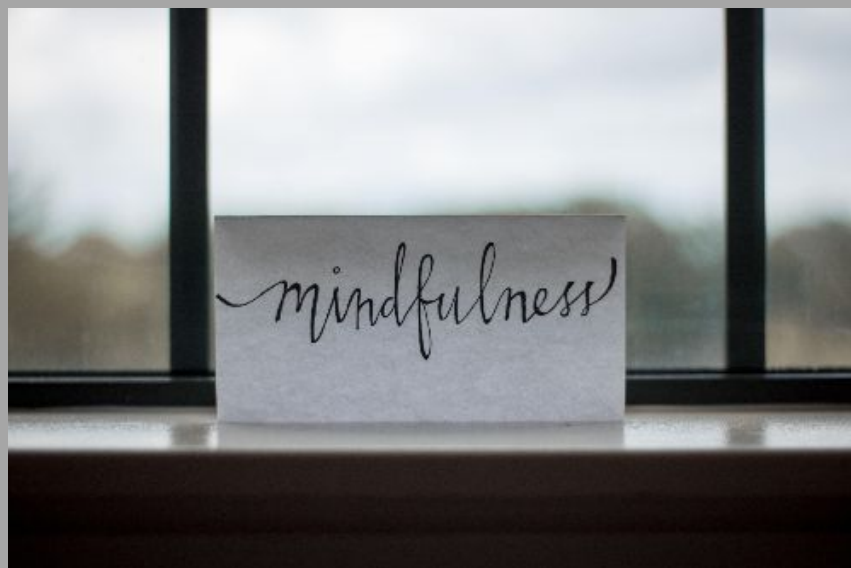


Photo by [Lesly Juarez](#) on [Unsplash](#)

The Oxford English Dictionary defines **mindfulness** as "a mental state or attitude in which one focuses one's awareness on the present moment while also being conscious of, and attentive to, this awareness." Practicing mindfulness techniques on a regular basis benefits both mental and physical well being.

If you would like to learn more and perhaps give mindfulness a try,  
this article is a great place to start:

**[22 Mindfulness Exercises, Techniques & Activities For Adults](#)**

offers ideas for exercises, video tutorials and PDFs designed to "not only help you cultivate a sense

of inner peace throughout your daily life but will also give you the tools to enhance the mindfulness of your clients, students, or employees.



## Recently asked questions at the Service Desks

Should I update my Mac to Big Sur?

How so I set up Google Scholar to link to library subscriptions?

How do I find a video in Kanopy?

## What's Open?

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March 15th, 2021

## This Week at Shain



It's getting warmer! We love seeing those bicycles in the bicycle rack again! And as of this week the tables and chairs are once again set up outside the Blue Camel Café on the patio. Take advantage of the longer daylight (did you remember to "spring forward" yesterday?), use the solar chargers on the patio while you relax, and enjoy the sunshine!



**DHSI**  
DIGITAL HUMANITIES SUMMER INSTITUTE

**The Digital Humanities Summer Institute (DHSI)** is an annual digital scholarship training institute that takes place at the University of Victoria. DHSI is a community-based environment for discussing and learning about new technologies and how they influence teaching, research, creation, and preservation in different disciplines. The 2021 Institute will be held virtually across two weeks: June 7-11 and June 14-18 and will be free and open to all. Information about workshops and registration can be found [here](#).



## Database Spotlight!

This week we are introducing a regular feature which will highlight one of the library's databases that current students, faculty and staff can access with their institutional log-in credentials.

The spotlight this week is on [PressReader](#), which can be accessed via the library's [database page](#). PressReader offers users the most convenient way to read current edition newspapers from around the world. It provides instant online access to today's newspapers from around the world in full-color, full-page format. The service also provides up to a 60-day backfile and the ability to perform keyword searches across all titles and the entire backfile.



A reminder that **remote students** can have Connecticut College, Trinity College, or Wesleyan University **books mailed to their home** address this semester.

Details can be found at:

[conncoll.libguides.com/studentbooksmailing](http://conncoll.libguides.com/studentbooksmailing)





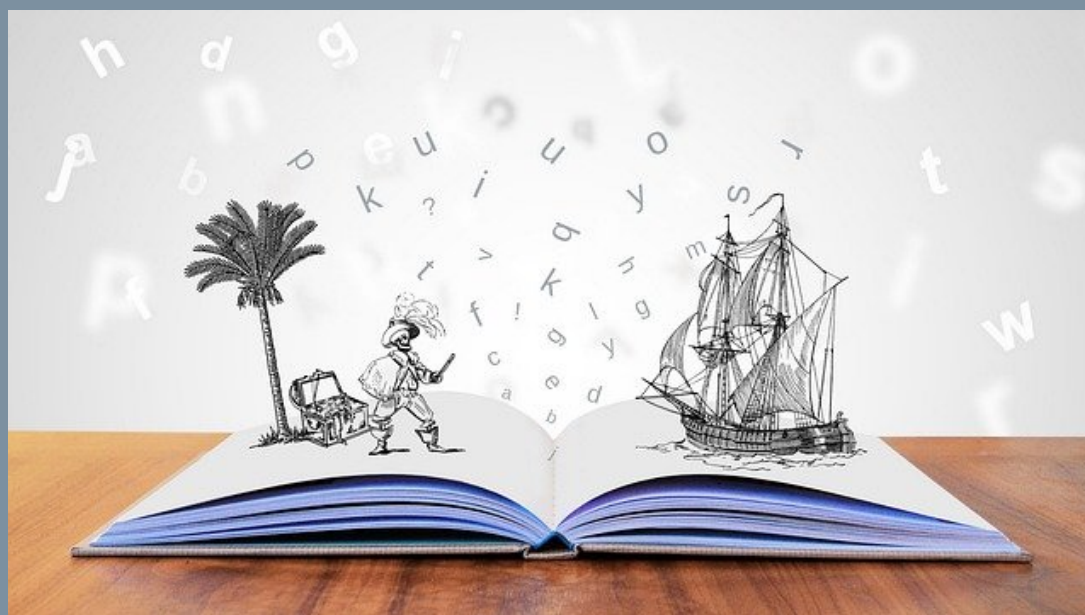
**The Blue Camel Café is open!**

**Mondays through Fridays: 9 a.m. to 9 p.m.**

**Saturdays, 10 a.m. to 4 p.m.**

**Sundays, 10 a.m. to 9 p.m.**

**Stop on by for a delicious beverage or a tasty treat!**



For those of you with children are you looking for activities or places to visit?  
Check out this compilation of ideas for both indoor and outdoor venues:

**[What's Open In Connecticut for Kids Right Now](#)**



Are you managing your calendar or is your calendar managing you?

This article, [\*\*"How to Manage Your Calendar and Get Things Done"\*\*](#) , offers ideas for tackling and organizing both your work and personal calendars to maximize efficiency.

Photo by [Monica Sauro](#) on [Unsplash](#)



Speaking of longer days and bicycles....did you know that there is a bicycle pump at the Shain Circulation Desk available for use? Don't let a flat tire ruin your day! Stop by the Circulation Desk for information.



**Questions? We have answers!**  
Find even more at the [library's FAQ page](#).



Where can I find help with wifi connectivity from my residence hall?

Where can I find printer help?

Where are the printers on campus?

Where can I find citation help?

How do I request print materials?

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## What's Open?

### Shain Library

- **Monday, February 22 through Sunday, May 16**
  - Mondays through Thursdays: 9 a.m. to 12 a.m.
  - Fridays, 9 a.m. to 10 p.m.
  - Saturdays, 10 a.m. to 8 p.m.
  - Sundays, 10 a.m. to 12 a.m.
- **Monday, May 17:** 9 a.m. to 5 p.m.

**Phone:** (860) 439-3005 or x3005 on campus

Email: [circibr@conncoll.edu](mailto:circibr@conncoll.edu)

### Greer Music Library

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### IT Service Desk

- **Monday, February 22 through Monday, May 17**
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  - Saturday: Closed
  - In-person support, Sunday: 4 p.m. - 10 p.m.

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### Academic Resource Center

- **Monday, February 22 - Friday, May 21**
  - **Monday – Thursday** (remote): 8:30 a.m. – 8:00 p.m. - By appointment only.
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- Due to the current pandemic, all access to learning specialists will be by appointment only.

Limited in-person appointments will be available on Mondays and Thursdays, again by appointment only. To request information or to make an appointment with a learning specialist, please email us at [arc@conncoll.edu](mailto:arc@conncoll.edu), and someone will be in touch with you very soon.

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- **Monday, February 22 - Monday, May 17**
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**Phone:** (860) 439-2654 or x2654 on campus

### **Media Services**

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  - Monday – Friday, 8:30 a.m. - 9:00 p.m.

**Phone:** (860) 439-2698 or x2698 on campus

**Information Services, Charles E. Shain Library 860-439-2650  
270 Mohegan Avenue, New London, CT 06320**



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March 22nd, 2021

## This Week at Shain



It is officially spring as of this week and the semester is flying by! With the new season comes new workshops focused on formatting citations and bibliographies, a few databases and exhibits we would like to highlight, and some tips for managing a heavy workload.



There are several workshops being offered this spring!

## Honors Thesis Formatting

March 23rd, 10:15 a.m. - 11:30 a.m.

## Citations and Bibliography

April 2nd, 1:45 p.m. - 3:00 p.m.

April 8th, 7:00 p.m. - 8:15 p.m.

April 13th, 10:15 a.m. - 11:30 a.m.

April 19th, 10:15 a.m. - 11:30 a.m.

**[Follow this link for details and online registration.](#)**

The American  
Women's History  
Collection at  
Connecticut College

THE SMART SET: The  
American Women's  
History Collection at  
Connecticut College

Women of Science

Women in Politics and  
Government

Women and Social  
Causes

Women in the Arts

Women and the  
Environment

World Center for  
Women's Archives

## THE SMART SET: The American Women's History Collection at Connecticut College



The American Women's History Collection at Connecticut College began in the early 1940s, under the direction of librarian, Hazel Johnson, and professor of history, Chester Destler, with the support of the President of Connecticut College, Dorothy Schaffter. Their efforts resulted in obtaining original materials of notable American women such as Belle Moskowitz, Frances Perkins, Prudence Crandall, Alice Hamilton, Roberta Bitgood, Anna Hempstead Branch, Mary Jobe Akeley, Lillian Wald, and Mary Morrison. A significant addition to this collection were materials from the World Center for Women's Archives founded by Mary Ritter Beard. More recent additions include the Linda Lear Rachel Carson collection and the Jewel Plummer Cobb collection.

To find out more about the collections, go to: <http://bit.ly/3dYWBjJ> and <http://bit.ly/2OdUcFV>, or contact Jenifer Ishee at [jishee@conncoll.edu](mailto:jishee@conncoll.edu)

*Exhibition curated by Jenifer Ishee, Linda Lear Librarian for Special Collections and Archives*

THE SMART SET: The American  
Women's History Collection at  
Connecticut College

Women of Science →

The Linda Lear Center for Special Collections and Archives would like to announce the creation of a virtual exhibit to complement the physical exhibit showcasing the American Women's History Collection at Connecticut College, now on display on the first and second floors of Shain Library.

The virtual exhibit may be accessed at: <http://bit.ly/38yfqL>



## Welcome Brianne McKissick!

Over the next few months Brianne McKissick will be working on an internship project with Reference and Instruction Librarian Ashley Hanson. Brianne is a Master of Library and Information Science candidate at Simmons University which is located in Boston, Massachusetts. She received her Bachelor of Science degree at Manhattanville College where she majored in Business Management and minored in History. In her free time she likes to go on walks both with and without her dog Galen, scrapbook, and plan trips that may or may not happen. She expects to graduate this May, and plans to pursue a career in academic librarianship.



The best way to access *Naxos*: from the [OneSearch page](#) click on [Databases](#) listed on the menu below the search box, then click on the letter "N" in the A-Z bar. Or, click on ["Music"](#) in the academic subject listings and scroll to *Naxos Music Library*.

### Database Spotlight: **Naxos Music Library**

Have you heard? *Naxos Music Library* is growing, growing, growing. Every day the count of digitized



discs and tracks increases. Now numbering over 160,000 discs and nearly 2.5 million tracks, this audio database provided by the library offers a wide variety of classical music from old classics to music by an ever more diverse body of composers, both from times past and contemporary. And then... there's the soundtrack to the television series "Dynasties: Meerkat" with a photo of - you guessed it - a meerkat on the album cover (just type the word dynasties into the search box)

Whether you need music for a course, or just want to listen for pleasure, give *Naxos* a try!



There are three additional databases we'd like to draw attention to that are particularly pertinent to Women's History Month. You can access them with your Connecticut College credentials.

Find them on the [Gender/Women's Studies Database page](#).

- **[Women and Social Movements in the U.S.](#)**

Organized around the history of women in social movements in the U.S. between 1600 and 2000, this collection includes 124 document projects and archives with more than 5,100 documents and 175,000 pages of additional full-text documents, written by 2,800 primary authors. It also includes book, film, and website reviews, notes from the archives, and teaching tools. Provides to the access the online version of Notable

American Women and the database on Commissions on the Status of Women.

- **[Women and Social Movements, International](#)**

Contains 150,000 pages of conference proceedings, reports of international women's organizations, publications and web pages of women's non-governmental organizations, and letters, diaries, and memoirs of women active internationally since the mid-nineteenth century. It also includes photographs and videos of major events and activists in the history of women's international social movements.

- **[Gerritsen Collection of Aletta H. Jacobs](#)**

In the late 1800's, Dutch physician Aletta Jacobs and her husband C.V. Gerritsen began collecting books, pamphlets and periodicals reflecting the evolution of a feminist consciousness and the movement for women's rights. The Gerritsen Collection has since become the greatest single source for the study of women's history in the world.



Just For Fun!

For those of you who have watched [The Dig](#) trending on Netflix lately... are you curious about the collection that was discovered? The [British Museum](#), where the collection is housed, thought you might be. They've written a [blog post](#) comparing the movie with the actual dig. You can also learn more about the [Sutton Hoo Collection](#) and explore the [Collection](#) online.



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## **Managing a large workload?**

**Click on the image below for strategies and tools  
to help you achieve your work goals.**



.Photo by [Scott Graham](#) on [Unsplash](#)

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March 29th, 2021

## This Week at Shain



We have some exciting announcements to share this week!

This year's winner of the Connecticut College Prize for Undergraduate Library Research has been selected and a new chapter digitization service is now available. In addition, did you know that March 31st is World Backup Day? Read on to learn more about what you can do to keep your important data safe.

***Well done and  
congratulations!***

WE ARE DELIGHTED TO ANNOUNCE THE RESULTS OF  
THE 2021 CONNECTICUT COLLEGE PRIZE FOR  
UNDERGRADUATE RESEARCH!



**Congratulations to the winner of the 6th annual \$500 Connecticut College Prize for Undergraduate Library Research, Nhi "Sandy" Doan '23. Her application showcased exceptional skill at finding, synthesizing and evaluating material for her paper, "Evaluation of Animal Models and Previous Studies on PTSD," written in the Fall 2020 semester for Professor Ruth Grahn's course, Neuroscience:**



## Individual Research (NEU 391).

You can view the winning applications on  
[Digital Commons](#).

We would also like to recognize the outstanding work of three additional  
applicants:



**Runner Up:**  
Samirah Jaigirdar '22, for the project  
"Revitalizing US  
Grand Strategy in  
the Maghreb,"  
prepared in Fall  
2020 for Professor  
Eric Fleury's  
course, US Foreign  
Policy (GOV 252).



**Runner Up:**  
Keri Krasnoff '24,  
for the project  
"Examining the Role  
of the Climate  
Change Debate in  
Regards to Political  
Polarization in the  
United States,"  
prepared in Fall  
2020 for Professor  
Angela Barney's  
first-year seminar,  
Beyond the Ballot  
(FYS 100H).

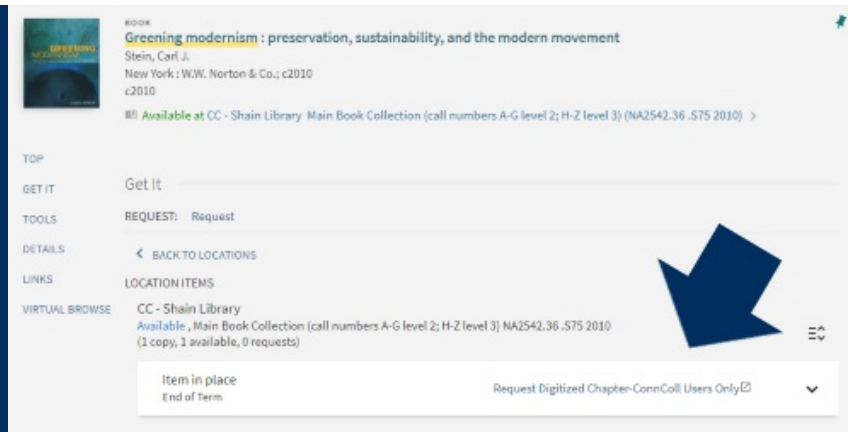


**Runner Up:**  
Zoe Honigberg '21,  
for the project  
"Bibliotheken und  
Gemeinschaften: A  
Study of Public  
Libraries and  
Communities in  
Germany," prepared  
in Spring 2021 for  
Professor Suzuko  
Knott's course,  
German Studies:  
Individual Study  
(GER 492).

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**Chapter Digitization Service is now available!**



Information Services is pleased to announce that we have initiated a formal program to scan chapters of print materials held by the library, and to deliver these documents in PDF form to faculty, staff and students. In offering this service, we will prioritize requests from those members of the campus community who are working remotely.

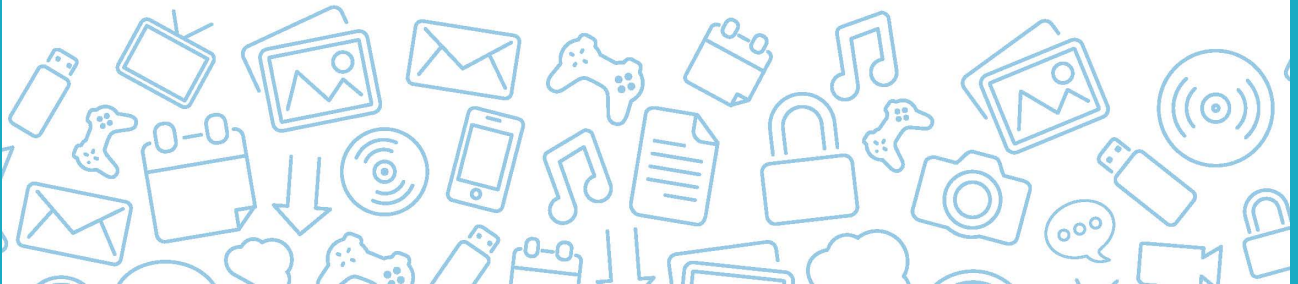
**To create a request, you must be logged into [OneSearch](#).** Then click on the book, click the "Request Digitized Chapter" link, and fill out the form that comes up. Once the scanning is complete, you'll receive an email from us with the article or book chapter linked to the email.

Details on service limitations and guidelines may be found [here](#).

# WHAT WOULD YOU DO IF YOU LOST EVERYTHING?



**GO TO [WORLDBACKUPDAY.COM](http://WORLDBACKUPDAY.COM)**  
TO LEARN MORE



If anything happened to your phone, computer or tablet, your important documents and memories could be lost forever.

**March 31st is World Backup Day** . Back up your files to make sure you never lose anything that's important to you.

Go to [WORLDBACKUPDAY.COM](http://WORLDBACKUPDAY.COM) for information or to take the pledge to BACK UP YOUR DATA.

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## Database Spotlight:



HeinOnline is the world's largest fully searchable, image-based government document and legal research database. It contains comprehensive coverage from inception of both U.S. statutory materials, U.S. Congressional Documents and the U.S. Congressional Serial Set and more than 2,600 scholarly journals, all of the world's constitutions, all U.S. treaties, collections of classic treatises and presidential documents, and access to the full text of state and federal case law powered by Fastcase. This HeinOnline Academic database package includes, among other things, special collections on Criminal Justice, History, Foreign Relations, Religion and the Law and Women and the Law.

HeinOnline has developed [Research Guides](#) with database specific overviews of the database topic, a description of the various types of documents included, and database-specific tips for searching and browsing.

Access through the [library's database page](#), then select the letter "H".

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## Spring Workshops: Citations and Bibliography

April 2nd, 1:45 p.m. - 3:00 p.m.

April 8th, 7:00 p.m. - 8:15 p.m.

April 13th, 10:15 a.m. - 11:30 a.m.

April 19th, 10:15 a.m. - 11:30 a.m.



Photo by [Monica Melton](#) on [Unsplash](#)

*"A mentor is someone who allows you to see the hope inside yourself."*

*~ Oprah Winfrey*

Have you ever thought about working with a mentor or becoming a mentor to someone else? The article ["How to Find the Mentor Who is Right for You"](#) offers suggestions for successfully finding the ideal mentor/mentee connection.

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April 5th, 2021

## This Week at Shain



Our goal with this weekly newsletter is to ensure that it is useful and entertaining information about what is happening with Shain Library and Information Services. With that in mind we would like to check in with the community to see if there are particular areas of interest that you would like to see or know more about. Comments or suggestions may be submitted using this [form](#).

We look forward to hearing from you!

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### Google Chrome Tab Groups

**Do you sometimes have so many Chrome tabs open that you can't find anything? Google Chrome recently introduced a new feature to help organize the open tabs at the top of your browser.**

**For more information on how it works with step-by- step instructions, check out Kate Bengston's [blog post](#) on this new feature.**



If you're a more visual learner, this YouTube video tutorial is another introduction to this new tool. Have fun with it and happy organizing!







## National Poetry Month

April 2021 is the 25th annual celebration of poets and poetry.

Visit the [poets.org](https://poets.org) website to discover [30 Ways to Celebrate National Poetry Month](#).

In addition, be sure to check out the physical display of poetry on the main floor of Shain Library this month if you are on campus. You can also explore a [virtual display](#) of poetry books in electronic format.



### Recently asked questions at the Service Desks:

What do I do when liquid gets spilled on my computer?

How do I sign into OneSearch?

I'm having trouble logging in to RefWorks, can you help me?

What are primary sources and how do I find them?



Photo by [Rinto Sarkar](#) on [Unsplash](#)

**For those of you looking for things to do with your families this spring  
here are a few ideas:**

**30 Spring Activities in Connecticut We Can't Wait To Do with Kids**

**13 Amazing Playgrounds Worth Driving to Across Connecticut**



**Spring Workshops:  
Citations and Bibliography**

**April 8th, 7:00 p.m. - 8:15 p.m.  
April 13th, 10:15 a.m. - 11:30 a.m.  
April 19th, 10:15 a.m. - 11:30 a.m.**

**[Click here for details and registration](#)**



Taking advantage of the warmer weather to do some bike riding?

Did you know that the library has a bicycle pump available to use?

Stop by the Shain Circulation desk for information.

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**Phone:** (860) 439-4357 or x4357 on campus

**Email:** [webhelpdesk@conncoll.edu](mailto:webhelpdesk@conncoll.edu)

### Reference Desk

- **Monday, February 22 through Monday, May 17**
  - Monday - Friday, 10 a.m. - 4 p.m. (in-person)

**Text:** (860) 787-5001

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**Information Services, Charles E. Shain Library 860-439-2650  
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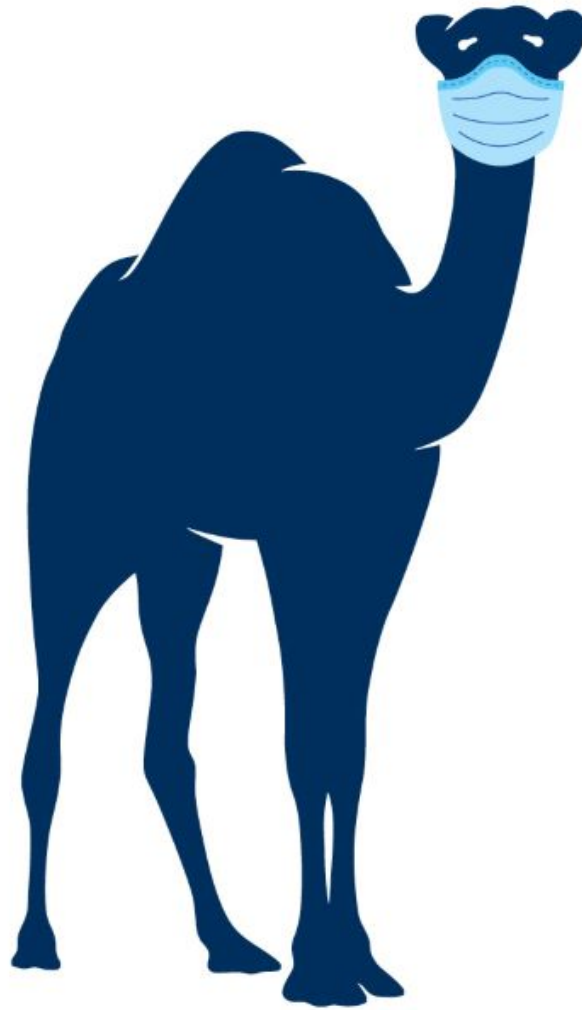


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April 12th, 2021

# This Week at Shain





It has been exciting and gratifying to observe a steady increase of students using Shain Library as of late. Some days it feels downright "normal" again!

As we continue to move forward, please remember to stay vigilant with practicing COVID-19 protocols. Wear your masks at all times while in the libraries, stay safely distant, and wipe down printers and computers after use.



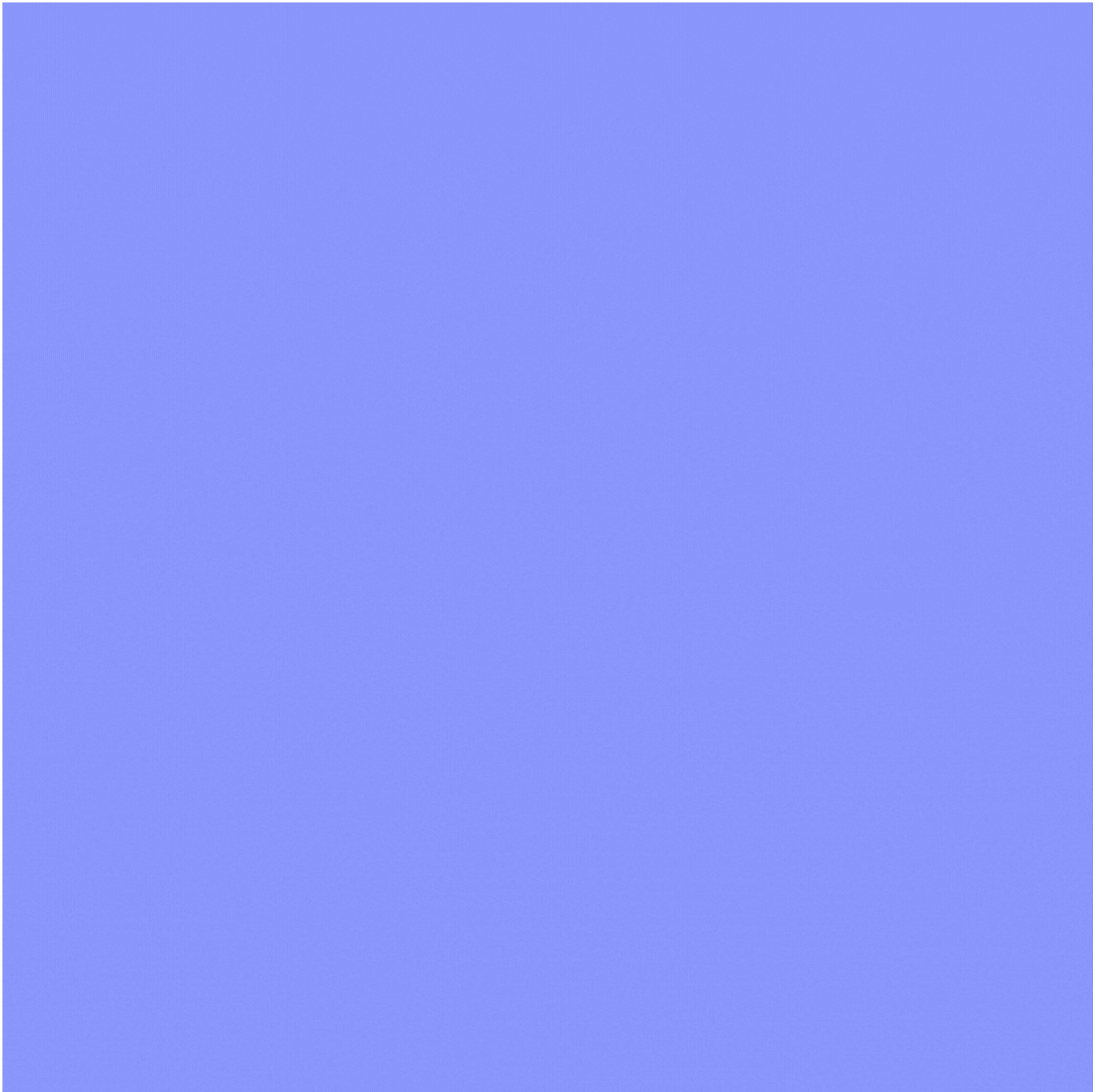
## Are you having trouble with your Wifi connection in your room?

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You might need an adapter to use that connection, Information Services is pleased to announce that you can now check out an adapter from the Circulation Desk - to test before you buy your own.

Adapters can be ordered through the [College Bookstore](#) and may also be purchased from several online retailers.

For more information, take a look at the  
[\*\*Residence Hall Network Troubleshooting Guide\*\*](#)



Do you struggle with making "small talk" in a social setting? Or does the thought of once again socializing with people face-to-face rather than via Zoom make you anxious? For suggestions to help encourage meaningful dialogue check out:

**Conversation Starters: Do's and Dont's**

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Are you looking for activities to keep your children busy this spring and summer?

Here are a few ideas:

**Best Nature Centers in Connecticut  
To Visit with Kids**

**Connecticut Summer Camp Guide**





Spring Workshops: Citations and Bibliography  
April 13th, 10:15 a.m. - 11:30 a.m.  
April 19th, 10:15 a.m. - 11:30 a.m.

[Click here to register](#)

## Recent questions at the Service Desks

How do students install MS Office 365?

How can I request a scanned copy of library print materials?

How do I copy or scan something myself using the MFDs?

## What's Open?

### Shain Library

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- **Monday, May 17:** 9 a.m. to 5 p.m.

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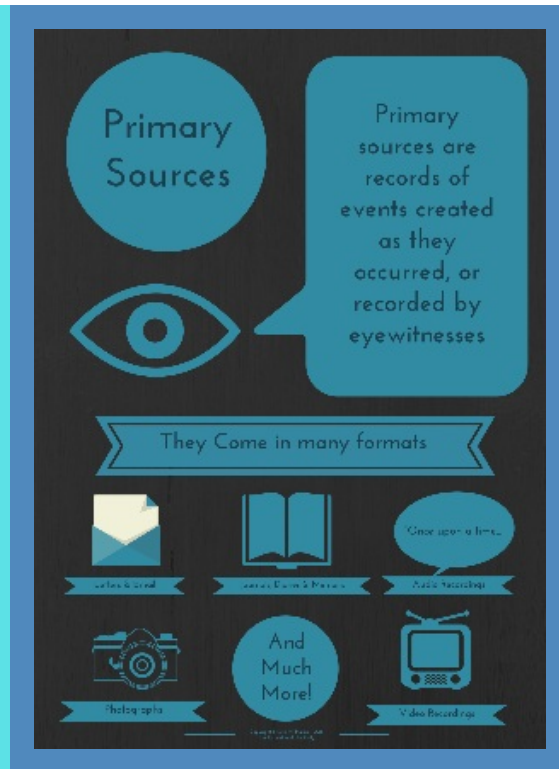
April 19th, 2021

## This Week at Shain



photo by Ahmed Abohamad '21

The beautiful flowering trees on campus have all come into full bloom this week, a sure sign that the end of the semester is approaching quickly! Another sure sign is the uptick in research questions as students undertake their semester projects and papers. With this in mind we offer some ideas for finding primary resource materials this week.



If you are looking for primary source materials a great place to start is the [Primary Source Materials Database](#) page.

A sampling of some of the available resources include:

[American Memory Project](#)

[Chronicling America](#)

[History Vault](#)

[Queen Victoria's Journals](#)



While we are on the subject of primary resources... did you know that there are over [50 distinct collections](#) in the Linda Lear Center for Special Collections and Archives?

Collections may be browsed by one of three methods: by format, by subject, or by author. Many collections may be listed in more than one index.

[Collections by Author](#)

[Collections by Subject](#)

[Artwork and Ephemera](#)

To search across our collections, digital materials, and more, visit the [ArchiveSpace](#).

If you need materials from the collections or would like a research consultation with Lear Center staff, please submit an [online request](#) 24 hours in advance.

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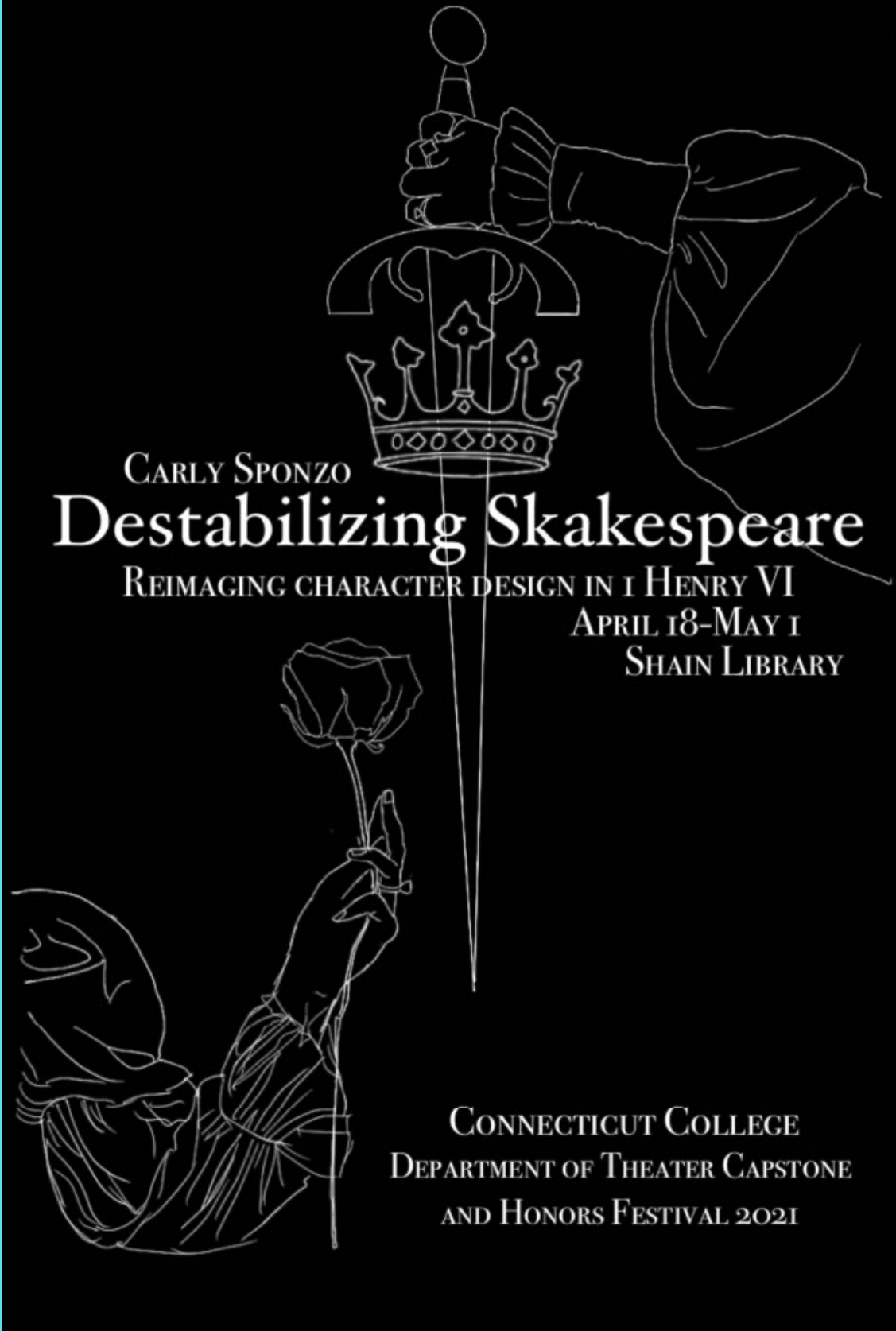
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**Destabilizing Shakespeare**  
**An exhibit curated by Carly Sponzo '21**



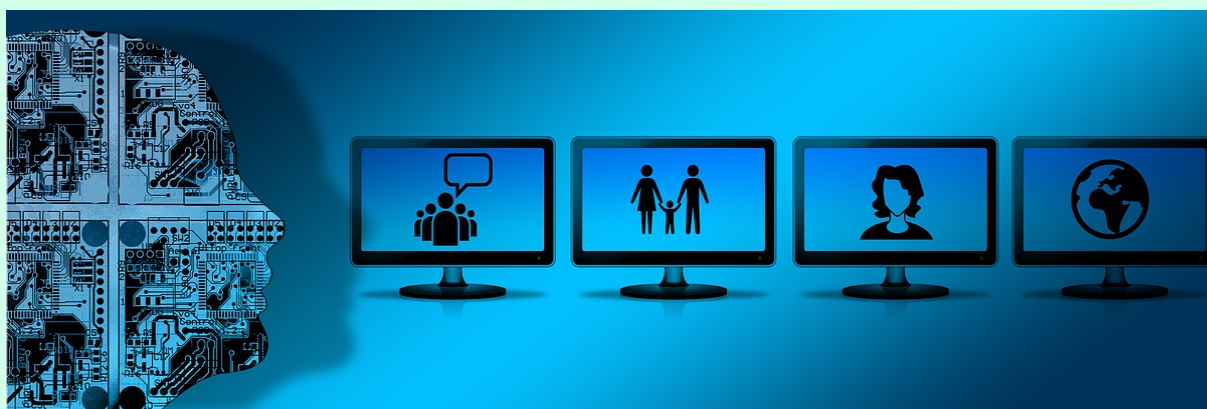
Charles Chu Room - Shain Library

April 18th - May 1st, 2021



"Destabilizing Shakespeare" examines the potential of costume design to shift preconceived notions of Shakespearean performance. Through the lens of an early history play, the project explores how character presentation can reshape the historical and cultural narratives the play presents. The designs on display reference pop culture representations of the Middle Ages such as *Dungeons and Dragons* in order to reimagine the old words of Shakespeare and develop alternative modes of identity and story creation.

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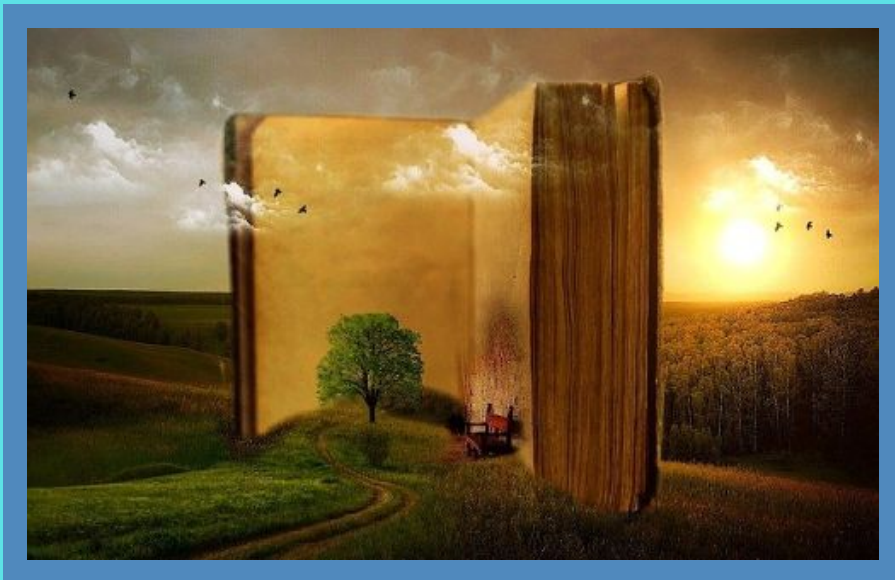
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For more information, take a look at the  
[Residence Hall Network Troubleshooting Guide](#)



**A reminder that if you are a remote student you can still have Connecticut College, Trinity College, or Wesleyan University books mailed to your home address. Details on the process may be found at:**

**<https://conncoll.libguides.com/studentbooksmailing>**



## Recently asked questions at the Service Desks:

How do students access software?

How can I request a scanned copy of library print materials?

How do I print/scan/fax?

What is the maximum scanner size available?



Are you looking for camp experiences to keep your children busy this summer? During the weeks of April 26th through May 7th, you can attend live demo sessions and virtually meet with camp directors, plus explore Virtual Camp Fair Booths to find both in-person or virtual summer camps for your children.

Visit the [Online Summer Camp Fair 2021](#) site for more information and to register.

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April 26th, 2021

## This Week at Shain



Research and Instruction Librarian Andrew Lopez caught this beautiful shot of Shain Library on a picture perfect day! What a stunning campus we have to enjoy!

This week we have two intriguing disclosures to share with you. First, the addition of a new

collection of streaming videos from PBS and second, a visually stimulating exhibit in the Charles Chu Room curated by Carly Sponzo '21. See below for details on these announcements and more. Have a terrific week everyone!



We are excited to announce that the College community now has access to the PBS Video Collection: 4th Edition! This collection of more than 1,200 streaming videos provides an exceptional range of content with the most valuable video documentaries and series from PBS. Watch videos from science to history, art to Shakespeare, diversity to business and economics, and more!

Browse the collection through [OneSearch](#) by searching for PBS as a keyword, then limiting the Material Type to "Video - Streaming".


Search for:

☐ Everything ☐ CTW Search ☒ ConnColl Books and Media ☐ Articles Only ☐ Course Reserves

Search filters

Any field  contains  pbs

AND  Any field  contains  Enter a search term


+ ADD A NEW LINE  CLEAR

Material Type  
Video - Streaming

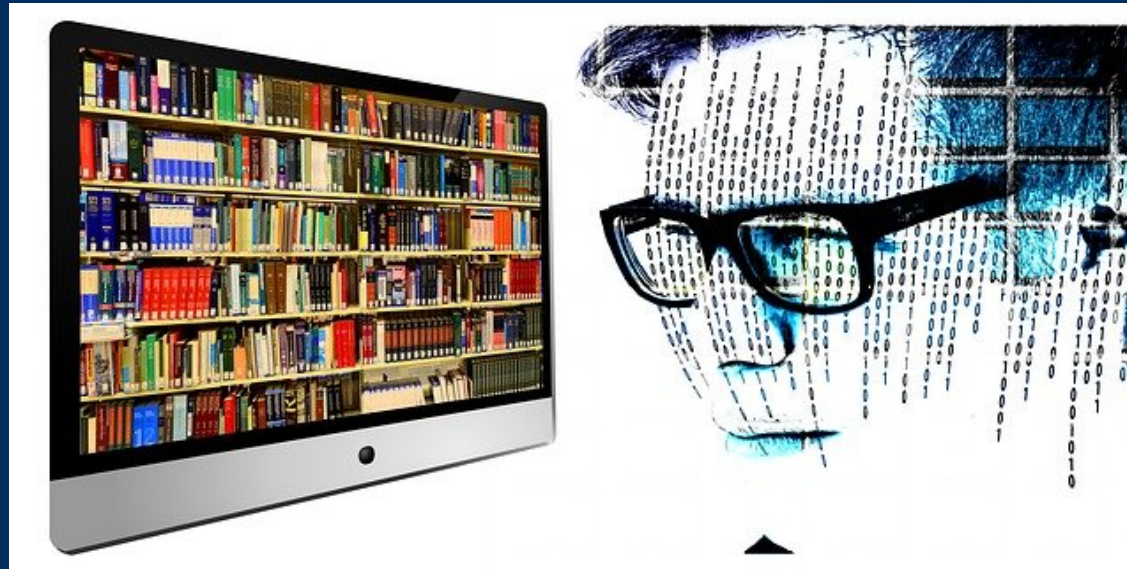
Language  
Any language

Start Date:  
Day  Month  Year

End Date:  
Day  Month  Year

→ Any field contains pbs  SEARCH

## Database Spotlight



This week's database spotlight highlights all things Ebooks! There are several databases dedicated to Ebooks which are conveniently collocated on the library's [Ebooks Databases](#) page.

In addition, thousands of Ebooks are available through our [OneSearch](#) catalog. Type your search term in OneSearch and refine the material type to Ebooks. Click the image below for a two minute tutorial.



CONNECTICUT COLLEGE

## Finding Ebooks in OneSearch

Research Support Services

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### Student Honors Thesis Project - Carly Sponzo, Class of 2021

Now on display in the Charles Chu  
Room through May 1st. An exhibit  
curated by Carly Sponzo '21.

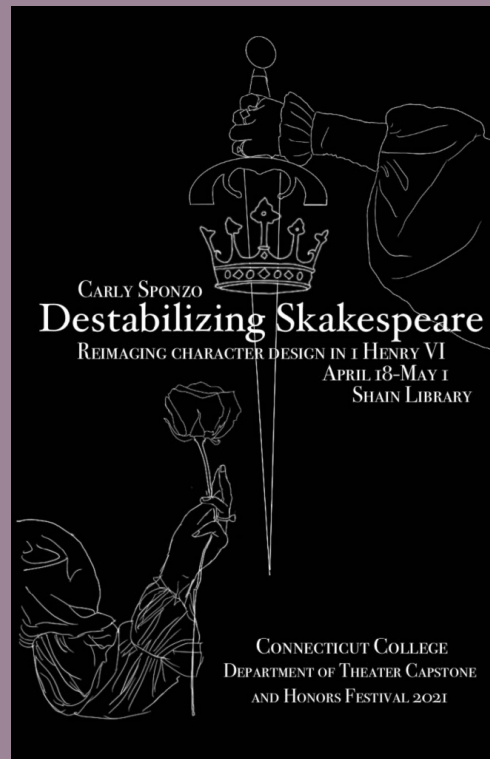
"Destabilizing Shakespeare"  
examines the potential of costume  
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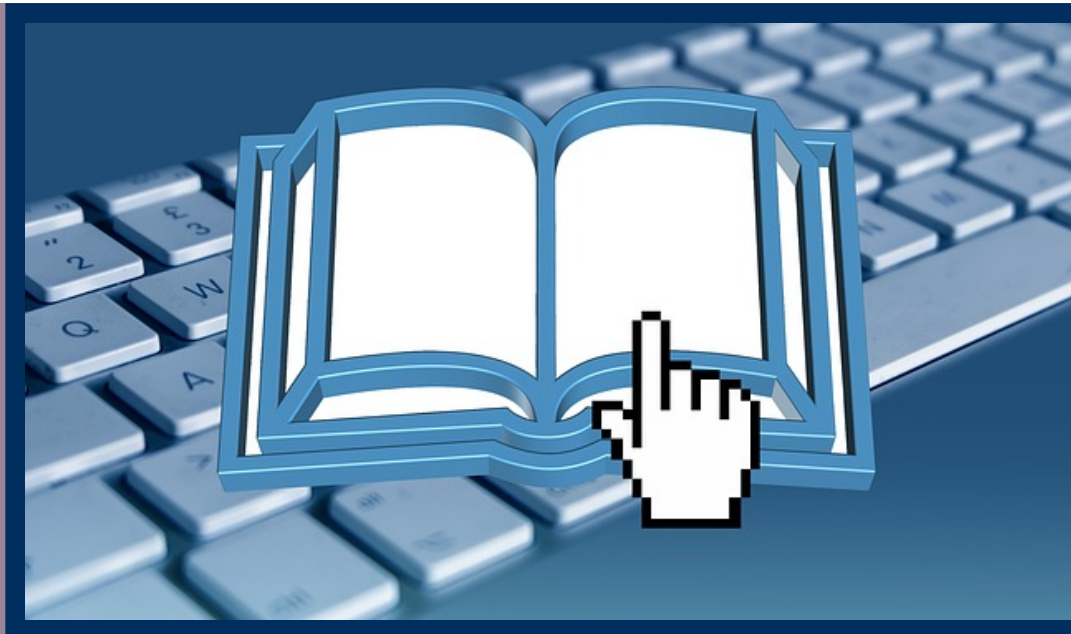


To learn more you can visit Ms.



Sponzo's [website](#) which features renderings for this project as well as for other Shakespeare designs.

If you are fortunate enough to experience the display in person, please consider completing this [form](#) to share your reactions and feedback.



As we enter the final weeks of the semester many students are working on final projects. Below are several Research Guides developed by Research Support Services to help facilitate that process:

[Annotated Bibliography Guide](#)

[Citation Guide](#)

[Literature Review Guide](#)

Research Librarians are also available for consultation.  
Monday - Friday, 10 a.m. - 4 p.m. (in-person)

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### **Recently asked questions at the Service Desks:**

**Can I use Enscape on my computer or one of the library computers?**

**How do I install Office 365?**

**How do students access SPSS?**

**How do I set up appointment slots in my email calendar?**

**How do I find out if the Library subscribes to a specific journal?**



The best team leaders know how to guide and inspire their people to accomplish common goals, while deftly handling challenges and pressures. Check out these [seven essential tips to enhance your leadership skills!](#)



Are you ***finally*** planning a summer vacation? If you're considering a visit to one of the U.S. National Parks, [here is a listing of free admission days](#) for 2021.

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May 3rd, 2021

# This Week at Shain




And just like that, we're into May! With a new month comes two new displays on the main floor of Shain Library, "Organizing for Positive Change" and "Consequently We Insist: Student Protest for Inclusion and Respect". Read below for details and please be sure to take a look while you're in the library.

As the next few weeks get busier and perhaps more stressful, we would like to remind you to take time to relax and breathe. Scroll down for activities to help reduce feelings of anxiety and incorporate mindfulness into your daily life.

Have a great week everyone!





BIG OR SMALL, EVERY  
EFFORT COUNTS

# ORGANIZING FOR POSITIVE CHANGE

WE CAN ALL MAKE  
A DIFFERENCE

RESOURCES AND INFORMATION

On the main floor of Shain Library there is a new display this month of resources dedicated to "Organizing for Positive Change". Here you'll find books focused on transformative justice, radical resistance, and community empowerment.

For more information on social movements and peaceful protests check out the [Ways to Make a Difference](#) page of the [Social Justice Research Guide](#).

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## **Consequently We Insist: Student Protest for Inclusion and Respect**

The Linda Lear Center for Special Collections and Archives has a new exhibition in Shain Library. The exhibition uses materials from the College Archives to commemorate the 50th anniversary of the student takeover of Fanning Hall on May 6, 1971. Using that first takeover as a starting point, the exhibition explores the College's history related to inclusion and respect, including the 1986 Fanning



takeover and a 2003 protest at the College president's house.

1971

*College office blockaded;  
Shain meets demands*



1986



2003

*Students March On Fainstein's House Demanding Action*



**Consequently We Insist** *Student Protest for Inclusion and Respect*



## Memes: What they are & how to use them (responsibly)

We've all seen memes but have you ever given any thought to the history behind the creation of a meme? Delia McCarthy, our library intern this semester, shares her expertise on the ins and outs of creating and utilizing memes in academic life via this [blog post](#).



### Guidance for students returning books from off campus:

When returning library materials, you may use whichever shipping company you choose. We recommend that you return them via the U.S. Postal Service, using the Library Rate with Tracking. Whichever shipping method you choose, please do the following:

1. Obtain a receipt that includes the tracking number.
2. Either take a picture of the receipt or download a PDF.
3. Fill out [this Google Form](#) and upload the picture or PDF of the receipt to it, so that the College can reimburse you for the cost of shipment of these materials.

Some of you may be returning numerous items. If this is the case, please be aware that boxes of books should be under 40 pounds and well reinforced with packing tape. Please email [circlibr@conncoll.edu](mailto:circlibr@conncoll.edu) with any questions.

Please send the materials to the following address:

Attn.: Access Services  
Charles E. Shain Library  
Connecticut College  
270 Mohegan Avenue  
New London, CT 06320

# LOOK HERE

Did you know that most of the information provided in this newsletter is also available at any time while you're in Shaker Library? There are display monitors located at the library entrance (just before the temperature display) that provide information on events, displays and more.

**Be sure to pause and check it out!**

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According to the [Project Management Institute](#) project management "is the application of knowledge, skills, tools, and techniques to project activities to meet project requirements". Project management is a strategic organizational competence which is an invaluable skill in both professional and personal capacities. This [article](#) is an overview of four essential components of project management development.





As the last month of the semester gets busier it can sometimes feel overwhelming. Below are some techniques to help maintain a balanced sense of well being and peacefulness.

### 5 Simple Mindfulness Practices for Daily Life

### 8 Breathing Exercises to Try When You Feel Anxious

## What's Open?

### Shain Library

- **Monday, February 22 through Sunday, May 16**
  - Mondays through Thursdays: 9 a.m. to 12 a.m.
  - Fridays, 9 a.m. to 10 p.m.
  - Saturdays, 10 a.m. to 8 p.m.
  - Sundays, 10 a.m. to 12 a.m.
- **Monday, May 17:** 9 a.m. to 5 p.m.

**Phone:** (860) 439-3005 or x3005 on campus

**Email:** [circ libr@conncoll.edu](mailto:circ libr@conncoll.edu)

### Greer Music Library

- **Monday, February 22 through Sunday, May 16:**
  - Mondays through Thursdays, 9 a.m. to 9 p.m.
  - Fridays, 9 a.m. to 7 p.m.
  - Saturdays, 1 p.m. to 5 p.m.
  - Sundays, 1 p.m. to 9 p.m.

- **Monday, May 17:** 9 a.m. to 5 p.m.

**Phone:** (860) 439-2711 or x2711 on campus

**Email:** [cajoh@conncoll.edu](mailto:cajoh@conncoll.edu)

### IT Service Desk

- **Monday, February 22 through Monday, May 17**
  - In-person support, Monday - Friday: 9 a.m. - 5 p.m.
  - Saturday: Closed
  - In-person support, Sunday: 4 p.m. - 10 p.m.

**Phone:** (860) 439-4357 or x4357 on campus

**Email:** [webhelpdesk@conncoll.edu](mailto:webhelpdesk@conncoll.edu)

### Reference Desk

- **Monday, February 22 through Monday, May 17**
  - Monday - Friday, 10 a.m. - 4 p.m. (in-person)

**Text:** (860) 787-5001

**Phone:** (860) 439-2655

**Email:** [refdesk@conncoll.edu](mailto:refdesk@conncoll.edu)

**Online Chat:** [conncoll.libanswers.com](http://conncoll.libanswers.com)

**Research meeting:** [conncoll.libanswers.com](http://conncoll.libanswers.com)

### Academic Resource Center

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  - **Friday** (remote): 8:30 a.m. - 5:00 p.m. - By appointment only.
- Due to the current pandemic, all access to learning specialists will be by appointment only. Limited in-person appointments will be available on Mondays and Thursdays, again by appointment only. To request information or to make an appointment with a learning specialist, please email us at [arc@conncoll.edu](mailto:arc@conncoll.edu), and someone will be in touch with you very soon.

### Linda Lear Center for Special Collections and Archives

- **Monday, February 22 - Monday, May 17**
  - Monday - Friday: 1 p.m. - 5 p.m. and by appointment



**Phone:** (860) 439-2654 or x2654 on campus

### Media Services

- **Monday, February 22 - Monday, May 17**
  - Monday – Friday, 8:30 a.m. - 9:00 p.m.

**Phone:** (860) 439-2698 or x2698 on campus

### Blue Camel Café

- **Monday, February 22 - May 17**
  - Mondays through Fridays: 9 a.m. to 9 p.m.
  - Saturdays, 10 a.m. to 4 p.m.
  - Sundays, 10 a.m. to 9 p.m.

**Information Services, Charles E. Shain Library 860-439-2650  
270 Mohegan Avenue, New London, CT 06320**



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May 10th, 2021

## This Week at Shain



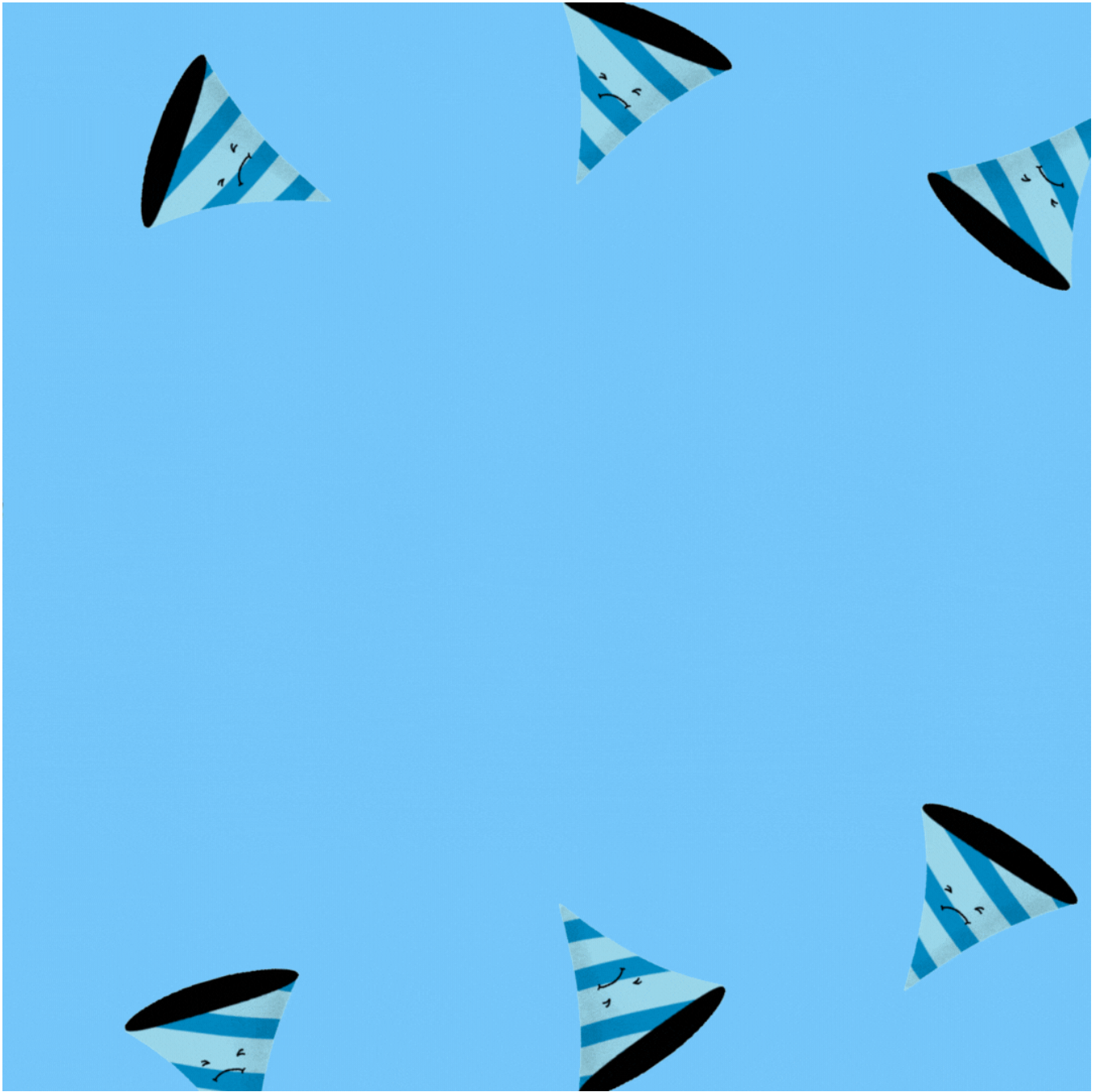
photo by Ahmed Abohamad '21

As the semester wraps up this week we would like to call attention to the outstanding senior Student Assistants that have worked for Information Services. We are so incredibly grateful for their dedication to service, flexibility, professionalism, and sense of humor over the past year most especially!

In addition, hours for all library service points through the summer have been announced. They can be found at the bottom of this newsletter or by visiting [conncoll.libcal.com](http://conncoll.libcal.com) at any time.

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# **Congratulations Class of 2021!**

## **Blue Camel Café**

**Emma Andrikidis  
Matt Gilmore  
Ginger Miller  
Talley Sacks  
Zoe Walker**

## **Greer Library**

**Giselle Barahona  
Shay Borden  
Anayis Doolittle  
Andy Guevara**

## **Special Collections**

**Javian Astacio  
Denise Bonilla  
Christian Salguero**

## **Interlibrary Loan**

**Wyntre Fries**

## **Circulation**

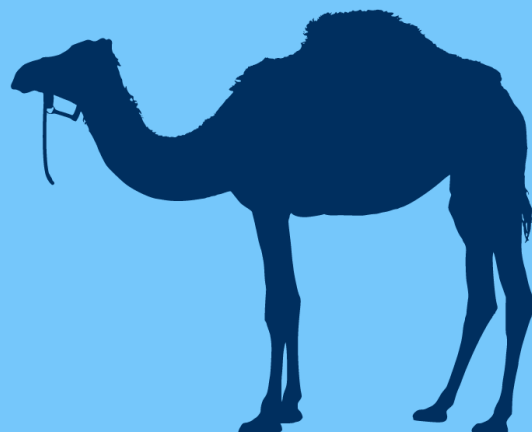
**Carvens Charles  
Sarah Clark  
Wyntre Fries  
Jared Nussbaum  
Lucas Siegel  
Donovan Soucy  
Shefka Williams**

## **Media Services**

**Ahmed AboHamad**

## **Technical Support**

**Ali Hameed Tarish Alyodawi  
Shonan Hendre**





## Guidance for students returning books from off campus:



When returning library materials, you may use whichever shipping company you choose. We recommend that you return them via the U.S. Postal Service, using the Library Rate with Tracking.

Whichever shipping method you choose, please do the following:

1. Obtain a receipt that includes the tracking number.
2. Either take a picture of the receipt or download a PDF.
3. Fill out [this Google Form](#) and upload the picture or PDF of the receipt to it, so that the College can reimburse you for the cost of shipment of these materials.

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Charles E. Shain Library  
Connecticut College  
270 Mohegan Avenue  
New London, CT 06320

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## 5 Simple Mindfulness Practices for Daily Life

Simple practices to help breathe space into your daily life.

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### **Helpful tips for effective communication techniques:**



## 15 Email Etiquette Rules Every Professional Should Follow





## How to Successfully Communicate with Different Personalities

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- **May 18 - August 30, 2021:**
  - Monday - Friday, 10 a.m. - 4 p.m. (email, research appointment only)

**Text:** (860) 787-5001

**Phone:** (860) 439-2655

**Email:** [refdesk@conncoll.edu](mailto:refdesk@conncoll.edu)

**Research meeting:** [conncoll.libanswers.com](http://conncoll.libanswers.com)

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  - Monday-Friday: 9 a.m. - 4 p.m. by appointment only
  - Closed Saturday and Sunday
- **Closed Monday, May 31 (Memorial Day) and Monday, July 5 (Independence Day)**

**Phone:** (860) 439-2654 or x2654 on campus

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- **Through Monday, May 17**
  - Monday – Friday, 8:30 a.m. - 9:00 p.m.
- **Tuesday, May 18 through Sunday, August 22:**
  - Monday through Friday, 8:30 a.m. to 4 p.m.
  - Closed Saturday and Sunday
- **Closed Monday, May 31 (Memorial Day) and Monday, July 5 (Independence Day)**

**Phone:** (860) 439-2698 or x2698 on campus

### **Blue Camel Café**

- **Through Sunday, May 16:**
  - Mondays through Thursdays: 9 a.m. to 10 pm
  - Fridays, 9 a.m. to 10 p.m.
  - Saturdays, 10 a.m. to 4 p.m.
  - Sundays, 10 a.m. to 10 p.m.

- Summer: Closed

Information Services, Charles E. Shain Library 860-439-2650  
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May 17th, 2021

# This Week at Shain



It seems impossible to believe but we have arrived at the final week of the academic year. Congratulations everyone... we did it! For those of you heading home this week, safe travels and we look forward to seeing you all again in August. To our seniors, enjoy this week, you have earned it!



Last week we inadvertently missed a few of our senior Student Assistants in Information Services.  
We apologize for the oversight and would like to recognize those students:

Jessica-Lyn Sweet - Circulation

Riah Malachi - IT Service Desk

Thank you for your excellent service, flexibility and professionalism. Congratulations!

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## 2021 Presidential Staff Recognition Awards

**Congratulations to the winners and nominees for the 2021 Presidential Staff Recognition Awards! Information Services is honored and proud to have 11 individuals nominated 21 times for 14 awards as well as 3 team nominations.**

### **Citizenship Award:**

Emily Aylward - Manager Access Services

Lorraine McKinney - Acquisition Supervisor



**Inspiration Award:**

Kate Bengtson - Instructional Technology Specialist

Carolyn Page - Financial Assistant

**Rising Star Award:**

Kate Bengtson - Instructional Technology Specialist

**Service Excellence Award:**

Emily Aylward - Manager Access Services

Dave Baratko - Assistant Director for Media Services and Technology Planning Thomas

Beausoleil - Senior Computer Technician

Lisa Dowhan - Interlibrary Loan Supervisor

Jeff Gada - Media Service Technician

Lorraine Gruber - Senior Assistant to Senior Administrator

Lori Looney - Research, Data and Collection Support Librarian

Carolyn Page - Financial Assistant

Heather Romanski - Director of Computer Support Services

**Team Collaboration Award:**

**Computer Support Services Team**

Thomas Beausoleil, Christopher Eyberse, Jennifer Eyberse,

Patrick Pero, Heather Romanski

**Media Services Team**

Dave Baratko, Jeff Gada, Tanya Sandberg-Diment, Greg Surman

**Network Security and Support Team**

Tyler Campbell, Kevin Northcutt, John Schaeffer, Joseph Ssebagala

CAROLYN JOHNSON

*is retiring!*



After thirty-six years as Music Librarian at Greer Music Library, Carolyn Johnson is retiring at the end of June! As shared by her team leader, Fred Folmer, "Carolyn's steadfast dedication and abundant skills have resulted in a best-in-class collection of musical scores, sound recordings and related materials. In the process, Carolyn has enabled many contributions to the cultural and intellectual life of this institution."

To honor Carolyn, a Padlet was created for the College community to share any memories you may have with Carolyn from over the years. Click [here](#) to share your thoughts, photos, or even a video message. Instructions on how to contribute to the Padlet can be found [here](#).

**Please join us in congratulating Carolyn on this tremendous accomplishment!**

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**Click the images below for professional toolbox tips:**



**10 Habits  
of High  
Achievers**

**Closing an  
Interview:  
What  
Questions  
Should  
You Ask?**



## Fun things to do this summer!



Who is ready for some leisure reading? We've recently added titles from the New York Times bestseller list to our ebook collection.

You can access them [here](#).



Hey folks! This is Gus the Goat here. Just wanted to share this great [article](#) that lists petting zoos and farms in Connecticut that you can visit. In addition to meeting my animal buddies, many of the farms offer pick-your-own fruit and vegetable options. That is, if I don't get to them first!



If you're looking to do some hiking there are several local land conservation areas that provide marked trails to explore.

**Avalonia Preserves**

**Waterford Land Trust**

**Lyme Land Trust**

**Westerly Land Trust**

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### **Guidelines for students returning books from off campus:**

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1. Obtain a receipt that includes the tracking number.
2. Either take a picture of the receipt or download a PDF.
3. Fill out [this Google Form](#) and upload the picture or PDF of the receipt to it, so that the College can reimburse you for the cost of shipment of these materials.

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Please send the materials to the following address:

Attn.: Access Services

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Connecticut College  
270 Mohegan Avenue  
New London, CT 06320

## Service hours through August 22, 2021:

### Shain Library

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### Media Services

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**Phone:** (860) 439-2698 or x2698 on campus

### Blue Camel Café

- **Monday, May 17 - Thursday, May 20:** 10 a.m. - 3 p.m.
- **Summer: Closed - Reopening August 23rd**

**Information Services, Charles E. Shain Library 860-439-2650  
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May 24th, 2021

# This Week at Shain



**We would like to extend our congratulations and best wishes  
to the class of 2021! Well done!**

**This will be the final newsletter for the 2020-2021 academic year.**

**We'll resume again the week of August 23rd, 2021.**

**Have a wonderful summer!**

# CLASS OF 2021



CONNECTICUT COLLEGE



## CONNECTICUT COLLEGE

Information Services has adopted the mission of keeping you CONNected: Partnering with the College community to provide innovative, reliable, and universal access to information resources in support of academic and administrative endeavors. To this end we provide the Information Services Major Objectives for 2021-2022 and the Information Services Strategic Plan for 2021-2024.

**Click the buttons below to access.**

**Information Services Major Objectives 2021-2022**

**Information Services Strategic Plan 2021-2024**

## Summer Services

### Digitization:

We will continue to scan chapters of print materials held by the library, and to deliver these documents in PDF form to faculty, staff and students. In offering this service, we will prioritize requests from those members of the campus community who are working remotely.

**To create a request, you must be logged into [OneSearch](#).** Then click on the book, click the "Request Digitized Chapter" link, and fill out the form that comes up. Once the scanning is complete, you'll receive an email from us with the article or book chapter linked to the email. Details on service limitations and guidelines may be found [here](#).

### Mailing books to remote students:

We will continue to offer shipping of print books to home addresses for students who are studying remotely. The program includes books owned by Connecticut College, and those owned by partners in the CTW consortium, Trinity and Wesleyan. Details on the process may be found [here](#).

### Requesting print materials:

We will continue filling requests for print materials. This [guide](#) details the process for gaining access to physical library materials.



After thirty-six years as Music Librarian at Greer Music Library, Carolyn Johnson is retiring at the end of June! As shared by her team leader, Fred Folmer, "Carolyn's steadfast dedication and abundant skills have resulted in a best-in-class collection of musical scores, sound recordings and related materials. In the process, Carolyn has enabled many contributions to the cultural and intellectual life of this institution."

To honor Carolyn, a Padlet was created for the College community to share any memories you may have with Carolyn from over the years. Click [here](#) to share your thoughts, photos, or even a video message. Instructions on how to contribute to the Padlet can be found [here](#).

**Please join us in congratulating Carolyn on this  
tremendous accomplishment!**

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For faculty and staff who have been fully remote for the last year, returning to work on campus may cause some anxiety. Here are a few tips on easing the transition:

#### **4 Tips to Survive in an Office After Working Remotely, From Real People Who've Done It**

If you're looking to unwind try a suggestion from one of these summer beach reading lists:

**2021 Summer Reading Lists for Kids of All Ages**

**The 20 Best Beach Reads to Add to Your Summer Reading List**

**Fun, Smart Summer Reading Lists for Students**



## Service hours through August 22, 2021:

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- Summer: Closed - Reopening August 23rd

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