Fall 2008
FACULTY BULLETIN

Your Guide to
The Latest Tools, Research, and
Information Resources
In and Out of the Classroom

http://library.brooklyn.cuny.edu
http://ait.brooklyn.cuny.edu
## Table of Contents

- Fall 2008 Library Resources and Services ................................................................. 3
- Library Hours and Services .......................................................................................... 3
- BCLibrary E-Tutorials on YouTube ................................................................................ 3
- Library Art Collection Audiotori .................................................................................. 3
- Eco-Friendly Resources Online .................................................................................. 4
  - GreenFILE / PLANTS Database / Bioline International / EnviroLink
- A New Face for ARTstor ............................................................................................... 5
- Grove Art is Now Oxford Art Online ............................................................................ 5
- Primary Resources Online .......................................................................................... 6
- New York City Resources Online ................................................................................ 7
- The Papers of George Washington.............................................................................. 8
- Documenting the American South .............................................................................. 8
- ScienceDirect Freedom Collection ............................................................................ 9
- ERIC ............................................................................................................................ 9
- Emerald: Online Publisher of Management Research ................................................ 10
- The Walter W. Gerboth Music Library Online Resources ........................................ 11
- RefWorks ..................................................................................................................... 12
- E-Z Proxy .................................................................................................................... 12
- CUNY Policies on Academic Integrity/Plagiarism ....................................................... 12
- Brooklyn College Students Are Taking to Library Research, Online Services, and Resources ........................................................................................................................................ 13
- Research Services/Interlibrary Loan ........................................................................ 14
  - Electronic Reserves / Library Instruction: Better Research; Less Plagiarism
- Creating Library-Friendly Assignments ..................................................................... 15
- Know Your Library Subject Specialists .................................................................... 16
- Library Directory of Subject Specialists ..................................................................... 17
- AIT Services for Fall 2008 ........................................................................................ 18
  - AIT Web Site Design Service: From Minor Changes to Total Creation / Course Site Design & Incorporating Multimedia Content / Create Your CUNY Portal ID / Blackboard & the CUNY Portal for Fall 2008 / Blackboard Listservs for Faculty and Students
- Faculty Training and Development Lab .................................................................. 19
  - General Information / Free Printing for Faculty and Adjuncts / New AIT Email Service for Fall 2008 / Customized, Personal Faculty Training / On-Demand, Online Multimedia Tutorials / Drop-Off Digitizing Service: Documents; Images; Analog Media (Cassettes, LPs, and VHS) / State-Of-The-Art Hardware and Software / Wide-Format Printing: Posters and Banners
- Services for Faculty .................................................................................................... 20
  - Audio/Visual Resource On Campus / Morton & Angela Topfer Library Café / Free Printing for Students in the Library Café
- The Latest On Blackboard: Version 8.0 ..................................................................... 21
- Microsoft Office 2003 and 2007 Available in the Faculty Lab .................................... 22
- ICPSR: A Data Resource for Research, Instruction, or Class Assignments ............... 22
- Feature-Rich Microsoft Vista Being Rolled Out On Campus ...................................... 22
- Multimedia Classrooms ............................................................................................. 23
- Woody Tanger Auditorium (WTA) .............................................................................. 23
- New Media Center ...................................................................................................... 23
- Workshops & Training ............................................................................................... 24
  - Faculty Workshops on Blackboard ........................................................................ 24
  - Faculty/Staff Workshops: Technology Tools Series ............................................... 26
  - Photoshop Series .................................................................................................... 28
  - Digitizing Your Analog Materials Series ................................................................ 28
Library Hours and Services

GENERAL LIBRARY HOURS

MONDAY-THURSDAY: 9 am - 9 pm    FRIDAY: 9 am - 5 pm    SATURDAY: 10 am - 6 pm

There are exceptions to the general hours. For a complete and current list of Library hours, go to:

http://dewey.brooklyn.cuny.edu/library/about/hours/

RESERVE READING ROOM HOURS - 1ST FLOOR LIBRARY

MONDAY-THURSDAY: 8 am - 11 pm    FRIDAY: 8 am - 5 pm    SATURDAY: 10 am - 6 pm

From 9 pm to 11pm, we offer the following special services:

- Brooklyn College Library books and periodicals may be paged between the hours of 9 p.m. and 10:40 p.m., with the following exceptions: Music books; scores; videos; DVDs; CDs; Special Collection titles; and Government Documents.

- Circulating books may be charged out. Non-circulating materials, such as reference books and periodicals, may be used in the Reading Room.

- Interlibrary loan/CLICS books may be picked up and returned.

- Printing and photocopying are available.

BC Library E-Tutorials on YouTube

http://dewey.brooklyn.cuny.edu/resources/subject.jsp?sub_id=50#197

Created by the Brooklyn College Library, several short instructional videos about library research are offered on YouTube. The videos explain how to use CUNY+, the Library’s online catalog; how to borrow books from other CUNY Libraries with the CLICS service; and how to use journal indexes to find articles in the Library. Find more information about the Tutorials on our Library Research Guides web page.

Library Art Collection Audio Tour

The Library offers an audio tour of selected works from its art collection, both in person and online. The online art catalogue is updated frequently with links to relevant publications and exhibitions, and we invite you to visit our web pages regularly to enjoy our collections.

To enjoy the audio tour—

1) In person: Go to the Library Circulation Desk and pick up a free audio player and accompanying map. Then, follow the suggested tour through the Library, or listen to the audio clips in any sequence.

2) On the Library website: On the main page of the Library website, click “Art Collection” (lower-left corner of the screen). Then, click each work of art to listen to the accompanying audio. (Most, but not all, artwork in the collection is accompanied by audio clips.)
GreenFILE is a research database focusing on the relationship between human beings and the environment, with well-researched but accessible information on a wide range of topics, including global warming, green building, pollution, renewable energy, recycling, and others. Information is for both individuals—such as installing solar panels—and corporations needing information on topics such as green agriculture, hybrid cars, and waste management. It also includes environmental laws, regulations, and studies. The database indexes over 600 titles, including comprehensive coverage for Bioscience, Conservation Biology, Journal of Ecology, and Journal of Environmental Planning & Management. Of the approximately 295,000 records, more than 4,700 are full text.

The PLANTS Database provides standardized information about the vascular plants, mosses, liverworts, hornworts, and lichens of the U.S. and its territories. It includes names, plant symbols, checklists, distributional data, species abstracts, characteristics, images, crop information, automated tools, onward Web links, and references. This information primarily promotes land conservation, but academic, educational, and general use are encouraged. The database contains native and naturalized plants of the PLANTS Floristic Area (PFA). Vascular plant distributions are mapped at the state and province level and by U.S. county. Checklists for the non-vascular mosses, liverworts, hornworts, and lichens cover all of North America north of Mexico. PLANTS also has about 5,000 economically important vascular plants that do not occur spontaneously (i.e., are not naturalized) in the PFA.

Bioline International (BI) is a non-profit electronic publishing service committed to providing open access to quality research journals published in developing countries in order to improve global understanding of health (tropical medicine, infectious diseases, epidemiology, emerging new diseases), biodiversity, the environment, conservation, and international development. The objectives of BI are to promote the global exchange of scientific knowledge, reduce technological and financial barriers to knowledge acquisition, and to improve the visibility of developing world publications, thereby raising their impact factors and credibility. With peer-reviewed journals from Brazil, Cuba, India, Indonesia, Kenya, South Africa, Uganda, Zimbabwe, and more to come, BI provides a unique service by making bioscience information generated in the countries available to the international research community worldwide.

EnviroLink is a non-profit organization. It is a grassroots online community that unites hundreds of organizations and volunteers around the world with millions of people in more than 150 countries. EnviroLink is dedicated to providing comprehensive, up-to-date environmental information and news. It is committed to promoting a sustainable society by connecting individuals and organizations through communications technologies. EnviroLink does not take any positions on any specific environmental issues. Rather, it exists solely to act as a clearinghouse on the Internet for the environmental community.
**A New Face for ARTstor**

ARTstor is the digital library of nearly one million images in the areas of art, architecture, the humanities, and social sciences with a set of tools to view, present, and manage images for research and pedagogical purposes.

Artstor has introduced a new technical platform and user interface that makes searching, browsing, and organizing images in the Digital Library faster and easier. As you begin working in the ARTstor environment, you will immediately notice that ARTstor now sits within your web browser rather than launching a Java client.

**Some features include:**

- New navigation bar options to help you find, organize, present, upload, and share images
- Drag and drop images directly into your image groups
- Sort search results by date, creator, or title

The redesigned site also includes links to the Hunter Collection, an art slide library of 250,000 slides and 20,000+ digital images depicting art and architecture from prehistoric times, and the CCNY Teaching Collection which, with the exception of 550 images licensed from Saskia, is composed entirely of images scanned from books and slides. This collection is developed specifically for classroom teaching. At present, the bulk of the collection consists of architecture images, with particular emphasis on modern architecture.

Please contact Professor Miriam Deutch at miriamd@brooklyn.cuny.edu for the authorization code for instructor privileges and for any questions you may have about using ARTstor.

**Grove Art is Now Oxford Art Online**

Oxford Art Online (OAO) is a portal that offers access to the vast contents of Grove Art Online, today's foremost scholarly art encyclopedia. OAO includes the full text of The Dictionary of Art, edited by Jane Turner (1996; 34 volumes) and the Oxford art reference in one location. Completely redesigned and revised for 2008, OAO includes the addition of substantial new Oxford reference content, many corrections, and the most extensive and easily searchable online art resource available. Many program upgrades result in improved browsing and searching.

OAO’s improved functionality allows users greater access to: more than 23,000 subject entries; 21,000 biographies; 500,000 bibliographic citations; 40,000 image links; 5,000 images contained within Grove Art Online itself; improved image and bibliographic searching; over 90 revised articles (including articles on Ethel Reed, Helene Kröller-Müller, and Torres Strait Islands); 500 updated bibliographies spanning numerous subjects; 2 new thematic articles, on still-life in Australian art and flooring; 65 new images from the Metropolitan Museum of Art; 2,500 new images (from The Museum of Modern Art New York, Art Images for College Teaching, and The British Museum); Links to ARTstor and Art Resource, MoMA/Grove Art Lesson Plans; and new thematic guides and timelines.
Primary Sources Online

http://dewey.brooklyncuny.edu/resources/databases.jsp

Gain access to these Brooklyn College and CUNY historical resources from the Library's Databases page. To use primary sources in course assignments, please direct your students to the “Locating Primary Sources” page for assistance: http://library.brooklyn.cuny.edu/instruction/classes/historymethods/primary.

American Memory
American Memory is a gateway to the Library of Congress's vast resources of digitized American historical materials, with more than 9 million items documenting U.S. history and culture. It is organized into more than 100 thematic collections based on their original format, subject matter, or who first created, assembled, or donated them to the Library. The formats include manuscripts, prints, photographs, posters, maps, sound recordings, motion pictures, books, pamphlets, and sheet music. Each collection is accompanied by a set of explanatory features designed to make the materials easy to find, use, and understand. Collections may be browsed individually, searched individually (including full-text searching for many written items), or searched across multiple collections.

Times Digital Archive, 1785-1985
One of the most highly regarded resources for the study of 19th and 20th century history. Search through the complete digital edition of The Times (London) using keyword searching and hit-term highlighting to retrieve full facsimile images of either a specific article or a complete page. The entire newspaper is captured, with all articles, advertisements and illustrations/photos divided into categories to facilitate searching.

Smithsonian Archives of American Art
The Archives illuminate scholarship of the history of art in America by collecting, preserving, and making available for study the documentation of this country's rich artistic legacy. The Archives were founded in Detroit in 1954 by Edgar P. Richardson, then Director of the Detroit Institute of Arts, and Lawrence A. Fleischman, a Detroit businessman and active young collector. More than 50 years, 16 million items, 5,000 collections, and 4,000 oral histories later, the Archives are the world's largest resource on the history of art in America. The Research Collections—spanning more than 200 years—include letters, diaries, scrapbooks, business and financial records of museums, galleries, and associations; photographs; works of art on paper; and artists, dealers, and collectors; manuscripts of critics and scholars; oral history; and interviews.

History Matters
This resource sheds light on the darker aspects of post-World-War-II American politics, and in particular the assassinations of the 1960s. After the Cold War and the passage of the 1992 JFK Assassination Records Collection Act, the U.S. government declassified an enormous number of formerly secret documents. Among them are many pertaining to the assassination of President Kennedy and its subsequent investigation. The new records contain indications of conspiracy and a great wealth of material concerning a possible coverup. Documents also include facts about foreign policy regarding Vietnam, Cuba, and the other frontlines of the war against Communism. History Matters also includes tens of thousands of pages of scanned reports, transcripts, and other documents; dozens of hours of audio; and a variety of photographic materials.

American Civil War: Letters and Diaries
This resource knits together over 1,000 sources of diaries, letters, and memoirs to provide access to thousands of views on almost every aspect of the war. The writings of politicians, generals, slaves, landowners, farmers, seamen, wives, and spies are included. The letters and diaries are by the famous and the unknown, giving not only both the Northern and Southern perspectives, but also those of foreign observers. Using a thesaurus of Civil War terms built specifically for the task, researchers can quickly find references to individuals, battles, theaters of war, and activities. For example, “Give me all accounts of letters written about hospital conditions by Union soldiers in the Western Theater” can be answered in seconds. Also included are approximately 100,000 pages of published memoirs, letters, and diaries from individuals, plus 4,000 pages of previously unpublished materials. Over 1,000 biographies enhance the use of the database. The collection has an extensive bibliography of the sources and material licensed from The Civil War Day-by-Day by E.B. Long.
New York City Resources Online

http://www.nyc.gov

NOTE
For more information about these resources, or to schedule a classroom demonstration in their use, contact:
Professor Jane Cramer
(718) 951-5332
janec@brooklyn.cuny.edu

ARCHITECTURE
Housing Preservation and Development
Landmarks

CITY BUDGET
The Mayor’s Management Report tells you how the budget was spent and how well city services are working.
NYC Independent Budget Office (IBO), a publicly funded agency established to enhance official and public understanding of the City’s budget.
http://www.ibo.nyc.ny.us

CITY COUNCIL
The law-making body of NYC, which monitors the operation and performance of city agencies, makes land-use decisions, and has sole responsibility for approving the City’s budget. The site provides information on the Council’s calendar, legislation, committees, and Council members. Also available are press releases and a photo gallery.

CITY PLANNING
Demographics, zoning maps, feasibility studies, and land use data. Use the “GeoQuery” function to get maps plus building and census data, including the American Community Survey (updated more frequently than the decennial census), Community Board information, and My Neighborhood Statistics.

CRIME AND SAFETY
Police precinct maps, crime statistics, missing persons updates, offices and program listings, and career information.

DEPARTMENT OF EDUCATION
http://schools.nyc.gov/default.aspx
Graduation requirements, school choices and enrollment, offices and programs, and student performance and accountability.

DEPARTMENT OF FINANCE
Find property taxes by address, file business taxes online, dispute a parking ticket, or locate a towed vehicle.

ENVIRONMENT
City Planning, Department of Environmental Planning
Environmental Control Board
Office of Environmental Coordination

HEALTH CARE
Community Health Profiles
NYC Health and Public Hospitals

TRANSPORTATION
City Planning:
Metropolitan Transit Authority (MTA)
http://www.mta.info
Department of Transportation (DOT)

SOCIAL EXPLORER CENSUS
REFERENCE, 1940 TO 2000
http://www.socialexplorer.com
Interactive demographic maps and data reports.
The Papers of George Washington

http://rotunda.upress.virginia.edu:8080/entrance.xqy

*The Papers of George Washington Digital Edition* (PGWDE) is the joint product of the University of Virginia Press’s Rotunda imprint and The Papers of George Washington group at the University of Virginia.

Released in 2007, PGWDE offers the first fifty-two volumes of the print edition of the Papers. The online version is a living edition, regularly updated and corrected, and approximately ninety volumes will eventually be available online. In addition, new documents will be added as they are found, and transcriptions and annotations will be revised when more authoritative versions of documents already in PGWDE are located. In the years ahead, the publishers hope to add full transcriptions of documents excluded from, or only partially included in, the print edition.

PGWDE incorporates six series: Diaries; Revolutionary War; Colonial; Confederation; Presidential; and Retirement. For the most part, documents and annotations on screen are in a format similar to that of the printed versions. However, PGWDE is an independent edition that takes full advantage of the online environment, so it differs in some respects from the print edition. Users may search full text by date, author, or recipient across all volumes and series. The indexing of the individual print volumes is combined here in a single master index, and all internal document cross-references are linked.

Access to the PGWDE is funded by a grant awarded to the Brooklyn College History Department by the U.S. Dept. of Education.

Documenting the American South

http://docsouth.unc.edu

Documenting the American South (DocSouth) is a digital publishing initiative that provides Internet access to texts, images, and audio files related to southern history, literature, and culture. Currently DocSouth includes ten thematic collections of books, diaries, posters, artifacts, letters, oral history interviews, and songs. The University Library of the University of North Carolina at Chapel Hill sponsors DocSouth, and the texts and materials come primarily from its southern holdings. An editorial board guides development of this digital library.

Selected thematic collections include the following. “The Church in the Southern Black Community” traces the way Southern African Americans adopted and transformed Protestant Christianity into the central institution of community life. “First-Person Narratives of the American South” offers many Southerners’ perspectives on their lives by presenting letters, memoirs, autobiographies and other writings by slaves, laborers, women, aristocrats, soldiers, and officers. “North American Slave Narratives” documents the individual and collective story of African Americans’ struggle for freedom and human rights in the 18th, 19th and early 20th centuries. “The Southern Homefront, 1861-1865” presents materials related to Southern life during the Civil War and the challenge of creating a nation state while waging war. This collection includes government documents, personal diaries, religious pamphlets, and many other materials. “Oral Histories of the American South” will ultimately collect 500 oral history interviews about a variety of topics in recent North Carolina history, including civil rights, politics, women’s issues, and much more. Interviews can be read as text transcript, listened to with a media player, or both simultaneously.
ScienceDirect Freedom Collection

http://www.sciencedirect.com

ScienceDirect offers in one place over a quarter of the world's full-text scientific, technical, and medical (STM) articles, managed by renowned editors, written by respected authors, and read by researchers from around the globe. The Brooklyn College Library has been offering ScienceDirect since 1999. Our current Freedom Collection includes over 1,969 titles in the following subject areas: Physical Science and Engineering; Life Sciences; Health Sciences; Social Sciences; and Humanities.

ScienceDirect’s unique full-text collection covers authoritative titles from the core scientific literature. Included among these are high-impact titles: The Lancet; Cell; and Tetrahedron. Database enhancements include linking to journals from approximately 2,000 STM publishers through CrossRef and access to Scirus, the most comprehensive scientific research tool on the web. Scirus allows researchers to search for not only journal content, but also scientists, homepages, courseware, pre-print server material, patents, and institutional repository and website information. New features of ScienceDirect include:

- Viewing reference information within the body of a paper when your cursor moves over a reference marker
- Easier access to important article components, including the abstract, figures/tables, and references on the search results, table of contents and article pages
- Taking further action quickly and easily. A new article toolbox brings together all of the article-related functionality, including “Cited By,” “E-mail Article,” and more, in one easy-to-find location
- A new navigation pane on the left of the screen, which makes it easier to refine results using four filters: “content type;” “source title;” “date;” and “topics.” By enabling filtering, users can refine their search results without having to return to the search form

In the 2007/2008 academic year, the Library provided access to over 77,000 full-text articles. ScienceDirect is truly a resource that Brooklyn College cannot be without.

ERIC

http://search.ebscohost.com/login.asp?profile=eric

Just in time for the new academic year, ERIC has restructured its website. Added are 130 new education-focused journals, bringing the total number of journals covered to more than 800, and more will be added in the future. A few of the new titles indexed from 2004 to the present include: Cognitive and Behavioral Practice; Journal of Early Childhood Research; Journal of English for Academic Purposes; Language Teaching Resource; and Educational Research Review.

Grey literature also gets a boost. Publications and other materials from the California Childcare Health Program (U of California, School of Nursing), Center of Mental Health in Schools (UCLA), Institute on Community Integration (U. of Minnesota), and the National Foundation for Educational Research (Berkshire, UK) are now cited in the new ERIC.

Other features added to the new page include: additional sorting options for search results—by relevance (newest materials and number of search terms in record); by author, publication date, and journal or institutional source; a searchable help area with a table of contents, glossary and index; upgraded navigation to speed information delivery; the years of coverage now noted beside each journal title; and streamlined search results display—more records are available on each page.
Emerald is an online database established in 1967 by a group of senior academics who were dissatisfied with the international publishing outlets of the time. They formed an alternative publishing house that focused on niche management disciplines, including strategy, change management, and international marketing.

When Emerald was established, its publishing philosophy was emphasis on the importance of internationality and relevance to practice, and these two principles remain the cornerstone of their editorial objective. With a focus on research or “theory into practice,” all Emerald journals and published papers have a direct application to the world of work.


Along with the 190 full-text journals, Emerald also includes the following components and resources.

**My Profile**, used to subscribe to alerts, such as the table of contents for your favorite journals, the weekly digests for all journal issues published, or saved searches. Use the “Marked List” function to save your favorite article links and much more. Once you have created your own personal username and password, you can log in at the top of any Emerald page.

**Emerald Engineering**, for engineers who are working in, researching, or teaching engineering. This component features articles, interviews, company spotlights, media reviews, conference diaries, and more.

**Emerald InTouch**, a Web space and hosting service designed to support learning and collaboration. By bringing technologies such as blogs, wikis, and RSS together in one place, InTouch enables users to create and join communities of practice, engage in reflective learning, and collaborate with peers online.

**Emerald LibraryLink**, a comprehensive resource for librarians, information professionals, and knowledge managers, to use daily to bridge the gap between information management theory and actual practice. The goal of LibraryLink is to improve information and resource-management skills, publish research using practical guides, and improve library marketing skills.

**Learning Zone**, for students taking business-related courses. Sections include: “Study Skills,” to assist students in developing the skills they need to succeed in higher education; “Management Thinking” and “Management Skills,” to assist working managers and students who are taking upper-management courses; and “Literature Reviews Collection,” which provides a fully searchable, dynamic, and ever-growing collection of literature reviews.

**Research Zone**, information about designing a research study, designing a survey, research funding, finding a research collaborator, and much more. In addition, with Research Zone, users can access a comprehensive collection of links to international management conferences.

**Teaching Zone**, support and ideas for faculty involved in teaching business and management. “Case Studies” can be used as examples of business issues and are updated regularly. Also included are in-depth reviews of management books and interviews with business people.
The Walter W. Gerboth Music Library was named in honor of the distinguished musicologist and librarian who taught at Brooklyn College from 1958 to 1984. The Music Library is located on the second floor of the main Library, adjacent to the service desk of the New Media Center.

Decades before the term “multi-media” was uttered, music librarians were running multimedia centers. Vinyl, reel-to-reel tapes, audio cassettes, and audio compact discs were used in conjunction with the more traditional print materials. It was not, therefore, for a lack of experience with offbeat media that the music library world was slow to go digital; rather, it was because it had to be done right. We were waiting for the creation of superior products that enhanced, but did not necessarily supplant, tried and true resources.

Brooklyn College subscribes to six online music resources and you may link to them from the Library’s homepage. Clicking “Resources by subject” and then “Music” leads to the music subject web page, from which there are links not only to the big six: RILM; RIPM; Music Index; Oxford Music Online; Naxos; and DRAM, but also to a world of sites, from the “American Institute of Musicology” to “Yiddish Radio Project.”

• RILM Abstracts of Music Literature, created and maintained at the CUNY Graduate Center, is an international bibliography (1967 to the present) of articles, books, dissertations, reports, Festschriften, and ephemera. It covers classical, popular and world music; voice and instruments, performance, theory, pedagogy, therapy, liturgy, librarianship, and much more. This mostly full-text database contains more than half a million records, with over 30,000 new entries each year.

• RIPM (Retrospective Index to Music Periodicals, 1800–1950) was established to provide access to eighteenth, nineteenth, and twentieth-century periodical literature dealing with music. It represents the first effort to undertake and coordinate retrospective periodical indexing on an international scale. It benefits from the collaboration of scholars and institutions in twenty countries. Its hundreds of thousands of annotated records are updated every six months.

• Music Index Online (1974 to the present), produced in conjunction with the print format the Music Library subscribes to, complements RILM in its coverage of international music and dance periodicals. Covering all styles and genres of music, MI features over 1.4 million records culled from more than 850 music periodicals, from over forty countries. The searchable database is updated quarterly, with about 100,000 new records added annually. It cites book reviews, obituaries, new periodicals, and news and articles about music, musicians and the music industry. Full text is available for most of the entries.


• The Library subscribes to two online musical audio databases: Naxos Music Library; and DRAM (Database of Recorded American Music). Recorded music is streamed to listeners; downloading is prohibited because of copyright restrictions. Naxos offers a wide range of musical genres and performances from the complete Naxos library, as well as from dozens of other labels. It has a feature that allows the creation and editing of “playlists,” very useful for designing course online listening assignments. DRAM is a scholarly resource of recordings, including CD quality audio, liner notes, and essays from New World Records; Composers Recordings (formerly CRI); and other important labels.
RefWorks

RefWorks is an online bibliographic management program that allows you to:
- Format bibliographies and in-text citations automatically
- Create a personalized research database of citations (you can download directly from many of the Library’s licensed resources to your own RefWorks database)
- Organize your research into folders
- Access your research from any computer in the world

Getting Started
RefWorks is accessible from the Library’s Databases page and requires (free) setup of an individual account. (For off-campus access, log on via E-Z Proxy.)

1. Go to: http://library.brooklyn.cuny.edu
2. Click “Databases”
3. Choose “RefWorks” from the alphabetical list

Workshops
Introductory Workshops for RefWorks are held on specific dates. To sign up for workshops or schedule a customized workshop for your classes, please contact one of the presenters below.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Presenter</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues, 9.16.08</td>
<td>4-5 p.m.</td>
<td>Prof. Jill Cirasella</td>
<td>(718) 758-8214</td>
<td><a href="mailto:cirasella@brooklyn.cuny.edu">cirasella@brooklyn.cuny.edu</a></td>
</tr>
<tr>
<td>Wed, 10.22.08</td>
<td>11a.m.-Noon</td>
<td>Prof. Mariana Regalado</td>
<td>(718) 758-8215</td>
<td><a href="mailto:regalado@brooklyn.cuny.edu">regalado@brooklyn.cuny.edu</a></td>
</tr>
<tr>
<td>Thurs, 11.20.08</td>
<td>1-2 p.m.</td>
<td>Prof. Irwin Weintraub</td>
<td>(718) 758-8213</td>
<td><a href="mailto:irwinw@brooklyn.cuny.edu">irwinw@brooklyn.cuny.edu</a></td>
</tr>
</tbody>
</table>

All workshops are in the Workshop Center, 1st Floor, Library

E-Z Proxy

When you are off campus and you select any subscription electronic resource from the Library homepage that has this icon:  , you will be presented with an authentication page requesting that you log in. On the login page you will be asked to enter your Brooklyn College email ID and password to access the databases from off campus. Your email ID is the information before the “@” symbol in your email address. For example, the Library’s Reference Desk email address is RefDesk@brooklyn.cuny.edu, and the ID component is RefDesk. If you don’t have a BC email account, you can download an email application form at:

CUNY Policies on Academic Integrity/Plagiarism

The CUNY Policies on Academic Integrity/Plagiarism are posted in several places on the Brooklyn College Library website, and you can access them in several ways:

1. Go to the Library website and click “Research and Writing Help” in the Help Yourself category. The first link in the Table of Contents is “Academic Integrity and Plagiarism.”
3. Go to the Library FAQ: http://dewey.brooklyn.cuny.edu/resources/faq.jsp
Every year, the Brooklyn College Library gathers statistics about a wide variety of our Library resources and services and submits them to the Association of College and Research Libraries. This year, we are delighted to report increases in some key indicators of Library usage. For example, the Library handled approximately 72,000 reference questions, a sharp increase from the approximately 43,000 questions reported last year. In another example, of the top ten websites visited by Brooklyn College students, several of them were Library aggregate databases (e.g., EBSCOhost), and according to our representative on the CUNY IT Steering Committee, this type of usage is unique within CUNY. Kudos to all faculty members, who avidly promoted the use of Library resources to their students and told them that the Library has a wide selection of scholarly resources.

Our QuestionPoint 24/7 chat reference service and our email reference service fielded approximately 1,200 online questions from our students. Last year, we did not have the service for a full year and fielded only 288 questions. Students are beginning to realize that if they can't find what they need for their papers, the librarians are thrilled to help them.

You may be interested to know that the Brooklyn College Library now offers access to approximately 52,634 journals, 44,368 e-books, and over 1.3 million print volumes. These numbers are all increases from previous years. If you can’t find the information you need in our Library, just ask us—we may be able to help you find it or obtain it from elsewhere.
Interlibrary Loan

http://library.brooklyn.cuny.edu/services/ill/

The Interlibrary Loan office obtains library materials—books, articles from periodicals, documents, etc.—that are not owned by the Brooklyn College Library. Services include both traditional interlibrary loan (ILL) and access to commercial document suppliers. You can request items by using the online ILL forms at the URL above or contact Sherry Warman directly at x4144 or SWarman@brooklyn.cuny.edu.

Don’t forget that you can do many traditional ILL functions on your own by:

- Checking the E-Journals Finder for full text online journal access
- For books held in other CUNY Libraries, using the CUNY+ CLICS service
- For frequent ILL customers, using Direct ILL in WorldCat

Electronic Reserves

http://library.brooklyn.cuny.edu/services/reserves/

Electronic Course Reserves provides access to reserve material 24 hours a day, seven days a week, via your Blackboard course site. Students can view and print these materials from any computer with Internet access. Please make sure your Blackboard course has been activated by logging into the CUNY portal: http://portal.cuny.edu.

For assistance with course activation, contact:

Carlos A. Cruz
(718) 951-4667
carlosa@brooklyn.cuny.edu

E-Reserves staff will scan your documents, create PDFs, and upload them to your Blackboard course site. In order for us to expedite the processing of your requests, please follow the online instructions accurately and completely. E-Reserves staff needs two weeks to create E-Reserves for you. Adhering to the instructions will enable staff members to post your documents on your course site as quickly as possible.

Note: Be sure to consult the Library’s online Copyright Guidelines to ensure appropriate use of materials.

Library Instruction: Better Research; Less Plagiarism

Library research instruction sessions are a useful way for students to review critical research resources and learn how to use them most effectively in the context of a specific assignment. What does library instruction cover? Among our most frequent requests are:

- How to distinguish between a Web search and a database search
- How to identify appropriate databases for the topic
- How to find and evaluate scholarly articles
- How to find demographic information

Some benefits of including a research component in your course are:

- Research can easily be structured as incremental, “low-stakes” assignments that get students into the writing and thinking process
- Students who develop confidence in their ability to do research can better concentrate on thinking and writing and are less likely to plagiarize
- Research and library assignments provide good opportunities for doing outcomes assessment

Please contact your subject specialist (page 17) to schedule a session for you and your class. We recommend that you schedule a session as early as possible, as schedules fill up fast.
Students need a great deal of practice to learn the skills that help them recognize when information is needed and how to locate, evaluate, and use that information. Research assignments can provide students with opportunities to practice as they explore the information resources in their disciplines. Furthermore, research assignments can lead to incrementally larger writing assignments and thus provide manageable chunks of research for students to “practice” with while reducing opportunities—and even the need—for plagiarism.

Here are some ideas about how to approach research assignments. You may want to work with one of your library faculty colleagues in developing assignments and even giving the students a library research session.

<table>
<thead>
<tr>
<th><strong>DO</strong></th>
<th><strong>DON’T</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Have clear objectives for the assignment</strong></td>
<td>• Assume that your students know anything about library research, starting with where the library is</td>
</tr>
<tr>
<td>• Be clear about the level of research required (e.g., scholarly v. popular resources)</td>
<td>• Limit research unnecessarily to a single resource or format (only articles for example, or only print resources)</td>
</tr>
<tr>
<td>• Try the assignment yourself</td>
<td>• Over-generalize about online resources. Many peer-reviewed journals are available in one format only (print or online), so please be sure that a journal exists in print before telling students to use it</td>
</tr>
<tr>
<td>• Give complete and accurate citations to information sources and reference works</td>
<td>• Send students to browse in journals for articles; periodical indexes are a more reliable choice</td>
</tr>
<tr>
<td>• Review proper citation styles and the dangers of plagiarism with your students</td>
<td>• Send in the entire class looking for one single item or piece of information</td>
</tr>
<tr>
<td>• Provide incremental assignments where possible</td>
<td>• Assume that your students know anything about library research, starting with where the library is</td>
</tr>
</tbody>
</table>

**Consult with Librarians**

• Ask a librarian how well the library can support the assignment
• Schedule a library instruction session for students, to review the library skills and resources needed to complete the assignment
• Encourage students to ask for help at the Reference Desk or via Ask-a-Librarian

**Benefits**

Some of the specific library skills students may gain include: narrowing and broadening topics; choosing and using reference tools for background info; understanding the cycle of scholarly communication and the nature of publications across disciplines; choosing and using appropriate periodical indexes (print and electronic) to find relevant articles; locating and evaluating quality Web-based resources; citing references and avoiding plagiarism; and writing reaction or comparison papers based on resources or the research process.

**Some Ideas for Research Assignments**

• Have students use a periodical database(s) to locate articles on a topic, and then compare articles for content, style, bias, audience, popular v. scholarly, treatment of a topic/event over time, etc.
• Have students prepare a bibliography of books, journal articles, and other sources on a topic. This assignment can be broken down into separate parts (i.e., three journal articles one week, three books another). For further work, have students include evaluative annotations, and to avoid plagiarism, have them hand in abstracts for articles along with their own annotation.
• Have students find primary sources on an issue or from an historical period. They can contrast the primary sources with the treatment of the topic in secondary sources, including their textbook(s).

**Evaluation Criteria**

Possible evaluation criteria include: content coverage; audience; scholarly v. popular; editorial/updating policies; and authority. Have students generate a list of possible evaluation criteria (this can be a good in-class collaborative project) and then apply it.
Know Your Library Subject Specialists

A library subject specialist is a librarian with experience and background in a particular subject or subjects. Here are some reasons why you may want to contact a librarian at Brooklyn College who knows about the subjects you’re teaching:

• **Collection Development:** If there is a book, DVD or other resource that you need for either your own research or for your class, contact your library subject specialist to request the item for the Library’s collection. If it is a resource that you will be requiring your entire class to use, ask that the item be put on Reserve for the semester. This way, the item will stay in the library for every student to use.

• **Updates:** The library collection is constantly changing and expanding. When you stay in touch with your library subject specialist, it is easier to alert you when the library has acquired a new resource or database that may be of interest to you or your students.

• **RefWorks Training:** RefWorks is a database tool that allows you to organize your research and access it from any computer with an Internet connection. It is also a helpful tool for your students’ research and bibliography creation. Your library subject specialist can teach you or your class how to navigate RefWorks and streamline your research process.

• **Research Instruction:** When you assign a paper, presentation or project, request that your library subject specialist come to your class and teach your students about research. The specialist will highlight important points about information literacy and plagiarism and can also tailor the session to the requirements of the project. Your library subject specialist, familiar with the resources in the library that your students may need, is the best person to relay this information to your students.
## Library Directory of Subject Specialists

http://dewey.brooklyn.cuny.edu/resources/specialists.jsp

### ARTS:
<table>
<thead>
<tr>
<th>Field</th>
<th>Specialist</th>
<th>Extension</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>Miriam Deutch</td>
<td>x5221</td>
<td><a href="mailto:MiriamD@brooklyn.cuny.edu">MiriamD@brooklyn.cuny.edu</a></td>
</tr>
<tr>
<td>Film Studies</td>
<td>Jocelyn Berger-Barrera</td>
<td>x8205</td>
<td><a href="mailto:JBerger@brooklyn.cuny.edu">JBerger@brooklyn.cuny.edu</a></td>
</tr>
<tr>
<td>Music</td>
<td>Honora Raphael</td>
<td>x5844</td>
<td><a href="mailto:HonoraR@brooklyn.cuny.edu">HonoraR@brooklyn.cuny.edu</a></td>
</tr>
<tr>
<td>TV-Radio</td>
<td>Miriam Deutch</td>
<td>x5221</td>
<td><a href="mailto:MiriamD@brooklyn.cuny.edu">MiriamD@brooklyn.cuny.edu</a></td>
</tr>
</tbody>
</table>

### EDUCATION:
<table>
<thead>
<tr>
<th>Field</th>
<th>Specialist</th>
<th>Extension</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children's Literature</td>
<td>Honora Raphael</td>
<td>x5844</td>
<td><a href="mailto:HonoraR@brooklyn.cuny.edu">HonoraR@brooklyn.cuny.edu</a></td>
</tr>
<tr>
<td>Education</td>
<td>Martha Corpus</td>
<td>x8218</td>
<td><a href="mailto:MCorpus@brooklyn.cuny.edu">MCorpus@brooklyn.cuny.edu</a></td>
</tr>
</tbody>
</table>

### HUMANITIES:
<table>
<thead>
<tr>
<th>Field</th>
<th>Specialist</th>
<th>Extension</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classics</td>
<td>Bill Gargan</td>
<td>x5341</td>
<td><a href="mailto:BGargan@brooklyn.cuny.edu">BGargan@brooklyn.cuny.edu</a></td>
</tr>
<tr>
<td>English</td>
<td>Bill Gargan</td>
<td>x5341</td>
<td><a href="mailto:BGargan@brooklyn.cuny.edu">BGargan@brooklyn.cuny.edu</a></td>
</tr>
<tr>
<td>Judaic Studies</td>
<td>Paraskeva (Eva) Dimova</td>
<td>x8207</td>
<td><a href="mailto:PDimova@brooklyn.cuny.edu">PDimova@brooklyn.cuny.edu</a></td>
</tr>
<tr>
<td>Modern Languages and Literature</td>
<td>Bill Gargan</td>
<td>x5341</td>
<td><a href="mailto:BGargan@brooklyn.cuny.edu">BGargan@brooklyn.cuny.edu</a></td>
</tr>
<tr>
<td>Philosophy</td>
<td>Paraskeva (Eva) Dimova</td>
<td>x8207</td>
<td><a href="mailto:PDimova@brooklyn.cuny.edu">PDimova@brooklyn.cuny.edu</a></td>
</tr>
<tr>
<td>Religious Studies</td>
<td>Paraskeva (Eva) Dimova</td>
<td>x8207</td>
<td><a href="mailto:PDimova@brooklyn.cuny.edu">PDimova@brooklyn.cuny.edu</a></td>
</tr>
<tr>
<td>Speech</td>
<td>Jocelyn Berger-Barrera</td>
<td>x8205</td>
<td><a href="mailto:JBerger@brooklyn.cuny.edu">JBerger@brooklyn.cuny.edu</a></td>
</tr>
</tbody>
</table>

### SCIENCES:
<table>
<thead>
<tr>
<th>Field</th>
<th>Specialist</th>
<th>Extension</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>Irwin Weintraub</td>
<td>x8213</td>
<td><a href="mailto:IrwinW@brooklyn.cuny.edu">IrwinW@brooklyn.cuny.edu</a></td>
</tr>
<tr>
<td>Chemistry</td>
<td>Irwin Weintraub</td>
<td>x8213</td>
<td><a href="mailto:IrwinW@brooklyn.cuny.edu">IrwinW@brooklyn.cuny.edu</a></td>
</tr>
<tr>
<td>CIS</td>
<td>Jill Cirasella</td>
<td>x8214</td>
<td><a href="mailto:Cirasella@brooklyn.cuny.edu">Cirasella@brooklyn.cuny.edu</a></td>
</tr>
<tr>
<td>Environment</td>
<td>Irwin Weintraub</td>
<td>x8213</td>
<td><a href="mailto:IrwinW@brooklyn.cuny.edu">IrwinW@brooklyn.cuny.edu</a></td>
</tr>
<tr>
<td>Geology</td>
<td>Irwin Weintraub</td>
<td>x8213</td>
<td><a href="mailto:IrwinW@brooklyn.cuny.edu">IrwinW@brooklyn.cuny.edu</a></td>
</tr>
<tr>
<td>Health and Nutrition</td>
<td>Irwin Weintraub</td>
<td>x8213</td>
<td><a href="mailto:IrwinW@brooklyn.cuny.edu">IrwinW@brooklyn.cuny.edu</a></td>
</tr>
<tr>
<td>Mathematics</td>
<td>Jill Cirasella</td>
<td>x8214</td>
<td><a href="mailto:Cirasella@brooklyn.cuny.edu">Cirasella@brooklyn.cuny.edu</a></td>
</tr>
<tr>
<td>Physical Education and Exercise Science</td>
<td>Martha Corpus</td>
<td>x8216</td>
<td><a href="mailto:MCorpus@brooklyn.cuny.edu">MCorpus@brooklyn.cuny.edu</a></td>
</tr>
<tr>
<td>Physics</td>
<td>Irwin Weintraub</td>
<td>x8213</td>
<td><a href="mailto:IrwinW@brooklyn.cuny.edu">IrwinW@brooklyn.cuny.edu</a></td>
</tr>
</tbody>
</table>

### SOCIAL SCIENCES:
<table>
<thead>
<tr>
<th>Field</th>
<th>Specialist</th>
<th>Extension</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Africana Studies</td>
<td>Beth Evans</td>
<td>x8206</td>
<td><a href="mailto:BEvans@brooklyn.cuny.edu">BEvans@brooklyn.cuny.edu</a></td>
</tr>
<tr>
<td>American Studies</td>
<td>Mariana Regalado</td>
<td>x8215</td>
<td><a href="mailto:Regalado@brooklyn.cuny.edu">Regalado@brooklyn.cuny.edu</a></td>
</tr>
<tr>
<td>Anthropology</td>
<td>Mariana Regalado</td>
<td>x8215</td>
<td><a href="mailto:Regalado@brooklyn.cuny.edu">Regalado@brooklyn.cuny.edu</a></td>
</tr>
<tr>
<td>Children's Studies</td>
<td>Paraskeva (Eva) Dimova</td>
<td>x8207</td>
<td><a href="mailto:PDimova@brooklyn.cuny.edu">PDimova@brooklyn.cuny.edu</a></td>
</tr>
<tr>
<td>Government Documents and Law</td>
<td>Jane Cramer</td>
<td>x8202</td>
<td><a href="mailto:JaneC@brooklyn.cuny.edu">JaneC@brooklyn.cuny.edu</a></td>
</tr>
<tr>
<td>Economics</td>
<td>Jill Cirasella</td>
<td>x8214</td>
<td><a href="mailto:Cirasella@brooklyn.cuny.edu">Cirasella@brooklyn.cuny.edu</a></td>
</tr>
<tr>
<td>History</td>
<td>Jocelyn Berger-Barrera</td>
<td>x8205</td>
<td><a href="mailto:JBerger@brooklyn.cuny.edu">JBerger@brooklyn.cuny.edu</a></td>
</tr>
<tr>
<td>Psychology</td>
<td>Martha Corpus</td>
<td>x8216</td>
<td><a href="mailto:MCorpus@brooklyn.cuny.edu">MCorpus@brooklyn.cuny.edu</a></td>
</tr>
<tr>
<td>Political Science</td>
<td>Martha Corpus</td>
<td>x8216</td>
<td><a href="mailto:MCorpus@brooklyn.cuny.edu">MCorpus@brooklyn.cuny.edu</a></td>
</tr>
<tr>
<td>Puerto Rican Studies</td>
<td>Beth Evans</td>
<td>x8206</td>
<td><a href="mailto:BEvans@brooklyn.cuny.edu">BEvans@brooklyn.cuny.edu</a></td>
</tr>
<tr>
<td>Sociology</td>
<td>Paraskeva (Eva) Dimova</td>
<td>x8207</td>
<td><a href="mailto:PDimova@brooklyn.cuny.edu">PDimova@brooklyn.cuny.edu</a></td>
</tr>
<tr>
<td>Women's Studies</td>
<td>Beth Evans</td>
<td>x8206</td>
<td><a href="mailto:BEvans@brooklyn.cuny.edu">BEvans@brooklyn.cuny.edu</a></td>
</tr>
</tbody>
</table>
AIT Services for Fall 2008

AIT WEB SITE DESIGN SERVICE: FROM MINOR CHANGES TO TOTAL CREATION

AIT has a full-time, professional Web site developer and several part-time staff who are dedicated to creating and editing Web pages. We are happy to extend our services to Academic Departments that wish to create a new department Website or modify an existing one.

For more information, contact:
Alex Rudshteyn
Associate Director of Academic Information Technologies and Library Systems
Campus Telephone: (718) 951-5342
alex@brooklyn.cuny.edu

COURSE SITE DESIGN AND INCORPORATING MULTIMEDIA CONTENT

If you would like assistance with designing and/or adding multimedia elements to your course Web sites, Carlos Cruz is available to consult with you. In person, over the telephone, or via e-mail, Carlos can help you achieve a positive impact on teaching and learning with online technologies, including Blackboard course sites, standard Web pages, discussion boards, real-time chat, etc.

For more information or to set up an appointment, contact:
Carlos A. Cruz
Blackboard Support and Multimedia/Instructional Design Specialist
carlosa@brooklyn.cuny.edu
(718) 951-4667

CREATE YOUR CUNY PORTAL ID

Faculty, students, and staff may access CUNY’s Enterprise Edition of Blackboard via the CUNY Portal. Direct your Web browser to http://www.cuny.edu and select ‘Login.’ If you already have a portal account, type your user name and password. If you need to create your new portal account, select “Register” and follow the instructions. In order to verify your identity, you will be prompted to enter your SSN and date of birth. This is a secure, encrypted site and your SSN and DOB are provided once only.

BLACKBOARD AND THE CUNY PORTAL FOR FALL 2008

For complete information about using CUNY’s Blackboard Enterprise Edition for your online courses, please contact:
Carlos A. Cruz
Instructional/Multimedia Design Specialist and Blackboard Support:
E-Mail: carlosa@brooklyn.cuny.edu
Campus Telephone: (718) 951-4667

BLACKBOARD LISTSERVS FOR FACULTY AND STUDENTS

To receive timely information about Blackboard and CUNY Portal maintenance schedules and/or upgrades that could impact the service, you are invited to subscribe to the Faculty Bb listserv. Please remember to encourage your students to subscribe to the Student Bb listserv.

**Faculty**

To subscribe to the Blackboard Faculty listserv:

1. Compose a message to majordomo@brooklyn.cuny.ed
2. Leave the subject line blank
3. Enter the command: subscribe BB_Faculty
4. Send the message

**Students**

To subscribe to the Blackboard Student listserv:

1. Compose a message to majordomo@brooklyn.cuny.ed
2. Leave the subject line blank
3. Enter the command: subscribe BB_Students
4. Send the message
The Brooklyn College Faculty Training and Development Lab (FTDL) provides our faculty with a range of free services to meet both individual and group needs. Faculty have access to computer hardware and software, technology support and advice, drop-in individual consultation with knowledgeable and friendly staff, and small-group workshop training in the effective use of digital technologies for teaching and learning.

FTDL maintains state-of-the-art, Intel-based, Windows and Apple Power Macintosh computers; color flatbed scanners; a 35mm film scanner; DVD and CD-Recordable drives; Iomega Zip drives; digital video and audio capture; and B&W and color laser printers. The Faculty lab provides software for Web page creation; word processing; spreadsheet analysis; statistical analysis; database file management; graphics creation; digital video and audio; desktop publishing; desktop presentation; and multimedia authoring.

Technical Support Staff are available to assist you with the use of all computer hardware and software in the Lab.

Sorry, Food and drink are NOT permitted in the Faculty Training and Development Lab.

Location: Library, Room 382, 3rd Floor
Campus Telephone: 718.951.4634

FREE PRINTING FOR FACULTY AND ADJUNCTS
The Faculty Lab maintains two high-speed, high-capacity, networked laser printers (B&W and color) for faculty to use at no charge. Our B&W printer (HP 8150N) outputs to 3 single-sided sizes: letter; legal; and tabloid. Our color printer (HP 4600dn) outputs to 2 double-sided sizes: letter and legal. Please consult with Faculty Lab staff for assistance with formatting your documents correctly for each printer.

NEW AIT EMAIL SERVICE FOR FALL 2008
To improve communications with the college community, AIT has established a new e-mail account for general inquires about the Faculty Lab and its resources and services. The account will be monitored daily by several full- and part-time members of the Academic Information Technologies team. This new process will ensure that your questions are received and processed expeditiously.

CUSTOMIZED, PERSONAL FACULTY TRAINING
The knowledgeable and helpful staff of FTDL is available to assist with your computing needs. You may arrange for one-on-one training and assistance with computing projects at either at the Lab or your office. A comprehensive library of documentation on the effective academic use of various computing technologies is also available.

ON-DEMAND ONLINE MULTIMEDIA TUTORIALS
AIT offers several short multimedia tutorials that provide step-by-step directions on how to accomplish essential tasks in commonly used desktop productivity applications. During the Fall 2008 semester, we plan to add tutorials weekly, so be sure to visit our site often.

Our first tutorial demonstrates how to change your e-mail password for Microsoft Outlook. Coming soon are tutorials on: the CUNY Portal and Blackboard; Adobe Photoshop; and Microsoft PowerPoint, Excel, and Word.

DROP-OFF DIGITIZING SERVICE: DOCUMENTS; IMAGES; ANALOG MEDIA (CASSETTES, LPS & VHVS)
If you do not have the time to digitize your documents, images, audiotapes, or videotapes, bring them to the Faculty Lab for scanning and digitizing. Depending on the quality, quantity, and format, your media will be scanned within approximately 48 hours.

STATE-OF-THE-ART HARDWARE AND SOFTWARE
AIT offers state-of-the-art Dell Dimension Workstations and Apple Macintosh G5 computers for high-end multimedia applications, such as digital video and audio and DVD authoring, as well as an HP DesignJet 800ps wide-format, thermal inkjet color printer.

WIDE-FORMAT PRINTING: POSTERS AND BANNERS
AIT has the capacity to print wide-format posters and banners, up to 42 inches wide. Supported File Formats: High-resolution PDF, GIF, and JPG with embedded fonts and graphics.

Please make certain that your project is properly sized to print (for example, 24” by 36”).

You may submit your project on CD or USB flash memory, along with a letter-sized proof.
Most print jobs will be processed between 3 - 5 business days.

For more information, please visit the Faculty Lab in person or contact us phone.
Services for Faculty

Audio Visual Resources on Campus

In addition to our viewing and presentation rooms, AIT maintains AV equipment closets in 3 buildings on campus:

· Room 224 Whitehead Hall  
· Room 4427 Boylan Hall  
· Room 4166 Ingersoll Hall

Each AV closet contains: DVD/VHS/TV combo units, overhead projectors, and slide projectors, and all equipment is secured on mobile carts. These shared resources are available on a first-come, first-served basis.

Please contact the New Media Center service desk for more information and to obtain the key to the AV closet.

Morton and Angela Topfer Library Café

http://ait.brooklyn.cuny.edu/librarycafe

The Morton and Angela Topfer Library Café at Brooklyn College is located on the lower level of Whitehead Hall. This state-of-the-art academic computing facility includes 80 multimedia-capable workstations with standard productivity applications, full access to the Web, and access to CUNY+ and other databases via the Brooklyn College local area network. The Library Café also contains a Starbucks coffee and snack bar, as well as two casual seating areas and study rooms. Food and drink are restricted to the café tables adjacent to Starbucks and the café tables on the Whitehead Hall Plaza.

Please direct your Web browser to: http://ait.brooklyn.cuny.edu Library Café for information about:

· Library Café access policy and Hours of Operation   
· Resources and Services   
· Evening and Weekend workshops for students

Location and contact information:

Whitehead Hall, lower level  
Danielle Lahmeyer, Manager  
Campus Telephone: 718.951.4672  
E-Mail: lahmeyer@brooklyn.cuny.edu

Lawrence Albrecht, Evening and Weekend Manager  
Campus Telephone: 718.951.4672  
E-Mail: albrecht@brooklyn.cuny.edu

Free Printing for Students in the Library and Library Café

A print management system at the Library and Library Café standardizes free-printing privileges for students throughout the campus, to help students save money, maximize efficiency, save time, and conserve paper. Many students are already familiar with the system, which has been in effect for several years in the ITS Public Computing Labs, located in the West End Building (WEB).

The number of free printouts depends on a student’s enrollment status. Most full-time undergrads receive 300 free B&W printouts per semester. Graduate students receive 200 printouts per class, with a maximum of 600 B&W printouts per semester. At the end of the semester, all free balances (unused free printouts) expire and are reset for the next semester. There are no rollovers or stockpiling of unused free printouts.

Color printing is also available but is not free of charge.

Users not qualified for free printing must create and activate an account by adding money at patron kiosks before printing.
In the spring 2009 semester, Brooklyn College will advance to Blackboard 8.0. The Library will provide a series of training sessions for the new version of the program during the fall 2008 semester.

The schedule of Blackboard 8 Workshops is provided in this Bulletin and reminders will be emailed to faculty prior to each workshop.

**WHAT TO EXPECT WITH BLACKBOARD 8.0**

- The graphical user interface remains the same
- It is certified to support all major browsers: Internet Explorer 6.0 and 7.0; Firefox 1.5 or higher; Netscape; and Safari
- Tools are displayed in a renovated Visual Text Box Editor (VTBE). The new display format will perform properly cross-browser and cross-platform, enabling users to easily create content without knowing HTML
- New language packs
- An easy method of exporting, storing, and importing tests and quizzes
- E-mail announcements
- Animated, quick tutorials
- Gradebook is now “Grade Center”
- Discussion Board has been streamlined
- Scholar has expended networking and profile capabilities
- Two new tools: SafeAssign; and Self and Peer Assessment

**Grade Center**

In Blackboard 8.0, Grade Center replaces Gradebook. Grade Center offers similar functions, but with different and better ways complete procedures. Fewer clicks and in-cell editing enhance instructor efficiency, while smart views provide more flexibility when grading courses. In addition, customer columns and terms allow you to customize your grade book, while the progress report function provides powerful analysis to help interpret what the grades mean.

**Discussion Board**

The Blackboard 8.0 Discussion Board has been improved and includes a choice of two views for forum participants: (1) “Tree view,” which simplifies navigation within threads and from one thread to another; and (2) “List View,” which is very similar to the current version of Blackboard. The improved Discussion Board now allows members to rate posts. In addition, it provides instructors with the option of grading forum performance throughout the forum and more control on forum date and time restrictions.

**Scholar**

Blackboard 8.0 has expanded the functionality of Scholar, a social bookmarking solution that connects you to the Blackboard community and allows you to search for information. You can store your favorite Web sites in Scholar, in addition to (or instead of) simply saving or bookmarking them in your browser or online course. Each time you add a resource to Scholar, you “tag” it with the course(s) and discipline(s) it relates to, along with any other relevant information. Scholar users can then search for and discover each other’s resources through these tags. You can quickly narrow a search down to bookmarks from specific institutions, disciplines, people, and even roles (e.g., by instructor or by student).

**SafeAssign**

New for Blackboard, SafeAssign is a plagiarism prevention tool that allows you to protect the originality of work and ensure a fair academic environment for your students. It automaticaly checks content against a global database from all institutions to detect unoriginal content in student papers within your existing teaching and learning environment. Each paper submitted to SafeAssign receives a report that details the results of the content check.

**Self and Peer Assessment**

New for Blackboard, Self and Peer Assessment encourages collaborative learning and improves student performance. The Self Evaluation feature allows students to review and grade their own submissions. With Peer Evaluation, students review and grade the work of others enrolled in the same course by following criteria set by their instructor. Peer Evaluation permits students to both compare their responses with those of their peers and think about questions and responses from the perspectives of others.
Microsoft Office: 2003 and 2007 Available in the Faculty Lab

AIT is pleased to announce that in addition to Vista, the 2003 and 2007 versions of Microsoft Office for Windows are installed and available in our Labs.

Office 2007 features a dramatically redesigned user interface that demands a sharp learning curve for users of previous versions. Faculty is invited to come to the Faculty Lab where you will have the opportunity to explore the Office 2007 applications first-hand. Our concurrent installations on each of our Windows Vista computers allow you to compare the 2003 and 2007 versions side by side.

ICPSR: A Data Resource for Research, Instruction, or Class Assignments

The Inter-University Consortium for Political and Social Research, commonly referred to as ICPSR, is a database that provides faculty, students, and staff access to a vast archive of social science data for research and instruction. ICPSR has over 6300 discrete studies/surveys available to download free, along with data files, accompanying documentation, and publications.

ICPSR categories
The ICPSR data archive includes a broad range of disciplines, including:

- Criminal Justice
- Demography
- Economics
- Education
- Foreign Policy
- Gerontology
- History
- Law
- Political Science
- Public Health
- Sociology

ICPSR for research
The data sets in ICPSR are most useful for the following purposes:

- Primary data sets for research
- Background and comparison data for researchers who produce original data
- Sources of data for researchers who are not yet generating their own data, such as graduate students.

ICPSR does not have pre-prepared statistics or tables available, so users must have the ability to perform statistical analysis in order to work with the data.

NOTE: Redistribution of data to users not affiliated with Brooklyn College is not permitted.

To check recent survey additions or to subscribe to the mailing list for updates, please go to:
http://www.icpsr.umich.edu/mailman/listinfo/recent-updates-and-additions

Feature-Rich Microsoft Vista Being Rolled Out On Campus

Vista, Microsoft’s new and feature-rich operating system (OS), is being rolled out on the Brooklyn College campus and has already been installed on dozens of public use computers. Ultimately, the vast majority of campus PCs will be Vista-based.

Microsoft is slowly phasing out support for Vista’s predecessor, Windows XP, which will become obsolete. There is no better time to begin your Vista experience, but we understand if you have misgivings about it, based on what you may have heard or read about Vista functionality problems. Please be assured that user problems have often been due to insufficient RAM on Vista-installed computers. On the College campus, sufficient RAM is in place for each computer with the new OS.

If your home or laptop computer already has Vista, we encourage you to bring your work to campus to use a Vista-installed computer.

Library Café: Whitman Hall Plaza
New Media Center: Library, 2nd Floor,
Faculty Training and Development Lab (FTDL): Library, 3rd Floor

Check with the Library often for updates on Vista installation across campus.
MultiMedia Classrooms

Campus Telephone: 718.951.4634
Windows: Room 383 Library, 3rd Floor
Macintosh: Room 384 Library, 3rd Floor

Faculty may reserve the Windows or Macintosh Classroom to teach using interactive modules on computers with advanced graphics and sound capabilities. Each classroom will accommodate 34 participants and has one dedicated instructor station. These specialized classrooms may be reserved for occasional, specific class meetings requiring the use of technology. High demand precludes scheduling these rooms for every class meeting during a semester. Technical staff from AIT are available for classroom support.

Woody Tanger Auditorium (WTA)

The Woody Tanger Auditorium (Room 150 Library) is available to reserve for your class on an occasional basis. The Auditorium is a place where the College community can experience and experiment with a high-tech communication infrastructure. Whether viewing a DVD, conducting a video- or teleconference, screening a 16mm film, defending a thesis, holding a debate or accommodating a guest speaker, the Tanger Auditorium is a perfect place for large groups to experience contemporary technology tools and expert support.

The auditorium has 144 comfortable, “retractable tablet” chairs and boasts the following electronic amenities:

- 5-scene lighting system. One of the preset scenes is most likely ideal for your application
- Oversized, perforated screen & 3 LCD data projectors located in projection booth
- State-of-the-art touch screen control system including wireless remote for all room functions
- Assisted listening devices for the hearing impaired
- Oversized lectern with built-in microphone and laptop input
- Lectern-mounted PC, document camera and VHS player/recorder
- Auxiliary input for digital camera, camcorder, etc.
- DVD/CD player & audio cassette player
- Wireless hand held, lapel (clip-on) microphones and “wired” microphones (2 each)
- ELMO professional 16mm film projector
- 2 slide carousels (one projector, the other with a video output for video conferencing)
- 3 built-in cameras (pan & zoom capable) for video conferencing
- Teleconference speakerphone capability
- Centered, wide-screen format video projection
- Split screen video projection
- DVD / VCR Combo player now available at the podium
- Upgraded touch-screen control system with new menu options

You may request the Woody Tanger Auditorium by visiting the Library’s room scheduling page, http://library.brooklyn.cuny.edu and selecting the link “Book a Room,” or by contacting the New Media Center (NMC): newmedia@brooklyn.cuny.edu

NMC Staff will provide a tutorial on the auditorium’s audio/visual, computing or lighting systems, plus technical assistance before and during your scheduled event. Printed instructions are available for most systems.

New Media Center

GENERAL INFORMATION

The New Media Center (NMC) provides the college community with a variety of services, including a state-of-the-art computing facility, access to the video portion of Brooklyn College’s non-print collection, and viewing/presentation rooms for small and large groups or classes. NMC Staff also oversee use and scheduling of the Woody Tanger Auditorium.

For more information about the New Media Center, go to: http://ait.brooklyn.cuny.edu.

- Hours of Operation
- NMC Viewing/Listening/Presentation Rooms
- NMC Computing Facility
- L 4 : Library Lower Level Lab

Location and contact information:
Service Desk, 2nd Floor Library
James Liu, Manager
(718) 951-5327
jliu@brooklyn.cuny.edu

Harold Wilson,
Evening and Weekend Manager
(718) 951-5327
hwilson@brooklyn.cuny.edu

Sorry, food and drink are NOT permitted in the MultiMedia Classrooms.
Workshops & Training

FACULTY WORKSHOPS ON BLACKBOARD

Faculty will work within their own Blackboard course site(s). We invite you to bring your course material - documents, images, video, audio, etc. You will also gain access to the multimedia Blackboard tutorials online. Each workshop is limited to 10 participants and reservations are required. For more information, please go to: http://ait.brooklyn.cuny.edu
For reservations, please call: (718) 951-4634

We also offer one-on-one training in Blackboard. For more information or to schedule a training session, contact:
Carlos A. Cruz, Blackboard Support and Multimedia/Instructional Design Specialist
Brooklyn College Library/Room 381
(718) 951-4667
carlosa@brooklyn.cuny.edu

CONNECTING WITH THE CUNY PORTAL

In this hands-on workshop, you will learn how to create and manage your personal CUNY Portal ID and account. In addition, you will learn how to access online references and Blackboard course sites.

**Date/Time:** Thursday, September 25, from 1:00-3:00 PM
**Location:** Faculty Lab, Room 383 Library

A TOUR OF BLACKBOARD ENTERPRISE EDITION V6.3

Learn the basics of creating and developing a course on Blackboard, including setting up a materials delivery structure and personalizing course navigation. *(Version 6.3 will be used for fall 2008 and will be replaced by version 8.0.)*

**Date/Time:** Wednesday, October 1, from 3:00-5:00 PM
**Location:** Faculty Lab, Room 383 Library

A TOUR OF BLACKBOARD ENTERPRISE EDITION V8.0

Learn the basics of creating and developing a course on Blackboard 8, as well as how to use updated and new features such as the Grade Center, Discussion Board, SafeAssign, Scholar, and Self and Peer Assessment. Access to Blackboard version 8 will be granted at the workshop.

**Date/Time:** Wednesday, November 26, from 3:00-5:00 PM
**Location:** Faculty Lab, Room 384 Library
**REPEAT SESSION:** Thursday, December 4, from 1:00-3:00 PM

CREATING ASSESSMENTS IN BLACKBOARD

Learn how to create, administer, and grade online tests in Blackboard.

**Date/Time:** Thursday, October 16, from 1:00-3:00 PM
**Location:** Faculty Lab, Room 383 Library

NEW FOR BLACKBOARD V8: BLACKBOARD 8.0 SERIES

The Blackboard interface remains the same in version 8 but there are variations in some of the existing features, such as Gradebook and Discussion Board. There are also new functions. Learn the similarities and differences between versions 6.3 and 8. Access to Blackboard 8 will be granted at the workshop.

**Date/Time:** Tuesday, October 14, from 3:00-5:00 PM
**Location:** Faculty Lab, Room 383 Library
**REPEAT SESSIONS:**
Wednesday, November 5, from 3:00-5:00 PM
Wednesday, November 19, from 3:00-5:00 PM

THE BLACKBOARD 8.0 GRADEBOOK AND GRADE CENTER

Learn how to weight gradebook items, access different gradebook views, and export the gradebook to Excel. Participants will also learn how to navigate the new Grade Center and customize it to suit their needs. Access to Blackboard 8 will be granted at the workshop.

**Date/Time:** Friday, October 24, from 12:00-1:00 PM
**Location:** Faculty Lab, Room 384 Library
BLACKBOARD Q & A

Join AIT Staff in this open, free-form session to discuss your Blackboard questions. If you will not be on campus for these Q & A sessions, we invite you to send your questions/problems/comments via e-mail to Carlos Cruz: carlosa@brooklyn.cuny.edu

Date/Time: Monday, October 27, from 5:00-6:00 PM
Location: Faculty Lab, Room 383 Library

REPEAT SESSION:
Friday, December 12, from 12:00-1:00 PM
Location: Faculty Lab, Room 383 Library

BLACKBOARD 8 SCHOLAR

Scholar enables faculty and students to store, share, and discover educationally valuable resources on the Web. Participants will learn how to create a Scholar account, install the bookmarklet, and navigate the My Scholar home page. Access to Blackboard 8 will be granted at the workshop.

Date/Time: Friday, November 14, from 12:00-1:00 PM
Location: Faculty Lab, Room 384 Library

SELF AND PEER ASSESSMENTS IN BLACKBOARD 8

The Self Assessment Tool enables students to review and evaluate their own work following grading standards set by the instructor. The Peer Assessment Tools allows students to review and grade work submitted by their classmates, again following criteria set by the instructor. Learn how to create an assignment, review the assessment submissions, and send the results to the Grade Center. Access to Blackboard 8 will be granted at the workshop.

Date/Time: Friday, November 21, from 12:00-1:00 PM
Location: Faculty Lab, Room 384 Library

INTEGRATING BLACKBOARD 8 SaveAssign

This is a hands-on introduction to SaveAssign tool used to encourage original writing. Participants will learn to use the tool to create SaveAssignments for student submissions and how to view, grade and manage them. Access to Blackboard version 8 will be granted at the workshop.

Date/Time: Monday, November 10, from 5:00-6:00 PM
Location: Faculty Lab, Room 384 Library

ARCHIVING AND RECYCLING YOUR BLACKBOARD COURSE SITE

Learn what to do with your course site(s) at the end of each semester. Learn how to prepare for next semester.

Date/Time: Monday, November 24, from 5:00-6:00 PM
Location: Faculty Lab, Room 384 Library

For more information about Blackboard or Blackboard workshops, contact:

Carlos A. Cruz
Blackboard Support and Multimedia/Instructional Design Specialist
Brooklyn College Library/Room 381
Telephone: (718) 951-4667
carlosa@brooklyn.cuny.edu
All workshops are specially designed for the professional staff of Brooklyn College, and all staff and faculty are welcome, space permitting. No registration is necessary.

Our workshops are extremely popular, and to ensure a quality experience for everyone, attendance is limited to one person per available machine. If you cannot attend a workshop because the room is full, you will receive a priority admittance voucher and be contacted about a special repeat session that will be held in the very near future.

In some cases, two workshops are offered at the same time. If you have a scheduling conflict, please contact Howard Spivak to arrange an alternate session (howards@brooklyn.cuny.edu).

If you have any questions about the workshops, please contact us: (718) 951-4672 or http://ait.brooklyn.cuny.edu/librarycafe/home.htm

---

**A LOOK AT MICROSOFT VISTA**

**September 16**  
Tuesday  
3:00pm - 4:30pm  
120 Library

Microsoft’s first major operating system release in 6 years, Vista offers users a treasure trove of productivity, organizational and security features. In this workshop, we will investigate these features and more.

**MICROSOFT OFFICE 2007: AN OVERVIEW**

**September 23**  
Tuesday  
3:00pm - 4:30pm  
120 Library

Office 2007 is Microsoft’s first basic productivity suite in 4 years. We will take a look at the new features, the newly redesigned menu/shortcut bars, the brand new *Office Button*, and the new features found only in this version.

**MICROSOFT EXCEL: A PRIMER**

**October 7**  
Tuesday  
3:00pm - 4:30pm  
120 Library

Learn how to use a spreadsheet to organize names, dates, numbers, addresses, and other abbreviated concepts. Participants will build a complete project together using Excel’s most popular features.

**MICROSOFT EXCEL: A CLOSER LOOK**

**October 14**  
Tuesday  
3:00pm - 4:30pm  
120 Library

This workshop is a follow up to “Microsoft Excel: A Primer.” We will take a look at a realistic sales report and examine the auto-fill feature; simple and complex formulas utilizing both absolute and variable components; combing features; and advanced Sigma key operatives.

**MICROSOFT EXCEL: TIPS AND TECHNIQUES OF THE PROFESSIONALS**

**October 21**  
Tuesday  
3:00pm - 4:30pm  
120 Library

This workshop is a follow up to “Microsoft Excel: A Closer Look.” We will investigate several types of charts and look at auto-updating, advanced sorting, and advanced formula-building.
Access is a user-friendly relational database application. Learn how to build a simple custom database that utilizes number and text discriminators, pick lists, and check boxes. Learn how to then populate the database with information, look at some of the information tools, and report generation features.

This workshop is a continuation of “Microsoft Access: A Primer.” Now that you now know how to build and populate a database, you will learn how to manipulate the data to your advantage and requirements, including advanced report-generation, advanced filtering, and building queries.

In this advanced investigation of Microsoft Access, we will look at custom forms for entering data, advanced queries, and handling multiple sets of information.

In this workshop, we will build a presentation from the ground up by discussing screen and presentation elements; adding titles, clip art, and additional slides to the show; distinctive graphical formats; animating and automating the slides; and looping the presentation.

This workshop is a follow up to “Microsoft PowerPoint: A Closer Look.” We will discuss animating elements, adding organizational charts and digital media, speakers’ tools, packaging a presentation, and alternative presentation strategies.

This workshop will examine advanced formatting techniques, working with advanced elements such as film and audio clips, adding animation to presentations, and packaging presentations for portability.

Microsoft Publisher is the ideal application for creating signs, posters, greeting cards, and many other printed items. In this primer, we will create a newsletter complete with banners, graphics, and side bars.

This workshop is a continuation of “Microsoft Publisher: A Primer.” We will examine more advanced design techniques and screen elements.
DIGITIZING YOUR ANALOG MATERIALS SERIES

**Digitizing Slides and Photographs**
Learn how to scan your 35mm slides and photographs, and how to optimize your digital images for the Web, PowerPoint presentations, and print.

**Date/Time:** Tuesday, October 21, 12:30 – 1:30 PM  
**Location:** Room 382 Library

**Digitizing VHS and Audio Cassette Tapes**
Learn how to digitize your VHS video tapes and audio cassettes, and how to optimize your digital media for the Web, DVD, and audio CD.

**Date/Time:** Thursday, October 23, 12:30 – 1:30 PM  
**Location:** Room 120 Library

For more information, or to pose questions in advance of these workshops, contact:  
(718) 951-4634  
facultylab@brooklyn.cuny.edu

PHOTOSHOP SERIES*

**Adobe Photoshop: Beginners**
Adobe Photoshop is a powerful, industry-standard, easy-to-learn program for showcasing your digital photographs. Included in the program are image editing tools for producing sophisticated graphics, photos, and web content. In this workshop, learn how to create and manipulate images and artwork quickly and easily. Anyone who can use a computer to open, save and close files can learn Photoshop.

**Date/Time:** Tuesday, October 21, from 1:30 – 2:45 PM  
**Location:** Room 383 Library

*This workshop is also open to students.

**Adobe Photoshop: Intermediate**
This workshop is a follow up to “Adobe Photoshop: Beginners.” Refresh your skills and learn how to sharpen and add to what you already know. Learn photo manipulation; use of layers; using filters, channels and masks; editing and retouching; and reproducing color accurately.

**Date/Time:** Tuesday, November 18, from 1:30 – 2:45 PM  
**Location:** Room 383 Library

**Adobe Photoshop Open Session-Bring your own projects!**
This is an open session workshop in which you can get assistance with your beginner or advanced digital photo project. AIT Photoshop experts will work one-on-one with you to achieve your desired results.

**Date/Time:** Tuesday, December 9, from 1:30 – 2:45 PM  
**Location:** Room 383 Library

**Creating Your Own Podcasts and Streaming Media Series**

**Creating Podcasts and Streaming Media for Macintosh**
Learn how to create podcast-ready audio and video presentations.

**Date/Time:** Thursday, November 13, 12:30 – 1:30 PM  
**Location:** Room 382 Library

**Creating Podcasts and Streaming Media for Windows**
Learn how to create podcast-ready audio and video presentations.

**Date/Time:** Thursday, November 20, 12:30 – 1:30 PM  
**Location:** Room 382 Library

For more information, or to pose questions in advance of these seminars, contact:  
(718) 951-4634  
facultylab@brooklyn.cuny.edu