

# IN TOUCH

News - Announcements - Notices for Library employees

## New Electronic Doors coming soon!

We are working out the details with the Housing Office to implement a new door system for the libraries, including adding two doors for this type of use. This change is necessary because the current 3rd level west door arrangement is with the Tiger One Office which is getting out of the door business, we are their last remaining door. We think you will like the new arrangements:

### 3rd Level West Door — current employee entrance door

Three options are available to enter: 1) swipe ID card (just as you do now) 2) pin number 3) proxy card for patrons with disabilities. Regardless of the means you use to enter or exit, the door will open automatically. This door will also have a digital camera for use in identification of persons without cards or pin numbers who need to be let in or out. Responsibility for letting people in and out will shift from Acquisitions to Circulation. In addition, frequent outside users (Fed Ex, FMO, etc) will be given their own “pin” numbers for entry and exit. We do not expect any change as far as use of your current ID to swipe. Your current authorized hours of access will remain the same. This door will become an “official” handicap entrance during the hours of 8:00 am to 5:00 pm, Monday - Friday.

## *Congratulations to Betty Cook!*



*continued on page 2*

**Classified Staff Employee of the Year 2000**

**3rd Level East Door** — in the Documents area

This door will be outfitted with exterior and interior swipe and pin readers and staff may enter and exit these doors on the same access as they have for the 3rd Level West doors. The fire apparatus will be changed as well. This will be useful for staff who park on the east side of the Libraries and for Circulation staff emptying the drive-up book return in the east lot.

**Handicap Door, Front Entrance**

This door will be equipped with an exterior reader which will accept the swipe card, pin and proxy card. We expect to use this door after Midnight or 1:00 am (time to be determined) to limit access to the libraries in the late hours to Clemson students, faculty and staff. Other entrance doors will be locked. This is being put in place for security reasons. On this door, only the proxy card will automatically open the door, the swipe and pin access will require the user to pen the door manually.

The “Proxy” card is new to us, but used by housing for disabled students and staff. It allows the user to hold up the card in close proximity to the reader and the door will open automatically. The proxy card can be in a purse, book bag, etc and still work. We do not anticipate issuing any proxy cards to

library faculty or staff except under special circumstances. They are very expensive.

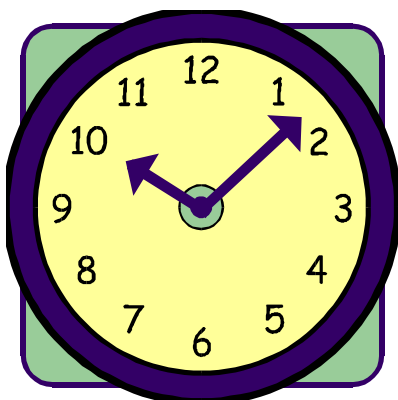
—Joe Boykin

**Birthdays***August*

4 - Sarah McCleskey  
23 - Darlene McKay  
24 - Janet Lusk  
30 - Jeanine Cannon  
30 - Yolanda Carter  
31 - Steve Johnson

*September*

1 - Tabitha Wright  
3 - Beth Helsel  
4 - Betty Carson  
6 - Ken Murr  
13 - Susan Conley  
13 - Suzanne Rook  
15 - Tina Thomas  
19 - Clare Davis  
28 - Betty Cook



## *Library implements new hours for fall*

The building hours will be expanded beginning fall session 2001. Circulation is asking for two new part-time positions to work weekends only. Security guards will keep the building open Sunday through Thursday nights until 3:00 a.m. Exact weekend hours haven't been set yet (but the building may remain open until midnight Friday & Saturday nights). We'll keep you posted.





# Employee Recognition Day





**Where:** Twin Lakes Shelter #2

**When:** Wednesday  
September 12, 2001  
4:00 p.m.

**What's for dinner?**

Chicken Strips  
Macaroni & Cheese  
Green Beans  
Potato Salad  
Pie, soft drinks  
tea, lemonade\*

## You and your family are invited!

Please  
RSVP no  
later than  
**Monday,  
August 6.**

A unit sign-up sheet will be sent out in the next few days.

The park has a swim area and a play area. We are planning to have games and are looking for volunteers to teach link and/or shag dancing.

\*This is a State Park - alcoholic beverages are not allowed

-Social and Recognition Committee

Yolanda Carter, Dottie Finn, Ralph Hayes, Joyce Peebles, Fran Simmons, Emma Simms.

Be sure to see the May/June issue of *Library Mosaics*. There is an excellent article by Pat Henderson entitled "Clippings to Computers: The Great Newspaper Migration" in which she describes the history of the CU Libraries Clippings File and mentions several folks from the libraries.

### From this month's suggestion box:

- 1) *The Library rocks. Keep it strong. Love to chill here. The architecture is awesome.*
- 2) *Nice place you got here. Keep up the good work. Later!*
- 3) *I like the lights. They "predy". Later!*
- 4) *I like the clocks that you go! Later!*
- 5) *That picture of that dude is scary. Later!*

# Secure confidential documents in Word 97

## Follow the instructions below:

When you create a password, write it down and keep it in a secure place. If you lose the password, you cannot open or gain access to the password-protected document. Learn about using passwords.

Open the document.

On the File menu, click Save As.

On the Tools menu in the Save As dialog box, click General Options.

In the Password to open box, type a password, and then click OK.

In the Re-enter password to open box, type the password again, and then click OK.

Click Save.

**Tip:** If you are routing a document for review, you can allow others to make suggestions by using comments or tracked changes but still leave the document protected from other modifications. Click Protect Document on the Tools menu, and then click Tracked Changes. To let reviewers insert comments but not change the contents of the document click Comments.

Source: From the Word 97 Help menu.

For more on password protected documents go to the Systems Staff Support Web at [http://sys.lib.clemson.edu/systems\\_home/systems.htm](http://sys.lib.clemson.edu/systems_home/systems.htm)

Then select Software Support and Office 97. *–Denise James*



**Staff in the Architecture Library recently celebrated Phyllis' 50-something birthday with a wild party! Phyllis was presented with a Josie and the Pussycats headband and bracelet!**



# Book Sale

**Yes, it's that time of year again! The date for the sale has been set for Friday, September 28.  
A call for volunteers will go out in late August.**

## SCLA Paraprofessional Workshop

### ***Building Morale in the Workplace***

Recently, Joyce Peebles and Betty Cook arose before the crack of dawn to attend a one-day workshop entitled "Building Morale in the Workplace" sponsored by the SCLA Paraprofessional Round Table. It was held in the Orangeburg, S.C. Arts Center, located in the colorful Edisto Gardens. Approximately 70 people attended from all over the state. The dynamic guest speaker was Lenell Geter, an author, trainer and motivational speaker from Columbia. A segment about him appeared on "60 Minutes" and a movie has been made about his life entitled "Guilty of Innocence, the Lenell Geter Story." In his recently released book, *Overcome, Succeed, and Prosper*, there is an underlying message which inspires, informs and encourages families and individuals to overcome their obstacles and to make personal changes in their lives by employing his system of five attitudes for success. His presentation included a couple of "teamwork" examples that got the group "vibracious." He then elaborated on ten morale busters and the consequences they produce, followed by several suggestions for increasing morale in the workplace and 13 attributes of work character. Some suggestions he sprinkled into his talk to boost morale were:

- less gossiping about co-workers
- no "organ recitals" about what body parts hurt on any given day
- being a good example to others
- leaving one's "baggage" at home
- finding something one enjoys doing

He did an excellent job of gearing his information so that the audience was able to apply it directly to their lives and work situations as library employees. Mr. Geter's three daughters accompanied him and helped sell copies of his book. (We will look into ordering a copy.) Entertainment featured solo presentations by Ms. Benita Outlaw, an accomplished singer, followed by announcements and a delicious buffet luncheon. Several lucky people won door prizes throughout the day. Although it was a long drive, networking with old friends, making new friends, and learning some valuable morale building techniques were worth the trip.—Betty Cook & Joyce Peebles

# Reminders from Circulation...

**Wireless Laptops** will be ready for check out at the Circulation Desk soon. We're working out the details now. A laptop can be checked out for a two hour period, no renewals, for building use only by Clemson students, faculty and staff. We'll plan a demo soon and invite interested library employees.



## Don't take it without checking it out first!

If you request a book (new book, rush book, recalled book, etc.) make sure that if the item appears on your desk that it is PROPERLY CHECKED OUT. Document Delivery (as a general rule) does not deliver to your desk only to your unit/office mailbox.

Many popular reading materials have **DISAPPEARED.**

Please, if you have an item, check it out at the Circulation Desk. We have many patrons looking for these items and Circulation staff are spending many hours looking and searching.

The list of missing books includes:

- Pride and Prejudice
- The More Than Complete Hitchhiker's Guide
- The Mammoth Hunters
- The Valley of Horses
- The Cat Who Tailed a Thief
- Disclosure
- Timeline
- The Coffin Dancer
- The Brethren
- Disobedience : a novel
- The World According to Garp
- The Cowboy
- Bag of Bones
- The Shining
- Where the Heart Is : a novel
- Nora, Nora : a novel
- Critical Mass
- Special Delivery
- Harry Potter and the Sorcerer's Stone

# Pat Henderson is enjoying the Retirement Days!



The Reference Unit recently celebrated the retirement of Pat Henderson, by throwing a library-wide party in her honor. It was held in the festively-decorated group study area on Level 2, and was attended by lots of Pat's friends from every Unit of the Libraries. In addition, Pat's husband Bennie was there, as were all of her 4 children, many of her grandchildren, and even a great grandchild or two! Several former colleagues from other Departments and local companies came by to wish her well. A special guest appearance was made by Ellen Krupar, (formerly a Business Reference Librarian here at

Clemson), who drove all the way from Virginia Tech to be with Pat. She received lots of special gifts, including a beautiful hand-made quilt, a handmade afghan, numerous additions to her pin collection, and a jewelry armoire presented by the library staff. The Reference staff also honored Pat with a Library Laurels award. (She will probably want to buy travel books with the award, since she and Bennie plan to take a number of trips and indeed have already been to Branson and Graceland.) The food - - provided by ARA - - was delicious. Especially the cake, which was decorated with tea cups (another of Pat's collections) made of icing. Although the party was lots of fun, it was a bittersweet occasion, because we will really miss Pat. However, we all wish her every happiness as she enjoys her retirement.—*Jan Comfort*

*We miss you,  
Pat.*

