GSLIS Technology Orientation Requirement (TOR)

What makes up the TOR?

The TOR has two sections that serve as the introduction to the technology and resources you will use in the GSLIS program. These two sections are Part 1 and Part 2. The TOR will ensure that all incoming GSLIS students are prepared to use the technology and resources available.

Part 1: Due Friday, June 29th at Midnight

The TOR Part I contains information and assessments that will allow you to get the most out of your GSLIS experience. You will complete assessments that take what you learn from the sections to help solidify your understanding of available technology and resources. In Part 1, there are four sections which contain information and assessments. Sections included in Part 1:

- Simmons Networks, Resources, and Communication
- Library Resources and LIS Tools
- Additional Materials
- Assessments 1-9 (Assessment 6-9 are surveys, and are not graded, but are required to be completed in order to pass the TOR.)

Part 2: Due Friday, July 20th at Midnight

TOR Part II provides information on creating your own web page using HTML and contains 1 required assessment. Materials included in Part 2:

- Using FTP and your Simmons Webspace
- Assignment Requirements
- Step by Step guide to Creating and Submitting your HTML Page
- Assessment 10: Introduction to HTML (you have one chance to submit this Assessment)

How do I access the assessments?

Assessments 1-10 can be accessed by clicking on the Assessments button in the top gray toolbar and also in the left hand navigation of each section. You can also access all of the assessments through the folder shortcut on the TOR homepage.

How do I navigate through the TOR?

The TOR is separated by section. Within each section you will find all of the readings and assessments that are required. You can navigate through the readings by using the index on the left side of the page. There are also navigation links at the bottom of each page that will bring you to the next reading in the section. Within the readings there are also links to more information on some of the topics, both to other readings in the TOR and also to definitions of terms from the glossary that is located in "Additional Materials"

What do I need to know about passing the TOR?

In order to register for the coming semesters you must successfully complete all quizzes and
surveys within the TOR. Refer to the TOR Scoring Grid for the requirements to pass the TOR. In Part 1, you have three attempts to pass Assessments 1-5 in, but only one attempt for Assessments 6-9. In Part 2, you have 1 attempt to complete Assessment 10.

When do I need to complete the TOR?

Part 1 of the TOR is due **Friday, June 29th** at midnight.
Part 2 of the TOR is due **Friday, July 20th** at midnight.

What happens if I do not complete the TOR on time?

If you do not complete the TOR by the deadlines, your registration will be blocked for the upcoming semester.

If you are unable to complete the TOR on time, send an email to gslis_tor@simmons.edu to ask for access into the TOR; this will allow you to finish the TOR. After completing the TOR, send another email to gslis_tor@simmons.edu notifying the staff you have completed the requirement. If you have completed the TOR successfully, you will be allowed to register ten business days from the date that you sent the second email.

What if I need help?

- If you are having difficulty, please email gslis_tor@simmons.edu, call (617) 521-2802, or stop by the Tech Lab in room P213 for assistance. More information about the GSLIS Tech Lab is covered in the GSLIS Technology Group section.
- Workshops will be held to cover the materials in Part 2 at the beginning of the semester.

TOR Part 2: Workshop Schedule

Workshops for the TOR Part 2 are listed on the Tech Lab website and in the TOR Part 2 section. All workshops will be held in the GSLIS Technology Lab, Room P213. You can sign up for workshops at [http://gslis.simmons.edu/signup/](http://gslis.simmons.edu/signup/). Select the TOR Part 2 Workshops and sign in using your email username and password. You will be sent an email confirmation.

Next: How your TOR submission is graded
GSLIS Technology Orientation Requirement (TOR)

Assessment Requirements for TOR

The following assessments of the Technology Orientation Requirement (TOR) may be accessed by clicking on the "Assessments" icon in WebCT Vista GSLIS TOR Summer 2007.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Possible Points</th>
<th>Points Needed to Pass</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment 1: Listservs, Email, and WebCT Vista</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Assessment 2: Simmons Network Space and Web Space</td>
<td>5</td>
<td>3-5 points</td>
</tr>
<tr>
<td>Assessment 3: Searching the Simmons OPAC (Online Catalog)</td>
<td>5</td>
<td>3-5 points</td>
</tr>
<tr>
<td>Assessment 4: Using LIS Databases</td>
<td>5</td>
<td>3-5 points</td>
</tr>
<tr>
<td>Assessment 5: The Internet for Librarians and Information Professionals</td>
<td>5</td>
<td>3-5 points</td>
</tr>
<tr>
<td>Assessment 10: Introduction to HTML</td>
<td>9</td>
<td>7</td>
</tr>
</tbody>
</table>

17 combined points out of 20

Assessment 6: GSLIS Statistical Profile - Completed
Assessment 7: Choice of School Survey - Completed
Assessment 8: Orientation Feedback Survey - Completed
Assessment 9: TOR Feedback Survey - Completed

The surveys will not be given grades and will not show up in your results. They will be counted as completed or uncompleted. You must complete them to pass the TOR.

Grades

To check your assessment results for Part 1, click on the "My Grades" icon in the gray toolbar in the GSLIS TOR course in WebCT Vista. You will see your quiz results listed in a table format. Quiz results are updated by 4:00 p.m. Monday-Friday. If your results do not appear by the following business day, please contact the lab. Unless you are unable to view your results, please do not call or email the Technology Lab for your results. Lab staff will not have any information available until after June 29th.

Assessment 10 results for Part 2 will be emailed to your Simmons email address after July 25th. Grades for Assessment 10 will not be visible in Vista.
GSLIS Technology Orientation (TOR)

Simmons Network, Resources, and Communication

Introduction

This section covers the following:

- **GSLIS Technology Support**
  Contact information for the staff members of the GSLIS Technology Group and information about the GSLIS Tech Lab
- **Simmons Email**
  How to access and configure your Simmons Email on and off campus
- **GSLIS listservs**
  How to subscribe to GSLIS-specific email lists which facilitate communication
- **Network Space**
  How to access your secure storage space on and off campus to save your electronic files
- **Personal Webspace**
  How to access your space on the Simmons Web Server for web page creation. You will make your own web page for TOR Part II.

Two assessments appear in this section:

1. Simmons email, listservs, and WebCT Vista
2. Simmons Network, Web Space, and Internet for Information Professionals.

Next: GSLIS Technology Support
**GSLIS Technology Support**

**GSLIS Technology Group, 1 Palace Road Building in P-213**

- Terry Plum, Assistant Dean of Technology and the Mount Holyoke Program
- Linnea Johnson, Assistant Manager of Information Technology
- David Dwiggins, Dean's Fellow for Technology Support
- Cindy Fisher, Dean's Fellow for Teaching Assistance
- Alison Cody, Lead Technology Reference Assistant
- Ben Florin, Technology Reference Assistant
- Peter Hoagland, Technology Reference Assistant
- Ann Kardos, Technology Reference Assistant
- Judy Kenney, Technology Reference Assistant
- Cheryl Ostrowski, Technology Reference Assistant
- Sean Thibodeau, Technology Reference Assistant
- Philip Waterman, Technology Reference Assistant
- Constantine Zavras, Technology Reference Assistant

**Mission**

The **GSLIS Tech Lab** provides technology support and equipment to students, alumni, faculty, and staff and works to augment the GSLIS curriculum. The Lab aims to provide the student body with the highest level of technology available in the field of Library and Information Science. GSLIS students, faculty, staff, and alumni have exclusive use of Lab services, resources, and equipment.

**Tech Lab Hours**

**When Classes Are in Session**

Monday - Thursday: 8:00am - 10:00pm
Friday: 8:00am - 8:00pm
Saturday: 9:00am - 9:00pm
Sunday: 10:00am - 10:00pm

Check schedule alterations such as emergency, holiday, and out of session closings at [http://my.simmons.edu/gslis/techlab](http://my.simmons.edu/gslis/techlab). Generally, the Lab closes when Simmons closes. On holiday weekends, the Lab closes both Sunday and Monday, but remains open on Saturday. The Lab will close for all three days on holiday weekends when classes are not in session.

**Tech Lab Rules**

**Eating and Drinking in the Lab**

You may bring a beverage to your workstation, but it must have a top that seals tightly. Food is not permitted in the lab. Dropped food and spilled drinks damage equipment and cataloging resources.
and attract pests. Please help us keep the lab clean!

Access to the Cataloging Lab

The Cataloging Lab is equipped with a card reader, and allows access to only those students in the GSLIS program. If you need to use the Cataloging Lab, please swipe your ID card and let yourself in. Please do not open the door for other students or walk through the office. If you're having trouble with your ID card, let a Technology Reference Assistant know.

Printing

How Many Free Prints Do I Get?

Current registered students get 400 free prints per semester. Each time you print a black and white page, $.07 (i.e. one print) is deducted from your free prints balance of $28.00. Your remaining balance appears when swiping your card to print at the print station. A color print costs $.77 and must be sent through the Lab attendant.

What If I Run Out?

If you exhaust your free prints, Pay 4 Print will start deducting from Fenway points you have added to your card.

How Do I Add Money to My Card?

The first time you add money, your card needs to be activated either in person at the Campus Card Office in E007.

Once activated, add money to your card at www.fenwaycard.com or by using the card value machine on the second floor of the library (near the photocopiers). You can also add money in person at the Campus Card Office from 8am to 4pm M-F. Their phone number is (617) 521-2273.

What's My Fenway Points Balance?

You can check Fenway Points by swiping your card at a vending machine and hitting Cancel to make your balance appear, even if you have a zero balance. Simmons also emails you your monthly Fenway account statement. You can also check your Fenway Card balance by logging into your account at https://simmons.campuscardcenter.com/.

Equipment

The lab has a wide variety of state-of-the-art equipment and resources available for use, either in the lab, to be checked out, or to be purchased. Please bring your Simmons ID to the Lab and use it to check out any lab resources, such as headphones, cds, software manuals, and cameras.

- 44 PC workstations with the Microsoft XP operating system
- 5 G5 Macintosh iMac workstations
- 6 scanners with document feeders,
- 2 large format scanners, and 1 slide scanner
- CD burners on all computers
- DVD players on all computers
- Headphones and various music CDs are available for use in the lab
- Keyboard and mouse wrist guards are available for use in the lab Several stations are equipped with adjustable keyboard trays
• All workstations have direct Ethernet connections into the College's network

**Borrowing & Buying**

• Digital cameras (up to five days)
• Digital audio recorders
• Recordable CDs ($1 per disc)
• Color prints ($0.75 per copy)
• Transparency prints ($0.50 for laser, $0.75 for color, per print)
• Resume paper (free)
• Business card stock (first ten cards are free, $0.50 for each thereafter)

**Services Provided by the Tech Lab**

Lab staff are here to help you with any technology needs you may have. We also offer the following special services:

• Curriculum related software and hardware support
• MS Office product support
• Portfolio formatting and CD burning assistance
• Web site development and launching assistance
• WebCT assistance
• Student group technology assistance (e.g. group mailing setup and administration, WebCT development, website support)
• Classroom equipment training for class presentations (student and faculty)
• Help with workshops that relate specifically to GSLIS courses

Please ask if you need additional help.
Go to the Lab's How To's – Download Center for more specific technical assistance.

* The How-To's section is frequently updated, so check back often!
Simmons Network, Resources, and Communication

Simmons at Mount Holyoke Tech Lab Information

The Holyoke Lab provides five PCs, 5 Intel iMacs, one flat-bed scanner, and software identical to that of the Boston GSLIS Lab. The Holyoke Lab shares hours with the College Towers Building.

Assistance

Mount Holyoke students are encouraged to call the Boston GSLIS Tech Lab if they have any problems or need assistance. The Mount Holyoke Tech Lab has a phone to contact the Boston GSLIS Tech Lab for assistance during their lab business hours.

Lab Access

The combination to the office door is given out at orientation. Please do not give the office combination to anyone.

Next: Other Simmons Technology Resources
Other Technology Resources

Element K, Pottruck Technology Resource Center (PTRC) and the Simmons College Technology for Students Website serve as resources to help build skills and stay current with technology.

Element K

These free, interactive tutorials teach skills and provide practice. They can be used from any computer with internet access; however, you must first register at [http://ptrc.simmons.edu/spt.asp](http://ptrc.simmons.edu/spt.asp).

The following software products have tutorials:

- Adobe Acrobat 6.0
- Adobe Illustrator 9.0 and 10.0
- Adobe Photoshop 7.0
- Adobe Premiere 6.0
- Macromedia Director MX
- Macromedia Dreamweaver MX
- Macromedia Fireworks
- Macromedia Flash MX
- Macromedia Freehand MX
- Microsoft Access
- Microsoft Excel
- Microsoft FrontPage
- Microsoft PowerPoint
- Microsoft Word
- HTML Programming 4.0
- Introduction to HTML
- QuarkXPress 5.0

Pottruck Technology Resource Center

This entity offers a wide range of free technology training workshops for staff, faculty, and students. Course offerings include WebCT, Microsoft Office, Web Design, and Statistical Software among others. Training catalogues, published three times a year, can be found in Room P-113 and the GSLIS Tech Lab. Please visit their site at [http://ptrc.simmons.edu/calendar.asp](http://ptrc.simmons.edu/calendar.asp) to view course listings, schedules, and to register.

Simmons College Technology for Students Website

Find important campus-wide technology information about buying computers, multimedia services, assistance, safe computing guidelines, and student responsibilities at [http://my.simmons.edu/services/technology/students/](http://my.simmons.edu/services/technology/students/).

Next: Using Simmons Webmail and GSLIS Listservs
Simmons Network, Resources, and Communication

Using Simmons WebMail and GSLIS Listservs

Simmons WebMail

Simmons requires all GSLIS students to set up a Simmons email account to which GSLIS sends its announcements. If you’d prefer, you may forward this email to your personal account (see the How To's - Download Center section of the Technology Lab webpage, http://my.simmons.edu/gslis/techlab/) but the department requires a WebMail account for every student.

- Open a web browser, like Firefox or Internet Explorer.
- Type the following in the address box: http://email.simmons.edu/ and hit Enter or Return. You will see the screen below.

To learn more about Simmons WebMail go to: http://my.simmons.edu/services/technology/helpdesk/email/webmail/.

You can forward your Simmons email to another account by going to https://preferences.simmons.edu and logging in with your email username and password.

GSLIS Listservs

Listservs redistribute relevant email messages to a particular "list" of users. Sending a message to the list server activates the program.

GSLIS requires its students to subscribe to the "LISSA" and "GSLIS_info" listservs, while School Library Teachers must additionally subscribe to "LibraryTeach". LISSA's board members send out messages to GSLIS students about programs, student groups, job and internship opportunities, and other departmental information. GSLIS_info, authored by department staff, sends out official information about classes, registration, events, and jobs. And LibraryTeach facilitates communication between such students, faculty, and staff. You will be automatically subscribed to GSLIS_info when you register for classes.

To subscribe:
1. Visit: http://lists.simmons.edu/lists
2. Select the Login button in the upper left-hand corner.
3. Enter your WebMail username and password in the Login window.
4. Choose View all lists.
5. The listservs will be listed alphabetically.
7. Select Subscribe on the left.
8. Select OK in the pop-up box.
9. You will receive an email with important subscription information.

**Digest mode:**

You may opt to receive your messages in digest mode, in which cases, emails sent daily from the listserv will contain all the day’s messages.

1. Visit: http://lists.simmons.edu/lists/
2. Log in with your WebMail username and password.
3. Select Your Subscriptions in the upper right-hand corner.
4. Select the list to configure.
5. Select Subscriber Options on the bottom-left of the page.
6. Configure your subscription.
7. Select Update.

**Voluntary Listservs:**

Select Student Associations for a complete register of listservs.

Contact the Tech Lab at gslislab@simmons.edu for additional assistance.

Next: WebCT Vista
WebCT Vista

A little bit about the system used to deliver the TOR: WebCT Vista is a password-protected course management system used by Simmons College. GSLIS professors use VISTA to provide materials, course discussions, assignments, quizzes, course calendars, and grade postings online to students. Faculty may customize each online course accordingly.

Browser Check and Pop-up Blocker

Though you have already logged into the WebCT Vista, it is a good idea to run the browser check if you accessing WebCT Vista from a different computer.

- De-activate your Pop-up Blocker, or follow this handout.
- Select Check Broswer, let the pop-up window fully load. In the event of problems and suggestions, recheck your browser's preferences or call the Tech Lab.

Posting to a Discussion Board

Some courses you will take here at GSLIS may require you to participate in a discussion board, whether to interact with course materials outside the classroom or to get to know one another before you are face to face in the classroom settings. Go to the Technology Orientation Requirement discussion board and post a message. Feel free to respond to what your peers have already posted, too. If you have a question on posting, view this handout or view the short tutorials found in the Student Resource Center on your Vista course homepage.

Click on pushpin icon at the top of the page to post to the discussion board.

Afterward, go to Assessment 1: Listservs, Email, and WebCT Vista.

Next: Personal Network Folder vs Personal Web Space
Simmons Network, Resources, and Communication

Personal Network Folder vs. Personal Web Space

Network Folder

Every student has 100 megabytes of password-protected storage space on the file server or personal network folder known as the Y: Drive. Your personal network folder is a great place to store or backup files and is a great alternative to file storage instead of emailing yourself files. While logged onto a computer on the Simmons campus, your personal network folder will appear on the desktop as shown below.

On Windows computers, double-click here to open your network folder.

On Mac computers, double-click here to open your network folder.

You can also use the N. drive, but it is public storage and anyone can read or delete files there.

Save important files on this drive for privacy and automatic back-up. Access your network folder from any computer, on or off campus. See the TOR Section for more information.

Web Space

Every student also has 100 megabytes of web server space, completely separate from your network folder. Viewable files moved into this space with the FTP client immediately appear online. Go to FTP for more information.

Note: Both these network services expire three months after you withdraw or graduate.

Next: Accessing your Personal Network Folder from Home
Simmons Network, Resources, and Communication

Accessing Your Network Folder (Y: Drive) From Off Campus

Using the Simmons VPN

VPN is short for Virtual Private Network. Essentially, it is a means of making a secure connection to a network while you are not on that network, in this case, the Simmons network. This is often called a remote connection. Simmons uses VPN to allow you to access your Network Folder (or Y: drive on campus) from home. To access the Y: drive on campus, see the previous section on Network Space.

Remote access to your network folder


2. Log in with your Simmons network log-in that you use on campus

3. The screen will appear as below. In order to get to your folder, you have to type the path to your folder. This is the same as browsing through the My Computer folder to get to your Y: Drive. To access your folder, enter \mcbfs1\student\your username in Enter Network Path. Hit Go.
Your network folders and files will appear as they do from a campus computer:

You can select any name to open its folder or file. When selecting files, you will be prompted to open or download them on your local computer. Changes you make to your document are not automatically updated to the server. This means that when you are done editing your file, you'll need to upload it again to the server.

4. To copy files from your local computer to your network folder, select **Copy File to Server**. You will see the following:

You are copying a file to the \mbfs1\student\mizejews directory. Enter the path of the file you want to copy; this file must be accessible from your workstation.

Local File to Use: C:\Documents and Settings\gslis\lab41\Desktop\jobdesc.doc
Name After Copy: jobdesc.doc

Copy   Cancel
Select **Browse** and the file you wish to move. Select **Open**, which will put the document path on the **Local File to Use** field and the file name in the **Name After Copy** field. Click **Copy** and you will be taken back to your network folder listing with the additional new file.

To delete a file, select the checkbox beside the file, hit **Delete** at the top of the screen, then select **Yes** to confirm delete.

**Next: Viruses, Spyware, and Security**

Simmons College GSLIS Technology Orientation Requirement (TOR)
Viruses

A virus is a program or piece of computer software that is installed without your knowledge and runs against your wishes. Viruses can also replicate themselves. All computer viruses are manmade. A simple virus that can make a copy of itself over and over again is relatively easy to produce. Even such a simple virus is dangerous because it will quickly use all available memory and bring the system to a halt. An even more dangerous type of virus is one capable of transmitting itself across networks and bypassing security systems. The best way to protect yourself against viruses is to be cautious when you download or open attachments and keep an up-to-date antivirus program running on your computer at all times. Simmons provides all students with a free copy of Sophos AntiVirus, which you can download at http://my.simmons.edu/antivirus (definition from Webopedia)

Spyware

Spyware is also similar to viruses, but instead of destroying information, it is designed to collect information about you and your surfing habits, use your computer for processing, or bombard you with pop-up ads. You can become infected with spyware just by surfing the internet, though the most common way to become infected is by downloading and installing dubious programs, especially peer-to-peer programs like KaZaa, programs that run in your browser like toolbars and other unnecessary features, or “helper” programs like Gator. Never select Yes if an unknown program tries to install itself on your computer. Be sure to read the security messages before clicking. If your computer or browser is acting a little funny, runs slowly, or continually shows pop-up ads, spyware is probably the problem. Spyware is incredibly persistant, though there are a few good programs, listed below, that you can use to sweep spyware off your computer. Also, keep your internet security settings on Medium or higher (directions on how to do this are below).

Firewalls

A Firewall is an electronic barrier between your computer and the internet. It helps prevent unauthorized access to your computer and your files by monitoring the traffic and information that comes and goes from your machine. It serves as a first line of defense against malicious activity, like someone trying to hijack your machine or steal your files, but it won’t protect you from viruses and spyware. It’s best to keep your firewall up, your antivirus program running, and to remain cautious when downloading from the internet. Directions for turning your firewall on are below.

What you can do to protect your computer:

PCs:

- **Viruses** Download the free Sophos Antivirus software provided by Simmons at http://my.simmons.edu/antivirus.
- **Spyware** Download the free AdAware program at http://www.lavasoftusa.com/software/adaware/ and be sure to run it periodically to remove new spyware.
- **Firewalls** Open the Start menu and select Settings and then Control Panel, then double click the Security Center logo and follow the instructions.
Macs:

- **Viruses** Download the free Sophos Antivirus software provided by Simmons at http://my.simmons.edu/antivirus.

- **Spyware**
  Spyware problems on Macintosh computers have not been reported, but remain alert and don’t download or install programs from sources you don’t trust. You should also change the download settings in Safari to prevent them from automatically opening files when a download completes. (In Safari, select Preferences and under General, uncheck “Open safe files after download”.)

- **Firewalls**
  To turn on your firewall, open System Preferences and click on Sharing. Click on the Firewall tab and select Start.

Useful links

- http://www.microsoft.com/security

**From the left side navigation bar, complete Assessment 2: Simmons Network Space and Web Space**
GSLIS Technology Orientation (TOR)

Library Resources and LIS Tools

Introduction

This section covers the following:

- **Simmons OPAC**  
  Searching the Simmons Online Public Access Catalog
- **LIS Databases**  
  How to select and search Library and Information Science Databases
- **Internet for Librarians and Information Professionals**  
  Useful tips for using the Internet as an Information Professional

Three assessments appear in this section:

3) Searching the Simmons OPAC
4) Searching LIS Databases
5) The Internet for Librarians and Information Professionals.

Next: Simmons OPAC
Accessing Information: Searching the Simmons “OPAC” (Online Public Access Catalog)

The Simmons OPAC

Contact Information for this section:
Linda Watkins, linda.watkins@simmons.edu
GSLIS Librarian
Simmons Library

Please Note: The library is in the midst of redesigning it’s online catalog. The screen shots included here may vary slightly with the OPAC’s beta design, which will go live during early June.

Purpose

The purpose of these exercises is to introduce you to the basic online searching skills you will need to begin the GSLIS program. Many of your courses will include classroom instruction on database and web searching. The following instruction is just a starting point; be sure to take advantage of the Library workshops which cover this material in more depth.

Library Tours & Workshops for GSLIS students

The GSLIS Library staff offers tours of the Simmons Library, as well as workshops on OPAC use, electronic journal searching, and popular LIS databases such as LISA (Library and Information Science Abstracts), Library Literature, Dialog and more. Give yourself a head start on your coursework by signing up for these workshops: check out http://my.simmons.edu/library/collections/gslis/workshops.shtml.

The OPAC

OPACs generally contain all items a library catalogs, such as books (print and/or electronic), journals (print and/or electronic), databases, maps, manuscript collections, etc. There are many different Integrated Library Systems (ILS) or system vendors, Simmons using Innovated Interfaces Inc, know as triple I (iii). Once you have mastered the basic skills and become comfortable with field searching and advanced features in III, you will be able to easily adapt to new OPAC interfaces you might encounter.

What is the OPAC?

Online Public Access Catalog
a.k.a. catalog, PAC, WebPAC, library catalog, online catalog

OPAC is public (anyone can use it).

OPAC allows the patron to search the library’s collection, check course reserves, and check one’s own library records—from any computer connected to the internet.

Innovative Interfaces Inc. (iii) and Millennium
Innovative Interfaces Inc. is the vendor that produces Millennium, the Simmons OPAC, which is an Integrated Library System (ILS) widely used by academic libraries in the U.S., including Simmons. It offers special search features and options that are user friendly: it’s not case sensitive, it doesn’t require punctuation, and indefinite and definite articles are ignored at the beginning of titles.

**The Basics: Boolean Operators**

Database and online searching, including OPAC keyword searches, make use of Boolean logic, which uses three basic operators:

- **AND** is used to narrow the results to only those records that contain both search terms: e.g. (online catalog and academic libraries).
- **OR** is used to expand the search using like-terms: e.g. (online catalog or OPAC or pac).
- **NOT** is used to exclude an element from the search set: e.g. (online catalog and not public libraries).

For the most precise search, you can combine multiple sets of search terms using Boolean operators: e.g.: (children or boys or girls) and (television or TV).

**The Basics: Truncation**

- Truncation uses a symbol at a word stem to retrieve all variations of that word. Truncation symbols vary according to the database; the Simmons OPAC uses the (*) asterisk. e.g. Librar* will retrieve library, libraries, library’s, librarian, librarians, librarianship, etc.

**Getting Into the OPAC From the Simmons Home Page**

From now until June 15th, access the catalog at http://lib.simmons.edu:2082.

After the new OPAC goes live, you access it from http://my.simmons.edu using the following path:

- Click on the "Library" tab with the bookshelf icon at the top of the page. Another set of tabs will appear below the "Library" tab; you'll see a "Catalog" tab.
- Click on the "Catalog" tab.
You'll be brought to the Simmons Library Catalog Start Screen:

Note the different search options available:

- **Author**: Last name, first name; capitalization not necessary.
- **Title**: Complete or partial first part of book or journal title.
- **Subject**: Controlled vocabulary search (note: this is not natural language, but descriptor language, i.e. Library of Congress Subject Headings).
- **Keyword**: Offers the most options for narrowing or broadening your search.
- **Call Number**: Search by Library of Congress or other call number
- **Advanced**

For more information on performing these searches, see the TOR section on Standard Searches.
Next: Standard Searches

Simmons College GSLIS Technology Orientation Requirement (TOR)
Sample OPAC Author Search

The following screen shots illustrate an author search in the Simmons OPAC for the author Melvil Dewey. Note the instructive examples below the search box. These kinds of examples are provided every time you start an OPAC search and will show you how to format your search terms.

Results List

When you submit your search, you'll get a results list. Note, there may be additional pages of results. If you get too many results, you may want to limit your search for more precise results: click on the "Limit/Sort" button at the top of the page.

You can limit in the following ways:
Sample OPAC Title Search

The following screen shots illustrate a title search in the Simmons OPAC for the title *The Truth About Catalogers*.

Note, again, the instructive examples below the search box; as you can see, in our system definite and indefinite articles are not required when at the beginning of a title, and the whole title isn't necessary.
Note that each OPAC record includes hyperlinks to other results: for example, clicking on the author's name in a record will automatically run an OPAC author search for that author's name, and give you a results list of all books by that author in our collection. Clicking on a subject within a record will run an OPAC subject search for that subject, and give you a results list of all items with that subject in our collection.

**Sample OPAC Subject Search**

**Subject Searching**

Note that subject searches use very specific words or phrases: controlled vocabulary. Subject searching is like using the Yellow Pages, where if you look for "hairdressers" it might tell you to "see Beauty Salons." Similarly, you need to use the right vocabulary to perform a subject search. Doing a subject search will often give you a list of subjects from the controlled vocabulary. You can then click on the hyperlink for the most relevant term, and you'll get a results list of the titles in our collection that have that subject.

**Sample OPAC Keyword Search**

When doing a keyword search, you can limit your search by language, material type, location, etc., and you can also use Boolean operators, truncation and other tricks to narrow or broaden your search. Information on the use of Boolean operators and truncation appears at the start of this section. Keep in mind when combining 2 sets of terms with "an", you must place parens around them to execute the search properly.

For example: (child* or teen* or kid*) and (internet or web)
Sample Advanced Search

This option gives you ultimate control and allows you to search in several different fields, i.e. author, title, subject, etc. as well as limited results to location, material type, language, and date of publication. The following screen shots illustrate a search for e-books and digital libraries in the title.

Sample OPAC Journal Title Search
Journal searches work the same way as other title searches. Remember to search by the title of the journal (and not, for example, by the title of a specific article within the journal).

If a journal is available from Simmons both in print and electronically, the search results list the journal title twice: one for a record detailing our print holdings of the journal, and one record labeled "[Online]" or "[Electronic Resource]" which provides links to electronic databases from which the journal can be accessed by Simmons students.
If a journal's title has changed, the journal's OPAC record indicates the change. Look towards the bottom of the record for a field titled "Continues" or "Supercedes" if the journal had a name change, there will be a hyperlink to the OPAC record for the journal's old name. Similarly, if the journal has a more current name, you'll see a field titled "Cont'd by" with a hyperlink to the OPAC record for the journal as published under its new name.

Next: Reserve Materials, Electronic Books and Interlibrary Loan
Accessing Information: Searching the Simmons “OPAC” (Online Public Access Catalog)

Reserve Materials, Electronic Books and Inter-library Loan (ILL)

Library Reserves

Your professor may put course materials on reserve at the Library. You can use the Simmons OPAC to locate these materials.

Note that you can search three different ways:

1. course name ("reference and information services")
2. course number (remember to use the prefix "LIS" for library science classes, i.e. ("LIS 407")
3. professor’s last name ("Chaparro, Sergio")

Where to Get Your Course Reserve Materials

Once you’ve done your search and found your course in the OPAC, look in the results list for the book or item you need. The item’s location and current availability are described in the record next to the call number: "Reserve (Beatley)" materials are located on the first floor of the Library at the circulation desk. Most items can be used for up to two hours, and cannot leave the Library.
If the item has a call number listed, write it down and give it to the circulation staff on the first floor so they can retrieve the item for you.

If an electronic copy of the item is available, you don't need to go to the Library; you can access it from anywhere with your last name and Simmons ID number. Just click on the hyperlinked item title.

Note for Mount Holyoke GSLIS Students:

At Mount Holyoke, GSLIS Print Reserves are listed in the Mount Holyoke OPAC and located at the Mount Holyoke Circulation Desk. (Electronic Reserves can be accessed through the Simmons OPAC.)

Electronic Books

Simmons College subscribes to three different electronic book collections: Ebrary, Books 24X7, and Netlibrary. E-books are cataloged in the OPAC just like print books, but have [electronic resource] added to their title when looking at the full record display. If you'd like to see an entire collection of e-books, write "Netlibrary" or "Books 24X7" in the Author field of the OPAC. From here, you can limit your search for a specific keyword like "Dreamweaver". Technology books are often great as e-books because you can open the book in a window while you're learning software or hardware in another.
Interlibrary Loan

When Simmons Doesn't Have What You Need

You can request a book or journal article we do not own through Interlibrary Loan (ILL). This process usually takes at least 6 business days, but may take longer. Before you make a request, check to make sure Simmons does not own the item by checking the online catalog for print or electronic access. After you have determined that Simmons does not own the item you want, there are two ways to place an Interlibrary Loan request.

Go to the Library's home page at http://my.simmons.edu/library/ and click on "Interlibrary Loan (ILL)" under "Find it."
You'll be asked to login with your Simmons webmail username and password.

Or, if you can't wait 6 business days:

If you can travel to another library, you might be able to pick up your item faster than ILL. Simmons students have borrowing privileges at the nearby libraries of the Fenway Library Consortium (FLC) and may use their Simmons id to check out books. Simmons students do not have borrowing privileges in most of the Boston Library Consortium (BLC) libraries, but can visit most of those libraries and use books and materials in-house.

If you've checked everywhere...

You might want to check WorldCat for your book or journal. WorldCat is the world’s largest bibliographic database, built and maintained collectively by libraries that participate in the OCLC
global cooperative. This bibliographic database shows you which libraries own the material you want. From a WorldCat search there is a convenient ILL option, which sends your request to the Simmons College Library ILL department. Telling the ILL staff person where you found the item might expedite the ILL process.

- You can search Worldcat through the catalog.
- Go to the GSLIS Library Collection, and choose WorldCat from the e-resources drop-down menu.

Next: Your Patron Record
Accessing Information: Searching the Simmons “OPAC” (Online Public Access Catalog)

Your Patron Record

View Your Patron Record from Anywhere through the OPAC

Your Patron record will allow you to view important information about your library use. Conveniently, you can view your patron record from any computer connected to the Internet and see a list of books you’ve checked out and their due dates, as well as items you’ve placed holds on. You can also renew books or cancel holds—without even having to come into the Library.

From the OPAC start screen, on the top menu bar, select “My Catalog.”
You will be prompted to log in with your full last name (not email username) and 7 digit Simmons ID number.

You will see your name and Links that will allow you to access the items you have checked out and any items you have requested. There is also a link to the Simmons OPAC from this page. For information on loan periods and limits on renewals, visit the Library Services page.

To learn about more advanced features such as setting up RSS feeds for new book notification or text message citations, you are invited to attend special instructional workshops for GSLIS students. For more information, visit the GSLIS Collection Workshops and Tours page.

From the left side navigation bar, please complete Assessment 3: Searching the Simmons OPAC.

Or continue on to: LIS Related Databases
Accessing Information: Searching LIS Related Databases

Contact Information for this section:
Linda Watkins, linda.watkins@simmons.edu
GSLIS Librarian
Simmons Library

Introduction

The following chapters in this section of the TOR provide information about:

- Selecting a database resource
- Introductions to the GSLIS Collection web page
- Introduction to library and information science related databases (LISTA, Library Literature, and LISA).
- How to use the Simmons ArticleNow! Feature

Searching Online Databases:

- **Index**: “A detailed alphabetical list of table of topics, names of persons, places, etc., treated or mentioned in a book or series of books, pointing out their exact positions in the volume, usually by page number... but often by section, or entry number.” 1

  Basically, an index is a tool used to locate information. There are different types of indexes. One example is an index like those typically found in the back of a book; it tells you where to find certain words in the book. Another example is a periodical index such as the Readers’ Guide to Periodical Literature.

- **Periodical Index**: “An index to one or more volumes of a periodical. A subject index to a group of periodicals; usually issued at short intervals and cumulated.” 2

  Library Literature, LISA (Library and Information Science Abstracts), and LISTA (Library, Information Science & Technology Abstracts) are periodical indexes that you’ll be introduced to in this section. Periodical indexes can come in a variety of forms such as print, online, or CD-ROM.

When a periodical index is placed online, it’s usually referred to as a Bibliographic Database.

Databases Available Through Simmons Library

Simmons Library has access to more than 120 online databases, covering many subject fields. These databases can be accessed through the Library’s website from any computer on the Simmons campus - and most can be accessed remotely from your home computer and any other computer connected to the internet.

Where Do I Begin?

With so many different databases to choose from, how will you know which ones index the materials that will be useful to you when you set out to research a particular topic? The Library website provides a great starting point in the form of an organized list of resources by subject.
The list of Simmons databases available from the GSLIS Library's homepage, "All GSLIS E-Resources" drop-down menu can be overwhelming. The reality is that the majority of the approximately 120 databases on the list are produced by just a few vendors: Wilson, OCLC, ProQuest, Gale, CSA, EBSCO, and Bowker. This means that if you familiarize yourself with one database from each of these vendors, you'll be able to search almost all of them with confidence.

Like the OPAC, once you become comfortable with search basics, search strategies and techniques, and have had experience with a number of search interfaces, you'll be able to adapt quickly to new interfaces. Database vendors are constantly changing the look of their products and adding enhancements, so you'll need to be flexible and expect familiar interfaces to change. This will not be difficult since almost all of the databases have common elements: search boxes that allow you to search your terms in a variety of fields, the option of using Boolean operators and truncation, and a choice of basic or advanced searching interfaces.

Based upon the information presented in this section you will be expected to complete one assessment.

Next: Selecting a Relevant Database


2. Ibid, p. 564.
Accessing Information: Searching LIS Related Databases

Selecting a Relevant Database For Your Research

Resources by Subject

To find a list of resources by subject, go to the Library's home page at http://my.simmons.edu/library. From the Library's home page, under Find It select the hyperlink Resources by Subject.

You'll be taken to a Library: Research by Subject page listing different subject categories. Note the variety of subjects covered by Simmons Library resources (i.e. General, Arts & Humanities, Business, Health Studies, etc.). Note, too, that Library Science is among them: select the Library Science hyperlink to select resources.

You'll jump to Library Science in the subject list.
Library Science Resources

As you can see, the Library Science subject is sub-divided into Archives, Children's Literature, and Library Science. Select Library Science for general list of library science subject resources.

Under Finding Articles you'll see a list of databases that index materials relevant to the field of Library and Information Science. (The database names are hyperlinked to the databases themselves.) Next to the name of each database is the word Info. Click on Info to read more detailed information about the database, e.g. which areas of library and information science it focuses on, dates of coverage, etc. This should give you an idea of which databases would be most likely to index materials relevant to your research - a good starting point.

For more information about other databases available to GSLIS students select the All GSLIS Students' Databases link. This provides a link and brief description for each database.
The GSLIS Collection Web Page

After you've identified a database that sounds likely to contain information that will be useful to you, you can quickly and easily access the database through the pull-down menus on the library's GSLIS Collection web page, a page specifically tailored to the needs of GSLIS students.

Getting to the GSLIS Collection page

The GSLIS Collection page can be found from the Simmons intranet home page at http://my.simmons.edu/ by clicking on the Library tab at the top of the page, and then selecting the Collections tab below; under In this section select Library and Information Science (GSLIS).

You'll be taken to the GSLIS Collection page:

Note the two pull-down menus. The top pull-down menu is the Quicklist, a convenient grouping of the databases used most frequently by GSLIS students. You can use the Quicklist to access the databases mentioned in this section:

- LISA (Library and Information Science Abstracts),
- LISTA (Library, Information Science & Technology Abstracts), and
- Library Literature.

The second pull-down menu, All GSLIS Eresources, allows you to access any of our 120 databases.

Remote Access

Remote access to our online databases is restricted to the Simmons College community: When logging in from home, or from anywhere other than the Simmons campus, you will be prompted for your last name and 7 digit ID number.
Your Simmons College Library borrower status must be verified before you can continue.

Enter your Simmons College username:

Enter your Simmons College password:

SUBMIT

*New! Access to library resources now uses the same username and password that you use for email and other

Next: LISA (Library and Information Science Abstracts) Database
Accessing Information: Searching LIS Related Databases

Introduction to LISA (Library and Information Science Abstracts) Database

LISA is an international abstracting and indexing tool designed for library professionals and other information specialists.

- **Format**: citations and abstracts
- **Material indexed**: 90% articles, but also includes book reviews, current research, reports and proceedings.
- **Dates of coverage**: 1969 – present
- **Update frequency**: every two weeks

Accessing LISA

Navigate to the GSLIS Collection web page and select LISA Abstracts from the Quicklist pulldown menu. By default you’ll be taken to LISA’s Quick Search start screen. Select the green Advanced Search tab at the top of the page so that you see the screen captured below.

Note that the Advanced Search screen offers numerous Boolean operator search options: Horizontal rows of text boxes are connected by the "or" operator, allowing you to enter several "like terms" for each concept—one concept per row. Note the pull-down Boolean operator menus on the left, where you can choose "and," "or," or "not" to connect the keywords.

Your LISA search results will include article citations and abstracts, and a convenient link Article Now! that will help you access the full text of each article whenever available through other Simmons Library databases.
Learn More

To become more proficient with the LISA database—which you'll find to be a very useful tool throughout the program—go to http://my.simmons.edu/library/collections/gslis/workshops.shtml and sign up for the LISA & Library Literature workshop.

Next: Library Literature Database
Accessing Information: Searching LIS Related Databases

Introduction to Library Literature (a Wilson Database)

Library Literature indexes more than 234 key library and information science periodicals. Although its focus is more national than LISA, it does index international journals as well.

- **Format**: selected journal titles full-text from 1994; citation only for others
- **Material indexed**: journal articles, books, book chapters, book reviews, and master's thesis
- **Dates of coverage**: 1984 – present

Accessing Library Literature

From the GSLIS Collection web page, select **Library Literature** from the Quicklist. By default you'll be taken to WilsonWeb's Advanced Search page.

WilsonWeb is the search interface for Wilson, a vendor that provides access to a variety of different databases. As you can see at the top of the screen, Library Literature has already been selected for you. You can broaden or narrow your search using Boolean operators or truncation, and use the pull-down menus on the right to specify which fields should be searched for certain terms (e.g. author, journal name, etc.)

![WilsonWeb Advanced Search](image)

On your search results page, hyperlinked icons to the left of each citation indicate availability as **full text HTML**, in **Adobe PDF** (portable document format), and through the **Simmons OPAC** (i.e. in print). The **Article Now!** link appears for each citation in addition to icons for pdf, html or print via the OPAC. For direct access to the article choose one of these icons if available. Select the link for **Article Now!** if other options are not available.
Note: When printing a results list of articles in WilsonWeb databases use the **print email save** button within the WilsonWeb interface, rather than the print command within your web browser.

**Learn More**

To learn more about searching in Library Literature, sign up for the LISA & Library Literature workshop at [http://my.simmons.edu/library/collections/gslis/workshops.shtml](http://my.simmons.edu/library/collections/gslis/workshops.shtml)

**Next: LISTA (Library, Information Science & Technology Abstracts) Database**

Simmons College GSLIS Technology Orientation Requirement (TOR)
Accessing Information: Searching LIS Related Databases

Introduction to LISTA (Library, Information Science & Technology Abstracts) Database

LISTA is an indexing and abstracting tool for library and information science professionals, designed to promote the science, management and technology of information. This database covers international literature in librarianship, information science and related disciplines.

- **Format**: citations and abstracts or summaries, and some HTML or PDF full-text articles
- **Material indexed**: journal articles, books, research, reports, proceedings, and patents
- **Dates of coverage**: 1966 – present

Accessing LISTA

LISTA is accessible from the Eresources and Quicklist menus on the GSLIS Collections page. Select LISTA from the list. Search options are available for Basic, Advanced and Visual Search. The EBSCO interface provides the capacity to limit search in a variety of ways including by data and document type.

Learn More

To learn more about searching in LISTA, sign up for a workshop at [http://my.simmons.edu/library/collections/gslis/workshops.shtml](http://my.simmons.edu/library/collections/gslis/workshops.shtml)
Accessing Information: Searching LIS Related Databases

Other Databases

As a Library Science student, you will be searching many other databases in addition to the LIS databases for material other than LIS. Here are some examples of search interfaces other than Wilson (Library Literature), CSA (LISA), and EBSCO (LISTA) you will encounter:

Education Journals (ProQuest)

This database covers all aspects of education, especially useful to school librarians or those searching for information on teaching practices and theories which also includes a few LIS journals not included in the Library Literature, LISA, and LISTA.

WorldCat (OCLC)

This database includes bibliographic information on millions of records cataloged by thousands of libraries across the world. This is useful for identifying titles of books, journals, or media, on your topic for borrowing (it includes holdings of libraries) and to verify titles or authors.
General Business File (Gale)

This database includes articles and book reviews on all aspects of business, including management. It includes news articles as well as scholarly articles on management theory.
Accessing Information: Searching LIS Related Databases

**Article Now!**

When searching GSLIS databases you will often see an icon titled ArticleNow! This icon provides a link to the electronic full text of a cited article if that electronic text is available. In the example below, a search returned a number of article citations. Citation 9 provides links to both HTML and PDF Full Text. Citation 8 supplies a link to ArticleNow!

Following the ArticleNow! link returns the following screen:

Full text for the article can now be accessed by following the article or journal link.

**Finding Fulltext Articles**

To determine the availability of electronic full text for a specific journal use the Finding Fulltext Articles link on the GSLIS Collections page.
From the left side navigation bar, please complete Assessment 4: Searching LIS Databases.

Or continue on to: The Internet for Librarians and Information Professionals
Library Resources and LIS Tools

The Internet for Librarians and Information Professionals

Contact Information for this section:
Linda Watkins, linda.watkins@simmons.edu
GSLIS Librarian
Simmons Library

Web Truths

- Information on the Web is NOT organized: Unless you learn and apply good searching skills you can waste a tremendous amount of valuable time.
- Anyone can publish anything. Learn to evaluate your information.
- In some cases, there might be better resources in print-- Consult with GSLIS faculty or GSLIS Librarian.
- Don’t confuse doing Web-based database searching with searching on the Web--these are two different things.

Search Engines

- Software packages that let you do keyword searches for information on the Internet.
- No single search engine searches the entire Web. Many engines retrieve different types and quality of information, so try several.
- “Meta Engines” search more than one search engine all at once. These are generally not recommended because their limitations outweigh the benefits.

Search Engines Can Vary

- How they look for information (in the URL, in the title, full text, meta tags, etc).
- Currency of database.
- Overall number of URLs in the database.
- Whether or not it offers advanced searching capabilities (proximity or Boolean operators, truncation, phrase searching, etc.).
- Google.com and Alltheweb.com are the largest and most current. Ask.com and AltaVista.com are also good!

Search Engines General Search Tips

- Think about your search terms--consider other synonyms and key concepts.
- Use search engine’s “advanced,” “tips” or “help” features.
- Don’t be afraid to guess at URLs:
  - www.organizationname.org
  - www.universityname.edu
  - www.companyname.com

Useful Search Engine Websites:

Search Engine Watch [http://searchenginewatch.com/]

The ultimate search engine information source, created by Danny Sullivan. Includes everything you need to know.
Scout Project http://scout.wisc.edu/

One of the internet’s longest running weekly publications provides readers with the newest and most interesting Websites.

Search Engine Showdown http://notess.com/search/

This site was created and maintained by Greg Notess. It includes news and reviews of search engines.

Other Ways to Locate Information on the Web
directories

metasites

subject specific sites

invisible websites (such as online databases)

search engines

A search engine is a program that searches documents for specified keywords and returns a list of the documents where the keywords were found.

directories

Some engines are better called “Directories” or “Subject Guides” because experts have organized lists/categories for more efficient access to relevant Webpages.

Yahoo.com & Librarians’ Index to the Internet: http://lii.org/ are good examples

Metasites

Comprehensive Websites that gather other links and resources on specific topics, such as reference, cataloging, library careers, school libraries, acquisitions, etc.

Digital Librarian: Libraria (http://digital-librarian.com/libraria.html) and Internet Library for Librarians (http://www.itcompany.com/inforetriever) are good examples of metasites
For other examples consult Candy Schwartz’s LIS General Reference list at http://web.simmons.edu/~schwartz/lis.html

Subject Specific Sites

Some sites act as gateways to subject specific websites. There are a few such sites that will direct you to Library Science specific sites.

Refdesk.com at http://www.refdesk.com
Cataloguer's Toolbox at http://staff.library.mun.ca/staff/toolbox/

LISJob.com at http://lisjobs.com

Acqweb at http://www.acqweb.org
Useful Websites for Beginning GSLIS Students

Library Spot at http://www.libraryspot.com

Professional Networking on the Web

- Professional associations
- Job listings, job banks, career information available online
- Weblogs for librarians: a great way to keep abreast of current library buzz. A few cool ones include:
  - Blogging Librarians Wiki at http://www.blogwithoutalibrary.net/links
  - Librarian blogs and sites at http://librariansindex.blogspot.com/
  - Blog Bib at http://blog-bib.blogspot.com/
  - Weblogs at http://liswiki.org/wiki/Blogs
  - Librarians BLOGS at http://shambles.net/pages/learning/infolit/libblogs

Professional Associations

- These professional Websites are full of information and resources and may include fulltext access to journals, conference proceedings, and policy and position documents and organization activities and events, as well as links to other valuable resources.
- Joining and active participation is a great way for students to learn more about the library profession, and to develop professional networks. Many organizations have local chapters and reduced student membership rates.

Professional Association Sites

- American Association of School Librarians (AASL) http://www.ala.org/aasl
- American Library Association (ALA) http://www.ala.org/
- American Records Management Association (ARMA) http://www arma.org/
- American Society for Information Science and Technology (ASIS&T) http://www.asis.org/
- International Federation of Library Associations and Institutions (IFLA) http://www.ifla.org/
- Society of American Archivists (SAA) http://www.archivists.org/
- Society of Competitive Intelligence Professionals (SCIP) http://www.scip.org/
- Special Libraries Association (SLA) http://www.sla.org/

Access to Additional Professional Associations

For more comprehensive lists, consult the following Webpages:

- School of Library and Information Science at San Jose State University, Professional Associations in the Information Sciences. http://slisweb.sjsu.edu/resources/orgs.htm
Website Evaluation

- Library HQ.com, Library Organizations and Associations [http://www.libraryhq.com/orgs.html](http://www.libraryhq.com/orgs.html) which has a useful breakdown by type and geography.

**Website Evaluation**

- Who is the author of the site? What is their authority, credentials, expertise? What is the author’s affiliation with the institution hosting the site?
- Understanding who publishes sites helps evaluate the purpose and reliability of its contents. Start by looking at the domain: .com (commercial/companies), .edu (educational), .gov (government), .org (organizations).
- Is the information fact or biased opinion? Can you verify accuracy of information? Does the site attempt to inform, explain or persuade?
- When was the site mounted? How often is it updated? When was it last updated?
- For additional information see the Simmons Library “Information Evaluation Checklist” located on the Library homepage at: [http://www.simmons.edu/resources/libraries/infoevaluation.pdf](http://www.simmons.edu/resources/libraries/infoevaluation.pdf)
From the left side navigation bar, please complete Assessment 5: The Internet For Librarians and Information Professionals

Simmons College GSLIS Technology Orientation Requirement (TOR)
GSLIS Technology Orientation Requirement (TOR)

Additional Materials

What is included in this section?

This section includes documents that are referenced by the other sections of the TOR. They will give you more information on various topics. There are also original documents concerning new topics that will assist you in your time at Simmons. These topics include:

- AARC Registration and Account Management
- Continuing Education
- Student Group information
- Departmental Directory
- Media Available in the Tech Lab
- Glossary
Additional Materials

AARC

Contact information:
Academic & Administrative Resource Center
http://aarc.simmons.edu
AARC Hotline: 617-521-2102
AARC email: aarcsupport@simmons.edu.
PDF tutorial is available at: http://my.simmons.edu/services/registrar/docs/aarc-registration-guide.pdf

The Office of the Registrar's AARC web site provides access to online academic information for Simmons students and faculty members. Students use this website to register, view their class schedules, and check their grades. Instructors use AARC to post their grades, track their advisees, and view their class schedules.

Students registering for classes:

Login using your Username and Password, proceed using the following directions:

1. Click on Students.
2. Click on Register for Classes.
3. Choose Express Registration if you know the four-digit synonym for the class or classes you wish to take. If you do not have the synonym choose the option to search and register for classes.
4. Enter your Username and Password.

Searching for Classes:

1. Search for the class for which you wish to register. (You can either search for all classes by department from the pull-down menu, or for a specific class by entering the subject and course number. You can only search for one subject at a time.)
2. Once the course appears, put a check mark in the box on the left, then click Submit. (Be sure to click Submit only once.)
3. Once you confirm you would like to register for the class, click Submit once more. (Again, be sure to click Submit only once.)
4. You will now see the class schedule you just chose. (If you are registering for another term while the current term is still in progress, the other terms’ courses will appear below a list of your current courses.)

For Express Registration:

1. Enter the four-digit synonym (found next to the subject and course number) and term for each course you would like to register. [When choosing a term, please note that terms are listed by academic year and not calendar year, i.e. 03/SU for Summer of 2006.]
2. In the Take For column you must choose Credit. Only School of Social Work students can register for courses Pass/Fail online. Undergraduates also have the option to register for courses either Pass/Fail or as an Audit; however undergraduates cannot choose these options online. Undergraduates must fill out the appropriate forms in the Registrar’s Office in order to register for a course as either Pass/Fail or Audit.
3. You will see one of these three responses in the status column.
   - NEW: All the classes that were accepted.
   - WAIT: You have been waitlisted for this class. If a space becomes available in the course, the Registrar’s Office will call you to see if you would like to still be in the class. You will not
automatically be placed in the class.

- FAILED: You cannot register online for courses requiring consent. You must contact the course professor in order to obtain consent. If consent is granted, the professor will forward your name to the Registrar's Office, and you will be registered for the course automatically.

Add/Drop:

If you would like to add or drop any courses after you have registered the first time, you can do so within your allotted dates for online registration. You cannot add or drop courses online for previous semesters. You can only add or drop courses for the semester in which online registration is taking place.

Confirm:

To confirm you've been registered for all of your courses, click on My Class Schedule, and choose the term for which you have just registered. All courses for which you are registered will appear on your schedule, including waitlisted courses. If a course you thought you registered for does not appear, you do need to go back and register for the course. If you'd like print a copy of your schedule, use the print button on your browser.
**Continuing Education (CE)**

**Contact Information:**
Jody Walker, gslisce@simmons.edu
Director of Continuing Education Program
Graduate School of Library and Information Science
Phone: 617-521-2803

The Office of Continuing Education is pleased to serve the library/information professional community by offering an extensive and continually changing array of continuing education opportunities in all areas of library and information services and operations.

We offer more than 35 half-day, full-day, evening, and weekend institutes and workshops each semester at our Boston and Mount Holyoke campuses, online, and elsewhere throughout New England. Most workshops and courses are scheduled in the late afternoon, evenings, on weekends, or online for the convenience of practicing librarians and other professionals. 19th Century Publishers' Bindings, Record Management, Blogging & RSS and Young Adult Literature are just a small sample of the courses offered in Spring 2005.

To view a full listing of current courses or to download the CE brochure please visit http://www.simmons.edu/gslis/continuinged/workshops/

**Current GSLIS students receive 50% discount on all workshops.**

The latest CE brochure is also available in the student lounge and outside the CE office P212L.
Additional Materials

**Student Associations**

This section contains Information on student association listservs. To activate and manage your listservs go to http://lists.simmons.edu/lists/. For additional information, see Section 1 or go to http://my.simmons.edu/gslis/resources/student-info/student-organizations.shtml.

**ALASC American Library Association Student Chapter**

The ALA Student Chapter invites local librarians to discuss the activities and services of ALA and its local and national affiliates.


Email Address: alasc.contact@simmons.edu
Listserv: alasc@simmons.edu
Website: http://web.simmons.edu/~alasc2/

**ASIS&T American Society for Information Science & Technology**

ASIS&T student chapter actively sponsors public events each semester, providing access to information science & technology news and resources via our Web site, and facilitating networking with professionals in the field.

Email Address: asist@simmons.edu
Listserv: asistlist@simmons.edu
Web Site: http://web.simmons.edu/~asist/

**LISSA Library and Information Science Student Association Student Chapter**

LISSA sponsors and promotes educational and informational programs to benefit the student body.

Email Address: lissa@simmons.edu
Listserv: lissa@simmons.edu
Web Site: http://web.simmons.edu/~lissa/index.html

**LISSA- Mt. Holyoke Campus Library and Information Science Student Association**

Email Address: gslisatmhc-1@simmons.edu
Listserv: gslisatmhc-1@simmons.edu

**MSLMA Massachusetts School Library Media Association Student Group Simmons College Chapter**
MSLMA promotes professional development in school librarianship.

Email Address: libraryteach@simmons.edu
Listserv: libraryteach@simmons.edu
Website: www.mslma.org

**SIR Simmons International Relations for Librarians**

SIR hopes to build a communication network between people interested in international librarianship in order to provide volunteer, internship and work opportunities for GSLIS students and alumni.

Email Address: sir@simmons.edu
Listserv: sir-list@simmons.edu
Website: http://web.simmons.edu/~sir/

**SCoSAA Student Chapter of the Society of American Archivists**

SCoSAA helps introduce and integrate new archivists into the profession by providing a space to explore and discuss specific archival issues and preparing Simmons students for leadership positions.

Email Address: scosaa@simmons.edu
Listserv: SCOSAA-1@simmons.edu
Web Site: http://web.simmons.edu/~scosaa/home.htm

**SLA Special Libraries Association Student Chapter**

The Special Libraries Association Student Group hosts meetings and seminars on topics of the members' choice, which help lead to a full understanding of special librarianship.

Email Address: slaats@simmons.edu
Listserv: sla-list@simmons.edu
Web Site: http://web.simmons.edu/~slaats/
Additional Materials

**Departmental Directory**

**Simmons Websites**

http://www.simmons.edu/gslis

**Audience:** Prospective students and the general public. Information contained here: Introductory information about the program and the profession including faculty biographies, program requirements, and course descriptions.

http://my.simmons.edu/gslis

**Audience:**
Current students, faculty, and staff. Information contained here: Current information including: course schedules, registration information, student policies, and announcements.


**GSLIS Departmental Information:**

- Academic calendar http://www.simmons.edu/gslis/academics/calendar/
- Academic programs http://www.simmons.edu/gslis/academics/
- Apply to GSLIS http://www.simmons.edu/gslis/admission/application/
- Archives program http://www.simmons.edu/gslis/academics/programs/ms/am.shtml
- Awards http://my.simmons.edu/gslis/resources/student-info/awards.shtml
- Career resources http://www.simmons.edu/gslis/academics/career/resources/
- CE Workshops http://www.simmons.edu/gslis/continuinged/workshops/
- Course descriptions http://www.simmons.edu/gslis/academics/courses/
- Course schedules http://my.simmons.edu/gslis/courses/schedules/
- Degree requirements (DA) http://www.simmons.edu/gslis/academics/programs/da/
- Degree requirements (MS) http://www.simmons.edu/gslis/academics/programs/ms/
- Directions (Boston) http://www.simmons.edu/gslis/visit/directions.shtml
- Directions (MHC) http://www.simmons.edu/gslis/academics/programs/ms/mtholyoke.shtml#directions
- Directory (GSLIS) http://my.simmons.edu/gslis/directory/
- Doctoral program http://www.simmons.edu/gslis/academics/programs/da/
- Dual degree programs http://www.simmons.edu/gslis/academics/programs/dual/
- Events http://my.simmons.edu/gslis/resources/calendars/events.shtml
- Faculty (Adjunct) http://www.simmons.edu/gslis/about/adjunct.shtml
- Faculty (Full-time) http://www.simmons.edu/gslis/about/full.shtml
- Financial Aid http://www.simmons.edu/gslis/admission/finaid/
- Forms http://my.simmons.edu/gslis/resources/forms/index.shtml
- International Students http://www.simmons.edu/gslis/admission/application/international.shtml
- Jobline http://www.simmons.edu/gslis/career/jobline/
- Maps (Campus) http://www.simmons.edu/gslis/visit/maps/
- Mentoring program http://www.simmons.edu/gslis/career/networking.shtml
- Mount Holyoke campus http://www.simmons.edu/gslis/academics/programs/ms/mtholyoke.shtml
- News http://www.simmons.edu/gslis/about/news/
- Policies http://my.simmons.edu/gslis/resources/forms/policies.shtml
- Preservation Management program

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http://www.simmons.edu/gslis/academics/programs/ms/pm.shtml
- Professional associations http://www.simmons.edu/gslis/career/networking.shtml
- Professional associations (student chapters) http://my.simmons.edu/gslis/resources/student-info/student-organizations.shtml
- Registering for classes http://my.simmons.edu/gslis/courses/registration/
- School Library Teacher program http://www.simmons.edu/gslis/academics/programs/ms/slt.shtml
- Staff http://my.simmons.edu/gslis/directory/
- Success stories http://www.simmons.edu/gslis/career/success/
- Tech Lab http://my.simmons.edu/gslis/techlab/
- Tuition http://www.simmons.edu/gslis/admission/finaid/
Additional Materials

Technology Lab Media

The Tech Lab is equipped with a wide variety of software. Some of the programs are listed below and all programs can be found in the Start menu on each computer. If you have trouble finding a program, please don’t hesitate to ask a Lab Assistant for help.

Graphics & Publishing Programs

- Acrobat 7 (Adobe)
- ArcView GIS (ESRI)
- Gif Animator (Microsoft)
- Crystal Reports (SeaGate)
- Mapedit (Boutell)
- OmniPage Pro 12 (ScanSoft)
- Photo Editor (Microsoft)
- Photoshop 2004 (Adobe)
- Publisher (Microsoft)

Web Programs

- XMetal Author 4.0 (Blast Radius)
- Dreamweaver 2004 MX (Macromedia)
- Firefox (Mozilla)
- Flash 2004 MX (Macromedia)
- FTP Commander (Intersoft)
- Internet Explorer (Microsoft)
- Navigator (Netscape)
- NoteTab Light (Fookes Software)
- Net Term (Intersoft)
- VRML Client (Cortona)
- Web Media Publisher 3 (Web Media Publisher)

Office, Databases, Diagramming, Statistics Programs

- Access (Microsoft)
- Excel (Microsoft)
- FileMaker 7.0 (FileMaker)
- Minitab 14 (Minitab)
- OmniGraffle 3.0 (Omni Group)
- PowerPoint (Microsoft) Project (Microsoft)
- SAS 8.2 (SAS)
- SPSS 12.0 (SPSS, Inc.)
- Word (Microsoft)
- Visio (Microsoft)

Media Programs

- Digital Voice Editor (Sony)
- Easy CD Creator (Roxio)
- QuickTime Player 6.5 (Apple)
- Real One Player (Real)
- Windows Media Player (Microsoft)
- EasyZip 2000 (EasyZip)
Glossary


**Application:**
A program designed to perform a specific function directly for the user or, in some cases, for another application.

**Bandwidth:**
Bandwidth is a measurement of the rate at which data can be transferred, or in non-digital systems, the range of frequencies available for transmission.

**Bit (Binary Digit):** The smallest unit of information in a computer.

**Blog:**
Noun: Short for Web log, a blog is a Web page that serves as a publicly accessible personal journal for an individual. Typically updated daily, blogs often reflect the personality of the author. (Some corporations, libraries and news organizations have blogs as well. -ed.) Verb: To author a Web log. Other forms: Blogger (a person who blogs).

**Browser:**
Short for Web browser, a software application used to locate and display Web pages. The two most popular browsers are Netscape Navigator and Microsoft Internet Explorer. Both of these are graphical browsers, which means that they can display graphics as well as text. In addition, most modern browsers can present multimedia information, including sound and video, though they require plug-ins for some formats. (Mozilla Firefox and Mac Safari are other popular browsers. -ed.)

**Byte (Binary Term):** A unit of storage capable of holding 8 bits.

**Cache:**
Pronounced "cash," a special high-speed storage mechanism. It can be either a reserved section of main memory or an independent high-speed storage device. A memory cache, sometimes called a cache store or RAM cache, is a portion of memory made of high-speed static RAM (SRAM) instead of the slower and cheaper dynamic RAM (DRAM) used for main memory. Memory caching is effective because most programs access the same data or instructions over and over. By keeping as much of this information as possible in SRAM, the computer avoids accessing the slower DRAM.

**CD Burner:**
Slang for CD-R, or Compact Disk-Recordable drive, a type of disk drive that can create CD-ROMs and audio CDs. This allows users to "master" a CD-ROM or audio CD for publishing. CD-R drives can also read CD-ROMs and play audio CDs. (All Simmons computers have CD burners for student use. -ed.)

**CD-R:** Short for Compact Disk-Recordable, a type of CD that you can add files to using a CD.
burner.

Cookie:
A message given to a Web browser by a Web server. The browser stores the message in a text file. The message is then sent back to the server each time the browser requests a page from the server. The main purpose of cookies is to identify users and possibly prepare customized Web pages for them. When you enter a Website using cookies, you may be asked to fill out a form providing such information as your name and interests. This information is packaged into a cookie and sent to your Web browser which stores it for later use. The next time you go to the same Web site, your browser will send the cookie to the Web server. The server can use this information to present you with custom Web pages. So, for example, instead of seeing just a generic welcome page you might see a welcome page with your name on it.

Compress:
Storing data in a format that requires less space than usual. Data compression is particularly useful in communications because it enables devices to transmit or store the same amount of data in fewer bits. (ZIP is a popular compression format. -ed.)

Course Management System:
Course Management Systems, including WebCT Vista, which Simmons uses, provide students and instructors with a space to share files and course information. Instructors may post assignments and handouts and conduct discussions using this software. For details, see Section 1.

Desktop:
In graphical user interfaces, a desktop is the metaphor used to portray file systems. Such a desktop consists of pictures, called icons, that show cabinets, files, folders, and various types of documents. You can arrange the icons on the electronic desktop just as you can arrange real objects on a real desktop -- moving them around, putting one on top of another, reshuffling them, and throwing them away.

Directory:
An organizational unit, or container, used to organize folders and files into a hierarchical structure. Directories contain bookkeeping information about files that are, figuratively speaking, beneath them in the hierarchy. You can think of a directory as a file cabinet that contains folders that contain files. Many graphical user interfaces use the term folder instead of directory.

Domain:
Within the Internet, domains are defined by the IP address. All devices sharing a common part of the IP address are said to be in the same domain.

DOS:
Acronym for disk operating system. The term DOS can refer to any operating system, but it is most often used as a shorthand for MS-DOS. Also, Denial Of Service, a form of attack in which the goal is to make an Internet resource unavailable to legitimate users. See also OS.

DSL:
Refers collectively to all types of digital subscriber lines, the two main categories being ADSL and SDSL. DSL technologies use sophisticated modulation schemes to pack data onto copper wires.
**Ethernet:** A local-area network (LAN) architecture. Ethernet uses a bus or star topology and supports data transfer rates of 10 Mbps. Ethernet uses the CSMA/CD access method to handle simultaneous demands. It is one of the most widely implemented LAN standards. A newer version of Ethernet, called 100Base-T (or Fast Ethernet), supports data transfer rates of 100 Mbps. And the newest version, Gigabit Ethernet supports data rates of 1 gigabit (1,000 megabits) per second.

**Firefox:** Firefox is a free, open source Web browser for Windows, Linux and Mac OS X. It is based on the Mozilla code base and offers customization options and features such as its capability to block pop-up windows, tabbed browsing, privacy and security measures, smart searching, and RSS live bookmarks. More information is available at [http://www.mozilla.com/firefox/](http://www.mozilla.com/firefox/).

**Firewall:**
A system designed to prevent unauthorized access to or from a private network. Firewalls can be implemented in both hardware and software, or a combination of both. Firewalls are frequently used to prevent unauthorized Internet users from accessing private networks connected to the Internet, especially intranets. All messages entering or leaving the intranet pass through the firewall, which examines each message and blocks those that do not meet the specified security criteria.

**Flash Drive:** See USB flash drive.

**Floppy Disk:**
A portable magnetic storage medium for computer data. Floppy disks typically hold 1.44 MB of information. (Floppy disks are rapidly being replaced by CD-Rs and USB flash drives. The GSLIS Tech Lab computers do not have floppy drives. -ed.)

**Font:**
A character set or typeface family denoting a particular size and style, either for on-screen display or printing.

**FTP:**
Short for File Transfer Protocol, the protocol for exchanging files over the Internet. FTP works in the same way as HTTP for transferring Web pages from a server to a user's browser and SMTP for transferring electronic mail across the Internet in that, like these technologies, FTP uses the Internet's TCP/IP protocols to enable data transfer. FTP is most commonly used to download a file from a server using the Internet or to upload a file to a server (e.g., uploading a Web page file to a server).

**GIF:**
Pronounced jiff or giff (hard g) stands for graphics interchange format, a bit-mapped graphics file format used by the World Wide Web, CompuServe and many BBSs. GIF supports color and various resolutions. It also includes data compression, but because it is limited to 256 colors, it is more effective for scanned images such as illustrations rather than color photos.

**Gigabyte** A measure of electronic holding space. One gigabyte equals 1,073,741,824 bytes.

**GNU:** Self-referentially, short for GNU's not UNIX, a UNIX-compatible software system developed
by the Free Software Foundation (FSF). The philosophy behind GNU is to produce software that is non-proprietary. Anyone can download, modify and redistribute GNU software. The only restriction is that they cannot limit further redistribution. The GNU project was started in 1983 at MIT.

GUI:
Pronounced GOO-ee. Acronym for graphical user interface. A GUI allows the user to use the keyboard and mouse to run an application by selecting commands from menus and buttons, instead of having to type commands in a programming language.

Host:
Noun: A computer system that is accessed by a user working at a remote location. Typically, the term is used when there are two computer systems connected by modems and telephone lines. The system that contains the data is called the host, while the computer at which the user sits is called the remote terminal. Verb: To provide the infrastructure for a computer service. For example, there are many companies that host files, programs, applications or even a Web server for companies and individuals

HTML:
Short for HyperText Markup Language, the authoring language used to create documents on the World Wide Web

HTTP:
Short for HyperText Transfer Protocol, the underlying protocol used by the World Wide Web. HTTP defines how messages are formatted and transmitted, and what actions Web servers and browsers should take in response to various commands. For example, when you enter a URL in your browser, this actually sends an HTTP command to the Web server directing it to fetch and transmit the requested Web page.

Home Page:
The main page of a Web site. Typically, the home page serves as an index or table of contents to other documents stored at the site.

Hard Drive:
A magnetic disk on which you can store computer data. The term hard is used to distinguish it from a soft, or floppy, disk. Hard disks hold more data and are faster than floppy disks. A hard disk, for example, can store anywhere from 10 to more than 100 gigabytes, whereas most floppies have a maximum storage capacity of 1.4 megabytes.

Hardware:
Refers to objects that you can actually touch, like disks, disk drives, display screens, keyboards, printers, boards, and chips. In contrast, software is untouchable. Software exists as ideas, concepts, and symbols, but it has no substance.

Icon:
A small picture that represents an object or program. Icons are a principal feature of graphical user interfaces.

Integrated Library System (ILS):
An enterprise resource planning system for a library to order and acquire, receive and invoice,
catalog, circulate, track and shelve materials. Most ILSes separate software functions into
discrete programs called modules, which are then integrated into a unified interface. Examples of
modules include: acquisitions (ordering, receiving, and invoicing materials), cataloging (classifying
and indexing materials), circulation (loaning materials to patrons and receiving them back), serials
(tracking magazine and newspaper holdings), and the OPAC (public interface for users to look up
materials).

**Internet:**
A global network connecting millions of computers. More than 100 countries are linked into
exchanges of data, news and opinions.

**IP:**
(pronounced as separate letters) Short for Internet Protocol. IP specifies the format of packets,
also called datagrams, and the addressing scheme. Most networks combine IP with a higher-level
protocol called Transmission Control Protocol (TCP), which establishes a virtual connection
between a destination and a source.

**ISP:**
Short for Internet Service Provider, a company that provides access to the Internet. For a monthly
fee, the service provider gives you a software package, username, password and access phone
number. Equipped with a modem, you can then log on to the Internet and browse the World Wide
Web and send and receive e-mail.

**Java:**
Java is a general purpose programming language with a number of features that make the
language well suited for use on the World Wide Web. Small Java applications are called Java
applets and can be downloaded from a Web server and run on your computer by a Web browser.

**JPG:**
Short for Joint Photographic Experts Group, and pronounced jay-peg. JPEG is a lossy
compression technique for color images. Although it can reduce files sizes to about 5% of their
normal size, some detail is lost in the compression.

**Kilobyte:**
A kilobyte is 1,024 bytes, but it is often used loosely as a synonym for 1,000 bytes. For example,
a computer that has 256K main memory can store approximately 256,000 bytes (or characters) in
memory at one time.

**Key drive:** See USB flash drive

**LAN:**
Local Area Network. A computer network that spans a relatively small area. Most LANs are
confined to a single building or group of buildings. However, one LAN can be connected to other
LANs over any distance via telephone lines and radio waves. A system of LANs connected in this
way is called a wide-area network (WAN).

**LCD:**
Short for liquid crystal display, a type of display. LCD displays utilize two sheets of polarizing
material with a liquid crystal solution between them. Most LCD displays are backlit. An electric
current passed through the liquid causes the crystals to align so that light cannot pass through
them. Each crystal, therefore, is like a shutter, either allowing light to pass through or blocking the light.

**Listserv:**
An automatic mailing list server. When e-mail is addressed to a LISTSERV mailing list, it is automatically broadcast to everyone on the list. The result is similar to a newsgroup or forum, except that the messages are transmitted as e-mail and are therefore available only to individuals on the list.

**Linux:**
Pronounced lee-nucks or lih-nucks. A freely-distributable open source operating system that runs on a number of hardware platforms. Because it’s free, and because it runs on many platforms, including PCs and Macintoshes, Linux has become an extremely popular alternative to proprietary operating systems.

**Modem:**
Short for modulator-demodulator. A modem is a device or program that enables a computer to transmit data over, for example, telephone or cable lines. Computer information is stored digitally, whereas information transmitted over telephone lines is transmitted in the form of analog waves. A modem converts between these two forms.

**Mozilla:**
The producer and provider of the Firefox web browser and Thunderbird e-mail software, Mozilla is an open source community of developers and testers. For more information see [http://www.mozilla.org](http://www.mozilla.org).

**MP3:**
The name of the file extension and also the name of the type of file for MPEG, audio layer 3. Layer 3 is one of three coding schemes (layer 1, layer 2 and layer 3) for the compression of audio signals. The result in real terms is layer 3 shrinks the original sound data from a CD (with a bit rate of 1411.2 kilobits per one second of stereo music) by a factor of 12 (down to 112-128kbps) without sacrificing sound quality.

**Megabyte:**
(1) When used to describe data storage, 1,048,576 (2 to the 20th power) bytes. Megabyte is frequently abbreviated as M or MB. (2) When used to describe data transfer rates, as in MBps, it refers to one million bytes.

**Open Source:**
Generically, open source refers to a program in which the source code is available to the general public for use and/or modification from its original design free of charge, i.e., open. Open source code is typically created as a collaborative effort in which programmers improve upon the code and share the changes within the community. Open source sprouted in the technological community as a response to proprietary software owned by corporations.

**OS:**
The most important program that runs on a computer. Every general-purpose computer must have an operating system to run other programs. Operating systems perform basic tasks, such as recognizing input from the keyboard, sending output to the display screen, keeping track of files and directories on the disk, and controlling peripheral devices such as disk drives and printers.
The two most common operating systems are Microsoft Windows XP and Mac OS X.

**OS X:** The operating system on Apple computers.

**Parallel:**
Refers to processes that occur simultaneously. Printers and other devices are said to be either parallel or serial. Parallel means the device is capable of receiving more than one bit at a time (that is, it receives several bits in parallel).

**PDF:**
Short for Portable Document Format, a file format developed by Adobe Systems. PDF captures formatting information from a variety of desktop publishing applications, making it possible to send formatted documents and have them appear on the recipient's monitor or printer as they were intended. To view a file in PDF format, you need Adobe Reader, a free application distributed by Adobe Systems. (To create or edit a PDF, the user must have access to Adobe Acrobat. This software must be purchased from Adobe systems. All computers on the Simmons campus have a copy of Adobe Acrobat installed for student use.)

**Pen Drive:** See USB flash drive.

**Personal Network Folder:** See Y Drive.

**Pixel:**
Short for Picture Element, a pixel is a single point in a graphic image. Graphics monitors display pictures by dividing the display screen into thousands (or millions) of pixels, arranged in rows and columns. The pixels are so close together that they appear connected.

**PNG:**
Short for Portable Network Graphics, and pronounced ping, a new bit-mapped graphics format similar to GIF.

**Proxy Server:**
A server that sits between a client application, such as a Web browser, and a real server. It intercepts all requests to the real server to see if it can fulfill the requests itself. If not, it forwards the request to the real server. Proxy servers improve performance and filter requests. For example, a company might use a proxy server to prevent its employees from accessing a specific set of Web sites.

**Public Folder:** At Simmons, every student has 10 megabytes of space available to create her/his own web site on Simmons web server. This is COMPLETELY SEPARATE from your Y drive. Files are moved into this space using an FTP client. Files uploaded to the Public folder in your web space are visible on the open web. See Section 1 for more details.

**RAM:**
Pronounced ramm, acronym for random access memory, a type of computer memory that can be accessed randomly; that is, any byte of memory can be accessed without touching the preceding bytes. RAM is the most common type of memory found in computers and other devices, such as printers. There are two basic types of RAM -- Dynamic RAM needs to be refreshed thousands of times per second. Static RAM does not need to be refreshed, which makes it faster; but it is also more expensive than dynamic RAM. Both types of RAM are volatile, meaning that they lose their
contents when the power is turned off.

**Reboot:**
To restart a computer. In Windows, you can reboot by pressing the Alt, Control and Delete keys simultaneously. This is called a warm boot. You can also perform a cold boot by turning the computer off and then on again. On Macs, you reboot by selecting the "Restart" option from the Special menu.

**ROM:**
Pronounced rahm, acronym for read-only memory, computer memory on which data has been prerecorded. Once data has been written onto a ROM chip, it cannot be removed and can only be read. Unlike main memory (RAM), ROM retains its contents even when the computer is turned off.

**RSS:**
Short for Really Simple Syndication. Some websites, mainly blogs and news organizations, publish RSS feeds, which users can subscribe to. The feed alerts the user any time there is new information available, such as a new blog post or news story.

**Server:**
A computer or device on a network that manages network resources. For example, a file server is a computer and storage device dedicated to storing files. A print server is a computer that manages one or more printers, and a network server is a computer that manages network traffic. Servers are often dedicated, meaning that they perform no other tasks besides their server tasks.

**SGML:**
Short for Standard Generalized Markup Language, a system for organizing and tagging elements of a document. SGML itself does not specify any particular formatting; rather, it specifies the rules for tagging elements. These tags can then be interpreted to format elements in different ways. SGML is used widely to manage large documents that are subject to frequent revisions and need to be printed in different formats. Because it is a large and complex system, it is not yet widely used on personal computers. However, the growth of Internet, and especially the World Wide Web, is creating renewed interest in SGML because the World Wide Web uses HTML, which is one way of defining and interpreting tags according to SGML rules.

**Shortcut:**
A special type of file in some operating systems that points to another file or application. You can place shortcuts on the desktop to conveniently access files that may be stored deep in the directory structure. Double-clicking the shortcut icon is the same as double-clicking the actual file. You can control how a shortcut appears by naming it anything you want and associating a particular icon with it.

**Simmons Web Server:**
The Simmons Web Server provides hosting for Simmons students, faculty and staff to post personal web pages. See also "Public Folder."

**Telnet**
terminal emulation program for TCP/IP networks such as the Internet. The Telnet program runs on your computer and connects your PC to a server on the network. You can then enter commands through the Telnet program and they will be executed as if you were entering them
directly on the server console. This enables you to control the server and communicate with other servers on the network. To start a Telnet session, you must log in to a server by entering a valid username and password. Telnet is a common way to remotely control Web servers.

**Thunderbird:**
A free e-mail program developed by Mozilla. Thunderbird is similar to Microsoft Outlook. For more information visit [http://www.mozilla.com/thunderbird/](http://www.mozilla.com/thunderbird/)

**UNIX:**
Pronounced yoo-niks, a popular multi-user, multitasking operating system, UNIX was designed to be a small, flexible system used exclusively by programmers. UNIX was distributed in its source language form, so anyone who obtained a copy could modify and customize it for his own purposes. Dozens of different versions of UNIX exist. Due to its portability, flexibility, and power, UNIX has become a leading operating system for workstations. Historically, it has been less popular in the personal computer market.

**URL:**
Abbreviation of Uniform Resource Locator, the global address of documents and other resources on the World Wide Web. The first part of the address indicates what protocol to use (i.e. HTTP), and the second part specifies the IP address or the domain name where the resource is located.

**USB:**
Short for Universal Serial Bus, an external bus standard that supports data transfer rates of 12 Mbps. A single USB port can be used to connect up to 127 peripheral devices, such as mice, modems, and keyboards. USB also supports Plug-and-Play installation and hot plugging

**USB flash drive:**
A small, portable flash memory card that plugs into a computer’s USB port and functions as a portable hard drive with up to 2GB of storage capacity. USB flash drives are touted as being easy-to-use as they are small enough to be carried in a pocket and can plug into any computer with a USB drive. USB flash drives have less storage capacity than an external hard drive, but they are smaller and more durable because they do not contain any internal moving parts. USB flash drives also are called pen drives, key drives or simply USB drives

**WAN:**
A computer network that spans a relatively large geographical area. Typically, a WAN consists of two or more local-area networks (LANS). Computers connected to a wide-area network are often connected through public networks, such as the telephone system. They can also be connected through leased lines or satellites. The largest WAN in existence is the Internet.

**Wiki:**
A collaborative Web site that comprises the perpetual collective work of many authors. Similar to a blog in structure and logic, a wiki allows anyone to edit, delete or modify content that has been placed on the Web site using a browser interface, including the work of previous authors. In contrast, a blog, typically authored by an individual, does not allow visitors to change the original posted material, only add comments to the original content. The term wiki refers to either the Web site or the software used to create the site. "Wiki wiki" means "quick" in Hawaiian.

**Window:**
An enclosed, rectangular area on a display screen. Most modern operating systems and
applications have graphical user interfaces (GUIs) that let you divide your display into several windows. Within each window, you can run a different program or display different data.

**Wireless:**
The word wireless is dictionary defined as "having no wires." In networking terminology, wireless is the term used to describe any computer network where there is no physical wired connection between sender and receiver, but rather the network is connected by radio waves and/or microwaves to maintain communications. Simmons has a wireless network for student use. For more information, see Technology's Wireless Info page.

**XML:** Short for Extensible Markup Language. XML is a pared-down version of SGML, designed especially for Web documents. It allows designers to create their own customized tags, enabling the definition, transmission, validation, and interpretation of data between applications and between organizations.

**Y Drive:**
At Simmons, every student has 100 megabytes of password-protected storage space on the server. This is your personal network folder. It is also referred to as your "Y drive." You can access your network folder from any computer on campus and even from off campus. When you log into an on-campus Windows computer, an icon on the desktop called "User Network Folder (Y)" will allow you to access your Y drive. From an on-campus Mac, your Y drive appears as a folder on the taskbar (next to the trash can). You are encouraged to save important files in your personal network folder, because it is regularly backed up and private. See Section 1 for instructions on remote access.

**Zip:**
A popular data compression format. Files that have been compressed with the ZIP format are called ZIP files and usually end with a .ZIP extension.
GSLIS Technology Orientation Requirement (TOR)

TOR Part 2: Assessment 10: Introduction to HTML

Possible Points: 9
Points Needed to Pass Quiz 10: 7

Due Dates for Part 2

Part 2 of the TOR must be completed by **July 20th** by midnight. You will not be able to register for your third semester until all requirements of Part 2 are completed. You will receive a confirmation of passing or failing Part 2 through your **SIMMONS EMAIL** account after **July 27th**.

If you do not complete Part 2, Assessment 10, by midnight **July 20th** you will need to do the following:

1. Finish TOR Part 2.
2. Send an email to gslis_tor@simmons.edu to notify that you have completed the TOR.
3. Wait for a grade.
4. Speak to Christine Leland [christine.leland@simmons.edu] about registering for next semester.

Grades for Part 2

Grades for Part 2 will not be available until after **July 27th**. You will be notified via email about your TOR Part 2 results.

TOR Part 2: Workshop Schedule

All workshops will be held in the GSLIS Technology Lab, Room P213 and last 1.5 hours. Sign up for a TOR Part 2 workshop at [http://gslis.simmons.edu/signup/](http://gslis.simmons.edu/signup/). Select TOR Part 2 Workshops, and then choose the workshop you would like to attend. Sign in using your email username and password. You will receive an confirmation about your signup. The schedule for TOR Part 2 workshops is as follows:

**Afternoon Workshops [all are from 1:00 - 2:30pm]**
- Monday, July 2nd
- Wednesday, July 11th
- Thursday, July 19th

**Evening Workshops**
- Tuesday, July 10th [4:00 - 5:30pm]
- Wednesday, July 18th [6:00 - 7:30pm]

Feel free to contact the Tech Lab if you need further assistance for TOR Part 2. We are happy to help.

Next: HTML and Building Web Pages
GSLIS Technology Orientation Requirement (TOR)

HTML and Building Web Pages

Why learn HTML and web page building?

As someone entering the library and information profession, you need to have at least a basic knowledge of how web pages are built/edited. Depending on the type of job you pursue, you might be expected to maintain your departmental web page, create online database guides or pathfinders, or even to manage your library's entire web site. Whatever your position, you should at least be conversant and be able to create and edit basic pages in the HTML markup language.

What will you learn in this section?

You will learn about the HTML markup language and create your own basic web page complete with an image and links. You will also learn how to upload it to the Simmons web server, so it can be viewed from any computer with web access. This exercise is intended to serve as a foundation for you to learn more -- either on your own or in your chosen GSLIS courses. The web will continue to evolve, and as an information professional, you will be expected to keep abreast of it.

Things to Know Before You Start

Network Folder vs Public Web Space

As a Simmons student, you have a private personal folder on the network server that you can use to store your files during your time as a student here. You can access this network folder (also referred to as the Y: drive) from any campus computer or even from off campus.

You are also allotted your own space on the Simmons web server which is completely separate. You will build your web page locally (i.e. saving files on your own hard drive or in your personal network folder.) Only when page is complete does it "go live" or get uploaded to the Public folder of your personal web server space. At that point, it can be viewed by anyone with web access. This final upload step is done using FTP software (more on that later).

HTML and XHTML

HTML (Hypertext Markup Language) is the original language of the web. HTML is a set of tags that are used to define the content and layout of the web document. Web browsers use the HTML tags to determine how to display the text and images that make up your page. These tags surround and describe the content, or the stuff that you'll actually see when the page is viewed in a web browser.

XHTML is HTML reformulated as XML. It is very similar to HTML, but XHTML is more polished and has more rules, and therefore is more consistent and powerful. You don't need to know all the details for this exercise, but be aware that the future is XHTML, and that is what you should learn as you advance your web studies. Essentially, XHTML is the most up-to-date version of HTML.

The Tools for the Job

You can create and edit HTML/XHTML documents in any of a number of text editors from the basic one that came with your computer, to specialized ones geared toward HTML editing, to expensive and complex programs that do more than just edit text. Using MS Word or other word processors is not recommended, because they produce non-standard code. Below are some examples of the different options, but for this exercise you will probably want to use either Notepad or TextEdit.

Plain Text Editors

These are like really stripped-down word processors. They're not built specifically for HTML, so you
have to be sure to name your file with .html (the default is .txt when you save.) You can create anything from a simple HTML page to a very complex one using this type of editor.

- **Notepad** - comes with all Win computers
- **TextEdit** - comes with all Mac computers, but we strongly recommend the use of Taco HTML Editing software, which can be downloaded from [http://tacosw.com/index.php](http://tacosw.com/index.php)

**Text-Based HTML Editor**

Applications like these have extra tools geared toward speeding up your work by automating some tasks, automatically highlighting errors, color coding text for readability, etc. These are great to use once you get the basics down and are willing to learn how to take advantage of the helpful HTML-specific features.

- **Web Media Publisher Pro** - on Win Tech Lab computers

**WSIWYG**

This stands for what-you-see-is-what-you-get and it refers to a type of web application that allows you to lay out your pages visually rather than actually writing the code. It's an enticing idea, but is generally not recommended for several reasons including the non-standard code that it generates and the fact that it's hard to fix glitches and problems if you don't understand what's going on "under the hood." However, Dreamweaver allows you to toggle between Design view (the visual one) and a Code view which is similar to working in a Text-Based HTML Editor. This Code view provides many helpful tools to speed things up and all the control you need. There are also additional capabilities, but Dreamweaver is fairly complex and should only be explored after you're comfortable with the basics.

- **Dreamweaver** - on all Tech Lab computers both Mac and PC

**A Word About Standards**

The first incarnation of HTML was really meant just for displaying paragraphs and headings. It was not built for complex layout and formatting. As the web rapidly grew, HTML became gangly and cobbled together as page designers used endless workarounds to get the results they wanted. By 2000, everything was finally rebuilt from the ground up by the World Wide Web Consortium (WC3) and standard rules established, a.k.a web standards. The result was XHTML 1.0. In a nutshell, this is a good thing, because there are now rules for doing all the things that page designers want to do. If everyone is following the same rules, it becomes infinitely easier to edit, repurpose, and share web content. Using web standards also helps with things like making sure your pages are accessible to users with sensory or physical disabilities. Accessibility is a big issue in libraries and other educational environments.

**More details on accessibility issues:**


**Validation**

You might also hear talk about code validation. This just means that your page is following all the rules, that is, it's built according to web standards. This is done by pasting the address of your web page into a validator and running it. It will generate results telling you if your page is valid or if it has non-standard elements. You won't need to do this for the assignment, but it's something of which you should be aware.

An example validator is available at [http://validator.w3.org/](http://validator.w3.org/)

**Next: FTP and your Webspace**
Simmons Network, Resources, and Communication

Using FTP and your Simmons Web Space

Function

FTP stands for “File Transfer Protocol” and moves files from one drive or server to another remote one like a web server. This enables images and html pages to be transferred from your private folder and appear on your web site. Though there are many FTP applications available, the applications available on the GSLIS Tech Lab computers are highly recommended for your use. You can also install them to run on your own computer.

Windows

A free, open source FTP application called WinSCP can be downloaded as follows:

- Go to http://winscp.net/eng/download.php.
- Under WinSCP is 3.8.2., select Installation Package.
- Select any icon from the Download column, (they are all the same).
- The screen, “Download will begin shortly…” will appear.
- Save the Installer to your computer desktop, close your browser and select the installer to run it.
- Leave defaults alone throughout the installation.

To Connect

You now have a WinSCP desktop shortcut. Open the application. To make a connection to your web space, match settings below in the WinSCP Login window and select Login. Make sure the upper left hand Session button is chosen, or you will not see the same interface as below.

![WinSCP Login Window](image)

Use your own Simmons username and email password when logging in.

After selecting Connect you will see this warning window. Just select Yes and continue.
To transfer files

Once connected, the right pane lists files already in your web space. The left pane shows the directory from which you have moved files, like your network space (Y: drive), a CD, or your personal computer’s hard drive.

To copy a file from the Y:drive to your web space, just select and drag it.

Anything you want to view on your personal web site must be copied to the “Public_html” folder of your web space.
A window pops up to confirm that you do indeed want to copy the file to that location. Hit Copy to transfer the file. Repeat as needed.
Mac OSX

To download Cyberduck, a free Mac FTP application, follow these steps:

- Once downloaded, select the Installer and follow the instructions.

To connect

Go to Applications and open Cyberduck. Match the settings below in the new window:

![Cyberduck window](image.png)

Choose SFTP to get a secure connection and use your Simmons username and email password to login.

Click Connect. After a few moments, you will see a file list in your personal web space.
Any files you want viewable on your web site must be copied to your “Public_html” folder.

Next: Assignment Requirements
HTML and Building Web Pages

Assignment Requirements

You will create a very basic page to "get your feet wet." Please be as creative as you like, but the content here is not as important as you getting a chance to familiarize yourself with the process in a hands-on way.

Your web page must include the following elements:

- page title
- 2 section headings
- paragraph of text
- bold phrase
- list with at least 3 items
- an image
- hyperlink to another web page
- hyperlink to a PDF file you have created from a PowerPoint document.

Here is an example of a page with all those elements:

Get Some Background

In order to accommodate different learning styles, you are offered some options to get up to speed
on these topics. If your last job title was Webmaster, you can probably go straight to the assignment. If you have partial knowledge of these topics or if this is all new to you, it is highly recommended that you complete the online tutorials listed below and/or attend one of the workshops that will be offered during the semester as specific preparation for this assignment. The more you learn now, the better prepared you will be for your courses and the job market beyond.

Learn HTML Online Tutorial
http://www.w3schools.com/HTML/default.asp

Learn XHTML Online Tutorial
http://www.w3schools.com/xHTML/default.asp

Please contact the lab staff immediately by email at gslis_tor@simmons.edu or by telephone at 617.521.2802 if you have any questions. We look forward to working with you.
HTML and Building Web Pages

Get Started on the Assignment!

Step 1

Before building a web page, it makes sense to gather all the parts you will need (i.e. the images and documents you will link to) before you start writing the code. Therefore, you should first create a PowerPoint file with at least 2 pages and save a copy of it as an Acrobat PDF file. The process for making a PDF copy of a file is the same from both MS Word and MS PowerPoint. If you are unsure of how to do these things, please refer to the below handouts on the GSLIS Tech Lab web page:

- Using Microsoft PowerPoint
  [http://my.simmons.edu/gslis/techlab/docs/PowerPoint.pdf](http://my.simmons.edu/gslis/techlab/docs/PowerPoint.pdf)
- How to Make a PDF from a Microsoft Word Document
  [http://my.simmons.edu/gslis/techlab/docs/PDFconvert.pdf](http://my.simmons.edu/gslis/techlab/docs/PDFconvert.pdf)

Step 2

Now you need an image. You can create one using Adobe Photoshop or Macromedia Fireworks (available in the lab) or any other image-editing application. You can use a digital photo if you have one, or you can bring a photo to the lab and scan it. Whatever you choose, it is important that your file is saved as either a JPG, GIF, or PNG format (for definitions, consult Webopedia in Further Resources at the end of this section,) because those are the three image types that a web browser can display. If you need help scanning, you can use the below handout to guide you. You can also ask the lab staff to walk you through your first scan or sign up for one of the scanning workshops offered in the Pottruck Technology Resource Center each semester (located on the first floor below the GSLIS Tech Lab.)

- Pottruck Technology Resource Center
  [http://ptrc.simmons.edu/](http://ptrc.simmons.edu/)
- Scanning Images with an Epson Scanner
  [http://my.simmons.edu/gslis/techlab/docs/BasicScanningwithEpson.pdf](http://my.simmons.edu/gslis/techlab/docs/BasicScanningwithEpson.pdf)

Step 3

Next decide which HTML editor you will use. (You can start with one and change to another later, but that could get confusing.) Create a new document and save it to either your hard drive, or if on a lab computer to your network folder (a.k.a. Y:drive) using your last name as the file name. Be sure that it has a .html extension (.htm will work too.) The PDF file you made and your image should be saved in the same place.

Step 4

Now, using your knowledge from the workshop you attended or the online tutorials you completed, you will build a basic page using HTML code and including the required elements. You will also want to have some reference material handy, for instance the Web Glossary and the
HTML/XHTML Tag List in the Further Resources at the end of this section. Clicking on tag names in that list will give you an explanation as well as an example of how each should be used.

**Step 5**

After you've completed your page, check to be sure your links work and all the requirements of the assignment have been met. If you run into problems, proofread! A small mistake in the code can make your whole page fail. You should test by opening and viewing your page in both MS Internet Explorer and Firefox, since these are currently the most widely used web browsers. If everything looks good, it's time to upload to your space on the Simmons web server using FTP software. It is crucial that your .html web page file and any images or linked files you are using **all** get copied to your public folder. If parts are missing, then your links will be broken and your images will not show up. See the TOR reading on FTP for instructions.

**Step 6**

Your files should now all be copied to the Public folder of your web server space. If they are not in the folder called Public, they will not be visible online. As a final check, type the following URL (for definition, consult Webopedia in Further Resources) in a browser to view your page live on the web:

**Your personal web page (username=your Simmons email username)**

http://web.simmons.edu/~username/lastname.html

If this does not work, be sure you named your web page lastname.html (i.e. your actual last name) and that you have no typos. Details really matter here. It's best to always use small letters to avoid case confusion. You should also keep filenames short and logical and never use punctuation or spaces. You can, however, use an underscore or a hyphen if you wish. For example: my-page.html or my_page.html rather than mypage.html.

If you can view your page successfully, it can now be viewed by anyone with web access!

**Step 7**

The final step is to submit the URL for your new page via the quiz interface for this section.

**Further Resources**

- Glossary of Web Terms
  http://www.w3schools.com/site/site_glossary.asp
- HTML/XHTML tag list
  http://www.w3schools.com/tags/default.asp
- Webopedia
  http://webopedia.com/

Once you have completed this Assignment, be sure to submit your URL through Assessment 10.