



MIT LIBRARIES' NEWS

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Ann Wolpert Named New Head of Libraries

Ann J. Wolpert, executive director of library and information services at Harvard Business School since 1993, has been named director of the MIT Libraries. The previous director, Jay K. Lucker, retired in September after 20 years at MIT.

The selection of Ms. Wolpert, who brings 30 years of experience in library and information science to her new position, was announced by Provost Joel Moses. She is expected to be in her new position early in January. Until Ms. Wolpert arrives, Carol Fleishauer, associate director for library collection services, will continue as acting director, and David S. Ferriero, associate director for public services, will continue as acting co-director.

"Ann Wolpert has the skills, intellect, experience and qualities to fill this key leadership role at MIT in a time of change and fiscal realignment, keeping MIT at the technological level the community expects as we move toward the library of the future," Professor Moses said. "Her background in library and information science will allow her to make major contributions as she oversees installation of the new network-integrated, client-server library computer system, which will link to all of MIT's network services, including the Athena computing environment."

Professor Moses thanked the Library Search Committee, headed by Professor Peter S. Donaldson, for its work.

"Following in Jay Lucker's steps requires a unique set of skills



as well as experience that is both deep and broad," the provost said. "The Donaldson committee has recommended just the right person for this important post."

Commenting on Ms. Wolpert's appointment, President Charles M. Vest said, "She will bring a wealth of professional expertise and managerial talent to the helm of the Libraries. Joel and I have been particularly impressed with her interest in working with the Library staff and with colleagues around the Institute to create a library system that has the technical foundation and the agility to handle a growing range of media and organizational requirements."

In her post at Harvard, Ms. Wolpert has been responsible for the general management and development of Baker Library and related information services. Her responsibilities have included such

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diverse areas as the rare books and manuscripts collections, career-decision support services for students and alumni, an electronic library for students and faculty, customized curriculum support and professional research services to support faculty.

She serves on Harvard's University Library Council and has been participating in Harvard's planning for the next generation of an expanded online public access catalog.

Ms. Wolpert, who received the BA from Boston University and the MLS from Simmons College, joined the Harvard Business School Library in 1992 as director of research and information services after 16 years at Arthur D. Little, Inc. At ADL, she was initially a technical information specialist, then manager of the Research Library, and ultimately director of the Cambridge

Information Center. In that post she was responsible for managing the Information Center and its staff of 23 (12 professionals), which provides information support to consulting services worldwide. She also was an ADL consultant from 1982 to 1992 in library planning, publishing and information technology. From 1991 to 1992 she was a member of the ADL Continuous Improvement Council and chaired its training committee. From 1967 until she joined ADL in 1976, she was the librarian at the Boston Redevelopment Authority (BRA).

She has held leadership positions in many professional organizations and since 1992 has been a member of the strategic planning committee of the Massachusetts Board of Library Commissioners.

Reprinted from Tech Talk, October 18, 1995

Interim Libraries' Administration

Until Ann Wolpert begins her duties as Director of Libraries in January, 1996, Carol Fleishauer, Associate Director for Collection Services, and David Ferriero, Associate Director for Public Services, are serving as Acting Director and Acting Co-Director respectively. Carol has held her current position at MIT since 1988. She previously held positions at Stanford University, the University of Vermont and the University of Wisconsin. She has been active in several professional organizations, including the American Library Association and the Boston Library Consortium. David has worked in the MIT Libraries since 1965, when he was a Junior Library Assistant! Since then, he's progressed through several positions, most notably that of Humanities Librarian from 1977 to 1990. He, too, has been active in the American Library Association and the Boston Library Consortium, and in addition, has served on OCLC Advisory Committees, and on several MIT committees. He is currently Captain of the Publications Services Re-engineering Team and Co-Chair of the Copyright Issues Working Group. While Carol and David have each taken on specific responsibilities of the Director, they are making management decisions as a team.

Carol Fleishauer, Acting Director of Libraries



Carol Fleishauer, Acting Director of Libraries (left), and David Ferriero, Acting Co-Director (right). Photo by Donna Coveney, courtesy of the MIT News Office.

Jay Lucker Completes 20 Years as Library Director



Jay Lucker is applauded at the celebration, in August, of his 20 years as Director of Libraries. Photo by L. Barry Hetherington.

On August 31, 1995, Jay Lucker retired as Director of the MIT Libraries. His tenure of 20 years spanned an era of enormous growth and change in libraries. This article provides only a summary of the major advances the MIT Libraries made under Jay's leadership.

His leadership was characterized by an analytical approach to problem solving, an emphasis on professionalism, and a dedication to library cooperation. Over the years, he set up countless short term task forces to examine a problem and formulate recommendations. He developed new policies on librarian recruitment, evaluation and promotion, emphasizing professional involvement both at MIT and in national library organizations. He committed the Libraries to partnerships with other libraries locally and internationally.

The Libraries' collections grew by nearly one million volumes in the 20 years Jay was Director, from 1,573,183 volumes in 1975 to 2,409,136 volumes in 1995. Many new types of materials are also collected now, including CD-Roms, electronic publications, optical disks and data sets. A more professional approach to collection development resulted when MIT was chosen as one of three libraries nationwide to participate in the Collections

Analysis Project (CAP) sponsored by the Association of Research Libraries in the mid-1970's. One of the enduring benefits of this intensive two year project was the development of written policies for subject areas in which the Libraries collect. These documents still provide background for subject selectors as they build the Libraries' collections.

The Collections Analysis Project also focused attention on the physical condition of the collections. As a result, the position of Preservation Librarian, a Binding and Repair Section, and a preservation fund were all established to battle the continuous deterioration of print collections arising from acidic paper, poor climate control, and leaking buildings. Improved capabilities of the preservation staff as well as improved facilities, with temperature and humidity control, have increased the longevity of our collections.

The automation of nearly all the Libraries' functions took place under Jay's leadership. New technologies enabled great advances in the way in which our collections are accessed and used: The Libraries have moved from a card catalog, accessible only in the library, to an online catalog, accessible over the campus network and the Internet to scholars world-

wide. Integral to this achievement was the significant task of converting catalog records of library materials acquired before 1974 from paper to machine-readable form. Approximately 90% of the Libraries' book collections are now reflected in the online catalog.

Online database searching was just beginning to be used at MIT when Jay arrived. At that time, it was performed sparingly by a select group of librarians. Today librarians routinely perform online searches at reference desks throughout the library system, and faculty and students conduct their own searches on databases provided by the Libraries from the convenience of their homes and offices via Athena. In the Libraries, users and librarians also search a constantly growing number of CD-Rom databases. Reference questions are now posed to librarians and answered electronically through OWL (Online with Libraries), the Libraries' electronic reference service. Numerous electronic resources have been selected, organized and made available by the MIT librarians, first over the Libraries' gopher and now on the WWW. In addition to setting up shop in cyberspace, librarians have also been moving into

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the classroom, collaborating with faculty by providing instruction to students on library resources and research methodology in ever increasing numbers.

Spurred by Jay's interest in professionalism, a promotion system of three librarian ranks was devised, based on job responsibilities and contributions to the profession. In conjunction with this system, the Libraries supports professional involvement of individual librarians by funding travel to library and scholarly conferences. All professional staff also receive management training from the Association of Research Libraries' Office of Management Services. This support has resulted not only in an impressive list of publications and activities by MIT librarians, but, more importantly, in a more proficient and proactive library system.

Cooperation with other libraries, another hallmark of Jay's career at MIT, began in earnest his first year when MIT joined the Boston Library Consortium. In addition to extending borrowing privileges to faculty and graduate students at member libraries, the Consortium ensures expedited interlibrary loan to its members and has recently started to develop cooperative collections agreements (see page 9). The new agreement providing reciprocal borrowing privileges for MIT and Harvard faculty, researchers and graduate students at each other's libraries was another of Jay's achievements in library cooperation (see page 5). Less apparent to the user, but of great import, are the Libraries' memberships in OCLC (providing shared cataloging and online databases, and facilitating interlibrary borrowing), the Association of Research Libraries, and the International Association of Technological University Libraries. Jay also forged special relationships with academic libraries in Japan and Africa.

Jay's skills as a consultant on library buildings have been made visible at MIT in the building, acquisition, and renovation of several library spaces. Most notable of these are the building of the Schering/Plough Library, the acquisition and subsequent renovation of the RetroSpective Collection (RSC), a warehouse transformed into an on campus storage facility, and the award-winning renovation and addition to Rotch Library.

Although Jay has retired from his position as Director of Libraries, his energy has not diminished. He continues to move full-steam ahead in retirement - teaching classes in academic library management and in science and technology librarianship at Simmons Graduate School for Library and Information Science, while at the same time consulting on new library building projects throughout New England and beyond.

Carol Zoppel, Assistant to the Director of Libraries

Faculty Minutes Now Online

The Institute Archives announces that the faculty minutes are now available to the MIT community online.

Since the late 1970s, the Institute Archives has been responsible for collecting, preserving, and indexing the records of the MIT faculty as part of its responsibility to preserve MIT's administrative history. The records of the faculty include the agendas and minutes with supporting documents that range from announcements of awards to lengthy reports on curriculum changes and academic policy. While paper versions of these documents will still reside in the Archives, the online version is provided to facilitate access to this information.

Two years of faculty minutes and attachments are now accessible through the home pages of



President Vest presents Jay Lucker with an enlargement of the original artwork created for the Jay K. Lucker Book Fund bookplate. The fund will be used to purchase library materials in the history of science and technology. Photo by L. Barry Hetherington.

MIT, the Libraries, and the Institute Archives. Prepared by the staff of the Archives with assistance from the Libraries' Systems Office, the electronic version provides the full text of all the documents, with searching features to help users locate specific information by date or topic. The staff of the Archives will work with the officers of the faculty to keep this service current by adding the agendas, minutes, and attachments as they are issued.

The URL is: <http://nimrod.mit.edu/archives/facmin/>

If you have comments or questions about this new service, please contact the Archives.

Helen Samuels, Institute Archivist and Head of Special Collections

MIT And Harvard Sign Library Agreement



Jay K. Lucker, former Director of the MIT Libraries and Richard De Gennaro, Harvard College Librarian, sign reciprocal borrowing agreement between the two libraries, as (left to right) David Ferrero, Associate Director for Public Services, MIT; Barbara Mitchell, Widener Library, Harvard; Susan Lee, Associate Librarian for Administrative Services, Harvard; and Carol Fleishauer, Associate Director for Collections Services, MIT, look on. Photo by Jon Chase, Harvard University.

An agreement signed in July by Jay K. Lucker, former Director of the MIT Libraries, and Richard De Gennaro, Harvard College Librarian, provides onsite reciprocal borrowing privileges for qualified members of each community. MIT faculty, research staff, and graduate students now have access to the following Harvard College Libraries:

Cabot
Fine Arts
Kummel
Littauer
Loeb Music
Tozzer
Widener

Harvard faculty, research staff, and graduate students have access to all MIT Libraries with the exception of the Rotch Visual Collections.

Bring your MIT ID to any MIT Libraries' reference desk to apply for a Harvard College Library Special Borrower Card. Once at Harvard, present the application form to the Library Privileges Desk on the 1st floor of Widener Library where a photo ID will be issued.

This agreement is the latest achievement in a long history of cooperation between the two libraries. Earlier agreements, such as those ensuring access or borrowing privileges to eligible members of the MIT community at Countway and Baker Libraries, remain in force.

Carol Zoppel, Assistant to the Director of Libraries

MIT Libraries' News, an official publication of the MIT Libraries, is published twice a year.

Edited and designed by Carol Zoppel.

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Barton Has A New Face: Libraries Install New System

For a decade the Libraries have been engaged in a process of automation, from the installation of the Barton catalog and circulation system in 1986, to catalog access via telephone in 1988/89 and via the campus network in 1989/90. While the CD version of the catalog, inaugurated in 1992 and available only in the Libraries, provided an easy-to-use interface and reduced dependence on the aging original computer, it created a second functioning catalog with its own method of searching. This summer the Libraries moved another step forward by implementing the ADVANCE Library System, produced by GEAC, Inc.

The Barton catalog is once again the same whether accessed through your home computer or through a terminal in the Libraries. It offers boolean searching capabilities, up-to-the-minute accuracy in the status of materials (checked out, in library, on hold, etc.), and the ability to limit a search for materials in a particular language, format, or library location. Detailed information on when individual issues of journals are received by the Libraries will also be available on Barton soon.

The catalog, however, is only part of the new library system which will automate library functions such as acquisitions, reserves and journals check-in. Moreover, the Libraries and Information Systems have entered into a co-development partnership with GEAC to produce a client/server library system tailored to the needs of our users and ensuring continuous improvement. Such a partnership is unusual and will place MIT in a leadership role in developing the next generation of library automation.



Dan Holland of the Hayden Library circulation staff performs the first circulation transaction on the new library system for graduate student, Daniel G. Lee.

Photo by Jack Eisan.

Work has already begun to make the Barton catalog available through the World Wide Web, WILLOW (a sophisticated search engine), and GEOPAC (a client/server system). These enhancements will be announced as soon as they are available.

To access Barton from a computer outside the Libraries, telnet to <<library.mit.edu>>. A guide to searching the catalog and a schedule of quick start training classes is available from the Libraries' home page at:

URL:<http://nimrod.mit.edu/common/advance.html>

Questions about the new library system are welcomed at any MIT Libraries' reference desk.

Carol Zoppel, Assistant to the Director of Libraries

Diminishing Library Collections: How Much Is Too Much?

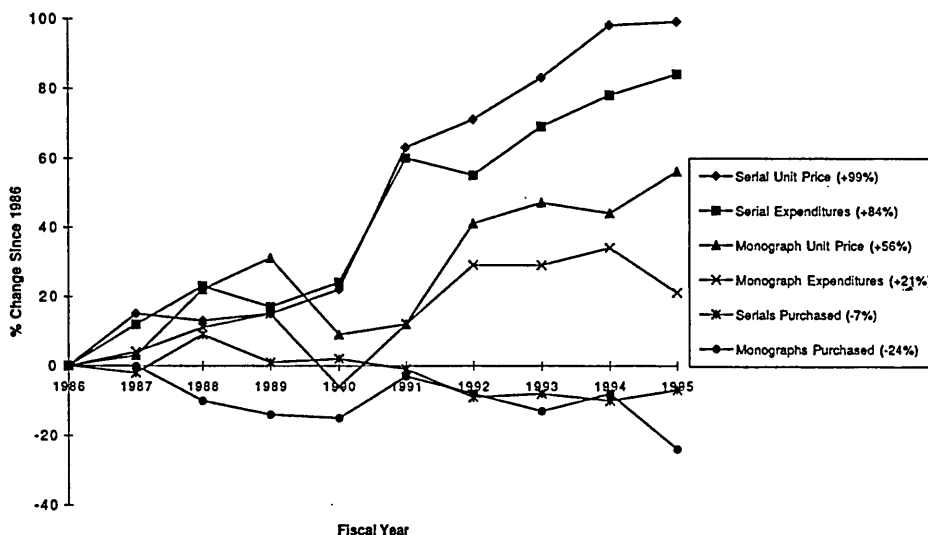
Since the second issue of this newsletter, in the Fall of 1990, I have been using it as a vehicle to continually update you on the effects of journal price inflation and currency fluctuations on the Libraries' materials budget. Because the dollar is again very weak this year and because general inflation costs for journals remain high in both the U.S. and Europe, we are expecting an average price increase of at least 15% across our 9,000 subscriptions. Therefore, we are again planning for a year in which we must invite you to join us in a review of our subscriptions to

determine which are the least essential. You will hear more details about this in the near future.

The table below shows the effect that serials price increases have had on our purchasing power over the last decade. You will notice that there has been a negative effect on our ability to provide both journals and books to the MIT community. For the last several years the annual increases that we've received have had to be used totally in support of our subscriptions, with no opportunity to apply inflation funds to our book accounts.

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Monograph and Serial Costs in MIT Libraries, 1986-1995



The MIT Libraries' data represented in this table is similar to composite data from the 108 member libraries of the Association of Research Libraries presented in a table in the *ARL Statistics, 1993-94*. The compilers of that data suggested caution in interpretation:

Major trends that are apparent from these graphs are large increases in monograph and serial costs, declining acquisitions of serials and monographs, and increased levels of activity for interlibrary loan operations. Although it is tempting to draw generalizations from these major trends, it would be a mistake to oversimplify. The environment of academic libraries is complicated. To some extent, these trends are tied to the transformational nature of new technologies and networking capabilities. Although most monographs and serial titles are still produced in paper format, traditional formats are being challenged by electronic means of producing and disseminating scholarly information. Electronic communication and the establishment of networks, consortia, and inter-institutional agreements are similarly making more effective the dissemination of information not only for digitized materials but for printed books and/or photocopies as well.... No matter what the underlying causal relations, research libraries are exchanging some of the traditional archival imperative for the demands of the 'information here and now' imperative.

In the last two years, MIT Libraries' staff have placed increasing emphasis on inter-institutional agreements in order to ameliorate the negative effects of price increases. The results are the agreement recently reached with Harvard College Library for mutual access and borrowing privileges for graduate students and faculty, as well as several Boston Library Consortium cooperative collections agreements, which you can read about elsewhere in this issue.

In addition, in keeping with the trends noted in the ARL document, when MIT Libraries carries out serial cancellation projects the savings realized are directed not only toward balancing the serials budget and providing some inflation funds for the book accounts, but also toward the purchase of new electronic products and for "just in time" document delivery from commercial vendors. Thus, serials cancellation projects, while necessitated by inflation which the Libraries' budget cannot support, also offer the mechanism for shifting resources from "the traditional archival imperative" to the "information here and now imperative".

While libraries (including MIT Libraries) are making this shift because they *must* (they can no longer afford print subscriptions) and because they *can* (there is an increasing array of suppliers and electronic delivery mechanisms), there is a considerable risk to society inherent in the shift. Throughout history, libraries have been archives of the historical record for today's and tomorrow's citizens and scholars. Commercial enterprises have never fulfilled this function. When there is no longer a profit to be made because demand has declined, neither publishers nor commercial vendors can be relied upon to maintain archives of print or electronic information, and interlibrary cooperation will not be fruitful if no libraries continue to purchase and hold the desired materials. As all libraries respond to reduced buying power, the uniqueness of their holdings and therefore the special value of their collections to all of society's scholars, now and in the future, may be seriously compromised.

Carol Fleishauer, Associate Director for Collection Services and Acting Director of Libraries

New Professional Staff

Over the past several months a new archivist has joined the staff and a number of MIT Librarians have moved to new positions within the system.

Long term staff member, Carol S. Robinson, was appointed to the position of Engineering Collection Manager, beginning March 1, 1995. Carol joined the staff of the Barker Engineering Library in September, 1969 as a reference assistant. Promoted to section head in 1972, she assumed responsibility for the Reference Office and later the Processing Office. In 1984 she was appointed Technical Processing Librarian. Since 1991, Carol has been Assistant Engineering Librarian with responsibility for naval architecture and marine engineering, ocean engineering, and offshore engineering. She has been Acting Collection Manager since September 1991. Carol holds the B.A. from Connecticut College for Women and the M.S. from Simmons College Graduate School of Library and Information Science.

Jo Lynne Byrd was appointed Associate Head for Serials Cataloging in Serials and Acquisitions Services effective January 1, 1995. She has been at MIT since 1986 and was Head of Copy-based Cataloging from 1986-1988. Since 1988, she has been Principal Monograph Cataloger and Head of Original Cataloging in Bibliographic Access Services. From 1985-1986, Jo Lynne was a Descriptive Cataloger at the Library of Congress. Prior to that, she held positions in serials acquisitions, serials cataloging, and copy cataloging at UCLA, and positions in serials acquisitions at both Cornell and NYU. She has earned the A.B. from Miami University and the M.L.I.S. from the University of California, Los Angeles.

Anita Perkins assumed a new assignment as Assistant Dewey Librarian for Industrial Relations on August 7, 1995. Anita came to MIT in 1976, as the Energy Library Librarian. She joined the staff of the MIT Libraries in September, 1979, as Assistant Engineering Librarian with responsibilities for circulation and reserve services, as well as collection development and reference duties. In August, 1987, she was appointed Associate Head Librarian for Access Services for the Engineering and Science Libraries with system-wide responsibilities for coordination of online circulation operations, a position which since has been eliminated as part of an Institute-wide staff reduction effort. Anita holds the B.A. from Boston University and the M.L.S. from Simmons College.

The newly created position of Assistant Engineering and Science Librarian for Core Information Competencies was filled by Linda Martinez on September 15, 1995. Linda joined the Libraries' staff as a library assistant in the Retrospective Collection in 1986. From 1987 to 1989, she served as Head of Circulation at Rotch Library. Upon completion of her M.L.S. degree at Simmons College in 1989, she was appointed Assistant Engineering Librarian with



From left to right, Elisabeth Kaplan, Carol Robinson, Jo Lynne Byrd, and Anita Perkins. Linda Martinez not shown. Photo by L. Barry Hetherington.

service and collection responsibilities in the areas of electrical engineering and computer science, bio-electrical engineering, communications, electronics, manufacturing, and robotics. In addition to her library degree, Linda holds the B.A. in Anthropology and Sociology from Tufts University and the Masters in Education from Harvard University. In her new position, Linda will focus on creating and implementing information literacy tools and programs for the sciences and engineering disciplines.

Elisabeth Kaplan was appointed to the position of Assistant Archivist, effective August 15, 1995. Prior to assuming her new duties, she also had had some experience at MIT, working as part-time collections processor in the Institute Archives since August, 1994. Concurrent with that position, she served as an intern in the audiovisual department of the John F. Kennedy Library. Elisabeth holds the B.A. from the University of Massachusetts, Boston and the Master's of Arts in History and Archival Methods from the same institution.

Cooperative Collections Agreements

The MIT Libraries and our partners in the Boston Library Consortium (BLC) recognize that cooperatively we provide our library users far greater depth and breadth of collection content than any individual library could offer. Recently, the member libraries began to examine subjects of common interest or strength, and forge agreements that support the broadest possible coverage of these subjects. The spirit of these "cooperative collections" agreements is to increase, not limit, the resources available to researchers. MIT participates in the agreements described below, and in discussions toward additional agreements.

In chemistry and neuroscience, the BLC members' journal collections have provided fairly comprehensive coverage of the disciplines. High increases in subscription costs are putting this coverage at risk. To support continuing access, the participants in the chemistry agreement reviewed the titles subscribed to by 3-5 libraries and agreed for each title that two libraries have committed to continue their subscriptions whether or not the other BLC libraries are able to do the same. For the neuroscience journals, a similar agreement was developed to cover titles held by 2-6 of the BLC libraries.

The agreement for women's studies materials grew out of awareness that BLC collections contain too little information on Latin American women to support current research needs. To build this resource, the participants selected a specialist book-dealer to supply spanish-language titles. Each library is acquiring a sub-set of these titles, thus sharing both the cost and the access to the materials for the benefit of all users of the BLC libraries. MIT is receiving books on the following topics and geographic areas: Women and History - Caribbean; Women and Social Sciences - Caribbean; Women and Culture - Caribbean; and Women and Technology - all Latin America.

The libraries have agreed to evaluate the agreements on a regular basis to be sure we are meeting the primary goal, "benefit to BLC library users".

Jennifer Banks, Head of Preservation and Collection Management Services

Document Services Expands Role in Publications Distribution

The Libraries has traditionally played a role in distributing MIT research publications, but due largely to recent reengineering activities at the Institute, the Libraries' part in the distribution process has been growing over the past year. Many MIT academic departments and research centers publish technical reports and working papers containing the results of their research. They are asked to deposit copies in the Libraries for two reasons: the Libraries is responsible for collecting and preserving a copy of all such materials in the Institute Archives; and the materials need to be included in local and international databases and be made available to library users on site. Document Services (DS) is a department in the Libraries which has as its primary activity the delivery of research materials in multiple formats to people outside MIT. Over the past 18 months, it has begun to fill a larger role as central distributor of these documents for several campus publishers. These departments have decided that publications distribution — primarily in hardcopy — is not something they want to carry on themselves, even for new materials, due to the substantial costs and space required. In the past, as materials went out of print and were no longer available directly from the publishers' offices, requests would be forwarded to DS whose staff would scour the library shelves or the Archives to find a copy and then reproduce it for the requestor. Instead, these campus publishers are now asking DS to fill all their requests on an on-demand basis.

The concept of a central distribution service for these research materials was promoted in early 1994 by MIT's Publications Services Review Group (PSRG). That group's recommendation was to "extend the fulfillment services of the Library Document Services, so that departments could have their research reports printed and distributed on demand, rather than maintain their own inventory and distribution services." To that end, DS, which is a cost recovery operation, is establishing new procedures and making use of new technologies to enhance its ability to serve MIT publishers and the many researchers worldwide who are interested in what's going on here. Customer-friendly ordering procedures and quick turnaround of materials are features of the Libraries' service.

MIT produces nearly 2,000 new documents of this type every year. In order to print occasional single copies on demand from this very large collection of publications, and in order to have online access to stored publications, DS has begun to make use of digital scanning technology. Coupled with scanning is the ability to transmit selected images to networked high-

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speed printers at other campus or off-campus locations. This process of scanning, storing and transmitting to remote printers saves physical storage space by eliminating the need for inventory, and guarantees access to documents without having to rely on their presence on library shelves. In addition, it makes it possible to deliver high-quality print-on-demand documents fast. Ultimately, it will help facilitate archival preservation of the materials on microfilm. Within the next year, the Libraries hopes to begin receiving some of these new materials in electronic format directly from the publishers, eliminating the need for conversion from paper to digital.

While adding more campus publishers to their list of clients, Document Services is also spearheading the effort to create a single comprehensive

database of all MIT-authored research publications. This database will contain all theses, technical reports, working papers, books and journal articles originating at MIT. It will require bringing together information from a number of bibliographic sources, including BARTON, the Libraries' online catalog, as well as commercial database vendors. The result will be a single source of information about what has been written at MIT, searchable from many different access points and mounted on the Web.

Document Services' address on the Web is:
http://nimrod/depts/document_services/docs.html

Keith Glavash, Head of Document Services

Libraries' 1996 IAP Offerings

Finding A Job

January 8-February 2, open during Dewey Library hours
Dewey Library, E53

Books, reference materials, and journal articles will be available for consultation. A bibliography will be available for distribution. Job applications, resume writing, interviewing, job markets, career development, and other topics will be covered.

Preparing Your Thesis: An Explanation of Specifications for Thesis Preparation

January 9, 11am-noon
Room 4-163

The requirements for the physical preparation of the thesis document are described in *Specifications for Thesis Preparation*. The thesis processor will answer questions about the specifications and offer guidance on specific problems.

Rotch Library and The Internet Room 1-115

Art and Architecture - Jan. 9, 1-3 pm
Real Estate and Urban Planning - Jan. 10, 1-3 pm
The World of Islam - Jan. 17, 11am-noon

Rotch Librarians will introduce research skills for Rotch subjects via internet access. Searchable databases and World Wide Web sites will be examined at a beginner's level.

Sky's the Limit

January 9, 10-11 am
Lindgren Library, Room 54-200

Weather the literature of the atmospheric sciences using the *Meteorological and Geoastrolological Abstracts* CD-Rom index. Navigate through the MGA interface, browse the indexes, learn how to search for related material and how to print and download citations.

Georef: Down to Earth

January 9, 2-3 pm
Lindgren Library, Room 54-200

Delve into the literature of the geosciences using *GeoRef* on CD-Rom. This hands-on instruction session on a Macintosh will cover quick searching tips, using the indexes and the thesaurus, customizing, printing and e-mailing citations to your network account.

Introduction to FirstSearch: 20 Databases When and Where You Want Them

January 11, 10am-noon
Room 14-0637

Prerequisites: Registered Athena account holders only
Preregister by calling x3-5673 or e-mail
jeggles@mit.edu

The FirstSearch databases via Athena cover a broad range of topics from art to business to medicine. HANDS ON training at this session will enable you to work magic from your desktop computer.

Blast Your Way Through the Aerospace Literature

January 16, 2-3 pm and January 24, 11am-noon
Aero/Astro Library, Room 33-316

Search the literature on your own using the Aerospace Database on CD-Rom.

Everything You Wanted to Know About Patents

January 16, 3-5 pm
Room 18-490

Come and hear patent attorney Sam Pasternak of Choate, Hall and Stewart, Jack Turner of the MIT Technology Licensing Office, and Mary Pensyl of the MIT Libraries' Document Services Group discuss the ins and outs of the patent process.

Libraries' 1996 IAP Offerings, Cont.

Introduction to the World Wide Web

January 17, 11am-noon
Room 14-0637

Preregister by calling x3-9370 or e-mail bookworm@mit.edu

An overview of the World Wide Web with demonstrations and the opportunity for hands on exploration. Library resources on the Web will be highlighted.

Pointers for Post Docs

January 18 3:30 - 5:00 pm
Room 10-280

Pre-register by calling x3-5648 or e-mail gcsheerra@mit.edu

Postdoctoral staff often have specific questions about the Libraries' services and collections at MIT. This informal seminar will include discussion on the topics of online searching options, finding journal literature, Barton, current awareness products, and access to other libraries in the Boston area.

Introduction to Online Searching for Chemists

January 18, 9am-4 pm

Prerequisites: a knowledge of chemistry

Preregister by calling x3-1294 or e-mail mattski@mit.edu

Learn to use the basic command language of STN in the *Registry* and *Chemical Abstracts* files, the basic online databases for chemists. You will learn to use chemical names and formulas to find references to and preparations of chemical substances.

Exploring Film & Videotapes at MIT and Beyond

January 18, 10:30-noon and January 23, 10:30-noon
Rotch Library Visual Collections, Room 7-304

Preregister by calling x3-7098 or e-mail kkpoole@mit.edu

Introduction to resources for information about films, videodiscs and videotapes, as well as how to locate these media at MIT. Coverage includes reference works, indexes, and electronic resources, such as Barton, and Internet sources, such as the WWW. Lecture, discussion and hands-on activities.

Publishing on the Web: Lessons from the 'City of Bits' Project

January 19, 1:30-3:30 pm
Room 3-133

The MIT Press broke new ground last summer when it published *City of Bits* on the World Wide Web and in print. The creators of the Web site will discuss their experiences and demonstrate the site.

Searching MEDLINE for Biology & Neurosciences

January 23, 2-4 pm
Room 14-0637

Preregister by January 22 by calling x3-6575 or e-mail elworthi@mit.edu

A hands on program providing search strategies for MEDLINE and Willow.

Barton Uncovered

January 24, 2-3 pm
Room 14-0645

Learn the secrets of Barton in this hands-on exploration class. Particular emphasis will be placed on locating conference proceedings and other tricky materials in the engineering and science disciplines.

Musician Look-Alike Contest

January 26, 2-3 pm

Music Library, Room 14E-109

Contestants should preregister by January 12 by calling x3-5636 or e-mail pmunsted@mit.edu

The Music Library will hold its second annual Musician Look-Alike Contest. Contestants will dress up as their favorite musicians in any field of music. Prizes will be awarded to the winners. This event is open to observers as well as participants.

Electronic Access to High Technology

January 29, 10 am - noon
Room 1-115

Pre-register by calling x3-9370 or e-mail bookworm@mit.edu

A combination of lecture/demonstration and hands-on instruction on electronic databases covering the areas of high technology. Part one will highlight FirstSearch and part two will cover DIALOG. We will focus on technical and business databases.

How to Do Your Bibliography Electronically

January 31, 1-4 pm
Room 14-0637

Come to hear the pros and cons of utilizing different bibliographic software packages to compile and manipulate bibliographic data (for your thesis or your article). Learn the essential elements of citations for different types of sources of information.

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