

## A.M.AL-REFAI LIBRARY NEWSLETTER

February 15, 2010

Volume 1, Issue 4

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### Library Hours

**Sunday - Thursday**  
8:00 a.m. - 9:00 p.m.

**Saturday**  
9:00 a.m. - 7:00 p.m.

The Library is closed on  
Fridays and public  
holidays.

### Contact Us

#### Library Director

Tel. No.: 965-2530-7090  
Fax No.: 965-2530-7293  
email: kohlis@gust.edu.kw

#### Circulation Desk

Tel. No.: 965-2530-7094

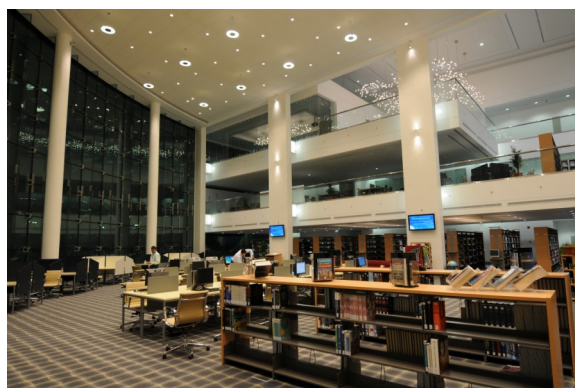
### WELCOME MESSAGE BY THE LIBRARY DIRECTOR

On behalf of the staff of the A. M. Al-Refai Library, I welcome you to the library and its rich array of resources. I hope you will explore the many resources available to you by taking full advantage of the library website and visiting us in person. Your comments and suggestions are always welcome.

The A. M. Al-Refai Library has always strived to provide the best quality of information service to its users. The library website is a continuation of our commitment to users. The library attempts to serve as a comprehensive gateway to knowledge using not only the internet and the physical sources of information within the library, but also databases, e-books and e-journals related to academic programs in the University. With technology, the library becomes virtual and not confined by space and time. Its resources are available during all hours of the day and night.

Our highly skilled and friendly staff will help you identify the information you need and connect you with that information. To this end, we provide many services, acquiring and organizing library material, proving research instruction and assistance, searching databases, helping you locate material on library shelves, and obtaining material through inter library loan.

**Best wishes for a successful and productive semester!!!**



### UPDATES : LIBRARY WEBSITE

Content on the A. M. Al-Refai Library website is updated on a regular basis. Of late, the following information has been updated:

- Segregated the 'References' in the 'Databases' list
- Added new sites to 'Recommended Websites', including a new category for United Nations (UN) with links to various UN Organizations
- Added link to 'ISI Highly Cited' on the 'Research Help'
- Added 'A-to-Z eJournals' to 'Databases' list to facilitate easy access
- Added coverage dates for each database on the 'Databases' list
- Updated policies and form for Community Users' membership

### UPCOMING EVENTS

- **March 10, 2010: Lecture on Journalism by Dr. Angela Powers, Professor and Director of the A. Q. Miller School of Journalism and Mass Communication**
- **March 29, 2010: Book and Information Fair**

## Go Green and Save the Environment



*Enable your  
computer to go into  
"sleep mode" when  
not in use.*



TO READ IS TO EMPOWER  
TO EMPOWER IS TO WRITE  
TO WRITE IS TO INFLUENCE  
TO INFLUENCE IS TO  
CHANGE  
TO CHANGE IS TO LIVE.

~ JANE EVERSLED ~  
MORE THAN A TEA PARTY

## WHAT IS A CITATION?

A "citation" is the way you tell your readers that certain material in your work came from another source. It also gives your readers the information necessary to find that source again, including:

- information about the author
- the title of the work
- the name and location of the company that published your copy of the source
- the date your copy was published
- the page numbers of the material you are borrowing

### Why should I cite sources?

Giving credit to the original author by citing sources is the only way to use other people's work without plagiarizing. But there are a number of other reasons to cite sources:

- citations are extremely helpful to anyone who wants to find out more about your ideas and where they came from.
- not all sources are good or right – your own ideas may often be more accurate or interesting than those of your sources. Proper citation will keep you from taking blame for someone else's bad ideas.
- citing sources shows the amount of research you've done.
- citing sources strengthens your work by lending outside support to your ideas.

### Doesn't citing sources make my work seem less original?

Not at all. On the contrary, citing sources actually helps your reader distinguish your ideas from those of your sources. This will actually emphasize the originality of your own work.

### When do I need to cite?

Whenever you borrow words or ideas, you need to acknowledge their source. The following situations almost always require citation:

- whenever you use quotes
- whenever you paraphrase
- whenever you use an idea that someone else has already expressed
- whenever you make specific reference to the work of another
- whenever someone else's work has been critical in developing your own ideas

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## QUIZ OF LIBRARY TERMS

You are invited to take the multiple choice quiz to improve your knowledge of library terminology. ENJOY!



1. *What is the Library of Congress?*
  - a) A library used only by the U.S. House of Representatives
  - b) A library whose mission is to make its resources available and useful to all Americans
2. *What is an OPAC?*
  - a) An organization which coordinates oil production
  - b) An online public access catalog in a library
3. *What is a database?*
  - a) A collection of information (data) which is arranged in individual records and is searchable.
  - b) Information about a military base.
4. *What are bibliographic records?*
  - a) The collection of information about an item recorded in a standard format and held in a database.
  - b) A graphical representation of library data.
5. *What is a footnote?*
  - a) A label printed on your shoes.
  - b) A bibliographic note placed at the bottom of a page to let the reader know the source of the information or quotation.

ANSWERS: See next issue

## NEW DATABASES

 <b>SAGE journals online</b>	<b>SAGE Journals Online</b>
 <b>Taylor &amp; Francis</b> Taylor & Francis Group	<b>Taylor and Francis Collection</b>

## TRIAL DATABASES

 <b>RefWorks</b>	<b>RefWorks</b>
	<b>EconLit</b>

## BOOK REVIEW

**Title:** A Seat at the Table

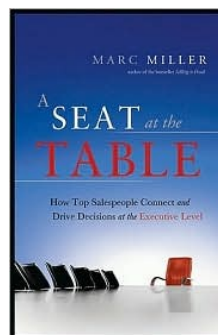
**Author:** Marc Miller

**Rating:** Excellent!

**Publisher:** Greenleaf Book Group Press

**Reviewed by:** Eric Jones

Here's a shocker: I am not a corporate salesman at the executive level. I'm actually about as far from it as you can get; a freelance writer (or 'broke and unemployed'). So Marc Miller's book, "A Seat at the Table", hardly seems to be in the hands that it should be when it comes to me. But the first thing that Miller teaches is to change the old way of thinking, and on that basis everything that follows turns selling into a whole new ballgame.



Let's say, instead of being broke and unemployed, I'm the CEO of a small corporation. We'll call it 'Eric Co.', and this company produces web content, short stories, book reviews, etc. of which there's a surplus in America, and the competition is quite fierce. I don't have any salespeople, only writers – well, one writer. What Miller suggests in "A Seat at the Table" is that it isn't my foundation that's broken, but rather my way of thinking. Turns out, you don't need any salesmen to sell.

"A Seat at the Table" takes Eric Co. by the hand and demonstrates through case studies, diagrams, and point by point how to build pipelines with other corporations so that building relationships, rather than outright selling, leads Eric Co. toward making a profit. This is the greatest value of the book, but it also teaches some fundamentals on decision making. Such as, the difference between Red Ocean spending and Blue Ocean spending.

For Eric Co., "A Seat at the Table" is both Red Ocean because it protects my core profitability by providing me with this review opportunity, and Blue Ocean because it expands the horizons of my company by teaching me to think like an executive. Much of Miller's book is advanced, and will likely appeal to those who understand the corporate way of thinking. There are terms such as "internal procurement" and "commoditized economy" which feel like taking one-two jabs directly to the face from the outset. But these are balanced by humorous catch phrases that'll stick into your head ("be like Velcro!") and you'll find yourself understanding concepts that were absolutely foreign in the beginning.

Miller's exercises are often simple and geared toward reflecting Eric Co.'s current production output. This way, I can see quite clearly where my company is living up to its potential and where it needs work. Here's a quick tip: study and learn the Master Strategic Plan Matrix. It might sound like the blueprint to a death-ray device, but it's actually a great way to organize your company's priorities. Every chapter is full of things like this, and you're not likely to fully understand them your first time through, but this isn't the kind of self-help book that simply teaches positive thinking. "A Seat at the Table" combines the self-help formula with textbook information and an entertaining personality to create the perfect storm of business books, and it'll blow you away.

I didn't join the corporate world because I don't like cubicles and I like bosses even less, but that doesn't mean that I don't work, or that I have nothing to sell. For someone like me, "A Seat at the Table" is a window into how marketing at the executive level works. Its principles work on any scale, whether I'm setting up a mutual partnership with another writer or website to produce cartoons about cottage cheese for pennies or if I'm Proctor & Gamble managing an account with Wal-Mart to sell hair care products for \$7.8 billion. The difference is who you are and how you think. Marc Miller's book invites everyone to sit at the table of corporate management. All you need are the guts to take it.



*If you have a question,  
do not hesitate to  
[ask-a-librarian!!](#)*

*Go Green and Save  
the Environment*



*Share magazines  
and books.*

## A.M.Al-Refai Library

**Gulf University for Science & Technology (GUST)**  
**Mubarak Al-Abdullah Al-Jaber**  
**Area (West Mishref)**  
**Block 5, Building 1**  
**Al-Aqsa Mosque Road**  
**Kuwait.**

**Postal Address:**  
**P.O.Box - 7207**  
**Hawally 32093**  
**Kuwait**

Phone: 965-2530-7090  
 Fax: 965-2530-7293  
 E-mail: library@gust.edu.kw

**We're on the web!!**  
<http://www.gust.edu.kw/library>

## LC Classification Scheme

A -- GENERAL WORKS  
 B -- PHILOSOPHY.  
     PSYCHOLOGY. RELIGION  
 C -- AUXILIARY SCIENCES OF  
     HISTORY  
 D -- WORLD HISTORY AND  
     HISTORY OF EUROPE, ASIA,  
     AFRICA, AUSTRALIA, NEW  
     ZEALAND, ETC.  
 E -- HISTORY OF THE AMERICAS  
 F -- HISTORY OF THE AMERICAS  
 G -- GEOGRAPHY.  
     ANTHROPOLOGY.  
     RECREATION  
 H -- SOCIAL SCIENCES  
 J -- POLITICAL SCIENCE  
 K -- LAW  
 L -- EDUCATION  
 M -- MUSIC AND BOOKS ON  
     MUSIC  
 N -- FINE ARTS  
 P -- LANGUAGE AND  
     LITERATURE  
 Q -- SCIENCE  
 R -- MEDICINE  
 S -- AGRICULTURE  
 T -- TECHNOLOGY  
 U -- MILITARY SCIENCE  
 V -- NAVAL SCIENCE  
 Z -- BIBLIOGRAPHY. LIBRARY  
     SCIENCE. INFORMATION  
     RESOURCES (GENERAL)

## YOUR LIBRARY ACCOUNT FROM HOME

A. M. Al-Refai Library users can access their Library accounts from home. This feature of the [Horizon Information Portal](http://library.gust.edu.kw/) (HIP - Online Catalog - <http://library.gust.edu.kw/>) allows users to review their library record and current circulation status at the Library. Users may log in by entering the following:

Username: **GUST ID** (without the preceding zeroes)

Password: **Civil ID Number**

*Note: The 'My Account' feature allows users to check their library accounts but **NOT** to access library electronic resources*

After logging in, the following information will be displayed:

**Overview:** This page displays an overview of the user's account.

**Checked out:** The items that have been borrowed by the user are listed here. Users can view, sort, and renew any or all of the items.

**Holds:** This page allows users to review the titles and the status of the items that they have placed on hold.

**Fines/Blocks:** The fines/blocks screen displays any blocks and the amount owed by the user in fixed fines or fees.

**Profile:** The user's personal information and other pertinent information about their Library account are listed here.

## How to renew books from home?

1. Log in to your Library account
2. Click on the 'Checked Out' tab
3. Select the title(s) to be renewed by clicking on the checkbox
4. Click the 'Renew' button

The new due date will be displayed.

*Note: Please note that a maximum of two online renewals are allowed.*

## Additional Features:

**My List:** Users may use the 'My List' option to create a list of items from one or more searches. They can also use this option to send the list via email to a colleague or classmate.

## To add an item to My List:

1. Log in to your Library account
2. Perform a search. HIP displays the Search Result.
3. Click 'Add to my List' next to one or more of the titles displayed. HIP adds the items to the 'My List' and displays 'Remove' on the button(s)
4. To view the titles in your list, click the 'My List - #'. HIP displays the titles in your List

**Request Item:** Users may send a message to designated Library staff indicating that they want to place selected items on hold. The staff member who receives this message will place the item on hold in accordance with Library policies.

## To place a hold request:

1. Log in to your Library account
2. Perform a search to find the title
3. Click the 'Request Item' button next to the title. If you want to place a hold request on a specific copy of the title, open the title details and click on 'Request Copy' next to the item in the 'Copy/Holdings Information'
4. Click 'Request'

The librarian will be notified of your request.