

Online Databases, from page 3

database to find magazines, journals, newspapers, definitions, directories, and information on topics such as fitness, pregnancy, medicine, nutrition, diseases, public health, occupational health and safety, alcohol and drug abuse, prescription drugs, herbal remedies, and alternative or complementary treatments.

In addition, there are links to diet, cancer, and health assessment sites as well as government databases. Material contained in this Resource Center is intended for informational purposes only.

To access HWRC, visit www.librarieshawaii.org, select "Catalogs" from the top navigation bar, click on "4. Databases (Electronic Subscriptions)," scroll down and select "Health & Wellness Resource Center."

Explore Your Family Tree

Want to find out about your family's history? Check out **Heritage Quest (HQ)**, which combines ProQuest's Genealogy & Local History Online, a collection of more than 25,000 family and local histories, with content from Heritage Quest, the largest genealogical data, products, supplies and equipment provider to consumers and institutions in the United States. This database is designed specifically for patrons in public libraries who are either just beginning their family history research or for those who have been studying their past for many years.

To gain access to HQ, visit www.librarieshawaii.org, select "Catalogs" from the top navigation bar, click on "4. Databases (Electronic Subscriptions)," scroll down and select "Heritage Quest" – either "in Library" or "from home." To search from home, you will need to enter your library account number.



Audiobooks and eBooks Just For You

The Hawaii State Public Library System offers its patrons using their home or office Internet connections 24/7 access to an online collection of downloadable audio books and eBooks.

In addition, we now have a new collection of MP3 Audiobooks that are compatible with iPod, iPhone, and the iPod Touch as well as just about any MP3 player on the market. Also available is a growing collection of WMA Audiobooks, Adobe, and Mobipocket formats for immediate download to a PC, Mac, or PDA. *(Please note that downloads cannot be supported by internet connections within the library.)*

This online service provides the state's diverse population with new popular reading and listening options. Patrons can choose from hundreds of digital books including self-help, legal resources, mysteries and thrillers, cookbooks, travel guides, business, computer books, and many other popular subjects. Technology for this service is provided through OverDrive, the national leader in downloadable media for libraries.

To check out a digital book, visit the online library at <http://hawaii.lib.overdrive.com>, install the free reader software, make a selection, enter your HSPLS library card number, and then download the title. When the lending period is over, the digital books are automatically returned, so there are no late fees. If all of the copies are checked out, patrons can place a "hold" and receive an email notification when the title is available. A valid Hawaii State Public Library System

card is required to borrow and download eBooks and digital audio books from the website. Guides to the eBook and digital audio book services are available at www.librarieshawaii.org/services/ebooks.htm.

Be Thrifty, from front page

- E-Reference ("Ask A Librarian" on our Home Page)
- Free performance and informational programs for all ages
- Baby lap-sit, Toddler, and Pre-school storytimes
- Foreign language materials
- Popular Teen literature (including manga and graphic novels)
- DVD rental for a \$1 a week (including popular Korean or K-Dramas)
- College and Career Information
- Go-Green—Reduce, Reuse, and Recycle books

The HSPLS website is full of information that is accessible from your home, office, or school. Discover a treasure of knowledge and resources at www.librarieshawaii.org.



Holo I Mua (*move forward, advance*) is published monthly by the Hawaii State Public Library System Library Development Services 3225 Salt Lake Blvd., Suite 205 Honolulu, Hawaii 96818 Tel. 831-6877 / Fax 831-6882 Website: www.librarieshawaii.org

Richard Burns, *State Librarian*

Paul H. Mark, *Editor*

Board of Education:
For info. visit: www.boe.k12.hi.us

- Donna Ikeda, *chairperson*
- Karen Knudsen, *1st vice chairperson*
- Herbert Watanabe, *2nd vice chairperson*
- Janis Akuna
- Kim Coco Iwamoto
- Dr. Eileen Clarke
- Carol Mon Lee
- Mary J. Cochran
- John R. Penebacker
- Maggie Cox
- Garrett Toguchi
- Breene Harimoto
- Jonathan Allen,
- Dr. Lei Ahu Isa
- student representative*



Be Thrifty – Use Your Library

During the holidays, the smartest card in your wallet is Your Library Card! The library has dozens of free resources, services, and family programs to make your season bright, without making a dent in your pocketbook.

Here are a few cost-saving benefits that Hawaii's public libraries provide:

- Free circulation of best sellers, books, magazines, and compact discs
- Free Internet access at all branches and Wi-Fi wireless public access at Salt Lake-Moanalua Public Library
- 24/7 Remote access to Online databases and our Public Access Catalog
- Downloadable e-books, audiobooks, and e-music

See **Be Thrifty**, back page

Celebrate the Holiday Season

On behalf of State Librarian Richard Burns, we would like to wish you a Happy Holiday Season and a Great New Year! Public libraries will present free holiday season programs for the whole family. Come celebrate the holidays – visit the HSPLS website (www.librarieshawaii.org) for a listing of programs or call your local library.



Holo I Mua

Hawaii State Public Library System

December 2008

Practical Resources for a Tough Economy

National trends indicate increased library use during economic crisis. In Hawaii, libraries confirm this trend as reports from Hilo to Wailuku to Pearl City to Koloa point to increases in Internet use more patrons seeking information about employment and educational opportunities, more requests for popular materials and an increase in circulation for the most recent four month period of more than 100,000 items over the same four months last year. Hawaii's public libraries are providing exactly the services which our customers desire and need most at this critical time.

Turn to your public library; we are waiting to assist you!

This issue provides some "Librarian-Recommended" resources that provide basic information if you are looking into a new job or career, deciding on returning to school for continuing education or a higher degree, or looking for ways to improve on your resume writing or interviewing skills.

Step 1: Get a Library Card

First, you will need a valid Hawaii State Public Library System card to gain access to an abundance of free information that libraries offer to residents, as well as to military personnel and their dependents. Hawaii has more than 895,000 registered library borrowers! To take advantage of the wide variety of free services, apply for a library card at any Hawaii public library.

To save time, download the application form online (pdf format) at www.librarieshawaii.org, fill it out, and bring it to your local library for processing. The initial card is free for Hawaii residents, as well as for military personnel and their dependents with military identification.



See **Practical Resources**, page 2

Mark Your Calendars

- Dec. 24 – Christmas Eve, most libraries will close at 5 p.m.
- Dec. 25 – Christmas Day holiday, all libraries closed.
- Dec. 31 – New Year's Eve, most libraries will close at 5 p.m.
- Jan. 1, '09 – New Year's Day holiday, all libraries closed.

Call your local library for public service hours or visit: www.librarieshawaii.org.

Practical Resources, from front page

Need to Use a Computer?



If you do not have a computer, reserve computer time at a library using SAM (Smart Access

Management), a self-service, web-based internet scheduling system. SAM allows users to register for internet sessions and enhances customer privacy.

There are three ways to make a reservation to use a public Internet computer: 1) Using a Public Access Computer, link to the SAM reservation page; 2) schedule a future reservation during an in-library internet session; or 3) using a non-library computer with internet access, reservations can be made through the library's website, www.librarieshawaii.org. Customers are allowed one reservation per 7-day period (Sunday through Saturday) system-wide. Walk-in users may use internet stations during the remaining time between reserved sessions. For more information, visit www.librarieshawaii.org, select "Services" from the top navigation bar and click on "PC Reservations."

We Love Our Library

In the Spirit of Giving, the **Kiwanis Club of South Maui** made a generous donation of two diaper-changing stations to **Kihei Public Library**. These stations (one for each public rest room) enhance the library's family-friendliness factor, and provides Kihei's littlest patrons with a safe and convenient place to get a quick change. If you love your local library, how can you help it?

Looking for a New Job or Career?

Hawaii's public libraries offer a variety of helpful information to those who are job hunting or seeking a new career. Here are some links to access job opportunities, or you may call:

Hawaii State Government, Dept. of Human Resources Development, State Recruiting Office (808) 587-0936, <http://hawaii.gov/hrd/main/esd/>

City and County of Honolulu Office of the Mayor, (808) 523-4141, <http://agency.governmentjobs.com/honolulu/>

County of Kauai Office of the Mayor, (808) 241-6300, <http://agency.governmentjobs.com/kauai/>

County of Maui Office of the Mayor, (808) 270-7855, <http://www.co.maui.hi.us/jobs.asp>

County of Hawaii Office of the Mayor, 24-Hour Job Hotline (808) 961-8618, http://www.hawaii-county.com/civil_serv/civ_serv.htm

College and Career Questions?

The Hawaii State Public Library System is an excellent source for information on test preparation, college guides, financial assistance, and for starting a career. Here is a sampling of materials relating to colleges and careers; ask your public library staff for assistance:

Print Resources:

Getting into College

Master the SAT (378.1662 MA); 11 Practice Tests for the SAT & PSAT (378.1662 EI); 12 Practice Tests for the AP Exams (378.1664 Tw)

Choosing a College

The Best ... Colleges/ The Princeton

Review (378.73 Be); Guides to College Majors: Everything You Need to Know to Choose the Right Major (378.19425 Gu); Guide to College Visits: Planning Trips to Popular Campuses in the Northeast, Southeast, West, and Midwest (378.198 Gu)

Financial Aid

Get Free Cash for College: Secrets to Winning Scholarships (378.30973 Ta); College Cost and Financial Aid Handbook (378.3 C); Scholarships, Grants & Prizes (378.3 Pe)

Choosing a Career

Best Jobs for the 21st Century (331.702 Fa); Resumes for High School Graduates (650.142 Re); What If I Don't Want to Go to College: A Guide to Success Through Alternative Education (370.113 Un)

Websites and Resources

Scholarships and Financial Aid Available to High School Graduates in the State of Hawaii: <http://doe.k12.hi.us/bulletin15/>

FinAid: The SmartStudent Guide to Financial Aid: <http://www.finaid.org/> University of Hawaii at Manoa, Financial Aid Services: <http://www.hawaii.edu/fas/>

E-Databases through the HSPLS Homepage (www.librarieshawaii.org):

- Use the E-databases link under Catalogs tab
- Click on "Testing & Education Reference Center"
- Choose between "College Search," "Graduate Search," "Specialty & Career Program Search" or "Test Prep"

Need Job Interview Tips?

Here are some audio visual materials to help you prepare for a job interview:

DVDs: Sell Yourself (1999)

Learn how you can ace a job interview. Viewers see over a dozen

dramatic and sometimes humorous re-enactments of common interviewing situations. 23 minutes; includes booklet.

BOOKS ON CD:

Dexter Hawk. 25 Things To Say To The Interviewer, To Get The Job You Want (2005) - 1 Sound Disc (1 hour). Hawk, who holds an MBA in Marketing and launched four businesses in consumer products, real estate, and technology, has interviewed literally hundreds of potential employees along the way. Here, he offers listeners invaluable advice for how to land the dream job.

Peter Veruki. The 250 Job Interview Questions You'll Most Likely Be Asked; and The Answers That Will Get You Hired (2005) - 3 Sound Discs (180 minutes). Landing a good job is a competitive process and often the final decision is based on your performance at the interview. By following the advice of Veruki, you'll know you have the right answers at your job interview.



Recommended Online Databases

The Hawaii State Public Library System (HSPLS) offers a wide variety of helpful and interesting online databases as a free service to its library patrons. You will need your HSPLS library card number and PIN (personal identification number) in order to access these subscription databases from outside a HSPLS library. Funding for these electronic services is provided by the federal Institute of Museum and Library Services (IMLS) through the Library

Services and Technology Act. Here is a sampling:

Education and Test Preparation

Are you preparing for college entrance tests, planning for graduate studies or starting a new career? If so, check out two databases - the **Testing and Education Reference Center (TERC)** and **Ferguson's Career Guidance Center (FCGC)**.

TERC is a comprehensive database that encompasses college searches, test preparation, financial aid information, as well as specialty and career program searches.

Comprehensive School/Program Information - TERC contains in-depth information on 4,000 two-year and four-year colleges, 30,000 accredited graduate programs in more than 450 trade and technical schools, and over 1,500 private secondary schools. If you prefer non-traditional, non-classroom-based learning, you can find a Distance Learning program for College, Graduate, or Specialty & Career levels.

Ferguson's Career Guidance Center offers a wealth of information, ranging from industry and career overviews, to scholarship and educational options. FCGC is a well organized and easy to navigate database, and perfect for people at any point in their career.

To access TERC or FCGC, visit www.librarieshawaii.org, select "Catalogs" from the top navigation bar, click on "4. Databases (Electronic Subscriptions)," scroll down and select "Testing and Education Reference Center" or "Ferguson's Career Guidance Center."

Save Money on Auto Repairs

Is the high cost of auto repairs getting you down? Would you like to save money on the operation and maintenance of your car? If your answers are

yes to both questions, be sure to check out the **Auto Repair Reference Center (ARRC)**. This online database contains complete automotive repair information supplied by

Nichols Publishing, former publisher of Chilton information, and information from Delphi Integrated Service Solutions. Step-by-step procedures are designed specifically for those who do their own car repairs, but are comprehensive enough for professional technicians. Auto Repair Reference Center has information on most major manufacturers of domestic and imported vehicles, with repair manuals for most vintage makes starting from 1954.

This database includes about 25,000 vehicles covered from 1954 to the present; more than 100,000 factory drawings and step-by-step photos; over 65,000 technical service bulletins and recalls issued by the original equipment vehicle manufacturer; wiring diagrams for easy viewing and printing; specifications and maintenance schedules; Labor Time Guide and Estimator; and Quick Tips, a complete guide to vehicle ownership and maintenance.

To gain access to ARRC, visit www.librarieshawaii.org, select "Catalogs" from the top navigation bar, click on "4. Databases (Electronic Subscriptions)," scroll down and select "Auto Repair Reference Center."



Health & Wellness Databases Make a New Year's resolution for 2009 to start and maintain a healthy lifestyle. Use the **Health & Wellness Resource Center with Alternative Health Module (HWRC)** online

See **Online Databases**, page 4

