Documents Center Help Guides
Locating CD-ROMS

The MIRLYN *LONG (more info)* record provides clues to the physical location of all
There is also a list at: http://www.lib.umich.edu/govdocs/xls/doccd2.xls

Documents Center CD-ROMS

Mirlyn Record	Call Number + Documents Workstations	Call Number Only	No Call Number *(Not in Mirlyn)*	
Physical Location	All Documents Center Workstations*	Docs CD-ROM Drawers	Usually 1990 Census CDs Probably in six-packs	
Reading Location	All Documents Center Workstations*	Computer #5 or Scholar's Workstation (has Extract) or circulate	Computer #5 or Scholar's Workstation (has Extract) or circulate	
Workspace or Request File *(if program requires)*	X Drive	C drive	C drive	
Download	X Drive; once you exit the LAN, access My Computer on the desktop and drag data from the X to a: or d: drive	A, C or USB	A, C or USB	
Printing	Windows-Based CDs but not DOS-based	From 203J or home computer but not from Docs #5	From 203J or home computer but not from Docs #5	
Additional Internet Access	Yes	From 203 H or home computer but not from Docs #5	From 203J or home computer but not from Docs #5	

* Systems Office has not reinstalled everything as of 4/06. Some titles may be listed in MIRLYN as Documents Workstations but are not available on LAN. Treat as individual titles.

Circulation: Three weeks

Guides: •Documents Center reference shelf, lower right-hand corner
  • Documents Center Guides http://www.lib.umich.edu/govdocs/doc-guides.html
  • GODORT Handout Exchange: http://www.lib.umich.edu/govdocs/godort/cdrom.html

Documents Workstations – on long MIRLYN Record

  • **Sample MIRLYN Record**

Title Global development finance.   **MIRLYN CD-ROM Record**
  (Long or More Info Version)
Electronic Access Related online site: http://www.worldbank.o:g/html/extpb/digitalibrary.htm
  Published Washington, D.C. : World Bank, c1997-
  Frequency Annual
  Numbering 1997-
    Subjects Debts, External--Developing countries--Sta istics--Periodicals.
      Finance--Developing countries--Periodicals.
      International finance--Periodicals.
  Contributors World Bank.
    Other Titles Global development finance (CD-ROM)

Location: DOCUMENTS CTR (GL) (Non-Circulating)
Call No: CD-ROM DoX85 ←——— **Documents Center Call Number**
Public Note: CD-ROM copy
Library has: 1998-

    On Documents Center LAN

Item Status:
  Item:: Available: No Status: Documents Workstations ↙

NEXY>>

  • **You do NOT need a physical CD-ROM. Go to Documents Workstations 2-4.**

  • **Click on Icon that says Terminal Services.**

  • **Choose one of the 14 titles.**

  • *XXXXXXXXX* **DRIVE IS CRUCIAL FOR USING/DOWNLOADING.**

    These computers do *not* recognize a: c: or d: while you are in a LAN computer.

    Create request files in the X drive (if the program requires a request file).
    Sometimes it's the Y drive, but you should be able to figure it out.

Always download to the X: drive. Once you exit the LAN, access *My Computer* on the desktop and drag data from the X to a: or d: drive

CALL NUMBER ONLY – on MIRLYN Record

- **Sample MIRLYN Record**

Title The Comprehensive housing affordability strategy (CHAS) database [computer file]

Published Washington, DC : U.S. Dept. of Commerce, Bureau of the Census, Data User Services Division, [1993]

System System requirements: Computer system capable of using a CD-ROM drive; if IBM PC or compatible, requires
Requirements MS-DOS 3.3 or higher, DOS file manager software (e.g., Microsoft CD-ROM Extensions 2.0 or higher); if system other than IBM PC or compatible (such as Apple Macintosh), requires appropriate retrieval software for ISO 9660 CD-ROMs (software included on the disk will run only on an MS-DOS PC); 640K RAM; CD-ROM drive. Disk characteristics: CD-ROM. Written in dBase III format.

Gov Doc No C 3.275:H 81/CD/CORR.-2
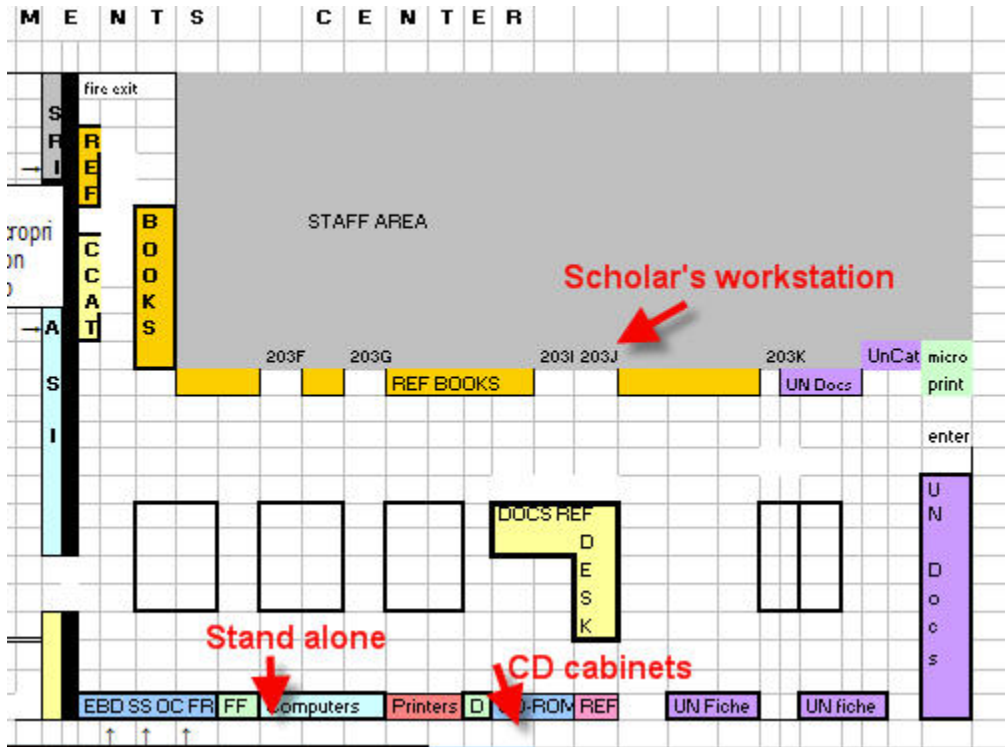
Holdings Location: DOCUMENTS CTR. (GL) (Non-Circulating)
Call No: CD-ROM Do75   **Call Number - No Special Location**

Item Status:
Available: Yes

- **The CDs are filed in the two large CD cabinets to the east of the Documents Desk.**

Look in drawers marked Do, DoX, DVDs, and Software as well as the top of the cabinet.

- **Check Documents Computer 5 or the computer as you enter Room 203 J** to
  see if the software is already mounted.

    CDs using Extract (for 1987-94 Census
    Bureau products) must be accessed on the Scholar's Workstation in 203J
    with a staff member networked logon.

- **If the software is NOT mounted, you may:**

    - Leave a reference request (name and e-mail of patron, call number of CD,
      and issue of serial) for a full-time staff member to mount the next day.
    - Load it yourself on either Documents 5 or in Room 203 J.

- **Difference between Documents 5 and 203 J:**

CD burner	No	Yes
Zip drive	No	No
Internet Connection	No	Yes
Printer	No	Yes
Key to Access	No	Yes
USB	Yes	Yes
Access DOS	No	Yes

- **Loading Procedure**

  - Place CD or DVD in DVD drive
  - Click on Start/Run (203J)
  - Browse the CD/DVD drive (Docs 5) for a program that ends in
    .exe (e.g. start.exe, install.exe, setup.exe)

PRACTICE QUESTIONS

1. Where is the Census CD 2000 Blocks found physically? When you find it, you'll notice that the first step it requires is establishing a request file. Which drive should you use for that file?

2. Is the CensusCD + Maps for 1990 on the library citrix service? Which drive do you think you should use in the library for creating a request file?

3. How would you physically access the June 2000 issue of the National Trade Data Bank?

ANSWERS

1. On the Documents LAN under Census 2000 or under Geolytics. Use the X: drive.
2. Yes. C: is probably locked so use the Client A: or Client D: (zip)
3. Pull from Documents cabinets, DoX6. Then mount on Documents 11.

Sarah E. Hughes, Intern
Grace York, Coordinator
Documents Center, University of Michigan Library
April 2003 – revised April 2006