

A Message from Leigh Hallingby, OSI Head Librarian

I want to briefly acquaint you with the services offered to OSI staff in New York, Baltimore, & Washington by the OSI Library staff in New York and to invite you to use the Library's services whenever we can be of help to you. The Associate Librarian (Wei Chang, x1396), and I (Leigh Hallingby, x1181) will always be glad to assist you in any way that we can with your information needs and requests. Wei's cubicle and my office are the first ones past Reception on the 3rd floor in New York. OSI now has a virtual Library rather than a physical Library, and Wei and I continue to offer Library services through our access to electronic databases, local academic libraries, inter library loan, periodicals subscription services, etc.

We can assist you with access to a wide variety of electronic databases, including LexisNexis. We can also obtain for you electronic or paper copies of documents -- including articles, books, and reports -- and also audiovisuals. Specifically:

- The Library has subscriptions to the electronic databases listed below. They cover news articles & broadcast transcripts, academic journal articles, foundation grantmakers and grants, media contacts, government offices, etc. We can give staff direct access to Academic Search Complete, Cision, CQ.com, Foundation Center Online, GuideStar, Leadership Library, Lexis, and Nexis. If you need an ID for Nexis (news databases) and/or Lexis (legal databases), please let me know. Even if you are an intern or temporary employee, you should get your own ID, please, rather than sharing one with another OSI staff member.
 - Academic Search Complete: 11,700 publications, including 7,100 full-text journals
 - Cision (formerly Bacon's): national/international print and broadcast media, oriented toward Communications staff
 - CQ.com On Congress: information on Congress and for tracking activities and bills there
 - Foundation Directory Online: 100,000 grantmakers, 1.9 million recent grants, and 500,000 Board and staff members
 - GuideStar Premium: comprehensive data on more than 1.8 million nonprofits, including their 990 tax forms
 - Leadership Library: electronic version of the former "Yellow Books" directories of federal & state governments, etc.
 - Lexis: legal articles, cases, decisions, and documents
 - Nexis: news articles and transcripts in full text, plus biographical sources
- If you have a research project with which you need assistance, please let us know, and we can discuss how the Library staff might be able to assist you.
- If you need to follow the news on a certain topic as part of your OSI work, you can set up one or more "alerts" in Nexis to get new articles and transcripts on your area(s) of interest on a daily or weekly basis. If you need assistance with this, we can provide it.
- We run a daily search in LexisNexis for citations of articles and transcripts, from all sources available, about George Soros and his work at the Open Society Institute, as well as in business and politics. If you would like to receive the daily email list of hits from the search, please let me know. The full text of any articles which you need from the daily search is always available.
- All OSI staff have direct access to the Foundation Center Online Professional database of 100,000 funders and 1.9 million recent grants:
 - Go to: www.fconline.fdncenter.org
 - User name: opensociety
 - Password: soros
- For academic journal articles, many in full-text, on a wide range of subjects, OSI has a subscription to Academic Search Complete from Ebsco. If you are within the OSI IP range, you will automatically access the database. If not, you will be prompted for the username and password:

Go to:

<http://search.ebscohost.com/login.aspx?authtype=ip,uid&profile=ehost&defaultdb=a9h>

Username: opensociety

Password: soros

- If you need any academic or other articles or a whole list of articles, Wei and I can usually get them for you at no charge to you. So please be sure to let us know what you want. Usually we are able to email them to you in pdf format. We can also get you copies of chapters from books.
- If you want to borrow other types of documents (books, reports, or audiovisual materials) for which you have the citation, we can almost always borrow them for you. We have relationships with 4 neighborhood libraries: Fordham undergrad/grad, Fordham Law, John Jay College, and Roosevelt Hospital. Wei and I frequently go to these libraries to check out and return materials requested by OSI staff. We also have borrowing privileges at most of the 20+ libraries at Columbia University. For items that we cannot obtain locally, we belong to a couple of enormous inter library loan (ILL) networks.
- The current issues of the newspapers and popular periodicals to which the OSI Library subscribes are in a cubicle next to Reception on the 3rd floor in New York. Back issues are in bookcases along the wall diagonally across from the cubicle with the current issues.
- The Library has hard copy subscriptions to 9 daily newspapers: Daily News, Financial Times, International Herald Tribune, NY Post, NY Times, Newsday, USA Today, Wall Street Journal, and Washington Post. You are welcome to borrow them for up to one hour. Back issues are saved for one month, and the full text of most articles from these newspapers is permanently available on Nexis.
- The Library subscribes to a number of popular and political magazines: American Prospect, Atlantic Monthly, Dissent, Economist, Foreign Affairs, Foreign Policy, Harper's, Harvard Business Review, Mother Jones, The Nation, National Review, New Republic, New York, New Yorker, Newsweek, Time, US News and World Report, Weekly Standard, and Wired. Individual issues do not have to be officially signed out, but it is greatly appreciated if they are returned within 48 hours, so that other staff may read them too. . Back issues are saved for one year, and the full text of most articles from these magazines is permanently available on Nexis.
- The Library also subscribes to the following weekly or biweekly periodicals which are in newspaper format: Chronicle of Higher Education, Chronicle of Philanthropy, and New York Review of Books. These are on the table in the cubicle that houses the popular periodicals.
- If you need to buy books, reports, or dvd's, we are happy to order them for you. When we do this, we bill the cost back to your billing code when we reconcile the Library credit card.
- We are happy to handle periodicals subscriptions for you (journals and magazines other than daily newspapers). In fact, I recommend letting the OSI Librarians handle your subscriptions, as we work with a subscription agent, Ebsco. This centralizes all ordering through one vendor, rather than OSI staff having to deal directly with many publishers and distributors. And in working with Ebsco, the Library gets one renewal list per year for all the titles to which OSI subscribes, and project staff do not have to worry about individual renewals going astray. As with book purchases, we bill periodicals subscriptions back to the appropriate project or department.
- The online catalog of the OSI holdings can be searched on KARL, the OSI intranet site. On the Home page on the left, under Tools and Services, please scroll down to Research and Reference and then select Library Databases. It includes all the periodicals subscriptions handled by the Library as well as books that we know to be held by various OSI programs and staff. The online library catalog is always a good place to start if you need a book, as the title you want may already be within the Foundation.