Welcome to Hightower Library at Gordon State College
Hightower Library Hours

To see the library’s hours click on the following website:

http://www.gordonstate.edu/library/personnel-hours
Hightower Library
Library Help

The library staff is available to help students at the following desks:

**Circulation Desk** - Library staff at this location provide help in finding information and to check out materials.

**Reference Desk** – Library staff at this location provide one to one assistance to students looking for information.
Materials in Hightower Library

Hightower Library has books, magazine and journal articles in paper and electronic format available for use by the students.
Finding Information in the Library

To find books in paper or electronic format, use the online catalog, called GIL-Find.

To find articles, use the databases available in GALILEO.

All colleges in the University System of Georgia use GIL-Find to find books and GALILEO to find magazine, journal and newspaper articles.
Finding Books

1.) Go to the Gordon State College webpage at
http://www.gordonstate.edu
Click on My Gordon → Library Online Resources → GIL Catalog → GIL-Find.

OR

2.) Go directly to the homepage of GIL at
http://gilfind.gordonstate.edu
Homepage of the online catalog, GIL
To look for books click on Advanced Search.
1. Type the search terms in the boxes.
2. Set the Language to English.
3. Click on Find
Below is the Results list from the search. Click on one of these to see the full record for the book.
The brief entry for each book on the results list contains the book title, the call number, the library location and if the book is currently checked out.

<table>
<thead>
<tr>
<th>Book Title</th>
<th>Call Number</th>
<th>Library Location</th>
<th>Not Checked Out or Checked Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dante Alighieri / ...Dante Alighieri, 1265-1321 Criticism and interpretation</td>
<td>PQ4390.D273 2004</td>
<td>General Collection - Second Floor Stacks</td>
<td></td>
</tr>
<tr>
<td>Call Number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Located: General Collection - Second Floor Stacks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>© Not Checked Out</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Table of contents</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Electronic Books

- The library’s collection contains 35,997 electronic books on different subjects.
- They are not Internet websites; they are the same as regular paper books. Cite them as books located in a library database or books accessed online.
- The electronic books are available to you 24/7, throughout the semester both on and off campus.
- They may be used on campus without any additional passwords.
- To use the electronic books off campus, you must have your GALILEO password.
Accessing the Electronic Books

To use the ebooks, click on the link **An electronic book accessible through __________; click here** or **Available via Gale Virtual Reference Library**. If you are off campus, it will ask for the GALILEO password to access the book.

Click on these links to see books.
1. To see the full text of the book, click on eBook Full Text.
2. The Download This eBook (Offline) icon allows patrons to download books to an electronic device after setting up a My EBSCOhost account.
3. Patrons may also print, email or save a certain number of pages from the book once they are in the book.
We use the Library of Congress classification system to arrange books on the shelves.

A = General Works
B = Philosophy, Religion, Psychology
C–F = History
G = Geography, Anthropology, Recreation
H = Social Sciences
J = Political Sciences
K = Law
L = Education
M = Music
N = Fine Arts
P = Literature
Q = Science
R = Medicine
S = Agriculture
T = Technology
U = Military Science
V = Naval Science
Z = Library Science
Questions about checking out books - 1

Where may I check out books?
   The circulation desk

What must I have to check out books?
   Your Gordon State College ID

How long is a check out period?
   Books may be checked out for four weeks and renewed one time for another four weeks.

Is there an overdue fine for books?
   Yes, 25 cents each day for each regular book.
   For reserve items, the fine is 25 cents each hour for each item.
Questions about checking out books - 2

How may I renew books?

You may renew them:

a.) Online through the GIL Catalog.

b.) Bring the books to the library to renew.

How do I know if a book is overdue?

a.) Check your online record through GIL.

b.) Check your Gordon State College email for overdue emails.
Finding Articles

Go to the homepage at http://www.galileo.usg.edu
To use the GALILEO databases at home, you need a GALILEO password.

Go to the homepage of GIL-Find at http://gilfind.gordonstate.edu
To find out your GALILEO password you must know three items:

1. **Your institution ID (929 number)** located on the front of your college ID.
2. **Your library PIN number** – If you don’t know your library PIN number, enter your Institution ID in the first box, your last name in the third box and click on Get My PIN. Your library PIN number will be emailed to your Gordon State College email account. The only place you will use this library PIN number is in the Access my GIL account to: or the My Account section of GIL.
3. **Your last name**
If you don’t know your PIN number click on Get GALILEO password or My Account and follow the instructions at the bottom of the screen. Type in your institution ID (929) number, your last name and click on Get My PIN to mail your PIN number to your Gordon State College email account.

1. Full 929 number
2. Last name
3. Click here.
Steps to find out your GALILEO password.

1. Click on the link, **Get GALILEO password** to pull up the next screen.
2. Type your institution ID, also known as the 929 number in the first box.
3. Type your library PIN number in the second box.
4. Type your last name in the third box.
5. Click on Login to get the GALILEO password.
6. Your account information and your GALILEO password will appear on the screen next. Click on Log out when you finish.
1. Click on the link, **Get GALILEO password**, to pull up the next screen.
2. Type your full Institution ID, also known as the 929 number in first box.
3. Type your library PIN number in the second box.
4. Type your last name in the third box.
5. Click on Login to get GALILEO password.

*If you do not know your PIN, enter just your barcode and last name, then click Get My PIN to have it emailed to you.
6. Your Profile will appear on the screen. Your GALILEO Password for the semester is listed at the bottom of the screen. Click on Log Out after finding out your password. The GALILEO password is good for one semester only.
Google vs. GALILEO

A search in Google gave 7,200,000 results, and only 4 of the first 41 were usable since most were advertisements.

A search in one of the GALILEO databases gave 1134 results; all of them were available in full text and usable.
The two top databases

The two best databases for finding articles are

Academic Search Complete

Research Library

To get to the databases, go to the GALILEO homepage and click on Databases, A-Z.
Databases A-Z page

On the **Databases A-Z** page, choose one of three ways below to access a database you want to search.

1. Total alphabetical list of databases.

2. List of databases broken down by letter of the alphabet.

3. Type the name of the database you want to search in the box.
Click on the title of the database to see the Basic Search screen.
Basic search screen of Academic Search
1. Type your search terms in the box
2. Look at the Limit your results section to limit to Full Text, Published Date or any of the other limiters found in the section.
3. Click on Search
The following is a results list of articles found in Academic Search Complete. To see the full text of the article, click on the HTML or PDF drawing.
The **Find it** means that the article is not available in this database. Click on the Find it to see if it is in another database.
5. Here is an example of a HTML article. The Library recommends using the envelope symbol to email articles of interest to your email address. To print the article use the printer symbol above the envelope.
5. Here is an example of a PDF article. The Library recommends using the envelope symbol to email articles of interest to your email address. To print the article use the printer symbol on the grey oval.
Library Etiquette

1. Please have your cell phone turned off when in the library.
2. No loud talking.
3. No food.
4. Drinks should be in approved containers, such as bottles and coffee cups with twist-on lids.
5. Always have your Gordon State College ID with you.
6. Library computers are reserved for research.
First Year Experience Exercise

The First year Experience Exercise is also available at the following web address:

http://www.gordonstate.edu/library/tutorials.asp

Please print a copy of the exercise, answer the questions and turn it to your professor.