A. Example of Online Catalog Record

Get that interview!: the indispensable guide for college grads /

- **Main Author:** Moock, R. Theodore.
- **Format:** Book
- **Language:** English
- **Published:** Hauppauge, N.Y. : Barron’s, c. 1996.
- **Subject(s):** Job hunting, Resumes (Employment), College graduates->Employment.

**Tags:** No Tags, Be the first to tag this record.

**Holdings**

General Collection – Second Floor Stacks
Call Number: HF 5382.7 .M636 1996

**Not Checked Out**

**Instructions:** Using the information from the online catalog record above, answer the following questions (7 points each).

1. List one subject heading for this book.

2. What is the Copyright Date?

3. What is the publishing place?

4. Who is the author?

5. What is the full call number?

B. Database citations (2 points for each of the eleven parts of the citation.) The instructions are below the box.

This article was found on May 7, 2014 in the database, *Academic Search Complete*.

Removal of mercury from water by multi-walled carbon nanotubes.

By: Tawabini, B.; Al-Khaldi, S.; Atieh, M.; Khaled, M.


8p. 3 Black and White Photographs, 2 Charts, 6 Graphs

DOI: 10.2166/wst.2010.897.

**Instructions:** Use the numbered items listed below to number the eleven parts of the database citation.

1. Page(s) 2. Information not used in a citation 3. Article title 4. Article Date 5. Authors 6. Volume 7. Magazine or Journal Title in which the article is found 8. Issue 9. Name of database in which the article was found 10. Date article found in the database. 11. DOI

C. Instructions: Use Hightower Library’s **online catalog, GIL** ([http://gilfind.gordonstate.edu](http://gilfind.gordonstate.edu)), to answer the following questions.

1. Use the **GIL-Find** search screen and set to an **Author** search. Look for a book by Cynthia Fox (Remember to reverse the author’s name and to choose the correct author). Write down the whole call number. (7 points)

2. Use the **GIL-Find** search screen and set to a **Title** search. Find the book, *Three Fates*. (Enclose the title in quotation marks.) Write down the whole call number. (7 points)

3. Use the **GIL-Find** search screen and look for a biography on Sarah Brady (Remember to use biography and the full correct spelling of the individual’s name). Write down the whole call number. (8 points)

4. Name the **three items** you need to know in order to find out your GALILEO password to use the databases off campus. (7 points each)