Welcome to Part 3 of the slide show.
Part 3: Using GIL-Find to locate books.

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

   OR

2.) Go directly to the homepage of GIL-Find at http://gilfind.gordonstate.edu
Homepage of the online catalog, GIL-FIND
To find books on a specific author, title or subject click on Advanced Search.
Advanced Search

Author
**Advanced Search** for an author – In the first box, change All Fields to Author and type the author’s name in the box. Type the last name of the author first, then the first name as the example below shows. Make sure the spelling is correct. Click on **Find** to complete the search.
To see the titles of books written by a specific author, **click on the author’s name** in the left column under Author. Remember that sometimes there may be authors with very similar names, so click on the one that is the exact or closest match to your author’s name.
Below is the results list containing the titles that are by that specific author with call number and location of book.
Advanced Search

Title
**Advanced Search** for a title – In the first line change All Fields to Title and type the title in the box enclosed in quotation marks (""") as shown below. To see if we have copies of *The Grapes of Wrath*, type “The Grapes of Wrath” in the box. If you need to read *A Separate Peace*, type “A Separate Peace” in the box. Click on **Find** to get the results list. When the results list appears, make sure the title is by the right author.
Advanced Search

Keyword Search
Keyword Search 1 – The rule for most keyword searches is to type the search terms in separate boxes and leave All Fields set to All Fields. Set Language to English and click on Find. For example, to look for books on autism in children, 1. Type autism in one box and children in another box. 2. Set Language to English and 3. Click on Find.
Keyword Search 2 – The one exception to this rule applies when looking for information on a person. A person’s name should be in one box, by itself, as shown below. Add additional search terms in the other boxes such as biography if you’re looking for an account of a person’s life. If you’re looking for a discussion of a writer’s work add criticism in the second box. Set Language to English and click on Find to see the results list.
Below is the Results list from the search. Notice the Suggested Topics at the top of the screen. Click on one of these to narrow your results to a specific topic.
In the left column of the screen, there are additional ways of limiting your search from call number range to author. If you want to limit to paper books, electronic books, films or audiovisuals, the best way is by using the Location section.
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>
</tr>
</thead>
<tbody>
<tr>
<td>Dante Alighieri, 1265-1321 Criticism and interpretation</td>
<td>PQ4390 .D273 2004 PubDate:2004 Located: General Collection - Second Floor Stacks</td>
<td>Not Checked Out</td>
</tr>
<tr>
<td># Not Checked Out</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The full record for the book looks like the example below. It contains most of the information necessary to cite the book in the bibliography for your research paper. The **author** and **title** are listed on separate lines.
The Published line contains three pieces of information and is always set up in the same format. The first section is the publishing place which would be a city or a city and a state. Next is the publisher and last is the copyright date.

The age of Dante;
a concise history of Italian culture in the years of the early Renaissance.

Main Author: Vittorini, Domenico.
Format: Book
Language: English
Published: [Syracuse, N.Y.] Syracuse University Press (1957)
Subjects: Dante Alighieri, > 1265-1321.
Italian literature > Early to 1400 > History and criticism.
Tags: No Tags, Be the first to tag this record!
In the middle of the record you will find the **Subject(s)** headings for the book. These may be clicked on to redo the search and find more or related books to your original subject.
At the bottom of the record you find 1. the location of the book - first or second floor, 2. the full **Call Number** of the book (which may include a year on the end) and 3. the status (checked out or not checked out).
The full record for the book also allows the patron to email, text, print, cite or export the bibliographic information. The record may include the book’s Table of Contents and reviews of the book from outside sources. Use the Table of Contents to see if the book contains useful chapters for your research. In the right column of the record, the Similar Items list contains books owned by the patron’s home library that may contain more information on the patron’s subject. Click on one of the titles to see the record for that book.
Electronic Books

- The library’s collection contains 35,997 electronic books. 32,006 of the books are in the EBSCOhost collection, 3,274 are in the Gale Virtual Reference collection, 567 are in the Literature Ebook collection and 150 are in the Science Ebook collection.
- 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, but you may have to type it in twice if there is more than one box.
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To use the ebooks, click on one of the following links: Available via Gale Virtual Reference Library. Click here to access, An electronic book accessible through INFOBASE; click here or An electronic book accessible through GALILEO; click here. If you are off-campus, you will need to enter the GALILEO password.
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Once the ebook Full Text icon is clicked, patrons may
1. Read the book or
2. Use the tool bar on the right to email a certain number of pages.
ebooks on EBSCOhost – Emailing from the Tool bar
Patrons may email a specific number of pages from individual books based on the length of the book. If a patron prints 50 pages from a book that allows 60 pages, they may email only an additional 10 pages from that book. Since the books are available 24/7 throughout the semester, there is not really a need to email or print.
The following tools are available: 1. Use the Magnifying Glass to find specific words in a book, 2. Use the Annotate to make notes or 3. Use the Dictionary to spell words.
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