Welcome to Hightower Library at Gordon State College
The purpose of this five part slide show is to familiarize all students (on campus, off-campus or online class) with the following:

- **Part 1:** Materials and services available in the library.

- **Part 2:** GALILEO password and your GIL account.

- **Part 3:** How to find materials in the library using GIL-Find, the online catalog.

- **Part 4:** How to find and request materials in other University System of Georgia libraries using the Universal Catalog and GIL Express.

- **Part 5:** How to find magazine/journal articles in the library’s databases using GALILEO.
Hightower Library Hours

The library is open the following hours during the Fall and Spring semesters:

- **Monday**: 7:45 am - 10:00 pm
- **Tuesday**: 7:45 am - 10:00 pm
- **Wednesday**: 7:45 am - 10:00 pm
- **Thursday**: 7:45 am - 10:00 pm
- **Friday**: 7:45 am - 5:00 pm
- **Saturday**: 12:00 pm - 4:00 pm
- **Sunday**: 2:00 pm - 10:00 pm

This information is also available at [http://www.gordonstate.edu/library/personnel.asp](http://www.gordonstate.edu/library/personnel.asp)

Please check this website for closed days and Summer hours.
Floor Plan of Hightower Library

First Floor

Second Floor

Front of Library

Front of Library
What’s on each floor?

The first floor contains the following:

- Circulation Desk
- Reference Desk and Collection
- Microfilm/Copy Room
- Bound Periodicals
- Reading Lounge (near Bound Periodicals)
- Computer Commons
- VHS/DVD collection
- Browsing paperback collection
What’s on each floor?

The second floor contains the following:

- Books to check out
- Group Study Rooms
- Study Tables
- AV Office – Help available here
- Carrels for individual study
- AV viewing room
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.

**AV Office Desk** – Library staff at this location provide help in using the online catalog and locating materials on the shelf.
For all students, whether they are on campus off-campus or online the library’s section of Gordon State’s webpage provides information about the library and links to library resources. To get to everything for the library click on the Quick Links box found on the Gordon State Home page. Select the Library option on the Quick Links pull down menu or go to http://www.gordonstate.edu/library/home Click on the Electronic Resources link to see the screen on the right.
Research Guides and Tutorials provides links to handouts for research in different subject areas as well as Advanced Searching of databases like Academic Search Complete. It also has links to power point presentations like the Online Library Orientation, also known as the Off-Campus/Online Classes Library Orientation.

Personnel + Hours provides names and contact information for the library staff as well as hours for the library including the dates the library will be closed.
Electronic Resources provides links to several items including the following:

A.) **LibGuides** – online research help for different courses and subjects,

B.) **GIL catalog** – our online catalog,

C.) **GALILEO** – access to databases,

D.) **GIL Express** – the University System of Georgia’s online catalog and way to request books,

E.) **New Georgia Encyclopedia** – online encyclopedia about people, places and history of the state of Georgia,

F.) **Need Help? Ask-A-Librarian** – online form to ask for research help,

G.) **Online Interlibrary Loan Request Form** – online form to request copies of magazine, journal articles as well as books and

H.) **Off Campus/Online Classes Library Orientation and Quiz** – the power point presentation you are currently viewing which is the same as the Online Library Orientation on the Tips + Tutorials page.
For all students the library staff are available to help with their information needs but the library staff listed below specialize in certain areas:

**Reference Librarian** – If you need recommendations of search terms, databases, books, etc. contact the Reference Librarian by Ask a Librarian on the GALILEO Homepage, the Need Help? Ask-A-Librarian form at [www.gordonstate.edu/library/contactus](http://www.gordonstate.edu/library/contactus) or by phone at 678-359-5076.

**ILL Librarian** – If you need copies of journal/magazine/newspaper articles or books not found within the University System of Georgia, you may

A.) fill out the online form found on the Electronic Resources page called Online Interlibrary Loan Request Form or,
B.) send an Inter-Library Loan request via email ([libraryill@gordonstate.edu](mailto:libraryill@gordonstate.edu)) to the ILL Librarian to see if it is possible to get copies of the items.
Materials in Hightower Library

Hightower Library has the following types of materials available for use by the students.

8,991 Reference Books
99,111 Circulating Books
35,997 Electronic Books (in the GIL catalog.)
302 GALILEO Databases (The databases contain over 55,537 journals and magazines in full text as well as 6,212 additional ebooks.)
Reference books are found in the Reference area on the first floor of Hightower Library. They are useful for getting quick facts as well as a quick overview of a subject. Most of the reference collection consists of subject encyclopedias, subject dictionaries and statistical sources like those pictured below.
The circulating books are found on the second floor of Hightower Library. They are useful mainly for in-depth discussion of different topics, like those pictured below but may also be useful for quick facts or quick overviews of a subject.
Finding Information in the Library

To find books in paper or electronic format, use the online catalog called **GIL-Find**. It may also be used to find and view short videos on different subjects.

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. Therefore students do not have to learn how to use new catalogs or core databases if they transfer to another college in the University System of Georgia.
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 Science
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 many books may I check out?
   You may check out four books on a subject and up to twenty books total.

How long is a check out period?
   Books may be checked out for four weeks and renewed one time for another four weeks.
How may I renew books?
You may renew them:
  a.) Online through the GIL Catalog
  b.) Bring the books to the library to renew.

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.

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.
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.
1. Please have your cell phone turned off when in the library. If you need to talk on your phone, please step outside.

2. Please talk in low tones so you don’t disturb others.

3. Crackers, cookies, candy, frozen lattes, coffee are allowed in the reading lounge area. Ask the library staff about its location.

4. Drinks in approved containers, such as bottles and coffee cups with twist-on lids, are allowed throughout the library except around the computers.

5. Always have your Gordon State College ID with you.

6. Library computers are reserved for research.
Continue on to part 2:

GALILEO password and your GIL account.