Welcome to
Hightower Collaborative Learning Center and Library
at Gordon State College
The library is open the following hours during the Fall and Spring semesters:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8:00 am -10:00 pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8:00 am -10:00 pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>8:00 am -10:00 pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>8:00 am -8:00 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 am -5:00 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>Closed</td>
</tr>
<tr>
<td>Sunday</td>
<td>2:00 pm-10:00 pm</td>
</tr>
</tbody>
</table>

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.
What’s on each floor?

The first floor contains the following:

- Checkout or Circulation Desk
- Two Study Lounges
- Practice Presentation Room
- Juvenile and Browsing Collection
- Reference Collection
- Oversize Collection
What’s on each floor?

The first floor also contains the following technology:

- 36 Computers
- Scanners – scan and send to email, USB, Google Drive or smart phone
- 2 Printers (Color and Black Ink)
- Self Checkout machine
- Microfilm reader/scanners
What’s on each floor?

The second floor contains the following:

- General Collection
- Group Study Rooms
- Individual Study Room
- Library Classrooms
- Open Study Space
- Whiteboards and Whiteboard Tables
Library Services – Make an appointment with your personal librarian to get research help or reserve a study room.

The Online Reservations Requests page shown above at libcal.gordonstate.edu provides links to the following:

1. **Personal Librarian Program** - Book an appointment to get research help (recommendations of search terms, databases, books, etc.) from a personal librarian by subject or by major. You may also get help from a librarian in one of the following ways:
   - By phone at 678-359-5076 or email. Check the personnel page at [https://www.gordonstate.edu/departments/library/personnel-hours/index.html](https://www.gordonstate.edu/departments/library/personnel-hours/index.html) for email addresses.
   - On the Libguides look for the Contact info.

2. **College Archives** - Book an appointment to use the Archives.

3. **Study Room Reservations** - All study rooms, whether they are group or individual, must be reserved prior to using them.
Hightower Library has the following types of materials available for use by the students.

- 8,991 Reference Books
- 94,633 Circulating Books
- 616,000 Electronic Books (in the GIL catalog.)
- 305 GALILEO Databases (The databases contain over 55,537 journals and magazines in full text as well as additional ebooks.)
We use the Library of Congress classification system to arrange books on the shelves.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>General Works</td>
</tr>
<tr>
<td>B</td>
<td>Philosophy, Religion, Psychology</td>
</tr>
<tr>
<td>C–F</td>
<td>History</td>
</tr>
<tr>
<td>G</td>
<td>Geography, Anthropology, Recreation</td>
</tr>
<tr>
<td>H</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>J</td>
<td>Political Sciences</td>
</tr>
<tr>
<td>K</td>
<td>Law</td>
</tr>
<tr>
<td>L</td>
<td>Education</td>
</tr>
<tr>
<td>M</td>
<td>Music</td>
</tr>
<tr>
<td>N</td>
<td>Fine Arts</td>
</tr>
<tr>
<td>P</td>
<td>Literature</td>
</tr>
<tr>
<td>Q</td>
<td>Science</td>
</tr>
<tr>
<td>R</td>
<td>Medicine</td>
</tr>
<tr>
<td>S</td>
<td>Agriculture</td>
</tr>
<tr>
<td>T</td>
<td>Technology</td>
</tr>
<tr>
<td>U</td>
<td>Military Science</td>
</tr>
<tr>
<td>V</td>
<td>Naval Science</td>
</tr>
<tr>
<td>Z</td>
<td>Library Science</td>
</tr>
</tbody>
</table>
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.
Using My Account

To sign into your account you must have **two** things:

A. Your **User name** from your Gordon State email.
B. Your **Password** from your Gordon State email.
Click the Sign in link to access your account.
On the next screen click on “Gordon State Students, Faculty & Staff”.
Type in the same **USER ID** and **PASSWORD** that you use to login to your Gordon State email or the college network.
Click on your name as shown below.
Click on My Library Account as shown below.
The opening screen of My Library Account appears with your name in the upper corner as shown below. From here you may click on one of the boxes or the links above the boxes to see the full information for Loans, Fine & Fees, Requests, Blocks & Messages and your GALILEO Password.
My Library Account – Loans

This page displays your active loans. It shows the title, author, and due date.

<table>
<thead>
<tr>
<th>Title</th>
<th>Author</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Google Scholar: a practical guide for librarians / Paig...</td>
<td>Alfonzo, Paige</td>
<td>07/26/19, 16:59</td>
</tr>
<tr>
<td>The lost world of James Smithson: science, revolution, and th...</td>
<td>Ewing, Heather P.</td>
<td>07/26/19, 16:59</td>
</tr>
</tbody>
</table>

Return to: Hightower LLC & Library 2nd Floor - General Collection ZA507S.A...
My Library Account – Loans

You may also see a list of books you have checked out in the past by selecting **Previous and historic loans** from the pull down menu.
My Account – Checking your requests

If the request says **In Process** it means that the library is retrieving the book for you. If a request from another University System library says **In Transit** that means the book is on its way.
My Account – Fines and fees

Click on **Fines & Fees** to see any overdue fines or other fees that you need to take care of in the library.
Getting the GALILEO Password

The GALILEO password will continue to be available for a little longer but the preferred method of accessing the GALILEO databases is to use your Gordon State email username and password. To see your GALILEO password for the semester click on OVERVIEW to see the boxes and scroll down to the GALILEO Password box.
Finding Books

1.) Go to the Gordon State College webpage at

   https://www.gordonstate.edu

   Click on My Gordon and scroll down to the bottom of the page and click on
   Library → Electronic Resources → GIL Catalog.

   OR

2.) Go directly to the homepage of GIL at

GIL Find Opening Screen

A search box is located in the blue bar below the menu links.
Advanced Searching:

Click on **Advanced Search** to begin.
**Advanced Searching** – **Keyword:**

1. Type the search terms in separate boxes as shown below.
2. Set the limiter Language to English.
3. Click on **Search**.

![Advanced Searching Example](image-url)
Advanced Searching – Results List:

Hightower Library has books in electronic and paper format.
1. Electronic books have a link to the electronic book under the book title. If Online access is green, the book is available to view.
2. Paper books have the location and call number under the book title. If Available is green, the book is available to check out.
Each brief record shows the bibliographical information.

1. Title
2. Author(s)
3. Publication Place
4. Publisher
5. Copyright/Creation date
6. Location
7. Call Number
Advanced Searching – Author:

In the first box, change *Any Field* to *Author/creator* and type the author’s name in the box. Type the last name of the author first, then the first name. Click on **Search** to complete the search.
Advanced Searching – Author:

To see the titles of books written by a specific author, click on the closest match to the author’s name in the left column under Author/Creator.
Advanced Searching – Title:
In the first line change *Any Field* to *Title* and type the title in the box. Click on **Search** to get the results list. When the results list appears, make sure the title is by the right author.
Advanced Searching: Call Number

Click on **Browse Search** to begin.
Advanced Searching: Call Number

Click on **Library of Congress call numbers** option on the menu.
Advanced Searching: Call Number

Type the call number in the box as shown below: Alphabet and first number together, empty space, period followed by alphabet and numbers, empty space, alphabet and numbers or date. Click on the magnifying glass to find the book record.
Print Books
Limiting results to print books 1–

On the left column of the results list page under **Format** check **Books**. Click on **Apply Filters** to limit results to books only.
Limiting results to print books 2 –

Next in the left column of the results list page limit to only print/paper books by choosing Hightower or Guillebeau Hall in the same way. For Hightower books, write down the call number and retrieve from the shelf.
Requesting a print book –

Guillebeau Hall books must be requested. Before requesting these books you need to be signed into your library account.
Requesting a print book —

This tells how many copies are in the library, how many are available and how many requests have been made for that item.
Requesting a print book –

The Status message will alert you if the book is checked out or available. Place a request by clicking **Request** link.
Requesting a print book –
This page will appear. Click on green Request button.

Details of title you requested:

Pickup Location: * Hightower CLC & Library

Not Needed After: ____________________________

Comment: ________________________________

REQUEST
Requesting a print book –

The screen below will appear to let you know the item is requested. “Requests ahead of you: 0” tells you that no one else has requested it before you.

BOOK
Marlowe, Shakespeare, and the economy of theatrical experience
Thomas Cartelli;

Available at Guillebeau Hall - Repository General Collection (PR658.A88 C37 1991)

Send to

Get It

Request placed. Requests ahead of you: 0

Refresh Services List
Recalls

If you have had a book for at least 28 days it is eligible for recall. This means if another student or faculty member places a request for the item it must be returned to the library even if you have renewed it.
Electronic Books
The library’s collection contains 616,000 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, use your user name and password for your Gordon State email.
Accessing Electronic books from the Results list

1. To see the database containing the book, click on **Online access**.
2. Click on the database link found under View Online to see the full text of the electronic book as shown on the screen below.

The earth science book : activities for kids
Zike, Dinah
Place of publication not identified Wiley 1993

Full text available at: eBooks on EBSCOhost (NetLibrary Collection) - GALILEO
1. To see the full text of the book, click on PDF Full Text.
2. The Download icon allows patrons to download books to an electronic device by using their user name and password to login to their 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.
1. To see the full text of the book, click on Read Online.
2. The Download Book link allows patrons to download books to an electronic device by logging in using their Gordon State email user name and password.
3. Patrons may also print a certain number of pages from the book once they are in the book.
Questions about checking out books - 1

Where may I check out books?
The circulation desk or the self checkout machine

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 fifteen books total.

How long is a check out period?
Books may be checked out for four weeks and renewed two times for another four weeks each time.
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.
Finding Articles

Go to the homepage at
https://www.galileo.usg.edu/scholar/gdn/search/
Off campus access to GALILEO.

To use the GALILEO databases off campus, login to your D2L account and click on the GALILEO icon.
Google vs. GALILEO’s Discover tool (EDS)

A search in Google gave 31,500,000 results on water purification drinking water, and only 7 of the first 52 were usable since most were advertisements.

A search on the same search terms using the Discover tool gave 2,364,341 results and none were advertisements. 873,141 of the results were available in full text.
Why should you use the Discover Tool instead of Google?

- The Discover Tool allows you to search all of the GALILEO databases and the GIL Catalog at one time.

- Unlike Google, the Discover Tool has no advertisements.

- The Discover Tool allows you to limit your search results in different ways such as full text, subject, language, date, etc. Google does not allow you to do this in the same way.

- It finds the type of sources that your professor wants to see in your paper, whether they are books, journals, magazines, newspapers or videos.

- Unlike Google, the majority of the articles found by the Discover Tool are in full text and already paid for so you don’t have to worry about paying anything extra. If you use Google or other web search tools, they’ll charge you.

- They are not Internet Web Sites so you may use as many of them as you want.
Using the Discover Tool -1

The Discover Tool, GALILEO’s answer to Google, searches for relevant, authoritative sources in the GIL catalog and GALILEO databases at the same time. A large percentage of the sources are full text journals, magazines, newspapers and books; none are advertisements. Type your search terms in the box and click on the magnifying glass button to get the results list.
Using the Discover Tool -2

Begin with the Discover tool’s answer to Wikipedia, the Research Starter. These serve as starting points for your research providing background information from subject encyclopedias. Most include a bibliography at the end of the article; use this to find potential reputable sources.
Using the Discover Tool - 3

Unlike Google the Discover tool actually allows limiting of search results by using facets as shown below. Three of the most useful limiters are **Full Text**, **Language** but especially **Subject**. You may also limit to materials only available through the Gordon GIL Catalog Only.
Using the Discover Tool - 4

Use the headings under **Subject** as shown below to further limit your results. The link Show More will give a complete list of all of the subject headings.
Using the Discover Tool - 5

Below is a list of results found through the Discover Tool.
To see the full text of an article, click on the HTML or PDF drawing.
The Find It drawing means it is not available in this database but by clicking on the drawing you can find out whether it is available in another database or in the library in paper or microfilm form.
Using the Discover Tool - 6

Database Citation Parts – 1
To cite an article correctly you need to know certain things:
A. Database that contained the article and the date it was found.
B. The identified parts of the citation below and on the next slide.

Article title with subtitle


Background Screen time, defined as time spent watching television, DVDs, or videos or playing computer or video games, has been related to serious health consequences in children, such as impair...

Subjects: OBESITY in children -- Prevention; AGGRESSION (Psychology); ANALYSIS of covariance; CHI-squared test; CHILD Behavior Checklist; CHILDREN -- Health; CLINICAL trials; PARENTS; PSYCHOLOGICAL tests; QUESTIONNAIRES; SCALE analysis (Psychology); T-test (Statistics); TELEVISION; BODY mass index; RANDOMIZED controlled trials; DATA analysis -- Software; CHILDREN
Database Citation Parts - 2

See the numbered items for the different parts of a citation. Sometimes the citation will include a DOI (Digital Object Identifier) that is used in APA citations. Anything else in the citation, such as number of pages in article, maps, (AN 52874743), etc. will not be used for a bibliography and your professor will take off points if included in the citation.

3. Title of magazine or journal in which the article is found.

4. Date of article

5. Volume

6. Issue

7. Pages

8. DOI (Digital Object Identifier)
Using the Discover Tool - 7
Folder - 1

The folder option in the Discover tool allows patrons to place multiple articles in a temporary folder and email them all at the same time. Use the Folder option anytime you see an article that might be useful by clicking on the blue folder icon at the right end of each citation. This will place the article in the folder. Continue looking and adding as many articles as might be useful before going to the next step.
Folder – 2

After the articles are in the folder, click on the Folder symbol in the blue bar near the top of the screen. The list of articles should appear as shown below. We recommend emailing the entire list to any email account. Articles must be printed individually.
Using the Discover Tool - 8

Printing individual HTML articles

To print an HTML article, always use the Printer symbol in the right column.
Using the Discover Tool - 9

Printing individual PDF articles

To print a PDF article use the printer symbol at the top of the article. Do not use the printer symbol on the right of the screen.
Library Etiquette

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

2. Crackers, chips, cookies, candy and drinks are allowed in the library but no full meals, smelly, greasy food or ice cream. Please no food or drink at the computers.

3. Please have your Gordon State College ID with you.

4. Library computers are reserved for class related work.
Thank you,
Hightower Staff