Using the GIL-Find Catalog!
GIL Find Opening Screen 1:
The catalog has two menus on the top of the screen. In the top right corner are links to **LOG IN FOR SERVICES** and **Menu**.
GIL Find Opening Screen 2:

In the middle are links to **Library Search, Find e-Journals, New Titles** and **Browse Search, Library Home and GALILEO**.
GIL Find Opening Screen 3:

A search box is located in the blue bar below the menu links. Click on the arrow next to GIL-Find to see the **Course Reserves** link. Use this to search for items your professor has placed on reserve for your class.
GIL Find Opening Screen 4:

Links to **Renew** books online, **Check** my requests and **Get GALILEO password** are found in the Access My Library Account box as shown below.
Using My Account

To sign into your account you must have two things:

A. Your User name from your Gordon State email without the @gordonstate.edu.

B. Your Password from your Gordon State email.
Click **LOG IN FOR SERVICES** in the upper right corner to access your account.
Signing into My Library Account - 2

On the next screen click on “Gordon State Students, Faculty, & Staff”.
Signing into My Library Account - 3

Type in the same **username** and **password** that you use to login to your Gordon State email or the college network. Click on **LOGIN**.
Signing into My Library Account - 4

The opening screen of the GIL-Find catalog will reappear with your name in the upper corner as shown below.
Click on your name and then 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.
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 Library Account – Renew Books

This page displays your active loans. Books automatically renew two times; you can use the RENEW ALL for all or select a title to renew individually. If the books have already been renewed twice or are recalled you cannot renew the books.
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.

Fine + fees

There are no fines
My Account – GALILEO Password no longer necessary

The GALILEO password is no longer necessary so you will no longer have it listed here. To access the GALILEO databases use your Gordon State email username and password.

GALILEO Password

Password no longer necessary. Link to GALILEO: www.galileo.usg.edu
GIL allows searching for library materials (books, journals, videos) in all formats. You can choose to do a **basic**, **advanced search** or **browse**.
Advanced Searching:

Click on **Advanced Search** to begin.
Advanced Searching – Using Limiters 1:

You can limit your search by: **format, language and publication date**.
Advanced Searching - Using limiters 2:
The following are the most commonly used ones.

Any field  Use this for a keyword search
Title        Use this if you are looking for a specific title
Author/creator Use this if you are looking for books by a specific author
Subject      Use only with the Library of Congress subject headings
Advanced Searching – Using Limiters 3:

**contains** – Results found must contain the terms on the line.

**contains phrase** – Results must match exactly the terms on the line.

**starts with** – Results start with the terms on the line.
Advanced Searching – Using Boolean Operators

**AND** – narrows the results
**OR** – increases the number of results
**NOT** – excludes search results
Advanced Searching – To start a new search:

To start a new search, click on the **CLEAR** button to clear out any previous search terms and type in new terms. Another option is click on the **Library Search** link at the top of the screen and then on **Advanced Search**.
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 – Keyword 1:**

1. Type the search terms on separate lines as shown below.
2. Set the limiter Language to English.
3. Click on **Search**.
**Advanced Searching** – Keyword 2 (When looking for information on a person):

1. Type person’s name on one line, by itself. We suggest last name, first name (O’Brian, Tim)
2. Add additional search terms on the other lines such as biography or criticism.
3. Set Format and Language.
4. Click on **Search** to see the results list.
Advanced Searching – Tweak (or limit) my results 1:

Once the results appear on the screen, use the limiters in the left column to make your results more useful.

- Availability
- Format
- Date Range
- Location
- Language
- Author/Creator
- Subject
- And others
Advanced Searching – Tweak (or limit) my results 2:

Click on the limiter name to see a list of possible choices.

Place a check by your choice and click on Apply Filters when it appears.
To limit results to only books in paper format:
1. Check **Available in the Library** and **Books**.
2. Click on **Apply Filters** when it appears.

To limit results to a specific language or more specific subject area use the limiters of **Language** and **Subject** in the same way.
Advanced Searching – Tweak (or limit) my results 4:

The limiters you select will appear to the left of the results list as shown below. To remove them, click on the x next to each one.
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.
Results List Record for item - 1:

Each brief record on the results list shows the following bibliographical information. Click on the title to see the full record.

1. Title
2. Author(s)
3. Publication Place
4. Publisher
5. Copyright/Creation date
7. Call Number
Results List Record for item – 2:

Click on the title in the brief record to see the full record which includes several different sections after beginning with the brief record. The next few slides are about the DETAILS section and the VIRTUAL BROWSE section.
Results List Record for item - 3:

The Details section of the full record for the item shows everything needed to cite it for a bibliography: Title, Author, Publisher (also includes publishing place) and Creation Date which is the same as Publication Date.
The **Details** section of the full record also includes the Subjects lines which provide suggestions of subject headings to use when searching the catalog.
Results List Record for Item – 5

This is only found on paper book records. **Virtual Browse** combines the paper collection found in Hightower and Guillebeau and allows you to browse the collection without going to Hightower C.L.C. & Library. This is particularly useful for seeing what books in Guillebeau may be about your subject.
Using **GET IT** to request a book from Guillebeau Hall – 1:

Type your search terms and select any limiters or Boolean operators you wish, then click **SEARCH**.
Using **GET IT** to request a book from Guillebeau Hall – 2:

On the left column of the results list page you can choose to limit your results to Dorothy W. Hightower or Guillebeau Hall.
Using **GET IT** to request a book from Guillebeau Hall – 3:

Guillebeau Hall books must be requested.
1. Before requesting these books, you need to **LOG IN FOR SERVICES** using the link on the record.
2. On the next screen, click on “**Gordon State Students, Faculty, & Staff**”.
3. Type in the same **username** and **password** used to login to your Gordon State email or the college network.
Using **GET IT** to request a book from Guillebeau Hall – 4:

After you sign in from the record, it should reappear as shown below. Availability tells how many copies are in the library, how many are available and how many requests have been made for that item.
Using **GET IT** to request a book from Guillebeau Hall – 5:

The Description Status will alert you if the book is checked out or available (Item in place). Place a request by clicking **Request link**.
Using **GET IT** to request a book from Guillebeau Hall – 6:

This will appear on the page. Leave everything the same and click on **Request**.
Using **GET IT** to request a book from Guillebeau Hall – 7:

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.
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.
Homepage menu links –

The next few slides will discuss three of the options in the box below: Find e-Journals, New Titles and Browse Search.
Find e-Journals - 1
E-journals include magazines, journals and newspapers. They are also as a group called periodicals.
Use the Find e-Journals link to find a specific e-journal and see the full text. There are three ways to do this:

(1) Click on the letter of the alphabet to browse through titles that begin with that letter.
(2) Type the journal title in the box enclosed in quotation marks to go to it immediately.
Find e-Journals - 3

(3) Type the journal title in the box to see a list of journal titles containing the words. Below each e-Journal title is the following link: Online access.
Find e-Journals - 4

Clicking on **Online access** shows links to the databases that contain the title. Next click on a database title to display the journal in GALILEO.
Find periodical in paper, microfilm or electronic format

Periodicals include journals, magazines and newspapers.

Click on Advanced Search.
Find periodical in paper, microfilm or electronic format

1. Change **Any field** to **Journal Title**.
2. Type title in quotation marks on the line.
Find Periodical in paper, microfilm or electronic format

If the periodical is available in a paper, microfilm or electronic format the results will include all. See examples below:

1. Years in electronic format click on Online access.
2. Years the library has in paper or microfilm format click on the Available at ...
Find periodical in paper or microfilm format

The volumes and years are displayed below and the location includes the format: **Periodicals Bd** or **Microfilm**.

![Periodical search interface](image-url)
New Titles

Use this to what new items have been added to the collection in paper or electronic format.

<table>
<thead>
<tr>
<th>Received</th>
<th>Title</th>
<th>Author</th>
<th>Media Type</th>
<th>Publisher</th>
<th>Call No.</th>
<th>Library</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-09-22</td>
<td>International Pharmacy Acta</td>
<td>Journal</td>
<td>Shahid Beheshti University Of Medical Sciences</td>
<td>Unknown</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2020-09-22</td>
<td>Idc: International Design And Art Journal</td>
<td>Journal</td>
<td>Nilay Ozasav Ulucay</td>
<td>Unknown</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>Ultrasomica</td>
<td>Journal</td>
<td>Butterworth Heinemann</td>
<td>TA367</td>
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<tr>
<td>2020-08-22</td>
<td>International Journal Of Information Management</td>
<td>Journal</td>
<td>Pergamon</td>
<td>H61.9</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2020-09-22</td>
<td>Iet Cyber Systems And Robotics</td>
<td>Journal</td>
<td>Institution Of Engineering And Technology</td>
<td>Unknown</td>
<td></td>
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<tr>
<td>2020-09-22</td>
<td>Phainomena</td>
<td>Journal</td>
<td>Fenomenolojik Društvo</td>
<td>Unknown</td>
<td></td>
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</tr>
<tr>
<td>2020-09-22</td>
<td>Novanau: Revista Universitaria De Administración</td>
<td>Journal</td>
<td>Universidad Autónoma De Ciudad Juárez</td>
<td>Unknown</td>
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<tr>
<td>2020-09-22</td>
<td>Sustainable Business And Society In Emerging Economies</td>
<td>Journal</td>
<td>Circ Publishing</td>
<td>Unknown</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Browse Search

The **Browse Search** allows you to browse by **subject**, **author**, **title**, or **Library of Congress call numbers**. See the next slide for explanation.
1. **Subject** - Type search terms in to see Library of Congress subject headings related to search terms. Each subject heading will give the total results for that heading; click on it to see the records. If searching for a person’s name, type last name first and then the first name for results.
Browse Search

Use this to browse for books in different ways. The first three are the most useful, while the fourth may be useful at times.

2. **Author** – Type author’s name in the box with last name first and first name last (Ex. Bronte, Emily). When the results appear click on the appropriate name to see results.
**Browse Search**

Use this to browse for books in different ways. The first three are the most useful, while the fourth may be useful at times.

3. **Title** – Type book title in box. When the results appear, look for the title. If a matching record does not appear, the library does not own it.
Browse Search

Use this to browse for books in different ways. The first three are the most useful, while the fourth may be useful at times.

4. Library of Congress call numbers – Type call number in the box. When the results appear, look for the call number. Make sure to include the period between the first number and second number in the call number.

For example, **AG195 .M386 2001**
Browse Search – by Library of Congress call number

For example, **AG 195**
The Push Pin icon allows you to mark items of interest. Click the Push Pin icon next to the title you wish to add to your list. Selected items for the list are indicated by a line across the Push Pin icon. Unselected items have no line across the push pin symbol.
Saving book titles to your Favorites list - 2

After selecting all of your favorites click on the Push Pin icon.
Saving book titles to your Favorites list - 3

If you are not already logged into your account, a temporary list of marked titles appears as shown below. To make it permanent, sign in to your account. You can add to or delete items from your list by clicking on the Push Pin icon. Items may also be emailed or printed.
Saving book titles to your Favorites list - 4

After signing into your account the list will look like this and give you the options of creating different files or adding to current files by using the **ADD LABELS** option as shown below. On the right are the different files arranged by Label.

![Image of My Favorites interface with 'ADD LABELS' option highlighted and different labeled files arranged by Label]
Saving search queries 1:

If you are logged in to your account you may save any searches for future use by clicking on Search History.
Saving search queries 2:

The following screen appears. Click on the Push Pin icon to save the search or the trash can to remove it.
Thank you,

Hightower Staff