

The Electronic Library:

A UGA Newcomer's Guide

The University's Library System is the biggest in the state, with enough primary and secondary resources for you to conduct research on nearly any topic.

Between the main library, science library, law library and the Student Learning Center there are a multitude of librarians available to help with your research or your teaching. Many library resources are available electronically. Here's how to access them from any on-campus computer or even from home.

The Libraries Web Site

On the libraries' home page (<http://www.libs.uga.edu>), you'll find the hours of the three library locations. Starting from the "Contact Us" link, you can also ask a librarian questions in an IM, or instant message, format. Under the "Library Services" heading, click on "For Graduate Students" to access a page of grad student resources, including tips for getting started on your research, a list of librarians by disciplinary specialty and a link that lets you schedule a free conference with a research librarian. The page also contains resources to help you as an instructor or teaching assistant, including ideas and information for library assignments and advice for talking to students about copyright and plagiarism.

Start Your Research with GIL

To find books, journals, videos and other resources, search the library catalog, or GIL. From the library home page, click on "GIL@UGA Catalog." If you already know the resource you're looking for, use the Exact Search function to find it. Use Keyword Search when you're looking for sources related to your project. GIL will give you the call number, floor and library building where the resource is located. The notes field will inform you if it has been sent to the repository. Click the "Need something from the repository?" link at the bottom of the page to request the item be retrieved. You can also check-mark a source from the results list and e-mail the citation to yourself in order to insert it directly into your footnotes or bibliography.

The library archives all theses and dissertations completed at UGA, and you can access these through GIL. Type "dissertation" into the search field and select "Keyword Anywhere." From the results page, select "Narrow My Search"

and enter new keywords to find theses and dissertations related to your topic. The library also offers 30,000 e-books. Type "netlibrary" as "Keyword Anywhere," then "Narrow My Search" and enter related keywords. Initially, you will have to create an account from a campus computer. Once you have an account, you can access online books from any computer.

All of the information in your library account, including your address of record, what you have checked out, due dates and late fees, are accessible through My Library Account. From the library home page, under "Library Services," click "My Account." From there, you can verify your address, get the password for using GALILEO off campus and renew a book twice. (For subsequent renewals, you must return to the library with the item.) To update your address, select "online forms" from the Access Services page under "Collections/Departments."

Borrowing from Other Libraries

If you can't find a book or other source in the UGA Libraries, you can borrow it from other institutions in Georgia using GIL Express. Begin by searching in GIL. If the item you need is checked out, not on the shelves, or not owned by UGA, click "GIL Universal Catalog" at the top of the results page. Request the item, and, if it's available from another University System of Georgia library, it will be shipped to campus free of charge within a few days. You can borrow it for four weeks with an opportunity to renew it.

If what you need is not available through UGA or GIL Express, you may be able to borrow it through Interlibrary Loan. Starting on the library home page, under the "Library Services" heading, click "Interlibrary Loan." You must create an account the first time you submit a request; after that, simply enter your UGACard barcode. Books and other items borrowed through ILL are free; copies of articles are 30 cents per page. ILL asks you to allow 10 working days for each request, but it rarely takes that long.

Searching Databases in GALILEO

Access the approximately 400 databases to which the University subscribes through GALILEO. You'll find the link from the both the library home page and in GIL. You can access GALILEO off campus with the password, which

changes every semester, and can be found through Your Library Account. If you want to search a particular database, begin by typing its name into the search feature on the GALILEO home page. At the top of the home page, there are several tabs with category headings. Click on each of these to access databases in a particular category.

Under "News, Facts & References," for example, you can search "Dissertation Abstracts" by author name, degree, keyword, school name or academic advisor. This database is a broader source than the UGA electronic theses and dissertations, but offers only abstracts, not full text. Once you find a dissertation, check with Interlibrary Loan to see whether you can borrow a copy of it from the home library. Also under "News, Facts & Reference" is LexisNexis, a database of full-text articles from newspapers from around the world and transcripts of television and radio news programming.

Once you have located a source within a database, an additional link will tell you how to find its full text. Sometimes the text is available in the database; other times you will have to follow the "Find It @ UGA" link, which will take you either directly to the full text, to another database or it will direct you to GIL, which will tell you how to find a hard copy if no electronic version is available.

Sometimes, you will find full-text articles in electronic journals to which UGA subscribes. If you already know the journal you want to search, you can go directly to it from the "Electronic Journals" link on the library home page.

The Writing is Easy with Endnote

UGA owns a site license for the reference management program Endnote, which allows you to download citations directly from the Web, GIL or GALILEO. With the program, which all students can download free, you can save and automatically format citations according to any style manual. The citations and the notes you take are searchable. From the library home page, under the "Library Services" heading, click on "More Services" and scroll down to "Faculty Liaison." From there, you'll find a link to instructions for downloading and using Endnote and for contacting a librarian for a free training session. ■

Based on the Graduate School seminar "The Electronic Library: It's Not Your Father's Library" by Carla Buss, UGA Libraries. To view this seminar in full, visit <http://www.grad.uga.edu>.

Library Resources: Find Them Fast

Library Home Page

Library locations, hours, contact information; links to GIL, GALILEO, Electronic Journals.

<http://www.libs.uga.edu>

For Graduate Students

Resources for research and teaching.

<http://www.libs.uga.edu/graduates/index.html>

GIL

The library catalog.

<https://gil.uga.edu>

MyGIL

Your library account: your address of record, what you have checked out, due dates, online renewal and fines. Click on "My Account" from <http://www.libs.uga.edu>.

GIL Express/GIL Universal Catalog

Search for and borrow resources from any library in the University System of Georgia. Begin your search in GIL; click on "GIL Universal Catalog" at the top of the results page.

GALILEO

Search the 400 databases to which UGA subscribes.

<http://galileo.usg.edu>

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Request resources UGA doesn't own from institutions around the world. Click on "Interlibrary Loan" from

<http://www.libs.uga.edu>.

Electronic Journals

Full-text journal articles online.

<http://www.libs.uga.edu/ejournals/>