

Library Research Online

NOTE: in case of problems see links from <http://www.darton.edu/~dclib/>

I. Sources of Information:

- A. **Books:** GIL Library Catalog (<http://gilfind.darton.edu>) listing of print and **eBooks** available through this catalog with **eBooks** now viewable through Ebscohost/GALILEO BOTH on and off campus. (Off campus use requires GALILEO password available to currently enrolled/employed students/faculty/staff of Darton College (see below for instructions on accessing Library account and GALILEO password).
- B. **Articles:** (newspapers, magazines, journals)-GALILEO databases (galileo.usg.edu) or print magazines
- C. **Online:** Internet searches via Google (www.google.com) or Bing (www.bing.com) and sites such as www.cnn.com, www.walb.com/ or www.biography.com/

II. GIL-Find (BOOK) Searches: <http://gilfind.darton.edu> (alt: gil.darton.edu)

(Example is for Literary Criticism paper)

Search Tips:

- Use quotes to search for **phrases** example: "Window
- Use an * for **wildcard searches** example: [biochem*](#)

A. QUICK Search using author's name and "criticism"

[New Search](#) | [Advanced Search](#) | [Course Reserves](#) | [Search](#)

B. ADVANCED Search on criticism of Angelou's book

Search For

AND AND AND

Limit To

Call Number:

C. EXACT Search on the TITLE of the book:

RESULTS of Keyword criticism search:

Topic	Call Number
Angelou, Maya (3)	
I know why the caged bird sings (3)	
Autobiography (2)	
Women entertainers (2)	
African American women authors	
P - Language and Literature (3)	

2. Maya Angelou's I know why the caged bird sings [electronic resource] : Call Number: PS3551.N464 Z77 1936 PubDate: 1996 Located: GALILEO netLibrary electronic book Not Checked Out Electronic An electronic book accessible through GAL
3. Understanding I know why the caged bird sings : a student casebook to issues, sources, and historical Call Number: PS3551 N464 Z79 1938 PubDate: 1998

CLICK on the **LINKED title** for citation information of Author, Title, Publication information (for citations) and Call #, Etcetera (for location and availability):

 Print this
  Cite this
  Text this
  Email this
  Add to

Understanding I know why the caged bir issues, sources, and historical document

Main Author:	Megna-Wallace, Joanne, 1954-				
Format:	Book				
Published:	Westport, Conn. : Greenwood Pr				
<table border="1"> <tr> <td>Holdings</td> <td>Description</td> <td>Comments</td> <td>Reviews</td> </tr> </table>		Holdings	Description	Comments	Reviews
Holdings	Description	Comments	Reviews		
Darton Librarv. 2nd Floor Regular Books (circ)					
Call Number:	PS3551 N464 779 1998				

Now you have the option to TEXT, EMAIL, and CITE the book information. NOTE: the citation styles are **NOT totally accurate**. For example, Citation reflects MLA 7th Edition **without format (Web/Print)**.

Print books are on the 1st floor (**mostly** Ref-stay in the Library) **OR** 2nd floor (can check out). **BUT eBooks** (Web format) are linked through GALILEO and may be used even off campus with the GALILEO password.

III. My Account:

A. CLICK on "[My Account](http://gilfind.darton.edu/)" at <http://gilfind.darton.edu/>

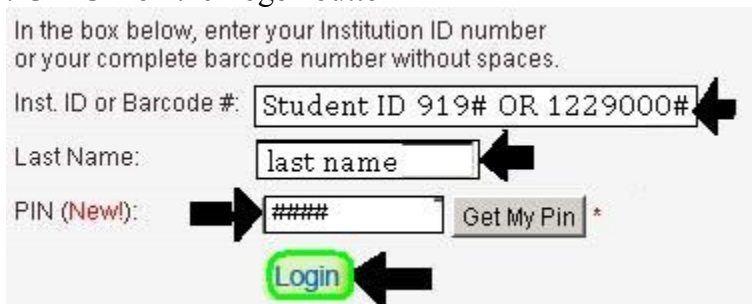


[Advanced Search](#) | [Course Reserves](#) | [Search History](#) | [More Search Tips](#) | **[My Account](#)**

B. Get into the account by: View the **Video** on "How To Get Into Your Account" at:

<http://real.darton.edu/DCwebsite/library/LargeWeb/GILFindAcct/GIFindAcct.html> **OR**

1. Enter your Library Barcode (the number from your ID card or Library card). If you don't know the ID number go to <http://www.darton.edu/oit/dcid.php>
2. Enter PIN (**NOTE**: if you don't know Library PIN enter ID number and Last Name and Click "Get My PIN" then PIN is sent to your MyDC email so check email for PIN).
3. Enter your Last Name
4. **CLICK** on the Logon button



In the box below, enter your Institution ID number or your complete barcode number without spaces.

Inst. ID or Barcode #:

Last Name:

PIN (New!):

NOTE: if the system rejects your number PIN or name, make certain you have typed it correctly. If it still doesn't work, check with the **Circulation Desk** (229-317-6766)

You can see what you have **Checked Out** and **Renew Online** (if allowed) at this point

IV. Password Access to GALILEO and CQ Researcher etc:

Your Profile
 First Name: F I
 Last Name: C T
 Address 1: @mail.darton.edu
 Group: Darton Student
 GALILEO Password: [REDACTED]

1. Copy/ write down the Password:

2. Scroll down and CLICK on the GALILEO link:



3. Paste or Type in the Password:

Log in with GALILEO password:
 ***** [log in]

4. CQ Researcher at <http://library.cqpress.com/cqresearcher> or for Short Stories For Students at infotrac.galegroup.com/itweb/dartcoll use same (GALILEO) password as both username and password.

V. GALILEO Searches: <http://galileo.usg.edu>



Select a subject from the list below:

- ▣ Arts and Humanities
- ▣ Business and Economics
- ▣ History
- ▣ Literature, Language, and Literary

NOTE: You may choose to search by Subject, Journals, etcetera BUT for a quick search which requires less filtering we recommend the following search:

For **general searches** you can search a wide variety of great sources using ProQuest, Lexis Nexis (bios, business, law etc), CQ Researcher (controversy-see www.darton.edu/~dclib/CQResearcher.php) or EbscoHost. For **literary criticism**, Literary Reference Center, Literature Online Ref Edition, and ANY Gale Databases like Short Stories for Students (use GALILEO password as username & login) are great choices.

TO START SEARCH: CLICK on the tab: Databases A-Z. THEN Choose A

Find Databases **A**



In ABI (at top) use **ProQuest Home**>choose subject area **OR (P> ProQuest** to search all ProQuest Databases at once (a lot to filter)

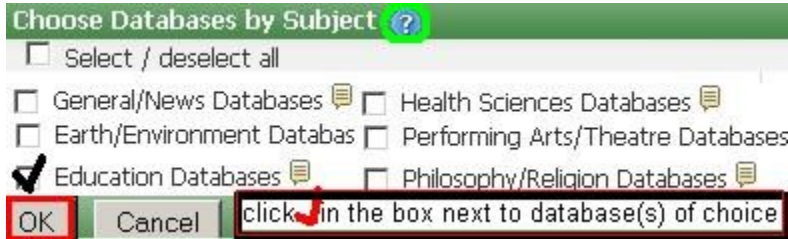
Ebsco See Example Below
1st Choose Databases By Subject (above search box)

A. CLICK on Choose Databases by Subject:



Please note the help links and other search options-this is a Very BASIC search example

B. CLICK in the box NEXT TO the Database NOT the actual words THEN **CLICK** on the **OK** button



C. CHOICES: LIMIT to **Full Text** and/or EXPAND to include **synonyms and plurals**.

D. ACTUAL SEARCH: This search will be **more** focused than the search in GIL-Find for books. To get information you will often use the **broad subject term "and"** the particular **theme** you are exploring. **You can use** an asterisk (*) to find all forms of a word. For example, **comput*** finds computer or computing.

E. RESULTS:

2. let your life speak: assessing the effectiveness of a |
 By: Thompson, Elizabeth, *Journal of Employment Counseling*, Vol.
 Subjects: COLLEGE students: VOCATIONAL guidance: CAREER de
 Database: Academic Search Complete

1. Citation NO Full Text article:



2. Citation includes either the PDF article OR HTML Article NOT BOTH

3. Citation with **both** HTML and PDF article:

1. The *Career* Development Needs of *College Students* with l
 By: Hitchins, William E. *Disabilities Research & Practice* Feb2001, Vol. 16 Issue 1
Disabilities Research & Practice (Blackwell Publishing Limited), Feb2001, Vol. 16 I:
 Database: Academic Search Complete



VI. INTERNET SEARCHES: (EXAMPLE) Google at www.google.com:

Type your subject or (for biographical info) name and the word biography in the search box:

NOTE: Beware of **regular internet sites**, however, because they **DO NOT ALWAYS** have accurate information and may even be material from some **elementary student's** own paper. Authoritative sites will often be from the government (such as the CDC www.cdc.gov/), respected news sites such as CNN or the New York Times, organizations like the American Cancer Society (www.cancer.org) or educational sites from college and university professors with .edu at the end. REMEMBER FAFSA is www.fafsa.ed.gov

VII. Helpful Information:

A. To get help with online dictionaries, the Public Library and tax links try Library Bookmarks (<http://www.darton.edu/~dclib/useful.php>) linked from the Library Homepage (www.darton.edu/~dclib/) and also try links for **Current students** at <http://www.darton.edu/current/> like the Writing Center <http://www.darton.edu/programs/Humanities/writing/>.

B. Some links from the Library Homepage include: [Library Hours](#), [Library Catalog \(GIL\)](#), [GALILEO](#) databases, [Library Forms](#) (for registering Library barcodes and requesting InterLibrary Loans, [Library Policies](#), [Library Faculty and Staff](#) page, and [Library Online Orientation](#) at <http://www.darton.edu/~dclib/LibraryOrientation.php> with this guide and other info for citing the information you find (using MLA or other styles), and finding other information for projects and papers.

C. Go to gapines.org to search the book catalog for your local Georgia public library. Public Library cards are free of charge to Darton College students with valid ID and are also available for free in most counties of residence. Good research sources include CQ Researcher www.darton.edu/~dclib/CQResearcher.php, News/Business magazines such as Time, Newsweek & Fortune, Newspapers such as the Atlanta Journal and the NY Times (available in the library and online), and TV news such as cnn.com and abcnews.go.com/.

VIII. Some **Reference Books for Literary Criticism**: These books are cumulative multi-volume sets. LOOK in the **author** index at the **back** of the **HIGHEST** numbered volume. Some will have also have **title** indexes in paperbound yearbooks. Indexes give volume, page # and abbreviated title for criticism of an author's work.

- A. **Novels for students** Ref. PN3365 .N68 1997
 - B. **Short stories for students** Ref. PN3373 .S3845 1997
 - C. **Poetry for students** Ref. PN1101 .P577 1998
 - D. **Drama for Students** Ref. PN1701 .D72 1998
 - E. **Short story criticism** Ref. PN3373 .S386 **
 - F. **Contemporary literary criticism** Ref. Z1224 .C65 **
 - G. **Twentieth-century literary criticism** Ref. PN771 .G27 **
 - H. **Nineteenth-century literature criticism** Ref. PN761 .N5 **
 - I. **Modern Black writers** Ref. PN841 .M58
 - J. **Magill's bibliography of literary criticism** Ref. Z6511 .M25
 - K. **Literary Criticism from 1400 to 1800** Ref. PN86 .L53 **
- ** (also in GALILEO via **Literature Criticism Online/S>Short Stories for Students**)

NOTE: Disconnecting (**Logging Off**) if you signed into **GIL-Find** press the *Log Out* link when finished. Otherwise the next user may be able to access your account.