

East Georgia College
Research Guide for Topics in Education

1. Books: Use the online catalog for locating books that discuss your topic. From the Library webpage look for **Search for books** and select **GIL@EGC** or, from the GALILEO homepage look for **About East Georgia College** and select **GIL@EGC**. You have three options: **GIL Quick Search** operates like a *Google* search; in other words, it's very broad and may give you too many results. **Keyword Search** allows you to enter one or more keywords by using the 'and/or/not' operators and, it allows you to select commands such as 'keyword (Title/Subject)...Title...Author Name...etc. **Exact Search** allows you to search for an exact 'Title/Author/Subject' etc. **Keyword Search** may be the best option to choose.

If you get a lot of results after typing in one keyword, try refining your search by adding a term and by clicking on the drop-down arrow and choosing different search commands such as 'author,' 'subject,' or 'title.' The results you receive will display

	Title Long	Author	Dates
Library Location:	Call Number:	Status:	

Title Long: hypertext so one can click on it to find out more about that item.

Author: creator of the work, if there is one, last name first.

** **Location:** where the item is shelved or stored. "Stacks" is where most items are kept. These are items that circulate. "Reference" is located close to the GALILEO computers. Reference items do not circulate. "*GALILEO netLibrary electronic book*" indicates an electronic book that may be read via the computer. ~

Call Number: the Library of Congress classification system identification that is also on the spine of the book. Books that deal with similar topics are shelved together. When you locate a useful book, look at other titles close by on the shelves. They may also cover the topic you are researching.

Status: whether the item is either on the shelf (Not Checked out) or is being used by a patron (Checked out). To learn the due date of "Checked out" items, click on **Title Long** and look at "Status." NetLibrary electronic books show "*No item data available.*" You must go to netLibrary using the links provided to check on the book's status. ~

Dates: the year(s) the item was published.

If you do not retrieve enough results, you may wish to broaden by using "Keyword Anywhere" command.

Call numbers for topics in Education are located in the "L" section of the Library of Congress classification system. Most items that you will need will be found in

History of Education	LA	**
Theory and practice of Education	LB	**
Special aspects of Education	LC	**
Individual institutions—United States	LD	**

** The most current and useful print books and periodicals for Education courses are shelved on the Index tables, beside the ID/camera station, rather than in the Stacks location.

~ There are 25 netLibrary ebooks in GIL@EGC selected for Education courses at EGC. See your instructor.

2. Periodical Articles: There are two ways you can search GALILEO for periodical articles. One way is to use the default setting of [Browse by Subject](#). This option has the databases on GALILEO organized under subject or discipline links such as **Arts and Humanities, Science and Technology, Social Sciences** etc. When you click these links, drop-down menus of more subject-specific categories are displayed. For topics in the field of education you would choose the link [Education](#) and then a sub-category.

The next screen displays the sub-category you clicked and a block labeled [Articles & Databases](#) is highlighted. Several databases are listed under **Try these first:** and below under **Other databases in this category:**. You are able to click the databases and search them individually.

Another way to search GALILEO databases individually is to select the option [Databases A-Z](#) (gold tab on upper middle screen) and enter the name of or select the first letter of the database you want. [BTW... You will notice the names of vendors or owners of the databases such as EBSCOhost, Gale/Cengage, and ProQuest. Databases produced by the same vendor all have the same search interface].

Since you may not know enough about the databases to choose some over others, a better option for you is to click the block labeled [Subject Search](#), located next to [Articles & Databases](#). This search interface allows you to

1. Enter search keywords, 2. Select search options, and 3. Choose databases to search. (The default number of databases is different for each category. You can un-check databases that don't seem useful and click "Show more databases" to select others). By using [Subject Search](#) you are able to search multiple databases at once.

Select [Subject Search](#) and enter a couple of terms. Next you will see the databases and the number of results, or hits, listed on the left side of the screen. You simply select databases and view the results, which are on the right. If you receive a large number of hits in many of the databases that means your search terms were too broad. Select the link that says "Refine Search" and add extra search terms and other options. Some results are full text and they usually show the link [View PDF](#). Most hits that are not full text will have a [View](#) link. However, some full text databases do not code their information as 'full text' so occasionally their only link is [View](#) even though their hits are actually full text.

If you locate a citation that is not full-text, consult with library staff to see if they can find the article or if the article needs to be requested through Interlibrary Loan. We can usually get articles from other libraries within a week.

To retrieve useful articles you must spend time searching the databases. You may have to use different search terms on a "trial and error" basis before you receive useful "hits."

YOU NEED A PASSWORD TO ACCESS DATABASES FROM OFF-CAMPUS. From the GALILEO Homepage choose [GIL@EGC](#), then "Get GALILEO password" and follow the directions.