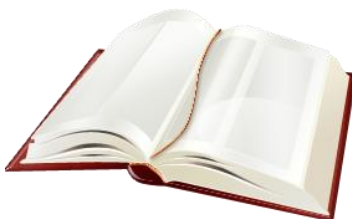


*An Introduction to **GALILEO**:
Georgia's Virtual Library*



A Program for MGTC Students

*The Middle Georgia Technical College
Library Staff*



Please contact us if you have questions or need assistance.

MGTC Library Contact Information

Room A108

478-988-6863

library@middlegatech.edu

Library Staff

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June Wise, Library Assistant

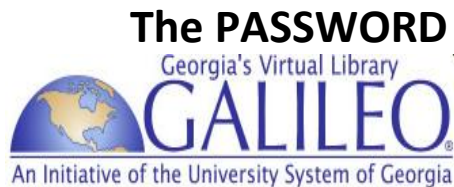
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Visit GALILEO at
www.galileo.usg.edu
www.galileo2.usg.edu

- GALILEO is your online library to help with school projects, reports, and research.
- GALILEO offers quality information from safe sources that are appropriate for students in all grade levels.
- GALILEO is available at any school computer or at home with a password that you can get from your librarian.
- So don't use just any website to help you with your homework. Use your online library, GALILEO. It's the smart thing to do.

Current GALILEO password:

The Survey

Please visit the web address below and complete the survey pertaining to this Library Instruction Session. Thank you.
<http://www.surveymonkey.com/s/FYS5MRJ>

MGTC Library Student Logon FYI

Any Campus computer:

Logon: Student email user name. e.g. istuden80
Password: (this should be your six digit birthday mmdyy)

Student Portal:

A good starting point for student to access other services.

- View holds on student records
- View personal contact information on file
- MGTC Gateway – to check current term grades

Logon: Student email user name
Password: (this should be your six digit birthday mmdyy)

Angel Online Classes:

The portal to online classes.

Logon: 36_9000_ _ _ _ _ (your Student ID #)
Password: (this should be your six digit birthday mmdyy)

BannerWeb:

Student Services & Financial Aid

- Check your account balances
- Register for classes
- Review your schedule
- View/Print unofficial Transcripts

Logon: 9000 # (your Student ID #) or SSN
Password: (this should be your six digit birthday mmdyy)

Student Email:

Every student at MGTC has a student email account. Your user name is usually some form of your first and last name and may include a number. e.g.; istuden80

Please check your email regularly.

Logon: **studentusername@student.middlegatech.edu**
Password: (this should be your six digit birthday mmdyy)

Class Files:

Access to files for courses listed by Instructor's First/Last name.

Logon: student\student email user name
Password: (this should be your six digit birthday mmdyy)

MyLabs:

The MyLabs courses offered are accessed through this website. You must create an account to use this site. We suggest you use your student email user name/password but you may have to modify the user name based upon availability. **WRITE THIS INFORMATION DOWN** in a secure place. The code that comes with the MyLabs folder may only be used one time. MGTC cannot retrieve or alter your account information for MyLabs.

How to Search

The success of your library research project will depend, in part, on the strategy you use to find information. Because library resources are organized by subject category, the *words* you use for searching are very important, particularly if you plan to use *computerized* search tools with keyword search capability.

You can use a five-step procedure to develop search vocabulary for almost *any* research topic.

Step One: Define Your Topic

Think about your topic. Ask yourself what you want to know about the subject. If possible, write your topic down on a piece of paper. Since most research involves finding the answer to a question or hypothesis, your topic should be written in the form of a question.

Example: Does the violence children see on television influence their behavior?

Step Two: Identify the Main Concepts in Your Topic

Examine your topic statement to identify the main concepts (circle them). Omit any words that are not essential to the meaning of your quest. In the example given above, the main concepts are:

1. **Violence**
2. **Children**
3. **Television**

Your topic may have only two main concepts, or perhaps three, four, or even five. The most important thing to remember is that each time you add another concept to your topic, you make it more *specific*, reducing the amount of relevant material you are likely to find. For example, if the concept "at school" is added to the topic in the example given above, research on child behavior occurring in other social contexts, such as the home and family, is not likely to be retrieved.

Step Three: Find Synonyms for Your Main Concepts

This step is very important because the tools you will be using to locate information (reference books, catalogs, indexes, databases, etc.) are published by a variety of publishing companies, and they may use *different words* for the same idea. It is imperative to have alternate vocabulary in mind, in case the terms used in your first search yield insufficient results.

Here are some possible synonyms and closely related terms for the main concepts in the example given above:

1. **Violence:** *aggression, conflict, combat, disorderly conduct*
2. **Children:** *child, juveniles, youth, teenagers, kids*
3. **Television:** *TV, television viewing, video*

Sometimes the easiest way to find synonyms is to use a *thesaurus* of synonyms and related terms. You can find various thesauri in the reference section of the MGTC Library.

Please ask a librarian for assistance in finding the most useful thesaurus for your topic.

Step Four: Think of Ways to *Narrow* Your Main Concepts

If too much information has been published on your topic, you will have to find a way to *limit* the scope of your search in order to stay within the requirements of the assignment. Here are some possible ways to make the topic in the above example more *specific*:

1. **Violence:** limit to *murder, fighting, verbal abuse, or domestic violence*
2. **Children:** narrow by *age, gender, or ethnicity*
3. **Television:** limit to *cartoons, commercials, news, MTV, or sitcoms*

Step Five: Think of Ways to *Broaden* Your Main Concepts

If the amount of published information on your topic is insufficient, you will have to find a way to *broaden* your topic (cast a wider net) to retrieve the resources you need. Here are some possible ways to make the topic in the above example more *general*:

1. **Violence:** use *anti-social behavior* in general (lying, stealing, etc.)
2. **Children:** include *teenagers* (synonyms = *teens, adolescents, young adults*)
3. **Television:** use *mass media* in general, which includes film, video, Internet, print mass media, etc.

Remember! If you shift the focus of your topic in a major way, it may be necessary to inform your instructor of your intentions, and the reasons for the change.

Know What Kind of Resource You Need

Books

Everybody knows what a book is and what it is used for, right? But it is good to understand when a book is useful for a research project and when it may not be.

Books **may** useful when:

- *You need a broad overview*
There are times when you want someone to explain everything to you - beginning to end. Books are very appropriate for this.
Example: An overview of the legal, moral and medical issues surrounding right-to-die
- *Your research topic is historical*
Books lend themselves to topics in which the facts don't change much over time.
Example: A detailed account of the development of the civil rights movement in the United States
- *You want several opinions from one place*
You will find there are books with "collected essays" that will give you several points of view in one compact source.
Example: Commentary and criticism on Shakespeare's *Hamlet*

Books **may not** be as useful when:

- *The topic is very recent*
Books take a long time (sometimes years!) to get published, purchased and put on library shelves. If the topic you are researching is constantly changing, a book may be outdated by the time it arrives in the library, especially in a science or technical field.
Example: The latest information about the parental consent debate for underage abortions
- *You have a fairly narrow topic*
Sometimes books just cover too much and offer too many perspectives.
Example: The theme of isolation and desperation in Charlotte Perkins Gillman's "*The Yellow Wallpaper*"

One of the best ways to determine if you need books or not is to discuss your topic with a librarian!

Magazine, Journal, and Newspaper Articles

So if books are useful for overviews, histories, and collected information. What are articles useful for?

Articles **may be** useful when:

- *Your topic is very recent*
Articles, especially in newspapers and magazines, are intended to keep people up-to-date on the latest development in various issues, so they are very useful if you are tracking new developments and progress of a topic.
Example: The most recent debate and developments surrounding the issue of gay marriage and civil unions
- *Your topic is very narrow in scope*
Sometimes you are interested in something so specific that there will not be whole books written about the topic!
Example: The correlation of SAT scores to college success in the tri-state area

Articles **may not** be useful when:

- *You need background or overview information*
You cannot trace the whole history of an issue in one magazine or journal article!
Example: Causes of the civil war in the United States
- *Your topic covers a long time span*
When something has a long history, you may only find one aspect discussed in a magazine or journal article
Example: The impact of Brown vs. Board of Education on the public school system in the US

Consult a librarian for assistance! We are here to help you.

Statistics

Often when making an argument, you may need to back it up with cold, hard facts, like statistics.

Here are some examples of topics when seeking and analyzing statistics are useful:

- Criminal justice
Example: How many drug-related crimes were committed in 2008-2010?
- Education
Example: How many first-generation college students graduated from state institutions in the last 10 years?
- Economics and socioeconomics
Example: How many people live below the poverty line in major metropolitan areas?
- Social behaviors
Example: How many teenagers smoke?

Plagiarism

For a fun and informative tutorial about Plagiarism visit:

You Quote It, You Note It! — Explains the basics of avoiding plagiarism by learning why, when, and how to cite <http://library.acadiu.ca/tutorials/plagiarism/>

C.R.A.A.P. Test

“A student using Wikipedia for research is like a cop using hearsay in an investigation: by all means use it to develop leads, but don't expect it to hold up in court.”

The C.R.A.A.P. test is a method for evaluating an information source based on the following criteria: **currency, reliability, authority, accuracy, and purpose/point of view**. It is especially important to carefully evaluate information from websites.

Currency: *The timeliness of the information.*

- When was the information published or posted?
- Has the information been revised or updated?
- Does your topic require current information, or will older sources work as well?
- Are the links functional?

Relevance: *The importance of the information for your needs.*

- Does the information relate to your topic or answer your question?
- Who is the intended audience?
- Is the information at an appropriate level (i.e. not too elementary or advanced for your needs)?
- Have you looked at a variety of sources before determining this is one you will use?
- Would you be comfortable citing this source in your research paper?

Authority: *The source of the information.*

- Who is the author/publisher/source/sponsor?
- What are the author's credentials or organizational affiliations?
- Is the author qualified to write on the topic?
- Is there contact information, such as a publisher or email address?
- Does the URL reveal anything about the author or source?

Examples: **.com .edu .gov .org .net**

Accuracy: *The reliability, truthfulness and correctness of the content.*

- Where does the information come from?
- Is the information supported by evidence?
- Has the information been reviewed or refereed?
- Can you verify any of the information in another source or from personal knowledge?
- Does the language or tone seem unbiased and free of emotion?
- Are there spelling, grammar or typographical errors?

Purpose: *The reason the information exists.*

- What is the purpose of the information? Is it to inform, teach, sell, entertain or persuade?
- Do the authors/sponsors make their intentions or purpose clear?
- Is the information fact, opinion or propaganda?
- Does the point of view appear objective and impartial?
- Are there political, ideological, cultural, religious, institutional or personal biases?
-

Finally, when writing an argument paper or any kind of research paper, it is extremely critical to screen the information available properly and not to be distracted by biased and improperly researched information. Additionally, be very careful when using the internet for your research as anyone can use it as a personal platform to spread nonsense

The C.R.A.A.P. test was created by the Meriam Library at California State University, Chico.

Georgia's Virtual Library...bringing quality content to you!

Browse by Subject

Browse by Type

Databases A-Z

Journals A-Z

Search

Select a subject from the list below:

- [Arts and Humanities](#)
- [Business and Economics](#)
- [Company and Industry Information](#)
- [Education](#)
- [Engineering](#)
- [Georgia](#)
- [Government Information](#)
- [History](#)
- [Literature, Language, and Literary Criticism](#)
- [Math](#)
- [Medicine and Health](#)
- [Science and Technology](#)
- [Social Sciences](#)
- [Spanish/Español Resources](#)

Tips to help you get started:

1. Select a subject area from the list above.
2. Select an associated subject category from the menu.
3. You will be taken to the search screen for your chosen subject category. Enter a search, or choose another tab to see content related to that subject: Articles and Databases, Journals, Other Tools, and Books and More.

Getting Started

- [What can I do in GALILEO?](#)
- [Finding articles in GALILEO](#)
- [Finding a peer-reviewed article](#)
- [Help finding a specific article](#)
- [Computer configuration tips](#)
- [Get Your GALILEO Toolbar](#)

About Middle Georgia Technical College

- [Middle Georgia Technical College Library](#)
- [Middle Georgia Technical College Library Catalog](#)
- [Ask-a-Librarian](#)

In the Spotlight

Encyclopædia Britannica Online High School

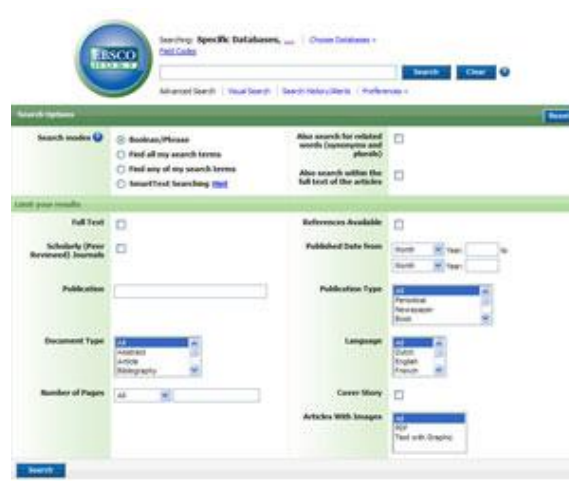


Encyclopedia articles, high school students [more »](#)

	Scholarly Journals	Magazines	Trade Journals
Written for	Professors and students	General public	Workers in a specific industry
Written by	Scholars	Professional writers	Professional writers and industry experts
Looks like	Serious and sober with few colors	Glossy with advertisements	Glossy with industry specific advertisements
Articles	<p>Include author's name and author's credentials</p> <p>Are written in technical and scholarly language</p> <p>Report on research and scholarship</p> <p>Are usually at least 10 pages in length</p> <p>Contain footnotes and references to other journal articles</p> <p>May be reviewed by an editorial board</p>	<p>Do not always include an author name</p> <p>Are written in relatively simple language</p> <p>Report on current topics and events</p> <p>Are usually under 10 pages in length</p>	<p>Do not always include an author name</p> <p>Include technical language specific to the industry</p> <p>Report on industry trends and news</p> <p>Are usually under 10 pages in length</p>
Examples	<u>New England Journal of Medicine</u>	<u>Newsweek</u>	<u>Advertising Age</u>

*Table attributed to VCU Libraries.

Academic Search Complete



- Coverage Dates: 1911 - present (full text)
- Update Frequency: Daily
- Audience: General, student, research

Academic Search Complete is a multi-disciplinary database, with more than 6,100 full-text periodicals, including more than 5,100 peer-reviewed journals. In addition to full text, this database offers indexing and abstracts for more than 10,100 journals and a total of 10,600 publications including monographs, reports, conference proceedings, etc. The database is updated daily and features PDF content going back as far as 1887, with the majority of full-text titles in native (searchable) PDF format. Searchable cited references are provided for nearly 1,000 journals.

This scholarly collection offers full-text coverage of information in many areas of academic study, including archaeology, area studies, astronomy, biology, chemistry, civil engineering, electrical engineering, ethnic and multicultural studies, food science and technology, general science, geography, geology, law, mathematics, mechanical engineering, music, physics, psychology, religion and theology, women's studies, and other fields.

Research Library (at ProQuest)



- Coverage Dates: 1971 to present

Research Library provides one-stop access to a wide range of popular academic subjects and includes full-text access for thousands of titles, including scholarly journals, trade publications, magazines, and newspapers.

MGTC Library Provided Databases



Includes thousands of articles. Most articles are brief or of moderate length and discuss people, places, institutions, things, or concepts. Longer articles are divided into separate sections for easier access and more accurate searching.



Credo Reference features authoritative, aggregated content from over 150 reference books and 35 publishers, with more than 1.7 million entries covering such subjects as medicine, art, technology and more.



eBooks on EBSCOhost, provides access to electronic books (eBooks), including reference books, scholarly monographs, publications of many university presses, and consumer books that have been converted into digital format.



Learning Centers offer the practice tests, exercises, skill-building courses, and information you need to achieve the results you want at school, at work, or in life.



Literature Resource Center provides biographies on thousands of authors, as well as literary criticism, historical context, and social implications of literature.



The electronic editions of record for valuable local, regional, and national U.S. newspapers--all in one easy-to-search database. Each paper provides unique coverage of local and regional news, including companies, politics, sports, industries, cultural activities, and people in the community. Paid ads are excluded.



Gale Opposing Viewpoints in Context provides information on important current news events. This database can help with writing a critical essay, researching a report or term paper, or preparing for a debate.