

Searching the GIL Catalog

General Tips:

- Do not use AND, OR, NOT or quotation marks
- Use ? to truncate: e.g. compute? = compute, computer, computerized, etc.
- Plurals are not automatic in GIL! Use end of word truncation to detect plurals.
- Do not limit by date when you are searching for a journal or periodical title.

Quick Search, Exact Search, and Keyword Search

To search for journal articles or conference papers, first use a Library Database to identify the source.

Use the **Quick Search:**

To search for a word, phrase, or combination of words directly from the Library's home page

Use the **Exact Search:**

When you know the details, like the full journal title: **Journal Title**

Type: Journal of the Institution of Civil Engineers Not: journal civil engineer?


To browse by a particular detail, like an author, a call number or an ISBN: **Author, Call Number, ISBN**

Use the **Keyword Search:**

To search by topic, when you don't know a specific title or author: **Keyword Anywhere**

When you want to search multiple details at once, title and author, for example.

Refining your Search

The  button can be found at the lower right side of search screen.

You can use this tool to limit your search to a particular: Language (such as English); Location (such as Architecture); Date (this should not be used when searching for journal or periodical titles); or Format (such as a book or a journal)

Special Cases

Monographic Series – some items have both a unique title and a series title with associated volume numbers.

There are two ways to find these items:

1. Search for the unique volume title
2. Search by series name and volume number: Keyword Search: **Keyword Anywhere**
For example, type SPIE 4931 in the same search box of a **Keyword Anywhere** search

Conferences:

To look for a specific conference, use the Keyword Search: **Keyword Anywhere** to search for:

1. Title words of the conference
2. Series title words of a series of conferences:

To look through conferences in a specific academic discipline, use the Keyword Search: Keyword Anywhere, with

Field 1 = Conference? Seminar? Workshop? Symposi? Proceeding? Meeting? "Any of these"

Field 2= electric electrical "Any of these"

Where field 2 is the academic discipline that you are searching.

Theses:

If you know the author, title, or advisor (**Keyword Anywhere**) for a particular dissertation or thesis, you can use these terms to look for the thesis as you would any other book.

If you would like to browse through the GT theses in a particular discipline, use the Keyword Search:

Field 1 = thesis theses "Any of these" **Keyword Anywhere**

Field 2 = electric electrical "Any of these" **Keyword Anywhere**

Where field 2 is the academic discipline that you are searching.

To look for non-GT theses use the Dissertation Abstracts database from our Search the Databases page.

Searching the GIL Catalog

Interpreting Your Results for Journals

(How to find/tell if the GT Library owns the particular volume you are looking for?)

Holdings information:

Volume location depends on the year and format of the publication. At the bottom of each catalog record will be one or more holdings displays that describe the location for different parts of a title. These locations include, General Collection – *for materials in the main stacks in the East and West Buildings*
Internet – *with a link to the electronic version of the publication*
Ask at Circulation Desk, 1st Floor East – *for periodicals published through 1979.*
Ask at Information Services Desk, 1st Floor West – *for select Ready-Reference materials.*

For a full list of holdings' locations and their descriptions see:

http://www.library.gatech.edu/about_us/floorplans/floorplans.html

Periodicals:

Georgia Tech will not always have access to the entire run of a periodical. The title may have been ordered or cancelled in the middle of the series, or a particular issue may not have been delivered or may have been lost. How we indicate in the catalog which issues are owned is being changed, so you can find holdings information in one of two places:

A **Notes** field indicating in the catalog record what issues are held in all GT locations, like:

*Library has: v.7--v.14, 1851/52--1858/59@n.s. v.1--v.10, July 1859--June 1864@n.s. v.12--v.74, 1865--June 1896@n.s. v.76--v.283, 1897--2000@n.s. v.[284], Jan.-June 2001@v.285, July-Dec. 2001@Current subscription.

@ indicates a break in holdings, which may be a change in enumeration or a missing volume

[] indicate that within the particular volume particular issues are missing

Current subscription indicates that we still subscribe to this journal

Or, a list of holdings can be found with the location information at the bottom of the record. This new style indicates exactly what issues can be found at a particular location/format.

Recent Issues:

Current unbound issues are listed separately in the recent issues field of the holdings information. These issues can be found in our Current Periodicals section on the 1st Floor East. Issues which have been sent to the bindery are denoted in the status field. Ask at the Information Services Desk, 1st Floor West, for assistance.

Title Changes:

Journal titles changes from time to time, each title will have its own catalog record

The "Continues" and "Continued by" fields of the record provide hot links to preceding and succeeding titles.

Is it checked out?

The status fields of the holdings display will indicate whether an item is in the library (**Available**), **Lost**, **At Bindery** (with the date sent), or checked out (**Charged**).

For Further assistance:

See the online GIL help pages: <http://gil.gatech.edu/help/contents.htm>

Contact the Information Services Desk, 1st Floor West

Email: http://www.library.gatech.edu/research_help/ask.html

Phone: 404-894-4530

Contact the Subject for your college or school:

http://www.library.gatech.edu/research_help/subject_librarians.html