Search Hints for Classic Catalog and Databases (Inspec, Compendex and others)

- **Library Catalog** and Catalog Guide and Catalog Search Hints
- Database Search Commands Comparison Chart
- EI Village's **Inspec** and **Compendex** Search Hints (engineering, electrical engineering, optics, physics, computers)
- ProQuest Databases (NTIS, Aerospace, Materials, ProQuest Dissertations, GeoRef, etc.)
- Patents: Derwent Innovations Index, Patents Research Guide
- Standards
- Technical Reports
- **Examples of Searches.** Class Presentations (slides)
  - Introduction, Library Home Page, Services and Navigation
  - Library Catalog
  - EI Village's Inspec and Compendex (engineering, physics, electrical engineering, optics, computers)
  - ProQuest Databases (NTIS, Aerospace, Materials, ProQuest Dissertations, GeoRef, etc.)
  - Web of Science's Science Citation Index (cited references); BIOSIS, Medline; Derwent Innovations Index (patents)
  - FirstSearch's WorldCat (library catalogs)
  - SciFinder Scholar's Chemical Abstracts
Library Home Page [https://www.library.gatech.edu/](https://www.library.gatech.edu/)

**Find, Borrow, Request**

Library Catalog, Databases, Course Reserves, Interlibrary Loan (ILLiad)
Library Home Page [https://www.library.gatech.edu/](https://www.library.gatech.edu/)

**Research, Help, Support**

**Library Classes, Research Guides**
Library Home Page: https://www.library.gatech.edu/

Spaces & Technology

Reserve a Room, Lockers, Computers & Printing, Gadgets, Multimedia Studio, Data Visualization

- Study Rooms & Lockers
  - Collaborative & Quiet Study Spaces
  - Reserve a Room
  - Lockers

- Computers, Printing & Technology
  - Computers & Printing
  - Equipment Lending (Gadgets)
  - Multimedia Studio
  - Data Visualization Lab
  - retroTECH

- Library Spaces
  - Library Store
  - Innovation & Ideation Studio
  - Science Fiction Lounge
  - Archives Reading Room
  - Graduate Student Community
  - Clough Commons
Georgia Tech Library Services

- **Course Reserves**
- **Interlibrary Loan**
- **Research Guides**
- **Databases**
  - Communications Center (assistance)
- Graduate Student Community
- Research Data Management; Data Management Plans; Scholarly Communication & Digital Curation
- **GT Library Classes** and LinkedIn Learning video instruction
- Data Visualization Lab
- Multimedia Studio
- Computing and Computers
- Printing (immediate). CentralPS (batch printing). Scan
- Gadgets (cameras, laptops, etc.)
- Lockers
- Reserve a Room
Course Reserves
https://ereserves.library.gatech.edu/ares/

• Professors/Instructors can request that books (recommended readings for the class, textbooks, etc.) and other materials be placed on Course Reserves, to make them available to all students in their classes.

• Faculty can submit a purchase request for Course Reserves books.

• Two hour check-out, in the Library building.
**Electronic or Print Course Reserves**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Section Number</th>
<th>Department</th>
<th>Instructor</th>
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<th>Title</th>
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<td>Integrated optics</td>
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<td>Computer Engineering</td>
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<td>ECE6771</td>
<td>Optoelectronics: Materials, Processes,</td>
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<td>Electrical and Computer Engineering</td>
<td>Gaylord</td>
<td>Fall</td>
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<td>ECE8823</td>
<td>Special Topics in Mobile Computing</td>
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<td>Electrical and Computer Engineering</td>
<td>Blough</td>
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Interlibrary Loan and ILLiad

https://illiad.library.gatech.edu/

• Interlibrary loan (ILLiad request form):
  ➢ Materials **not owned by** the Georgia Tech Library
  ➢ Loans of books, theses, and **photocopies** of journal articles, conference papers etc. **from other libraries**

• Use **ILLiad request forms** for all interlibrary loan article PDFs and book loans, **and also for PDFs** of Georgia Tech Library owned **print articles** and print **book chapters**

• ILLiad and interlibrary loan **FAQ** is at
  **https://library.gatech.edu/ ill-faq**

• Check the Georgia Tech Library **electronic Journals** list and Library **Catalog** for Georgia Tech Library electronic and print journal subscriptions
Interlibrary Loan
https://illiad.library.gatech.edu/

- The Library **subsidizes** interlibrary loan requests **up to $25.00 per item**. If there is a fee, you will be notified prior to the staff placing the final order; you must agree to pay the balance before we can proceed with the request.
- **Most** (but not all) interlibrary loan requests will be **free** to you.
- PDF copies are sent directly to the requester’s ILLiad account.
- For questions regarding your **ILLiad** requests contact:
  - **Phone**: 404-367-0427 (or toll free 1-888-225-7804; ask to be transferred to Interlibrary Loan/ILLiad)
  - **Email**: customersupport@library.gatech.edu
• Fill out an **ILLiad** request form for **each** separate item (book loans and article PDFs)

• **Interlibrary Loan** requests may take **1-3 weeks** turn around time (depends upon the lending library)

• Interlibrary Loan services are available to all current Georgia Tech students, faculty and staff

**ILLiad Request Form**
https://illiad.library.gatech.edu
The first time you try to use the ILLiad system, you will be asked to fill out a one-time new user registration form.

When registering the first time with ILLiad, choose

- "Status" -- "Distance Ed" (distance education) and also
- "Department" -- "Distance (unit)"
Additional Notes

Put any information in the “Additional Notes” field that may help us find the item, as well as any other pertinent information.

Copy and paste complete bibliographic information from your Library database record into ILLiad fields. Include other relevant information in the “Additional Notes” field.

http://illiad.library.gatech.edu/
Help for … Distance Learners

ILLiad requests

• Material Delivery (books)
  - Georgia Tech Online
  - GT Lorraine
  - Other Distance Learners
Borrowing from Other Libraries...

- Current Georgia Tech students, faculty, and staff may borrow from the **Library Service Center** (LSC) collection by either visiting the LSC in person (make arrangements ahead of time) or placing a **Request** through the **Library Catalog** for delivery to the GT campus.

- **Emory Shared Collection:** A resource sharing service offered to all eligible Georgia Tech patrons through remote requesting in the Library Catalog as well as an on-site (walk-up) service (check with lending library for their visitor hours and restrictions). **Physical** collections available and exceptions. Circulation **rules**
“Borrowing from Other Libraries”
https://library.gatech.edu/checkout-renew-return

- **University System of Georgia (GIL Express).** GIL Express is a resource sharing service offered at all libraries of the University System of Georgia (USG). This service provides access to all eligible circulating material at USG Libraries. [GIL Express](https://library.gatech.edu/checkout-renew-return) is available to all eligible Georgia Tech students, faculty, and staff through remote requesting in the Georgia Tech [catalog](https://library.gatech.edu/checkout-renew-return) (Primo) as well as on-site (walk-up) service at any of the other 25 institutions in the USG.

- For on-site (walk-up) service, check with lending library for their **visitor** hours and restrictions.

- Several other metro Atlanta college libraries allow in-person borrowing of their materials to students, faculty, and staff. You must use an [InterLibrary Use card](https://library.gatech.edu/checkout-renew-return), obtained at the Library store. This card works at: Agnes Scott College, Atlanta University Center, Brenau University, Columbia Theological Seminary, Emory University (branch libraries), Mercer University (Atlanta campus), Morehouse School of Medicine, Oglethorpe University, Savannah College of Art and Design-Atlanta.

- [Interlibrary Loan](https://library.gatech.edu/checkout-renew-return) for current GT students and faculty/staff. Photocopies and loans of books, theses, articles, conference papers, etc. from other libraries or commercial vendors.
**BY SUBJECT:**

<table>
<thead>
<tr>
<th>Subject</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>About the Library</td>
<td>6</td>
</tr>
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<td>Aerospace Engineering</td>
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<td>Applied Physiology</td>
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<td>Architecture and Fine Arts</td>
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<td>Conference Proceedings</td>
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<td>Earth and Atmospheric Sciences</td>
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<td>International Affairs</td>
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<td>Literature, Media and Communication (LMC)</td>
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<tr>
<td>Maps and Geospatial Data</td>
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<tr>
<td>Materials Science and Engineering</td>
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<td>Mathematics</td>
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<td>Mechanical and Nuclear Engineering</td>
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<td>Patents &amp; Trademarks</td>
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<td>Sociology</td>
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<td>Standards</td>
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<td>Statistics</td>
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<td>Technical Reports</td>
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</table>

[http://libguides.gatech.edu](http://libguides.gatech.edu)
“Research Guides” are organized by Subject, By Type, All Guides
http://libguides.gatech.edu/
“Databases”

- By Subject
- By Database Types
- A-Z, Alphabetical
- Search for Databases **by name**
Off-campus access
Begin at Library home page

• If you are off-campus (and cannot link to a library resource using VPN) you must begin at the Library’s home page at http://www.library.gatech.edu (Catalog, Databases, ejournals, Research Guides)

• Remote access to campus resources via Virtual Private Network (VPN). In-depth VPN. Cisco AnyConnect
E-Resource Access & Open Athens @ GA Tech

This guide will provide information on accessing GA Tech e-resources, both on and off-campus.

About Open Athens

The Georgia Tech Library has moved from proxy based remote authentication to Open Athens, which sometimes requires login to resources, even if on campus. The login process can vary depending on the resource and if you are on or off campus. This guide will provide TIPS and FAQs. If you encounter problems accessing a resource you believe you should have access to, please send an e-mail providing the name of resource you are trying to access if you are on or off campus, to ept@library.gatech.edu.

Tips

**General Tips** for accessing e-resources provided by the Georgia Tech Library:

- Access resources from the library’s Database A-Z list. This will make authentication much easier and in some cases, seamless.

Sample – Organization or Institutional

![Sample Open Athens screen]

Examples of different types of OpenAthens screens

Try Georgia Institute then try Georgia Tech then try Georgia
While accessing e-resources off-campus, you may notice an **OpenAthens login** screen. The OpenAthens screen will ask you to identify your home. Use the "**Login via your institution: Other Institution Login**" (box, right column of screen) then "Find your organization" or "Find your institution" to search for **Georgia or Georgia Tech or Georgia Institute** (Georgia Institute of Technology or Georgia Tech); the OpenAthens list may not be alphabetical. See [example](#). From there, use the **Georgia Tech login** service and you will be given access to the resource.

If you see a different screen, you may need to look for sign in or login links, usually at the top; you might be asked to select your Federation, which is OpenAthens Federation or Open Athens Federation.

Learn about the Library's OpenAthens Authentication service at [OpenAthens Frequently Asked Questions](#) or [OpenAthens FAQ](#). See [other examples](#) (**Open Athens Tips and FAQs, with three screen examples**)  

Begin at the Library [home](#) page, choosing Databases, Journals (e-Journals), or the Library Catalog. A list of all databases is at [http://libguides.gatech.edu/az.php](http://libguides.gatech.edu/az.php) (top row "Find, Borrow, Request" - "Find Materials" "Databases" then search by database name in the search box, or search the database name alphabetically or by subject). For one-on-one quick and in-depth database search assistance: contact Bette Finn at [bette.finn@library.gatech.edu](mailto:bette.finn@library.gatech.edu). If you have database access questions or problems, please contact [ept@library.gatech.edu](mailto:ept@library.gatech.edu).
Research Data Management
Data Management Plans
Scholarly Communication and Digital Curation

- **Research Data Management**
  Data Management Plans
  Data Sharing & Archiving

- **Scholarly Communication and Digital Curation** services and contact information

- **Access policies for data** (public access policy, compliance for data)

- **SMARTech repository**

- **Copyright and Fair Use**
Primo “Everything” or “Articles” does not search all of our databases.

Some databases are right on target, whereas other very relevant databases have not been searched and relevant records will be missed.

Search the vendor database platforms separately such as combined Inspec/Compendex and Web of Science.
Library Instruction Classes and Events
https://www.library.gatech.edu/events

- **Patents**
- **InnovationQ** (patents)
- **EndNote** (bibliographic management tool)
- **Zotero** (free alternative to EndNote)
- RStudio
- Photoshop
- LaTex
- Illustrator & the Adobe Creative Suite
- Company information

and more
LinkedIn Learning [https://linkedinlearning.gatech.edu/](https://linkedinlearning.gatech.edu/)

Teaches the latest **software** tools and skills through **instructional videos** taught by experts. **Georgia Tech** provides unlimited access for all employees and students.

LinkedIn Learning is an online learning platform that enables individuals and organizations to achieve their objectives and aspirations. With LinkedIn Learning, the same great content from Lynda.com is delivered through an intuitive, new learning experience that’s powered by insights from the LinkedIn network. With LinkedIn Learning, you can discover the skills you need to advance your career with personalized course recommendations based on your experience. It has all the same great content as Lynda.com, but with special insights and social engagement only LinkedIn can offer. Our goal is to help people discover and develop the skills they need through a personalized, data-driven learning experience.

As a **current faculty, staff and/or student at Georgia Tech**, you have unlimited access to an online library of high-quality instructional videos on the latest software tools and skills. LinkedIn Learning combines all of Lynda.com’s high-quality courses with insights from LinkedIn data to provide you with personalized course recommendations based on your current job, skills, and what professionals like you are learning. LinkedIn Learning is designed for all levels of learners and is available whenever you’re ready to learn. You can even view it on your iPhone or iPad. After logging in to [LinkedIn Learning](https://linkedinlearning.gatech.edu/), you’ll be able to access the site’s library of courses from the ‘Browse’ menu or search bar. There’s a lot of material, so if you’re looking for something in particular, or at a specific expertise level use the sorting and filtering links on a topic’s page to hone in on a target course.

LinkedIn Learning covers a wide array of courses, from **Business** and **Technology**, to the latest **Digital Creative Topics**. With over 13,000 expert-led, online courses and video tutorials, LinkedIn Learning has a course topic for every step of your career!
Communication Center (Clough Commons)
http://www.communicationcenter.gatech.edu

Communication Center trained professional and peer tutors help **undergraduate and graduate students** with:

- written **projects**
- multimodal projects
- graduate school applications
- lab **reports**
- senior **design papers**
- individual and group **presentations**
- **poster** designs
- grant **proposals**
- **cover letters**
- resumes and CVs and more...
The Communication Center is located in Clough Commons room 447.

From the Communication Center webpage:

“For whatever you are working on, we help you find the most effective way to communicate your message by making sure you are thinking critically and carefully about audience, tone, and medium, among other criteria. All of our services are free and confidential.”

“Please Contact Us: commlab@gatech.edu or 404-385-3612”

Frequently Asked Questions
Graduate Student Community
6th floor Crosland Tower
BuzzCard-accessible space
https://www.library.gatech.edu/grad-community

- Quiet Study
- Breakout Rooms
- Technology
- Kitchen
- Lockers
Data Visualization Lab
3rd floor, Crosland Tower
https://www.library.gatech.edu/vizlab

- The Data Visualization Lab offers a wide range of visualization software, tutorials and guides, and research assistants who are available to help.
- Reserve a workstation
- Class schedule, data visualization
- Software Available:
  - Tableau, ArcGIS, SAS, RStudio, QGIS, Google Earth, Python, Jupyter Notebook, Adobe Photoshop, Irfanview, VLC, ANSYS V19.1
Student Printing
http://print.gatech.edu/student-printing

• Every student is **allocated $2.20 each week** (12:01 AM Friday mornings) on the **Buzzcard** for printing at any Pharos Station on campus. Students can also add funds to their Buzzcard to purchase additional prints after the allocation is spent.

• You’ll need your Buzzcard when releasing print jobs.

• Black & White (with or without finishing) = $.04/page

• Color = $.19/page

• **OIT Desktop and Mobile Printing** [https://oit.gatech.edu/services/endpoint-computing/desktop-and-mobile-printing](https://oit.gatech.edu/services/endpoint-computing/desktop-and-mobile-printing)

• How to print a job. How to release a job

• Print jobs can also be submitted several ways including from user’s personal computer by downloading the OIT Laptop Printing Packages available on the **OIT Software Distribution** (“Download Software) website. Jobs sent for printing in the computer clusters still need to be released and will be held in the queue for 90 minutes after the print request is submitted
OIT Central PS, Printing
http://print.gatech.edu/central-ps

- **Central printing** services ([Central-ps](http://print.gatech.edu/central-ps)) is printed at a central location and delivered to the Student Center Computer Cluster
- **Central-PS Delivery:** free if below the 1200 page quota per semester
- For questions contact [printsupport@oit.gatech.edu](mailto:printsupport@oit.gatech.edu)
- Current **delivery times** for [central-ps](http://central-ps.gatech.edu)
- Jobs can also be submitted from your personally owned computer by downloading the central-ps drivers from [http://central-ps.gatech.edu](http://central-ps.gatech.edu)
Crosland Tower
Scanning

https://www.library.gatech.edu/computing

• Can **scan** documents then **print** for free if under weekly allocation (photocopies are not free)

• Large format and map scanning is available in **Multimedia Studio** Crosland Tower 4th floor.

• One scanner is on the Grove Level

• **Copiers** are located in the **Library Store**, Grove/Ground Level. Black & White: $.08/copy, Color: $.19 or $.49/copy. Payment is made with **BuzzCard**. **Copying** is **not** free

• Scanning is free
Clough Commons Services
https://library.gatech.edu/clough

- **OIT Technology Support** (Enterprise Service Desk)
  https://techsupport.gatech.edu/
  Submit Request for OIT Help

- **OIT Software Distribution**
  http://software.oit.gatech.edu/
  ➢ **Download Software**

- Center for Academic Enrichment
  https://enrichment.gatech.edu/

- Center for Academic Success
  http://www.successprograms.gatech.edu/

- Center for Serve-Learn-Sustain http://serve-learn-sustain.gatech.edu/
Multimedia Studio
https://www.library.gatech.edu/multimedia-studio

• Multimedia Services. The Multimedia Studio will temporarily be located on the 4th floor of Crosland until it moves to its permanent home in Price Gilbert in 2020.
• The Multimedia Studio is an open computer lab providing access to multimedia software from the Adobe Creative Suite to Final Cut Pro and Pro Tools.
• The lab is staffed by student experts and also provides services and support for large format printing.
• Library classes are offered on various multimedia software and comprehensive online training videos are offered by Lynda.
Computers and Computing
https://www.library.gatech.edu/computing

- **High Performance Computing**
  **Crosland** Tower, **3rd floor**, 16 Dells

- **General Computing**
  **Crosland** Tower, **4th floor**, 16 Dells

- **Software** available for each computing location:
  https://www.library.gatech.edu/computing

- **Clough Commons Cluster**
  Clough 3rd floor, 24 Dells
OIT – Georgia Tech Information Technology

https://oit.gatech.edu/

- **Virtual Private Network** (VPN)
- **Access my information remotely via VPN**

- **OIT Technology Support** (Enterprise Service Desk)
  https://techsupport.gatech.edu/
  Submit Request for OIT Help

- **OIT Software Distribution**
  http://software.oit.gatech.edu/
  ➢ **Download Software**
Gadgets

https://www.library.gatech.edu/gadgets

- All items are available for checkout at the Library Store (Ground floor, Grove Level) and/or the gadget checkout desk on the 3rd floor of Crosland.
- Gadgets include cameras, accessories, camcorders, laptops, Macbook Airs, Dell Ultrabooks, iPads, Kindles, audio and other devices.
- Loan periods vary from 4 hours to 2 days, depending on the item. High-demand items, like camcorders and cameras, may be subject to wait lists.
- [Online request](#)
- Gadgets are purchased with Tech Fee funding. Students have priority for requests.
Other

• **Archives & Special Collections. Reading Room, 1st floor, Crosland Tower**
  [https://www.library.gatech.edu/archives](https://www.library.gatech.edu/archives)

• **Science Fiction Lounge, 1st floor Crosland Tower**
  [https://www.library.gatech.edu/scifi-lounge](https://www.library.gatech.edu/scifi-lounge)

• **Innovation & Ideation Studio, 2nd floor, Crosland Tower**
  [https://www.library.gatech.edu/innovation-ideation](https://www.library.gatech.edu/innovation-ideation)

• **eBooks via OverDrive. Other e-books.**

• **Film**
Research Guides

• **EndNote** bibliographic and citation manager used to manage references
• **Citation Styles, Tutorials, and Tools**
• **The Research Process**
• **Research/Writing/Citing Sources – writing and grammar**
• Database publishers offer tutorials and search hints - “Help” “Search tips” etc.
Reserve a Room
Clough and Crosland
https://www.library.gatech.edu/spaces

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Lockers

https://www.library.gatech.edu/lockers

Lockers

It’s no secret students need storage for their personal items and electronic gadgets, and chargeable lockers represent the Library’s commitment to providing amenities to make life easier for Tech students. These locker services are free and will be available on a first-come, first-served basis.

Short term lockers are located on the 2nd and 3rd floors, with a four hour check out period. These lockers are self-service, with students able to set their own passcodes.

Long term lockers are located on the 4th and 6th floors. These lockers have a semester long checkout period. Please fill out the Locker Request form below.

Lockers for the Graduate Student Community will be ready in the near future. Please check this page for updates.

<table>
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<tr>
<th>Full Size</th>
<th>Mid Size</th>
<th>Cubby</th>
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retroTECH
3rd floor, Crosland Tower
https://www.library.gatech.edu/retrotech

• retroTECH invites the Georgia Tech campus community to create the future by exploring and preserving our technological pasts.
• **Vintage technologies**, from slide rules to Sega Genesis, as well as emulations of retro platforms on modern devices.
Clough Commons Services
https://library.gatech.edu/clough

• Tutoring  http://www.success.gatech.edu/tutoring
• Advising   http://advising.gatech.edu
• Center for Academic Enrichment
  https://enrichment.gatech.edu/
• Center for Academic Success
  http://www.successprograms.gatech.edu/
• Center for Serve-Learn-Sustain  http://serve-learn-sustain.gatech.edu/
• Center for Teaching and Learning
  http://www.ctl.gatech.edu/
Search Hints

http://www.prism.gatech.edu/~bw21/chart.htm
http://www.prism.gatech.edu/~bw21/Comparison_Chart_EBSCO.pdf

• Native databases provide records of publications not available in Primo “Everything”/”Articles” searches
• Native databases such as Engineering Village Compendex/Inspec, ProQuest databases (NTIS, Aerospace, etc.), and Web of Science databases provide powerful search software:
  - Complex searches using nested Boolean operators (AND OR NOT)
  - Combine multiple search statements (Search history, Recent searches). Recombine using statement numbers and keywords
  - Proximity operators, such as NEAR/ # (within # words, in any order) or quotes (“exact phrase”)
  - Truncation (often * asterisk), wildcards
  - Limit to Title and/or Subject headings fields, Author field, etc.
  - Avoid searching full text fields (ProQuest – use “NOFT”)
  - Combine multiple databases together into one search
• Most databases have tutorials, often vendor supplied. Look for “Help” or “Support” or “?” or “Search Tips”
Assistance searching the Library’s Databases

• For **ECE and GTRI and PMASE** one-on-one **in-depth and quick** database search assistance and group instruction, please **contact Bette Finn** (bette.finn@library.gatech.edu)

• For other schools, contact your **Subject Librarian** for assistance searching any of the Library’s **databases**. Every GT school has a Subject Librarian

• For circulation questions (check-out books, Recalls, etc.) – contact an associate in the Public Services area (Crosland Tower, Grove Level Ground Floor, Library Store) or phone 404-894-4530

• **All Research guides**

• **All Databases**