Databases, Library Services
Search Hints and Guides

http://www.prism.gatech.edu/~bw21/

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/]

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/](https://www.library.gatech.edu/)

**Spaces & Technology**
- Reserve a Room
- Lockers
- Computers & Printing
- Gadgets
- Multimedia Studio
- Data Visualization

![Library Spaces](https://www.library.gatech.edu/)

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

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

- **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 **Lynda** instruction
- **Data Visualization Lab**
- **Multimedia Studio**
- **Computing and Computers**
- **Print, Scan, Copy**
- **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>
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<th>Instructor</th>
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<tr>
<td>Web/OPAC Link</td>
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<td>-</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
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 Other" etc.
ILLiad request form
https://illiad.library.gatech.edu/

ILLiad FAQ
https://library.gatech.edu/ill-faq
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/
Distance Learning

"Research, Help, Support" (top row)
"Help for..." (right column)
“Distance Learners”

https://www.library.gatech.edu/distance-learners

Help for … Distance Learners
Interlibrary loan and document delivery
• 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 Emory’s Library Service Center 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.

Current students, faculty, and staff may also use their Buzzcard to borrow from Emory’s Woodruff Library and any library in the University System of Georgia schools in person (check with lending library for their visitor hours and restrictions).

Several other Metro-Atlanta College libraries allow in person borrowing of their materials to GT students, faculty, and staff, you must use an InterLibrary Use card, obtained at our Public Services. 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. Check with their library for their visitor hours and restrictions.
<table>
<thead>
<tr>
<th>Subject</th>
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<tr>
<td>About the Library</td>
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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>Archives and Records Management</td>
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<td>Biology</td>
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<td>Chemical and Biomolecular Engineering</td>
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<td>Earth and Atmospheric Sciences</td>
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<td>Government Information</td>
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<td>International Affairs</td>
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<td>Literature, Media and Communication (LMC)</td>
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<td>Patents &amp; Trademarks</td>
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<td>Physics</td>
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<td>Psychology and Cognitive Sciences</td>
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<td>Scholarly Communication &amp; Open Access</td>
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<td>Standards</td>
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<td>Statistics</td>
<td>5</td>
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<tr>
<td>Technical Reports</td>
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</table>

BY SUBJECT:

Research Guides

http://libguides.gatech.edu
“Research Guides” are organized
By Subject, By Type, All Guides
http://libguides.gatech.edu/
Databases

http://libguides.gatech.edu/az.php

"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
OpenAthens Database Authentication

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**" to search for Georgia (Georgia Institute of Technology). See **examples**. From there, use the **Georgia Tech login** service and you will be given access to the resource.

Authentication service information is at [http://weblog.library.gatech.edu/news](http://weblog.library.gatech.edu/news), including changing permanently linked information ("Recent News" - right column: **OpenAthens; Experiencing Issues with databases**, etc.).

If you have any OpenAthens IP Authentication access questions or **database access problems**, please contact [ept@library.gatech.edu](mailto:ept@library.gatech.edu).

**All Library databases**: [http://libguides.gatech.edu/az.php](http://libguides.gatech.edu/az.php)

Library home page "Find, Borrow, Request" (top row, left) -- "Databases"
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
  and more
Lynda [http://lynda.gatech.edu/](http://lynda.gatech.edu/)

Lynda teaches the latest **software** tools and skills through **instructional videos** taught by experts.

**Georgia Tech** provides unlimited access to lynda.com for all employees and students.

---

**WHAT DOES LYNDA OFFER?**

You can sign in to lynda.com using the button below and watch this introductory video about the service, and watch the course.

As an employee and/or student here, you have unlimited access to lynda.com, an online library of high-quality instructional videos on the latest software tools and skills.

With more than 1,100 courses taught by industry experts—and more added every week—lynda.com 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.

Some of the most popular courses here include:

- AutoCAD Essentials 2: Drawing Fundamentals
- Animation Tips and Tricks with Flash Professional
- Dreamweaver with PHP and MySQL

Check out the lynda.com latest releases and most viewed courses in 3D and animation, audio, business, design, developer, photography, video and web and interactive.

We also recommend you watch the *How to use lynda.com* video.

Access to your lynda.com account can only be done from this website. You will not be able to access lynda.com using your Georgia Tech account directly through the lynda.com website!
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:
Crosland Tower
Print, Copy, Scan

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

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

• Black and white and color **printing** is available throughout the Library. All printers use your [BuzzCard](https://www.library.gatech.edu/computing). See [Student Printing](https://www.library.gatech.edu/computing) for more info.

• **Copiers** are located in the [Library Store](https://www.library.gatech.edu/computing), Grove/Ground Level. Black & White: $.08/copy, Color: $.19 or $.49/copy. Payment is made with [BuzzCard](https://www.library.gatech.edu/computing). Copying is **not free**.

• **Large format** and map scanning is available in [Multimedia Studio](https://www.library.gatech.edu/computing) Crosland Tower 4th floor.

• [OIT](https://www.library.gatech.edu/computing) general use computers and multimedia labs
Student Printing

http://print.gatech.edu/student-printing

- Black-and-white and color printing is available in many locations on campus, as seen here. Printing in these areas is associated with the Buzzcard system. You’ll need your Buzzcard when releasing print jobs.

- Print jobs can also be submitted several ways including from user’s personal computer by downloading the OIT Laptop Print Package available on the OIT Software Distribution 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.

- 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 weekly allocation is spent.
  - Black & White (with or without finishing) = $.04/page
  - Color = $.19/page
OIT Central PS, Printing

http://print.gatech.edu/central-ps

- **Central printing** services or central-ps is printed at a central location and **delivered to the Student Center** Computer Cluster (2nd floor near the Music Listening Room).

- **Central-PS Delivery:** Free of Charge (1200 page quota per semester)

- For questions contact printsupport@oit.gatech.edu

- Current [delivery times for central-ps](http://print.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)

- OIT Desktop and Mobile Printing [https://oit.gatech.edu/services/end-point-computing/desktop-and-mobile-printing](https://oit.gatech.edu/services/end-point-computing/desktop-and-mobile-printing)
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 Download software**
- **OIT Technology Support Center**
  http://tsc.oit.gatech.edu
- **Submit Request for OIT Help**
- **Passport** offers tools for GT Account such as email aliasing
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](https://www.library.gatech.edu/)

• **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.
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

- 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”
Library Catalog

"Resource Type" checking boxes then clicking on "Apply Filters" may miss some relevant items and/or include irrelevant ones.

01GAL* retrieves the entire Library Catalog.
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**