Constructing and Linking to Booklists in GIL-Find

Also works with e-books, videos, and other items in the catalog
This tutorial will show you…

• Link to a search (can change when new items are added)
  – How to create a linked search by author
  – How to create a linked search by subject

• Link to a list you select by tagging or adding to favorites
  – Create static links to booklists by tagging
  – Create links to booklists by creating a folder in Favorites.
Open the GPC library homepage and click on the GIL-Find catalog
Search for keywords in search box, using author name, title, subject, or all fields

You can select title for a specific book search
Or you can search by author and select the author field
How to create a booklist by author

Search "Maya Angelou" and narrow by author field

Search Tips:
- Use quotes to search for phrases example: "Civil War"
- Use an * for wildcard searches example: biochem* will return biochemistry and biochemical
- AND, OR and NOT can be used for boolean logic example: (biomedical AND engineering) NOT nuclear
- Boolean operators (AND, OR, NOT) must be ALL CAPS

Access my GIL account to:
- Get GALILEO password
- Renew books online
- Check my requests
How to create a booklist by author:

Narrow your search by selecting "Maya Angelou" on the left side of the search result screen.
The link at the top of the page is a permanent link, so this specific booklist can be accessed each time the link is clicked.
How to create a subject booklist

Go to GIL-Find and search for a subject keyword

- Use quotes to search for phrases example: "Civil War"
- Use an * for wildcard searches example: biochem* will return biochemistry and biochemical
- AND, OR and NOT can be used for boolean logic example: ((biomedical AND engineering) NOT nuclear)
- Boolean operators (AND, OR, NOT) must be ALL CAPS
To personalize the search results, select any of the options in "Narrow Search" on the left side of the screen.

The first page displays the top 20 search results.
Link to the resulting list of items to allow students to explore the results list.
Tagging to create a booklist

When you click “Add” to add a tag, you will be prompted to enter your 900#, last name, and Library PIN. If you don’t know your PIN, you can request it from that screen.
Creating tags for your booklist

You can add unique tags to help others find a particular item.

You can also use a unique tag to create a custom list of items for a course, for example SmithHIST1101.
These books were tagged for the LIST2004 class. The students can find all of the books with that tag by typing "LIST2004" and changing the search field to "tag".
Creating a booklist with Favorites

When you click “Add to Favorites” you will be prompted to enter your 900#, last name, and Library PIN. If you don’t know your PIN, you can request it from that screen.

To add an item to your list, click “Add to Favorites.”
Add to an existing or new list

Use the dropdown to select an existing list or create a new list.

To make a list you can share with others, your list must be made public.

Remember to click “Save”
Access your list and edit your list

1. Go to “My Account” (Log in, if you’re not already)
2. Click on “Favorites”
3. Click on the desired list
4. From here, you can edit your list (e.g., make it public or change title)
5. You can also edit the items on the list.
Link to your list

Use the resulting URL to link to your list.
What others will see…..

When visitors click on the hyperlink to your list, they will see this view. They will not be able to edit or delete the list or view other information about your account. (They will be prompted to log into their own library accounts.)

Click on the title to go to the item in the GIL Find catalog.
Remember to…

• Review the list of search results to determine all items are relevant before linking to a booklist

• Revise your search in order to achieve the desired results
Methods to refine your search: Searching with quotes to find exact phrases

For example, searching the subjects "civil war" AND "black soldiers" results in a fewer number of more relevant hits.
Methods to refine your search: Narrow Search

Search results can be narrowed down to specific options.

For example, to limit the search results to just electronic books, just click on "Electronic".
You can also begin with a blank search to show the entire catalog, then narrow by format, language, etc.

Just click the Find Button with an empty search box, and explore.
Need further assistance?