Finding Specific Sources in GALILEO
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Using the following citations as examples, this presentation explains how to use GALILEO to find sources whose citations show they are from online library databases. Note: the item before “Web” in the citation is the title of the database.


Once the GALILEO website loads in the browser, click on **Databases A-Z**.

Search by first letter of the database or by words in its title at “Find Database”.

In the search bar, enter the first item of the citation, e.g. the source's title, in quotation marks; then click Search.
From the list of results, click on “HTML Full Text” to view the source.

Read the source, or use tools in the column at right to read it elsewhere.

To find the next source, return to GALILEO; then look up the database **History Reference Center**.
As you go through the process of gathering sources, you will likely need to find specific sources referenced by others to build your list of useful sources; use the steps above to help you do this. However, keep in mind that, especially when you first start researching, you will also need to find sources about your topic having little or no idea what sources are

Search the author's name (the first item in the citation) in quotations.

To narrow your search, add the source's title in quotations; type AND in-between the search phrases.

Click on “PDF Full Text” to open the source; then scroll down to read it. Note the tools at right to read it later.
out there. Therefore, rather than authors and titles, you will need to enter keywords, or subject search terms, related to your topic. The next section instructs you on how to do that.

Entering Search Terms

One of the most important steps in conducting research is to “learn how to speak database,” as the sock puppet explains to the student in this video tutorial, titled “How to Use a Database,” created by the University of Tennessee at Chattanooga (UTC) Library. As the video shows, to find reliable sources efficiently, you must identify single words or phrases that represent the major concepts of your research—that is, your keywords, or subject search terms. Your starting points for developing search terms are the topic and the research questions you identify, but you should also think of synonyms for those terms. Furthermore, as you begin searching for sources, you should notice additional terms in the subjects listed in the records of your results. These subjects will help you find additional sources.

As Jorge used his library’s catalog and databases, he worked to refine his search by making note of subjects associated with sources about low-carb dieting. His search helped him to identify the following additional terms and related topics to research:

- Low-carbohydrate diet
- Insulin resistance reducing diets
- Glycemic index
- Dietary carbohydrates

Searching the library’s online resources is similar in many ways to searching the Internet, except some library catalogs and databases require specific search techniques. For example, some databases require that you use **Boolean operators** to connect your search terms. In other databases, Boolean operators are optional, but can still help you get better search results. Here are some of the ways you can use Boolean operators:

- **Connect keywords with AND** to limit results to citations that include both keywords—for example, carbohydrates AND diet.
- **Connect keywords with OR** to search for results that contain either of two terms. For example, searching for diet OR nutrition locates articles that use “diet” as a keyword as well as articles that use “nutrition” as a keyword.
- **Connect keywords with NOT** to search for the first word without the second. This can help you eliminate irrelevant results based on words that are similar to your search term. For example, searching for obesity NOT childhood locates materials on obesity but excludes materials on childhood obesity.
- **Enclose a phrase in quotation marks** to search for an exact phrase, such as “morbid obesity.”

Many databases offer tools for improving your search. Make your search in library catalogs and databases more effective by using the following tips:

- **Use limiters** (often located on the left side of the search results) to further refine your results after searching.
- **Change the sort of your results** so the order of the articles best fits your needs. Sorting by date allows you to put the most recent or the oldest articles at the top of the results list. Other types of sorts include relevance, alphabetical by author’s name or alphabetical by article title.
- **Use the Advanced Search** functions of your database to further refine your results or to create more complex combinations of search terms.
- **Use the Help section of the database** to find more search strategies that apply to that particular database.
Here is an example of using Boolean operators in an Advanced Search:

![Boolean Operators Example](image)

*Figure \( \PageIndex{1} \)*

**Consulting a Reference Librarian**

Sifting through library stacks and database search results to find the information you need can be like trying to find a needle in a haystack. Knowing the right keywords can sometimes make all the difference in conducting a successful search. If you are not sure how you should begin your search, or if your search is yielding too many, or too few, results, then you are not alone. Many students find this process challenging, although it does get easier with experience. One way to learn better search strategies is to consult a reference librarian and watch online tutorials that research experts have created to help you. If you have trouble finding sources on a topic, consult a librarian.

Reference librarians are intimately familiar with the systems that libraries use to organize and classify information. They can help you locate a particular book in the library stacks, steer you toward useful reference works, and provide tips on how to use databases and other electronic research tools. Take the time to see what resources you can find on your own, but if you encounter difficulties, ask for help. Many academic librarians are available for online chatting, texting, and emailing as well as face-to-face reference consultations. To make the most of your reference consultation, be prepared to explain, to the librarian, the assignment and your timeline as well as your research questions and ideas for keywords. Because they are familiar with the resources available, librarians may be able to recommend specific resources that fit your needs and tailor your keywords to the search tools you are using.

**Exercise 9**

At the Library of Congress’s website, search for results on a few terms related to your topic. Review your search results to identify six to eight additional terms you might use when you search for sources using your college library’s catalog and databases.

**Exercise 10**

Visit your library’s website or consult with a reference librarian to determine which databases would be useful for your research. Depending on your topic, you may rely on a general database, a specialized database for a particular subject area, or both. Identify at least two relevant databases. Conduct a keyword search in these databases to find potentially relevant sources on your topic. Also, search your college’s online library catalog. If the catalog or database you are using provides abstracts of sources, then read them to determine how useful the sources are likely to be. Print out, email to yourself, or save your search results.

**Exercise 11**

In your list of results, identify three to five sources to review more closely. If the full text is available online, set aside time to open, save, and read it. If not, use the “Find It” tool to see if the source is available through your college’s library.
the library to locate any sources you need that are only available in print. If the source is not available directly through your school’s library, then use the library’s online tool to request an interlibrary loan of the source: librarians will send the source in digital form to your email address for you to open and save, or they will send it in print form to your campus library for you to check out.