GalileoDiscovery
and Library Services

by Engineering Libraries Staff
is the University of Padova Library search tool
With just **one query**, you can find the materials for your research, **regardless of their format** (books, articles, journals, etc.)
With a single search it is possible to retrieve at the same time, in **print and electronic format**:  
- Books  
- Journals  
- articles  
- multimedia resources  
- encyclopedic entries  
- technical standards  
- statistics  
- contributions to open access scientific research  
- ...
GalileoDiscovery - Functional areas

1. Main menu
2. Authentication
3. Simple and advanced search
4. Information boxes
GalileoDiscovery – Main menu

- quick way to start a new search
- list of journals owned by our libraries, you can search by subject area, title or ISSN
- allows you to enter the details of an article and to check if it is owned in electronic format
- search by title of databases acquired by the University or free, even those that cannot be queried through GalileoDiscovery
- browsing by Author, Title, Series...
- quick link to the Help service
Galileo Discovery – Journal search menu

You can search journals by title or select them by category

Choosing a category will open a list in alphabetical order

Each electronic magazine allows you to search for articles within it
You can scroll a list by Author, Title, Series, Dewey call numbers, Library of Congress call numbers, and Call numbers.

E.g. You want to search for the volumes of the *Environment, development, and public policy* series: select from the drop-down menu “Series" and enter the title.

To see the titles of the series you have to click on the name.
**Database search:** allows to search for a database by title

**or Citation search:** allows to enter the details of an article and check if there is access to the electronic format
GalileoDiscovery – Authentication Menu

View the latest searches made

Allows you to save your favorite references; if you are not logged in, the list remains active for the duration of the session

Send to login page and custom services

You can also access the menu as an authenticated user
GalileoDiscovery – Search anything

The default **Search All** is the widest. It is however possible to select some already established sets of materials by scrolling the menu on the right:

1. **Libraries Catalogue**: to search books and journals
2. **Electronic Resources**: to search only electronic resources
3. **Padua Research Archive**: for the University's research products
4. **Ebsco**: to query only the databases of the Ebsco platform
GalileoDiscovery – Advanced search

1. Allows to combine multiple elements and choose which element to search for each: Title, Author/creator, Subject, ISSN, Dewey classification.
2. For each field the options available are: contains, starts with, is (exact).
3. On the right you can also specify: Type of material, Language and Dates.
GalileoDiscovery – Information boxes

<table>
<thead>
<tr>
<th>GalileoDiscovery</th>
<th>Other resources</th>
<th>The libraries of the Paduan Library System</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Find out more</td>
<td>- Other catalogs</td>
<td>The Paduan Library system includes the university libraries,</td>
</tr>
<tr>
<td>- Guide to GalileoDiscovery</td>
<td>- Phaidra - Digital collection</td>
<td>the libraries of the Urban system and the affiliated libraries</td>
</tr>
<tr>
<td>- Tutorial on GalileoDiscovery</td>
<td>- Padua@Research</td>
<td></td>
</tr>
<tr>
<td>- Off campus connection</td>
<td>- Padua@Thesis</td>
<td></td>
</tr>
<tr>
<td>- Document delivery</td>
<td>- Virtual exhibitions</td>
<td></td>
</tr>
<tr>
<td>- Interlibrary loan</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **guide** to using GalileoDiscovery
- additional useful **tools and services**
- **libraries** participating in GalileoDiscovery
GalileoDiscovery – Results list

1. Possibility to bypass authentication

2. Displayed Page
   Total number of results
   Customize function

3. Results page with short format records

4. Possibility to refine the results
20 results are displayed per page, scrolling to the bottom you can choose to view the next results

At the bottom left there is always a button that indicates the page you are viewing and allows you to move forward and backward

To quickly return to the top of the page, you can use the arrow that appears at the top right

When viewing the complete record, you can navigate through the records with the arrows that appear on the right, or return to the list of results by clicking on the X
The proposed filters change according to the results and it is possible to combine them.
GalileoDiscovery – Personalized search

It displays the results of the chosen discipline first.

A maximum of 5 categories can be selected.
GalileoDiscovery – View Results: Short Record

1. **Number that identifies the record**: useful for selecting single records

2. **Format of the material**: it is identified by both the icon and the indication of the type of document above the title. The generic icon can be replaced by the cover photo if available. The Book icon refers to the modern, ancient and electronic books

3. **Bibliographic data**: clicking on the title in blue, takes you to the complete record

4. **Availability**: if the document is on paper it will show the first location, if electronic it will offer the link to the full-text if available

5. **Short record actions**
GalileoDiscovery – Short record actions

- Allow to capture and export the exact quotation of the displayed document
- Allows to send the record selected from the search results to an e-mail box
- If not logged in, it allows to select the result and add it to a provisional list of saved records
- Allow various possibilities for exporting the result
- Cited in/Citing, to retrieve articles in relation to that of your interest
 Indicates that the document has been peer reviewed

 Indicates that the document is freely accessible because it has an Open Access license
These available entries starting from the complete record are:

**Send to**: with several possibilities to export the record

**Find it in**: indicates the location for print resources

**Details**: complete bibliographic record

**Find more**: suggestions of similar materials

**Link**: more links
These entries are available starting from the complete electronic item record:

**Send to:** with several possibilities to export the record

**View online:** access to the electronic version

**Details:** complete bibliographic record

Please note: consultation of non-OPEN ACCESS electronic resources is only allowed on the University network or via proxy connection.
GalileoDiscovery – Send to allows to:

- Export the bibliographic record in standard BibTex format
- Import the bibliographic record into EndNote
- Export the bibliographic record in standard RIS format
- Print bibliographic information
- View and copy a permanent link
- View bibliographic information formatted according to some preset citation styles
- Send bibliographic information by mail
With **Authenticate** you use the personalized services of GalileoDiscovery

You can access with:

- **Local authentication** for those who are not Unipd institutional users and do not use the Social Login
- **Single Sign On** for institutional Unipd users
- **Social Login** for users of civic and affiliated libraries
GalileoDiscovery – authenticated user’s menu

By clicking on the name at the top right you access the General Menu

The first item refers to the library card
GalileoDiscovery – My Library card

1. Overview
2. Loans
3. Requests (reservations)
4. Fines + fees
5. Blocks + messages
6. Personal details
By clicking on **Fine + Fees**, any situation that the user owes appears (e.g. costs for DD and ILL)

By clicking on **Blocks + Messages**, any blocks set by the libraries and messages to the user are displayed
You can access the list of your loans by clicking on My loans

Visible loans here are those registered by GalileoDiscovery
GalileoDiscovery reports if there are loans due or overdue

If there are overdue loans, it is not possible to renew
You can renew all or some of the loans from this screen by selecting them.
By clicking on My requests you can consult the list of reservations in progress (available or pending)
GalileoDiscovery reports if there are books available to loan in the library.

If the book is not available yet, GalileoDiscovery reports the position in queue.

Requests can be deleted one at a time.
GalileoDiscovery - How to request a book

1) Search a book

You may see Purchase Request button or No Request Available for this record.
3) Click the **Purchase Request button** directly

or choose the location you prefer by clicking on it
4) Click on Request

5) Send the request
By clicking on **My Favorites** you can access the list of records saved during the search and you can organize the list of saved results by grouping them with labels.
Multiple labels can be associated with the same record.

If you delete a "copy" from the general list, it is permanently deleted from My Favorites and no trace remains, even if it has a label.

"Unlabeled copies" are saved records to which no labels have been associated.

They are not folders, but tags!
Alternatively, you can export all or part of the records by selecting them and clicking on the three dots.
The last ten searches made are available in Search History. They can eventually be saved or deleted.
Rss Feed, clicking on this icon creates a url that is stored on the Rss Reader in use on your computer, tablet or smartphone

Alert, send an email to the registered address

Delete this search from your saved searches
The last item of the Display language menu allows you to set your preferred language. At the moment it is possible to choose only between Italian and English.
With **Personal Details** you can access the user's personal card, change the fields, and login credentials.
At any time, you can return to the **Search** interface, using the arrow at the top left of the bar.
Research strategies 1

▪ Wildcard characters

In GalileoDiscovery you can use the asterisk as a truncation character - eg. cultur * for culture, cultural, and culturally - and the question mark for any character - eg. wom? n for woman, women

▪ Exact phrase

You can use quotation marks “ ” for the exact phrase - eg. "Legislative Decree 19 September 1994 n 626". When using this type of strategy in quick search avoid adding other logical operators. If you want to combine logical operators and exact phrase use the advanced search
Use of parentheses
When using more than one operator, Ex Libris recommends using parentheses to clarify precedence.

It is preferable to use the logical NOT operator at the end of the search string.
Engineering Libraries Services – Digital Library

http://bibliotecadigitale.cab.unipd.it/en/
Engineering Libraries Services – Physical libraries

**Engineering Central Library**
Via Loredan, 20 - 35131 Padova
Opening hours:
Monday - Thursday 8.00 - 19.45
Friday 8.00 – 18.15
http://biblioingegneriacentrale.cab.unipd.it
e-mail: biblio.inge@unipd.it

**Information Engineering Library "Giovanni Someda"**
Via Giovanni Gradenigo, 6A - 35131 Padova
Opening hours:
Monday - Thursday 8.30 - 19.15
Friday 8.30 -17.30
http://biblioingegneriasomeda.cab.unipd.it
e-mail: bibliodei@unipd.it

**Management and Engineering Library**
Stradella S. Nicola, 3 - 36100 Vicenza
Opening hours:
Monday 8.30 - 13.00, 14.15 - 18.00
Tuesday-Thursday 8.30 - 18.00
Friday 8.30 - 13.30
http://biblioingegneriagestionale.cab.unipd.it
e-mail: biblioteca@gest.unipd.it

**Industrial Engineering Library “Enrico Bernardi”**
via Venezia, 1 - 35131 Padova
Opening hours:
Monday - Thursday 8.15 -17.15
Friday 8.15-13.30
http://biblioingegneriabernardi.cab.unipd.it
e-mail: bibliodim@unipd.it
<table>
<thead>
<tr>
<th>AVAILABILITY STATUSES</th>
<th>LIBRARY USERS</th>
<th>NR. OF LOAN ITEMS</th>
<th>LOAN PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loanable</td>
<td>STUDENTS</td>
<td>up to 15</td>
<td>30 days</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>renew: up to 6 months</td>
</tr>
<tr>
<td>15 days loan (course reserves or textbooks, 2nd copy)</td>
<td>STUDENTS</td>
<td>up to 15</td>
<td>15 days</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>renew: up to 75 days</td>
</tr>
<tr>
<td>Overnight and vacation loan (dictionaries, handbooks, journals…)</td>
<td>STUDENTS</td>
<td>unlimited</td>
<td>1 day (until tomorrow at 10 a.m.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>No renewals</td>
</tr>
<tr>
<td>Not loanable (course reserves or textbooks)</td>
<td>STUDENTS</td>
<td>0</td>
<td>In-house use only</td>
</tr>
<tr>
<td>Not loanable (professors’ books)</td>
<td>STUDENTS</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Self-service scanning, photocopying and printing

You can make your own photocopies with your student card.

Your account is linked to your University ID card.

You need to register an account on [http://padova.ricohmyprint.it](http://padova.ricohmyprint.it)

Remember!

Reproduction of published materials is subjected to copyright law. You can photocopy only 15% of a book or an issue.
Engineering Libraries offer you a free wi-fi connection

едуроам is an international roaming service for users in research, higher education and further education.

It provides researchers, teachers, and students easy and secure network access when visiting an institution other than their own
Journal articles and book chapters not available in University of Padova libraries can be requested through the Document Delivery service (DD)

https://nilde.bo.cnr.it/index.php
Books not available in the University library system can be requested through the Interlibrary Loan service (ILL). The service is not for free.

http://bibliotecadigitale.cab.unipd.it/en/interlibraryloan/interlibrary-loan-service
• Do you know how to start your research?
• Have you troubles finding materials?
• Do you need any help with search tools?

Feel free to contact us! The service is available to Engineering students and academic staff

  clicking on SSO (Single Sign On) UNIPD: name.surname@studenti.unipd.it
  A librarian will contact you within 3 working days

➤ in person - library staff are at your disposal to help you using searching tools (catalogues and databases):
  • at the biblioteca Centrale di Ingegneria, on Tuesday and Wednesday, 10.00-12.00 a.m.
  • at the biblioteca Bernardi, on Monday and Wednesday, 2.00-4.00 p.m.
  • at the biblioteca Someda, on Tuesday and Thursday, 2.00-4.00 p.m.
  • at the TGSI library, on Friday, 9.30-11.30 a.m.
The Auth-Proxy service allows off-campus access to University of Padova electronic journals and databases both from Italy and from abroad.

This service will be available until the institutional email address (@studenti.unipd.it) is active.

Off-campus connection: http://bibliotecadigitale.cab.unipd.it/en/access-e-resources

Auth-proxy guides and tools: http://bibliotecadigitale.cab.unipd.it/en/auth-proxy
To access the libraries of the University of Padova, users must book a suitable seat identified by the library, in order to guarantee the prescribed social distancing, via the Affluences app using the institutional email.

Affluences mobile app is free, ad-free, and freely downloadable from the App Store and Google Play.
To enter our libraries it is mandatory to
• Wear a mask
• Clean your hands
• Keep a safe distance
GalileoDiscovery and Engineering Library Services
Presentation slides are available here

http://biblioingegneriacentrale.cab.unipd.it/usa/laboratori/materiali
Thank you for your attention!

We are at your disposal

If you have a question, a suggestion, or a comment about Library services or resources, please feel free to contact us

@ biblio.inge@unipd.it

049 827 5415