



# GALILEO Admin Overview and New Features

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# Agenda

- What is GALILEO Admin?
- GALILEO Admin Demo
  - GALILEO Local Resource Integration (GLRI)
  - Brandings
  - Institution Information
    - Wayfinder Keywords \*
    - Edit Institutional Links \*
    - Hide Tools \*
  - Reporting
  - Featured Resources (In the Spotlight)
  - Allocated Resources
    - Adding additional Subjects to GALILEO resources \*
    - Adding additional Keywords to GALILEO resources \*
- User Account Types
- Upcoming Trainings
- Q&A


\* New Features



# What is GALILEO Admin?


GALILEO Admin is a new administrative area that allows you to customize the new GALILEO portal and view institutional information. In GALILEO Admin, you can add locally purchased resources (GLRI) to your database list, view your institution's contacts and IP addresses, manage brandings, run institutional reports, manage the "In the Spotlight" area, and more.

DEMO !

# GALILEO Local Resource Integration (GLRI)

**ABI/INFORM Collection (ProQuest)**  
Articles, business and management.  
[More Info](#) [Express Link](#)  


**Academic OneFile**  
Academic OneFile is a comprehensive, up-to-date and easy-to-use resource for academic research.  
 Provided by the UNG Libraries  
[More Info](#) [Express Link](#)  


**Academic Search Complete**  
Articles, some peer-reviewed, all topics  
[More Info](#) [Express Link](#)  


Branding  
Image and  
Note

Resource Logo

# GLRI Management – Viewing / Searching

## Resources

[New](#)

Search

Sort

Name (a-z)

Vendor

GLRI Institution

Select an Option

Athens Regional Library System (ath1) ✕

Active

GLRI State

OpenAthens State

Active

GLRI

Either

Displaying 7 items

Code	Name <span>1</span>	Active?	GLRI?	OpenAthens?	
<a href="#">tozo-ath1</a>	A to Z World Culture	✓	✓	✕	<a href="#">Edit</a> <a href="#">Copy</a>
<a href="#">tozw-ath1</a>	A to Z World Travel	✓	✓	✕	<a href="#">Edit</a> <a href="#">Copy</a>
<a href="#">foot-ath1</a>	Fold3 (formerly Footnote History and Genealogy Archives)	✓	✓	✕	<a href="#">Edit</a> <a href="#">Copy</a>
<a href="#">foun-ath1</a>	Foundation Directory Online Essentials	✓	✓	✕	<a href="#">Edit</a> <a href="#">Copy</a>
<a href="#">neoi-ath1</a>	New York Times Online	✓	✓	✕	<a href="#">Edit</a> <a href="#">Copy</a>

# GLRI Management – Creating/Copying Record

The screenshot displays the GLRI Management interface. At the top left, there is a 'New' button. Below it, a 'Sort' dropdown menu is set to 'Name (a-z)'. On the left side, there is a label 'GLRI Institution'. The main part of the interface is a table with six rows of records. Each row contains a record ID, the source 'JSTOR', three status checkboxes, and a 'Copy' button. A blue callout box points to the 'New' button with the text 'Create new record from scratch'. Another blue callout box points to the 'Copy' button of the first record with the text 'Copy existing record.'

Record ID	Source	✓	✓	✓	Copy
<b>jsrb-flo1</b>	JSTOR	✓	✓	✓	Copy
<b>jsre-atcc</b>	JSTOR	✓	✓	✗	Copy
<b>jsrh-alb1</b>	JSTOR	✓	✓	✓	Copy
<b>jsrt-gor1</b>	JSTOR	✓	✓	✓	Copy
<b>jst6-you1</b>	JSTOR	✓	✓	✗	Copy
<b>jst7-auc1</b>	JSTOR	✓	✓	✗	Copy

# GLRI Management – Updating Records (1)

## Edit ReferenceUSA refz-ath1

### Basic Information

Name \*

ReferenceUSA

Primary title for this resource in your GALILEO database list. (searchable)

Logo

Choose file

Browse

Resource specific logo that will override your institution's logo (if setup)

Short Description

Directory information for U.S. health care institutions and U.S. and Canadian businesses and residences

Brief description of a resource. Shown on browse lists and search results. (searchable)

Long Description

The ReferenceUSA database provides more than 14 million U.S. businesses, 210 million U.S. residents, 855,000 U.S. health care providers, 1.5 million Canadian businesses, and 12 million Canadian households.. Typical data provided are:

- \* Address
- \* Telephone
- \* County

Long description of a resource. (searchable)

Vendor Name

InfoUSA

Vendor of the resource

GLRI Institution \*

Athens Regional Library System (ath1)

☒ Display in GALILEO?

Controls whether a resource appears in the GALILEO database list (Hidden resources are still accessible.)

☒ Active Resource?

Controls whether a resource record is active. (Inactive resources are not accessible.)

☐ Bypass GALILEO authentication?

GALILEO authentication will not be required for access. (used for open access, internal resources, etc)



# GLRI Management – Updating Records (2)

Connection Information

URL for IP Access \*

https://www.referenceusa.com

Used for on-campus access.

URL for Remote Access

URL used when a user accesses the resource remotely with a GALILEO password or proxy.

OpenAthens URL

URL used for access through OpenAthens (redirector is automatically applied, URL should not contain redirector prefix)

☒ OpenAthens Enabled?

Automatically encodes and applies redirector to OpenAthens URL.

Access User ID

User ID used when resource is username/password only.

Access Password

Password used when resource is username/password only.

Display Credentials

Never

When to show resource userid and password to users.

Access Note

Special access message to be shown in search results.

# GLRI Management – Updating Records (3)

Searchable Information

Formats

Articles ✕

Subjects

Select Some Options

Audience

Research, general

This is an optional field used to indicate which users may be interested in a particular database. (internal)

Keywords

business directory  
company directory  
company information  
public companies  
private companies  
InfoUSA  
residential directory  
Reference USA  
CTC

Keywords that describe this resource. Please separate keywords by placing each on a new line (searchable)

Language

English

This is an optional field to indicate the language of the interface or content of a database. (internal)

# GLRI Management – Updating Records (4)

Display Information

Branding

Provided by Athens Regional Library System

Branding is shown on the Resource search results page. Branding entries can be modified in the Institution area.

Coverage Dates

Current

This is an optional field showing dates of coverage.

Update Frequency

Daily

This is an optional field that indicates how often a resource is updated.

Title List URL

An optional field providing a link to the resource's title list. (internal)

Product Suite

An optional field to indicate the product suite of a resource. (internal)

Notes

Note

2016/09/21: added GLRI record. MRW


Special Information

# Brandings

**Brandings: University of North Georgia**

New Branding

Displaying 1 item

Name	Branding Image	Branding Text
Provided by the UNG Libraries		Provided by the UNG Libraries

Edit

**Edit Branding: Provided by the UNG Libraries**  
**University of North Georgia**

General

Branding Name \*

Provided by the UNG Libraries

Name displayed when assigning branding to a resource (internal).

Branding Text

Provided by the UNG Libraries


Name displayed when assigning branding to a resource (internal).

Branding Image

Choose file

Browse

Name displayed when assigning branding to a resource (internal).

☐ Remove image

Update Branding



Display Information

Branding

Provided by the UNG Libraries

Branding is shown on the Resource search results page. Branding entries can be modified in the Institution area.

Coverage Dates

1980-present


This is an optional field showing dates of coverage.

# Institution Information (Editing) - NEW!

**Edit Athens Regional Library System ath1**

Portal Fields

Logo

Choose file Browse 

☐ Remove logo

Wayfinder Keywords

ARLS

Keywords to help users find this institution when logging in. Please separate keywords by placing each on a new line (searchable)

☒ PowerNotes Link? ☒ ZoteroBib Link?

Institution URL 1

Institution URL 1 Label

Institution URL 2

Institution URL 2 Label

Institution URL 3

Institution URL 3 Label

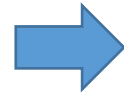
Institution URL 4

Institution URL 4 Label

Institution URL 5

Institution URL 5 Label

[Update Institution](#)



**Find your institution**

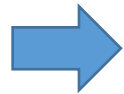
[All](#) [K-12](#) [Public Libraries](#) [Colleges & Universities](#)

Start typing your institution's name

**Public Libraries**

Athens Regional Library System

a univer



**ABOUT ATHENS REGIONAL LIBRARY SYSTEM**

[Athens Regional Library](#)

[PINES](#)

**TOOLS**

[Embedding a GALILEO Search Box](#)

[Shareable Links](#)

[Databases Provided by Athens Regional Library System \(GLRI\)](#)

[PowerNotes \(Free Version\)](#)

[ZoteroBib \(Bibliography Generator\)](#)

# Site Information (Editing) - NEW!

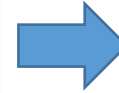
## Edit Site: Athens-Clarke County Library Athens Regional Library System

General

Wayfinder Keywords

ACCL

Update Site



Find your institution

All K-12 Public Libraries Colleges & Universities

Start typing your institution's name

ACCL Go

**Public Libraries**

Athens-Clarke County Library

a univers

full-text articles, ebooks, journals, educational videos and more.

# Institution Information (Viewing)

## Athens Regional Library System

[Edit](#)[Resources](#)[Sites](#)[Brandings](#)[Features](#)

[Overview](#)[General](#)[Authentication](#)[EDS](#)[Contacts](#)[Portal](#)[Reports](#)

### Contacts

Contacts: 3

Name	Email	Phone	Types
Valerie Bell	vbell@athenslibrary.org		<a href="#">prim</a> <a href="#">pass</a>
Russell Palmer	russell.palmer@usg.edu		<a href="#">pass</a>
Trudi Green	tgreen@athenslibrary.org	706-613-3650	<a href="#">pass</a> <a href="#">gtri</a> <a href="#">inst</a> <a href="#">gen</a>

## Athens Regional Library System ath1

[Edit](#)[Resources](#)[Sites](#)[Brandings](#)[Features](#)

[Overview](#)[General](#)[Authentication](#)[EDS](#)[Contacts](#)[Portal](#)[Reports](#)

### Current Password

### New Password

### Previous Password

bamboo

### IP Addresses

70.46.134.152-159  
72.17.250.0-7  
66.49.121.104-111  
72.17.249.56-63  
209.50.96.160-191  
40.138.202.8-15  
40.132.4.96-103  
40.132.4.120-127  
40.132.5.16-23  
70.46.190.24-31  
40.132.4.64-71

# Reporting

<a href="#">Overview</a>	<a href="#">General</a>	<a href="#">Authentication</a>	<a href="#">EDS</a>	<a href="#">Contacts</a>	<a href="#">Portal</a>	<a href="#">Reports</a>	<a href="#">Versions</a>
Reports							
Name		Description					
Resources Report		Contains a list of the Institution's resources and their vendors.					<a href="#">Download CSV</a>
GLRI Resources Report		Contains a list of the Institution's GLRI resources and their vendors.					<a href="#">Download CSV</a>
Express Links Report		Contains a list of the Institution's resource express links.					<a href="#">Download CSV</a>




# Featured Resources (In the Spotlight)

## Features: University of North Georgia

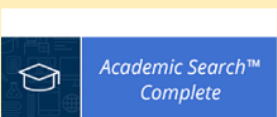


New

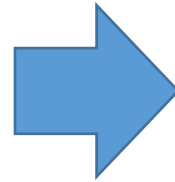
The features you add here will override the defaults for your institution type.

View Type	Position	Link Label	Image	
default	1	Business Collection (Gale)		<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>


### Defaults for your institution type (univsystem)

Default features overridden by your custom features are highlighted in yellow.


View Type	Position	Will Display?	Link Label	Image	
default	1	No	Academic Search Complete		<a href="#">View</a>
default	2	Yes	ProQuest Central		<a href="#">View</a>
default	3	Yes	EBSCO eBooks Academic Collection		<a href="#">View</a>




## In the Spotlight



**BUSINESS COLLECTION (GALE)**  
Business Collection provides full-text coverage of all business disciplines including accounting, economics, finance, marketing, management and strategy, as well as business theory and practice. Users will understand the activities of companies and industries worldwide through nearly 4,000 leading business and trade publications.



**PROQUEST CENTRAL**  
A collection of databases spanning many disciplines and types, including academic ebooks, scholarly journals, genealogy resources, and interactive media for researchers of all ages.



**EBSCO EBOOKS ACADEMIC COLLECTION**  
A multidisciplinary collection that includes thousands of curated ebooks (updated quarterly) covering a large selection of subjects from leading university presses and academic publishers.

# Allocated Resources

## Allocated Resources for Athens Regional Library System

[Back to Institution](#)

Search

Sort

Recently Created

Vendor

Select an Option

Type

All

OpenAthens State

Either

Displaying 1 item

Code	Name	Display in GALILEO?	OpenAthens Enabled?	
ango	Mángo Languages	✓	✓	<a href="#">Info</a> <a href="#">Customize</a>

< Prev

1

Next >

# Allocated Resources (Customizing) – NEW!

## Edit Allocation: Mángo Languages

### Athens Regional Library System

This Allocation is for a [core GALILEO resource](#). You can override some attributes of that Resource using this form.

#### Basic Information

For Resource

**Mángo Languages**

For Institution

**Athens Regional Library System**

☒ Display in GALILEO?

#### Subjects

Subjects from GALILEO

**Ethnic & Cultural Studies** **Geography & Cartography** **Language & Linguistics** **Literature & Writing** **Middle School** **Social Sciences & Humanities**

Additional Subjects

Select Some Options

#### Keywords

Keywords from GALILEO

**English** **cultural** **dialogue** **foreign language** **language**

Additional Keywords

Additional Keywords that describe this resource but do not appear in the short/long description or title (searchable). One per line.

# Allocated Resources (Viewing) – NEW!

## Allocation: Mángo Languages

### Athens Regional Library System

Edit

#### Express Link

<https://www.galileo.usg.edu/express?link=ango&inst=ath1>

#### For Institution

Athens Regional Library System

#### For Resource

Mángo Languages

#### Display in GALILEO?

true

#### All Subjects

[Ethnic & Cultural Studies](#) [Geography & Cartography](#) [Language & Linguistics](#) [Literature & Writing](#) [Middle School](#) [Social Sciences & Humanities](#)

#### Subjects from GALILEO

[Ethnic & Cultural Studies](#) [Geography & Cartography](#) [Language & Linguistics](#) [Literature & Writing](#) [Middle School](#) [Social Sciences & Humanities](#)

#### Additional Subjects

#### All Keywords

[English](#) [cultural](#) [dialogue](#) [foreign language](#) [language](#)

#### Keywords from GALILEO

[English](#) [cultural](#) [dialogue](#) [foreign language](#) [language](#)

#### Additional Keywords

# User Account Types

## GENERAL

- Institution Information
- Reporting
- Featured Resources
- Allocated Resources

## ADVANCED

- Local Resource Management (GLRI)
- Brandings
- Institution Information
- Reporting
- Featured Resources
- Allocated Resources

# Upcoming Training for New Users

## **GALILEO Admin I:**

Covers In the Spotlight, Institutional Information, Reports, and Customizing GALILEO Provided Resources

**For General and Advanced Users**

- July 27 @ 10am (1.5 hours)
- August 3 @ 2pm (1.5 hours)

## **GALILEO Admin II:**

Covers Local Resource Integration (GLRI) and Branding

**For Advanced Users Only**

- July 29 @ 3pm (1.5 hours)
- August 6 @ 10am (1.5 hours)

\* Registration links will be sent out after the session \*

# Questions?

Questions about training? Let us know!

## Contact GALILEO

FOR TECHNICAL ISSUES

### Support Questions

For technical questions or issues related to GALILEO access to  
GALILEO support.

Contact Support Services

FOR OTHER ISSUES

### General Questions/Concerns

For general questions or comments to GALILEO staff.

Contact Support Services

<https://www.galileo.usg.edu/contact/>