



# GALILEO's Bedrock : GALILEO Admin

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GALILEO Support

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# Agenda

- What is GALILEO Admin?
- GALILEO Admin Demo
  - GALILEO Local Resource Integration (GLRI)
  - Brandings
  - Banners
  - Widgets
    - LibChat
  - Customizing Bento Boxes
  - Customizing Featured Resources (In the Spotlight)
  - Institution Information
    - Wayfinder Keywords
    - Institutional Links
    - View by Subscription type
    - Hide Tools

# Agenda


- Customizing GALILEO-managed Resources
  - Managing the display of resources
  - Adding additional Subjects to GALILEO resources
  - Adding additional Keywords to GALILEO resources
  - Add branding to cost-share resources
- Documentation
- Account Types
- Upcoming Training
- Q&A



# What is GALILEO Admin?


GALILEO Admin is an administrative area that allows you to customize the GALILEO portal and view and edit institutional information. In GALILEO Admin, you can add locally purchased resources (GLRI) to your database list, add banners, customize bento boxes, manage the featured resources, view your institutional information, manage brandings, run institutional reports, 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. A blue callout bubble points to it with the text 'Create new record from scratch'. Below the 'New' button is a 'Sort' dropdown menu set to 'Name (a-z)'. To the left of the table is a label 'GLRI Institution'. The table lists six records, each with a 'Copy' button. A blue callout bubble points to the 'Copy' button of the first record with the text 'Copy existing record.'.

GLRI Institution	Record ID	Source	Field 1	Field 2	Field 3	Action
	<b>jsrb-flo1</b>	JSTOR	✓	✓	✓	<a href="#">Copy</a>
	<b>jsre-atcc</b>	JSTOR	✓	✓	✗	<a href="#">Copy</a>
	<b>jsrh-alb1</b>	JSTOR	✓	✓	✓	<a href="#">Copy</a>
	<b>jsrt-gor1</b>	JSTOR	✓	✓	✓	<a href="#">Copy</a>
	<b>jst6-you1</b>	JSTOR	✓	✓	✗	<a href="#">Copy</a>
	<b>jst7-auc1</b>	JSTOR	✓	✓	✗	<a href="#">Copy</a>



# GLRI Management – Updating Records (1)

## Edit Data Axle (formally ReferenceUSA) refz-ath1

### Basic Information

Name \*

Data Axle (formally 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. [Some HTML tags accepted](#) (searchable)

Vendor Name

Data Axle

Vendor of the resource

☒ 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 Auth?

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 Link Generator Tool

☒ OpenAthens Enabled?

Automatically encodes and applies redirector to OpenAthens URL.

☐ OAProxy Enabled?

Resource is enabled in OpenAthens EZproxy workaround.

☐ EZProxy when Remote?

Apply EZproxy prefix to URLs when GALILEO user is remote.

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

Business & Management × Consumer Information × Marketing ×

K-12 Views (K12 Schools and Public Libraries only)

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

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


Update Resource

# 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.

# Banners – Adding Banner

General

Audience

Institution

Institution

Agnes Scott College (asc1)

Content \*

B

I

S

U

↶

↷

McCain Library will be closing at 3:00 p.m. on July 4, 2024 ([more information](#)).

Style

Yellow

Start Time

2024

June

10

—

02 PM

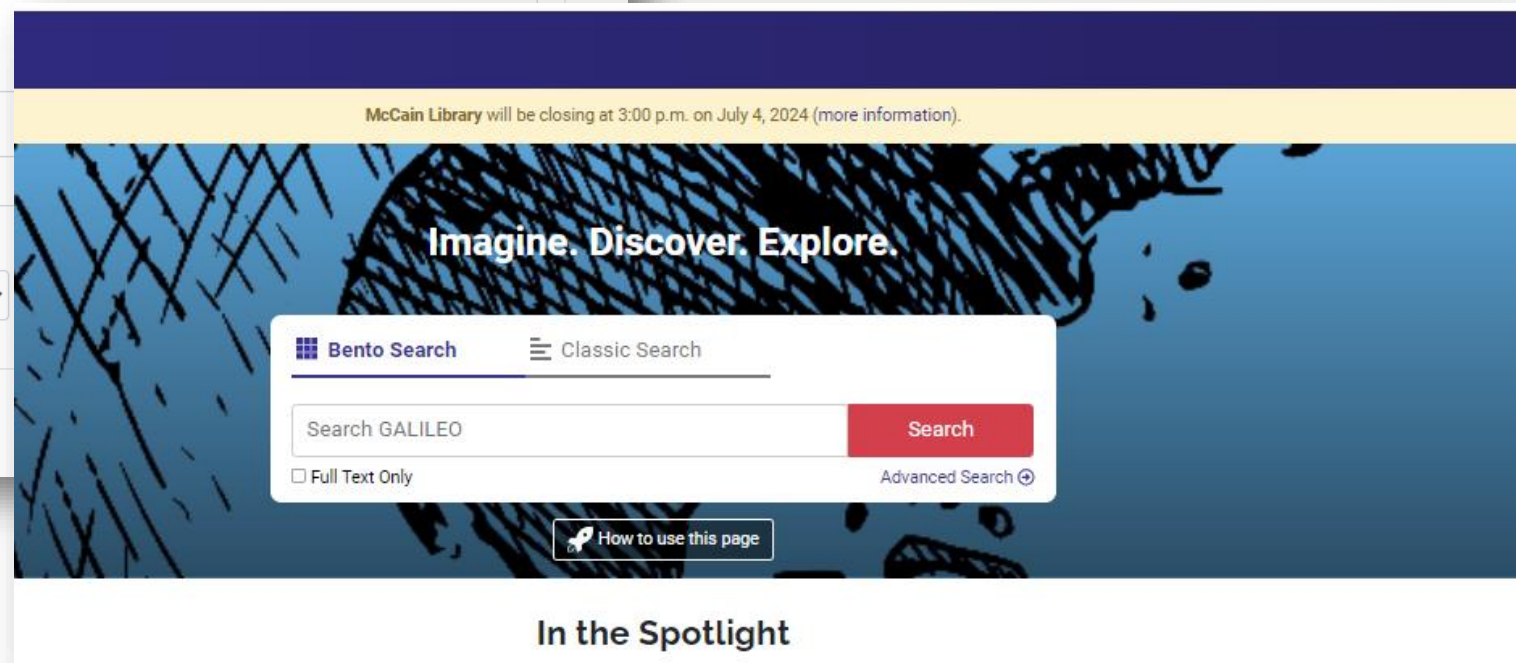
:

40

End Time

2024

Update Banner



# Widgets (LibChat)

## Edit Widget: libchat

General

Service \*

Libchat

Direct Link URL

<https://gtclibrary.libanswers.com/chat/widget/5386c25165f3464f67db665147346922>

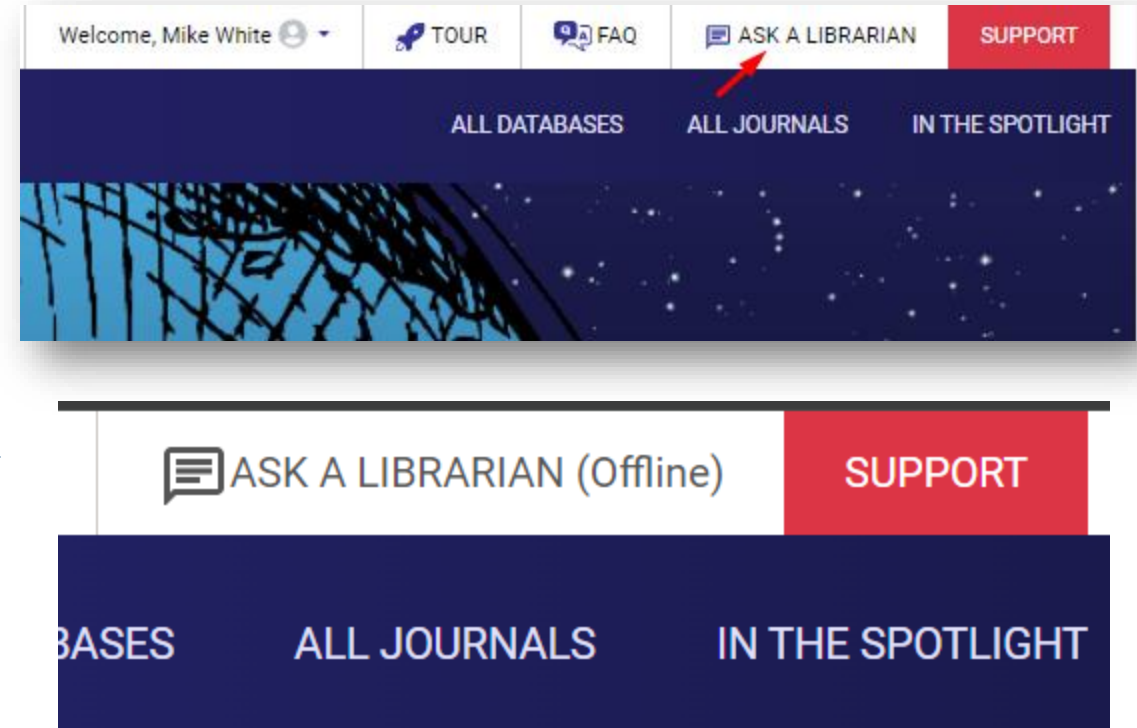
In LibAnswers visit LibChat > Chat Management > Chat Widgets. Create a new widget if necessary.  
(Choose Widget Type = 'button pop-out' for full compatibility.) Then paste the URL from View Widget Code > Direct Link.

☒ Active?

Display Name

Ask a Librarian

Update Widget



# Bento Box Overview

Bentos		New Bento
Restore All Defaults		
User View	Visible Bentos	
Elementary School	Databases eBooks Encyclopedia News Magazines	Edit
Middle School	Databases Journals Scholarly Articles Points of View Encyclopedia eBooks News Magazines Primary Sources Media	Edit
High School	Databases Journals Scholarly Articles Points of View Encyclopedia eBooks News Magazines Primary Sources Digital Library of Georgia Media	Edit
Full	Databases Journals Scholarly Articles Points of View Encyclopedia eBooks Print Materials News Magazines Primary Sources Digital Library of Georgia Consumer Reports Media LearningExpress	Edit



# Bento Box: Customize/Reorder

## Bentos: Default

New BentoRestore View Defaults

### Visible

Databasesdatabases⚙️🌙

Databases from GALILEO

Journalsjournals⚙️🌙

Journals and periodicals from EBSCO Publication Finder

Scholarly Articles  
Articles from Academic Journals, Conference Materials, Reports, and Trade Publicati  
scholarly⚙️🌙

Encyclopediaencyclopedia-with-nge⚙️🌙

### Hidden

Maps

Maps and Atlases

Music Scores

Music Scores and Printed Music

Non-Print Resources

Reports

## Edit Databases

General

Display Name

Databases

Name displayed on the Bento box. Note: the bento type name will be used if left blank.

Description

Databases from GALILEO

Description displayed with the Bento box. Note: the bento type description will be used if left blank.

Order

1.0

☒ Visible?

Submit

# New Bento Box

## New Bento

General

User View \*

Default

Predefined bento code

Academic Journals (academic\_journals)

Service Credentials

EDS API (tcsg\_api)

Display Name

Academic Journals

Name displayed on the Bento box. Note: the bento type name will be used if left blank.

Description

Description displayed with the Bento box. Note: the bento type description will be used if left blank.

Order

☒ Visible?

Submit

# Enhanced Custom EDS Resource Bentos

## New Bento

### General

#### User View \*

Default

The user view where this bento box will appear.

#### Bento Type

Custom EDS Resource (eds\_resource)

Type of bento.

#### Service Credentials

EDS API (ampals\_api) (default for view)

Service Credentials used for this bento box (editable by GALILEO staff only).

#### Display Name

Gale Resources

Name displayed on this bento box. The default bento name set by GALILEO will be used if left blank.

#### Description

### Custom Database Options

#### Database Name(s) \*

gale

Gale Literature Resource Center

Gale OneFile: Informe Académico

Gale eBooks

# Restore Bento Defaults

## Bentos

[New Bento](#)[Advanced](#)

[Restore All Defaults](#)

User View	Visible Bentos
Elementary School	<a href="#">Databases</a> <a href="#">eBooks</a> <a href="#">Encyclopedia</a> <a href="#">News</a> <a href="#">Magazines</a> <a href="#">Primary Search</a>
Middle School	<a href="#">Databases</a> <a href="#">Journals</a> <a href="#">Scholarly Articles</a> <a href="#">Encyclopedia</a> <a href="#">eBooks</a> <a href="#">News</a> <a href="#">M</a>

## Bentos: Elementary School

[New Bento](#)[Restore View Defaults](#)

### Visible

Databases

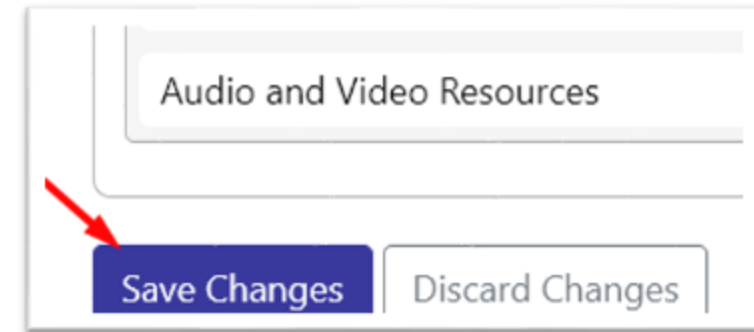
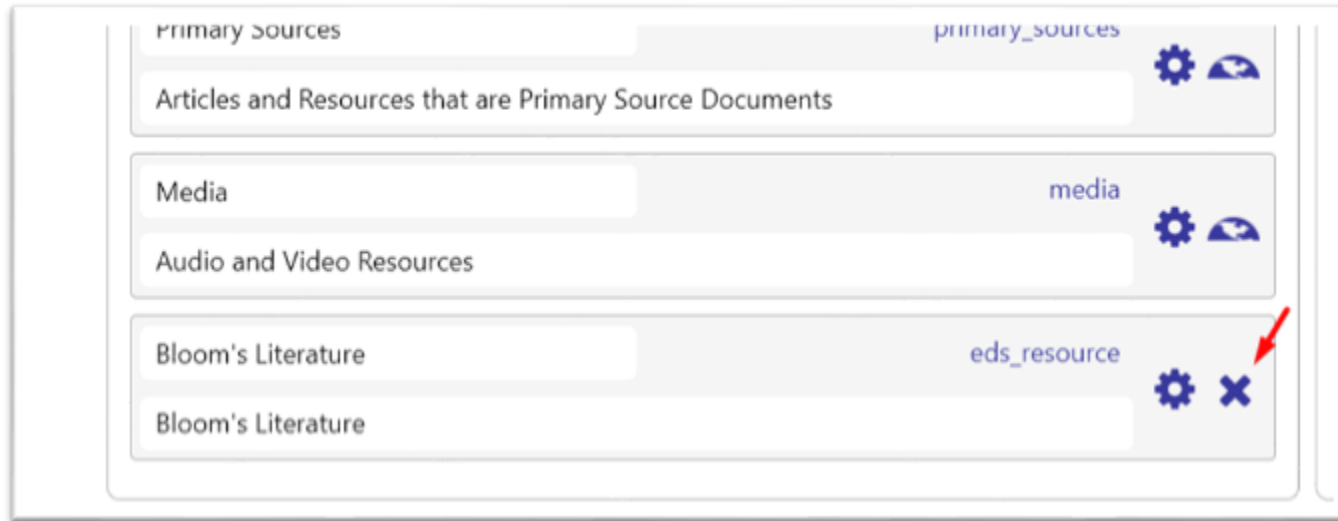
databases

Databases from GALILEO

eBooks

ebooks

# Deleting Bento




# Featured Resources

## Features: University of North Georgia




New

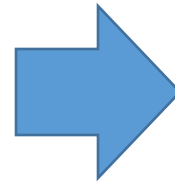
The features you add here will override the defaults for your institution type.


View Type	Position	Link Label	Image	
default	1	Business Collection (Gale)		<div>EditViewDelete</div>

### 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		<div>View</div>
default	2	Yes	ProQuest Central		<div>View</div>
default	3	Yes	EBSCO eBooks Academic Collection		<div>View</div>






### 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.

# Institution Information (Editing)

## 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 2

Institution URL 3

Institution URL 4

Institution URL 5

[Update Institution](#)



## Find your institution

All K-12 Public Libraries Colleges & Universities

Start typing your institution's name

ARLS Go

Public Libraries

Athens Regional Library System



## 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)

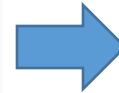
**Edit Site: Athens-Clarke County Library**  
**Athens Regional Library System**

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

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



# Customizing GALILEO-managed Resources

## Allocated Resources for Agnes Scott College

Search

Resource

Vendor

Display?

GLRI?

Bypass Authentication?

Subscription Type

OpenAthens?

Resource Name Overridden?

Sort

Filter

< Prev 1 Next >

Displaying 1 item

Download CSV

Resource Name	Vendor	Display?	GLRI?	Bypass Auth?	Subscription	OpenAthens?	Resource Name Overridden?	
LearningExpress Library (zxle)	LearningExpress	✓	✗	✗	community	✓	✗	Info Customize

< Prev 1 Next >

# Customizing GALILEO-managed Resources

## Allocated Resources for Agnes Scott College

Search

Resource

Select Some Options

Vendor

Select Some Options

Display?

Either

GLRI?

Either

Bypass Authentication?

Either

Subscription Type

Cost-Share

OpenAthens?

Either

Resource Name Overridden?

Either

Sort

Recently Created

Filter

< Prev 1 Next >

Displaying 14 items

Download CSV

Resource	Vendor	Display?	GLRI?	Bypass Auth?	Subscription	OpenAthens?	Resource Name Overridden?	
Voting Rights & Election Law (heve)	Hein	✓	✗	✗	costshare	✓	✗	Info Customize
American Chemical Society Journals (ACS) (acst)	American Chemical Society	✓	✗	✗	costshare	✓	✗	Info Customize
Mental Measurements Yearbook with Tests in Print (zbte)	EBSCO	✓	✗	✗	costshare	✓	✗	Info Customize
HeinOnline (he1n)	Hein	✗	✗	✗	costshare	✓	✗	Info Customize
Academic Video Online: AVON (zuav)	ProQuest Information and Learning	✗	✗	✗	costshare	✓	✗	Info Customize

# Customizing GALILEO-managed Resources (Editing)

## Edit Allocation

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

### Basic Information

For Resource

**LearningExpress Library (zxle)**

☒ Display in GALILEO?

Name (Override Resource Name)

Subscription Type

**community**

For Institution

**Agnes Scott College (asc1)**

### Subjects

Subjects from GALILEO

**Business & Management** **Careers, Jobs and Test Preparation** **Colleges and Universities** **Education** **Educator Resources** **Law** **Literature & Writing** **Mathematics** **Nursing & Allied Health** **Politics & Government** **Spanish/Espanol Resources**

Additional Subjects

### Keywords

Keywords from GALILEO

**ASVAB** **Advanced Placement** **CDL** **LEL** **emergency medical technician** **learning express** **learning express library**

Additional Keywords

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

# Add institutional branding to cost-share resources

< Prev

1

Next >

Displaying 14 items

Download CSV

Resource	Vendor	Display?	GLRI?	Bypass Auth?	Subscription	OpenAthens?	Resource Name Overridden?	
<a href="#">Voting Rights &amp; Election Law (heve)</a>	Hein	✓	✗	✗	costshare	✓	✗	<a href="#">Info</a> <a href="#">Customize</a>
<a href="#">American Chemical Society Journals (ACS) (acst)</a>	American Chemical Society	✓	✗	✗	costshare	✓	✗	<a href="#">Info</a> <a href="#">Customize</a>
<a href="#">Mental Measurements Yearbook with Tests in Print (ptat)</a>	EBSCO	✓	✗	✗	costshare	✓	✗	<a href="#">Info</a> <a href="#">Customize</a>
<a href="#">HeinOnline (he1n)</a>								<a href="#">Info</a> <a href="#">Customize</a>
<a href="#">Academic Video Online: AVON (zuav)</a>								<a href="#">Info</a> <a href="#">Customize</a>

Branding for Cost-Share resource

Branding from Resource

Not Assigned

Override Branding

Funded by ASC

Free Web Resource

✓ Funded by ASC

Subjects from GALILEO

Federal Government Documents and Publications

Political Science

Politics & Government

# Rename GALILEO managed resources

< Prev

1

Next >

Displaying 14 items

Download CSV

Resource	Vendor	Display?	GLRI?	Bypass Auth?	Subscription	OpenAthens?	Resource Name Overridden?	
Voting Rights & Election Law (heve)	Hein	✓	✗	✗	costshare	✓	✗	Info Customize
American Chemical Society Journals (ACS) (acst)	American Chemical Society	✓	✗	✗	costshare	✓	✗	Info Customize
Mental Measurements Yearbook with Tests in Print (zbte)	EBSCO	✓	✗	✗	costshare	✓	✗	Info Customize
HeinOnline (he1n)								Info Customize
Academic Video Online: AVON								Info Customize

Basic Information

For Resource

Voting Rights & Election Law (heve)

☒ Display in GALILEO?

Name (Override Resource Name)

HeinOnline Voting Rights & Election Law

Subscription Type

costshare

For Institution

Agnes Scott College (asc1)

# Customizing GALILEO-managed Resources (Viewing)

## LearningExpress Library

Edit

General Computed

### Express Link

<https://www.galileo.usg.edu/express?link=zle&inst=asc1>

### For Institution

Agnes Scott College

### For Resource

LearningExpress Library

### Resource Name Override

### Subscription Type

community

### Display in GALILEO?

true

### All Subjects

Business & Management Careers, Jobs and Test Preparation Colleges and Universities Education Educator Resources Law Literature & Writing Mathematics Nursing & Allied Health Politics & Government Spanish/Espanol Resources

### Subjects from GALILEO

Business & Management Careers, Jobs and Test Preparation Colleges and Universities Education Educator Resources Law Literature & Writing Mathematics Nursing & Allied Health Politics & Government Spanish/Espanol Resources

### Additional Subjects

### All Keywords

ASVAB Advanced Placement CDL LEL emergency medical technician learning express learning express library

### Keywords from GALILEO

ASVAB Advanced Placement CDL LEL emergency medical technician learning express learning express library

### Additional Keywords

### Vendor Statistics Identifier

# Customizing resources in K-12 Views (K-12 and GPLS only)

Basic Information

For Resource

**NoveList K-8 Plus**

☐ Display in GALILEO?

K-12 Views

K-12 Views from GALILEO

**Middle School**

K-12 View Overrides

Select Some Options

Selected user views will override the K-12 Views from GALILEO if option below is selected.

☐ Override K-12 Views

Click this to make selected K-12 View Overrides replace the K-12 Views from GALILEO.  
Click this and leave K-12 Views blank to make resource display only in Full/Educator view.



Basic Information

For Resource

**NoveList K-8 Plus**

☐ Display in GALILEO?

K-12 Views

K-12 Views from GALILEO

**Middle School**

K-12 View Overrides

Elementary School ☒ Middle School ☒

Selected user views will override the K-12 Views from GALILEO if option below is selected.

☒ Override K-12 Views

Click this to make selected K-12 View Overrides replace the K-12 Views from GALILEO.  
Click this and leave K-12 Views blank to make resource display only in Full/Educator view.

# Resource K-12 Views Show Page (K-12 and GPLS only)

## Allocation: NoveList K-8 Plus

Edit

General

Computed

View

K-12 Views from GALILEO

Middle School

K-12 View Overrides

Elementary School

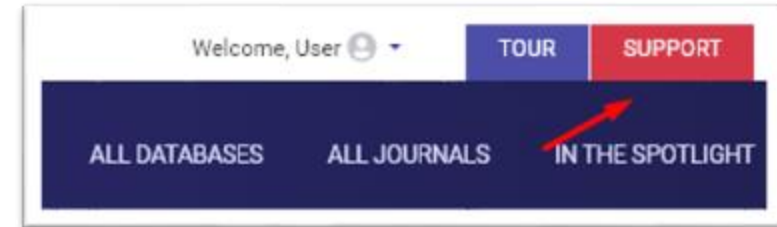
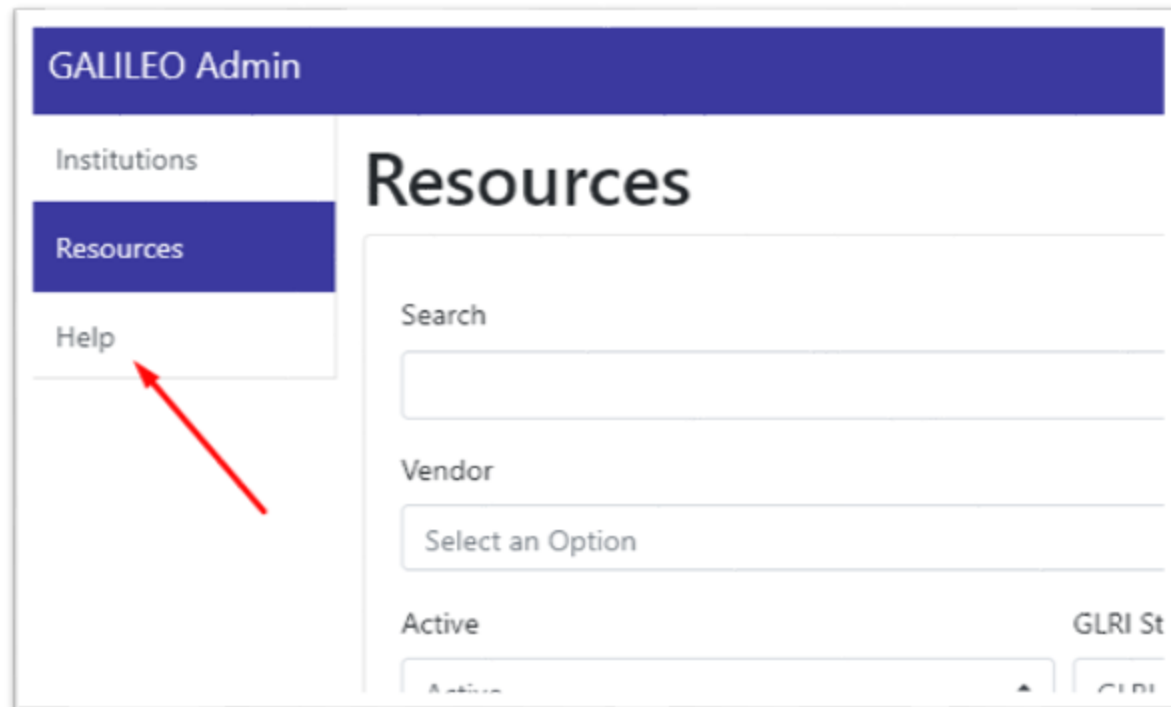
Middle School

Override K-12 Views

true



# Documentation



# User Account Types

## VIEWER (new)

- Institutional Reports  
(Express Link, Serials, GLRI, and Resources)
- View-only access to everything
- Unable to edit any fields

## GENERAL

- Banners
- In the Spotlight
- Bento customization
- Featured Resources
- Customizing GALILEO-managed Resources
- Institution Information
- Reporting

## ADVANCED

- Everything General Users can do plus:
  - + Local Resource Management (GLRI)
  - + Brandings

# GALILEO Admin Training

## **GALILEO Admin I:**

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

**For General and Advanced Users**

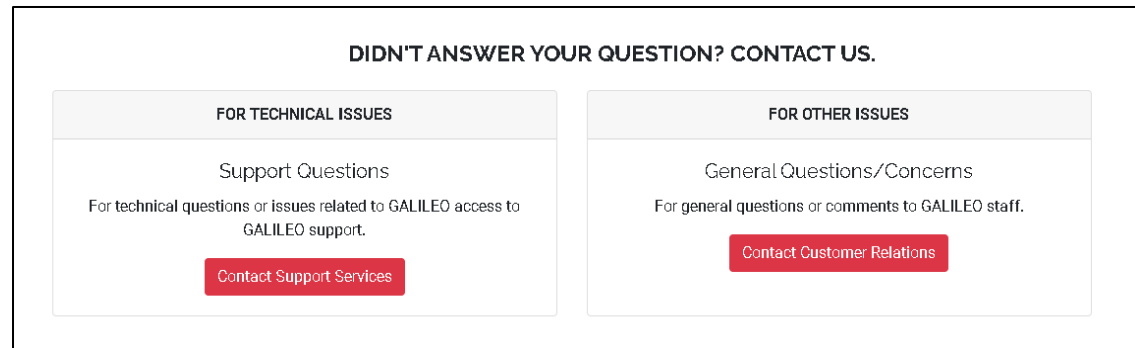
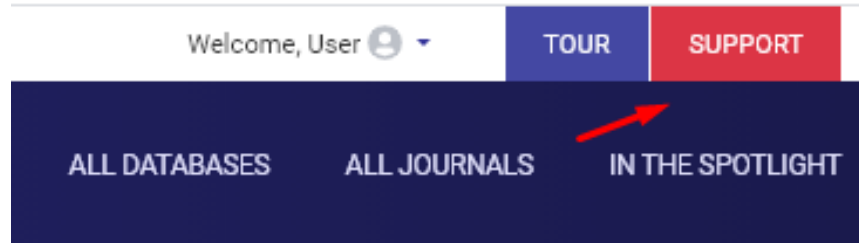
## **GALILEO Admin II:**

Covers Local Resource Integration (GLRI) and Branding

**For Advanced Users Only**

Interested in a GALILEO Admin account? For training, please request by submitting a ticket through the GALILEO Support form.

# Questions?



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