

# STRATFORD PUBLIC LIBRARY

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## USING GALE VIRTUAL REFERENCE LIBRARY

Gale Virtual Reference Library allows users to search over 100 electronic reference books (eBooks) individually or as a group. Titles include subject specific encyclopedias, subject dictionaries, handbooks, and almanacs.

Gale Virtual Reference Library is a Knowledge Ontario resource. Knowledge Ontario is a collaboration of libraries, cultural heritage organizations and educational institutions. Its focus is on connecting Ontarians with digital content to support their information and learning needs.



### LOGGING IN

1. Visit <http://www.stratford.library.on.ca/databases.htm>.
2. Click on **General Reference**, and choose **Gale Virtual Reference Library** from the listing of database titles.
3. If you are accessing these sources from home, you will be prompted to enter your Patron ID which is your Stratford Public Library card number – enter all digits with no spaces. Click the **Login** button.

### SEARCHING

Once you login, you are taken to the Basic Search screen for Gale Virtual Reference Library. On this page, and the following three methods to search options will be found:

- Basic Search
- Advanced Search
- Viewing a Publication List

### BASIC SEARCH

1. The first screen is the Basic Search screen. The **Basic Search** is simple to use. You can find terms through a **keyword** search, **document title** search or **full text** search. Of course, using more search terms narrows your search and helps you locate essays that fit your information needs better.
2. Once you have entered your search query, click the blue **Search** button.
3. The results will then appear.
4. Your search results may be sorted by document title, by publication or by relevance. Simply choose one of the three options from the pull-down menu directly above the **results list**. Once you have chosen your sorting option, the screen refreshes to your sort preference.
5. You can then use your results to create a marked list of results, or to link directly to an article by clicking on the article title. From within the full record you are presented with the full text of the entry. With a single click, you can display a PDF of the eBook pages or print or e-mail any article. (By default you are presented with the HTML version of the article as well as any graphics.)



### ADVANCED SEARCH

1. Choose **Advanced Search** from the blue navigation bar.
2. Enter your search term(s) into one or more index field. Boolean operators AND, OR and NOT let you connect keyword, authors, titles etc. indexes all at once.
3. Further limit your results by publication title or publication date, by subject areas or by audience type.
4. Using **Browse Publication Titles** through **Advanced Search**, you may mark as many as 10 eBook sources you find especially helpful in order to create a personalized, focused resource list. **Sources** may be selected by clicking the check box to the left of the title, then submitting your selections.

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## BROWSING PUBLICATION TITLE LIST

1. You can view an eBook directly from the **Basic Search** page (the home page) without first performing a search.
2. Below the **Search** box, you'll see one or more subject areas corresponding to the content of the eBooks in the database. Click the **View Publications** link to see the available titles for a specific subject area (the **Hide Publications** link will appear allowing you to undo the view command). Or click **Show All** to see all titles for all subjects (click **Hide All** to display only the subject headings again).
3. Within each subject area, you'll find an alphabetical list of available publications. For each eBook, you'll see its title, publication year, edition and volume range (if applicable). Clicking on a publication title takes you to the **About this Publication** page for the selected publication.
4. There will be links to the eBook's table of contents, listing of illustrations, and index. By clicking on the table of contents you can read individual chapters.

## TIPS

- The more specific your search terms are, the more precise your results will be. For example, if you are looking for the impact of the media during the US military involvement in Vietnam – be sure to do a keywords search for **media AND Vietnam War**.
- You can **mark items** by clicking in the **mark** checkbox to the left of the article title. Your marked items can be found in the tools along the top of the screen. You can then review all of your articles before you print, save or download them.
- At the bottom of each article you will find citation information for bibliographies.
- Perform a phrase search when you are looking for an exact name or phrase. Enclose the words in question in quotation marks. ie. "David Suzuki"
- Wildcards can be used when your query includes various endings to words, alternative spelling and just when you are unsure of spelling. Expanded Academic ASAP uses the following wildcards:
  - Asterisk (\*)—matches any number of characters ie. Canad\*
  - Exclamation point (!)—matches one or no characters ie. Colo!r
- On the home page and throughout subsequent screens, you will find additional tools to assist you.
  - Infomark (lets you copy, e-mail or bookmark the URL)
  - Print (print the article in a printer friendly version)
  - E-Mail (e-mail the article to yourself or someone else)
  - Download (save the article to your computer or disc)
  - Marked Items (view your marked items)
  - Previous Searches (view and redo previous searches from your current session)

## Some of the subjects and titles in the Gale Virtual Reference Library include:

### Business

Encyclopedia of Business and Finance, 2nd ed. 2nd ed., 2v, 2007  
Encyclopedia of Public Relations 2v, 2005

### Environment

Encyclopedia of Global Environmental Change 5v, 2002  
Environmental Encyclopedia 3rd ed., 2v, 2003  
Pollution A to Z 2v, 2004  
Water: Science and Issues 4v, 2003

### Information and Publishing

Encyclopedia of Data Warehousing and Mining 2v, 2006  
Encyclopedia of Information Science and Technology 5v, 2005  
Encyclopedia of Knowledge Management 2006  
Encyclopedia of Virtual Communities and Technologies 2006

### Multicultural Studies

Encyclopedia of Lesbian, Gay, Bisexual and Transgendered History in America 3v, 2004

### Science

Computer Sciences 4v, 2002  
Encyclopedia of Ethical, Legal and Policy Issues in Biotechnology 2v, 2000  
Gale Encyclopedia of Science 3rd ed., 6v, 2004  
Science and Its Times: Understanding the Social Significance of Scientific Discovery 8v, 2001  
Science of Everyday Things 4v, 2002  
U\*X\*L Encyclopedia of Science 2nd ed., 10v, 2002

### Social Science

Berkshire Encyclopedia of Human-Computer Interaction 2v, 2004  
Encyclopedia of Communication and Information 3v, 2002  
Encyclopedia of Crime and Justice 2nd ed., 4v, 2002  
Encyclopedia of Health and Behavior 2v, 2004  
Encyclopedia of Sociology 2nd ed., 5v, 2001  
Gale Encyclopedia of Psychology 2nd ed., 2001  
Human Rights Encyclopedia 3v, 2001

**If you need any assistance, Ask SPL!**