GALE VIRTUAL REFERENCE LIBRARY (GVRL) CHEAT SHEET

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1. Basic Search

GVRL’s homepage features a search bar, top and centre, from which users can perform a basic search. The basic search looks for your search term in the title, subject, and text of an article.
To the left of the list of results is a bar which presents a variety of ways by which you can refine the search. There is a search box which allows you to search within results, as well as several 'limiters'—options by which to limit the search; by document type; by publication title; by subject; by publication image; or to documents with images.
2. ADVANCED SEARCH

Just beneath the 'Basic Search' box is a link which will take you to the 'Advanced Search' page. Advanced searches allow you to specify a variety of search fields—where the engine will look for your search term—including author, publisher, ISBN, image caption, and edition. Up to ten search terms can be entered.

The results can also be limited by publication year(s); publication title(s); subject area; target audience (academic, children’s—upper elementary, general, professional, or trade); publication language; and to documents with images.

Separate your terms using search operators 'and', to include both terms; 'or', to indicate one term or the other; and 'not', to exclude results including the term.
3. SUBJECT GUIDE SEARCH

From the 'Advanced Search' page you can reach the 'Subject Guide Search', through the link at the top and left from centre. The subject guide search allows you to find documents using Gale's subject guide. You enter a subject term you wish to search—e.g. 'sports'. You can limit results by publication year, by publication title, and by document type.
The results will be a list of subject terms that GVRL uses, based on your search term, along with the number of documents found for each term. This search will show you not only the subject terms related to your search term, but also gives links to related topics.

Clicking on a result takes you to a list of documents related to the subject term.

Clicking on the link for a result's 'Relate subjects' will take you to a list of related subject terms.
4. BROWSING BY SUBJECT

There’s a variety of ways to browse the collection by subject from the homepage. You can view the books on the page which are divided by subject into rows by clicking the arrows to move through the list. If you wish to see the whole of a subject at once, you can select the 'View All' option at the top right of the list or you can use the sidebar at the left to select a subject.

Once you are viewing the subject collection you will find a small search bar at the top right which will left you perform a basic search within the subject’s collection. You can also select any of the eBook you’d like by clicking on it, or you can use the left sidebar to view a different subject.
5. BROWSING AN EBOOK

The use of eBooks means that you can search a resource like it was a database, or you can browse through it like it was a book. Once you have selected an eBook you will be sent to its table of contents. From there you will find that you can preform a basic search of all editions of the text, all volumes in the edition you are viewing, or within the volume itself.

Alternatively you can browse using the table of contents, book index, and list of illustrations. All of the entries are in these pages are linked directly to the desired content.

You can also select 'About this Publication', to the left of 'Table of Contents', in order to view the details of the resource, including the title, editor(s), edition, volume no., publishing information, format, language, audience, Gale subject terms, and description.
6. OPTIONS FOR SAVING, SENDING, OR DOWNLOADING ARTICLES

Once you have found an article which interests you, GVRL has a variety of features to make it as accessible as possible. Buttons at the top of the page allow you to print, e-mail, download, generate a citation for, translate, listen to, or download the article as an MP3 or as a PDF to an eReader.

Arrows at the top left allow you to flip through chapters of the text, and the left-sidebar basic search option remains on the page.

You can also save the article, which allows you to bookmark it for the duration of your session on GVRL, or to switch between viewing a text and PDF version of the article.

NOTE: Although you cannot download an entire eBook, you can download an unlimited amount of articles.
7. FURTHER HELP

No matter where you are on GVRL’s site, you will always have the same header that provides a variety of tools and links for your convenience:

- The **house icon** at the far left will take you to the GVRL homepage.
- ‘**Bookmark**’ generates a url for the page you are on which you can save to your browser. There is also the option to email the url to yourself.
- ‘**Saved Articles**’ will bring you to a list of the articles you have saved during your session. Each entry includes a [link to the eBook](#) which the article is from, the full-text of the article, and a download link for a [PDF of the article](#).
- ‘**Previous Searches**’ shows all the searches you have preformed, along with a [link to the results](#), and details on the number of results each search returned.
- ‘**Title List**’ will take you to a list of all of the eBooks available in your institution’s GVRL collection; each title is [linked to the eBook](#).
- ‘**Dictionary**’ opens a pop-up window which allows you to search the [Merriam-Webster’s Collegiate Dictionary](#).
- ‘**Help**’ opens the table of contents for the GVRL Help section, which covers a variety of topics.
- In the far right corner you will see the **language** you are viewing the website in. To change the language, click on the arrow and select the language you prefer from the drop-down menu. **NOTE:** This will not change the language of the articles, only of the website itself. In order to change the language of eBooks, you’ll have to do it the ‘Translate Article’ option on toolbar at the top of the article itself.
On the GVRL homepage, centred beneath the grey toolbar, there is a orange tab titled ‘Help Guide’, which provides a drop-down menu with links to further information on several topics. Press ‘Help Guide’ again to collapse this menu.

Finally, the publisher for whom Gale is the reference branch, Cengage Learning, has published an app called AccessMyLibrary, which will allow 24/7 access to GVRL through your institution’s account. Further information about this app can be found at: www.gale.cengage.com/apps
APPENDIX A: OTHER RESOURCES

There are a variety of other guides intended to help users navigate the Gale Virtual Reference Library (GVRL). Particularly useful are:

- Cengage Learning youtube channel, www.youtube.com/user/CengageLearningCorp, which includes 7 videos about the GVRL:
  - Using Gale Virtual Reference Library - Conducting Complex Searches
  - Using Gale Virtual Reference Library - Bookmarking Your Favorites
  - Using Gale Virtual Reference Library - Viewing Resources in Multiple Languages
  - Using Gale Virtual Reference Library - Listening to Your Articles
  - Using Gale Virtual Reference Library - Browsing & Searching
  - Using Gale Virtual Reference Library - The Basics
  - Using Gale Virtual Reference Library - Downloading a PDF to Your eReader

- The virtual 'guided tour’ to the Gale Virtual Reference Library available through the Gale website, at http://gale.cengage.co.uk/product-training/gvrl.aspx

- Gale Virtual Reference Library’s ‘Search Tips’ PDF

- A quick Internet search for “Gale Virtual Reference guides” will turn up hundreds of pages from university libraries. These libraries often post useful guides or youtube videos, but it should be noted that while they work perfectly as guides to the GVRL site, the collections shown in them will not necessarily match the one you are working with, as they are generally customized for each institution.
Appendix B: Top Three Tips for Librarians

1. Gale offers information about the ways in which GVRL resources can be customized and promoted for your library at www.gale.com/promo (login required). These include features like instructions on how to create sub-collections which will appear on your institution’s GVRL homepage (which means specialization is possible not just for subjects, but even for specific classes or assignments); the ability to create search widgets to embed on your library or course website; and access to information about the usage your collection.

   • Information on widgets can be found here on the Gale website.

2. GVRL provides MARC records for all titles purchase, allowing them to be integrated as individual titles into the library catalogue. This means users searching the library catalogue can be made aware of relevant resources without searching the database itself.

   • The MARC records for an institution can be downloaded at the Gale website when authenticating information is provided.

3. The GVRL recently launched a new purchase option, Usage-Driven Acquisition (UDA) model, which will allow libraries to buy eBooks based on usage. Libraries can also purchase individual eBooks to add to their GVRL collection, allowing them to build their collection title by title and to add eBooks which have been newly acquired by GVRL.

   • More information on UDA can be found at this Cengage Learning press release.