

How to Use: *Gale Virtual Reference Library*TM

- Alfred C. O'Connell Library -

This guide is specifically designed for the version provided by Genesee Community College Library.

Gale Virtual Reference Library provides searchable, full-text, online versions of 64 specialized encyclopedias, handbooks and reference sources. All topical areas: biography, business, crime, cultures, endangered species, health, popular culture, religions, sciences, and much more.

To Start:

1. Go to the library webpage at <http://www.genesee.edu/Library>
2. Click on **Databases A-Z**
3. Select the link for **Gale Virtual Reference Library**

There are three ways to search *Gale Virtual Reference Library*:

- Basic Search
- Advanced Search
- Browse the eBook List

Basic Search:

1. Type your search term(s) or subject in the box in the yellow shaded area.
2. Next to "Search for words in:" make sure Keyword button is selected (Note: you can also search for a Document Title if you know it, or search for your term in the Entire Document). Click the blue "Search" button.

The screenshot shows the Gale Virtual Reference Library Basic Search interface. The browser window title is "Gale Virtual Reference Library Basic Search - Microsoft Internet Explorer". The address bar shows the URL: http://find.galegroup.com/gvrl/dispBasicSearch.do?prodId=GVRL&userGroupName=gencc_main. The page header includes the Thomson Gale logo and "Genesee Community College - SUNY". The main navigation bar has "Basic Search" and "Advanced Search" links, with "Advanced Search" circled in red. A callout box points to "Advanced Search" with the text: "Click here to perform an **Advanced Search**". Below this is the "Basic Search" section, which is highlighted in yellow. It contains a search input field with the text "censorship", a "Search" button, and radio buttons for "Document title", "Keyword" (selected), and "Full text". A "Powered by InfoTrac®" logo is at the bottom right of the search area. Below the search area, there is a section titled "Or select a publication below" with "Show All" and "Hide All" links. A list of subject areas is shown, each with a "View publications" link: Arts, Biography, Business, Education, Environment, History, Law, Library Science, and Literature. A callout box points to this list with the text: "You can browse the collection of eBooks too! Click: **View Publications** under each subject area. (See page 2 for more details)".

Advanced Search:

Advanced Search allows you to search by Title or Author. You can also search a particular field such as the publisher field or the Full Text of documents (Note: a Keyword search only scans the first 50 words of text, titles of articles, and the back-of-the-book index).

1. Click the drop down box and select the field (index) you would like to search.
2. Type your search term in the box next to the drop down field selected.

Advanced Search
Select index(es) and enter search term(s)

Author(au) | Censorship and libraries

And | Keyword(ke)

And | Keyword(ke)

Add a Row

Search

Limit the results:

to document with images

by publication date(s): All Dates Before On After Between

01 January 2000 and 31 December 2005

by publication title: Browse Publication Title

to subject area: "None selected" Arts Biography Business

to target Audience: "None selected" Academic General Middle School

Advanced Search
Select index(es) and enter search term(s)

Author(au) | Censorship and libraries

And | Keyword(ke)

And | Document Title

And | Image Caption

And | Full Text(ft)

And | Publication Title(pt)

And | ISBN(ib)

And | Author(au)

And | Publisher

And | Start Page(sp)

And | Document Number

And | Previous Searches(ps)

Limit the results:

to document with images

by publication date(s): All Dates Before On After Between

None *None* *None*

You can limit the publication date, subject area, or target audience also in Advanced Search.

Browsing the eBook List:

You can view an eBook directly from the Basic Search page (the home page) without performing a search.

1. Below the search box are subject areas such as "Arts" and "Business." Click the "View Publications" link to see available titles for a specific subject area.
2. For each eBook, you'll see a title, publication year, edition & volume. Clicking on a book title takes you to the particular book.
3. From here, you can click on the "eTable of Contents," which will take you into the book, or click the "eBook Index" to search topics covered alphabetically.

Or select a publication below

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[Business Plans Handbook](#) Vol. 6, 1999

[Business Plans Handbook](#) Vol. 7, 2000

[Business Plans Handbook](#) Vol. 8, 2001

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[Business Plans Handbook](#) Vol. 10, 2004

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Brief Description: Originally published in 1973 by McGraw Hill, this authoritative set represents the first complete revision in 25 years. This edition includes approximately 2,000 more entries than the first, with more women, multicultural and international coverage, bringing the total to approximately 7,000 biographies on notables from every part of the world and from all time periods. Includes thousands of photos, a consolidated index, and more. Each Supplement adds approximately 200 new biographies.

Title, author & publisher information

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