



Gale Virtual Reference LibrarySM Navigation Guide

OVERVIEW

Gale Virtual Reference Library is a database of eBook reference titles that allows libraries of any size — based on users' needs and usage patterns — to develop collections at their own pace and within their own budget. In addition to being an affordable online resource, the eBook format enables libraries to offer a small collection for subject areas that are not heavily used. Encyclopedias, almanacs and directories all are available through *Gale Virtual Reference Library*, providing respected authoritative essays on varied topics. The diversity of subjects include Arts, Biography, Business, Education, Environment, History, Law, Literature, Medicine, Multicultural Studies, Nation & World, Religion, Science and Social Science. Gale® manages your collection, showing your patrons only the eBook titles you have purchased. Moreover, with its continuously growing content list, *Gale Virtual Reference Library* will consist of hundreds of sources in the future that libraries can add to their collections as desired.

This new reference option also offers:

- 24/7 remote access
- Circulation of reference content
- A continuously growing selection of titles
- Cross searching
- No need for special hardware or an online reader
- Expanded searching for difficult-to-find material
- Shelf-space savings
- Back-up for print resources

Gale Virtual Reference Library allows you to search through all books in your library's collection, or you can limit your search to a specific source (e.g. *Encyclopedia of World Biography*, *The Gale Encyclopedia of Science*, etc.) of the collection. Like other electronic Gale products, *Gale Virtual Reference Library* is easy to navigate. Besides the content of a book, you will also be able to view the book's front matter and back matter including the table of contents, indexes and appendices. If the book has illustrations, an electronically generated list of such is also provided. The illustration titles/captions are linked to the eBook articles with the image so you can view them with ease.

A link to "About this eBook" takes you to information about the book, including its ISBN, eBook ISBN, subject areas of the book and a brief description of the book. This page is especially important to libraries, since it is the first screen presented when entering the database from your OPAC. With the links that Gale provides in the MARC 856 field, you get immediate access to the contents of the selected eBook. From that point, you can either continue to browse/search that particular book, or wander/search through the entire collection. This outstanding feature makes eBooks accessible directly in your OPAC.

WHAT IS AN eBook?

Many publishers and vendors have defined electronic books differently. Gale defines its product as follows:

An eBook is a book that has been captured electronically for use through a personal computer or a network computer from a library, school or home. *Gale Virtual Reference Library* is a collection of eBooks that has been purchased by a library or school for their users or students to use. eBooks are purchased individually by the library, so what you see in one library's collection may differ from what you see in another library. What this means for the user is that search results obtained from a school library may be totally different from those obtained from a public library, even though the same search was performed. It all depends on which books were bought for the collection.

BASIC SEARCH OPTIONS

Gale Virtual Reference Library allows you three basic options for performing a search. The options are as follows:

- Search by Keyword (default option)
- Search by Article/Entry Title
- Search by Source

Welcome to Gale Virtual Reference Library, providing access to award-winning reference content 24 hours a day.

Enter search term(s): in Keyword

Select from Keywords (broad), Article Title (more specific) or Source.

Number of results per page:

An investment in knowledge pays the best interest. --Benjamin Franklin

As knowledge increases, wonder deepens. --Charles Morgan

Knowledge is of two kinds: we know a subject ourselves, or we know where we can find information upon it. --Samuel Johnson

Knowledge itself is power. --Francis Bacon

BASIC SEARCH EXAMPLE

For our example we will perform a **Keyword** search on the term Appalachia*. We enter our term in the search box, select an option and choose search.

Welcome to Gale Virtual Reference Library, providing access to award-winning reference content 24 hours a day.

Enter search term(s): in Keyword

Select from Keywords (broad), Article Title (more specific) or Source.

Number of results per page:

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If you are searching for biographies on a particular person or for overviews of an organization, state, country etc., the best type of search to use would be **Article Title**. This is because the title of an article will generally be the topic of an essay (e.g. person name, name of an organization, etc.). A **Keyword** search encompasses the title, the first 50 words of the article, and the back-of-the-book index terms assigned to an article. Searching by **Source** will bring up all articles of a specific book title. For example: if you search on **Source** and key in *Encyclopedia of World Biography*, you will receive all articles from all 23 volumes included in the set.

RESULTS LIST

Once you have conducted a search, you will receive a list of results matching your search criteria. Gale Virtual Reference Library allows you to sort your results by **Article/Entry Title**, **Source** or **Relevance**, by choosing one of the three options from the pull-down menu directly above the results list. Once you have chosen your sorting option, click “**sort**” and the screen will refresh to your sort preference.¹

Your search (**Keyword=Appalachia**) returned the following results.

Below are item 1-8 of 8 found.

Page#: 1 Article Title Sort

Mark Mark all items on this page

1. **"Appalachia, Religions of."** Contemporary American Religion. Vol. 1. New York: Macmillan Reference USA, 1999. [About this eBook](#) | [Text](#) | [3 PDF pages](#) | [How to Cite](#)
2. **"Baptist Tradition."** Contemporary American Religion. Vol. 1. New York: Macmillan Reference USA, 1999. [About this eBook](#) | [Text](#) | [4 PDF pages](#) | [How to Cite](#)
3. **"Canada."** Geo-Data: The World Geographical Encyclopedia. 3rd ed. Detroit: Gale, 2003. [About this eBook](#) | [Text](#) | [7 PDF pages](#) | [How to Cite](#)
4. **"Dykeman, Wilma."** American Women Writers: A Critical Reference Guide from Colonial Times to the Present. Vol. 1. 2nd ed. Detroit: St. James Press, 2000. [About this eBook](#) | [Text](#) | [2 PDF pages](#) | [How to Cite](#)

For our example, we will select citation number 3, “Canada” in *Geo-Data: The World Geographical Encyclopedia*. 3rd Ed. Detroit: Gale, 2003. Clicking on the link “**Canada**”, we will be presented with the full record.

eBook Article Article 3 of 8

Print Email

"Canada." *Geo-Data: The World Geographical Encyclopedia*. Ed. John F. McCoy. 3rd ed. Detroit: Gale, 2003. 95-101.

Article Links: [Text](#) | [7 PDF pages](#) | [How to Cite](#)

eBook Links: [About this eBook](#) | [Table of Contents](#) | [eBook Index](#)

Mark this article Page 95

Canada

- **Area:** 3,851,809 sq mi (9,976,185 sq km) / World Rank: 3
- **Location:** Northern and Western Hemispheres, northern North America, bordering the North Atlantic Ocean and North Pacific Ocean, north of the conterminous US.
- **Coordinates:** 60°00'N, 95°00'W
- **Borders:** 5,526 mi (8,893 km) / United States: conterminous, 3,987 mi (6,416 km); Alaska, 1,539 mi (2,477 km)
- **Coastline:** 151,485 mi (243,791 km)
- **Territorial Seas:** 12 NM
- **Highest Point:** Mount Logan, 19,551 ft (5,959 m)
- **Lowest Point:** Sea Level

FULL RECORD

From within the full record, you are presented with the full text of the entry as well as several options such as your retrieval choices, marking option, and the ability to search or browse the selected eBook. By default, you are presented with the text version of the article as well as any graphics. However, you will have access to other options as well.

Article Links:

- **PDF pages** — This link allows you to retrieve the full record of your selected article in PDF format as well as inform you of how many pages you will see.

Canada

SOURCE: "Länderbericht Kamerun," Statistisches Bundesamt, Germany.

■ **Area:** 3,851,809 sq mi (9,976,185 sq km) / World Rank: 3

■ **Location:** Northern and Western Hemispheres, northern North America, bordering the North Atlantic Ocean and North Pacific Ocean, north of the continuous US.

■ **Coordinates:** 60°00'N, 95°00'W

■ **Borders:** 5,526 mi (8,893 km) / United States: continuous, 3,987 mi (6,416 km); Alaska, 1,539 mi (2,477 km)

Provinces - Cameroon			
Name	Area (sq mi)	Area (sq km)	Capital
Adamoua	23,979	62,105	Ngaoundéré
Centre	26,655	69,035	Yaoundé
Est	42,086	109,002	Bertoua
Extrême-Nord	12,477	32,316	Maroua
Littoral	7,810	20,229	Douala
Nord	26,134	67,686	Caraoua
Nord-Ouest	6,722	17,409	Bamenda
Ouest	5,360	13,883	Bafoussam

- **How to Cite** — Clicking this link gives you information on the correct way to cite the current record in MLA format, as well as a tagged format for use with bibliographic management packages.

How to Cite

You can print or e-mail this documentation.

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MLA citation:
 "Canada." *Geo-Data: The World Geographical Encyclopedia*. Ed. John F. McCoy. 3rd ed. Detroit: Gale, 2003. 95-101. Gale Virtual Reference Library. 30 October 2003 <http://galenet.galegroup.com/serlet/eBooks?site=22&docNum=CX3406600042>.

For more information on citation formats, refer to the [Help files](#).

The following tags can be used to build a citation in other formats or for use in bibliographic citation tools:

eBook Links:

- **About this eBook** — Clicking this link will display publishing information from the source of the selected article as well as the option to **Search this eBook**.

About this eBook

To conduct a search within this eBook, choose [Search this eBook](#).

Geo-Data: The World Geographical Encyclopedia. Ed. John F. McCoy. 3rd ed. Detroit: Gale, 2003. 704 pp.

ISBN: 0-7676-5581-3
 eBook ISBN: 0-7676-7708-6

Subject(s): Gazetteers.

Brief Description: Entries describe the physical geography of every nation and dependency on Earth. Physical features, climate, and vegetation are discussed in detail using a consistent set of rubrics. Every entry features a physical relief map designed to illuminate the text of the entry. A World Rankings appendix includes dozens of tables ranking major features of the Earth, such as largest river by length and volume, tallest mountains by continent, and deepest oceans. Includes a glossary of geographical and geological terms.

Document Number: CX3406699999

- **eTable of Contents** — This link pulls up the entire Table of Contents for the selected eBook allowing you to browse the eBook.

eTable of Contents

McCoy, John F., ed. *Geo-Data: The World Geographical Encyclopedia*. 3rd ed. Detroit: Gale, 2003. 704 pp.

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List of Illustrations

Brandenberger, Barry Max, Jr., ed. *Mathematics*. New York: Macmillan Reference USA, 2002. 865 pp. 4 vols.

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This Chinese abacus is representing the number 7,230,189. Note the two beads on each rod of the...	photo	1: 1
The coldest recorded temperature in the solar system was found on a satellite (moon) of Neptune.	photo	1: 6

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Brandenberger, Barry Max, Jr., ed. *Mathematics*. New York: Macmillan Reference USA, 2002. 865 pp. 4 vols.

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Or, select any letter below to go to that section of the index

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Cumulative Index

Page numbers in boldface indicate article titles. Those in italics indicate illustrations and photographs; those with an italic "t" after the page numbers indicate figures, and those with an italic "t" after the page numbers indicate tables. The boldface number preceding the colon indicates the volume number.

A

Abacuses, [1:1](#), [1:13](#), [1:71](#), [3:12-13](#) See also [Calculators](#)

Abscissa, defined, [3:10](#) and [Glossary](#)

Absolute, defined, [1:9](#)

MORE ON THE eBook INDEX

With *Gale Virtual Reference Library*, you are able to see and navigate through the indexes of each book available in your collection. When you retrieve an article, you will notice that one of the links at the top of your page is a link to the **eBook Index**. Simply clicking on the link will retrieve your index pages for that specific eBook. If there is more than one index to the eBook, the multiple indexes are listed on the left side of the screen.

There are numerous ways to browse the index. You have the option of entering a browse term in the box and choosing the “browse” button. This takes you to the page containing the exact term you entered, or it takes you to the closest term that matches yours. Another way to navigate is to select one of the letter links at the top of the index list. This takes you to the first page with terms starting with that letter and allow you to page through the index using the next and previous buttons. You can also enter the first few letters of a word to get to an appropriate page in the index.

One thing to keep in mind is that this feature is not a search, as entering a term will not find all pages with that term, but it will find the main headings that start with that term. No secondary headings are searchable. However, in addition to browsing the main headings, cross-reference hyperlinking is available for any index that has cross-references. Clicking on a cross-reference hyperlink takes you to the appropriate section of the index.

The links next to an index term have a couple of different functions. A cross-reference link takes you to another page of the index; a page link takes you directly to that article. If the page reference is not the first page of the article, the link jumps to the appropriate page of the article text.

ADVANCED SEARCH

With **Advanced Search**, you can conduct a search on a particular field, data type, and/or date of publication.

Below are descriptions of the types of searches you may conduct. Please see Search Tips to learn how to improve your search results. You can search using the following fields from the drop-down boxes:

Search Type	Description
Article/Entry Title	Use this option to search for words in the title/headline of an article or document. The title of an article will generally be the topic of an essay (e.g. person name, name of an organization, etc.), so this is generally a good search to use if you are looking for a particular subject. This is also a good search to use if you only know part of the title you are looking for.
Keyword	This search allows you to search the entire collection to find documents that are about a particular subject or person. This keyword search encompasses article titles, the first 50 words of text, and the back-of-the-book index terms that have been assigned to an article.
Image Caption	This search allows you to find documents with a particular photo or image.
Full Text	Searches the full text of a document. This is a good search to use if you are looking for a particular line of text or an unusual phrase.
Source	Simply fill in the box with a book title and the application limits your search to a particular book title in your collection. Use this especially for series titles, such as <i>Contemporary Authors</i> [®] .
ISBN	ISBN is the International Standard Book Number given to every book by the Library of Congress. Each book title and volume has its own unique ISBN. By choosing the ISBN, you are limiting your search to a particular title.

Alternatively, you can limit your search by choosing one or more of the following:

Limit Search By	Description
Source	You can either fill in the box with a book title or, for a list of sources included in your collection, choose the browse source button and select up to 10 sources you wish to search. The application will limit its search to that title.
Year(s) of Publication	Searches your collection based on date of publication. Please use four digits when searching.
Subject Area	Allows you to limit your search to specific subject areas, including: ALL, Arts, Biography, Business, Education, Environment, History, Law, Literature, Medicine, Multicultural Studies, Nation and World, Religion, Science, Social Science. Your library may not hold eBooks in every subject area so the search screen will show only the subject areas you can access through <i>Gale Virtual Reference Library</i> .
Audience	Allows you to search and find articles that fit a specific audience or grade level. Audience choices include General Audience and Academic.
Document Number	Searches for a specific document based on the document's unique identifying number. You have to know the document's number to conduct this search. You can find the document number at the bottom of a document. Be sure to note this number if you think you'll need to access the document later. NOTE: This search supersedes all other search criteria you may have entered.

RETRIEVAL OPTIONS

While viewing an article, you can print it or e-mail it to yourself. If you select the print button in the upper left of the screen, the system automatically formats the document for printing, taking out the page set-up graphics and saving print time and toner. If you select the e-mail button, you can mail the document to yourself in your choice of formats: HTML, plain text, Z39.80 tagged format, or a link to the PDF. From either one of these options, use the Browser's BACK button to return to the document.²

MARK LIST

Gale Virtual Reference Library allows you to mark documents that you find especially helpful or interesting in order to create a personalized citation list. Documents may be selected from a results list by selecting the box to the left of the citation, or while viewing a document and choosing the “Add to Mark List” check box. You may select a single item from your results list or you may select all items on the page. Marked articles are separated by eBooks and articles. A limit of 50 documents may be added to the **Mark List**; a message pops up if you exceed that limit. To remove a document from your mark list, simply deselect the box to the left of the citation, or click “Remove from Mark List” while in the document.

Once you have accessed the **Mark List** screen, *Gale Virtual Reference Library* offers you a number of options. You may either print or e-mail your mark list simply by selecting one or both of those options from the top of the screen. If you select the “E-Mail About this eBook page” link at the top of the mark list you will be able to e-mail the “About this eBook” page for further reference. Also by selecting the “E-Mail Marked Articles” link at the top of the marked article list, you will be able to e-mail all of your articles in one easy step.

SEARCH HISTORY

To view the **Search History** you can either select the “Search History” button or go to the bottom of the Advanced or Basic search forms. To execute a search from the list, select the search term and choose the “Search” button next to the **Search History** box or simply select the search term in the box. There is one history list for the entire product, not one for each search path. **Search History** is automatically cleared when you either time out of a session or leave a session. You may also clear the **Search History** by using the “Clear History” button in the **Search History** box.

SEARCH TIPS

To help you improve your search results:

Use at least two or three search terms. By using more search terms to narrow your search, you can locate essays that fit your information needs better. The following sample results are hypothetical:

Search Terms	Number of Hits
War	198
War soldier	98
War soldier confederate	19
War soldier confederate prisoner	3

Note: By default, the search engine finds only those essays containing all of the words you specify. See the search operators on page seven to learn how to use the AND, OR, NOT, and proximity operators.

Be specific. If you're looking for information about ancient Rome, enter both of those words in your search. If you enter just Rome, your search may give you essays that discuss modern Rome or Rome, N.Y., in addition to ancient Rome.

Use plural or other word endings. For example, if you are looking for discussions of murder, search for various forms of the word using the OR operator as the connector, e.g. murder or murders or murderer or murderous. (Note: You may also enter multiple words without the OR operator.) It is also possible, depending on the desired search term, to use the truncation (or wildcard) feature to retrieve both singular and plural forms of a word, e.g. murder*.

Try using synonyms for your original words. For example, enter "nervous breakdown" or "mental breakdown" or "nervous disorder" or "mental instability".

Check your spelling. If you type litrature instead of literature, your search will not find any matches.

Find an exact phrase with the help of the "W" operator. You can narrow your searches by requiring that the search terms appear as a phrase in the order that you typed them. For example, if you are looking for time travel, search for these words as a phrase, time W1 travel. (It literally means "find time "within 1 word of" travel.) This narrows your results from hundreds of matches to a few dozen matches, assuming the phrase that you typed is not too common. Another way to narrow your search is to simply put quotation marks around your search phrase.

USE OF STOP-WORDS

Note on the use of stop-words: Because the search engine does not recognize stop-words, your search term must be enclosed in quotes OR you can drop the Stop-word from the title or phrase. For example, when searching for a title containing the word "to":

- Enclose the phrase in quotation marks. The search will work on the exact phrase (example: "Farewell to Arms").
- Omit the word "to" from the search (example: A Farewell to Arms would be entered as Farewell Arms).

Stop-words include the following: an, and, aspects, but, co, corp, etc, for, from, if, in, inc, into, is, it, its, jr, ltd, of, on, or, that, the, to, with.

CAPITALIZATION

The search engine is not case sensitive. That is, use of capitalization does not affect the results of a search. For example, the following keyword searches are considered the same:

astronaut and spaceship or outer space
astronaut AND spaceship OR outer space
Astronaut and Spaceship or Outer Space
astroNAUT and spACEship or oUtEr SpAcE

PUNCTUATION

Hyphen. A hyphen (-) used between two words is considered part of the term. If you are searching for a word or phrase that normally contains a hyphen, include the hyphen:

- nineteen-thirties
- self-doubt

Apostrophe. Apostrophes (') are not recognized by the search engine and should be deleted from search terms.

- Salem Lot (instead of Salem's Lot)
- Chatterley (instead of Chatterley's)

Ampersand. Ampersands (&) are not recognized by the search engine. Instead use the W (Within) proximity operator. (See Search Operators below to learn more about proximity operators.)

- Tulips W2 Chimneys (means "tulips within two words of chimneys"; instead of Tulips & Chimneys)
- Socialism Radicalism W2 Nostalgia (instead of Socialism, Radicalism & Nostalgia)

Truncation (Wildcard) Characters. The * (asterisk), ? (question mark) and ! (exclamation point) are used to search for words or numbers sharing a similar pattern. The * and ? and ! replace alphabetical and numerical characters.

The * (standing for any number of characters) is placed at the end of the term's root. The search retrieves all words sharing the same root. For example, the term faith* retrieves essays that contain the words faith, faithful, or faiths.

The ? is used to replace exactly one character within a word to retrieve various forms of that word. For example, the term wom?n retrieves essays that contain either woman or women; and psych????y matches either psychology or psychiatry but not psychotherapy.

The ! point stands for one or no characters. For example, analo!! matches analog or analogs, but not analogous or analogue.

Date Ranges. A date range is used to search for multiple years in publication dates.

- 1999-2004 (to search for any year from 1999 through 2004)

SEARCH OPERATORS

The Boolean search operators AND, OR, NOT, and proximity operators may be used to refine your search. Whether the operators are typed in uppercase or lowercase does not affect the search. Please note, however, that if an operator appears in a title you are searching for, such as *The Road Not Taken*, it will still be interpreted as a search operator. This may lead to irrelevant results. If you are searching for a title that contains a search operator, enclose the title in quotation marks.

AND. Use the AND search operator to retrieve documents that contain both of the specified search terms. This operator places no condition on where the terms are found in relation to one another; however, both terms have to appear somewhere in the field you are searching. For example, a full-text search for apples AND bananas will find any essay that contains mention both of apples and bananas.

OR. Use the OR search operator to retrieve documents that contain one or both specified search terms. This operator places no condition on where the terms are found in relation to one another; however, one or both terms must appear somewhere in the field you are searching. For example, a full-text search for apples OR bananas will find essays that mention apples, essays that mention bananas, and essays that mention both types of fruit.

NOT. Use the NOT search operator to retrieve documents that do not contain the specified term. For example, a full-text search for apples NOT bananas will find essays that mention apples but not bananas.

PARENTHESES. The operators described above each operate on either simple terms (words or phrases) or a more complex query delimited by parentheses (). Parentheses allow you to construct very powerful queries. For example:

- “pulp fiction” AND ((detective AND crime) OR hard-boiled)
- (“cowboy*” OR (“gold rush” AND california)) AND (1849 OR nineteenth century)

Boolean operators are applied in the order in which they appear. Therefore, the following searches are equivalent:

- apples AND bananas OR oranges
- (apples AND bananas) OR oranges

Proximity. The proximity operators W (within) and N (next to) may be used to refine your search:

- The **W operator** finds essays containing the specified words in the specified order within the number of words you indicate. For example, old w4 sea finds documents that contain the word old within four words of the word sea, and old must precede sea.
- The **N operator** locates documents containing the words you specify within the number of words you specify, but the words can be in any order. For example, apples N4 bananas finds documents that contain the words apples and bananas within four words of each other, regardless of their order (that is, bananas could precede or follow apples).

Field Length. The length of any given field is not limited to the window you see on the screen. As a search term or terms is keyed, the text continues to scroll to the left, so that you can see the search expression as it is being keyed.

(Footnotes)

¹ NOTE: Sorting results by Relevance limits your search results to the 200 most relevant articles. Relevance sort is available only with the results obtained from the Basic Search Screen.

² PDF links that you e-mail expire in 24 hours.

