

SOUTH RIVER PUBLIC LIBRARY  
Online Database Features Guide  
www.SouthRiverLibrary.org



## GALE Virtual Reference Library

A collection of eBooks that covers a variety of topics including Biographies, the Environment, and Multicultural Studies. Also included through this link is INFORME - a search for resources in Spanish.

1. Get Started:

- Go to: [www.SouthRiverLibrary.org](http://www.SouthRiverLibrary.org).  
Scroll & Click: Scroll to the DATABASES list on the left side of the screen and click.  
Scroll & Click: Scroll to the GALE Virtual Reference Library icon and click.  
Enter card #: Enter the bar code number from the back of your library card and click PROCEED.

2. Begin your search:

- Enter topic: Pick a topic you want to search and type it in the FIND bar and click SEARCH

If not satisfied with the number of resulting records ....

- Return to the search page by clicking [Basic Search](#) and choosing [More search options](#).
- or click one of the search tabs at the top of the page for [Subject Guide Search](#), [Publication Search](#), [One Search](#), or [Advanced Search](#) for even more options.

3. Review your record results:

- Source type: The resulting records are organized by source type: [Magazines](#), [Academic Journals](#), [Books](#), [News](#), [Multimedia](#), or [More Results](#). Click on the tab of your choice.
- Limit results: Limit your results by checking the FULL TEXT or WITH IMAGES options when available. Your list will now include only the articles that meet your criteria.
- Sort results: Select the option to sort the results by RELEVANCE, PUBLICATION DATE, or other options on the pull down menu.
- Create alert: Click on the CREATE SEARCH ALERT icon to create a Daily, Weekly, or Monthly search alert. You will receive an email confirmation which includes a link to the unsubscribe page should you wish to cancel the alert.

4. Review specific records:

- Select title: Click on the title of the article or click on [Full-text](#) to see the full article or click on [#PDF Pages](#) to see the article in a PDF view.
- Manage articles: Select the appropriate icons when available for PRINT, EMAIL, DOWNLOAD or CITATION TOOLS.
- Select source: Click on the source title for further information on the source.
- View related: Scroll to the bottom of the article to find a list of related articles when available.