



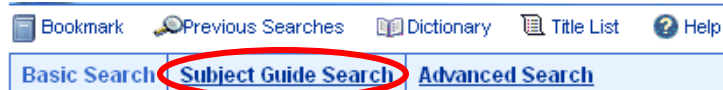
Gale Virtual Reference Library

Saint Mary's University's subscription to Gale Virtual Reference Library (GVRL) contains a small collection online reference resources. This collection currently includes three volumes of the Business Plans Handbook, the Encyclopedia of Educational Leadership and Administration, the Encyclopedia of Major Marketing Campaigns, and the Encyclopedia of Multicultural Psychology.

Accessing Gale Virtual Reference Library

- Go to TC Library's homepage: <http://www.smumn.edu/tclibrary>
- Select the **Articles** tab → use the **Databases A to Z** dropdown menu and select **Gale Virtual Reference Library**.
- **Off-campus users:** You will be prompted to enter your Saint Mary's University username and password after you select a database.

Searching Gale Virtual Reference Library



Because you are searching only a handful of reference sources when you use GVRL, you can use **broad terms** for searching.

Currently searching *Gale Virtual Reference Library* with 1,183 documents.

Basic Search

Find :

Search for words in: document title Keywords entire document subject

Or select a publication below

Show All | Hide All

Business

- [Business Plans Handbook](#), Vol. 11, 2006
- [Business Plans Handbook](#), Vol. 12, 2007
- [Business Plans Handbook](#), Vol. 14, 2008
- [Encyclopedia of Major Marketing Campaigns](#), 2007

BPH contains "actual business plans compiled by and aimed at entrepreneurs seeking funding for small businesses."

Education

- [Encyclopedia of Educational Leadership and Administration](#), 2v, 2006

Presents "theories, research, concepts, ideas, and histories on educational leadership and school administration."

Multicultural Studies

- [Encyclopedia of Multicultural Psychology](#), 2006

An "overview of the psychology of racial, ethnic, and minority issues in the U.S."

By clicking the link **Subject Guide Search** (see screenshot above for location) you can also browse subject terms containing the keyword(s) you enter.

Subject Terms
Education Related subjects
Education Commis
Education grants Related subjects

Example: Search education. On the results page, click the hyperlinked subject term "Education" to retrieve articles tagged as being about education. The link **Related subjects** offers other subject terms that may be useful.

Once you've located relevant subject headings, you can conduct an **Advanced Search** using your original keywords and the subject headings you found. Change the dropdown menu next to the boxes where you enter your subject search terms: **Subject (su)**.

Gale Virtual Reference Library results page

If your search is too broad and returns too many results, no problem! You can easily narrow your search.

In the upper left corner of the results screen, a search box allows you to search within your results for article containing specific terms.

The screenshot shows the search results interface. On the left, a yellow sidebar contains a search box with 'children' and a 'GO' button. Below it, a 'within these results' checkbox is checked. Under 'Narrow Results', there are filters for 'Document Type' and 'Limit to' (25, 50, 100). A list of subject terms is provided, with 'Work overview (2)' circled in red. A blue arrow points to this term. A callout box says: 'Limit your search further by clicking on the suggested subject terms and information.' In the main results area, two articles are listed. The first is '1. Community Psychology' by Shelly P. Harrell, from the 'Encyclopedia of Multicultural Psychology'. The second is '2. Perceptual Psychology' by Eunyoung Kim, from the 'Encyclopedia of Educational Leadership and Administration'. Both articles have 'Full-text' and '2 PDF page(s)' links circled in red. A blue arrow points to these links with a callout box: 'This article is available in both html Full-text and PDF full text format.' Another callout box points to the 'Mark' checkbox next to the first article: 'Mark articles for later printing, emailing, or saving by clicking the boxes next to the title.'

Emailing, saving, printing, and citing GVRL articles

Open the article record by clicking the hyperlinked article title on your Gale Virtual Reference Library results page. On the right side of the resulting page, you should see a red Tools box. You can use the links provided in the box to view, download and save, email, and cite your article. When you email an article to yourself, you can choose a specific citation style. If you click the link Citation Tools, you have to use third party citation software to access the citation (Saint Mary's does not use any third party citation software).

Notable features of Gale: You can immediately **stream and listen** to a reading of any GVRL article by using the **ReadSpeaker: Listen** link at the top of the article record page. You can also download an MP3 of the article to play on your personal MP3 device. Another great feature is the option to **translate** an article into one of several languages offered in the dropdown menu. Translations are performed by a computer program, so errors may exist.

The screenshot shows a red-bordered 'Tools' box. It contains several links: 'View 2 PDF pages', 'Print Preview', 'E-mail', 'Download', 'Download MP3', and 'Citation Tools'. Below these links is a dropdown menu set to 'Arabic' and a 'Translate' button. A blue arrow points to the 'E-mail' link.

Don't hesitate to ask us about searching Gale Virtual Reference Library!

For additional help, call (612.728.5108), send us an email or Instant Message, or stop by the library.