eLibrary® Quick Start Guide

eLibrary, the affordable, user-friendly general reference tool, delivers a broad collection of periodical and digital media content. Researchers of all ages use the powerful, yet easy-to-use search interface to find the answers they need from magazines, newspapers, books, transcripts, maps, images, web links, and audio/video titles. Natural language, Boolean (keyword), topic, publication, and teaching standards searches are available.

PART 1: Submit a Search Query

eLibrary research begins at our main search page. You can search using a simple keyword query, by asking a question, or you can use advanced search (E) features to locate information by specific search field like Topic, Date Range, Publication, or Author. Popular Searches (F) also allows you to see the top queries posed recently by researchers using eLibrary.

To submit a simple search query

1. In the main search page, type a search query in the search text box (A). You can format your search query as a natural language question or as a simple keyword search. A multiple-word query will automatically look for all the words entered within the eLibrary document collection.
   1. Natural language search query example: What causes red tides?
      Natural language searching is a good choice for gathering general information. Phrasing your query as a question will generally provide better results than just using keywords.
A keyword can consist of a single word (examples: asteroid, Enron) or a phrase. For best results, enclose phrases in quotation marks (examples: “martial arts,” “Martin Luther King”).

2. Check the types of media you want to search (B). All media types are checked by default. Click Clear All to clear the check boxes, then click the boxes below the media types you wish to include in your search. (Try a search for just Pictures, Maps, Transcripts, etc.)

3. Click the search button (C). eLibrary searches the database for documents matching your search query and displays a list of matching documents, common topics, and vetted web links in the form of a results page.

4. Click the advanced search link (E) to perform Boolean and phrase searching.

Optional advanced search features

Clicking the advanced search link (E) connects you to a set of additional search fields that enable you to limit your search results to a chosen topic, date range, reading level or Lexile level, document title, publication title, author, and more. Clicking Create Your Query (G) opens a special Boolean calculator, enabling users to create a more complex query. Finally, educators can also click the Standards (H) link at the bottom to track down resources linked to specific U.S. state, national, and Canadian Provincial teaching standards.
PART 2: Review Your Results List
After clicking the search button, a results page appears, summarizing your search success and listing those eLibrary documents and resources that match your search query. (See next page for an example results set referenced by the labels below.)

Parts of the results page

I - The results summary shows you the number of documents found. Users can also click a refine search link to the left of this information to try a different query.

J – The Why don’t you try: section is populated with automatic links to searches related to your query.

K – eLibrary’s Essential Pages appear at the top of our most popular searches. These Pages combine the power of a broad search of our aggregated, deep content with the human touch of editorial organization. You’ll only find all the very best, most relevant results in these special areas, saving you time.

L – This drop-down menu provides options for re-sorting the results.

M – Clicking a results type from this list will bring those results to the top.

N – Clicking a link in this box connects you to a related topic of results.

O – You may change the date range of your results set here.

P – Our Reference Desk links contain relevant content from encyclopedias and other sources.

Q – Clicking these “preview” icons down the right side will show you the “best part” of each result. (A small photo thumbnail will also appear here if the result is a picture.)
To view a document listed on the results page

1. Review your results list. If you do not see a listing of interest right away, you may want to re-sort the results, refine your search, start a new search, etc.
2. When you see a promising result, click its title (R) to view the full document.

PART 3: Work With the Full Document

After clicking a document title in the results list, the full-text of the result appears. Scroll through the document or click the Go to best part button (S) to jump to the text that most closely matches your search query. To print or email this document, click the appropriate link (T). Get a citation by clicking (U).

You may also translate this document (V) into Spanish, German, French, Chinese, and several other languages using this feature.
PART 4: Additional Search Methods

In addition to a simple search, eLibrary offers two additional easy-to-use searching methods for information retrieval. These search methods include **Topics (W)** and **Reference (X)** search. Click a search method tab on the navigation bar to begin a new search.

**Topics**: Categorizes eLibrary documents by topic heading (example: Arts, Business, Regional Studies) and provides easy information retrieval with “point-and-click” navigation or keyword searching. Results may include magazines, newspapers, books, transcripts, maps, images, audio/video titles, as well as editor-selected web links. After clicking the Topics tab, you may enter a subject in the Topics search box, or explore the topic tree by clicking a main topic heading and reviewing the corresponding subheadings for a narrower focus.

**Reference**: Performs keyword searches against multiple reference publications. After clicking the Reference tab, type your query in the Reference search box and check the types of reference resources you want to search. All reference resources are checked by default. Choices include dictionary, thesaurus, encyclopedia, almanac, atlas, and others.

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