

# Virtual Reference Library

## *An Online Resource for many reference needs*

The *Virtual Reference Library* is a multidisciplinary collection of encyclopedias, dictionaries, and other specialized reference sources available to you from home, school, or work. These materials once were accessible only in the library, but now you can access them online 24/7 from any location.

### Accessing the Virtual Reference Library

1. Go to the Deschutes Public Library web page at <http://www.deschuteslibrary.org>
2. Click once on **Explore**.
3. Click once on **Online Resources**.
4. Click once on **Virtual Reference Library** under Research.
5. Click once on **View the Virtual Reference Library**.
6. Type in your 14-digit library card number and click **Connect**.

### Getting Help with the Virtual Reference Library

Help is always available online when using the *Virtual Reference Library*. To access, click once on **Help** from the choices at the top of the screen. Use the menu to the left to navigate through the different Help screens.

### Searching All Titles

- Type in keywords describing your topic. Put quotation marks around phrases.
- Note that you may limit to words in the document title, keyword, or entire document.
- Click once on **Search**. Results are displayed with the document title, publication title, and date.
- Click on the title of the entry that most closely matches your search.
- To view the full record, click on the article title. Note that your search terms are highlighted.
- To view the next twenty records, click on the **Go** button at the top of the results screen.

### Adult Services

(541) 617-7080

[www.deschuteslibrary.org](http://www.deschuteslibrary.org)

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### Searching an Individual Title

- Select a publication by clicking on **Show All** in the middle of the screen.
- Click on a title to search.
- Type in keywords describing your topic in the box to the left of the screen. Put quotation marks around phrases.
- Click once on **Go**.
- Click on the title of the entry that most closely matches your search.

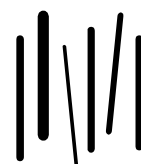
### Printing, Emailing, and Downloading Results

Display the article you wish to print, email, or download.

To Print an article, click on the **Print Preview** link to the right of the screen. A new window opens. Select **Print** from the File menu. Click **Print** in the pop-up box.

To Email an article, click on the **Email** link to the right of the screen. Fill in the information on the Email Form screen and click **Send**.

To Download an article, click on the **Download** link to the right the screen. Select a format and click the **Download** button.



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