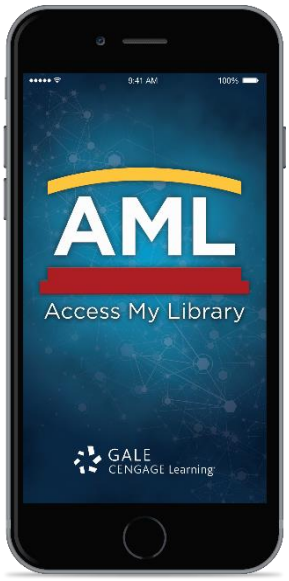
Access My Library Tip Sheet



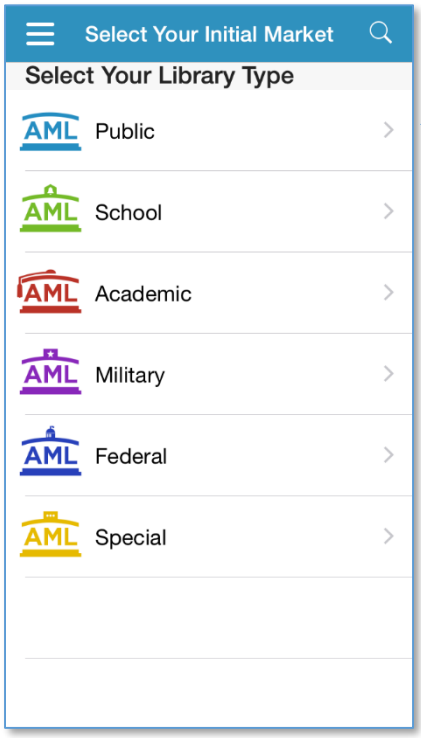
Gale is excited to offer **Access My Library**, one easy-to-use free app gives users access to the Gale holdings in every library in town, including yours. This guide will walk you through downloading and using the app. *Access My Library* (*AML*) is available at no cost from Google Play and Apple's App Store. The examples below come from an iPhone device but the features and functionality are available across all devices.

STEP 1

Your first step is getting the app. Simply search for "**Access My Library"** in Google Play or the App Store and choose to download it.

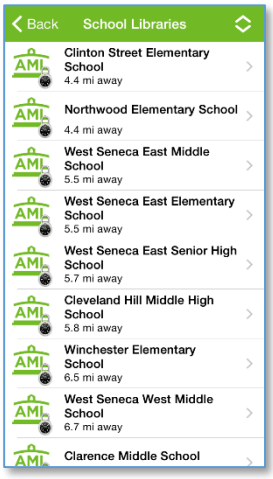
STEP 2

The first time you launch the app you need to choose your first library. Select the appropriate library type.



STEP 3

Select the appropriate library type. If you have chosen to share your location with the app, libraries closest to you will be listed. If not, you will need to search for your library using the magnifying glass icon shown in Step 2 above.



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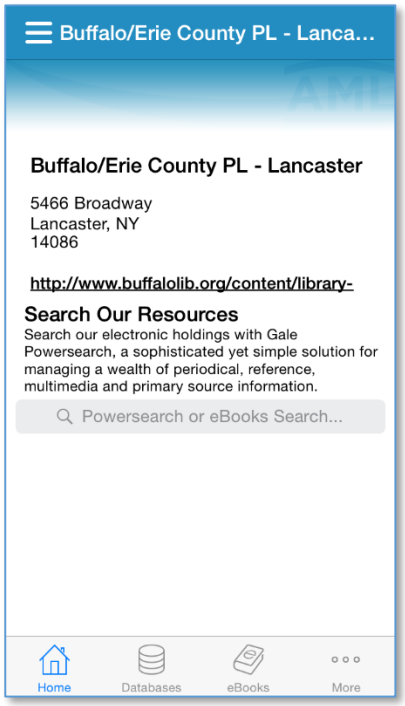


STEP 4

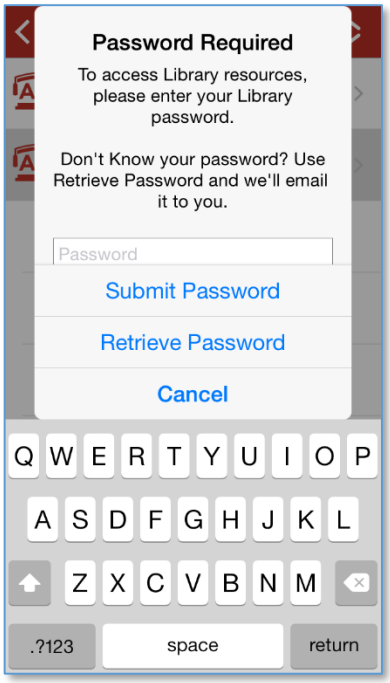
This step will vary depending on the type of library you have selected:

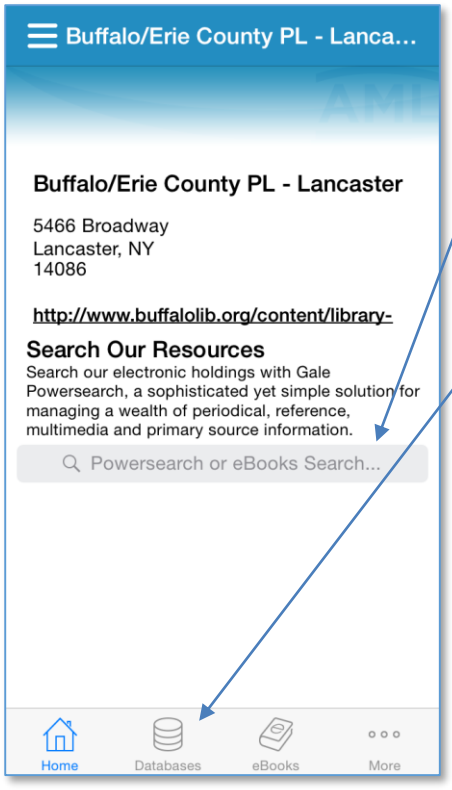
Public Libraries – All you need to access your public library is proximity; no password or library card number is required.

School (K-12) Libraries - Enter in the password* you use to access Gale databases from home. If you don't know the password, ask your school librarian.

Academic, Military, Federal, and Special Libraries* – Choose to have the password* e-mailed to you by entering your institution associated e-mail address.

**This password only needs to be entered once per year.*



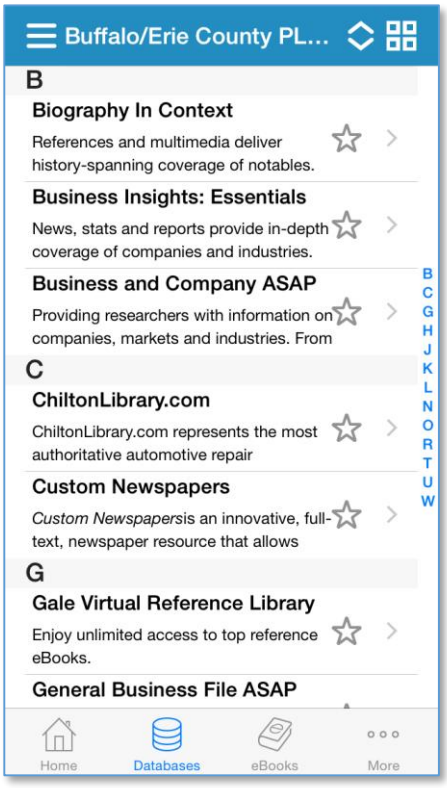


STEP 5

Once you've selected a library you go to their AML "home page." Some brief information is provided about the library.

PowerSearch or eBooks Search field. PowerSearch will cross-search several of your libraries Gale resources and eBooks will search your library's Gale Virtual Reference Library Collection.

Tap the buttons on the bottom banner to find a specific database or eBook.



STEP 6 - DATABASES

Databases are listed alphabetically; simply tap the database you'd like to use.

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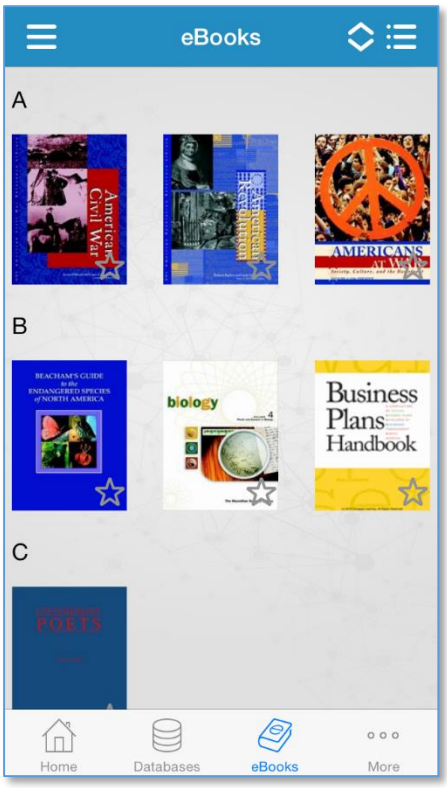


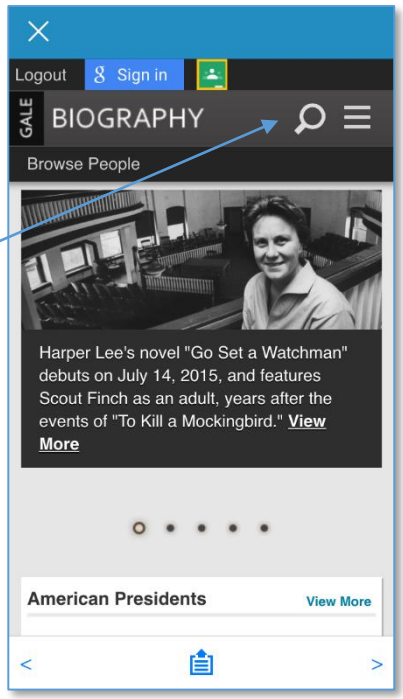
STEP 6 - EBOOKS

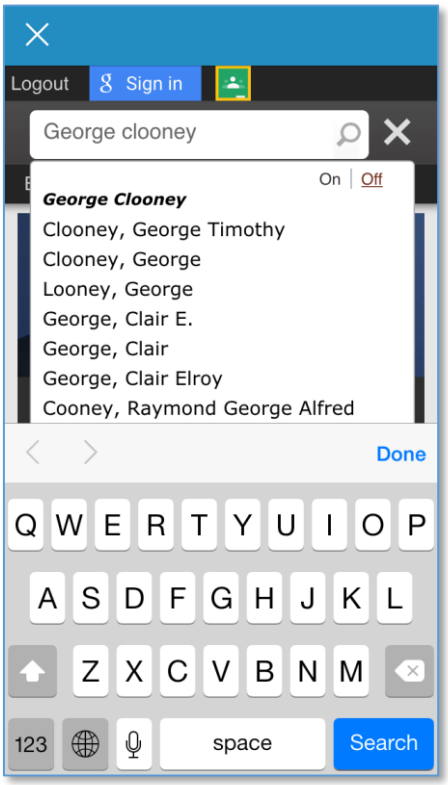
eBooks are listed alphabetically by title. To see their covers like in the image to the left, tap the four squares icon in the upper left corner of the screen. To switch back to the title list, tap the bullet list icon in the upper right corner.

STEP 7

Gale databases are mobile-friendly so you should have no trouble navigating through your device. Simply search and retrieve all the documents you need.

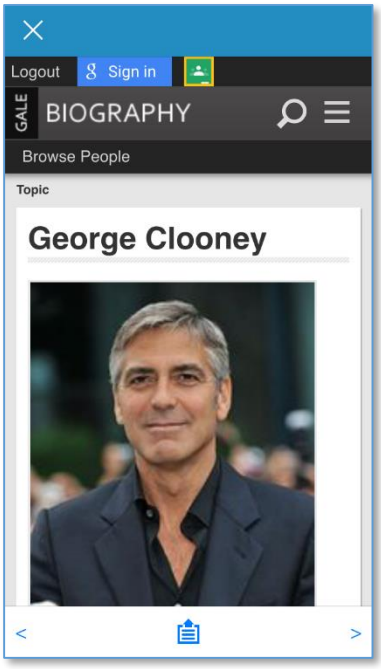
Look for the **magnifying glass** to issue a search or instead tap through all the linkable content available on the database home page.





STEP 8

When searching you'll notice a helpful search assist that can help with spelling issues and provide a shortcut by tapping your preferred search term.



STEP 9

Scroll through your results and choose an article to view by tapping it.

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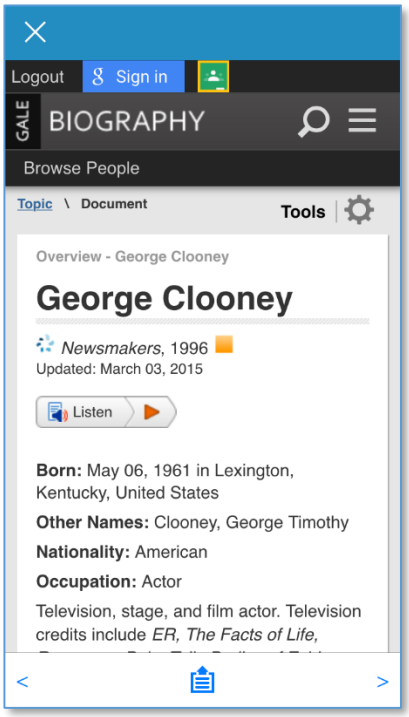


STEP 10

Scroll through to read your article or tap the Listen button to have it read to you.

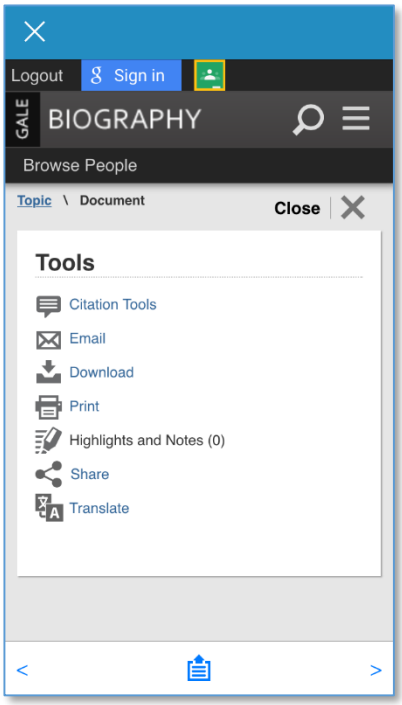
Tap the **Tools** (gear icon) if you'd like to e-mail, cite, download, share your article (other options available as well).

Tap the **Add to Articles** icon (box with arrow) to save the article to the AML app.

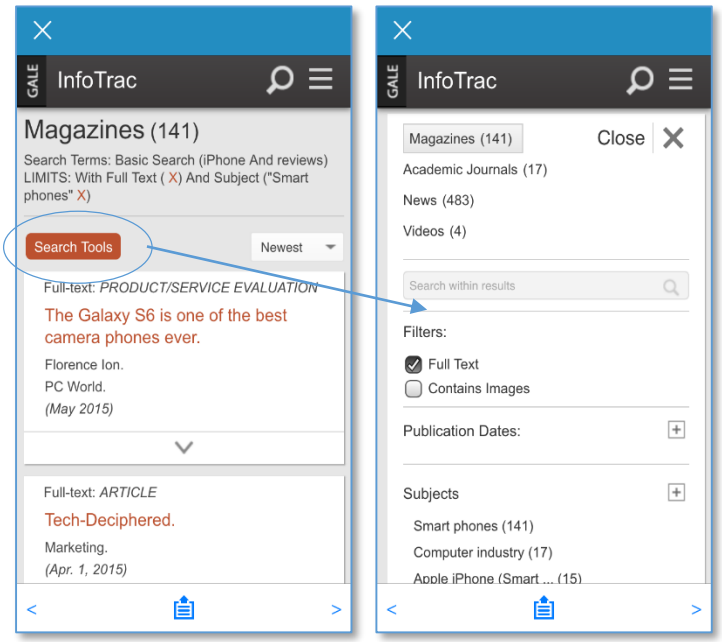
GIVE IT A TRY!

Now that you've got the basics of using AML, give it a try for yourself!

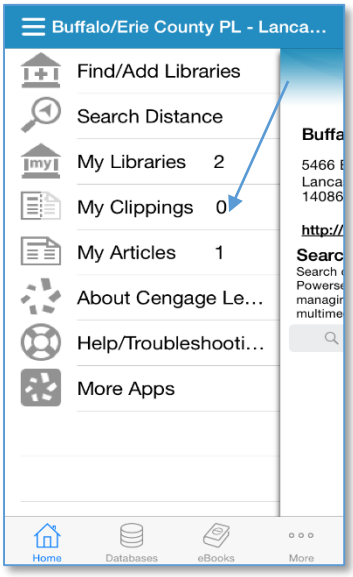
TIPS



Search results will offer Search Tools for narrowing down your results. Simply tap the Search Tools button to expand and use limits like Publication Dates, Publications Titles, Full Text only articles, and more.



Tap the Menu icon (three bars) in the upper left hand corner to add more libraries to your AML, view articles you've saved, and find help.



If you experience difficulties with the AML app, delete it from your device and re-install. Refer to your device's user manual for instructions on how to remove an app from your device.
Questions? Contact Gale's Technical Support at 1-800-877-4253.

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