All Vermonters now have access to a wealth of online resources provided by the Vermont Online Library (VOL)! This email will help *your library* get to know VOL, and it’ll provide tools for you to connect to the VOL resources and make them available to your library community.

**What does Vermont Online Library offer?**

The Vermont Online Library (VOL) offers a wide array of electronic databases on a variety of topics geared to a variety of age levels, for both generalists and specialists. These resources are available 24 hours-a-day anywhere Internet access is available. The information is produced by known and trusted publishers.

**For all Vermont public, academic, and school libraries:**

**Gale Cengage** databases

**For Public Libraries, only:**

**HeritageQuest** genealogical research tools (from ProQuest)

**Universal Class** online learning (from Recorded Books)

**How should we access VOL resources? What link(s) should we use online?**

Depending on your library’s specific needs, we recommend four different ways to point users to the VOL resources. Choose the method(s) that will work best!

* The **simplest path** to all your VOL resources is <http://vtonlinelib.org>

Here, users can perform a search for quick results, or they can browse specific resources selected for K12, careers, business, and more.

*If your library uses a link like this http://vtonlinelib.org/home.php?loc=vol\_m761c,* you do not need to change anything!

*If your library uses a link like this http://infotrac.galegroup.com/itweb/vol\_m761c* we recommend changing it to *http://vtonlinelib.org/home.php?loc=vol\_m761c* [using your own VUC# code]

*If your library doesn’t have a website of its own*, spread the word about <http://vtonlinelib.org>. Post it on social media, share it, email it, write it down, send it out!

* Post links to specific **subject areas,** to highlight resources that are of interest in your community:

Career and Job Resources          <http://vtonlinelib.org/career.php>

eBooks (non-fiction)                 <http://vtonlinelib.org/ebooks.php>

K12 Resources                              <http://vtonlinelib.org/k12.php>

Newspapers & Magazines           <http://vtonlinelib.org/eresources.php>

Small Business Resources            <http://vtonlinelib.org/smallbusiness.php>

Browse by user group or topic   <http://vtonlinelib.org/persona.php>

* To feature particular resources, use the **direct URLs** for each one. Visit <http://galesupport.com/vol/lookup.php> and enter your library’s name to generate a list of all the URLs for your VOL resources. Simply copy the ones you need, and add them to your website!

*TIP*: Post **database icons** with the URL as a hyperlink for greater “findability” and visual interest. <http://support.gale.com/icon> Enter your library’s Location ID or VUC# code (example: vol\_m761c). Then scroll to the resource of your choice and right-click to save the image.

*If you already use direct URLs for your library’s VOL resources,* you do not need to change anything! Your links will now feature easier authentication (see below) for your users.

* Use colorful **widgets** to lead into resources <http://support.gale.com/widgets> and enter your library’s Location ID or VUC# code (ex. vol\_m761c). Then scroll to the resource of your choice and choose the type of coding needed for your website.

**How will users be authenticated for access?**

 **In Vermont: No Authentication Needed**

* Automatic technology called Geo-IP will figure out if the IP address of the computer, tablet, or other device is an IP address known to originate **within Vermont**. Once the user’s IP address is identified as originating within Vermont, or the user shares their location, they can get started using VOL resources accessible to the closest VOL library.
	+ **Library computers** will be prompted regarding location services. Please select **allow always**.

  **Outside Vermont: Password or Other Identifying Information**

* In the event that the local library is not identified, or if the user is located **outside of Vermont**, they may be required to use a password or enter other identifying information like a library card number, barcode, or student ID number.

**Where can librarians get more information on the VOL resources?**

Visit the **support site** to find a variety of tools <http://galesupport.com/state/vol/>

* Training webinars and tutorial videos
* MARC records for ebooks
* Promotional tools
* Usage reports
* Database information handouts

**How do I check usage statistics on the Gale resources?**

Pull reports at Gale Admin <http://admin.galegroup.com/galeadmin/login.gale>

*Don’t know your library’s Gale Admin credentials?* Contact Mara Siegel for assistance: mara.siegel@vermont.gov

**Are there any upcoming training opportunities?**

Yes! Sign up for these free webinars, led by a Gale education specialist:

* **Get to Know Your Vermont Online Library Gale Resources!**

*Wednesday, February 15, 9:30-10:15 am*

Are you new to Vermont Online Library’s Gale resources? Are you looking to support your patrons with their educational and career needs, personal interests, and research skills? Join this session to explore Vermont Online Library’s cutting-edge online resources and features from Gale, and walk away with quick tips to connect your users (and yourself) with authoritative content at lightning-quick speeds! We’ll cover go-to tools and shared features as we review available Gale resources. You’ll learn how to leverage key resources and tools in patron interactions, during library programming, and beyond!

***To register, please visit:*** [***https://cengage.webex.com/cengage/onstage/g.php?PRID=59987677082877374cf3b9a94e138c90***](https://cengage.webex.com/cengage/onstage/g.php?PRID=59987677082877374cf3b9a94e138c90)

* **Vermont Online Library Gale Support Tools**

*Friday, March 3, 9:30-10:15 am*

Join this session to learn about the materials and tools available to support your success using your Vermont Online Library Gale resources. You’ll learn how to customize your Gale Admin settings for success, access usage statistics, and explore resources to support training and promotion.

***To register, please visit:*** [***https://cengage.webex.com/cengage/onstage/g.php?PRID=59987677082877374cf3b9a94e138c90***](https://cengage.webex.com/cengage/onstage/g.php?PRID=59987677082877374cf3b9a94e138c90)

Watch for announcements from VOL for any further trainings.

**How can I advertise our VOL resources?**

Log in to [www.galepromo.com](http://www.galepromo.com) with your pre-existing credentials, or the following:

 Username: gale112825

 Password: 112825

Click on “Easy Creation” and then choose “Vermont Library”. Select an item and follow the steps to place a free order for printed materials.

**Whom can I contact if I have questions?**

* Mara Siegel, Continuing Education Coordinator

mara.siegel@state.vt.us

802-828-2727

* Gale Technical Support

Gale.TechnicalSupport@cengage.com

1-800-877-4253 option 4

* Gale Customer Success Manager

Gale.CustomerSuccess@cengage.com