
eLibrary User Guide

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789 E. Eisenhower Parkway
P.O. Box 1346
Ann Arbor, MI 48106
1.800.521.0660
www.proquestk12.com

1. Welcome to eLibrary

What is eLibrary?

[eLibrary](#) stands alone as both a top-quality K-12 research tool, as well as a curriculum-focused, standards- and reading level-aligned online learning solution. It was designed from the ground up to help students find the information they need, plus enable educators and librarians to significantly increase student achievement and teacher effectiveness.

Top-quality Research

eLibrary provides relevant, reliable digital content designed to support K-12 research and study. Students can find the answers they need from more than 2,000 full-text magazines, newspapers, books, and transcripts—plus thousands of maps, pictures, weblinks, and audio/video files.

Best of all, eLibrary’s user-friendly interface makes research easy. eLibrary provides users with an efficient and intuitive online research environment. Because the system utilizes straightforward search and browse methods, users can begin conducting research with virtually no orientation and find documents within seconds. Plus, users can link to eLibrary 24 hours a day through any computer with web browsing capabilities, gaining access to thousands of top-quality sources and millions of documents.

To locate information, users browse through a diverse hierarchy of topics or send search queries in natural language or Boolean format. Advanced search methods and optional features enable the user to further refine a search query by limiting to a specific date, publication, reading level or Lexile, author, and more. Supplemental resources and website links enhance the researcher’s success, and many tools create a convenient searching environment.

Integrated 21st-Century Tools

Timeline tools, slideshow-makers, and personalization features promote mash-ups and collaboration, and help strengthen [21st-century information skills](#).

With eLibrary, you don't just get results. Learners now get answers via expert editorial input that helps students understand the context of a topic and see the best ways to explore and [differentiate instruction](#).

State/National & Canadian Provincial Standards Correlation Tool

eLibrary’s standards-based searching allows educators to locate resources by content standard and learning benchmark. Our proprietary, patented correlation technology allows the knowledge database to update constantly as content and standards change. The feature is now available in all eLibrary and eLibrary Curriculum Edition versions. The feature covers many core curricula subjects and includes state and national standards for English Language Arts, Mathematics, Sciences, and Social Studies/Sciences—plus national standards for Technology and Health.

Standards-based searching saves time for educators during the lesson-planning process. It provides students with targeted, on-task information and ensures that library resources are aligned directly to learning benchmarks. The searches are dynamic so that the results are always current. You can learn more about standards searching by viewing this [PowerPoint file](#).

Reading Level or Lexile Score Tool

Every eLibrary resource is searchable based on its reading level or [Lexile score](#) (as determined by your local configuration settings). The Lexile Framework for Reading is a scientific approach to measuring text difficulty and reading ability, putting both texts and readers on the same scale to accurately match readers to texts. The Lexile measure can be used both to promote reading progress and to assign the right level of reading materials in other curriculum areas.

These features provide schools with a vast pool of reliable, targeted content to augment existing curriculum materials. For the first time, educators can access standards- and reading level-aligned full-text periodical articles, reference works, primary sources, websites, maps, pictures, audio/video, transcripts, and more in a single search. Plus, unlike other databases, the web content is monitored and reviewed hourly by ProQuest editors to ensure it's safe and appropriate for the classroom.

Find out [more about Lexiles](#) and how eLibrary can enhance your research experience and curriculum by reviewing this PowerPoint presentation.

Bookcart: Lesson Module Creation Tool

[Bookcarts](#) are a special eLibrary tool that makes it easy for educators to integrate eLibrary into daily classroom use and create custom assessments. The tool provides point-and-click templates for building reading lists, project pages, lesson plans, and pre- and post-assignment assessments with eLibrary content. Educators can embed links to relevant publications, articles, multimedia, and more.

Teachers and library media specialists can utilize the Carts tool to pre-select a collection of reference materials and store them in special Bookcart lists that are accessible to the users of eLibrary. To help you get started, our team has created a collection of hundreds of professional Bookcarts that support teacher and student research needs across the curriculum, and at all levels of learning. This standards-based collection is yours to copy in less than five minutes and then and share with your teachers and school leaders.

Educators like Bookcarts because they help manage research activities, save classroom and library time, and ensure the relevance and quality of learning resources. Students tell us they like Bookcarts because they speed access to relevant online information to help them complete assignments. Librarians are the strongest proponents of Bookcarts because students must search and use critical thinking to decide which 25+ resources in each Bookcart are the best to use.

For a list of the 700+ model Bookcarts available to your school, [connect here](#).

For instructions on how to copy these Bookcarts to your collection, [view our tutorials](#). Be sure to turn up the volume on your computer.

Be sure to retrieve our quick start guide to making your first Bookcart, and our in-depth curriculum guide to get dozens of ideas for making effective lessons with the tool (PDF):

<http://www.proquestk12.com/go/BookcartQSG>

<http://www.proquestk12.com/go/BookcartCurrGuide>

What information is available in eLibrary?

Full-text documents and graphics

eLibrary offers millions of 100% full-text documents in many media types. This resource pool updates daily, ensuring access to the very latest information.

eLibrary includes:

- Popular magazines and scholarly journals
- Current newspapers and newswires (daily editions and additional services)
- Television and radio transcripts
- Multimedia files (Flash animations, video and sound clips, more)
- Millions of full-color pictures and images from dozens of sources
- Full-color maps
- Hundreds of reference and historical books and documents
- Thousands of educator-reviewed editor's choice websites

Other tools and features

Additional eLibrary tools enable users to continue the research process without interruption. Some of these timesaving tools include:

- Reference materials including a dictionary, thesaurus, several atlases and almanacs, encyclopedias, and other miscellaneous volumes
- Users can search by reading level or Lexile to access relevant, grade-appropriate information more quickly
- K-12 topic indexing that connects students to tens of thousands of topics researched and studied in school
- A place to collect interesting documents during a search session (My List & My eLibrary)
- A place to access a reading list related to a specific assignment, created by a teacher or library media specialist (Bookcarts)
- Timeline generator tool
- Sort options to display search results in a preferred order
- Saving, printing, and emailing capabilities
- Context-sensitive online help

Additional educator and researcher materials can be found on our K-12 website:
<http://www.proquestk12.com>

What does this manual cover?

Content

This manual explains how to use eLibrary to conduct research. The manual presents information in the chronology of a research session, and then ends with additional features and tools. Specifically, the manual follows the path below:

- Login procedure (standard eLibrary and eLibrary Teacher Editions)
- Navigational tips
- How to find a list of possible sources, both search and browse methods
- What to do in a search results list
- What to do in a full-text document
- How to use other tools and features, such as MyList, Bookcarts, printing, emailing, Reference, and more
- How to cite online materials obtained from eLibrary
- An appendix providing Boolean search tips

Manual conventions

This manual uses an *italic* font to signify a button name, a text box label, a tab name, or an item listed in a menu. Text that the user types into eLibrary appears in this font.

Manual photocopy permission

ProQuest authorizes customers with current eLibrary licenses to photocopy this manual for use with educators and researchers.

2. Entering & Navigating eLibrary

How to sign on to eLibrary: Direct Method

1. In your web browser, type the following web address:
<http://elibrary.bigchalk.com>
2. If prompted, type your user name and password into the appropriate fields.
3. Click *submit*. The main eLibrary search page will appear.

How to sign on to eLibrary: proquestk12.com

Depending on how your access was set up, you may also connect to eLibrary by:

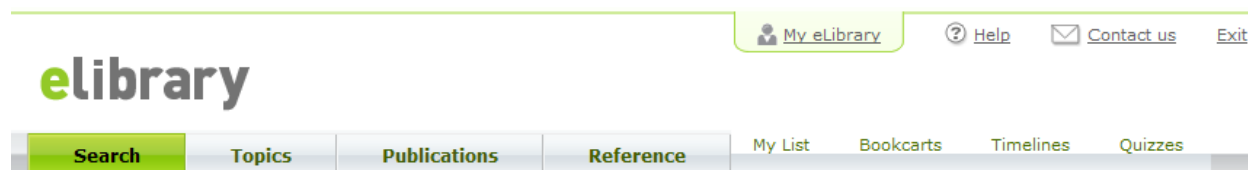
1. Link to: <http://www.proquestk12.com>



2. Type your user name and password into the appropriate fields.
3. Click the *My Products Page* button.
4. Your My Products page will appear. Click your eLibrary access link to continue.

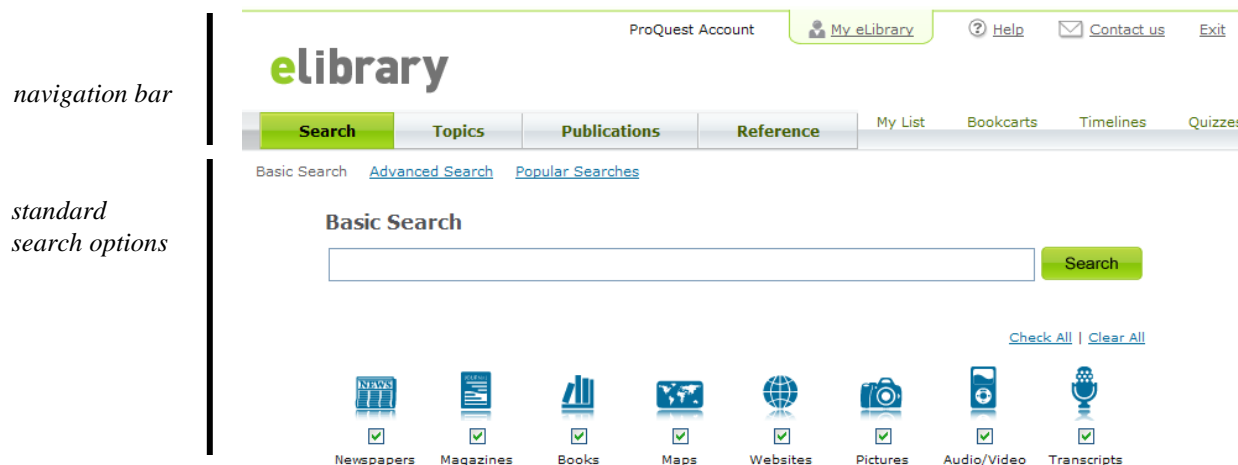
eLibrary Navigation bar

The navigation bar contains tabs that connect to the main sections of eLibrary. The navigation bar is visible from almost all pages, enabling the user to move directly from one section to the next. (Each function is described in more detail in the next few pages.)



3. How to find information

Understanding the main search page



About the navigation bar

The navigation bar connects users to the main eLibrary sections:

- *search* tab – Links to the standard search method (shown above)
- *topics* tab – Links to a research technique known as topic browse, where users browse through lists of topics and subtopics to locate information
- *reference* tab – Links to reference tools such as a dictionary, thesaurus, almanacs, atlases, encyclopedias, and more
- *My List* button – Connects to a temporary storage place for documents or weblinks that a user wants to review later in the research session, use in a bibliography, or add to a Bookcart
- *Bookcarts* and *Quizzes* buttons – Offers point-and-click templates for building reading lists, project pages, lessons, and assessments with eLibrary content
- *Timelines* button – Allows users to create graphical timelines
- *My eLibrary* button – A customized storage area for each eLibrary user, includes saved My Lists, Timelines, slideshows, and access to BookCarts/BookCart Admin.
- *help* button – Opens context-sensitive guidance on searching with eLibrary
- *Contact us* button – Opens an online form to submit questions and feedback
- *exit* button – Enables the user to log out of eLibrary

About the standard eLibrary Search page

This main page offers a single search box where users can enter a natural language search (*What causes red tides?*) or Boolean operators search (*Obama and inauguration*). It also provides the selection list of media types to allow a research to select one or more sources.

Users can also see the most timely, popular queries by selecting *Popular Searches*.

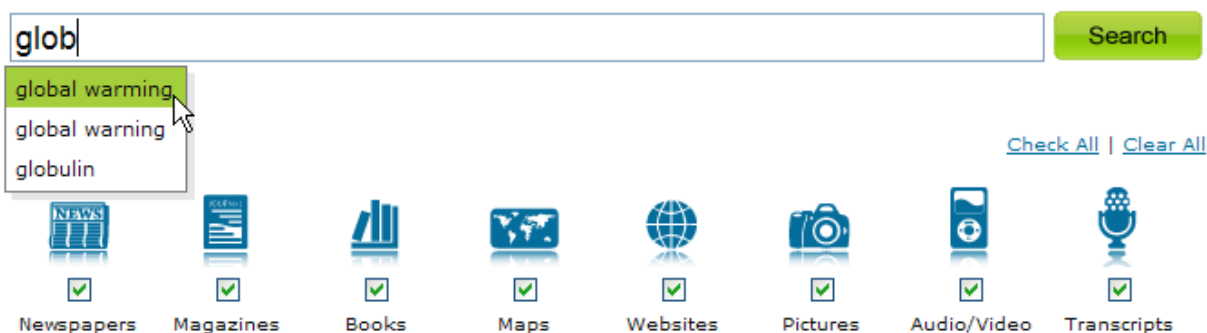
About the advanced search section

To access Advanced search features, users should click the *Advanced search* link in the top-left corner of the standard Search page. This page provides additional search fields and drop-down options to further narrow a query, by topic or state/national/Canadian standards, dates, lexile reading level, and much more.

How to use basic, advanced, and standards searching

Basic Search

Basic Search



1. With the *search* tab selected, type a search term in the search box. Note the auto-complete feature in action, which helps users enter their query and find related search terms with the same root letters quickly and automatically.

Users can format their search term(s) as a natural language question or as keywords linked by Boolean operators (AND, OR, NOT).

- o Natural language examples:

Why do birds fly

What causes flooding

- o Boolean operator examples:

invention AND ginger NOT spice

"umbrella tree*" OR schefflera

soccer OR football NOT NFL

See the Appendix for more details on Boolean operator searching.

2. In the Choose source type section, check the types of media to be searched. (All media types are checked by default.)

3. Click the *Search* button. Matching search results will appear.

1 [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [Next »](#) [Last](#)

There are 25 results listed per page, with clickable page numbers at the bottom (shown above) to allow you to navigate.










Advanced searching

[Basic Search](#) [Advanced Search](#) [Popular Searches](#)

Advanced Search

[Search](#)
[Create Your Query](#)


Search Type: Natural Language Search Boolean Search

| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
|  <input checked="" type="checkbox"/> |  <input checked="" type="checkbox"/> |  <input checked="" type="checkbox"/> |  <input checked="" type="checkbox"/> |  <input checked="" type="checkbox"/> |  <input checked="" type="checkbox"/> |  <input checked="" type="checkbox"/> |  <input checked="" type="checkbox"/> | Check All Clear All |
| <input type="checkbox"/> Include newspaper articles older than 90 days | | | | | | | | |
| <input type="checkbox"/> Search within scholarly journals only  | | | | | | | | |

Advanced searching can also be done via the *search* tab. Click the Advanced Search link in the upper left-hand corner to open these features to view.

It consists of additional search fields and special options that refine a search. Each option is described below.

Search Type: Natural Language Search Boolean Search

- *Search Type* – Allows the user to select a specific search type, either Natural Language or Boolean Search.
 - Include newspaper articles older than 90 days
 - Search within scholarly journals only 
- *Newspapers & Journals* – Clicking the next pair of boxes will enable eLibrary to either delve into its full backfile of newspaper content, or limit the search the scholarly publications only.

More Search Options

Date Range: Start:

End:

Topic: [Select a topic](#)

- **Date Range** – Limits a search to a date or date range.

Topic: [Select a topic](#)

- **Topic** – Allows the user to select a specific topic from the *topic browse* tab, then return to the *search* tab and conduct a search that's limited to this topic.

For example, if a user clicks the *Select a topic* link and follows a topic path, the user can click a special link on a topic results screen to confine a new search to the topic.

Once the *search within this topic* link is clicked, the user is automatically returned to the Advanced search page, and the advanced search area will look like this:

Topic: [Select a topic](#)

The user can then conduct an advanced search focused on this topic.

- **Document Title** – Searches just the titles of materials within eLibrary
Type a title or portion of a title, and then click the *Search* button. This can be used as a stand-alone search method or in combination with other search methods.
- **Reading Level** – Limits a search to a specific reading level
Open the drop-down box and select the appropriate level. (*All* is the default.) Note that the by grade option is selected by default. Lexiles can also be added based on your local configuration settings.
- **Publication** – Locates materials from a specific source publication
Enter part of a Publication's name or click the *Select a publication* button. This can be used as a stand-alone search method, or in combination with other search methods. For example, you may wish to enter *water OR drought* in the *Enter keywords* field, and *Jerusalem* in the *Publication* field to find all references to water or drought in the *Jerusalem Post* newspaper.

- *Author's Name* – Locates materials written by a specific author

Type a name, then click the *search* button. This can be used as a stand-alone search method or in combination with other search methods.

Standards searching

[Search National and State Standards](#)



The final advanced search option, found below all other Advanced search options, is the national/state/Canadian Provincial standards search.

1. Click this link to begin your advanced search.

State and National Standards

Find topics, Web sites and articles that match the curriculum standards for your state.

Select State:

National
North Dakota
Oregon
Pennsylvania
South Carolina
South Dakota
Tennessee
Texas
Virginia
Washington
Wisconsin
National

Standards for Social Studies (NCSS) GO

2. Select your state from the Select State drop-down list.

Select Subject:

TEKS Language Arts & Reading
TEKS Language Arts & Reading
TEKS Mathematics
TEKS Science
TEKS Social Studies & Economics
TEKS Technology Applications Essential Knowledge and Skills

GO

3. Next, select your Subject from the Select Subject drop-down list.
4. Click the GO button to continue.

State and National Standards

TEKS Science

- ▼ 112.22. Science, Grade 6
 - Knowledge and skills
 - ▶ (6.1) Scientific processes. The student conducts field and laboratory investigations using safe, environmentally appropriate, and ethical practices [112.22. Science, Grade 6; b]. [See resources](#)
 - ▶ (6.2) Scientific processes. The student uses scientific inquiry methods during field and laboratory investigations [112.22. Science, Grade 6; b]. [See resources](#)
 - ▶ (6.3) Scientific processes. The student uses critical thinking and scientific problem solving to make informed decisions [112.22. Science, Grade 6; b]. [See resources](#)
 - ▶ (6.4) Scientific processes. The student knows how to use a variety of tools and methods to conduct science inquiry [112.22. Science, Grade 6; b]. [See resources](#)

5. A list of the related standards will appear. Click the small triangles to open and close each standard, node, or sub-node.
6. When you locate a standard you wish to find eLibrary resources to illuminate, click a *See resources* link.

TEKS Science

112.22. Science, Grade 6

Knowledge and skills

(6.14) Science concepts. The student knows the structures and functions of Earth systems [112.22. Science, Grade 6; b].

eLibrary

[Science >> Earth Sciences >> Hydrological Sciences >> Special Topics >> Hydrologic \(Water\) Cycle](#)
[Science >> Earth Sciences >> Introduction >> Earth Science Overview](#)
[Science >> Life Sciences \(Biology\) >> Ecology >> Biogeography >> Biomes >> Biome Basics](#)
[Science >> Earth Sciences >> Paleontology >> Introduction](#)
[Science >> Physical Sciences >> Physics >> Advanced Topics >> Geophysics](#)
[Science >> Life Sciences \(Biology\) >> Evolutionary Biology >> Introduction >> Natural Selection](#)
[Science >> Science in the World >> Science & Society](#)
[Science >> Resources >> Science Careers](#)

7. A set of topic browse links will appear.

ProQuest Account My eLibrary Help Contact us Exit

eLibrary

Search Topics **Publications** Reference My List Bookcarts Timelines Quizzes

Publications

Find Publication Any type Search

View all Publications

By Name By Type By Subject

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

0-9

- [101 Things You Don't Know About Science and No One Else Does Either](#)
- [1600 Pennsylvania Avenue with David Gregory](#)
- [1998 Canadian Global Almanac](#)

To locate a specific publication and issue

1. Click the *Publications* tab.
2. To change source types, click the By Type or By Subject tabs below the search box. Note that eLibrary shows you “all Publications” by default.
3. To locate a specific source title, use your vertical scroll bar to browse through the list.

OR

If you want to browse within a particular alphabetical section, click the appropriate letter in the horizontal alphabet bar. This takes you directly to the first title listed under that letter. Scroll through that portion of the list to locate the desired title.

4. Click the desired title to access a list of available issues for this source. Notice that the most current issues appear at the top of the page. When prior years are available, they appear below.
5. If you want an earlier year, click the + next to the year desired. Continue to click +’s until a list of available issues appears.

The New York Times

January 1, 1984 - March 3, 2009

[Expand All](#) [Collapse All](#)

- 2009
 - March
 - March 3, 2009
 - March 1, 2009
 - February
 - January
- 2008
- 2007

 [Search within this publication](#)

Type: Newspapers & Newswires
Frequency: Daily
Subject: News

6. Select an issue to see a list of articles available from that issue.

Issue Results

"The New York Times; 03 Mar 2009" [Return to Issue](#)
[Browse](#)

Showing 25 results of 217 [Preferences](#)


Sort results by:


Date


Date range:


03 Mar 2009 to 03 Mar 2009


- [Search for documents from a specific time period](#)
- [Update results to include newspaper articles older than 90 days](#)

- 
1. [2 Schools Bloomberg Started Cited for Poor Performance](#) The New York Times Gootman, Elissa
 Date: 03 Mar 2009 | Lexile Score: 0 | Size: 3K | Add to MyList

- 
2. [A 'Stone' Cold Victory On Sunday For CBS](#) The New York Times Toff, Benjamin
 Date: 03 Mar 2009 | Lexile Score: 0 | Size: 1K | Add to MyList

- 
3. [A Far Cry From the Previous Job but ...](#) The New York Times
 Date: 03 Mar 2009 | Lexile Score: 0 | Size: 4K | Add to MyList

- 
4. [A Fill-In on Cable News Is Thrust Into Host's Chair](#) The New York Times Stelter, Brian
 Date: 03 Mar 2009 | Lexile Score: 0 | Size: 6K | Add to MyList

- 
5. [A Howling March](#) The New York Times
 Date: 03 Mar 2009 | Lexile Score: 0 | Size: 1K | Add to MyList

How to use the topic browse method

This method locates materials that have been conveniently classified by topic. It also locates links to editor's choice websites that ProQuest recommends to supplement the information found in eLibrary.

It's important to note that eLibrary's topic browse/search capability sets it apart from standard web searching tools (like Google) and traditional databases offered by other companies. eLibrary users can use this search method to retrieve much more reliable, relevant, vetted information, since we've indexed our resources into tens of thousands of topics related to K-12 curriculum, homework, and student interest.

This is in contrast to other online tools that are both *not* indexed and are *only* keyword searchable.

In addition, when you conduct a topic search or browse, your results list will display eLibrary resources that are *weighted*. That is, the very best resources related to your topic search/browse will automatically appear at the top of your results list. Those weighted highest will display a longer green bar and appear closer to the top; those weighted lower will display a shorter green bar and appear further down on your list. This "weighting" system is unique to eLibrary and cannot be found anywhere else.

To use the topic browse method, click the *topics* tab on the navigation bar.

The screenshot shows the eLibrary website interface. At the top, there is a navigation bar with tabs for Search, Topics, Publications, Reference, My List, Bookcarts, Timelines, and Quizzes. The 'Topics' tab is highlighted in green. To the right of the navigation bar, there are links for ProQuest Account, My eLibrary, Help, and Contact us. Below the navigation bar, the 'Topics' section is displayed. On the left, a vertical arrow labeled 'topic search' points to a search box with the text 'Search Topic' and a 'Search' button. On the right, a vertical arrow labeled 'topic tree' points to a 'Browse by Topic' section. This section lists several topic categories with sub-links: Arts (Art Projects & Activities, Artists, Literature, Performing Arts ...), English Language Arts (Alphabet, Words & Reading, English as a Foreign Language (EFL/ESL), Featured Topics, Grammar Subject Tree ...), History (Canadian History, Historiography, History: Special Subjects, Resources ...), Physical Education & Sports (First Aid, Fitness, Healthy Mind & Body, Rescue ...), Mathematics (Advanced Topics, Algebra, Geometry, Math Basics ...), and Social Sciences (Anthropology, Archaeology, Business, Communications ...).

You can either use the Topic Search or Topic Tree method to reach information listed within a topic. You may also click the Search by national/state standards link to kick off a topic that will find information related to a specific standard node. (See above for a demonstration of standards searching, found under *Advanced search*.)

Topic tree

1. Click a topic. This opens a list of related sub-topics.

Browse by Topic

[Topics home](#) > [History](#) ([View results](#))

[Canadian History](#) ([View results](#))

- [Constitutional History](#) ([View results](#))
- [History by Period](#) ([View results](#))
- [Leaders & Personalities](#) ([View results](#))
- [Native Peoples](#) ([View results](#))
- [Provinces & Territories](#) ([View results](#))
- [Resources](#) ([View results](#))
- [Special Subjects](#) ([View results](#))
- [Timelines & Overviews](#) ([View results](#))

[History: Special Subjects](#) ([View results](#))

- [Communications](#) ([View results](#))

[Historiography](#) ([View results](#))

- [Ancient Historiography](#) ([View results](#))
- [Medieval Historiography](#) ([View results](#))
- [Modern Historiography](#) ([View results](#))
- [Overviews](#) ([View results](#))
- [Reference](#) ([View results](#))

[United States History](#) ([View results](#))

- [Featured Topics](#) ([View results](#))
- [Games & Quizzes](#) ([View results](#))
- [History by Period](#) ([View results](#))
- [Introduction](#) ([View results](#))

Link key:

[Topic links](#)

Navigate further down the topic tree

[View results](#)

See document results for this topic

[View results](#)

Indicates that this topic has a special results page

2. Click a sub-topic; this may open an even narrower list of subtopics. Continue selecting sub-topics until you reach a list of search results by clicking *View results*. Again, note that the returned documents display the green “weight” bar measures.

Topic Results

“Nomadic Cultures” [Search within this topic](#)

Showing 1-25 of 133 results (137 in total) [Preferences](#)









[History](#) > [History: Special Subjects](#) > [Nomadic Cultures](#)

Sort results by:

Topic Relevance


Sort

Bring results type to top:

-  [Newspapers](#) (1 results)
-  [Pictures](#) (44 results)
-  [Magazines](#) (53 results)
-  [Maps](#) (0 results)
-  [Books](#) (33 results)
-  [Audio/Video](#) (0 results)
-  [Websites](#) (0 results)
-  [Transcripts](#) (2 results)

Date range:

01 Jan 1957 to 01 Nov 2008

-  [Search for documents from a specific time period](#)




1. [Jordan: Chapter 2B. Ethnic Dimensions and Language](#); Countries of the World
Irving Kaplan

 Date: 01 Jan 1991 | Lexile Score: 1430 | Size: 41K | Keyword Score: 10

Add to MyList




2. [Bedouins](#); Britannica Elementary Encyclopedia

 Date: 01 Dec 2003 | Lexile Score: 1250 | Size: 1K | Keyword Score: 8

Add to MyList



3. [nomad](#); Compton's by Britannica

 Date: 01 Dec 2005 | Lexile Score: 1270 | Size: 4K | Keyword Score: 5

Add to MyList



4. [Bedouin](#); Gage Canadian Dictionary

 Date: 01 Oct 1996 | Lexile Score: 370 | Size: 1K | Keyword Score: 5

Add to MyList

4. What to do in a results list

Understanding a results list

After a search operation, the user comes to a page that lists the resulting items. (To better understand a results list generated by a topic search/browse, see the last section.)

The screenshot shows the ProQuest eLibrary search results page for the query "iraq war". The page displays a list of 400 results, with the first six items visible. On the left side, there are three main sections: "sorting options", "sources", and "common topic matches".

sorting options: A "Sort results by:" dropdown menu is set to "Relevance" with a "Sort" button next to it.

sources: A section titled "Bring results type to top:" lists various source types with their respective result counts: Newspapers (48 results), Pictures (51 results), Magazines (203 results), Maps (6 results), Books (18 results), Audio/Video (11 results), Websites (7 results), and Transcripts (56 results).

common topic matches: A tag cloud of related terms including "Barack Obama: Biography & Chronology, Government Statements, Hussein, Saddam, Iraq Insurgency, Obama, Barack (2009-), Osama bin Laden,".

The main results list on the right contains the following items:

- 1. Tension in the Gulf** Scholastic News (Senior Edition) Smith, Steph
Date: 26 Mar 2001 | Lexile Score: 1200 | Size: 2K | Keyword Score: 100
 Add to MyList
- 2. MILITARY OBSERVER PREDICTS IRAQI WAR WILL NOT LAST LONG** Antara
Date: 20 Mar 2003 | Lexile Score: 1460 | Size: 3K | Keyword Score: 100
 Add to MyList
- 3. Interview With Sandra Mackey** CNN Saturday Carol Lin
Date: 07 Dec 2002 | Lexile Score: 1210 | Size: 4K | Keyword Score: 100
 Add to MyList
- 4. Big surprise: Hussein won** U.S. News & World Report Alan Cooperman
Date: 30 Oct 1995 | Lexile Score: 1290 | Size: 6K | Keyword Score: 100
 Add to MyList
- 5. WHO WINS IN IRAQ?** Foreign Policy Anonymous
Date: 01 Mar 2007 | Lexile Score: 1280 | Size: 36K | Keyword Score: 100
 Add to MyList
- 6. AMERICA'S OIL WARS/GULLIVER UNBOUND: AMERICA'S IMPERIAL**

A vertical arrow on the right side of the page points to the list of search results.

Sorting options section

The results list can be re-sorted several ways to suit your needs.

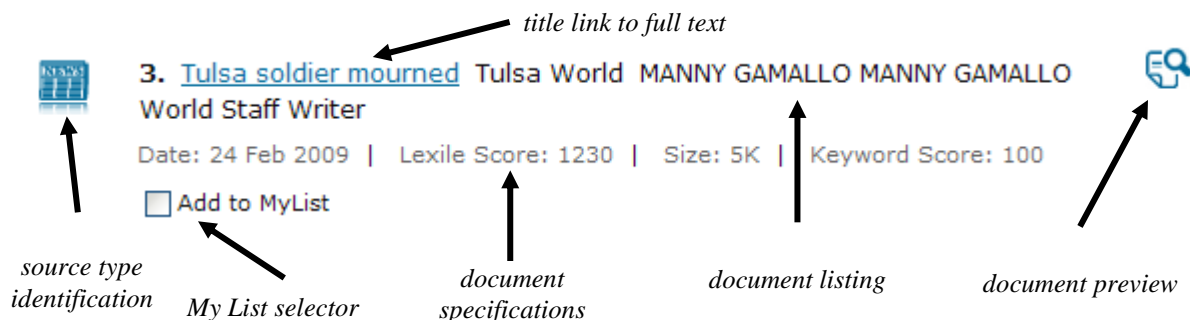
- To re-sort so titles from a specific source type display at the top of the list, just click the appropriate *sources* link on the left. The list immediately refreshes and places the selected source results at the top.
- To re-sort so the list displays results by relevance/keywords, publication date, size, reading level, title or publication, select the *Sort results by* drop-down box and select the preferred sort format. The list immediately refreshes to the requested sort format. (*Relevance* is the default sort.)
- To further refine your search, click a *common topic match* in the tag cloud on the left (the bigger the font the more closely related the topic is to your original query), or click the *refine search* link at the top.

Reference desk picks section

If a search query matches documents within our reference section, then the related items display in this section on the left side of the page. Click an item to display the document, or click *more...* to display the full list of related reference matches.

Listing detail

Shown below are details for one search result.



- **Source type identification** – This icon identifies the source type of the document. This example displays a newspaper article icon.
- **Document specifications** – This section identifies how relevant this document is to your search, the date of publication, the reading level **or** Lexile score, and the file size in kilobytes.
 - o Relevancy can range between 1 and 100, with 100 ranked as the most relevant
 - o Reading level can range between 0 and 21, with 21 as the highest reading level
 - o Lexile Score can range between 200 and 1700, with 1700 as the highest reading level
- **Document listing** – This section provides basic card catalog data, including document title, publication the document appears in, and author name(s).
- **Document preview** – Clicking this icon will display the best part of the resource and allow the user to preview its contents before clicking the link to the full item.
- **Title link to full text** – The document title links to the full text of the document. Click the title to access the full text of the item.
- **Add to My List selector** – This check box adds or removes a document from My List, the collection place for resources of interest. When the box is empty, it can be added to My List by clicking in the box. When the box displays a checkbox and is highlighted in light blue, the item already on your list and can be removed by clicking the box. (Read more about how to save your MyList sessions and store them in Bookcarts elsewhere in this guide.)

5. What to do within a document

Understanding a document page (print)

The format and features of each document (except audio/video clips) are shown below.

Top/Main Body of a document:

Document View << Previous Result | Next Result >> Back to Search Results | Show more documents like this ...

options →

✉ Email 🖨️ Print View 📄 Citation view Translate document: Select language [v] Go

document header →

A towering record, painstakingly built Senator mastered the arts of gesture, compromise Add document to MyList

Susan Milligan Susan Milligan Globe Staff. Stephen Crowley/The New York Times/
The Boston Globe
02-20-2009

to best part →

🎯 [Jump to best part of document](#)

reference lookup →

A towering record, painstakingly built Senator mastered the arts of gesture, compromise
Byline: Susan Milligan Susan Milligan Globe Staff. Stephen Crowley/The New York Times/
Edition: 3
Section: National

full text ↓

THE JOURNEY OF TED KENNEDY / PART SIX

WASHINGTON - **Ted Kennedy** had a long list of bills that he wanted to get through the Senate, and he had spent decades mastering the multilayered negotiating tactics needed to turn them into laws. His high-powered staff, by the late 1990s, had become the body's chief engine of legislation. It was like a school of government whose graduates included corporate leaders, senior White House aides, and a future Supreme Court justice, Stephen Breyer.

And by the start of 1997, Kennedy saw a chance to get Senate approval for one of his cherished goals: a new children's healthcare program, funded by a hefty hike in the tobacco tax.

As his colleagues almost unanimously conceded, he knew the Senate better than anyone else. It was a club, and he functioned as a kind of membership chairman, bestowing little kindnesses on his colleagues and keeping track of each member's personal interests.

It was hard and often tedious work, but it suited his outgoing personality - and his utter determination to expand healthcare and education.

- *to best part* bull's-eye icon – Skips to the part of the document that contains the heaviest concentration of your keywords
- *email* option button – Opens an email setup dialog box
To email this document, fill in the requested data and click the *send* button
- *Print View* option button – Reformats this document for efficient printing
To print the reformatted document, use your browser print feature.
- *Citation view* button – Displays a full, editable citation for the resource
- *Translate document* menu – Allows the user to translate the document
- *add document to My List* option button – Adds or removes document from My List
- Document header – Identifies the source of this document

- *Reference* lookup – Shortcut to look up terms that appear in the document

To look up a term in the document, highlight the word within document text, then click the *reference* tab. eLibrary immediately returns a list of reference results for that term.

- Full text – Contains the entire text of this document

Bottom of a document:

The screenshot displays the bottom section of a document page. It is divided into two main areas: 'Document info:' and 'Document topics:'.
 In the 'Document info:' section, there are four fields: 'Date: 03-01-2009', 'Size: 1 Kb', 'Lexile Score: 0' (with a question mark icon), and 'Volume: 37'. Below these is the 'ISSN: 00916358'. At the bottom of this section is a link labeled 'PDF'.
 The 'Document topics:' section contains three horizontal bars, each with a series of vertical bars of varying lengths representing 'weight'. Each bar is followed by a breadcrumb-style link: 'Science > Earth Sciences > Astronomy > Telescopes & Observatories'. The second bar adds '> Ground-Based Observatories' and the third adds '> Space-Based Observatories'.
 Three arrows point from text labels to specific elements: 'document information' points to the 'Document info:' header, 'Adobe Acrobat PDF version' points to the 'PDF' link, and 'document topics' points to the first topic bar.

- *document topics* – Displays a set of topics related to the document being displayed listed in order of their “weight”; click any topic or sub-topic to jump to related resources
- *document information* – Shows vital information about the document
- *PDF* – Clicking this link displays an Adobe Acrobat version of the document, as it appeared in the original publication (more on finding PDFs can be [found here](#) and to see a list of eLibrary titles that offer Adobe Acrobat PDF versions of its content [click here](#))

ProQuest Account My eLibrary Help Contact us Exit

eLibrary

Search Topics Publications Reference My List Bookcarts Timelines Quizzes

Return to Results

CHEAP OIL: GOOD NEWS & BAD NEWS
Patricia Smith
New York Times Upfront; Feb 16, 2009; 141, 10; ProQuest Direct Complete
pg. 6

THE ECONOMY

PAYING LESS AT THE PUMP FEELS GREAT, BUT THERE'S A REAL DOWNSIDE. HERE'S WHY GAS AT \$2 A GALLON ISN'T THE CAUSE FOR CELEBRATION IT APPEARS TO BE.

BY PATRICIA SMITH

Understanding a document page (audio / video)

Working with an audio/video document page is the same as working with a printed document page, with one exception. The audio/video page includes an audio/video clip. The audio/video clip may be classified as "video" or "3D animation."

Search Results "Apollo 7 launch" [Refine search](#) Showing - of 11 results (11 in total) [Preferences](#)

Sort results by:
Keyword Score [Sort](#)

Bring results type to top:

- Newspapers (0 results)
- Pictures (0 results)
- Magazines (0 results)
- Maps (0 results)
- Books (0 results)
- Audio/Video (11 results)
- Websites (0 results)

1. [SPACE PROGRAM: Apollo 7 launch](#) MPI Video
Date: 11 Oct 1968 | Lexile Score: none | Size: 1K | Keyword Score: 100
 Add to MyList
2. [SPACE: Apollo 7 launch](#) MPI Video
Date: 11 Oct 1968 | Lexile Score: none | Size: 1K | Keyword Score: 100
 Add to MyList
3. [SPACE PROGRAM: Apollo 7 Mission](#) MPI Video
Date: 11 Oct 1968 | Lexile Score: none | Size: 1K | Keyword Score: 97
 Add to MyList

Video format

The video version displays a *view video* icon within the document, as shown below.

*** VIDEO WILL TAKE SEVERAL SECONDS TO LOAD ***

- This clip is 1.1 MBs.
- At a T1 connection speed, it should take about 6 seconds to download.
- At a 768Kbps connection speed, it should take about 12 seconds to download.



Select the *view video* icon to open the video play box. Use controls near the bottom to operate the video.

3D animation procedure

The 3D animation format opens with a QuickTime logo displayed rather than the *view video* icon. Within a few seconds, the logo refreshes automatically to display the video through a QuickTime plug-in. If this plug-in is not installed on your system, a message appears to assist in the plug-in download process.

Some videos may appear with a *view video* icon to the right. If you wish to view in a larger, more flexible environment, click this icon; within a moment, the player opens in another window.

"OLD FAITHFUL" ISN'T QUITE AS RELIABLE THESE DAYS...THE WELL-KNOWN GEYSER IN YELLOWSTONE NATIONAL PARK HAS SLOWED DOWN

Add document to MyList

3D Animation
07-28-1995

video image



*video controls:
volume, play,
reverse, forward,
about*

video transcript

"OLD FAITHFUL" ISN'T QUITE AS RELIABLE THESE DAYS...THE WELL-KNOWN GEYSER IN YELLOWSTONE NATIONAL PARK HAS SLOWED DOWN

TRANSCRIPT:

"OLD FAITHFUL" ISN'T QUITE AS RELIABLE THESE DAYS...THE WELL-KNOWN GEYSER IN YELLOWSTONE NATIONAL PARK HAS SLOWED DOWN RECENTLY...HERE'S A LOOK AT THIS NATURAL PHENOMENON..THE GEYSER.

(Voice Over):

GEYSERS FORM WHERE NARROW CHANNELS REACH FROM THE EARTH'S SURFACE DEEP INSIDE. COLD WATER SEEPS IN AND EVENTUALLY REACHES VERY HOT ROCKS...WHERE IT HEATS UP. STEAM FORMS, PUSHING UPWARD...BUT CAN'T ESCAPE BECAUSE OF THE COLD WATER'S WEIGHT. ONCE PRESSURE BUILDS...COLD WATER PUSHES UP... EXPLODING STEAM AND HOT WATER OUT OF THE GEYSER.

"OLD FAITHFUL" USUALLY ERUPTS ABOUT EVERY SEVENTY-FIVE MINUTES ...THE AVERAGE TIME BETWEEN ERUPTIONS IS NOW MORE THAN EIGHTY MINUTES...ONE GEOLOGIST THINKS A SERIES OF SMALL EARTHQUAKES MIGHT HAVE SHIFTED THE EARTH'S CRUST ENOUGH TO AFFECT THIS NATURAL UNDERGROUND PLUMBING THAT FEEDS GEYSERS.

*menu bar with
control options*



*video play controls:
to beginning, reverse,
play, forward, to end*

6. How to use other features and tools

Reference Desk (Reference tab)

The Reference Desk feature is accessed through the *reference* tab on the navigation bar. Reference contains reference sources to supplement research. These reference sources include such tools as a dictionary, thesaurus, encyclopedias, almanacs, atlases, an occupational handbook, dictionaries of science and medicine, and more.

For a complete listing of publications contained in the Reference, select the *View Reference Desk Sources* link. You can use Reference for standalone searches as explained below, or you can highlight a term in a document, and then click the *Reference* tab to quickly access any reference data available on a selected term.

ProQuest Account My eLibrary Help

eLibrary

Search Topics Publications **Reference** My List Bookcarts Timelines Quizzes

Search [Reference Desk Sources](#)

Reference Search

Search

Dictionary
 Thesaurus
 Encyclopedia
 Almanac
 Atlas
 Other

[Check All](#)
[Clear All](#)

[View Reference Desk Sources](#)

To locate reference data in a standalone search

1. Type a keyword term in the *Enter keywords* box.
2. In the *Choose sources* section, check any boxes that you want to include in your reference search (by default, all sources are selected).
3. Click the *Search* button. A list of search results will appear.
4. Work with the search results.

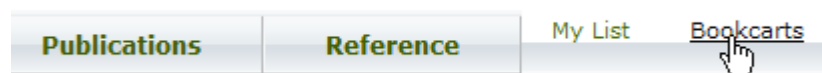
My eLibrary & BookCarts

No matter which version of [eLibrary](#) your school receives, the integrated BookCart tool makes it easy for you and others to integrate digital resources and assessments into daily classroom use. This tool provides point-and-click templates for building standards- and Lexile-correlated quizzes, library reading lists, class or individual project pages, and (of particular interest to teachers) lesson plans for inquiry-based learning activities powered by eLibrary and other online library reference content. View our [lesson planning](#) guide.

Educators can use BookCarts to pre-select a collection of eLibrary resources and store them in special online webpages that are accessible to students. BookCarts can incorporate links to relevant publications, articles (from eLibrary, SIRS, or any other online reference source that offers durable links), photos, maps, multimedia files, and our Homework Central websites or favorite open-web links. Best of all, Carts can be shared by teachers in the same school, or any school in a district. (Full [BookCart tool details](#) can be accessed here.)

Accessing & Viewing Existing Carts

To access BookCarts, click the *Bookcarts* link on the eLibrary navigation bar. A list of your existing school Bookcarts appears.



Click on a BookCart to continue. (If your school has not yet created any BookCarts, you should copy some of our models [using this method](#). See below for directions.)

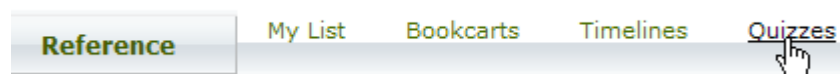
Bookcarts - Bigchalk Employee School [Other District Schools](#)

Search bookcarts: Title

| Folders: | Title ▼ | Subject ▼ | Author ▼ |
|--|---|----------------------------|-------------------|
| <ul style="list-style-type: none"> All Bookcarts Biographies | 17th Century Ships and Shipwrecks | World History & Technology | BookCart, Trainer |

After clicking a BookCart, a page opens that contains links to the materials available for the lesson plan, assignment, reading list, current event, etc. This page might include a list of sources like selected magazines or newspapers, a reading list of specific documents, or a list of related teacher favorite or Editor's Choice websites.

To access assessments, known as QuizCarts, click the *Quizzes* link on the eLibrary navigation bar. A list of your existing assessments (QuizCarts) will appear.



Part 1: Creating & Editing Carts


As a school staffer (teacher, librarian, technology coordinator, etc.), your eLibrary subscription includes access the ability to create a special My eLibrary login that has administrative privileges.

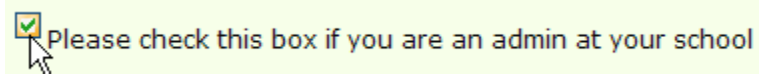
This means that once you access eLibrary, you can click a secondary My eLibrary link to login to a unique My eLibrary account and gain the ability to create and manage BookCarts, QuizCarts, stored eLibrary timelines and My Lists, plus more. **Once all eLibrary users are moved to the new "green" eLibrary interface in July 2009, this will be the preferred method of creating Carts and working with all of the newest interactive features in eLibrary.**

Inside your My eLibrary area, you'll have the ability to:

- a. Access the BookCart Administration tool to create new BookCarts/QuizCarts, delete existing Carts, restore deleted BookCarts, import District BookCarts, create folders to hold sets of BookCarts or QuizCarts, and copy our [model activities](#). (See below.)
- b. Once you've logged into your My eLibrary account you may use our special Teacher Edition links to more quickly create new BookCarts using the import MyList function by completing the following steps:
 - a. Conduct searches within eLibrary
 - b. Add individual content links and search results to a MyList session
 - c. Immediately import the MyList collection into a new BookCart.
- c. Existing BookCarts can also be easily augmented using stored MyLists by accessing My eLibrary and using the *add to existing Bookcart* feature.

To begin creating a BookCart using import My List to speed the authoring process:

1. If this is the **first time** setting up a My eLibrary account, follow these steps:
 - a. Access eLibrary.
 - b. Click the *My eLibrary* link at the top. The image shows a green rounded rectangular button with a person icon and the text "My eLibrary". A mouse cursor is pointing at the button.
 - c. On the bottom of the sign in page, fill out the fields to create a new My eLibrary account.
 - d. As an educator who can create BookCarts as an administrator, check the box next to *Please check this box if you are an admin at your school*.



- e. Enter your site's Administrator Password. This password is printed in the welcome letter your school or library received from ProQuest when you signed up or renewed your subscription. (Contact your librarian or technology staff to obtain this information.)

- f. Click *Login* to continue. (Be sure to memorize your unique username and password for future reference.)
 - g. You're now logged in with your unique My eLibrary account. (Skip to section 2.c. just below to continue the BookCart authoring process.)
2. If you **already have a My eLibrary account**, follow these steps:
- a. Click My eLibrary at the top of the main search screen.
 - b. At the top, put your My eLibrary username and password in, and login.
 - c. You'll notice that you are now successfully logged in by seeing this at the top of the page:

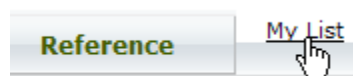


Welcome, tmclain | [My eLibrary](#) | [Logout](#)

- d. Click the *Search* tab to conduct a new search.
- e. Click the *Add to MyList* boxes to add eLibrary resources to a new MyList. You're now collecting the resources that will be inserted into your BookCart reading list, lesson plan, etc.

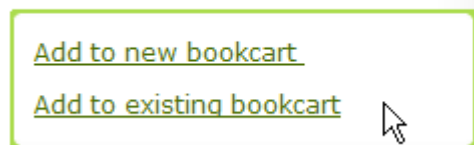


- f. Consider using the Standard Search and employing the Lexile Reading Levels search options (found under Advanced Search) to differentiate the instructional resources you select so that they meet the needs of your learners.
- g. When you are finished adding items to MyList, click the *My List* link in the top navigation bar next to Reference.



- h. Click the *Add to new BookCart* link on the left to add your current MyList session to a new BookCart.

Add List to bookcart:



- i. You may then add a name and other information to the BookCart, and save it. The BookCart is immediately available for use by eLibrary users.
3. A secondary method for adding MyList contents to a new BookCart involves using a special **eLibrary Teacher Edition link** to begin the process.

Note that beginning in July 2009, the preferred method for adding resources to a BookCart will be those mentioned under steps 1 and 2 above using **My eLibrary**. (The information below works with both with the old "blue" and new "green" versions of eLibrary.)

- a. To use an **eLibrary Teacher Edition link** to make a BookCart, click the proper link below which corresponds to the version of eLibrary your school or library receives. If you don't know which version your school offers, ask your librarian or tech staff.

**Set 1: Teacher Edition Links
(2008 "blue" eLibrary Users)**



eLibrary
<http://elibrary.bigchalk.com/teacher>

eLibrary Curriculum Edition (CE)
<http://elibrary.bigchalk.com/curriculum/teacher>

eLibrary Elementary
<http://elibrary.bigchalk.com/k6/teacher>

eLibrary Select
<http://elibrary.bigchalk.com/select/teacher>

eLibrary Consortia
<http://elibrary.bigchalk.com/consortia/teacher>

eLibrary Canada
<http://elibrary.bigchalk.com/ca/teacher>

eLibrary Curriculum Edition (CE) Canada
<http://elibrary.bigchalk.com/ce/canada/teacher>

eLibrary Australasia
<http://elibrary.bigchalk.com/au/teacher>

eLibrary Curriculum Edition (CE) Australasia
<http://elibrary.bigchalk.com/ce/australia/teacher>

**Set 2: Teacher Edition Links
(2009+ “green” eLibrary Users)**

eLibrary

<http://elibrary3.bigchalk.com/teacher>

eLibrary Curriculum Edition (CE)

<http://elibrary3.bigchalk.com/curriculum/teacher>

eLibrary Elementary

<http://elibrary3.bigchalk.com/k6/teacher>

eLibrary Select

<http://elibrary3.bigchalk.com/select/teacher>

eLibrary Consortia

<http://elibrary3.bigchalk.com/consortia/teacher>

eLibrary Canada

<http://elibrary3.bigchalk.com/ca/teacher>

eLibrary Curriculum Edition (CE) Canada

<http://elibrary3.bigchalk.com/ce/canada/teacher>

eLibrary Australasia

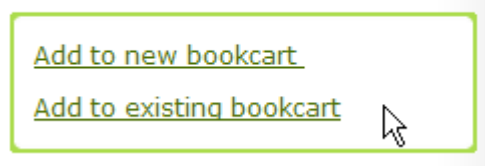
<http://elibrary3.bigchalk.com/au/teacher>

eLibrary Curriculum Edition (CE) Australasia

<http://elibrary3.bigchalk.com/ce/australia/teacher>

- b. Conduct a new search or searches.
- c. Click in the square boxes beside *Add to MyList* to copy each resource from your search results into a new MyList.
- d. When you are finished adding items to MyList, click the *My List* link at the top.
- e. Click the *Add to new bookcart* link to add your current MyList session to a new BookCart.

Add List to bookcart:



- f. You may then add a name and other information to the BookCart, and save it. The BookCart is immediately available for use by eLibrary users.

To copy ProQuest model BookCarts to your Local Carts collection:

1. **If you're brand-new to BookCarts, we recommend that you start your school's collection with ProQuest models.** These model BookCarts provide you, your fellow teachers, and your students with a vetted format and top-quality resources. They also provide a basis of experience that will motivate and guide you

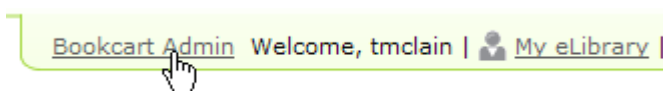
when you decide to create your own.

2. Using the Teacher Edition links (above), open BookCart Editor.
3. Click on the ProQuest Carts tab.
4. Note the folder organization on the left margin that will help you select the Carts that address your curriculum area and level.
5. Click the folder of choice and explore the collection. When you find a Cart that interests you, click the Copy icon in the Actions column to the right of the title.
6. Click Return to My Local Carts to see your new Cart. It will have "Copy of" as its prefix to distinguish it from any other Carts in your collection.
7. Click the title to open it for editing: add you name as author, delete Copy of, click the Save button at the bottom, click the My Local Carts tab to see your edited Cart.
8. Repeat the process to copy more ProQuest Carts to your collection.

The Teacher Edition feature also makes it easy to create new assessments using the QuizCart tool. In essence, QuizCarts are BookCarts containing multiple-choice questions and selected articles that should be read prior to taking the assessment. Quiz results will be scored automatically when emailed to the teacher.

To use the Teacher Edition to create a new assessment (QuizCart):

1. In your browser, access the Teacher Edition for your subscription. (See links above.)
2. Click the *BookCart Admin* link at the top.



3. Click the *create a new bookcart* tab.
4. Fill in a title for your quiz, select a grade range, type your name, enter a subject area, and input your email address.
5. Be sure to select *QUIZZES* from the pull-down *Product:* menu.
6. Scroll down to the bottom, click the **(+)** next to Quizzes, and fill in your first question. Use the pull-down menu to select the correct answer from the list.
7. Note the *Show Readings/Websites before Quiz* checkbox. If you **check** this box, you're creating a post-assessment quiz, since students can access resources prior to taking your quiz. If you **do not check** the box, you're creating a pre-assessment quiz, since students will take the quiz prior to accessing the relevant online information you've added to your quiz.
8. Click *Add*.

9. Your first question has been added. You may click the question to edit it, or, once you've added additional questions, move the question up or down in the order of appearance in your assessment, or delete questions.
10. Once you've added your questions, you may add some readings or website links to your Cart. You do this just as you would inside any BookCart, using one of two methods: Open a second browser window, access eLibrary, and copy/paste resource links and/or website addresses into the weblinks: and readings: portions of your Cart. Click the Add buttons as you go to insert the content. In addition, you may use the *My List* feature to add content links, as described in the previous section.
11. Once you've added all of your questions and readings/websites, be sure to click the *Save this BookCart* link at the bottom to store the Cart.

Part 2: Editing/Creating Carts using BookCart Admin

If you need to access existing Carts to make changes or add resources, or create new BookCarts, either access the Teacher Edition or login to your My eLibrary account.

Click the *BookCart Admin* link. Click the *My Local Carts* tab, then click the small icon to the right of any Cart you own to open it and begin to make changes/edits.

You may also click the *Create a New BookCart* link to open a blank BookCart and begin adding resources. The interface for making changes and creating a new BookCart is identical. If you're editing a BookCart, resources will already appear inside the editor. If you're creating a new BookCart, all the fields will be blank.

Type information in the Description box that will help students know what to do when they open the BookCart.

Include essential questions for critical thinking, student directions, print resource call numbers, and add a standard if appropriate.

See **above** for how to copy our model BookCart collection to your local set.

Most of these model proper use of the Description box.

You may edit the (A) title, grade range, author's last name (your last name), first name, subject and description, plus whether this is a bookcart or quiz product. You may also add your Cart to a folder, and even enter a learning standard which the content of the Cart addresses.

You may choose to make your new list either **private (B)** (e.g., accessible only to Cart administrators in your school/district, but not viewable to users, and not searchable) or **public (B)** (open to view by all users of eLibrary within your school or district.) You may change the private/public settings of your lists at any time by editing your Cart.

Once you've completed the top portion, use the rest of the form to add links to publications, selected readings, etc.

To add a publication

Select a title from the drop down list under selected publications search (C). You may choose to add all issues of each publication or select a range of dates. Click *add* to insert the publication on your list. Publications listed in a BookCart provide students with the opportunity to search for additional resources (more current) outside the BookCart. But, they will be limited to the specific publications selected by the teacher.

To add a selected reading one at a time

Copy and past the URL of any eLibrary resource (article, picture, video, etc) into the Add library documents box (D) and click *add*.

Tip: To speed the process of creating your list, open a second web browser window and access your research database. Locate a specific reading you wish to add to your new list. Copy the URL of the item from the top of this second window and paste it into the Add library documents field. Click *add* to insert it onto your list.

To add resources to an existing BookCart using MyList

You may also add a set of eLibrary resources to an existing BookCart using the MyList feature. To accomplish this:

- a. Access the Teacher Edition for your version of eLibrary, or login to your My eLibrary account.
- b. Click search, then add resources by clicking *Add to MyList* links in the results.
- c. Return to the main search page.
- d. Click the *BookCart Admin* link at the top. (You'll also find this link by clicking the My eLibrary link at the top.)
- e. Scroll down to find the existing BookCart you wish to edit.
- f. Click the edit button to the right of the name of your BookCart.
- g. Scroll down to the Readings section of the BookCart.
- h. Click the *Append MyList* link to add your resources.

Moving Items within resource lists

Click the X next to each entry you wish to remove, or click a *move up* or *move down* arrow to resort the entries. You may also change the title and other basic attributes at the top of the area.

To add a website or additional content from other online resources

Type any URL (e.g., <http://www.nasa.gov>) into the Add websites box (**E**), then enter the name and a brief description of the site. Click add to insert it onto your list. (You may also add links to content resources found in SIRS, other ProQuest reference tools, or any competitor resources that offer durable URLs.)

To create an assessment

Fill in the Quizzes area (**F**) with your multiple choice questions to create a QuizCart. (See above for more specific directions on the features of this tool.)

Saving Your Work

Once you've finished adding resources, click the save (**G**) button at the bottom. It is recommended that you save frequently to ensure no data is lost because of a time out. To clear your new list and start over, click the red clear button.

Product Information

In addition to the many resources available through eLibrary, other research sources and tools can be found online at our K-12 website @ <http://www.proquestk12.com>

Be sure to take full advantage of supplemental curriculum materials and guides, educator's guides, professional development resources, data sheets, title lists, citation instructions, product trials, and much more.

How to cite information in eLibrary

The following guides demonstrate how to cite information obtained through eLibrary. These guides also reside [online](#) in printable format at our K-12 website, and includes citation instructions for additional K-12 resources.

Learn to use eLibrary's built-in [citation generator tool](#), or see how to cite our online resources using [additional bibliographic formats](#).

Appendix: Boolean search tips

What is a Boolean operator search?

It is a search that combines keywords or keyword phrases with Boolean operators and wildcard characters to create a search string.

- **Keyword Term:** A word or phrase that you want to find within a document.
- **Boolean Operators:** A connective word or symbol used to explain how keyword terms relate to one another in a search string (AND, OR, NOT, parentheses, quotation marks, etc.).

Available Boolean operators and wildcard characters

Boolean operators

You need not capitalize the Boolean operators in eLibrary; however, it is recommended to help stay organized.

AND

Use this to retrieve sources that contain all the search terms connected by AND.

Example: basketball AND girls AND college

OR

Use this to retrieve sources that contain at least one of the search terms connected by OR.

Example: oxycodone OR percocet AND addiction

NOT

Use this to exclude inappropriate documents from your results.

Example: monopoly NOT game

This example locates all documents containing the word "monopoly" except those documents that also contain the word "game."

ADJ

Use the adjacent operator to retrieve documents containing keyword terms in a specific order and proximity.

Example: veterinary AND school ADJ 3

This example locates all documents that contain the word "veterinary" followed within the next three words by "school."

WITHIN

Use this operator to retrieve documents containing keyword term within a specific proximity—order does not matter.

Example: military AND strategy WITHIN 3

This example locates all documents that contain the words "military" and "strategy" within three words of one another.

() Use parentheses to perform more complex searches by grouping portions of the search together.

Example: (mobile OR wireless) AND telephone*

This example finds all documents that contain "mobile telephone," "mobile telephones," "wireless telephone," or "wireless telephones."

"" Use quotation marks to search for documents containing the exact phrase typed within the quotation marks.

Example: "camp david"

This example finds all documents that contain the phrase "camp david." Both words must appear together, in this order.

Wildcard characters

A wildcard is a character that represents any character within a keyword. eLibrary recognizes two wildcard characters, the asterisk and the question mark.

* Use this character to replace one or more characters at the beginning or end of a keyword or number. Use this when you don't know the correct spelling, or when you want to include all possible word endings.

Example: vaccin* to find all documents containing a word that stems from "vaccin," such as vaccine, vaccination, vaccinations, and vaccinating.

? Use this character to replace one character in a word or number.

Example: wom?n to find all documents containing the word "woman" or "women."

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