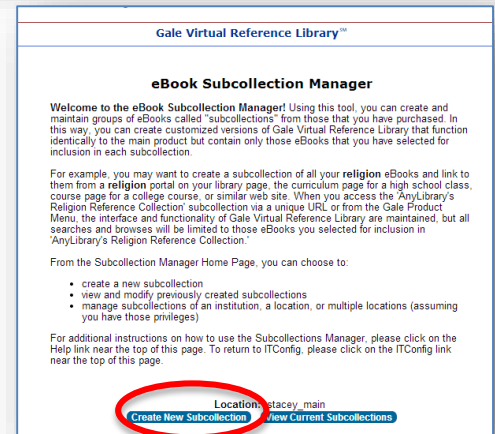
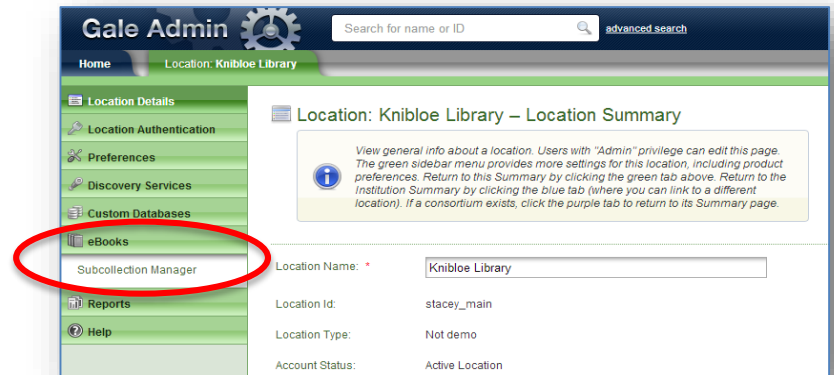




Creating a Gale Virtual Reference Subcollection

This tip sheet will walk you through setting up a *Gale Virtual Reference Library* subcollection. Subcollections can be useful for creating targeted collections of eReference content for specific age ranges or topics.

1. Visit <http://admin.galegroup.com> and login with your credentials. If you don't have these credentials, please contact Gale Technical Support at 1-800-877-4253.
2. Click "View/Edit" next to your library name.
3. On left-hand menu, click "eBooks", then "Subcollection Manager"
4. A new window or tab will open in your browser. Click "Create New Subcollection." (Note: if this is your first subcollection the View Current Subcollections will be disabled.) You may have the option to create subcollections at the Institution or Location level. Please select a location for one site or institution for multiple sites.
5. Fill in the following fields:
 - a. **Title** – this will be the title of the subcollection that displays on your Gale Common Menu and in the banner of the subcollection.
 - b. **Subcollection Code** – this code will be part of the URL when accessing your subcollection and cannot be changed once it is set up. You have between 4 and 20 spaces for text and may not include any spaces.
 - c. **Description of the Subcollection** – this description will display on your Gale Common Menu only.
 - d. Subcollection Banner – ignore this field; it is no longer in use.
 - e. Click "Next."



[View Current Subcollection\(s\)](#) [Select Entity](#)

Please enter a title, code, and description for your subcollection in the spaces provided below.

Subcollection Title
The subcollection title will appear in your subcollection's banner. It must be between 2 and 50 characters.

Subcollection Code
The subcollection code will be included in the URL used to access this subcollection and may not be altered after the subcollection is created. The code must be between 4 and 20 characters and cannot contain any spaces.

GVRL

Subcollection Description
The subcollection description can be used to distinguish among multiple subcollections at a glance. It must be between 2 and 250 characters.

Subcollection Banner
Follow [link](#) to go to the Custom Collection Banner page on Gale.com. On that page select the image for the Custom Collection that you are configuring. Copy the URL for that image. Return to this page and paste the URL into the box below.

[Cancel](#) [Next](#)

- This screen is where you select the e-books you'd like in your subcollection. You can choose any books you like. Some libraries choose to include only literature related titles while other include their entire GVRL collection. Make the best choice for your library and users. You can select books using the subject area, hyperlinked alphabet, or a list of all your titles.
- Make sure you have checked the boxes next to the titles you wish you include, and be sure to click **"Submit"** after adding titles in the subject or alphabetical screens. Note: You'll see the yellow summary box near the top of the screen updates you as to how many titles you have in your collection after you submit.

<input checked="" type="checkbox"/>	Women in American Politics 2012	Commodities 9781452234434
<input type="checkbox"/>	Women in Law 1996	Commodities 9781567509144
<input type="checkbox"/>	Women in the Biological Sciences 1997	Commodities 9781567507799
<input type="checkbox"/>	World Cultural Leaders of the Twentieth and Twenty-first Centuries e2 2007	Commodities 9781592372317
<input checked="" type="checkbox"/>	Wyclif Jean 2013	Business Law 9781420510393
<input checked="" type="checkbox"/>	Yo-Yo Ma 2008	Commodities 9780313344879
<input checked="" type="checkbox"/>	You Can Write Your Family History 2008	Commodities 9780806361659

Subcollection: eReference for Elementary Students

Description: These books will provide research help for Grades K-5.
Total eBooks Currently in Subcollection: 0

Please browse for the eBooks you wish to add to your subcollection:

By subject area:

- [ADVENTURE](#)
- [ART & HUMANITIES](#)
- [BIOGRAPHY & GENEALOGY](#)
- [BUSINESS](#)
- Blank
- [CAREER & EDUCATION](#)
- [CHILDRENS/YOUNG ADULT LIT](#)
- [GENERAL FICTION](#)
- [GENERAL REFERENCE](#)
- [HISTORICAL FICTION](#)
- [HISTORY](#)
- [HUMANITIES/PHILOSOPHY/RELIGION](#)
- [INFORMATION INDUSTRY](#)
- [INTERNATIONAL BUSINESS](#)
- [LAW & GOVERNMENT](#)
- [LITERATURE](#)
- [MEDICINE](#)
- [MULTICULTURAL STUDIES](#)
- [MYSTERY](#)
- [NATION & WORLD](#)
- [NONPROFITS](#)
- [OTHER](#)
- [NONPROFITS & PHENOMENA](#)
- [OTHER](#)
- [RELIGION & PHENOMENA](#)
- [ROMANCE](#)
- [SCIENCE](#)
- [SCIENCE FICTION](#)
- [SOCIAL SCIENCE](#)
- [SCIENCE FICTION](#)
- [SOCIAL SCIENCE](#)
- [SOCIAL STUDIES/HISTORY](#)
- [SPANISH LANGUAGE](#)
- [SPORTS](#)
- [TECHNOLOGY](#)
- [WESTERN](#)
- [WOMENS STUDIES](#)
- [YOUNG ADULT](#)
- [WOMENS STUDIES](#)
- [YOUNG ADULT](#)

By first number or letter of the title :
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

[By eBooks added since last visit](#)

[By eBooks added since last visit](#)

[By all eBooks in my library collection](#)

- When you're done adding titles, click "Finish" at the bottom of the screen.
- You'll see a confirmation screen showing your current subcollections including the one you just created. It will take a little time for the collection to show up on your Gale Common Menu and in *Artemis Literary Sources*. Contact Gale's Technical Support if it doesn't appear after an hour or so.

Current eBook Subcollection(s):

- Artemis GVRL titles**
 Artemis GVRL titles
http://go.galegroup.com/ps?p=GVRL_xlit.artemis&u=stacey_main
- Cooking and Food Related eBooks**
 A collection of cookbooks and other food related titles.
http://go.galegroup.com/ps?p=GVRL_cooking&u=stacey_main
- New York State History eBooks**
 A collection of 4th grade e-books for NY history.
http://go.galegroup.com/ps?p=GVRL_nyhistory&u=stacey_main
- Social Studies e-Books for High School Students**
 E-Reference books for social studies projects.
http://go.galegroup.com/ps?p=GVRL_historyhs&u=stacey_main
- eReference for Elementary Students**
 These books will provide research help for Grades K-5.
http://go.galegroup.com/ps?p=GVRL_elem&u=stacey_main

Questions? Contact Gale's Technical Support
1-800-877-4253