AccessMyLibrary – School Edition provided by Gale, Cengage Learning allows users to access their school library resources from mobile devices.

Download App ........................................................................................................ 1
Configure your app .................................................................................................. 2
Access Resources .................................................................................................. 3
Databases ............................................................................................................... 4
Article Features .................................................................................................... 4

Download App

Access the app from the iTunes Store by searching for AccessMyLibrary School Edition App or click on the link icon.
Configure your app

Once you open the app, locate your school by scrolling through the list of states.

Choose Kansas. Scroll to Overland Park.
Choose your individual school or Blue Valley USD 229 if your individual school is not listed.

A map will appear and your school name.
Access Resources

Click the View Gale Resources button located at the bottom of the map or the green Gale Resources button in the top left.

A drop down menu will appear.

From any of the options listed, enter the database password. *If you do not have the password, contact your school library media specialist or visit your school library web page for more information.*

- **Gale Databases:** A list of all databases will appear. Databases provide access to journals, news articles, and other credible sources from the publishing community.

- **Gale eBooks:** A list of book covers will appear. You can scroll and click on the book cover to view contents. Type a keyword in the dialog box at the top of the screen to search all books.

- **Visit the Website:** Visit the school library website to access additional sources.

- **Update My Resources:** If your school purchases new databases, click to update the list.
Databases

Once you choose a database, it will launch in full screen mode. You may search by keyword or by topic listed.

You can search all databases at one time using the Power Search dialog box at the top of the screen.

Article Features

Options are available to utilize the article contents.

**Download:** Download the content will bring up a full text article without any images and small margins.

**Email:** Email the article to your email account.

**Add to Mark List:** If you are searching for multiple articles at one time, save the article title and link back to the article by adding the item to a mark list.

**Download MP3:** Listen to your article directly from the iPad app.

**Citation Tools:** Grab the citation format available. Copy and paste the citation text into a note taking tool on your iPad. Make sure to double-check your citation with your library’s citation guides.
For more information about using the databases, please see your school library media specialist.