



**Getting Started with
the de Souza Institute
Virtual Library**

After you have registered for a course on our website (www.desouzanurse.ca) and received your username and password you are ready to access the de Souza Institute Virtual Library. This document will show you how to do just that!

Virtual Library Access Policy

Due to a limited number of seats, library access is only provided to students who are actively engaged in a course. The access policy is as follows:

- a) You must be enrolled in an active course which requires resources from the virtual library or be a facilitator/teacher for a course with the de Souza Institute.
- b) You must have accessed the eLearning Centre within the last 14 days. Your access to the library is terminated after 14 days of inactivity. The access is automatically reinstated as soon as you become active in the eLearning Centre and are enrolled in an active course which requires resources from the virtual library.

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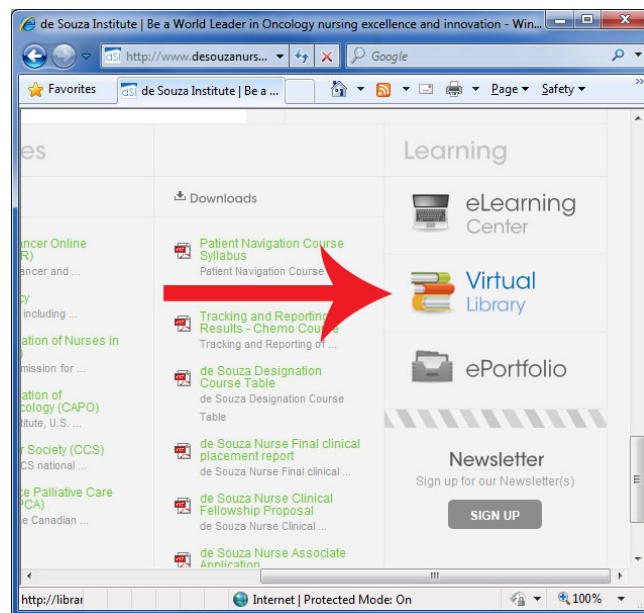
*****Note: Do not share your password with anyone for any reason.** If you share your password with another person and that person breaches copyright you will be held liable.

Accessing the de Souza Institute Virtual Library

1. You can access the Virtual Library by clicking the **Virtual Library** icon on the main page of the de Souza Institute website.



Just scroll down the page and look for this icon:



2. Alternately you can either click the link below or copy the link and paste it into the Address Bar of your web browser (ex. Internet Explorer)

<http://library.desouzanurse.ca>



3. Type your username and password in the Login block in the top right hand corner of the screen
4. Click **Log in**

You are now logged into the de Souza Institute's Virtual Library.

Now What?

After you have logged into the de Souza Institute's Virtual Library you will have access to over 1500 eJournals, 280 eBooks and 8 online databases. You can search through all these resources using the search functions on the main page. If you are unsure how to execute a search be sure to consult the **Online Tutorial** and **Frequently Asked Questions** that are available in the Library Menu on the left side of the page.

Virtual Library

Library Main Page

- eJournals
- eBooks
- Databases
- Online Tutorial**
- Logout

Search eJournals Titles

Type here: **View**

[List all eJournals](#)

Search eBooks

Type here: **View**

[List all eBooks](#)

Search Databases

Select: **View**

Relevant Links

- Library FAQ**
- About the Library
- What's New

Other Links

- Education Calendar
- Institute News

Accessing eJournals

1. In the space provided type the title of the eJournal you wish to access and click **View**. Alternately you can click **List all eJournals** to view the full eJournal catalogue.

The screenshot shows the 'Virtual Library' interface. On the left is a navigation menu with 'Library Main Page', 'eJournals', 'eBooks', 'Databases', 'Online Tutorial', and 'Logout'. A red arrow points from the 'eJournals' menu item to the search section. The main content area has three search sections: 'Search eJournals Titles' with a text input and 'View' button, 'Search eBooks' with a text input and 'View' button, and 'Search Databases' with a dropdown menu (currently showing 'Books@Ovid') and a 'View' button. To the right, there are 'Relevant Links' (Library FAQ, About the Library, What's New) and 'Other Links' (Education Calendar, Institute News). At the bottom, there is a banner image showing people in a library setting.

2. You can also click **eJournals** in the left side menu and search by eJournal keyword or click the letters of the alphabet to view an alphabetical list.

The screenshot shows the 'eJournals' search page. The left navigation menu has 'eJournals' highlighted in blue, with a red arrow pointing to the search section. The main content area is titled 'eJournals' and has a 'Search by...' section with two options: 'Titles starting with:' followed by an alphabet string 'ABCDEFGHIJKLMNOPQRSTUVWXYZ' and 'Titles containing:' followed by a text input and a 'View' button. Below this is a 'Copyright and Disclaimer' link. At the bottom, there is a full 'Copyright and Disclaimer' text: 'Copyright and Disclaimer: Unless "Free Access" is indicated, all electronic journal titles have been licensed for use by members of the de Souza community only. Copies of journal articles are to be used solely for the purpose of research or private study. Any use of these copies for a purpose other than research or private study may require the authorization of the copyright owner of the work in question.'

3. After you have found the eJournal you wish to access simply click the title to access a list of all the volumes. Click the volume you would like to access and then the article name to access any articles.

Accessing eBooks

1. In the space provided type the title of the eBook you wish to access and click **View**. Alternately you can click **List all eBooks** to view the full eBook catalogue.

2. You can also click **eBooks** in the left side menu and search by eBook category or keyword. Like the eJournals you can also click the letters of the alphabet to view an alphabetical list.

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3. After you have found the eBook you wish to access simply click the title to access a list of chapters. Click the chapter you would like to access to read the full text.

Advanced Searching

You can use the databases listed in the ***Search Databases*** dropdown to conduct more advanced searches. Each database has its own process for searching for information. You can find further information on how to use the different databases by clicking ***Online Tutorial*** in the Library Menu on the left side of the page or by using any tutorials that are provided on the main page of the database.

If you encounter any difficulties while completing these steps please send an email to support@desouzanurse.ca.