**How to Find Online Resources**

**ACT and SAT Practice**

* There are practice activities for these and many other assessments at Learning Express.
* Go to [www.ohioweblibrary.org](http://www.ohioweblibrary.org)
* Click on the **A+** on the second blue bar.
* Click on the arrow next to the assessment title to see the tests available.
* There is a free registration for this service. You must provide a user name and password to use this database. This provides you with an account and keeps track of where you left off.

**Automotive Sales and Purchase**

* We no longer purchase the Kelley Blue Book and NADA in print.
* Much of the information you will need can be obtained for free on these websites.
* Kelley Blue Book <http://www.kbb.com/>
* NADA <http://www.nadaguides.com/>

**Consumer Reports**

* You can access Consumer Reports through Ohio Web Library.
* Go to [www.ohioweblibrary.org](http://www.ohioweblibrary.org)
* Click on **Resources** on the top blue bar.
* Click on **MasterFile Premier** under Magazines and Newspapers
* There are a couple of ways you can do this.
* **ONE WAY**
* To look at issues of the publication
	+ Click **Publications** on the top bar
	+ Type “Consumer Reports” in the search bar under publications
* **Publications (selected)**

**Browsing:**  **MasterFILE Premier -- Publications**

 

AlphabeticalBy Subject & DescriptionMatch Any Words

* Click on the Consumer Reports link

Consumer Reports
Bibliographic Records:01/01/1985 To Present
Full Text:01/01/1991 To Present
PDF Full Text; HTML Full Text

* The years will be on the right. Click on the + next to the year to show the issues.

|  |
| --- |
| -- 2014 |
| Vol. 79 Issue 1 - Jan2014 |
| + 2013 |
| + 2012 |
| + 2011 |

* **ANOTHER WAY**
	+ Click on **Resources** on the top blue bar.
	+ Click on **MasterFile Premier** under Magazines and Newspapers

Full Text

Publication

* Click **Full Text** (If you don’t do that, you will get records that are only citations along with the full-text records.)
* Type “Consumer Reports” in the publication box.
* If you know the date, you can add that. You can also add any titles or keywords (like lawn mower ratings) in the search box above.
* Then click one of the **search** buttons.
* If there is an HTML link and PDF link, the easiest way to see the article is to use the HTML link. If you use the PDF, it is faster to download if you click the **Download PDF** at the top of the screen.

**Genealogy Databases**

* The genealogy databases can be found on OhioWebLibrary or on the library website on the genealogy link in the “Research/Homework” dropdown.
* **Heritage Quest** is used mainly for accessing the census. It can be viewed from anywhere.
* **Ancestry** can only be accessed from the library. This database can be used for various genealogy research.

**General Reference**

* Click on the “Reference/Homework” tab.
* There is a widget on the right that says “Gale Virtual Reference Library”
* Click on that and then click on “Proceed” to access these resources.
* Since we pay for that database, you will have to enter your library card number from home.
* These are all texts that you can use.
* One reference that used to come in print is the **College Blue Book**. There is a lot of information in these books available to students contemplating going to college.
* Another volume set that we used to get in print is the **Gale Encyclopedia of Medicine**. This is a wonderful resource for medical information. This will be discussed further in the medical section below.

**KnowItNow**

* Know It Now is a 24/7 live help line for any Ohio Library card holder.
* It is located on [www.ohioweblibrary.org](http://www.ohioweblibrary.org)
* The “Librarians 24/7” is the link to Know It Now.

**Languages**

* **Mango Languages** is the main database for languages.
* Click on “Research and Homework,” scroll down, and look for the Mango Languages button. When you click on it, you will open the website.
* You will need to go through a free registration before the first use. Log in using your chosen user name and password each time you want to use the database.
* There are other free, online language sources. To see them, go to the language learning link on the “Research/Homework” dropdown.

**Legal Forms**

* Click on “Reference/Homework”
* There is a “Legal Forms and Information” link on that page. Click that link.
* On this page, you will find the list of Holmes County forms and other legal resources.
* The “Legal Forms” link contains forms from **Holmes County**.
* The **Legal Forms Library** is a database that we purchase with many legal forms on it. You may access this database from home with a valid library card.

**Medical**

* One very good medical source is the **Gale Encyclopedia of Medicine** in the GVRL. You may access this resource at home.
* There are other medical resources that are available on the Ohio Web Library.
	+ Click on the Resources tab and scroll down to the bottom.
	+ There are some resources under the Health heading.
* Another very good resource is the **Mayo Clinic www.mayoclinic.org**

**Obituary Look-up**

* We have purchased access to the **RB Hayes database**.
* Each week the current obituaries are entered into the database.
* This would be the first place to look for an obituary.
* This database is located on the genealogy page located on the “Research/Homework” dropdown box.
* Several libraries use this index, so if the person in question died in another county, the obit might be there.
* This is only an index, not a repository of obituaries. Therefore, you must contact the lending library to locate the obituary.

**Ohio Revised Code**

* Click on “Reference/Homework”
* The **LA Writer** link is the Ohio Revised Code.

**Phone Numbers and Addresses**

* **Reference USA** is the best resource for finding personal and business contact information.
* We pay for this resource, so you will need to enter your library card number when accessing from home.
* Click on the “Reference/Homework”
* Click on the Reference USA link at the top, right.
* Make sure to choose the correct search option (i.e. personal or business).
* You may also use other online options like switchboard.com
* If the person or business is unlisted, you will not be able to access information from any of these resources.

**Research Articles**

* The two databases that are best used to access articles for research are **Masterfile Premier** and **Academic Search Premier.**
* These are located on the Ohio Web Library site under the resources tab.
* If a you need assistance with these databases, ask someone in the reference department to help you.

**Taxes**

**(Taxes are treated like medical and legal questions. You are not permitted to answer any tax question. You may show them the forms, but do not suggest what form they might need. If they are confused about this, you may suggest that they take one of each.)**

* Federal [www.irs.gov](http://www.irs.gov)
* State <http://www.tax.ohio.gov/Forms.aspx>
* Local <http://www.millersburgohio.com/incometaxdocs.html>

**Workforce Skills**

* Two good resources are the **Job, Career Accelerator** under Learning Express and the **Workforce Skills** database.
* Both of these databases are on Ohio Web Library.
* When you click on the **A+** on Ohio Web Library [www.ohioweblibrary.org](http://www.ohioweblibrary.org) , the link to Job, Career Accelerator is at the top, left.
* The **Workforce Skills** site is linked to the Ohio Web Library next to the Learning Express link.