



# Virtual Library

Selected eBooks and journals  
with our courses

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## ABOUT VIRTUAL LIBRARY

The **Virtual Library** gives access to selected journal articles and eBooks to participants while enrolled and actively engaged in a course. Virtual Library access is subject to the **Access Policy** stated below.

## ABOUT THIS DOCUMENT

The following is a short tutorial that will help you discover key features of **Virtual Library**.

## CONTACT US

If you encounter any difficulties while completing any of the steps in this tutorial please contact us at [support@desouzainstitute.com](mailto:support@desouzainstitute.com).

## 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:

- 1) You must be enrolled in an active course which requires resources from the virtual library or be a facilitator/teacher for a course.
- 2) You must have accessed the eLearning Centre within the last 14 days. Your access to the library is discontinued 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.

## LOGGING INTO VIRTUAL LIBRARY

- 1) You can access **Virtual Library** directly at <https://library.desouzainstitute.com>.
- 2) You can also access **Virtual Library** by going to [www.desouzainstitute.com](http://www.desouzainstitute.com).
  - a. Click **LOGIN** (button, top right)
  - b. Then click on **Virtual Library** (in the heading on the top right)
- 3) On the Library login page enter your username (email address) and password then click **Log In**.

### Virtual Library Login

To view selected eBooks, journals and databases,  
please login.

[Don't have an account? Create one now.](#)

[Lost password?](#)  
[Getting started?](#)  
[Support and FAQ](#)

- 4) You are now logged into **Virtual Library**.

## YOUR VIRTUAL LIBRARY HOME SCREEN

After you have logged into **Virtual Library** you will have access to over 3000 eJournals, 190 eBooks and 9 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 resources in the **Help** section that are available in the Library Menu on the left side of the page.

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All Collections Virtual Library / All Collections

- eJournals

- eBooks

- Databases

- eBooks by Category

Help

Logout

All Collections

Titles containing... Search

(All) 3321 titles found

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 All

eJournals, eBooks and Databases eJournals eBooks Databases

Title

A Guide to Oncology Symptom Management

## ACCESSING RESOURCES

There are two main ways to access resources in the virtual library the first is using the search function which searches for keywords in the titles of the resources in the library and the second is by browsing the alphabetical list of titles.

## USING THE SEARCH FEATURE

1. First you must decide if you wish to search the entire virtual library collection or one of the three main categories of the library eJournals, eBooks, or Databases. In the menu on the left of the screen click either **All Collections** to search everything or click one of the categories, **eJournals**, **eBooks** or **Databases**.
2. In the space provided type a keyword that you wish to search for and click **Search**. The system will search the titles of the library resources for your keyword and will display the matching results below.

- Databases

- eBooks by Category

Help

Logout

(All) 29 titles found: radiation

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 All

eJournals, eBooks and Databases eJournals eBooks Databases

Title

Acta Radiologica : Oncology, Radiation Therapy, Physics and Biology v.19-22(6) 1980-83 Free access from Taylor & Francis eJournal

Acta Radiologica. Oncology, Radiation, Physics, Biology v.17-18(6) 1978-79 Free access from Taylor & Francis eJournal

## BROWSING RESOURCES ALPHABETICALLY

1. Again you must decide if you wish to view the entire virtual library collection or one of the three main categories of the library eJournals, eBooks, or Databases. In the menu on the left of the screen click either All Collections to view everything or click one of the categories, eJournals, eBooks or Databases.
2. The list that appears will be an alphabetical list of all titles in that category. You can quickly skip through this exhaustive list by clicking the letters of the alphabet that are above the list.

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(eBook) 6 titles found: 7

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 All

eJournals, eBooks and Databases eJournals eBooks Databases

Title

Taber's Cyclopedic Medical Dictionary (2017) [↗](#)

2017

eBook

## ADVANCED SEARCHING

You can use the databases listed 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 **Help** 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.