

GALE TRAINING TOOLKIT FOR MASSACHUSETTS LIBRARIES

The Massachusetts Board of Library Commissioners and Massachusetts Library System provide reputable, reliable content through a partnership with Gale. This Gale Training Toolkit delivers expert guidance on effectively utilizing Gale resources available and also provides materials to conduct your own trainings. Enhance research, instruction, and information literacy skills with these recommended materials!

First, visit Gale's Massachusetts Support Site at <https://support.gale.com/mlin> and select your library from the drop box. This will ensure that you'll find tools for the resources your institution has access to. Then use the links below.

ACCESS Getting connected

Visit [MBLC's site](#) to find your access links for all available Gale, Britannica, and PebbleGo resources. Visit Gale's Support Site for Massachusetts at <https://support.gale.com/mlin> using the instructions below.

- **Select your institution** from the drop box provided.
- You'll find your list of Gale and Britannica resources provided by Massachusetts; each resource lists its "**GeoLink**", an access URL for your institution that uses geographic location to authenticate users into the resource. **Share these URLs** on your web page, libguides, LMSs, and anywhere else your users would want to find them.
- Clicking on a resource name will take you to that **resource's support page** which provides all available support materials from your Gale technical, training, and marketing teams.
- Your institution's **Gale Page** also provides links to your statewide resources. To find the URL for your Gale Page, select Gale Pages from the Tools menu in the dark blue banner.

THE BASICS Grow your knowledge

- These materials are a great place to get to the **foundations of the resources**.
 - [Gale 101 - Gale In Context: Opposing Viewpoints Recorded Webinar](#)
 - [Gale Academic OneFile Resource Guide](#)
 - [Gale OneFile: News Recorded Webinar](#)
- **Interested in one specific resource?** Check out the [training product support page](#) and select the resource to find training, marketing, and technical support tools.
- [Title lists](#) are also available for each resource.
- Want some **bite-sized learning**? Our [tutorials](#) and [tip sheets](#) give a quick overview or tip!

REACH YOUR USERS Find ready-to-go and customizable tools

- Find *Gale In Context: Opposing Viewpoints* [activities](#) to **engage your users**; you'll find scavenger hunts, trading cards, escape rooms and more.
- Check our [materials](#) for using *Gale Academic OneFile* in **higher ed institutions**.
- Want to **provide outreach** or **deliver your own training** to teachers and others in your community? Check out our ready-to-go [PowerPoint slides](#) and customize as needed!
- Take a look at all these [promotional materials](#) – from **bookmarks to social media posts**, we've got you covered!

FIND HELP Get support from Gale

- [Follow Gale's Blog](#) to **stay up-to-date** and get inspired!
- Interested in your institutions' usage reports? Looking to set up a proxy server or integrate into your Learning Management System? Check out [these documents](#) from our support site.
- Need **more** technical support? Reach out to Gale's Technical Support team at [Gale](#). TechnicalSupport@cengage.com or 1-800-877-4253 option 3.
- Looking for advice? Gale provides [Customer Success Managers](#) (for public, K12, and special libraries) and [Academic Outreach and Engagement Specialists](#) (for academic libraries) to help guide you with your Gale resources.

Gale, here for **everyone**.

