

# GALE DIRECTORY LIBRARY

## ***In It***

Awards, Honors & Prizes  
Brands & Their Companies  
Business Rankings Annual  
Encyclopedia of Associations –  
International Organizations  
Encyclopedia of Associations –  
National Organizations of the U.S.  
Gale Directory of Publications & Broadcast Media  
National Directory of Nonprofit Organizations

## ***Find It***

Go to [www.ccls.org](http://www.ccls.org)>Databases>G>Gale Directory Library (if asked, enter the 14 digits of your library card barcode number).

## ***Browse It***

To see the available directories and their editions, click **View All**. To browse one of them, click **Publication>List All>any title>Search**.

## ***Search It***

### **Basic Search**

Search by name or keyword. The default setting is to Entity Name and Current Editions Only. Change those settings to broaden your search.

### **Publication Search**

Search within a particular directory.

### **Advanced Search**

Search by Directories or Categories, then by the unique fields in each directory. Click **CCL Advanced Search** at the bottom of the page to see targeted search terms.

## ***Get Help***

Click the **Help** icon on the upper right to learn more.

## ***Display It***

Sort the results by Relevance, Alphabetical, Publication Date and Directory Title. Use the search box on the left to refine your search. Narrow your results by Directories, Categories or Country.

The initial results are brief records. To see full records, mark items and then click **Marked Items**.

## ***Save It***

Click **InfoMark** to create a permanent link to your results to bookmark or email them. Save to your hard drive, flash drive or CD.

## ***Take It***

You can export, download, print, or email brief or full records. For brief records, click the **Export List** icon or use your browser's features. For full records, mark the item(s) you want or click **Mark All**. Click the **Marked Items** icon. Click the **Print** or **Email** icons.

Click the **People List** icon to email contact information contained in the results.

## ***Cite It***

Find the citation at the end of each full record.

***PLEASE CALL FOR ADDITIONAL HELP.***



**Reference Department**

450 Exton Square Parkway • Exton, PA 19341  
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