Quick Start: Remote Access Using Your Virtual Library Card (VLC)

This guide is designed to help VDOT employees access subscription databases from any device, including devices that are not logged on to the VDOT network. Connecting "remotely" makes electronic resources like AASHTO E-books, ASTM standards, and journal articles available when you need them, regardless of your device or location.

What is the Virtual Library Card (VLC)?

The Virtual Library Card is your key to desktop access! With a VLC you can do two key things: (1) Access Subscription Databases remotely, (2) Sign in to use the "My Account" features of the library catalog, including:

- Check out, renew or place "holds" on items from the catalog.
- Ask us to ship items to you at any VDOT office across the state.
- Send a message to library staff.

Register for a Card at: http://library.virginiadot.org/V92004/OPAC/Login.aspx

Important: The catalog helps you locate 50,000 items on our shelves. But with VDOT's Subscription Databases you have access to 1 million full-text articles, reports and standards…a powerful but overlooked feature!

Once You Have a Card Follow These Steps to Get Remote Access to Subscription Databases

1. Your Library Card user name is your VDOT e-mail address. The library will e-mail you a password.
2. From the catalog go to "Access Online Databases" on the left-hand menu and select a database.
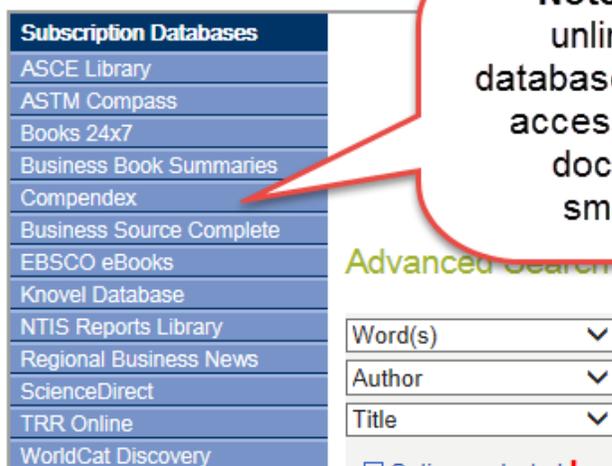
Note: Your Library Card provides unlimited access to subscription databases shown here. That literally puts access to more than 1 million full-text documents (from a PC, tablet or smartphone) at your fingertips!

3. If you follow steps 1-2 from a computer connected the VDOT network (like your PC at work) you will not be prompted for your Library Card credentials.
4. If you follow steps 1-2 from a computer not connected the VDOT network (like your home PC, Tablet or Smartphone) you will be prompted to for your Library Card credentials. You'll see this screen:

Important: The credentials on this screen are for your Virtual Library Card, <u>not</u> your VDOT network login.

TIP 1: When off network take advantage of the "Save password" feature of your favorite browser. Example:
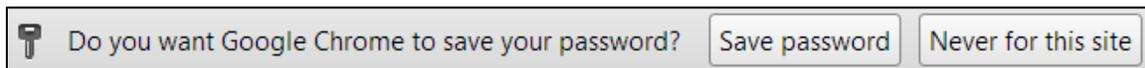
OTHER FREQUENTLY ASKED QUESTIONS:

I Followed the Steps Above for ASTM Compass and Was Prompted for a Second User Name/Password. Why?
ASTM Compass, Books24x7 and Knovel require an additional user name/password whether you access them from on or off the network. All use your VDOT e-mail as your user name, but each has a unique password.

Can I Still Access Databases If I Leave VDOT?
No, credentials for separated employees are disabled as employees leave VDOT.

Can I Share My Virtual Library Card With a Friend?
No, but if your friend works at VDOT they can get a Card: http://library.virginiadot.org/V92004/OPAC/Login.aspx

How Do I get More Help?
For connection problems or for more details, check out this Video Tutorial or contact contact:

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