EBRARY GUIDE


How to Access ebrary
Access is via individual ebrary title within the catalogue.

Download ebrary Reader
Note: ebrary requires the downloading of ebrary reader software when using the service for the first time (a simple and quick process). It can be downloaded from the ebrary page above.

Signing In to Your Personal Bookshelf (Optional)
Creating a personal bookshelf gives you the ability to: make bookmarks and page notes for any available book; highlight text in any available book; quickly and easily access all books you have bookmarked, notated, or highlighted; be notified of new features and new document collections as they become available.

New users should click on the: Do you need to create a new bookshelf? link in the left sidebar and set up a profile:

1. Click on the button at the top of the left sidebar – alternatively, you can click on the Bookshelf tab.
2. Key in your Username and Password
3. Click on the Sign In button.

Note: This site works only with cookie-enabled browsers.

Search ebrary
Ebrary provides 3 retrieval functions. These are Simple search, Advanced search and Browse search. Click on the view links to view a title.

Browsing by Subject
Journal titles are listed by subject group. To view the list of subject areas:

1. Select the Browse button from the top of the left sidebar.
2. Click on the [+] next to each subject to see the alphabetical list of journal titles for that area.
Simple Search
This feature searches the full-text, title, and subject areas of documents based on key words and phrases.

1. Select the **Simple** button in the left sidebar
2. Enter your keywords in the textbox. (See Boolean operators & other tips table on how to combine keywords to search)
3. Click on the **Search** button to begin your search.

Advanced Search
Advanced Search enables you to search by a number of different parameters.

1. Select the **Advanced** button in the left sidebar
2. Enter your keyword(s) in the box.
3. Select a field to search from the pull-down menu
4. Further refine your search by adding additional search terms in the search boxes available. More search boxes can be added by clicking on the button.
5. You can further limit your search via the include search boxes.
6. Click on the **Search** button to begin your search.

Boolean Operators & Other Tips
A Boolean search uses the operators "AND," "OR" and "NOT" to refine your search results. When using a Boolean search, the operators must be in all caps as shown in the examples below.

- "mark twain" AND river - Will return documents containing both the phrase "Mark Twain" and the word river.
- twain AND NOT "mark twain" AND scanner - Will return documents that refer to the scanning term twain, and not the author Mark Twain.
- "paper airplane" OR "paper airplanes" - Will return documents are either singular or plural of that phrase.

Printing & Saving
Once you are viewing an e-book, it is possible print up a selection of pages.

1. Click on the icon in the toolbar.
2. Select either the current page to print or the page range (please note: there is a **20 page print limit**).
3. Click on the **OK** button.