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You require a *free* user account in order to check out netLibrary eBooks. From netLibrary's homepage, click **Create an account** to the right of the screen. Enter your identifying information (username, password, etc.). Do not use your NYIT ID Number. netLibrary eBook checkouts are not associated with your NYIT Libraries patron record. Click **Submit**.

SEARCHING

1. From the default screen, type a word or phrase in one of the **search boxes**. Use quotation marks around phrases.
2. Optional - check mark **netLibrary Public Collection** at the bottom of screen. The Public Collection consists of an additional 3800 free eBooks.
3. Optional - Select options at the bottom of the screen to determine how your search results will be displayed.
4. Click **Search**.

COMBINING SEARCH TERMS

1. **Or** returns results that include either search term. **Or** broadens your search. Example: environment **Or** ecology.
2. **And** returns results that include both search terms. **And** narrows your search. Example: environment **And** justice
3. **Not** returns results that include the first search term and not the second. Example: nursing **Not** home.

TRUNCATING SEARCH TERMS

1. **Single Asterisk** * may be used for wild carding. Example: cook* searches for cooks, cooking, cookery cookbooks, etc.

PROXIMITY SEARCHING

1. Use quotation marks around phrases. Example: "civil rights"

AUTHOR SEARCHING

1. Click in the **Author** box and type the last name and the first name (in either order). Example: "Drucker Peter"
2. Click **Search**.

SUBJECT SEARCHING

1. Click in the subject box and type a word or a phrase
2. Click **Search**. Example: a subject search performed on April 10, 2001 using the term "business" retrieved 126 results.

TIP: Performing a quick *subject* and/or *keyword* search will often determine whether or not the database you are searching includes any material about a given topic. Be thorough, though, and attempt numerous searches, using more than one search term or phrase.

DISPLAYING SEARCH RESULTS

1. Use the scroll bar on the right hand side of the interface to move through the records.
2. Select the red arrow following your search results in order to display more records.
3. Click on a title to view a description of a book (Note: to return to the list of titles click on your web browser's **Back** at the top of the screen.)
4. To view a book click **Browse the eBook Online**. You will have 15 minutes to preview a book (Note: to return to the list of titles click on **Back** above the red arrows in the upper right corner of the screen).
5. To reserve a book for your exclusive use you must check it out.

CHECKING OUT EBOOKS

To check out an eBook you must first **Log In**. Checking out an eBook gives you exclusive use of the eBook for the checkout period. The eBook is automatically returned when the checkout period expires.

1. Locate the eBook you want to check out.
2. Click on **Check Out** next to the title of the book that you want.

READING EBOOK ONLINE

1. Click on **Browse this eBook online**.
Or click on **Check out**
If required, click on **My eBooks** to display the list of books you have checked out previously.
2. Click on the arrow in the upper right corner to move to the next and previous pages.
3. Move to a specified page by typing a number in the page number box on the right side of screen. Click on **(GO!**
4. Click on the **TOC** tab in the left window to view the books table of contents. Click on the **TOC** entry to go to that section of the book.
5. Click on search in the left window to jump to a word or phrase within the fulltext of the ebook. Type a word or phrase in the **Search This eBook** box. Select display options. Click **(GO!**

PRINTING SEARCH RESULTS

1. To print search results, you must be viewing the results. Click on **Print** at the top of the screen.
2. To print page from an ebook you must be viewing the page. Printing a range of pages at one time is not available:
 - i) click in the frame -- the area on the screen containing the information that you wish to print, b) click on **File** at the top of the screen and select **Print Frame**.

E-MAILING SEARCH RESULTS

To email a page from an eBook display:

1. Click in the frame (i.e. the area on the page containing the information you wish to print).
2. Click on **File** and select **Send Frame**.
3. Enter your full e-mail address, click on QUOTE, the SEND, then OK.

EXITING

1. To exit click LOGOUT to close your user account.
2. Click home at the top of the screen.

GETTING HELP

Click on help for on-screen help. For further information on creating a user account, you may speak with a librarian. You may also consult the netLibrary online help section at <http://www.netlibrary.com/help/UsingNetLibrary.asp>.