

## ELECTRONIC BOOKS 2005/2006



Phoenix College Library / 602.285.7470

### Why do we have to check out an ebook in NetLibrary?

- PC shares this resource with all of the libraries in the MCCC.
- The database will only let a certain number of people view each book at one time. It is part of our contract with the company.
- When you 'check out' the book, you are guaranteeing that you will have access to the title for the next several days no matter who else wants to look at it.

## Access over 5,000 ebooks!

**NetLibrary** is a database of electronic books. You will find items such as Cliff's Notes and self-help books here. The entire text of the book has been copied and made available for viewing through **NetLibrary**.

### Steps to Access:

1. Start at the Library homepage.
2. Select 'ebooks' from the quick links menu.
3. Select **NetLibrary**.

\* Accessing from home? When asked for your borrower barcode number, enter the 13 digit number on the back of your student ID.

### Create an Account...

#### Benefits:

- Virtually check out books for up to 7 days.
- Take notes and bookmark pages for easy referral.

### How to Create an Account

1. Click on the link "Create a Free Account" in the upper right.
2. Create your username and password—it's that simple.

### Login to Your Account

1. Click on the link for Log In located in the upper right corner.
2. Enter your username & password.

## Phoenix College Library

[www.phoenixcollege.edu/library](http://www.phoenixcollege.edu/library)

### Viewing From Off-Campus

When accessing the **NetLibrary** database from remote locations, you will be asked to enter your borrower barcode number. This number can be found on the back of your student ID below the barcode.

*Questions?*

**Ask a  
Librarian!**

## Basic Search

Type words into the search box in order to execute a Basic Search

**Keyword:** search for word in the record of the book. A record is the basic information about the book, including title, author and subject headings.

**Title:** search for words as part of the title of the book.

**Author:** search for words as part of the author name.

**Full Text:** looks for the word on every page of every book in the entire database.

## To View a Title

Click on the link [view an eBook](#) to open the ebook.

## Navigation Bar

Once a book is open, you can place your arrow over any icon and a box will pop up telling you its function. Options include printing, zoom, and page turning.

## Using the Tool Palette

The Tool palette is a grouping of 5 tabs located in the left column. Each tab gives information about the book and allows you to execute various actions.

**Search:** search for a word or phrase within a particular ebook.

**Dictionary:** look up any word in the dictionary as you are reading an ebook.

**Contents:** navigate through the book with the Table of Contents. Each chapter title is hyperlinked, allowing you to jump to that page of the book.

**EContents Details:** CHECK OUT THE BOOK!!! After selecting the EContents tab, select the link Checkout for 7 Days. The title will then be checked out to you. Remember, you must be logged in to check out a book. (Please note that the length of time a book can be checked out may vary.)

**Notes:** take notes while looking at certain pages in each checked out book for future reference.

## Citing an Ebook

MLA citation style:

Author (last name, first.) Title of book. Place of Publication: publisher, year of publication. Name of Database. Online Service. Name of Library, Location of Library. Date accessed (d/m/y) <URL of service homepage>.

Fishman, Stephen. The Copyright Handbook: how to protect & use written works. Berkeley: Nolo, 2002. NetLibrary. netLibrary. Phoenix College Library, Phoenix, AZ. 31 Oct. 2005 <<http://www.netlibrary.com/>>.