



Using Electronic Books (eBooks)

Revised August 2011

1. What are eBooks?

Electronic books or eBooks are online, full-text versions of books. Since they are online, they are accessible from any computer connected to the Internet, to be used at your convenience, twenty-four hours a day, seven days a week. The ECC Library has purchased many eBooks, on a shared basis with other community college libraries, from NetLibrary, a leading eBook provider that is owned by EBSCO Publishing Company, the source of some of the databases that the Library also offers. The primary method of accessing these eBooks is through the Library's catalog. Recently, EBSCO changed how these eBooks may be viewed and used, and these changes are reflected in this document.

2. How are eBooks accessed?

- a. If you are searching the ECC Library catalog (<http://ecclib.elcamino.edu>) specifically for eBooks, you have a couple of options.
 - On the basic search screen, you may type "electronic books" (with the quotation marks) in the Search box, making sure that the type of search is "Keyword", which is the default search type. Then press the "Enter" key or click on the "Search" button. You will be presented with pages of records for all the eBooks we own.
 - Or you may use the Advanced Keyword Search feature of the catalog. Click on the "Advanced Keyword Search" link on the catalog home page and enter the appropriate keyword(s) for the electronic book(s) in which you are interested, for example, "Shakespeare." Then in the "Materials Type" Add Limits box, select "eBooks" and click on the "Submit" button. You will be presented with listings of eBook titles that match your search keyword(s).
- b. Note that even if you are not specifically searching for eBooks, the titles of eBooks will automatically appear as part of your search results if they match your search criteria. Within catalog records, eBooks may be identified by the eBook icon or the words "electronic resource" near the book title. Whatever type of search you perform, click on the resulting eBook title(s) that interest you, just as you would the title(s) of printed books in the catalog.

- c. In an eBook's full record in the Library Catalog, you will see a box with the words "Connect to" and a link labeled "This electronic book."
- d. If you are using an on-campus ECC computer, click on the link, and you will be presented with the eBook's Detailed Record in an EBSCOhost screen. Continue with the instructions given in the next section, "**How do I view an eBook online?**"
- e. If you are using an Internet-connected computer off-campus, you will be presented first with a login screen. Enter your first and last name as well as your 7-digit ECC ID # --you will need to be validated as an authorized user before being allowed to view eBooks. **Unless you are a Distance Education student, please note that you will not be validated unless you update your ECC ID card every semester at the Library check-out desk. If you are a registered Distance Education student who doesn't have an up-to-date ECC ID card or has never presented a card at the Library check-out desk to activate library privileges, report your situation using the Ask-A-Librarian online service form at http://www.elcamino.edu/library/library_ser/ask_a_librarian.asp. Supply your full name and 7-digit ECC ID # and identify yourself as a Distance Education student who needs library privileges. In response, your library privileges will be activated, and you will be notified of this by email. Then you will be able to successfully log in to access an eBook through the catalog.**

3. What are the software requirements to view an eBook online?

- a. In order to effectively use all EBSCOhost features, these are the minimum browser requirements:

Internet Explorer	7.0 or later
FireFox	3.0 or later
Safari	3.0 or later (build 412+)

(Note: Support for Google Chrome is coming in the fall of 2011.)

- b. Make sure that JavaScript and cookies are enabled in your browser.

For example, if you are using Internet Explorer Version 7.0, open an Internet Explorer window, click on the "Tools" pull-down menu, select "Internet Options," "Security," and then "Custom Level." Confirm that "Active Scripting" (what Microsoft calls "JavaScript") is enabled.

To enable cookies using Internet Explorer Version 7.0, follow these steps:

1. Click on the "Tools" menu and select "Internet Options."

2. Click the "Privacy" tab, and under "Settings," move the slider to a middle position between the top and bottom so you are not blocking or allowing all cookies.
 3. Click on "Sites," and in the "Address of website" box, type *.ebSCOhost.com," then click on "Allow."
 4. Repeat step 3 for the website, *.epnet.com."
 5. Click on "OK."
- c. Also, verify that you do not have a pop-up blocker program running. You can visit <http://www.popuptest.com> to test this. If you have any pop-up blocker programs running, you will need to allow pop-ups for a few specific web sites associated with our eBooks. For example, to do this if you are using Internet Explorer Version 7, which has a built-in pop-up blocker, follow these steps:
1. Go to the "Tools" menu, then "Pop-up blocker" (making sure that it is turned on), and select "Pop-up Blocker Settings." In the "Address of web site to allow" box, type in these URLs, one at a time, each followed by a click on the "Add" button at the side of the box:
 <*.ebSCOhost.com
 <*.epnet.com
Then click on the "Close" button at the bottom of the window.
 2. Go back to the "Tools" menu, select "Internet Options," and then click on the "Security" tab, "Trusted Sites," and the "Sites" button.
 3. In the "Add this web site to the zone" box, type in these URLs, one at a time, each followed by a click on the "Add" button:
 <*.ebSCOhost.com
 <*.epnet.com
 4. Remove the check mark from the "Require server verification for all sites in this zone" and click on "Close."
 5. Click on "OK."
- d. Since our eBooks are in PDF format, Adobe Reader software is also required—version 8.2 or higher is recommended. The Adobe Reader software is a free download available from www.adobe.com.
- o Open the Adobe Reader program, click on the "Edit" pull-down menu at the top, then "Preferences," and then "Internet." Make sure that there is a check mark next to "display PDF in browser."

Note: If you are using a Macintosh computer instead of a PC and experience problems with viewing an eBook despite meeting the requirements identified above, you may need to install a PDF plug-in available at <http://www.schubert-it.com/pluginpdf/>.

4. How do I view an eBook online?

If you are using an on-campus ECC computer, clicking on the link labeled “This electronic book” in an eBook’s full Library’s Catalog record should open up a second window, an EBSCOhost eBook Viewer window in which you can see the eBook’s Detailed Record. If you are using an off-campus Internet-connected computer, the eBook’s Detailed Record will appear after you are validated as an authorized user (see section 2e. above for instructions).

From the right column of the Detailed Record eBook Viewer frame, you can print, email, save, or export the record, as well as add the details about the eBook to a MyEBSCO-host folder.

In the left column of the Viewer, click on the “eBook Full Text” link to begin the online viewing/reading process using the eBook Viewer.

At the bottom of the Detailed Record, you can view the eBook’s “Table of Contents,” and sometimes, the “Most Relevant Pages from This eBook.” Both sections can be collapsed or expanded by clicking the plus (+) or minus (-) in the upper left corner of the section.

- “Table of Contents”: Displays the Table of Contents for the eBook you are viewing. Clicking on chapter or section links opens the chapter/section in the eBook Viewer tool.
- “Most Relevant Pages from This eBook”: If you used the eBook search feature, this section displays the most relevant sections of the eBook in which your search terms appear in the text. If you did not use the search feature, this section is not displayed.

5. How do I navigate within an eBook?

To navigate, you may click on the Table of Contents links in the left column of the Viewer to go directly to a chapter/section. Or you can use the Location slider just above the icons at the bottom of the Viewer. Drag the location slider right or left to go to a specific page of the eBook. The left and right arrows on either side of the slider bar take you to the beginning or end of the eBook. The page number updates in the Page Navigation box as you drag the location slider. Use the page navigation arrows to move up or down one page at a time or enter a page number in the field provided and click on “Go.”

6. Can I “check out” an eBook?



No, you cannot “check out” an eBook in the sense that you cannot download it to your own computer since there is generally only one copy of each eBook title in the collection, and all eBooks are shared with other community college libraries. While you cannot download a book, you do have exclusive use of an eBook for reading, searching, and taking notes, or otherwise “actively” using it online. “Actively” using an eBook

means using the computer keyboard in some way, as in turning a page, adding a note, or performing a search of the text. Users are timed out after 15 minutes of inactivity. (Note: The “clock starts” when a user clicks on the “eBook Full Text” link or a Table of Contents link.).

If you wish to view an eBook, but another user is using it, you will receive a pop-up message indicating that the eBook is in use, and you will be offered the option to request a “hold” on the eBook. In order to place a “hold,” you must have a My EBSCOhost account and login to that account. (To establish a My EBSCOhost account, click on the “Sign In” link at the top left of any EBSCOhost screen, and then click on the “Create A New Account” link on the Sign In screen. To login, click on the Sign In link and enter your user name and password on the Sign In screen.) After you place a “hold,” you will receive an email notification when the eBook becomes available,

7. When I am viewing the full-text of the eBook, how do I use the tools in the Tools column on the right of the eBook Viewer?

The following describes the most frequently used tools.

-  - Click on the magnifying glass icon to search for terms within the eBook.
-  - Click on the “create a note” icon to create a note about the eBook and save it to a personal My EBSCOhost folder. See section 11 below for details.
-  - Click on the dictionary icon to search for definitions of words in the eBook you are reading.
- Click on the printer icon to print specific pages of the eBook. See section 9 below for details.
- Click on the envelope icon to email specific pages. See section 10 below for details.
- Click on the “add to folder” icon to add bibliographic information about the eBook (author, title, etc.) and/or notes to a personal My EBSCOhost folder. Click on the “sign-in” link at the top of any EBSCOhost screen to either create a My EBSCOhost folder account or to login to an existing My EBSCOhost folder account.
- A “cite” icon is offered with the intention of helping you cite the eBook according to the various citation styles such as MLA and APA. However, the ECC librarians do not recommend that you use this tool. The citation examples are often incorrect and out-of-date. You should use instead the Library’s guides for citing sources using the MLA and APA styles which are available online from the Library’s Home page at http://www.elcamino.edu/library/library_ser.

8. Can I change the view of the eBook within EBSCOhost?

Yes, you can use the icons in the Viewer Toolbar at the bottom of the Viewer to perform certain functions. Here are the functions of the icons, as they are positioned from left to right:

- Full Screen View: Click the icon to have the page fill the screen.
- Fit Page Width: Click the icon to fit the page by width in the viewing area.
- Fit Page: Click the icon to view the entire page in the viewing area.
- Zoom Out: Click the icon to zoom out on the page.
- Zoom In: Click the icon to zoom in on the page.

9. Are there limits to how many pages can be printed?

Yes, printing an entire eBook violates copyright laws, and there are copyright protection features in EBSCOhost. When you click on the print icon in the left column of the eBook Viewer, you will be presented with printing limitations and options, depending on the specific eBook. Generally, up to 60 pages of a title can be printed by a user in a session. However, the number of pages may vary depending on requirements of the publisher of an individual eBook.

10. Are there limits to how pages of a book may be emailed?


Yes, emailing an entire eBook violates copyright laws. When you click on the email (envelope) icon in the left column of the eBook Viewer, you will be presented with limitations and options, depending on the specific eBook. Generally, up to 60 pages of a title can be emailed per user. However, the number of pages may vary depending on requirements of the publisher of an individual eBook.

The standard format for pages that are emailed is PDF. However, you have the option to specify that the pages be emailed in plain text format.

11. How do I use the note-taking feature?

The note-taking feature allows you to take notes on eBooks and store them in a My EBSCOhost folder for later viewing. To use the feature, take the following steps:

- a. From the page of the eBook on which you would like to leave a note, click on the “create notes” icon in the toolbar.
- b. Click on the “+ New Note” button that appears in the Notes area. (If there are existing notes, they appear in a list in the Notes area.)
- c. Click on the “Sign In” link to either create your personal My EBSCOhost folder account or save your note to your already-created My EBSCOhost folder account.
- d. Enter your note text in the field provided and click on the “Save” button. You can adjust how the text appears in your note using the “Bold,” “Italics,” and “Underline” buttons above the text field.
- e. Your saved note appears in the Notes list.

- f. Click on the “Note title” to edit text.
- g. Hover your pointer over the note to either “Delete” or view the page number of the note.
- h. Click on the  in the upper-left corner to close the Notes area.

12. When I am finished with viewing an eBook, how do I exit the book?

Close the eBook Viewer window when you are finished using an eBook. Please note that if you were directed to an eBook through the Library’s Catalog, you still should have an open, separate Catalog window for resuming use of the Catalog if you want.

13. I am having problems viewing eBooks. What can I do?

You should review the information provided above about software requirements in answer to question #3 and take any necessary actions. If you still need help, contact a librarian at the Library’s Reference Desk. The phone number is 310-660-6483. Typical hours of Reference Desk operation are M-Th, 8 a.m.-9 p.m., Friday 8-4:30, Saturday 9:30-2:30. Hours may vary during the winter and summer sessions.