Accessing Ebooks via the Library Catalogue.

Did you know that the library now has more than 600 electronic books that you can access from the catalogue and we are adding to this fast-growing collection every week!

Ebooks are a fantastic resource as they are:

- **Fast!** You can download or read them online instantly.

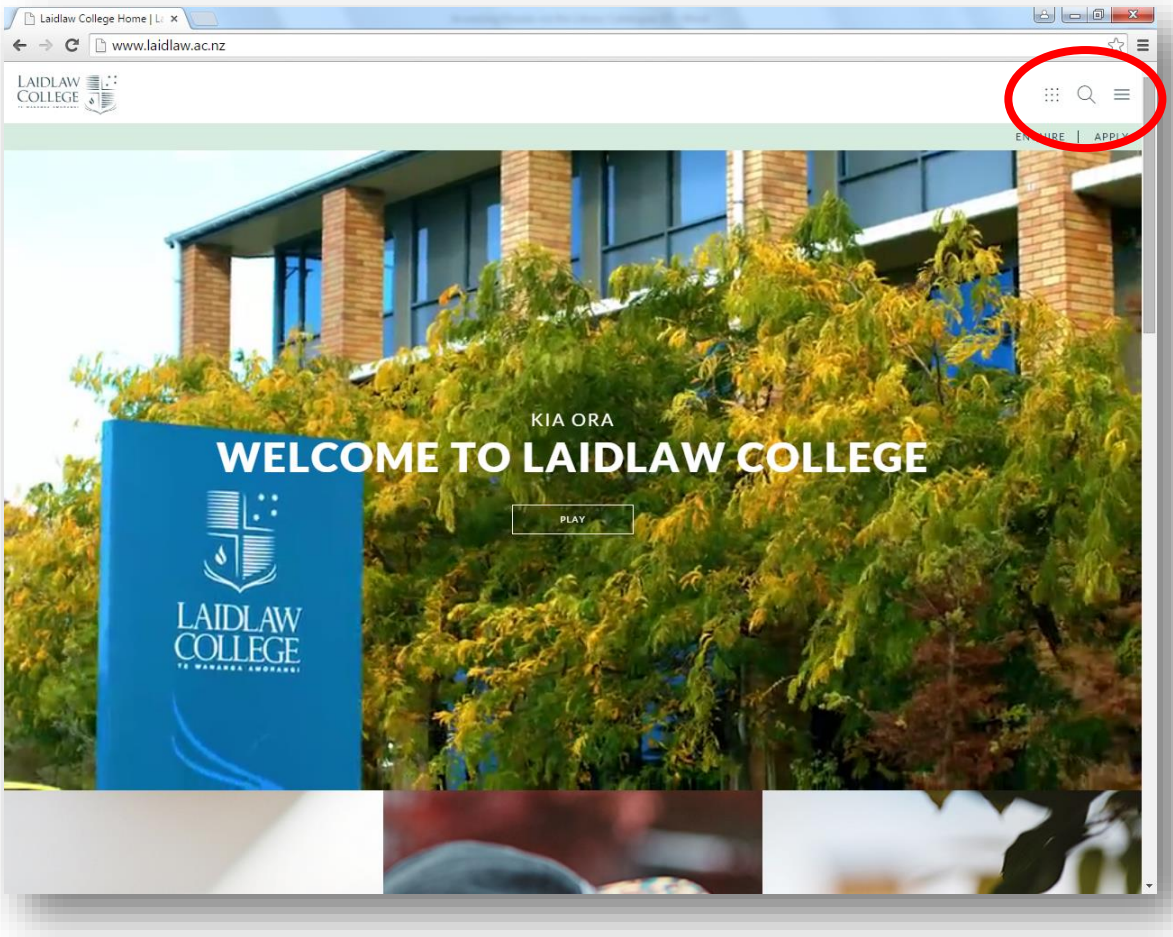
- **Searchable!** Find relevant parts of the text quickly and easily.

- **Portable!** Access them 24/7 either in the library or at home.

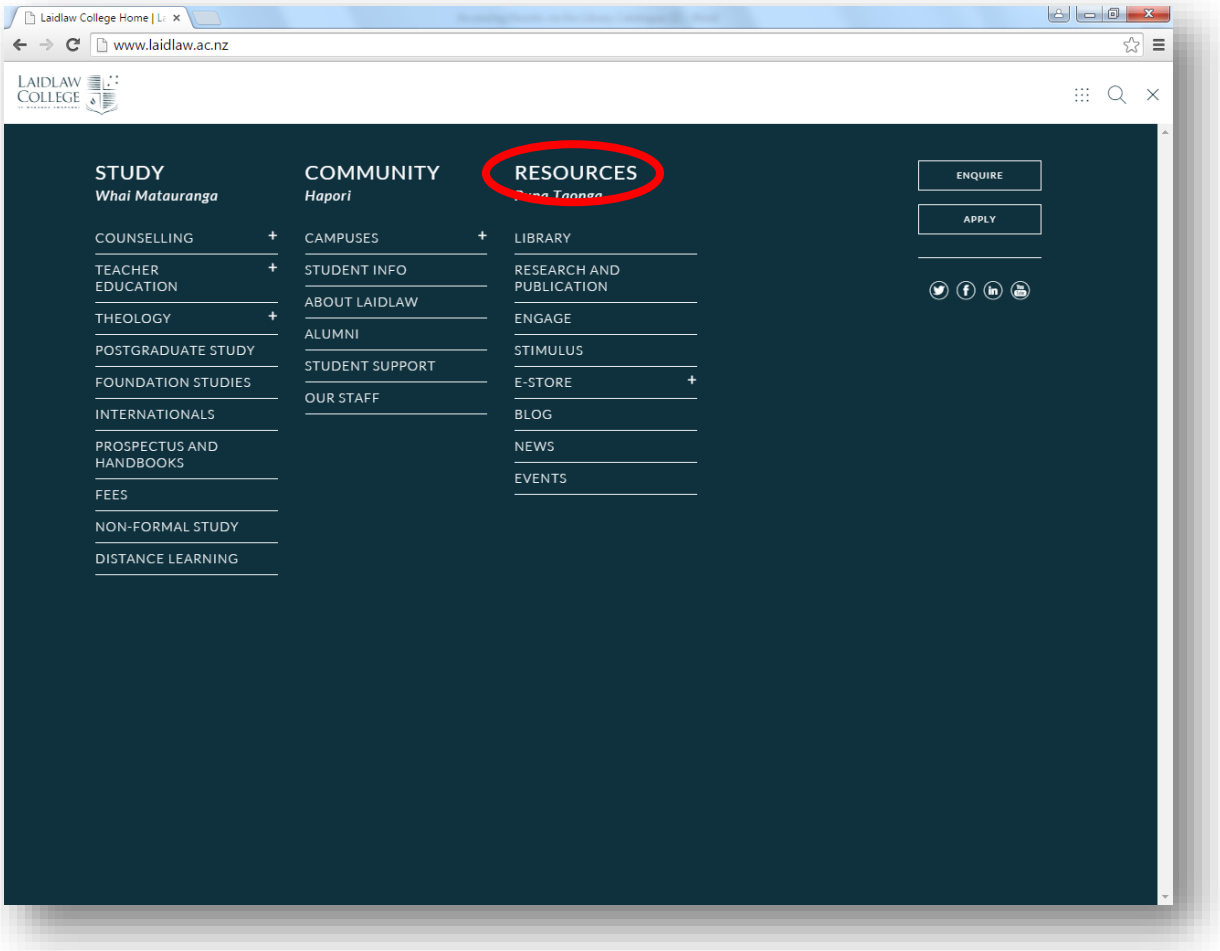
1. How to find an Ebook from the Library Catalogue:

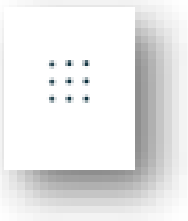
Ebooks are best accessed from the Library Catalogue, which is accessed via Moodle or the Laidlaw College Website:

Clicking one of the menu links from the top right hand side will enable you to access the Library Homepage.

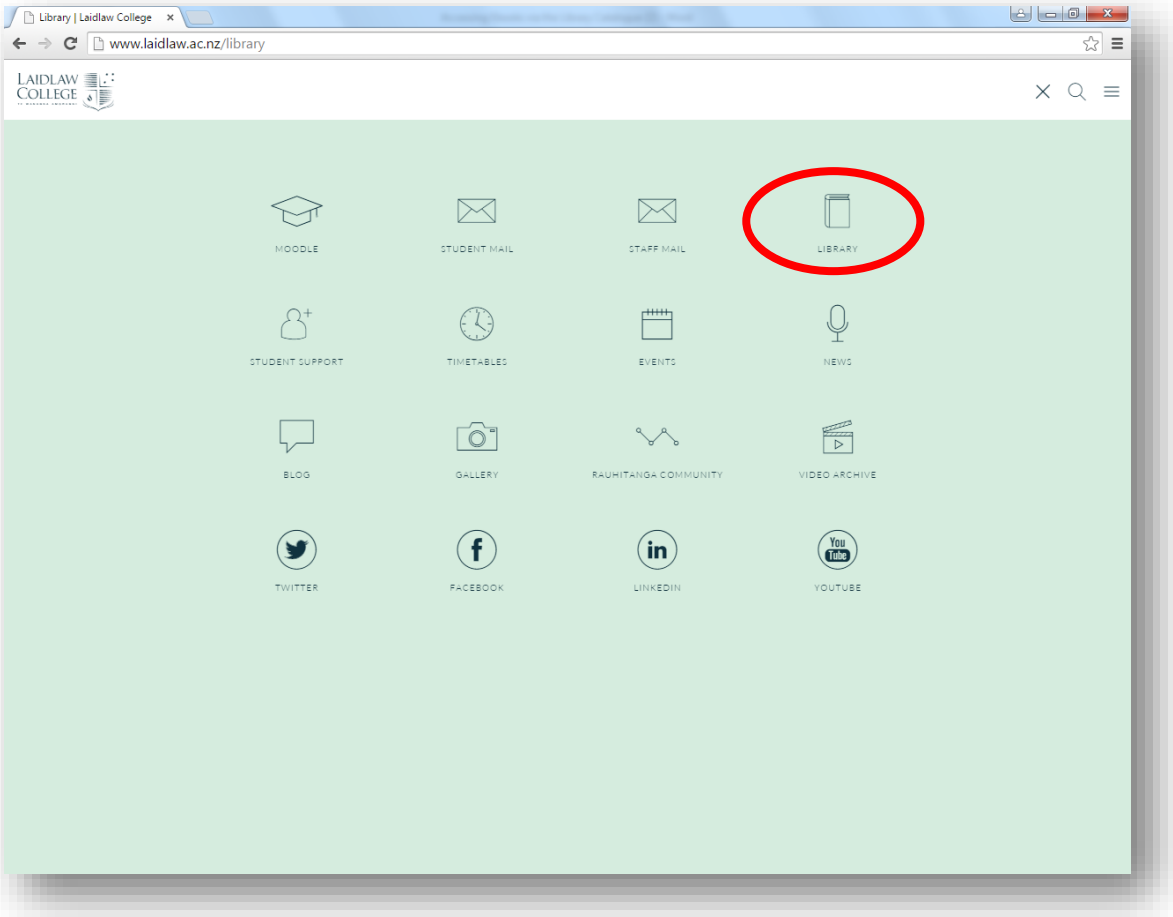


The “Hamburger” menu button on the far right (shown above) will display the menu below. The Library Link is found under **Resources.**

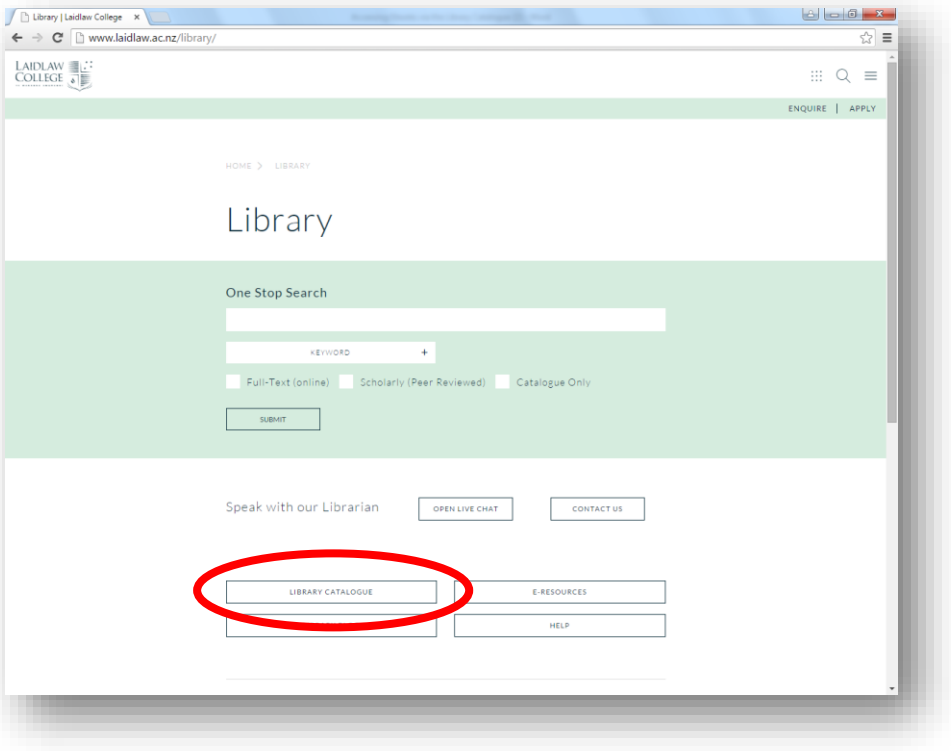




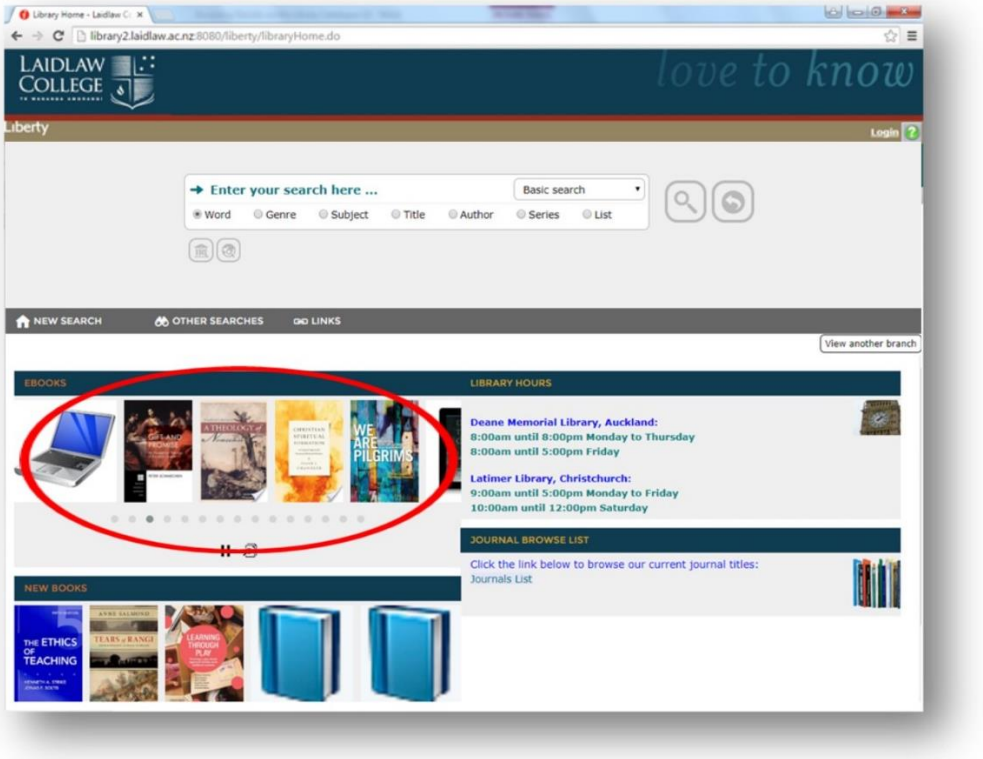
The “Apps” menu button, further to the left (shown above) displays the Apps menu below. The library link is on the top of the right hand column.



Both of these links will open the Library Homepage from where you can access the Library Catalogue:

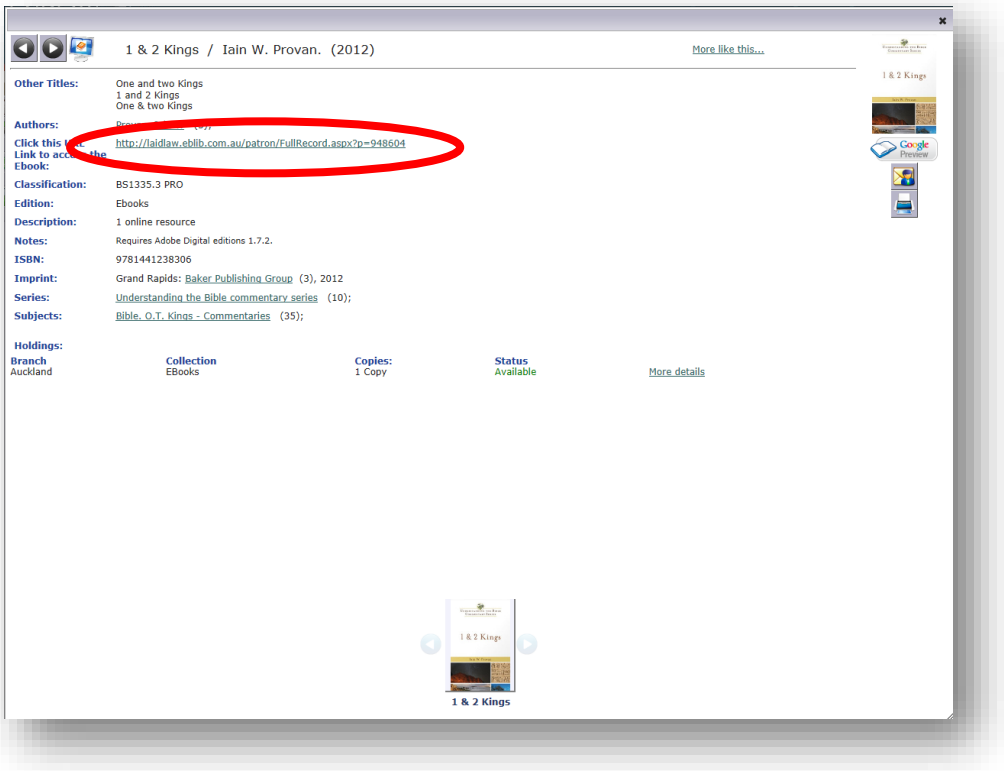


You can browse a full listing of the library's ebook collection via the ebook slider on the library catalogue:



Or, to search for electronic books on a particular subject, simply type “ebooks” into the Basic Search box at the top of the screen, along with any key words, then press the magnifying glass search button to begin your search.

Once you’ve displayed the record of the Ebook you wish to read, simply click on the web address to access the book. There are two type of Ebook records – those supplied by Proquest and those supplied by EBSCO. Some EBSCO records can only be read online by one user at a time. If you cannot access the Ebook immediately by clicking on the link, try again later. Ebooks supplied by Proquest can be read online or downloaded by multiple users by following the steps below:



Please Note: Staff potentially have up to 4 different password combinations for different Laidlaw Systems:

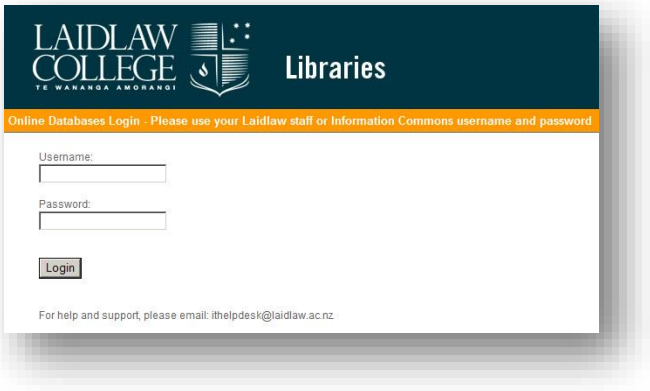
1. **(Christchurch Staff only) Microsoft Exchange Username and Password** – this is the Username/Password combination used to access your **email.** Please note, **this is the same Username/Password combination used to access Ebooks via the authentication window above.**
2. **Student number/Date of birth** backwards, if you are a past or existing student. This should get you into **Moodle**, **the Student PC’s** in the Library, the **Library Catalogue** and ***can*** be used to access **EBSCO** and other databases when off site and also access **Ebooks** via the screen above – both on and off site. **This is how students access the Ebooks**.
3. **Staff “Z” number**, found on your Staff ID card. *You may need to check with Jeremy Adams to find out what the password is or to change it*. This Z number combination is only used for staff access to the library catalogue and is unique to the **Library system**.
4. **Staff Network login**. This is the Username/Password combination you use to login with to the network on your **PC when you are in your office**.

Reading an Ebook:

We purchase Ebooks from 2 different suppliers. These Ebooks are accessed via the Catalogue in the same way, however there are some differences between the two products when it comes to displaying and downloading. These differences are described below.

2. Proquest Ebook Access:

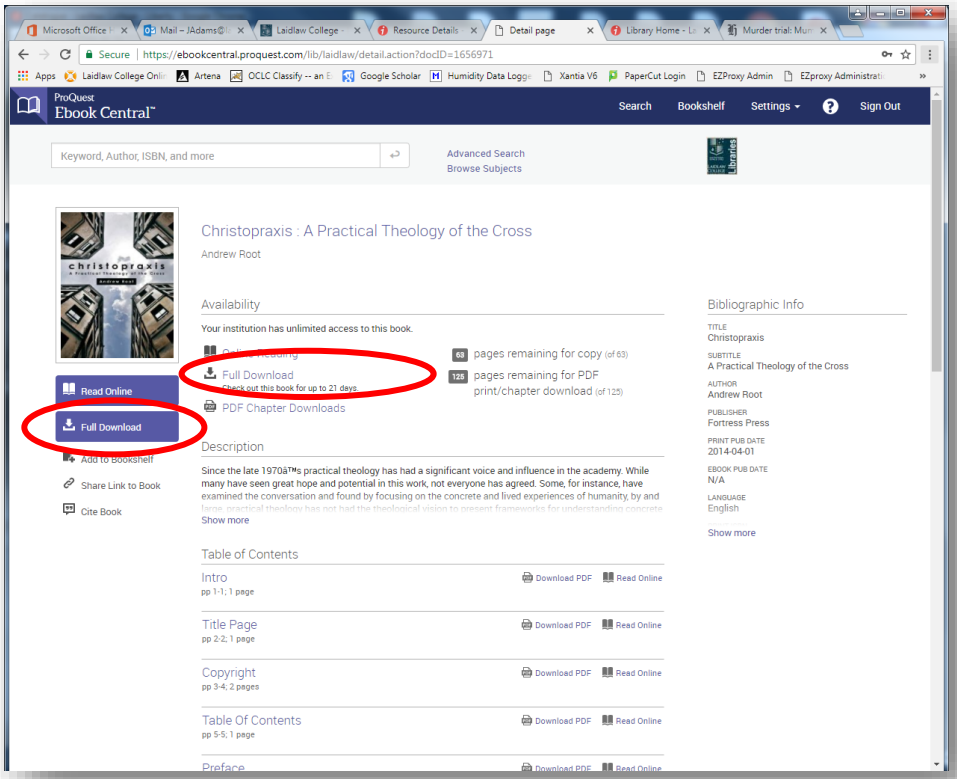
Once you have clicked on the URL link from the Catalogue record, you will be asked to enter your username and password:



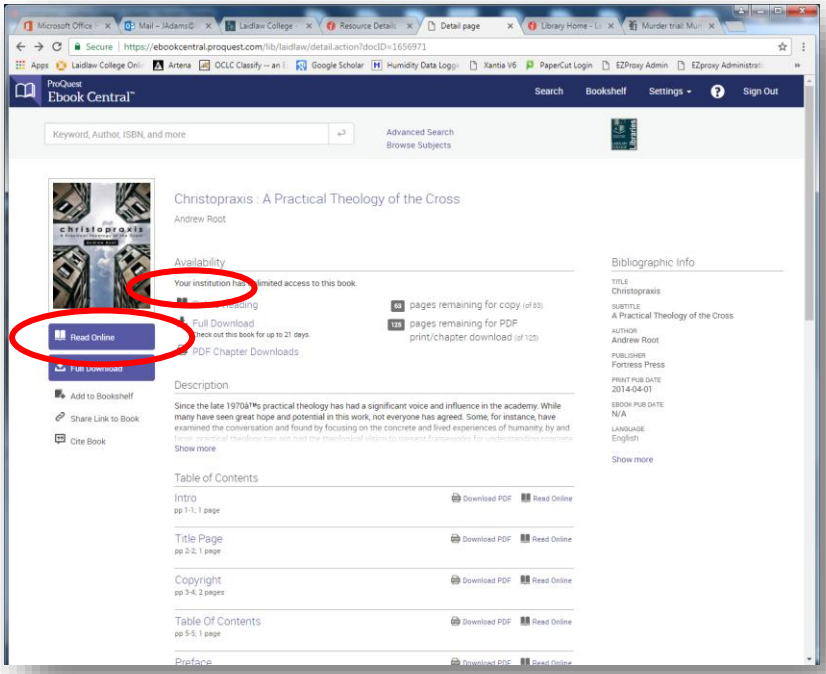
There are two options now available to you – “Read Online” or “Download”. “Read Online” is the only option available if you are accessing the record from a Library Catalogue machine in the library.

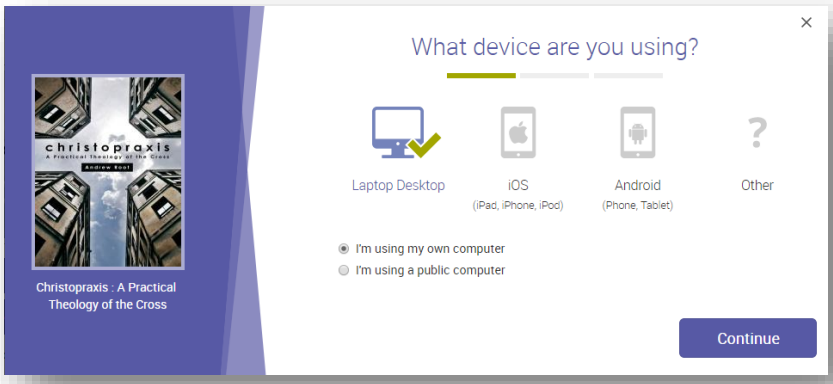
Read Online View:

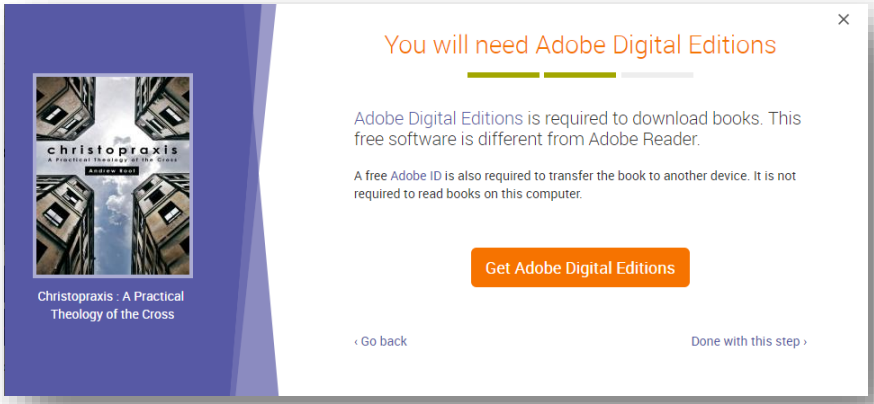
You may Read/Browse, search and print from this mode. Copyright is controlled by PROQUEST. This view may be accessed via either of the links shown below:

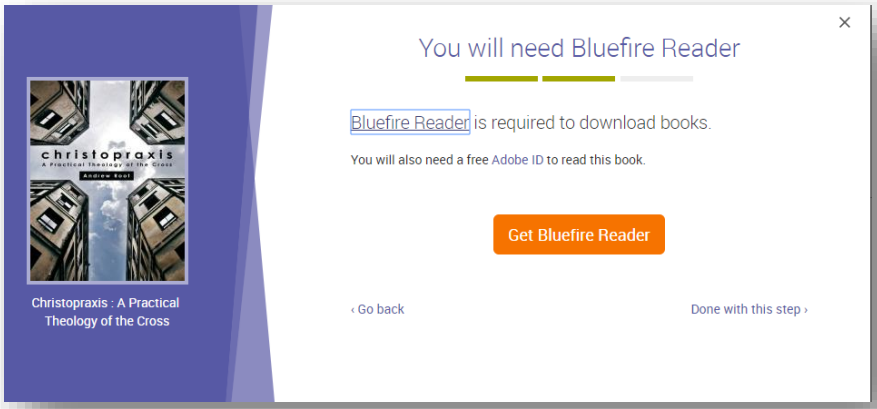


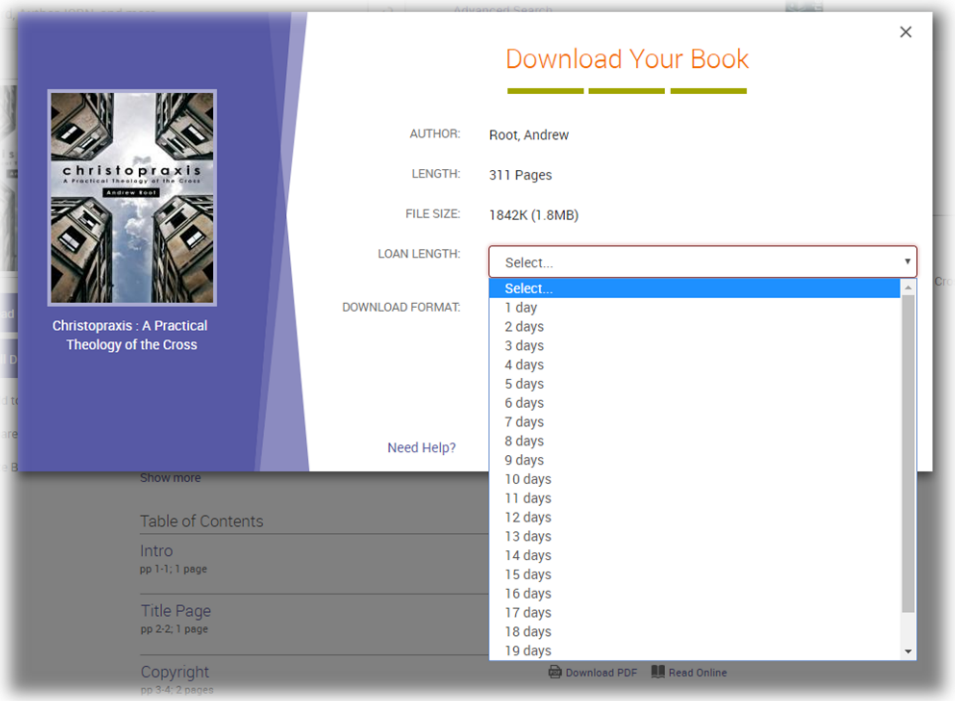
If you wish to download, click either the “Full Download” button or link as shown below. You will also need to ensure that you have ***Adobe Digital Editions*** installed on your PC/Laptop (Please refer to the instructions in section 4 below). This is freely available over the internet, but can also be obtained initially when you select the full download option.

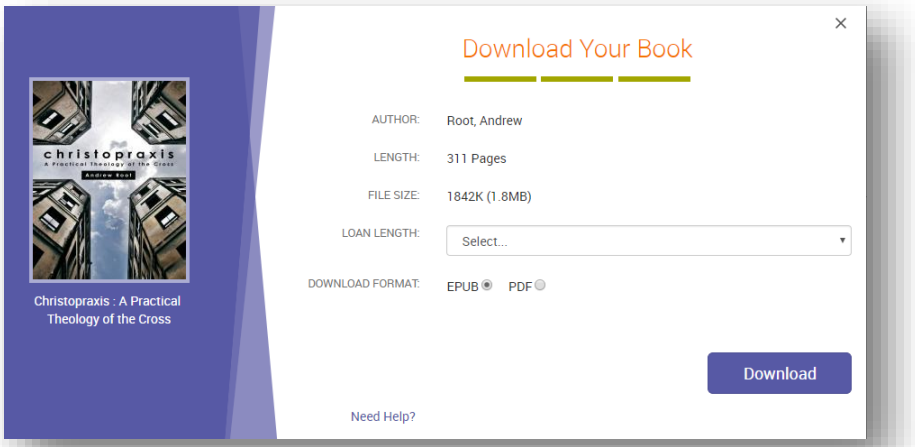


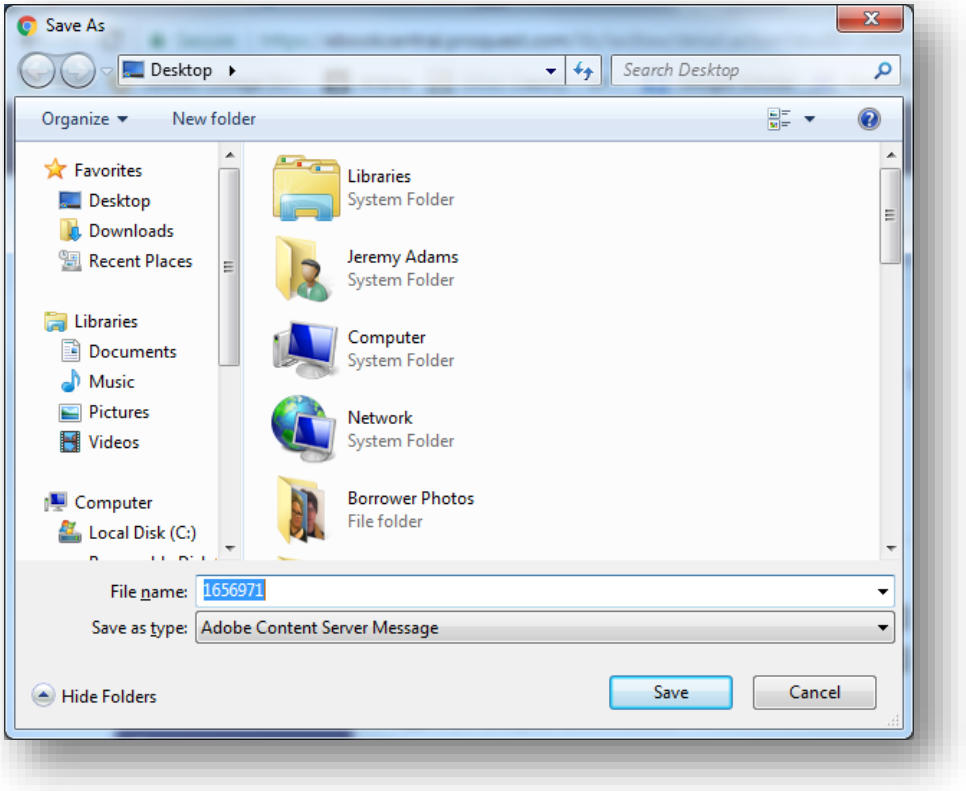



You will need Adobe Digital Editions
Adobe Digital Editions is required to download books. This free software is different from Adobe Reader.
A free Adobe ID is also required to transfer the book to another device. It is not required to read books on this computer.
Get Adobe Digital Editions
‹ Go back
Done with this step ›
Christopraxis : A Practical Theology of the Cross

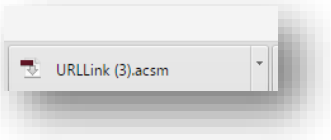

You will need Bluefire Reader
Bluefire Reader is required to download books.
You will also need a free Adobe ID to read this book.
Get Bluefire Reader
‹ Go back
Done with this step ›
Christopraxis : A Practical Theology of the Cross


Download Your Book
AUTHOR: Root, Andrew
LENGTH: 311 Pages
FILE SIZE: 1842K (1.8MB)
LOAN LENGTH: Select...
DOWNLOAD FORMAT:
Select...
1 day
2 days
3 days
4 days
5 days
6 days
7 days
8 days
9 days
10 days
11 days
12 days
13 days
14 days
15 days
16 days
17 days
18 days
19 days
Need Help?
Christopraxis : A Practical Theology of the Cross
Show more
Table of Contents
Intro
pp 1-1; 1 page
Title Page
pp 2-2; 1 page
Copyright
pp 3-4; 2 pages
Download PDF
Read Online


Download Your Book
AUTHOR: Root, Andrew
LENGTH: 311 Pages
FILE SIZE: 1842K (1.8MB)
LOAN LENGTH: Select...
DOWNLOAD FORMAT: EPUB PDF
Download
Need Help?
Christopraxis : A Practical Theology of the Cross

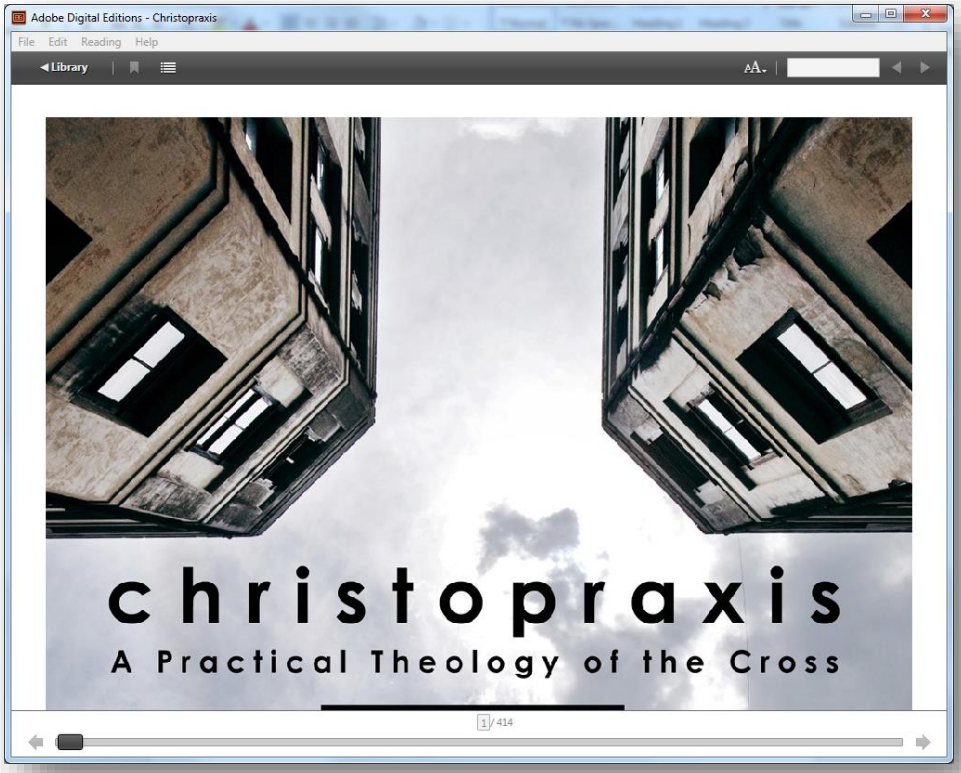


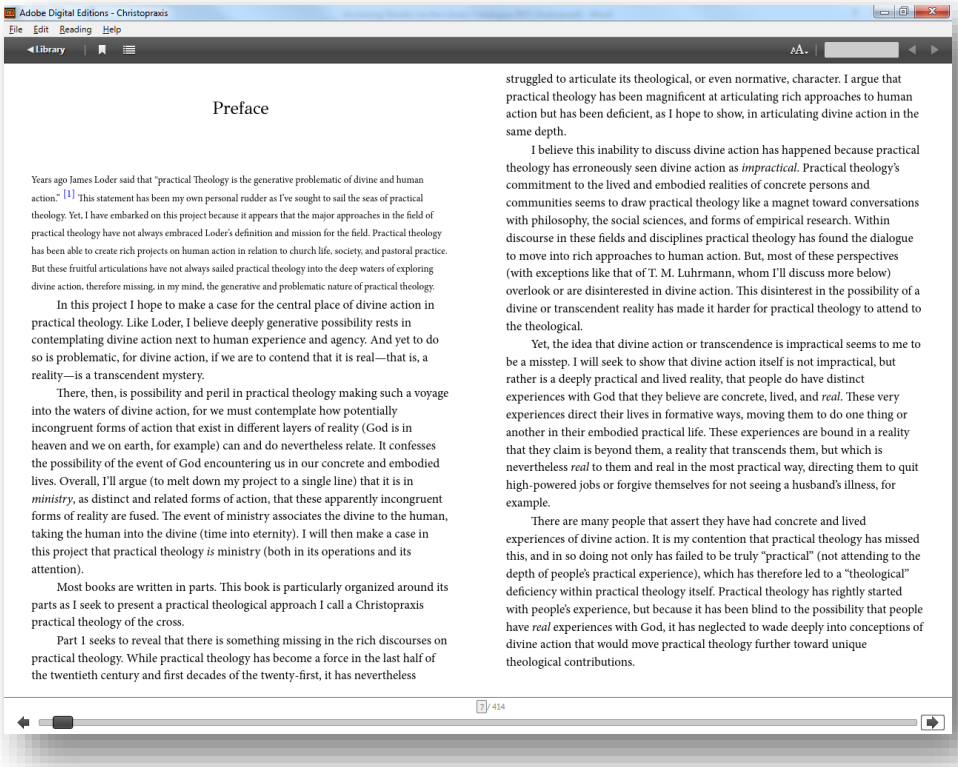
Once the Ebook has downloaded, you will see a file URLLink.acsm show in your Downloads Queue at the bottom left corner of the screen. Double Click this to open:



The title will then be displayed in your Adobe Editions Library with a “New” banner to show it is a current title avaiable for reading:

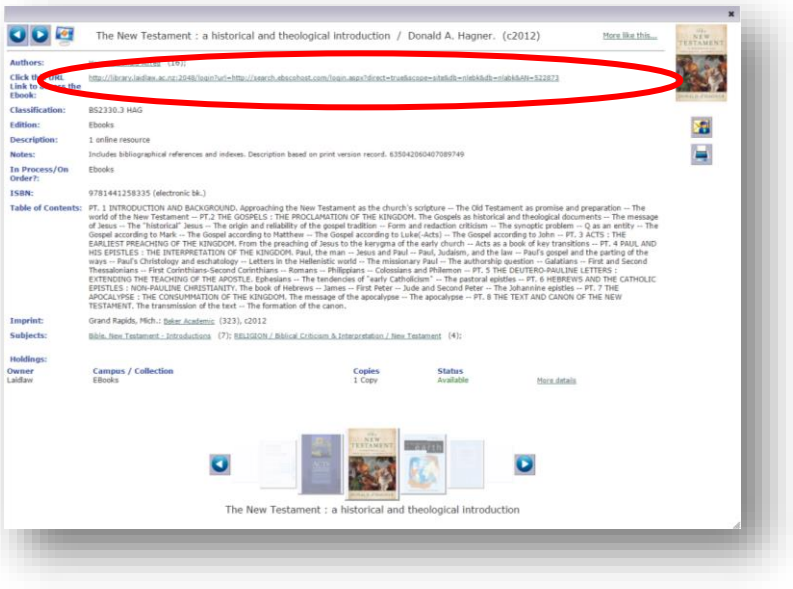
The book can now be read using the horizontal scroll bar at the bottom of the screen and be searched using the search box at the top right:





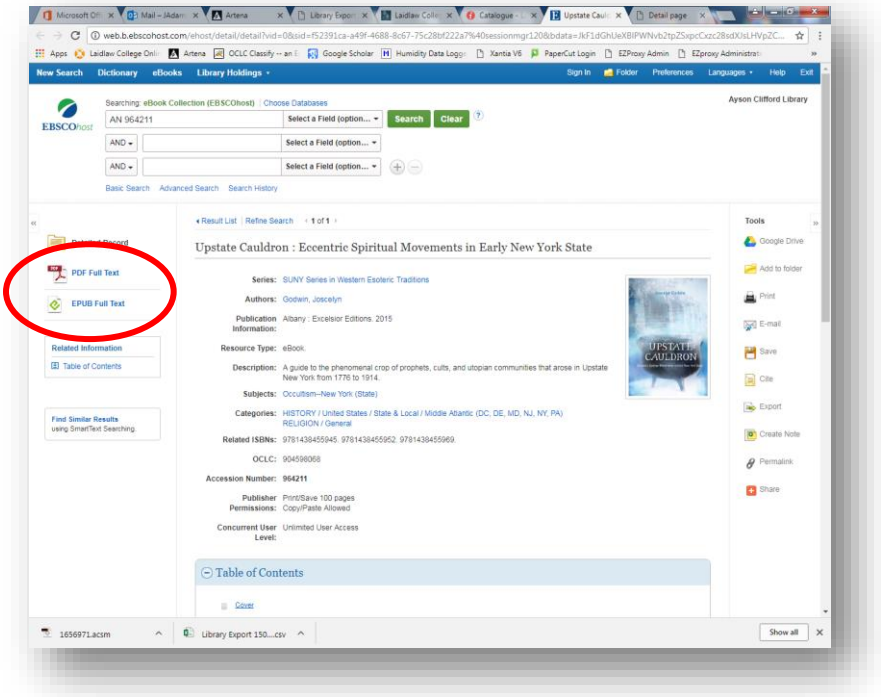
3. EBSCO Ebook Access:

EBSCO Ebooks look similar to PROQUEST records on the catalogue, but can be identified by a different URL Link:

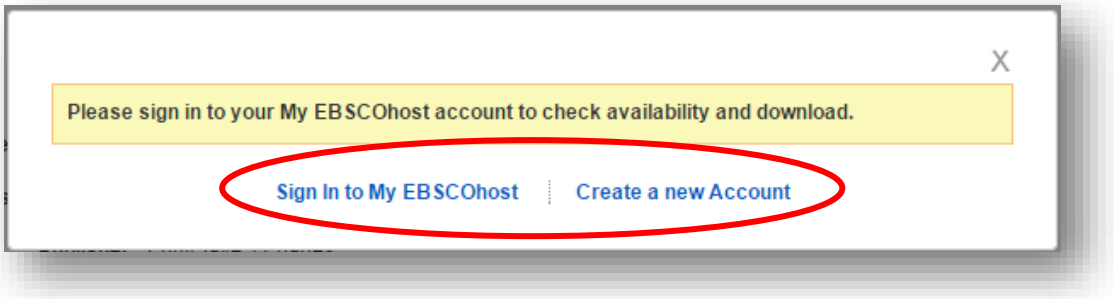


NOTE: EBSCO Books that can only be used by one person at a time are clearly identified by a message in red within the body of the record.

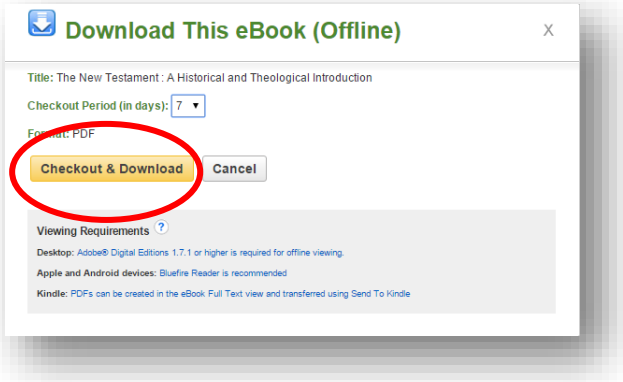
Clicking on the link will display the following screen. From here you can view the PDF or EBpub doscument online from the pane on the left, or download the Ebook (Offline)



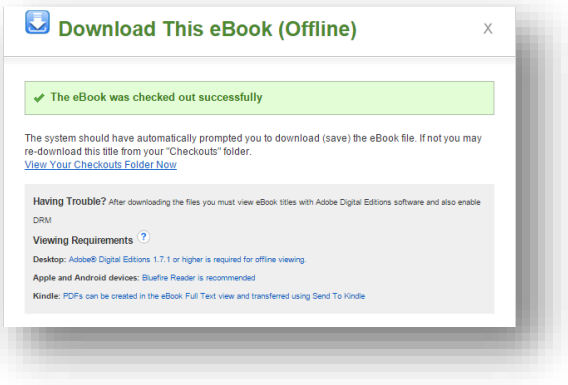
If you select to Download, you will be asked to login to your EBSCO account first. This is not the same as the strict Authentication as seen above to access an PROQUEST record, but you will have to do this to download the Ebook. If you do not have an EBSCO account already, simply click “Create New Account” and enter your details.



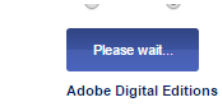
Once you have done this and/or logged in, click the “Checkout and Download” from the next window. *(As for PROQUEST Ebooks above, you will also need to ensure that you have **Adobe Digital Editions** installed on your PC/Laptop (Please refer to the instructions in section 4 below). This is freely available over the internet, but can also be obtained by clicking the “Adobe Digital Editions” from this window):*

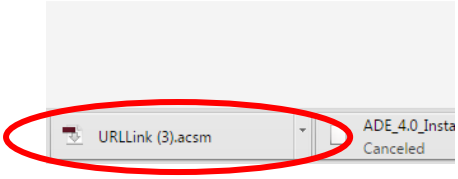


A confirmation window is the displayed, and you will the be able to view the Ebook via Adobe digital editions (once installed) in exactly the same way as described for the PROQUEST ebooks below.

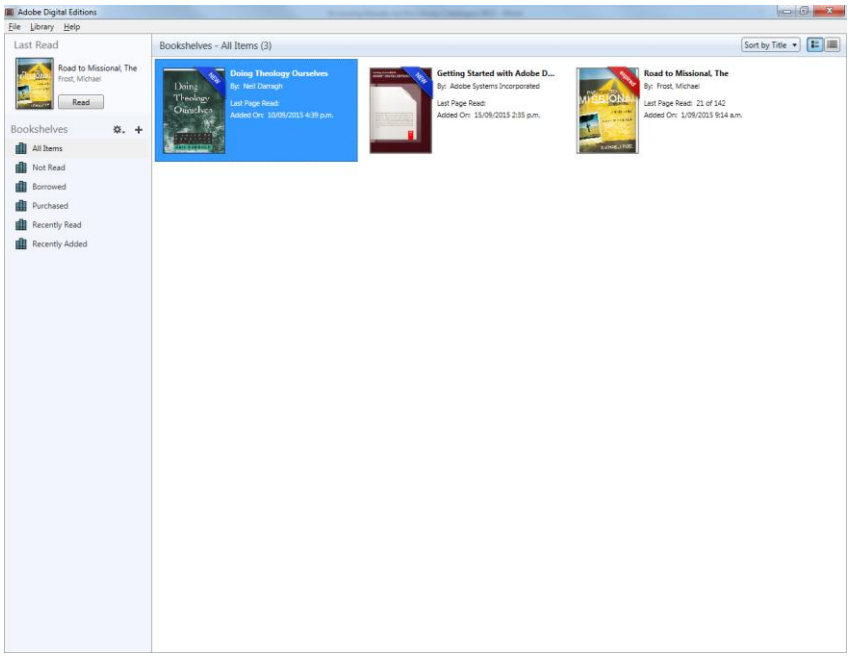


Once the Ebook has downloaded, you will see a file URLLink.acsm show in your Downloads Queue at the bottom left corner of the screen. Double Click this to open:

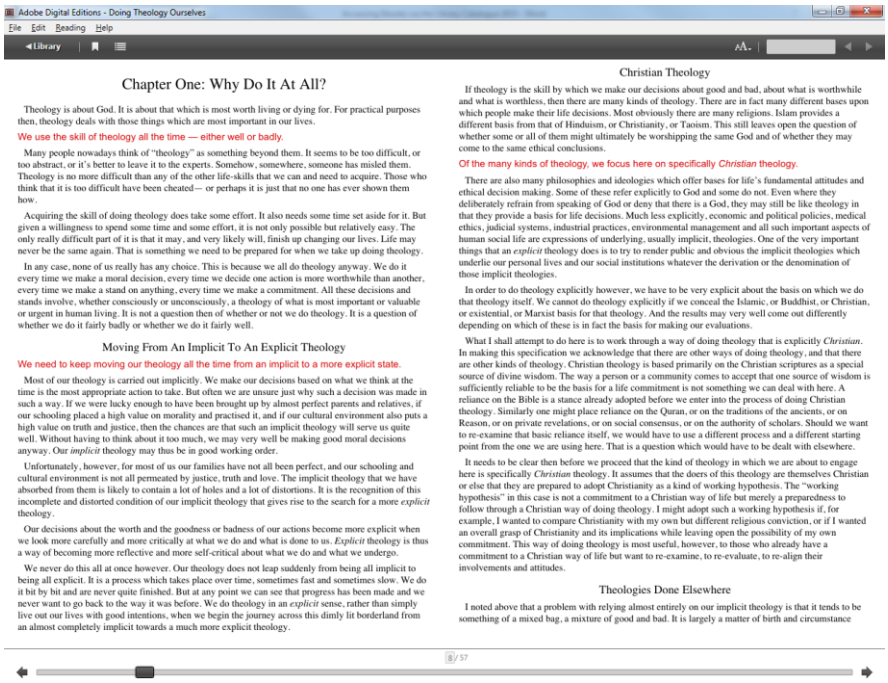




The title will then be displayed in your Adobe Editions Library with a “New” banner to show it is a current title avaiable for reading:



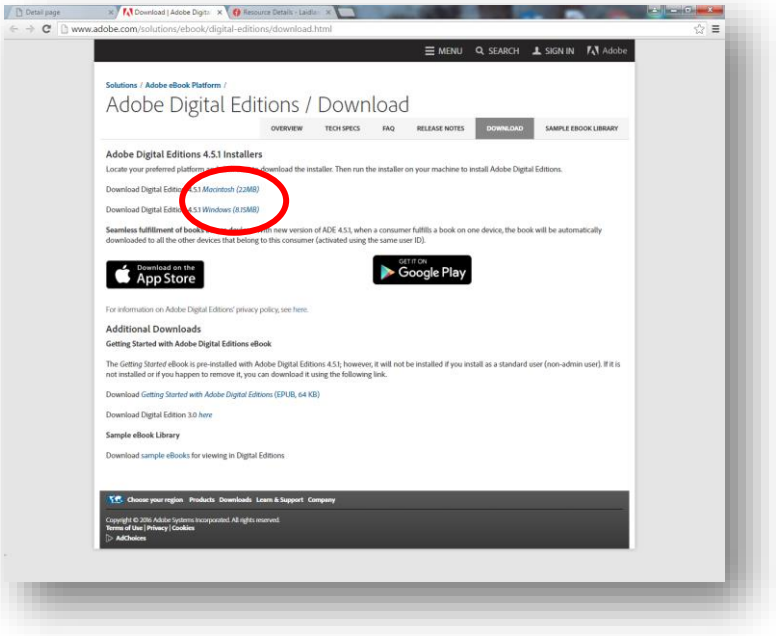
The book can now be read using the horizontal scroll bar at the bottom of the screen and be searched using the search box at the top right:



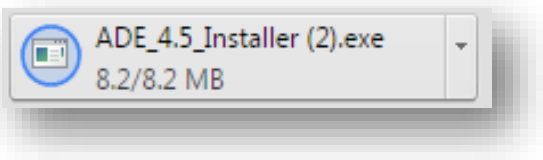
4. Downloading and installing "Adobe Digital Editions"

Please note that the steps and screenshots depicted here may vary slightly depending on the browser and/or operating system being used. They are provided as guide only. If you require any assistance at all, please contact library staff.

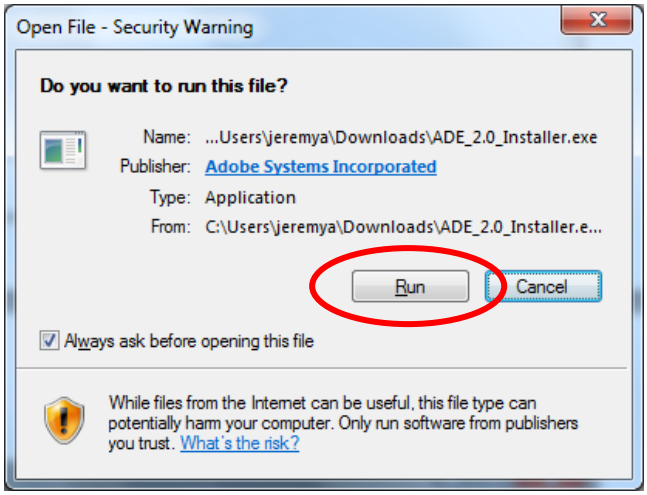
1. After selecting the orange "Get Adobe Digital Editions" button from the "Laptop Desktop" option from the device selection window, the screen below will be displayed. Select either Macintosh or Windows as appropriate.



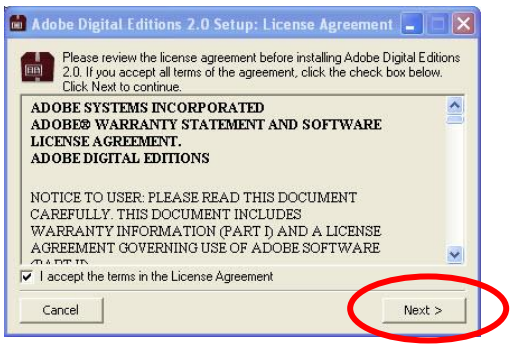
2. The download file will be displayed in the bottom left hand corner (Windows 7+). Click on this link:



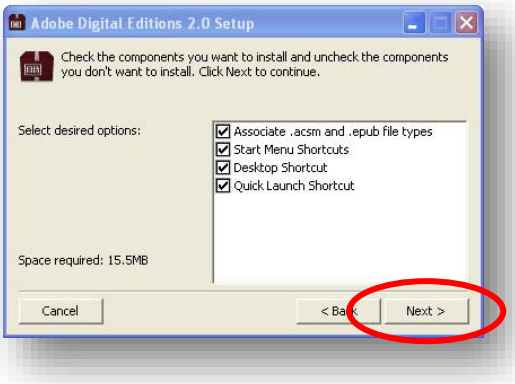
3. You will be asked to “Run” the file. Do this:



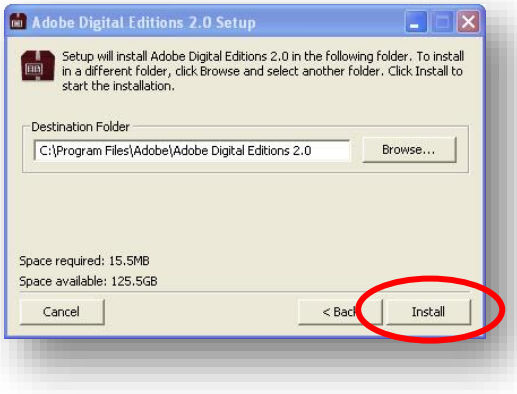
4. Then confirm by checking the tick box to accept the License Agreement and the click “Next”:



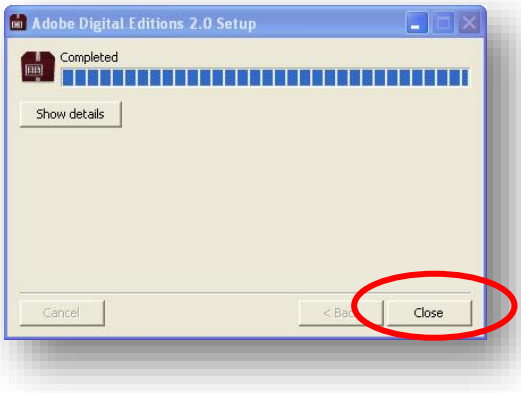
5. You are then given the option to install certain components only. Leave them all checked by default and click “Next”:



6. You are then asked to confirm the installation folder. Leave this set at the default folder and click “Install”. The Installation will now complete.

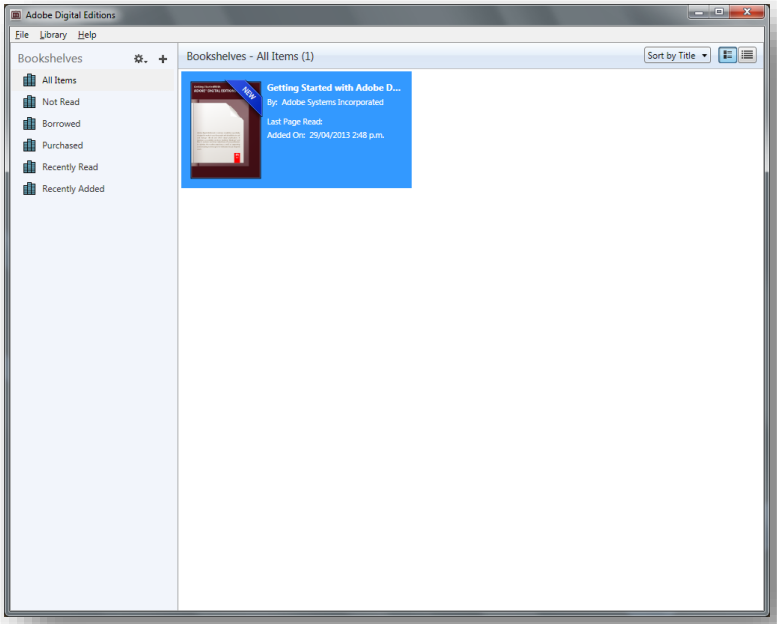


7. Once the status bar has completed, Click “Close”:

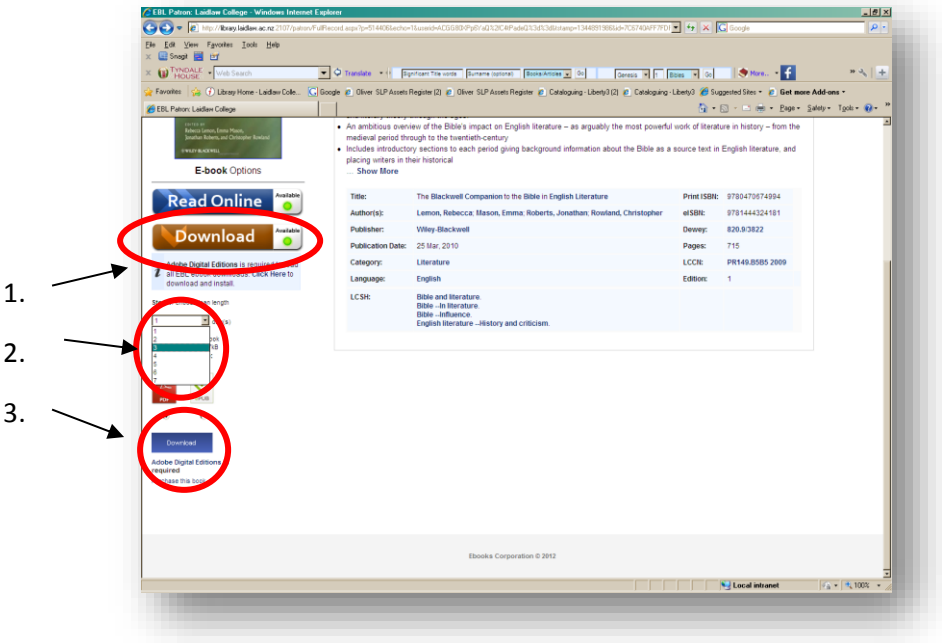


You should now see an Adobe Digital Editions icon on your desktop:

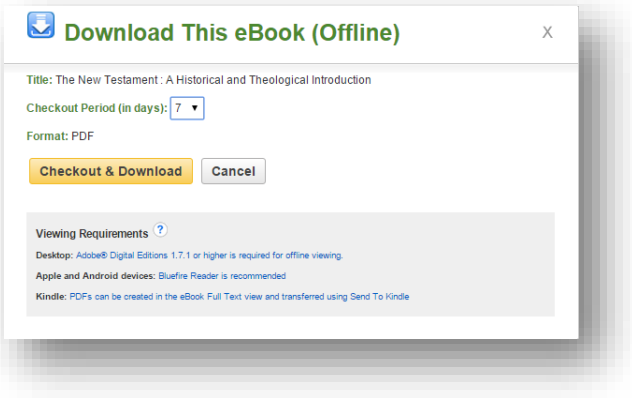
8. Opening Adobe Digital editions will display the following interface, along with the Digital Editions handbook in Ebook format:



11a. (PROQUEST) Once you have downloaded Adobe Digital Editions, go back to the Ebook display from the Library catalogue, select (1) the preferred loan period and (2) click the "Download" button:



11b. (EBSCO) Go back to the Ebook display from the Library catalogue, click the “Download” button, login to your account, then select the loan period and click “Checkout and Download” from the box below.



12. The first time you download an Ebook and then open Adobe Digital Editions, you will be asked whether you wish to authenticate with a username and password. If you do this, you will need to ensure you remember this username and password if you want to install and authenticate on another PC. This allows you to transfer books between computers. If you are in any doubt about this, we recommend you authenticate “anonymously”, which is clearly given as an option during this initial setup process. You will not be asked this after downloading the first book.

Please ask a Librarian if you need any further assistance.