

Accessing Ebooks via the Library Catalogue.

Did you know that the library now has more than 1200 electronic books that you can access from the catalogue and we are adding to this fast-growing collection every week!

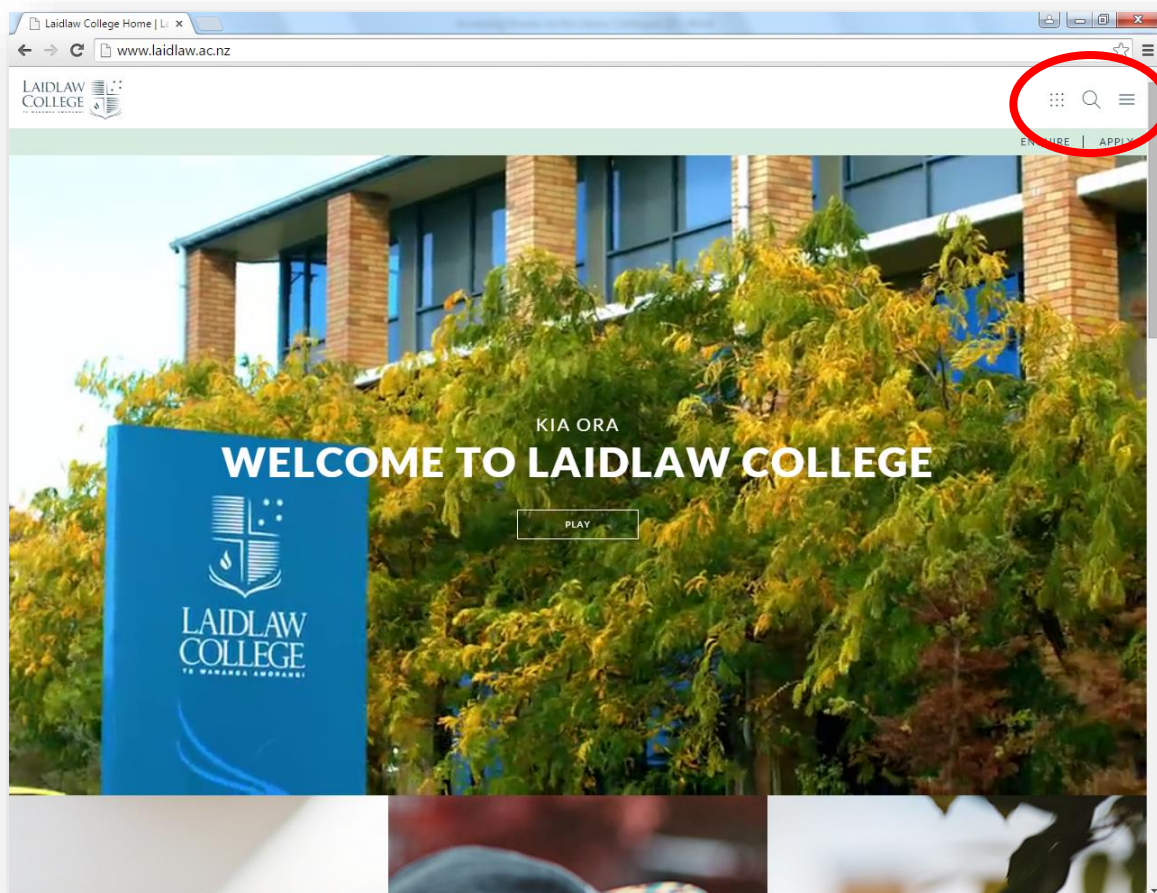
Ebooks are a fantastic resource as they are:

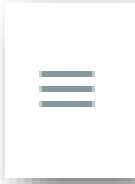
- **Fast!** You can download or read them online instantly.
- **Searchable!** Find relevant parts of the text quickly and easily.
- **Portable!** Access them 24/7 either in the library or at home.

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

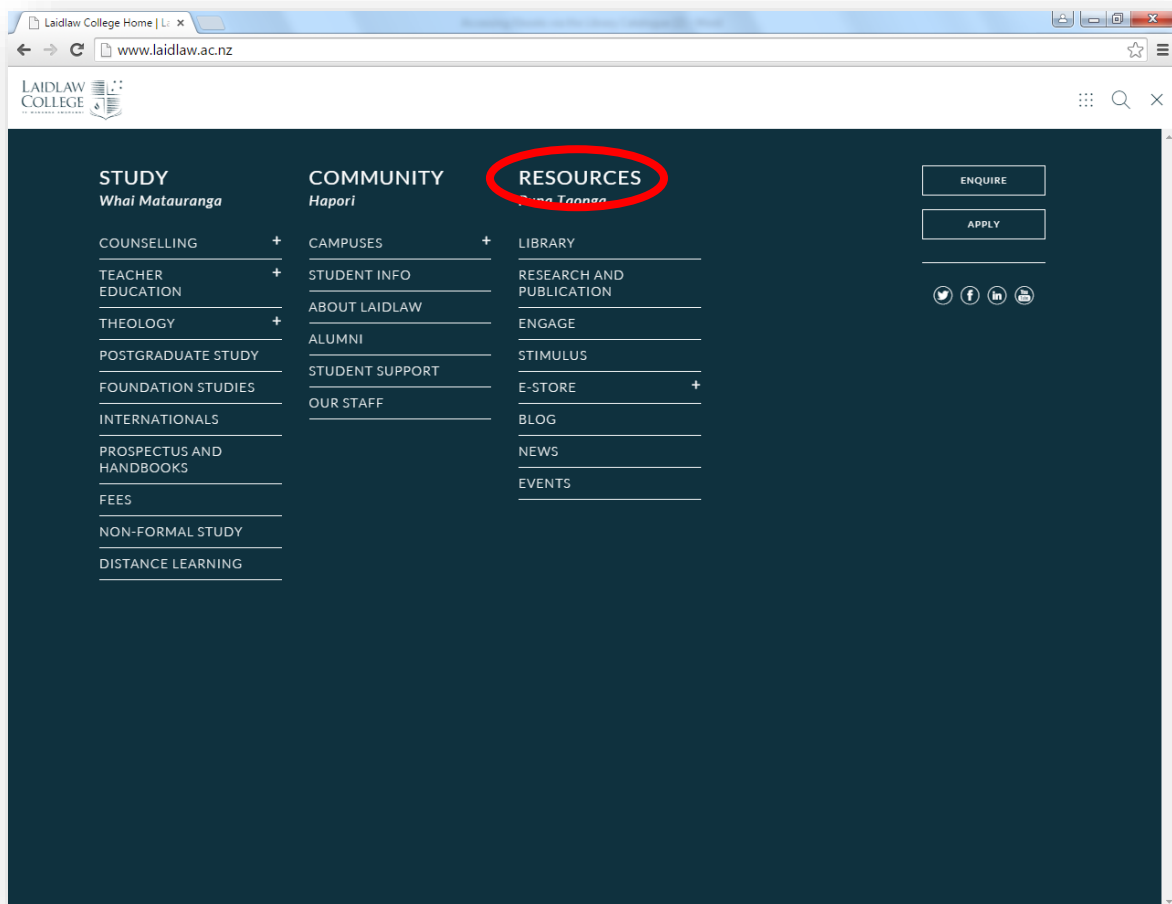
Ebooks are best accessed from the Library Catalogue, which is accessed via Moodle or the Laidlaw College Website:

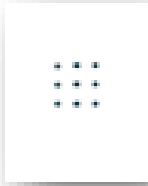
Clicking one of the menu links from the top right hand side will enable you to access the Library Homepage.



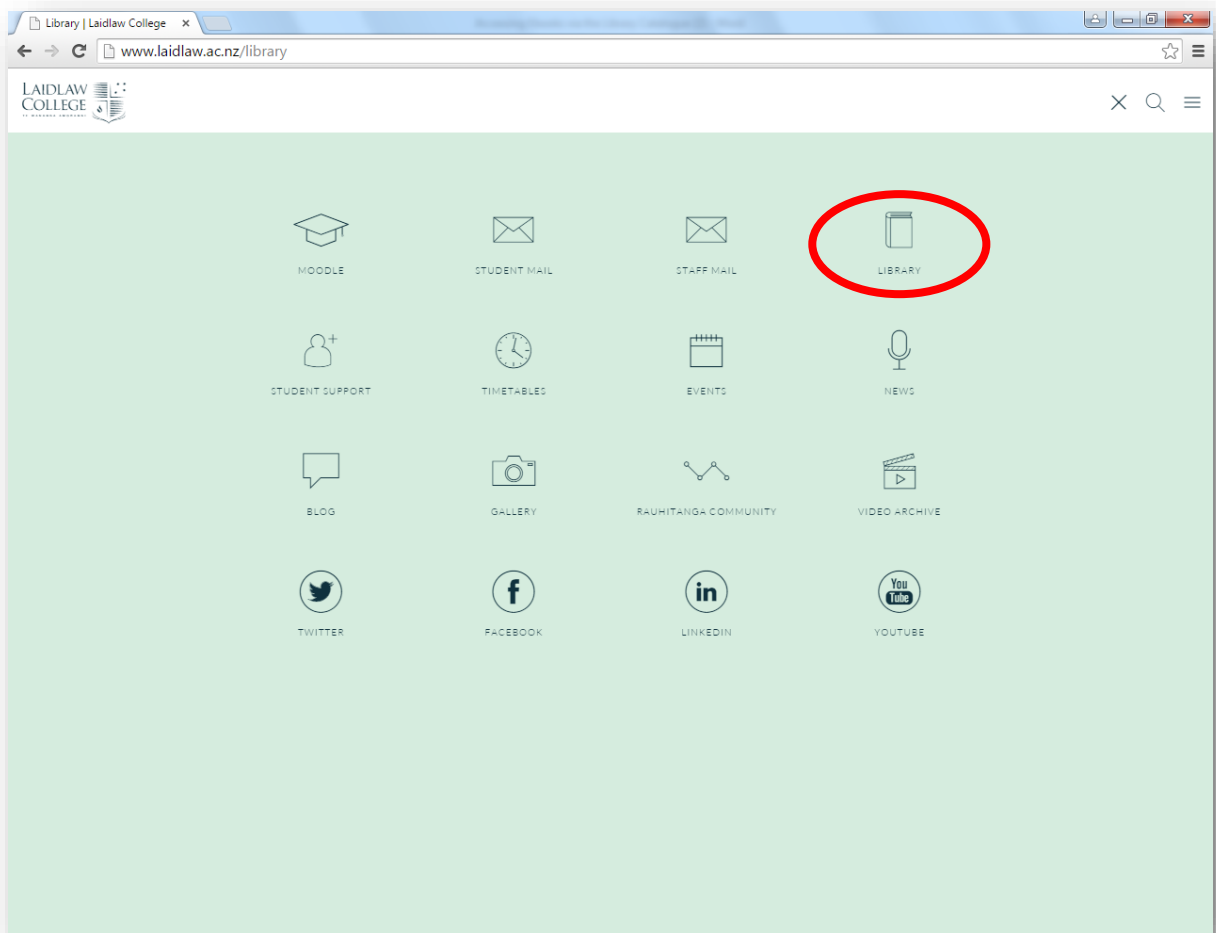


The “Hamburger” menu button on the far right (shown above) will display the menu below. The Library Link is found under **Resources**.

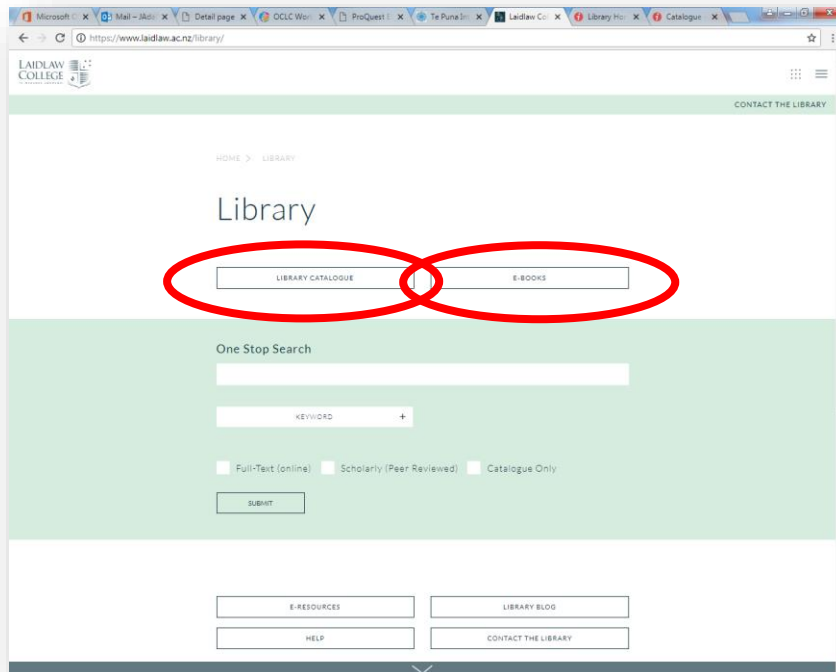




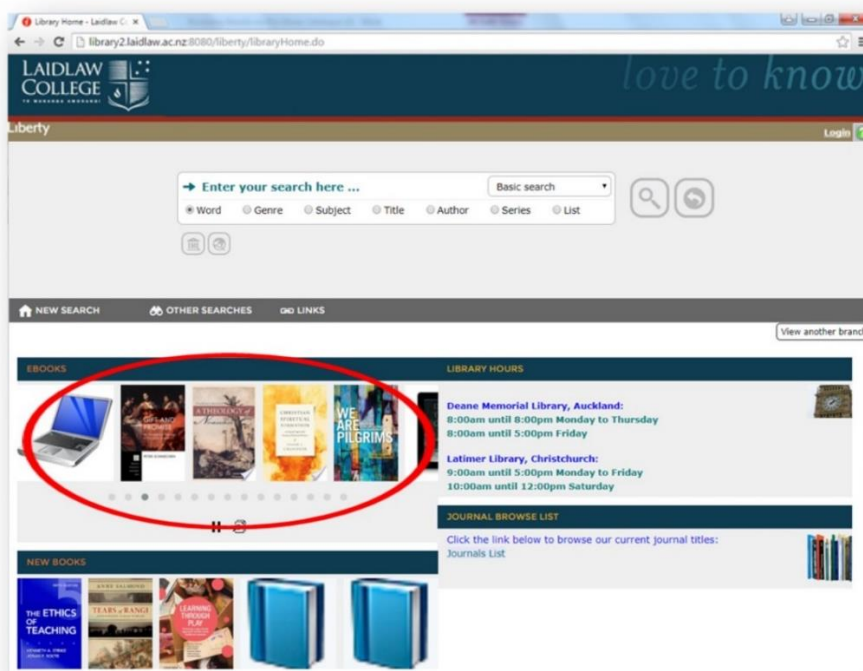
The “Apps” menu button, further to the left (shown above) displays the Apps menu below. The library link is on the top of the right hand column.



Both of these links will open the Library Homepage from where you can access the Library Catalogue, or click the E-Books button to list all the Ebooks in our collection:

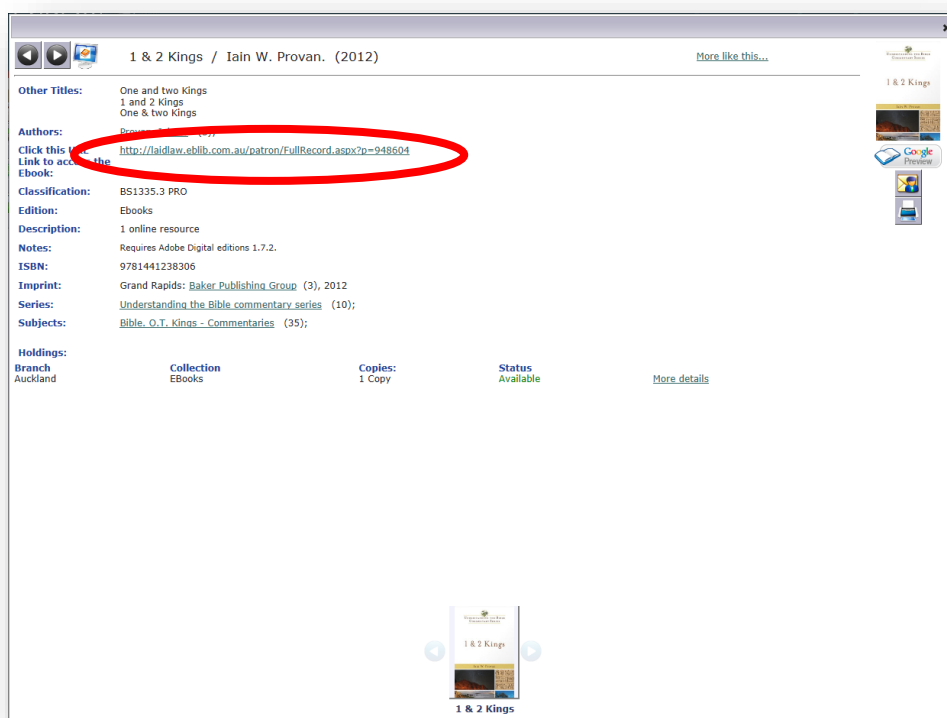


You can browse a full listing of the library's ebook collection via the ebook slider on the library catalogue:

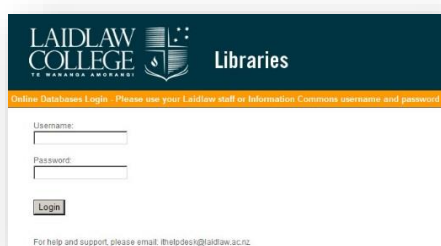


Or, to search for electronic books on a particular subject, simply type “ebooks” into the Basic Search box at the top of the screen, along with any key words, then press the magnifying glass search button to begin your search.

Once you’ve displayed the record of the E-book you wish to read, simply click on the web address (URL) from within the record to access the book.



You will then be asked to login:



1. **Student number/Office 365 Password**, if you are a current student. This should get you access to **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 Proquest Ebooks.**
2. **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.

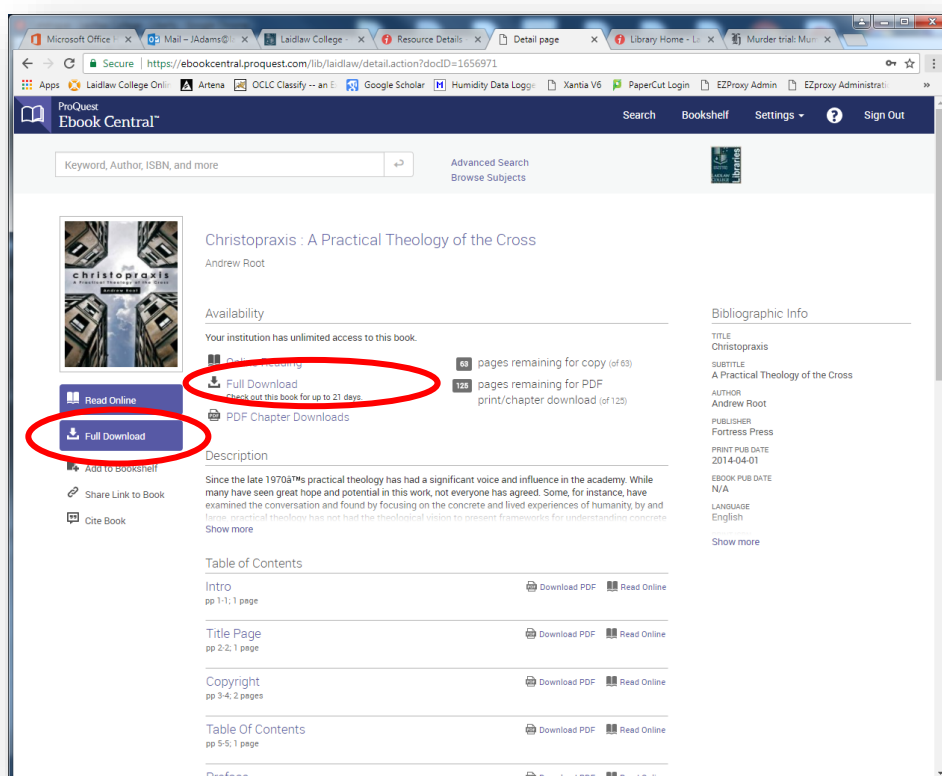
2. Proquest Ebook Access:

Once you have entered your username and password, the full Ebook record is displayed

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

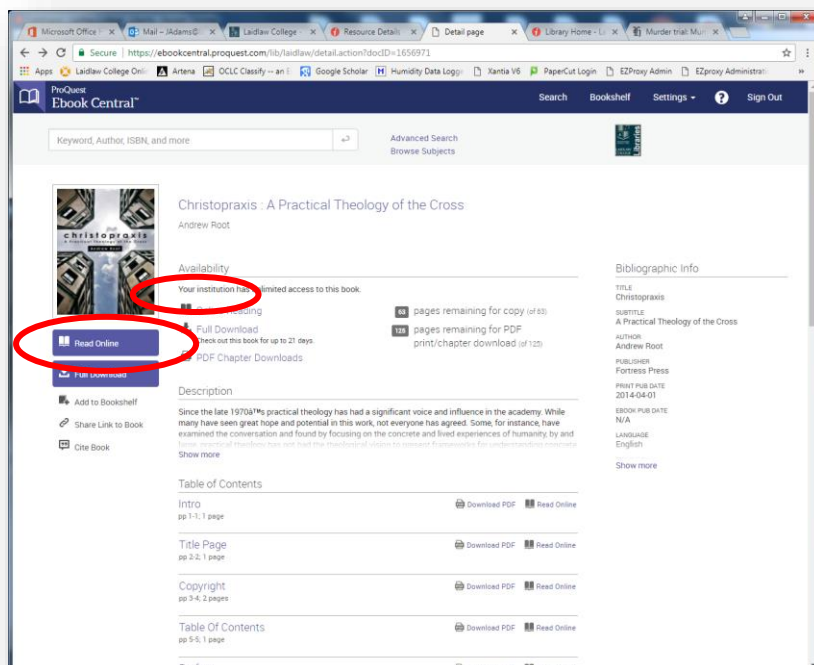
Read Online View:

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:



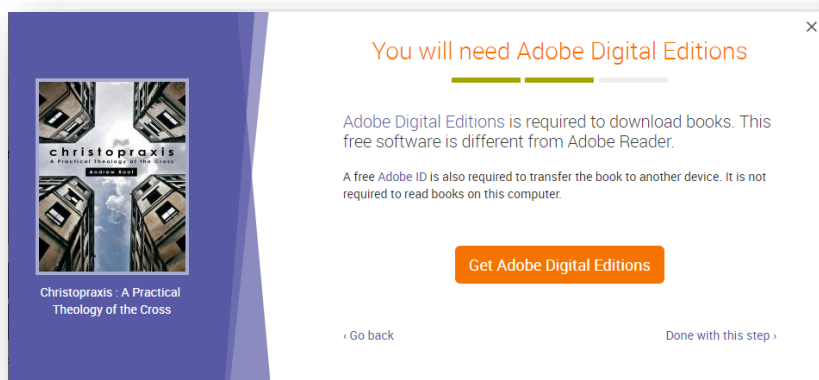
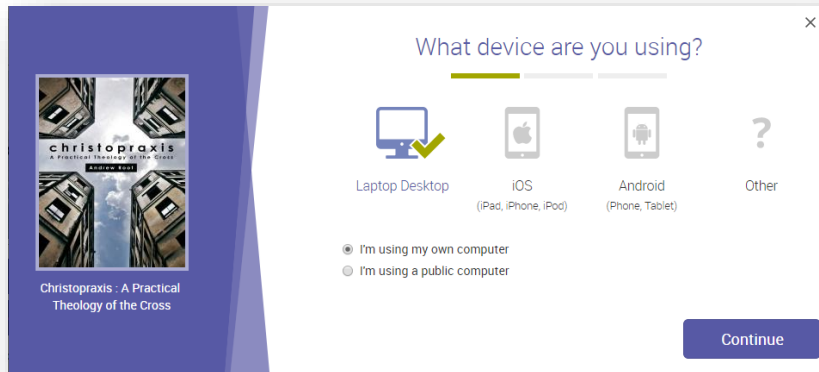


If you wish to download, click either the “Download Book” button or link as shown below. You will also need to ensure that you have **Adobe Digital Editions** installed on your PC/Laptop. This is freely available over the internet, but can also be obtained initially when you select the full download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

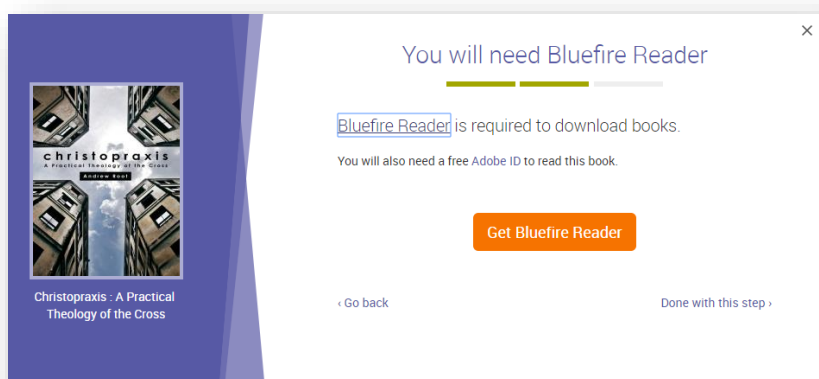


Once you have clicked “Download Book” for the first time, work through the following steps as show in the screenshots below. The systems will recognise what type of device you are using, so in most cases you can simply continue with the pre-selected default.

PC/Laptop:

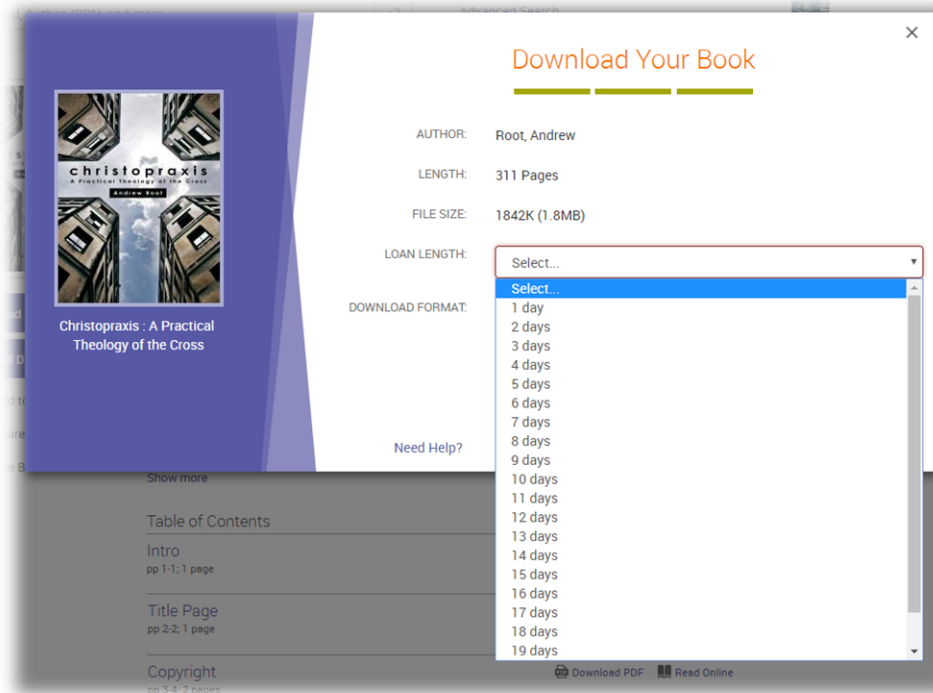


Android:

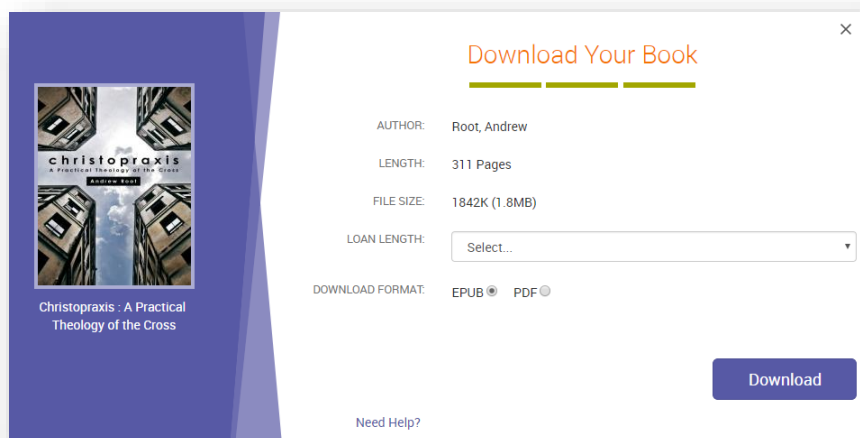


If you already have downloaded any reader software, you are able to click the “Done with this step” link

Once you have downloaded the appropriate reader software on to your device, you will be asked to select the preferred loan period:

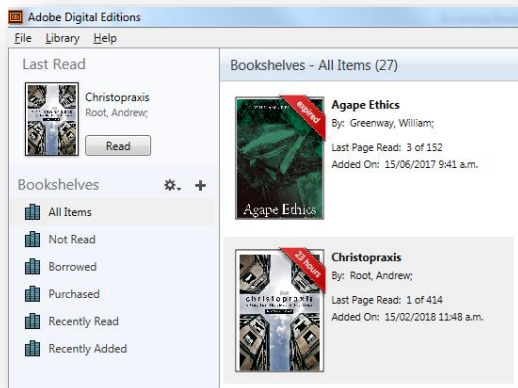


You can then complete the download:

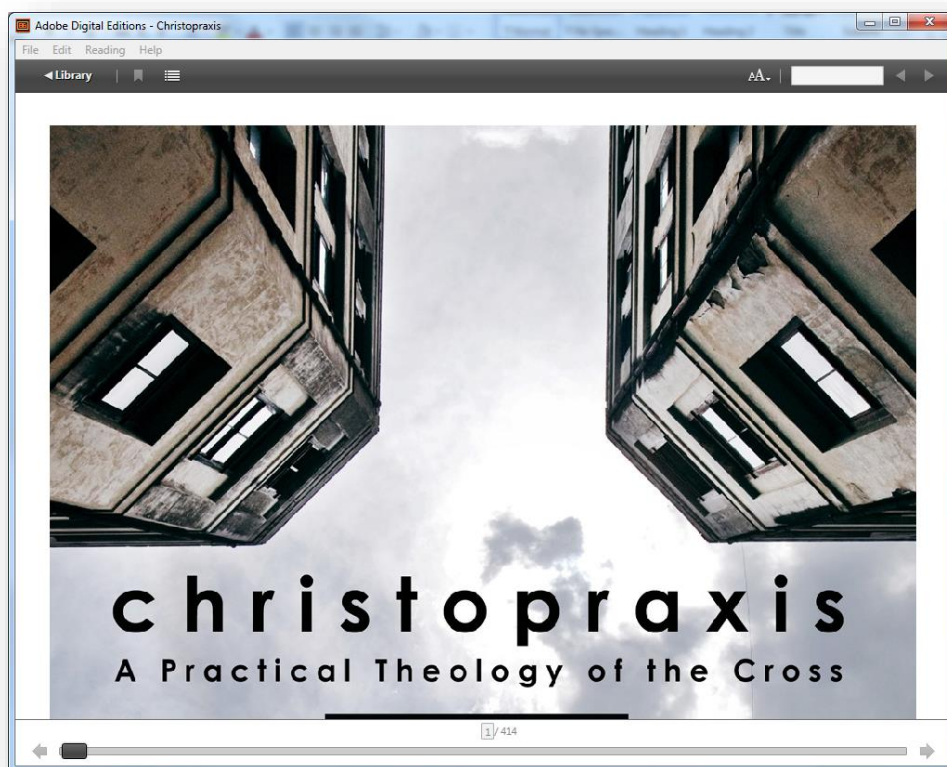


Once the Ebook has downloaded, it will either open directly in Adobe Digital Editions, however, you may see a file URLLink.acsm show in your Downloads Queue at the bottom left corner of the screen. If that is the case, Double Click this to open in Adobe Digital Editions

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

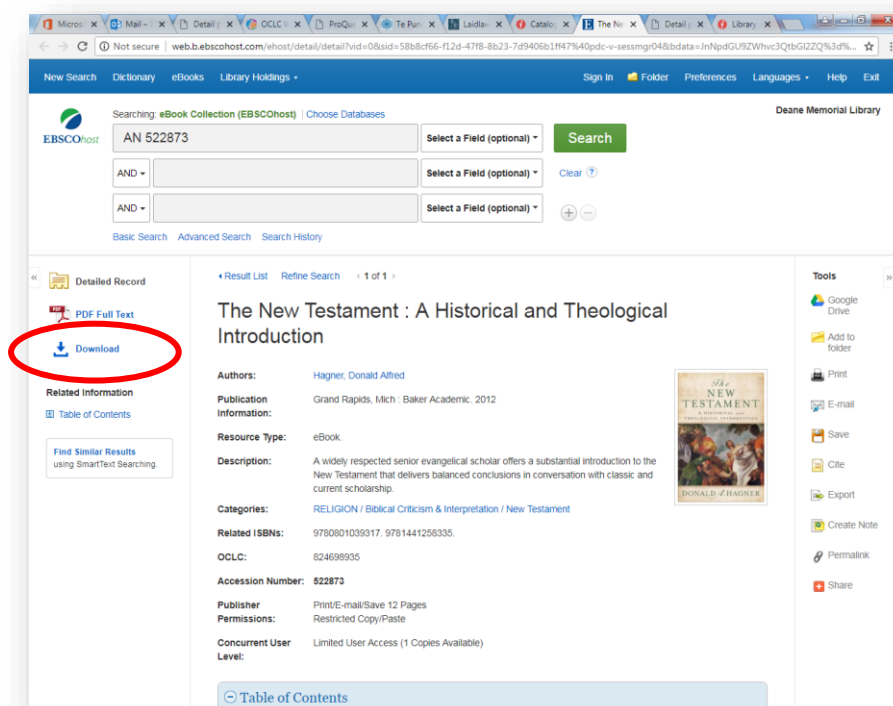


Clicking on the link will prompt you to login as per the ProQuest e-books above:



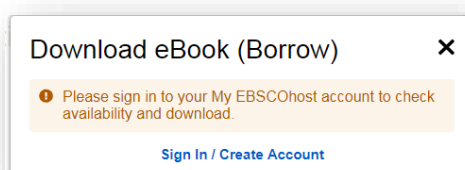
The image shows the Laidlaw College Libraries login page. At the top, there is a header with the Laidlaw College logo and the word "Libraries". Below the header, there is a login form with fields for "Username:" and "Password:". A "Login" button is located below the password field. A small note at the bottom of the form says "For help and support, please email: librarydesk@laidlaw.ac.nz".

Once you have logged in, the following screen will be displayed. From here you can view the PDF or Epub document online from the pane on the left, or download the Ebook.



The image shows a screenshot of the EBSCOhost search results page. The search results are for the book "The New Testament: A Historical and Theological Introduction" by Donald Alfred Hagner. The page is divided into several sections: "Detailed Record" on the left, "Result List" in the center, and "Tools" on the right. In the "Detailed Record" section, the "Download" link is circled in red. The "Result List" section shows the book's title, author, publication information, and a description. The "Tools" section includes links for Google Drive, Add to folder, Print, E-mail, Save, Cite, Export, Create Note, Permalink, and Share.

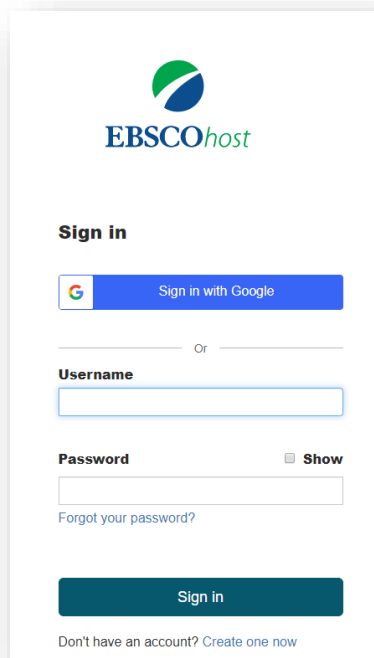
If you select to Download, you will be asked to login to your EBSCO account first. **This is not the same as the Laidlaw Authentication as seen above**, but you will have to complete this step to download the Ebook. If you do not have an EBSCO account already, simply click "Create Account" and enter your details.



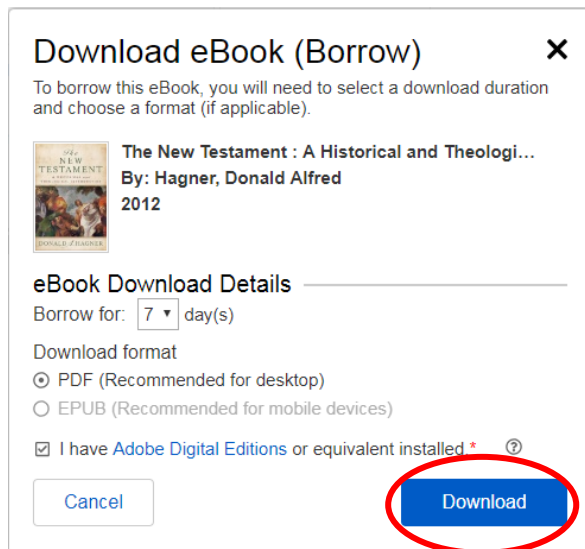
The image shows a dialog box titled "Download eBook (Borrow)". It contains a message that says "Please sign in to your My EBSCOhost account to check availability and download." Below the message, there is a link that says "Sign In / Create Account".

You will have the option to sign up to EBSCO either with an existing Google account (this is by far the easiest method), or by creating an account directly through EBSCOhost.

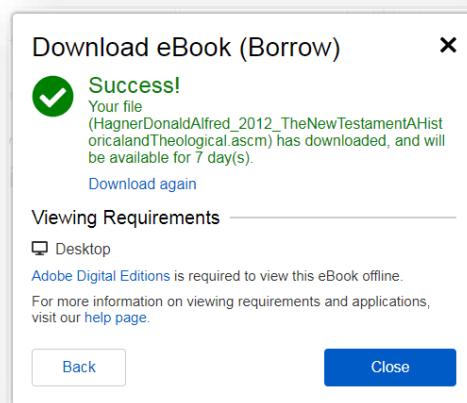
[Please note that if you choose the latter, EBSCO requires that the username must be Unique and the password must be very strong. It may take a few attempts to find a combination that will be accepted. Once you have set this up successfully, do not lose your password, as if you do you will need to create a new username and password again.]

The image shows the EBSCOhost sign-in page. At the top is the EBSCOhost logo, which consists of a green and blue circular icon above the text "EBSCOhost". Below the logo is the heading "Sign in". There are two main options for signing in: a "Sign in with Google" button with the Google logo, and a "Username" field with a "Password" field below it. The "Username" field is a simple text input box. The "Password" field is also a text input box, and next to it is a "Show" button with a small eye icon. Below the password field is a link that says "Forgot your password?". At the bottom of the form is a large "Sign in" button. Below this button is a link that says "Don't have an account? Create one now".

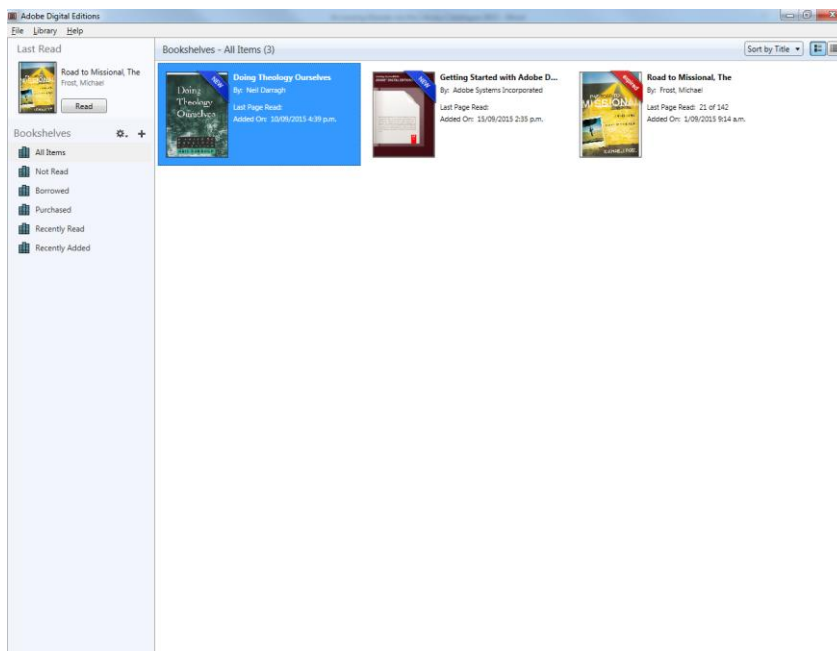
Once you have done this and/or logged in, you then need to select the number of days you require the e-book. The recommended format will be pre-selected. (As for ProQuest Ebooks above, you will also need to ensure that you have Adobe Digital Editions or equivalent installed on your PC/Laptop. It is recommended that if you do not have this already installed, that you download a ProQuest e-book first, as this guides you through accessing the Software download before following the steps in the next section). Once you have done this, simply tick the box to confirm you have Adobe Digital Editions installed and click the Download button.



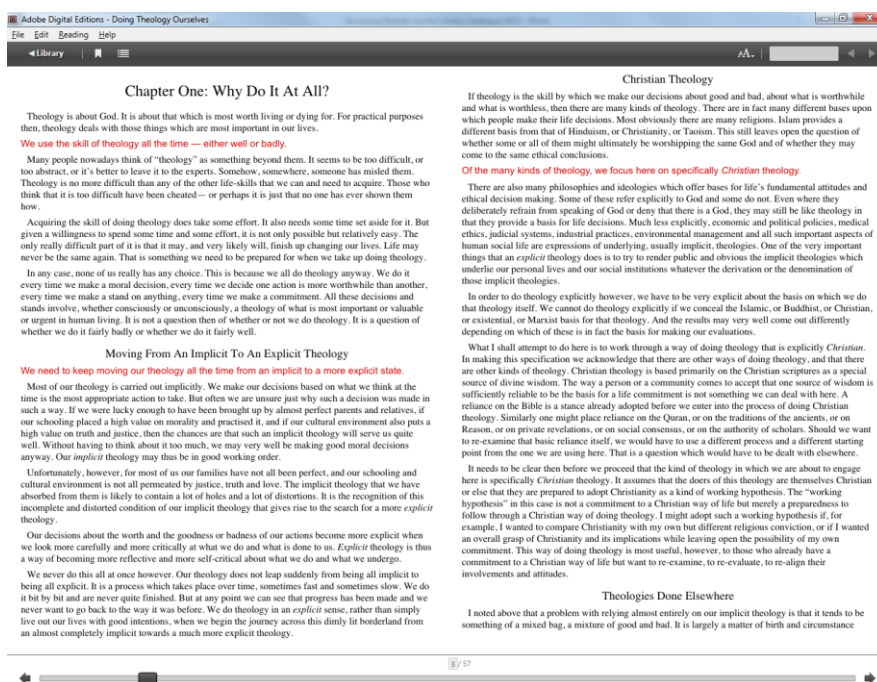
A confirmation window is the displayed, and you will the be able to view the Ebook via Adobe Digital Editions.



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



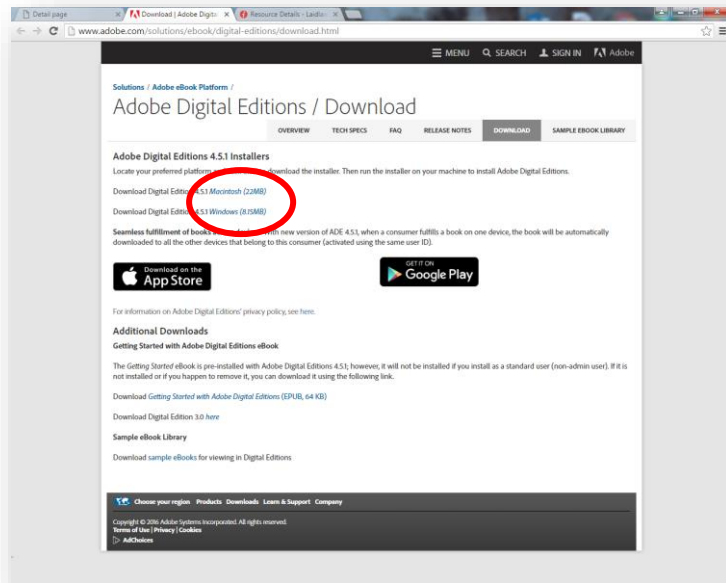
The book can now be read using the horizontal scroll bar at the bottom of the screen and be searched using the search box at the top right:



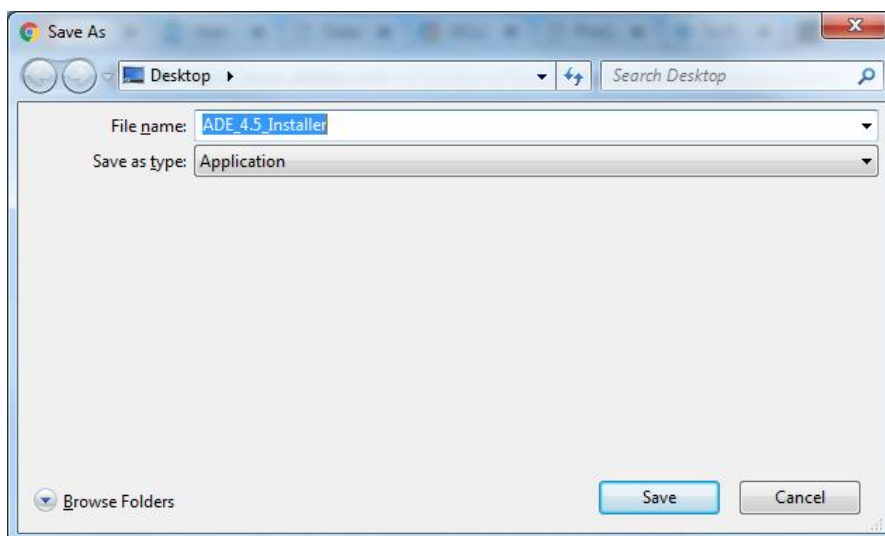
4. Downloading and installing “Adobe Digital Editions”

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.

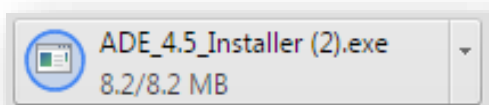
1. After selecting the orange “Get Adobe Digital Editions” button from the “Laptop Desktop” option from the device selection window, the screen below will be displayed. Select either Macintosh or Windows as appropriate.



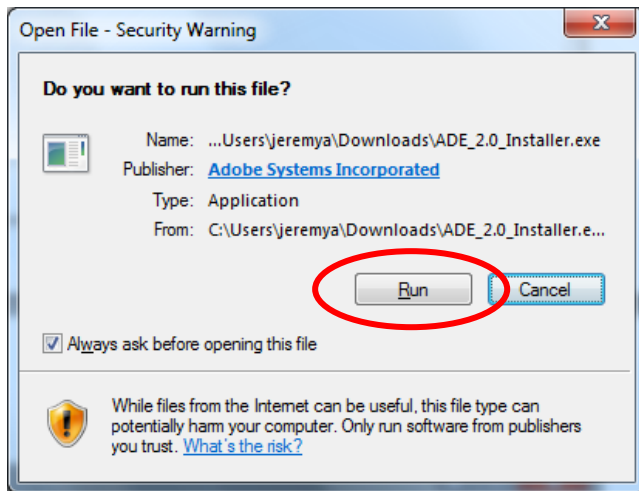
2. A Save as box is now displayed. Chose the location where you wish to save the setip file and click "Save".



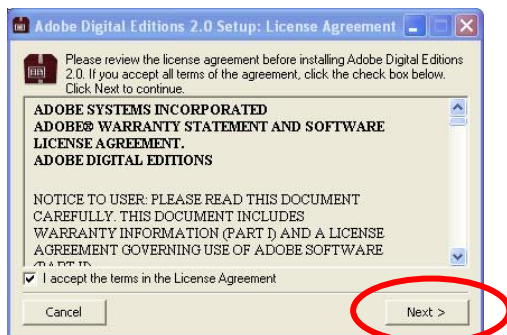
3. The download file will be displayed in the bottom left hand corner (Windows 7+). Click on this link:



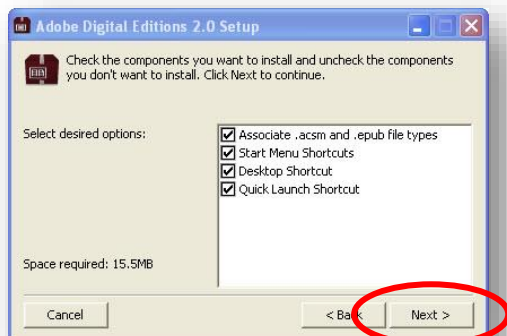
4. You will be asked to "Run" the file. Do this:



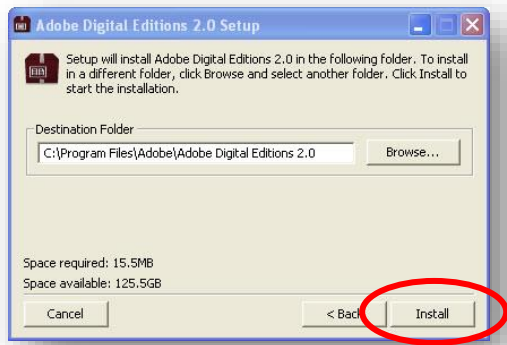
5. Then confirm by checking the tick box to accept the License Agreement and the click "Next":



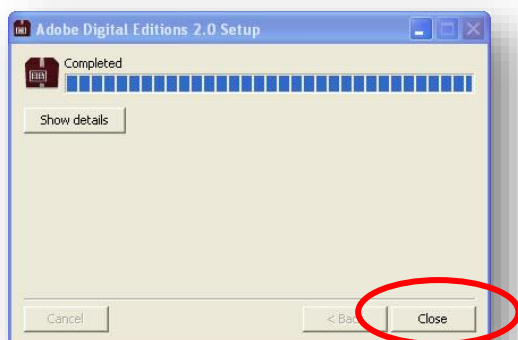
6. You are then given the option to install certain components only. Leave them all checked by default and click "Next":



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



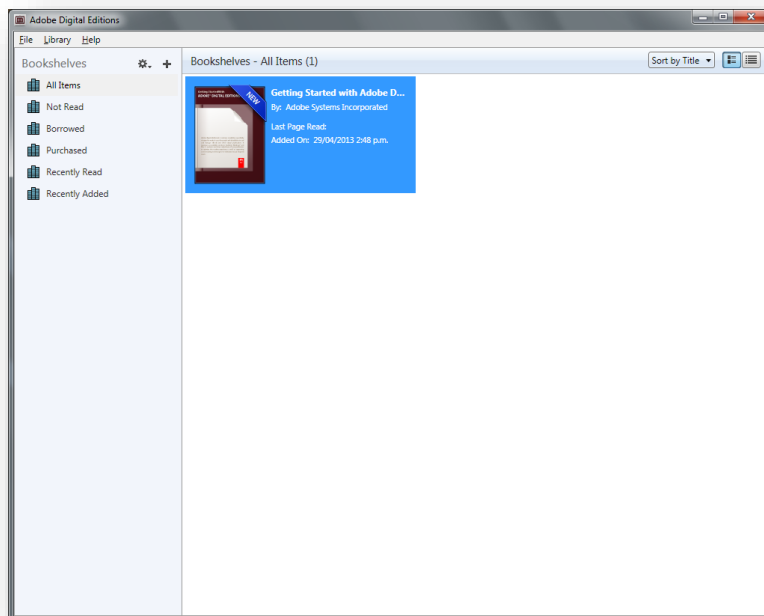
8. Once the status bar has completed, Click “Close”:



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



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



NOTE:

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.