How To Use   **E-BOOKS**

E-books are electronic books that are available through our catalog. They can be viewed from any location at any time. You can access a wide range of research, reference and reading materials.   We currently have over 134,000 titles in our collection.

- **eBooks.**   Electronic full-text copies of published print materials, such as reference books, scholarly monographs, and trade books.

This guide will explain how to access e-books directly from within the library or remotely via the Web.
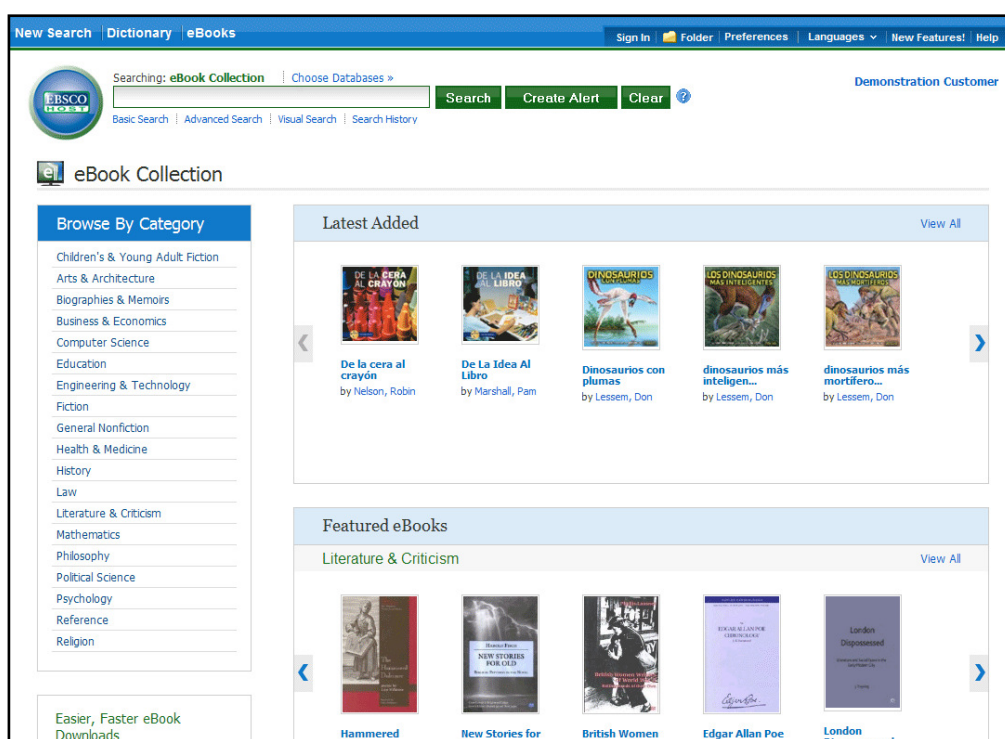
Accessing E-Books

There is one simple way to access our e-books:

By connecting directly to the entire book collection through the Library Web page. Click on "Find Books," and then click on "Search for our e-books." You should then see the opening screen as below.

Tip: From off campus you will need to login with your Asbury network account.
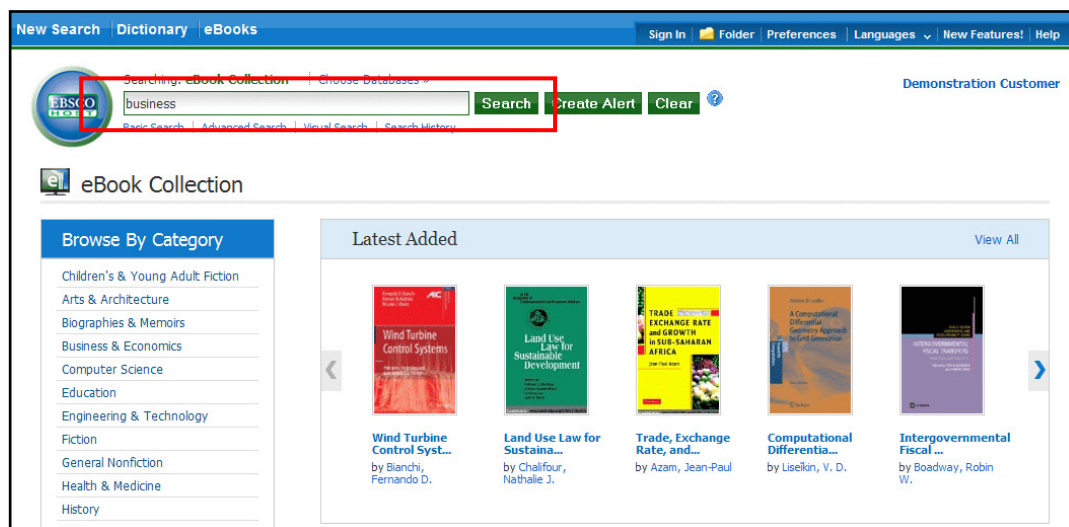
Opening screen:

Finding eBooks

There are several ways to search for eBooks:

- Perform a keyword search of the eBooks database using the **Find** field.
- **Browse by Category** by selecting a category from the column on the left.
- View the **Latest Added** eBooks using the left and right arrows or click **View All** to view a result list of all latest added eBooks.
- View **Featured eBooks** using the left and right arrows or click **View All** to view a result list of all Featured eBooks.
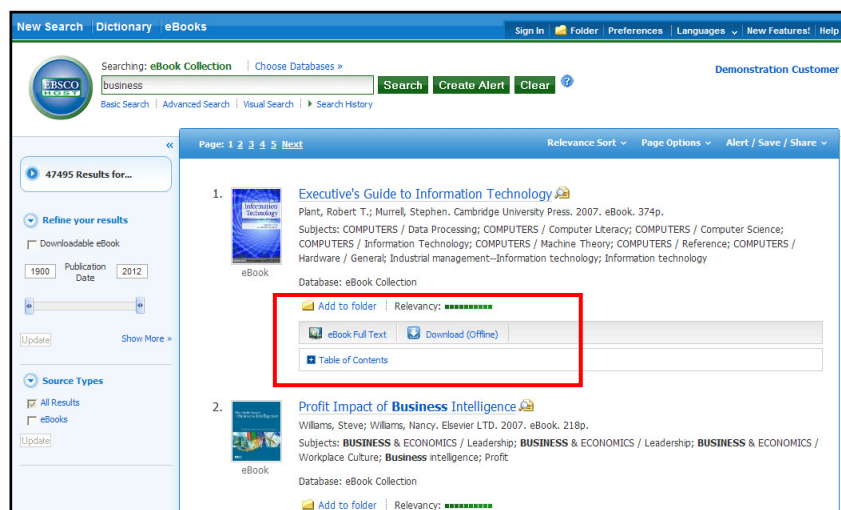
Tip: you can refine search results by using optional limiters such as publication year, publisher or language, and limit search scope to specific types of eContent such as Audiobooks or eJournals or databases if available.
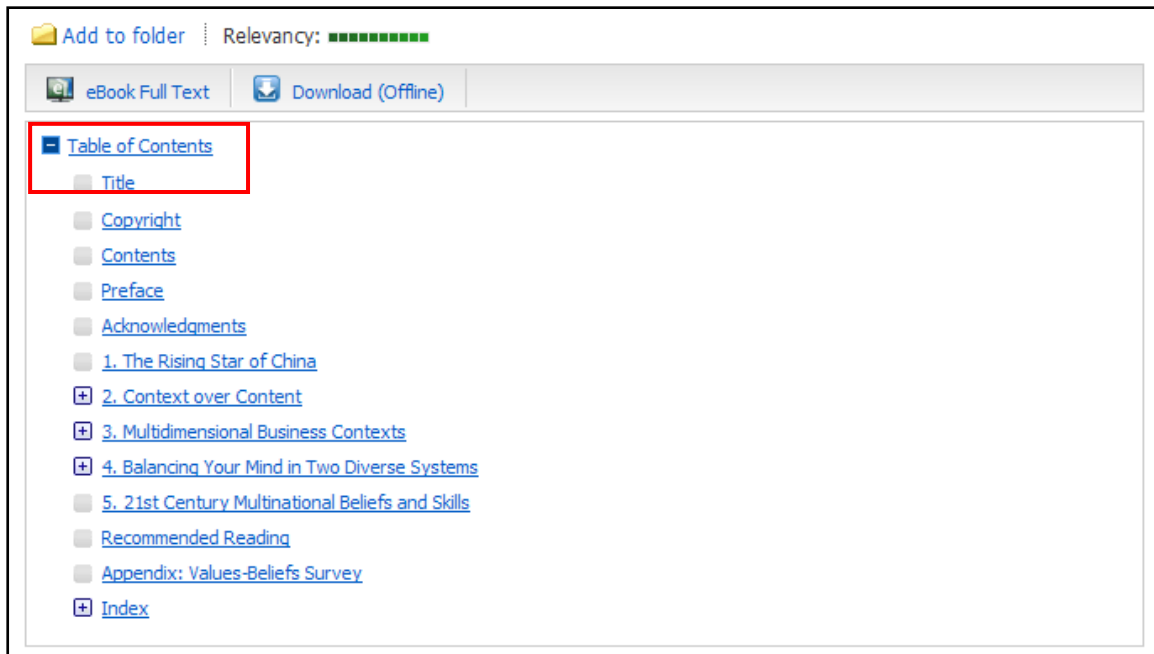
To search for eBooks:

1. Enter your search terms in the **Find** field and click the **Search** button

2. A Result List of eBooks related to your search terms is displayed.

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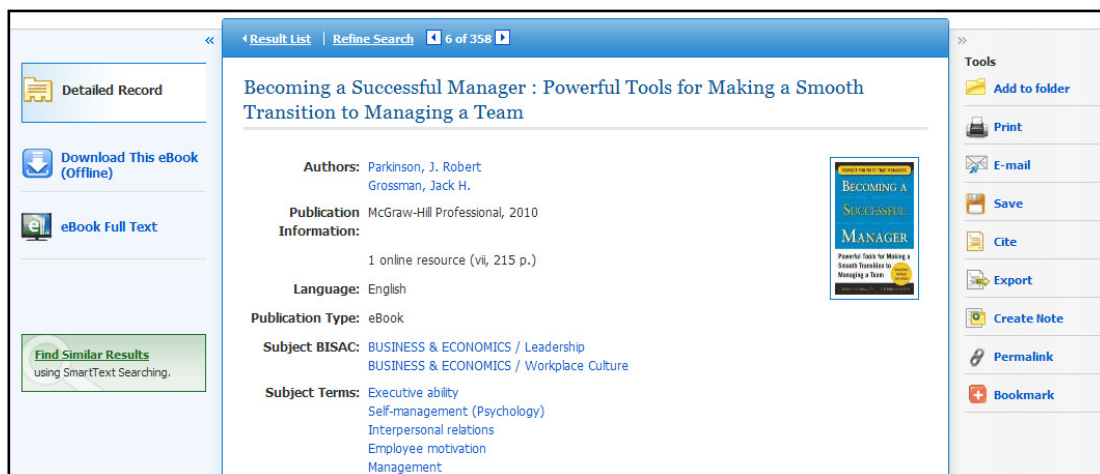
3. Click the **eBook Full Text** link to read the book in the eBook Viewer tool.

4. Click the **Table of Contents** link to view the chapters of an eBook. You can go directly to a chapter in the eBook Viewer tool by clicking on a hyperlinked chapter.

eBook Detailed Record

A Detailed Record can be viewed by clicking an eBook title in the Result list. From the Detailed Record, you can read or download the eBook using the links in the left column. From the right column, you can print, email, save, or export the record, as well as add the details about the eBook to your folder.

At the bottom of the Detailed Record, you can view **Search Terms Within this eBook** and the **Table of Contents**. Both sections can be collapsed or expanded by clicking the plus (**+**) or minus (**-**) in the upper left corner of the section.

Viewing eBooks

Once you have conducted a search, you can view eBooks in your library's collection directly from the search results.
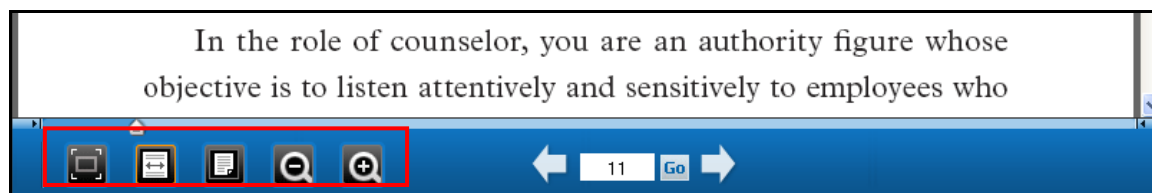
- To view eBooks, select the <u>eBook Full Text</u> link.

Tip: Additional bibliographic information is available by clicking on the title link.

Image below is an example of what a book looks like in the web viewer window. Notice that you can only view one page at a time, but you may navigate by the table of contents on your left, or the page buttons at the bottom center.
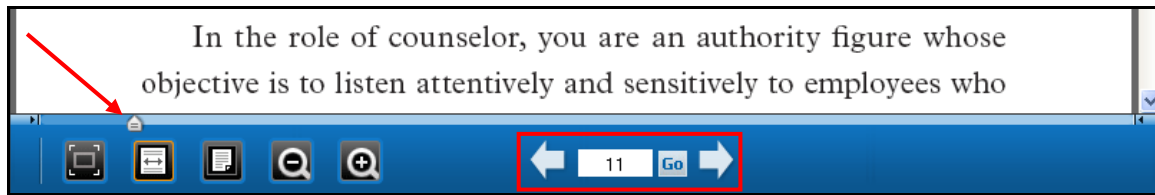

Using the eBook Viewer Toolbar

- **Fit Page to Viewport**: Click the icon to fit the entire page into the viewport.
- **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.

- **Location Slider**: 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.

- **Page Navigation**: 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 **Go**.

For additional assistance, contact a Reference Librarian.