Ebooks

The Library has over 340,000 ebooks in several different collections. They provide you with access to key resources 24/7 from any computer with an Internet connection.

The main collections are:

- **Ebook Central** (Proquest)
- **VLebooks**
- **EbscoHost**
- **SAGE Catalyst**

But there are many other, smaller specialist collections as well.

Each collection may look a little different but essentially, they all work in a similar way and this guide will help to you use them.

Contents

There are two ways to access the ebooks (electronic books).

From OneSearch
Do a basic title search across <u>all the collections in one go</u>.
OR
Going direct to an ebook collection
This supports full-text searching of all content in a particular collection.

1. Finding ebooks in OneSearch

- From the student hub select OneSearch or go direct to https://cumbria-primo.hosted.exlibrisgroup.com/primo-explore/search?vid=44UOC_VU1

- **Sign in** if your name doesn't appear at top right. This improves the linking and allows you to pin books to your Favourites.

> **TIP**: Use the Advanced search for more efficient

- Search for *study skills* in **Books+**

- On the right hand menu, select **Available online** from the **Availability** options. This limits your results down to ebooks

> To limit your results to ebooks only, select *Available online*
> (In the Tweak my results menu)
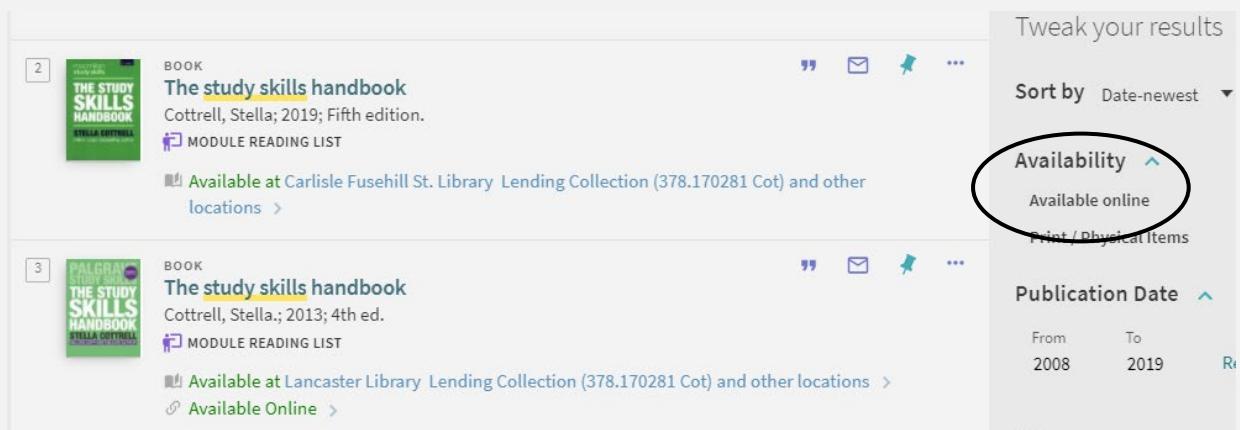
> If a book is available as an ebook it will have **Available Online** link

> Use the "Pin" to add a book to your Favourites
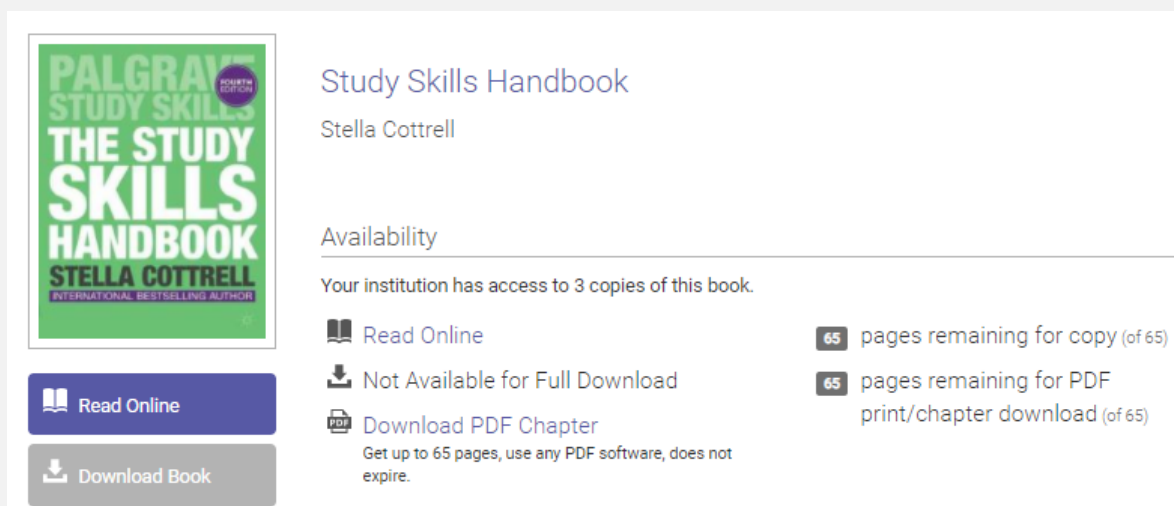
2. Accessing your ebook

- Choose a book and click on "**Available online**" to see which collection it is held in. Sometimes a book will be in two collections and you will get used to the interface you prefer. In this case the two editions are held in different collections. This time we are going to look at the 4th edition held in **Proquest Ebook Central.**

View Online

Full text availability
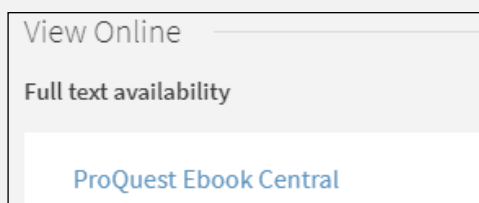
ProQuest Ebook Central   Click on the name of the Collection eg. Proquest

NB. The first time you access an ebook collection you may be asked to accept the Terms and Conditions.

- The following example is from *Proquest Ebook Central* but all the ebooks work in a similar way so check out this section first. The book home page:
  - gives you all the information about Access (this one is 3 copies, most are unlimited).
  - Tells you how many pages you can print off or download.
  - Gives you the Read Online (Best option) or Download options

Study Skills Handbook
Stella Cottrell

Availability

Your institution has access to 3 copies of this book.

- Read Online
- Not Available for Full Download
- Download PDF Chapter
  Get up to 65 pages, use any PDF software, does not expire.

- 65 pages remaining for copy (of 65)
- 65 pages remaining for PDF print/chapter download (of 65)

Read Online
Download Book

3. Downloading ebooks:

If you are on the internet it is better to read the book online as this gives you access to all the functionality, such as making notes or printing. But Downloading ebooks can be useful if you want to read them when you are offline. It depends on the licence if this option is available, some books in Ebook Central allow you to download the whole book, others like this one, only allow a chapter but it does allow you to keep the download indefinitely. VLEbooks only download for 1 day. Generally, you have to have Adobe Digital editions to download ebooks but each collection is different and full information is given on each ebook provider's help page.

skills@cumbria March 2022

4. Reading your book online:

THE STUDY SKILLS HANDBOOK
STELLA COTTRELL

by Stella Cottrell

PUBLISHER
Palgrave Macmillan

DATE
2013-04-09

More...

Search within book

TABLE OF CONTENTS

Cover

Contents

Acknowledgements

Introducing The Study Skills Handbook

▶ A – Managing yourself for study

▼ B – Academic skills

6 Core research skills: Reading, note-making managing information

Left hand menu

Search within book is a useful way to locate specific information. It identifies the pages that hold your search terms.

Or use the **Contents** to choose the relevant chapters and navigate around the book

The **Blue banner** gives you quick links to:
- Access information.
- Contents
- Notes and bookmarks
- Search within

Top menu

Print

Highlight, **Add notes** and **Bookmark**. Any notes are saved on the book which is added to your bookshelf.

Enlarge the text

Sign out to make sure others can access the book once you have finished

Home   Search   Bookshelf   Settings   ❓   Sign Out

Page 187 of 426

You can **Copy** sections of text. But remember to note where you got it from, or you are at risk of plagiarism.

Cite: The Reference it creates is incorrect, see *Cite Them right*. But this is also the **Export** to Refworks option

Go direct to specific **pages.** The arrows take you to the next open page spread, so it is easier to scroll through the pages

NB. Ebooks are referenced the same as print – no need to include the URL and name of collection

skills@cumbria March 2022

5. Printing and Copying

You can **Print** a set number of pages (based on copyright law – 5% of a book or a chapter). Each page you print will come off the total (It does remember for next time!) Some books will give you additional copy pages and others take it off your print allowance.

6. EbscoHost

Detailed Record
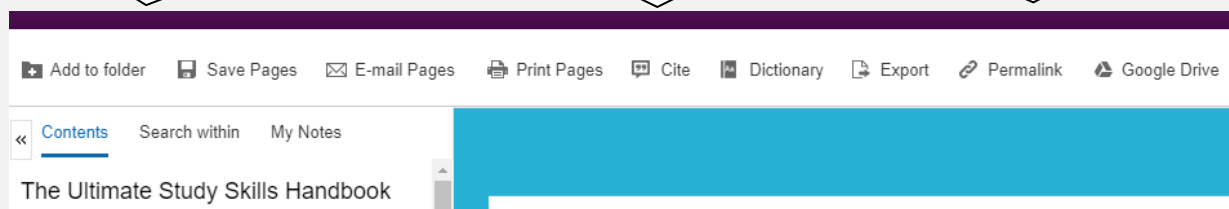
PDF Full Text

Full Download
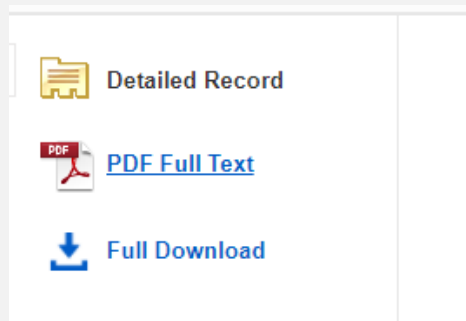
The **PDF link** is the read online option.

Some Ebsco ebooks only allow one user at a time. So you may get a message that the book is already checked out. You will need to come back later.

The folder is the same one used in Cinahl, Academic Search Complete and all the other Ebsco databases.

APA is the closest citation style but you will need to add the place of publication

Zoom and layout options are at the bottom of the page/screen

Add to folder | Save Pages | E-mail Pages | Print Pages | Cite | Dictionary | Export | Permalink | Google Drive

Contents | Search within | My Notes

The Ultimate Study Skills Handbook

7. VLebooks

VLeBOOKS | iii (4 of 242)

The ultimate study skills handbook
Moore, Sarah
Publisher: Open University Press
Publication Date: 1-2-2010
ISBN: 9780335240074

Table of Contents | +expand all

Front cover
Half title page

The Ultimate Study Skills Handbook

Notes and bookmarks are all accessed from the annotation link.

Additional features:
- change the background colour
- read out loud
- Pan (hand) scroll

8. SAGE Catalyst.

Unlike the other collections mentioned above, which contain books from many different publishers, Sage Catalyst only holds SAGE books. They have more limited functionality with no Notes features and it is difficult to change the text size. But it does have contents and you can "search within" and print off 5 pages at a time.
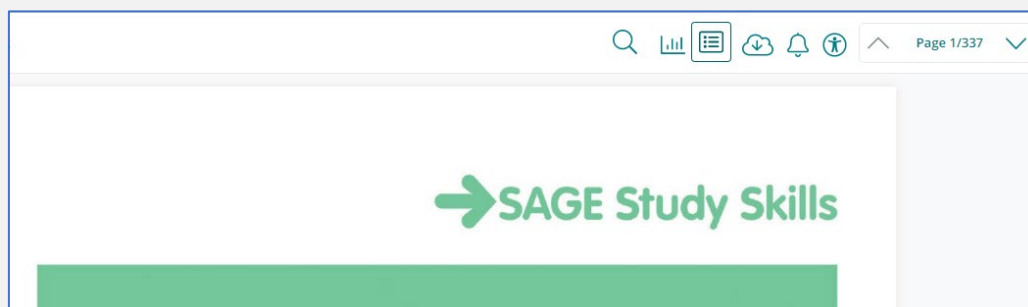
9. Going direct to an ebook collection

Check the Ebook collections page for a full list of our ebook collections and to search individual collections. The main reason for doing this is to find very specific information and are not sure which book it might be in. Each collection will have its own search options – be aware that the default search is normally within the full text of every book and will find you many irrelevant results. Look for the **Advanced search** to search effectively e.g. search with in the title for broader search terms or within the full-text for very specific keywords.

10. Accessibility

As already mentioned, the features in the ebooks can vary and that is the same for accessibility features such as *Reading out loud*. Check the Ebook Accessibility page for more information on this.

11. Help and information.

- There can be problems using ebooks on Internet Explorer. If you have problems, use **FireFox** or **Chrome**
- Check the information on the individual ebook provider's help pages.
- check the accessing Online library resources and troubleshooting page
- If none of these solves your problem, then contact the IT Helpdesk.
    Tel: 01228 888888
    Email: ITservicedesk@cumbria.ac.uk