

**ebrary**

**ebrary** is a multi-disciplinary collection of over 55,000 e-books, covering all academic subject areas including:

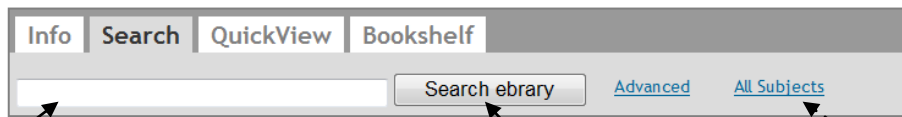
- |  |                                   |
|--|-----------------------------------|
| Business and Economics                   | Humanities                        |
| Career & General Education               | Science, Medicine & Allied Health |
| Computers, Engineering & Applied Science | Social & Behavior Sciences        |

**Access ebrary E-books**

1. At the CityU Library Home Page (<http://www.cityu.edu.hk/lib/>), select **E-book collections**.
  2. Select **ebrary** from the alphabetical list.
- Or
1. At the Library's Home page, click on **E-Resources**.
  2. Select **E-Books**.
  3. Select **ebrary** from the alphabetical list.

**Search**

**Simple Search / Browse**

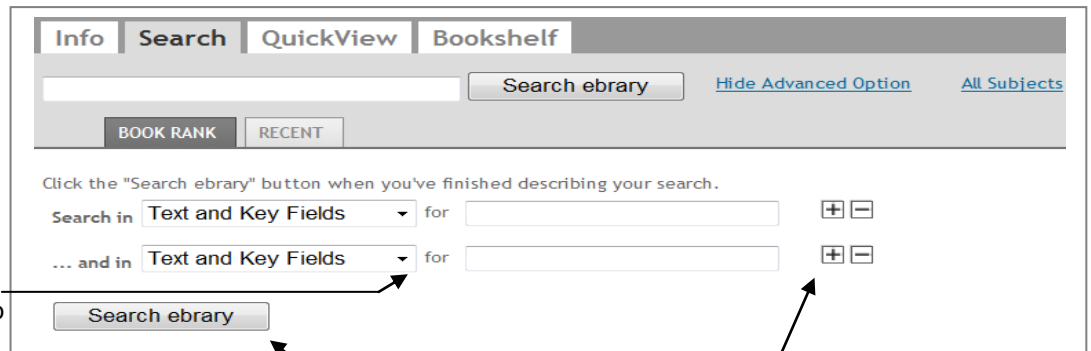


1. Enter one or more search terms. For an exact match, enclose a phrase or multi-word term in double quotes, e.g. "business plan"
2. Click **Search ebrary** to search
- Click **All Subjects** to browse by subjects

**AdvancedSearch**

1. Enter one or more search terms. For an exact match, enclose a phrase or multi-word term in double quotes, e.g. "business plan".

Optional.  
 Click on down arrow to select a different field to search.



2. Click **Search ebrary** to search

Optional.  
 Click on "+" to get additional search fields, "-" to remove the last search field

## Search Tips

- Use Boolean operators to broaden or narrow your search. Note that operators must be in CAPITAL letters.

Operators	Examples	Results
AND	<i>computer AND graphics</i>	will return results containing both terms.
OR	<i>internet OR www</i>	will return results containing either <i>internet</i> or <i>www</i> or both.
NOT	<i>disabilities NOT mental</i>	will return results containing <i>disabilities</i> but not <i>mental</i> .

- Use proximity operator to find results in which two search terms occur within a specified distance of each other. Note that the operator must be in CAPITAL letters.

Operators	Examples	Results
WITHIN	<i>nixon WITHIN-5 watergate</i>	will return documents containing <i>nixon</i> and <i>watergate</i> within five words of each other in the results.

- Use parentheses to specify the order of execution of the operators in a more complex query.

Symbols	Examples	Results
( )	<i>(business OR corporate) WITHIN-1 strategies</i>	will return documents with either <i>business strategies</i> or <i>corporate strategies</i> in the results.

### Display Search Results

The screenshot shows a search results page for the book 'Crime Prevention Through Housing Design'. The page includes a 'Save Search' button, an 'Export Search Results' button, and a 'View' dropdown menu set to 'Short'. The 'Sort results by' dropdown is set to 'Relevance'. The book details include the author 'Stollard, Paul', publisher 'Spon Press', and original publication date '01/1991'. The subjects are 'Crime prevention and architectural design' and 'Architecture, Domestic'. There are buttons for 'Table of Contents', 'Download', 'Find Similar', 'EndNote & Citavi', 'RefWorks', and 'Add to Bookshelf'. The 'ebrary Reader' button is also visible. Numbered callouts 1-7 point to various elements: 1 points to the book image, 2 to the 'Table of Contents' button, 3 to the 'Download' button, 4 to the 'Find Similar' button, 5 to the 'EndNote & Citavi' and 'RefWorks' buttons, 6 to the 'Add to Bookshelf' button, and 7 to the 'ebrary Reader' button. Explanatory text boxes provide instructions for each callout.

①	To refine search, click on <b>Author</b> , <b>Publisher</b> or <b>Subjects</b> links to add these terms to your current search statement.
②	Click to show the <b>Table of Contents</b> with chapter ranking of search results.
③	Click to <b>Download</b> . For instructions on how to download ebrary e-books, refer to the guide on e-book downloading. <a href="http://www.cityu.edu.hk/lib/instruct/guides/eresguid/ebrary_download.pdf">http://www.cityu.edu.hk/lib/instruct/guides/eresguid/ebrary_download.pdf</a>
④	Click <b>Find Similar</b> to add the term(s) appearing in the first <b>Subjects</b> field to your current search statement.
⑤	Select to export record into either <b>EndNote &amp; Citavi</b> or <b>RefWorks</b> bibliographic management software.
⑥	Click to add book to a personalized bookshelf. Sign in to your personal account to do this.
⑦	Click to open book using <b>ebrary Reader</b> which provides added functionality.

\* You need to have signed into a personal account to use **Bookshelf**. See below for details.

## InfoTools

InfoTools options are added features to help you in your search and are available when viewing a book. Many of the options instantly link to other online resources. **Note.** The example below is for InfoTools options available in **QuickView**.

The screenshot shows the ebrary interface with the 'QuickView' tab selected. The 'InfoTools' menu is open, displaying various options. Callouts provide instructions on how to use these features:

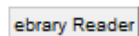
- 2. Click InfoTools on the menu bar.** (Points to the InfoTools button in the top navigation bar)
- 3. Select from options in InfoTools menu to link selected word/text to other online resources.** (Points to the menu options)
- Click to export book to Refworks or EndNote & Citavi bibliographic software** (Points to the RefWorks and EndNote & Citavi options)
- 1. Select a word, phrase or text using mouse.** (Points to the word 'NATO' in the text)
- Select to view title using ebrary Reader for added functionality.\*** (Points to the ebrary Reader button)
- For detailed instructions on how to download ebrary e-books, refer to the guide on e-book downloading; [http://www.cityu.edu.hk/lib/instruct/guides/eresguid/ebry\\_download.pdf](http://www.cityu.edu.hk/lib/instruct/guides/eresguid/ebry_download.pdf)** (Points to the Download button)

## Options for viewing E-Books

You can select from available readers for added functionality when viewing a book.

- **QuickView Reader** is the default reader i.e. when you click on a book title in the search results page it is automatically opened up in **QuickView** (unless settings are changed). Includes functions such as printing, copying, annotating text and using InfoTools options.
- **\*ebrary Reader** provides the same features as QuickView Reader as well as added functionality including:
  - Copying text with automatic bibliographical citation
  - Zoom, scale or show facing pages like traditional book view
  - Adding bookmarks, notes and managing annotations

To launch the **ebrary Reader** click on:



tab on search results screen or



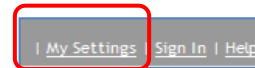
button when viewing a book in QuickView .

- **ebrary Unity Reader** has additional support for text-to-speech and keyboard controls for ease of access.

**Note.** Refer to **Changing the Reader using My Settings** (see below) to display pages in **accessibility mode** for easier access for those with disabilities.

## Changing the Reader using My Settings

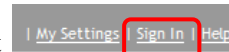
To change default options for the Readers click on **My Settings** on top right of screen and select from Reader options.



**Note.** For more information about the Readers, refer to the following **ebrary** web site.  
[http://site.ebrary.com/lib/cityu/help.action?topic=about\\_the\\_ebrary\\_readers](http://site.ebrary.com/lib/cityu/help.action?topic=about_the_ebrary_readers)

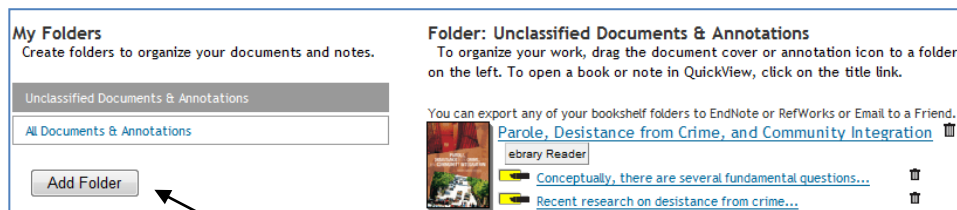
## Personal Account

- You can create a personal account to save notes, save searches (including receiving email notifications about newly available titles), annotate text, create bookmarks and also to add documents to your bookshelf.
- To create an account click the **Sign in** link on the top-right of the screen and then click **Create an account**. Follow the instructions to complete account creation.



## Bookshelf

You can store books of interest and annotations into a personal bookshelf and create folders to manage them. Click on the **Bookshelf** link on the menu bar. You need to have signed into a personal account to use **Bookshelf**.



Click to create a folder to organize bookshelf contents.

You can drag a document cover or annotation icons into an appropriate folder.

Folders can be exported to RefWorks/EndNote & Citavi or can be emailed.

## Printing/copying

Click the **print** option from the **InfoTools** menu which is available when viewing a book. Do not use your browser's printer. A bibliographic citation is included on each printed page as well as a link to the page in the document where the information was obtained. Maximum number of pages that can be printed in QuickView reader is 40.

Click the **copy** option from the **InfoTools** menu which is available when viewing a book or use keyboard commands. The bibliographic citation of the book and a link to the page in the document where the information was obtained is automatically included when pasted.

## Downloading ebrary e-Books

A personal account is required to download e-books. See above for details on how to create a personal account .

For instructions on how to download an e-book, refer to the guide *Downloading ebrary e-Books*. [http://www.cityu.edu.hk/lib/instruct/guides/eresguid/ebrary\\_download.pdf](http://www.cityu.edu.hk/lib/instruct/guides/eresguid/ebrary_download.pdf)