

URL: <http://www.netlibrary.com/>

Type of Resource: Database of Full-text Electronic Books (eBooks)

Computer Requirements:

Computer with Internet access

Browser minimums: Internet Explorer 5.5 – 7.0, FireFox 1.0 – 2.0, or Opera 7.0

Your browser should be set to allow Cookies

Some eBooks require Adobe® Reader® or DjVu® Browser Plug-in, or Schubert PDF Browser Plug-in (Mac users)

Required software is available through the Library's [Download Helpful Software](#) page.

Other Requirements: A personal NetLibrary Account (see below).

Creating a User Account – NOTICE: You MUST either: A) Create your User Account from a BRCC computer, **OR, B)** If you are not at BRCC, access NetLibrary through NC LIVE using the NC LIVE Password. See the document [NetLibrary via NC LIVE](#) for detailed instructions.

- 1) Go to the NetLibrary home page. You should see the Blue Ridge Community College logo on the right side of the page. If you do not see the logo there is a problem, contact the Library for help (828 694-1879 or library@blueridge.edu).
- 2) Click on **Create a Free Account** (On the top-right side of screen, next to the [Help](#) link)
- 3) Fill out all fields in the electronic form. Your **Username** and **Password** must be at least six digits long with no spaces.
- 4) Click the **[Create Account]** button below the form.
- 5) If there are any problems with your account creation you will be returned to the account creation form with an error message telling you what is wrong. Fix the problem and submit the form again.
- 6) Once the account is created you will be sent back to the NetLibrary home page, ready to search the collection.
- 7) When you are ready to leave NetLibrary, click on the **Log Out** link at the top of the page, next to your Username.

You can now go to any Internet-connected computer in the world and use your NetLibrary Account.

Logging into NetLibrary

- 1) Go to the NetLibrary home page.
- 2) Click the **Log In** link at the top-left of the NetLibrary Homepage.
- 3) On the Login page, enter the **Username** and **Password** you chose when you created your account and click the **[Log in]** button.
- 4) You will be returned to the NetLibrary Homepage, but logged into your personal account, ready to search, and view eBooks.

Searching for eBooks

Basic Search

- 1) Use the drop-down menu to choose which type of search you wish to use:
 - **Full Text** (default) searches **every word in every eBook**.
 - **Keyword** searches five (5) defined indexes: **Title, Author, Subject, Publisher,** and **ISBN**.
 - **Title** searches titles only.
 - **Author** searches the author name index.

- **Subject** searches the subject index for Library of Congress Subject Headings.
- 2) Type in part of a title, an author's name, key term(s), or a Boolean expression (See "**About Searching...**" below).
 - 3) Click the **[Search]** button.
 - 4) Examine the Search Results. If you are unhappy with your Search Results, you may wish to use the various search options on the right side of the page:
 - The Basic Search box provides easy access to this feature
 - A link to the Advanced Search (see **Advanced Search** above)
 - Recent Searches allows you to repeat a previous search with a single click
 - Related Topics allows you to search for related items by topic with one click
 - 5) Once you find an eBook you wish to read, skip to "**The Search Results list and eBook Details page**" or "**The eBook Reader**" below.

About Searching...

- **Boolean:** (use ALL CAPS) **AND, OR, NOT, NEAR, ()** - [cancer AND (treatment OR therapy) NOT holistic]
- **Phrases:** " " - ["alas poor yorick"]
- **Truncation:** * - [psychol*] = psychological, psychologist, psychology, etc.

Sample Searches to Try

Keyword: 1) [gambling] 2) [criticism AND interpretation] 3) [bible] 4) ["drug abuse"] 5) [fishing]

Title: 1) [complete idiot's guide] 2) [balance of power] 3) [rodeo] 4) [america] 5) [home depot]

Author: 1) [twain, mark] 2) [reich] 3) [camenson, blythe] 4) [concord]

Full Text: 1) [abort] 2) [abort*] 3) ["shot an arrow into the air"] 4) [cancer AND treatment]

NOTE: To see the difference between **Keyword** and **Full Text**, search for the same term both ways.

Advanced Search

- 1) To switch to the Advanced Search, click on the **Advanced Search** link under the Basic Search, either on the homepage or in the Basic Search box next to the Search Results list.
- 2) Use the Advanced Search form to 'build' a search piece-by-piece by searching for terms in different indexes and combining them using Boolean Operators.
- 3) Use the drop-down options on the left side to pick the appropriate index.
- 4) Type a term into the center box.
- 5) If you wish to search more than one term use the drop-down on the right to choose the appropriate Boolean Operator.
- 6) Go to the next line of the form and repeat steps 3-5 until you have satisfied all your requirements.
- 7) Use any of the optional limits in the **Limit Search By** part of the page.
- 8) Choose a sort method from the drop-down list.
- 9) Click the **[Search]** button.
- 10) Examine Search Results, if needed click on the link in the **Revise Search** box to change your search terms or options.

Combining Fields

Author: [peter*] **Subject:** [management]

Author: [shakespeare] **Full Text:** ["alas poor yorick"]

Subject: [internet] **Full Text:** ["Al Gore"]

Subject: [cancer] **Full Text:** [homeopath*]

Title: [florida] **Keywords:** [travel]

The Search Results list and eBook Details page

- 1) The top of the Search Results page will include a review of your search including which terms and indexes you searched and the number of results the search retrieved.
- 2) You may sort the results list: **Relevance** identifies patterns that occur in the content and returns a list of matching concepts, as well as your search term. **Newest First** and **Oldest First** should be self-explanatory, and **Title** is an alphabetical sort.
- 3) Each listing in the Search Results will include a thumbnail of the book cover, the title, author, publication information, and a brief excerpt.
- 4) Each listing also includes three options:

View this eBook goes straight into the Reader and opens the eBook. NetLibrary gives eBook access in 15-minute blocks. For more details see "**Checking Out eBooks**" below.

Show Details takes you to the eBook Details page, which includes the following features:

- Bibliographic details including the title, author, publication information
- Clickable Subject headings (automatically runs a search for selected subject)
- Another link to **View this eBook**
- A link to **Add to Favorites** (see below)
- A link to **Email this Information**
- If a plug-in such as Adobe® Reader® or DjVu® is required it will be listed under **Viewing Requirements** with a link to download the software. (See **Computer Requirements** at the beginning of this document)
- An excerpt

Add to Favorites will add the item to your **Favorites and Notes**. (See **Favorites and Notes** below)

Checking Out eBooks

NetLibrary eBooks do not check out in the traditional sense. When you click the **View this eBook** link, NetLibrary provides you exclusive access to the eBook in 15-minute blocks. As long as you continue to interact with the eBook it will continue to function. However, if you let the eBook site idle too long NetLibrary will give you a pop-up two-minute warning (disable your pop-up blocker or allow pop-ups from netlibrary.com). If you do not click the [Continue Session] button, your session with the eBook will expire and it will become available for other people to use again.

The eBook Reader

- 1) The Reader is divided into two parts, with the **Tool Palette** (see below) on the left and the eBook on the right.
- 2) Use the **[Previous]** and **[Next]** buttons on the top-right of the screen to move forward and backward through the eBook, or input a specific page number and click **[Go]**.
- 3) Some eBooks may require special plug-in software. See **Computer Requirements** at the top of this document.

The Tool Palette

- At the very top-left of the page, NetLibrary provides shortcuts back to pages you have recently visited or might like to visit next.
- Below the title of the current eBook is a dropdown list of your recent items so you may switch between them easily.

- **[eContent Details]** tab provides much of the same information as the eBook Details page, but in compact form. This tab includes links to **Add to Favorites** and **Email this Information** (the eBook details only).
- **[Contents]** tab provides a clickable **Table of Contents** that links to sections of the eBook. Click on any section title to go to the first page of that section.
 - Plus signs (+) may be clicked to expand a section and reveal subsection titles.
 - Minus signs (-) may be clicked to collapse a section and hide subsection titles to save screen space.
- **[Search]** tab:
 - **Search this eContent**
 - Search for a Word or Phrase (using quotes: “ ”) inside the current eBook.
 - A list of results displays in the tab with an excerpt showing the hit, the page number, and a link to **View this Page**.
 - Use **Clear Results** to clear a search from the eBook.
- **[Dictionary]** tab: look up terms – provides variants, syllabication, pronunciation (w/sound files), and definitions. Type in the term or just double click a term in your eBook to look it up.
- **[Notes]** tabs allow you to create and manage Notes within the eBook you are currently viewing (See also ***Favorites and Notes*** below). Notes are attached to the page you are viewing at the time they are created and you are limited to one note per page. To create a Note:
 - a. Click in the **[Notes]** tab
 - b. Name the Note
 - c. Type the Note (Notes do not have to include any text. A Note can be left blank if you just want to use it as a bookmark)
 - d. Click the **[Add Note]** button.
 - e. Notes are listed below the Add Note form in the tab. You can **Edit**, **Go to Page**, or **Remove** from this menu.

Favorites and Notes

This feature allows you to keep a list of eBooks you expect to use frequently, so you don't have to search the entire database every time you want them. You may also access Notes that you have created about each eBook. To access your Favorites, click on the **Favorites and Notes** link on the top-right of the NetLibrary Homepage. **Limit** and **Sort** features allow you to rearrange the List, making it easier to find a specific eBook or Note. There are several opportunities to add eBooks to Favorites. Notes and eBooks can be removed from Favorites and Notes at any time by clicking the **Remove...** links provided.

Edit My Account

Edit My Account allows you to change your personal information and default settings for searching.