Information and Help for the *eBook Collection* database

This guide is linked from the Online Databases page of the Troy University Libraries. It may be read and used online, or printed, including printing for distribution, but it should not be modified without permission.

Scroll down to view the contents of this guide or click on one of the following section headings:

I.   Content (what kind of information the eBook Collection database contains)

Books! Electronic books—often referred to as *eBooks*. Unlike eBooks that one might purchase and keep, the eBooks from the *eBook Collection* database are ones that can be temporarily checked out. They are in a format that can be viewed and read online, or downloaded and viewed for up to 7 days. The database contains a collection of more than 50,000 full-text books, in a broad range of academic subject categories.

II.   Alternatives

A secondary choice for electronic books is the database named *Ebook Library*. For reference books on all disciplines, the database *Credo Reference*. For counseling and psychology subjects, *PsycBooks*. Other book databases provided by the Library, e.g., *Book Collection: Nonfiction*, and *Books in Print*, are highly specialized resources.

The Library Catalog lists print books held in the Libraries of Troy University. The Catalog is linked from your TROY Library (Troy, Montgomery, Dothan, or Global Campus) home page.

III.   Access to the *eBook Collection* database itself

From the home page of your TROY Library (Troy, Montgomery, Dothan, or Global Campus), click on the link for *Online Databases*.

Access is restricted to Troy University employees and currently registered students (students must be taking classes in the current term, not just enrolled at the school).

Access to Library databases is by Trojan e-mail username (e.g., dsmith2209) and e-mail password.

Trojan email user ID:	dsmith2209
Trojan email password:	●●●●●●●
	Login

IV.   Online help within the database itself

The database provides a *Help* link in the upper-right of the screen. Within the Help section, of primary interest to the TROY researcher is the section named *eBooks and Audiobooks*. Within that section, select *eBooks on EBSCOhost*. The section on audiobooks does not apply, i.e., TROY does **not** subscribe to the services described there (audiobooks).

V.   Searching the database (See also, *Listings in the Library Catalog*)

Essential information

When searching from the Basic Search page, the database will look for the words you enter to see if they match the Subject, Author, Title, and Full-Text of the books in the database. In this case, what they mean by *Full-Text* is, "Do you want the databases to search every word of 50,000 books for these terms?" That is usually not the best way to go (though, on occasion, you may need or want to).

The **Advanced Search** screen may offer the best ways to search—you can use the drop-down menus to select a Subject search, for example.

Basic Search

(See *Essential information*, above.) The Basic Search screen is the default screen—the one you come to when you log in to the database. With a basic search, your results will be very broad, that is to say, it may find many books that are not really on topic. If the basic search provides poor results, try one of the other methods, listed below, or use the following search tip.

TIP: After you perform a basic search, look to the left side if the screen (and scroll down). There you can use checkboxes to limit your search by Subject or Category. Doing this, in combination with the basic search, can be an effective way to find information on your topic.

Advanced Search

This is a quick and effective way to search by author, title, or subject. Click the Advanced Search link and then use the drop-down menu to make your selection. Sometimes you are looking for a book by the exact title or author, but most often a subject search is best. If a subject search does not find books on your topic, then try searching All Text Fields (in Advanced Search) or just use the Basic Search screen.

Visual Search

The Visual Search option offers a more graphical way of viewing search results. It is best understood simply by trying it out.

Browse by Subject or Category (Subjects are more specific [narrower] ways of grouping books by topic), categories are broader groupings.)

There are a couple ways to do this:

When you log into the database, look for the links to the upper left labeled New Search - Dictionary - eBooks. Take the link for eBooks, and this will let you search by category. After you select (click on) a category, look to the left side of the screen (and scroll down). Now you can further limit your search by Subject or Category.

New Search | Dictionary | eBooks

When you are looking at the Detailed Record for a book (no matter how you first searched for it), the database will show you the Subjects and Categories under which the book is listed. If you click on any of the subjects or categories, the database will show you all books listed under that subject or category. Then, to the left, it will let you further limit your search by subject or category.

Subjects: Cynics (Greek philosophy) in literature
French literature--16th century--History and criticism

**Categories:** LITERARY CRITICISM / European / French

VI.   Listings in the Library Catalog

Currently (Early 2012), the sole method for accessing the actual text of books in *eBook Collection* is through the Library's database log in page. However, you may also identify books in *eBook Collection* (as well as most of the library's other eBook databases) by using the Library Catalog. The catalog lists the traditional (print) books within TROY Libraries, but it also lists books within several eBook databases, including *eBook Collection*.

The catalog offers searching by word or phrase; author; title; or subject. Unless you are looking for an exact author or title, *word or phrase* search is the safest option.

To limit your search to eBooks only:

From the opening screen of the catalog, select *Power Search*. Under the item **type** drop-down menu, select EBOOK. Then perform your search. Remember to look under *type*, not *format*.
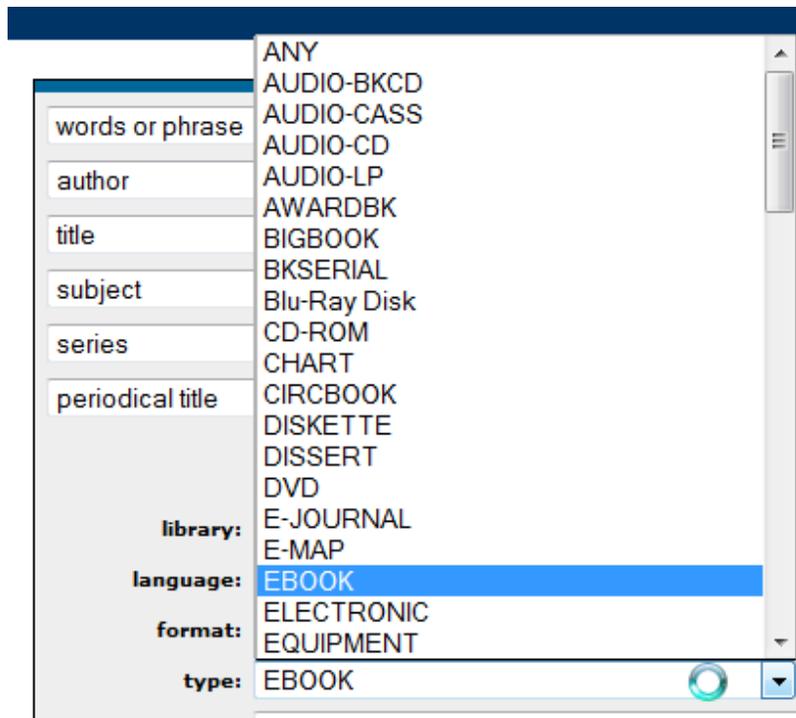
VII. Viewing books

eBooks can be read online or, in many cases, downloaded (checked out) **temporarily** (for up to 7 days).

Note: The first time you download an eBook (as opposed to viewing it online), it will involve a few extra steps, but will be well worth your while if you plan to use the eBook Collection database on a regular basis.

READING ONLINE: From the results list (the list of items found during a search), you can select *eBook Full Text* to view the book online, or you can select *Download*, to save the book to your computer.

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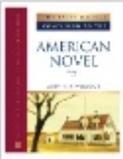
2. **Facts on File Companion to the American Novel**
Werlock, Abby H. P. In: Facts on File library of American literature. Facts o
Subjects: LITERARY CRITICISM / American / General; American fiction--En
etc

Database: eBook Collection (EBSCOhost)

Add to folder | Relevancy: ■■■■■■■■■■

eBook Full Text | Download (Offline)

Table of Contents

DOWNLOADING:

Not every book can be downloaded. If the download link is not there, then you cannot download the book.

It is simpler and easier than it sounds in this guide, and it makes reading the book much faster (no waiting on pages to load).

COMPUTER: You may **temporarily** download (check out) eBooks to your computer for up to **seven days**. At the end of the checkout period, no action is required on your part—the checkout will expire and the book will again be available for others to use.

EBOOK READER OR TABLET: In addition to downloading to computer, you may also be able to save the book to other types of portable devices. Depending on your portable device—tablet or eBook reader—you may be able to transfer the book from your computer to the device as well. You cannot save an eBook from the eBook Collection database directly to your device unless that device can be loaded with Adobe Digital Editions (ADE) software.

The first time you do download an eBook, it will take an extra step or two.

When you click *Download*, you will be asked to sign in to "My EbscoHOST." Since you probably don't already have an account, you will need to create one. When you go to the sign in screen, look to the upper right for "Create a new Account"—it is quick, private, and painless. The database needs you to log in as an individual is so that it will know who has which books checked out (like a traditional library)—the database automatically checks them back in when they are due back. After you log in to My EbscoHOST, the download dialog box will appear (pictured below).

Continued below image…
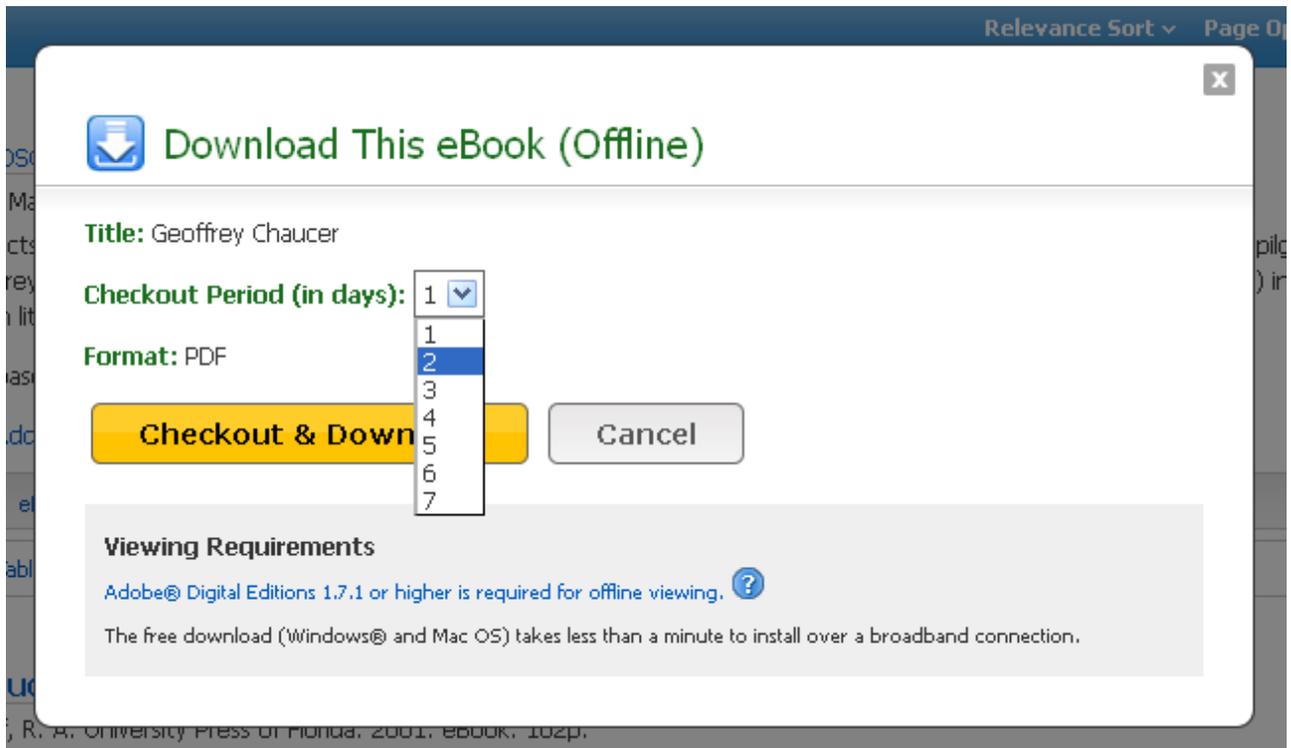
As indicated on the dialog box, you will need Adobe Digital Editions (ADE) software to view the book. This is a free, quick and easy download.

You only need to download ADE one time … the first time.

NOTE: When you install ADE, you will be given the option of doing so with or without an Adobe account (which you can create for free). If you only want to view the book on the computer to which you download it, you do not need an Adobe account. If you will want to transfer books to a portable device (eBook reader or tablet), then you will need to install it with an Adobe account.

You do not need to check the book back in—the book will simply show as *expired* in your ADE when the loan period is over. You can remove expired books with a simple click of the mouse.

VIII.   Putting a hold on a book

If a book is in use (being viewed online or having been downloaded) by someone else, you will be offered the chance to place it on hold. Placing a book on hold means the database will alert you, via email, when the book becomes available.

IX.   Searching within a book

You can search in the book when viewing it online or after downloading it.

ONLINE: When you are viewing a book online, look to the toolbar to the right (pictured, right). Click the first icon (the magnifying glass) to bring up the search box (pictured, below).
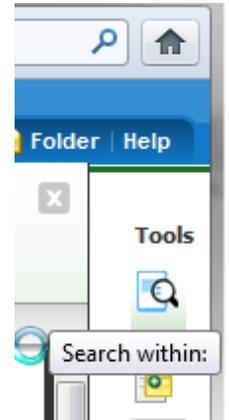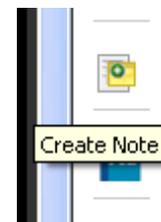

DOWNLOAD: When you are viewing a book in Adobe Digital Editions (if you downloaded the book), you can use the Search feature within that software.

X.   Making notes in a book

You can make notes in the book when viewing it online or after downloading it.

ONLINE: When you are viewing a book online, look to the toolbar to the right (pictured, right). Click the white and yellow note icon to bring up the notes tool.

DOWNLOAD: When you are viewing a book you have downloaded and are viewing with Adobe Digital Editions, use the Bookmarks tool to create notes within the book.

XI.   Emailing, Printing, Saving

When viewing the book online, you can save, print, or email individual pages, or groups of pages, from most books; typically, up to 60 pages. Printing is also available when viewing the book after downloading it.

EMAIL: When you are viewing a book online, look to the toolbar to the right (pictured, right). Click the first icon (the envelope) to bring up the email options (how many pages, etc.).

PRINT/SAVE: When you are viewing a book online, look to the toolbar to the right (pictured, right). Click the printer icon to bring up the print options (how many pages, etc.). Whether you want to print or save, use the Print PDF button. After you push that

button, you will be offer a choice of opening the PDF file with Adobe Reader (and then, from Adobe Reader, you can print it) or of saving the file.

You can save individual pages from some books (this function varies from book to book), but not entire books or chapters. Because of publishers restrictions, copyright, and for other reasons, you cannot save every page ... the database will let you know when you have reached the limit.

XII.   Documenting (writing References, Works Cited, etc. within your research paper)

Students are encouraged to make use of the Troy University Writing Center
http://troy.troy.edu/writingcenter/

PLEASE! Online guides, including ones within any and all databases **cannot** and **should not** be relied upon to show you how to document information sources accurately. There is a Cite option in the toolbar within *eBook Collection*—we strongly discourage you from using that to create documentation.

ALWAYS! Check with your **instructor** regarding the documentation style they want you to use. There are many different documentation styles. The major styles used in most TROY classes are *American Psychological Association* (APA) and *Modern Language Association* (MLA). **The official guides to documentation style are published in print books.** (FYI: No, these books are not available online. They are available from bookstores.)

Publication Manual of the American Psychological Association, 6th ed. This book presents APA style.

Spiral bound   ISBN: 9781433805622
Hard cover   ISBN: 97814338-05592
Soft cover   ISBN: 97814338-05615

MLA Handbook for Writers of Research Papers, 7th ed. This is the book for MLA style.

Soft cover   ISBN: 9781603290241

Examples of MLA-style entries in a Works Cited list, and APA-style References are shown on the next page of this guide.

Regarding **MLA style** for entries in a Works Cited list: Follow the guidelines present in section 5.6.2.c of the MLA handbook.

Regarding **APA style** for entries in a Reference list: Follow the guidelines presented in section 7.02 of the APA manual. See also section 6.31, "Electronic Sources and Locator Information." As it pertains to books from the eBook Collection database, APA (page 191 of the manual) states to provide the home URL (Internet address) of the book publisher. This can usually be found by a quick search of the Internet for the publisher's name. If the Internet address cannot be found, provide the name of the database within the retrieval statement. While APA provides the option to not include publication information (place of publication/publisher), including such information may be beneficial to the reader.

Examples of <u>MLA-style</u> entries in a <u>Works Cited</u> list, and <u>APA-style</u> <u>References</u>

Works Cited

Block, David, and Deborah Cameron. *Globalization and Language*

    Teaching. London: Routledge, 2002. *eBook Collection*. Web. 14 Dec.

    2011.

Browning, Mark. *David Fincher: Films That Scar*. Santa Barbara: Praeger,

    2010. *eBook Collection*. Web. 17 Nov. 2011.

References

Block, D., & Cameron, D. (2002). *Globalization and language teaching*.

    Retrieved from http://www.routledge.com

Browning, M. (2010). *David Fincher: Films that scar*. Retrieved from

    http://www.abc-clio.com/aboutus/default.aspx?id=60299

ALTERNATIVE PRESENTATION USING THE DATABASE NAME:

Browning, M. (2010). *David Fincher: Films that scar*. Retrieved from

    eBook Collection database.

ALTERNATIVE PRESENTATION INCLUDING PUBLISHER INFORMATION:

Browning, M. (2010). *David Fincher: Films that scar*. Santa Barbara, CA:

    Praeger. Retrieved from http://www.abc-clio.com/aboutus/default

    .aspx?id=60299