

netLibrary

Description: *netLibrary* provides access to the library's collection of e-books and other digital versions of printed material. You will be able to search and view the full text of all the titles in the library's e-Book collection. Currently we have subscribed to over 46,000 e-books

Access: Go to the Library's "Databases" web page, http://www.regent.edu/general/library/research_tools/databases_article_searching/, and select *netLibrary*. In addition, the Regent University Library Catalog will identify when a title is available in *netLibrary* and will link you to this database.

Special Terms & Functions:

Setting up an account: You must set up an account in order to "read" an e-book. This function will provide you with the full access to this collection. Once you have set up your free account, you will be able to use features such as checking out e-Books, customizing your Account Preferences, creating a list of titles, and making notes in individual titles for future reference. If you wish to view e-books when you are not on campus, you will need to set up an account.

Searching and Viewing: Using the Advanced Search allows you to construct more complex searches using multiple fields (author, title, full text, subject, and ISBN). Once you have conducted a search, you can view an e-Book online, display bibliographic information about the e-book, or add the e-Book to your list of favorite titles. When viewing an e-Book in the online reader, you have the ability to navigate using the Table of Contents or to search the full text of the e-Book.

My Checked Out e-Books: Use this function to check out an e-Book, to place the title on your list to quickly view the title again, and to keep track of the titles that you have checked out. To access the list, click on *My Checked Out e-Books*. When the checkout period expires the book is automatically returned to the library, and you will no longer have access to the e-Book until you choose *View this e-Book* or *Checkout* again.

Show Details: This function takes you to the *Details* page where you can view complete bibliographical data about the e-Book and other options. Adding a Note to a page in an e-Book in the Reader places the title on this list in order for you to quickly view the title again and see any notes you may have for a title.

Add to My List: This feature adds the item to your list of Favorites. In order to use this feature you need to have an account set up.

Reference Center: You can search and browse reference resources including encyclopedias, dictionaries, directories, handbooks, thesauri and more.

Note Feature: Lets you create, edit, show and hide notes that you have made while reading the content of an individual title.

Printing: The Print icon allows you to print only the page you are currently viewing.

Help: The Help menu feature, located on the top toolbar, will open a list of special help topics. It includes a Quick Start Guide and an online tutorial

Email: The e-Contents menu will allow you to send the bibliographic information about the book to your email account.