



quick start guide

Electronic Books - MyiLibrary

MyiLibrary is a collection of over 300 e-books that have been specially selected by your subject librarians.

You can access e-books off-campus as well as on-campus. They are available 24hours a day.

OpenAthens Login

Before attempting to access any electronic resource you must first login to OpenAthens. This is to ensure that only Bolton University students are able to access our resources. Your OpenAthens username and password are the same as your University username and password.

Click on the yellow OpenAthens button on the Library Homepage and follow the links to complete the login. Click on the 'electronic resources' option from the blue menu on the right of the page.

Location

MyiLibrary can be found in the electronic resources section of the Library website. There are also links to it from your subject page.

Click on E-books at the top left of the E-resources

Electronic Res

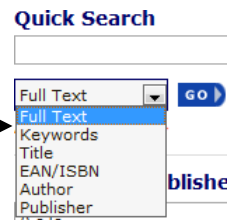
E-Books E-Jo

Scroll down to MyiLibrary. Read the information given, and then click on the link to access the resource.

Accessing a book

If you know the book you are looking for just enter the author's name and first part of the title in the search box and click on **Go**. If you want to search for titles on a particular topic enter your search term in the box.

You can narrow your search using the following search options:



You can also choose to browse the titles available on each subject by clicking **SEE ALL** next to the subject in the Content list in the middle of the page.

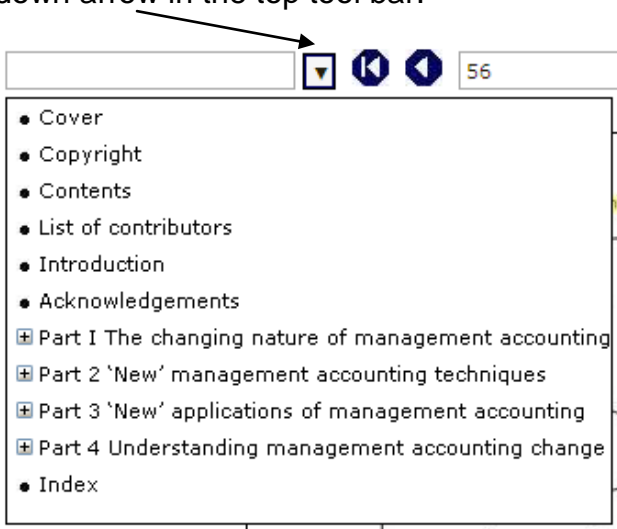
Once you have a list of results click on **Open Now** to access a book. The book will display on the screen exactly as if you were reading the printed copy. Only one user can access a book at any one time, if you see a message saying the book is already in use, then try again later.

You can move through the pages by scrolling down or using the **Next** and **Previous** buttons.



Or you can enter a specific page number to go direct to a page. The number displayed is the page you are currently viewing.

You can also move directly to specific pages or chapters by clicking on the contents menu. You can access this menu by clicking on **TOC** on the left or the drop down arrow in the top tool bar.



Click on **+** to expand the menu and **-** to collapse it. Click on the chapter or part title to view it.

Using the options on the top tool bar it is possible to print and download pages.



However, e-books are designed to be read on-screen, so you are only permitted to print or save a maximum of 10 pages per book. **Contravention of this rule will lead to MyiLibrary access being blocked to all University users and your account being suspended.**

You can enlarge or shrink the size of the pages you are viewing using the zoom buttons.



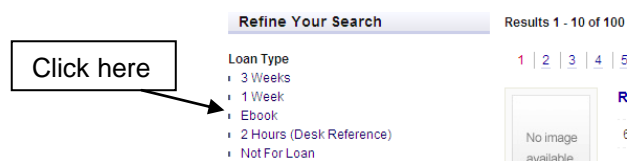
It is possible to search within a book for a particular topic. Click **Search** on the left of the page and enter your search term.

Return to the MyiLibrary homepage to search for more titles by clicking on **HOME**.

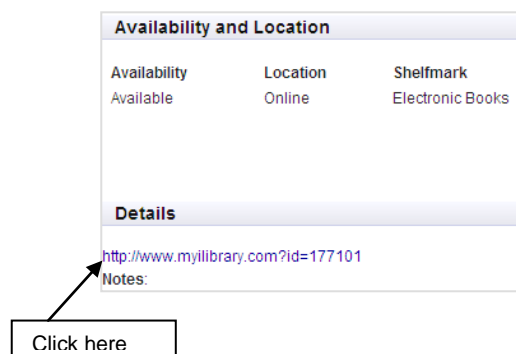
Library Catalogue

You can also access e-books via the library catalogue, although you must still go through the OpenAthens login first.

Enter your search term in the catalogue search box and click **Search**. When you have a list of results click on **Ebook** from the list on the left and all printed results will be removed from your list, leaving e-books only.



Select a title you require by clicking on the book title. On the item details page, click on the blue MyiLibrary link on the bottom left of the page to access the book.



Off-Campus Access

Login to OpenAthens as usual. You may then see a line of text that says "If you are an Athens user, please click here to access the Athens Authentication Point". Click on this link to be taken through to the service.

Other E-book collections

EbscoEbooks (formerly NetLibrary) is a large collection covering all subjects. Safari focuses on computing. The Taylor and Francis collection is relevant to education.