

Morling Library eBooks User Guide

Last Updated: February 2019

Ebooks can be accessed and read in a web browser and, with reliable online access, are available 24 hours a day. Morling Library has two types of ebooks.

1. **Purchased individual ebooks**

These are owned and the records remain permanently in the Library catalogue. Owned titles have limited concurrent users: usually 1 or 3. A DVD case with a yellow cover sits on the library shelf to mark the place where a hardcopy of the book would be.

2. **Subscription collection**

The Library subscribes to a large collection of Religion ebooks (about 6,000). Most of these allow **unlimited** concurrent users. Books are added to and deleted from this collection from time to time.

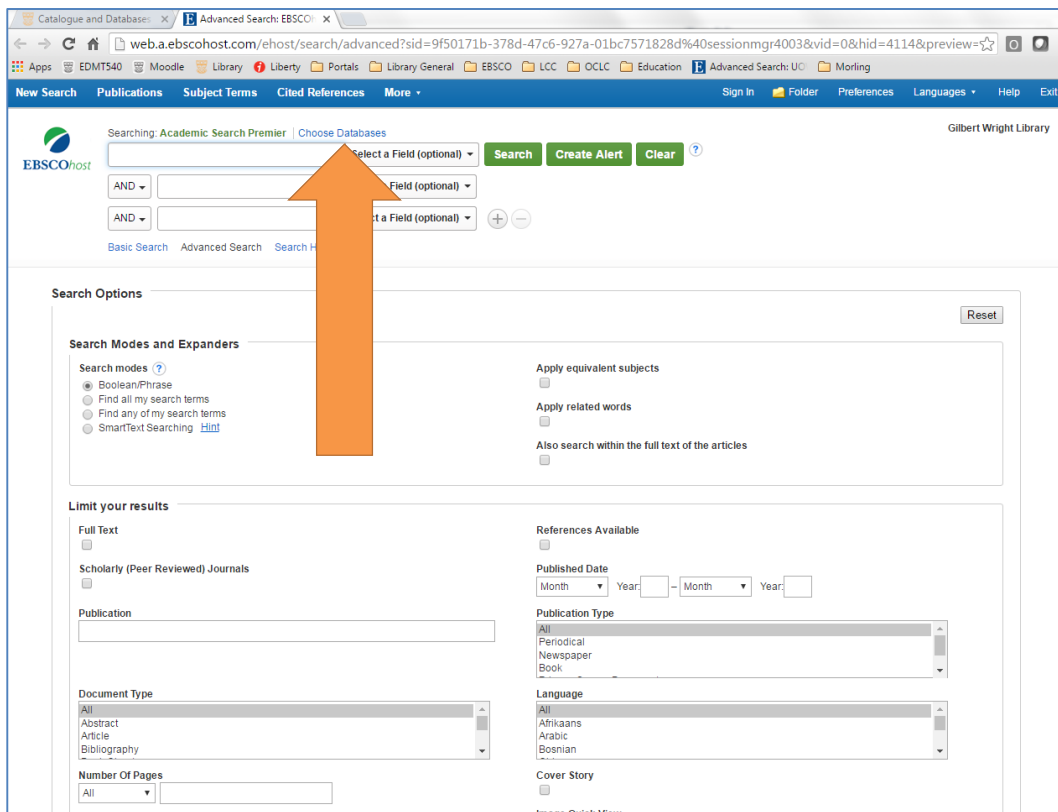
The conditions under which an ebook is provided depend on a number of factors and vary from book to book: there are differences between the number of concurrent users, the format (EPUB or Adobe PDF), whether copy and paste is allowed, and the number of pages you can save or print.

Finding ebooks

Log on to EBSCOhost and search as you would for journal articles. Scroll down under Basic Search to access limiting fields for the ebook collection. At this time, ebooks can only be read online (not downloaded) so that they remain available for all students to access except when being actively used.

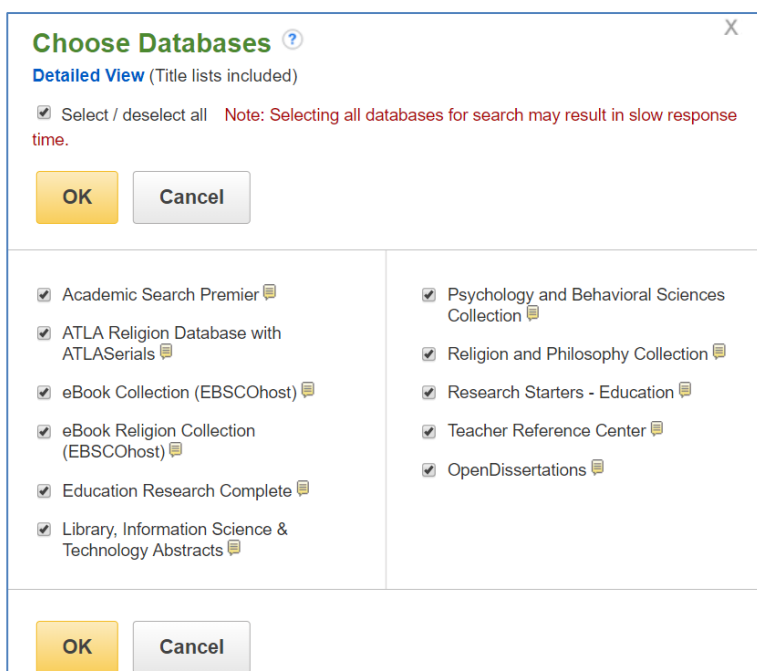
Using ebooks

1. Open the Library Catalogue (<https://morling.softlinkhosting.com.au/liberty/libraryHome.do>).
2. Use the link on the Library Catalogue page to access EBSCOhost in the same way as for databases. (You can think of the EBSCO ebook collection as another database.)
3. Log in to the EBSCOhost platform.
4. Click the 'Choose Databases' link at the top of the page.



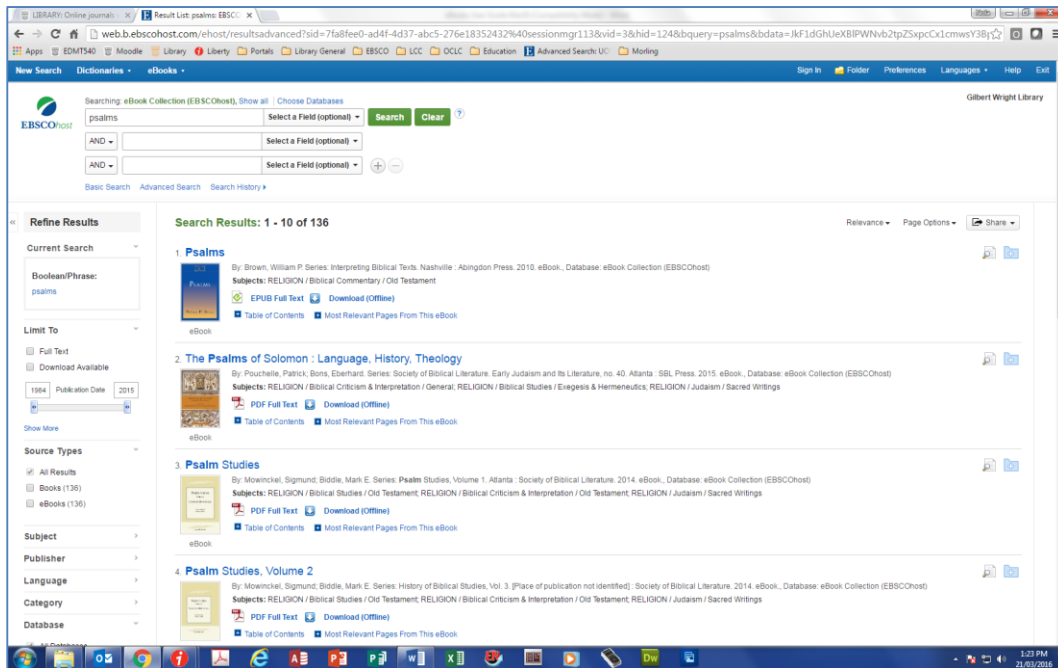
The screenshot shows the EBSCOhost Advanced Search page. At the top, there's a navigation bar with links like 'New Search', 'Publications', 'Subject Terms', 'Cited References', and 'More'. Below this is the search interface with a search bar and buttons for 'Search', 'Create Alert', and 'Clear'. A large orange arrow points to the 'Choose Databases' link in the top navigation bar. Below the search bar, there are sections for 'Search Options' and 'Limit your results'. The 'Search Options' section includes 'Search Modes and Expanders' with radio buttons for 'Boolean/Phrase', 'Find all my search terms', 'Find any of my search terms', and 'SmartText Searching'. The 'Limit your results' section includes checkboxes for 'Full Text', 'Scholarly (Peer Reviewed) Journals', and 'Publication', along with dropdown menus for 'Document Type' and 'Language', and a 'Number Of Pages' field.

- On the Choose Databases pop-up box, tick *eBook Collection (EBSCOhost)* and *eBook Religion Collection (EBSCOhost)*. The first collection is the owned ebooks and the second collection is the subscription collection. Click *OK*.

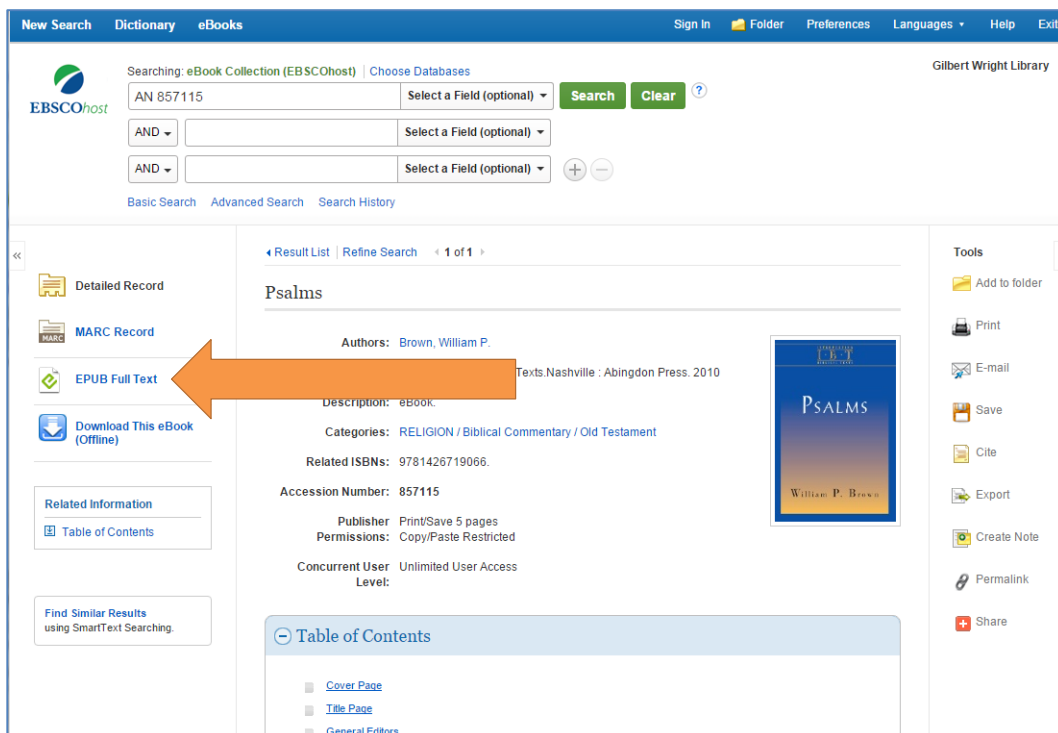


The screenshot shows the 'Choose Databases' pop-up box. It has a title bar with a close button. Below the title bar, there's a 'Detailed View' link and a checkbox for 'Select / deselect all'. A note states: 'Note: Selecting all databases for search may result in slow response time.' There are 'OK' and 'Cancel' buttons. Below this, there's a list of databases with checkboxes. The following databases are checked: 'Academic Search Premier', 'ATLA Religion Database with ATLASerials', 'eBook Collection (EBSCOhost)', 'eBook Religion Collection (EBSCOhost)', 'Education Research Complete', 'Library, Information Science & Technology Abstracts', 'Psychology and Behavioral Sciences Collection', 'Religion and Philosophy Collection', 'Research Starters - Education', 'Teacher Reference Center', and 'OpenDissertations'. At the bottom, there are 'OK' and 'Cancel' buttons.

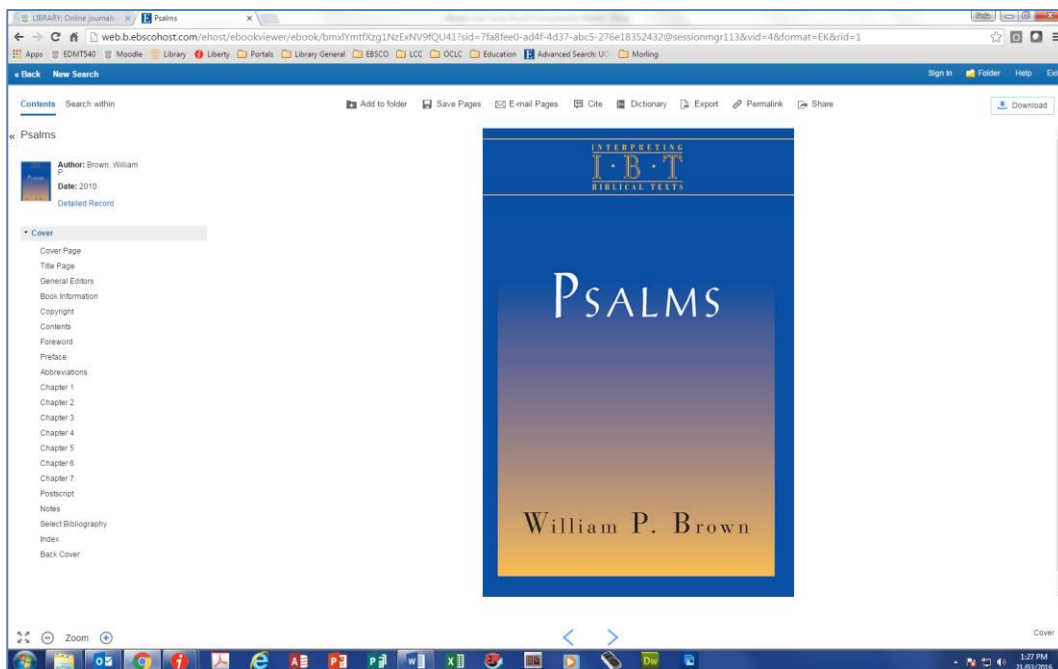
6. Search for the ebook by title, author, keyword, etc. Click on the ebook's title.



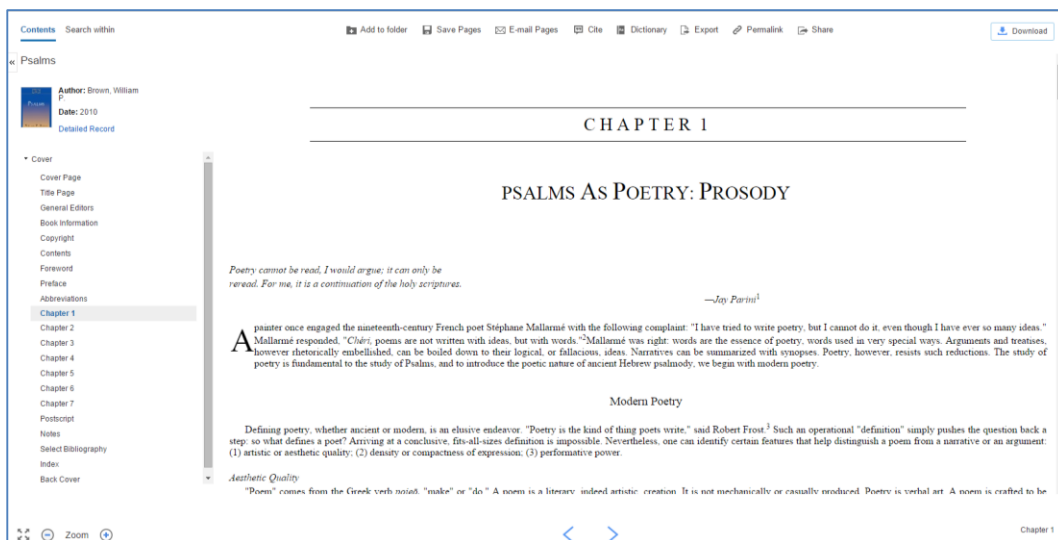
7. Click on the 'EPUB (or Adobe PDF) Full Text link in the left column.



8. A screen reader window with page controls will open inside the browser window.



9. A Table of Contents displays in the left column.



10. You are now ready to read the ebook, either one page at a time or by navigating to a particular chapter or page number.