1495 UNIVERSITY OF ABERDEEN

Find it Fast!: How to find and use e-books

Eleni Borompoka

2019/20

Outline of workshop

- Find out about some of our largest e-book collections
- Find out how Primo can link you to different e-book collections
- Understand the difference between searching for books in individual e-book collections and using the **Books+** and **Articles+** options in Primo

Tools for finding academic information

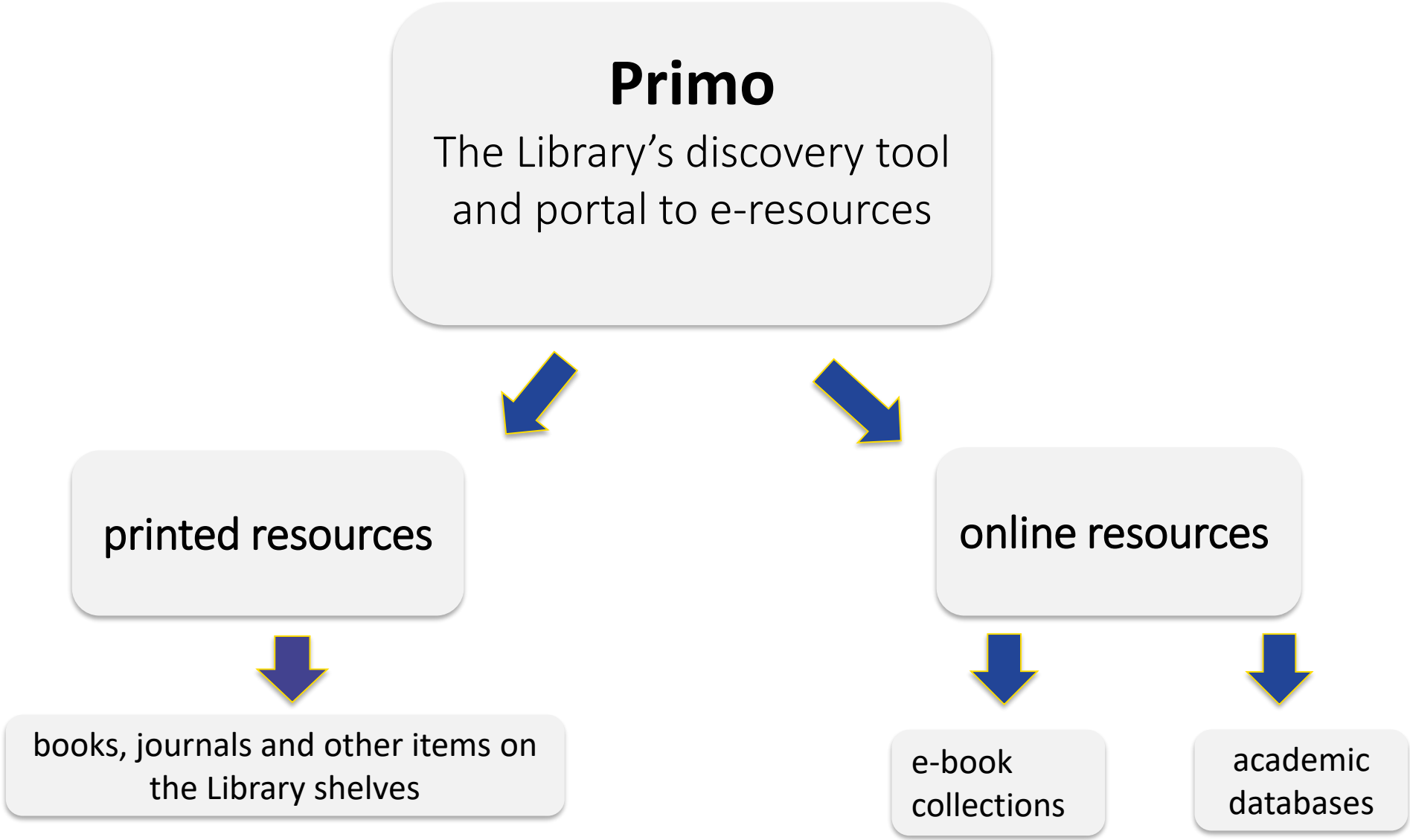
Tools/resources depend on the type of information you're looking for:

- **Books**: Primo, e-book collections (Ebook Central, SpringerLink, ScienceDirect etc.), Google and Google Scholar – Primo route is preferred
- Reports and commercial/trade information: Google Advanced Search
- Journal articles published outside the date range of the databases we subscribe to: Google Scholar
- Journal articles (research papers), reviews, conference papers, book chapters: databases

E-books at the University of Aberdeen

- We have hundreds of thousands of e-books available across all subjects taught at this university
- The e-books are provided by many different publishers through their own websites. Each e-book collection operates differently
- Most of our e-books can be found searching on Primo

The first place to begin any searching



How many e-books do we have?

ProQuest Ebook Central™

ScienceDirect

Springer Link

OECD iLibrary

Literature Online

dawsonera

800,000+

and counting

UNIVERSITY PRESS SCHOLARSHIP ONLINE

Wiley Online Library

Cambridge Core

Westlaw UK

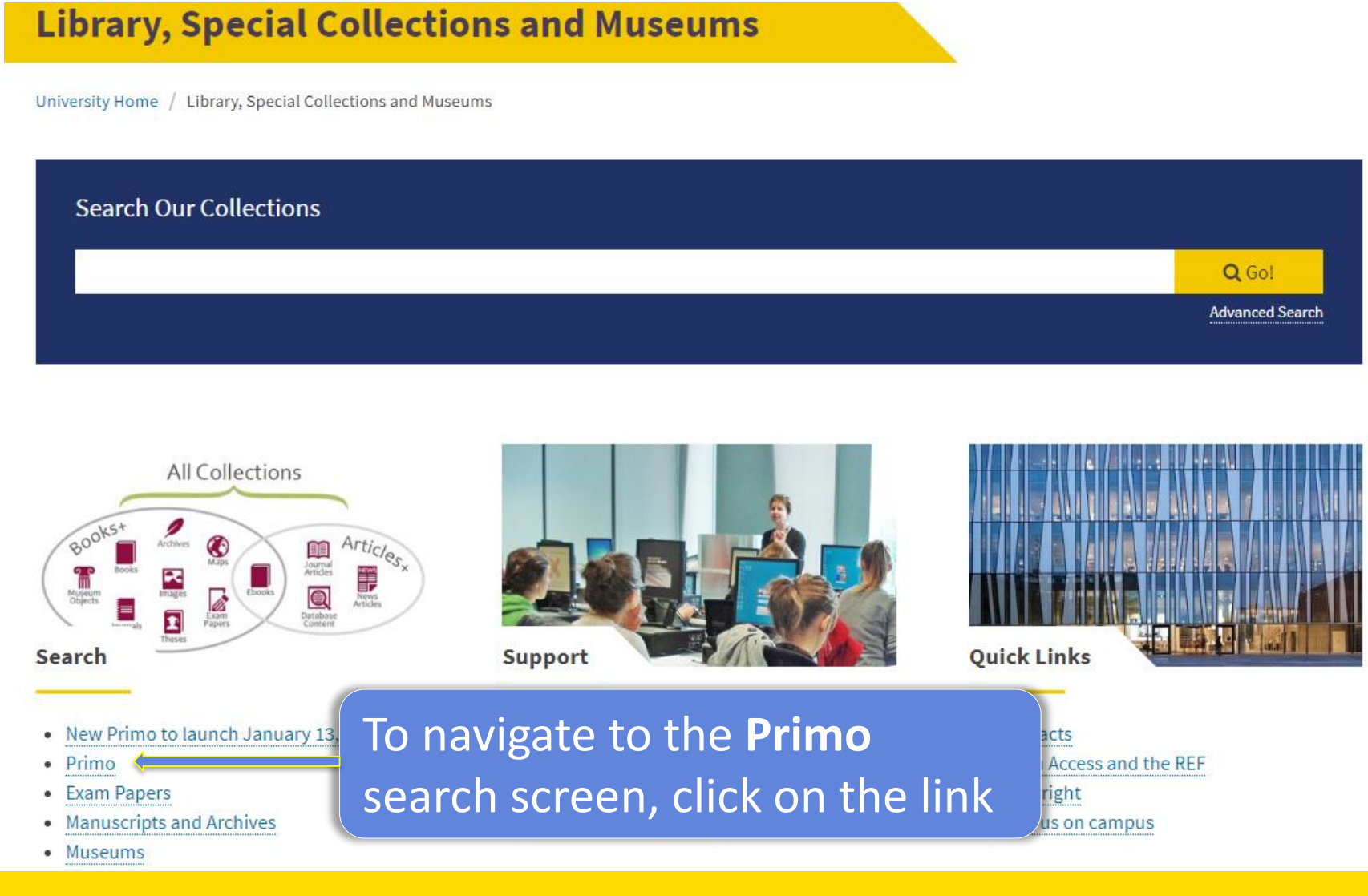
Eighteenth Century Collections Online

IEEE Xplore® DIGITAL LIBRARY

Books+ option in Primo

Access Primo

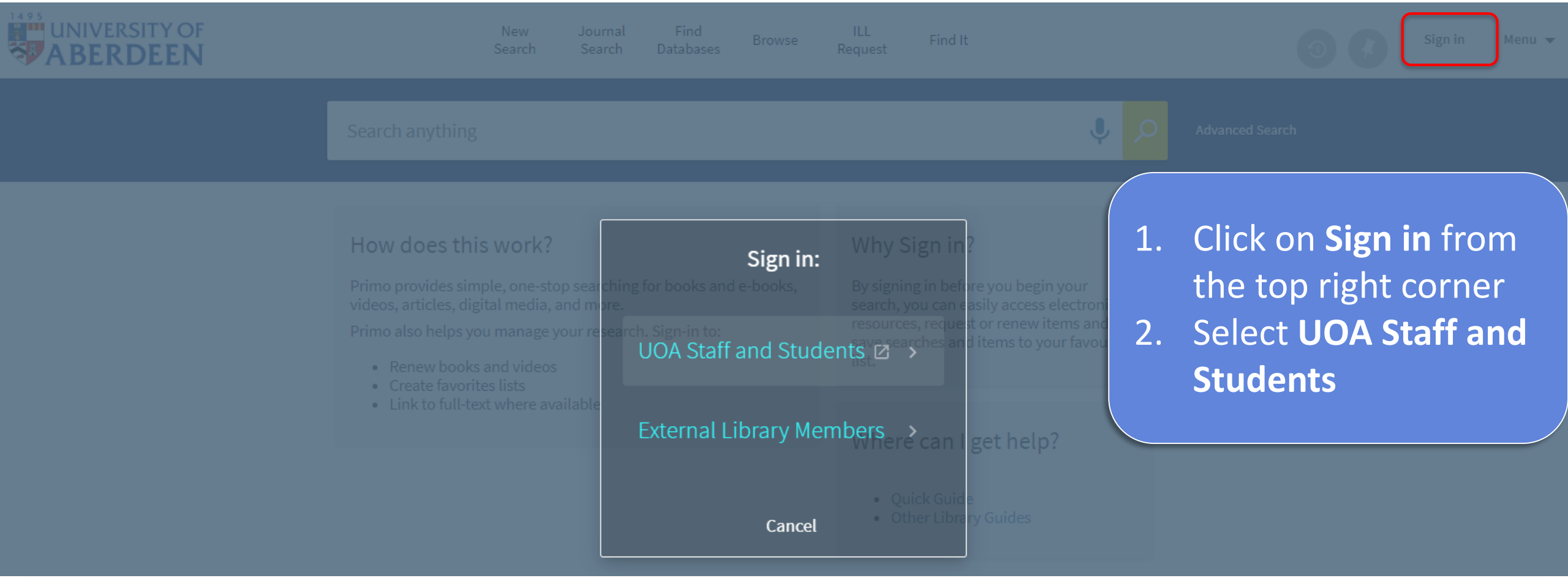
www.abdn.ac.uk/library



For a quick search enter your keywords here

To navigate to the **Primo** search screen, click on the link

Sign in to your Library account



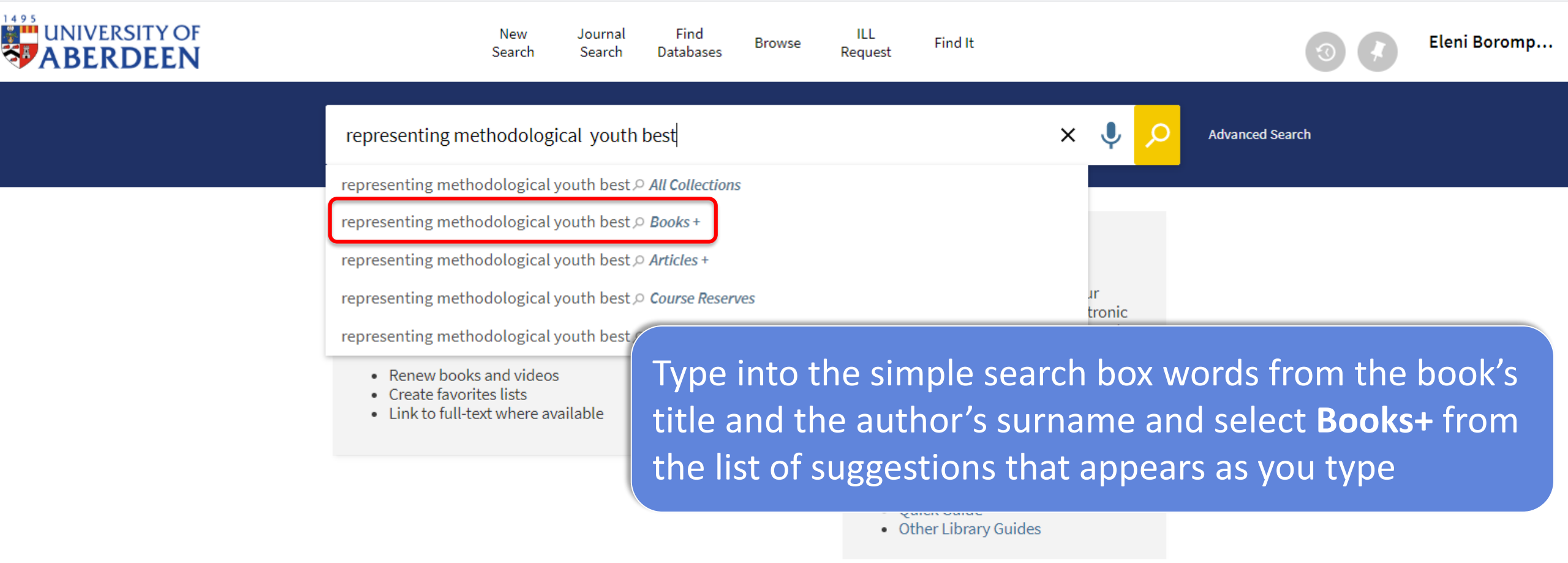
1. Click on **Sign in** from the top right corner
2. Select **UOA Staff and Students**

Signing in to your account allows you to make full use of Primo's special features and ensures smooth access to our online resources

Navigate to Primo and sign in.
We will now look for a specific e-book

Looking for a specific item

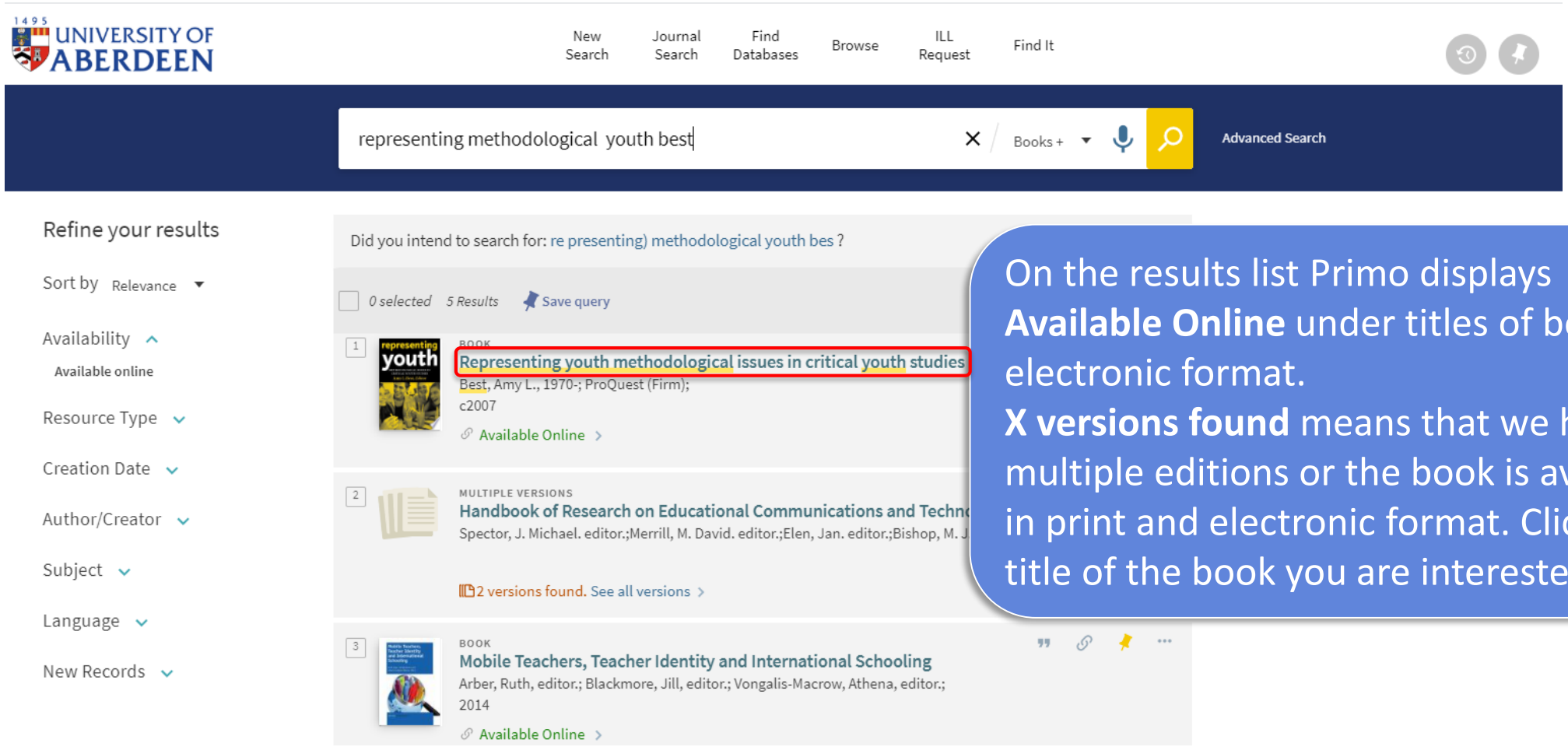
Best, A.L., (2007) *Representing Youth: Methodological Issues in Critical Youth Studies.* New York: New York University Press.



Type into the simple search box words from the book's title and the author's surname and select **Books+** from the list of suggestions that appears as you type

Looking for a specific item

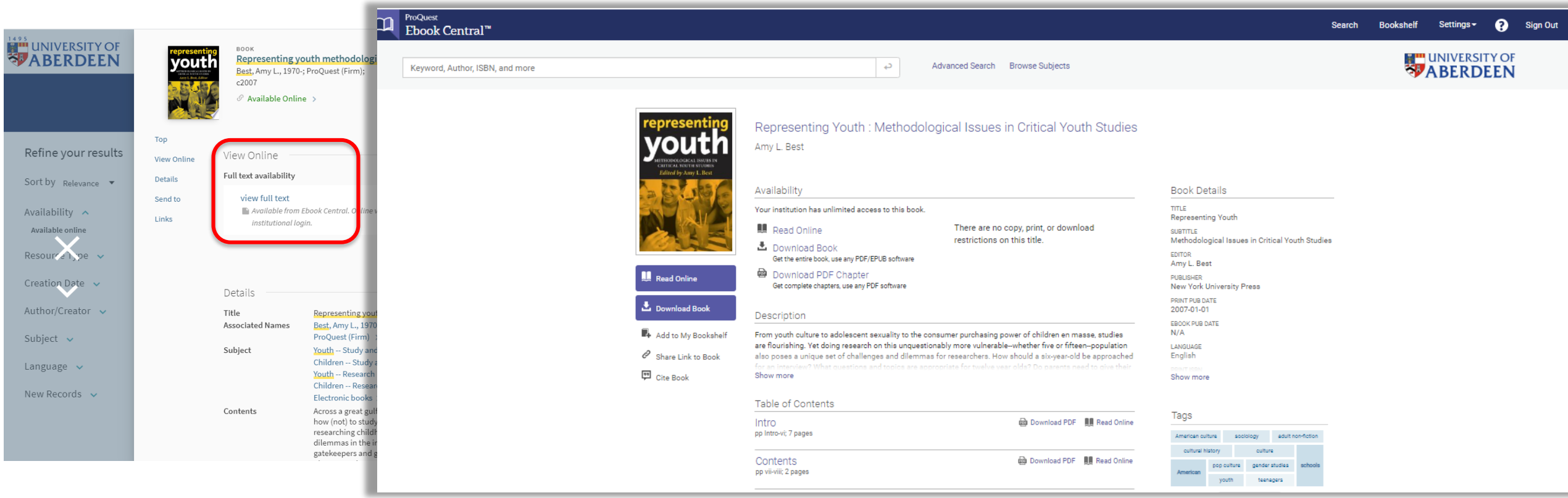
Best, A.L., (2007) *Representing Youth: Methodological Issues in Critical Youth Studies.* New York: New York University Press.



On the results list Primo displays **Available Online** under titles of books in electronic format.

X versions found means that we have multiple editions or the book is available in print and electronic format. Click on the title of the book you are interested in

Looking for a specific item



Selecting a title opens the book's details page in Primo. In the **View Online** section, click on the provider's name (e.g. Ebook Central) or the **view full text** link. You may be asked to log in at this point. You will then be taken to the provider's website where you can access the item's full –text

Planning and **Search Rules**
help you find what you want faster!

Plan your search

Do not type your essay question directly into Primo or an e-book collection. Break your search down into words or short phrases

- Write down the keywords you identified
- Think of synonyms or alternative terms
- Split your keywords up into groups of similar concepts

- Be aware of variations in spelling e.g. UK versus US spelling
- Remember that you can improve your search by applying Primo’s search rules correctly!

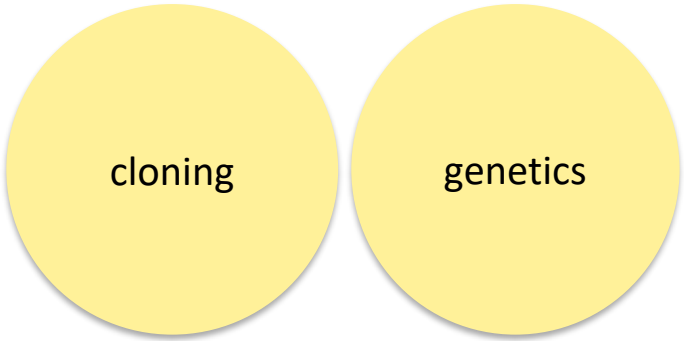
Common search rules

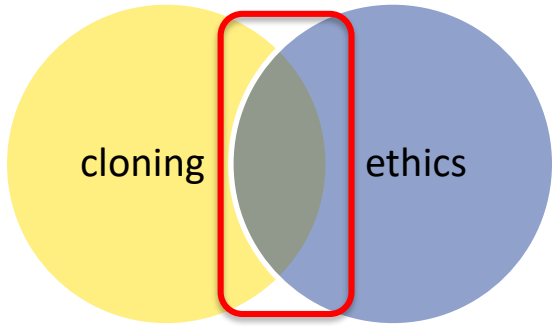
Rule	Action
OR	Use OR to link alternative meanings (different words for the same idea). It **broadens** your search
AND	AND is Primo's default setting and links different ideas. It **narrows** your search
*	Primo's truncation symbol: use at the end of words to catch **singular and plural forms** as well as **multiple endings** e.g. **econ*** finds economy, economies, economic, economics etc.
?	Use this character to look for individual letters that my differ due to spelling conventions e.g. organi**?**e looks for ***organize*** and ***organise***
"phrase searching"	Use double quotation marks around words to instruct Primo to look for them **in this exact order** e.g. **"cognitive function"**

OR and **AND** must be in upper case

Boolean logic operators

Academic databases search using Boolean operators. **OR** & **AND** are the two main operators used for linking words, phrases and concepts.





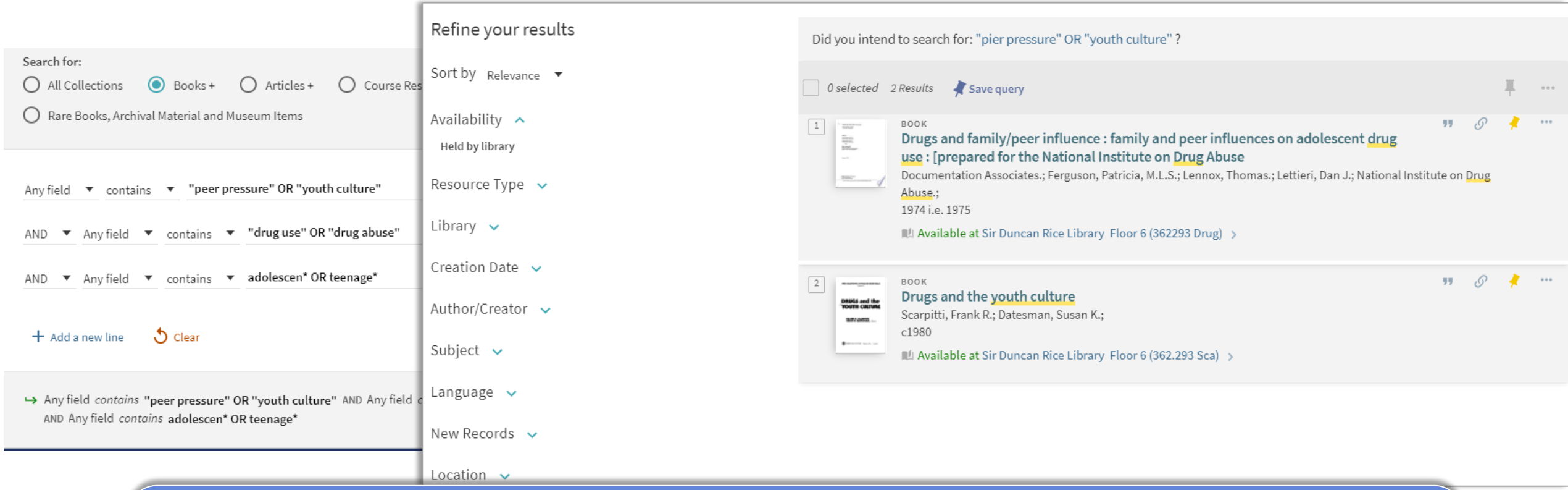
OR **broadens** your search by telling the database that any of the terms you used can be present in the results

AND **narrows** your search by presenting results where your search terms appear in the same record

‘Discuss the impact of peer pressure on drug use amongst adolescents’

“peer pressure”	**OR**	“youth culture”		
AND				
“drug use”	**OR**	“drug abuse”	**OR**	“substance abuse”
AND				
adolescen*	**OR**	teenage*	**OR**	youth*

Searching for books on a topic



Only 2 results. Primo searches for your keywords in **the titles and descriptions** of books. To search across the full text of a book you need to employ your search strategy in an e-book collection

Ebook Central

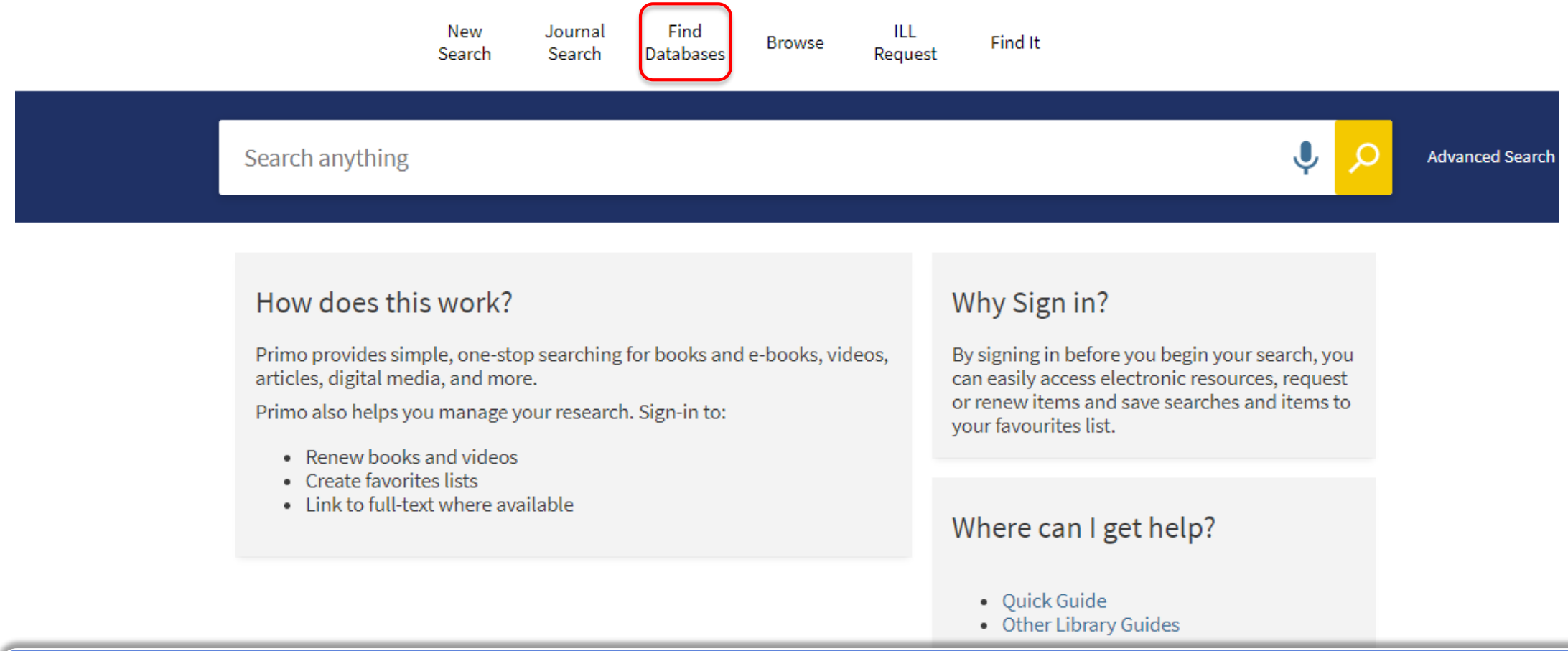
About Ebook Central

- Authoritative books and maps supplied by 180+ leading scholarly publishers
- Collection of more than 180,000 full-text e-books in Social Sciences, Law, Medicine, Science, Computing, Education, Fine Arts and History, Philosophy, Psychology and Religion

- ✓ Can read books online at any time
- ✓ Can download sections of e-books to keep, but not whole books to keep forever
- ✓ Can download whole book to your own device (not to a classroom PC) for up to 21 days. It is automatically deleted from your device, but you can continue to download it every 21 days
- ✓ Supports full-text searching
- ✓ All books listed in Primo

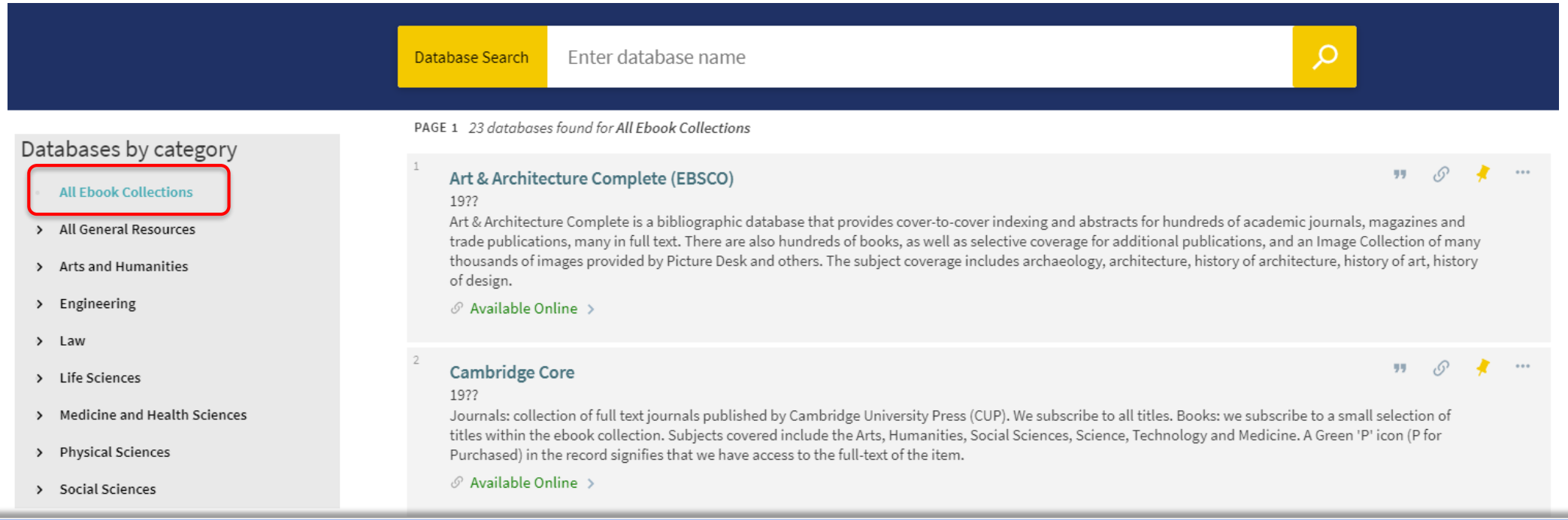
ProQuest Ebook Central LibGuide at https://proquest.libguides.com/ebookcentral

Accessing e-book collections



Click on the **Find Databases** tab at the top of the Primo search screen

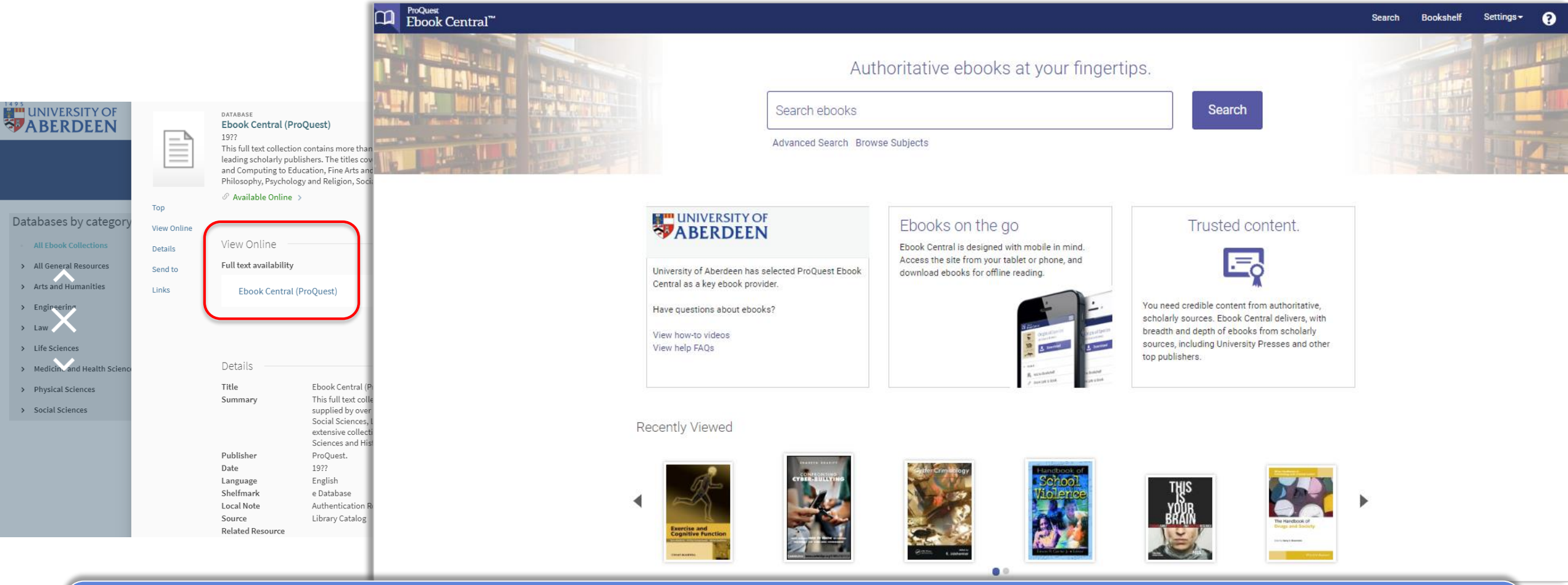
Accessing e-book collections



Click on **All Ebook Collections** to browse our collections of e-books. Scroll down to **Ebook Central** (ProQuest) and click on it

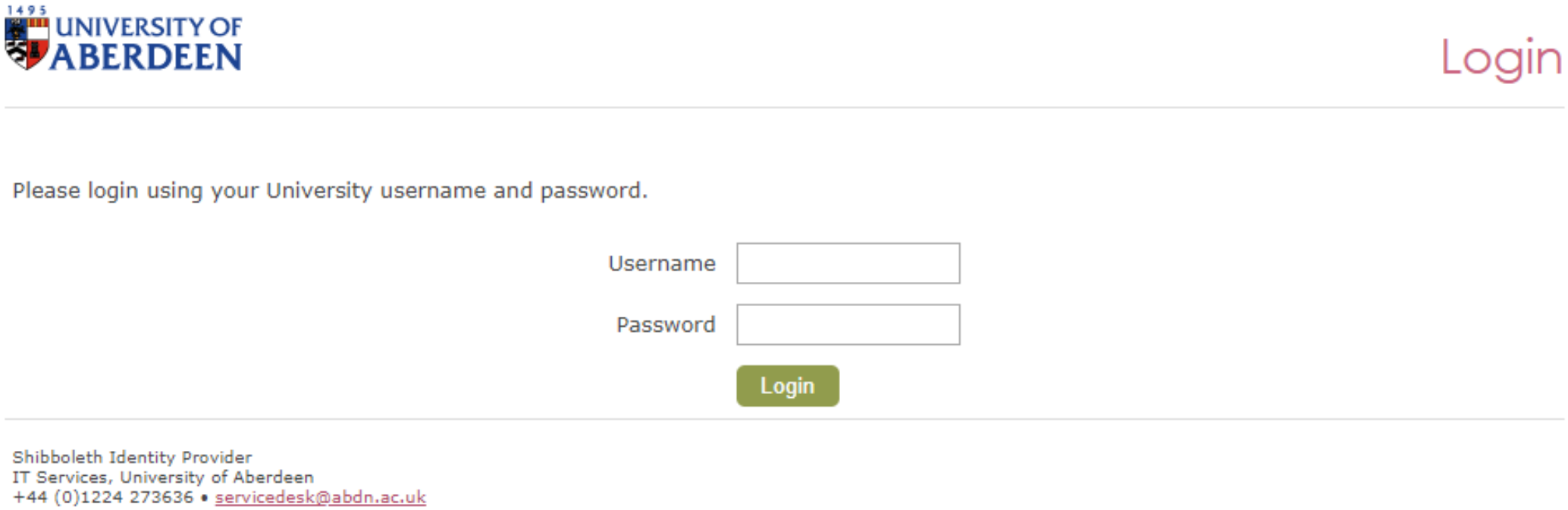
From this screen you can also browse the list of databases available in your subject and find images, theses, reference and other material

Accessing e-book collections



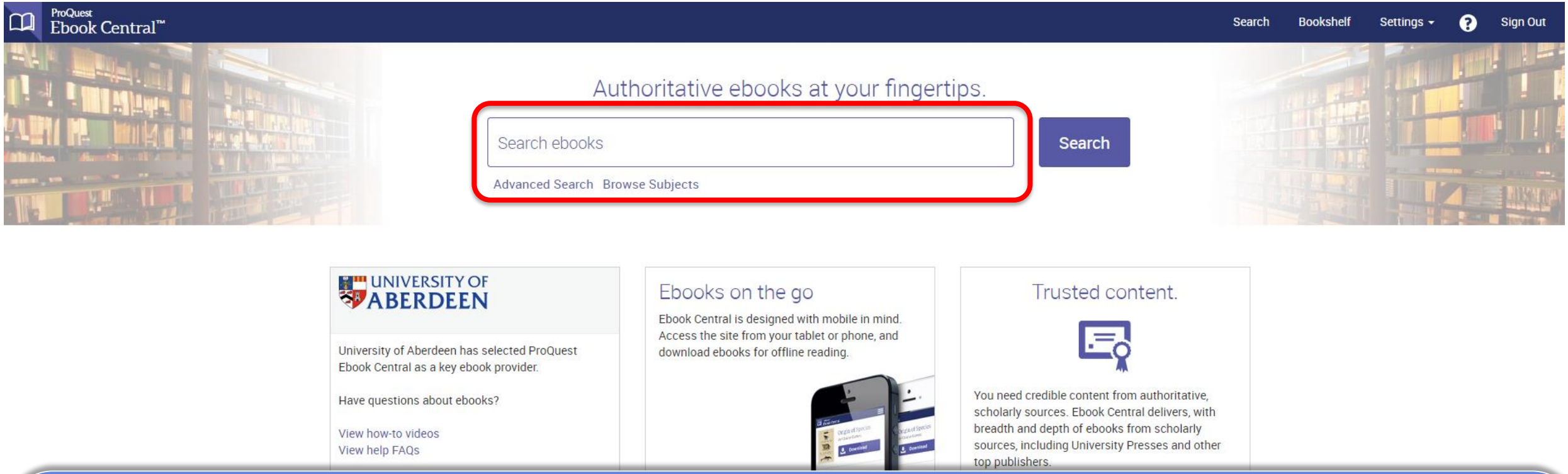
The collection's details page opens. In the **View Online** section, click on the name of the collection: Ebook Central (ProQuest). Primo will open it in a new window

Accessing Ebook Central



In the Shibboleth authentication screen, enter your computer username and password

Searching Ebook Central – quick search



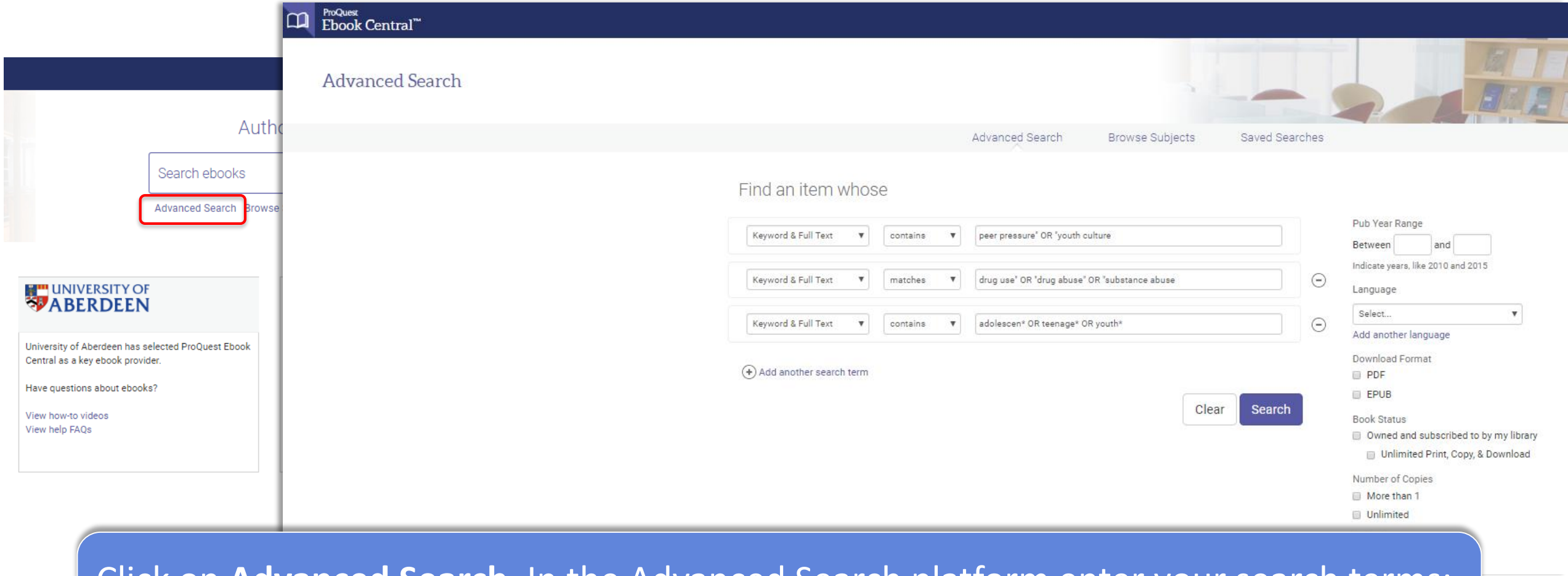
To run a search, type your search terms into the search box, starting with your most important idea

- Remember to capitalise Boolean operators **AND** and **OR**
  See Library guide for Ebook Central's search rules
- This option enables you to search across various fields, including across the full-text of the items available

‘Discuss the impact of peer pressure on drug use amongst adolescents’

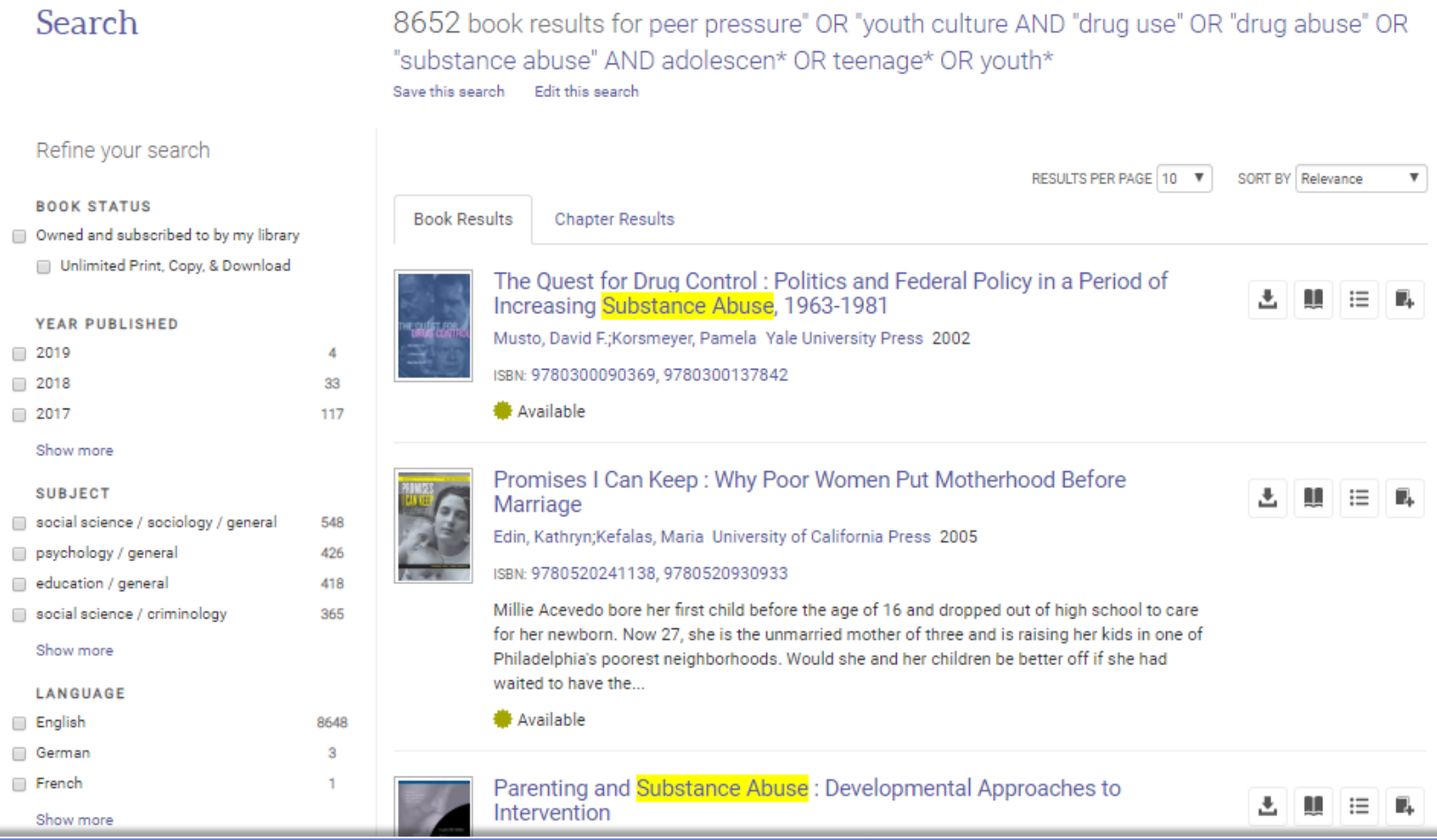
“peer pressure”	**OR**	“youth culture”		
AND				
“drug use”	**OR**	“drug abuse”	**OR**	“substance abuse”
AND				
adolescen*	**OR**	teenage*	**OR**	youth*

Searching Ebook Central – advanced search



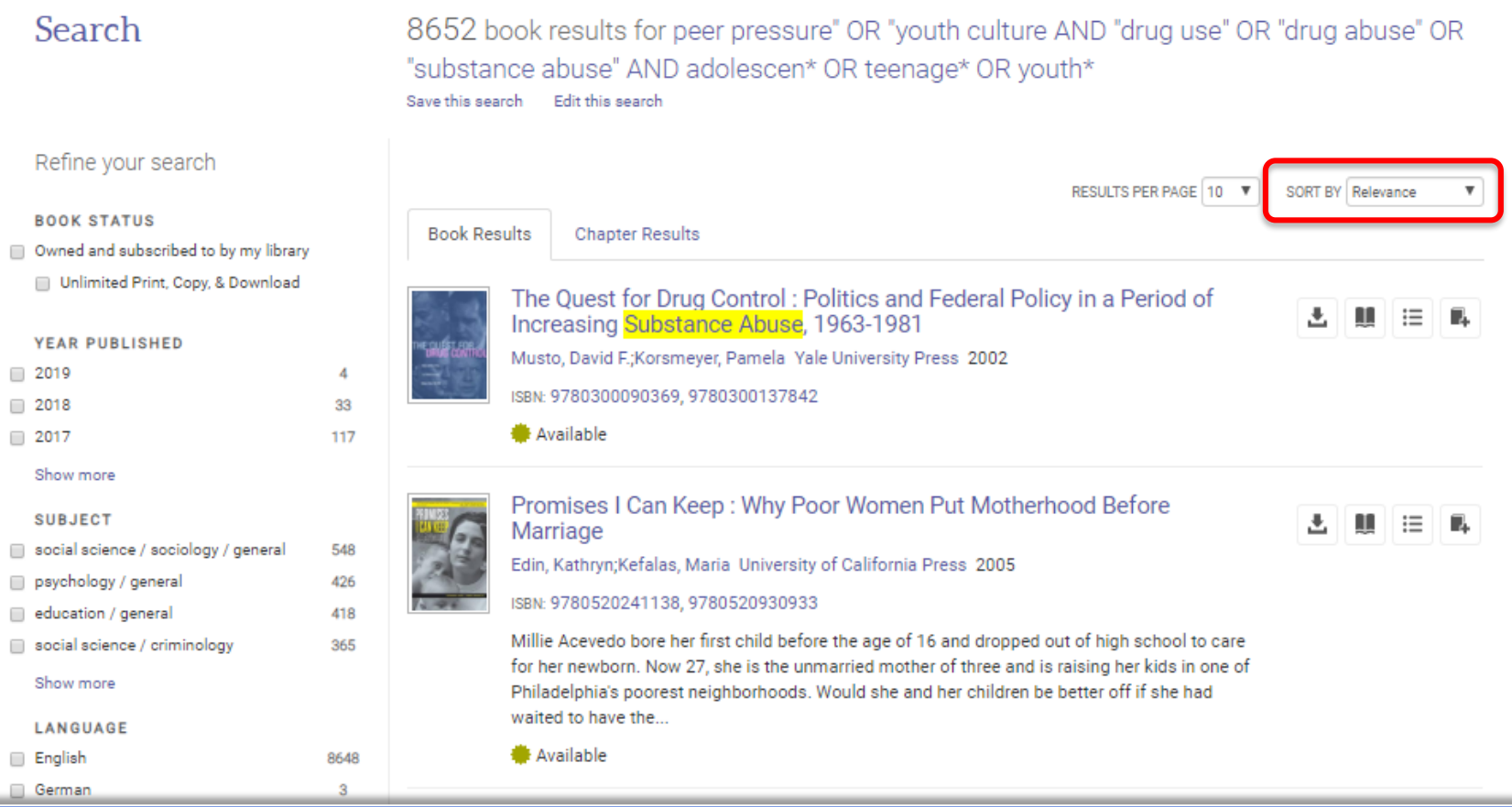
Click on **Advanced Search**. In the Advanced Search platform enter your search terms: one group of keywords per box

Searching Ebook Central – advanced search



8652 results against 2 for the same search in Primo. Primo searches for your keywords in the titles and descriptions of books only. Ebook Central supports full-text searching so your keywords will be searched for across the content of books

Viewing your search results

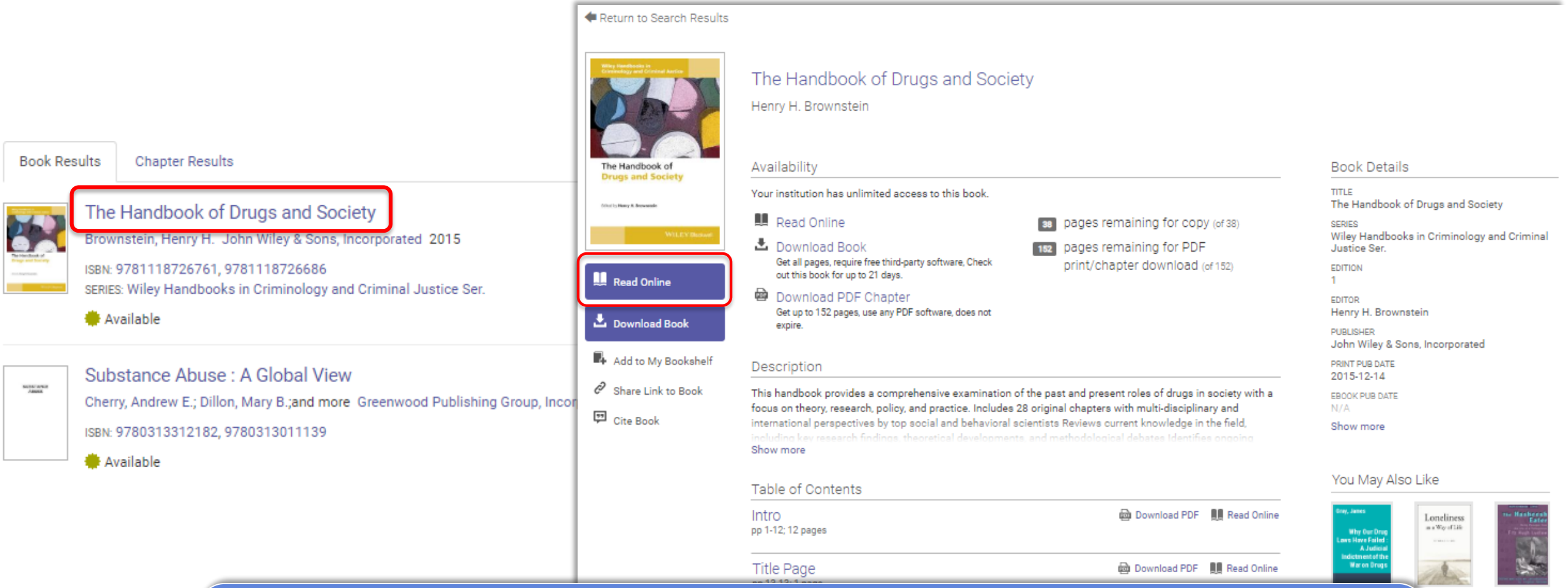


Search results are sorted by relevance. Change this by clicking the down-arrow in the **SORT BY** menu. You can refine by using filters on the left hand side of the screen

Exercise 1: ‘British volunteers in the Spanish Civil War’

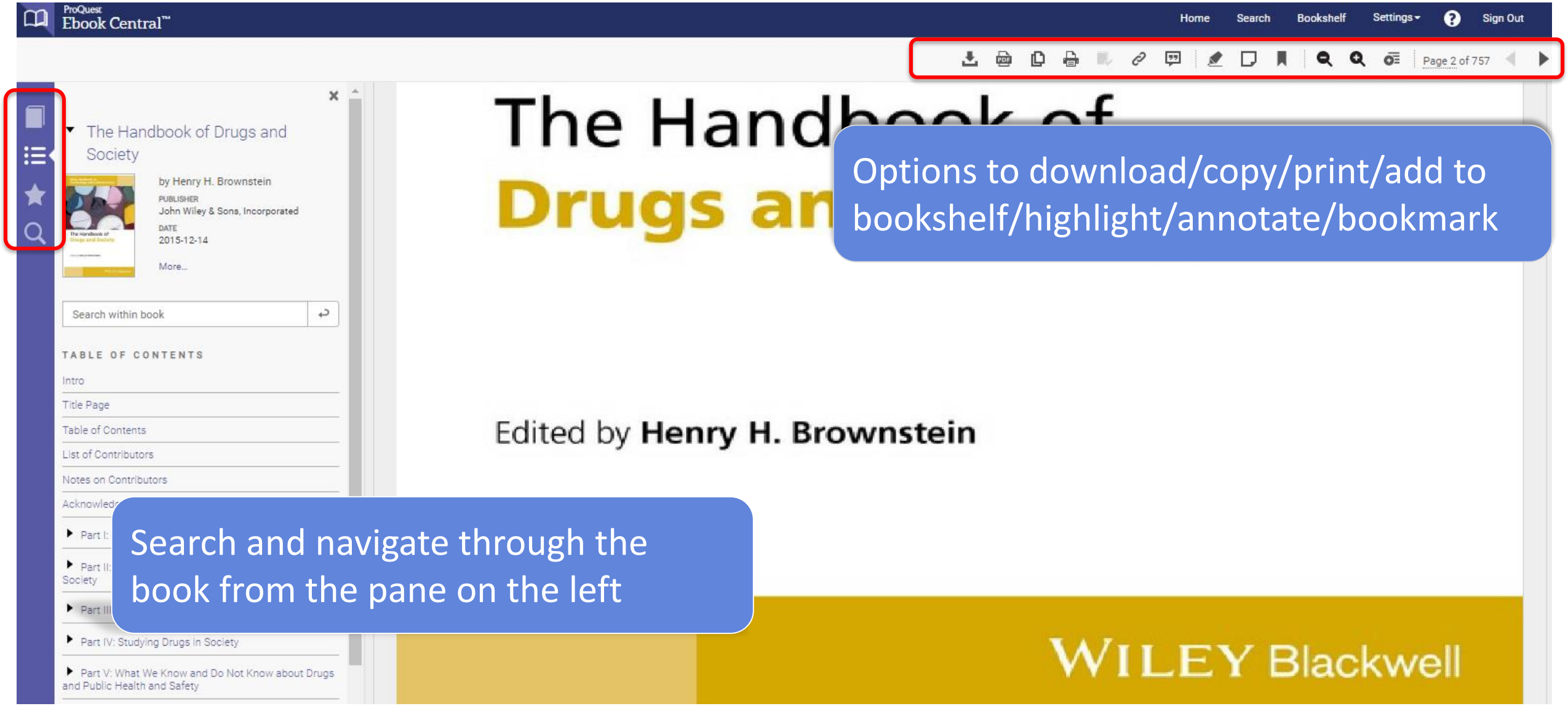
- Navigate to **Ebook Central**
- Follow exercise 1 on page 1 of the worksheet
- Refine your results by a subject area
- If you are not happy with what you find, click on **Edit this search** to add more/different ideas to your search

Reading in Ebook Central

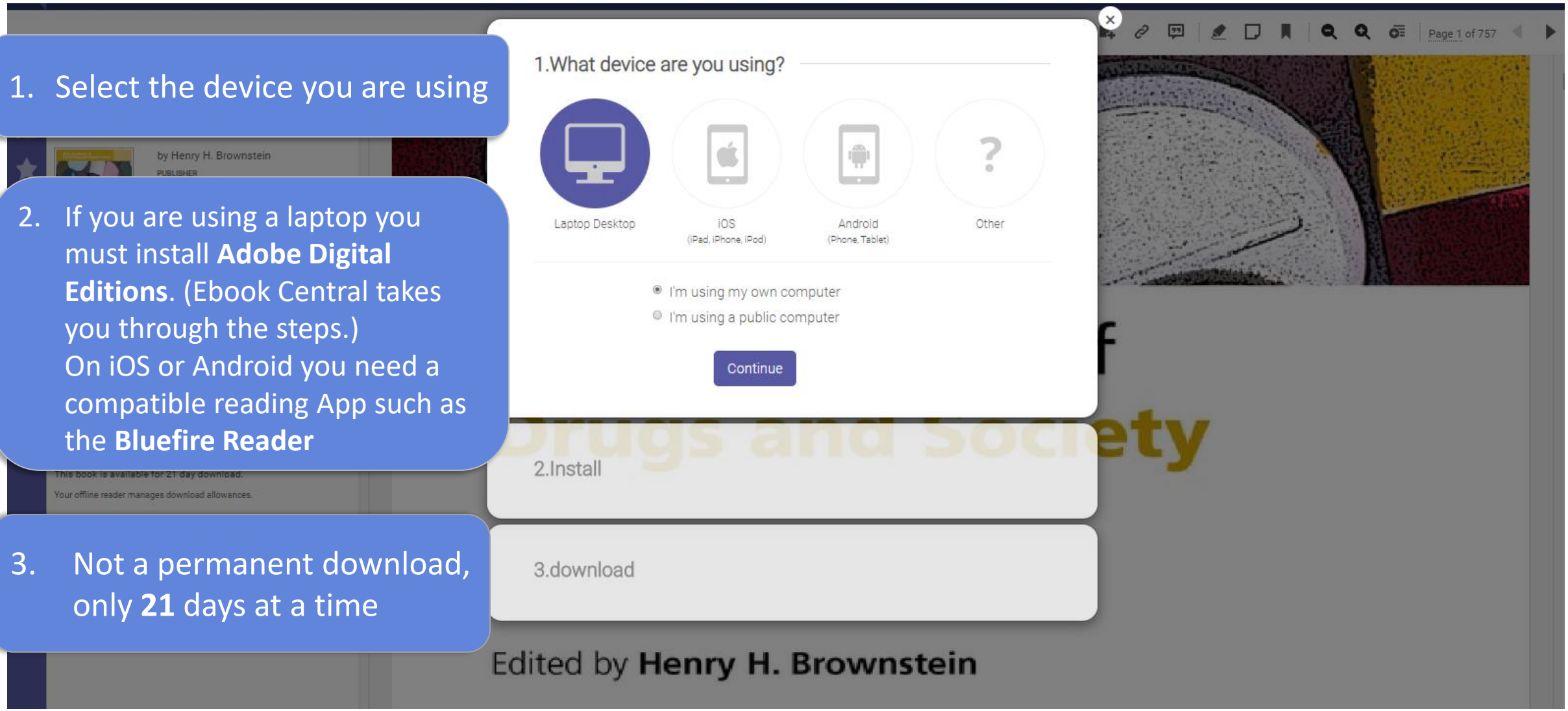


1. Right-click on the title of a book you are interested in and open it in a new tab. This will take you to the book details page
2. To open the book click on **Read Online**

Reading a book in Ebook Central



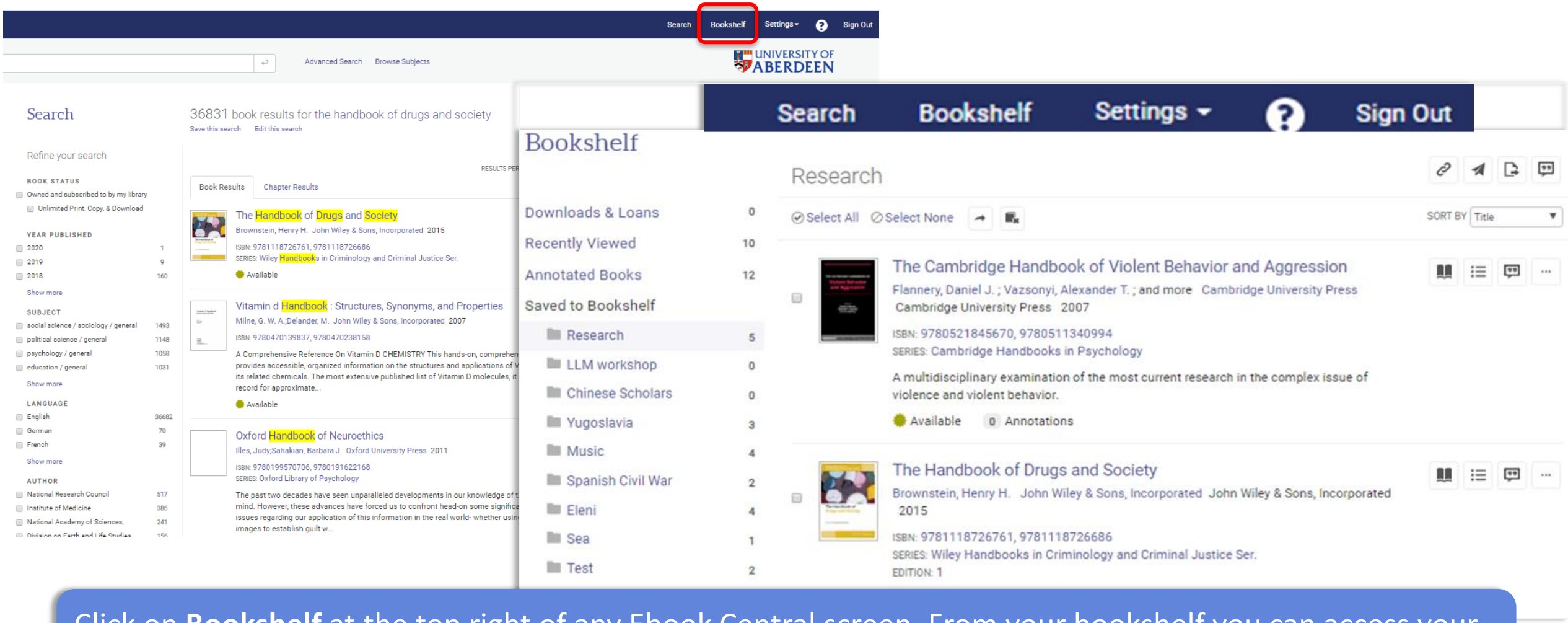
Downloading books from Ebook Central



Using your Ebook Central bookshelf

1. On your results list, click on the **Add to Bookshelf** icon next to a book that interests you
2. In the pop up window specify the folder you wish to save the book to and click on **Add item**

Using your Ebook Central bookshelf



Click on **Bookshelf** at the top right of any Ebook Central screen. From your bookshelf you can access your saved e-books, your Recently Viewed or Annotated Books, share links and export to RefWorks

Optional: opening and reading a book in Ebook Central

- Go back to your results list in Ebook Central and navigate to the details page of a book that interests you
- Click on the **Read Online** option
- Investigate the options at the top of the online reader and save the book to your **Bookshelf**

Ebook Central guides

UNIVERSITY OF ABERDEEN Library guide

Ebook Central – a quick guide

Zita Szabo, June 2019

QG DBS004 [https://www.abdn.ac.uk/library/documents/guides/qgdbs004.pdf]

What is Ebook Central?

Ebook Central is an e-book database that gives you access to more than 140,000 titles online. The collection covers most academic subject areas including Social, Behavioural, Life and Physical Sciences as well as Arts and Humanities.

Accessing the database

Ebook Central can be found at https://ebookcentral.proquest.com/auth/lib/abdn or via a link on our resource discovery tool, Primo. Regardless of where you are working, you must **login** using your university username and password.

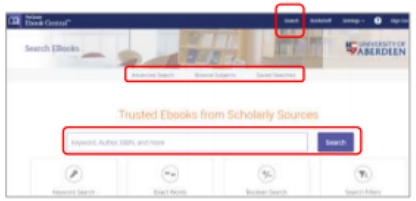
The database opens with the **Home** page. Click on the **Search** tab on the main Navigation Toolbar to open the Search page. (See screenshot below)

Every Ebook Central book is listed separately on Primo with a direct link to its title on the database. Please read our library guide on how to download e-books.

Searching & browsing

On the Search page, you have several ways to start your research. You can try:

- **Simple Search**
- **Advanced Search**
- **Browse Subjects**
- and **Saved Searches**. (See screenshot)



General rules for searching

- For ***exact phrases***, put double quotation marks around multiple keywords (e.g. "natural law theory").
- Searches are ***not case-sensitive***.
- You can improve your search using ***operators*** such as AND, OR, and NOT (Boolean operators). Simply use the operators between your keywords or phrases. They must be written in UPPER CASE letters. (e.g. "Mark Twain" AND river; GM OR "genetic modification").
- If you find ***very few results***, try using different keywords or think of additional alternative terms and link them with OR.

1. Simple Search

You can search for **all e-book titles** using the Search box in the middle of the Search page. This option enables you to search across various fields, including across the full-text of the titles. The four information boxes under the Search box give you basic help with **Keyword Search**, **Exact Words** search, **Boolean Search** and **Search Filters**.

2. Advanced Search

The Advanced Search page opens with two search boxes in the middle of the screen. Click on the plus sign ⊕ to add more search lines. The search boxes offer **Keyword & Full Text** search by default. To change this setting, click on the arrow in the box and select **Title**, **Series Title**, **Author**, **Publisher**, etc. from the drop-down menu. Ebook Central applies the usual convention of an **automatic *AND*** between search lines/boxes.

Filters, such as **Pub Year Range**, **Language**, **Download Format**, **Book Status**, or **Collection** can help you refine your search. You will find them on the right-hand side of the screen.

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UNIVERSITY OF ABERDEEN Library guide

Ebook Central - how to download e-books

Ebook Central Support Center and Ewan Grant, June 2109

QG DBS009 [www.abdn.ac.uk/library/documents/guides/qgdbs009.pdf]

Ebook Central offers an option to download an entire book to your personal computer to read offline. To do this you need to install a free program called **Adobe Digital Editions (ADE)**. This software provides temporary access to up to 10 Ebook Central e-books at a time. From ADE you can read, search, highlight and annotate the text and transfer books to mobile devices.

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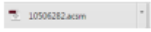
2. Find the book you want to download and click the **Download** button found in the results list, or click on the title of the book and select the **Full Download** button from the Table of Contents screen.
3. Ebook Central will recognise the type of computer you are using, i.e. **Laptop/Desktop**; select **I'm using my own computer**, then **Continue**.
4. If you want to transfer the downloaded book from your personal computer to a mobile device or another pc/laptop you will need to register a free Adobe ID at this point – click on the link **Adobe ID** and follow the instructions.
   - Ignore this step if you do not wish to transfer an e-book to another device.
5. Return to the Ebook Central **Install** screen (**Stage 2** in the download process), click on the orange **Get Adobe Digital Editions** button and follow the instructions.
6. Once ADE is installed click on the **Done with this step** link on the Ebook Central **Install** screen (Stage 2).
7. On the **Download** window (**Stage 3**) click on the blue button to **Download Your Book**.
   - The book is downloaded as a **.acsm file** on your computer.
   - Double-click on this file to launch ADE and open the e-book.



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Yes - there can be. If you find that you cannot download an Ebook Central e-book to your computer it could be because:

1. Some publishers prohibit full-document downloading.
2. You have reached the maximum limit of 10 e-books in ADE. In which case you need to **return** a book in order to download another.

Can I print the entire book from ADE?

No - there are printing restrictions after downloading an e-book. A portion may be printed from ADE but, for copyright reasons, never the entire book. The number of pages you can print depends on the publisher.

Can I sync across computers to access a book?

Yes - the first time you open a book, you will be asked to authorize. Do this with your Adobe ID, mentioned earlier in this guide. This associates the book with your ID. If you later open the book on another computer, you can simply supply the same ID to open the book.

If you don't have an Adobe ID, click the Create an Adobe ID link. After creating the ID on the Adobe website, you can close that browser window, return to ADE, and enter the newly-created Adobe ID.

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UNIVERSITY OF ABERDEEN Library guide

Ebook Central on your mobile device

Eleni Borompoka, August 2019

QG DBS008 [https://www.abdn.ac.uk/library/documents/guides/qgdbs008.pdf]

Ebook Central offers an option to download e-books and read them offline for up to 21 days on your Apple or Android tablets and phones. E-books can be downloaded and read via the **Bluefire Reader**. To download the app simply visit Apple's **App Store** or Android's **Play Store** and search for Bluefire Reader. You can use the Bluefire app even if you're not connected to the internet to:

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How to install the Bluefire app

1. Go to **App Store/Play Store** on your mobile device, then search for and install Bluefire Reader.
2. Click on **OPEN**. First time users will have to register an Adobe ID via the *Create a Free Adobe ID* link. This will authorize your device to read books in Adobe DRM, ePub and PDF formats.

NOTE: You may already have an Adobe ID if you use Adobe Digital Editions on your laptop or desktop PC. An Adobe ID is not vital for reading Ebook Central e-books on your personal PC/laptop but is needed if you wish to transfer an e-book from your PC/laptop to your phone/tablet. See here for further details.

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2. On the results list, tap on the **Download** button next to the title that interests you.

Alternatively, in an open e-book, look for the download icon on the navigation bar.

1. **Select the device** you are using.
2. Proceed to **Install**. Click on **Done with this step** if you are asked to Get Bluefire Reader.
3. **Download** the e-book onto your phone.

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www.abdn.ac.uk/library/support/library-guides-101.php

ScienceDirect & SpringerLink

About ScienceDirect

- Items from one publisher: Elsevier
- Around 6,000 textbooks and monographs
- Series of encyclopaedias
- Journals
- Subjects include Science, Medical Sciences, Technology, Social Sciences

- ✓ We have access to many items in this collection
- ✓ Can download individual chapters as PDFs for personal use
- ✓ Supports full-text searching
- ✓ Titles are listed in Primo

Help and support:
https://service.elsevier.com/app/home/supporthub/sciencedirect/
Online video tutorials available at:
https://service.elsevier.com/app/answers/detail/a_id/10263/supporthub/sciencedirect/

‘Discuss the impact of peer pressure on drug use amongst adolescents’

“peer pressure”	OR	“youth culture”		
AND				
“drug use”	OR	“drug abuse”	OR	“substance abuse”
AND				
adolescent	OR	teenager	OR	youth

Example of search strategy for use in advanced search platform

‘Discuss the impact of peer pressure on drug use amongst adolescents’

(“peer pressure” OR “youth culture”)

AND

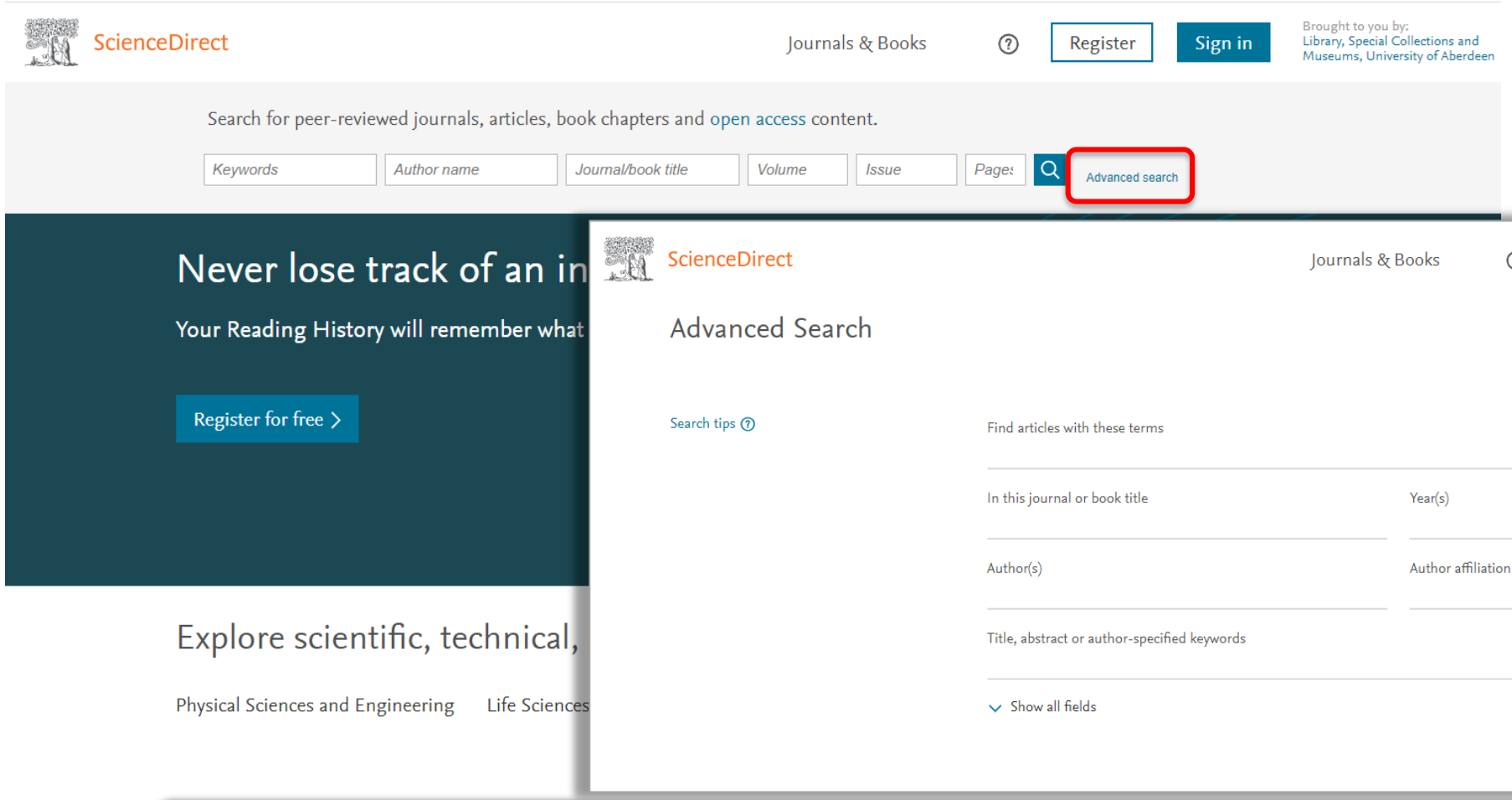
(“drug use” OR “drug abuse”)

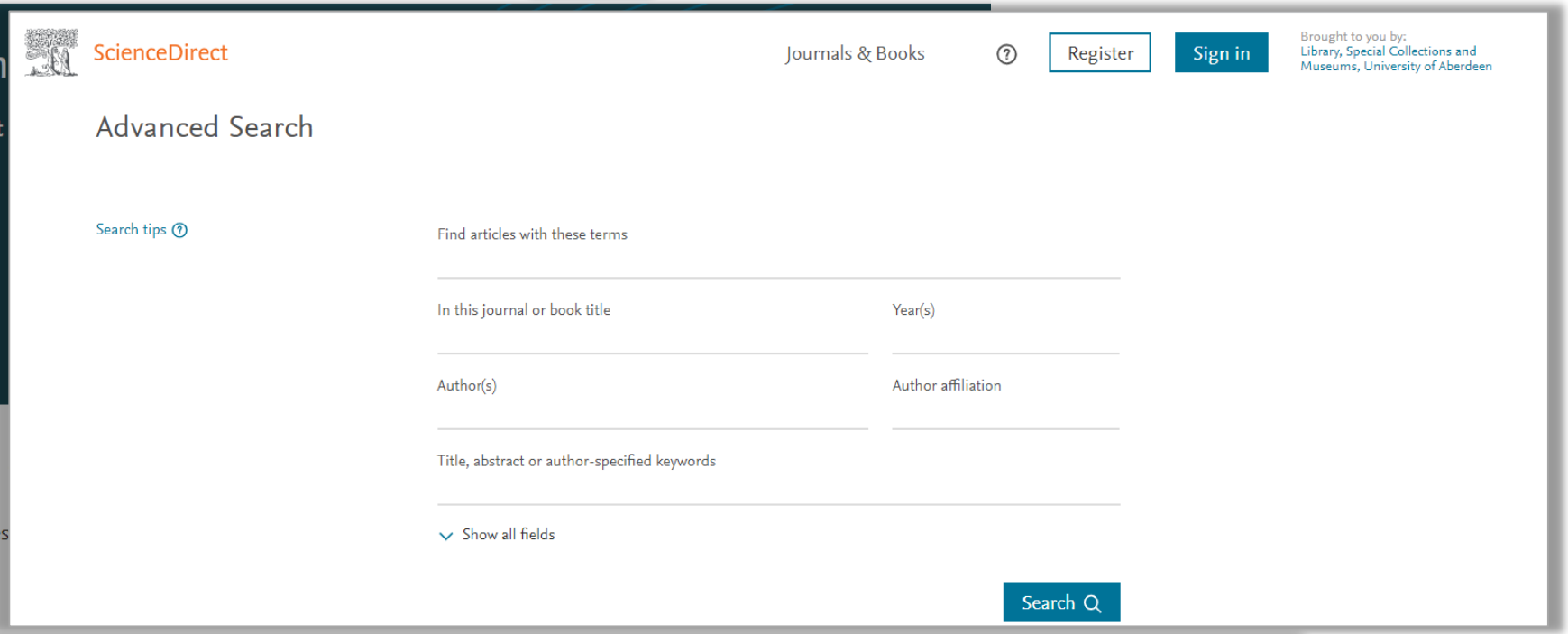
AND

(adolescent OR teenage)

This method of presenting a search strategy uses **nesting**. Groups of similar keywords are enclosed in brackets. The different groups are then linked with Boolean operator **AND**. The whole phrase is then entered into the single search box in a database

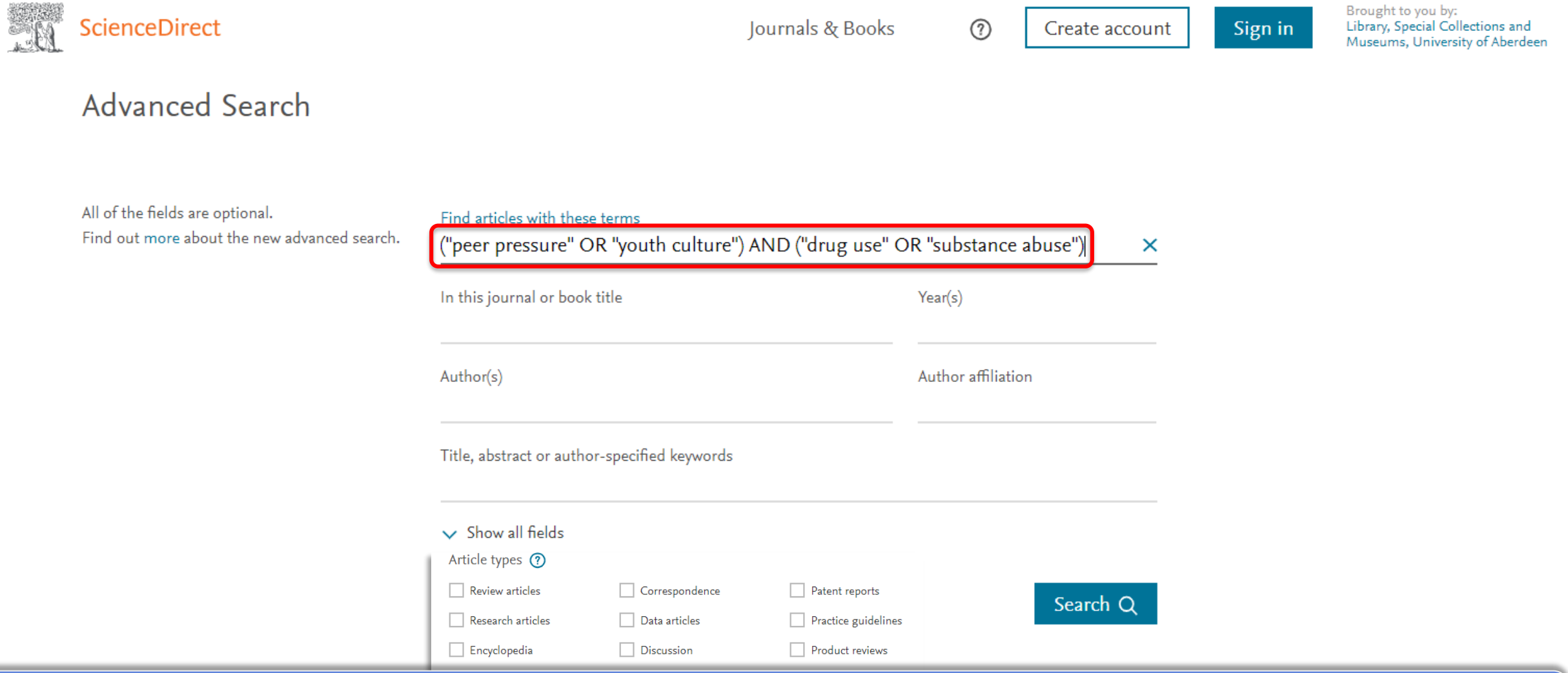
ScienceDirect





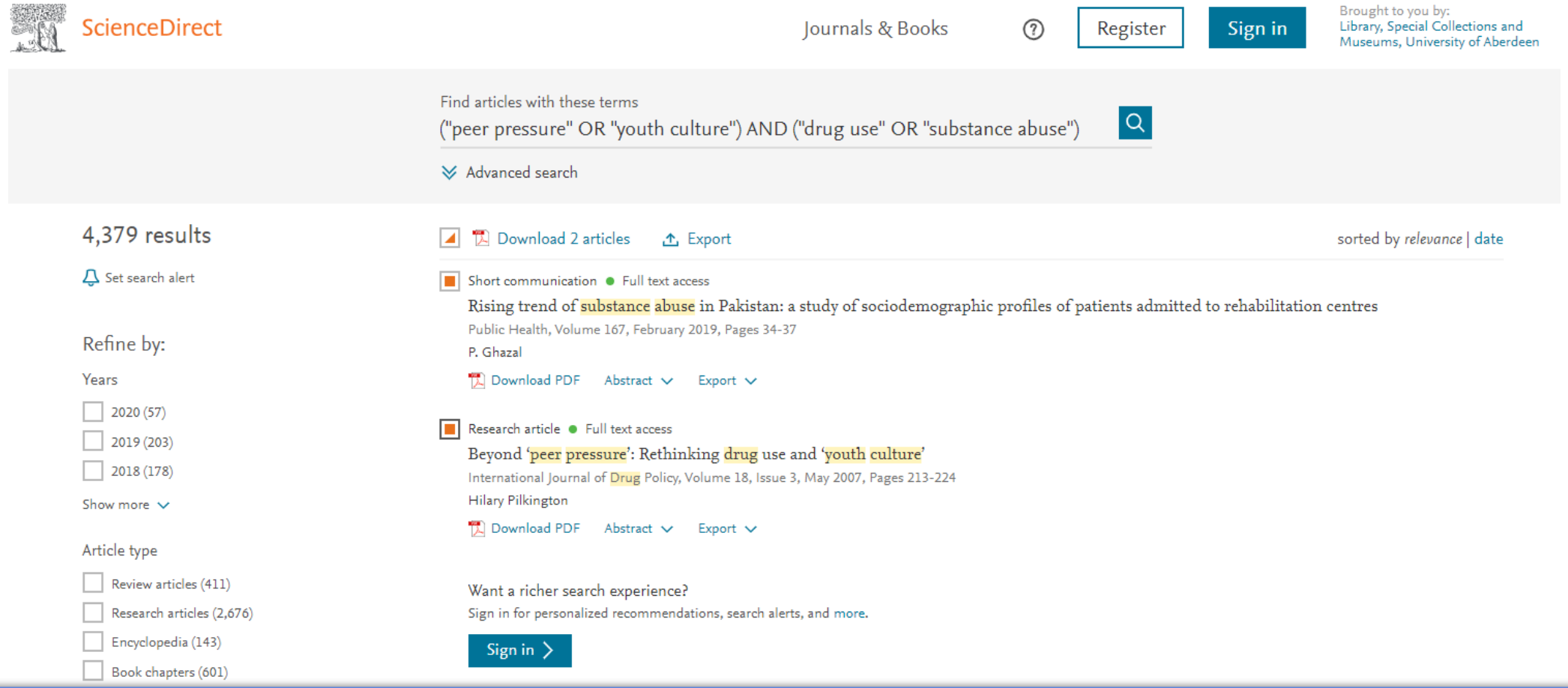
Click on **Advanced search and** enter your search terms into the first line in the search form that pops-up (use nesting)

ScienceDirect



Enter your search terms into the first line making sure you have enclosed your groups of synonyms in brackets. Operators **OR** and **AND** must be in upper case

ScienceDirect



You will retrieve a mix of results in order of relevance. Books are presented in chapters. To limit your results to books only, tick the **Book chapters** box in the refinement options to the left of your results.
A green dot in items records indicates that we have full-text access.
Tick boxes to the left of records to download PDFs or export to RefWorks

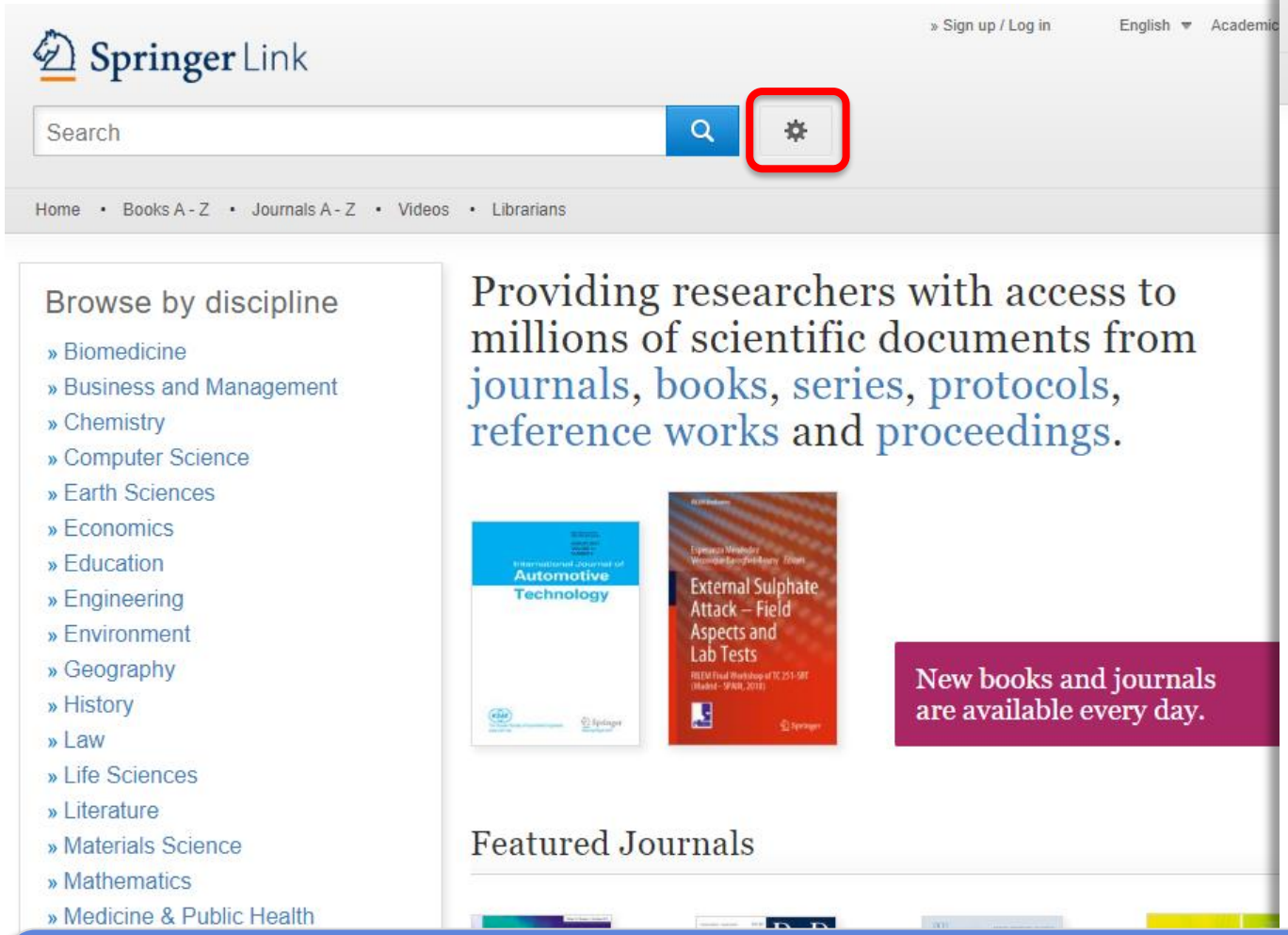
About SpringerLink

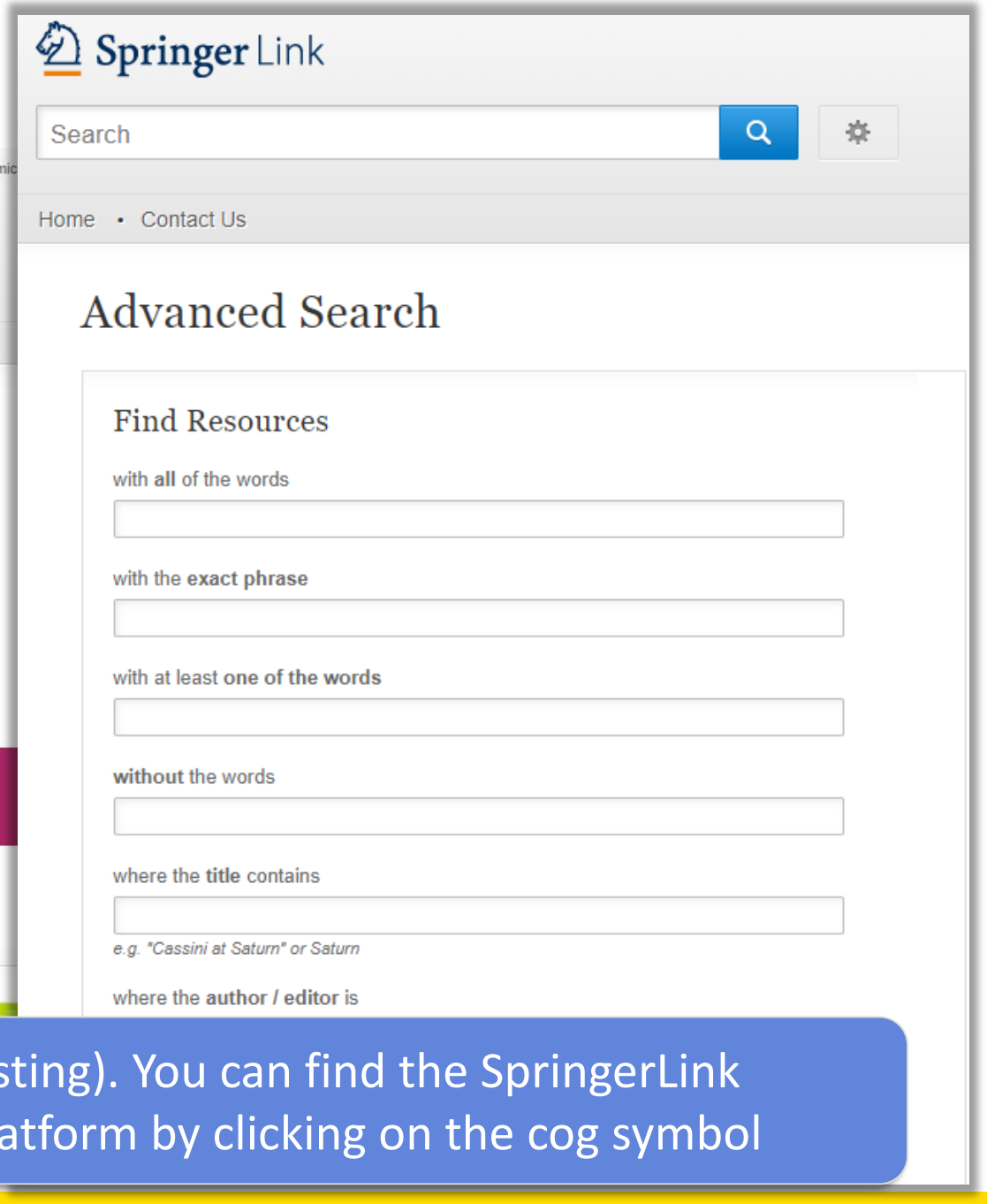
- Items from one publisher: Springer
- Contains over 60,000 e-books and many journals
- SpringerLink covers subjects in Computing Science, Engineering, Mathematics, Life Sciences, Physics, Social Sciences

- ✓ We have access to many items in this collection
- ✓ SpringerLink is very generous. You can download complete PDFs of e-books to keep for your personal use (do not share with others)
- ✓ Supports full-text searching
- ✓ Books are listed in Primo (use Books+ then Articles+ tab)

Online video tutorials available at:
www.youtube.com/playlist?list=PLnJNwQtn6ykZTf4HoIlhm9_Cq6n9rOvXa

SpringerLink



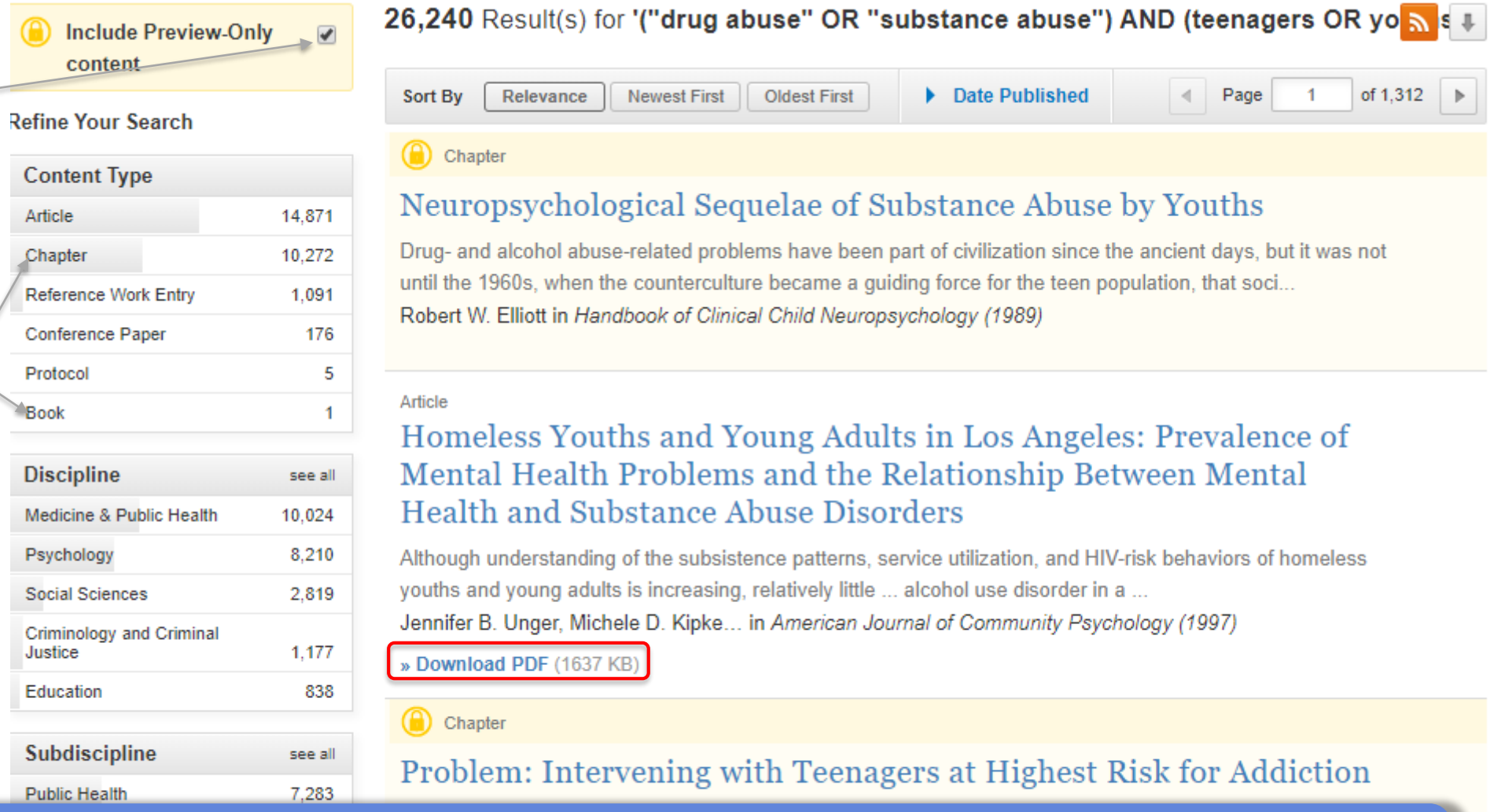


Enter your keywords into the single search box (use nesting). You can find the SpringerLink **search rules** and access the Advanced Search screen platform by clicking on the cog symbol

SpringerLink

Un-tick the box next to **Include Preview-Only**

You will get a mix of results. Books are presented in chapters.
To limit your results to books only, click on **Chapter/Book.** Further refinement options can be found to the left of your results



To find out more about a book or to download the full PDF (where available) click on a chapter title. To view, download or print a particular chapter click on **Download PDF**

Exercises 2 & 3

- Follow exercises 2 and 3 on page 3 of the worksheet
- Remember to apply each collection’s search rules correctly

Some other e-book collections

Literature Online
Early English Books Online
IEEE Xplore
Primo
Early European Books
OECDiLibrary
University Press Scholarship Online

Investigate other e-book collections

- Use the **Find Databases** tab in Primo
- Go to **All Ebook Collections** and browse the e-book collections available. Alternatively, click on the right arrow next to a discipline and browse the e-book collections and databases available in a particular subject area
- Link to an e-book collection and perform a search there

Access e-books when **off-campus**

To access our electronic materials you must prove that you are a student from University of Aberdeen

- On-campus you are recognised if you link through Primo
- Off-campus you may have to:

  -Use Shibboleth/Institution login route if offered

  -Allow pop-ups on certain sites

  -Install plug-ins

  -Change settings on a browser

  -Use the Virtual Desktop Infrastructure

See Library guide on **Accessing Electronic Information** for details
www.abdn.ac.uk/library/documents/guides/qgdbs005.pdf

Access e-resources when off-campus: using the VDI

Some academic databases require you to use the *Virtual Desktop Infrastructure* when off-campus. To determine this:

1. Go to Primo
2. Select **Find Databases**
3. Browse to the online collection you want to access
4. Click on the name of a database to open its details page. In the **Details** section, check the **Authentication Route**

Authentication Route is **Shibboleth/UK Federation and IP**:
no need to use the VDI
Authentication Route listed as **IP**:
you will need to use the VDI when off campus

Using the VDI

UNIVERSITY OF ABERDEEN

TOOLKIT
your digital companion for university

HOME TUTORIAL CONTACT US Search

Remote Access

About remote access

The Remote Access services provides staff and students with secure, authenticated access to personal and shared network filespace and to web-based resources from outwith the university network.

VPN

Install the Virtual Private Network (VPN) to your computer and gain access to your H:Drive and to web-based resources off campus or over the University's wireless network.

VDI

Use the Virtual Desktop Infrastructure (VDI) to access electronic resources and powerful applications such as MatLab, Petrel and Wolfram, on a personal device (Windows, Mac, Linux, iOS, Android).

Direct Access (Staff Only)

Direct Access seamlessly connects your University owned and managed Windows laptop to the University network whenever you are off campus and have an internet connection.

Guides **Info** **Links**

www.abdn.ac.uk/toolkit/systems/remote-access/

Remote Access - VDI

What is VDI?

Use the University's **Virtual Desktop Infrastructure (VDI)** to access electronic resources (e.g. journals and library catalogues) and software including Microsoft Office and Adobe Reader when working off campus on your personal device. Depending on your course enrolments, you may also have access to software specific to your area of study.

Getting started

You can access the VDI in two ways:

- Using the **VMware Horizon Client** on your computer (**page 1**) or mobile device (**page 4**). You'll need to install the client from the VMWare Horizon website or from the app store for your device.
- Via the **web**, using the internet browser on your computer (**page 6**).

You can then remotely connect to a virtual desktop to use available applications and network drives. All you need is an internet connection, and your University username and password.

Please note that the number of users who can log into VDI at any one time is limited. If there are no virtual desktops available, you will see the message, *"This desktop currently has no desktop sources available. Please try connecting to this desktop again later, or contact your system administrator."*.

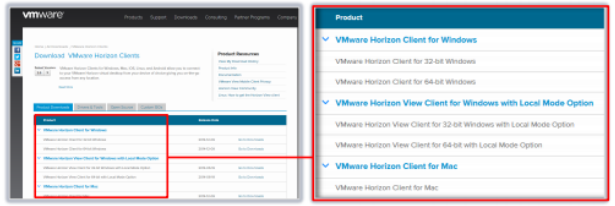
Access VDI via the VMware Horizon Client on your computer

We recommend installing the VMware Horizon Client on a computer that you use frequently.

Download VMware Horizon Client

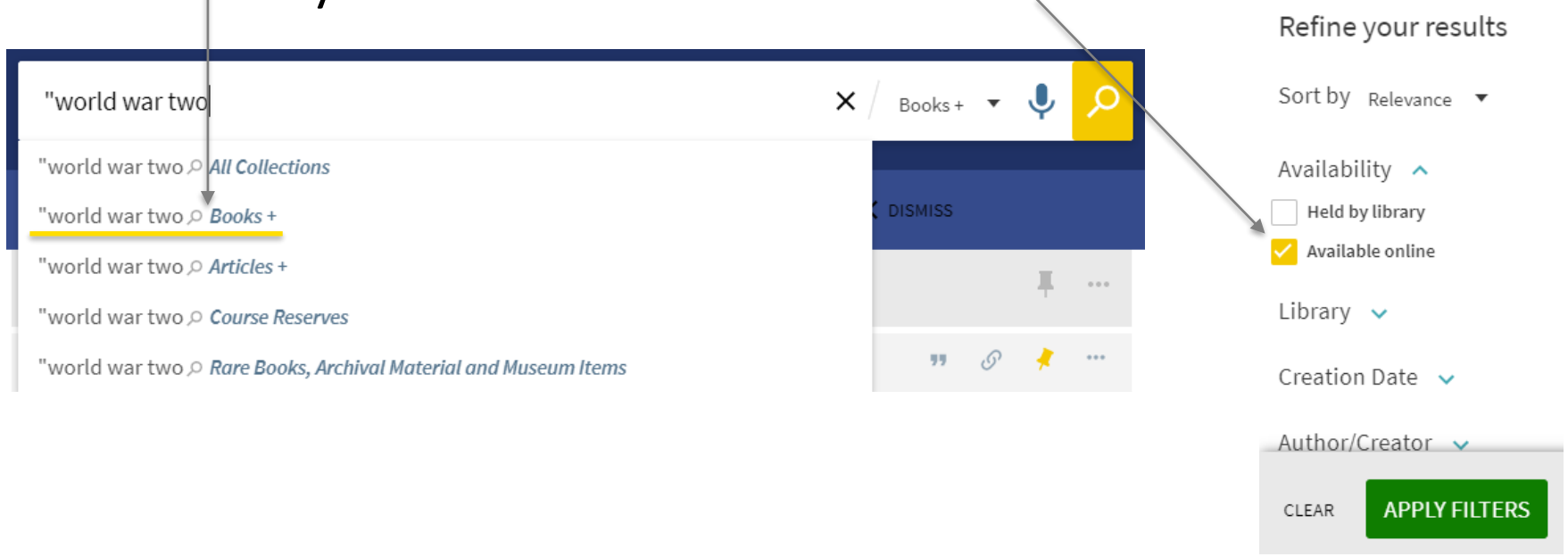
1. Open your preferred internet browser.
2. In the address bar, enter: https://www.vmware.com/go/viewclients

3. Browse the list of available clients for the one suitable for your device, eg Windows 32-bit.



Summary: How do I find e-books using Primo?

- Select **Books+** from the options that appear as you type your keywords into Primo then narrow your results to **Available online**



- **Find Databases** tab: navigate to one of our e-book collections and perform your searches there. This method allows for more detailed searching

Unlikely that you will find our e-books if you use Google

Responsible access and use

- **Downloaded material**
  -For your personal use, not for sharing
  -If you share, non-compliance with terms/conditions of our license, reduces our usage stats (and may lead to cancellation of subscriptions due to low use)

- **Copyright law applies to print and online materials**
  -Print, copy or scan one chapter of a book
  -Some publishers of electronic books will allow more than this

- **Access to material of a pornographic, criminal or offensive nature including material promoting terrorism is not permitted and the University's web filters will operate to block this. If you need to work with any terrorist-related material that is essential to support your intellectual research or study you must clear this use in advance with your supervisor**

Library Regulations available at www.abdn.ac.uk/library/using-libraries/library-regulations-65.php

Help & Support

Please don't hesitate to get in touch if you have any difficulty with using Primo

- **The Sir Duncan Rice Library** – speak to staff on Floors 1 or 3-6, or email subjectteam@abdn.ac.uk
- **Taylor Library –** speak with staff at the Help Desk or email lawlib@abdn.ac.uk
- **Medical Library –** speak with staff at the Help Desk or email medlib@abdn.ac.uk

For **subject-related inquiries**, contact:

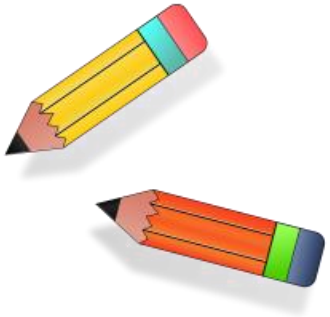
- Ewan Grant e.grant@abdn.ac.uk (Arts & Humanities)
- Janet MacKay j.i.mackay@abdn.ac.uk (Business & Law)
- Mel Bickerton m.bickerton@abdn.ac.uk (Dentistry, Medicine & Medical Sciences)
- Claire Molloy c.a.l.molloy@abdn.ac.uk (Education & Social Science)
- Susan McCourt s.mccourt@abdn.ac.uk (Engineering, Life & Physical Sciences)
- Eleni Borompoka eleni.boro@abdn.ac.uk (General Support)

Further Help & Support

- Our list of **Library guides** can be found at www.abdn.ac.uk/library/support/library-guides-101.php
- Check **MyAberdeen** as some of the reading materials for your course may already be available there
- For **IT-related queries** contact our colleagues at the IT Service Desk servicedesk@abdn.ac.uk

Any questions?

We would be very grateful if you could take a few minutes to fill in the evaluation form!



Thank you for attending!