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Work your way through the sections in this worksheet to familiarise yourself with some of our e-book collections

1: Accessing Ebook Central

Ebook Central can be accessed via Primo, our resource discovery tool – <http://primo.abdn.ac.uk> Using the **Find Databases** tab in Primo search for “Ebook Central” and select it from the results list. In the View Online Section in Primo, click on Ebook Central. This will open it in a new tab. You will need to enter your University computer username and password to access the collection.

2. Searching Ebook Central

Ebook Central supports full-text searching in the initial single search box and has Boolean search capabilities.

Ebook Central search rules	
phrase search	Enclose search phrase in quotation marks “ ” e.g. “ drug use ”
Boolean search: When using Boolean operators you MUST enter them in UPPERCASE	
AND	Narrows a search by linking keywords or phrases e.g. “ drug use ” AND adolescents
OR	Widens a search to look for singular and plural forms + synonyms e.g. “ drug use ” OR “ substance abuse ”
NOT	Will return documents that refer to keywords or phrases and specifically exclude others e.g. heroin AND cocaine NOT marijuana - will return documents containing the terms <i>heroin</i> and <i>cocaine</i> and exclude those referring to <i>marijuana</i>

Follow the exercise below to familiarise yourself with the initial single search box options.

Exercise 1	Using the single search box in Ebook Central
<ol style="list-style-type: none"> In the initial search box type exactly as given: (“drug use” OR “substance abuse”) Then add to the same box exactly as given AND (adolescents OR teenagers OR youths) The default display for records in the results is based on how relevant they are to your search criteria. If your search words appear in key fields e.g. title, these items are presented towards the top of the result list. You can use any of the options displayed in the left hand Refine column to limit and restrict your results. 	

5. The results are listed in order of relevance by **Title Results**, however you can also look at the relevance order by **Chapter Results**. Click on the **Chapter Results** tab located immediately above your results to use this option

The **Advanced Search** option provides flexibility. Boolean operator AND is assumed between the different search boxes.

Ebook Central also allows you to browse through titles indexed in broad subject areas. To access a listing of subjects, click on the **Browse Subjects** link located towards the top of the page.

3. Viewing and reading in Ebook Central

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See the **Ebook Central – a quick guide** to understand the features in the bookshelf.

6. ScienceDirect e-books

We have access to around 6,000 science and engineering e-books in ScienceDirect, published by Elsevier. This database contains a great deal of important academic material, but it is essential to note that it is published by one publisher only.

We do not have access to all content on this e-book collection – only to the content we subscribe to. We have access if there is a **green dot** above the title.

ScienceDirect search rules

stemming	Write a keyword in singular form, and it searches for singular & plural forms, e.g. city finds <i>city, city's</i> and <i>cities</i> .
phrase search	Enclose search phrase in quotation marks “ ” e.g. “ drug use ”
AND	Narrows a search by linking keywords or phrases. Automatic AND search unless you type in the Boolean operator OR between each search term/phrase e.g. “ drug use ” adolescents
OR	Widens a search to look for singular and plural forms + synonyms. e.g. “ drug use ” OR “ substance abuse ”

AND NOT

Will return documents that include keywords or phrases, and specifically exclude others e.g. **heroin AND cocaine AND NOT marijuana** - will return documents containing the terms *heroin* and *cocaine* and exclude those referring to *marijuana*

Searching ScienceDirect

Go to Primo, click on **Find Databases** and search for ScienceDirect. Click on the name of the database. Primo will open the e-book collection's details page. In the View Online section, click on ScienceDirect to open it in a new tab. Use the search rules above to look for books using the exercise below.

Exercise 2 Searching ScienceDirect

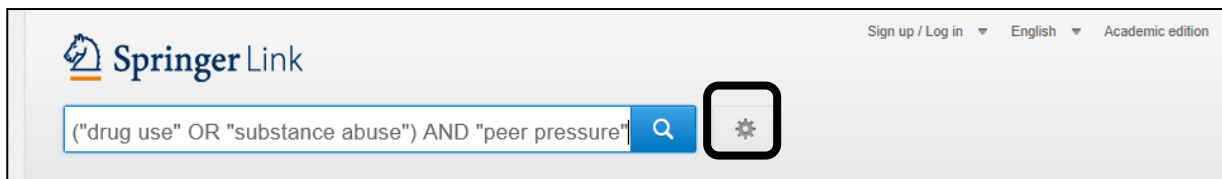
1. Click on **Advanced Search**
2. Type all search terms into the first search box as follows:
("drug use" OR "substance abuse") AND (adolescent OR youth OR teen)
3. Click on **Search** at the bottom of the screen
4. From the options to the left of the results, select **Book chapters**
5. Manage the records you have found: tick boxes to the left of records and select **Download article(s)** or **Export** (Save to RefWorks – make sure to export to the legacy version of RefWorks)

7. SpringerLink e-books

We have access to around 60,000 e-books on this database. This collection is particularly strong in computing science (including the lecture notes series), engineering, mathematics, life sciences and physics, but has books in many other subject areas. You will not have access to everything on this database – only what we have paid for. SpringerLink is particularly generous in the amount of full text material that it lets you download in PDF to keep for yourself.

Searching SpringerLink

Go to Primo, click on **Find Databases** and search for SpringerLink. Click on the name of the database and open it in a new tab. Primo will open the e-book collection's details page. In the View Online section, click on SpringerLink to open it in a new tab.

Exercise 3 Searching SpringerLink

1. Enter your keywords into the single search box. You can find the SpringerLink search rules by selecting **Search Help** from the menu under the cog symbol
2. Once you have searched for your terms, you can narrow down the results using the limits in the left-hand side column.
3. Untick the box beside **Include Preview-Only content**. (We are only searching for books that we have purchased.)
4. Under **Content Type**, click on **Chapter** – this will narrow the results to books
5. On the results list, click on the chapter title to view the full record or on **Download PDF** to preview the full-text of the chapter and save or print it

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To access other e-book collections:

1. Go to Primo (<http://primo.abdn.ac.uk/>) and select the **Find Database** tab
2. From the options on the left click on **All Ebook Collections**
3. You will then get a list below of the many e-book collections we subscribe to
4. Click on a title to find out the range of subjects and number of e-books that are available in each of the collections
5. Select the collection you are interested in to link to it

Alternatively, in the Find Databases menu, click on the right arrow next to a discipline, then select a subject area to view all relevant e-book collections and databases.

Remember that they all have different downloading/copying/printing restrictions and their own search rules. Look for the **Help** option on their sites to find the search rules.

9. Further information on e-books

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- Ebook Central – how to download e-books: www.abdn.ac.uk/library/documents/guides/ggdb009.pdf
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10. Accessing electronic resources when off-campus

Most of our electronic resources are available to access from off-campus simply by logging in using your university computer username and password. To do so you will often have to click on a link entitled **Login via your institution OR Shibboleth OR UK Federation**. It varies depending on the resource you are using.

You will then be asked to enter your computer username and password.

You can also access electronic resources from off campus through the University's Virtual Desktop Infrastructure (VDI).

- Details are available at:
www.abdn.ac.uk/toolkit/documents/uploads/remote-access-vdi.pdf
- More detailed library guidance on accessing electronic resources is available at:
www.abdn.ac.uk/library/documents/guides/ggdb005.pdf

11. Help and advice

Library staff and Information Consultants can help with any difficulties using any library resource

Information Consultant contact details: <http://bit.ly/InfoConsultants>

IT staff are able to help with specific IT related problems you may be having

IT Service Desk - Log any IT problems at <https://myit.abdn.ac.uk>

Tel. 01224 273636 – Please note that working hours are 08:00 to 18:00, Monday to Friday. For more information see: www.abdn.ac.uk/it/student/help/index.php