



# Electronic Books - MyiLibrary



MyiLibrary is a collection of hundreds of 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.

## Electronic Resources Login

Click on a book title or the MyiLibrary link, depending on how you are accessing the e-books – see below. You will then see the University of Bolton's **Electronic Resources Login**. Enter your usual university username and password and login.

## Location

MyiLibrary can be found by clicking on the **E-Books Quick Links** tab on the library home page, then clicking on the **Ebook Collections** tab. (You can also access individual titles from the library catalogue.)

Click on eBooks from the Quick Links menu.

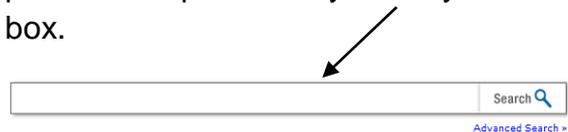
### Quick Links

- [▶ Library Catalogue](#)
- [▶ Discover@Bolton](#)
- [▶ eBooks](#)

Click on the link for MyiLibrary. **N.B.** The Further access notes link will help with logging in to the resource off-campus.

## 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 **Search**. If you want to search for titles on a particular topic enter your keyword in the box.



You can narrow your search using the Advanced Search option.

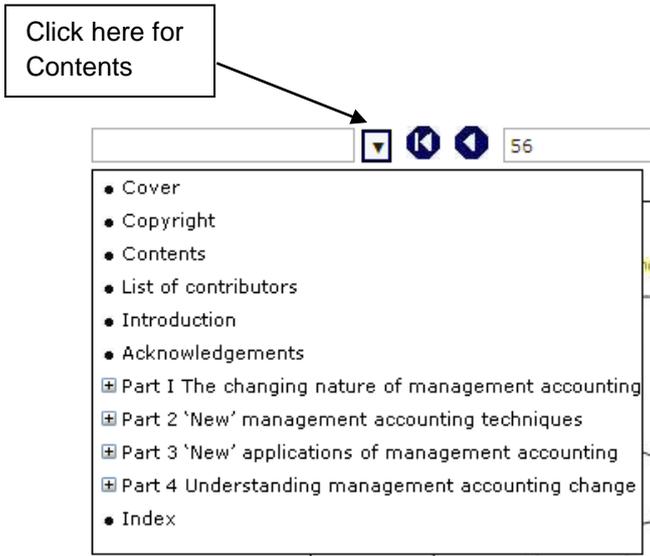
Once you have a list of results click on **Open Now** to access a book. The book will display on the screen exactly as if you were reading the printed copy. Only one user can access a book at any one time for most of the titles, so, if you see a message saying the book is already in use, try again later.

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 by clicking on **Home** on the top right of the screen.

You can set up your own account to save searches and notes. Click **My Account** on the top left of the screen to access this function.

## Accessing MyLibrary titles via the Library Catalogue and Discover@Bolton

You can also access ebooks via Discover@Bolton and the library catalogue.

Enter your search term in the search box. When you have a list of results refine to ebooks only by using the menus on the left of the screen. Click on **Full Text Online** and **Book/ebook** in Discover@bolton or **Ebook** in the Library Catalogue. You will be left with a list of ebooks only. Select the title you require by clicking on the book title or **Full Text-Online**.

The advantage of using Discover@Bolton and the catalogue is that your search will include e-books from all of the University's ebook collections, not just MyiLibrary. However, with the Library Catalogue you can only search by title and keyword, the book content is not searchable as it is via the ebook collections and Discover@Bolton.

### Other e-book collections.

#### General collections

Ebsco Ebooks, Dawson Era, Proquest Ebook Central

#### Computing titles

Safari

These collections can be accessed in the same way as MyiLibrary.

#### Further help

Speak to a member of staff at the Help Desk. Telephone 01204 903232 or email [subjecthelp@bolton.ac.uk](mailto:subjecthelp@bolton.ac.uk).