



Navigating e-Books

Online books bought by The Library for staff and students are in DiscoverEd.

DiscoverEd

- The ability to buy an e-book as an individual does not mean its publisher makes it available to buy by institutions, such as University libraries, for multiple readers.
- The places The Library is able to buy e-books is not always from the publisher website.

On records for books available to read online there is the location label **Online access** or **Full text available**.

There are print copies of the first book shown.

- A book available both online and in print, could have DiscoverEd records for each format.
- Online books can be available from more than one supplier and each may have its own record.

Select/Click on *Online access*, *Full text available* or on the title to open the full DiscoverEd record which has, in the View Online section, the link(s) to the online copy/ies The Library has been able to buy.

The View Online section also has information about:

- The options for downloading a copy to keep.
In this example, the online book can be “borrowed” by temporary download which expires after 24 hours.
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- The number of people able to read an online copy all at the same time.
In this example, only three people can read the book online at any one time.
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- Changes to large collections of e-books which provide online access to a title may explain problems of access.

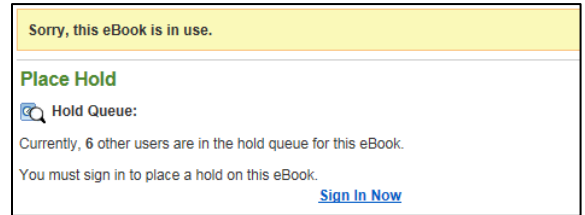
- Extra requirements for reading a book online will also be given under the View Online links.

Entering your University login should provide full-text access to an online book. If there are problems with access, notes under the View Online links may help.

e-Book restrictions and problems

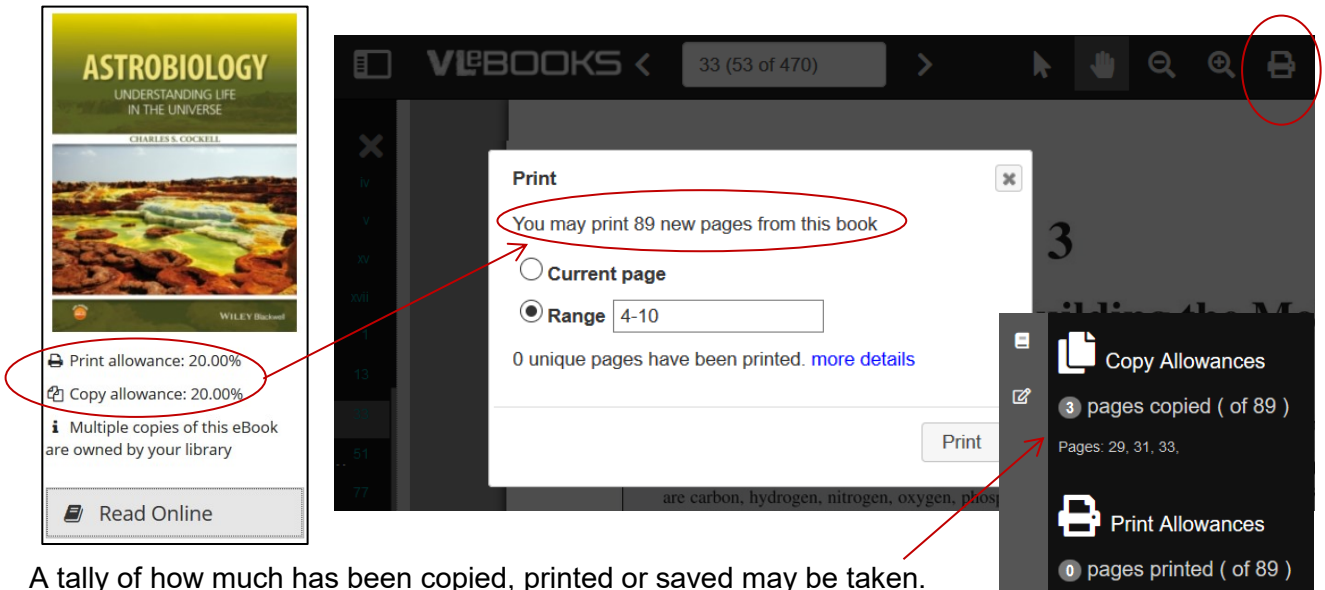
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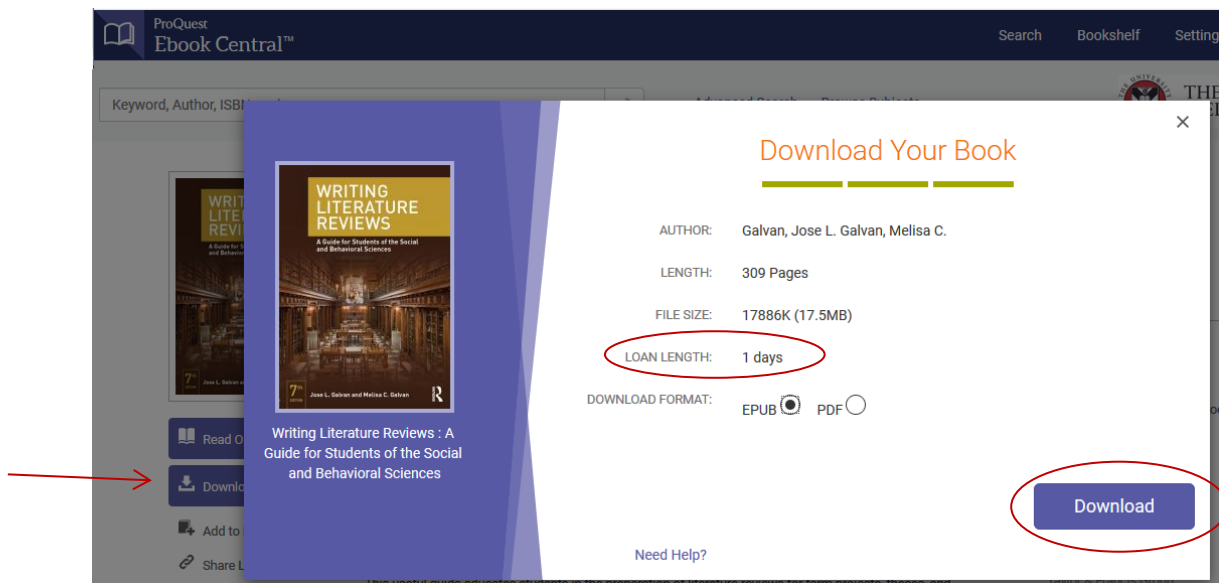
- Restrictions are commonly a limit on copying, downloading or printing of up to 20% of the whole book.



- A tally of how much has been copied, printed or saved may be taken.
- From some suppliers you may have to “borrow” the book before printing or copying is available.

Downloading an entire e-book may come with a time limit, as if borrowing a print book

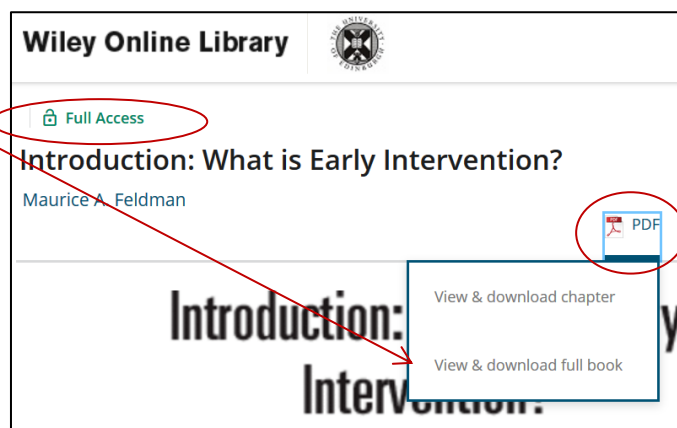
- Printing or copying text from the downloaded version may not be permitted.
- Specific software may be required, eg Adobe Digital Editions. Links to what is needed will be provided at the point of downloading.



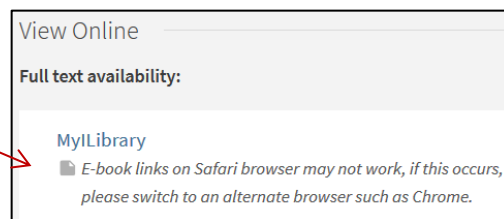
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Publishers usually place fewer restrictions on any titles they publish which are available as online copies from their own platforms (websites).

- The quantity of the book which can be copied, downloaded or printed may be unrestricted.
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Using a different web browser (Firefox, Chrome, etc) may prevent error messages appearing when using an e-book.



Log Out, Sign Out, Exit, Return or Return to Home or use any similar command when you have finished reading online.

- For e-books with a limit on the number of simultaneous online readers, doing this may make the book available to another reader sooner than any automatic timeout period being reached.

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