1. Overview

The Apabi Digital Library contains about 4,600 Chinese e-books, as of November 2005, on a wide range of subjects including language, literature, history, religion, and traditional Chinese medicine. It works with Internet Explorer in PC Windows. It does not work with any other browser or Mac yet. Its main functions are shown in Fig. 1 below:

Fig. 1 Overview

1. user services
2. quick search box
3. database of yearbooks
4. database of other e-books
5. advance search button  
6. display of subcategories  
7. ‘anonymous’ login in while on University network  
8. login by username and password for off-campus access  
9. download Apabi Reader  
10. diagram for book borrowing process

2. Apabi Reader

Apabi e-books are to be read with Apabi Reader. The software (called Apabi Reader 1.83) has been installed on all the PCs in open-access computer labs across the University. It is located in All Programs → Library → Apabi Reader, as shown in Fig. 2 below:

![Fig. 2. Apabi Reader on the University’s open-access PCs](image)

To download and install Apabi Reader on your own PC, please refer to 9 in Fig. 1. All the ‘borrowed’ (i.e. downloaded) books are automatically stored in “藏书阁” of Apabi Reader. By default, the Apabi Reader’s user manual is already there in the form of the first e-book once you have downloaded and installed the software.
3. Login

The Login bar is located on the top left part of the page, as shown in Fig. 3. If you are using the database on a University network computer, please just click “匿名登录”; if you are accessing it off-campus, you enter username and password and select “登录”. You can email Shenxiao.tong@ed.ac.uk for user account, or set up VPN connection for direct access (http://www.ucs.ed.ac.uk/nsd/access/vpnservice.html).

4. Databases

The Apabi Digital Library is divided into two separate databases: ‘electronic books’ (电子图书, 4 in Fig. 1) and ‘electronic yearbooks’ (电子年鉴, 3 in Fig. 1). Clicking on either of these will display items in each database. Clicking on “显示分类” (6 in Fig. 1) will display subdivisions within each database, as shown on the left side of Fig. 4 below:
Clicking on the + sign will display further subdivisions and finally the titles.

5. Chinese character input for searches

Searches for e-books can be done in simplified Chinese characters only (i.e. not in pinyin or traditional Chinese characters). On the University’s open-access lab PCs, Chinese character input facility can be enabled via All Programs → Library → Apabi Reader → Enable Chinese Keyboard Support, as shown in Fig. 5 below:

![Chinese keyboard support on the University’s open-access PCs](image)

6. Search

(1) quick search

You can do quick search by entering search terms as shown in 2 of Fig. 1 and by selecting one of the following search criteria: title (书名), author (责任者), abstract (摘要), publisher (出版社), year of publication (出版时间), all the above (全面检索), or the full-text (全文检索), as shown in Fig. 6 below. Search results will be displayed in title page image or list form.
In Advance Search, you can use a combination of search terms within one database as shown in Fig. 7, or search across the two databases as shown in Fig. 8.
When you do the cross database search, you need to choose the database first. Search results can be shown in title page image or list form.

7. How to borrow

To ‘borrow’ a book is actually to download a book to read for a period of time. At the moment, each user can borrow up to 12 books for 7 days. An e-book can be borrowed only by one person at a time. When you click on a chosen book, bibliographical details will be displayed. If no one has borrowed it, it will display 资源可借. You can click on 资源可借, and start downloading the book, as shown in Fig. 9 below:
At this point, Apabi Reader will be initiated automatically and a pop up window will appear to show the download progress, as shown in Fig. 10 below. It usually takes a few seconds to download book. 100% indicates that the process is complete. The book will then appear in the Apabi Reader for you to open and read. The downloaded book will be saved temporarily on your PC rather than follow your user account. Therefore, if you have downloaded a book on a PC in an open-access lab, you may need to ‘return’ the book (by right clicking the book cover in Apabi Reader) so that you can download it again next time on any PC, provided no other person has already done so.
8. How to reserve a book that has already been borrowed by someone else

When a book in ‘on loan’, the bibliographical details will display 资源已借完 – 预约. If you click on this line of characters, a box will appear to let you enter your email address (see Fig. 11 below) so that when the current borrower returns the book, you will receive a notification by email and you will be given priority to borrow the book.

Fig. 10. Download progress

Fig. 11. To reserve a book
9. How to browse a book online without borrowing it

Although a book can be borrowed only by one person at a time, a book can be browsed online by an unlimited number of people for up to 10 minutes. This is particularly useful if you are just searching a book (such as a yearbook) for information. When you click on 在线浏览 (shown in Fig. 12 below), the same download procedure will appear and the book will be opened in Apabi Reader. However, it will not be saved on your PC.

Fig. 12. To browse a book online

10. User services menu

By clicking 1 in Fig.1, you can access your user services menu, as displayed in Fig. 13 below.

Modify Account (修改账户): Users with password access can change their usernames or passwords.

Users’ Information (用户资料): You can change your registration information.

Borrowing Records (借阅历史): You can view book titles, checking out date and due date of the books you have borrowed. From here you can also renew or return you
books.

**Reservation** (预约图书): You can view your book reservation list by title, borrowing date and expiry date. You can check out the books you have reserved if they are available.

**Borrowing Rules** (借阅规则): It contains information about how many books you can borrow and for how long. At the moment, each user can borrow up to 12 books, and for a period of 7 days. This rule will be reviewed and can be changed by the librarian if necessary.

Fig. 13. User services menu

11. Borrowing management in Apabi Reader

a. Books borrowed from the Digital Library will be placed in the Collection Store (藏书阁) of Apabi Reader.

b. If a book is not due, you can view the borrowing status when you right click on it, such as the name of the database, checking out date, expiry date, and other online information. You can also renew or return the book directly from here.
c. If a book is overdue, the cover image will be changed. You can delete the overdue book when you right click on it. When an overdue book is deleted, it will be deleted from user’s computer automatically and can be borrowed again from the Apabi Digital Library.