

Using MyiLibrary

What is MyiLibrary?

MyiLibrary is the largest collection of full text **ebooks** covering a broad range of subject areas that the University subscribes to. We also have smaller collections of ebooks from EBSCO as well as packages from other publishers.

What is an ebook?

An ebook is an electronic version of a book. The ebooks on MyiLibrary can be viewed online from any device connected to the internet and are available 24/7.

How do I access MyiLibrary?

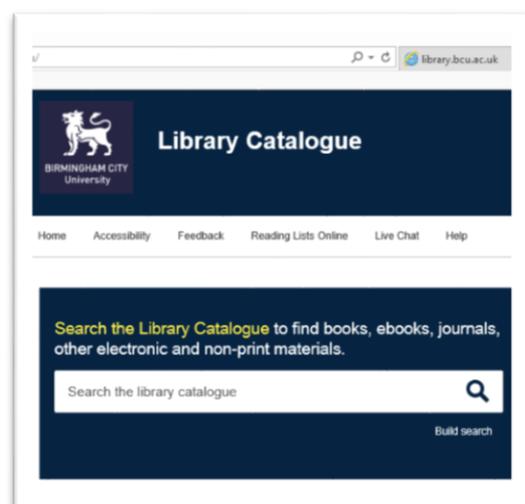
You can access ebooks on MyiLibrary in several ways, all starting from [iCity](#).

Starting from A-Z of Resources

1. Logon to [iCity](#) and from the red Library tile, select the 'Links' tab then select [Find Resources](#).
2. Look down the list of resources, find the **A-Z of Resources** and select the link on the right of the screen (where it says '**Click Here**').
3. Select **MyiLibrary** from the list (under 'M').
4. If you see a page with a link reading **Go to the Birmingham City University login page** - select that and continue to login.

Starting from the Library Catalogue

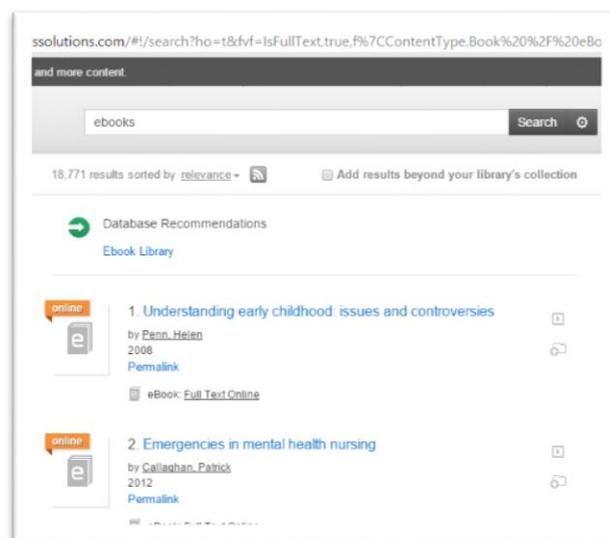
1. Logon to [iCity](#), and from the red Library tile, select the 'Links' tab then select [Find Resources](#).
2. Look down the list of resources, find the **Library Catalogue** and select the link on the right of the screen (where it says '**Click Here**').
3. On the catalogue, enter your search (e.g. author's surname and a word from the book title or a keyword).
4. Click on the title of the book you require. If an electronic version of the book exists, there will be a "**Connect to e-book**" link.



5. If you see a page with a link reading **Go to the Birmingham City University login page** - select that and continue to login.

Starting from Summon

1. Logon to [iCity](#), and from the red Library tile, select the 'Links' tab then select [Find Resources](#).
2. Look down the list of resources, find **Summon** and select the link on the right of the screen (where it says '**Click Here**'.)
3. Select the '**FullText Online**' and the '**Book/eBook**' filter on the left.
4. Enter your search (e.g. author's surname and a word from the book title or a keyword).
6. If you see a page with a link reading **Go to the Birmingham City University login page** - select that and continue to login.



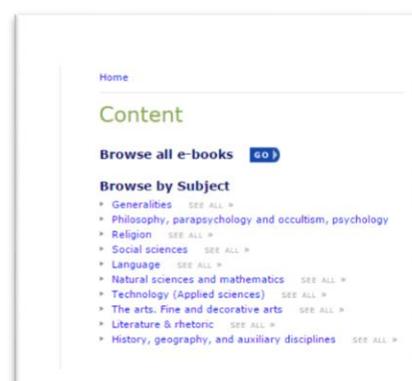
You can also start from one of our subject [Libguides](#) where our librarians have selected some relevant ebooks to your topic.

If you start going without going via [iCity](#) first you may not be able to logon correctly. If you get stuck you can ask at any enquiry desk, chat to us online or go to our help site <http://libanswers.bcu.ac.uk/> and type in 'ebooks'.

Browsing MyiLibrary

MyiLibrary allows you to browse all the ebooks in its collection either alphabetically, by subject or by publisher.

Click on the **Browse all ebooks** link to view the entire collection.



Searching MyiLibrary

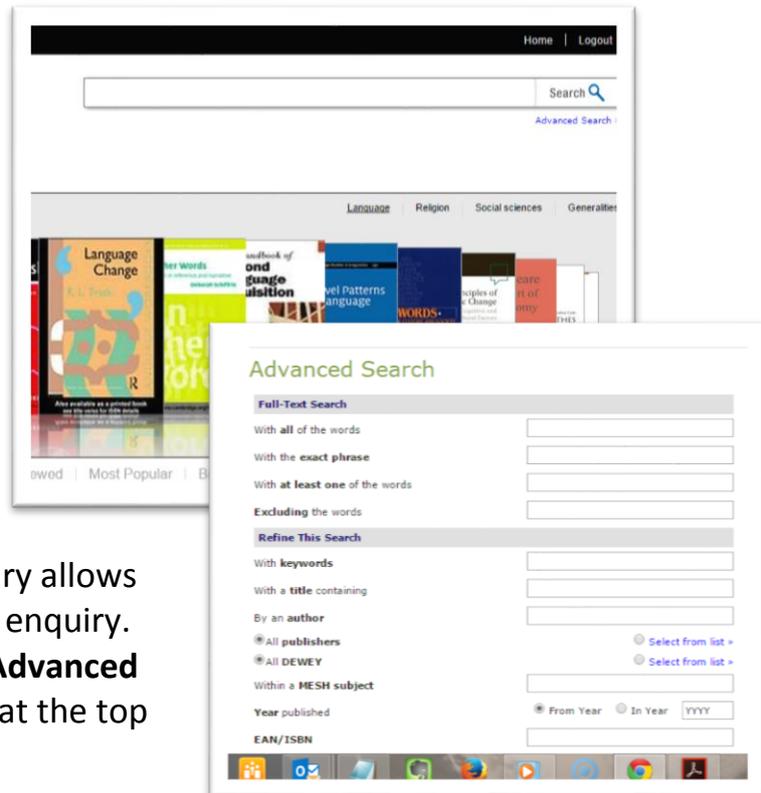
1. Quick Search

To run a quick search, enter search word(s) in the box at the top right of the screen and click **Search**.

2. You can also choose to search by full text, keyword, title, ISBN or author from the dropdown menu.

3. Advanced Search

The Advanced Search option in MyiLibrary allows you to construct a more detailed search enquiry. To do an advanced search, click on the **Advanced Search** link under the **Quick Search** box at the top left of the screen.



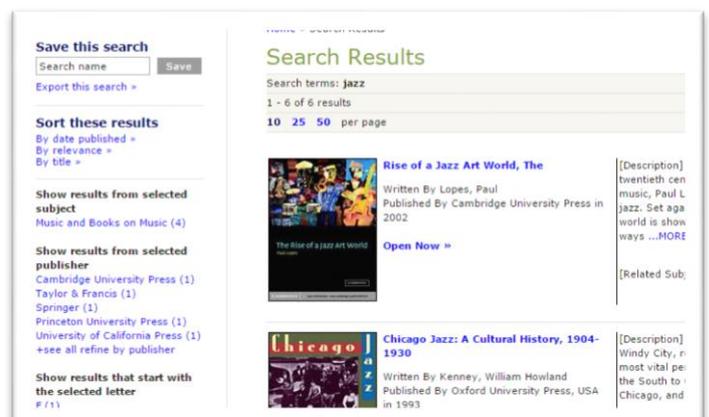
Advanced Search gives you more searching options, such as phrase searching, and you can also combine search terms, e.g. author and keyword, author and date, etc.

Wildcard and truncation searching

Add an asterisk (*) to the end of a search term to look for different endings of the term. For example, nurs* returns ebooks containing nurse, nurses, and nursing. You can also use an asterisk as a wildcard to replace a single character. For example, wom*n will find both women and woman.

Search Results

The menu to the left of the results list contains options to sort your results by relevance, by date published or by title.

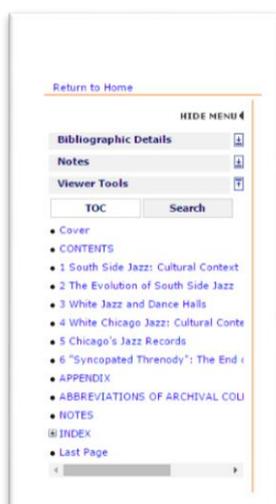
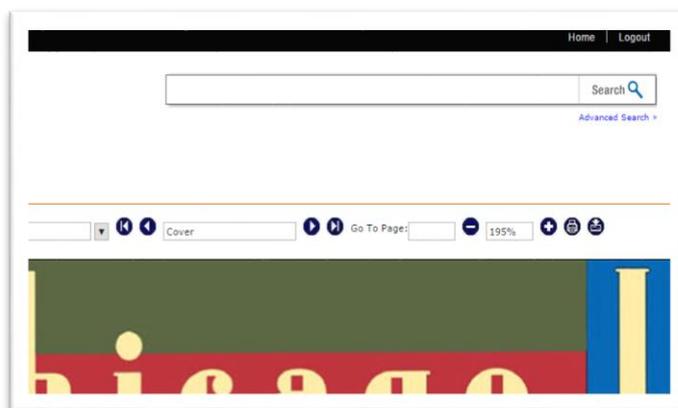


Reading a MyiLibrary ebook.

To read an e-Book online, click on **Open now>>** under the title in your results list.

The screen is split into two sections. The right hand side contains the full text of the e-Book.

You can use the arrows at the top of the e-Book viewer to browse through the text.



Alternatively, you can use the left-hand menu section to navigate through the ebook. Clicking on the **TOC** tab displays the table of contents for the ebook you have chosen. Click on a chapter heading to go directly to that chapter.

Clicking in the **Search** tab opens up a search box in the left-hand menu section of the screen. This enables you to carry out a keyword search throughout the full text of the e-Book.

Printing and downloading

You are permitted to print 10% of the total pages contained in this title using **Print** or **Download** links on the menu at the top right of the screen. To protect the copyright of the authors and publishers, MyiLibrary is set up to detect and prevent excessive printing or copying so you will not be able to print or copy a whole work. If the system detects excessive activity you will be issued with a warning on screen. If the activity continues you will be locked out of the e-book for 12 hours.

Some books are limited to one user at a time.

Some of the ebooks we provide will allow multiple users, however we do have some content where usage is limited to just one user. Any restrictions to the number of users is enforced by the publisher and not the library. If you are

trying to access an ebook and you see a message indicating that it is being used by another user then you will need to try and access it at a later time.

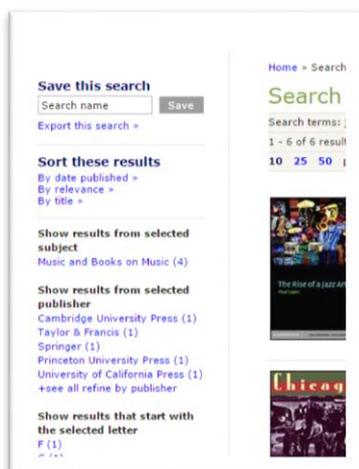
Personalising MyiLibrary

In order to use the personalisation features in MyiLibrary you need to create an individual account. Once you have logged in, you can save searches, make notes in individual e-Book titles, and customise your account preferences.

To create an account, click on the **Create an account now** link on the bottom left of the MyiLibrary homepage. Enter your email address in the **Create an Account** section and click on **Create Account**. A confirmation email will be sent to you along with your password.

A screenshot of the 'My Account' page. It has a header 'Home > My Account' and a title 'My Account'. There are three main sections: 'Login to Your Account' with fields for 'Email Address' and 'Password' and a 'Submit' button; 'Forgot Your Password' with an 'Email Address' field and a 'Submit' button; and 'Create an Account' with an 'Email Address' field and a 'Submit' button. The page also includes instructions for each section.

To log into your account, click on **Login** from the **My Account** menu on the toolbar at the top of the MyiLibrary homepage.



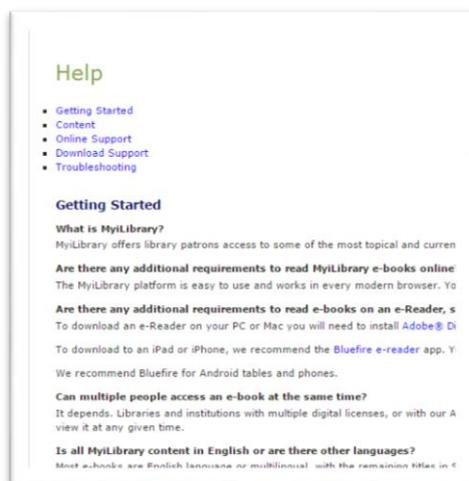
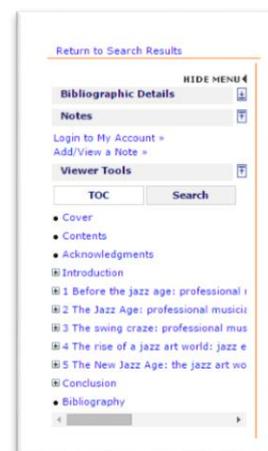
Saving searches

Once you have run a search you are able to save it to run again at a later date.

This is particularly useful if you have constructed a complex search within the Advanced search option. To save a search, click on save after entering a search name in the **Save this search** box on the left hand side of the search results screen. To rerun a saved search, select **Saved Searches** from the **My account** option on the MyiLibrary home page toolbar.

Making notes

You can add notes to individual pages from an e-Book for later reference. To add a note, select the **Notes** tab from the left hand menu section of the ebook viewer when you are viewing an individual ebook. Click on the **Create/edit notes** link to add new notes, or view or edit existing ones.



Help

You will find detailed information on using MyLibrary by selecting the *Help* tab at the top of the screen.

Remember if you get stuck you can ask at any enquiry desk, go to our help site <http://libanswers.bcu.ac.uk/> and type in 'ebooks' or chat to us online.

If you are having problems logging in, please contact elibrary@bcu.ac.uk.