

What is MyiLibrary?

MyiLibrary is a collection of full text **e-books** covering a broad range of subject areas. This is continuously updated as new titles are purchased and added to the collection.

What is an e-book?

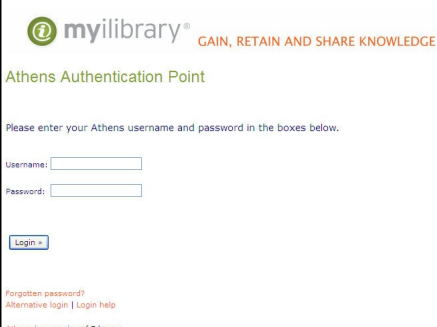
An e-book is an electronic version of a book. The e-books on MyiLibrary can be viewed online from any computer connected to the internet and are available 24/7.

How do I access MyiLibrary?

You can access MyiLibrary via the **library catalogue** or via the **A-Z of E-Books** link on the Electronic Services menu on the library home page (<http://library.bcu.ac.uk>

IMPORTANT: Please make sure you have the Birmingham City University Library and Learning Resources cookie installed before attempting to access our e-books otherwise the log in processes described below will not work. To get the cookie, go to ICity <https://icity.bcu.ac.uk/> and select Electronic Services from the library menu on the right side of the screen. (If you can't find the Library box select Customise (<https://icity.bcu.ac.uk/Tools>), select Library under 'Which Widgets would you like to see on your homepage?' then click *Apply*).

NOTE: If you haven't installed the cookie you may see this screen when you try to access the database. If you do see this screen do **not** use the Athens Username and password boxes but instead click on **Alternative Login**.



Organisations that use Athens access management

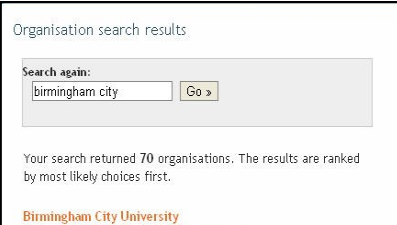
To find out if your organisation uses Athens or to log in at your home organisation using AthensDA or Shibboleth, enter your organisation name in the search box or find it on the list below. If your organisation is not listed, it does not yet use Athens.

You appear to be from one of the following organisations. If this is not correct please use the search option below:

- **Birmingham City University**

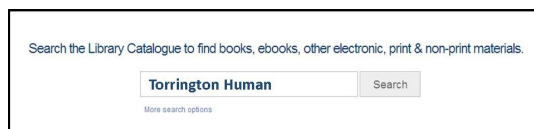
The next screen should have a link reading **Birmingham City University***. Click on that and then on the next page click on **Go to the Birmingham City University login page** link. The MyiLibrary database will then open.

*If the link to **Birmingham City University** is not shown, you can find it by using the Organisation search box.



MyiLibrary via the Library Catalogue

- The Library Catalogue can be accessed from the Library webpage (<http://library.bcu.ac.uk>)
- Enter your search (e.g. author's surname and a word from the book title or a keyword).



- 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.



- Click on the link [Connect to e-book](#). If you have followed the cookie setting procedure described above you should see a page with a link reading [Go to the Birmingham City University login page](#) - click on that. The MyiLibrary database will then open with your selected book displayed. You can also use the Quick and Advanced search function in MyiLibrary to search for other titles (see below).

Access via A-Z of E-Books

- From the Library webpage, select [A-Z of E-Books](#) from the [Electronic Services](#) menu
- Select [MyiLibrary](#) from the list and then click on [On-campus](#) or [Off-campus](#) as appropriate. If you have followed the cookie setting procedure described above the database you should see a page with a link reading [Go to the Birmingham City University login page](#) - click on that. The MyiLibrary database will then open.

Browsing MyiLibrary

Once you have logged in, MyiLibrary allows you to browse all the e-Books in the collection either alphabetically, by subject or by publisher. Click on the **Browse all e-books** link to view the entire collection.

Searching MyiLibrary

1. Quick Search

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

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 perform 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.

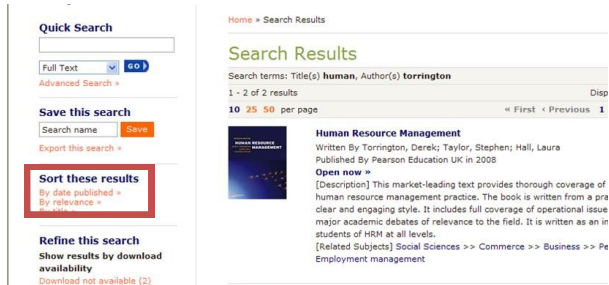


Wildcard and truncation searching

Add an asterisk (*) to the end of a search term to look for different endings of the term. For example, nurs* returns e-Books 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.

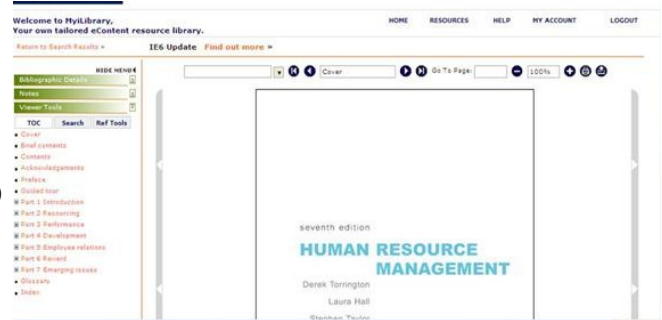


Reading a MyLibrary e-Book

To read an e-Book online, click on [Open now>>](#) under the title in your results list.

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



You can use the arrows   Cover   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 e-Book. Clicking on the **TOC** tab displays the table of contents for the e-Book 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.

The free online dictionary in the **Dictionary** tab allows you to look up any words you are unsure of without having to leave MyLibrary. The **Citation** tab provides Harvard, Chicago, MLA and APA style citations that you can use to help you when referencing.

Printing and downloading

You are permitted to print or download a maximum of 10 pages using the **Print**  or **Download**  links on the menu at the top right of the e-book viewer. To protect the copyright of the authors and publishers, MyLibrary 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.

Personalising MyiLibrary

In order to use the personalisation features in MyiLibrary you need to create an individual account. Then, 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. 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 e-Book viewer when you are viewing an individual e-Book. Click on the **Create/edit notes** link to add new notes, or view or edit existing ones.

Customising account preferences

You can change your preferred PDF and citation style setting by selecting the **Settings** link from the **My Account** option on the MyiLibrary home page toolbar.

Help

You will find detailed information on using MyiLibrary by selecting the Resources > *Help* tab at the top of the screen. There is also a very useful **Virtual Tour** of the system available on the 'Tailored Content' from page.

Logging out

If you have logged in via Athens, select Logout of MyiLibrary from the top menu bar. Then select Logout of Athens unless you wish to continue using other Athens enabled resources.

Further Help

If you require assistance using MyiLibrary, please ask at the Help Desk in the library on your campus. Alternatively, visit <http://library.bcu.ac.uk/frameAsk.htm>.