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# Ebook Library (EBL)

User Guide

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## 1 EBL Titles in the Library Catalogue

### Access to all EBL E-Books authorised by your library

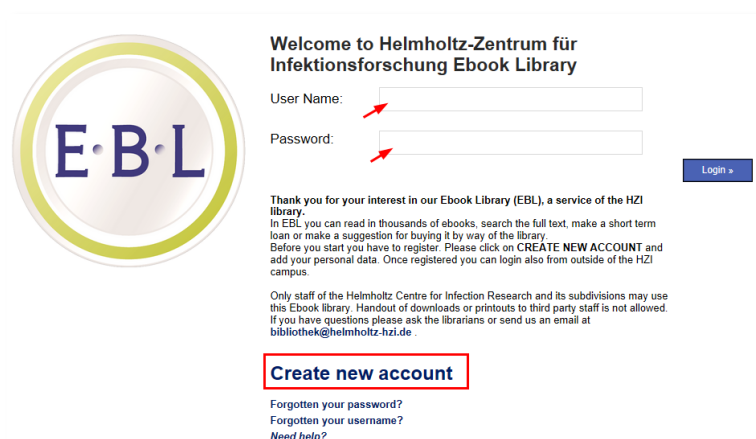
Your library Helmholtz Zentrum für Infektionsforschung has around **174.000** E-Books available for you to use.

You can access the EBL platform using the link from your library's catalogue or intranet



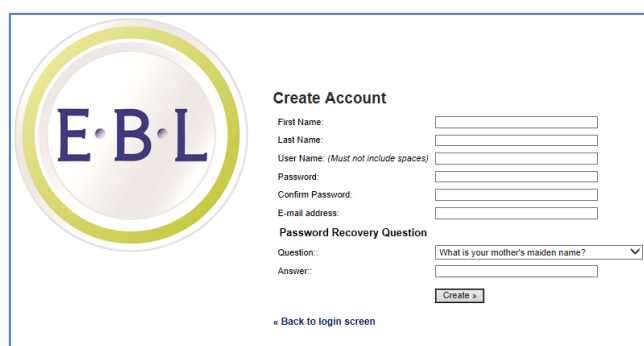
### Login using a personal user account

Go to „Digitale Bibliothek“ to apply for a user account or to access the EBL directly.



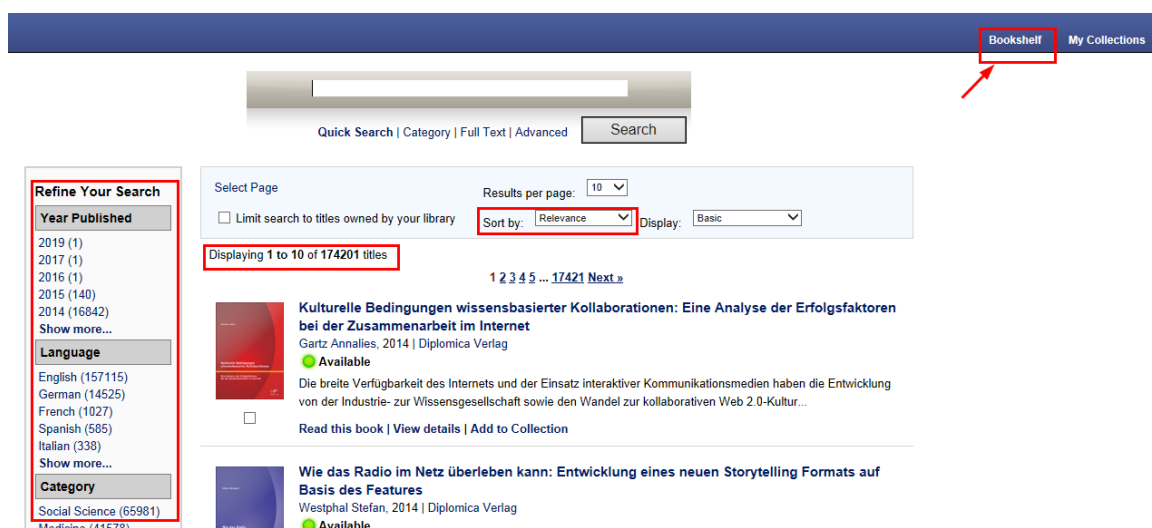
If you already have a user account you can log in using your username and password. Access is also possible from outside the library.

If you do not yet have login details you can create a user account. You will then receive your login details by email.



The screenshot shows the 'Create Account' form on the EBL website. On the left is a circular logo with 'E·B·L' inside. The form fields include: First Name, Last Name, User Name (with a note 'Must not include spaces'), Password, Confirm Password, E-mail address, and a Password Recovery Question (with a dropdown menu showing 'What is your mother's maiden name?'). There is an 'Answer:' field and a 'Create »' button. At the bottom, there is a link '« Back to login screen'.

Once you are logged in you will be automatically taken to the EBL content for the HZI library and the link to your personal startpage „bookshelf“.

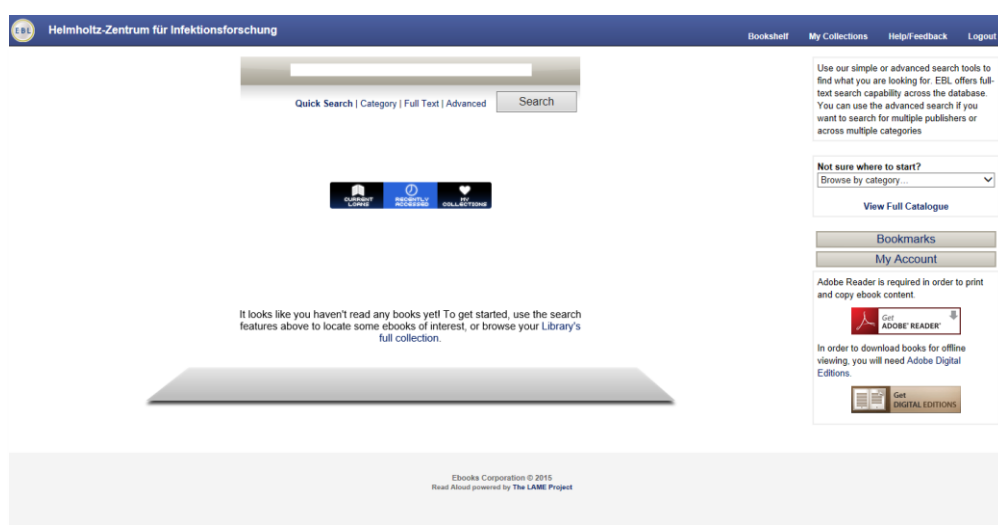


The screenshot shows the EBL user interface. At the top right, there are links for 'Bookshelf' and 'My Collections'. Below this is a search bar with a 'Search' button. Under the search bar, there are links for 'Quick Search | Category | Full Text | Advanced'. The main content area shows search results. On the left, there is a 'Refine Your Search' sidebar with sections for 'Year Published' (listing years from 2019 to 2014) and 'Language' (listing languages like English, German, French, Spanish, Italian). The main results area shows a list of titles. The first title is 'Kulturelle Bedingungen wissenschaftlicher Kollaborationen: Eine Analyse der Erfolgsfaktoren bei der Zusammenarbeit im Internet' by Gartz Annalies, 2014 | Diplomica Verlag. It is marked as 'Available' with a green dot. Below the title is a brief description: 'Die breite Verfügbarkeit des Internets und der Einsatz interaktiver Kommunikationsmedien haben die Entwicklung von der Industrie- zur Wissensgesellschaft sowie den Wandel zur kollaborativen Web 2.0-Kultur...'. There are links for 'Read this book | View details | Add to Collection'. The second title is 'Wie das Radio im Netz überleben kann: Entwicklung eines neuen Storytelling Formats auf Basis des Features' by Westphal Stefan, 2014 | Diplomica Verlag. It is also marked as 'Available' with a green dot.

## 2 Your personal startpage

### The Bookshelf: Your personal startpage

The startpage, also known as Bookshelf, is where you can view and manage your own personal E-Book selection. All titles which you have recently looked at will be presented on the startpage.

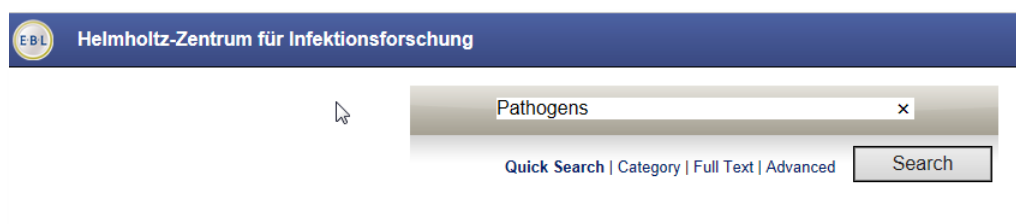


Here there are also several useful features:

- Search function (at the top of the screen, see also Chapter 3: „searching“)
- Current loans: similar to an inter-library loan
- My Collections: see also Chapter 8: „personal lists“)
- My Notes

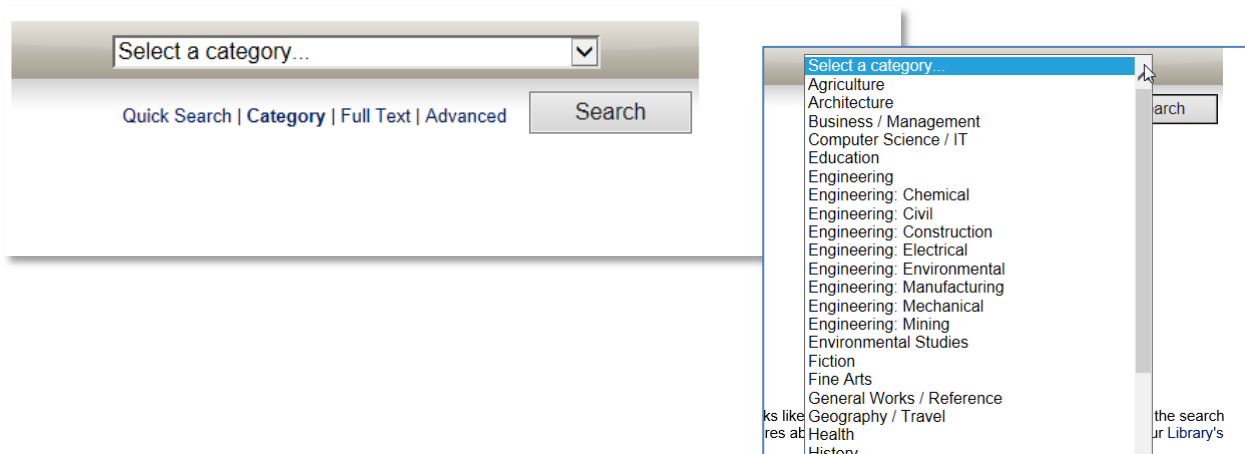
## 3 Searching

There are several ways to search or browse for E-Books in EBL



## Quick Search

This function searches through all of the bibliographic information for your search word, whether in Title, Subtitle, Author, Publisher, Description or Classification.



## Search by Category

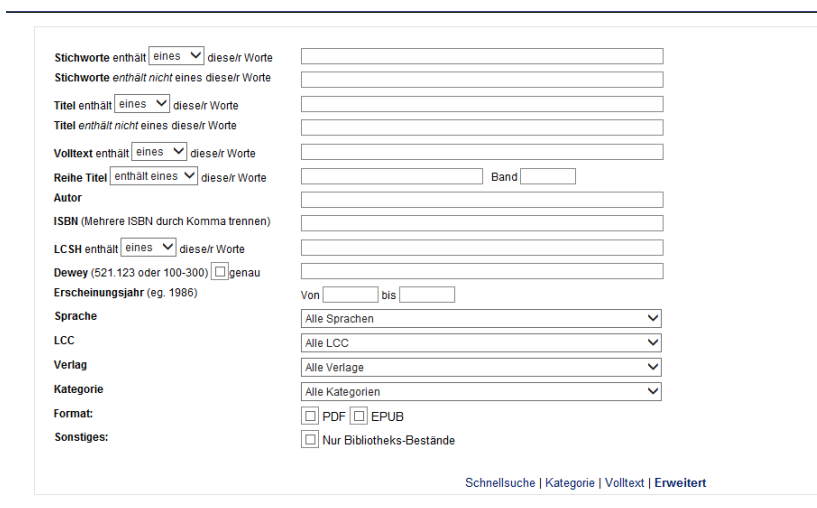
Using the category search you can browse all of the titles of the chosen subject area. This feature is especially useful for gaining a quick overview of the titles available for a specific subject.

## Full-Text Search

This function searches the entire text of all E-Books from start to finish and so is especially useful for finding specialist information or when the previous searches have provided no satisfactory results.

## Advanced Search

The Advanced Search allows you to combine various search words and functions in order to search for specific titles from individual publishers, authors or by subject and/or language.



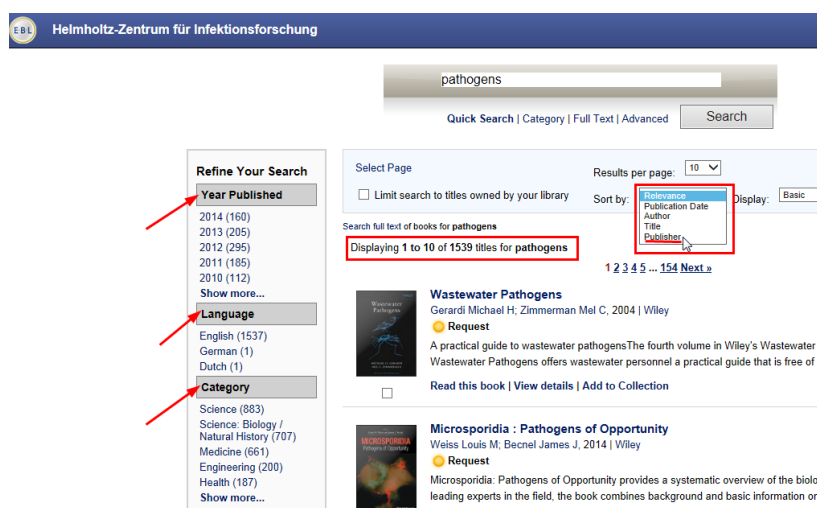
No matter which method you choose: every search should result in a list of relevant titles.

## 4 Results Page

### Filter

To the left of the results list you can use a variety of filters to further refine your search results. Select for example year of publication, language, author or subject area to create a narrower list of relevant titles.

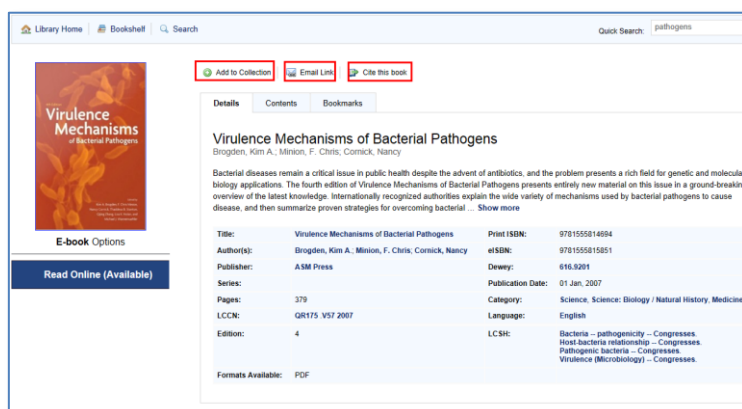
At the top of the page you can change the way in which results are presented. For example by sorting the list by publisher or author, or by including detailed information in the results list. You can also change the number of titles listed per page.



Click on a title in the results list to jump to the title page which also includes complete title information.

## 5 Title View

Here you see all important information on the individual title such as author, publisher, subject area, ISBN etc.



You can also view the table of contents, quote from the book, add your own notes or recommend the title by email. You can also add the title to your own bookshelf.

## Online Reading

The most important function is of course the possibility to read content online. This is described in more detail in Chapter 6: Online Reader.

## Download

You may download E-Books to your mobile device for a limited period of time (max. 7 days). For this you will need to install „Adobe Digital Editions“ on your device, which is available online for free. See Chapter 6: Online Reader for more details.

## 6 Online Reader

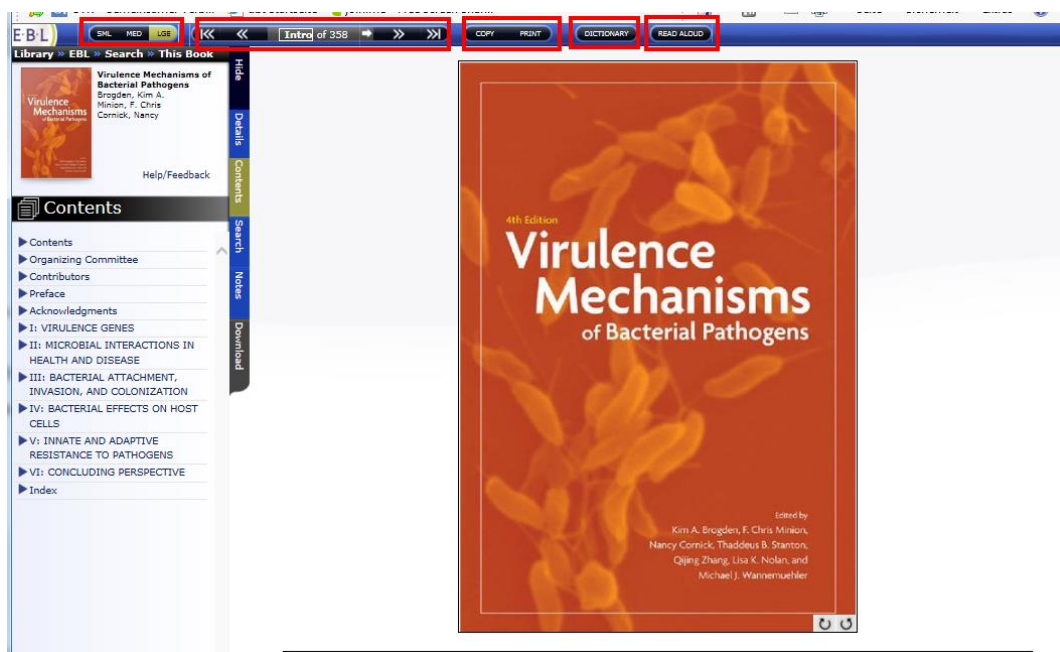
The E-Books in EBL are available for your use via an online platform. Once you are logged on you can make use of the personalised functionality.

### Functionality within the Online Reader

You can select a variety of functions within the Online Reader by using the options in the menu bar at the top of the page. These functions are available for E-Books owned by your library and for those which are loaned for a limited period of time.

You can also change the presentation of the E-Book content and the format (PDF or image).

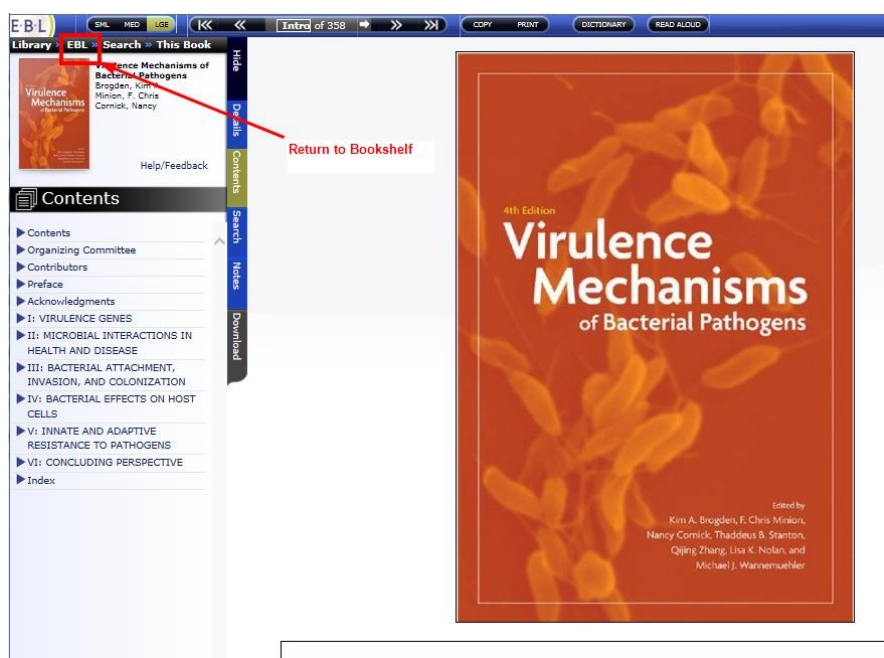
The standard format is as an image as this format takes less time to load.





## Individual functions

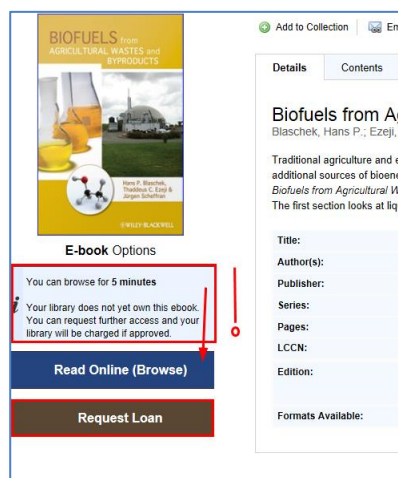
- **Details:** All relevant information pertaining to the E-Book is shown here. You can also see how many pages you can still copy or print. In general every user is allowed to print 20% of every E-Book and copy 5%.
- **Contents:** The table of contents which can be used for navigating through the book.
- **Search:** You can search for a certain word in the entire text. Results are listed in the menu to the left of the page, and a click brings you direct to the corresponding page in the E-Book.
- **Notes:** Add your own notes wherever you wish. These notes will not be deleted and are only visible to you. This function is also available for E-Books which your library has not yet purchased.
- **Download:** So that you can read an E-Book without an online connection you can download it to your local computer or mobile device for a certain period of time. For this you require the program Adobe Digital Editions (for mobile devices use the Bluefire Reader). Once the allowed usage time has expired you can still see the title, but your usage rights will be inactive.  
Important: Any notes and bookmarks which you add to a downloaded E-Book cannot be synchronised into the Online Reader. There is no interface between the two usage modes. In order to avoid losing any notes and comments we recommend that you keep notes only in EBL online ( or copy the relevant passages of the text into a new document).
- **Return to your Bookshelf:** Return to your personal start page at any time by clicking on „EBL“ in the menu bar at the top of the page.



## 7 Making Purchase Suggestions to Your Library

### Purchase suggestions for EBL E-Books

All E-Books in EBL are available. An exception are very expensive E-Books. For them you will have the choice to make a purchase suggestion to your library or to request a short-term loan of the E-Book.



**Request this Book** ←

Your library does not yet own this book. In order to print, copy and read beyond the browse period you're required to request a loan. Your library will notify you via email upon approval.

First Name

Last Name

E-mail address

Confirm E-mail address

Loan Period

Barcode

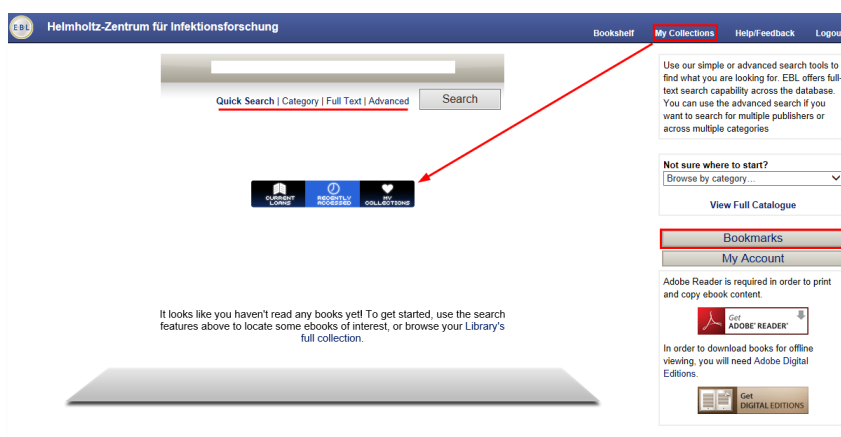
Comments

**Request**

If the library approves your suggestion you will be notified by email which will contain a direct link to the book you requested. For titles which are rented by your library the rental period will start once the link to the E-Book is opened, regardless of when the notification was sent to you.

## 8 Personal Lists

These are your personal E-Book collections. You can for example start a new collection from your start page or browse through your existing collections.



You can add selected titles to a collection by dragging the cover from a results list.



This ensures that you always have quick and easy access to the titles you need most often.

**Your library team can help you further with questions regarding EBL and the usage of the platform.**