

## Script: How to search for an e-book on the Library catalogue.

In this short video I will talk you through how to search for an e-book using the Library catalogue.

In this example you know the exact title and author of the book you're looking for. Begin on the Library homepage and enter words from the title as well as the author's last name into the catalogue search box at the top of the page.

I want to look for 'Community pharmacy handbook' written by Waterfield, so I enter the words 'community pharmacy handbook waterfield' into the search box and then click on search or hit enter on the keyboard.

You will then get through to a list of results on the Library's catalogue interface. To limit your results to books only, click on the 'Books' filter which sits just below the search box at the top of the page. This limits my results to just one, and it is the book I'm looking for.

The search result for this title says both, 'Copies available' and 'Online access', which tells you that this book is available both in print and online. To view the e-book click on the search result to get through to the full record for the item where any full text links will be listed. In this example there is one full text link which you will need to click on to get access to the book.

To view the e-book you may first need to log in with your University username and password. You will be prompted for this information if it is needed and once entered you will get through to the book on the supplier platform. We buy e-books from a range of suppliers so the options for viewing and using them will vary. This particular book is from ProQuest Ebook Central. You can view the book by clicking on 'Read Online' towards the top of the page.

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