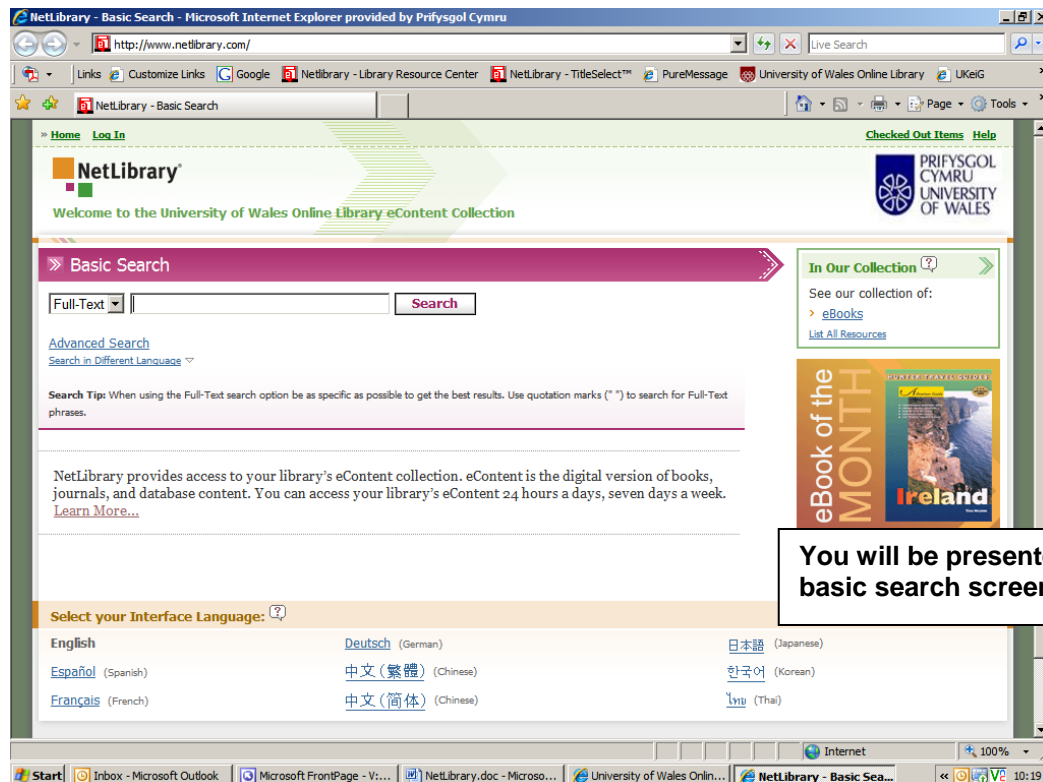


## NetLibrary

**NetLibrary** provides access to ebooks - electronic full-text copies of published print material.

### To access NetLibrary:

- From the home page click on your subject of interest
- Under '**Ebooks**' click on either '**View a list of our ebooks**' (this is a subject specific list) from which you can then select an ebook to view or '**Search our complete ebook collection at NetLibrary**'
- You will be prompted to enter your username and password



The screenshot displays the NetLibrary website interface. At the top, there is a navigation bar with links for Home, Log In, Checked Out Items, and Help. Below this is a search bar with a dropdown menu set to 'Full-Text' and a 'Search' button. To the right of the search bar, there is a section titled 'In Our Collection' with a link to 'eBooks'. Below the search bar, there is a 'Select your Interface Language' section with links for English, Deutsch (German), Español (Spanish), Français (French), 日本語 (Japanese), 中文 (繁體) (Chinese), 中文 (简体) (Chinese), 한국어 (Korean), and ไทย (Thai). A callout box with a white background and black border points to the search bar area, containing the text: 'You will be presented with a basic search screen'.

## Basic Search

On the home page you can either start a basic search or view a list of all the ebooks purchased by the University of Wales, or view those purchased plus all publicly accessible ebooks, this option is available on the right hand side of the screen in the box titled "In Our Collection".

To carry out a basic search:

- To begin searching, use the drop-down box to search either by Full-text, Keyword, Title, Author or Subject and enter search terms in the box
- You may want to combine your terms using Boolean operators such as AND, OR, or NEAR.
- Click on the Search button to begin your search.

## Advanced Search

- Click on the **Advanced Search** link.

The screenshot displays the NetLibrary Advanced Search interface. At the top, there's a navigation bar with 'Home' and 'Log In' links. The main heading is 'Advanced Search'. Below this, there's a 'Search Terms' section with four input fields: Title, Author, Keyword, and Publisher, each with a dropdown menu and an 'And' operator. A 'Search' button and a 'Clear' button are positioned below these fields. A 'Search in Different Language' link is also present. The 'Limit Search By (optional)' section includes 'Year Published' with a text input, 'Format' with a checkbox for 'eBooks', and 'eContent Language' with a dropdown menu showing 'English' and 'French'. On the right side, there's a 'In Our Collection' box with a note about search terms and a 'eBook of the MONTH' banner for 'Ireland'.

- This option offers the additional feature of searching by Publisher or ISBN, and allows you to easily search different fields at the same time.

- You may also limit your search to Year of publication and the Language of the ebook.

## Additional search options

NetLibrary allows you to change the language interface. This option is available, in both the basic and advanced search, at the bottom of both search screens. Note that this option does not change the language of the ebook. Languages available include Spanish, French, Chinese and Japanese.



## Truncation

Truncation is represented by an asterisk (\*). Add an asterisk (\*) to the end of your search word.

**Example:** child\* finds such words as child, children, childhood

## Phrases

Surround the phrase that you are looking for in quotes (“ ”).

**Example:** “ operations management” in the Title finds the ebook “Operations Management {Fast -track MBA Series}”.

## Search results

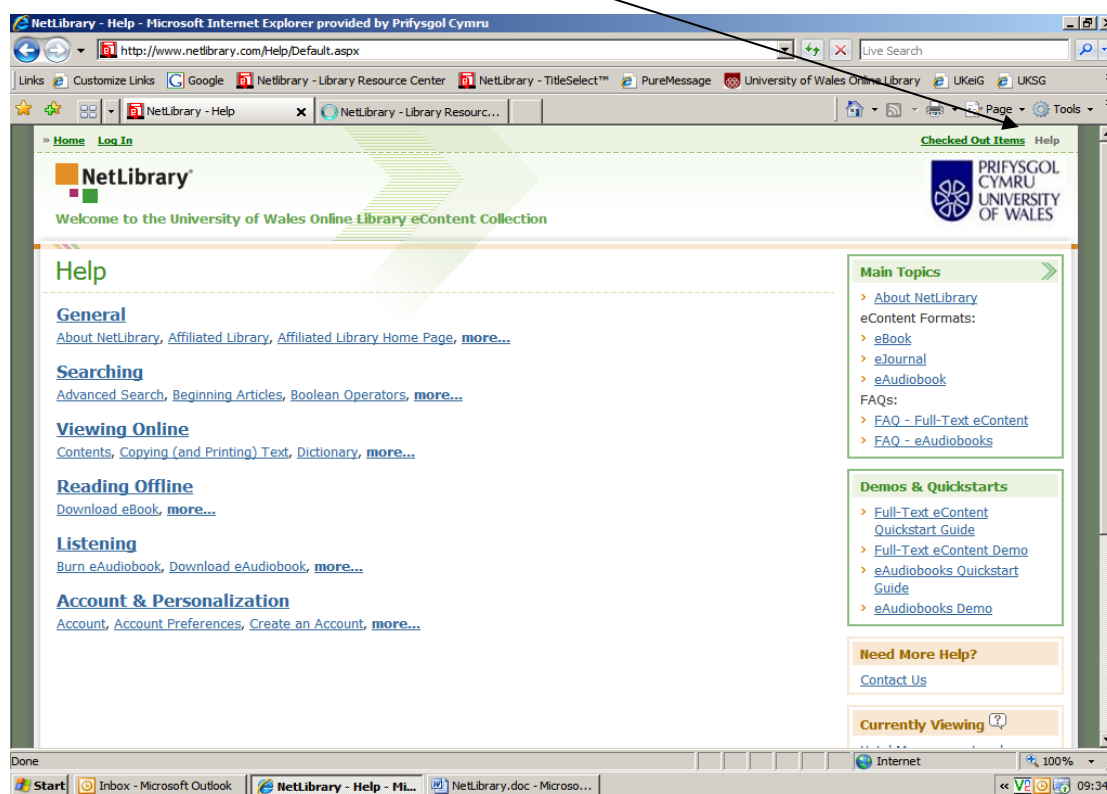
Within the search results, to view an ebook either click on “**View this ebook**” or on the image of the ebook, and the ebook will open in an online reader.

There is a navigation box on the left hand side of the screen. This allows you to move around the ebook, search for text within it, see the book’s bibliographic details, and look up words in either a dictionary or thesaurus.

At the top right hand side of the online reader are further navigation buttons that allow you to go to a page number and view the previous or next page.

## Help

There is a help link on the top right of the web page:



Alternatively contact the Online Library Librarian at [library@wales.ac.uk](mailto:library@wales.ac.uk).