Electronic books

MIRC Update

Many of your course texts are now available as electronic books (eBooks). Cranfield's eBooks are accessible via various platforms (interfaces), two of which (MyiLibrary and Dawsonera) will be discussed in more detail here. Others you may come across include EBSCOhost, Knovel, and Safari Books.

Advantages of eBooks

eBooks have some significant advantages for both libraries and students. Instead of purchasing multiple paper copies of a text, libraries can invest in electronic copies with multi-user licences, permitting simultaneous access from large groups of users from both on- and off-campus 24 hours a day. They are also searchable, allowing you to access the information you require fast.

You can access eBooks without having to come onto campus, which can be very useful, especially if you're working from home (or even from student residences). There will be no need for you to wait on a reservation list for someone to return the text you require and you won't have to post a book back to MIRC if it gets recalled. Furthermore you don't need any kind of specialist eBook reader to read them.

All you need is a PC, an internet connection and access to the University Library catalogue (available at URL: http://unicorn.central.cranfield.ac.uk/uhtbin/webcat/) . For this reason, on the part-time courses in particular, we are looking to invest in more and more core texts in electronic form.

Some points to note:

There are certain things you should be aware of when using eBooks:

- As with printed books, copyright applies to electronic texts. In fact their very nature makes it easier to enforce. You will find that there are restrictions on how many pages you can download or print at any time.
- Occasionally, if a large amount of users attempt to access the same item at the same time, access to the item may become 'locked'. If this happens, contact MIRC staff or email libraryresources@cranfield.ac.uk .

Current titles

Our existing eBook collection includes many texts currently on course reading lists:

- Atrill & McLaney's (2014) Accounting: An introduction, 7th ed.
- Pike, Neale & Linsley's (2015) Corporate Finance and Investment, 8th ed.
- Slack, Chambers & Johnston's (2016) Operations Management, 8th ed.
- Nellis & Parker's (2006) Principles of Business Economics, 2nd ed.

Not every title is available electronically. Some are published in print and electronic formats simultaneously but more often the printed version comes first and the e-version follows at a later date.

How do I know if a title is available electronically?

Check the Library catalogue in the same way as you would to find out about our printed book holdings. Click on the 'Library Catalogue' link on the MIRC webpages or navigate directly to URL: unicorn.central.cranfield.ac.uk/uhtbin/webcat/. You will then see links to our electronic texts (where available) alongside the details of our printed texts. Wherever you see a blue 'URL' icon (see below), the item is available online.

How do I open an eBook?

Click on the blue 'Electronic access available' link within the catalogue record, a new window will open and you will be taken to the eBook reader interface. Depending on the eBook reader involved and your location (on- or off-campus), you may be required to login using a system called Shibboleth.
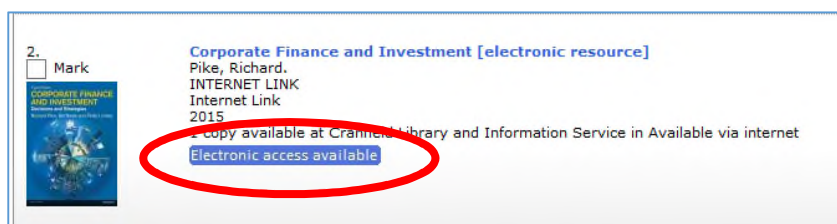
Shibboleth – When you are asked to login:

Some eBook readers, such as Dawsonera, require you to login even when you are on-campus or on the Extranet. Others, including MyiLibrary, will only require a login when you are classed as being off-site. When you click on a link that requires a login, the Cranfield Shibboleth dialogue box should appear, shown here on the right. Simply enter your University username and password to login to the portal. The eBook reader should then open the book you require.
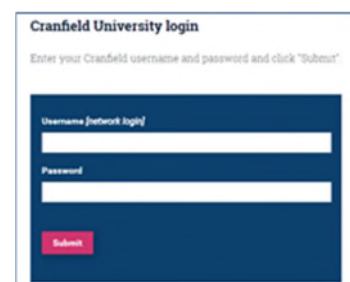
Note: Shibboleth is an authentication system which allows you to access most of the University's portfolio of electronic resources with a single username and password – your CCNT details. If you lose your connection to an electronic service, you may have to login again. To do so, select the 'Institutional Login' option on the service login page and specify your host institution as 'Cranfield University Library' to be taken to the Cranfield login page.

Introducing the main eReaders

MyiLibrary

MyiLibrary requires a Shibboleth login from off-campus only. On-campus and extranet users should have direct access to subscribed titles. On clicking to open a MyiLibrary book, you should arrive at a screen displaying the title page of your chosen book.

From here, you can see the navigation pane on the left-hand side displaying the table of contents. This is how you find your way around.

Each of the headings is a link, and clicking on one will take you to the relevant page, which are then displayed in the main window.

Where you see a heading with a plus sign ('+'), as shown above on the right, there are further sub-headings within that section. Click on the '+' to expand the menu and access these sections.
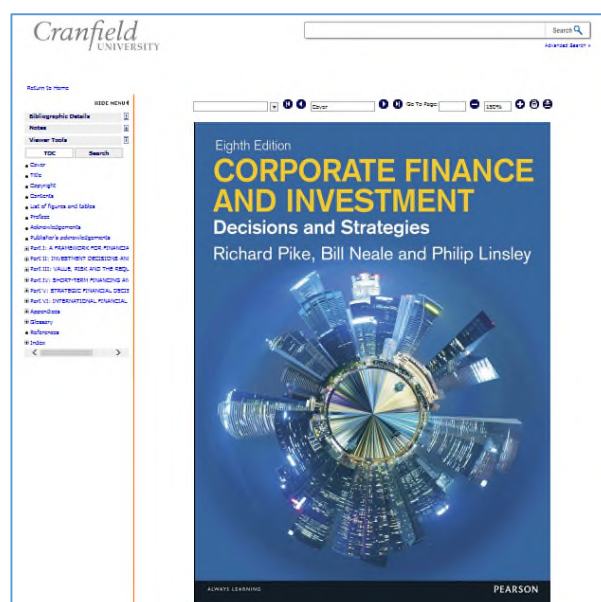
Within each sub-section, use the ◐ and ◑ buttons on the top menu bar (shown below) to turn the page. You can also navigate directly to a page by using the 'Go to page' option.

Printing is permitted (but limited to a fixed number of pages per book). You can also choose to save pages (as pdf) or to print, from the icons at the far-right of the menu bar shown above. As with paper publications however, there are some copyright restrictions on how much you can download or print at any time. Pages are printed exactly as they would be in the printed textbook.

Dawsonera

On clicking on the link to a Dawsonera text, you will arrive at the Shibboleth login page (see the section on p2). Both on- and off-campus users need to login with Shibboleth to use Dawsonera.

A successful login will take you to the book's homepage, as below. With Dawsonera, you can either read the book online – and print pages as you go – or you can download a full-text pdf copy of the entire book for a short period. If you decide to do this, you need to click on the download eBook icon and select the number of days you require from the dropdown menu, and then click on 'Download'. (Selecting the shorter download options ensures that access remains available to as many users as possible). You can save the file wherever you like but be aware that your access will expire on the date and time shown in the download dialogue box. *Please note that you will be unable to print from a downloaded file.*

If you decide to read the text online, click the 'Read Online' icon for an interface similar to MyiLibrary's (as shown below).

Again the table of contents is on the left. Use chapter and heading links to find your way around – or simply turn the pages using the arrow icons, or the slider on the top menu.

You can print single or multiple pages from Dawsonera as one print-job by clicking on the 'Print' button at the top right of the screen. A pop-up box will appear enabling you to select the pages you would like to print and also show you your print quota. For each page that you print, your remaining page count will fall. Once you have printed the allocated page limit you will not be able to print any more pages from that particular item.

Contacting us

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