



## NetLibrary

### Bismarck State College Library Pathfinder

Access: <http://www.bismarckstate.edu/library/>



#### Features:

- Access to entire books via the Internet.
- 5000+ books in all subject areas.
- Scholarly books from Oxford U Press, Cambridge U Press, Yale U Press, U of California Press, McGraw-Hill Companies and many other publishers.

#### How to Access netLibrary:

Connect from the Bismarck State College Library web site at <http://www.bismarckstate.edu/library/Databases.asp> and choose **netLibrary™** from the list.

**NOTE:** Many of **netLibrary™** titles are searchable and accessible through the ODIN Catalogue. Click on the **Electronic Location** hyperlink to access the resource.

**NOTE:** Access to databases outside of the Bismarck State College Library is restricted to current BSC students, faculty and staff.

**NOTE:** NetLibrary is accessible both on and off-campus although you must have created an account on-campus to use NetLibrary off-campus.

#### Using netLibrary™

##### Searching:

- The **Author** field searches all authors for the name(s) you entered. You may enter the name in any order, with or without punctuation, and capitalization is not necessary (example: *Twain, Mark* or *mark twain* or *Twain Mark*).
- The **Title** field searches all titles for the terms you entered. You may enter the exact title (example: *A Tale of Two Cities*) or any portion of the title in any order (example: *Tale cities*). It is not necessary to enter beginning articles in the title (the, a, an, etc.).

- The **Keyword** field searches for your terms in the title, author, Library of Congress subject heading, publisher and ISBN fields. You may enter single terms (example: *programming*) or multiple terms that may be found in the same or different fields (example: *pride prejudice* or *midsummer Shakespeare*).
- The **Full Text** field searches for your terms in every word of every eBook. Use this field to search for words that may appear in the text of an eBook but not in the title or other fields or to search for text you remember from an eBook. When using this search field, be as specific as possible. You may also use quotation marks to search for full text phrases. For example, you may perform a full text search for “*remote authentication*” to retrieve all eBooks that contain that exact phrase.
- The **Subject** field searches Library of Congress Subject Headings for the terms you entered. You may enter a single term (example: *computer*) or multiple terms (example: *civil war history*).

##### Viewing:

- The **View this eBook** function allows you to view the full text of an eBook without logging in or checking out the book. You may browse an eBook for only short periods of time (approx. 15 minutes). After periods of inactivity the eBook may be viewed or borrowed by another library patron.

**NOTE:** Only one patron may View or Checkout a particular eBook at any one time.

- The **Show Details** page contains additional information about an eBook that is not included in the search results as well as additional viewing options such as the **View this eBook** function or the **Checkout for 4 Hours** function.


- Once you have checked out a book using the **Checkout for 4 Hours** function, you may select **View this eBook** or use **My Checked Out eBooks** to view later.

**NOTE:** You must first create a netLibrary™ account and/or log in to your existing account in order to checkout netLibrary™ eBooks. **Only current BSC students, faculty and staff may create an account.**

#### Creating a netLibrary™ Account:

- Select the **Create a Free Account** link in the top right corner of the netLibrary™ Home Page. You may include letters, numbers, spaces and standard punctuation.
- Create a netLibrary™ account to Checkout eBooks, place eBook titles or notes on specific eBooks in the **My List and Notes** section of your account, and more.

#### Copying and Printing:

When reading an eBook online you may print one page at a time by clicking the printer icon  located in the top left corner of the eBook page you are viewing.

**NOTE:** Although you can print parts of an eBook, printing significant portions or an entire eBook violates copyright laws. **If the system detects a copyright violation, your login will be voided and you will automatically be restricted from using netLibrary™.**

#### Handy Features:

- Navigate an eBook quickly by viewing the Table of Contents. Click the **Contents** tab.
- Look up the meaning and hear the pronunciation of words as you encounter them in an eBook. The *American Heritage® Dictionary of the English Language* is included as part of netLibrary™. Click the **Dictionary** tab.
- Keep an electronic notepad of thoughts as you read. Click the **Notes** tab. To retrieve notes, click the **My List and Notes** link.

#### Frequently Asked Questions:

- How can I see a list of your netLibrary™ books?* In ODIN, our library catalog, do a keyword or author search for netLibrary. This will pull up a list of all netLibrary™ books. To search ODIN,

go to <http://www.bismarckstate.edu/library/> and click **ODIN Library Catalog**.

- How were eBooks selected?* The Bismarck State College Library jointly selected and purchased these eBooks with other academic libraries. The eBook selection reflects the interests and diversity represented in this group.

For more help: <http://www.netlibrary.com/help/>



Did you know that you can access our Online Catalogue, ODIN, from home? In addition to searching the catalog and databases, you can:

- Place holds
- Make Interlibrary Loan Requests
- Renew materials

#### Library Card

For full access to ODIN and our **Databases (Articles & More)**, you must have a library card. For students, faculty, and staff, your BSC Photo ID is your library card. Other Library patrons will need a BSC community library card.

- You can get a BSC photo ID or a community library card anytime during regular library hours. We need proof of your Empl ID number (BSC photo ID) or current North Dakota driver's license (community patrons).
- Your library card must be activated by Library staff.
- If you are an off-campus student in need of a library card, access the request form at <https://merlin.bsc.nodak.edu/secure/library/libcard.asp>

To access **Articles & More** from off-campus, you will be prompted to log in. To do so, enter your **library card number** (barcode number on your card) and your **password** (your last name, in lowercase letters).

**Example:** 23103000287468 doe

**Have a question or trouble accessing some of the resources?**

**Contact Numbers: 1-800-445-5073 (toll-free)  
701-224-5450 (local)**

**BSC Library E-mail:  
[bsc.library.department@bsc.nodak.edu](mailto:bsc.library.department@bsc.nodak.edu)**