

Navigating NetLibrary

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What Is NetLibrary?

NetLibrary allows you to access a wide range of research, reference and reading materials from any location. Resources include eBooks, eJournals and reference materials.

What are eBooks?

Digital full-text versions of books such as reference works, scholarly monographs, literature and fiction.

What are eJournals?

Digital full-text versions of scholarly journals. Available by article level indexing and access as well as issue and journal level browsing.

What can I find in the Reference Center ?

Reference resources including encyclopedias, dictionaries, directories, handbooks, thesauri and more.

How do I search NetLibrary?

Basic Search:

A basic search lets you quickly perform a search by entering terms and selecting a single search field.

- Click on **Home** located in the top left-hand corner.
- Click on the **Full Text** to select the field you want to search within (i.e., Full Text, Keyword, Author, Title, Subject).
- Enter a **search term** or **multiple search terms** (Note: You do not have to enter Boolean operators)
- Click **Search**

Search tips:

- The **Full Text field** searches for your terms and phrases in the text of every eBook (Note: Use quotation marks to search for phrases).
- The **Keyword field** searches for your terms in the title, author, and subject fields.
- The **Title field** allows you to search the exact title or any portion of the title (Note: You do not need to enter the article The, A, An).
- The **Author field** searches all or part of the name in any order (Note: You do not need to use capitalization).
- The **Subject field** searches for materials in the same subject area. The subjects headings are provided by the Library of Congress (Note: Use one word or multiple words for your search term).

Advanced Search:

Advanced searching allows you to construct more complicated searches using multiple fields.

Example: I'm looking for the book Little Women by Louisa May Alcott.

- From the homepage, click on **Advanced Search** under the basic search.

- Enter **Little Women** in the search box next to the **Title** field.
- Enter **Alcott** in the search box next to the **Author** field.
- Click **Search**.

Search Tip:

You can refine search results by using optional limiters such as publication year, format or language, and specify sort order by rank, title, author, newest first, or oldest first.

Viewing an eBook:

You may view any eBook in your library's collection without logging in as long as the eBook is not checked out by another user. While you are actively using it, no other user will have access to it. If 15 minutes elapse without active use, the eBook is "put back on the shelf" and another user will have access.

- Search for an eBook.
- Select the **View this eBook** link.
- The eBook is displayed.
- When you are done reading, click **Close** on the left side of the page next to the title.

Adding notes to a page:

Once you have logged into netLibrary and opened an eBook, you can annotate any page of the eBook and save your notes for future reference.

- Select the specific page you wish to annotate.
- Click on the **Note** button located at the top of the page.
- Enter a term in the **Name** field that will provide descriptive context for your note.
- Add text to the Note field. You will be limited to a total of 500 characters.
- Click on the **Add Note**.