

E-Books User Guide for Accessing e-Books

All e-books can be viewed, downloaded, printed round the clock through onsite access (i.e., IIT (ISM) Dhanbad campus). The contents are available on the Intranet of the campus. The user's system (Desktop, Laptop, Smartphone, or Tab) needs to be connected to the Local Area Network (LAN) of the institute. The institute's Wifi or Ethernet cables enables the user to open the official website of the library (www.iitismlib.ac.in).

The Central Library has procured e-books of the following 3 publishers:

- I. Springer Nature
- II. McGraw-Hill
- III. Taylor & Francis

How to Access e-Books

At the Home page (www.iitismlib.ac.in) open **e-Resources** button on top blue bar. The list of different e-resources appears at the bottom. Open **Procured e-Books** link. Open **Click Here** at right hand side under **Access Link** column. The Home page of the site opens. For all e-books you can download the whole book at one go or chapter wise as required.

1. Springer e-Books Subject Collections (Copyright Year 2005-2017)

Keyword search

One needs to set 3 parameters on the Home page prior to any search as given below:

- On left hand side of the Home page there is a box with heading '**Browse by discipline**'. Selecting a discipline the particular Discipline term turns red in colour. Under **Discipline** a few subject terms may appear in a box under **Subdiscipline**. One may choose a subject term string as well to pinpoint the area of search. Again the Subdiscipline term string turns red in colour.
- Just above **Discipline box**, there is a box with heading **Content Type**. One should choose **Book** and it turns red in colour.
- Above **Content Type**, there is a statement called **Include Preview-Only content** with a check box ticked by default. You need to uncheck it. Unchecking the box will display those contents which are subscribed by the Central Library.
- On right hand you have result box. On top of the box there is **Date Published button** and click it. For **Start Year** box, type **2005** and **End Year** box, type **2017**. The Central Library has subscriptions to e-books of the copyright years from 2005 to 2017 only.
- To precisely search on a complex topic the **Advanced Search** option helps more. Advanced Search box with multiple search options appears by clicking on the star symbol by the side of the search bar.
- There are several fields in **Advanced Search** page with examples. In the field "With the Exact Phrase" if, for example, a search string "Toyota Production system" is searched results are shown with the number of hits. Please again make sure you deselect

the “**Include Preview-Only content**” option and take the period range as 2005 – 2017 given at the bottom of **Advanced Search** page as well.

Search by Title

At the top of the Home page, there is **Books A-Z** button. Opening this link one find **Search Books** bar where one should type the title of an e-book and search for its availability. Or one can go through letter links (A-Z) given above.

2. McGraw-Hill Express Library (E-Book Library)

At the landing page of McGraw-Hill, again no login ID-password is required to search and browse the results as your system is connected to IIT (ISM) Dhanbad network. The following steps are required to follow:

- At the top of the page you will find keyword search field – **Catalog |Enter Search Term |Go** Please click **Catalog** and select either “**MyShelf Books**” or “**MyShelf Content**” option. Here MyShelf indicates the e-books purchased by IIT(ISM) Dhanbad. There is **Advanced Search** option as well.
- If you select **MyShelf Books** option, please type the exact title of the book as input search string.
- If you select **MyShelf Content** option, you can search through any relevant terms of a topic or subject. Here, page numbers from inside the book and title of the book will appear as hits.
- When you want to open a search result the system may flash a message like “You need to upgrade your Flash player to view the reader in flash mode”. So upgrade the Adobe Flash Player of your system.
- All downloads get saved in “**iPublishCentral Reader**” directory only. This **iPublishCentral Reader** needs to be downloaded once before you go to download any content for the first time. To protect copyright of the downloaded texts, McGraw-Hill does not allow you to copy into a flash drive or send the content over email or Aps, etc.

3. Taylor & Francis NetBase E-Books

At the landing page of Taylor & Francis, again no login ID-password is required to search and browse the results as your system is connected to IIT (ISM) Dhanbad network. The landing page features:

- The page prompts you to search for **keywords, authors, titles, ISBN**.
- There is **Advanced Search** option as well for pin-pointed search.
- One important feature that enables you to open or download a book is a check box - **Show content I have access to**. This appears at left hand side of the results page. You need to check the box to filter out those titles to which IIT (ISM) Dhanbad does not have access. For example, if a search term “global warming” is searched, the total number of hits is 2,527. But when the box is checked, the number of hits comes down to 15 – these 15 books are downloadable.