



英文電子圖書
English Ebooks

使用指南 User Guide



康樂及文化事務署
Leisure and Cultural
Services Department

香港公共圖書館
Hong Kong Public Libraries

**A User's Guide to the
ebrary Academic Complete
Ebook Collection
at Hong Kong Public Libraries**

**ebrary Academic Complete
英文電子書資料庫使用指南**

**Reference Library
Hong Kong Central Library
香港中央圖書館參考圖書館**

June 2012

INTRODUCTION

Database Coverage 資料庫內容

Library Academic Complete (EAC) is a database of some 70,000 English ebooks in the subject fields of humanities, social sciences, and science and technologies from major English book publishers / university presses.

Library Academic Complete 電子圖書資料庫提供超過七萬冊由主要英文出版社／大學出版社出版的電子圖書；涵蓋範圍包括人文科學、社會科學及科技等學科領域。

How to Access 如何登入使用

EAC is now available for public access at all Hong Kong Public Libraries (HKPL). Using HKPL library card number and PIN, readers can also enjoy 24 X 7 Internet access to EAC via the HKPL Website.

EAC 可供公眾人士在各香港公共圖書館內的電腦工作站閱覽。持圖書證的登記讀者更可憑個人圖書證編號及密碼，隨時隨地經互聯網上圖書館網站登入 EAC 閱覽電子書。

<http://www.hkpl.gov.hk>

Enquiries 查詢

For enquiries, please contact duty librarians:
如有任何查詢，請與當值圖書館館長聯絡：

Address 地址：Reference Library, 8/F & 9/F,
Hong Kong Central Library
香港中央圖書館八至九樓
參考圖書館

Tel 電話：2921 0222

Email 電郵：hkcl_ref@lcsd.gov.hk

Web Site 網址：www.hkpl.gov.hk



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1. NAVIGATING

You can navigate using the 4 tabs at the top left hand corner:

Info	Leads you to the login page (see Fig. 1)
Search	Leads you to a search screen, holds latest search results & a search history
QuickView	Displays the latest document in QuickView, the default Reader
Bookshelf	Contains documents you have annotated

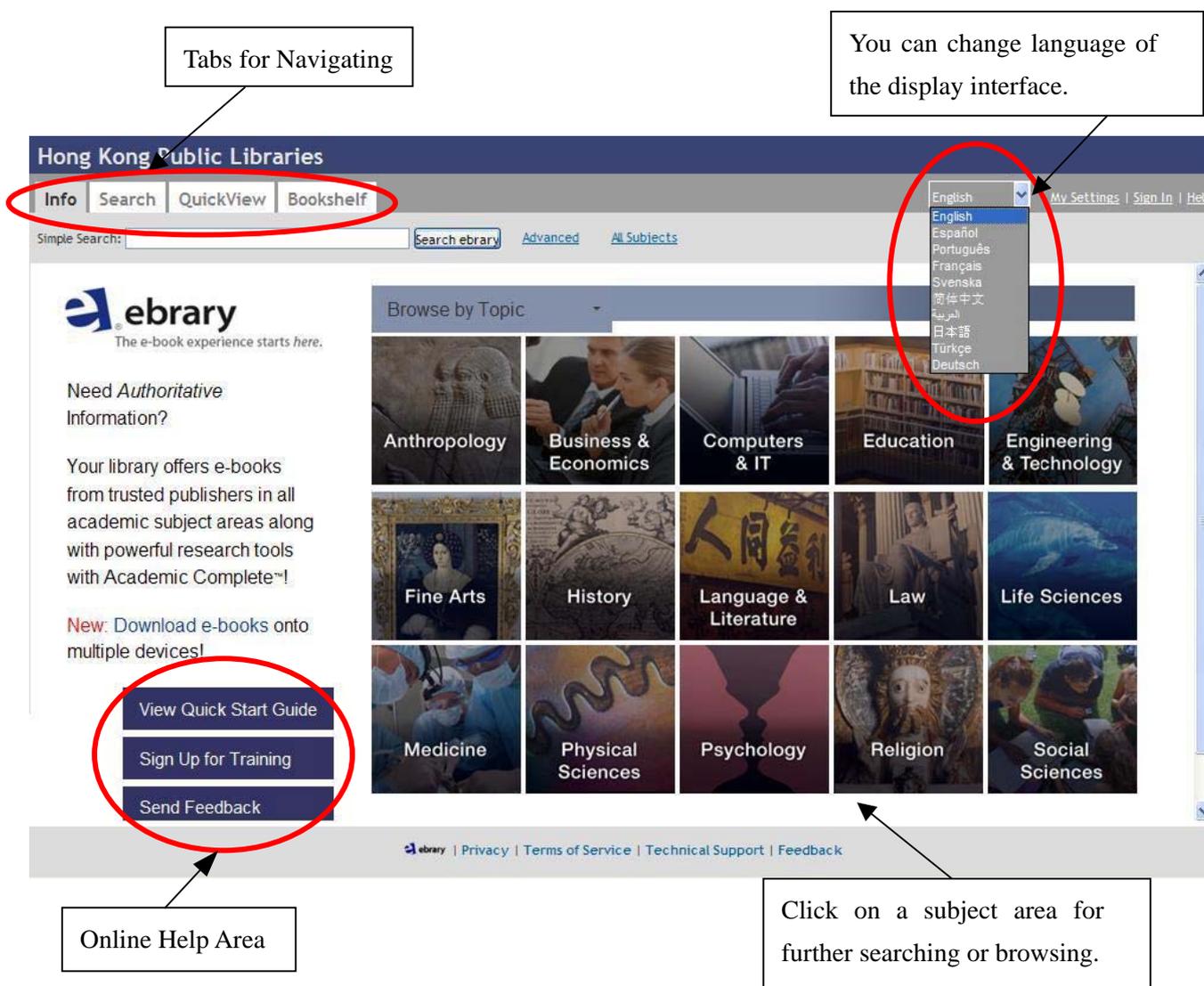


Fig. 1 Info : Default Homepage

2. SEARCHING

2.1 SIMPLE SEARCH

- ✧ Click on the Search Tab to launch the Search Screen (see Fig. 2a)
- ✧ Enter keywords in the Simple Search query box for searching the title, author or full-text areas of the ebooks & click [Search ebrary]
- ✧ To search for an exact phrase, use double quotes, e.g. “analytical chemistry”



Fig. 2a Search Screen

Rank	Chapter	Title
6	Analytical Instrumentation and Instrumental Objectivity	Of Minds and Molecules : N Chemistry
5	The Instrumentation Revolution	Thing Knowledge : A Philo
	NEED FOR NEW APPLICATIONS OF ANALYTICAL CHEMISTRY TO OCEANOGRAPHY	Applications of Analytical C
1	Introduction to Quality in the Analytical Chemistry Laboratory	Quality Assurance in the A
	References	Nanofluidics
	INTRODUCTION	Analytical Chemistry

Query	Documents Found	Action
"analytical chemistry"	1,072	Search Remove

Fig. 2b Chapter Results Display

Fig. 2c Search History Display

2.2 ADVANCED SEARCH

Advanced Search enables you to narrow your search by clicking on the down arrow to select an additional field/ parameter to search (See Fig. 2d):

- ✧ Major Parameters include: Text & Key Fields / Text / Subject / Title / Author / Publisher / Year of Publication.

Enter the Search Term in the query box.
Click on **+** to get additional search fields
and **-** to remove the last search field.

Select Parameter from the Pull-down Menu.

Fig. 2d Advanced Search

2.3 USING BOOLEAN OPERATORS

- ✧ Use **Boolean Search** to broaden or narrow your search.

Boolean operators – **AND, OR, NOT** - must be in **CAPITAL letters**.

Operators	Examples	Results
AND	Computer AND graphics	Will return results containing both terms.
OR	Internet OR www	Will return results containing either internet or www or both.
NOT	Disabilities NOT mental	Will return results containing disabilities but not mental

✧ Use **Boolean Search Wildcards** to broaden your search.

The term **“BOOLEAN”** must be in **CAPITAL letters** & **in front of the search term.**

Wildcard	Examples	Results
?	BOOLEAN hi?	Will return documents that contain three-letter words beginning with “hi,” e.g. “his” or “HIV”
*	BOOLEAN hist*	Will return documents that contain words beginning with “hist” regardless of the number of characters that follow it, e.g., “history” and “historian”.

✧ Use **Proximity Search** to help you find the most relevant titles.

Proximity	Examples	Results
WITHIN	Nixon WITHIN-5 watergate	Will return documents containing “Nixon” and “Watergate” within five words of each other in the results.

Note: The term **“WITHIN”** must be in **CAPITAL Letters**.

3. BROWSING

You may click **All Subjects** to browse by subjects.



The screenshot shows the Hong Kong Public Libraries website interface. At the top, there is a navigation bar with 'Info', 'Search', 'QuickView', and 'Bookshelf' tabs. Below this is a search bar with a 'Simple Search:' label and a 'Search ebrary' button. To the right of the search bar are links for 'Advanced' and 'All Subjects'. The main content area is titled 'Select a subject' and lists several subject categories with blue hyperlinks: Agriculture, Auxiliary Sciences of History, Bibliography, Library Science, Information Resources (General), Education, Fine Arts, General Works, Geography, Anthropology, Recreation, History (General) and History of Europe, History: America, Language and Literature, Law, Medicine, and Military Science. A callout box with a black border and white background contains the text 'Select a subject to view the title list and the sub-categories.' with a black arrow pointing to the list of subjects.

Fig. 3 Browse by Subject

4. SEARCH RESULT DISPLAY

The information displayed per item is hyperlinked to related works or subjects. You may

- ✧ Click on the linked terms in the Author, Publisher, Subject Fields to discover more related titles.
- ✧ Make use of the tool bar at the bottom of each item record:

You can save this search in your personal account. EAC will run searches periodically for you.

Save Search Export Search Results

View: Short Medium Long

Sort results by: Relevance | [Title](#) | [Contributor](#) | [Publisher](#) | [Date](#)

Analytical Chemistry ebrary Reader
 Author: [Kaur, H.](#)
 Publisher: [Global Media](#)
 Original Publication Date: 2008
 Subjects: [Chemistry, Analytic.](#)
[Table of Contents](#) [Download](#) [Find Similar](#) [EndNote & Citavi](#) [RefWorks](#)
[Add to Bookshelf](#)

Analytical Chemistry ebrary Reader
 Author: [Chatwal, Gurdeep R. Arora, Madhu](#)
 Publisher: [Global Media](#)
 Original Publication Date: 2008
 Subjects: [Chemistry, Analytic.](#)
[Table of Contents](#) [Download](#) [Find Similar](#) [EndNote & Citavi](#) [RefWorks](#)
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Titles are arranged by relevance. You can reset the title result display to long or short format, or re-arrange the title display by title, contributor, publisher, and date.

Fig. 4a Search Result Display

Analytical Chemistry ebrary Reader
 Author: [Kaur, H.](#)
 Publisher: [Global Media](#)
 Original Publication Date: 2008
 Subjects: [Chemistry, Analytic.](#)
[Table of Contents](#) [Download](#) [Find Similar](#) [EndNote & Citavi](#) [RefWorks](#)
[Add to Bookshelf](#)

By signing to your ebrary account, you may download image PDFs of specific chapters and page ranges, up to the same limits as for printing.

Click to view Table of Contents

Save the item for later use. You must create a personal account and then login to it before saving.

You can export the citation of the item to your own bibliographic utility / database.

Click to find similar items by combining your search term with the main subject assigned to the item.

Analytical Chemistry ebrary Reader
 Author: [Chatwal, Gurdeep R.](#)
 Publisher: [Global Media](#)
 Original Publication Date: 2008
 Subjects: [Chemistry, Analytic.](#)
[Table of Contents](#) [Download](#) [Find Similar](#) [EndNote & Citavi](#) [RefWorks](#)
[Add to Bookshelf](#)

Fig. 4b Item Records

5. READING THE EBOOKS

5.1 VIEWING EBOOKS WITH QUICKVIEW

Click on the title name or book image to view full text in QuickView, the default reader:

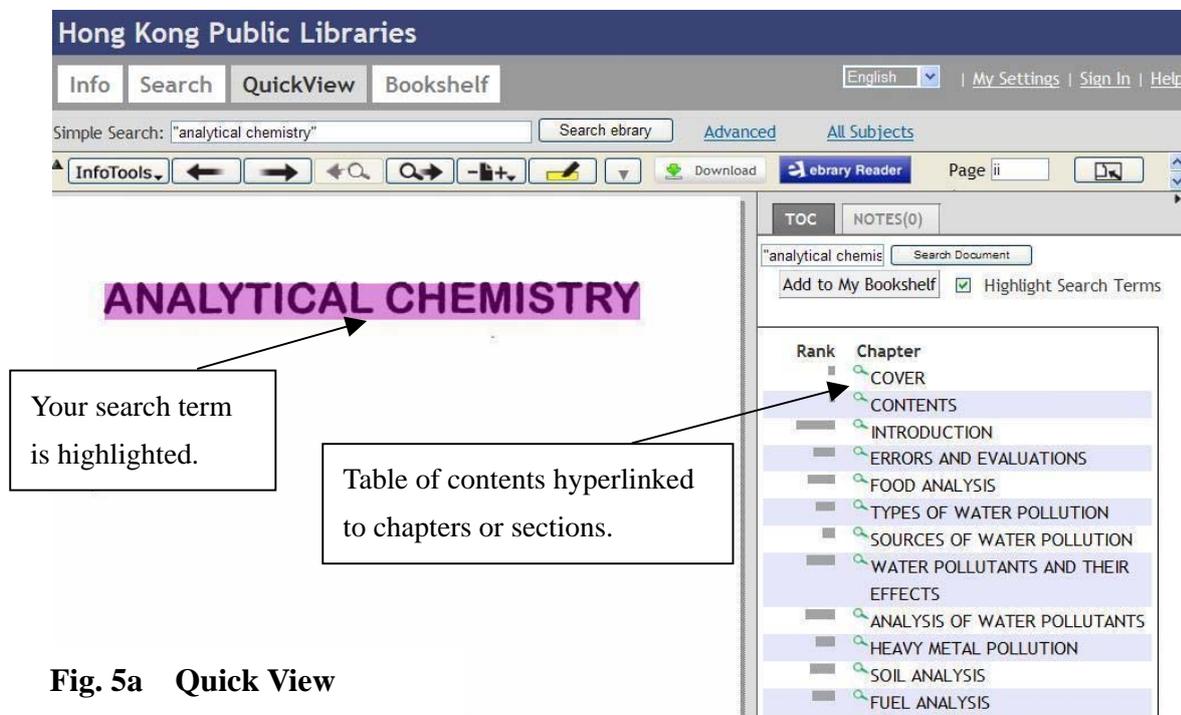


Fig. 5a Quick View

Info Tools

A Set of Tools to help you:

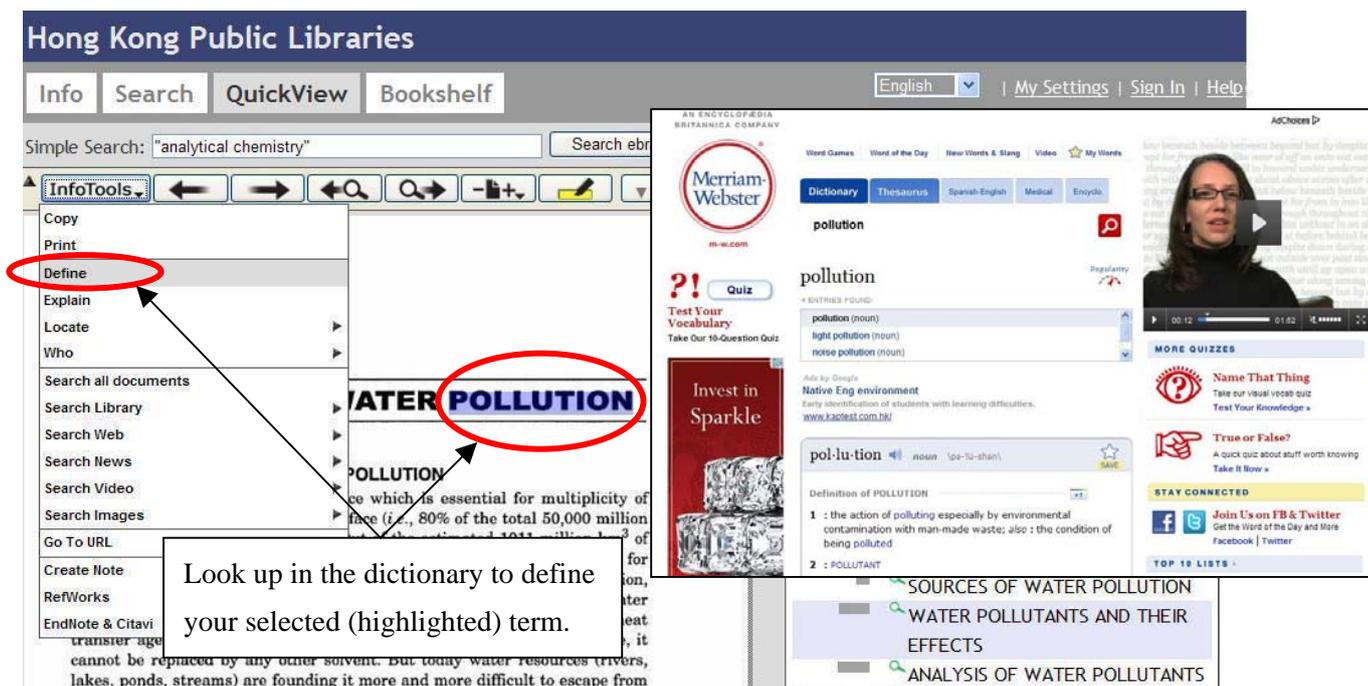


Fig. 5b Info Tools: Define

b. Search All Documents

The screenshot shows the Hong Kong Public Libraries website interface. The 'InfoTools' menu is expanded, with 'Search all documents' circled in red. Below it, 'Search Library' is also circled. A search bar contains 'analytical chemistry'. In the search results, 'WATER POLLUTION' is highlighted in blue. A callout box with an arrow pointing to the highlighted term contains the text: 'Search in the eLibrary collection for other items with your selected (highlighted) term.'

Fig. 5c Info Tools: Search All Documents

c. Search Web

The screenshot shows the Hong Kong Public Libraries website interface. The 'InfoTools' menu is expanded, with 'Search Web' circled in red. Below it, 'Search Library' is also circled. A search bar contains 'analytical chemistry'. In the search results, 'WATER POLLUTION' is highlighted in blue. A callout box with an arrow pointing to the highlighted term contains the text: 'Search Web utilizes search engines. Results appear in new browser window.'

Fig. 5d Info Tools: Search Web

d. Locate

Locates the geographical position of a place.

Fig. 5e Info Tools: Locate

e. Others (See the following Summary Table)

Define	Get a dictionary definition of the currently selected word.
Explain	Get an encyclopedia explanation of the currently selected text.
Locate	Locate the selected place name on a map.
Who	Look up an individual using contact, biographic, or bibliographic information.
Search Document	Search for text in the current document.
Search All Documents	Search the ebrary website for all documents containing the selected text, author, subject, title, or publisher.
Search web	Expand your search to other websites.
Highlight	Select a color for highlighting or highlight eraser.
Add To Bookshelf	Add the document to your bookshelf for future reference.
Copy Text	Copy the selected text. When you paste the text into an email, word processor, or other application, a bibliographic citation is included.
Copy Bookmark	Create a bookmark (a URL of the page), which you can paste into an email, word processing program, or other application.
Print	Print pages in the current document.

5.2 VIEWING EBOOKS WITH EBRARY READER

ebrary Reader provides the same features as Quick View Reader but with added functionality including:

- Copying text with automatic bibliographical citation
- Zoom, scale or show facing pages as in a traditional book view
- Adding bookmarks, notes and managing annotations

Hong Kong Public Libraries

Info Search QuickView Bookshelf English | My Settings | Sign In | Help

Simple Search: "analytical chemistry" Search ebrary Advanced All Subjects

InfoTools ← → 🔍 ↻ ⏪ ⏩ Download ebrary Reader Page ii

ANALYTICAL CHEMISTRY

At Quick View, click here to read the document with ebrary Reader in a separate screen.

InfoTools Define Explain Locate Translate Who Search Document... Search All Documents Search Web Highlight Add To Bookshelf Copy Text... Copy Bookmark Print... Print Again Toggle Automentu Preferences... Help... About ebrary Reader...

You can add permanent annotations in the form of color-coded notes, highlights, or links to web pages if you are signed in to your account.

You can pull down the Info Tools Menu to use various functions, such as searching within the document, set preferences, and get online help information.

TOC Notes Speech Prefs

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- COVER
- CONTENTS
- INTRODUCTION
- ERRORS AND EVALUATIONS
- FOOD ANALYSIS
- TYPES OF WATER POLLUTION
- SOURCES OF WATER POLLUTION
- WATER POLLUTANTS AND THEIR EFFECTS
- ANALYSIS OF WATER POLLUTANTS
- HEAVY METAL POLLUTION
- SOIL ANALYSIS
- FUEL ANALYSIS
- CLINICAL CHEMISTRY
- DRUG ANALYSIS
- INDEX

Analytical Chemistry
Kaur, H. (Author)
Pages: 303
Publisher: Global Media
Original Pub. Date: 2008
Language: en
LC Call No.: QD75.22 -- .K38 2008eb
Classification: Chemistry, Analytic.

? Sign In Page ii (2 of 303)

Fig. 5f Viewing with ebrary Reader

5.3 VIEWING EBOOKS WITH EBRARY UNITY READER

ebrary Unity Reader has additional support for text-to-speech and keyboard controls, features which enhance accessibility.

- ✧ The **ebrary Unity Reader** runs outside your web browser as a separate application that is installed for you the first time you use it.

You can make use of the ebrary Unity Reader with text to sound functionality.

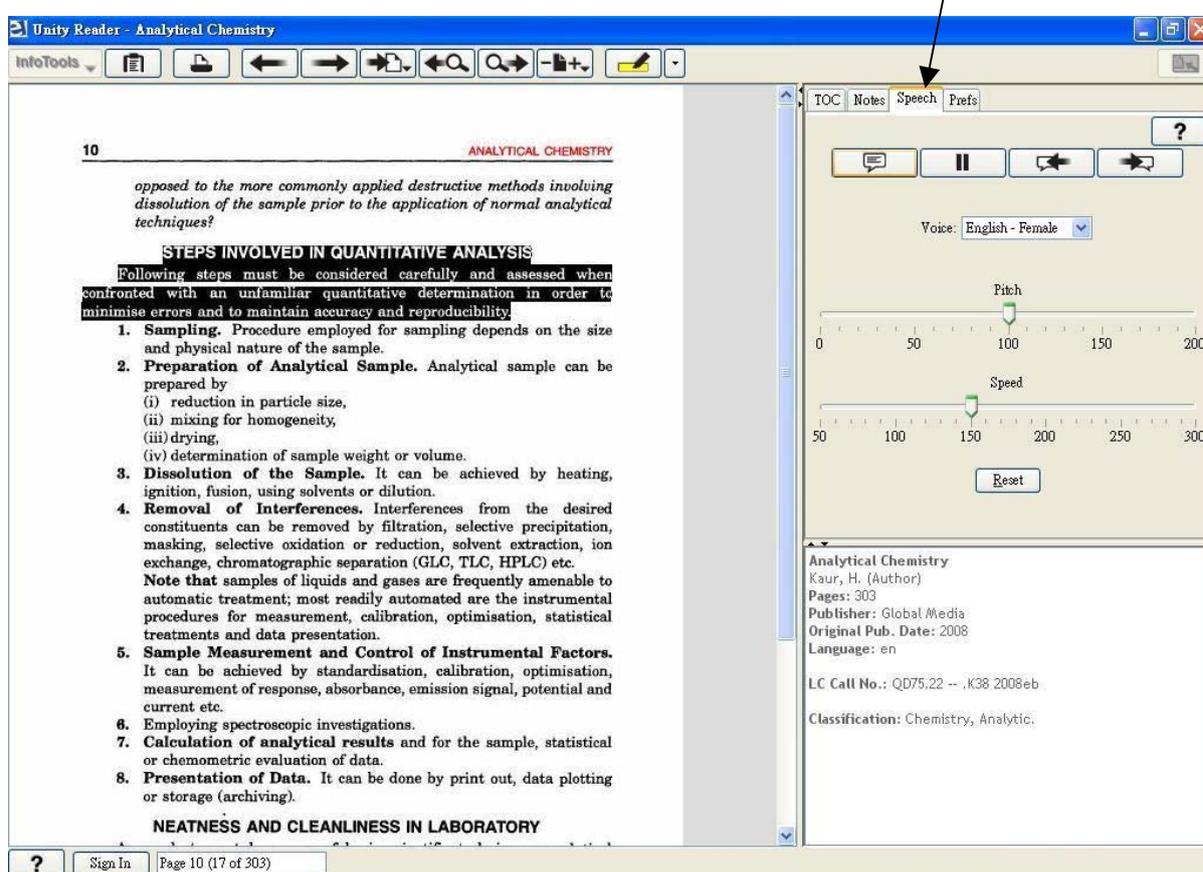


Fig. 5g Viewing with ebrary Unity Reader

6. CREATING PERSONAL ACCOUNTS

You can create a personal account to save notes, annotate text and create bookmarks and also to add documents to your bookshelf.

- ✧ Click the **Sign in** button in the upper-right corner.
- ✧ On the **Sign in** page, click **Create an account**.
- ✧ Complete the form, and then click **Create New Account**.
- ✧ Please **remember your username and password**.
- ✧ Your username will be shown at the top right corner after you sign in.

Hong Kong Public Libraries

Info Search QuickView Bookshelf English | My Settings **Sign In** Help

Please sign in to your personal ebrary account.

Username:

Password:

Why? You need to be signed in to your ebrary account to download, use your bookshelf, annotate books, etc.

Need an account? [Create an account](#) with a username and password of your choosing.

Forgot your password? To have it emailed to you, enter your username above, then [request your password](#).

Note: This site requires Javascript and only works with cookie-enabled browsers.

ebrary | [Privacy](#) | [Terms of Service](#) | [Technical Support](#) | [Feedback](#)

Fig. 6 Creating personal accounts

7. CREATING YOUR PERSONAL BOOKSHELF

- ✧ To set up a Bookshelf, click on the **Bookshelf** tab and follow the simple instructions.
- ✧ You can log on to your **Bookshelf** using your username and password.

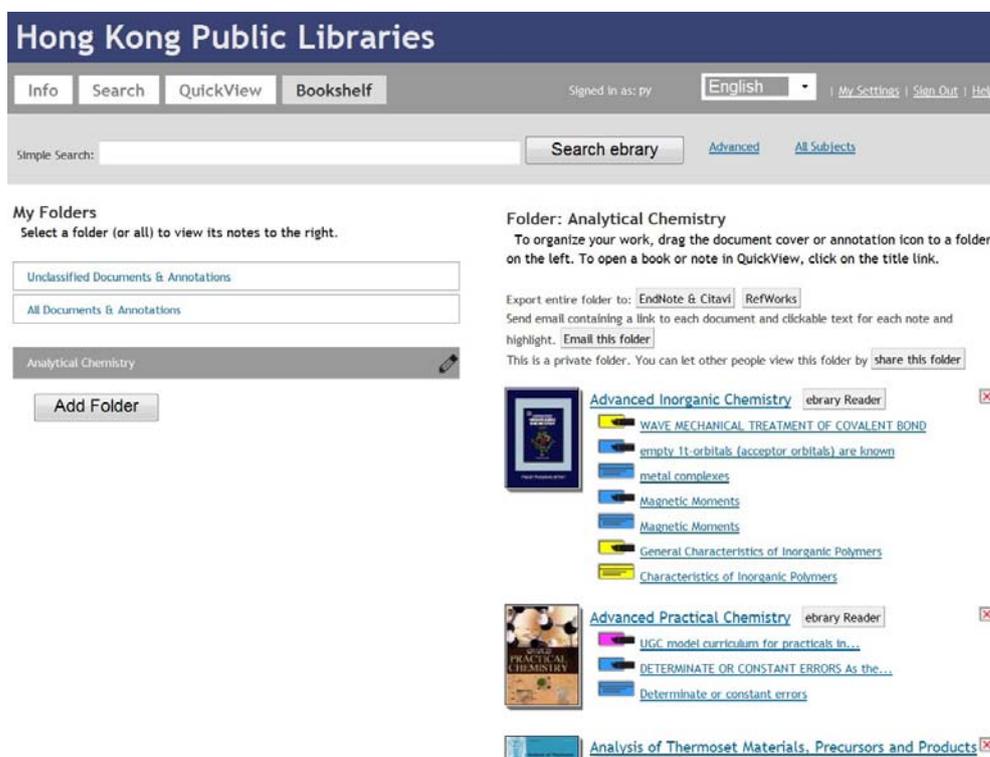


Fig. 7 Creating your personal bookshelf

Remarks:

(1) System Requirements

Before you begin, check your browser for the following:

- JavaScript is enabled.
- Cookies are enabled.
- Pop-ups are allowed for *.ebrary.com.

If you use firewall or security software, you might need to modify your configuration to prevent it from blocking EAC.

(2) **The terminals in the Libraries do not support ebrary Unity reader.**

8. PRINTING & COPYING

Printing and Copying can be done using the Print and Copy functions in INFO TOOLS.

- ✧ You may print or copy only a portion of a document for private study or research purposes, or any other purposes allowed under the Hong Kong Copyright Ordinance. You can print only one copy of a page per session.
- ✧ Under no circumstances can copies be made, reproduced or distributed for commercial purposes.
- ✧ **RESPECT COPYRIGHT!** The ebrary Collection is licensed for use by Hong Kong Public Libraries' authorized users on the basis of an annual paid subscription, with copyrights held by the publishers. Excessive printing, copying and downloading are NOT allowed. Infringing acts of end-users may result in the suspension of the database service or termination of contract, thus depriving the Hong Kong public their right of using a quality electronic resource. Users would be disqualified from access to the E-Resource Collections of the Hong Kong Public Libraries for any infringing activities.

9. ONLINE HELP

- ✧ You can find useful information on “**View Quick Start Guide**” and “**Sign Up for Training**” at the left column of **INFO**, the default homepage.
- ✧ There is a direct link to **HELP** information at the **top right corner in every page of INFO / Search / QuickView / Bookshelf**.
- ✧ There is a direct link to **HELP** through the pull-down menu of **INFO TOOLS** in **ebrary Reader**.

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