**Finding Books and E-Books - Tutorial**

**Objectives:**

We will explore:

* The role books play in research
* How to find and request books
* How to access e-books

**Why Use Books?**

You might think books are simply longer than other sources. Or demand a greater time commitment.

But books have other qualities that make them just right when you really need to explore a subject.

**Why Books Stand Apart**

Broad Coverage

* Skimming the Surface of a Topic. Books can provide a broad overview of a topic. For example, your textbooks cover a wide array of topics and issues that are important to the subject you are studying.

In Depth

* A Deep Dive into Your Topic. Unlike encyclopedias or other reference sources that only provide a short overview of a topic, books can also go in-depth, covering things in much more detail.

Use a Little, Use a Lot

* You Don’t Have to Read the Whole Book. Most academic or non-fiction books have tables of contents and indexes. You can use these to find the parts of books that are most useful to your research.

**Old School Googling**Need to find something specific in a book? Most books have an Index at the very back. Look up a topic and check to see which pages to flip to.

Student: “Maybe I don’t need to read 500 pages!”

**Finding Books in the Collection**Let’s look at how to find books using the Search the Library box. Click “Next” to begin.

**Search the Library**

[The next few slides provide an interactive demo, showing a sample book search].

Let’s try a keyword search.

Books tend to be broader in scope than articles. Keep this in mind as you choose your keywords.

* Click the search box
* Type: “tattoo history” and hit Enter
* Click the Search button

**Results Screen**

Let’s focus on the “Books, movies, and music” results since we’re searching for books. The “Journals, magazines, news” tab displays a different set of results from our article databases.

Our search has 17 results. These results may include books, e-books, videos, and other formats.

Notice the format type. You can limit to Ebooks, Print Books or other formats by using the menu on the left.

You can use the Campus Library filters to limit your search to a specific campus. But we’re going to leave this on “View Entire Collection” to search all campuses at the same time.

Let’s scroll down to Result #3, which includes both of our search terms in the Book Title.

* Click the “Tattoo history: a source book” title.

**What is it? Where is it?**

[Screenshot of a detailed book record with location and availability details].

When you click on a title, a detailed item record opens. You’ll see more about:

* What the item is
* Where to find it
* The kinds of subject matter it includes

Let’s learn more about getting your hands on a copy. Click Next.

**Getting a Copy**

[A close-up screenshot of the Location/Availability details].

Step 1. Who has it? First check to see which campus libraries have copies.

Step 2. Can I get it? Check the Status to see if the copy you want is available. If you see a due date, someone else has a copy.

Step 3. Where is it on the shelf? If you’re at a campus that has a copy, write down the call number. This is the shelf location.

Student: “I want the copy from Cypress, but I’m at SAC!”

Easy!

Step 4: Request it! You can “hold” the item at Cypress or we can send it to your campus.

**Requesting a Book**

Start Early – Start gathering your sources as soon as you get your assignment. You’ll have time to find better sources. Don’t limit yourself to the books at your home campus.

Request the Best – Check all ACC Libraries when you conduct a book search. Find the best books on your topic. We’ll send them to the campus of your choice—free!

**How to Request**

* Click “Request Item”
* Login (with your ACC eID and password)
* Choose your pickup library

**We do the rest**

[Video of a squirrel running on a wheel and boxes coming off a conveyer belt].

Please allow 2-3 days for delivery.

**Find More Like This**

[Screenshot shows detail of a book record. (“Media and Violence: a complete guide for parents and professionals”), with a close-up of its Subject Headings. The magnified text reads: “Subject: Children and violence; Violence in mass media.”]

Look for **Subject Headings** listed at the bottom of the screen when you find a book result that interests you.

Book Cover “More Info” Icon:

[When the icon is clicked, the following text appears]

*Media Violence and Children*  
Edited by Douglas A. Gentile

Say this is the first book we find. Then we notice that this book has been assigned the Subject Headings:

* Children and violence
* Violence in mass media

These Subject Headings are active links that will lead you to related titles!

[Main slide].

* Click each box below to find more books

[Image: Two book boxes. Box #1 “Children and violence,” Box #2 “Violence in mass media”]

Box #1 “Children and violence”

[When clicked, the box opens to reveal 2 books: *Nurturing Nonviolent Children* and *Stop Teaching Our Kids to Kill*.]

Box #2 “Violence in mass media”

[When clicked, the box opens to reveal 2 books: *Grand Theft Childhood* and *Ill Effects: The Media Violence Debate*.]

**Book Browsing**

Try Browsing – Find one book result that looks pretty good, then head to the stacks! Once you find your target book, see what else is nearby.

Since books are arranged by subject, you’ll find other great books on your topic.

Smartphone “More Info” Icon:  
[When the icon is clicked, the following note appears.]

Close By:

This student is researching race relations and the Civil Rights movement. Right beside the book he came looking for are titles like:

* Many Minds, One Heart: SNCC's Dream for a New America
* Divided Arsenal: Race and the American State During WWII
* Letters from Mississippi: Personal Reports from Civil Rights Volunteers of the 1964 Freedom Summer
* Backlash: Race Riots in the Jim Crow Era
* The 6-part DVD series, *Eyes on the Prize*

**Finding E-Books**

E-books are books that you can view online or on your device.

ACC has nearly 70,000 e-books and we’re constantly adding more.

**Anytime, Anywhere**

You can access most of our e-books 24/7 through the library website.

Most of our books can be viewed in your web browser. You don’t need a special device.

But if you have a tablet, e-reader, or smartphone, you can also “check out” and download many of our e-books for offline reading on the go.

Tablet “More Info” Icon:

Did You Know?

A growing number of ACC libraries now offer **e-readers** and **tablets** for checkout.

Ask for details at your ACC library or visit the E-Reader/Tablet Guide:

<http://researchguides.austincc.edu/tablet>

**Accessing E-Books**

What do they look like?

When you search the library collection, e-books will automatically appear in your search results.

Look for the words “Electronic Book” and other clues in your search results.

* Click Next to learn how to access an e-book

**Try It**

[The next few slides provide an interactive demo, showing how to identify and view an e-book].

There are several e-books in our sample search results.

* Result 8, “The Routledge Companion to Science Fiction”

[Screenshot of detailed e-book record in the Library Catalog.]

The “View Now” button will take you to an e-book database where you can view the book itself.

[Screenshot of “The Routledge Companion to Science Fiction” e-book entry in the EBC database.]

This book appears in the database, *Ebook Central (EBC).*

Other e-book databases, such as *eBooks on EBSCOhost* will look and behave somewhat differently.

Notice you can:

* Read the book online
* Download the book for offline reading

Click “Read Online.”

[Screenshot of the *EBC* viewer showing the cover and table of contents menu for “Interactive Storytelling for Video Games.”]

One of the big advantages of e-books is that you can easily search within them—and pinpoint the most relevant content.

Most e-book viewers let you jump to any chapter or section listed in the Table of Contents.

* Click the “Introduction” link.

[Screenshot of Introduction full-text in the *EBC* viewer]

Here’s the introduction!

Remember how print books have an Index to help you find topics in a book? E-books let you search by keyword.

* Click the “Search” tab
* Type: “feminist” and hit Enter.
* Click the “Search” button

[Screenshot shows multiple search results for “feminist” in left sidebar.]

There are 81 results for “feminist.” At a glance, we can see that Part II of the book has many uses of the word “feminist.”

This would be a great section to focus on in a book that runs over 500 pages.

* Click “Next” to move on

**Need More Help With E-Books?**

Just Ask! Librarians are standing by.

We’ve looked at examples in EBC, which is just one our e-book databases. You’re bound to encounter other questions as you explore on your own.

Look for the “Learn how to download” link in any e-book result.

Consult our *Tablet Information Guide* guide: <http://researchguides.austincc.edu/tablet>

**Recap**

In this tutorial you have learned…

* Why books are important for research
* How to find and request books in the library collection
* How to access e-books

Now let’s check your understanding of these concepts.

Click “Next” to move on to a short Quiz.

**Quiz**

Finding Books and E-Books

The following quiz consists of 5 multiple choice questions.

Each question is worth 10 points.

1. Books are a good choice for academic research because **(Select ALL that apply):**

A. You may find the perfect chapter on your topic, even if the entire book doesn’t apply.

B. They are often more in-depth and comprehensive than other sources.

C. They are longer than other sources, so it’s easier to find a quote to plug into your paper

D. Books contain more up to date information than articles.

2. Which of the following is NOT TRUE about the Table of Contents and Index in a book?

A. They will let you find the parts of the book that will be most useful to your research.

B. They will identify the author, publisher, and copyright date to use in your citation.

C. They will help you locate something specific without having to read the entire book.

D. They can help you quickly determine if the book is a good fit for your topic.

3. Which of the following statements about e-books is FALSE?

A. You don’t need an e-reader to download and read e-books.

B. E-books are available 24/7.

C. You have to be in an ACC Library to download an e-book.

D. The library has about 70,000 e-books.

E. You can search e-books by keyword.

4. When you find a relevant book at your ACC campus, you can find similar books by:

A. Clicking on the Subject Headings in the catalog to link to related titles.

B. Locating the book on the shelf, then browsing to see what is shelved nearby.

C. Modifying your search to check all ACC Libraries.

D. All of the above.

5. The best ways to find material on your topic within a book are to **(Select ALL that apply):**

A. Checking the Table of Contents.

B. Asking your professor to identify sections for you.

C. Searching e-books by keyword.

D. Looking up topics in the Index.

E. Speed reading