



Introduction

NetLibrary is an internet-based electronic book collection. Sawyer Library has purchased over 7,000 titles that are available to Suffolk students, faculty, and staff. NetLibrary is available in the library and is accessible off-campus through the proxy server.

Access to netLibrary:

1. If you are on campus, link to netLibrary from the list of [Databases Available on Campus](#) or from the netLibrary icon on the Sawyer Library research stations, or go directly to the [netLibrary](http://www.netlibrary.com/) website at (<http://www.netlibrary.com/>). If you are off-campus, link to netLibrary from [Databases Available Off Campus](#) provided on the Sawyer Library Homepage.
2. Link from the [Suffolk University Library Catalog](#) for a specific netLibrary title. This link will take you to an ebook title which you can view for a period of 15 minutes. (Note that not all netLibrary links in the catalog allow you to view the ebook from off-campus). Before actually checking out an ebook, you must set up a netLibrary account.

Suffolk University Libraries
Search the Catalog

Create a netLibrary Account:

You cannot check out an ebook, until you have created an account.

1. Click the Create a Free Account button on the top far right tab. If you are accessing ebooks from off-campus, enter netLibrary from the Sawyer Library's list of Databases Available from Home.
2. Enter the required information.
3. Click Submit.
(Remember to make a note of your login name and password for future use).

Searching

Sawyer Library Catalog Search

1. Enter a title, keyword, or author, etc. in the Suffolk University Libraries Catalog .
2. If the book is part of Sawyer Library's ebook collection, a link to the electronic version will be in the catalog.
3. Click on the electronic book link, and you will be directed to the ebook at netLibrary. (Note that not all netLibrary links in the catalog allow you to view the ebook from off-campus).

About face [electronic resource] / Jonathan Cole.

[Cole, Jonathan \(Jonathan David\)](#)

Cambridge, Mass. : MIT Press, 1999, 1998

xii, 223 p. : ill. ; 24 cm.

[Pbk. ed., 1999]

"A Bradford book."

0585077215 (electronic bk.) :

[NetLibrary, Inc](#)

[Facial expression](#)

[Face -- Movement disorders](#)

Electronic books. local

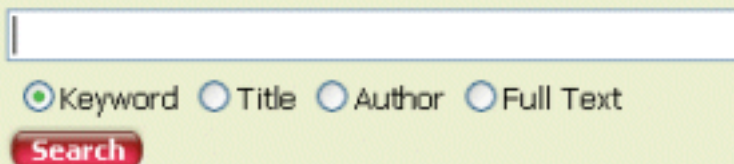
Click on the following to:

[An electronic book accessible through the World Wide Web; click for information](#)

Basic Search

1. The default netLibrary opening screen is a keyword search.
2. The user can choose to search for a word or phrase as keyword, title, author, or within the full-text. Use the Advanced Search for more detailed options.
3. Click "Search".

Basic Search



Keyword Title Author Full Text

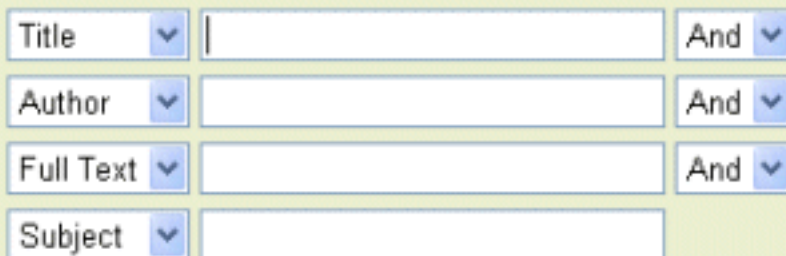
Search

Advanced Search

1. From the netLibrary opening screen, select Advanced Search.
2. Choose from four drop-down menus, and enter title, author, full-text, subject, or ISBN.
3. Click "Search."

Advanced Search

Search

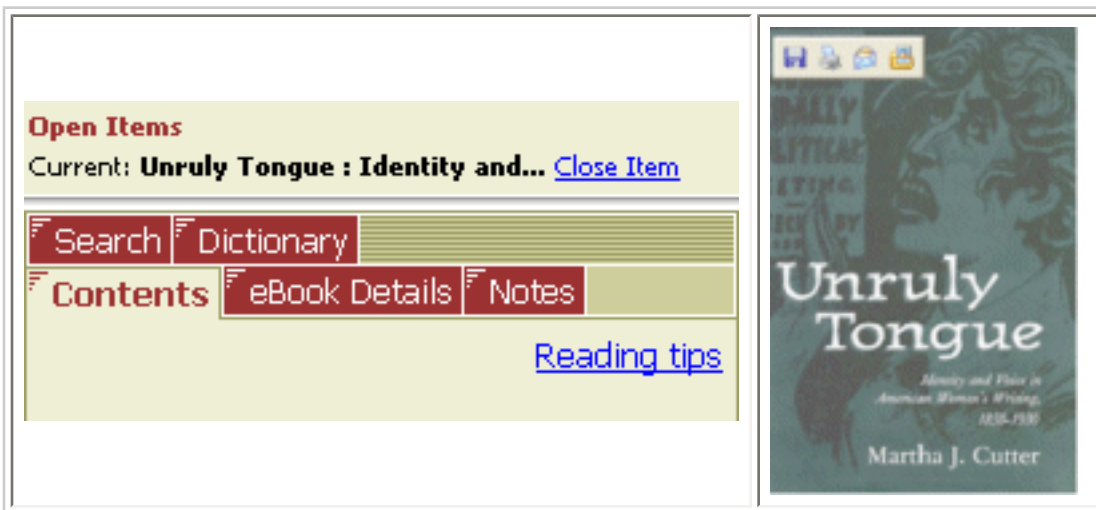


Title	<input type="text"/>	And
Author	<input type="text"/>	And
Full Text	<input type="text"/>	And
Subject	<input type="text"/>	

Search **Clear**

Viewing eBooks Online

When opening an eBook, the tool palette is displayed on the left-hand side of the screen, and the document is displayed on the right. The Tool Palette provides several different information tools, divided into tabs for various functions.



1. The **Contents** tab is the default tab. It presents the ebook's table of contents, and by clicking on chapter headings, the viewer sees the beginning text of each chapter. Use **Navigation** buttons on the text page to move forward and backward.



2. The **Dictionary** tab allows the viewer to look up a term while reading an ebook.
3. The **Details** tab provides publication information.
4. The **Notes** tab lists each of the user's notes within the current ebook. Notes are arranged by page number. (You must be logged in to use the Notes tab).
5. **Search**-Allows the user to search for specific terms within an ebook.

Notes

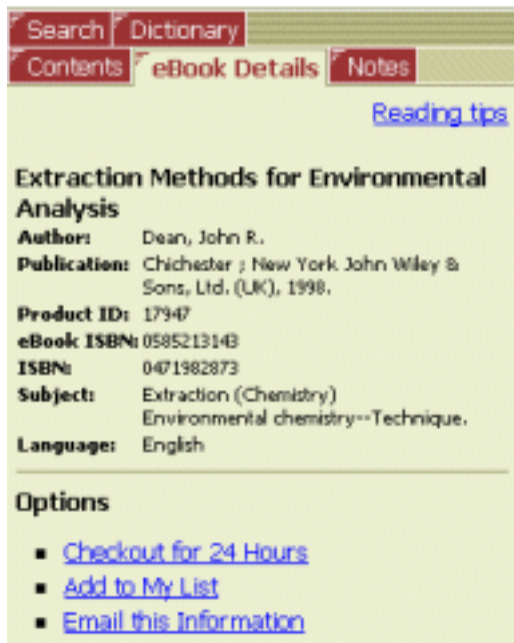
* Required fields.
 * Name:
 Note:

1. To add a Note, click the Add Note button.
2. In the pop-up window, enter name of note (current page is provided).
3. Enter text (limited to 500 characters).
4. Click Save.
5. Each time you log-in, you have access to your notes and saved list of titles.
6. To access My List and Notes, log-in and click link on top right-hand side of the netLibrary screen.

 [My List and Notes](#) | [My Checked Out eBooks](#) | [Edit My Account](#) | [Log Out](#)

Viewing Options

1. **Requirements**-In order to view some ebooks, either Adobe Reader 6.0 or DjVu plug-in is required. Sawyer Library research computers have Adobe 6.0. If the DjVu plug-in is required, do not download to Sawyer Library computers.
2. **View This eBook**-allows the user to view the full-text of an ebook without logging-in or creating an account. You may view the ebook for a short time (approximately 15 minutes).
3. **Checkout**-(Found under eBook Details) allows the user to check out an ebook to his or her account for a defined check-out period (usually 24 hours).
4. **Check In**-When the checkout period has expired, the ebook is automatically returned to the library. The user can return an ebook before the viewing time expires by clicking "Check In" on the "My Checked Out eBooks" link on the upper right-hand corner of the screen.



The screenshot shows a web interface with a navigation bar at the top containing links for Search, Dictionary, Contents, eBook Details, and Notes. Below the navigation bar is a link for Reading tips. The main content area displays the title 'Extraction Methods for Environmental Analysis' and the following details:

Author: Dean, John R.
Publication: Chichester ; New York: John Wiley & Sons, Ltd. (UK), 1998.
Product ID: 17947
eBook ISBN: 0585213148
ISBN: 0471982873
Subject: Extraction (Chemistry)
Environmental chemistry--Technique.
Language: English

Below the details is an 'Options' section with three links:

- [Checkout for 24 Hours](#)
- [Add to My List](#)
- [Email this Information](#)

Copying and Printing Online

1. The user may print or copy one page at a time by using the browser's copy and print functions.
2. Printing an entire ebook violates copyright laws. NetLibrary logs excessive printing and copying, and sends the user a copyright warning.

Help Topics

Help Topics are extensive. Access them from the opening page of netLibrary, for additional assistance.

