

# NetLibrary User Guide

Available via the Hunter Institute Library Online website  
[www.hunter.tafensw.edu.au/libraries](http://www.hunter.tafensw.edu.au/libraries)

## WHAT IS NETLIBRARY?

NetLibrary is a web based eBook service giving you online access to books in a range of subject areas, particularly business and management.

NetLibrary eBooks can be accessed 24x7 from any PC where you have web access - in the library, at home or at work. You can search for a word or chapter in books, or even read a book from cover to cover. You can print pages of the book, or check it out to read later.

## OUR COLLECTION

The NetLibrary eBook collection comprises a statewide TAFE NSW collection, as well as books purchased by Hunter Institute libraries.

Access to the combined TAFE NSW and Hunter Institute collection requires a locally created user account. Please ask Library staff to create a username and password for you, which you can use for access on and off campus.

TIP: Ask campus library staff for information about any eBooks specifically added for your campus courses.

Access to the TAFE NSW collection only is also available via the TAFEcat using your DET username and password. Please ask library staff for further information.

## ACCESS to combined TAFE NSW and Hunter Institute eBook collection

- You will need to ask Library staff to create a user account for you.
- Go to the Hunter Institute Library Online page
- Click on **Online Resources** at the top of the page
- Click on the **NetLibrary eBooks – Hunter Collection** link.

## ACCESS via TAFEcat to TAFE NSW Collection

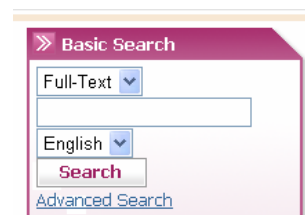
- Go to the Hunter Institute Library Online page.
- Click on **Online Resources** at the top of the page
- Click on the **NetLibrary eBooks – TAFE NSW Collection** link – this takes you straight to the eResources section of the TAFEcat.
- Students and staff log in using your DET username and password. For information on how to obtain a DET username and password see library staff or student administration.

## SEARCHING

### Basic Search

A Basic Search box is available on the NetLibrary homepage. The **Basic Search** box is also available on the right side of every search results page.

The **Full Text** Basic Search searches for your terms in every word of all full-text eContent.



The screenshot shows a 'Basic Search' window. At the top, there is a dropdown menu currently set to 'Full-Text'. Below this is a search input field. Underneath the input field is another dropdown menu set to 'English'. To the right of the input field is a 'Search' button. At the bottom of the window, there is a link for 'Advanced Search'.

You may get a more precise result by searching using **Keyword, Author or Title**. These options are available in the drop down box located in the search box.

## Advanced Search

**Advanced Search** can be accessed via the link below the basic search box on the home page, and is also available on every search results page.

Advanced Search allows you to construct more complicated searches using multiple fields (Title, Author, Full Text, Subject, ISBN, Narrator), Boolean operators (and, or, not), and limits (year, publisher, duration, language, format).

Enter information into any combination of search boxes for a more specialised search.

## Read an Ebook

Click the **View this eBook** link to open the book you want to read.



A contents listing appears on the left, allowing you to navigate to any section of the book.

You can also search within the book content to locate the information you require.

You can only read one page at a time on screen. Use the **Next** and **Previous** buttons in the eBook reader to move throughout the book.

## PRINTING

Use the “Print” features of your web browser (either the “Print” icon on the toolbar, or the File/Print commands on the menu bar at the top of the screen). You can only print one page at a time.

## FURTHER HELP

More detailed information on how to use NetLibrary is available from the **Help** section of the NetLibrary website.

## COPYRIGHT

Although you can print parts of an eBook, printing an entire eBook violates copyright laws.

Precautions are taken to protect copyright laws; if a suspicious usage pattern indicative of excessive printing or copying is detected the activity is logged and the user is sent a copyright warning.

*PLEASE ASK FOR MORE INFORMATION AT YOUR LOCAL HUNTER TAFE LIBRARY*