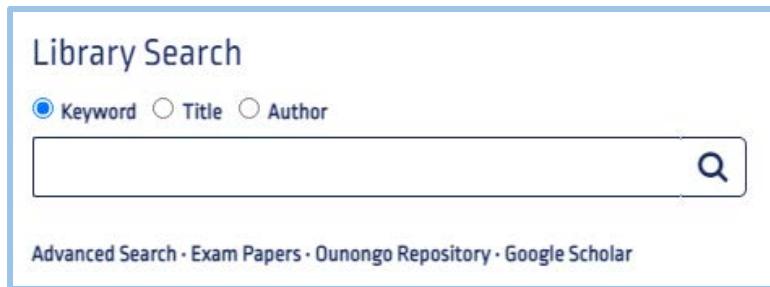


E-book Borrowing Manual

1. How to find e-books through Library Search

On the landing page of the [website](#), you will find the search box to search all physical and online resources.

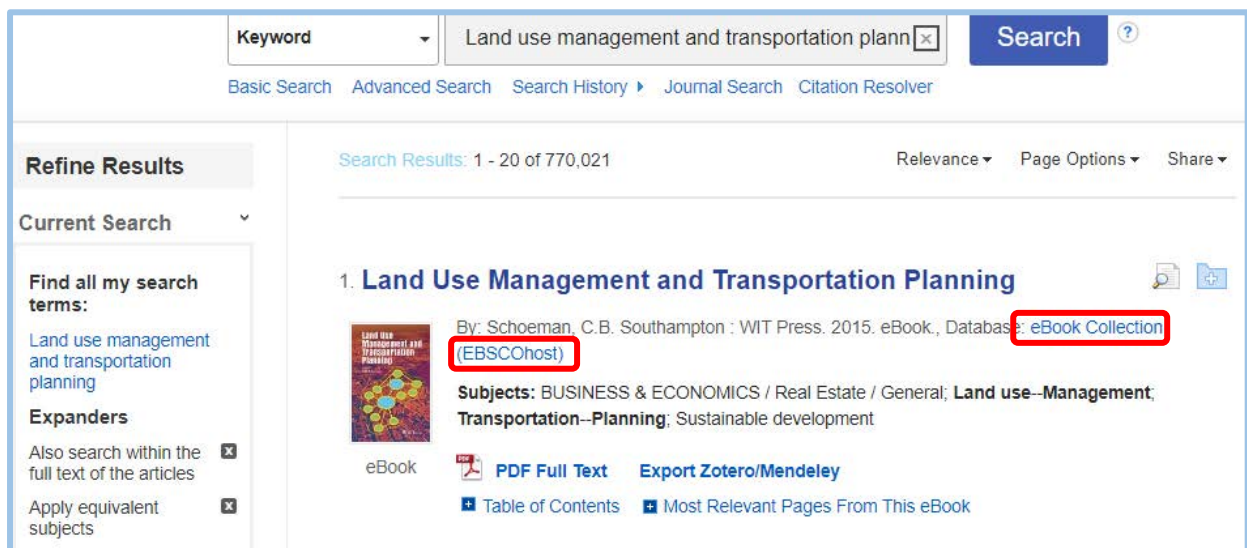


2. Retrieving your book from the result list

Search for the title of your choice from the Library holding using the search box above. You will then be presented with a list of results. You can refine your search by selecting e-books only on the left side of the results page to display only e-books. The Library has two major e-book platforms, namely EBSCO E-books and ProQuest's EBook Central.

3. Retrieving an e-book from EBSCO E-books

When retrieving an e-book from EBSCO E-books, identify the e-book searched and access it by selecting **PDF full text** just below the e-book details. Often, the book format will **EPUB** and not PDF. This is not a problem as Adobe Digital Editions opens both formats equally well.

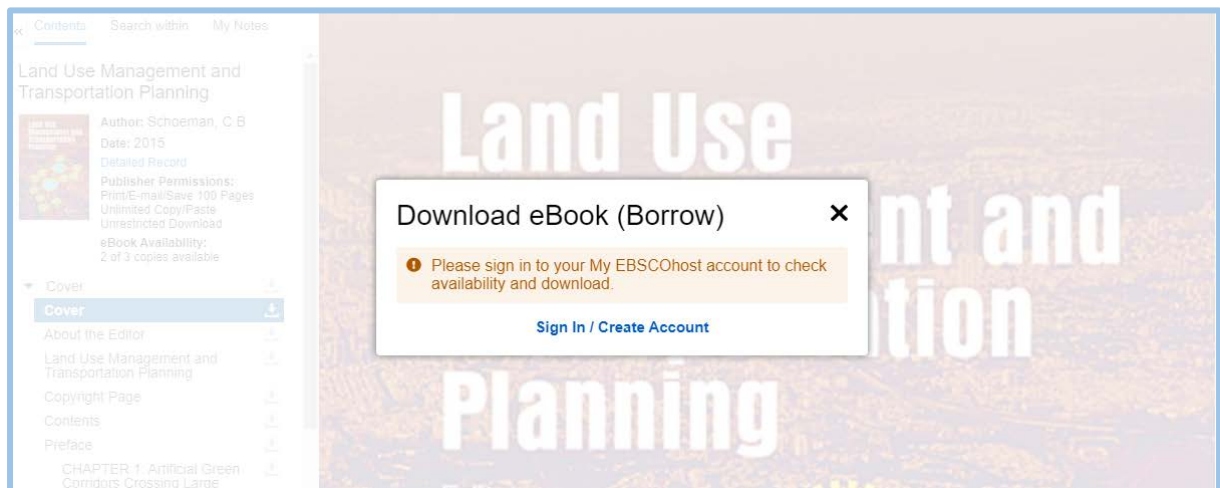


Once the book has opened, you will be provided with an option to download full text in the top right corner or browse by chapters on the left side of the title page.

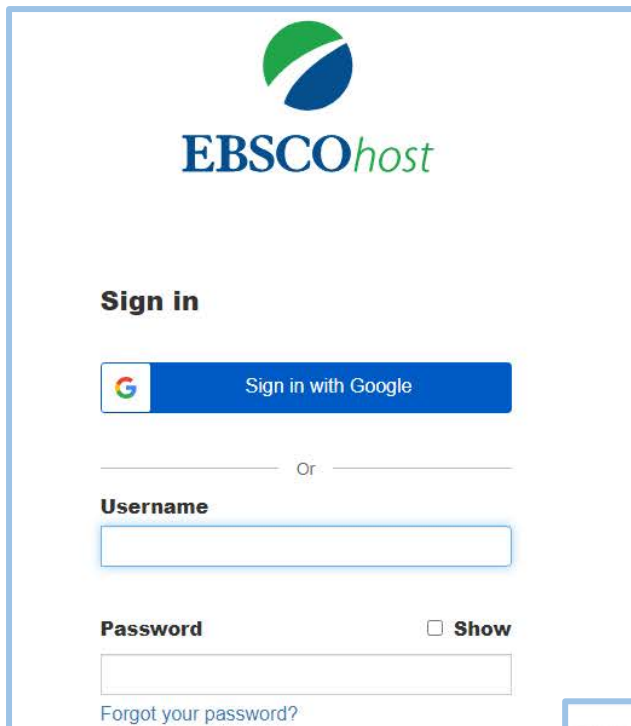


3.1 Downloading an e-book from EBSCO E-books

In order to download full text, click on **full download** in the top right corner of the title page. You will be prompted to sign in or create an account page. Continue to access the e-book by clicking on the sign in/Create account link.

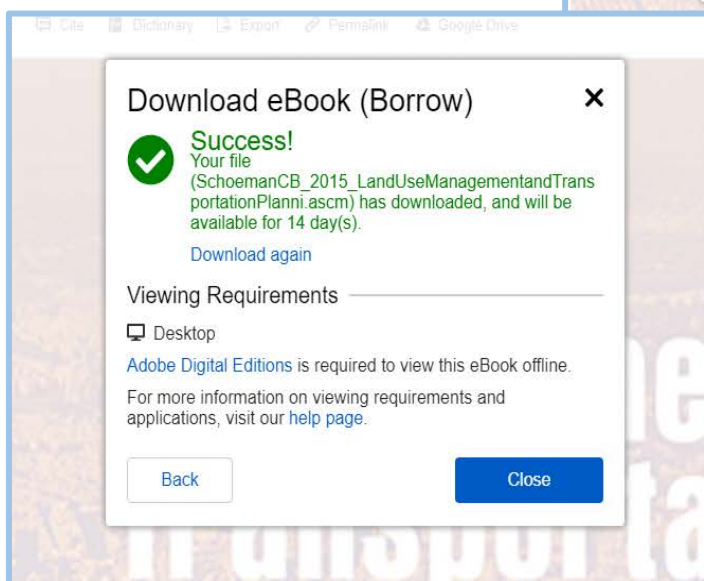
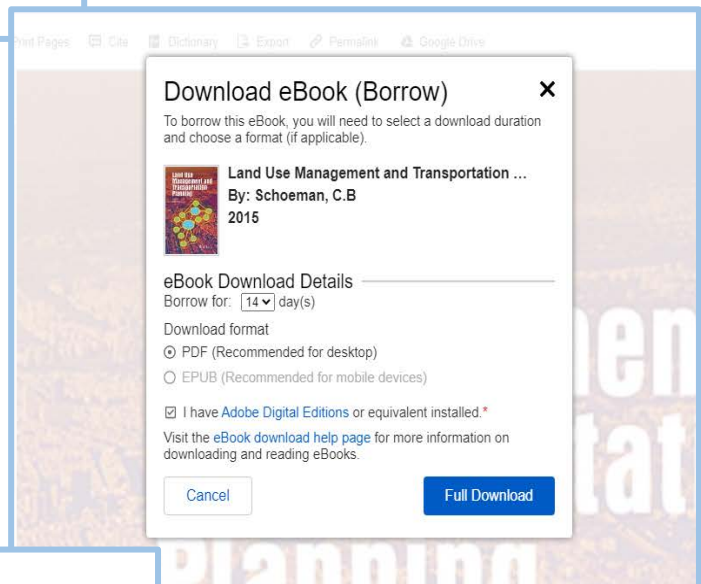


A new login page will open with different login options. Create a new user name and password or alternatively sign in with your Gmail account if you have one.



After signing in with your preferred option, you will be taken to the page below where you will be required to confirm if you have Adobe Digital Editions. If not you will be required to follow the Adobe link in order to download Adobe Digital Editions. On this page you will also need to select the number of days you will need to borrow the book with 14 days being the limit default number of days and then click full download.

After clicking full download, a download success message should appear on the screen to confirm that the book was downloaded.



4. Retrieving an e-book from ProQuest Ebook Central

When retrieving an e-book from ProQuest Ebook Central, identify the e-book searched and access it by selecting **Online Access** just below the e-book details. Upon clicking **Online Access** you will be redirected to the ProQuest database page where the book can be accessed.

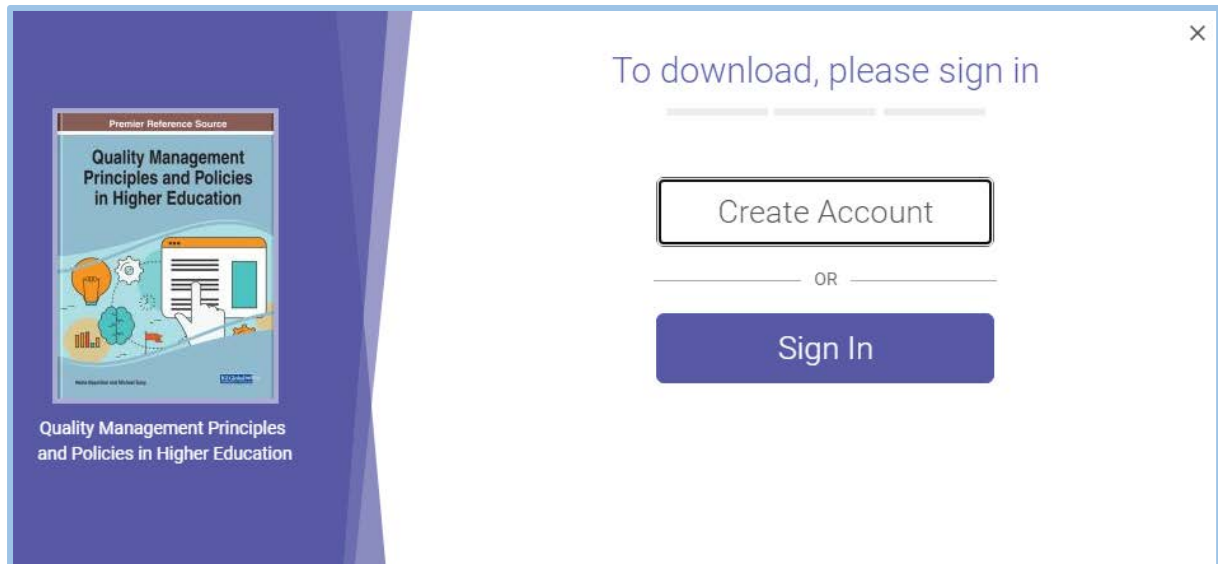
The screenshot shows the ProQuest search interface. At the top, a search bar contains the keyword "quality management principles and policies in hi" and a "Search" button. Below the search bar are navigation links: "Basic Search", "Advanced Search", "Search History", "Journal Search", and "Citation Resolver". On the left, a "Refine Results" sidebar shows the current search terms and expanders. The main search results area displays the first result: "1. Quality management principles and policies in higher education / Neeta Baporikar and Michael Sony, editors." Below the title is a small book cover icon and the text "Book". A red box highlights the "Online Access" button, which is accompanied by a green icon of a book with a play button. Other buttons include "Retrieve Catalog Item" and "Export Zotero/Mendeley".

A new ProQuest page will open where you will be given options to either read the book online, download the book or download the chapter you want only. Users are advised to read the book online if they have no intention of using the book for more days.

The screenshot shows the detailed view of the book "Quality Management Principles and Policies in Higher Education" by Neeta Baporikar and Michael Sony. On the left is a book cover image. The main content area is divided into sections: "Availability" (stating 3 copies are available), "Book Details" (including title, editors, publisher, and dates), and "Description" (providing a brief overview of the book's content). The "Availability" section includes three options: "Read Online" (57 pages remaining for copy), "Download Book" (114 pages remaining for PDF print/chapter download), and "Download PDF Chapter" (up to 114 pages). The "Book Details" section lists: TITLE: Quality Management Principles and Policies in Higher Education; EDITORS: Neeta Baporikar and Michael Sony; PUBLISHER: IGI Global; PRINT PUB DATE: 2019-08-02; EBOOK PUB DATE: N/A; LANGUAGE: Show more. The "Description" section begins with: "One of the key elements in determining the socio-economic significance of education is quality. Quality management plays an integral role in higher education by ensuring that quality benchmarks are being met, thereby attributing to its practice, increased enrollment, and student success. Quality management Show more".

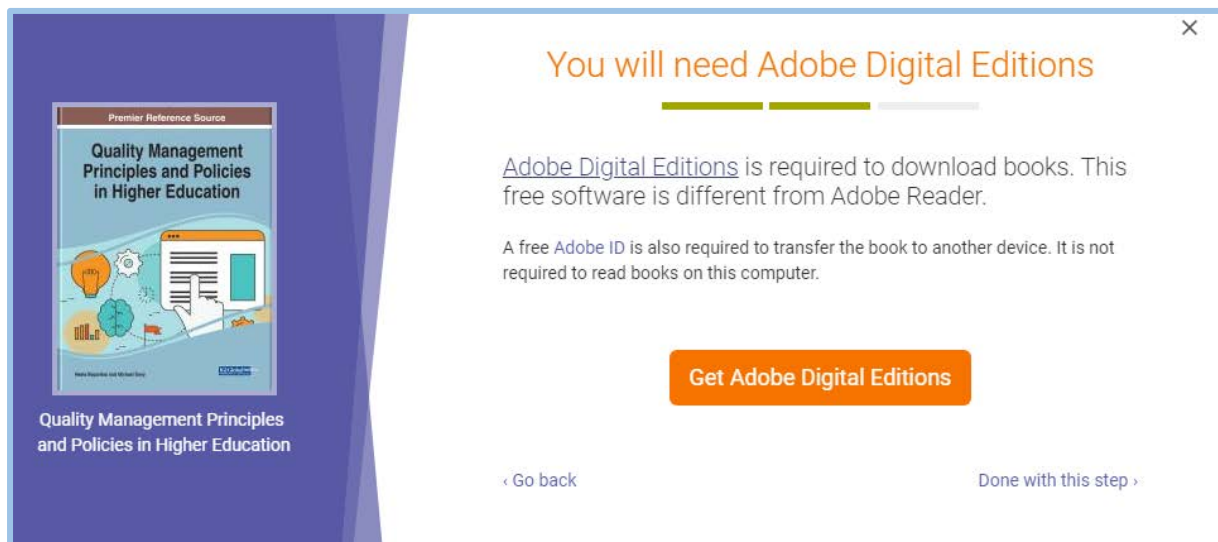
4.1 Downloading an e-book from ProQuest Ebook Central

In order to download full text, click on **Download Book**. You will be prompted to sign in or create an account page. Continue to access the e-book by clicking on the Create Account or Sign In link in order to create a new account or signing in.

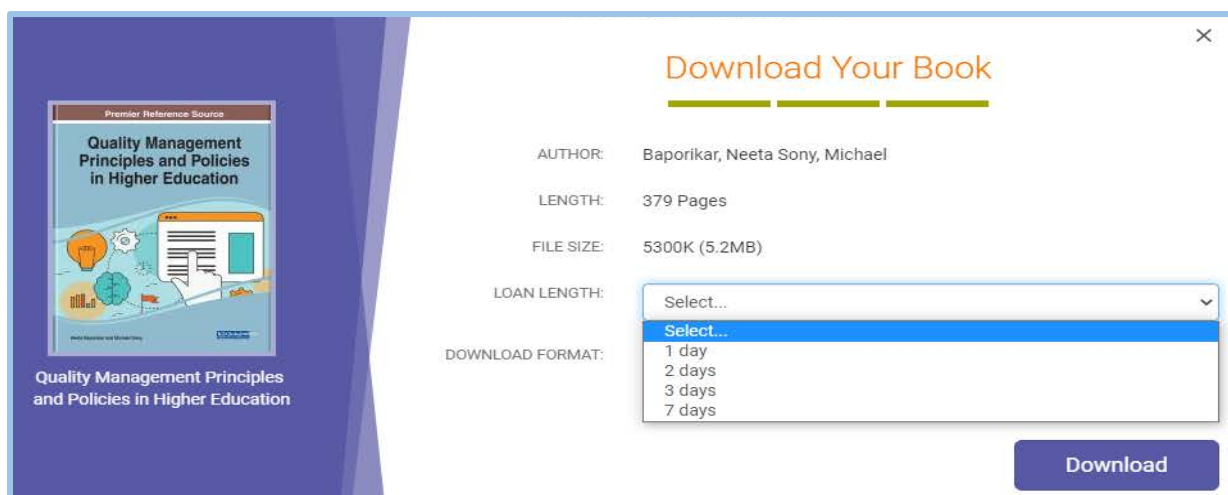


A new page will open asking you to continue depending on the device you are using. Select your choice and click continue.

A new page will open prompting you to download **Adobe Digital Editions**. If you have not downloaded Adobe yet, click on **Get Adobe Digital Editions**, optionally click on **Done with this step** to continue.

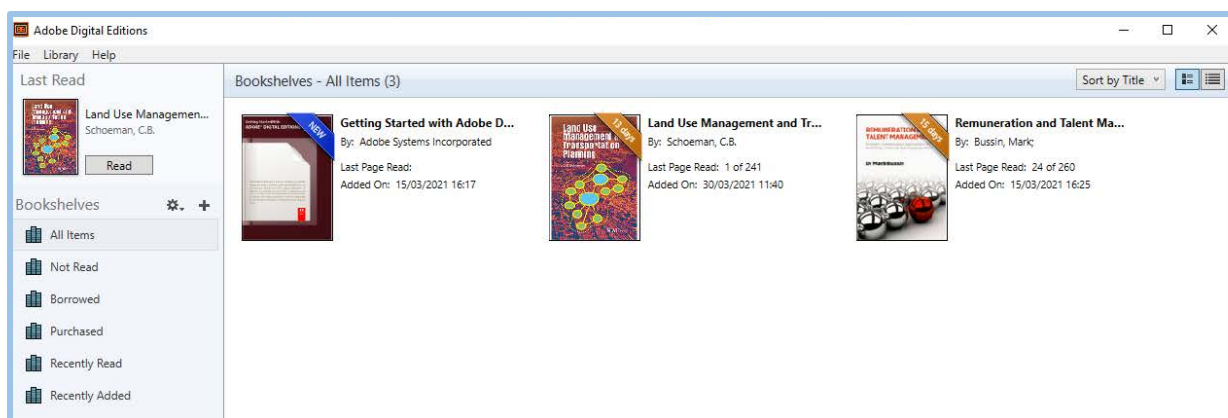


It will take you to a new page where you will be required to select the number of days you wish to borrow the book under the Loan Length drop down menu. Select the number of days up to a maximum number as given for the book and click on **Download**.



5. Accessing a downloaded e-book on Adobe Digital Editions

Click on the downloaded file in order to open the e-book in the Adobe Digital Editions. The downloaded book will appear in your Adobe Digital Editions reader. To open the book just click on it and it will be ready for reading. The number of days left will be indicated on the cover page.



6. Returning a borrowed e-book

It is **important** to note that due to limited number of e-books in the collection, it is advisable for users to return the book after using it, even though there are still days left on your lending period. You can do that by right clicking on the book in Adobe Digital Editions and select **Return Borrowed Item** or **Remove from Library**, which ever option is highlighted on the drop-down menu.

