Avondale Libraries

Guidelines for Lecturers: Electronic Books (e-books)

1. BACKGROUND
Electronic books (e-books) are gaining popularity in academic libraries because they:
- provide 24/7 access
- allow for multiple concurrent users
- provide advanced search and note-taking capabilities
- monitor printing and downloading of content for copyright compliance
- reduce administration costs – processing, storage, repair and replacement
- eliminate fines and late fees for borrowers
- provide access within 24 hours or less of ordering from the vendor

Factors to consider when purchasing e-books:
1. How many students in the class?
2. What is the means of delivery? Face to face, distance, mixed mode
3. Where are your students geographically located? On campus, off-campus – local or overseas
4. Would you need to purchase multiple copies of the print book to cover class requirements?

Avondale Libraries will purchase e-books in preference to print unless instructed by the faculty member.

Access
E-books are accessible two ways:

1. Via PrimoSearch
   a. type in the title, or
   b. type in a keyword and limit your search to ebooks, or
   c. type in subject or keywords and the results screen will provide a mix of print and e-books.

On the results screen, click on the link that says View Online

2. Via the specific e-book library collection – go to the Library website and click on Databases>E-Books http://www.avondale.edu.au/library/databases/e-books/

There you will see a list of e-books and e-book collections available to Avondale students and staff. The largest collections are:

- ACLS Humanities E-book (unlimited concurrent users)
- Ebook Central (login needed)
- OVID Fast Fact Books

Ebook Central

To access any book from this collection, you will be asked for your user name and password, whether you are on campus or off. This is so the login can be tailored to your needs - you can set up a bookshelf of the books you have borrowed, make notes, print, copy and paste, or bookmark.

You can browse the content for 10 minutes, after which time you will be asked if you wish to 'borrow' the book. If you say 'yes', you will be given a loan period of up to 4 days You can access the book from any computer anywhere in the world providing you access it via the Avondale website. With your personal login, you can access all your notes, and monitor how much of your loan period you have left, how many pages you can still print, or copy and paste.

After your time is up, you will be asked if you wish to re-borrow the book. If you say 'yes' you will be given another loan period. If you say no, the book will close. You can borrow the book as many times as you need, but don't borrow it if you know you can't use it - it will be available whenever you need it. Multiple people can usually use the same e-book at the same time, so it's always available with no postage costs and no overdue fees.

In 2017 the library added an additional 38,000 ebooks to Ebook Central under a Patron Driven Acquistion scheme. When a book is borrowed twice the library is then charged for the full purchase of the book. This scheme allows patrons to select and purchase the books they need.

Using e-book chapters in Moodle
In print books only one chapter can be placed on Moodle via e-Reserve at a time.
With e-books, one chapter may be placed on Moodle via e-Reserve, PLUS additional chapters from the same book may be purchased to place on Moodle via e-Reserve without breaching copyright regulations. Please see your campus acquisitions officer if you require additional chapters to be purchased.

Questions?

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