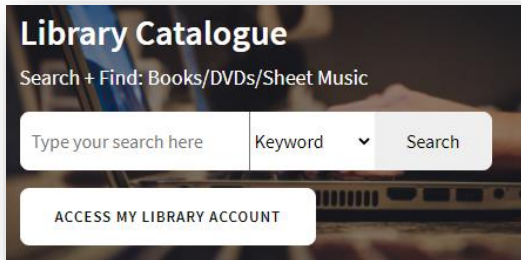


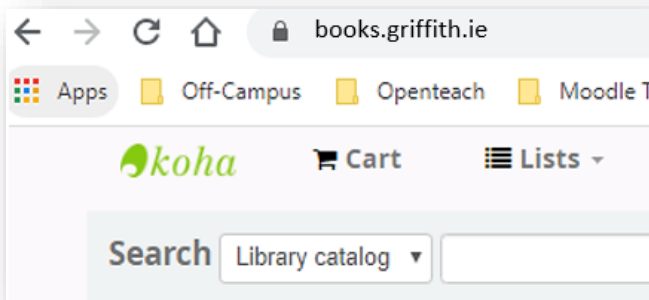
Accessing eBooks through the Griffith College Library Catalogue

This guide is to demonstrate how you can access eBooks from the library catalogue when off-campus.

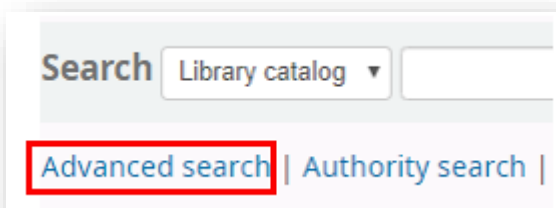
1. You can access the library catalogue through the Library Website homepage.



2. You can also access the catalogue directly by typing in <http://books.griffith.ie> into the address bar at the top of your browser window. You do not need a password to browse the library catalogue at this point, as it is open access.



3. Click on the **Advanced Search** link.

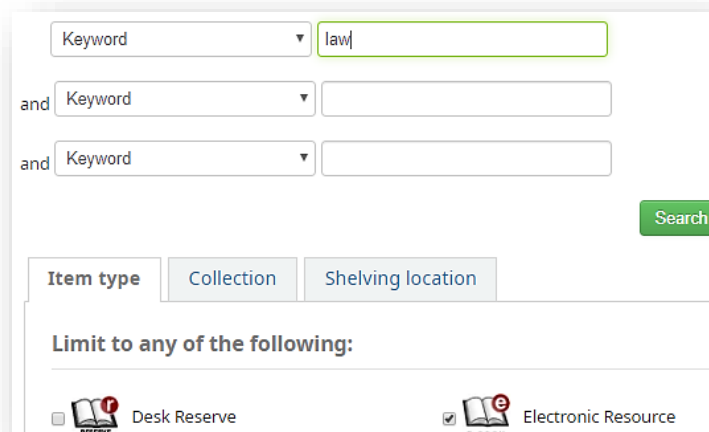


4. Select the **Electronic resource** option to limit your search to viewing only eBooks and Resources available to read or access online.



5. You can **Refine** this search further in several ways.

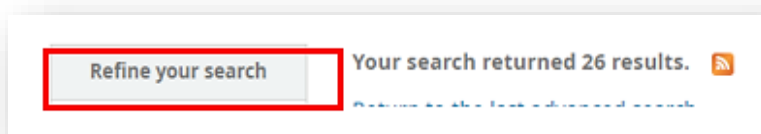
- a) Adding in a second **Keyword term** into the search field. For example add the term law or business into your research.



The screenshot shows a search interface with three 'Keyword' dropdown menus. The first dropdown is set to 'Keyword' and the input field contains 'law'. Below the dropdowns are two 'and' labels followed by empty input fields. A green 'Search' button is located to the right. Below the search fields are three tabs: 'Item type', 'Collection', and 'Shelving location'. Underneath, there is a section titled 'Limit to any of the following:' with two options: 'Desk Reserve' (unchecked) and 'Electronic Resource' (checked).

- b) **Limit** using the options to the left side of the screen.

For example: by title, authors, or by topic.



Top Tip: It can be useful to keep your search reasonably wide at first, as this can allow you to discover texts that you are not familiar with.

6. When you go into a book record you will need to select the **Click here to access online** link.



7. If you are not logged into Moodle you will be prompted to do so at this point. Use your single sign on details (Your Moodle username and password)