

Using MyiLibrary

is easy as **1-2-3!**



Account Setup/Login

- Sign up for Account: Follow the onscreen prompts to set up a personalized user account which will allow you to create and save notes, searches and settings.
- Login to my Account: If you are a returning user, login to access saved notes and searches.

Site Navigation (Dropdown Toolbar Menu tab)

- My Content: A complete listing of all available content
- My New Content: A complete listing of all newly-added content
- My Resources: External resources which may be available

Quick Search

- To run a “quick search,” enter the search term in the textbox at the top of the home page.
- You will be presented with a list of titles that matched your criteria, with the highest ranked title at the top.

Refining Your Search

- Take a more in-depth look at your quick search results by following prompts in the task pane on the right side of your results.
- When you have refined your search, you can:
 - 1) Save it by logging into your account and naming it, or
 - 2) Export it to a CSV file.

Advanced Search

If you know more of the details of the subject matter or titles that you need, you may find them more quickly via Advanced Search.

My e-Book

Once you have found and selected the e-book that you were looking for:

- Search within your selected book to find specific words or phrases (via “search” prompt on the right hand side of the screen).
- To open the e-book, click the “Read Book” link. This will open the e-book using the same window.
- If you wish to view the full Table of Contents, simply select from the dropdown menu. You can click on a chapter heading to open the book on that chapter.
- To view four different styles of citation for this title, select “Citation” from the dropdown menu.
- To adjust how a PDF appears on the screen, use “my PDF functions.” (This is only available for PDF-based e-books).
- Link to a free online dictionary to find a definition of any word you are unsure of.

Making Notes

- To create a note once logged into your account, click on “Create/Edit Notes.”
- After clicking Create/Edit Notes, write your note in the “notes admin” window.
- Notes can be saved for future use. Click “Save New Note” to save.
- Older notes can be updated as needed by clicking “Update Note.”

Suggest a Title

Email us with details of an e-book you want added to MyiLibrary:

- Select “suggest a title” to propose a title you would like to see added to your collection.
- Fill in this form and click “Submit.”

Help

- “My Help” details the most commonly asked questions about MyiLibrary:
- Select “help” to view the frequently asked questions about MyiLibrary.

My Saved Searches

- Once logged into your account, select “my saved searches” (via “my account” dropdown menu) to view your saved searches.

My Bookmarks

Review or email the notes you’ve made in an e-book:

- Once logged into your account, select “my bookmarks” (via “my account” dropdown menu) to view your notes.
- Click to the button to delete, print or email your notes.
- Click on the cover or the title to open the e-book.

My Settings

Establish your preferred reader and content settings here:

- Once logged into your account, select “my settings” (via “my account” drop-down menu) to view your current settings.
- Select your preferred settings and click “Save” to establish these preferences.