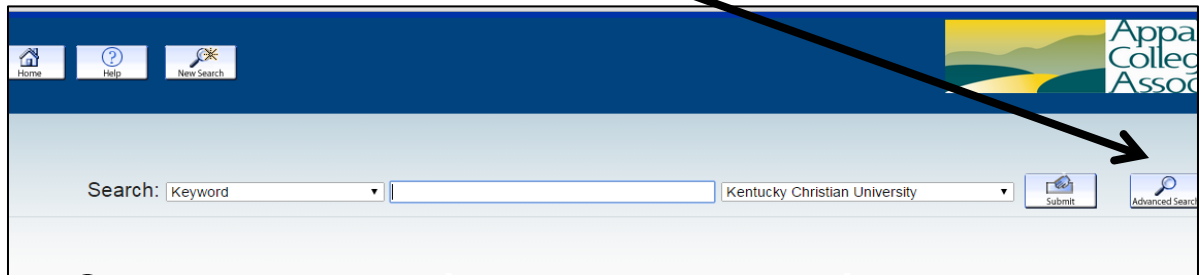


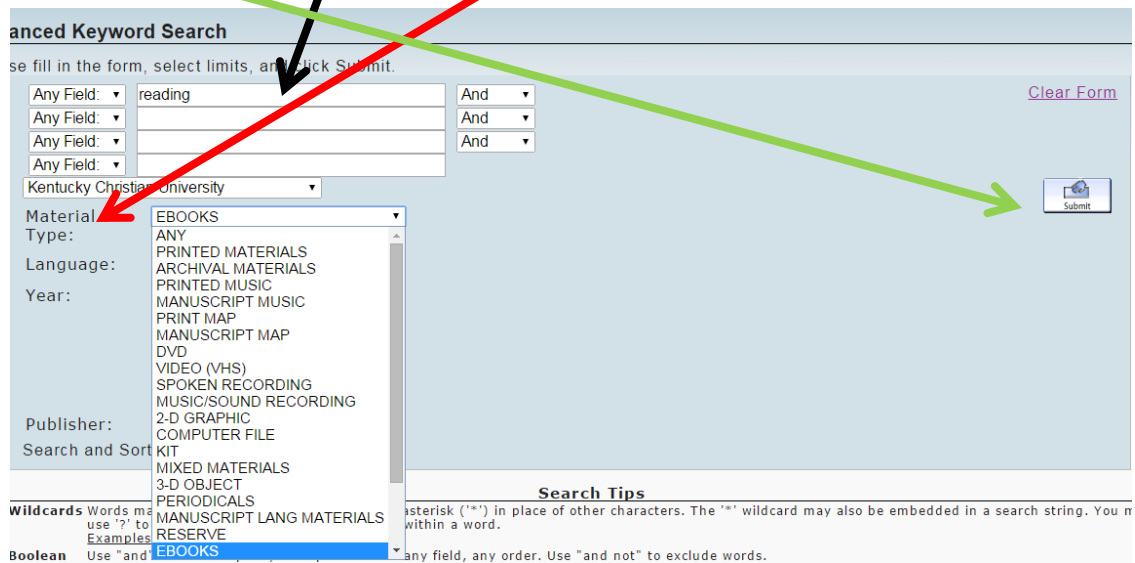
How to Locate and Use an Electronic Book

1. Go to the KCU Library home page (<http://www.kcu.edu/library>)
2. Click on “Research” in the column on the left
3. Click on “Catalogs” in the column on the left
4. Click on “Online Catalog”
5. Click on the button that says “Advanced Search” at the end of the search boxes.



This screenshot shows the top of the KCU Library website. At the top left are icons for Home, Help, and New Search. On the right is the Appalachean College Association logo. Below these is a search bar with a dropdown menu set to 'Keyword', a text input field, and a dropdown menu set to 'Kentucky Christian University'. To the right of the input field are 'Submit' and 'Advanced Search' buttons. A black arrow points from step 5 of the instructions to the 'Advanced Search' button.

6. Type your search term in the top box.
7. Click on the drop down menu beside “Material Type” and select “EBOOKS”.
8. Click on “Submit”



This screenshot shows the 'Advanced Keyword Search' form. It includes several input fields: 'Any Field:' with a dropdown and text input (containing 'reading'), 'Any Field:' with a dropdown and text input, 'Any Field:' with a dropdown and text input, and 'Any Field:' with a dropdown and text input. Below these is a dropdown menu for 'Kentucky Christian University'. The 'Material Type:' dropdown menu is open, showing a list of options including 'ANY', 'PRINTED MATERIALS', 'ARCHIVAL MATERIALS', 'PRINTED MUSIC', 'MANUSCRIPT MUSIC', 'PRINT MAP', 'MANUSCRIPT MAP', 'DVD', 'VIDEO (VHS)', 'SPOKEN RECORDING', 'MUSIC/SOUND RECORDING', '2-D GRAPHIC', 'COMPUTER FILE', 'KIT', 'MIXED MATERIALS', '3-D OBJECT', 'PERIODICALS', 'MANUSCRIPT LANG MATERIALS', 'RESERVE', and 'EBOOKS'. A red arrow points from step 7 to the 'Material Type:' dropdown, and another red arrow points to the 'EBOOKS' option. A green arrow points from step 8 to the 'Submit' button. At the bottom left, there are sections for 'Wildcards' and 'Boolean' search tips. A 'Clear Form' link is visible in the top right corner.

9. The Call # will read “Electronic Resource”

To Open the book:

10. Click on the title of the book

11. Click on the phrase “Click here to view this resource online”

(Search History)		
Author	Sweeney, Megan, 1967-	
Title	Reading is my window [electronic resource] : books and the art of reading in women's prisons / Megan Sweeney.	
Pub. Info.	Chapel Hill : University of North Carolina Press, c2010.	
LOCATION	CALL #	STATUS(1)
KY Christian Electronic Resources	Electronic Resource	ONLINE
Click here to view this resource online.		

12. Click on “PDF Full Text” to view the book. Click on “Download This e-book (Offline)” to check it out.

New Search Dictionary eBooks		Sign In Folder Preferences Languages Ask	
Searching: eBook Collection (EBSCOhost) Choose Databases			
AN 312425	Select a Field (optional)	Search	Clear
AND	Select a Field (optional)		
AND	Select a Field (optional)		
Basic Search Advanced Search Search History			
Result List Refine Search 1 of 1			
Reading Is My Window : Books and the Art of Reading in Women's Prisons			
Authors: Sweeney, Megan			
Publication Information: Chapel Hill : The University of North Carolina Press. 2010			
Description: eBook.			
Subjects: African American women--Books and reading African American women--Study and teaching (Higher) Women prisoners--Books and reading--United States Books and reading			
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