

# Guide to Ebooks and Digital Resources

ACM Library owns various books in digital (electronic) format. Most are accessible online from off-campus. Some can be downloaded to a laptop, tablet or other device for viewing offline. Here is a summary of what is available, but please ask a Librarian if you need specific assistance.

## Reference Books (Dictionaries, Encyclopedias, Handbooks):

These are **not** periodical indexes; searches result in sections, chapters or “articles” which appear in encyclopedias, dictionaries, handbooks, etc. These resources do not produce articles from journals, magazines or newspapers. Digital versions of reference works can be located in two different ways:

- 1) **Via the Online Public Access Catalog (OPAC):** If a title you locate through a search of the OPAC is available in digital format, you will see a note in the OPAC record with a link to a website. For example:

 [Web Site Available for Allegany College of Maryland via Gale Virtual Reference Library.](#)

You can access the digital content directly by clicking the link right in the OPAC record. You might first be required to enter your ACM login (username and password that is also used on Brightspace or Self-Service). Once you have access, look for a search box to enter keywords to search the content of the book. Most allow you to print and/or save sections of text.

- 2) **Via the Online Databases page:** A number of digital reference books are directly accessible on our Online Databases page. If, for example, you know you want to use the *Gale Encyclopedia of American Law* you can skip the OPAC step, and go directly to the link on the Online Databases page. From the [Library main page](#), click on the tab or link for Online Databases. (Off-campus access will require you to enter your ACM login.) Note that some are “containers” of multiple publications. Browse the alphabetical list, or use the Subject List to find such works as:

**Britannica Online:** A multidiscipline encyclopedia

**Gale Virtual Reference Library**, which includes multiple publications, including the **Gale Encyclopedia of Medicine**, **Encyclopedia of American Law**, and a number of other reference works.

**Oxford English Dictionary** : a multivolume dictionary with detailed information on word origins.

**Psychology and Behavioral Health** (A specialized reference source published by Salem)

**Health Reference Series:** “Sourcebooks” providing consumer health information on various topics, including, cancer, brain disorders, adolescent health, mental disorders, etc.

**Magill’s Medical Guide** (Reference resource on medical diseases, disorders, treatments, human anatomy, and biology.)

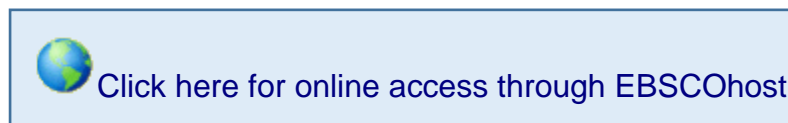
Each of these has a search box so that you can search the content by keyword(s) and print or save specific sections. Note that some, such as Gale Virtual Reference Library, allow you to choose specific publications to search within if needed. **Be sure to ask for help if you have questions.**

### **Ebooks (Monographs in Digital Format):**

ACM Library also currently provides a growing collection of ebooks (monographs, other than Reference books) via several different vendors, including **EBSCO, Infobase, Health Reference Series and Gale**. These books can be viewed full-text online and some (depending on publisher and copyright restrictions) can be downloaded to your computer or a compatible device for a limited time period. Each vendor has different procedures and policies for using them. Printing limits might also vary. The following are descriptions of various vendors

### **EBSCO**

1) **Via the Online Public Access Catalog (OPAC):** As you would locate printed books, you can locate some EBSCO ebooks by searching the ACM Online Public Catalog (OPAC) You will see a note that looks like this:



Here is one EBSCO ebook OPAC entry as an example:

ALLEGANY COLLEGE MARYLAND  
Cumberland, MD • Everett, PA • Somerset, PA

Allegany College of Maryland Library System

LIBRARY INFO SEARCH ONLINE DATABASES MY ACCOUNT HELP

Save Search

Keyword search for:

Search by:    
Limit by:    Course reserve items only

More Search Options

1 - 1 of 1 Page: [1]

1. *Public health nursing practicing population-based care*

... enforcement / Susan Moscou -- Protecting, sustaining, and empowering : a historical perspective on the control of epidemics / Christine E. Hallett -- Historical highlights in disaster nursing / Barbara Mann Wall and Arlene Keeling -- Public health : costs, challenges, and considerations / Mary Alice Higgins Donius -- Nursing education and public health nursing / Cathleen M. Shultz and Karen Kelley. ...

Publisher, Date: Sudbury, Mass. : Jones and Bartlett Publishers, c2011.

Web Site: [Click here for online access through EBSCOhost](#)

Description: 1 online resource (xxi, 417 p.) : ill.

Local Availability: 1 (of 1)  
System Availability: 1 (of 1)  
Call Number: RT97 .P836 2011eb

Availability  
Full Display  
Place Request

2011

Click here for online access

1 - 1 of 1 Page: [1]

EBSCOhost: Public Health Nursing : Practicing Population-based Care [EBAN-337729] - Windows Internet Explorer

allegny.edu/.../EBAN-337729

EBSCOhost: Public Health Nursing : Practicing Popul...

Search:

Public Health Nursing : Practicing Population-based Care

Authors: Levenson, Sandra  
Truglio-Londrigan, Marie

Publication Information:  
Sudbury, Mass. : Health Press, 2011

Description: ebook.

Subjects: Public health nursing  
Evidence-based nursing

Categories: MEDICAL / Nursing / Medical & Surgical  
MEDICAL / Nursing / Reference

Related ISBNs: 0789763765542, 0789763762382

Accession Number: 337729

Database: ebook Collection (EBSCOhost)

Table of Contents

- || TITLE
- || COPYRIGHT
- || CONTENTS
- || FOREWORD
- || PREFACE
- || ACKNOWLEDGMENTS

Click here to get full text

**Note:** You must click on the Ebook full-text link (on the left) to browse or search the content. For the example book here is what you see when you click on the full-text link:

The screenshot shows a web browser window displaying the full-text page for the ebook 'Practicing Population-Based Care' by Marie Truglio-Londrigan and Sandra B. Lewenson. The page features a large central image of healthcare professionals and a table of contents on the left. A search tool is located in the top right corner, and navigation arrows are positioned at the bottom of the page. Two callout boxes provide instructions: one points to the search tool, and another points to the navigation arrows.

Use the Search Tool on the top right side of the window to search within the content of the book

You can browse the content by using the arrows under the window to navigate to specific pages.

2) You can also search the EBSCO Ebooks Collections separately by clicking on the Ebooks Collection and/or Clinical Collection links on the Online Databases page. Once the EBSCOhost window opens, you can browse what books are available by clicking on the

“Ebooks” tab on the blue header in the upper left. All of the ebooks available to ACM users will appear below. You can then select specific titles to open and search or browse.

3) Or, you can select our ebooks collection **as part of a periodical database search**. For example, if you are searching in Academic Search for journal articles on a topic, you can search the available ebooks on that same topic at the same time. To do this, first click on the “Choose Databases” option and then check the Ebooks collection box and/or the Clinical Collection box. This option only works when you are searching an EBSCO database.

**Note:** For detailed instructions for using EBSCOhost Ebooks, click on the **Help** link on the blue header at the upper right of the opening EBSCO page.

### Downloading from EBSCO

The content of the EBSCO ebooks are available full-text online at all times. However, if you require that an ebook be downloaded **so that you can read it offline on a laptop or tablet**, here are instructions: You may download the entire book by clicking on the “Download this Ebook (Offline)” button on the lower -left-hand side of the EBSCOhost Ebook window. You will be asked to create an EBSCOhost account and then be given availability information. If the book is available, you can choose how long a period (from 1 to 14 days) you can borrow it.

**Note:** *If you choose to download, the content will not be available to any other ACM library user within the loan period.* **Unless you absolutely need to download and read the entire book, please use the online full-text viewer instead and print out or save specific sections of content as you need them. Use the tools on the right side of the window to search, print, save or email.**

### Gale

Gale ebooks are accessible via both the Online Catalog and the Gale Virtual Reference Library link on the Online Databases page. Here is an example of a book record in the Online Catalog:

The screenshot shows a book record for "4. Medical marijuana" from the Gale virtual reference library. The record includes a small image of the book cover, the title, and the publisher information: "Detroit : Greenhaven Press, 2014." The description states it is "1 online resource (102 p.) : ill." and is part of the "Issues that concern you" series. Availability information shows "Local Availability: 3 (of 3)" and "System Availability: 3 (of 3)". The call number is "ONLINE". On the right side, there are buttons for "Availability", "Full Display", and "Place Request". Below these buttons is a small icon and the year "2014", with an "Add to My List" link underneath. A blue callout box with the text "Click here to access" has an arrow pointing to the "Web Link Available via Gale Virtual Reference Library" text.

4. Medical marijuana  
... Gale virtual reference library ...  
Web Site: - Web Link Available via Gale Virtual Reference Library.  
Click here to access  
Publisher, Date: Detroit : Greenhaven Press, 2014.  
Description: 1 online resource (102 p.) : ill.  
Series: Issues that concern you.  
Local Availability: 3 (of 3)  
System Availability: 3 (of 3)  
Call Number: ONLINE

Availability  
Full Display  
Place Request  
2014  
Add to My List

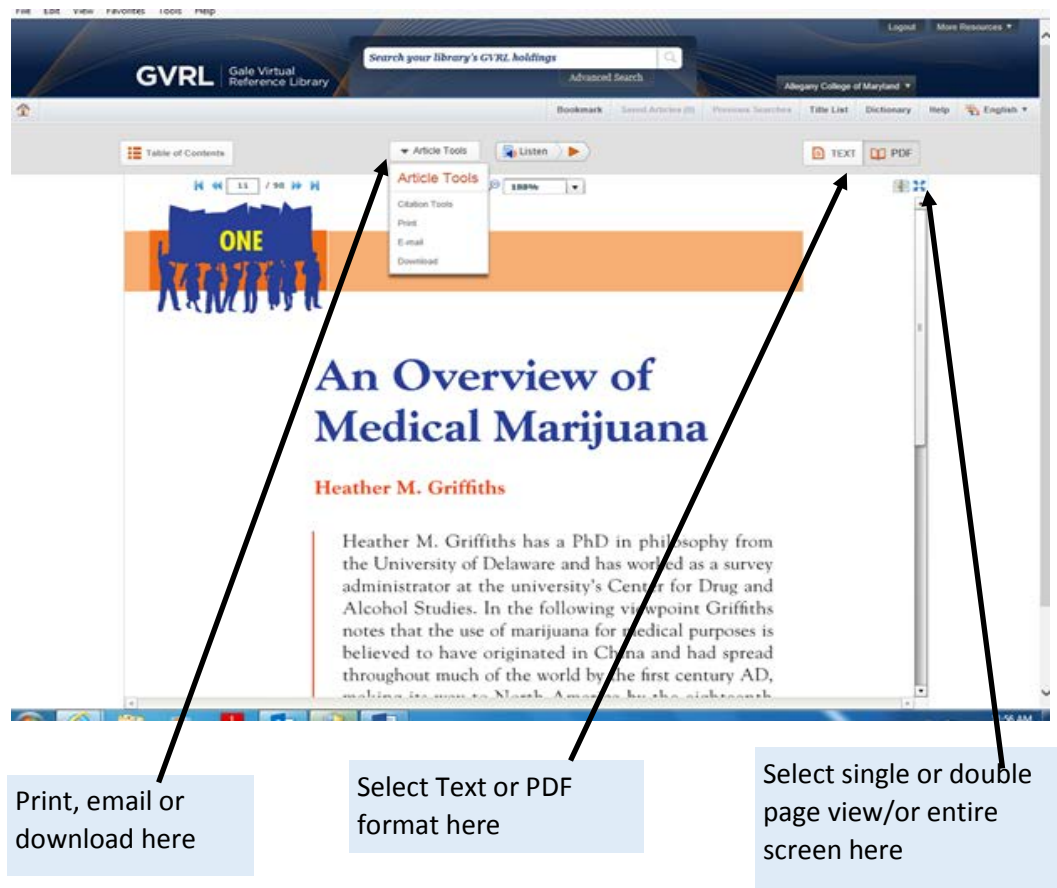
Here is an example of the Table of Contents page of the ebook above:

The screenshot shows the GVRL (Gale Virtual Reference Library) interface. At the top, there is a search bar with the text "Search your library's GVRL holdings" and a search icon. Below the search bar, there are navigation tabs: "About This Publication", "Table of Contents" (which is highlighted), "Book Index", and "List of Illustrations". The main content area displays the title "Medical Marijuana, 2014" and the publisher "Greenhaven Press". Below the title, there is a "Table of Contents:" section with a list of chapters and sections. On the left side, there is a book cover image for "Medical Marijuana" and a "Browse Book" button. The list of chapters includes:

- Front Cover
- Title Page
- Copyright Page
- Contents
- Introduction
- An Overview of Medical Marijuana
- Medical Marijuana Has Numerous Medical Benefits
- Marijuana Has No Medicinal Value
- Teenagers Should Be Allowed to Use Marijuana for Medical Purposes
- Medical Marijuana Increases Recreational Use by Teenagers
- Medical Marijuana Does Not Significantly Increase Recreational Use by Teenagers
- Medical Marijuana Research Is Blocked by Federal Agencies
- Editorial: Welcome Start Toward Humane Policing of Pot
- Marijuana Should Not Be Federally Reclassified for Medical Use
- Another Dance Around Marijuana
- To End the Ambiguity of Medical Marijuana, Marijuana Should Be Fully Legalized
- Appendix
  - Organizations to Contact
- Bibliography
- Index
- Picture Credits

Click on a chapter to read or download the content. You can also browse the content online or search by keyword by using the links on the left. Downloading is allowable by chapter. Here is what it looked like when the chapter "An Overview of Medical Marijuana" was opened:





## Downloading from Gale:

Look for the download link at the top of a page once a chapter is opened and follow the instructions.

## Health Reference Sourcebooks Online (Omnigraphics):

This is a series of Health Reference Series Sourcebook ebooks which provide nontechnical overviews on various health topics, from AIDS, Alcoholism, Learning Disabilities, etc. The user can search the entire collection for a topic, or search within a specific title. Individual titles

are listed in the ACM online catalog, but you can directly access the collection through a link on the online databases page as well.

The screenshot shows the 'HEALTH REFERENCE SERIES ONLINE' website. At the top right, there is a 'Login/Register' button with a help icon. Below the header, a welcome message reads 'Welcome Allegany College of Maryland user!'. The main content area features a search bar with a 'Search' button, a 'Sort by: Alpha' dropdown, and 'Slider View' and 'List View' options. Three sourcebook covers are displayed: 'Surgery SOURCEBOOK', 'AIDS SOURCEBOOK' (highlighted with a red border), and 'Alcoholism SOURCEBOOK'. Below the 'AIDS SOURCEBOOK' cover, there is a detailed description, publication information (October 20, 2015), and a 'Table of Contents' link. A callout box with an arrow points to the 'Login/Register' button.

Browse all the sourcebooks here

Click help for how to search, print, email and download.

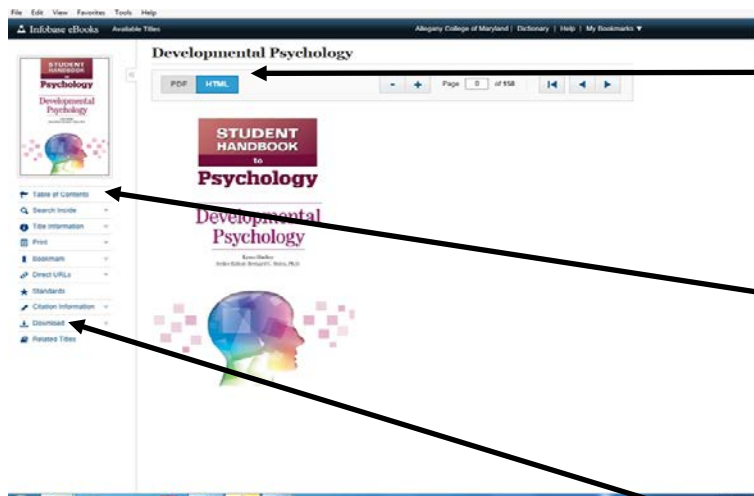


Click on one title to search within

The screenshot displays the 'HEALTH REFERENCE SERIES ONLINE' interface. At the top, there is a dark green header with the logo and a 'Login/Register' button. Below the header is a search bar with a 'Search' button and radio buttons for 'Entire Collection' and 'This Volume'. The main content area features a 'Table of Contents' on the left with expandable sections for 'Part One' through 'Part Seven'. The central focus is the 'ALLERGIES SOURCEBOOK' page, which includes a book cover image, upload and copyright information, and the title 'Part One: Introduction to Allergies and the Immune System'. Below this, it lists 'Chapter 1: Understanding the Immune System' and provides a detailed paragraph of text describing the chapter's content, including excerpts from various NIH publications.

## Infobase

Infobase ebooks are accessible via a link on the ACM Online Database page and also by individual title in the ACM Online Catalog. This collection varies in both topic and scope, and includes *The Encyclopedia of Careers and Vocational Guidance*, *The Encyclopedia of Themes in Literature*, *The Student Handbook Series on Psychology*, etc. Here is a sample of an Infobase ebooks page:



You can read the content online in PDF or HTML format by selecting the tab here.

Click on the Table of Contents and then click on a chapter to read.

Download to read offline by clicking here and following instructions.

### Downloading Infobase ebooks:

These can be downloaded for a brief period (24 hours) to be read offline by following the instructions after clicking on the Download link on the left hand side of the individual title page. You will need to provide your email address in order to receive instructions on how to download the content in a PDF file which can be read on a desktop/laptop (using Adobe Reader software) and a variety of ereaders. A link to customer support from Infobase is also included in your email.

### Need Digital Journals, Magazines or Newspapers?

ACM Libraries provides most digital periodicals via our Online Databases. (Limit your search to full-text.) As we continue to develop our digital collections, please ask a librarian for assistance if you require a specific title.

**\*\*\*Please ask for assistance if you have any questions about borrowing or accessing any item in the online catalog.**

If you are off-campus, feel free to telephone or email a Librarian with your question.

**Email questions to: [libraryhelp@allegany.edu](mailto:libraryhelp@allegany.edu)**

**Cumberland Campus Library: 301-784-5269**

**Bedford Campus Library: 814-652-9528, ext. 6206**

Submitted by C. Prezlock, M.L.S.

ACM Bedford County Campus

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10/17