

# Accessing Databases & eBooks from Home

Currently, we subscribe to a variety of databases that are listed within an interface known as Infotrac. The most general of these databases, Expanded Academic ASAP, is listed first once a student enters the Infotrac interface. That database has over 16 million full-text articles and is fairly easy to search. However, it is best to check the box below the search window so that you limit searches to full-text. Otherwise, you will get citations and abstracts for articles that are not full-text in the database. Below are directions to get you into that database:

## Accessing Articles from Mendocino College Library Databases

1. Go to the library database page (which can be accessed by clicking the **Find Articles** button on the library's home page or by going directly to:  
<http://www.mendocino.edu/mendocinocollegelibrary/databases.htm>)
2. Click on the link that says Off-campus link to the right of Infotrac at the top of the database grid.
3. Follow the directions on the Remote Access Login (use your full name as registered at the college on the first line and last four of SSN on the second line).
4. Click enter to go to a new database grid. Click on Expanded Academic ASAP.
5. That takes you to the Infotrac interface. Click on proceed.
6. The database now defaults to several databases at once (Professional Collection, Expanded Academic ASAP, Gale Nursing Center, and Gale Virtual Library), but you can select just one database to search. (Expanded Academic ASAP has over 14 million full-text articles.) Click on it and you should see a search box. (Other databases such as SIRS and CQ Researcher go directly to a search box, and Newsbank goes to links for the different parts of the database.)
7. Type in your subject (or keyword) search term. Be certain to check the box below the search box that says "**Limit the results**" and check the box that says "**To documents with full text.**"
8. Hit return or click on the search button and your search will take place! The results for articles can be accessed by clicking on the titles or by clicking on the links that says "Full Text" beneath the citations for the articles.

Note: We now have **Expanded Academic ASAP, Nursing Resource Center, Biography Reference Center, SIRS, Newsbank, CQ Researcher, Learning Express and Britannica Online**. Instead of going into Infotrac, you will select the off campus link for the specified database, do the same process as step 3 above and then continue into the database that is shown in the remote access grid. **(Ebrary, our 20,000 eBook collection, is also accessed from home by using the off-campus links on the grid for the research databases.)**

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**Quick steps:** 1. Go to [www.mendocino.edu](http://www.mendocino.edu). 2. Double click on **For Students**. 3. Double click on the link that says **Library**. 4. Double click on the button that says **Find Articles** on the left side of the library web page. 5. Use the **Off-campus link** if you are using a computer from home or someplace off-campus. 6. Fill in the remote authentication information. 7. Select the database you want to use. Or, go directly to <http://www2.mendocino.edu/dbauth/index.php> to reach the remote access login page.



Dear Student:

The Mendocino College Library's effort to expand the amount of quality information available for you has led to a new eBook collection to support your assignments. It is called ebrary and it is located at: <http://site.ebrary.com/lib/mendocinolib>. It is also linked from the library's home page underneath the left set of navigation buttons. This collection has over 20,000 eBooks in it, but you must be on campus to use the above link or the link on the library's home page.

However, this collection is also available from home once you have gone through the **remote authentication** process to access library services for the research databases. [At the library's home page, click on **Find Articles**, then **off-campus**, fill in the information for **Remote Access Login**. (You must use your name and the last four digits of your SSN to get access. If you have problems, you will need to send David Bushway your name by email at [dbushway@mendocino.edu](mailto:dbushway@mendocino.edu) .) Finally, you should see the **database grid**. At the bottom of the page, you will see the **ebrary** link.] When you are on campus, or at one of the centers, you can access ebrary from the link on the library's home page. **You must use the remote access from the databases' off-campus link to get ebrary from off-campus locations.**

To use this collection, there is a proprietary **eBook reader** that is a plug-in you must download in order to read the eBooks. The link for the reader is in the upper right part of the ebrary page where it says: **ebrary reader**. After clicking that link you will get a new page and a license agreement that you must agree to before you can actually read the eBooks (Note: you may need to try to install the software plug-in twice if your browser tries to block the pop-up. Once you click on the small install button, it installs in seconds and then you agree to the license to access the books.)

To create an account that lets you keep highlighted sections of eBooks as part of your own profile, go to the Bookshelf tab on the upper left side of the ebrary home page and then click the link that asks the question: **Create my user account**. Once you create a bookshelf, you can keep track of notes, highlight sections of eBooks, etc. These highlights and notes will stay in ebrary as long as you want them in your bookshelf.

One of the best features of this collection over our Netlibrary eBook collection is that we can have multiple users on an eBook. That means multiple students can read the same eBook at the same time. Students can even highlight different passages and keep them in their bookshelf accounts.

If you have any questions, contact John Koetzner at 468-3051 ([jkoetzne@mendocino.edu](mailto:jkoetzne@mendocino.edu) ) or David Bushway at 468-3054 ([dbushway@mendocino.edu](mailto:dbushway@mendocino.edu) ). We will be more than happy to help you work with this new collection of materials. Try it out and let us know what you think.

Warm regards,  
John Koetzner