

Getting Started with ebrary

Visit cod.edu/library. To search ebrary directly, click on the **Databases** tab and select **E-Books**. Click on **Ebrary E-Books**. You can also find the ebrary collection in the **Catalog**. If you're working off campus, you will be asked to provide your **library card number**.

Create an account to take advantage of Reader Tools. Select **Sign In** from the upper right hand corner of the ebrary home screen. Click on **Create Account**. Fill in your information, check the box accepting terms and conditions, and press **continue**.

After you've found a book, click on the title or book cover to access more information:

The screenshot shows the ProQuest ebrary interface. At the top, there is a navigation bar with 'ProQuest ebrary', 'Home', 'Search', 'Bookshelf', a help icon, a user icon, and 'Sign In'. Below this, the book cover for 'KITCHEN & BATH BUSINESS and PROJECT MANAGEMENT' is displayed. To the right of the cover, the title 'NKBA Professional Resource Library : Kitchen and Bath Business and Project Management (2)' is shown, along with the author 'by NKBA (National Kitchen and Bath Association) Staff'. Underneath, the 'AVAILABILITY' section states 'Your institution has access to 3 copies of this book.' There are two main availability options: 'Available for Online Reading' (marked with a red 'F') and 'Available for Full Download' (marked with a red 'G'). The 'Available for Online Reading' option shows '18 Pages Remaining to Copy (of 18)' and '74 Pages Remaining to Print (of 74)'. The 'Available for Full Download' option shows 'Check out for 7 days'. On the left side, there is a vertical list of action buttons: 'Read Online' (A), 'Full Download' (B), 'Chapter Download' (C), 'Add to BookShelf' (D), 'Share Link to Book', and 'Cite Book' (E). Below the availability options, there is a 'TABLE OF CONTENTS' section (marked with a red 'H') listing: 'Intro', 'Kitchen & Bath: Business and Project Management', 'Sponsor', and 'About the National Kitchen & Bath Association'.

A: Read Online: Read directly in your browser without downloading

B: Full Download: Download to read offline later

C: Chapter Download: Download a chapter, a page range or an individual page in image pdf format

D: Add to Bookshelf: Saves the title to your bookshelf

E: Cite book: Choose from 5 styles and save your preferences

F: Available for Online Reading: Click to begin reading right away

G: Available for Full Download: Includes information about checkout periods

H: Table of Contents: Skip ahead to find the chapter you're looking for