

Using eBooks for Your Classroom Either for a Supplemental Reading or Your Textbook

Using eBooks for Your Classroom has become increasingly more popular. The library subscribes to multiple eBook collections. There are three eBook models that our patrons should be aware of.

1. We have collections (ProQuest, EBSCO, Wiley, Science Direct, Oxford, OVID) that include prepackaged books that we don't have any control over. We cannot add or remove titles and we do not get to determine how long a book stays in that collection. Sometimes publishers will pull their books from collections and even our vendors don't have any control over it.
2. Some eBooks come with a database subscription. Business Source Ultimate is an example of this model. You can discover eBooks when you search this database that is mostly articles. These eBooks are also “added” to the general EBSCO eBook Collection. If you are accessing an eBook title that originates from this model and we cancel our subscription to this database, you may no longer have access to that eBook.
3. The third model is when the library purchases an actual eBook title. One of the main issues with this method is that different resources are offered with different models. Often when we purchase an eBook, we are limited to the number of simultaneous users. Sometimes only one patron can access a book at a time. Some models include 3 or unlimited users. There is no set model because the publishers control how the book can be sold.

How do I know what model a chosen eBook falls under?

Now this is not a hard rule, but often when an eBook has unlimited access that might suggest that it is part of a collection, but not always. If we only own one, two, three, six copies of a book then you can assume that we have purchased the eBook and it will not disappear since we own it. The best way to determine the type of eBook is to contact a librarian and let them know that you are using a specific library eBook in your classroom.

Contact a librarian at: <https://library.olivet.edu/contact/ask-a-librarian.php>

They can investigate and give you needed information. They will also put the course eBook on the library website under the correct subject guide which means these titles will be part of our bimonthly testing which will ensure access is working as expected throughout the semester.

How does this effect my choices?

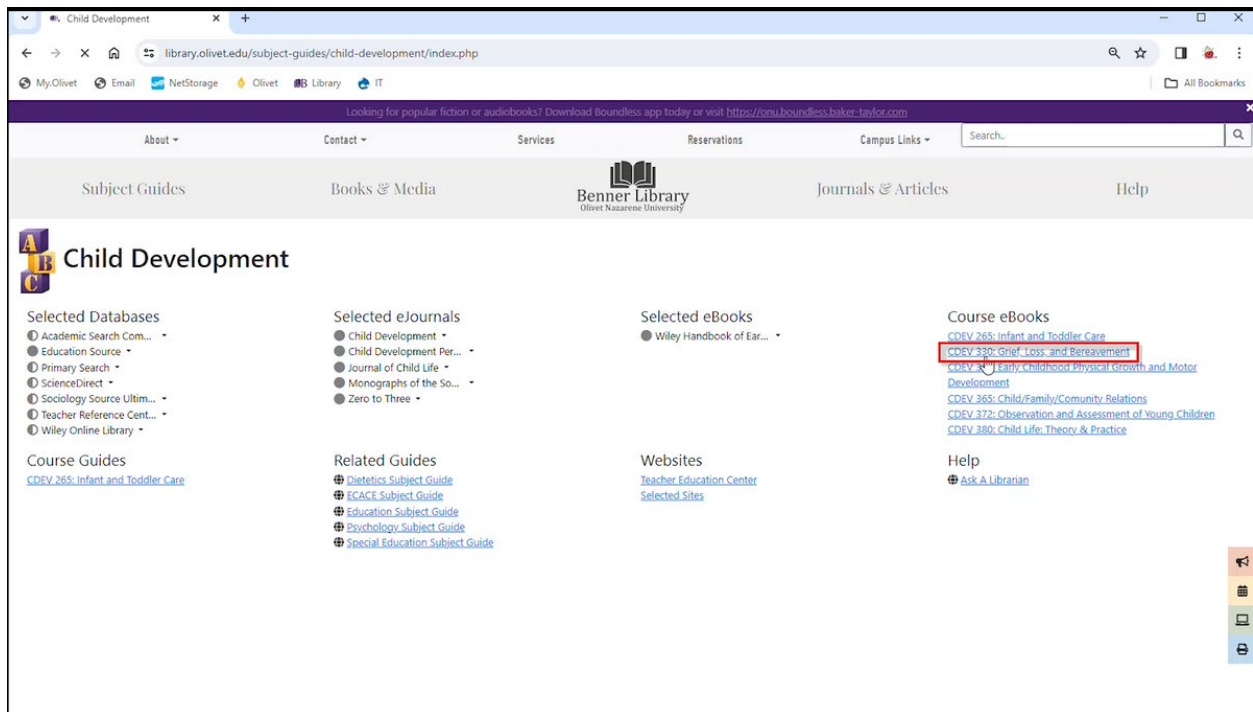
One thing to consider, if you're using an eBook as a class textbook and everybody needs to have it (probably at the same time) and it is not an unlimited edition, it might not be a good option for your class. In these cases you should not count on these types of eBooks as the only source for their textbooks.

If you decide to use a library eBook for class and it has limited access, we highly recommend that you train your students to download specific pages when possible and to always close browser windows whenever they're done using the book.

What strategies can our students use to help everyone have access when needed?

Let's go to the library website and use an example.

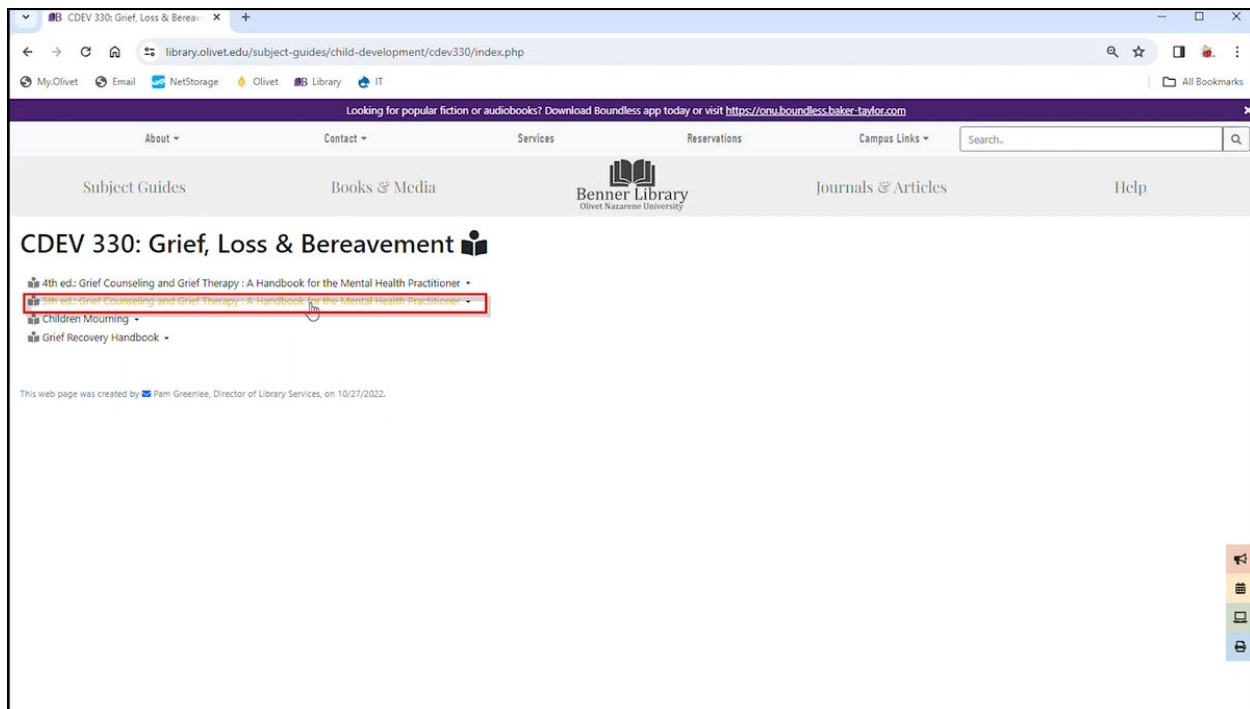
Go to the Child Development subject guide and click on CDEV 330 under Course eBooks.



The screenshot shows the Benner Library website at library.olivet.edu/subject-guides/child-development/index.php. The page is titled "Child Development" and features several sections:

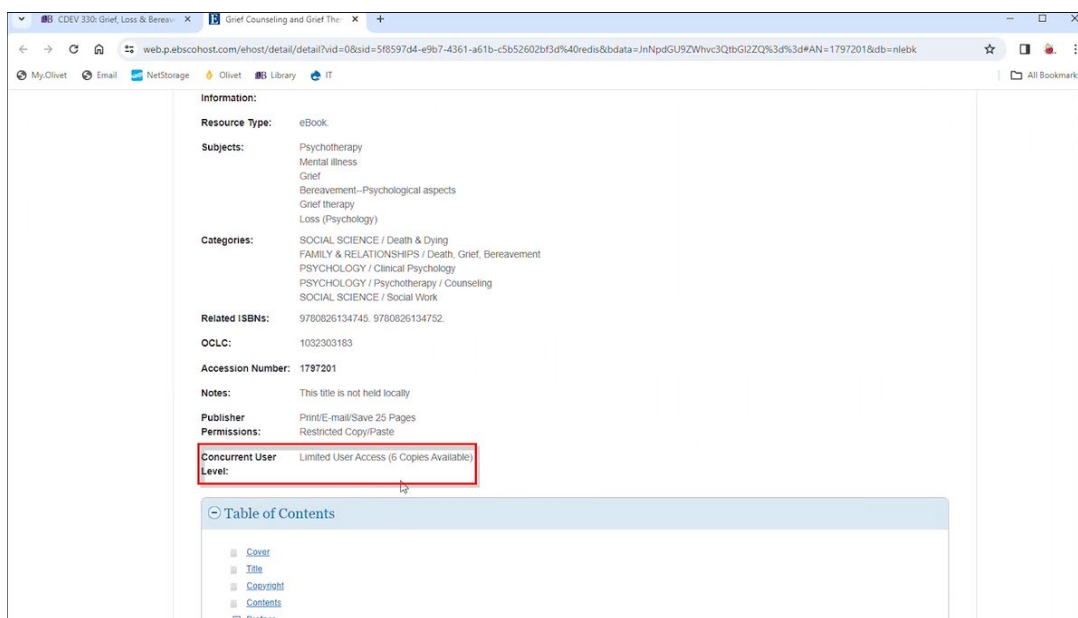
- Selected Databases:** Academic Search Com..., Education Source, Primary Search, ScienceDirect, Sociology Source Ultim..., Teacher Reference Cent..., Wiley Online Library.
- Selected eJournals:** Child Development, Child Development Per..., Journal of Child Life, Monographs of the So..., Zero to Three.
- Selected eBooks:** Wiley Handbook of Ear...
- Course eBooks:** CDEV 265: Infant and Toddler Care, **CDEV 330: Grief, Loss, and Bereavement** (circled in red), CDEV 331: Healthy Childhood Physical Growth and Motor Development, CDEV 365: Child/Family/Community Relations, CDEV 372: Observation and Assessment of Young Children, CDEV 380: Child Life: Theory & Practice.
- Course Guides:** CDEV 265: Infant and Toddler Care.
- Related Guides:** Dietetics Subject Guide, ECACE Subject Guide, Education Subject Guide, Psychology Subject Guide, Special Education Subject Guide.
- Websites:** Teacher Education Center, Selected Sites.
- Help:** Ask A Librarian.

Choose the title/link 5th ed.: Grief Counseling and Grief Therapy: A Handbook for the Mental Health Practitioner.



Some key things to watch for:

- Scroll down toward the bottom of the page to where it states Concurrent User Level. In this case we can see that there are six copies because it states: Limited User Access (6 Copies Available)

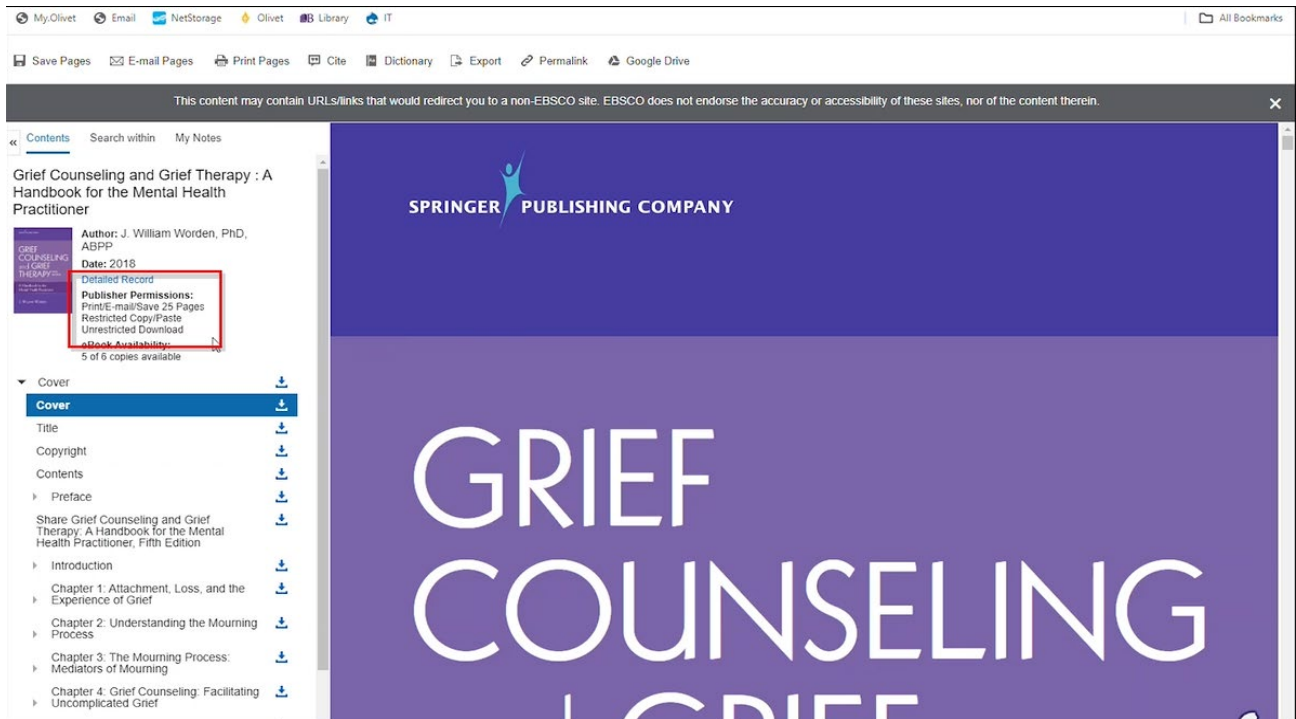


- Look at Publisher Permissions to determine what the publisher allows as far as printing, emailing, and saving copies. In this example, the publisher only allows a user to print/e-mail/save 25 copies.

The screenshot shows the metadata for the eBook. The 'Publisher Permissions' field is highlighted with a red box, indicating 'Print/E-mail/Save 25 Pages' and 'Restricted Copy/Paste'. Other fields include 'Resource Type: eBook', 'Subjects: Psychotherapy, Mental illness, Grief, Bereavement—Psychological aspects, Grief therapy, Loss (Psychology)', 'Categories: SOCIAL SCIENCE / Death & Dying, FAMILY & RELATIONSHIPS / Death, Grief, Bereavement, PSYCHOLOGY / Clinical Psychology, PSYCHOLOGY / Psychotherapy / Counseling, SOCIAL SCIENCE / Social Work', 'Related ISBNs: 9780826134745, 9780826134752', 'OCLC: 1032303183', 'Accession Number: 1797201', and 'Notes: This title is not held locally'. A 'Table of Contents' section is visible below, listing 'Cover', 'Title', 'Copyright', 'Contents', and 'Preface'.

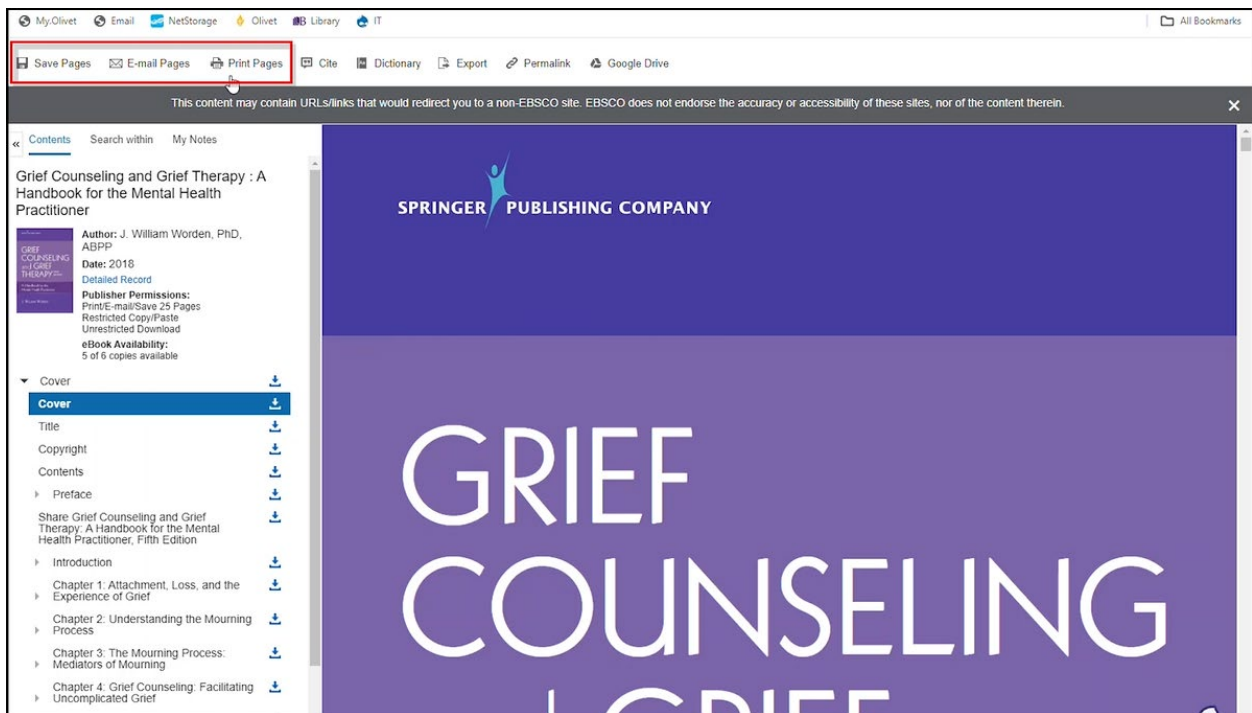
Now let's access the title. Click on pdf or EPUB. (These options will vary.) (If you get a partial screen and the title does not appear in an EBSCO eBook, try to refresh the screen, or go back out and click on the link again.)

The screenshot shows the full record page for the eBook. The title is 'Grief Counseling and Grief Therapy : A Handbook for the Mental Health Practitioner'. The 'Description' field contains a detailed summary of the book's content, including its fourth edition status and author information. The 'Authors' field lists 'J. William Worden, PhD, ABPP'. The 'Publication Information' field states 'Ed.: Fifth edition. New York, NY : Springer Publishing Company, 2018'. The 'Resource Type' is 'eBook' and the 'Subjects' are 'Psychotherapy', 'Mental illness', and 'Grief'. On the left side, there are links for 'PDF Full Text' and 'EPUB Full Text'. On the right side, there is a 'Tools' section with options for Google Drive, OneDrive, Print, E-mail, Save, Cite, Export, and Permalink. A small image of the book cover is also visible.

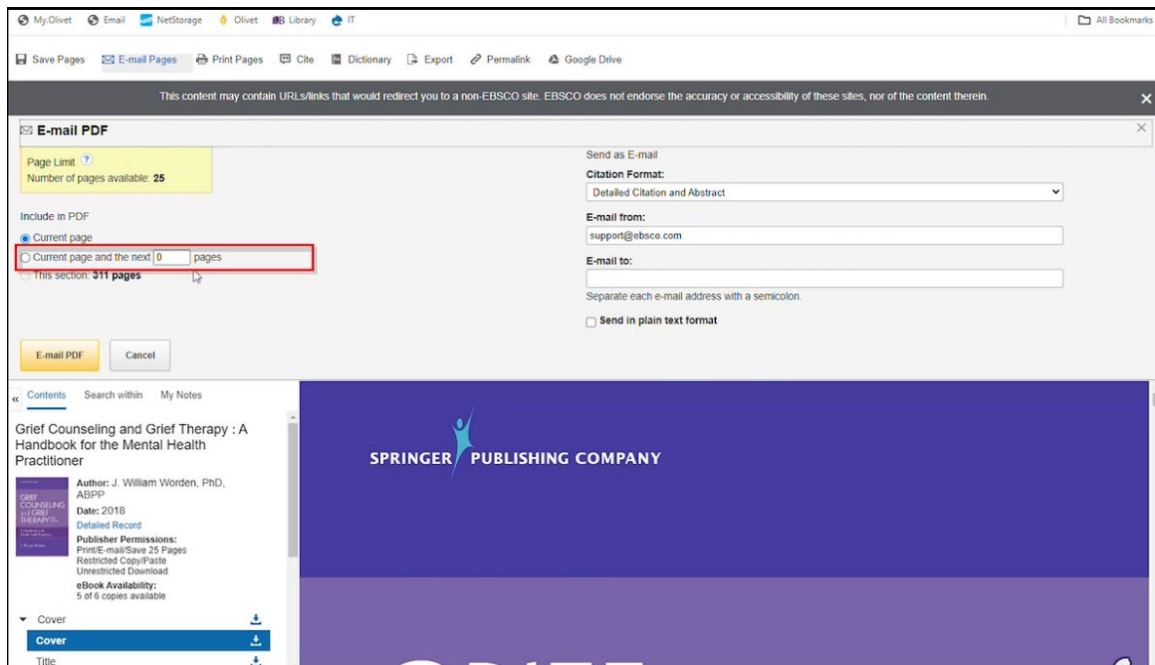


To the left it will show you the information we just discussed. You can see how many pages are allowed for printing and how many copies are currently available.

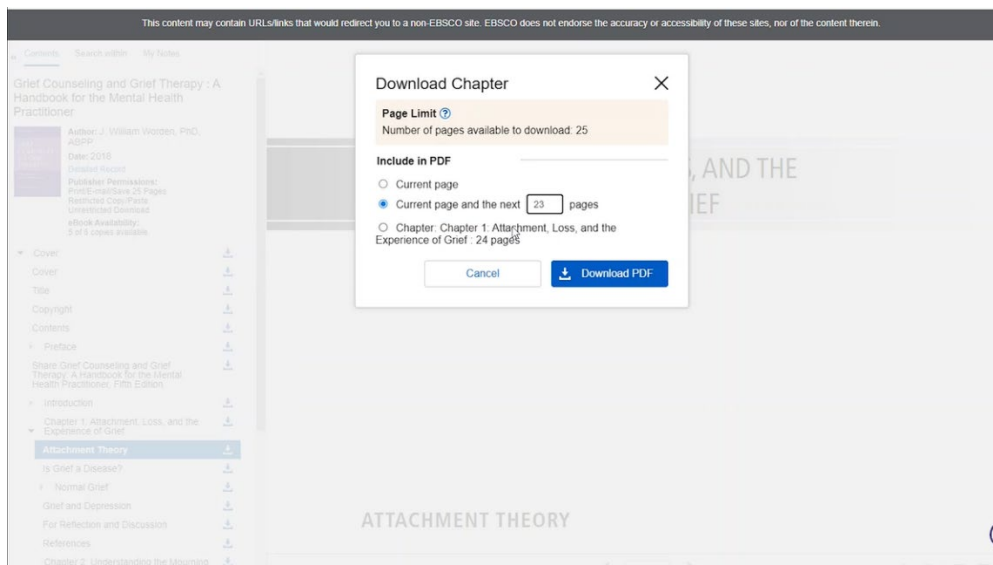
If you want to print/email/save some of the pages navigate to the first page and then click on Save Pages, Email Pages, or Print Pages and choose from the options.



Note that on the second option it states, “Current page and the next 0 pages,” for this option be sure to put 24 in the box instead of 25 since it is counting the current page. Then follow the rest of the directions and click on the appropriate submit buttons.



You can also download a chapter or partial chapters by clicking on the download button next to the chapter title. Follow the onscreen instructions and click Download pdf. You can go back later to download more pages.



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number of pages and close the book (tab or even browser) as soon as possible. This will ensure that there a copy is available for the next student. If you have the window open it will remain unavailable to other users until it is closed. If you leave your computer and do not do anything on the screen it times out after 30 minutes.

Let's look at one more example. Click on Grief Recovery Handbook.

The screenshot shows the Benner Library website interface. At the top, there are navigation links for 'About', 'Contact', 'Services', 'Reservations', and 'Campus Links'. Below these is a search bar. The main content area is titled 'CDEV 330: Grief, Loss & Bereavement'. Underneath, there are several links for different editions of 'Grief Counseling and Grief Therapy: A Handbook for the Mental Health Practitioner', including the 4th and 5th editions, and 'Children Mourning'. The 'Grief Recovery Handbook' link is highlighted with a red rectangular box. At the bottom right of the page, there is a vertical toolbar with icons for print, email, and other actions.

Notice how many copies we have of this title.

The screenshot shows the detailed view of the 'Grief Recovery Handbook' in the Benner Library system. The page includes a description of the book, authors (John W. James and Russell Friedman), publication information (20th anniversary expanded ed., Pymble, NSW: William Morrow, 2009), and resource type (eBook). The 'Subjects' section lists 'Bereavement--Psychological aspects', 'Loss (Psychology)', and 'Grief'. The 'Categories' section lists 'PSYCHOLOGY / Physiological Psychology'. The 'Related ISBNs' section lists three ISBNs: 9780061686078, 9780061569555, and 9780061972904. The 'OCLC' number is 319536008 and the 'Accession Number' is 268194. The 'Notes' section states 'This title is not held locally'. The 'Publisher' is 'Print/E-mail/Save 0 Pages' and the 'Permissions' are 'Restricted Copy/Paste'. The 'Concurrent User Level' is highlighted with a red rectangular box and shows 'Limited User Access (3 Copies Available)'. Below this, there is a 'Table of Contents' section with links for 'Title Page', 'Dedication Page', and 'Contents'.

The Publisher Permissions states that you cannot print/email or save any pages.

in an alcoholic or dysfunctional home The Grief Recovery Handbook is a groundbreaking, classic handbook that everyone should have in their library. "This book is required for all my classes. The more I use this book, the more I believe that unresolved grief is the major underlying issue in most people's lives. It is the only work of its kind that outlines the problem and provides the solution."—Bernard McGrane, Ph.D., Professor of Sociology, Chapman University

Authors: John W. James
Russell Friedman

Publication Information: Ed.: 20th anniversary expanded ed. Pymble, NSW : William Morrow, 2009

Resource Type: eBook

Subjects: Bereavement—Psychological aspects
Loss (Psychology)
Grief

Categories: PSYCHOLOGY / Physiological Psychology

Related ISBNs: 9780061686078, 9780061569555, 9780061972904.

OCLC: 319536008

Accession Number: 268194

Notes: This title is not held locally

Publisher Permissions: Print/E-mail/Save 0 Pages
Restricted Copy/Paste

Concurrent User Level: Limited User Access (3 Copies Available)

Table of Contents

- Title Page
- Dedication Page
- Contents

This one has an EPUB Full Text option so let's click on that.

Benner Library
Claremont McKenna University

The Grief Recovery Handbook, 20th Anniversary Expanded Edition : The Action Program for Moving Beyond Death, Divorce, and Other Losses Including Health, Career, and Faith

Description: Updated to commemorate its 20th anniversary, this classic resource further explores the effects of grief and sheds new light on how to begin to take effective actions to complete the grieving process and work towards recovery and happiness. Incomplete recovery from grief can have a lifelong negative effect on the capacity for happiness. Drawing from their own histories as well as from others', the authors illustrate how it is possible to recover from grief and regain energy and spontaneity. Based on a proven program, The Grief Recovery Handbook offers grievers the specific actions needed to move beyond loss. New material in this edition includes guidance for dealing with: Loss of faith Loss of career and financial issues Loss of health Growing up in an alcoholic or dysfunctional home The Grief Recovery Handbook is a groundbreaking, classic handbook that everyone should have in their library. "This book is required for all my classes. The more I use this book, the more I believe that unresolved grief is the major underlying issue in most people's lives. It is the only work of its kind that outlines the problem and provides the solution."—Bernard McGrane, Ph.D., Professor of Sociology, Chapman University

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Related ISBNs: 9780061686078, 9780061569555, 9780061972904.

OCLC: 319536008

Accession Number: 268194

Detailed Record

- PDF Full Text
- EPUB Full Text

Related information

- Table of Contents

Tools

- Google Drive
- OneDrive
- Print
- E-mail
- Save
- Cite
- Export
- Permalink

This one looks a little different because there are no options to print, email, save, or download. It must be read online. In this case, you would need to encourage your students to read it and close out of it as quickly as possible (maybe even have related assignments due at different times or schedules).

This content may contain URLs/links that would redirect you to a non-EBSCO site. EBSCO does not endorse the accuracy or accessibility of these sites, nor of the content therein.

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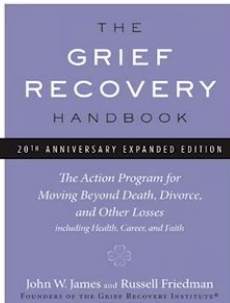
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The Grief Recovery Handbook, 20th Anniversary Expanded Edition : The Action Program for Moving Beyond Death, Divorce, and Other Losses Including Health, Career, and Faith

Author: John W. James, Russell Friedman
Date: 2009
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- Cover
- Title Page
- Dedication Page
- Contents
 - Introduction
 - Part One
 - Part Two
 - Chapter Six
 - Who is Responsible?**
 - Your Second Choice: Partnership or Working Alone
 - Finding a Partner
 - Chapter Seven
 - Chapter Eight
 - Chapter Nine

must also be true. *If I can make Mom or Dad feel something, then they can make me feel something.* This is a major contribution to the “victim” mentality that has crept into so many areas of modern life.

To paraphrase Eleanor Roosevelt, *no one can make you feel bad about yourself without your permission.* But even with the help of that very accurate statement, we find it increasingly difficult to dissuade people from the belief that others are responsible for their feelings. When we make other people or events 100 percent responsible for causing our feelings, then we also make them responsible for ending our feelings.

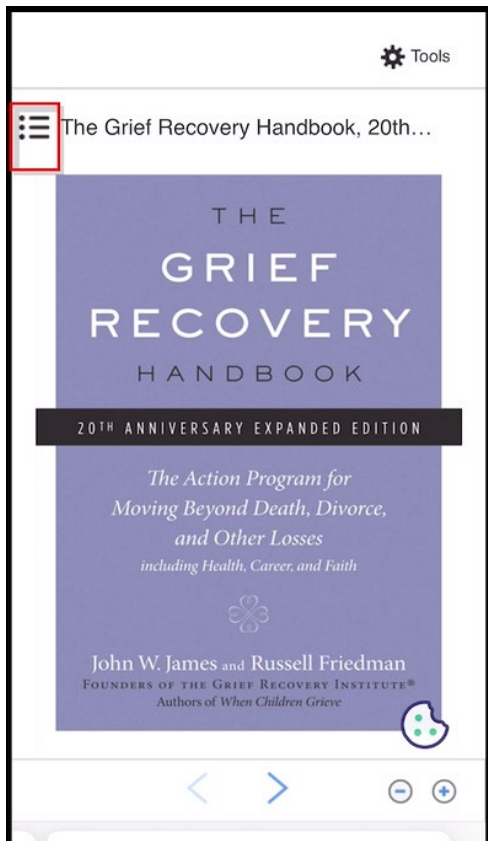
There’s a story we’ve often used to illustrate this concept. We call it the “on the way to work in the car” story.

One morning a man is on his way to work in his car. He comes to a red light, and being a law-abiding person, he stops. Sitting at the light, he begins to daydream. Meanwhile, the

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Let's look at one more example using ProQuest eBooks. Click on the title: 4th ed.: Grief Counseling and Grief Therapy: A Handbook for the Mental Health Practitioner.

It's a good time to mention that ISBN numbers are very helpful when dealing with eBooks to ensure that everyone is using the correct version of the book.

We hope this helps clarify a few things about library eBooks. As always, please contact one of our library staff members for assistance and let us know if you have any questions.