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USER GUIDE

Contents

Getting started:
INSTITUTIONAL REGISTRATION

Users will have instant access to the site via their institutional log-in, which will grant authentication through IP recognition, EzyProxy, Shibboleth or OpenAthens.

NB: Your institution set up will be done by T&F support team (valid for new or existing accounts). All account administrators will then receive an invite to the platform (for existing accounts on the 11th of September). Institutional users can then gain access by IP authentication, EzProxy, Shibboleth or OpenAthens.
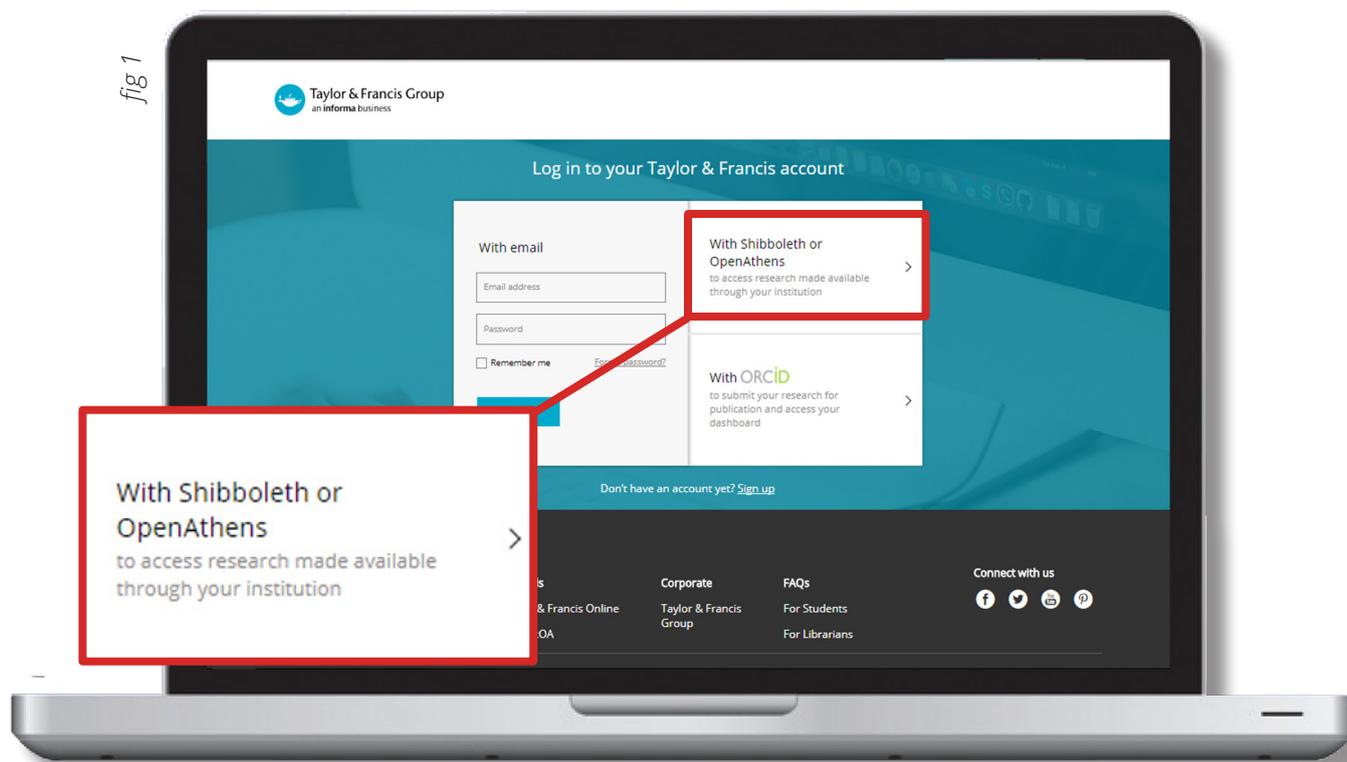
fig 1

First, select '**With Shibboleth, OpenAthens or EzProxy**' (fig 1).

Then, search for your institution (fig 2, below) and click '**CONTINUE**'.
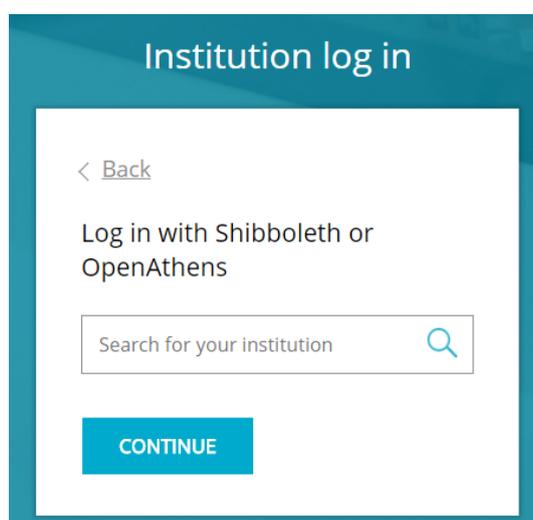
fig 2

Finding what you need: **Search**

The main way to find content is filtered search, via the main search box.
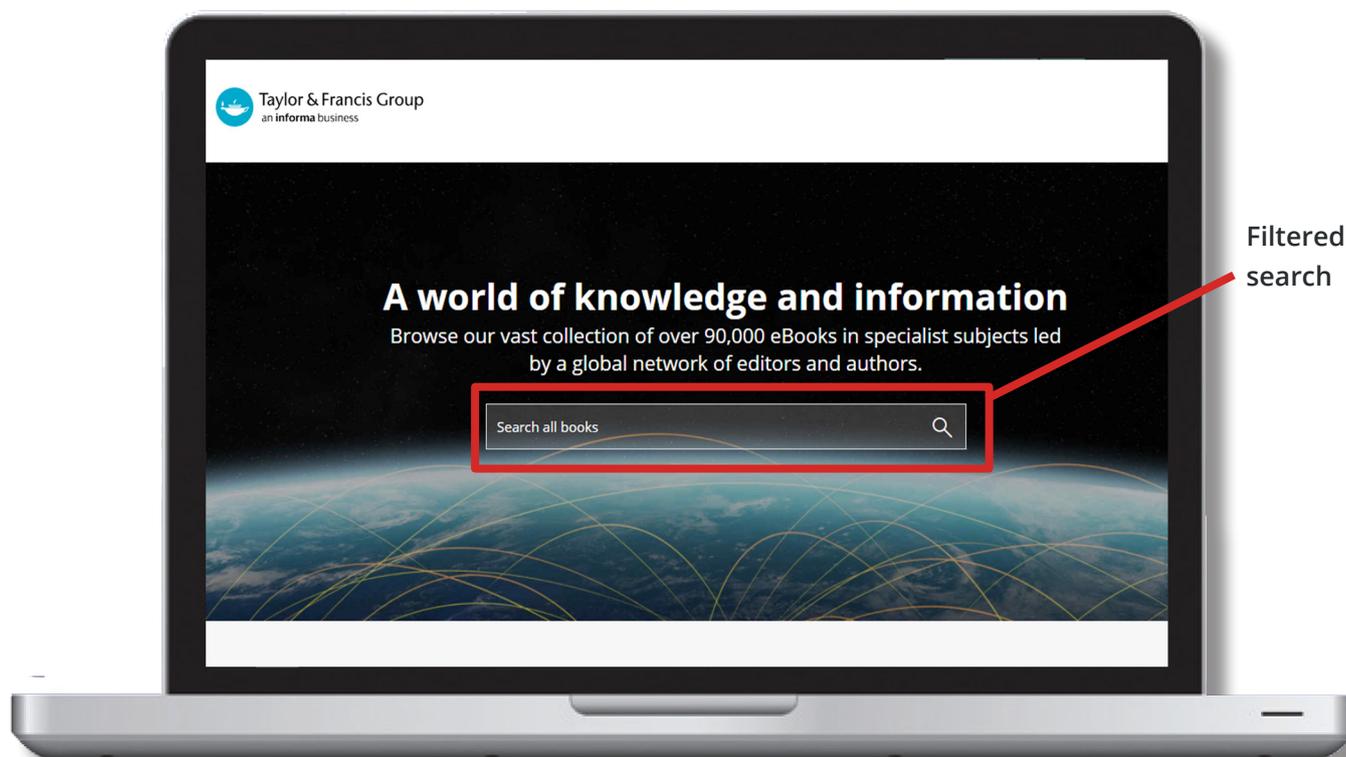
Filtered search

FILTERED SEARCH

The filtered search field will initially search the title, author and keywords of a book. So if a word or a string of words are entered, matches will be displayed.

From the initial query, users can then filter their search using a number of facets:

» Search by Access Type

» Search by Subject

» Search by Publication Dates

» Search by Imprint (e.g. Routledge, CRC Press).

Accessing an eBook

ACCESS TYPES

To help users find the content to which their institution has access, the 'Show content I have access to' checkbox on the search page can be used to narrow down the search only to the content that has been bought by the institution.

In the example below, a search has been carried out by typing 'education' as a simple search term, and then adding a 'Sociology of Education' subject filter. These filters can be seen below the search bar.

Results will be returned from within the 'Sociology of Education' subject category, where 'education' appears anywhere in the book's text.
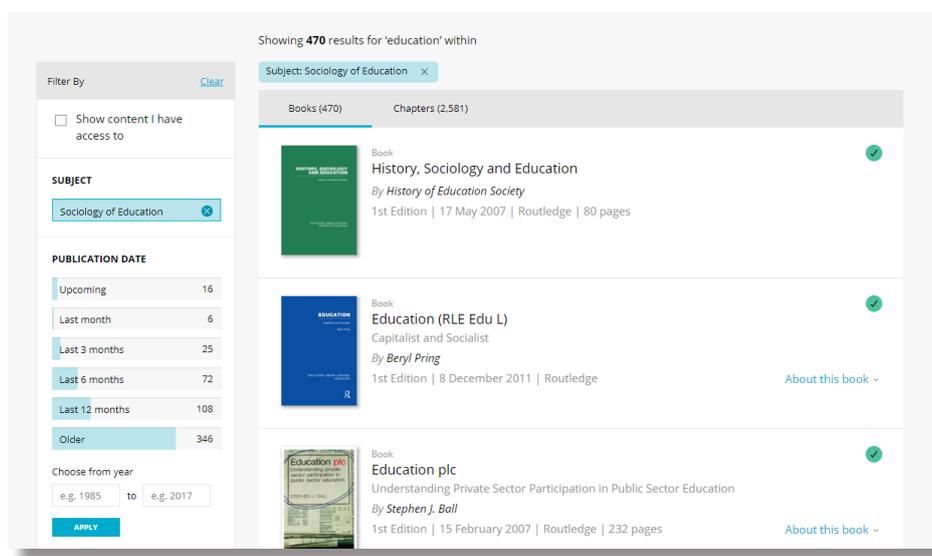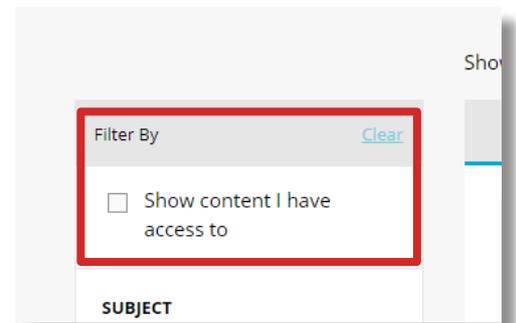
ACCESS INDICATORS

The access display options are as follows:

Titles available to access will have a full 'Green Tick' button.

Titles not available to access will not have the 'Green Tick' button

Using an eBook

Once a user has navigated to the book page they require, they will be presented with the bibliographic information corresponding to that title, and the option to read it if they have access.
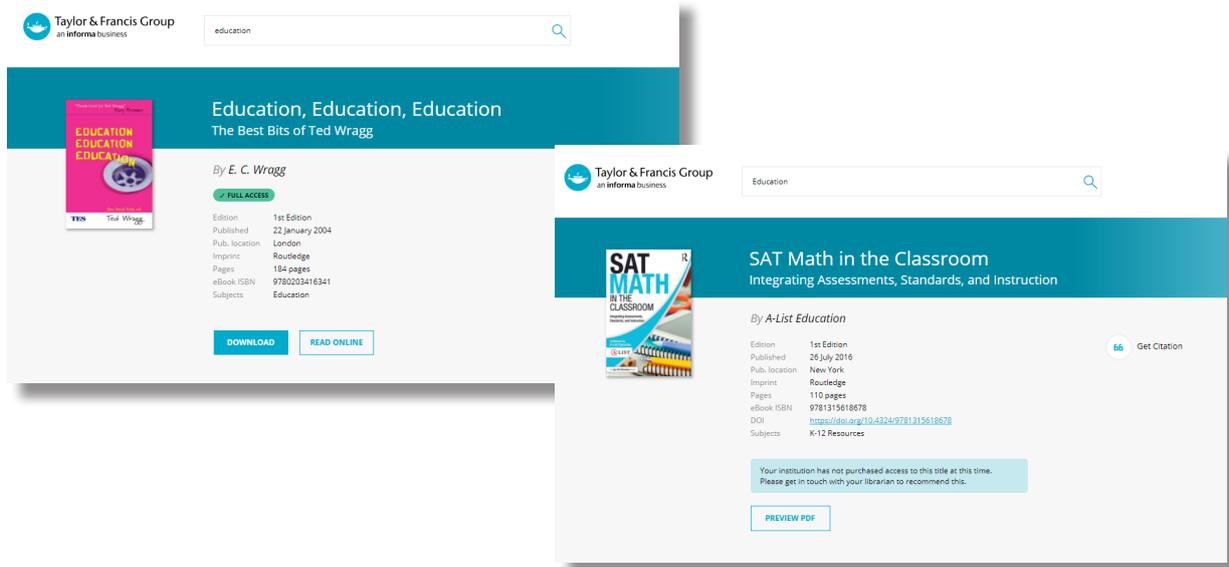

Users can perform the following tasks, as highlighted in the following screenshots:

» **Citation:** User can get citation by clicking on '**Get Citation**' on the page displayed as below.
  * The format of the citation is American Psychological Association (APA) style.
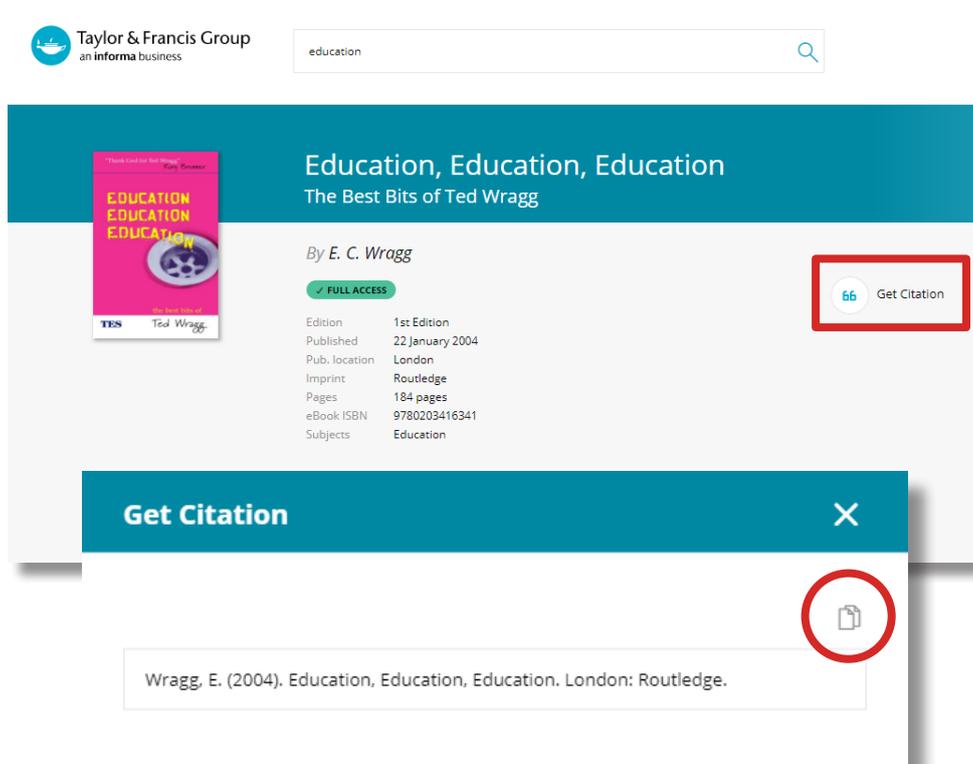
User can copy the citation to the clipboard by clicking on the (copy) icon.

» **Download by book:** User can now download the entire book by clicking on the '**DOWNLOAD**' button at the bottom of the bibliographic information on the book page.
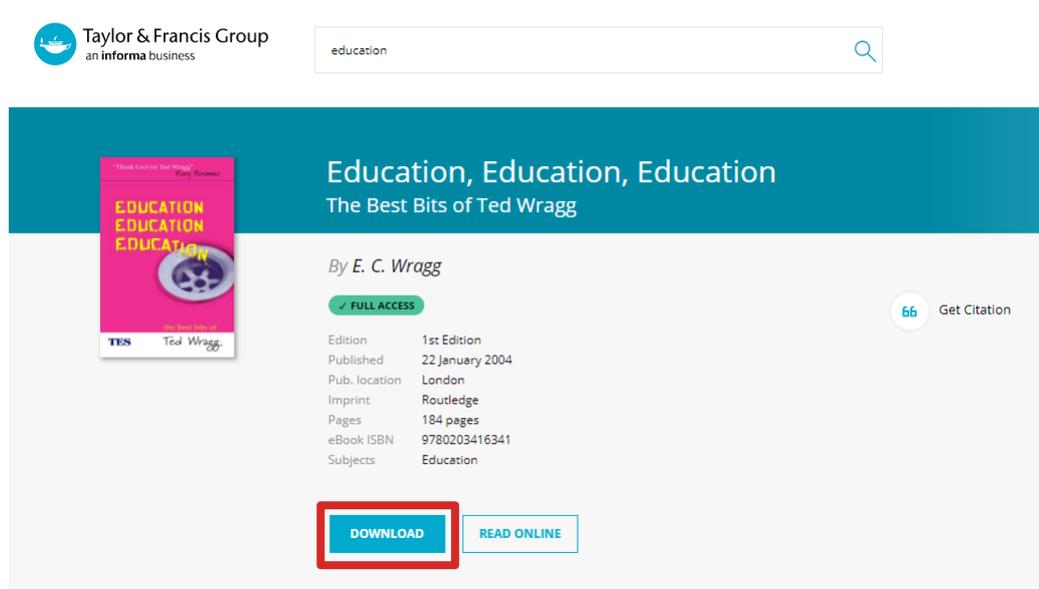
» **Read Online:** User can now read the entire book through an Online Reader by clicking on the '**READ ONLINE**' button at the bottom of the bibliographic information on the book page. This will open an online reader from where the user can search the book's full text, navigate using table of contents, select and print page ranges, and resize the page.
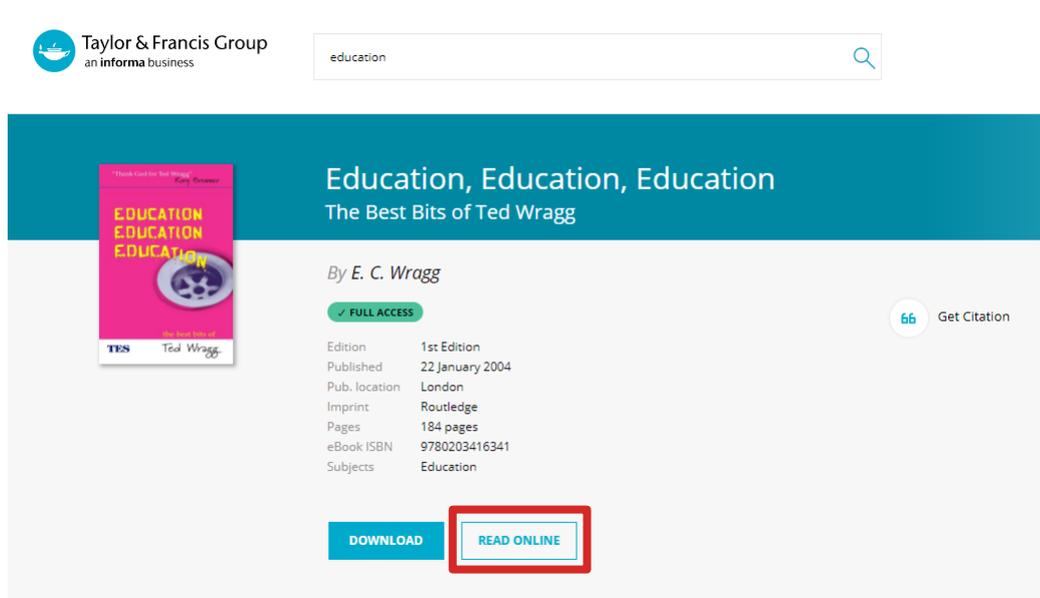
» **Download by chapter:** User can now download by chapter. To access a chapter, scroll down on a book's product page to the table of contents. If chapter PDF downloads are available, a download link will appear next to each chapter.
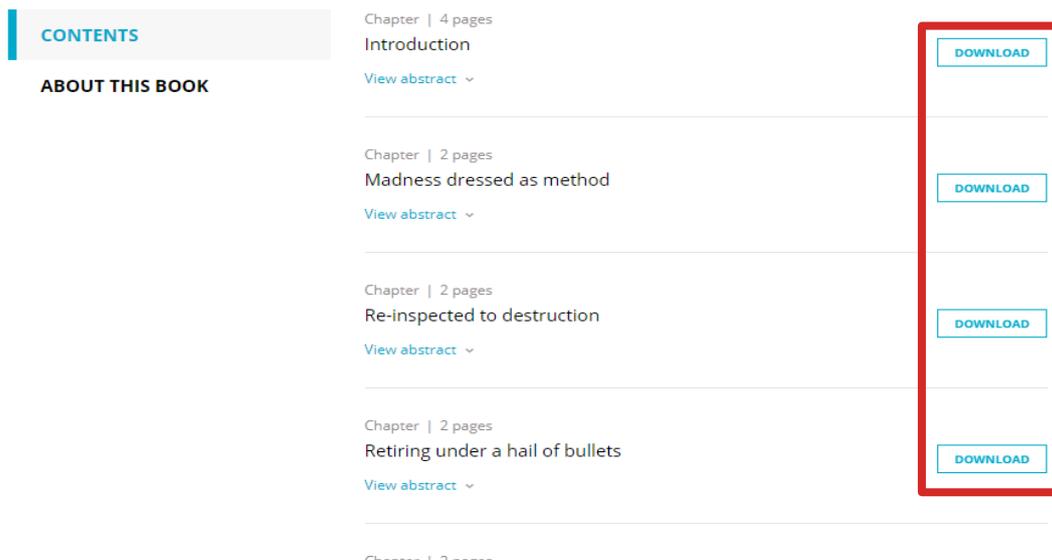

Personalisation Features

Both personal and institutional users have access to additional features when they register on the site.

The "Your Account" button directs the user to their personal page.
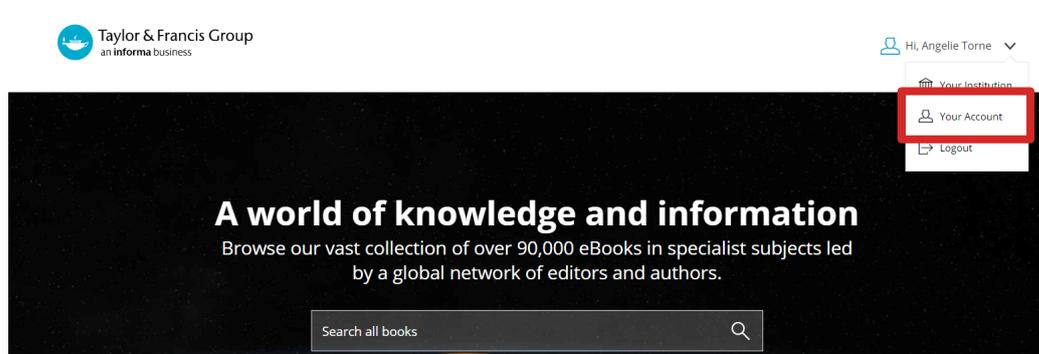
From this area it is possible to update personal contact details such as Name, Email Address, Organisation Name and change a password.

Administrator Access

Administrator access is a higher level of access given only to the administrators of the account who are able to search/access the content, and also have the right to personalise the platform for their institution, download usage statistics and manage IP addresses. This can be done through the 'Institutional account' area (only available when using Administrator accounts) on the '**Your Institution**' button.
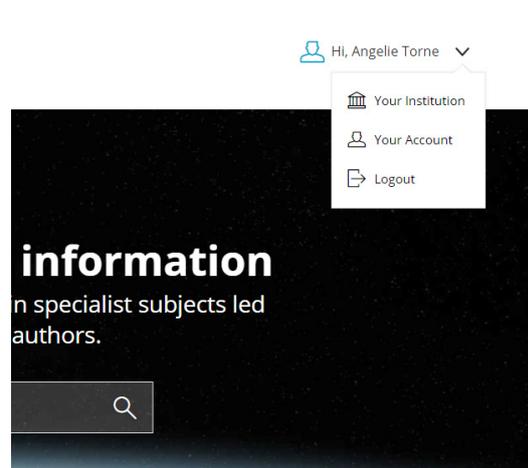
The 'Your Institutional' area contains five sub-sections, as seen below:
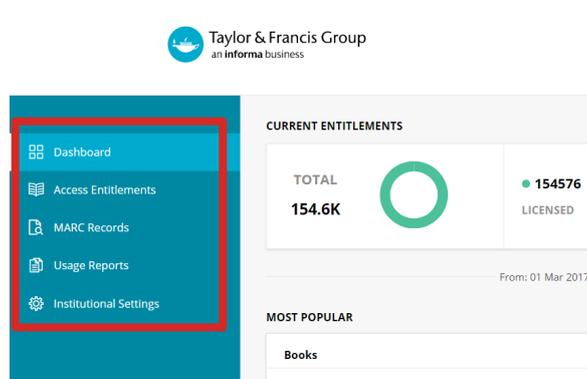
DASHBOARD

The administrator can have an overview of the institution's access from the Dashboard.
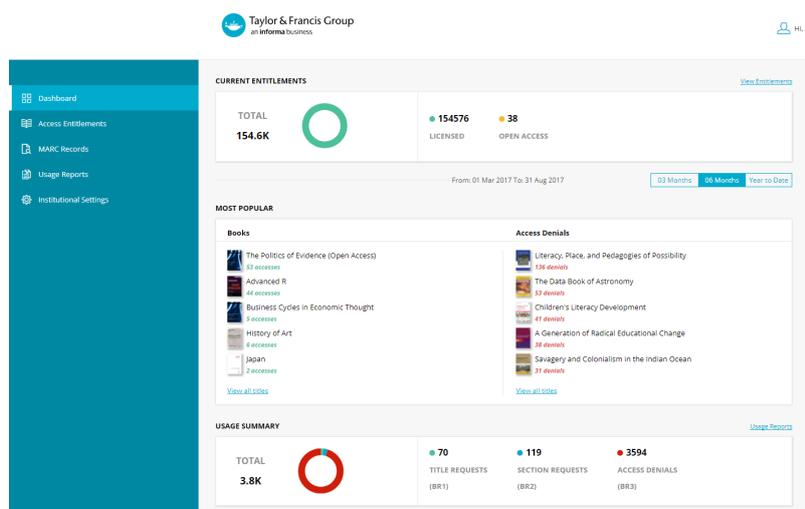
ACCESS ENTITLEMENTS

This area is where the administrator can find all the titles the institution has access to, as below:

MARC RECORDS

On this tab, administrators can download the updated MARC records.

USAGE STATISTICS

Administrators can use this section to retrieve usage statistics.

INSTITUTIONAL SETTINGS

On this tab, administrators can be added or recommended, and manage the institution Shibboleth account. IP Ranges can also be viewed for information.

Help Desk

For general support requests, customers can contact: support@taylorfrancis.com

Frequently Asked Questions

If you require additional information or support please visit our help page at https://www.taylorfrancis.com/librarian/assets/pdf/FAQ-Librarians.pdf
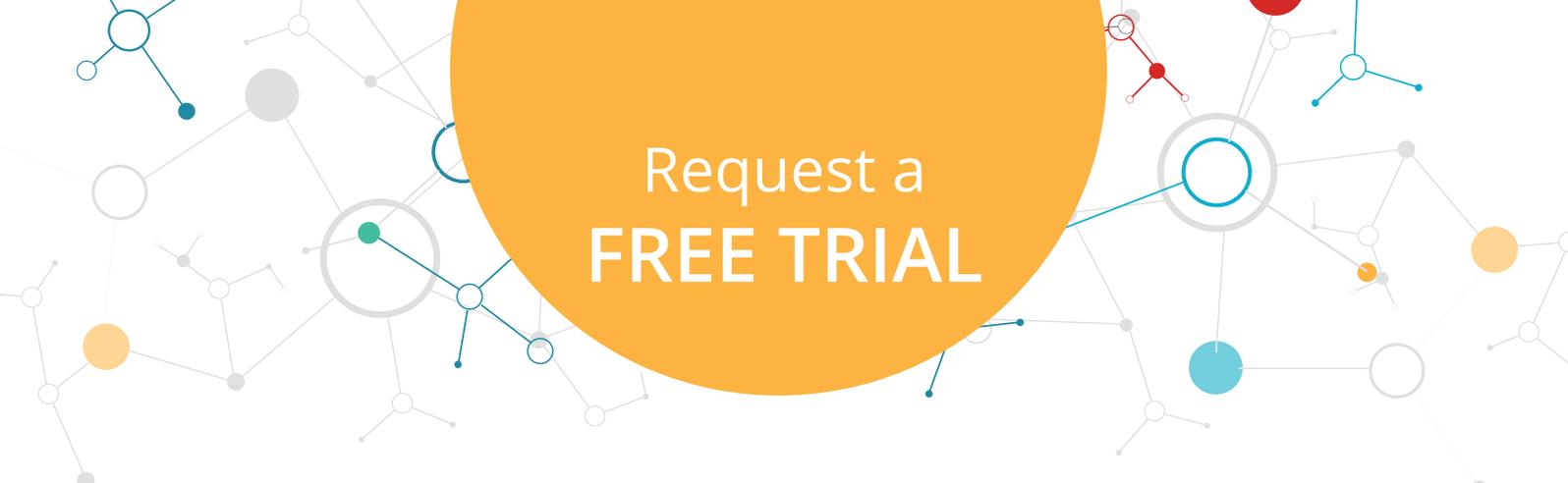
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