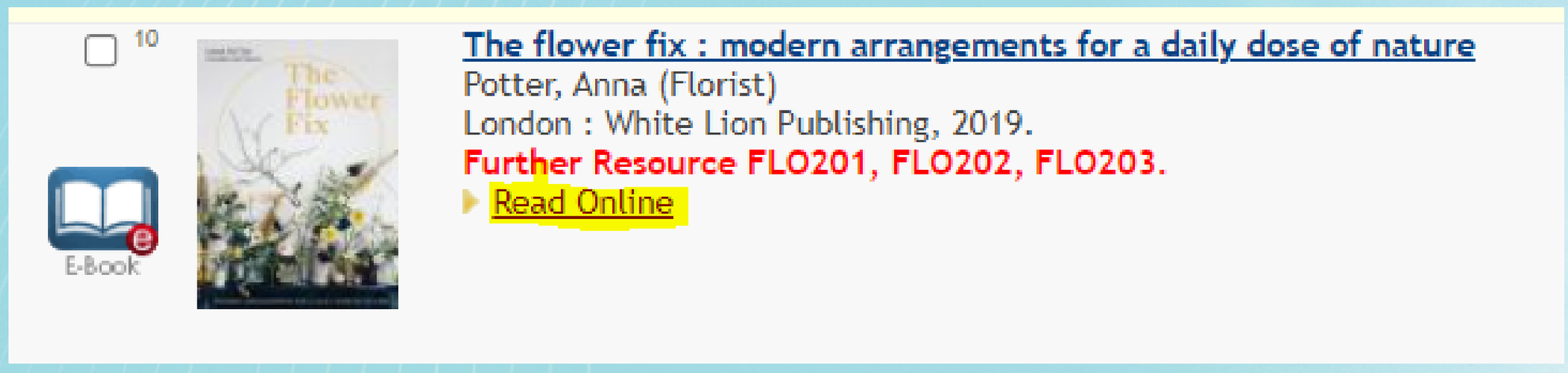
How to access an ebook

Open Polytechnic Library Learning Centre
June 2021

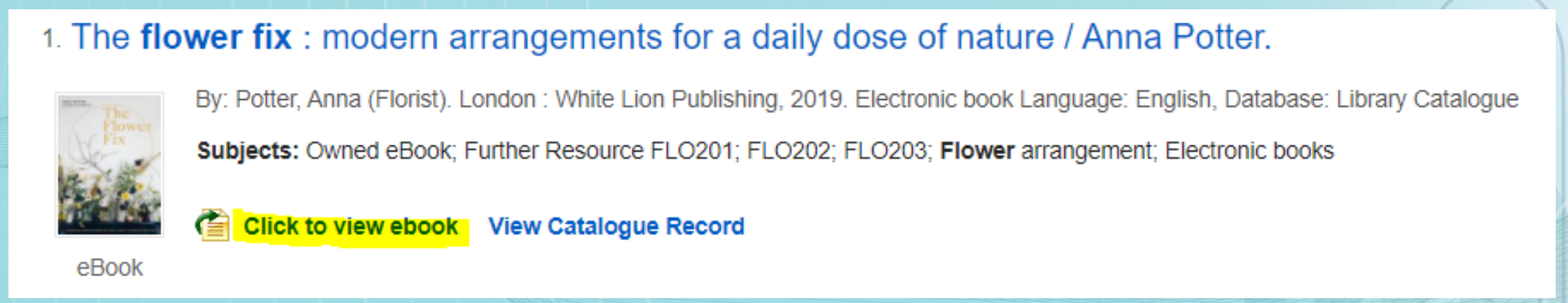
Step 1

From an ebook's record on the library website https://library.openpolytechnic.ac.nz/ click on **Read Online** or **Click to view ebook**

The book's record will either look like this:

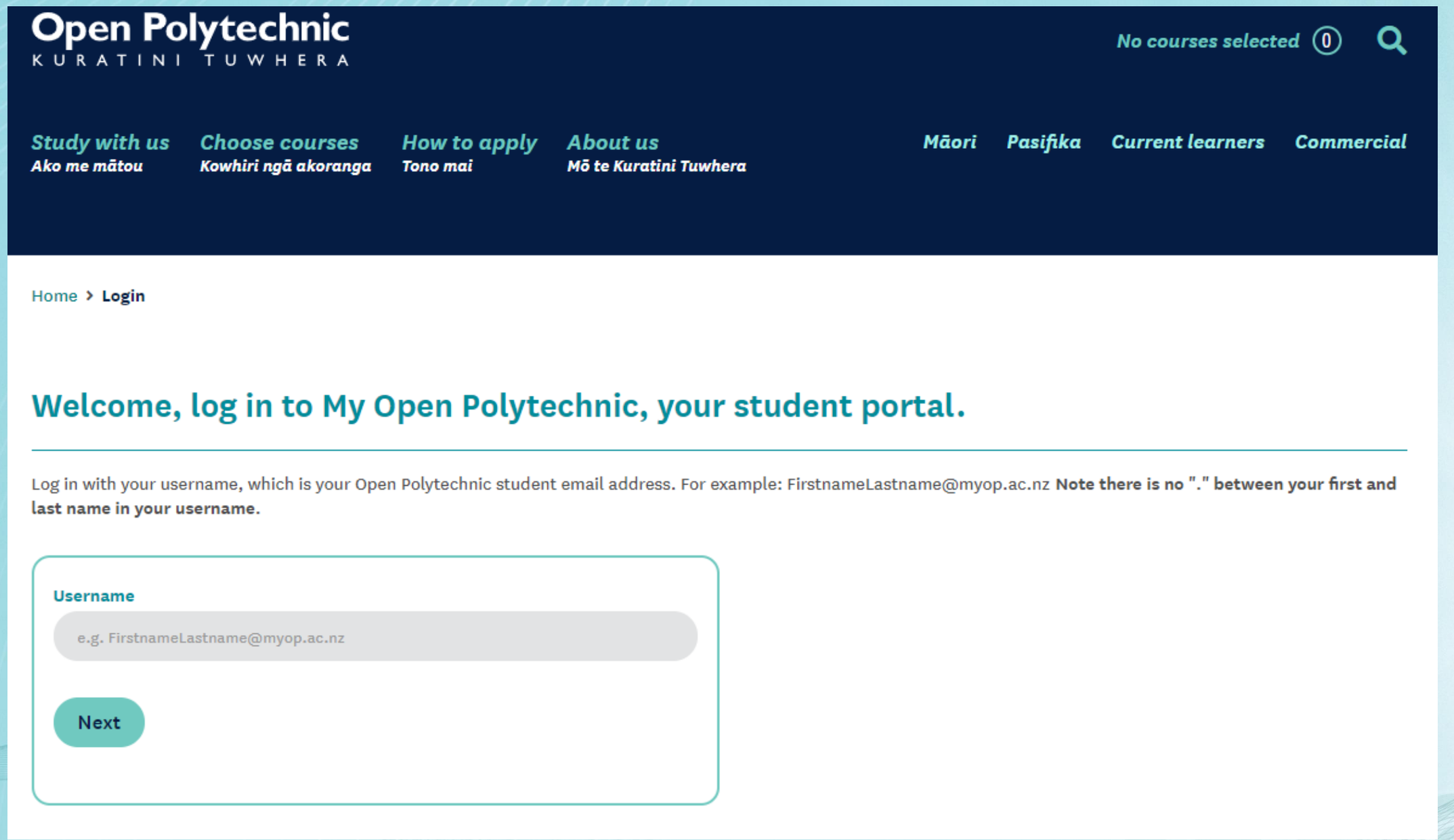


or, like this:



Step 2

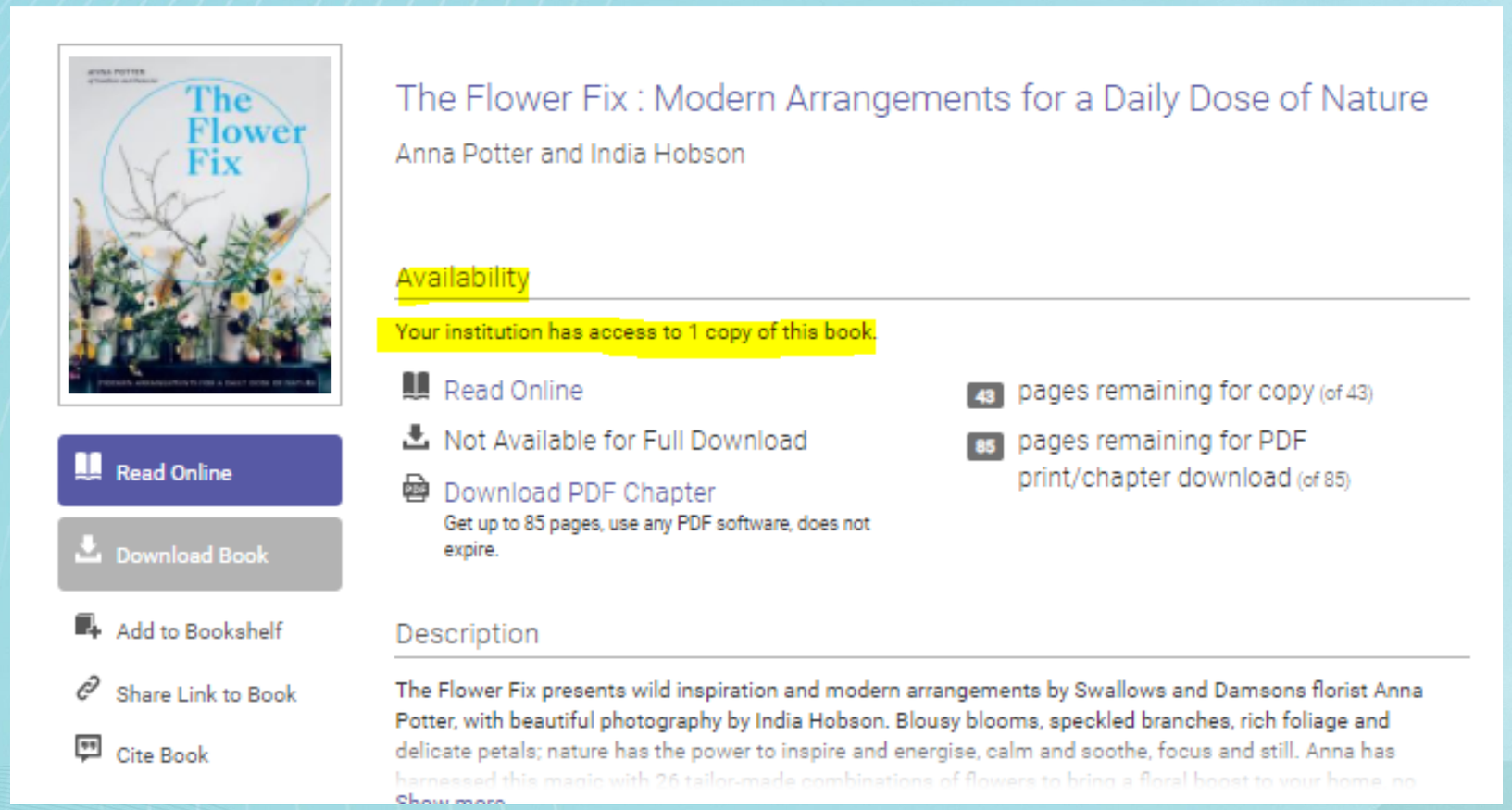
You'll be prompted to **sign in** with your Open Polytechnic username and password .



Step 3

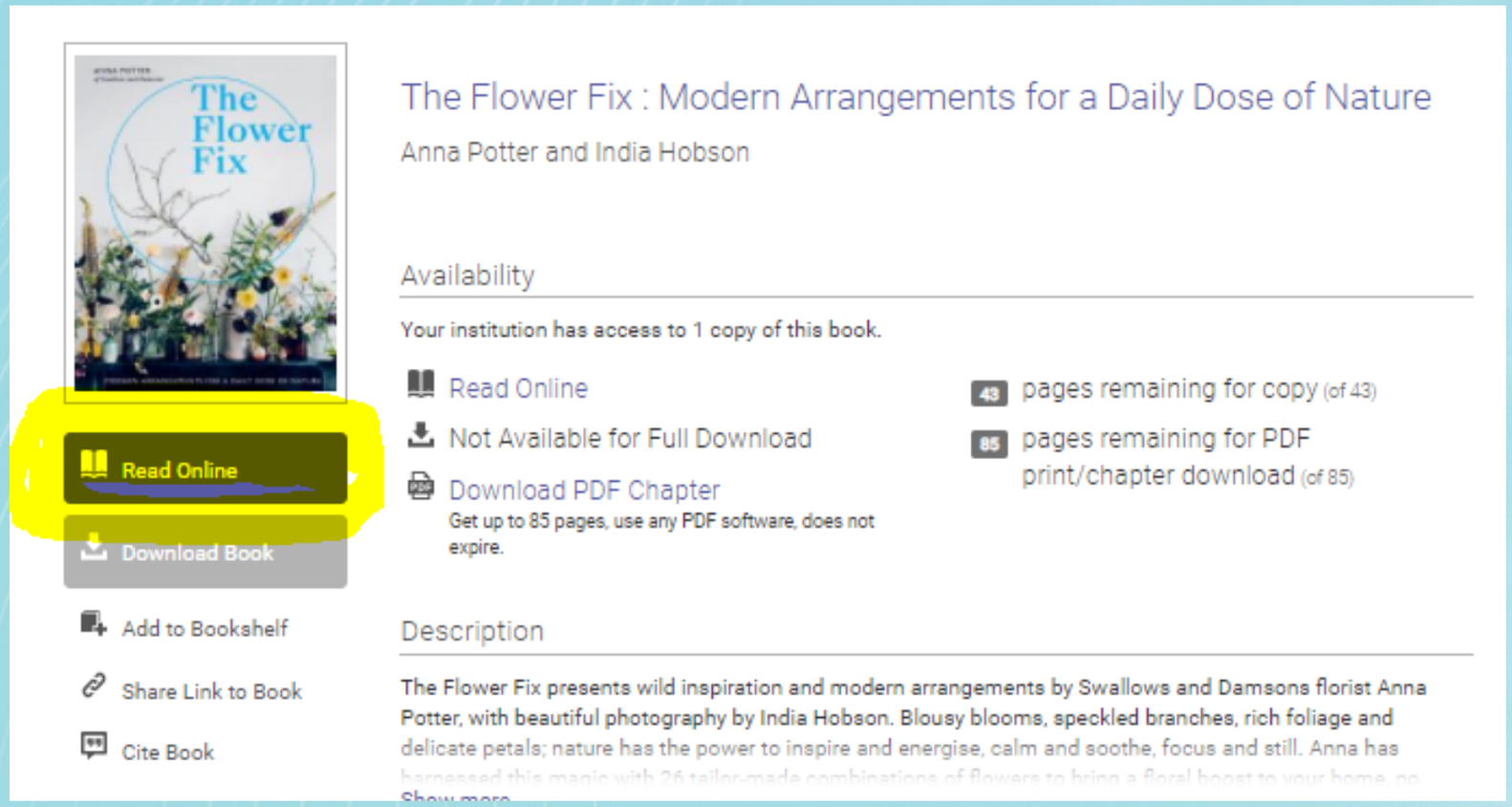
Note the book's **availability**.

If the book is currently unavailable, check back later (they will often become free quite quickly, e.g. 30 mins).



Step 4

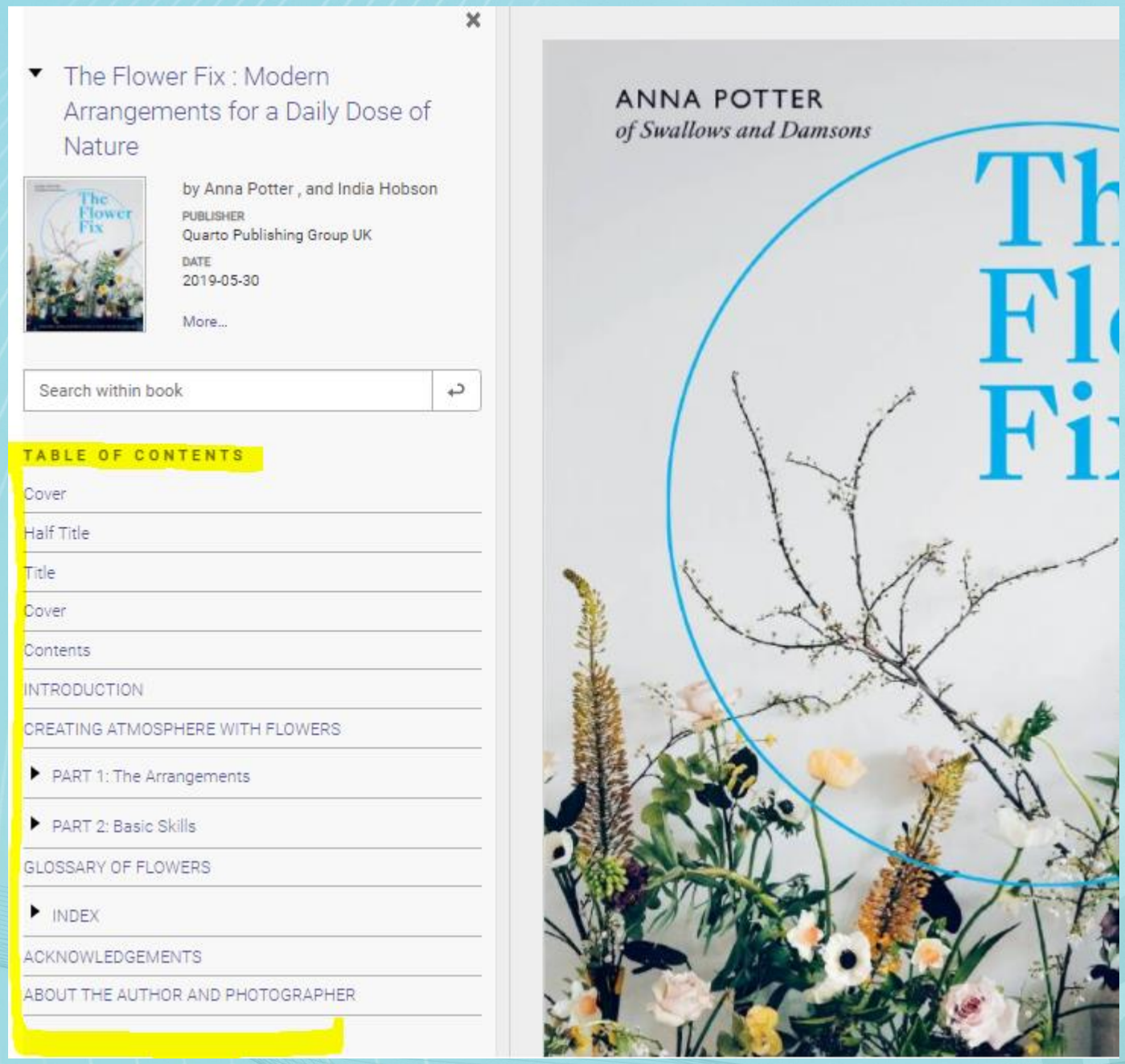
Click **Read Online***



*Note, some ebooks are available for full temporary download, however, you don't need to do this to read an ebook. **Read Online** is generally the best option.

Step 5

Scroll through the book, or use the **Contents** to jump to a particular section

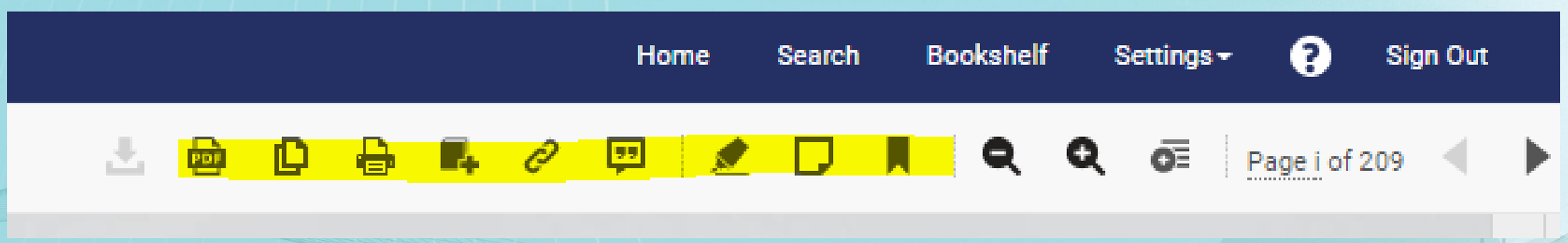


Step 6

Note, there are many **tools** you can use, e.g.

- chapter download*
- copy*
- print*
- add to bookshelf (so you can easily access it another time)
- highlight^
- add a note^
- add a bookmark^

* Note, there is a limit to how much you can copy/print/download. This varies across ebooks.
^ Note, any highlights/notes/bookmarks you make will stay with the book for you to access another time, as long as you have added it to your bookshelf.



After you've got what you need

please exit the ebook so another classmate can access it.

Thanks ☺

Have fun using ebooks!

and get in touch with the **Library & Learning Centre**
if you have any questions
library@openpolytechnic.ac.nz
ph: 0508 650 200, option 3