



SEARCH TIPS/FAQ

Q: What is Books24/7?

A: An online database of electronic books

Q: Do we have access to all collections in Books24/7?

A: No. Only books related to computers and technology.

Q: Is Books24/7 available to everyone?


A: No. Only to currently registered BCC students, faculty and staff.

Q: Is Books24/7 accessible from off-campus?

A: Yes, it is. The same way you access it on-campus.

Q: How do I login to Books24/7?

A: Go to the Library Media Center (LMC) website <http://www.bcc.ctc.edu/lmc/>
Choose <Periodicals/Databases>

Click on 

You will be prompted to enter your Student ID number and your last name to login to the database.

Q: Can I download an entire book to my computer?

A: No, but you have a few options to keep track of your information:

- You can download book chapters for personal use, but you cannot print multiple copies and pass them to others. That is a copyright violation. Copyright info can be found at: <http://www.bcc.ctc.edu/lmc/links/copyright.html>
- You can cut and paste the URL and email it to yourself.
- You can create a personal profile within Books24/7 and then save titles to "My Bookshelf."
- You can bookmark particular chapters within books.

Q: What are the search options in Books24/7?

A: You have a number of search options. You can:

- Search full text of all books in the collection: Enter a word or phrase into the search box and click 'Go'. The default is set for all contents.
- Search full text of all the books in your bookshelf: Once you have books in your Bookshelf Folder, enter your search term(s) and before clicking 'Go' change the search domain in the drop down menu to 'My Bookshelf'.
- Search within specific fields: title, author, publisher and ISBN: Enter an author, a publisher, ISBN, or title words into the search box, change the search domain from the drop-down menu to the corresponding field.
- Search within a specific book: On the table of contents page of a book, enter your search term(s) and before clicking 'Go' change the search domain in the drop down menu to 'This Book'.

Q: What search techniques are being used in Books24/7?


A: Followings are search techniques that can be used in Books24/7:

- Enter a word or phrase into the search box, located near the top of every page.
- Use quotation for phrases. Example: "relational database"
- Use Boolean Operators (AND, OR, NOT) to narrow your search. The operators are not case sensitive.

Example: sql **and** (tips **or** techniques)

More info on Boolean on: <http://www.bcc.ctc.edu/lmc/handouts/boolean.pdf>

Note: Do not make your search too specific at the beginning. Begin with a general topic and then narrow it down by adding term.

- Use '*' to truncate a word to find all matches with the same root.
- You can also narrow your search by using the drop down menu between the search box and  icon at the top of the page.
- After completing a search, you can enter a new search term and before clicking on GO again, change the search domain in the drop down menu to "current Book List"

Q: How can I navigate in Books24/7?

A: Use the Browsing tools. These tools are icons that perform actions appropriate to the page being displayed.

Q: Where are the browsing tools?

A: Most Browsing Tools are located near the top of the page directly below the search box. In some cases, such as when book lists are displayed, Browse Tools related to individual books will be located near each book title.

Q: What browsing tools are available for navigation?

A: These are some examples of the browsing tools:



Back to booklist



Add to bookshelf folder



Previous book



Next book



Add a bookmark




Go to download page

Q: How can I view a book?

A: After you find the book, open it by clicking on the title. From the 'Table of Contents' page, click on the chapter you want to view. When the chapter is displayed, the chapter's section headings along with navigational aids are displayed. Here what you can do:

- Click on any section to jump to that page
- Click on the right or left arrows to move to the next or previous chapters
- Click on 'Contents' to return to the book's table of contents
- Click on 'Book List' icon to return to the book list from where you made your selection

Q: How can I add a book to my bookshelf folder?

A: Use this navigation tool  to Place a book in your Bookshelf Folders. This tool is available on all book lists and on all book pages, it will provide you with a form with which you can select the folder in which to place the book.

BCC Library Media Center has purchased a one-year site license to Books 24x7 with funds from the Carl D Perkins Act.