

Quick Guide on How to Access Philippine eLib

- **Basic Requirements:**

Be sure you have the following:

- Pentium-based computer or equivalent;
- Internet connection (using Dial-up, Wireless, DSL, Leased line, etc.);
- A Web browser (e.g. Internet Explorer (Windows), Mozilla Firefox (Windows,MacOS,Linux), Safari (MacOS)) - latest versions of these browsers recommended);
- Adobe Acrobat Reader (version 6.0 or later) for downloading/opening full-text documents in Portable Document Format (PDF) (free to download at <http://www.adobe.com>).

- **Accessing the eLib:**

Accessing the website

- Open your web browser and type at the address bar the URL below:

<http://www.elib.gov.ph>
- The Philippine eLib homepage will be loaded. Use the menus located at the upper right and left side portion of the page to navigate to the different parts of the system.

- **Logging-in to the System:**

- At the header menu (located at the upper right portion of the page), you will find a link to the login page. Click on the link and the Login page will open;
- Enter the username and password given to you (*Note: usernames and passwords are case sensitive*);
- Once logged-in, you will be able to gain full-access to eLib's online resources;
- Alternatively, you can start using the system without logging-in. When you access full-text of documents or try to open links to electronic databases, you will be prompted to enter your login name and password.

- **Searching the Local Databases:**

- On the left menu, you will find links under the heading "Online Catalog". Select from one of the options by clicking its name (Browse, Basic Search, Advanced Search);
- Use the Browse page if you wish to view names of authors or subject headings collected from the entire collection. This is useful if you are not certain on the keywords to use for searching. The list will be very long depending on the available entries for each subset. Limit the list by selecting the beginning and second letter of the subset you wish to browse;
- When the page has reloaded, select a name or subject from the list by clicking it. The system will search for the name/subject you have selected. (*Note: Clicking a link from the browse page is the same as entering the name of an author or subject in the query box*);
- If you have a keyword or query in mind, click the basic or advanced search and enter your search expression;
- Using the Basic search, you can enter keywords or phrase in the search box and hit the search button;
- Optionally, you can limit your search by title, author, publisher, subject, abstract, or contents. By default "Any field" is selected. Using Any field will search for all the searchable fields above;
- You can also limit the search by agency. For example, if you wish to search only materials available at the National Library, click the checkbox beside the label "National Library of the Philippines". You may select as many agencies as you want. (*Note: Selecting all agencies is equivalent to selecting none from the list*);
- Using the Advanced search, on the other hand, is quite similar to the Basic search, but in addition, you can combine two or three search expressions by using the Boolean operators "And" and "Or";
- You may also limit your search by date or date range;
- Finally, you can check the "With Full-Text Only" option to limit the result set to those records with a full-text document available for download.

- **Exploring the Result Set**

- Once a query has been executed, you will be directed to the results page;
- Assuming your query returned a Hit (meaning there are matching records), records will be displayed containing brief description of the material;

- The number of hits will also be displayed;
- Fifteen records will be displayed at a time. Page navigation will be available below the result set if the number of hits is greater than fifteen;
- Below each record, you will find a relevance score in percent. The higher the score the higher the relevance of the record. Relevance here is based on the number of occurrence of the keyword (in the search expression) within the record in relation to the number of hits returned and the total number of records in the database;
- By default, records returned are sorted by their relevance score in descending order. You may change the way records are sorted by using the drop-down menu labeled "Sort by". Sort options available are: by author, title, date, material type, and relevance. In addition, sort order can be changed as ascending or descending order;
- Links to the names of authors and subject entries are also available. Clicking these links will execute another search on the database based on the keyword selected/clicked;
- When a material has full-text available, a link will be present below the brief record display. Clicking on this link will download the full-text in PDF;
- To view the complete details of the record, click on its title;
- Records that are relevant to your search can be bookmarked so you can view them later. This can be achieved by using the Book cart feature (see details below on how to use the Book cart).

- **Viewing Record Details**

- Once a record has been selected from the results page, the record details will be displayed;
- A detailed bibliographic description of an item will be displayed;
- Links to related records thru a link on the author's name or subject are also available in this view (similar to the results page);
- Availability information will be shown for the record, containing the specific institution/s within the main agency where the record can be found, including their call numbers;
- In addition, if a full-text is available for a record, details about the digitized material will be shown. This will include the number of pages and file size of the material in PDF;
- To download/view the material, click on the download link below;

- You may also click the “add to book cart” link from this section (See details below on how to use the Book Cart).

- **Using the Book Cart feature**

- The Book cart feature is similar to an online shopping cart where items are added to the cart for purchasing. In the Philippine eLib, online purchasing applies to “Pre-paid card users”. In addition, the cart can be used to simply bookmark (add to cart) records that you feel is relevant to you search. Once you have bookmarked all items, you can easily generate a print-ready list or send it to your email;
- From the Results page and Record Details page, there is a link to a button labeled “Add to book cart”. Clicking this link will add the record to the book cart;
- Once an item has been added to the book cart, a link above the results page labeled “Your book cart has items” will be available. Click this link to view items you have added to your book cart;
- From the Book Cart page, you can generate a tabular or bibliography formatted preview of the items in your book cart by clicking on the “Print Preview” button. Alternatively, you can send the list to your email by clicking on the “Send to email” button, entering a valid email address, and clicking send;
- Book cart items will be available to you for the duration of your browser’s session. This means that your cart items will be lost if you log-out of the system or when you close your browser;
- You may also remove items from your book cart if you feel you don’t need them. Simply click on the link “Remove from book cart” for items that have been added to your book cart;
- Another good thing you can do with the book cart is that you can bookmark materials with full-text for downloading later. This can be accomplished by clicking on the “Download/Order Checked Items” button.

- **Searching for subscribed e-databases (foreign)**

- From the left menu, under Products and Services, you will find a link to eLib’s subscribed electronic databases. These databases are owned by different foreign publishers. The Philippine eLib only provides access to these databases but do not store any material from these databases;
- Currently, only EBSCOhost databases are available under the e-databases section;

- To access EBSCO, from the e-databases link, simply click “EBSCO Complete Academic package”. A detailed description of the package will be displayed including the access privileges;
- If you have logged-in with a valid account, you will be granted access to this resource. A message saying “Access is authorized. [click here to search database]” will be shown. Follow the link and you will be redirected to the database’ online search page. For more information on how to use the EBSCO Host databases, please refer to the site’s online help.

- **Using the Cyber SDI service**

- Also under “Products and Services”, you will find a link to the Cyber SDI service;
- This service is an automated implementation of the traditional Selective Dissemination of Information services of libraries;
- To use the Cyber SDI, simply select general categories of Philippine eLib materials from the list by checking the checkbox beside each category, entering your email address below, and clicking the “Subscribe” button;
- An email will be sent to you for confirmation. To confirm you subscription, open your email and read the eLib’s Cyber SDI confirmation message. Follow instructions on how to activate your subscription;
- Once you have confirmed subscription to Cyber SDI, you will be receiving email messages on the topics you have selected from this service each time a new material matching the categories you have selected has been uploaded to the database;
- To unsubscribe to this service, use the link (under section unsubscribe) from the automated email sent to you by the service.

- **Help and support**

- For some frequently asked questions, you may access the site’s FAQs section and Online Help pages under section “Support”.
- For technical support and inquiries, send email to elib-support@yahogroups.com.