



# REMOTE EBOOK ACCESS

Pictorial Guide

## ABOUT THE GUIDE

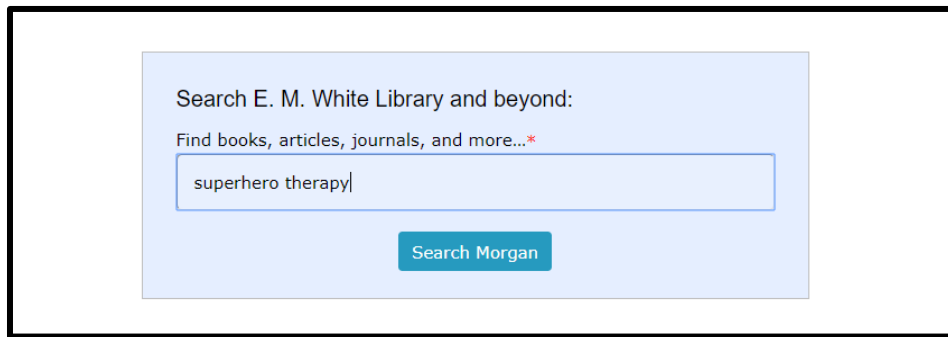
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E.M. White Library, Louisville  
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**Updated 3/26/20**

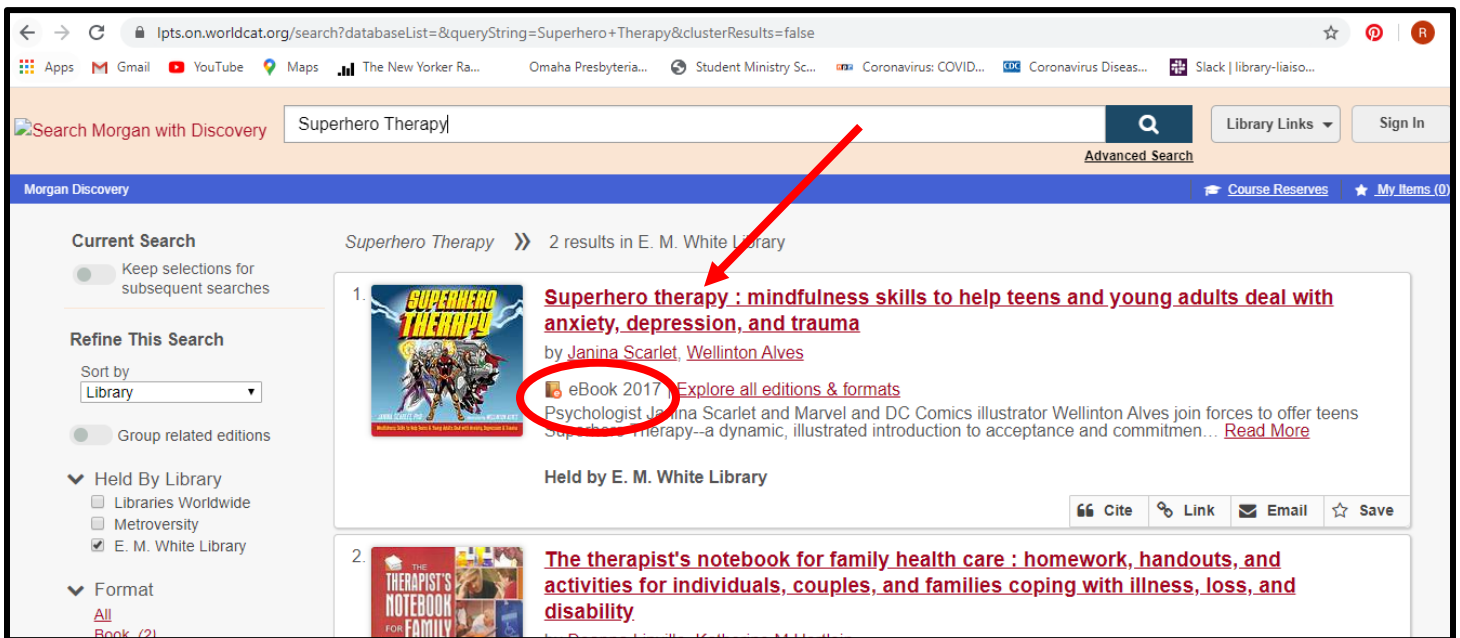
**Remote access to ebooks in the E.M.White Library is available only to LPTS students, faculty and staff.** There are a few different ways to retrieve ebooks. This guide shows you how to open an ebook via Morgan Discovery, the library catalog. If you are attempting to access an ebook (from >12,000 offered through E.M. White Library), and need some guidance, we are here for you!

**First**, you need to go to [www.lpts.edu](http://www.lpts.edu), click on the “Library” tab at the top of the page. Scroll down the library page. Enter the Title, Author’s name, or a Keyword for your search in the search box that looks like this:



This will open a new tab, in Morgan Discovery, with your search results.

**Then**, choose from among the results of your search. Click on the hyperlinked Title, Author’s Name, or Keyword that best fits your search.



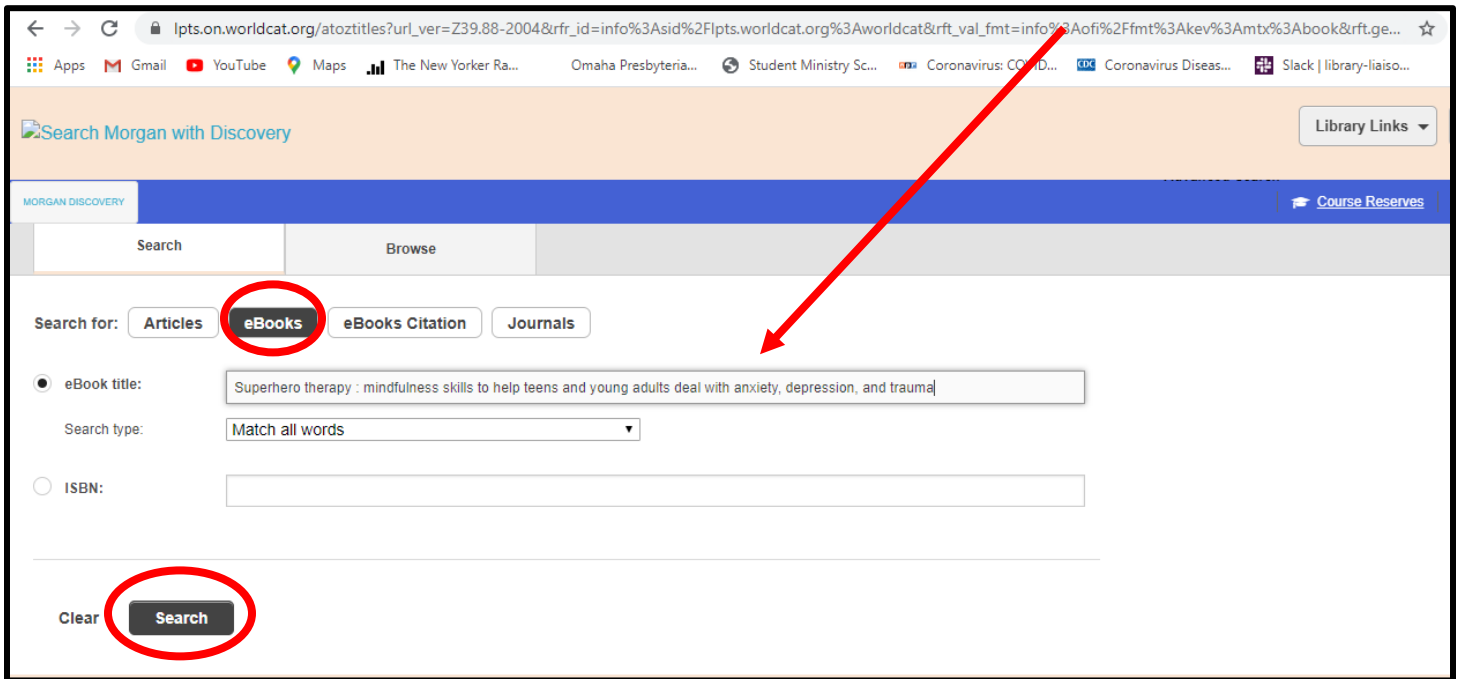
When the sidebar description of the book comes up, click on the hyperlink for “Check for Electronic Resources.”

The screenshot shows a search results page on WorldCat. The search term is "Superhero Therapy". The first result is "Superhero therapy : mindfulness skills to help teens and young adults deal with anxiety, depression, and trauma" by Janina Scarlet and Wellinton Alves. The book is an eBook from 2017, held by E. M. White Library. A red arrow points to the "Check Availability" button, which is circled in red. Below this button is a link that says "Check for Electronic Resources" with an external link icon.

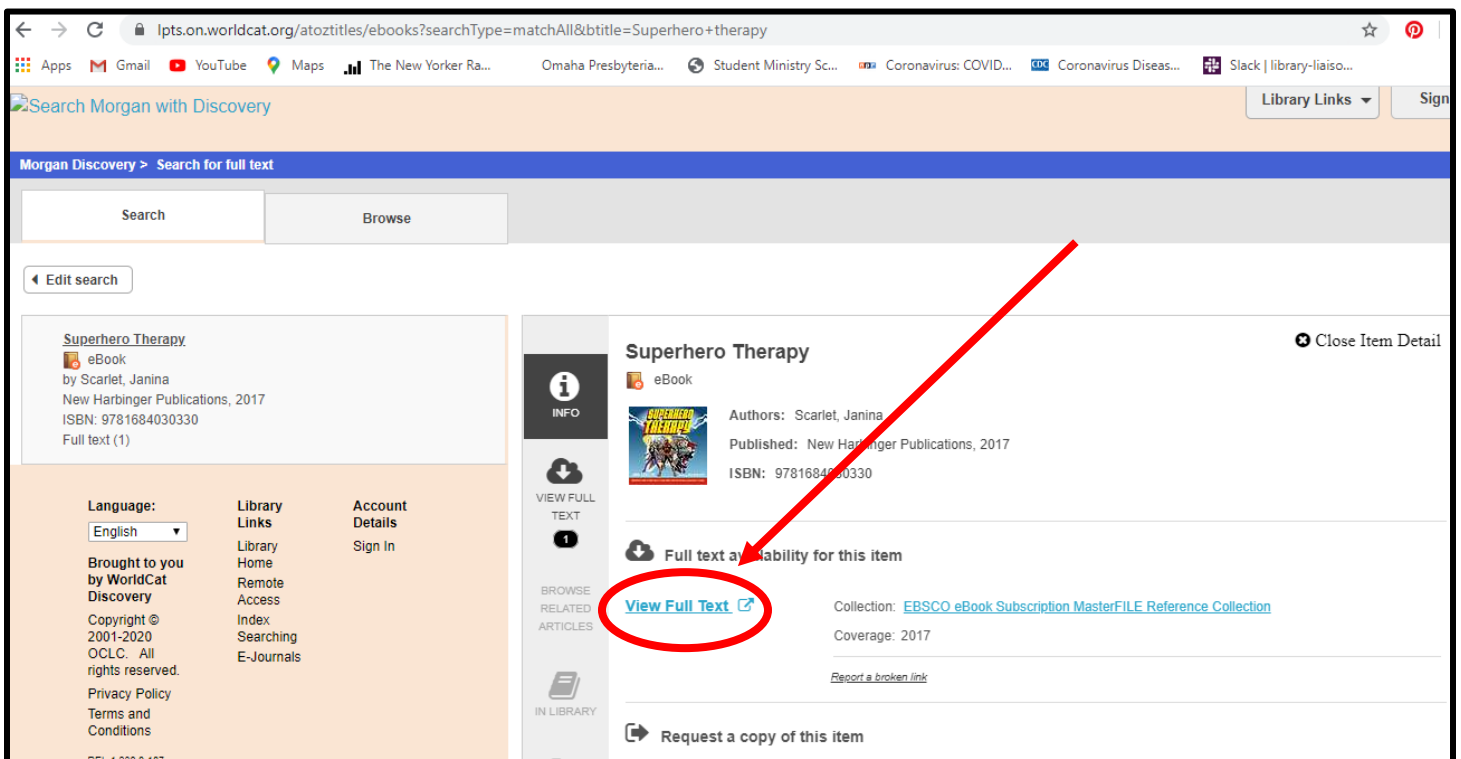
This will open a new tab that looks like this:

The screenshot shows the WorldCat search interface. The search term is "Superhero Therapy". The search type is set to "Starts with". The search results are filtered by "Journals". The search type is set to "Starts with". The search results are filtered by "Journals". The search type is set to "Starts with". The search results are filtered by "Journals".

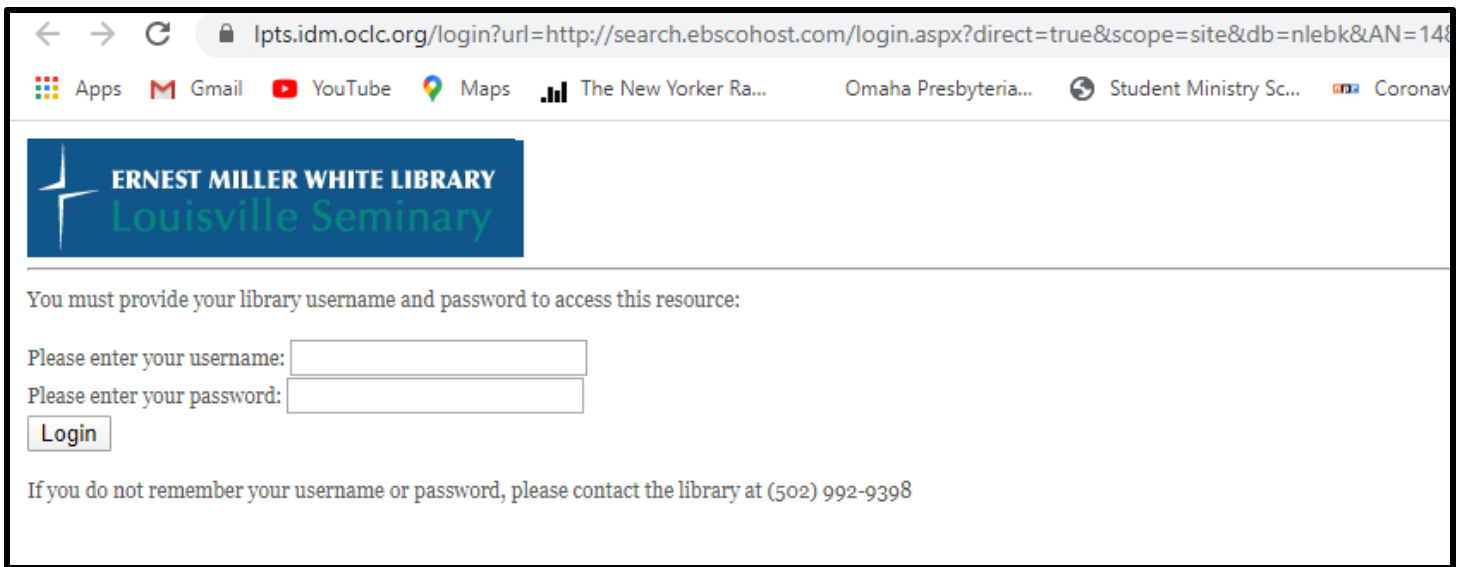
If it does not automatically fill in the information of the eBook you are searching for, change the settings, fill in the eBook information, and click “Search.”



If you have entered information correctly, and if we do, in fact, have access to this eBook, the following search result page will appear. Click on the hyperlink for “View Full Text.”



This will then open *another* new tab that should look something like this:

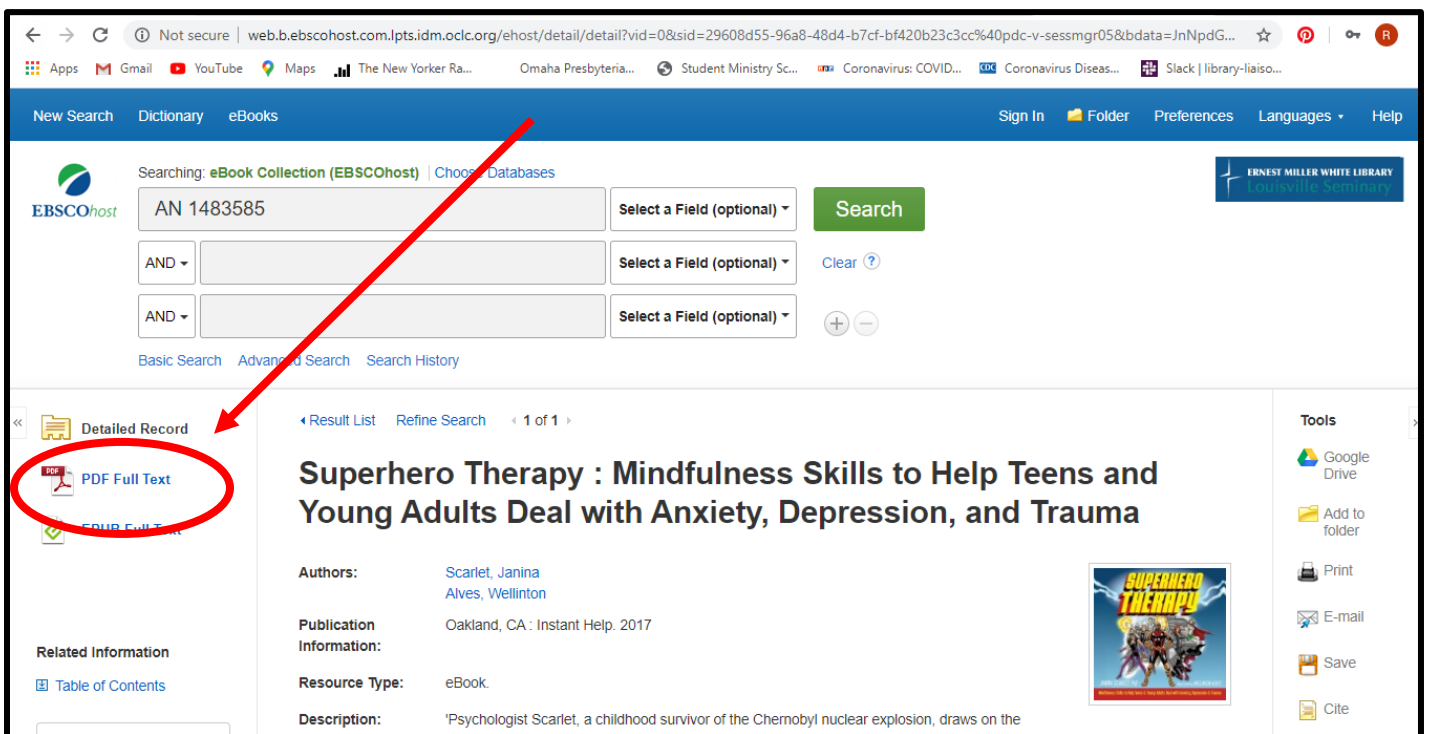


**Your USERNAME is the 13-digit barcode number on the BACK of your LPTS I.D.**

**Your PASSWORD is the LAST FOUR DIGITS of the PHONE NUMBER you provided when opening an account with E.M. White Library.**

Once you enter this information, click on “Login.”

**Finally, this will bring you to the EBSCOhost server, and you will find a detailed record of the eBook for which you have been searching. Click on “PDF Full Text,” if it is an option. If not, click on any other hyperlinked option on the left side bar.**



This link should take you to the eBook, with hyperlinks to chapters in the left-hand column!

The screenshot shows a web browser displaying an eBook viewer. The main title 'SUPERHERO THERAPY' is prominently displayed in large, yellow, 3D-style letters against a blue background with lightning bolts. Below the title is a colorful illustration of several diverse characters in superhero costumes. On the left side, there is a 'Contents' panel with a list of chapters from 1 to 6, each with a download icon. Above the contents, the book's metadata is shown: Author: Scarlet, Janina, Alves, Wellington; Date: 2017; Publisher Permissions: Print/E-mail/Save 100 Pages, Unlimited Copy/Paste, Unrestricted Download; eBook Availability: Unlimited copies available. A red arrow points from the top of the page down to the 'Contents' panel. The browser's address bar shows the URL: web.b.ebscohost.com.lpts.idm.oclc.org/ehost/ebookviewer/ebook/br... and the page includes navigation controls like 'Back', 'New Search', 'Sign In', and 'Folder'.

This eBook will only last on your computer so long before logging you out, in which case you will have to repeat the process. **Also, if you need to cite the book you are reading**, go to the previous page containing the detailed record of the eBook, click on the link for “Cite” in the right-hand column, and a list of citation styles will appear with the eBook already formatted to the citation style! Scroll until you find the citation style you need. Feel free to copy and paste the citation. **Be sure to check the citation**, as sometimes this format could be slightly off (particularly with spacing and punctuation).

The screenshot shows the 'Citation Format' page for the eBook. The page title is 'Citation Format' and it includes a note: 'NOTE: Review the instructions at EBSCO Connect and make any necessary corrections before using. Pay special attention to personal names, capitalization, and dates. Always consult your library resources for the exact formatting and punctuation guidelines.' Below the note, three citation styles are listed: ABNT (Brazilian National Standards), AMA (American Medical Assoc.), and APA. Each style includes a reference list for the book 'SUPERHERO THERAPY : Mindfulness Skills to Help Teens and Young Adults Deal with Anxiety, Depression, and Trauma' by Scarlet, J., and Alves, W. The APA citation is: Scarlet J, Alves W. Superhero Therapy : Mindfulness Skills to Help Teens and Young Adults Deal with Anxiety, Depression, and Trauma. Oakland, CA: Instant Help; 2017. https://search-ebscohost-com.lpts.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1483585&site=ehost-live&scope=site. Accessed March 24, 2020. The page also features a search bar at the top, navigation links like 'Basic Search', 'Advanced Search', and 'Search History', and a 'Tools' sidebar on the right with options like 'Google Drive', 'Add to folder', 'Print', 'E-mail', 'Save', 'Cite', 'Export', 'Create Note', and 'Permalink'.

*We hope that is helpful as you begin to navigate the world of eBooks offered by E.M. White Library! If you have any questions, do not hesitate to ask [library@lpts.edu](mailto:library@lpts.edu).*