

Step by step guide to e-books

Contents	Page
What is it?	1
Search the Library Catalogue for e-books	2-4
Linking to an e-book	5
Link to the e-book collections	6-8
Browsing an e-books collection	9
Searching an e-books collection	10
Using an e-book	11
Review	12

What is it?

The e-books section of the RCN e-library is a collection of over 400 full text electronic books that are relevant to nursing. It is available by selecting e-books from the menu in the [e-library](#).

What does the e-books collection contain?

- Over 400 full text e-books purchased by the RCN for its members.
- Immediate reference access. You can read the books online and print or save a few pages within [copyright restrictions](#). It is not possible to download or print an entire book.
- Links to over 1500 books and reports available freely on the web.

When would you use the e-books collection?

- To find a book online.
- To read a chapter in a book online.
- To print out or save a few pages from a book.

Finding e-books

From the e-books web page there are two different ways to find e-books. Either:

- Search the RCN Library Catalogue, or
- Link to the e-book collections.

We will look at each of these in turn.

Search the RCN Library Catalogue for e-books

You can use the RCN Library Catalogue to search for electronic books and reports.

It will search:

- E-books purchased by the RCN for its members (over 350 titles).
- A selection of reports and books available freely online which are relevant to nursing (over 1500 titles).

The Library Catalogue is the most comprehensive way to search for electronic books and reports that are available to RCN members and is the recommended way to find e-books. It contains details of both electronic and print books held by the RCN libraries.

Search the RCN Library Catalogue for e-books

To open the Library Catalogue from the RCN e-library:

The screenshot shows the RCN website's e-library page. The page has a blue header with the RCN logo and navigation links. A search bar is located in the top right. The main content area is divided into a left sidebar and a main content area. The sidebar contains a list of links under 'Library services and archives', with 'e-books' and 'Library catalogue' highlighted with red boxes and numbered '1' and '2' respectively. The main content area has a heading 'e-books' and provides information about using the resources, including contact details and links to 'NetLibrary' and 'MyLibrary'. A blue box with white text contains the instructions: '1. Select e-books.' and '2. Select a link to the Library Catalogue.' A red arrow points from the 'Library catalogue' link in the sidebar to the second instruction in the blue box. The right sidebar contains a 'MyRCN' section with links for joining, password management, and an advertisement for 'RCN DIRECT' with the phone number '0845 772 6100'.

Royal College of Nursing

- Representing nurses and nursing
- Promoting excellence in practice
- Shaping health policies

Contact us | Discussion Zone | RSS | Advanced search

Search Keyword site search Search

Home Support for you Professional development Membership Nursing UK and abroad About us News, Events, Campaigns MyRCN

Location: Home » Professional development » Library services and archives » e-library » e-books

> Library services and archives **e-books**

- > RCN Archives
- > e-library
 - > e-journals
 - > Databases to search
 - > **e-books** 1
 - > Virtual enquiry
 - > FAST
 - > Websites and gateways
 - > Copyright and disclaimer
- > Library catalogue 2
- > Steinberg collection of nursing research
- > Renew books online
- > Resource of the month
- > Print journals A-Z
- > Borrowing and services

For advice on using any of the resources below telephone: 0345 337 3368 or email: rcn.library@rcn.org.uk.

You can search the library catalogue for e-books, e-journals, e-reports. Alternatively RCN members can search MyLibrary. Going directly to the text of all the RCN e-book collection:

Go to: [NetLibrary](#).
Go to: [MyLibrary](#).

Some eBooks are for RCN members only and you will need to enter your membership number and password to read the full text online.

If you have not registered or have forgotten your password, go to: [MyRCN registration page](#)

If you want to limit your search of the RCN library to eBooks and eReports only, go to the [RCN library catalogue](#) then:

1. Select e-books.
2. Select a link to the Library Catalogue.

MyRCN

Join the RCN online now
[Create/reset your password](#)
[Forgotten your password?](#)
[Amend your details online](#)

Advertisement

RCN DIRECT
0845 772 6100

Related news

[What do you think about RCN library services?](#)

Search the RCN Library Catalogue for e-books

To search the Library Catalogue for electronic books and reports only:

The screenshot shows the RCN Library Catalogue search page. At the top left is the Royal College of Nursing logo. The main title is "RCN Library Catalogue". On the top right, there is a "Library Info" section with links for "Hours - All Libraries", "New Books - NI-BELFAST", "New Books - SCO-EDINBURGH", "New Books - UK-LONDON", "New Books - WALES-CARDIFF", and "MORE". Below the header is a navigation bar with links: "Search/Home", "Contact us", "Links", "E-Books", "My Account", and "Virtual enquiry". A dark blue bar contains "Go Back", "Help", and "Logout".

The search interface is a grey box with the following elements:

- Search mode: "Catalogue" (selected), "Keyword", "Browse", "Exact".
- Search box: Contains the text "mentoring" (annotated with a red box and the number 3).
- Search type: "words or phrase" (dropdown menu).
- Search button: "Search Catalogue" (annotated with a red box and the number 5).
- Library selection: "library: E-LIBRARY" (dropdown menu, annotated with a red box and the number 4).
- Advanced Search | Thesis Search (links).

Below the search box, there is a list of search tips:

- **Words or phrase** searches everything and can be used for all searches, o
- Use **and** to combine words or phrases, e.g.: **diabetes and foot** (links the w
- Use the dollar symbol on the end of a word to find alternative word endings
- For more detailed help use the [Guide to the RCN Library Catalogue](#) (Word 209KB) (annotated with a red box and the number 6).

At the bottom of the page, there is a "Powered by: SIRSI" logo, the text "RCN Library Catalogue", and "Powered by: Sirsi Corporation, Copyright © 2000 - 2004". A "TOP" link is also present.

Your search is carried out and details of any electronic books or reports are shown.

You can search using keywords, author or title. If your search does not find anything you could try again using alternative terms. For more details of how to search the Library Catalogue see the guide (6).

Linking to an e-book

After you have searched the Library Catalogue details of e-books and reports matching your search are displayed.

The screenshot shows the RCN Library search results page. The header includes the RCN Library logo and navigation links: Search/Home, Contact us, Weblinks, Go Back, Help, Limit Search, New Search, Previous, Next, X-Refs, and Key. The search results are displayed in a table format with three entries. Each entry includes a 'Details' button, a 'Mark' button, and a 'Summary URL' button. The first entry is highlighted with a red box around the title and author information, and a red number '1' is placed next to it. A red number '2' is placed next to the 'Details' button, and a red number '3' is placed next to the 'Summary URL' button. A blue box on the right side of the page contains the text 'Try these too... INSERVICE EDUCATION FOR NURSING'.




RCN Library

Search/Home Contact us Weblinks

Go Back Help Limit Search New Search Previous Next X-Refs Key

Search Results

words or phrase "mentoring" records were found. Viewing 12 through.

#1	35A PAR (FOUR-WEEK)	2009	Details Coaching and mentoring : practical methods to improve learning <i>2nd ed.</i> Parsloe, Eric	1	
			Mark 1 copy available at E-LIBRARY in E-BOOKS		
				3	Summary URL
#2	11F DUF (FOUR-WEEK)	2009	Details Clinical nurse specialist toolkit : a guide for the new clinical nurse specialist Duffy, Melanie.		
			Mark 1 copy available at E-LIBRARY in E-BOOKS		
					Summary URL
#3	11BP WES (FOUR-WEEK)	2008	Details Enabling learning in nursing and midwifery practice : a guide for mentors West, Sue, 1955-		
			Mark 1 copy available at E-LIBRARY in E-BOOKS		

Try these too...
INSERVICE EDUCATION FOR NURSING

Sites you may be linked to are:

- NetLibrary (e-books purchased for RCN members)
- MyiLibrary (e-books purchased for RCN members)
- Other sites for electronic reports and books available freely on the web.

Link to the e-book collections

We have explored searching the RCN Library Catalogue. We will now look at the other alternative which is to link straight to e-book collections from:

- NetLibrary, and
- MyiLibrary

These are two different collections so you would have to look at both of them to see all the e-books.

Link to the e-book collections

We will explore the MyiLibrary collection. The NetLibrary collection works in a similar way.

To open the MyiLibrary collection:

1. Go to the e-books web page.
2. Select MyiLibrary. (You may be asked to login to the RCN website).

The screenshot shows the Royal College of Nursing website. The header includes the RCN logo and navigation links: Home, Support for you, Professional development, Membership, Nursing UK and abroad, About us, News, Events, Campaigns, MyRCN. A search bar is visible in the top right corner.

The breadcrumb trail reads: Location: [Home](#) » [Professional development](#) » [Library services and archives](#) » [e-library](#) » [e-books](#)

The main content area is titled "e-books" and includes the following text:

For advice on using any of the resources below telephone: 0345 337 3368 or email: rcn.library@rcn.org.uk.

You can search the library catalogue to find links to a wide range of eBooks and free online reports. Alternatively RCN members have access to collections of e-books from NetLibrary and MyiLibrary. Going directly to the e-book sites allows members to search for words in the full text of all the RCN e-book collection:

Go to: [NetLibrary](#).

Go to: [MyiLibrary](#).

Some eBooks are for RCN members only and you will need to enter your membership number and password to read the full text online.

If you have not registered or have forgotten your password, go to: [MyRCN registration page](#)

If you want to limit your search of the RCN library to eBooks and eReports only, go to the [RCN library catalogue](#) then:

The left sidebar contains a menu with the following items:

- > Library services and archives
- > RCN Archives
- > e-library
 - > e-journals
 - > Databases to search
 - > e-books 1
 - > Virtual enquiry
 - > FAST
 - > Websites and gateways
 - > Copyright and disclaimer
- > Library catalogue
- > Steinberg collection of nursing research
- > Renew books online
- > Resource of the month
- > Print journals A-Z
- > Borrowing and services

The right sidebar contains the MyRCN section with the following links:

- [Join the RCN online now](#)
- [Create/reset your password](#)
- [Forgotten your password?](#)
- [Amend your details online](#)

Below this is an advertisement for RCN DIRECT with the phone number 0845 772 6100.

At the bottom of the right sidebar is the "Related news" section with the link: [What do you think about RCN library services?](#)

3. The MyiLibrary website is opened and a list of available titles shown.

The screenshot displays the RCN e-book collection website. At the top left is the RCN logo, featuring two hands (one blue, one red) forming an 'N' shape, with the text 'Royal College of Nursing' to its right. Below the logo is a navigation bar with links for 'HOME', 'RESOURCES', 'MY ACCOUNT', and 'LOGOUT'. A red bracket on the left side of the page, labeled with the number '3', encompasses the search and navigation area. The main content area is titled 'Welcome to the RCN collection of ebooks' and shows search results for 'A Foundation for Neonatal Care'. The search results include the book title, authors (Hall, Michael; Noble, Alan; Smith, Susan), publisher (Radcliffe Publishing), and a description. The page also features a 'Quick Search' box, a 'Save this search' section, and a 'Sort these results' section.

Quick Search

Full Text

[Advanced Search >](#)

Save this search

Search name

[Export this search >](#)

Sort these results

[By date published >](#)

[By relevance >](#)

[By title >](#)

Refine this search

Show results from selected subject

History: America
Medicine
Philosophy, Psychology, Religion

Home » Search Results

Search Results

Search terms: Displaying All Books

1 - 10 of 60 results Display: **Brief** Detailed

10 25 50 per page « First < Previous 1 2 3 4 5 Next > Last »

A Foundation for Neonatal Care : a multi-disciplinary guide
Written By Hall, Michael; Noble, Alan; Smith, Susan
Published By Radcliffe Publishing in 2009
Open now >
[Description] This authoritative guide offers a vital overview including the recent fundamental changes in the care of newborn babies. As well as medical staff, key roles are now played by senior nurses, clinical nurse specialists, pharmacists, advanced neonatal nurse
[Related Subjects] Medicine >> Pediatrics >> Newborn infants [Including physiology, care, treatment, diseases]

A-Z of Counselling Theory and Practice, An

HOME RESOURCES MY ACCOUNT LOGOUT

Home » Search Results

Search Results

Search terms: Keyword(s) **mentoring**

1 - 2 of 2 results Display: **Brief** Detailed

10 25 50 per page « First < Previous 1 **Next** > Last »

Quick Search

Keywords

Full Text
Keywords
Title
EAN/ISBN
Author
Publisher

Export this search »

Sort these results

By date published »
By relevance »
By title »

Refine this search

Show results from selected subject

History: America
Medicine
Philosophy. Psychology. Religion
Science
Social Sciences

Show results from selected publisher

All Publishers

Coaching and Mentoring

Written By Parsloe, Eric; Leedham, Melville

Published By Kogan Page

Open now »

[Description] Coaching and mentoring are activities which encourage personal development and help people to interact to help support and improve performance. The second edition of this highly successful book has been radically updated.
[Related Subjects] Social Sciences >> Commerce >> Business >> Vocational guidance. Career development

Reflective Practice in Nursing

Written By Bulman, Chris; Schutz, Sue; Burns, Sarah

Published By Blackwell Publishing in 2004

Open now »

[Description] Reflection has the potential to help nurses to develop and learn from their practice. The third edition of this popular text is aimed at students and practitioners wanting to learn more about reflection and what it can offer them. Reflective Practice in Nursing draws on the latest research and on practitioners' experiences to provide you with a practical accessible guide to reflection on every day practice. Its emphasis remains on providing help...
[Related Subjects] Medicine >> Nursing

1. Scroll down the page to view the first 10 titles.
2. Go to the next page to see the next 10 e-books.

1

The screenshot shows a search interface with the following elements:

- Search Bar:** Contains the text "mentoring".
- Search Criteria:** A dropdown menu is open, showing options: "Keywords" (selected), "Full Text", "Title", "EAN/ISBN", "Author", and "Publisher".
- GO Button:** A blue button with a right-pointing arrow.
- Search Results:** Shows "Search terms: Keyword(s) mentoring" and "1 - 2 of 2 results".
- Results List:**
 - Coaching and Mentoring:** Written By Parsloe, Eric; Leedham, Melville. Published By Kogan Page in 2009. Includes an "Open now >>" link.
 - Reflective Practice in Nursing:** Written By Bulman, Chris; Schutz, Sue; Burns, Sarah. Published By Blackwell Publishing in 2004. Includes an "Open now >>" link.
- Left Sidebar:** Includes "Quick Search", "Sort these results" (By date published, By relevance, By title), "Refine this search" (History: America, Medicine, Philosophy, Psychology, Religion, Science, Social Sciences), and "Show results from selected publisher".

Numbered annotations on the image:

1. Points to the search criteria dropdown menu.
2. Points to the search input field containing "mentoring".
3. Points to the "GO" button.
4. A bracket on the right side of the results list, spanning both items.
5. Points to the "Open now >>" link for the first result.

1. Select the type of search you want from the drop down list. You can search within the full text of books, or by title, keyword, ISBN, author or publisher. For subject searches you may wish to try a keyword search first.
2. Type in your search terms.
3. Select to carry out your search.
4. Books found by your search are displayed.
5. Select to open an e-book.

4

Using an e-book

We will now look at some of the ways you can navigate through and use an e-book.

The screenshot shows the mylibrary interface for the e-book 'Coaching and Mentoring'. The top navigation bar includes 'TOC', 'Search', 'Notes', 'Dictionary', 'Page: Cover', 'Print Multiple Pages', 'Download Multiple Pages', 'Back', 'Go to page', 'Previous Next', '<<Section>>', 'Citation', 'RefWorks', and 'EndNote'. A left sidebar contains a 'Browse Table of Contents' with a list of chapters and a 'navigate to' menu. A central toolbar has icons for print, email, zoom, and other functions. The main content area shows the title 'Coach Mer' and a large red box labeled '2'. A blue box labeled '8' highlights the email icon in the toolbar. A blue box labeled '1' highlights the Table of Contents. A blue box labeled '3' highlights the Search button. A blue box labeled '4' highlights the Print Multiple Pages button. A blue box labeled '5' highlights the Back button. A blue box labeled '6' highlights the Previous Next buttons. A blue box labeled '7' highlights the Citation button. A blue box labeled '8' highlights the email icon in the toolbar.

1. Browse the Table of Contents. Select the chapter you wish to read. Select + sign to see sub-sections within chapters.
2. The e-book is shown here. One page is shown at a time.
3. Search within this e-book, for example to look for a keyword.
4. Print or download up to 10 pages.
5. Go back to the previous screen.
6. Move back to the previous page or forward to the next page in the book.
7. Select to see the bibliographic reference information for the book.
8. Email the current page to yourself.

Review

In this guide we have explored e-books including:

- What is available.
- Different options for finding e-books: either searching the RCN Library Catalogue or linking to an e-books collection.
- Browsing and searching within the MyiLibrary collection.
- Using an e-book.

If you require advice or support when using e-books please [contact RCN Library and Information Services.](#)