ACLS Humanities E-Books
a step-by-step guide
This guide will take you through how to search the electronic books included in the database. There are currently over 1,000 books to search and the project is continually growing.

Background information about ACLS Humanities E-books is available on the Library web site at:

www.reading.ac.uk/library/databases

Getting started

1. Open your web browser.
2. Go to the Library’s home page at www.reading.ac.uk/library
3. Click on the Databases a-z list link in the ‘E-resources’ section of the home page.
4. Use the A-Z list to find ACLS Humanities E-books and connect to it.
5. Click on Campus link to ACLS (no password required) or Off-campus link to ACLS (institutional login required).
6. For the off-campus option, use your University username and password and click on Login.

For more information about logging using the institutional login see:
www.reading.ac.uk/library/institutional-login

Searching

1. Click on Search - this takes you to a simple search screen. This enables you to search by author, title, subject or keyword. Search within full text is the default search option. The database will search for your keyword in every field. A title search will search only the title field.
2. Change the top box so it displays title.
3. Type in this search: work
4. Click on Search
Search results

You should then see a list of matching results. A typical result looks like this:

- **Title:** Work and revolution in France: the language of labor from the Old Regime to 1648
- **Author:** Sewell, William Hamilton, 1940-
- **Publication Info:** Cambridge; ; Cambridge University Press, 1980.

Click on **results details** to display where your search terms appeared in the text.

To view the book, click on **Table of contents**. You then see an image of the front cover of the book and a list of links to each chapter. If you click on a chapter heading this leads to the full-text, which you view a page at a time.

Clicking on the **reviews** link at the top of the page will show you reviews of your selected book in JSTOR. When you click on **reviews** you will see this:

- **reviews**

  Reviews of this work

  AJS: 86. 5 (Mar. 1983): 1027-1030
  JMH: 53. 3 (Sep. 1991) 557-559

Clicking on one of the entries to select it will bring up the review in a new browser window at the side of the screen.

**It is not possible to print or download the full text of Humanities E-books as the titles are under copyright.**

Saving your results

To mark records, click on the **save citation** link below the record on your list of results.

If you click on view my citations at the top right corner or the screen, the citation list appears and you then have the following options:

- **Email Contents**
- **Download Contents**
- **Empty Contents**

If you choose to email or download the records you have selected, follow the instructions on screen.

The records you have downloaded or emailed will contain stable URLs so that you can link directly to the books that you selected.
Search tips

Search operators
There are three basic search operators - these allow you to combine your search words in different ways to narrow or broaden your search. The operators are:

- **AND** - use to combine different concepts, eg
  
  *work and france*

- **OR** - use to include synonyms in your search, eg
  
  *work or labour*

- **NOT** - use to exclude words from your search, eg
  
  *france not england*

Searching for different word endings and alternative spellings
To search for different word endings, use the asterisk symbol. For example: the term *work* retrieves words that contain the words work, worker, or working.

Constructing a complicated search
If you wish to construct a complicated search, click on **boolean** at the top of the screen. You can then build up a search like the following example:

```
Search in: titles
Find: ( work or labour )
     and france
```

You can also construct a proximity search which will find words near or next to each other.

Browsing
You can browse the books from an index instead of searching by keyword.

From the toolbar at the top of the screen, click on **BROWSE**.

You then have the option to browse by author, title or subject.

Browse by subject to find e-books on the French Revolution. You should see subject headings like this which are links to books on that subject.

- France -- History -- Revolution, 1789-1799
- France -- History -- Revolution, 1789-1799 -- Causes
- France -- History -- Revolution, 1789-1799 -- Psychological aspects
Saving and re-running searches

To re-run a previous search, click on view search history in the top right corner of the screen.

You then see all your searches from that session and details of how successful the searches were.

<table>
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<tr>
<th>basic</th>
<th>boolean</th>
<th>proximity</th>
<th>bibliographic</th>
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<td>Click on any search query in the history to resubmit that search.</td>
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<td>1 &quot;french revolution&quot;, sorted by frequency</td>
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You can click on any of the searches to repeat them.

Finishing your search

To end the session, close the browser window.

*If you are using an IT Services machine remember to log out before leaving it *

Advanced features

Further help on searching the Humanities E-book Project is available by clicking on help in the toolbar at the top of the screen.