

# Mina Rees Library

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NetLibrary books come from Brookings Institution Press, Cambridge University Press, Columbia University Press, Dekker, Edinburgh University Press, Erlbaum, Fordham University Press, Indiana University Press, Jossey-Bass, McGraw-Hill, MIT Press, New York University Press, Oxford University Press, Psychology Press, Sage, Sharpe, Stanford University Press, State University of New York Press, University of California Press, Wiley, and similar publishers.

**ESTABLISHING AN ACCOUNT:** To use NetLibrary from home, you must first create an account on a CUNY campus. Connect to the NetLibrary site at [www.netlibrary.com](http://www.netlibrary.com) and click on *Create a Free Account*. To establish an account remotely, see [library.gc.cuny.edu/info/remote\\_gc.asp](http://library.gc.cuny.edu/info/remote_gc.asp). You cannot re-register after establishing an account. NetLibrary accounts are purged at the end of each spring semester, requiring student users to create their accounts again.

**BASIC SEARCH:** While you may perform author and title searches in NetLibrary, most of the time you will search for occurrences of your search term(s) as keyword(s) or word(s) within the text. Keyword searches look for your term(s) in the author, title, subtitle, and Library of Congress subject heading fields of a book's bibliographic record. Full-text searches look for your term(s) anywhere within the text of the available books. For example, a keyword search for *feminism* will find thirty-nine books, while a full-text search will find more than five-hundred titles in which the word appears somewhere in the text at least once. In a full-text search, the resulting list of titles will be arranged by the number of occurrences of your term(s) in the books: the one with the most occurrences will be first, and the one with the fewest will be last.

**ADVANCED SEARCH:** To perform a more complicated search, click the *Advanced Search* tab. This type of search allows you to search in multiple fields, including publisher and language, and to use Boolean operators (*and, or, not*). There are also additional sorting and limiting options.

**READING BOOKS ONLINE:** NetLibrary works somewhat like a traditional library. The *View this eBook* option allows you either to browse a book or check it out to read online. *Titles may be checked out for only twenty-four hours and are limited to one user at a time.* To read a book, you must be logged in to your account. The book is automatically checked in when the checkout time expires. Books may not be renewed. You must check out a book again after the twenty-four-hour period has expired.

**BROWSING AND SEARCHING WITHIN BOOKS:** Once you have opened a book, you can browse its contents by chapters, or you can use the *Search this eContent* function to search for a word, phrase, or name within a book.

**PRINTING AND COPYING PAGES:** Only one page at a time may be copied or printed by using the *Print* or *Copy* commands of your browser (Internet Explorer or Netscape).

**LIST OF TITLES:** To see a complete list of the Graduate Center titles, go to CUNY+, limit the search to the Graduate Center by clicking *Select Individual CUNY Libraries*, and perform a keyword search on *netlibrary*. To sort the results alphabetically by author or title, click the *Author* or *Title* headings.

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**OTHER RESOURCES AVAILABLE FROM HOME:** To learn about bibliographic and full-text resources available from home, see [library.gc.cuny.edu/info/remote\\_gc.asp](http://library.gc.cuny.edu/info/remote_gc.asp).

**ADDITIONAL HELP:** Contact the reference desk (212-817-7077) on the second floor of the library or use the Ask a Librarian button on the library's Web site to ask questions about using NetLibrary or any other library resource.

**OTHER GUIDES:** "Creating Accurate Search Statements," "Finding Book Reviews," guides to other databases, and more may be found at [library.gc.cuny.edu/guides/guides.asp](http://library.gc.cuny.edu/guides/guides.asp).

