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an **informa** business

# TAYLOR & FRANCIS EBOOKS

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A single destination for eBooks from Taylor & Francis with increased functionality and an improved user experience to meet the needs of our customers.

## USER GUIDE

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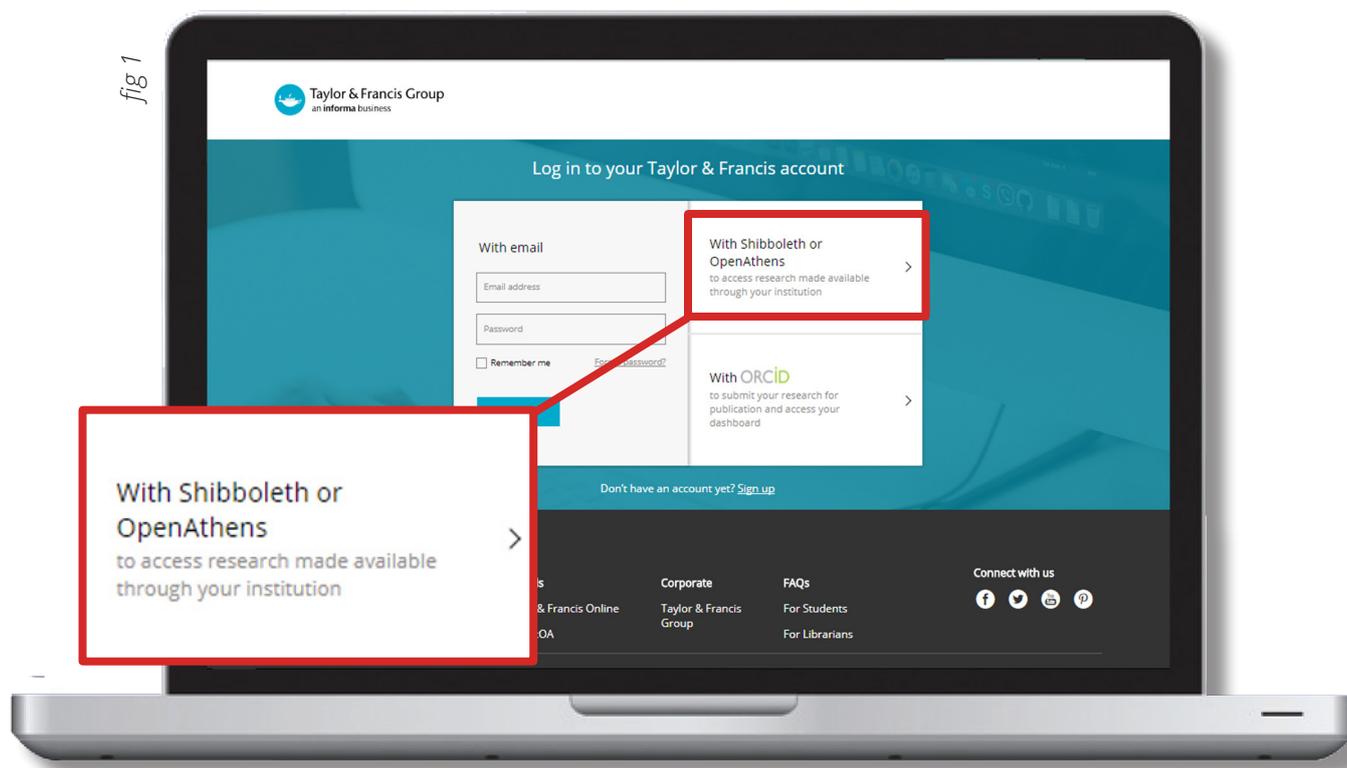
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# Getting started:

## INSTITUTIONAL REGISTRATION

Users will have instant access to the site via their institutional log-in, which will grant authentication through IP recognition, EzyProxy, Shibboleth or OpenAthens.

*NB: Your institution set up will be done by T&F support team (valid for new or existing accounts). All account administrators will then receive an invite to the platform (for existing accounts on the 11th of September). Institutional users can then gain access by IP authentication, EzProxy, Shibboleth or OpenAthens.*



First, select **'With Shibboleth, OpenAthens or EzProxy'** (fig 1).

Then, search for your institution (fig 2, below) and click **'CONTINUE'**.

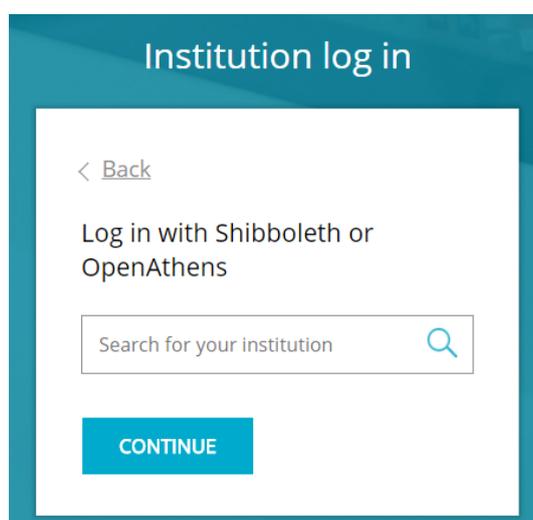
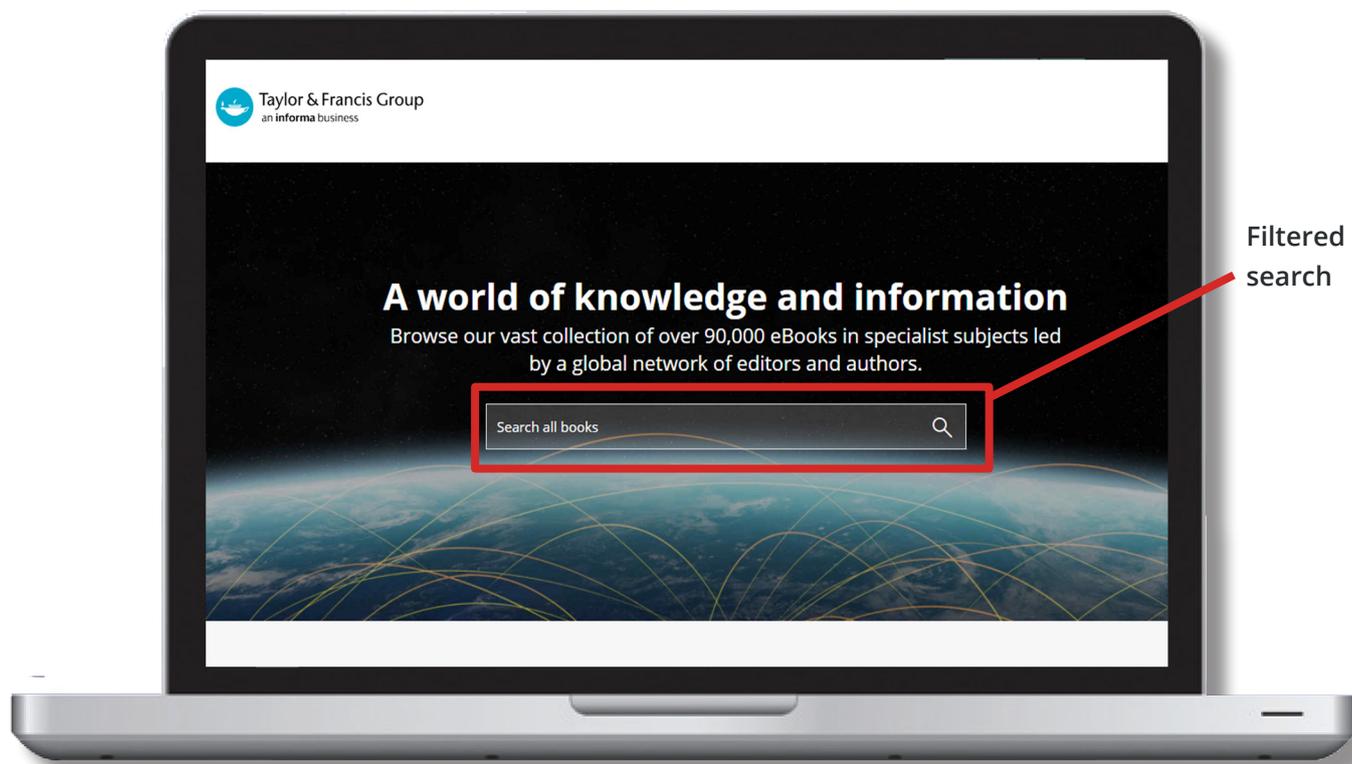


fig 2

# Finding what you need: Search

The main way to find content is filtered search, via the main search box.



## FILTERED SEARCH

The filtered search field will initially search the title, author and keywords of a book. So if a word or a string of words are entered, matches will be displayed.

From the initial query, users can then filter their search using a number of facets:

- » Search by Access Type
- » Search by Subject
- » Search by Publication Dates
- » Search by Imprint (e.g. Routledge, CRC Press).

The image shows a search filter interface with three facets. The 'Filter By' section has a checkbox for 'Show content I have access to'. The 'SUBJECT' facet shows a list of subjects with their counts. The 'PUBLICATION DATE' facet shows a list of publication date ranges with their counts. The 'IMPRINT' facet shows a list of publishers with their counts.

SUBJECT	
Education	557
Sociology of Education	455
Education Policy & Politics	357
Education Studies	316

PUBLICATION DATE	
Upcoming	75
Last month	56
Last 3 months	184
Last 6 months	292
Last 12 months	510

IMPRINT	
Routledge	2846
David Fulton Publishers	44
CRC Press	29

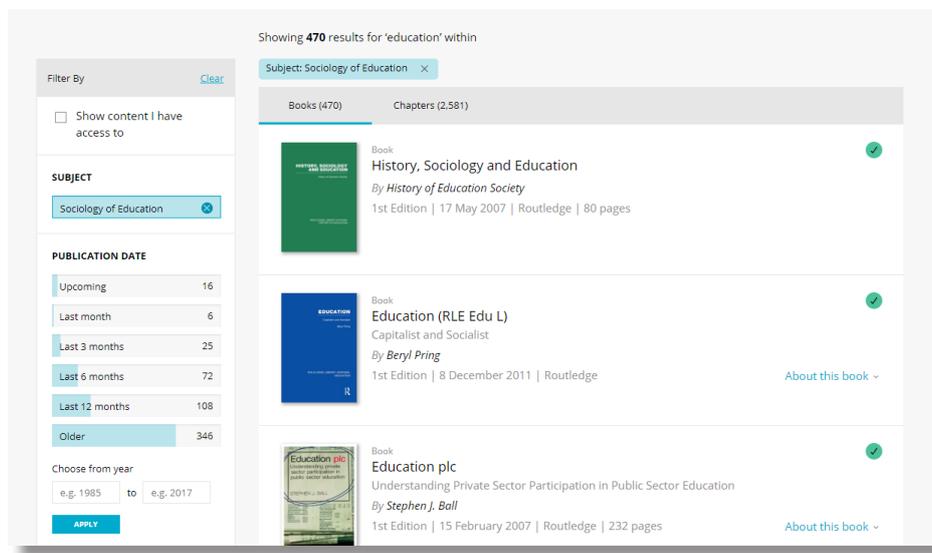
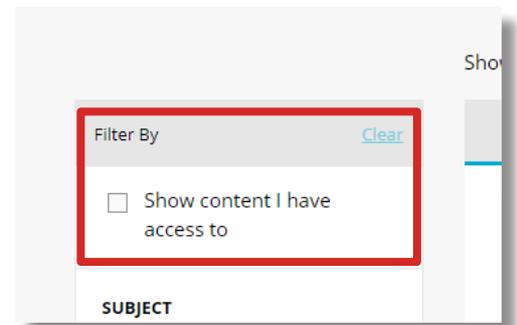
# Accessing an eBook

## ACCESS TYPES

To help users find the content to which their institution has access, the **'Show content I have access to'** checkbox on the search page can be used to narrow down the search only to the content that has been bought by the institution.

In the example below, a search has been carried out by typing 'education' as a simple search term, and then adding a 'Sociology of Education' subject filter. These filters can be seen below the search bar.

Results will be returned from within the 'Sociology of Education' subject category, where 'education' appears anywhere in the book's text.



## ACCESS INDICATORS

The access display options are as follows:

Titles available to access will have a full **'Green Tick'** button.

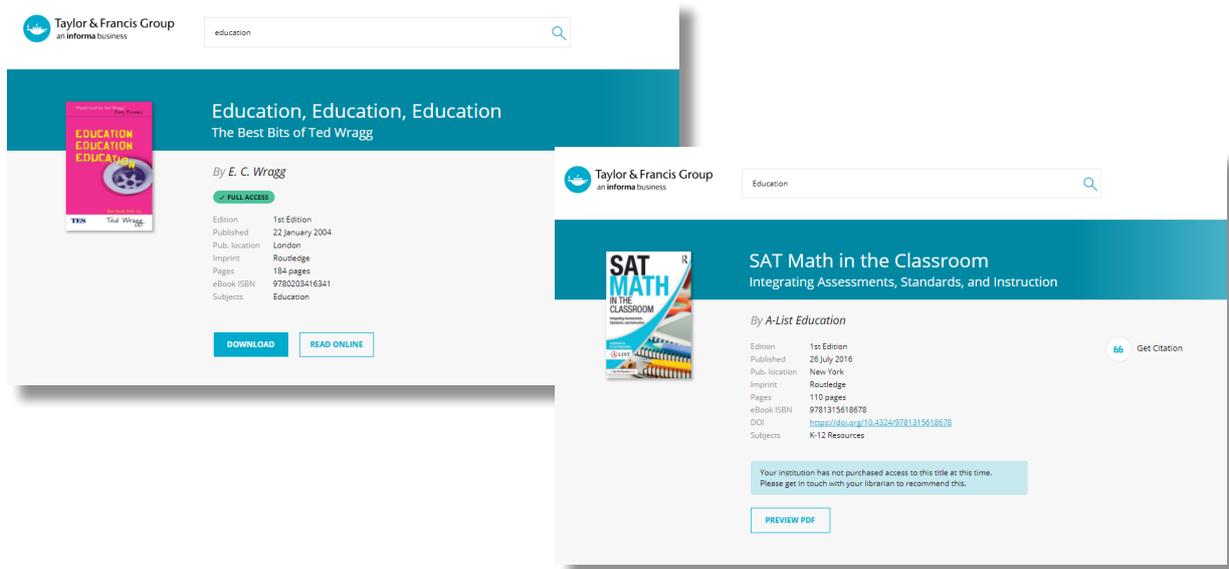


Titles not available to access will not have the **'Green Tick'** button



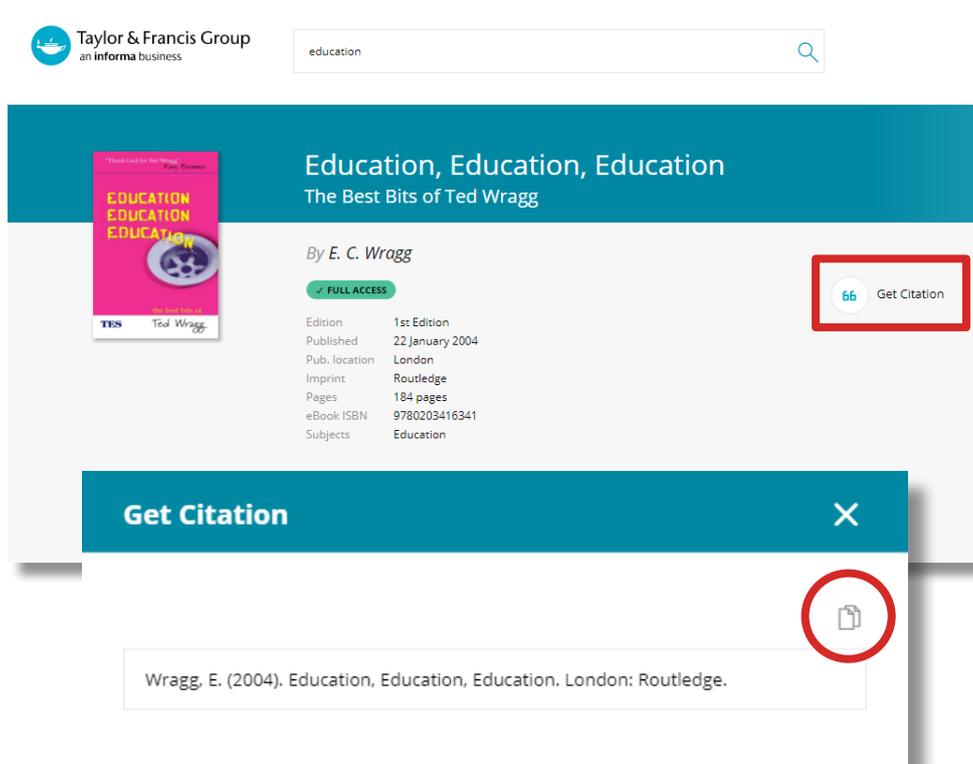
# Using an eBook

Once a user has navigated to the book page they require, they will be presented with the bibliographic information corresponding to that title, and the option to read it if they have access.



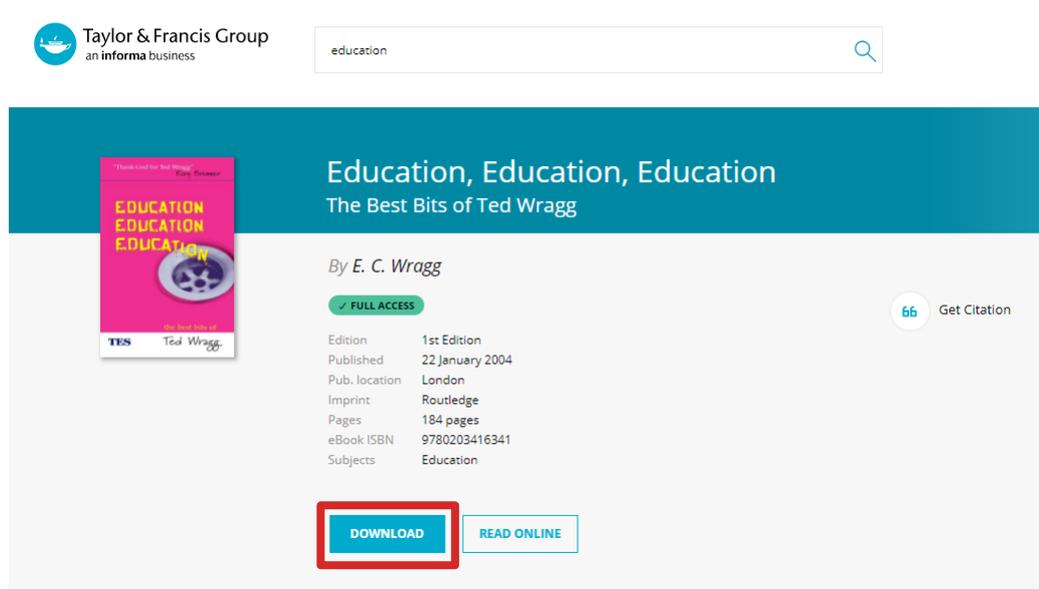
Users can perform the following tasks, as highlighted in the following screenshots:

- » **Citation:** User can get citation by clicking on 'Get Citation' on the page displayed as below.
  - \* The format of the citation is American Psychological Association (APA) style.



User can copy the citation to the clipboard by clicking on the  (copy) icon.

- » **Download by book:** User can now download the entire book by clicking on the 'DOWNLOAD' button at the bottom of the bibliographic information on the book page.



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education

## Education, Education, Education

The Best Bits of Ted Wragg

By E. C. Wragg

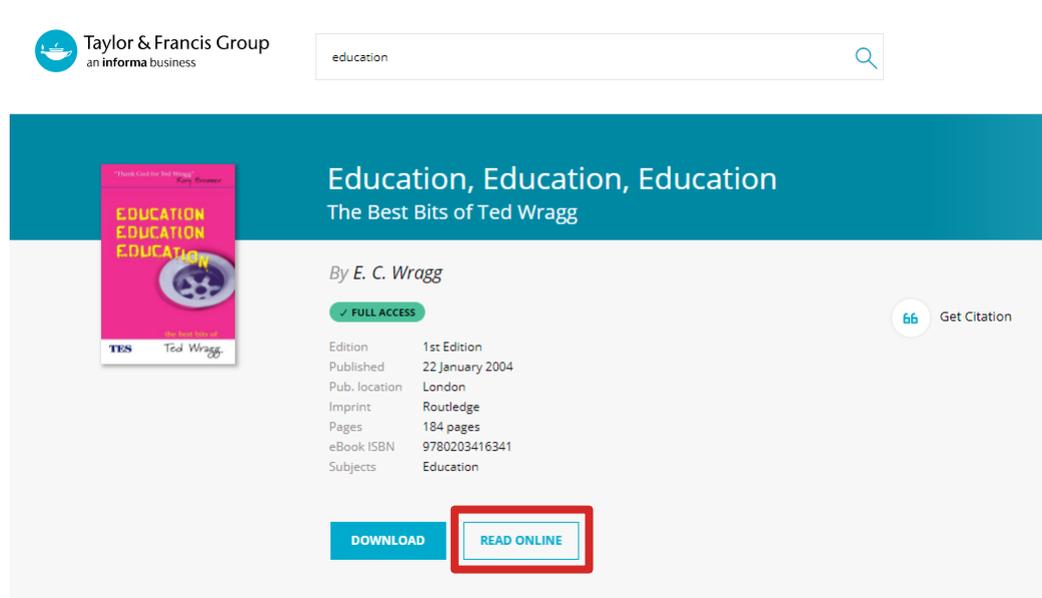
✓ FULL ACCESS

66 Get Citation

Edition	1st Edition
Published	22 January 2004
Pub. location	London
Imprint	Routledge
Pages	184 pages
eBook ISBN	9780203416341
Subjects	Education

[DOWNLOAD](#) [READ ONLINE](#)

- » **Read Online:** User can now read the entire book through an Online Reader by clicking on the 'READ ONLINE' button at the bottom of the bibliographic information on the book page. This will open an online reader from where the user can search the book's full text, navigate using table of contents, select and print page ranges, and resize the page.



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education

## Education, Education, Education

The Best Bits of Ted Wragg

By E. C. Wragg

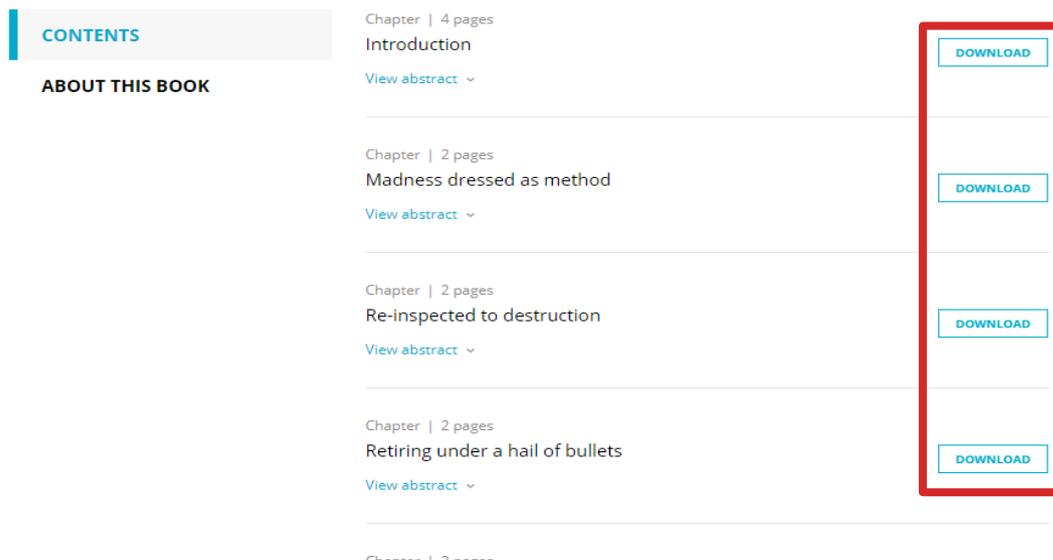
✓ FULL ACCESS

66 Get Citation

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[DOWNLOAD](#) [READ ONLINE](#)

- » **Download by chapter:** User can now download by chapter. To access a chapter, scroll down on a book's product page to the table of contents. If chapter PDF downloads are available, a download link will appear next to each chapter.



## Personalisation Features

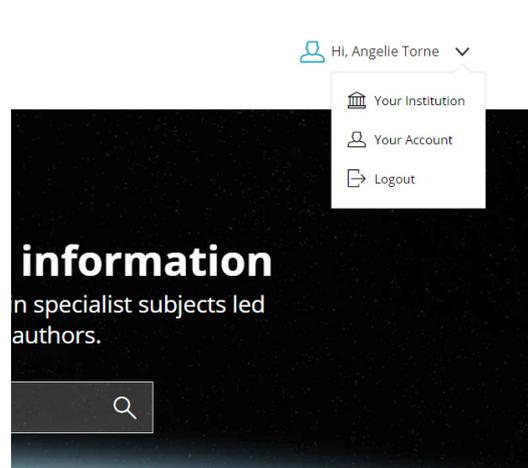
Both personal and institutional users have access to additional features when they register on the site. The "Your Account" button directs the user to their personal page.



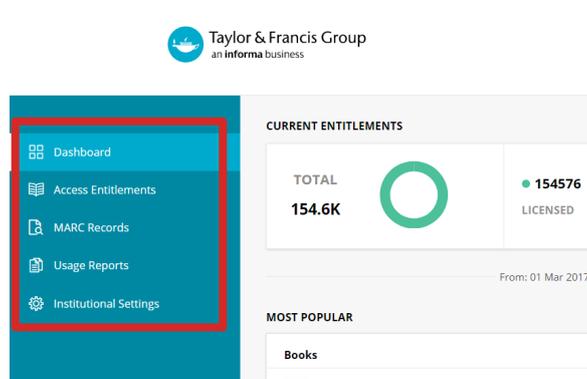
From this area it is possible to update personal contact details such as Name, Email Address, Organisation Name and change a password.

# Administrator Access

Administrator access is a higher level of access given only to the administrators of the account who are able to search/access the content, and also have the right to personalise the platform for their institution, download usage statistics and manage IP addresses. This can be done through the 'Institutional account' area (only available when using Administrator accounts) on the 'Your Institution' button.

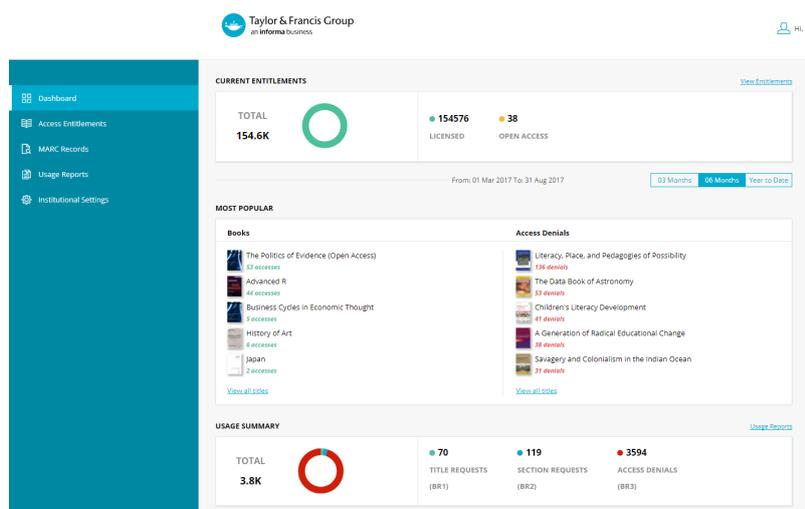


The 'Your Institutional' area contains five sub-sections, as seen below:



## DASHBOARD

The administrator can have an overview of the institution's access from the Dashboard.



# ACCESS ENTITLEMENTS

This area is where the administrator can find all the titles the institution has access to, as below:

**Access Entitlements**

Here you can view the titles / products to which your institution has access. You can also download this information in a CSV file.

154614 TOTAL 154576 PERPETUAL 38 OPEN ACCESS

Search by Publication Title or ISBN

ISBN (E-BOOK)	PUBLICATION DATE	Start Date	End Date	ACCESS TYPE
9780203806029		01 Aug 2017	N/A	Perpetual
9780203892220		01 Aug 2017	N/A	Perpetual
9780203809124		01 Aug 2017	N/A	Perpetual
9780203168004		01 Aug 2017	N/A	Perpetual

# MARC RECORDS

On this tab, administrators can download the updated MARC records.

**MARC Records**

Download the complete MARC Record for your University

UPDATED RECORDS

MARC Records

DOWNLOAD

# USAGE STATISTICS

Administrators can use this section to retrieve usage statistics.

**Usage Reports**

01 Jan 2017 - 04 Sep 2017

- Download(s)
- Successful title request (COUNTER Book Report 1)
- Successful section requests (COUNTER Book Report 2)
- Access denied to content requests (COUNTER Book Report 3)

**Usage Reports**

01 Jan 2017 - 04 Sep 2017

**MOST POPULAR**

Books	Access Details	CHAPTER	TOTAL
1 The Politics of Evidence (Open Access)	BOOK	42	54
2 Advanced R	BOOK	34	48
3 Business Cycles in Economic Thought	BOOK	4	1
4 History of Art	BOOK	3	3
5 A Primer on Clinical Experience in Medicine	BOOK	0	0
6 NGOs in India (Open Access)	BOOK	2	0
7 Big Business and Brazil's Economic Reforms	BOOK	2	1

**Usage Reports**

01 Jan 2017 - 04 Sep 2017

**USAGE TRENDS**

113

TITLE USAGE

MONTHS

MONTHS	TITLE USAGE
Jan 2017	0
Feb 2017	0
Mar 2017	0
Apr 2017	0
May 2017	0
Jun 2017	0
Jul 2017	54
Aug 2017	18
Sep 2017	48

# INSTITUTIONAL SETTINGS

On this tab, administrators can be added or recommended, and manage the institution Shibboleth account. IP Ranges can also be viewed for information.

**Institutional Settings**

FIRST NAME	LAST NAME	EMAIL ID	ROLE	STATUS
Kevin	McCarthy	kmccarthy@tandf.co.uk	T&F Internal Administrator	—
Shereef	Tricon	shereef@triconinfotech.com	Customer Admin	—
Shereef	Informa	shereef@informa.com	Customer Admin	—
Matthew	White	matthew.white@tandf.co.uk	T&F Internal Administrator	—
Ayumi	Sakamoto	ayumi.sakamoto@informa.com	T&F Internal Administrator	—
Ariane	Kimmel	ariane.kimmel@taylorandfrancis.com		
Kate	Teavender	kate.teavender@tandf.co.uk		
Jess	Webb	jessica.webb@tandf.co.uk		
Taruja	Gibson	taruja.gibson@tandf.com.au		
Owen	Pryor	owen.pryor@tandf.co.uk		

**Institutional Settings**

Manage Admins Remote Access IP Ranges

**SHIBBOLETH / OPEN ATHENS**

Entity ID:

Organization or Unit ID (optional):

Federation:

Meta Data URL:

**T&F allows remote access using EZ Proxy Stanza**

Title Taylor Francis eBooks  
URL <https://taylorfrancis.com>  
Dj taylorfrancis.com  
Dj tandf.co.uk

**Institutional Settings**

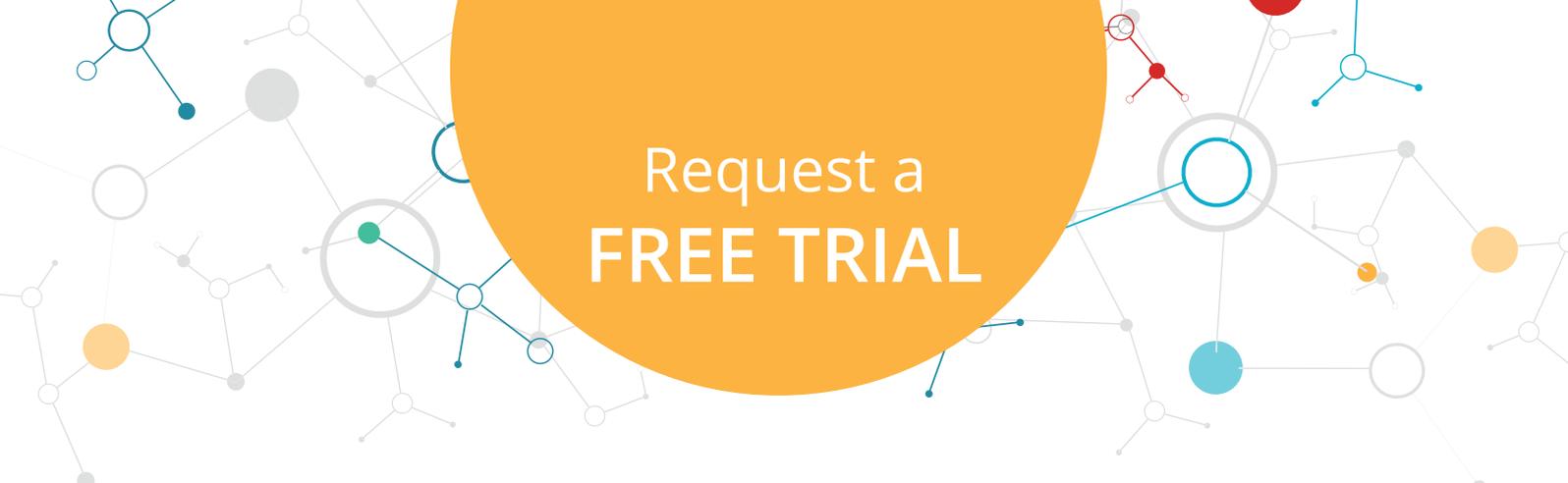
DESCRIPTION	IP LIST	TYPE
Work Padington	88.197.133.42 - 88.197.133.42	Standard
T&F Jean	153.142.211.140 - 153.142.211.140	Standard
test	1.1.1.1 - 1.1.1.2	Standard
T&F Melbourne	202.88.66.238 - 202.88.66.238	Standard
Tricon - Bangalore	180.151.197.130 - 180.151.197.130	Standard
T&F Melbourne - 2	203.27.185.186 - 203.27.185.186	Standard
T&F Singapore	103.2.181.225 - 103.2.181.228	Standard
Virtual Accessibility machine euw1spgapp1	52.17.6.236 - 52.17.6.236	Standard
CRC - Boca	199.26.78.10 - 199.26.78.10	Standard
T&F Malaysia	219.92.13.149 - 219.92.13.149	Standard

## Help Desk

For general support requests, customers can contact: [support@taylorfrancis.com](mailto:support@taylorfrancis.com)

## Frequently Asked Questions

If you require additional information or support please visit our help page at <https://www.taylorfrancis.com/librarian/assets/pdf/FAQ-Librarians.pdf>



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