


Ebooks

Directions for **TEACHER** access:

*When using ebooks, you must be on a device that has access to a web browser, such as: computer, iPad, smartphone, Kindle Fire, Nook Color (not basic Nooks or Kindles). It is recommended to use the web browser Chrome.

- From the E-Learning homepage- click e-Library
- Under Print & Digital Resources click on the bold **e-Library**
- Click [Search the Whole Catalog](#) in the top-middle of the page
- Click on the **Power Search** button under the search box



- Enter the search term you are looking for, using one of the search choices
- Under **type:**, choose Electronic Book, then click 

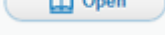








- When you find a book of interest, click on the icon under the book's description

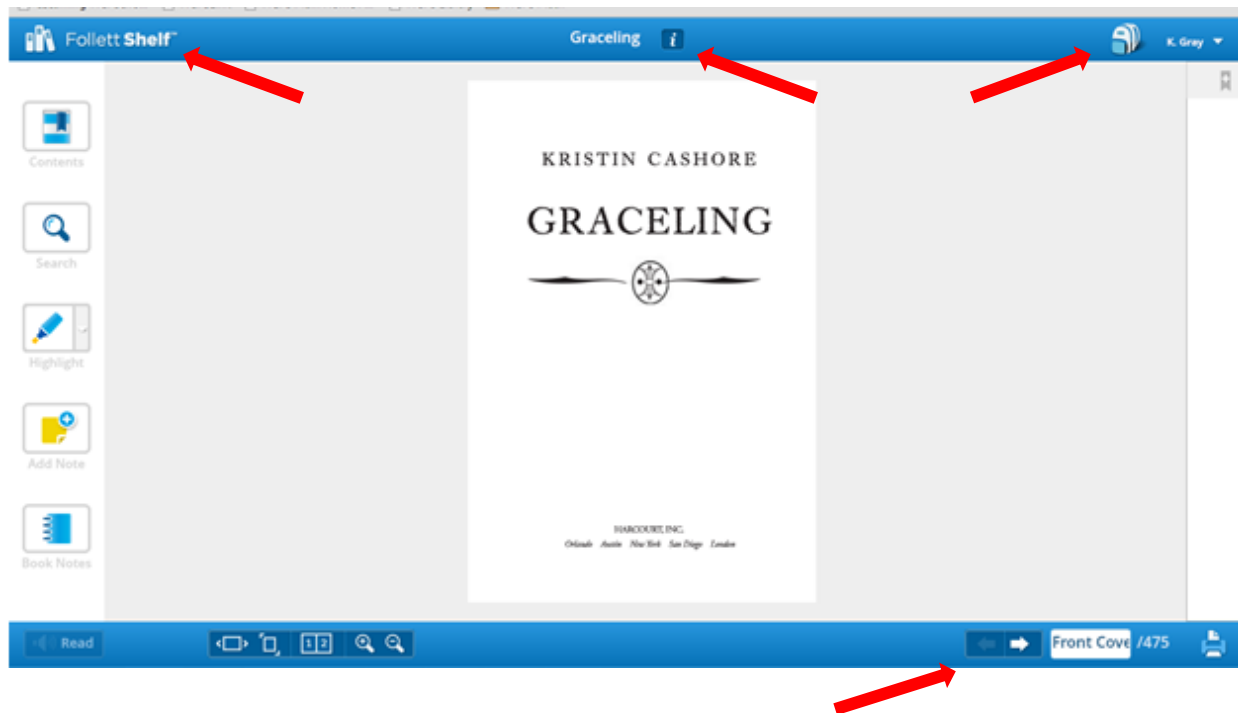


- To enter Follett Shelf- your username is your Henrico computer login and your password is the last 4 digits of your teacher ID (you can find this by logging into Employee Direct Access, located on the top right)
- Your selected book will magically appear with some options:



- Under the picture you can  to look at the book, but once you've done that no one else can access it, this option will allow you to flip through the pages.
- On the right,  allows you to checkout the book for four weeks after which time it will magically disappear. You also have the option of returning it early or if needed you can check it out again.
- Also, you can add it to your  for books you would like to read in the future, under your Follett Shelf login.

- Lastly, if you do not wish to checkout this book, click the x in the top right corner, bringing you to the main Follett Shelf screen.
- When reading a book, there are a number of basic options you have:
 - Turn the pages by using the arrows at the bottom right .
 - The  button at the top-middle of the page, next to the title, allows you to either checkout or return a book, and gives other book information.
 - At the top left of the page is the icon ; it is similar to a home button and brings you to the main Follett Shelf page.
 - At the top right of the screen is the icon ; clicking on it shows your current checkouts, and gives you more options.



*If you have any questions, concerns, or need help of any kind with ebooks, as always check with your fabulous librarians: Rebecca and Sara!