

# Guide for Working with TSI Library Catalogue and eBooks

## Table of Content

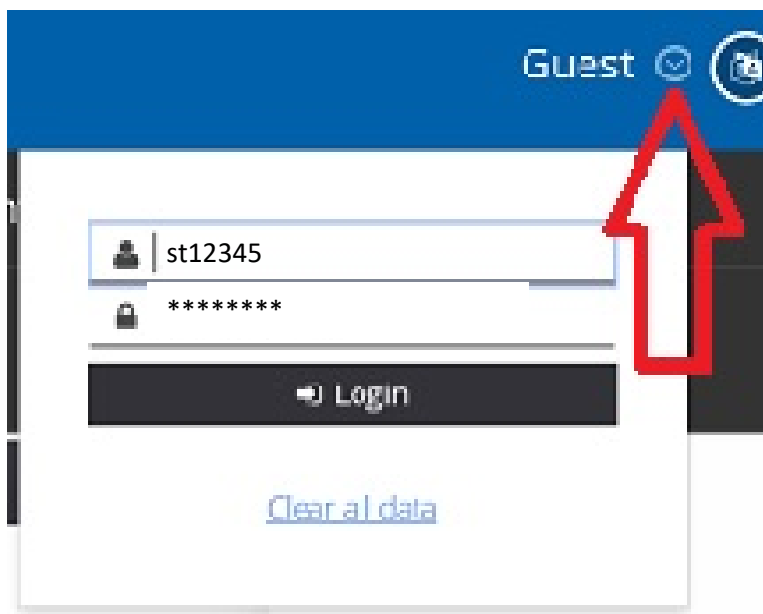
### Guide for working with TSI Library Catalogue and eBooks

1. Logging into the Library Portal.....	1
2. Catalogue Interface.....	2
3. Catalogue Resources Search .....	2
3.1 Simple search.....	2
3.2. Advanced search.....	3
4. Working with Search Results.....	5
4.1. Printed books.....	5
4.2 eBooks .....	7
<i>Taylor &amp; Francis</i> .....	8
<i>Springer</i> .....	9
<i>Science Direct (Elsevier)</i> .....	9
<i>ProQuest (Ebook Central)</i> .....	10
5. Copyright Issues .....	14

## 1. Logging into the Library Portal

**On-campus (TSI WiFi).** Access to eBooks and databases is automatic since the system recognises the Institute's IP addresses.

To get started, you should first open the home page of the library <http://lib.tsi.lv> and log in (upper blue bar to the right) with TSI username and password (see Figure 1):



*Figure 1*

**Off-campus!** If you connect to a catalogue from a location **outside TSI**, you should first establish a VPN connection to TSI server on your smart device (PC, tablet, etc.). [Windows 7](#), [Windows 10](#) and [MacOS](#) tutorials will help you learn how to do that.

Once the connection is established, you should open TSI Library's website [lib.tsi.lv](http://lib.tsi.lv) and log in with TSI username and password as shown in Figure 1.

**If a VPN connection cannot be established, e-books and databases cannot be used!**

## 2. Catalogue Interface

Once you have been logged on, the start page of the Library's catalogue will open (see Figure 2) where you can search, view your user account, history of deliveries, existing deliveries, etc. Currently, you can only reserve books.

On the start page, you can change the interface language as well as go to the homepage where all the most important information about the Library can be found.

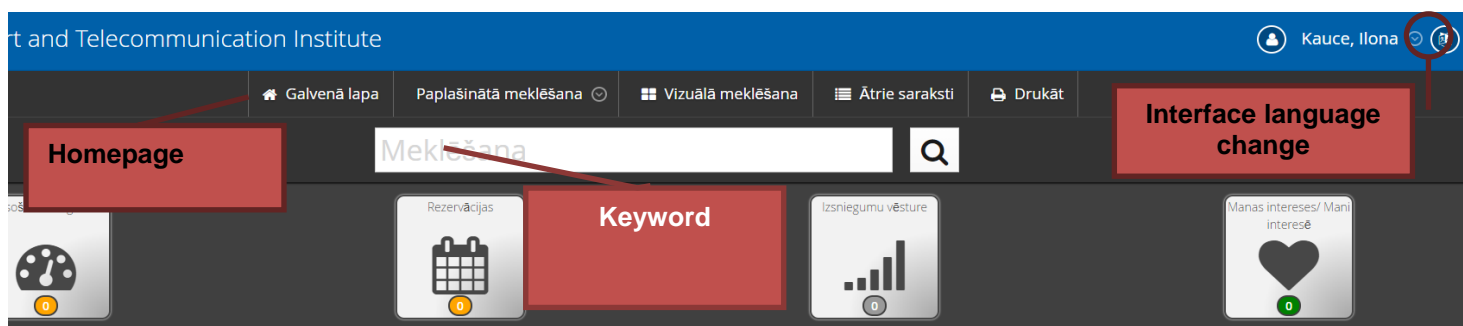


Figure 2

## 3. Catalogue Resources Search

### 3.1 Simple search

Simple search is used when you need to look for general broad information on a particular topic; also, when certain terms are known about the information resource you are looking for, for instance, author's name, book title, etc. You can search from the start page (see Figure 2) or homepage (see Figure 3).

First of all, you need to enter the required term in the search window (keyword OR author name OR book title, etc.) by which the resource(s) of interest will be searched. Then, in the drop-down list, the search term by which information will be searched is to be specified in the appropriate column. For instance, if you enter the author's name, you should select the *Author* box in the drop-down list, and so on (see Figure 3).

To perform a keyword search, you should first carefully formulate it according to the topic you are looking for. When you type a keyword in the search window, the last column labelled *All Field* should be selected in the drop-down list to search for this word as widely as possible (see Figure 3).

After entering the search terms, press the magnifying glass (*Search*) icon (see Figure 3).

The system will select the results that match your query. For work with the selected results, please see Chapter 4 of this document.

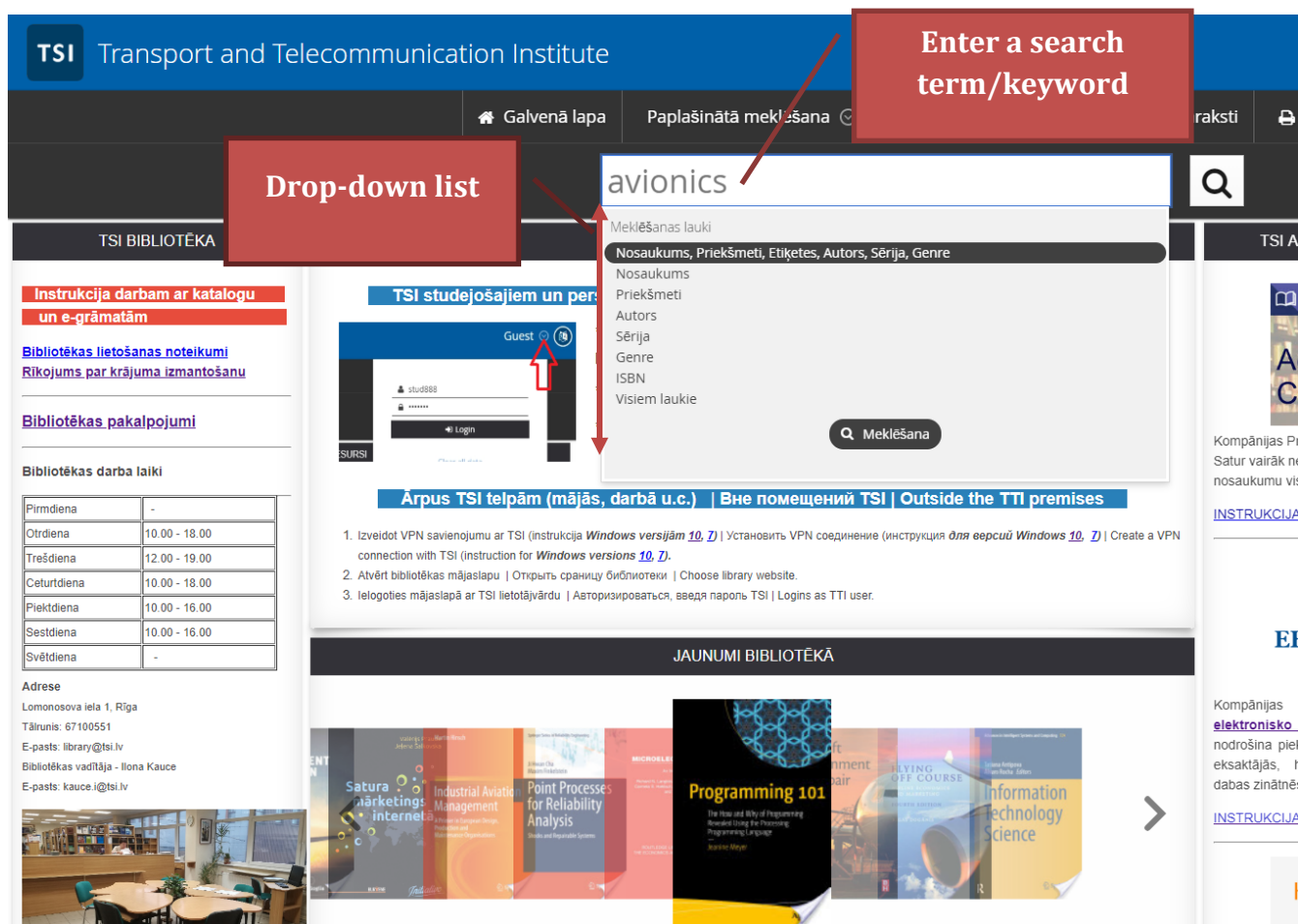


Figure 3

### 3.2. Advanced search

Advanced search is usually used when searching for information about a narrow specific topic. The search is done by combining several terms, for instance, the keyword and author's name, or two (and more) keywords, etc.

To perform an advanced search, click on *Advanced Search* above the search window. On the left side of the screen, the *Advanced Search* bar will open where, in the appropriate fields, you should select (or enter) the search terms required (see Figure 4):

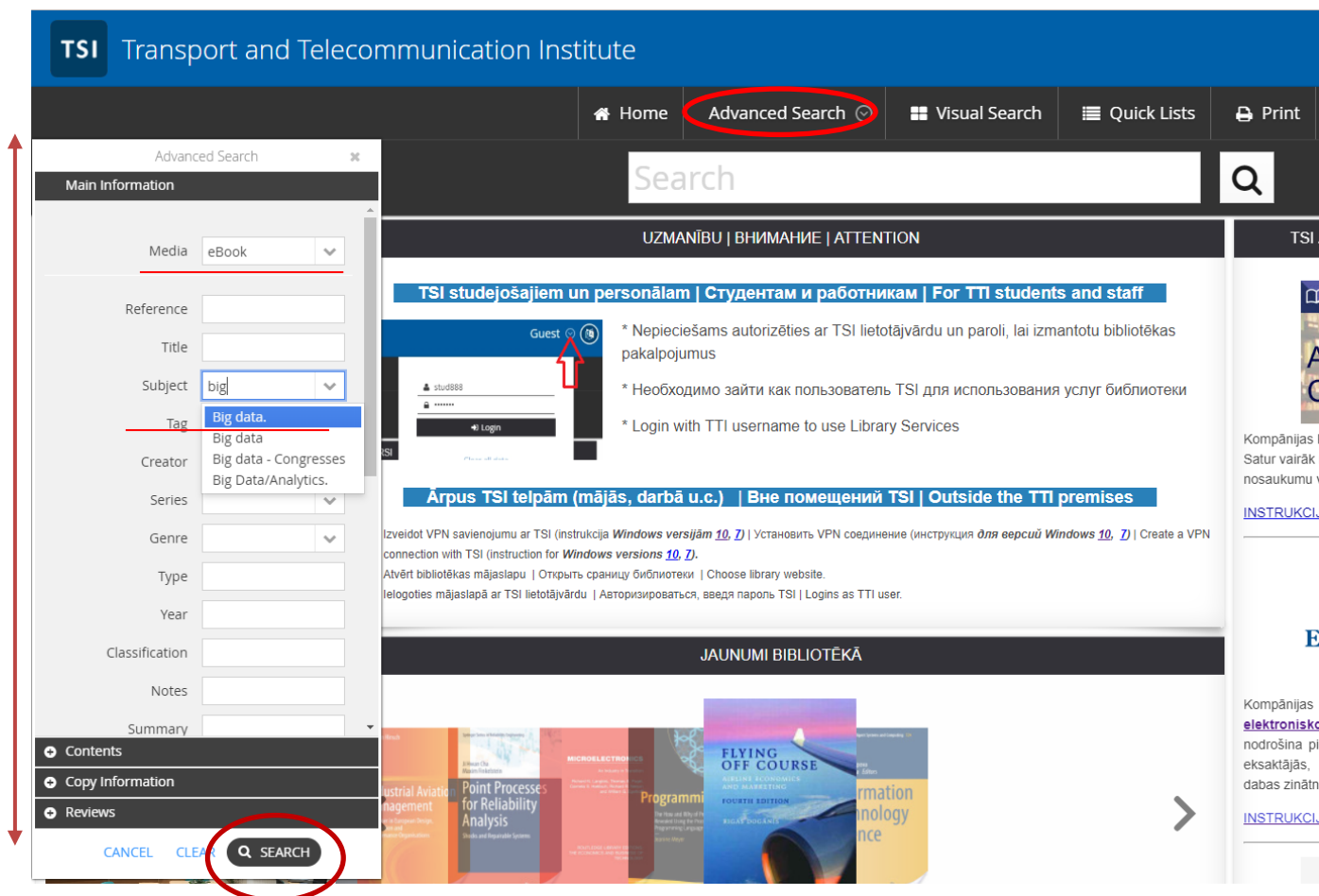


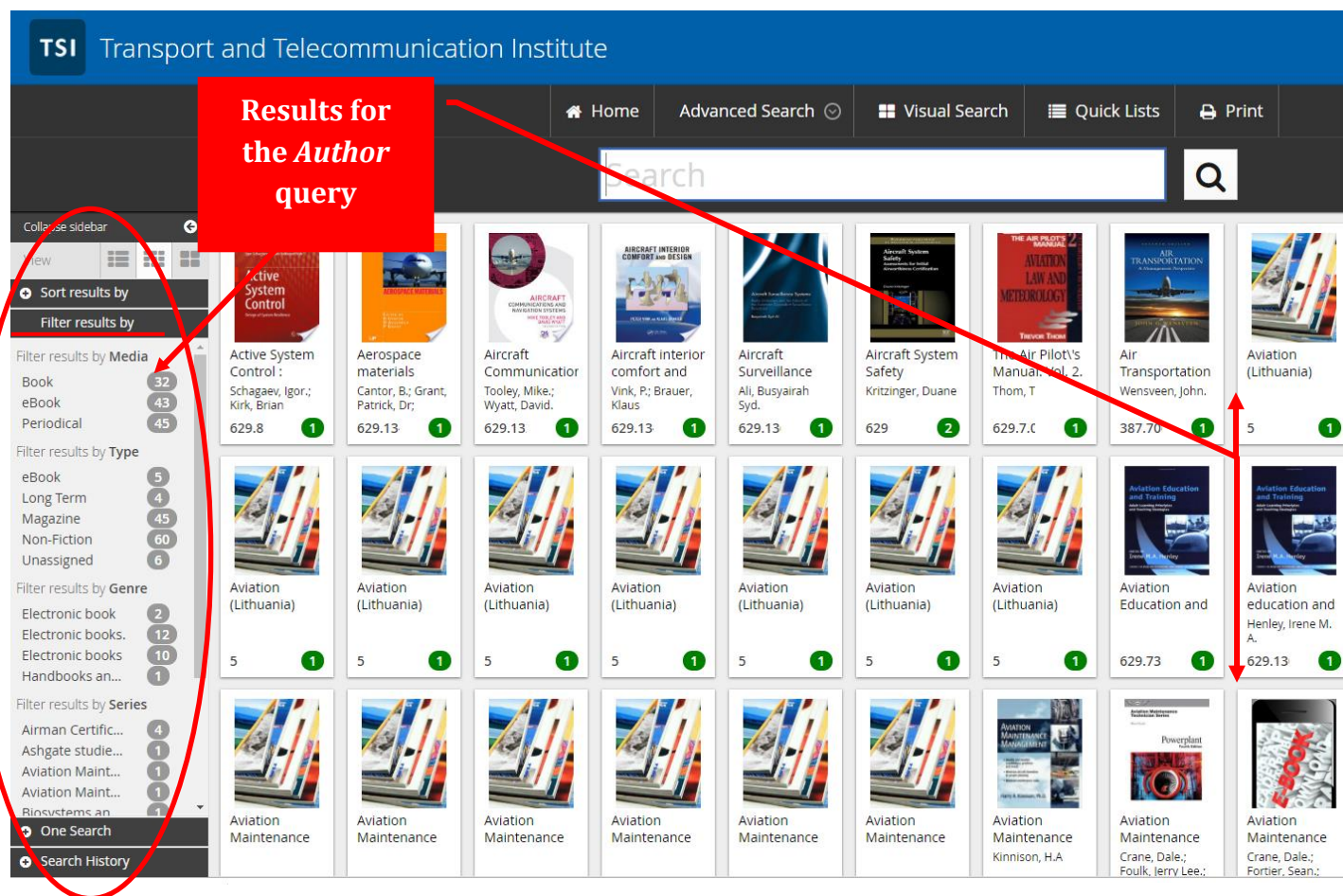
Figure 4

In the advanced search, you can specify the type of resource (Media). For instance, when searching for e-books only, you need to select *Media* → *eBook* (see Figure 4).

After entering the terms, press *Search* at the bottom of the left bar (see Figure 4).

## 4. Working with Search Results

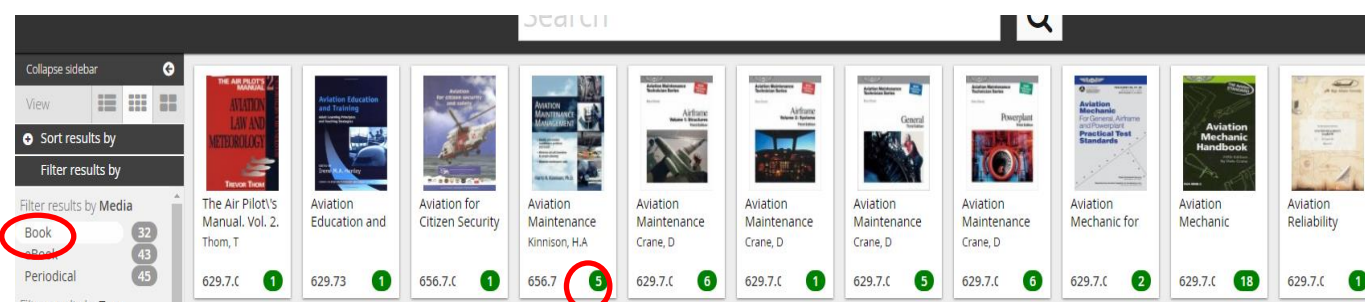
Once a query has been made, the system will select the results that match the search terms entered. They can be filtered by several criteria, i.e. to select printed or electronic books, books published by specific publishing houses or books published in the specific year, etc. Filters to refine your search are in the left bar. The number next to each filter shows how many of the resources found match it (see Figure 5):



5. attēls

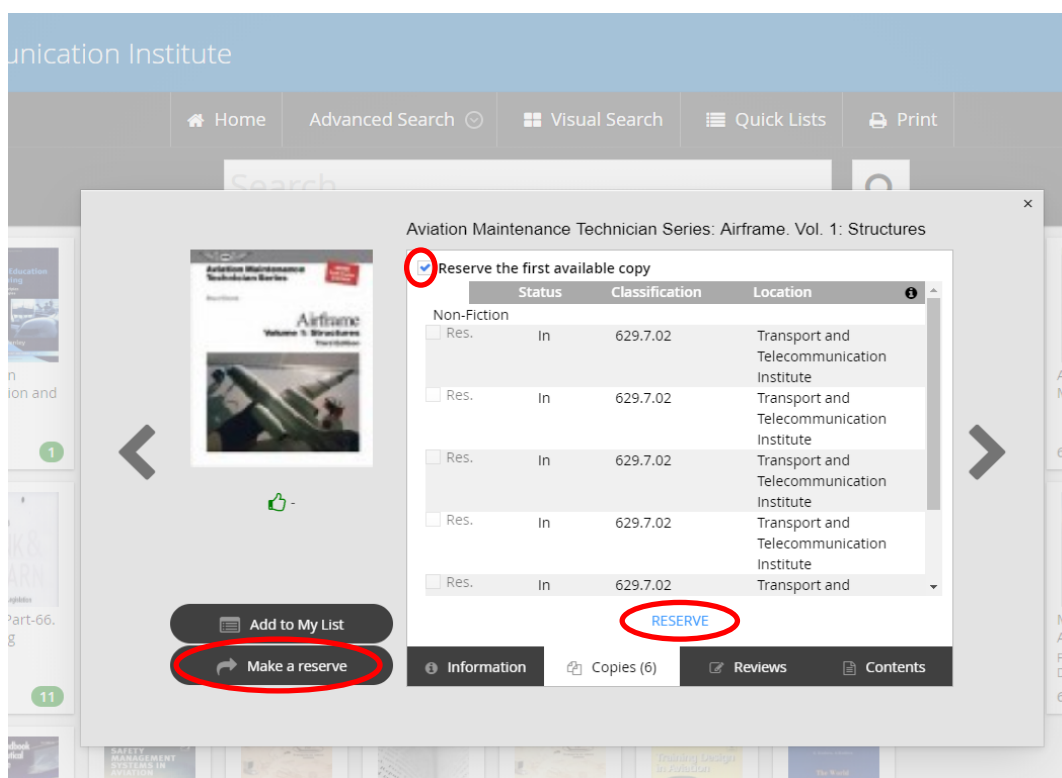
### 4.1. Printed books

Printed books in the library collection can be viewed by selecting the *Book* filter in the left bar. From all the books found, the system will only select copies of printed books (see Figure 6)



The number of copies available in the library is specified in green circles next to a particular book. If the number of copies is 1 or 2, this book is in the *Scientific Collection* and can be read in the reading room only. If the number of copies exceeds 2, the book is available in the *Academic Subscription Collection* and can be borrowed (see Figure 6).

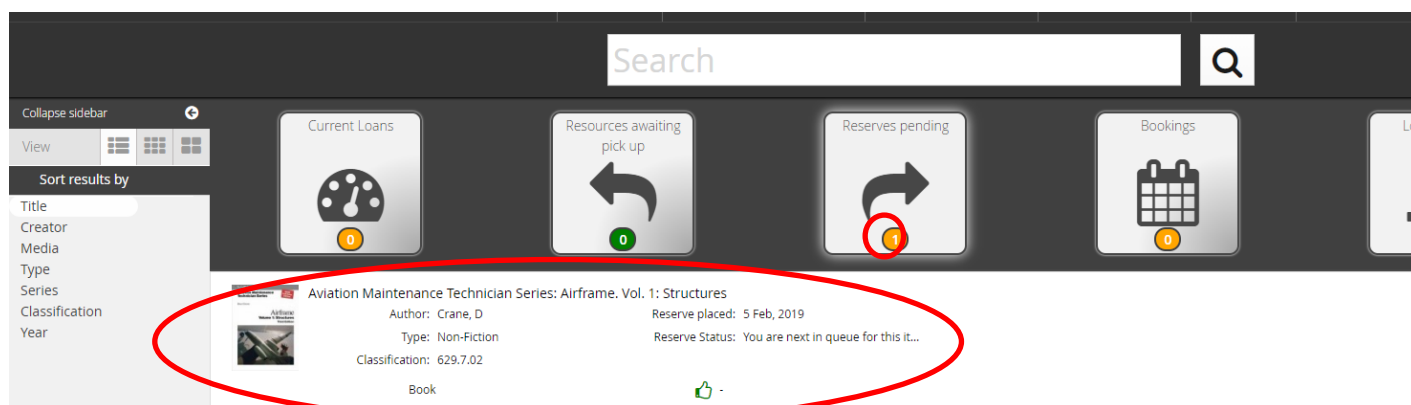
To reserve a book, just click on the title of the book you are interested in. The description of the book as well as the reservation options buttons will be displayed. Choose *Make a reserve* → *Reserve the first available copy* → *RESERVE* (see Figure 7):



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When the book is available for borrowing, a notification will be sent to the user's TSI email.

The books reserved will be displayed in the user's profile (see Figure 8):



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Periodicals from the result list can be selected on the *Periodicals* filter (see Figure 6). They can be read in the Library's reading room only.

## 4.2 eBooks

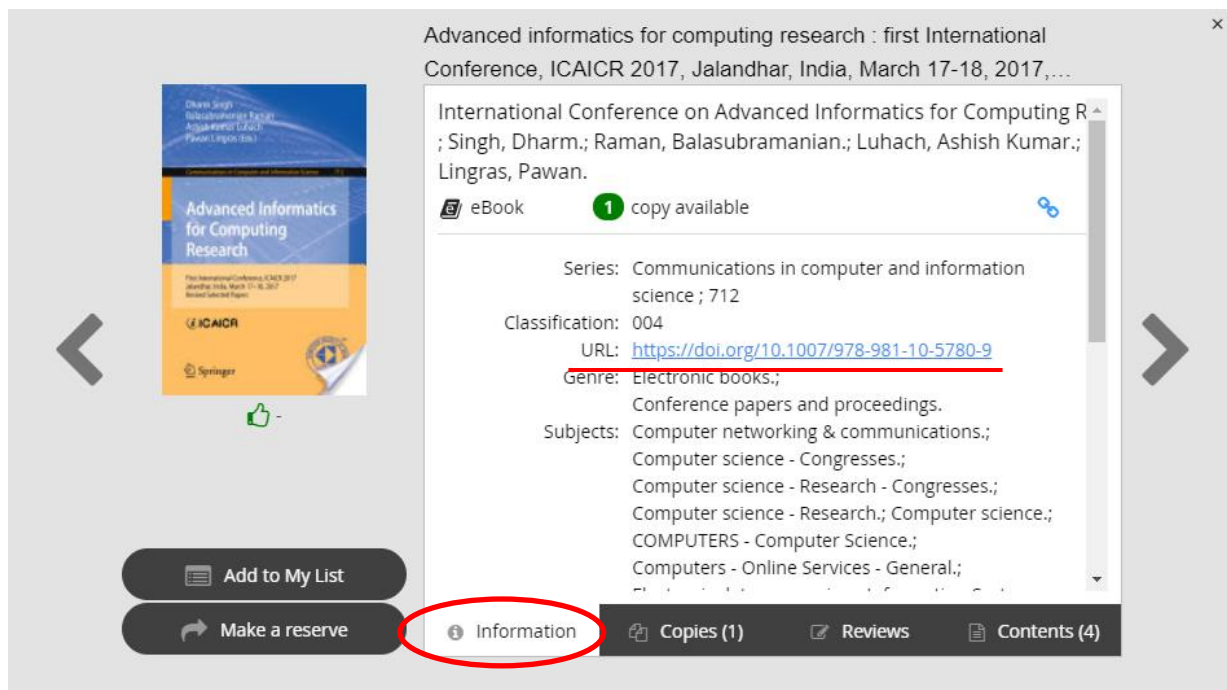
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eBooks in the library collection can be selected by ticking the *eBook* filter in the left bar (see Figure 6). Thus, for all the resources found, the system will only select copies of eBooks (see Figure 9):

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Clicking on the title of the book you are interested in will open the description of the book. To read the book remotely, you need to click the URL in the *Information* section (see Figure 10):





### 10. attēls

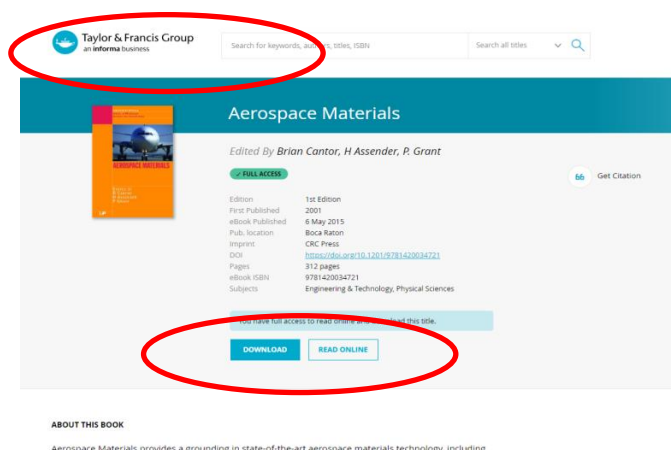
Further actions with the eBook (reading, downloading, etc.) depend on the particular provider that provides access to it. The provider can be identified by the logo at the top of the website where the book is available.

TSI Library's eBook providers are as follows:

- Taylor&Francis
- Springer
- Science Direct (Elsevier)
- ProQuest

### Taylor & Francis

The books provided by **Taylor & Francis** can be read online (*Read Online*) or downloaded to your smart device without restrictions. You can download chapters of the book or the entire book (*Download*) (see Figure 11):



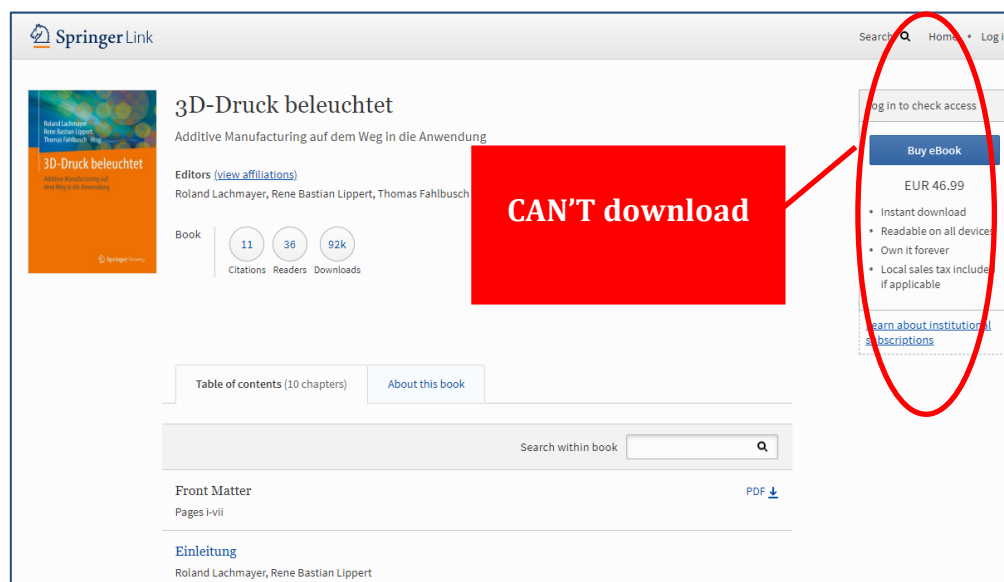
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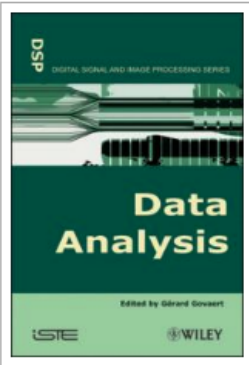
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Gé Govaert

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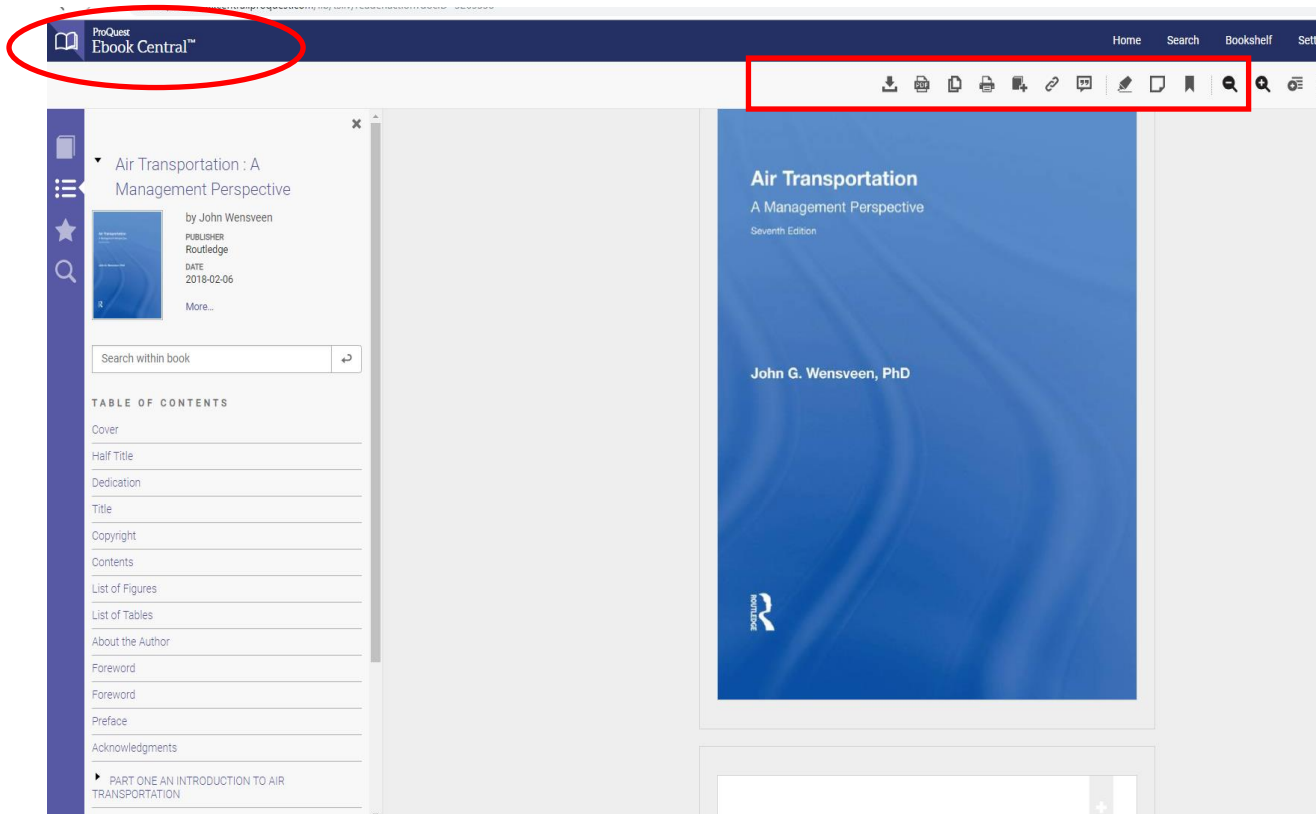
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Description

The first part of this book is devoted to methods seeking relevant dimensions of data. The variables thus obtained provide a synthetic description which often results in a graphical representation of the data. After a general presentation of the discriminating analysis, the second part is devoted to clustering methods which constitute another method, often complementary to the methods described in the first part, to synthesize and to analyze the data. The book concludes by examining the links existing between data mining and data

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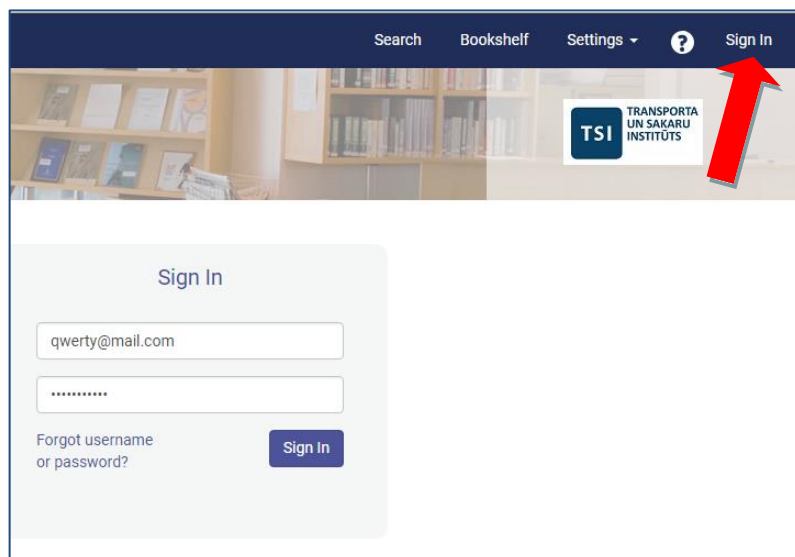
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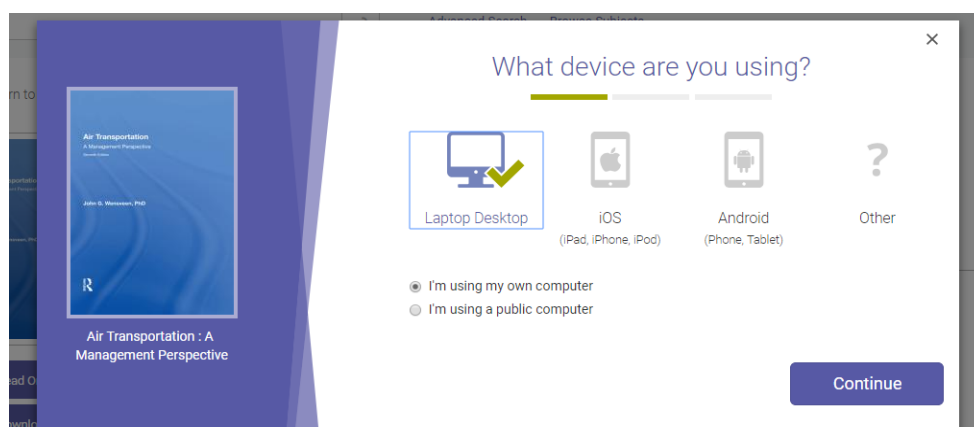
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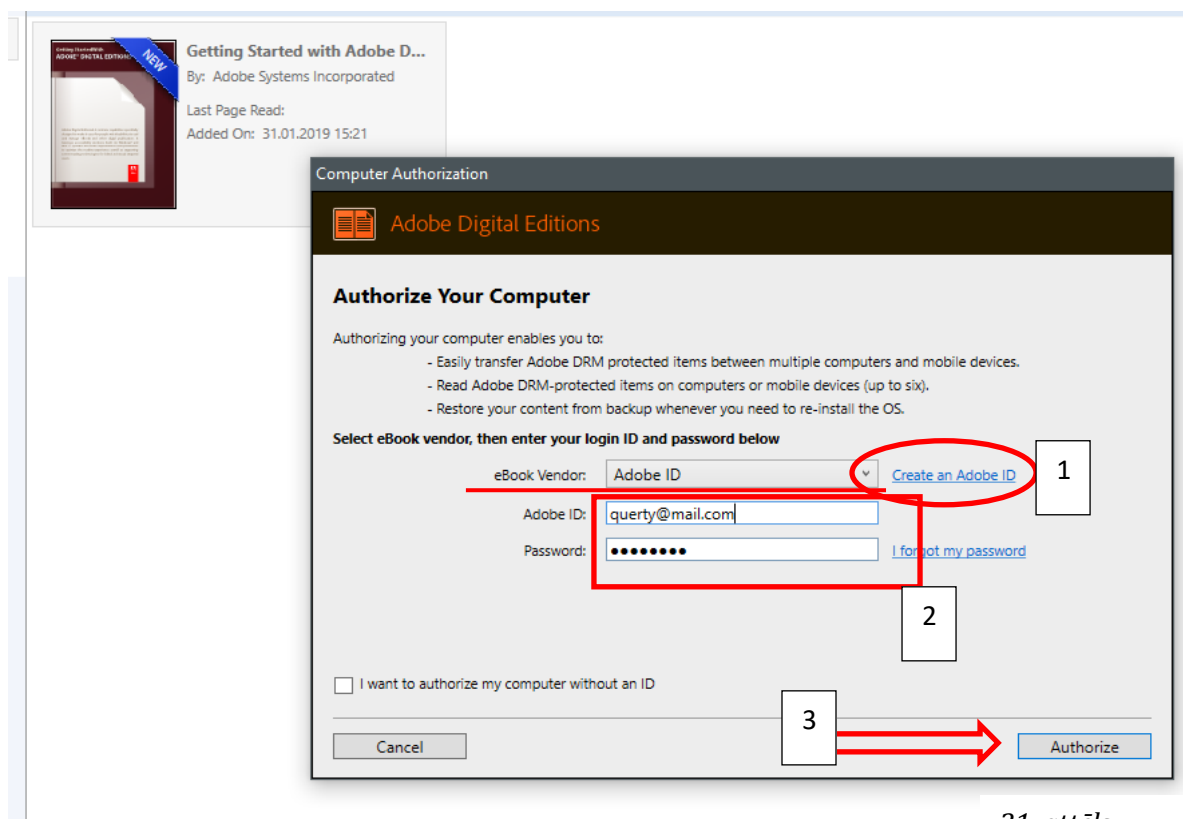
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