

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 & 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):

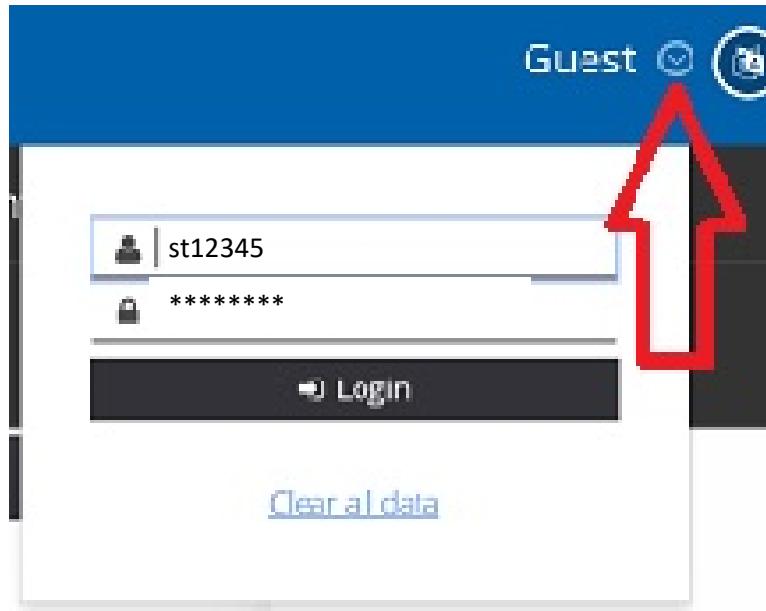


Figure 1

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 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.

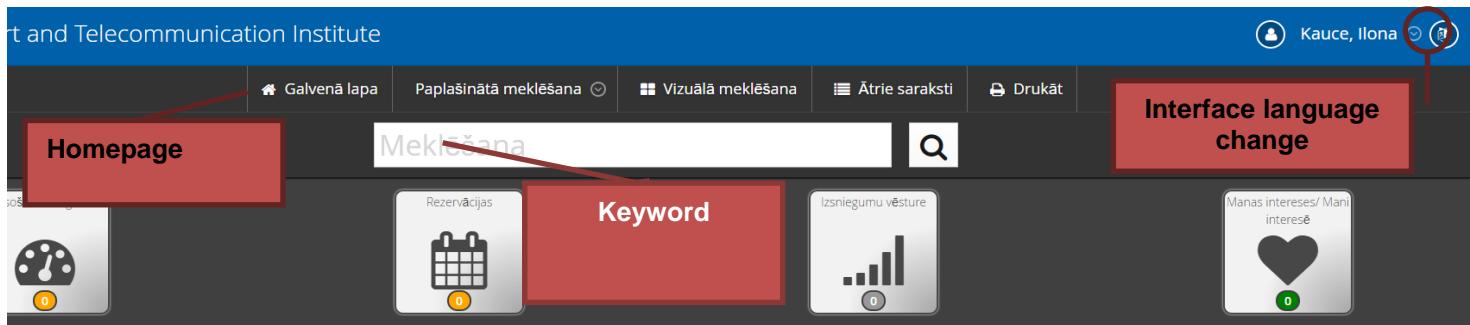


Figure 2

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.

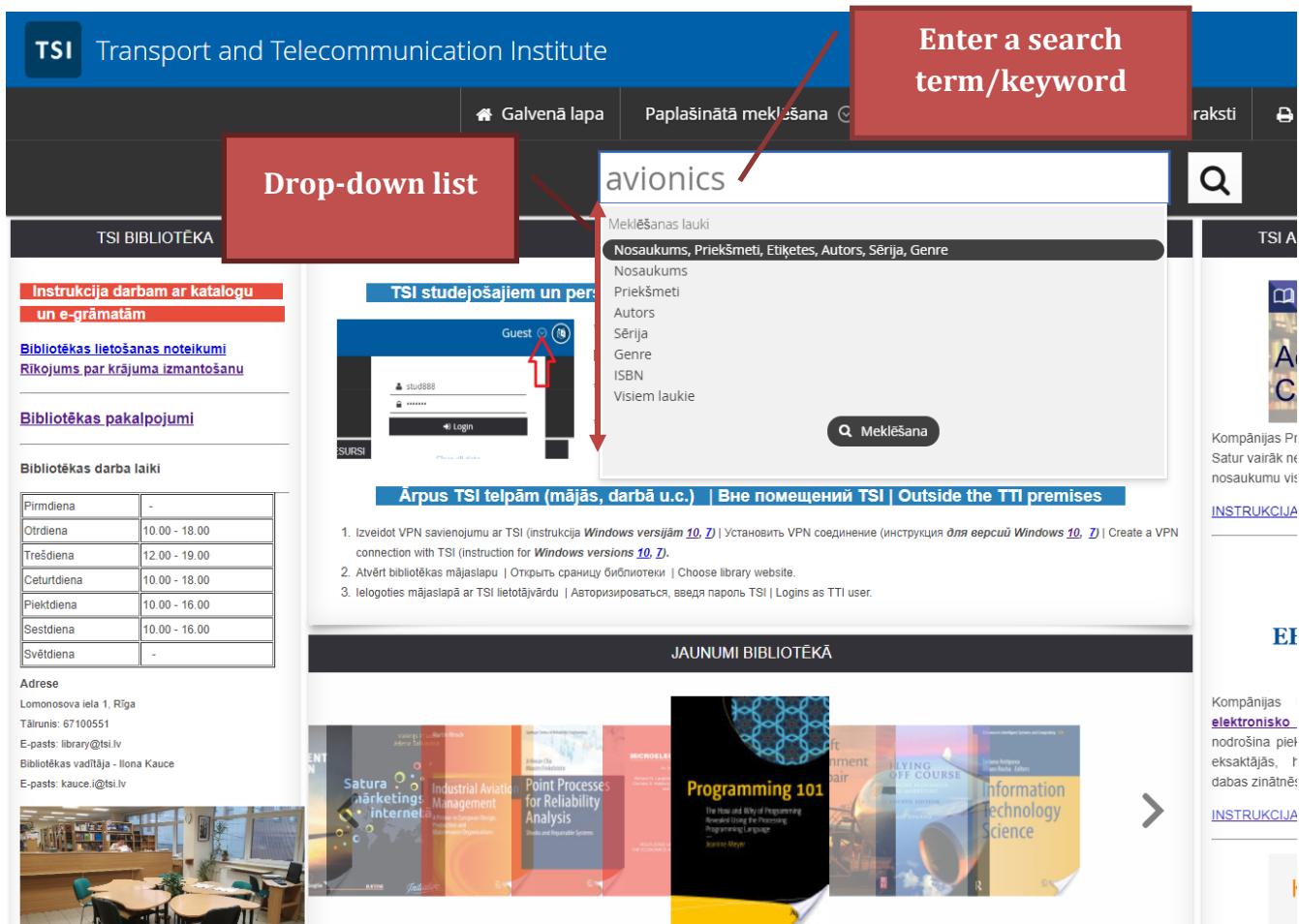


Figure 3

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):

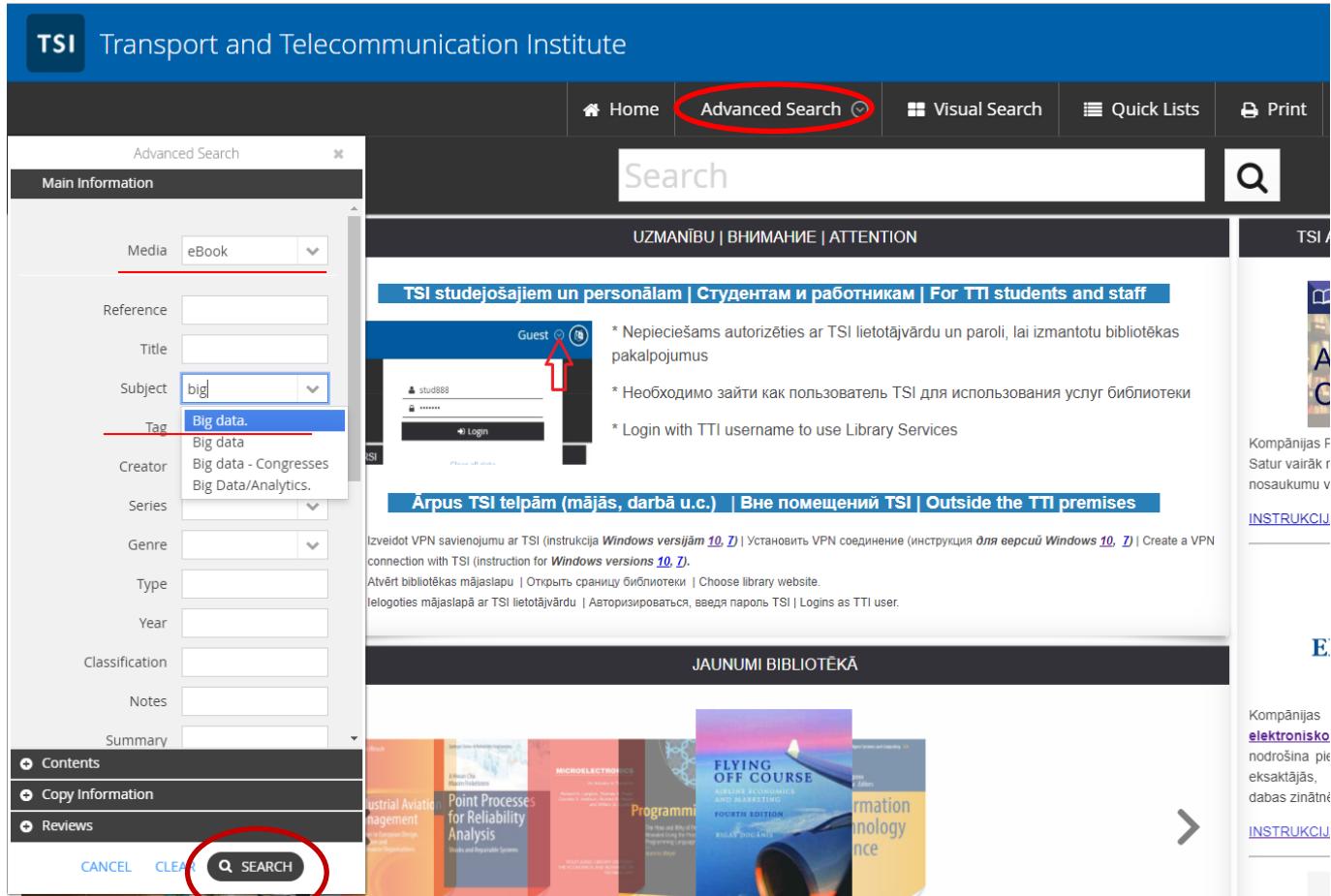


Figure 4

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):

The screenshot shows the TSI library search interface. A red box highlights the sidebar on the left, which contains various filtering options. Red arrows point from these filters to specific results in the main grid. The sidebar includes:

- Sort results by
- Filter results by
- Filter results by Media:
 - Book (32)
 - eBook (43)
 - Periodical (45)
- Filter results by Type:
 - eBook (5)
 - Long Term (4)
 - Magazine (45)
 - Non-Fiction (60)
 - Unassigned (6)
- Filter results by Genre:
 - Electronic book (2)
 - Electronic books (12)
 - Electronic books (10)
 - Handbooks and... (1)
- Filter results by Series:
 - Airman Certific... (4)
 - Ashgate studie... (1)
 - Aviation Maint... (1)
 - Aviation Maint... (1)
 - Rinsystems an... (1)
- + One Search
- + Search History

The main grid displays search results for the author query. The first row shows results for "Active System Control" and "Aerospace materials". Subsequent rows show various aviation-related books, such as "Aircraft interior comfort and design", "Aircraft surveillance", and "Aviation Education and Training". The sidebar filters are circled in red, and specific results in the grid are also circled in red.

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 screenshot shows the TSI library search interface, similar to Figure 5 but with a different filter applied. A red circle highlights the "Book" filter in the sidebar. The main grid displays search results for the author query, with a red circle highlighting the count "5" next to the "Aviation Maintenance" result in the fourth row. The sidebar filters are circled in red, and specific results in the grid are also circled in red.

6. attēls

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):

Aviation Institute

Home Advanced Search Visual Search Quick Lists Print

Search

Aviation Maintenance Technician Series: Airframe. Vol. 1: Structures

Reserve the first available copy

	Status	Classification	Location
Non-Fiction			
<input type="checkbox"/> Res.	In	629.7.02	Transport and Telecommunication Institute
<input type="checkbox"/> Res.	In	629.7.02	Transport and Telecommunication Institute
<input type="checkbox"/> Res.	In	629.7.02	Transport and Telecommunication Institute
<input type="checkbox"/> Res.	In	629.7.02	Transport and Telecommunication Institute
<input type="checkbox"/> Res.	In	629.7.02	Transport and Telecommunication Institute

RESERVE

Add to My List Make a reserve Information Copies (6) Reviews Contents

7.attēls

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):

Collapse sidebar

View

Sort results by

Title Creator Media Type Series Classification Year

Current Loans Resources awaiting pick up Reserves pending Bookings

Aviation Maintenance Technician Series: Airframe. Vol. 1: Structures

Author: Crane, D
Type: Non-Fiction
Classification: 629.7.02

Reserve placed: 5 Feb, 2019
Reserve Status: You are next in queue for this item...

0 0

8.attēls

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

TSI Library offers users access to over 3,000 eBook collections. Thematic coverage of the collection: STEM disciplines (computer science, electronics, telecommunications, information systems, mathematics, engineering), including aviation. In other scientific disciplines, including economics, management, transport and logistics, only interdisciplinary books can be found. Books in the mentioned non-STEM sectors should be searched for in TSI Library's subscription database *Academic Complete' (instruction)*.

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):

9. attēls

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):

Advanced informatics for computing research : first International Conference, ICAICR 2017, Jalandhar, India, March 17-18, 2017,...

International Conference on Advanced Informatics for Computing R ; Singh, Dharm.; Raman, Balasubramanian.; Luhach, Ashish Kumar.; Lingras, Pawan.

eBook 1 copy available

Series: Communications in computer and information science ; 712

Classification: 004

URL: <https://doi.org/10.1007/978-981-10-5780-9>

Genre: Electronic books; Conference papers and proceedings.

Subjects: Computer networking & communications; Computer science - Congresses.; Computer science - Research - Congresses.; Computer science - Research.; Computer science.; COMPUTERS - Computer Science.; Computers - Online Services - General.;

Add to My List

Make a reserve

Information Copies (1) Reviews Contents (4)

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):

Taylor & Francis Group

Aerospace Materials

Edited By Brian Cantor, H Assender, P. Grant

BASIC ACCESS

Get Citation

Editor: 1st edition
First Published: 2001
eBook Published: 6 May 2015
Pub. location: Boca Raton
Imprint: CRC Press
DOI: <https://doi.org/10.1201/9781420034721>
Pages: 312 pages
eBook ISBN: 9781420034721
Subjects: Engineering & Technology, Physical Sciences

SEARCH FOR FULL ACCESS TO THIS TITLE

DOWNLOAD READ ONLINE

11. attēls

Springer

Before reading, **Springer's** books need to be downloaded to your smart device. Further on, you can read the eBook and use it for personal purposes without restriction. You can download chapters of the book or the entire book. You can do this if the *Download Book PDF* or *Download Book EPUB* options are displayed (see Figure 12) when you open the book of interest to you on the publisher's portal. If *Buy eBook* appears when you open the book, it means that this particular book is not in TSI's book collection and cannot be read electronically (see Figure 13):

The screenshot shows a SpringerLink page for the book "Advanced Informatics for Computing Research". The page includes the Springer logo at the top left, the book cover, and basic information like the title, editors, and conference details. A large red box highlights the download buttons at the bottom: "Download book PDF" and "Download book EPUB". Below these buttons is a red box containing the text "CAN Download".

12. attēls

The screenshot shows a SpringerLink page for the book "3D-Druck beleuchtet". The page displays the book cover, title, editors, and basic statistics. At the bottom, there are two download buttons: "Download book PDF" and "Download book EPUB", which are circled in red. To the right of these buttons is a large red box containing the text "CAN'T download". Further to the right, another red circle highlights the "Buy eBook" button, which is part of a larger callout box containing price and purchase details.

13. attēls

Science Direct (Elsevier)

Before reading, **Science Direct's** books need to be downloaded to your smart device. In order to download a book or chapters of the book, you should create a personal account on the publisher's portal and *Sign in* every time you visit the portal (see Figure 14):

Keywords Author name Journal/book title Volume Issue Pages Advanced search

Aircraft System Safety

Assessments for Initial Airworthiness Certification

Book • 2016



Authors:
Duane Kitzinger

Browse this book
By table of contents

Book description
Aircraft System Safety: Assessments for Initial Airworthiness Certification presents a practical guide for the novice safety practitioner in the more specific area of assessing air... [read full description](#)

Get this book
Download all chapters

Search in this book

Table of contents

Actions for selected chapters

Select all / Deselect all

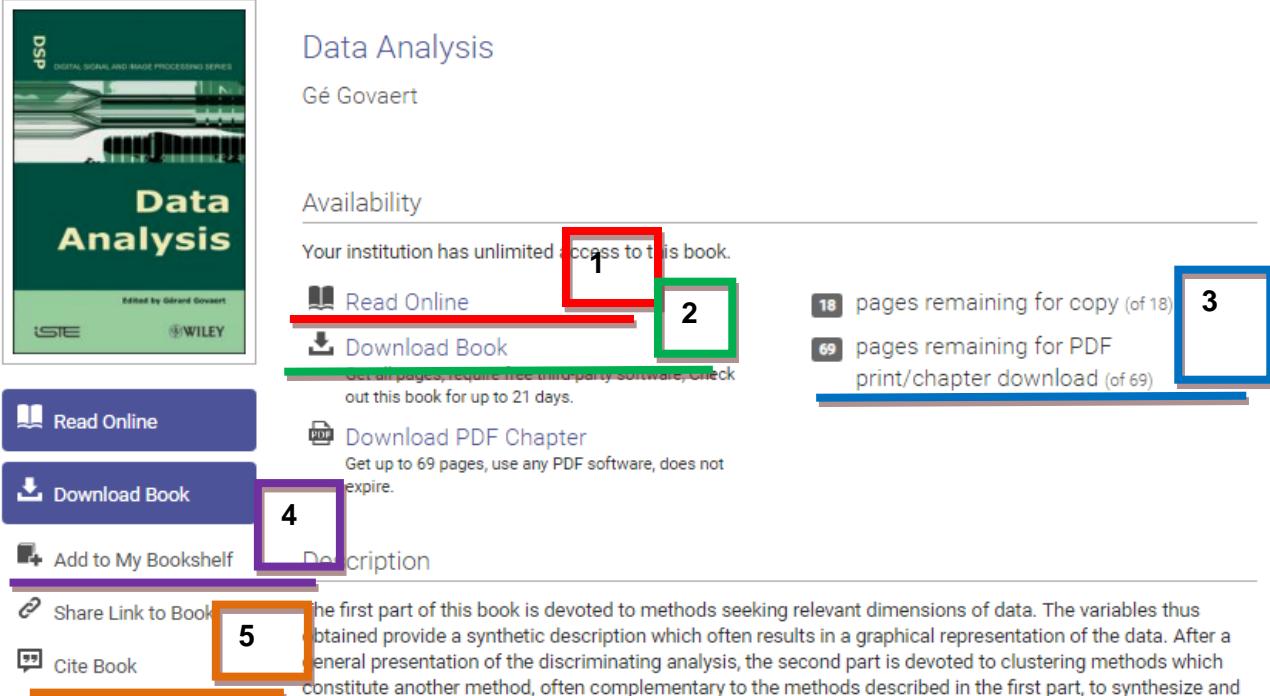
Full text access

Feedback

14. attēls

ProQuest (Ebook Central)

The number of actions that can be done with **ProQuest's** books are as follows (see Figure 15): read online (1), download (2), copy/print (3) its contents, and add a book to your bookshelf for later reading (4), and quote (5):



Data Analysis
Gé Govaert

Availability
Your institution has unlimited access to this book.

1 [Read Online](#)
2 [Download Book](#)
Get up to 18 pages, require free third-party software, check out this book for up to 21 days.

3 [18 pages remaining for copy \(of 18\)](#)
[69 pages remaining for PDF print/chapter download \(of 69\)](#)

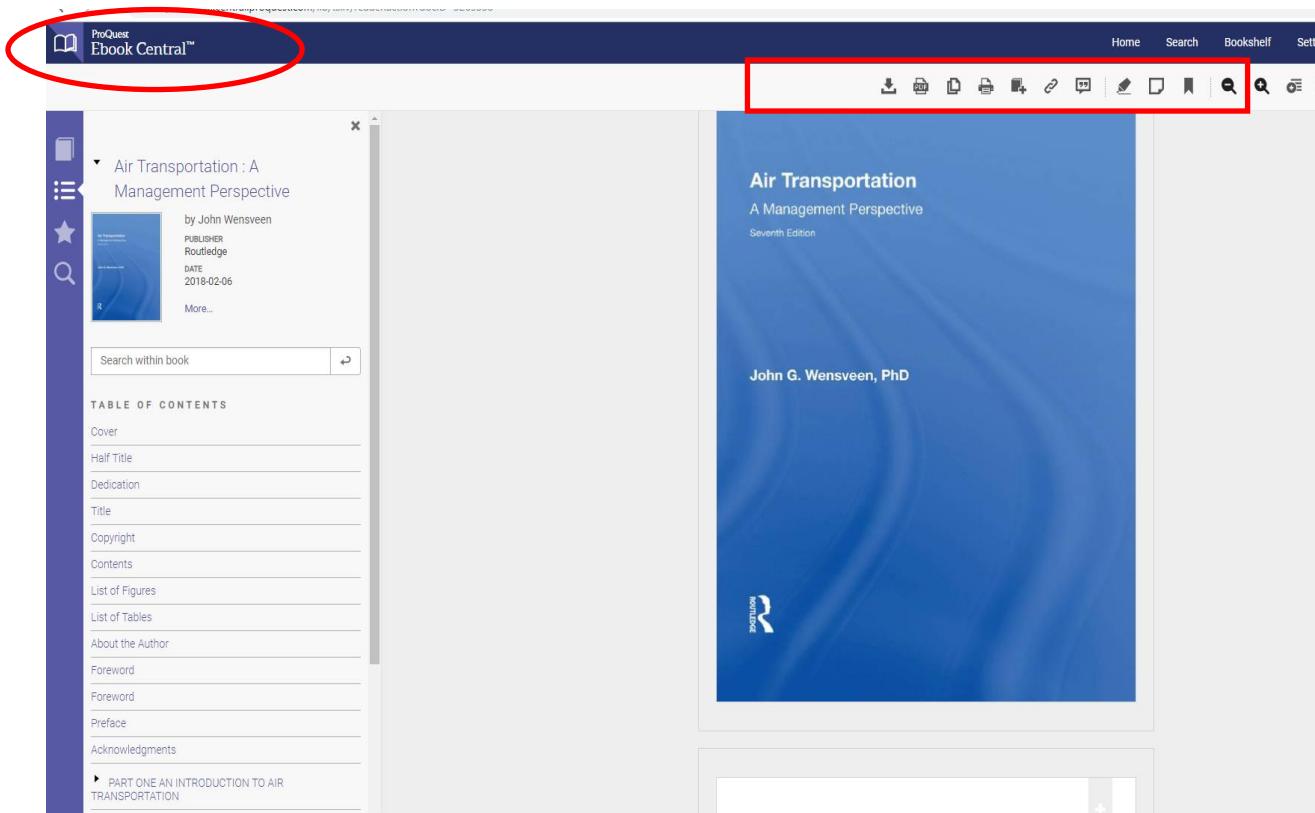
4 [Read Online](#)
[Download Book](#)
[Add to My Bookshelf](#)

5 [Share Link to Book](#)
[Cite Book](#)

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

15. attēls

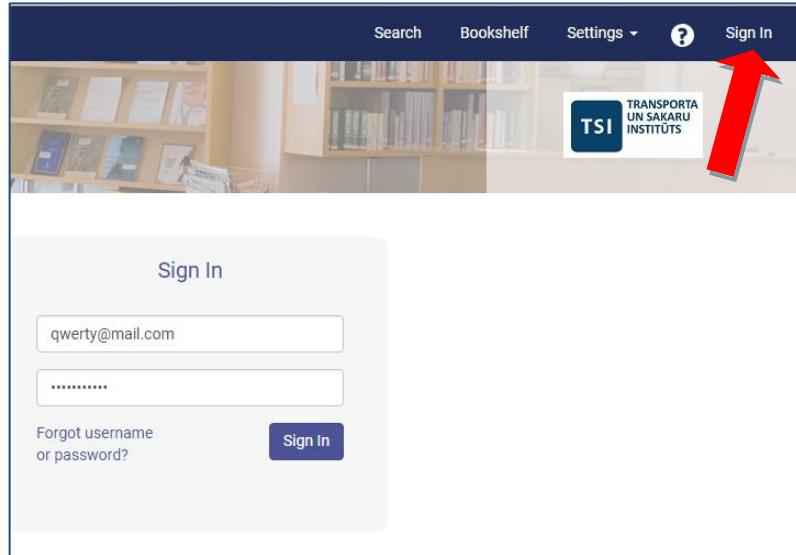
To read a book online, click *Read Online* (see Figure 15 – 1). In the online version of the book, by clicking on the appropriate symbol, you can do the following: go to the desired chapter, search for specific concepts in the text, highlight the desired text, create bookmarks, write down comments, and print out pages (see Figure 16). The number of printable pages is limited by copyright! Only authorised users can save the book to a device.



16. attēls

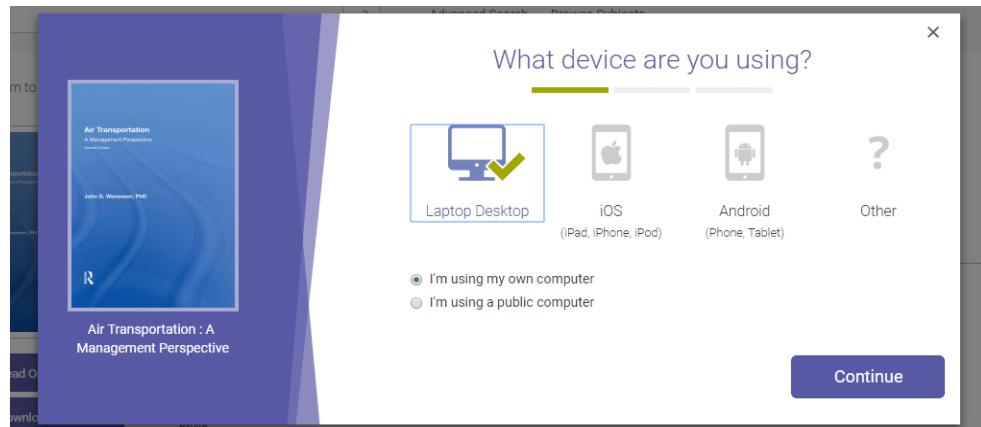
The provider has set strict limits for book downloads. You can download the entire book or its individual chapters by clicking on *Download Book* or *Download PDF Chapter* (see Figure 15 – 2). **Only authorised users who have a personalised account** can do so.

To create a personalised account, select *Sign in* in the upper right corner of the homepage. A window will open where you need to enter your email address and the password that the system will register; your registration procedure is now complete. Next time, you need to authorise by activating your personal account for each session of the database usage (see Figure 17):



17. attēls

To download a book or a chapter of a book, clicking on *Download* will open a window where, in the appropriate field, you need to specify the smart device to which the file is to be downloaded (see Figure 18):



18. attēls

For the first time, you need to install the **Adobe Digital Edition free** software that will allow you to store and use your eBook. The system will offer a link to this software. The installation can be done from the manufacturer's website according to the type of smart device and the operating system it uses (see Figure 19):

Adobe Digital Editions 4.5.7 Installers

Locate your preferred platform and click on it to download the installer. Then run the installer on your machine to install Adobe Digital Editions.

[Download Digital Edition 4.5.7 Macintosh \(22MB\)](#)

[Download Digital Edition 4.5.7 Windows \(8.24MB\)](#)

Seamless fulfillment of books across devices: With ADE 4.5.7, when a consumer fulfills a book on one device, the book will be automatically downloaded to all the other devices that belong using the same user ID.





For information on Adobe Digital Editions' privacy policy, see [here](#).

Additional Downloads

Getting Started with Adobe Digital Editions eBook

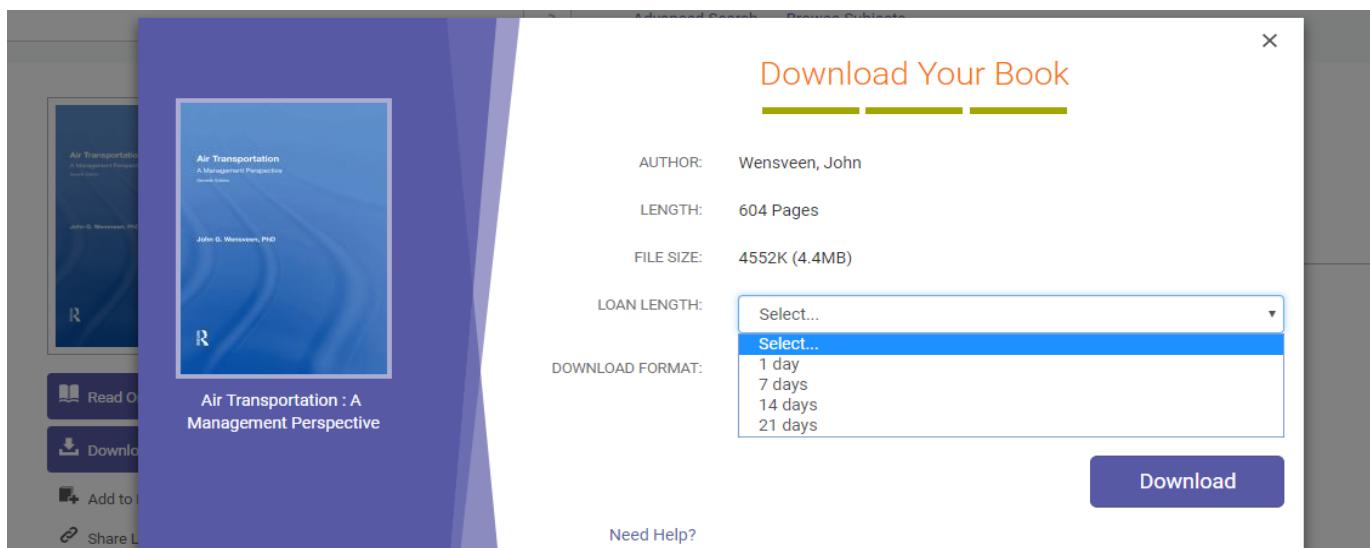
The *Getting Started* eBook is pre-installed with Adobe Digital Editions 4.5.7; however, it will not be installed if you install as a standard user (non-admin user). If it is not installed or if you happen it using the following link.

[Download *Getting Started with Adobe Digital Editions* \(EPUB, 64 KB\)](#)

[Download Digital Edition 3.0 *here*](#)

19. attēls

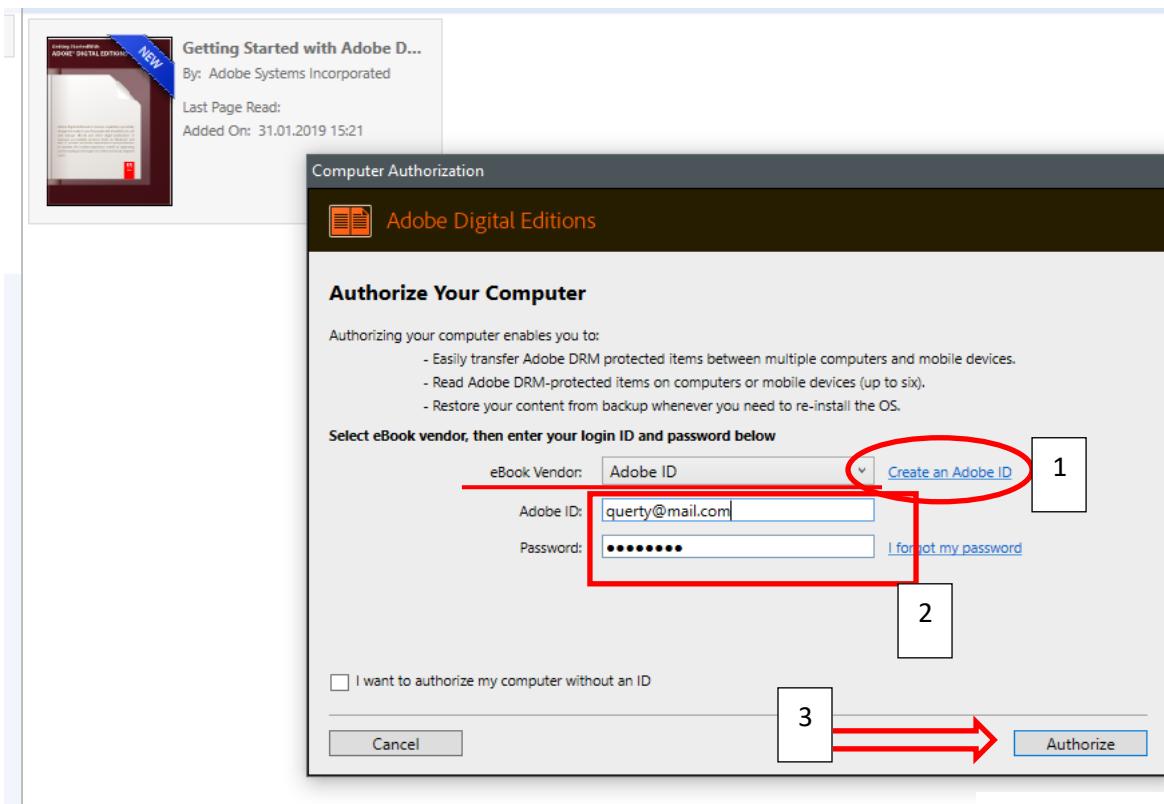
When you download a book, you should choose a deadline from 7 to 21 days during which the book will be stored on your device (see Figure 20). After this period, the file will be automatically deleted from the device. If the book is still needed, it should be re-downloaded.



20. attēls

When you download a book for the first time, you should select a vendor (Adobe.ID is recommended) and create a personalised account with a username and password

(see Figure 21 – 1). From now on, when selecting said vendor and authorising (see Figure 21 – 2, 3), the book will be stored in the *Adobe Digital Editions* app. After downloading, it will automatically appear on your device:



21. attēls

5. Copyright Issues

33. eBooks, like other authors' works, are subject to copyright and the resulting copyright protection. In the Republic of Latvia, copyright is regulated by the [Copyright Law](#). Each TSI Library user who uses eBooks undertakes to comply with the legal copyright norms that apply to them.

In brief, the main rules that should be followed for eBooks are as follows:

- Books (materials) may only be used for personal use, including for educational purposes;
- Books or parts thereof may not be reproduced and distributed to third parties;
- Reference should be made to the citation of another author's work or part of it. To learn more, click [Referencing Guidelines by Riga Stradiņš University Library](#);
- It is not allowed to copy or print an entire book. You may copy or print one chapter of the book but not more than 15% of the book's volume. More information on this topic can be found in [Swedbank's Guidelines](#) and [LatRepro Guidelines](#).