



# ebrary's Download Feature

February 2012

# Overview

## Chapters & page ranges

### *Image PDF format*

- All e-books and DASH! documents available
- Same page limits as for printing
- Can be used on most computers & devices
- Free for all customers including public libraries
- Files don't expire

## Complete Documents

### *Adobe Digital Editions format*

- Most publishers participating
- STL documents excluded
- Up to 10 simultaneous downloads per patron
- Copy/print offline up to 10% of downloaded document
- Can be used on most computers and devices, but not Kindle
- Free for all except public libraries (pricing set case-by-case)
- See next slide for additional info

# Downloading documents in Adobe Digital Editions

	<b>Subscription, MUPO &amp; DASH!</b>	<b>SUPO*</b>	<b>NUPO*</b>	<b>PDA</b>
Simultaneous downloads per ebrary site	Unlimited	One	One for each copy	Download is a trigger for purchase. If pre-determined purchase type is: <ul style="list-style-type: none"> <li>•SUPO, then follows SUPO rules at left.</li> <li>•MUPO, then follows MUPO rules at left.</li> </ul>
Maximum download period	14 days	7 days	7 days	
Simultaneous online & offline access	Yes	No	Possible	
Reserve copies for online use	N/A	N/A	Yes	
Return titles early	Yes	Yes	Yes	

\*SUPO refers to one single-user copy of a title. NUPO refers to multiple single-user copies of the same title.

# Settings for your ebrary site

By default, ebrary sites are enabled for download with the following:

- Chapters & page ranges in image PDF format = Yes
- Full documents in Adobe Digital Editions format = Yes
  - Subscription = Yes
  - MUPO = Yes
  - DASH! = Yes
  - **SUPO = No**
  - **NUPO = Yes, 1 copy reserved for online use**
  - PDA = Yes

**Red** = can be modified by customer under “Download” tab. Requires admin privileges

**Blue** = can be modified by ebrary via request to [support@ebrary.com](mailto:support@ebrary.com)

# Step 1, sign in to your ebrary bookshelf account

The image shows a screenshot of the ebrary Demonstration website. The top navigation bar includes 'Info', 'Search', 'QuickView', and 'Bookshelf'. A 'Request Trial or Info' button is in the top right. A 'Sign In' button is highlighted with a red box. Below the navigation bar is a search box with 'Simple Search:' and a 'Search ebrary' button. The main content area is divided into three columns: 'Welcome to ebrary!', 'Search and Browse', and 'New in Academic Complete'. The 'Welcome to ebrary!' section includes a list of steps for getting started and three buttons: 'Get Quick Guide', 'View Training Video', and 'Sign Up for Training'. The 'Search and Browse' section provides instructions on how to search and browse. The 'New in Academic Complete' section lists recent additions. A large, semi-transparent overlay of the ebrary Demonstration sign-in page is shown in the foreground, featuring the same navigation bar and a sign-in form with fields for 'Username' (containing 'htlin') and 'Password' (with a masked password), a 'Send me my password' link, and a 'Sign In' button. A note at the bottom of the overlay states: 'Note: This site requires Javascript and only works with cookie-enabled browsers.' and a link to 'Create an account.'

**Navigation:** Info Search QuickView Bookshelf

**Language:** English | My Settings | **Sign In**

**Search:** Simple Search: Search ebrary Advanced All Subjects

### Welcome to ebrary!

Your library has access to [Academic Complete](#), a growing e-book collection spanning all academic subject areas.

Below are a few easy steps to help you get started. For further support and troubleshooting, please visit our [online training site](#).

#### Getting Started

- Conduct a search** – Use simple or advanced.
- Open a document** – Click on the title name or jacket.
- Explore the document** – Navigate to search terms, search the document for key words, jump to relevant chapters, flip through pages.
- Highlight text and take notes** – Create a bookshelf (if needed) to save and organize your research.
- Use InfoTools** – Link out to other online resources to expand your research.
- Print pages, and copy and paste text** – ebrary provides automatic citations with a URL hyperlink back to the source.
- Manage, archive and share research** – Organize your bookshelf and email folders to peers.

If your institution offers ebrary's Unity Reader, launch it by clicking on the ebrary Reader button.

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[View Training Video](#)  
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### Search and Browse

To search the entire collection, use the search box at the top left hand side of this site. Browse and search by specific subject areas by clicking on the links below.

(Note, these links may not work if you're accessing this site from off campus through a proxy server.)

#### Subject Areas

- Anthropology
- Business
- Computer Science
- Education
- Fine Arts
- History
- Language
- Law
- Life Sciences
- Medicine
- Physical Sciences
- Psychology
- Religion
- Social Sciences
- Technology
- Additional journals, a

### New in Academic Complete

We have recently added over 16,000 multidisciplinary e-books from Ashgate Publishing Group, Brill Academic Publishers, Harvard University Press, Johns Hopkins University Press, Oxford University Press, University of Chicago Press, University of Michigan Press, and other leading publishers.

## Welcome to ebrary

**Navigation:** Info Search QuickView Bookshelf

**Username:**

**Password:**  [Send me my password](#)

Note: This site requires Javascript and only works with cookie-enabled browsers.

[Create an account.](#)

# Click "Download" in search results

**ebrary Demonstration**

Info Search QuickView Bookshelf

Simple Search:  Search ebrary [Hide Advanced Option](#) [All Subjects](#)

TITLE RESULTS CHAPTER RESULTS SEARCHES

Click the "Search ebrary" button when you've finished describing your search.


Search in  from  to

... and in  for

▼ Focus your search using:  Any of the selected subjects (e.g. Math OR Science)  All of the selected subjects (e.g. Math AND Science)

<input type="checkbox"/> United States	<input type="checkbox"/> Chronology	<input type="checkbox"/> Government Policy	<input type="checkbox"/> History	<input type="checkbox"/> Afr
<input type="checkbox"/> 20th Century	<input type="checkbox"/> Commerce	<input type="checkbox"/> European Union Countries	<input type="checkbox"/> Congresses	<input type="checkbox"/> Ch
<input type="checkbox"/> Canada	<input type="checkbox"/> Mexico	<input type="checkbox"/> Spain		

Showing 1 - 20 of 34,370 documents

 [Entrepreneurial Marketing : Lessons from Wharton's Pioneering MBA Course](#)

Author: [Lodish, Leonard M.](#) [Morgan, Howard Lee](#) [Kallianpur, Amy](#)

Publisher: [Wiley](#)

Original Publication Date: adf

Subjects: [Marketing -- Management.](#) [New business enterprises -- Management.](#)

# Click "Download" from QuickView

The screenshot shows the ebrary website interface. At the top, the 'ebrary Demonstration' logo is visible on the left, and a 'Request Trial or Info' button is on the right. Below the logo, there are navigation tabs for 'Info', 'Search', 'QuickView', and 'Bookshelf'. A search bar is present with the text 'Simple Search:' and a 'Search ebrary' button. To the right of the search bar are links for 'Advanced' and 'All Subjects'. Below the search bar is a toolbar with various icons, including a 'Download' button which is highlighted with a red box. To the right of the toolbar is an 'ebrary Reader' button. The main content area displays a book cover for 'Understanding Organisational Culture in the Construction Industry' by Vaughan Coffey, published by Spun Research. The book cover features the Spun Research logo and the title in large text. To the right of the book cover is a table of contents with the following items:

- Book Cover
- Title
- Copyright
- Contents
- Figures
- Tables
- Foreword
- 1 An introduction to organisations, culture, performance and construction
- 2 Organisations, culture and climate
- 3 Organisational culture studies
- 4 Measuring organisational performance and effectiveness
- 5 Organisational culture and effectiveness: Investigating the link between them
- 6 Research on the relationship between organisational culture and performance in Hong Kong construction companies
- 7 The Hong Kong experiment: Presentation of demographic data, overall results and some descriptive and qualitative analysis
- 8 Detailed statistical analysis of the DOCS and PASS data in relation to the major research questions
- 9 Four Hong Kong construction mini-case studies
- 10 Conclusions and future research directions
- Appendix A
- Appendix B
- References
- Index

Below the table of contents, there is a section for book details:

Spon Research : Organisational Culture in the Construction Industry  
Coffey, Vaughan  
Pages: 273  
Publisher: Taylor & Francis  
Location: Independence, KY, USA  
Date Published: 01/2010  
Language: en

LC Call Number: HD9715.A2 -- C585 2010eb  
eISBN: 9780203933381  
pISBN: 9780415425940  
Dewey Decimal Number: 302.35024624  
OCLC Number: 647884996

Subjects: Construction industry. Corporate culture. Success in business.

# Patron options for each download

Download options: [Learn more](#)

Standard image-PDF format. One chapter (or page range) at a time.

Create an image PDF of the current chapter: CHAPTER TWO: Cardiovascular Dise ▼

Create an image PDF of page 59 to 59 (maximum 60 pages)

- Accessible on most computers and devices, including the Kindle, without additional software

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Special format. The entire document.

Download the entire document for 14 days in Adobe Digital Editions format

- To access this encrypted file, you will need [Adobe Digital Editions](#), available free online
- Accessible on most computers and devices, but not the Kindle
- You may return the document early using Adobe Digital Editions

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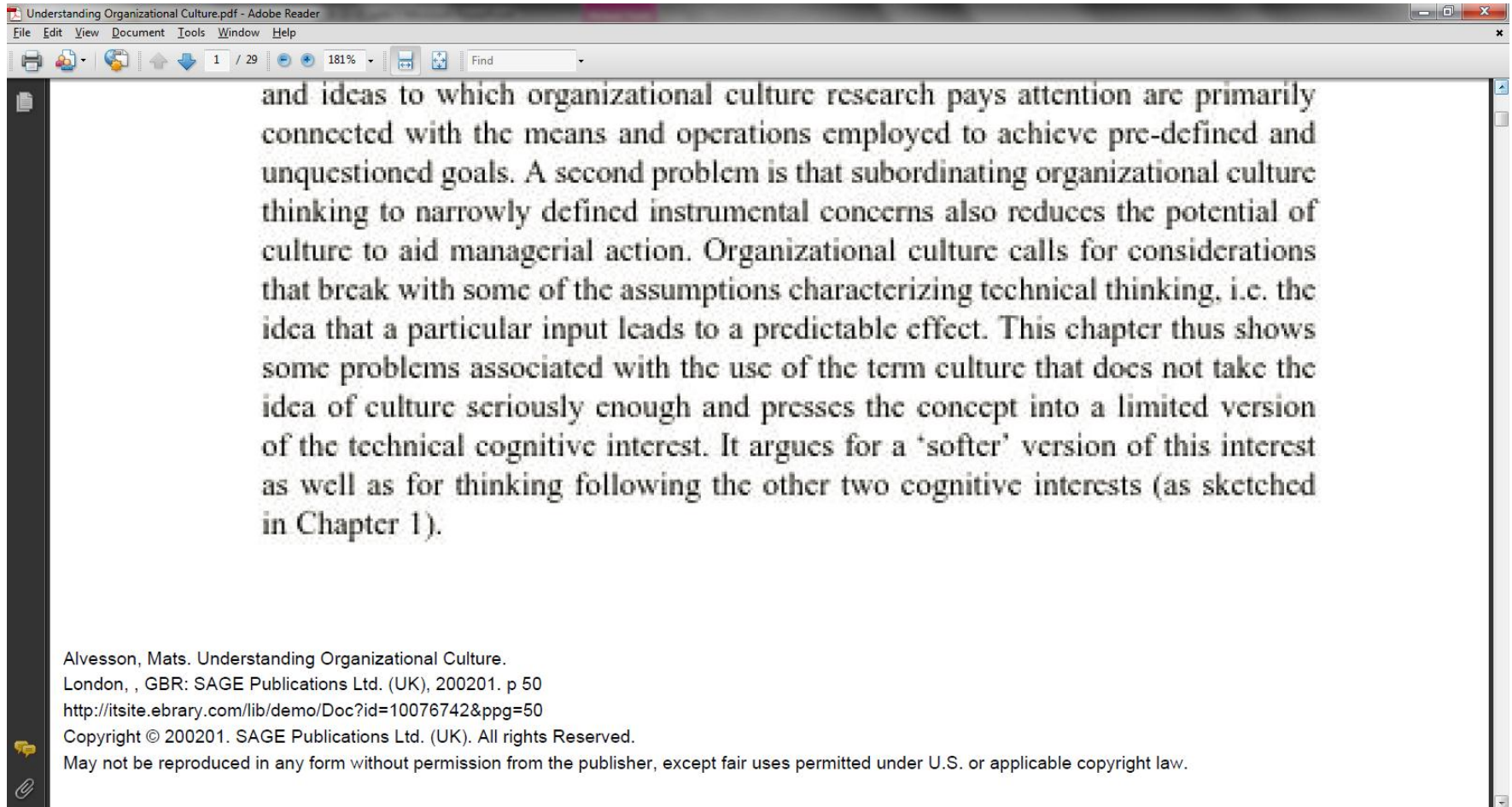
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# Install Adobe Digital Editions (if needed)

Free software (available for Windows & Mac) required for patrons to view and manage e-books on a computer

Key features include:

- Downloading & returning documents
- Organizing documents into bookshelves
- Transferring downloaded documents directly to supported devices including Kobo, Nook, and Sony Reader (but not Kindle). Additional software required for iPhone & iPad
- Searching and navigating within document
- Annotating document (doesn't sync with ebrary bookshelf)
- Printing



a ProQuest business

The screenshot shows the Adobe Digital Editions website. The top navigation bar includes links for Products, Solutions, Learning, Help, Downloads, Company, and Store. The main content area features a hero section with the headline "MAKE READING AN ENGAGING EXPERIENCE" and a "LIBRARY" dropdown menu. Below this, there's a section for "ADOBE® DIGITAL EDITIONS" with a "Borrowed" status indicator. A "NEXT STEPS" sidebar on the right offers options to "Download now" and "Get support". The "DIGITAL EDITIONS HOME" section includes "PRODUCT INFO" with links to "Sample eBook library", "Features", "System requirements", "FAQ", "Release notes (PDF, 98KB)", "Help", and "Supported eBook devices". The "SEE ALSO" section lists "User to User Forums", "Support Center", and "Digital Publishing Platform". The "RELATED PRODUCTS" section includes "Digital Publishing Suite" and "Adobe Content Server 4".

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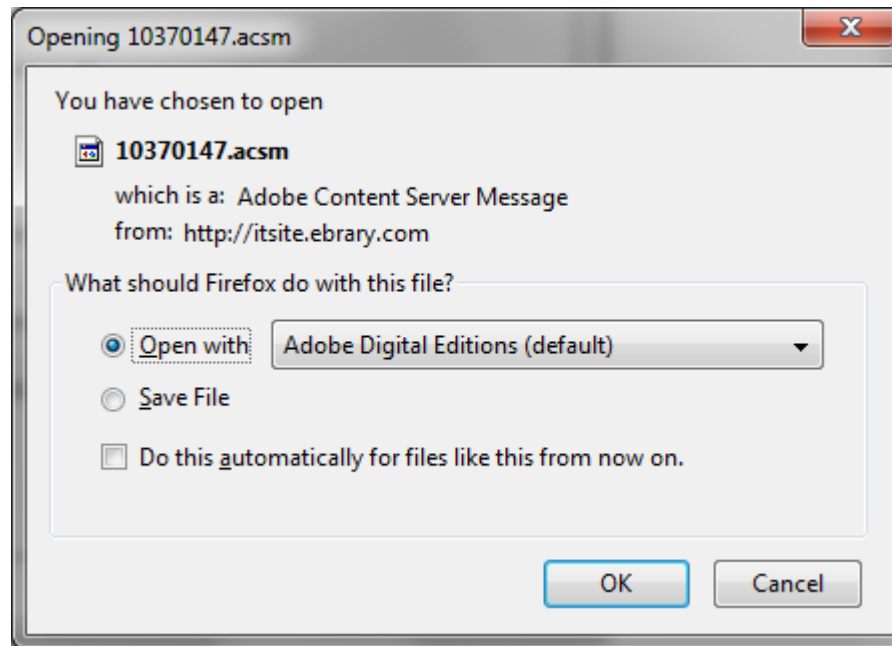
Launch Adobe Digital Editions

The free download (Windows® and Mac OS) takes less than a minute to install over a broadband connection.

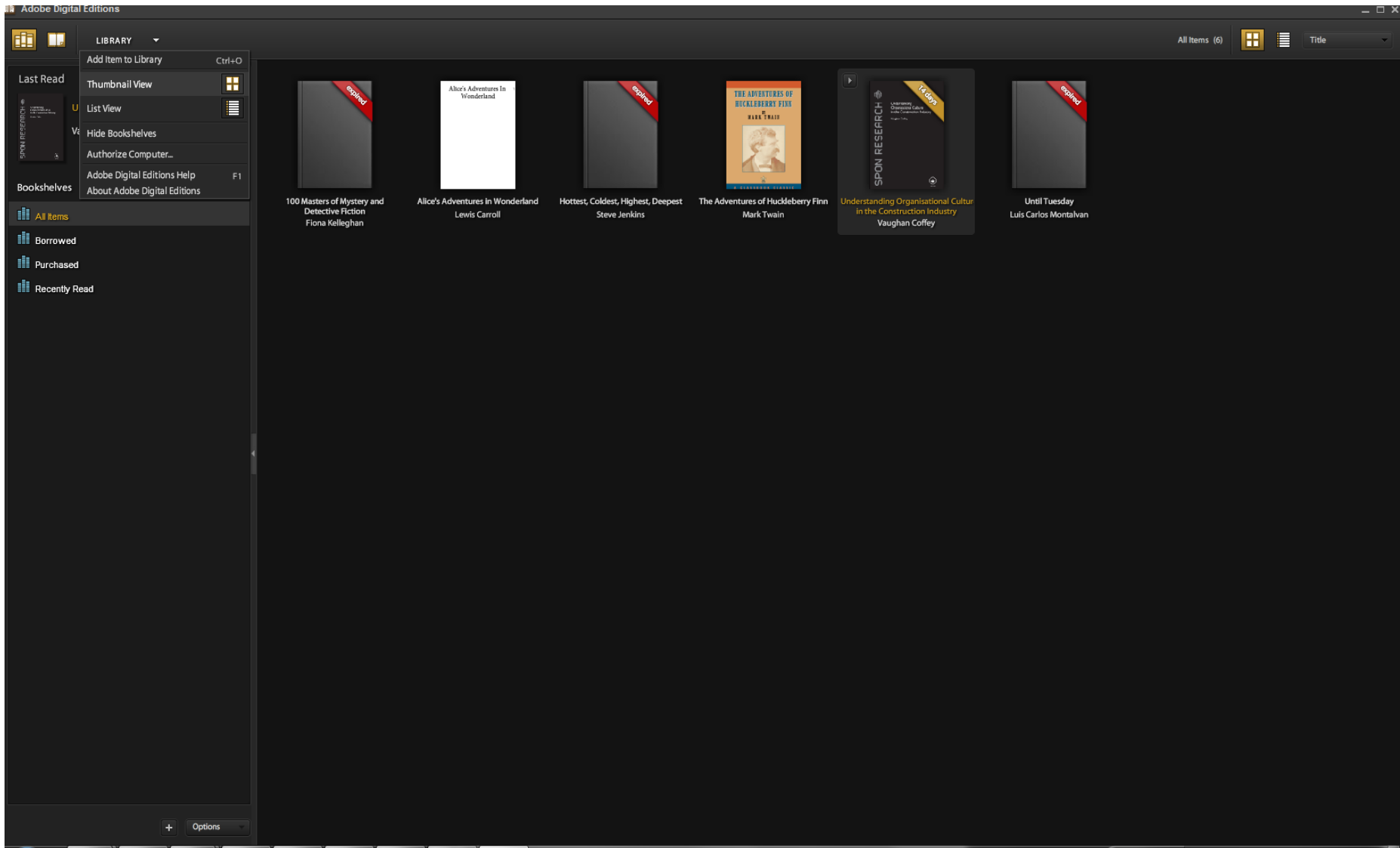
**TOP FEATURES**

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# Download complete document in Adobe Digital Editions



# Adobe Digital Editions: Your personal library view



# Adobe Digital Editions: Reading view

The screenshot displays the Adobe Digital Editions interface. The title bar reads "Adobe Digital Editions" and the document title is "Understanding Organisational Culture in the Construction Industry". The top right shows page 39 of 54 / 273. A left sidebar contains a table of contents with "3 Organisational culture studies" selected. A context menu is open over the sidebar, listing options like "Item Info...", "Copy", "Print", "Add Bookmark", and "Find". The main reading area shows the following text:

### 3 Organisational culture studies

#### Chapter introduction

Having in the previous two chapters considered the part that organisational climate plays in the historical development of organisational research and what 'organisations' and 'organisational culture' *are*, as well as examining the importance and relevance of the latter to an organisation's persona and in relation to the study of organisations in general, it is now useful to determine the origins of organisational culture (as opposed to pure organisational) research and then to look at the reasons for the current interest in this area of study. Chapter 3 therefore investigates the development of organisational culture research, from its early beginnings in cultural anthropology, through its changing paradigms over the past 30 years or so and examines in detail the various ways of analysing organisational culture, ending with a description of instruments in use currently to do this.

#### The development of organisational culture research

Lewis (1996: 12) states that 'Organisational culture is but one dimension of the study of organisational behaviour and the concept is by no means a new one'. Lewis goes on to cite Potter (1989), who quotes Jaques (1951) as defining the culture (of a factory) as 'the customary and traditional way of thinking and doing things, which is shared to a greater or lesser degree by all its members, and which new members must learn, and at least partially accept, in order to be accepted into service in the firm' (Jaques (1951), quoted in Potter, 1989: 17). Jaques was one of the first researchers to use the term 'culture' with reference to the workplace. Now that the reader understands the concept of organisational culture as described previously, this chapter is the first of three that set out to further assist the reader in fully understanding the research that has been undertaken on organisational culture, and how data from various studies have been analysed and used as a management and change tool in various industries.

# Adobe Digital Editions: Transfer to your e-reader

The screenshot displays the Adobe Digital Editions (ADE) interface. At the top, the title bar reads "Adobe Digital Editions". Below it is a "LIBRARY" dropdown menu. The main area shows a grid of book covers. A sidebar on the left is titled "Bookshelves" and contains several categories: "All Items", "Borrowed", "Purchased", "Recently Read", and "KOBOeReader". The "Recently Read" category is selected, and a book cover is visible with a red arrow pointing to it. The book cover is titled "Understanding Organisational Culture in the Construction Industry" by Vaughan Coffey, published by SPON RESEARCH, and has a "11 days" loan period. The main grid shows five books: "100 Masters of Mystery and Detective Fiction" by Fiona Kelleghan (expired), "Alice's Adventures in Wonderland" by Lewis Carroll, "Hottest, Coldest, Highest, Deepest" by Stephen Jenkins (expired), "The Adventures of Huckleberry Finn" by Mark Twain, and "Understanding Organisational Culture in the Construction Industry" by Vaughan Coffey (11 days). A red arrow points from the book cover in the main grid to the "Recently Read" category in the sidebar.

Adobe Digital Editions

LIBRARY

Last Read

Understanding Organisational Culture ...  
Vaughan Coffey

Bookshelves

All Items

Borrowed

Purchased

Recently Read

KOBOeReader

100 Masters of Mystery and Detective Fiction  
Fiona Kelleghan

Alice's Adventures in Wonderland  
Lewis Carroll

Hottest, Coldest, Highest, Deepest  
Stephen Jenkins

The Adventures of Huckleberry Finn  
Mark Twain

Understanding Organisational Culture in the Construction Industry  
Vaughan Coffey

SPON RESEARCH

Understanding Organisational Culture in the Construction Industry  
Vaughan Coffey

11 days

expired

expired

11 days

# Adobe Digital Editions: Return document early

The screenshot displays the Adobe Digital Editions application interface. On the left, a sidebar contains a 'LIBRARY' dropdown menu and a 'Last Read' section featuring the book 'Understanding Organisational Culture ...' by Vaughan Coffey. Below this is a 'Bookshelves' section with options for 'All Items', 'Borrowed', 'Purchased', and 'Recently Read'. The main area shows a grid of book covers. The first cover, '100 Masters of Mystery and Detective Fiction' by Fiona Kelleghan, has a red 'expired' banner. The second cover is 'Alice's Adventures in Wonderland' by Lewis Carroll. The third cover, 'Hottest, Coldest, Highest, Deepest' by Steve Jenkins, also has a red 'expired' banner. The fourth cover is 'The Adventures of Huckleberry Finn' by Mark Twain. A context menu is open over the 'Understanding Organisational Culture ...' book, listing options: 'Open Item', 'Delete Item', 'Item Info', and 'Return Borrowed Item'. The 'Return Borrowed Item' option is highlighted with a red rectangular border.

Adobe Digital Editions

LIBRARY

Last Read

Understanding Organisational Culture ...  
Vaughan Coffey

Bookshelves

- All Items
- Borrowed
- Purchased
- Recently Read

100 Masters of Mystery and Detective Fiction  
Fiona Kelleghan

Alice's Adventures in Wonderland  
Lewis Carroll

Hottest, Coldest, Highest, Deepest  
Steve Jenkins

The Adventures of Huckleberry Finn  
Mark Twain

Understanding Organisational Culture in the Construction Industry  
Vaughan Coffey

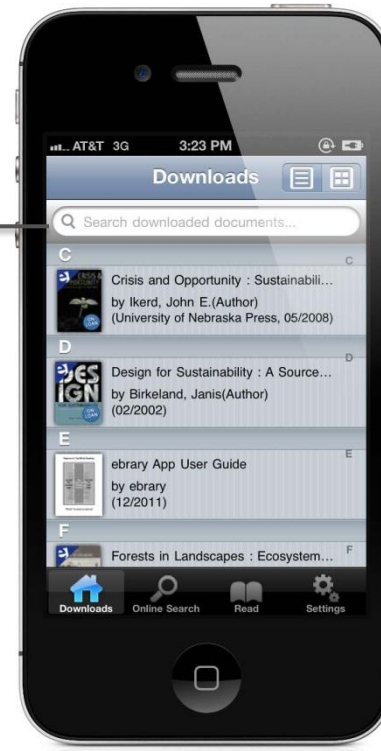
- Open Item
- Delete Item
- Item Info
- Return Borrowed Item

# iPad, iPhone, iPod touch: Use ebrary's mobile app!



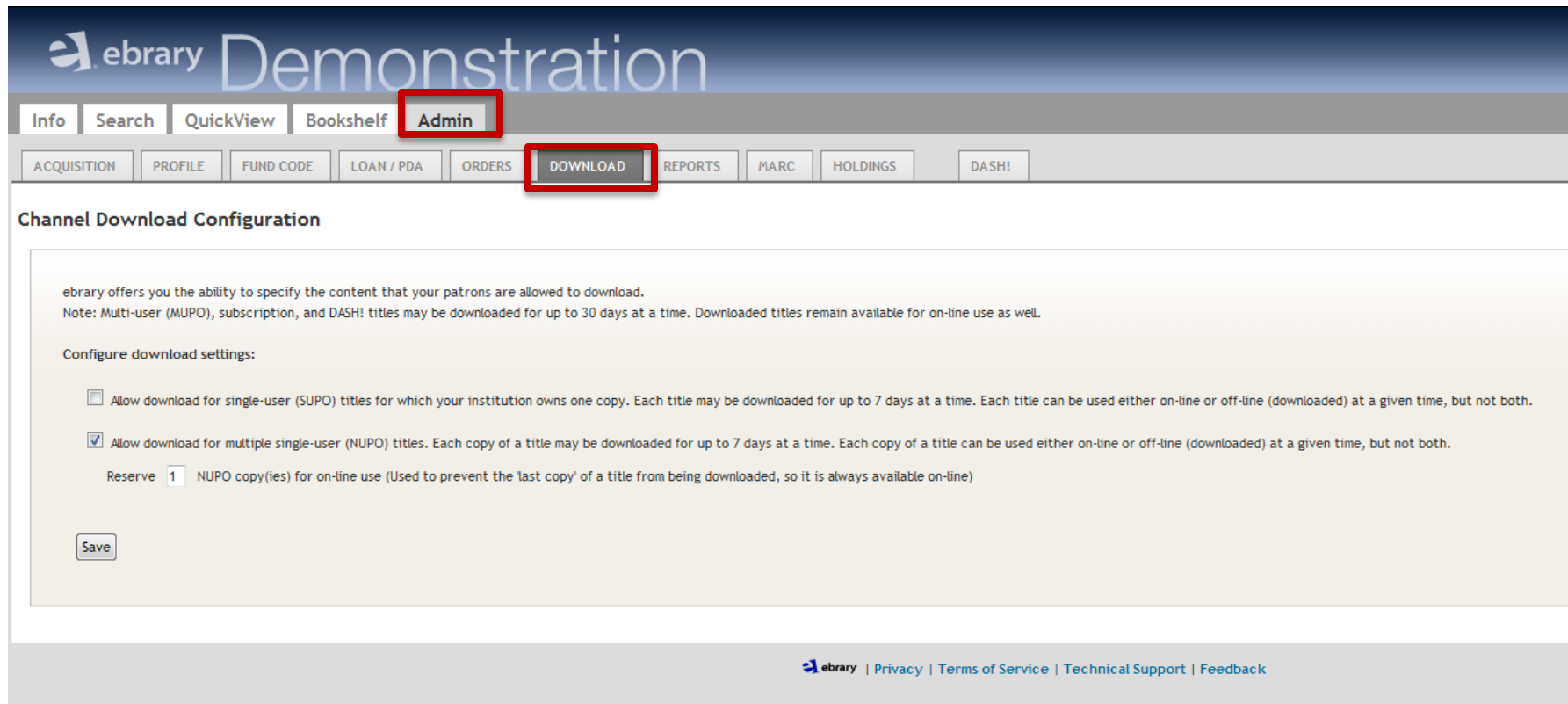
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# Settings for your ebrary site: Administrator's view



The screenshot displays the ebrary Administrator's interface. At the top, the 'Admin' menu item is highlighted with a red box. Below it, the 'DOWNLOAD' option in the secondary menu is also highlighted with a red box. The main content area is titled 'Channel Download Configuration' and contains the following text:

ebrary offers you the ability to specify the content that your patrons are allowed to download.  
Note: Multi-user (MUPO), subscription, and DASH! titles may be downloaded for up to 30 days at a time. Downloaded titles remain available for on-line use as well.

Configure download settings:

- Allow download for single-user (SUPO) titles for which your institution owns one copy. Each title may be downloaded for up to 7 days at a time. Each title can be used either on-line or off-line (downloaded) at a given time, but not both.
- Allow download for multiple single-user (NUPO) titles. Each copy of a title may be downloaded for up to 7 days at a time. Each copy of a title can be used either on-line or off-line (downloaded) at a given time, but not both.

Reserve  NUPO copy(ies) for on-line use (Used to prevent the 'last copy' of a title from being downloaded, so it is always available on-line)

At the bottom of the page, there is a footer with the ebrary logo and links for Privacy, Terms of Service, Technical Support, and Feedback.

# Getting started with ebrary downloading

## *ebrary Patrons: Install Adobe Digital Editions*

- Install the free software required to view and manage downloads of complete documents on your computer (for Windows & Mac)
- Available at [www.adobe.com/products/digitaleditions](http://www.adobe.com/products/digitaleditions)

## *Help & Support*

- Training sign-ups at [www.ebrary.com/corp/training.jsp](http://www.ebrary.com/corp/training.jsp)
- Help Desk in product
- Knowledgebase at [support.ebrary.com/category/english/download](http://support.ebrary.com/category/english/download)

## *Administrators for ebrary sites*

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