VitalSource®
Access Guide

VitalSource Bookshelf is an eBook platform that allows you to access some of the course materials whenever and wherever you choose – through your laptop, desktop, or mobile device.

You can also download texts directly or access them via your browser.

This guide will show you how to access the materials for the first time via Swinburne Sarawak Library Website.
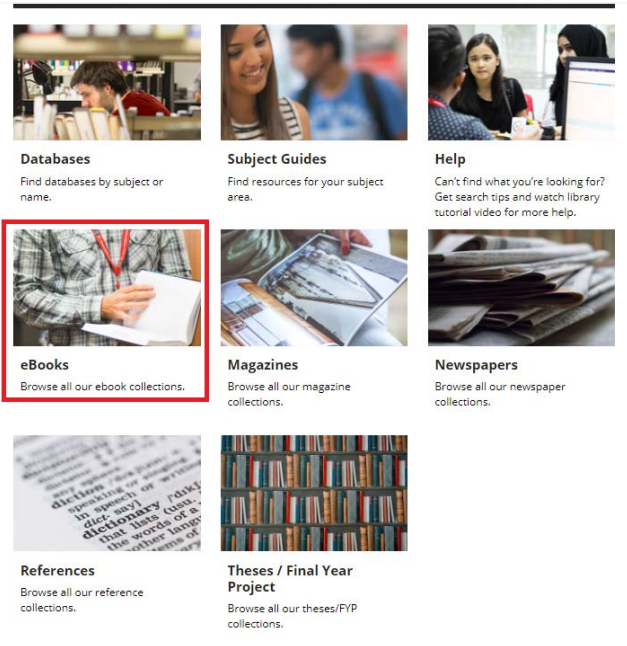
Contact us:

✉ **library@swinburne.edu.my**

📞 **+6082 - 260936**

Step 1:

Swinburne Sarawak Library Website

- Go to [Swinburne Sarawak Library Website](#)
- Navigate to 'Search' section.
- Click 'eBooks' page thumbnail.

Alternatively, you can also click on 'Databases' and navigate to alphabet 'V'. Then scroll down and click 'VitalSource Bookshelf'.

Step 2:

Link to VitalSource Bookshelf

Scroll down until you find 'VitalSource' and click.

This will lead you to VitalSource landing/login page.

Alternative, you can click the link below to direct you to the VitalSource landing/login page: [https://www.swinburne.edu.my/library/dat abases/VitalSource-bookshelf.php](https://www.swinburne.edu.my/library/databases/VitalSource-bookshelf.php)

Step 3:

Registration & Login

When you land on the VitalSource Bookshelf page, you will be prompted to choose:

- Register and get started – for new users.
- Login for existing user.

VitalSource Bookshelf

Access to VitalSource Bookshelf is using your Swinburne email authentication. Users are require to register an account using Swinburne Sarawak email.

Registration & Login

Access to VitalSource Bookshelf is by using email authentication. Users are require to register an account using Swinburne Sarawak email.

In order to complete the registration process, you will need to open your email and look for an email from VitalSource to activate your account.

Registration is essential to enable users to use the features in VitalSource Bookshelf.

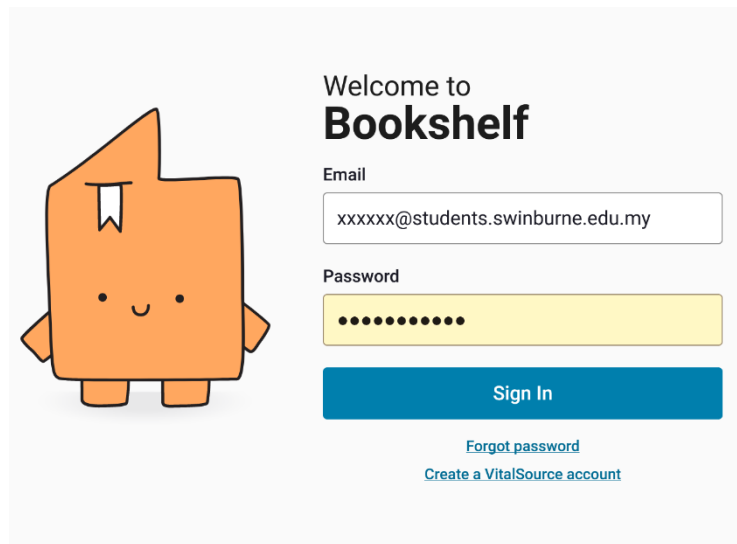Register and get started >

Login for existing user >

How to download eBooks

1. Download and install VitalSource Bookshelf. This free software is available at https://support.vitalsource.com/hc/en-gb or install it to your device from App store or Play store.

Note:

The first-time user who wishes to register an account – please be advised to use only your Swinburne Sarawak email address as a personal private email (eg: gmail, yahoo etc.) will not be validated for access.

Welcome to
Bookshelf

Email

xxxxxx@students.swinburne.edu.my

Password

●●●●●●●●●●●

Sign In

Forgot password

Create a VitalSource account

Registration:

- Once you have finished with the details for your account, you will receive an email to validate your account.
- Kindly check your mailbox. If you do not receive an email from VitalSource, you are advised to check your Junk Mail.
- Activate your account using the link given inside that email.

Step 4:

VitalSource Account
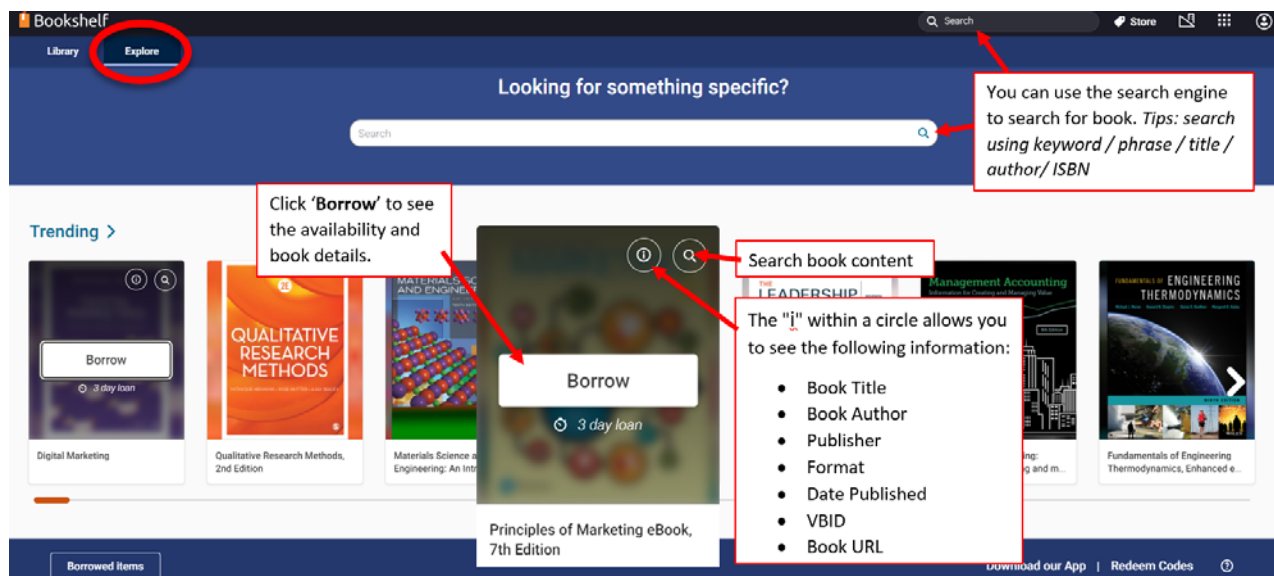
- Once signed in to your Bookshelf account, you now have full access to your Bookshelf Library.
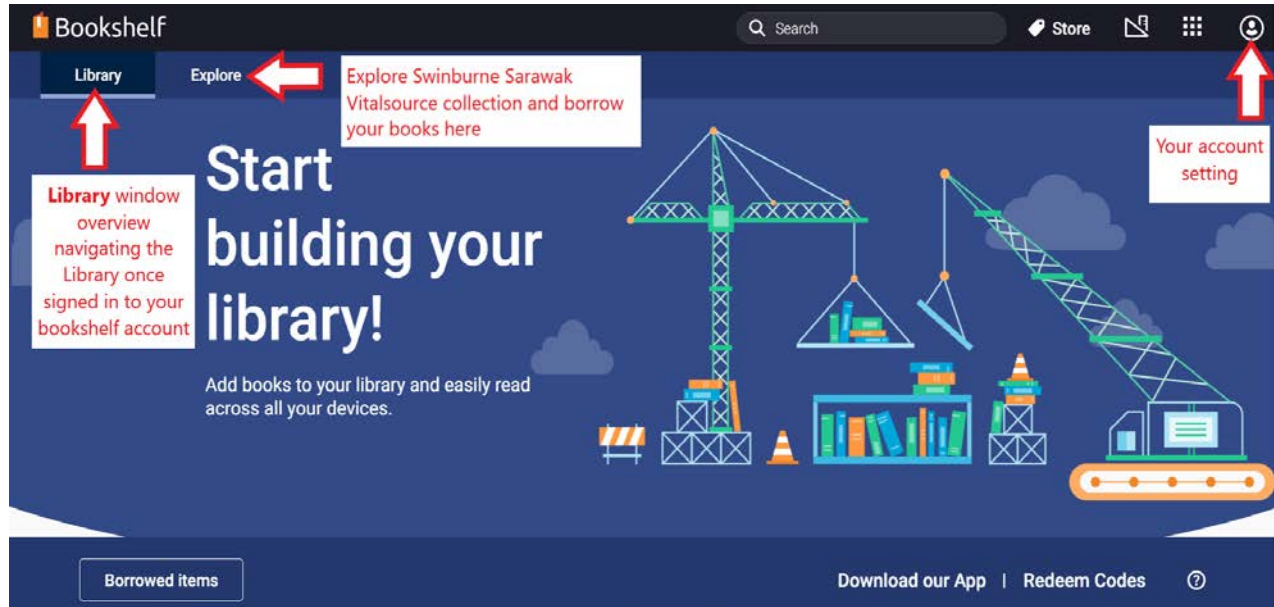
Step 5:

Borrowing

- Click '**Explore**' to view all the eBooks that are under the Library's subscription. User can use the search engine to search for titles (*more tips on keywords and phrase*). Click 'Borrow' and the eBook availability and details will appear on your right screen.

Available eBook

- Click '**Borrow**' to activate the eBook to your Library.

You will be able to see if that eBook is available and the number of copies available. The loan period indicates how long that user will be able to borrow that book for.

Click "**Borrow**" to activate the book to your Library.

Unavailable eBook

When content has reached its copy limit, you will see an unavailable message. The book will be available to borrow again as soon as another user returns it.

Step 6:

Open and Read your eBook.

- Click '**Library**'.
- Borrowed eBook(s) is now available in your Library.
- Click '**Continue Reading**' (on top), or if you wish to read other ebooks that are llisted the carousel '**My Books**' - move your cursor to that eBook and click '**Open Book**'.
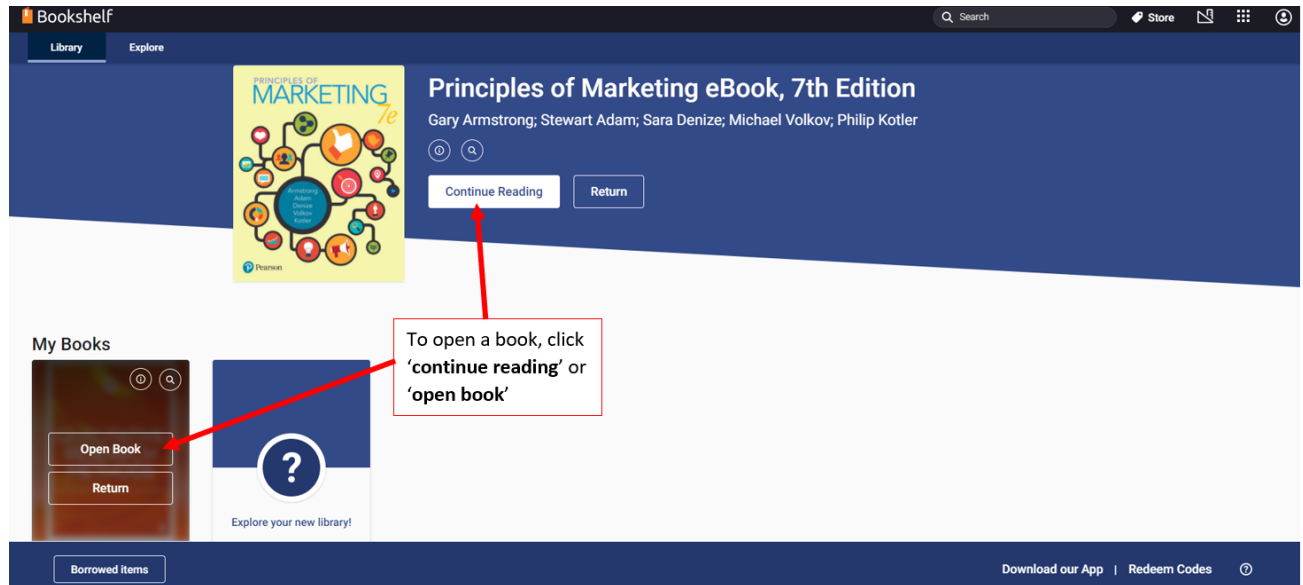
Step 7: View your eBook.

- The ebook cover will be displayed, indicating that the eBook is now ready for you to read.

- For eBooks with several chapters, scroll down to view the Table of Contents.
- Click on the link to any of the preferred chapter(s).
- Navigate through pages in the online viewer by clicking the wide arrow icons that appear at the *top and bottom* or *left and right* of the page, as shown below:
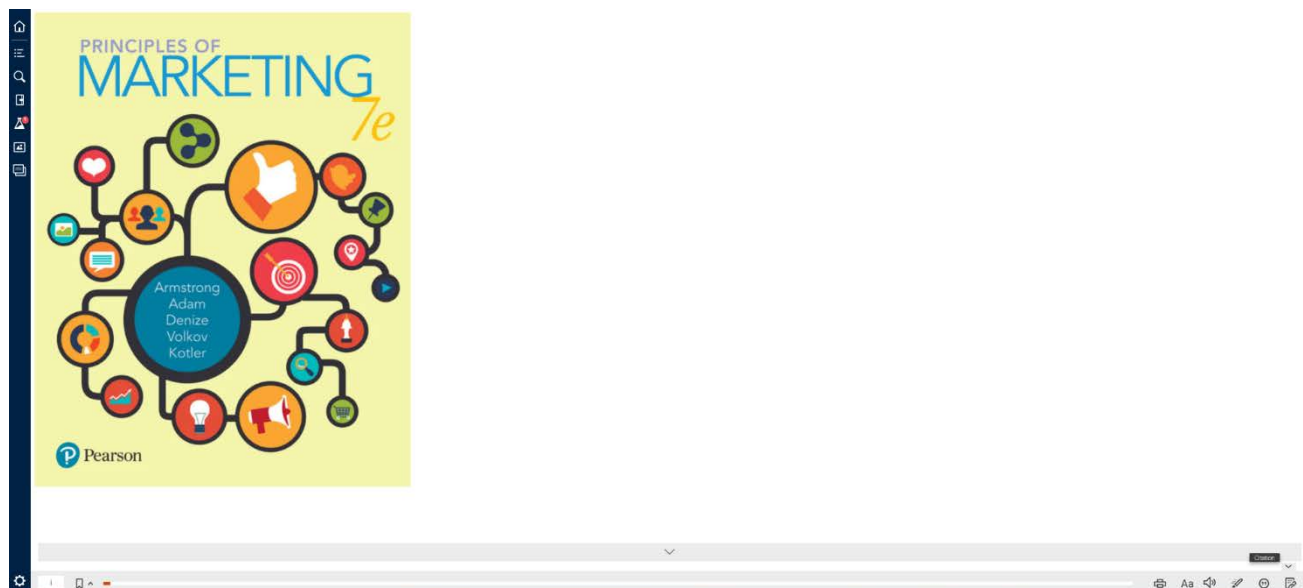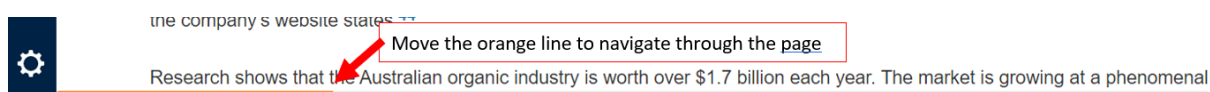

You can also move the orange line at the bottom page to navigate through the pages.

Bookshelf Overview

You can use the navigation bar on the left side of the page to navigate your Bookshelf account.

(1) **Home** icon will take you back to your Library.

(2) **Table of Contents** icon will show you a list of chapters to navigate your eBook.

(3) **Search** icon will let you search a term in the entire eBook content.

(4) **Notebook** icon will display notes you have taken in your eBook so far, which can be done by highlighting text passages with your mouse and adding notes. Select the chapters you want to review, then click Start Review.

(5) **Labs** icon allows you to add emoji stickers to your text to mark your content (Labs features are in progress).

(6) **Figures** icon shows you the content of the figure in the eBook.

(7) **Flashcard** icon allows you to create your flashcards by highlight a word or sentence and add to the flashcard. More details on flashcard.

More details on Bookshelf Overview:

https://support.VitalSource.com/hc/en-us/articles/360020561994-Bookshelf-Overview
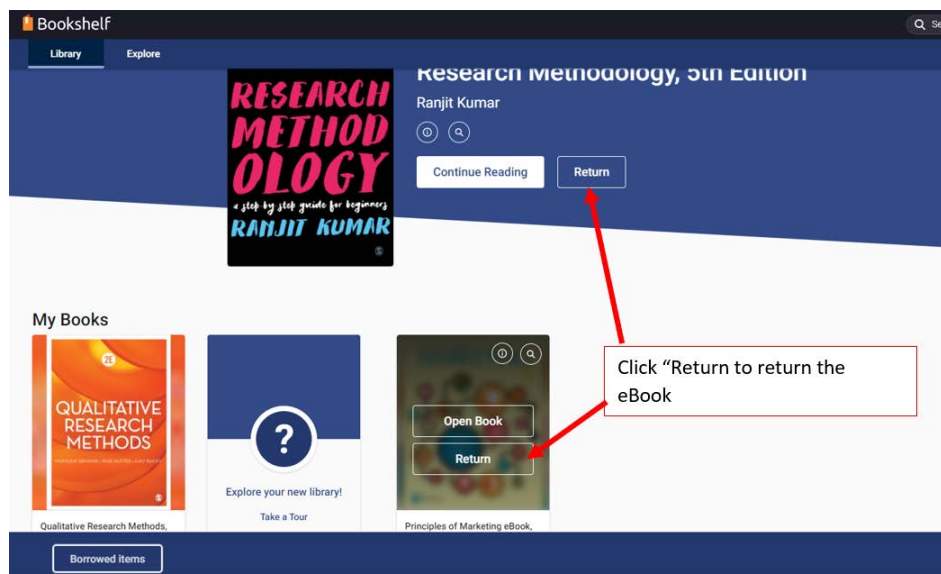
At the bottom of your Bookshelf:

    (1) **Printing** icon allows you to print (depending on publishers' allowances).

    (2) **Enhance Formatting** icon allows you to set your preferred text size, type of font, margin, and line-height.

    (3) **Read Aloud** icon enables you to bring up the read-aloud controls to listen and follow along as Bookshelf reads to you.

    (4) **Fast Highlighter** icon allows you to choose highlights options.

    (5) **Citation** icon allows you to generate citation. *Be reminded to check accuracy before use (Swinburne Sarawak citation style is Swinburne Harvard style).*

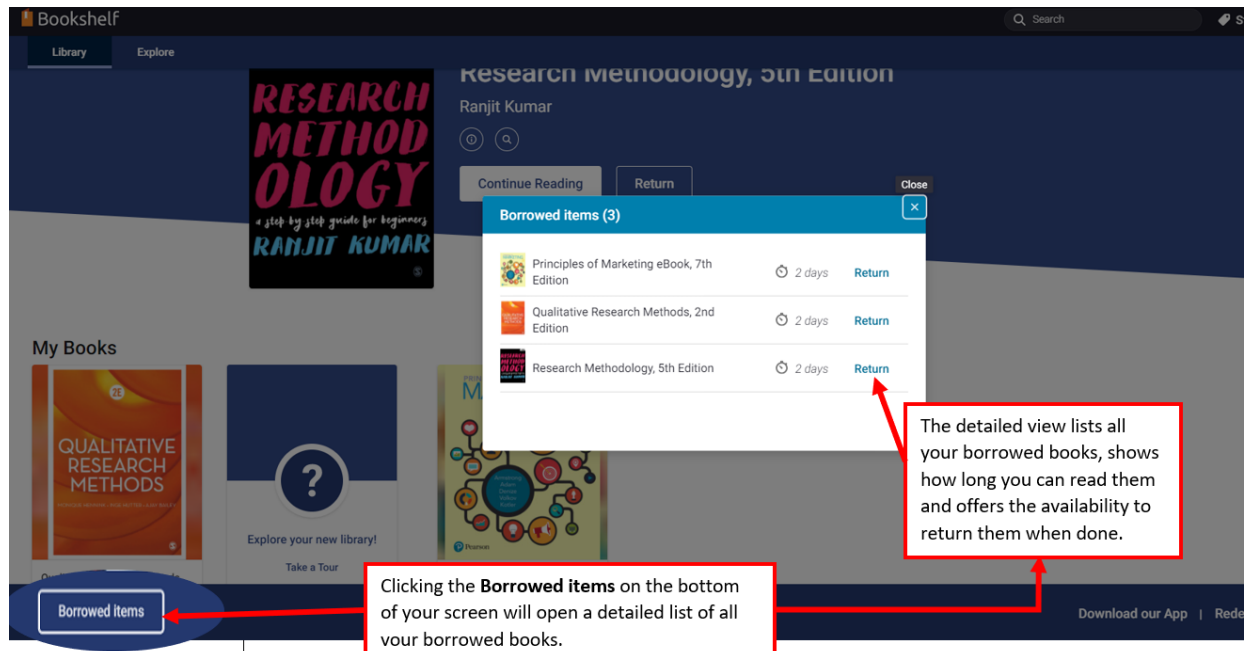   (6) **Copy URL** icon allows you to copy the page URL.

eBook Return

- Your eBook will automatically expire on the due date (3rd day).
- You can also choose to return the eBook before the access expires to free up the borrowing for other users by clicking on the '**Return**' button at your '**Library**'.

OR

- Click the '**Borrowed Items**' at the bottom of '**Library**' or '**Explore**' page.
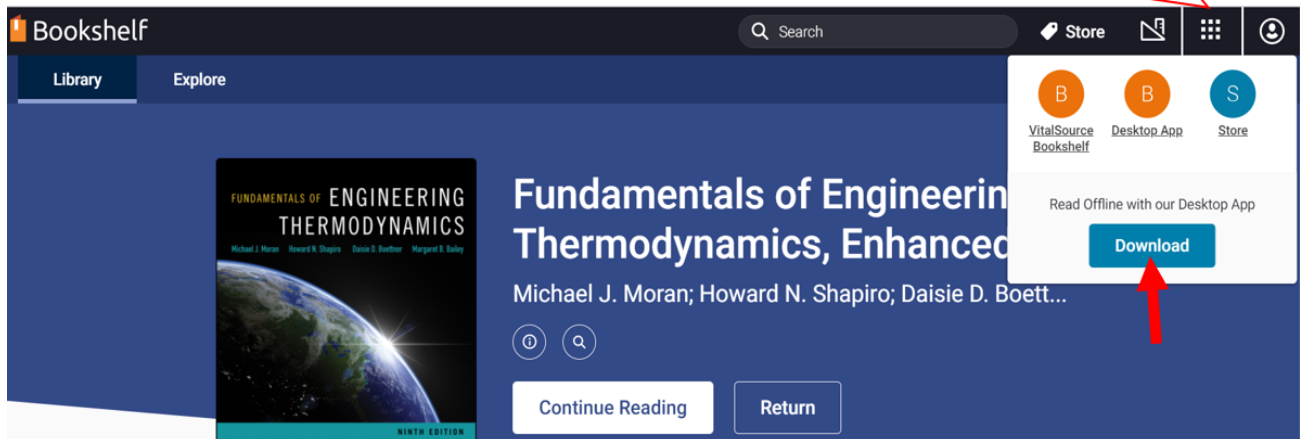

Bookshelf App

- Bookshelf is designed to make your learning easy, intuitive, and fun.
- It is advisable for the user to download Bookshelf app - available for iOS, Android, KindleFire, Mac, PC and Chromebook.
- Download links available across each platform or from this page:
  https://support.VitalSource.com/hc/en-us/articles/201344733-Download-Bookshelf
- Bookshelf will open activated eBooks in offline mode and give more seamless access as resources are downloaded before it is opened.
- Bookshelf also has a lot of features for the user, such as bookmark and highlight.
- Bookmark and highlight will still appear when you choose to re-borrow the same eBook.

OR

- Download the app from Bookshelf web as shown below:

Click on the 9-dot icon on the top right to download the app.

Troubleshooting and Help Resources

For help using the VitalSource Bookshelf:

- Check the following video guides, which may be helpful for you:
  http://downloads.vitalbook.com/tutorials/publish/index.html?did=apus

- Getting Started with Bookshelf video:
  https://youtu.be/9uL5R_Tl3b0

- For further assistance, contact us at Swinburne Sarawak Library ServiceDesk
  library@swinburne.edu.my