OUR DIGITAL LIBRARY
END USER MANUAL 2024



A PUBLICATION OF THE OFFICE OF UTILITIES REGULATION
INFORMATION CENTRE, OURIC

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1. Overview

The OUR's Digital Library (DL) was successfully launched in 2023 March.

Over 10,000 items have so far been uploaded to the platform with a target of over 50,000 expected. These items were selected based on recommendations from the Office of Utilities Regulation Information Centre (OURIC), taking the research; and reference & information needs and preferences of the OUR's most critical stakeholders into consideration.

The library is now chock-full of materials that support personal and professional development, and we continue to populate it with eBooks that can be read on any device and from any location. The platform has capabilities for creating book lists, bookmarking pages, customising the reading experience as well as offline reading, sharing notes with friends and team members on social media and so much more.

Not only does the digital library serve its primary clients at the OUR but also the OUR's external customers.

To help our users better navigate the platform we have prepared this manual to provide comprehensive instructions, step by step guides, and helpful tips for maximising their experience and efficiency.

Here's how you can use our digital library!

2. Borrowing items

Visit https://www.bookfusion.com/

2.2. Sign into the digital library - Click sign in at the top right **and** enter email address

2.3. Use your OUR email address and click **Next**

2.4. Enter your OUR password and click **Next**

2.5. Now Select **Libraries** from main menu

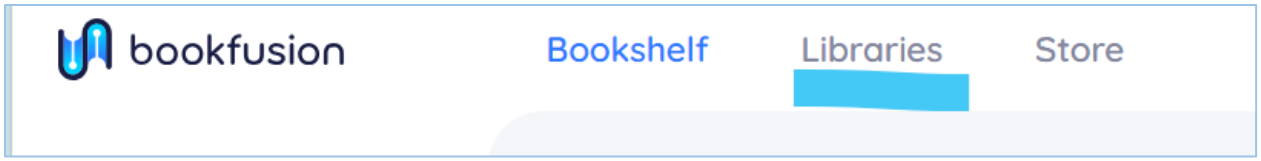


Figure 1 – Main menu in BookFusion

2.6. Select the OUR logo to navigate to the OUR's Library Page

3. The Library (Libraries) page

3.1. The "Libraries" Page is where the entire OUR collection of digital materials is available under selected subject headings.

3.2. All library members may access the digital library to browse the Collection of eBooks and content available or borrow items.

4. Find a Book/Browse the Collection

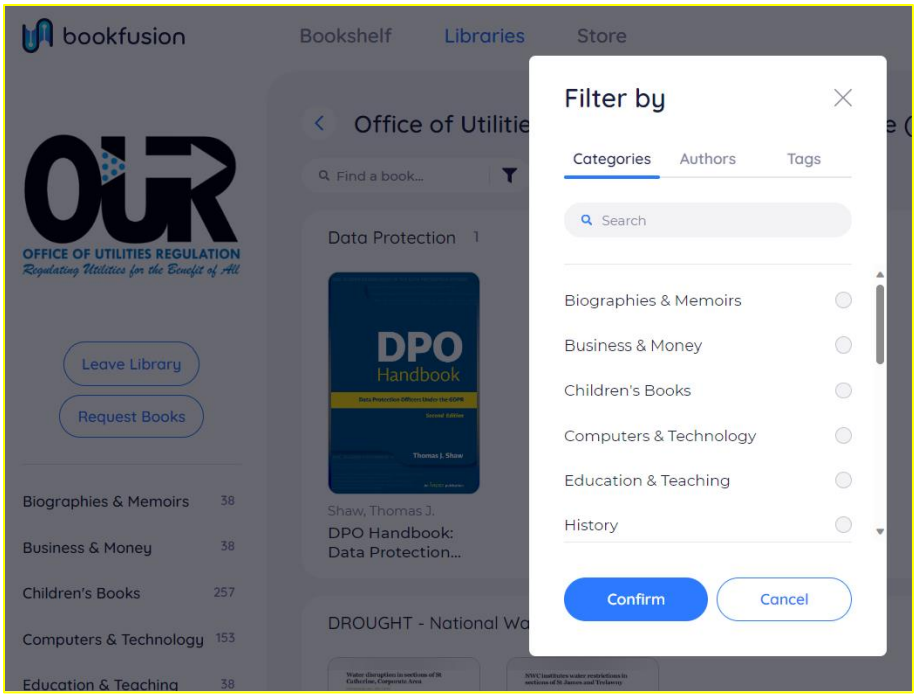
4.1. To search the Collection.

- Use the "Find a book" search bar (just below the main menu), **OR**
- Scroll through the library Collection on Home Page.



Figure 2 – "Find a book" search bar in the OUR's Digital Library

You can refine your search using the *Find a Book* filters seen in the image just below.



"Find a book" filters

5. Adding items to your bookshelf

5.1. When you borrow an item it is added to your bookshelf

5.2. To borrow an item from the library, select its book cover visible on the libraries page, then select "Borrow".

5.3. Each item that is borrowed remains in the library member's bookshelf, called "My Bookshelf" **until his or her loan period expires and/or the item is returned to the library,**

5.4. The most recent items are added at the top of members' bookshelves.

5.5. It is important to note that all items remain visible in the "Libraries" Page view even if they are checked out or borrowed.

6. *My Bookshelf* menu items

6.1. Select the Bookshelf item from the main menu.

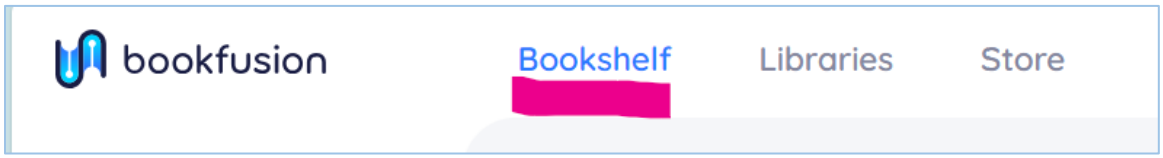


Figure 3 – Bookshelf item in main menu

6.2. Below the Bookshelf main menu is a second menu of items indicated by a horizontal listing **OR** a 3-dots menu.

6.3. This gives readers the options to organize “My Bookshelf” items in Lists.

6.4. These lists will typically contain books that the reader enjoys or those that have some significance to the reader.

6.5. Placing these items in Lists facilitates ease of access.

6.6. Some list headings are below.

- “All Books**” –** In the below example the book has been placed in the “All Books” List but may be further organized in the following lists:
- “Favourites” – Add books to your “Favorites” list that you enjoy and want to return to
- “Plan to Read” – Add books that you may not have time to read just yet.
- “Completed reading” – Add books that you have completed reading but still have time before it is automatically returned to the library, and you may not be ready to return just yet.

See Figure 4 below.

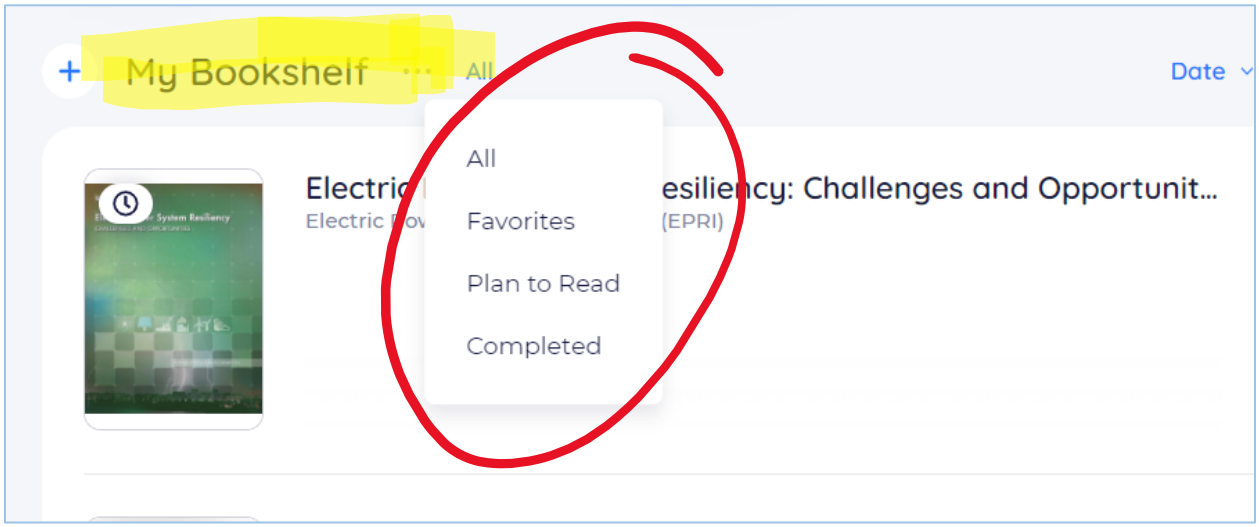


Figure 4 – Organise items in My Bookshelf using various headings.

7. Creating additional (new) bookshelves

7.1. The + sign to the left of ***My Bookshelf*** is for creating additional bookshelves as needed.

7.2. Bear in mind that all books remain visible on the *Libraries (main)* page regardless of the Lists or Bookshelves to which they are added.

8. Features of items in My Bookshelf

8.1. Hover your mouse over the cover of items in your Bookshelf, and you will notice that some symbols will appear, including a menu represented by:

8.1.1. Three (3) horizontal dots or ellipses at the bottom right-hand corner of each item **(**see in **red circle** in **Figure 5),** and

8.1.2. A clock symbol at the top left hand corner of each item (see in **yellow circle** in **Figure 5**).

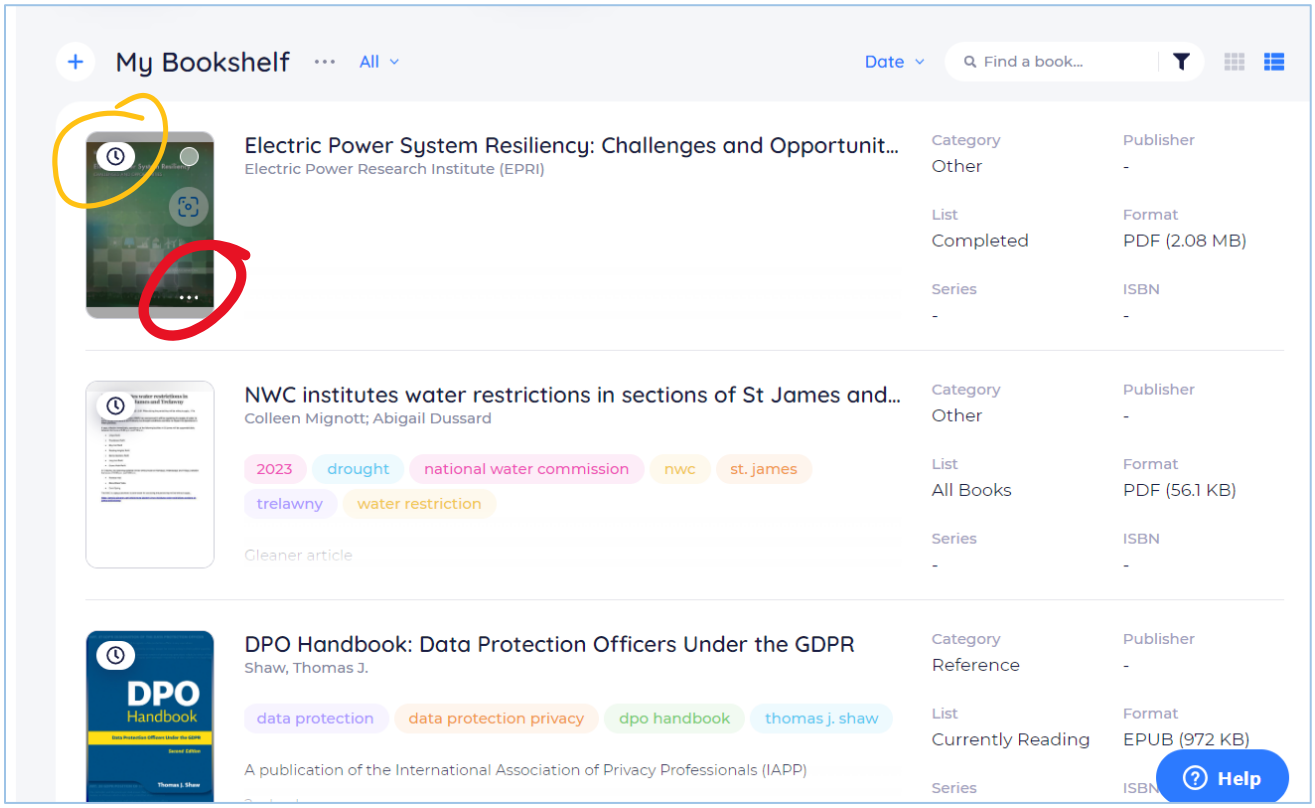


Figure 5 – A list of eBooks in My Bookshelf depicting symbols appearing with mouseover.

9. Three-dots (3-dots) Menu

9.1. Once **the 3-dots menu on the book cover is** selected a dropdown list of items appears with the below options from which you can select the one of your choice,

- Add to Favorites
- Remove from Currently Reading
- Move to Plan to Read
- Move to Completed
- Edit

- Return

10. Clock symbol

10.1. Before discussing the Clock symbol, let's review:

10.2. As a member of OUR's digital library you will have access to all available books and the freedom to select items of interest to you.

10.3. You can select books from the Library Page, then, access the book from your own bookshelf by selecting the **"Borrow"** button.

10.4. In your bookshelf your latest selected books are added as the most recent,

10.5. This is where the Clock symbol comes in.

10.6. Books in your bookshelf will now display a new icon that looks like the symbol of a **clock** at the top left hand corner of their covers.

10.7. Once you select the icon a pop out menu will indicate the estimated number of days remaining for you to read the item before it is automatically returned to the library.

10.8. When a book is returned to the library your bookmarks and highlights will not be lost if you check that item out again.

11. Other useful symbols

11.1. There are other symbols that become visible when you hover over a book cover in your bookshelf.

11.2. These can also be seen in Fig. 5 above and include capabilities for "visual search", editing, and removing items from your bookshelf.

Why not explore them for yourself!

12. Search for items in My Bookshelf

12.1. There are various access points to your Bookshelf.

12.2. First, use the search bar located to the right in the "My Bookshelf" view. See the search bar encircled in red in the below illustration.

12.3. Select the drop-down menu **labelled** with the **display text - "*Author*".**

12.4. Choose your preferred method of search from the available dropdown options as shown below.

12.5. Note that this particular search is specifically for items **in your Bookshelf ONLY** and not for items in the entire Collection.

Icons underlined in red in the below illustration provide options to

- Filter your search, and
- Customise your Bookshelf views between:

- Grid view, and
- List view

12.6. Various details (including metadate) for each item are also visible in the illustration below.

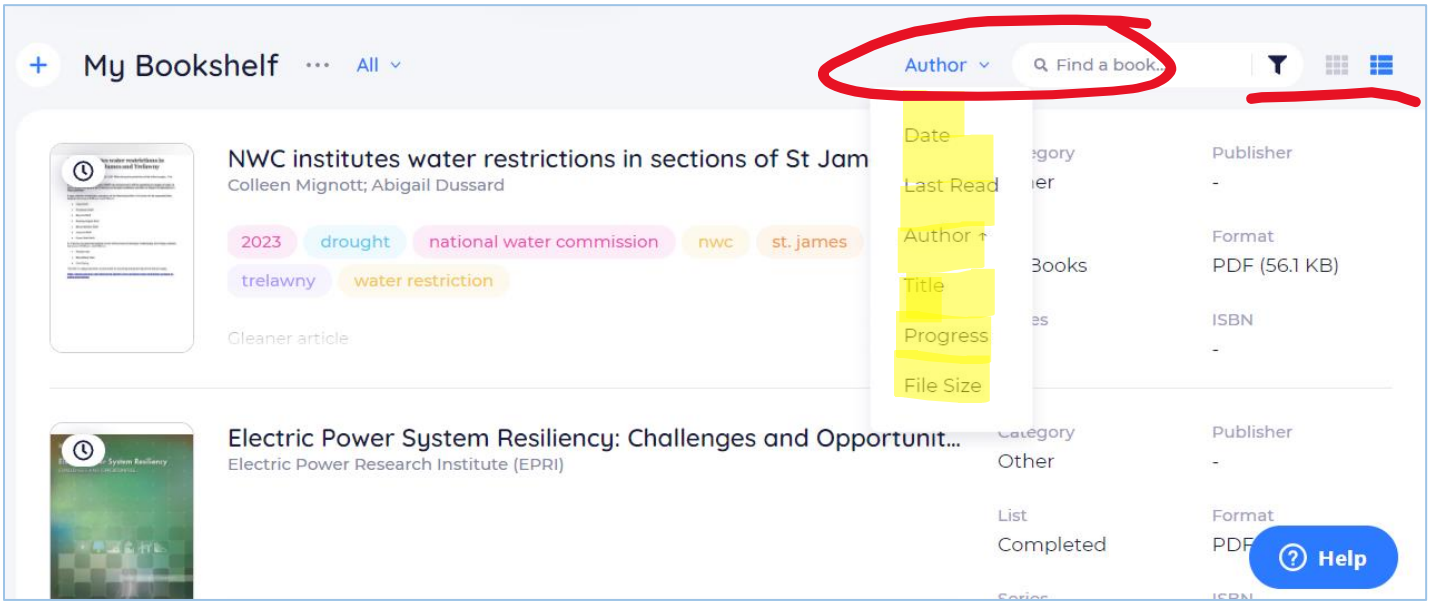


Figure 6 – Conduct searches for items in your bookshelf using various access points

13. Retrieval of items from My Bookshelf – "Read or download"

13.1. **Read**

13.1.1. Once an item has been selected from your bookshelf a new screen is opened with the book's details. Here you have the option to <**Read**> in which case the eBook is uploaded to your screen.

OR

13.2. **Download**

13.2.1. Once an item has been selected from your bookshelf a new screen is opened with the book's details. Here you have the option to <**Download**> in which case the eBook is downloaded to your device in the format indicated in the window,

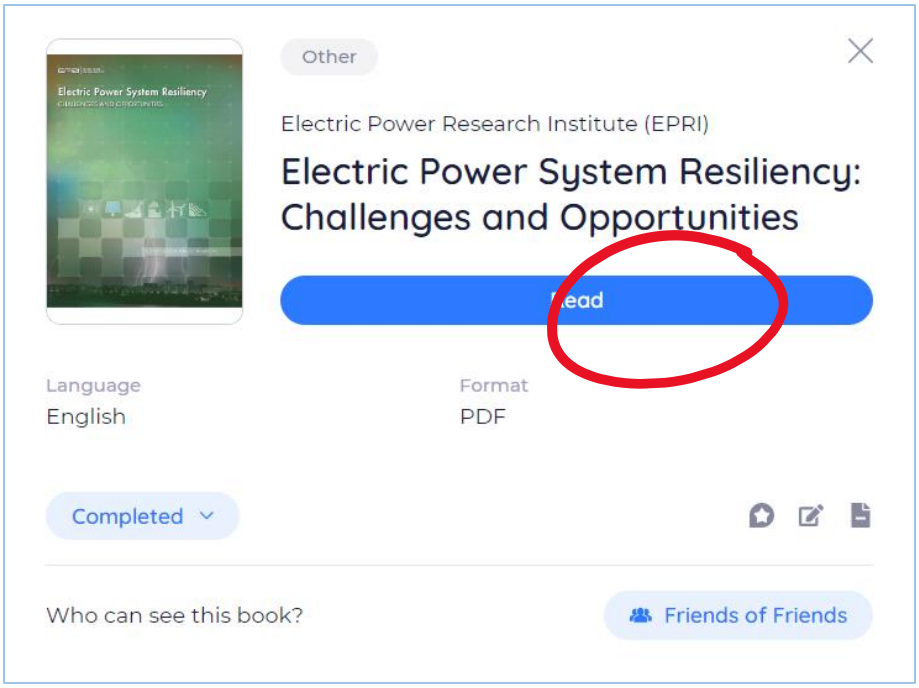


Figure 7 – The Book Details window where readers can navigate to "reading digital publications",

14. Digital Rights Management

14.1. The <**download**> option did not appear in our example above because the Digital Rights Management or DRM for this eBook was enabled.

14.2. DRM is a form of digital content protection that is used to protect eBooks from unauthorized copying, printing, and sharing, thus regulating their use.

14.3. DRM controls access to copyrighted material and thus is an indication that ultimate control of a publication is in the hands of its vendor, author, or publisher.

14.4. With permission DRM protection may be easily disabled at the backend of the platform.

14.5. See **Figure 8** below for the window providing DRM information and instructions for library members on the book in our example.

14.6. If this window appears during your browsing experience, simply select ***"Acknowledge*** to proceed after which,

14.7. You may contact your librarian for further discussion or clarifications.

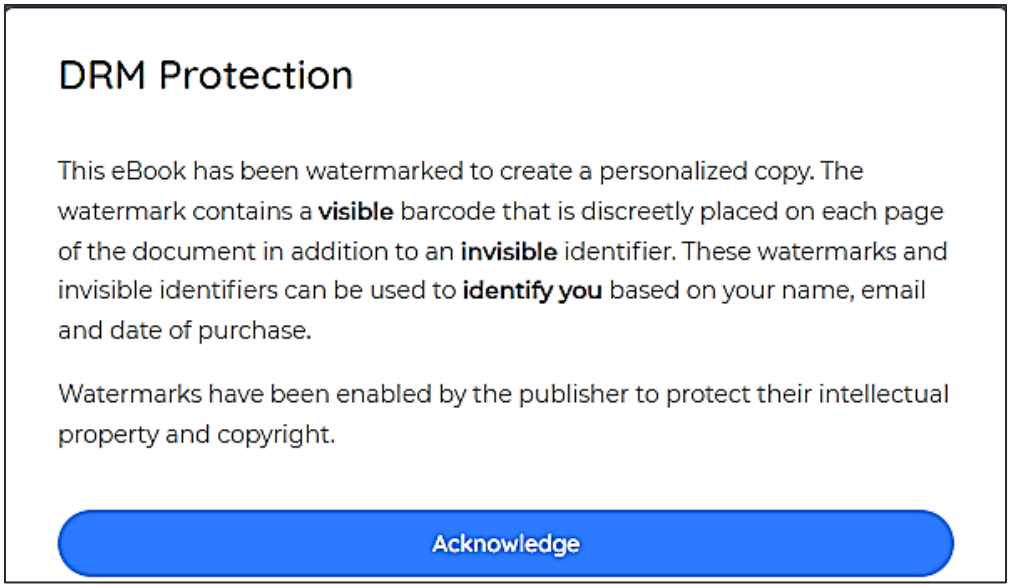


Figure 8 – Digital Rights Management information for readers accessing a protected eBook from Digital Library

Figure 9 shows what happens when **DRM is disabled**. Note that the download option has reappeared.

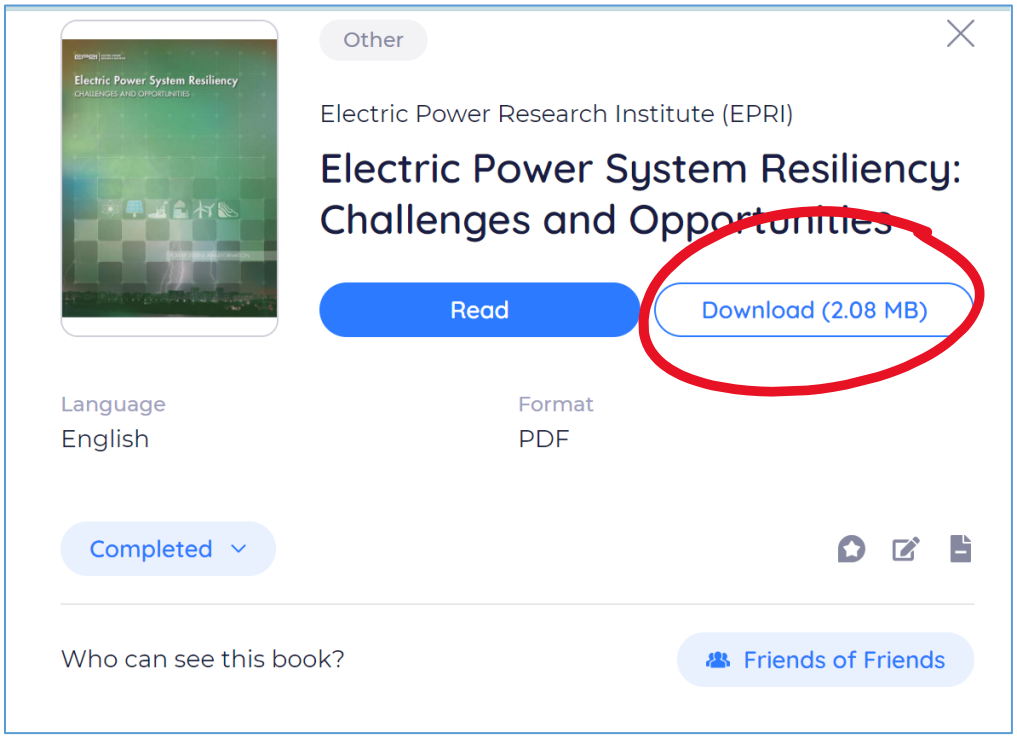


Figure 9 – DRM disabled and download allowed

For more information on DRM read:
Ebook devices & downloading - Using Ebooks - Research Guides at University at Buffalo

15. Book Details

15.1. The Book Details page as previously stated gives users the option to **read** and/or **download** items from their Bookshelves.

15.2. In addition to this, readers are also provided with details of selected eBooks.

15.3. Book details provide metadata descriptors or bibliographic information about an item primarily added and updated by the Administrator of the eBook platform and/or the Librarian.

They include:

- Language
- Format (e.g. PDF etc,)
- Description
- Tags and more
- Table of Contents

See **Figure 10** below.

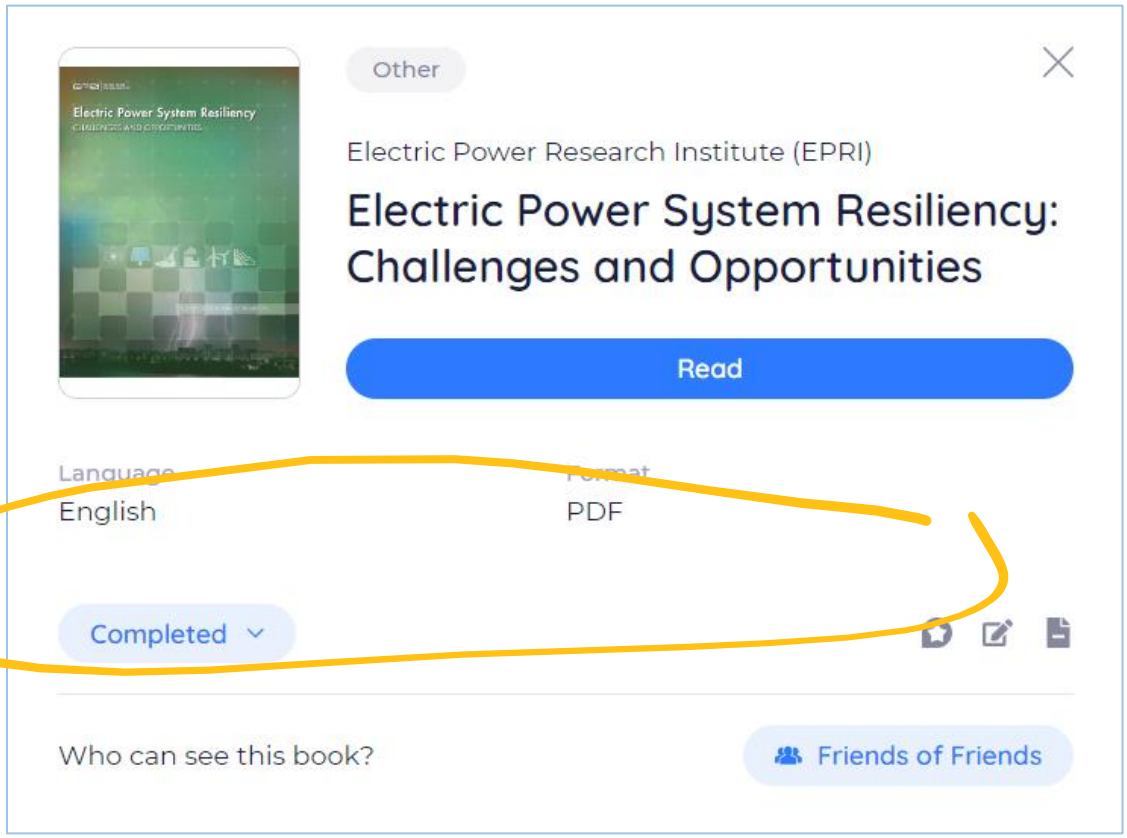


Figure 10 – Book details page

16. Reading Progress

16.1. You can mark your progress with books in your bookshelf, by selecting "***Currently reading***", "***Completed reading***", ***"Plan to Read"*** and other options from the dropdown menu indicated in **Figures 11 and 12** below.

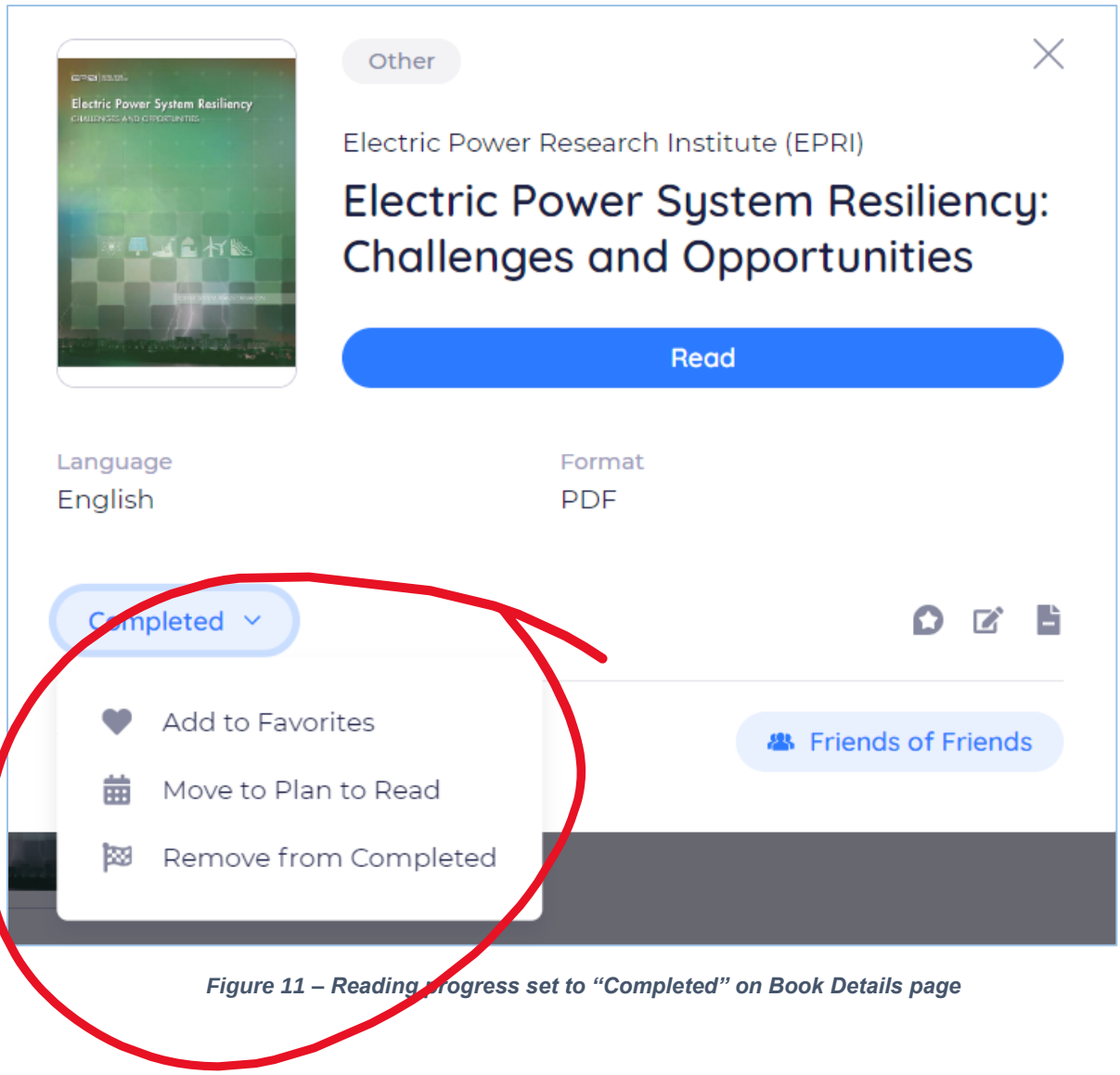


Figure 11 – Reading progress set to "Completed" on Book Details page

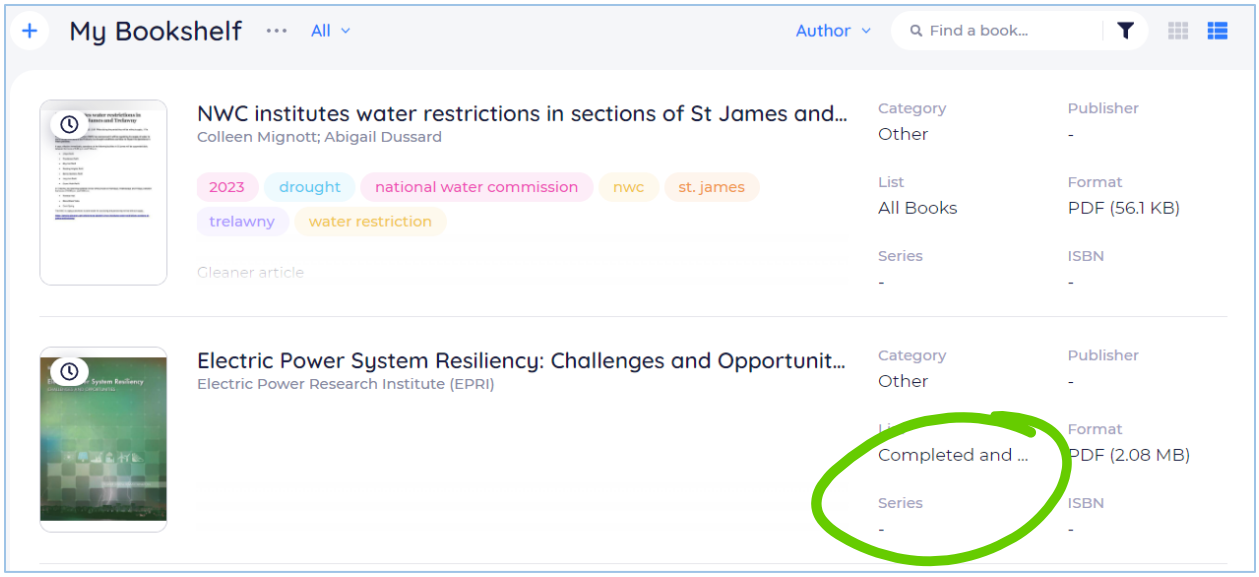


Figure 12 – Reading status indicated on My Bookshelf page

17. Three Icons

17.1. A menu of three (3) icons with the options **rate**, **edit** and **return** are at the bottom right of the "**Book details**" page.

17.2. The options are illustrated and defined below.

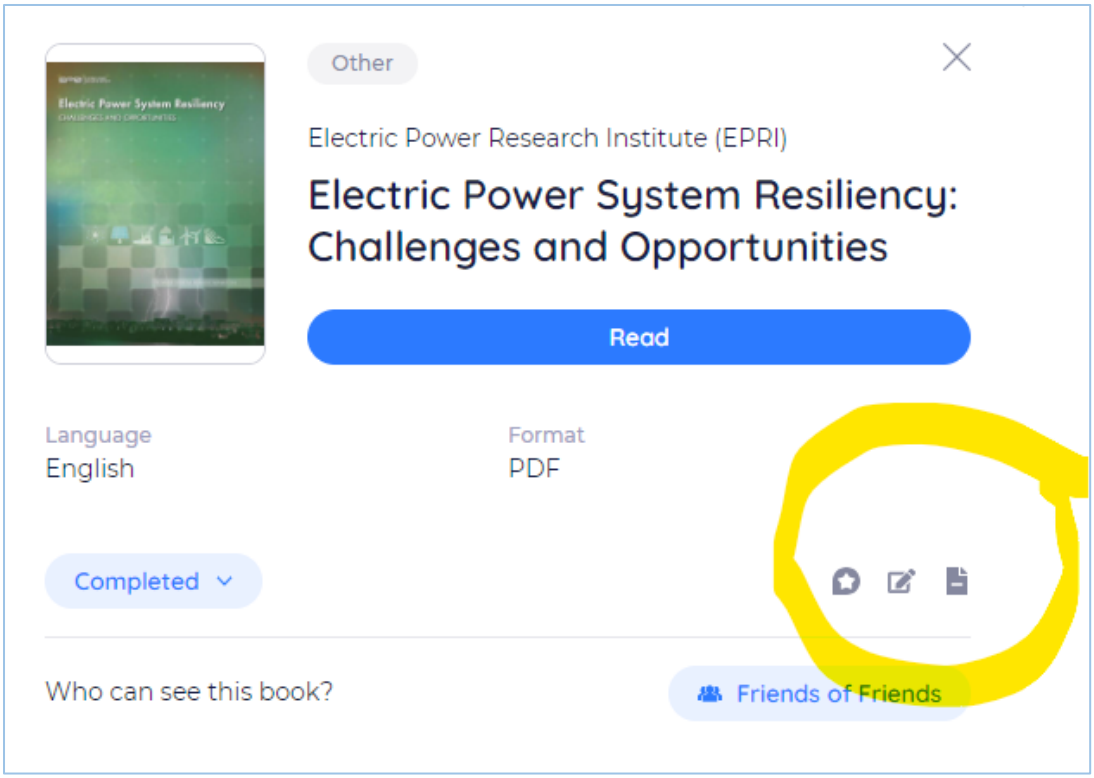


Figure 13 – Rate, Edit and Return menu icons.

- **ICON 1** – The **first** icon is the symbol of a star means "Rate" – This gives the reader the option to rate/review the item as well as submit the review.
-
- **ICON 2** – The **second** icon which is the symbol of a note pad and pen means "Edit" – This gives the reader the option to update the Book by editing categories and tags to enhance searchability and retrievability.
-
- **ICON 3** – The **third** icon which is the symbol of a page with a folded edge means "Return" – This gives the reader the option to Return the book to the library in which case it will be removed from your bookshelf and back into the main Library collection.

18. Privacy Settings

Who can see your eBook?

18.1. There are various access points or ways to make eBooks in your Bookshelf visible to others, using the Privacy settings.

18.2. You may do so by clicking on the drop-down menu **labelled** with the **display text** - "***Friends***". This reveals a list of other categories of persons to choose from.

18.3. In the example in **Figure 14** below "*Friends of Friends*" has been selected.

18.4. The drop-down menu has the following categories

- Friends,
- Friends of Friends, and
- Selected Friends.

If you do **not wish to make** your eBook visible to others, select the option:

- Only Me.

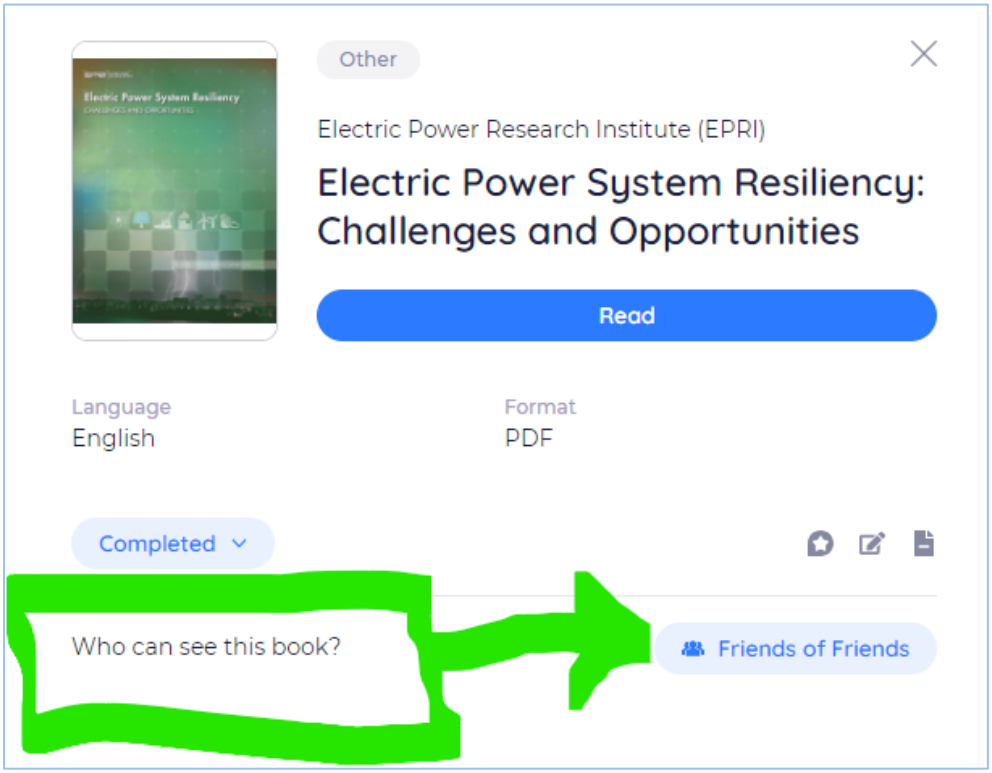


Figure 14 – Select the categories of persons to view your eBook

What if an item has already been checked into My Bookshelf, can I still access it from the Libraries Page?

19. Borrow through the "Libraries" Page

19.1. If you click on an item cover on the "Libraries" Page that is already checked in to your bookshelf, you will be given two options:

1. **OPTION 1** - "In your Bookshelf" - Select this option to navigate to the bookshelf to retrieve that eBook, OR
2. **OPTION 2** - <Download> the eBook

20. Join the Waitlist

20.1. When there are limited copies of an item in the digital library and all have been checked out or borrowed, you will now see a new option to "**Join Waitlist:**, with an estimate for how long you might expect to wait before the item becomes available.

20.2. This wait period is based on the Loan Period setting in each book's metadata.

20.3. In the below example there's only one copy in the digital library and the loan period is 28 days.

20.4. If persons have joined the waitlist before you, you will see the estimated time increase accordingly as well as how many people are already waiting.

20.5. Library members will not need to check back regularly to see if a title on the ***Waitlist*** has become available.

20.6. They can instead queue up for as many titles as they're interested in and have them automatically pushed to their bookshelf as soon as a copy is freed up.

See **Figure 15** below.



Figure 15 – Join the Waitlist

For further information see: [Borrowing Books from a Library – BookFusion]

21. Read

21.1. Now that we have discussed the capabilities of the e-Library in relation to search and retrieval methods, borrowing items, categorising selections and creating lists, as well as the details available about selected eBooks and how you can add your own – it's now time to read your eBook.

21.2. Select **"Read".**

22. Customise your reading experience

THE MAIN MENU

22.1. Once your eBook/ digital item has loaded you can customize your reading experience by changing the settings or the display to reconfigure the presentation of your content.

22.2. This can be achieved using the **MAIN MENU** that is located on the page of your uploaded eBook.

See **Figure 16** below.



Figure 16 - Main Menu Icons to customize your reading experience

- The operations and functionalities of each of the following four (4) **MAIN MENU** items **located at the top right corner of each uploaded eBook** page are explained below.

23. The Capital "A" Symbol – Customizing your visuals

23.1. **The capital "A" symbol**

- **Select the symbol "A" from the menu (second from right) to:**
  1. Change the colour of the default reading background
  2. Reduce or increase text/font size
  3. Adjust between single-column and double-column layout
  4. Choose one-page or two-page view
  5. Zoom to fit the window or select automatic Zoom
  6. Toggle between horizontal or vertical scrolling

See **Figure 17** below



Figure 17 - The capital "A" icon or symbol

Figure 18 shows a slew of menu options available when you select the "A" symbol.

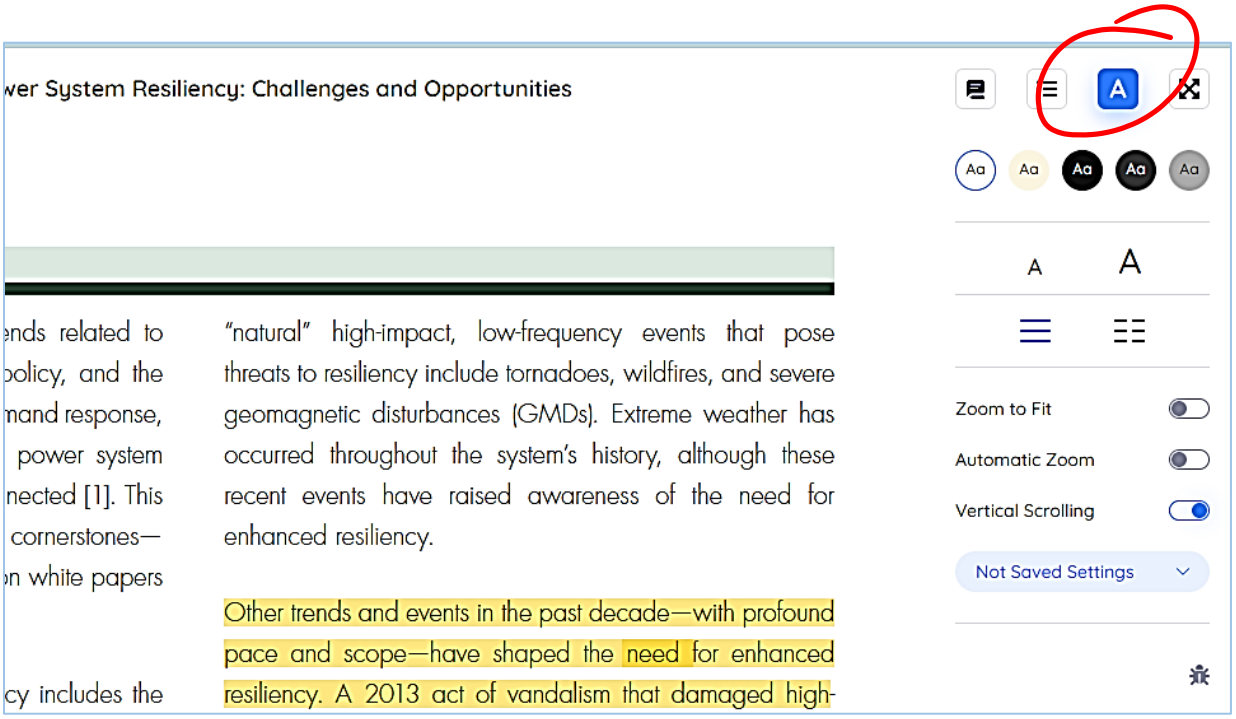


Figure 18 – Menu options at "A"

24. The Four (4) Arrows symbol – Full screen mode or Nah

24.1. The four arrows/ four corners symbol

- Maximizes your reading space and improves your focus by hiding menus and panels around your document.
  - **Select the four arrows menu icon to the far right (where 4 arrows are joined at the middle), to:**
  - Expand the view of your eBook display, or
  - Enter Full screen mode

See **Figure 19** below.



Figure 19 – Four arrows

25. The Bulleted List icon

25.1. **The (bulleted) list icon (2nd from left)**

- **Select the list icon to** view table of contents of your ebook and pages that you have bookmarked.
- **(*This will be further discussed later when we talk about **Bookmarks***).

26. The Underlined Speech Bubble

26.1. **The underlined speech bubble symbol**

- Select the speech bubble icon (**on the left**) to view previously highlighted content in your eBook

(*This will be further discussed later when we talk about **Highlights*).

27. The Progress Bar and Bookmarks

27.1. **THE PROGRESS BAR and BOOKMARKS**

27.1.1. **Progress Bar**

- **A blue horizontal Progress bar is located at the bottom of your eBook**
- Slide the blue progress bar to jump to specific pages in your eBook, (**Figure 20**)

27.1.2. **Bookmarks**

27.1.3. **BOOKMARK A PAGE/CHAPTER/SECTION**

- Next, bookmark a page using the bookmark tag to the extreme right of the progress bar at the bottom of the screen.

- The tag icon will turn **red** once it is selected. See **Figure 20** below

Pages are bookmarked so that you will remember and revisit them. The bookmark creates a shortcut to the page when needed.

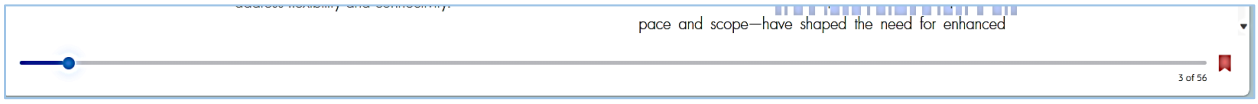


Figure 20 - BLUE progress bar with red tag at the end indicating a bookmarked page

28. The Bulleted List Icon

28.1. LOCATING YOUR BOOKMARKS AND THE TABLE OF CONTENTS FOR YOUR EBOOK

- Bookmarked pages can be accessed by selecting the bulleted list icon in **MAIN MENU**.



Figure 21 – Find Bookmarked page by selecting the bulleted list icon

29. Area Highlights

Earlier on we mentioned the **underlined speech bubble** icon which is the first in the list of **MAIN MENU** icons. This icon has much to do with our area highlights and so before we talk some more about it let's look at how to **highlight and manage highlighted texts.**

29.1. **Highlight** a section You can highlight sections of your text to draw attention to important information in the text for later review.

29.2. Select the content using one of two (2) options**:**

29.3. **Use the cursor**

- **OPTION 1**:
  - Place your cursor at the beginning of the desired area,
  - Click and drag the cursor over the text that you wish to select/highlight.

- Once you release the cursor a menu of colours appears as seen in **Figure 22** below

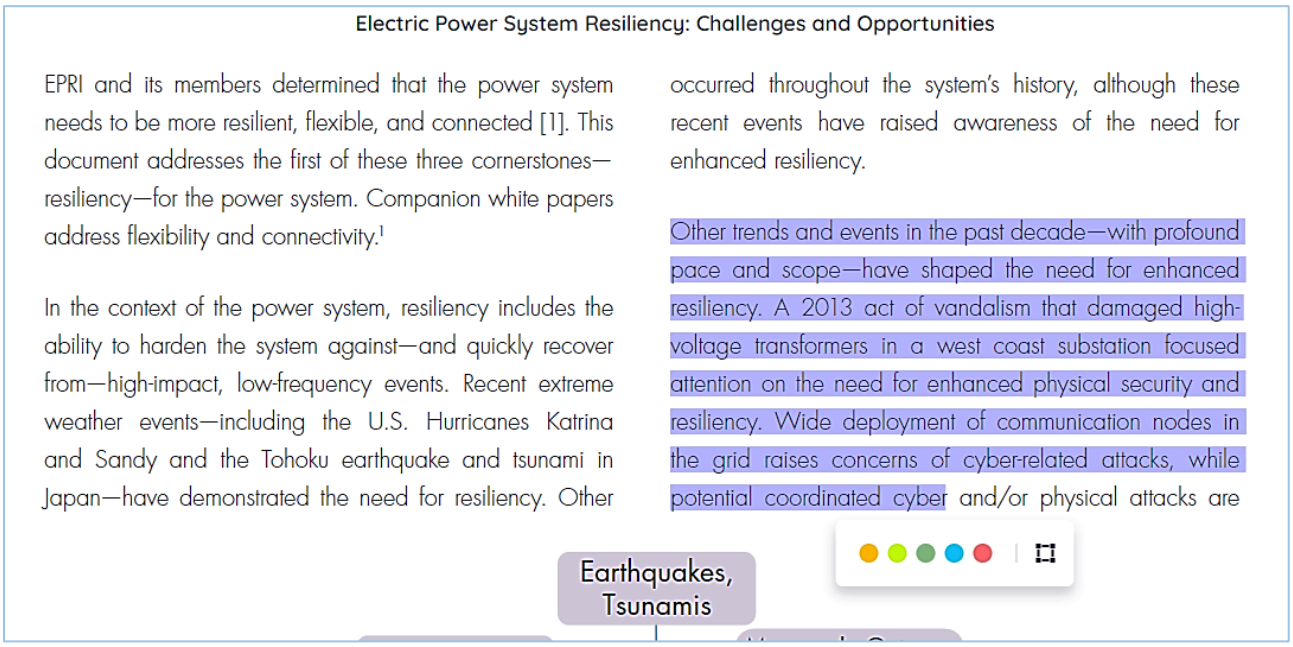


Figure 22 - The menu of colours from which you can select your desired highlight colour

29.4. Use the Area Selection Tool

- **OPTION 2: This the second of two (2) approaches used to select and highlight text in your eBook.**

  - Place your cursor at the beginning of the desired area then click,
  - An Area selection tool will appear as seen below

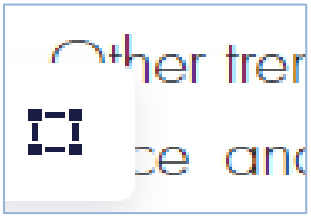


Figure 23

  - Click on the selection tool, then use the grab points to adjust your selection.

30. Choose your colour

30.1. This next step flows from both **OPTIONS 1 and 2** above. You can now select your **desired colour highlight** as seen in **Figure 24** below.

30.2. In this illustration (below) we have selected the yellow highlight.

30.3. Once the highlight colour changes, a **new menu of icons** appears just below the highlighted area.

30.4. Thereafter if the menu disappears from view as you continue to actively interact and engage with the options available, you can click on the highlighted text, and it will reappear. (See **Figure 24** below).

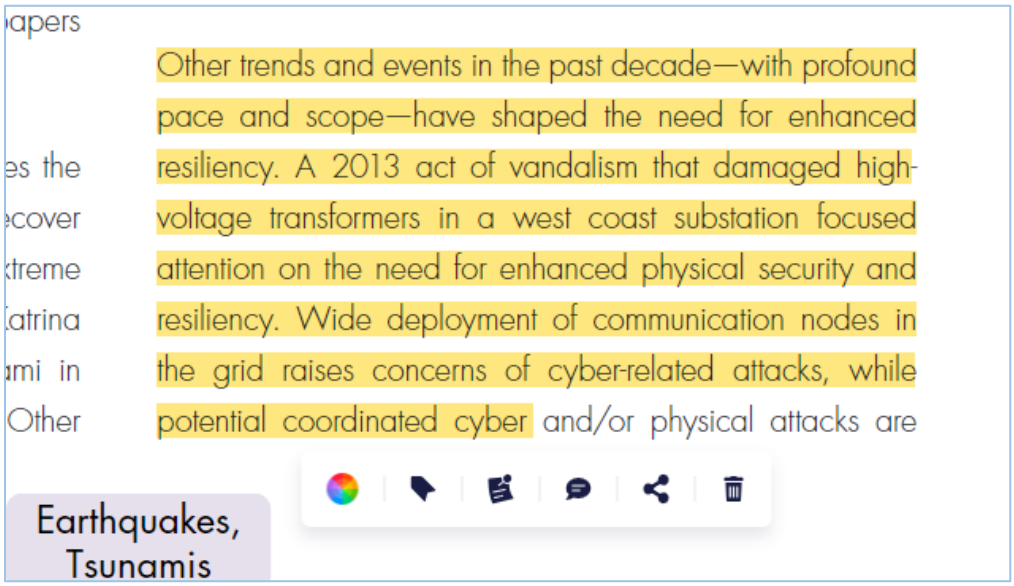


Figure 24 - Yellow highlight selected, and a new menu of icons become visible

30.5. The new menu gives readers the following options: (The meanings of each of the

30.6. respective icons in the menu will now be given and explained).

- **Select colour –** Adjust highlight colour.
- **Copy –** Copy the highlighted text. This option only appears where the notes are not protected by DRM (discussed earlier). See the underlined icon **second from left** in image below. Notice that it was not included in the menu seen in **Figure 24** just above.



Figure 25 - Menu icon for copy is underlined

- **Select Tags** – You can create short descriptions (tags) of your highlighted notes that help to **classify**, **identify** and **locate** them later

- **Note** – In the same way that you would highlight a section of a physical book and make notes about the highlighted information, you can also make notes about your eBook highlights.

- **Comment** – The Comments icon represented by a speech bubble opens the highlighted text. You, or persons with whom you share your highlights can now make comments about it, especially in a Discussion Group where the highlighted section is the subject of, say a project or research that impacts others.

  In the comment section you can also add reactions using available emojis. Once you have added a comment remember to press the blue "Send" arrow icon or button to save it. See **Figure 26** below.

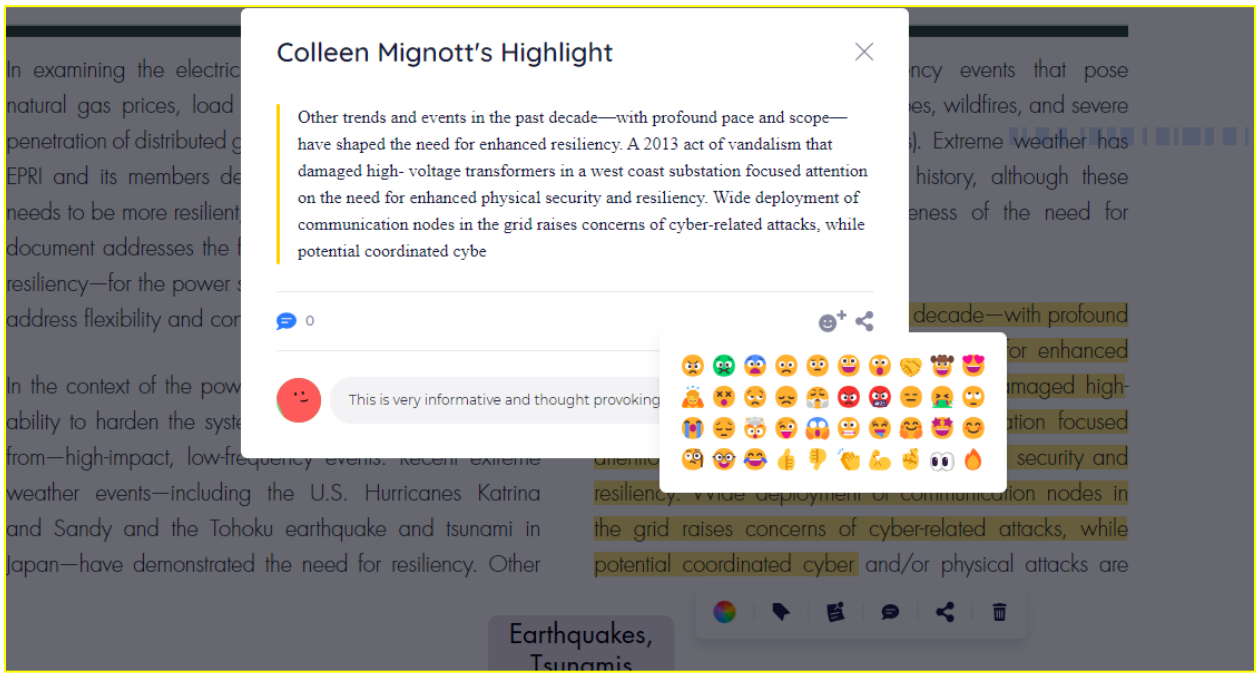


Figure 26 – Comments window for highlights

- **Share** – Share the highlight with friends or team members on social media or copy and share a link to the section.

- **Delete -** Delete the highlight.

Please Note
Each menu item opens a window as seen in **Figure 26** above. In some of these windows you will see other useful menu options represented by ellipses or three (3) dots.

In the Comments window above the **below options** (covered by the emoji menu in the image above) to "**Reply**", "**Edit**" and "**Delete**" are opened to the reader. The **"Reply"** icon is underlined, and the "**Edit**" and "**Delete**" options are opened by clicking on the three-dots menu, also underlined below.

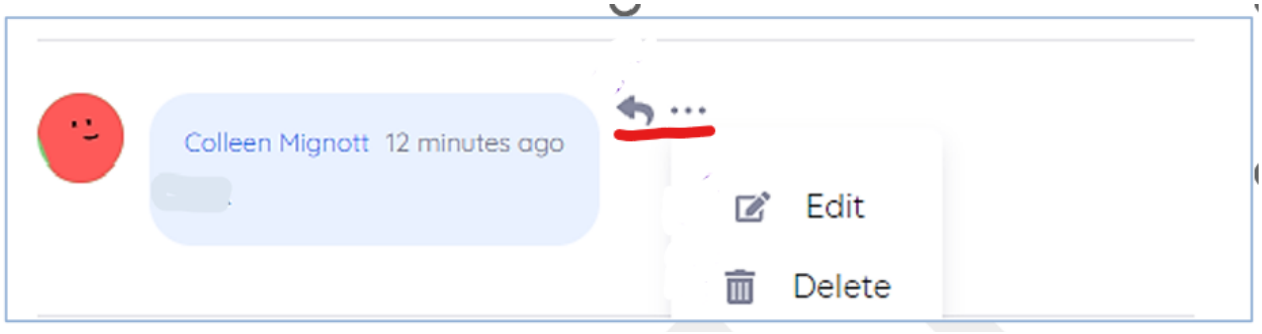


Figure 27 – Reply, Edit, Delete

31. Customise your reading experience cont'd

31.1. Okay so now that we have secured our bookmarked pages, created highlights and made annotations or notes let's get back to **MAIN MENU**. Recall that **MAIN MENU consists of** four (4) icons located at the top right-hand side of your uploaded eBook

See **Figure 28** below.

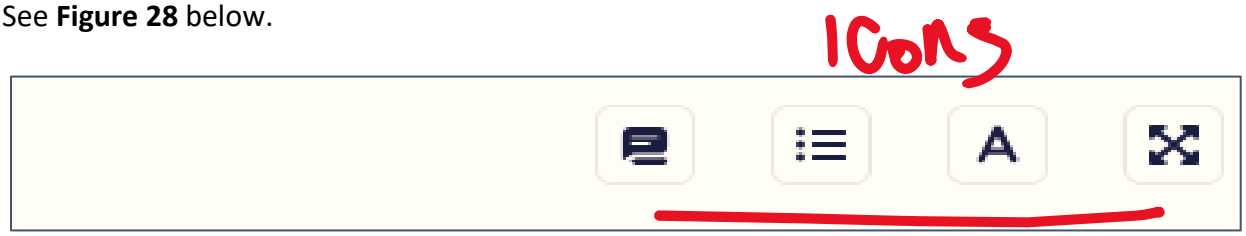


Figure 28 – Main menu Icons to customize your reading experience

Now let's talk about the **MAIN MENU** icon where we can view our highlights and annotations (Notes).

32. The underlined Speech Bubble – Locating your highlights

32.1. This is where the **underlined speech bubble** icon mentioned earlier comes in. it's the first icon from left in our **MAIN MENU**.

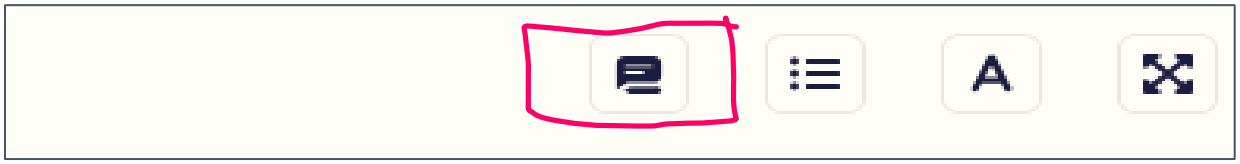


Figure 29 – The speech bubble

Recall that we made some highlights and annotations in previous examples.

Once the **speech bubble icon** is selected you will be able to view all those highlights and annotations.

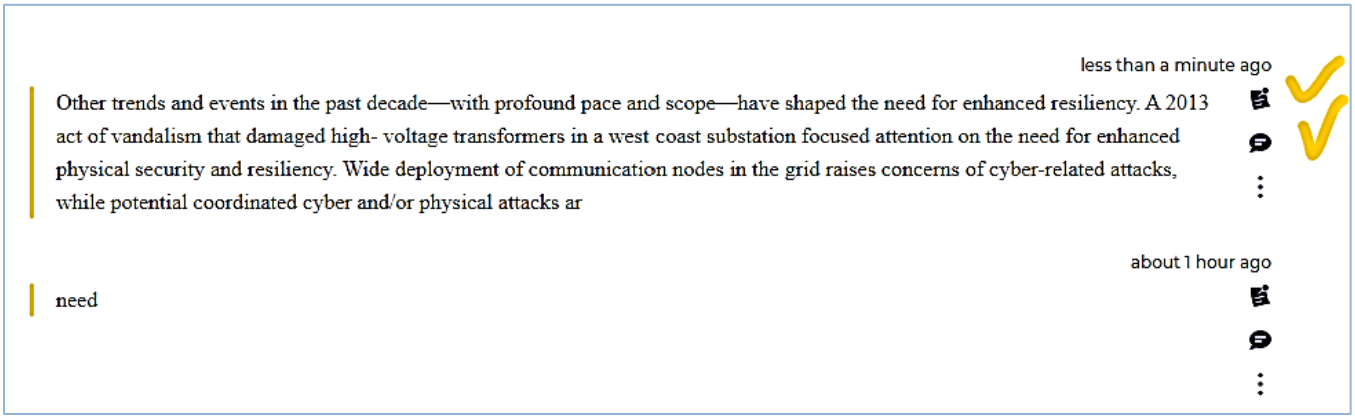


Figure 30 – View highlights, Update Notes and Make Comments

Two icons (yellow-ticked) to the right of your notes/annotations in Figure 30 above, give readers the options to:

- **Update the Note** and
- **Make Comments**

Other menu options are also opened in this window, when you click on the hamburger menu (denoted by 3 vertical dots) as seen in **Figure 31** below.

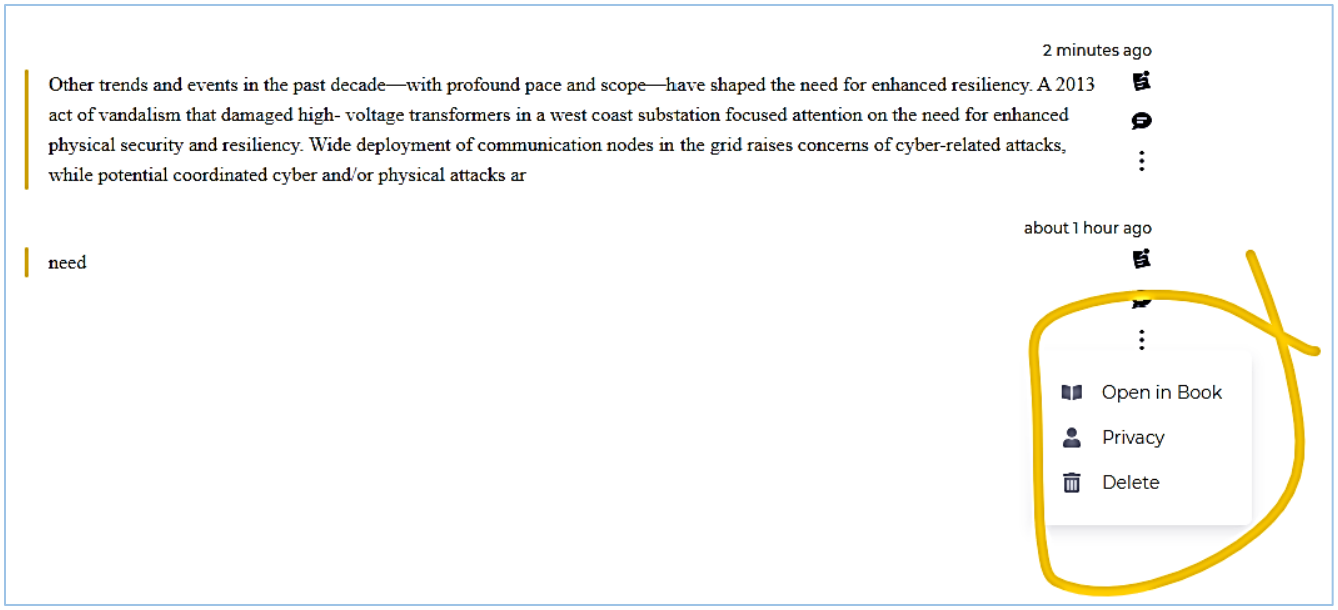


Figure 31 – Other menu options

33. Sort Highlights and Export

33.1. In this view you can also sort and export your highlights. Below the **MAIN MENU** icons on this page is a second menu with the options to:

- Sort your Notes (by progress or date), and
- Export

33.1.1. **SORT**

- **By progress**, based on where the notes or highlights are located in the eBook in question, (e.g. your highlights in chapter 5 would precede highlights in chap 10 etc.), or
- **By date**- This is based on the date the highlights were created or made.

33.1.2. **EXPORT highlights**

- You can back-up your highlights and notes or use them outside of the Digital Library platform by exporting them in any of the following formats.
    1. CSV
    2. Markdown
    3. HTML
    4. PDF and

5. Readwise

34. Find specific words or phrases in Page

34.1. The **magnifying glass** - At the top left corner of your uploaded eBook is a search icon (denoted by a magnifying glass symbol). Use it to locate specific words or phrases in your eBook.

Return to search by again clicking on the magnifying glass.

34.2. **Search with BING** - You may sometimes need help **defining words and terms** in your eBook. In those cases, you can select the word or phrase with your cursor and mouse and search that word selection, by clicking "Search" on the mini toolbar that appears. The default search engine for the digital library is Bing. In the below examples we have searched for the highlighted word: "Connectivity".

Note that this "**highlighting**" action to define a word or term is **not the same** as the highlighting feature used to make notes, mentioned earlier.

See illustrations below.

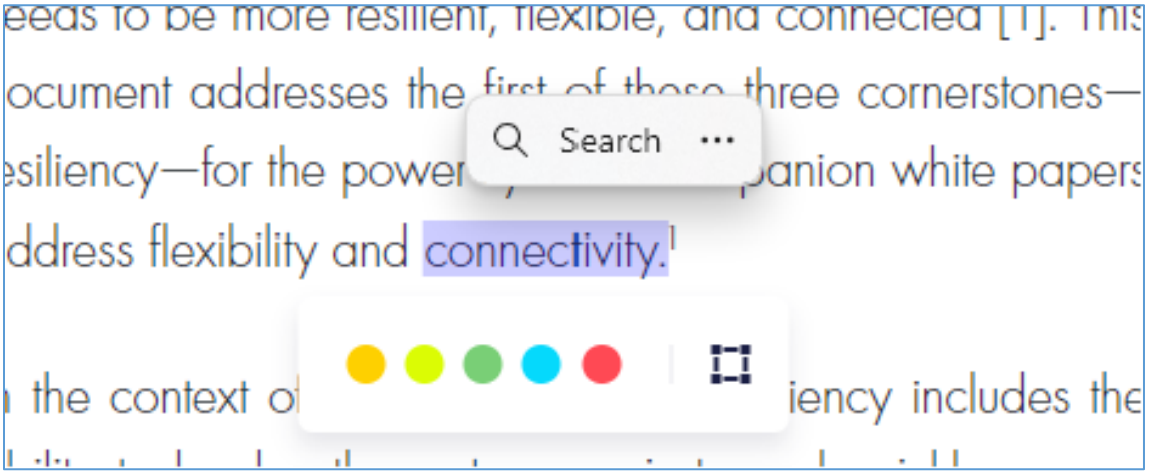


Figure 32 – Search toolbar

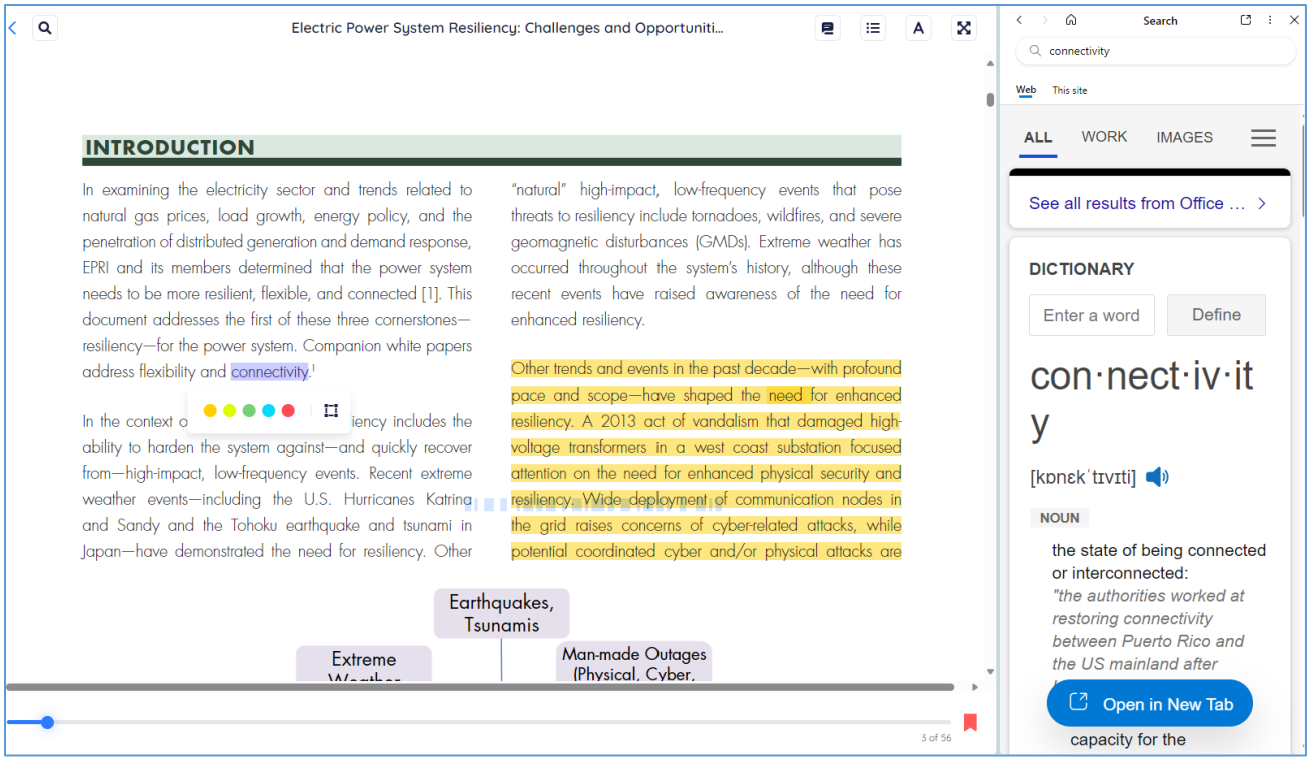


Figure 33 – Bing search results

35. Other options from 3-dots menu

35.1. **Other options** are made available when you click on the 3-dots drop-down menu as indicated below.

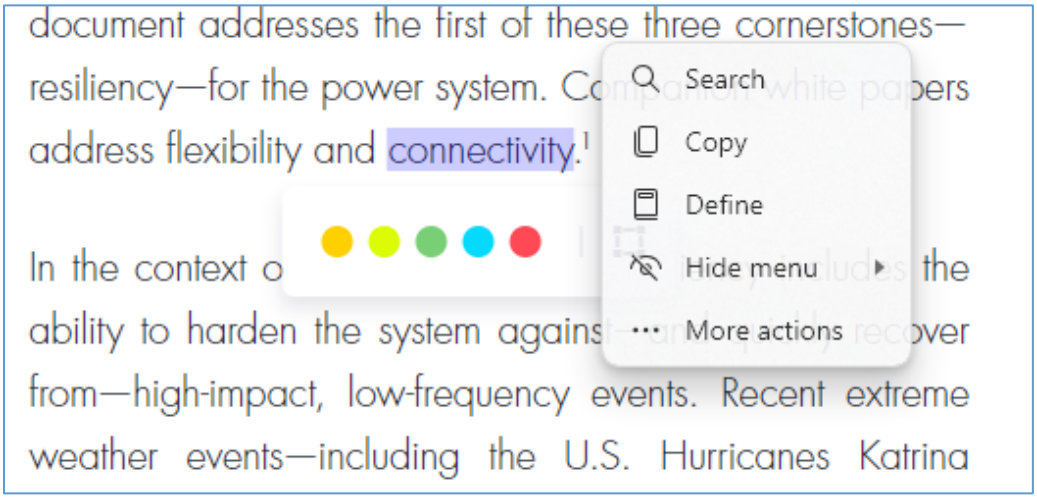


Figure 34 – Other menu options

36. Return the eBook

36.1. Remember that you can return your completed books to the library from your bookshelf, by using the 3-dots menu on your book cover.

Happy Browsing and Reading!