



How-To Guide

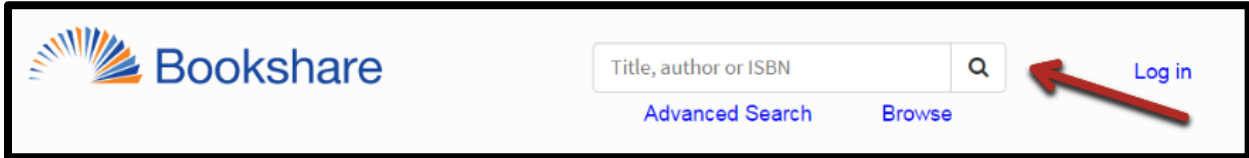
Find and Request Books



There are two ways to find books: Search (Standard and Advanced) and Browse.

Search

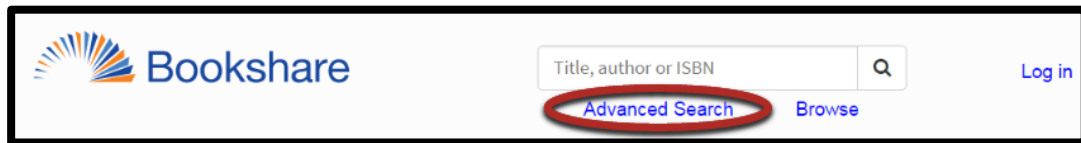
- 1) Enter a search term in the Search Text Box located at the top of every page. This searches all text, including the title, author and contents of every book in the library



A screenshot of the Bookshare search bar. On the left is the Bookshare logo. In the center is a search input field with the placeholder text "Title, author or ISBN" and a magnifying glass icon. Below the input field are two links: "Advanced Search" and "Browse". To the right of the input field is a "Log in" link. A red arrow points from the "Log in" link towards the search input field.

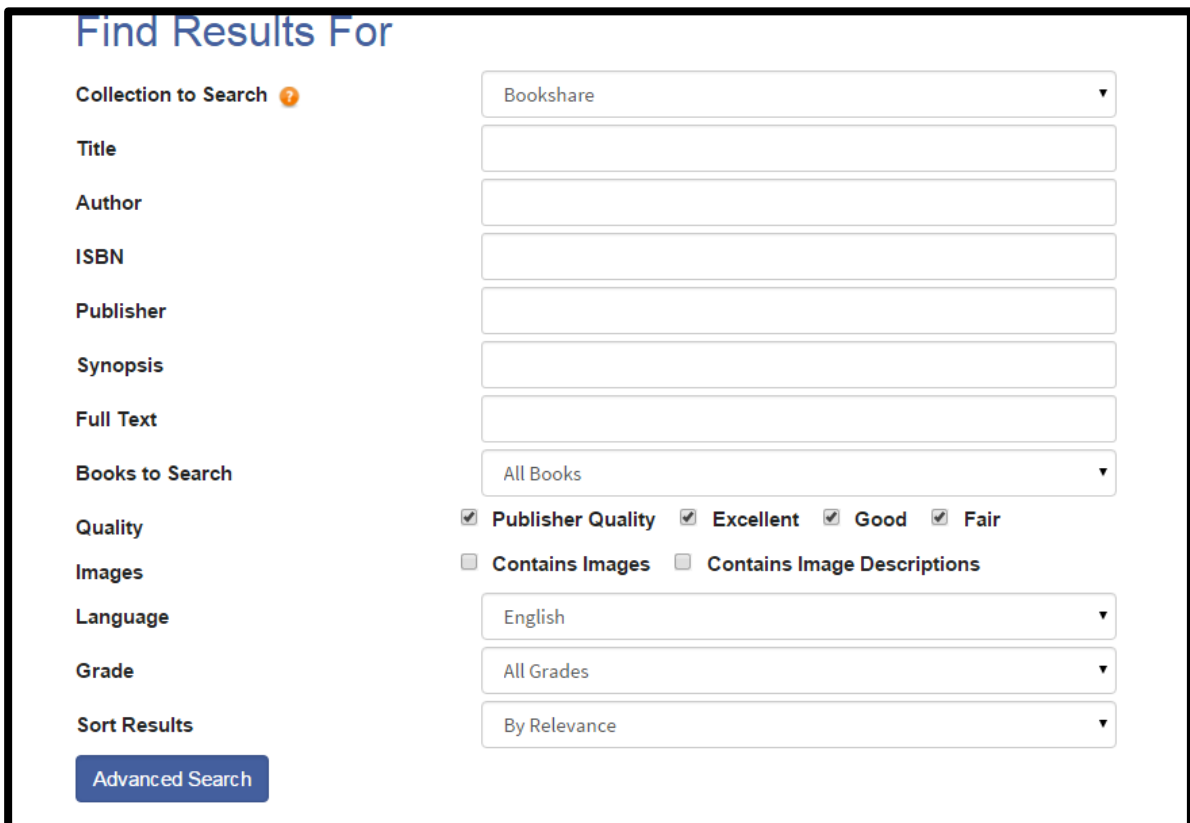
Advanced Search

- 2) For a narrower search, select "Advanced Search" next to the Browse link.



A screenshot of the Bookshare search bar, similar to the one above. The "Advanced Search" link is circled in red, indicating it should be selected for a narrower search.

- 3) You can search specifically by title, author, ISBN, publisher, images, or you can enter specific phrases in the "full text" field.



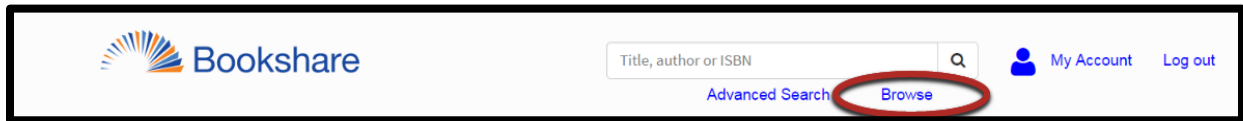
A screenshot of the Bookshare Advanced Search form. The title "Find Results For" is at the top. The form includes several sections:

- Collection to Search:** A dropdown menu set to "Bookshare".
- Title, Author, ISBN, Publisher, Synopsis, Full Text:** Text input fields for each category.
- Books to Search:** A dropdown menu set to "All Books".
- Quality:** Checkboxes for "Publisher Quality", "Excellent", "Good", and "Fair", all of which are checked.
- Images:** Checkboxes for "Contains Images" and "Contains Image Descriptions", both of which are unchecked.
- Language:** A dropdown menu set to "English".
- Grade:** A dropdown menu set to "All Grades".
- Sort Results:** A dropdown menu set to "By Relevance".

At the bottom left of the form is a blue button labeled "Advanced Search".

Browse

- 1) Select the “Browse” link under the Search Text Box located at top of every page.



- 2) Browse by a number of options such as “Author”, “Subject categories”, or “Special Collections”.

Browse the collection

Not quite sure what you're looking for? Or looking to dig deeper into what you know you like? Browsing the collection can be a great option to uncover new treasures!

Browse all catalog records by:

- [Author](#)
- [Subject category](#)
- [Language](#)
- [Grade level](#)
- [Demo books](#)

(Please note that not all records have all these types of information included -- there may be additional content available by other search techniques!)

Other browsable lists include:

- [New Books](#)
- [Most Popular Downloads](#)
- [NIMAC Books](#)
- [Newspapers and Magazines](#) (courtesy of the NFB Newsline)

Check out our [Special Collections!](#)

Special Collections

Special Collections

Special collections bring together award winners, recommended reading and other selections of books on particular topics.

Our most popular collection is the [New York Times Bestsellers](#).

• For Kids

[Open Educational Resources](#)
[Picture Books & Easy Readers](#)
And more!

• For Teens

[Hot Books for Emerging Teen Readers](#)
[Student Resources](#)
And more!

For Adults

[New York Times Bestsellers](#)
[Oprah's Book Club](#)
And more!

• Award Winners

[Pulitzer Award Winners](#)
[Newbery Award Winners](#)
And more!

• By Subject

[Resources for Returning Veterans](#)
[Technology Resources for Beginners](#)
And more!

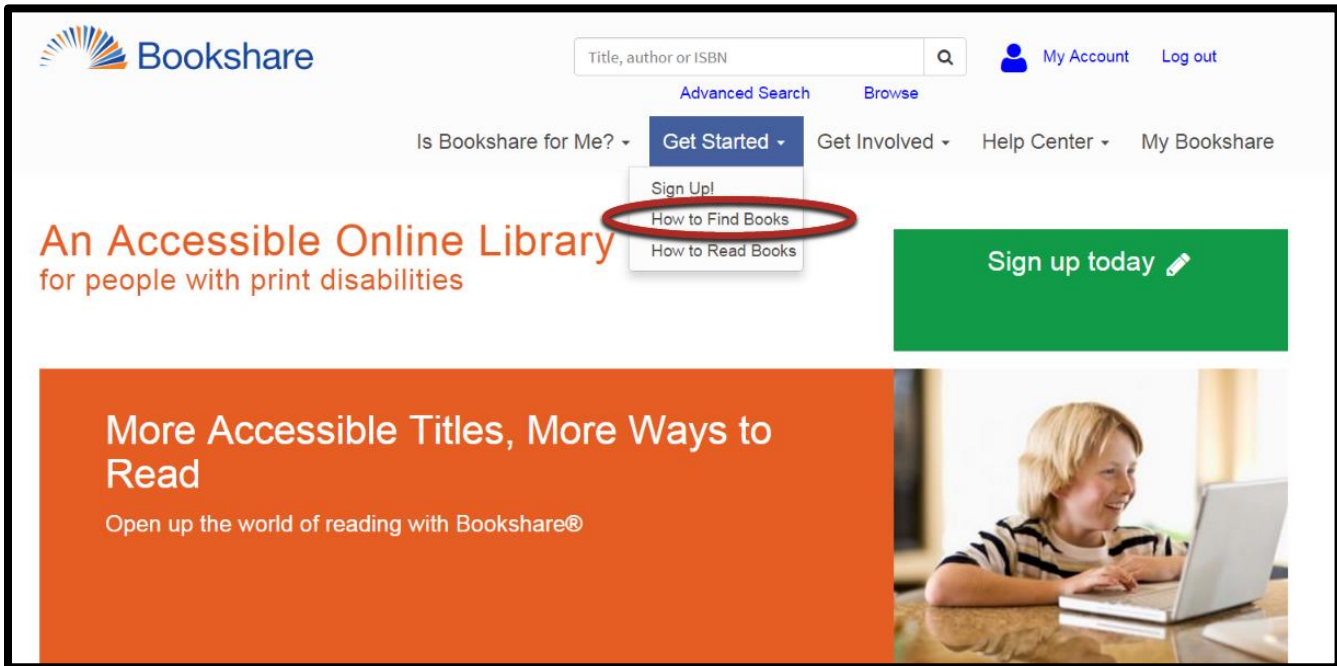
Disability Related

[Accessibility Collection](#)
[American Foundation for the Blind](#)
And more!

Request Books

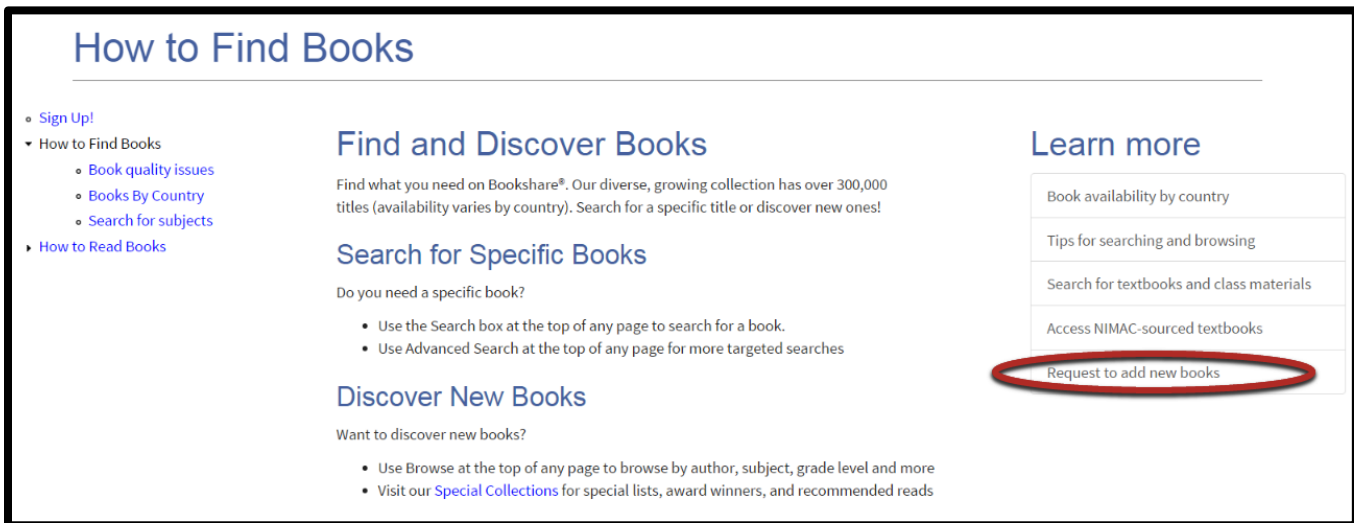
You can request to have books added to the Bookshare collection.

1) Under the “Getting Started” menu, select “How to Find Books”



The screenshot shows the Bookshare homepage. At the top left is the Bookshare logo. To its right is a search bar with the placeholder text "Title, author or ISBN" and a magnifying glass icon. Further right are links for "My Account" and "Log out". Below the search bar are links for "Advanced Search" and "Browse". A navigation menu includes "Is Bookshare for Me?", "Get Started", "Get Involved", "Help Center", and "My Bookshare". The "Get Started" dropdown menu is open, showing three options: "Sign Up!", "How to Find Books" (circled in red), and "How to Read Books". Below the navigation is a green button that says "Sign up today" with a pencil icon. The main content area features a large orange banner with the text "More Accessible Titles, More Ways to Read" and "Open up the world of reading with Bookshare®". To the right of the banner is a photograph of a young boy smiling while using a laptop.

2) Select “Request to Add New Books”.



The screenshot shows the "How to Find Books" page. The title "How to Find Books" is at the top left. Below it is a sidebar with a list of links: "Sign Up!", "How to Find Books" (expanded), "Book quality issues", "Books By Country", "Search for subjects", and "How to Read Books". The main content area is divided into three sections: "Find and Discover Books", "Search for Specific Books", and "Discover New Books". The "Find and Discover Books" section has a sub-header and a paragraph: "Find what you need on Bookshare®. Our diverse, growing collection has over 300,000 titles (availability varies by country). Search for a specific title or discover new ones!". The "Search for Specific Books" section has a sub-header and a paragraph: "Do you need a specific book?". Below this are two bullet points: "Use the Search box at the top of any page to search for a book." and "Use Advanced Search at the top of any page for more targeted searches". The "Discover New Books" section has a sub-header and a paragraph: "Want to discover new books?". Below this are two bullet points: "Use Browse at the top of any page to browse by author, subject, grade level and more" and "Visit our Special Collections for special lists, award winners, and recommended reads". On the right side, there is a "Learn more" sidebar with a list of links: "Book availability by country", "Tips for searching and browsing", "Search for textbooks and class materials", "Access NIMAC-sourced textbooks", and "Request to add new books" (circled in red).

3) Provide as much information as possible. The ISBN is particularly helpful.

Book Request

Have you used the [Advanced Search](#) form? If so and you still could not find the title you need, please complete the following form. Title or ISBN is required, and the more information you provide makes a faster turnaround time for the Bookshare team. Priority for content acquisition is for members and educational materials. Thank you.

The title and/or the ISBN are required

ISBN number must be provided in a valid format such as 0-123456-47-9 (10-digit) or 978-0-123456-47-2 (13-digit). You may also use spaces instead of dashes, or no spacing at all, if you prefer.

Is this title required for school?

Yes No

Title

ISBN


Author

Publisher

Copyright Year

Additional Comments/Hints for the Bookshare Staff:
(e.g. would National or other state edition work? Is there another ISBN or year? Is the book available from [the NIMAC](#)? etc.)

4) The Bookshare team will reply to your email within three business days with the status of your request. You can also track the status in the “My Bookshare” section.

 Title, author or ISBN [My Account](#) [Log out](#)

[Advanced Search](#) [Browse](#)

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- My Reading Lists
- Members
- Sponsors
- Organization Info
- My Requests**
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