



BITS College

**Guide to Digital Library
Access and Usage**

Revised

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1. Introduction

The BITS College Digital Library service is a centralized platform that offers students and staff access to electronic information resources, including e-books, academic journals, research papers, and multimedia content. These resources are curated to support the academic and research needs of the college community, ensuring that both students and staff can find reliable, up-to-date information across various disciplines. To facilitate easy access, the college provides computers within the library premises specifically dedicated to searching and retrieving electronic materials, making it convenient for users to engage in research and study.

This guide has been prepared to assist both students and staff in navigating the BITS College Digital Library platforms. It offers step-by-step instructions on how to effectively search for and access the wide range of resources available. Whether you're looking for specific academic materials, need help with advanced search techniques, or require guidance on utilizing the library's digital tools, this manual serves as a comprehensive resource to maximize the benefits of the digital library services.

If you encounter any difficulties with the system or wish to provide feedback, please feel free to email ictsupport@bitscollege.edu.et, or library@bitscollege.edu.et.

2. Using KOHA – Library Catalog System

Koha is a digital library system in BITS College Library, that provides tools for cataloging, circulation, acquisitions, and patron management, enabling libraries to efficiently organize and provide access to resources. It offers you, the students, an easy-to-use catalog where you can search for books and journals found in BITS Library. With advanced search features, you can efficiently find specific materials, helping to streamline your research process. Additionally, Koha allows you to check item availability, place holds, renew items online, and manage your borrowing history. To access and use the system, follow these steps.

2.1 How to Login

If you're already familiar with Koha, you shouldn't encounter any difficulties. However, for beginners, let's go through each step together.

- (i) Visit the BITS College website at <https://www.bitscollege.edu.et/>. Navigate to the library section, which can be found under the "Services" menu. *(Note: It is recommended to use a personal computer for optimal experience rather than a smartphone.)*
- (ii) Next, navigate to the "Library Catalog" option found under the "e-Resource" menu. This will direct you to the login page, which should now be visible on your screen, as shown below.

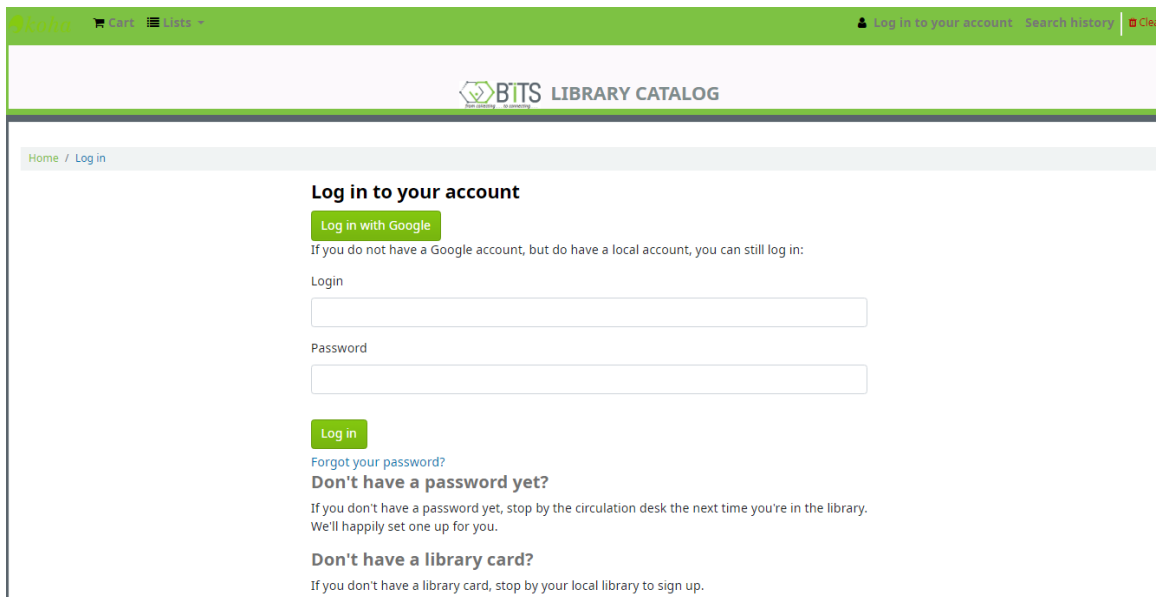


Figure 1: Login Page

- (iii) Click on “Log in with Google” and choose your BITS College email address to log into your account
- (iv) In case you are not able to login, please click on the “Forgot your Password?” link to reset your password
 - a) The Password Recovery page as shown below will be displayed

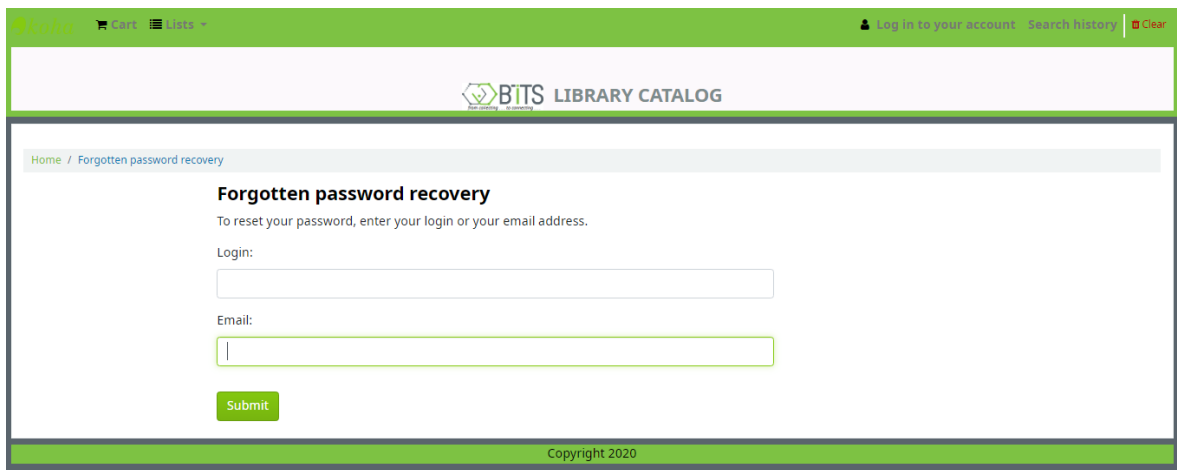


Figure 2: Password Recovery Page

b) Enter your BITS College email address and click on the “**Submit**” button. A message as shown below will inform you to check your email and reset password

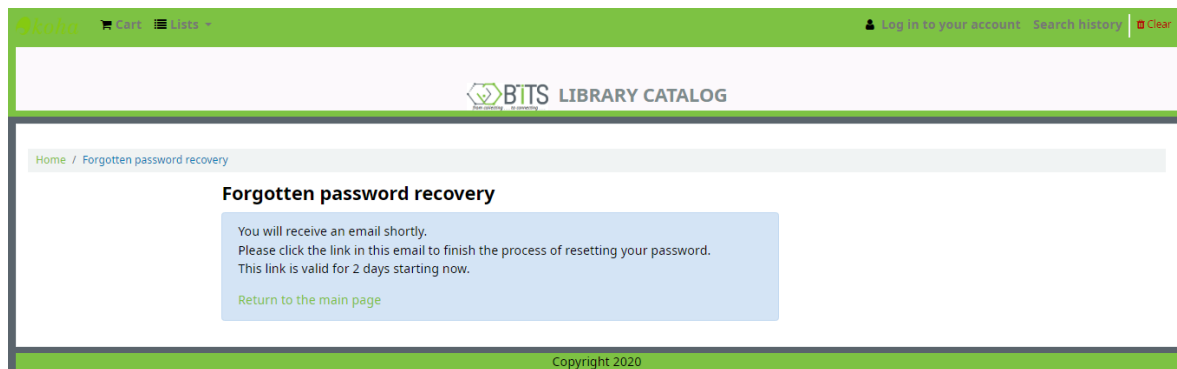


Figure 3: Reset Password Confirmation Page

- c) Click on “**Return to the main page**” button to go back to the login page and enter your username and the latest reset password sent to you via your email
- d) You will be forced to change your password once again. Please do so accordingly

2.2 Searching for Books available in the Library

- (i) Upon successful login in, the main page for Koha Digital Library System will be displayed as shown below

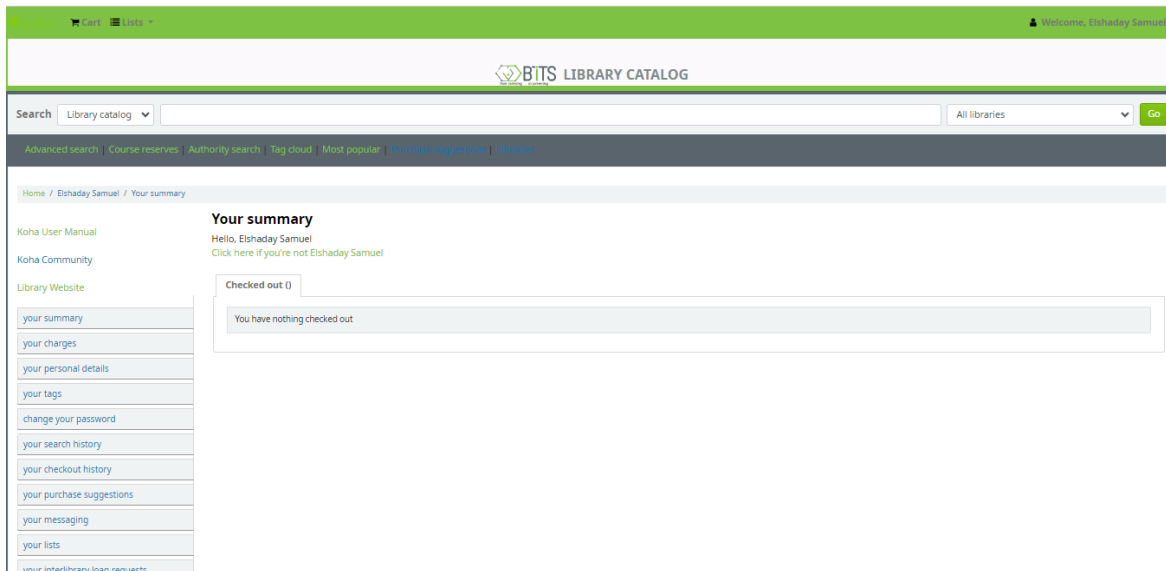


Figure 4: Koha Digital Library System Student’s Main Page

- (ii) To search for books, first click on the drop down button on “Library catalog”, to choose your options as shown below

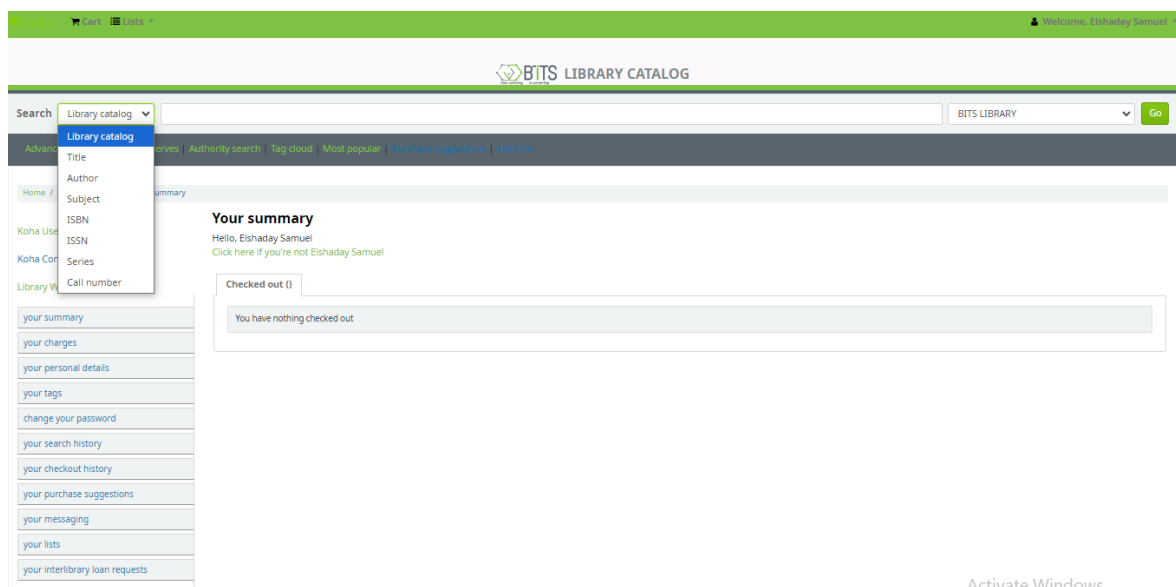


Figure 5: KOHA Digital Library Catalog Menu

- (iii) Type the full title of or part of the title or the subject matter of the book you would like to get access and click on the “Go” button

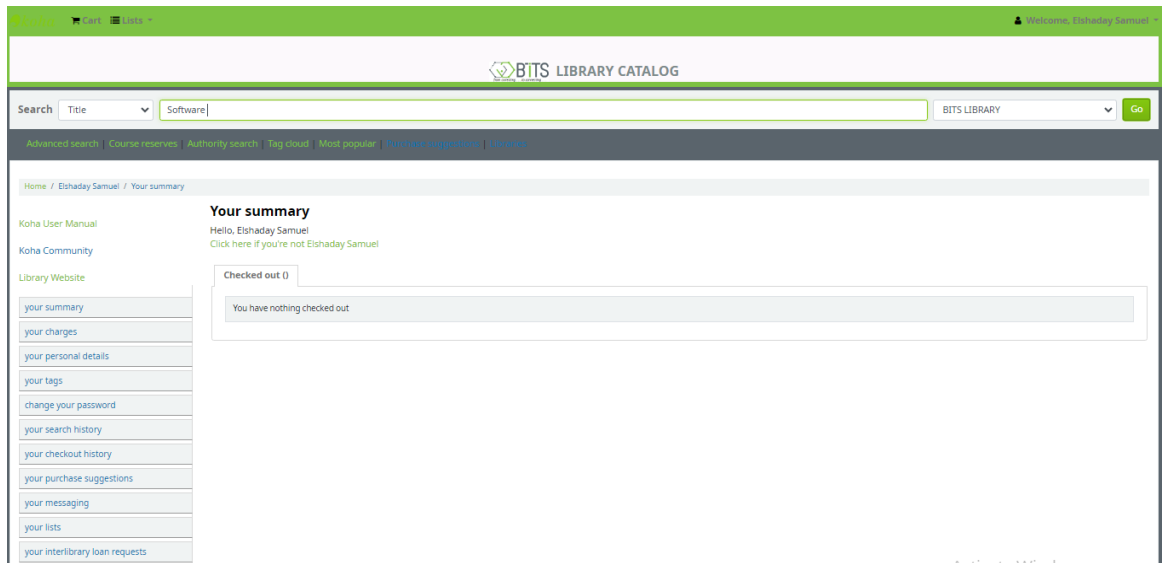


Figure 6: Searching for Books in Koha Digital Library

- (iv) For instance if you are looking for a book on “Software” let us see what your finding looks like. With the topic we entered as an example, the BITS catalog system holds 51 materials listed as follows.

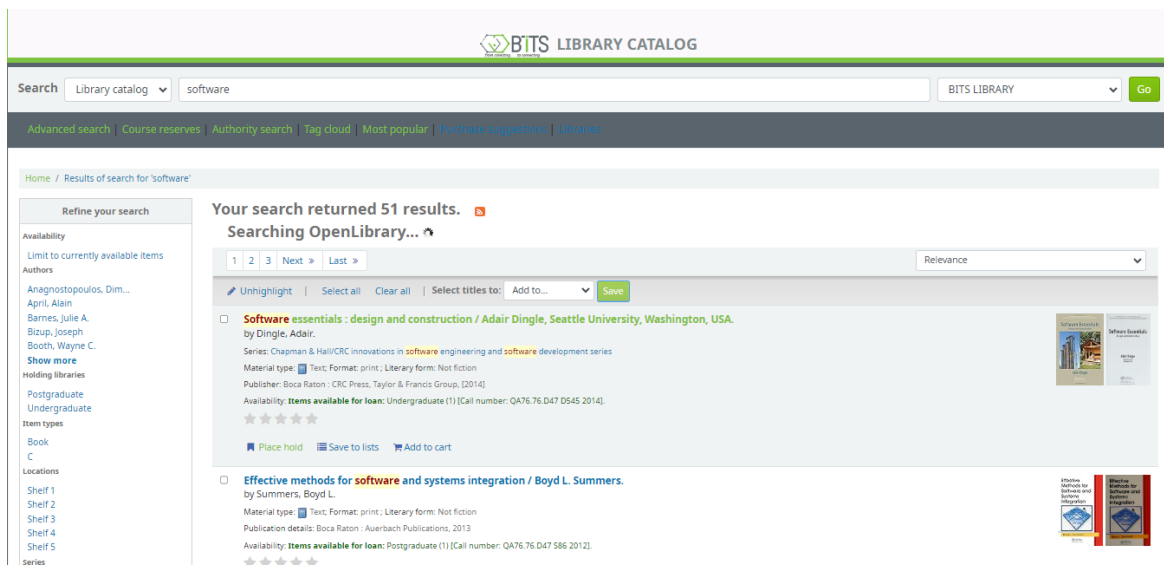


Figure 7: Search Result Page in Koha Digital Library

- (v) If you see on the first material that appeared, you can get full information about the book including material type, series, and its contents.

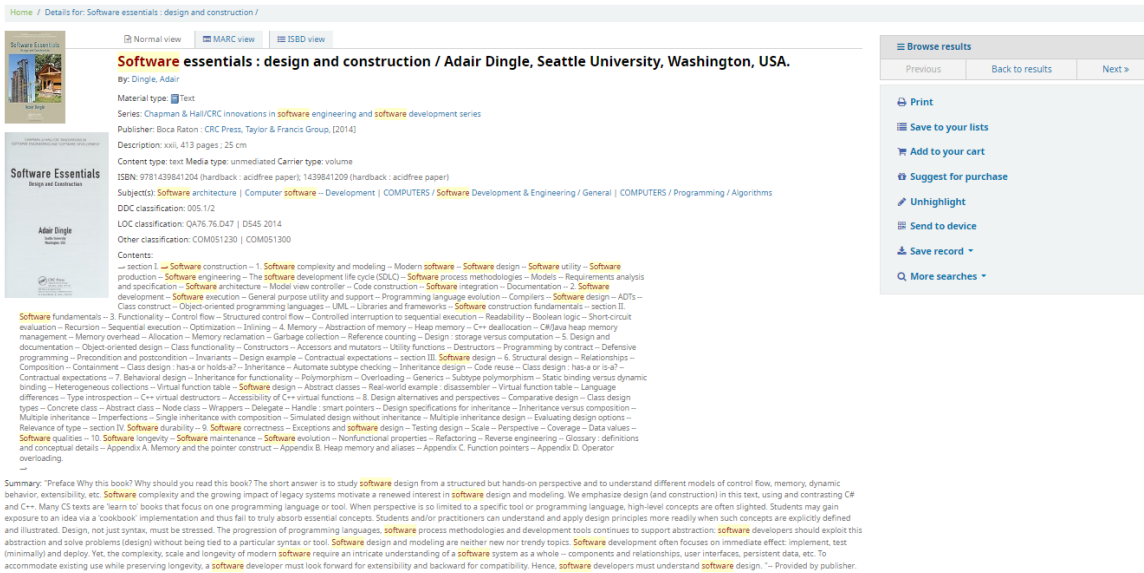


Figure 8: Search Result Page in Koha Digital Library

- (vi) You can then scroll down to the end of the page and check the table that shows the details as shown here

Tags from this library: No tags from this library for this title. [Add tag\(s\)](#)

★★★★★ Average rating: 0.0 (0 votes)

Item type	Home library	Call number	Status	Date due	Barcode	Item holds
Book	BITS LIBRARY <i>Shelf 3</i>	QA76.76.D47 D545 2014 (Browse shelf)	Available		BITS00143	

Total holds: 0

Figure 9: Search Result Page in Koha Digital Library

- (vii) Collect the call number of the book and consult the librarian for its availability

3. Using D-space – Electronic reference materials

D-space is an open source repository application that allows users to store and distribute a digital asset. Here at BITS college, we use D-space to store and distribute our E-book materials for our students. This system is open for all and can be accessed with your BITS Email.

The following is a step by step guide for the use of D-space system.

3.1 How to register on D-space

If you're already familiar with D-space, you shouldn't encounter any difficulties. However, for beginners, let's go through each step together.

- (i) Visit the BITS College website at <https://www.bitscollege.edu.et/>. Navigate to the library section, which can be found under the "Services" menu. *(Note: It is recommended to use a personal computer for optimal experience rather than a smartphone.)*
- (ii) Next, navigate to the "Digital Library" option found under the "e-Resource" menu. This will direct you to the login page, which should now be visible on your screen, as shown below.

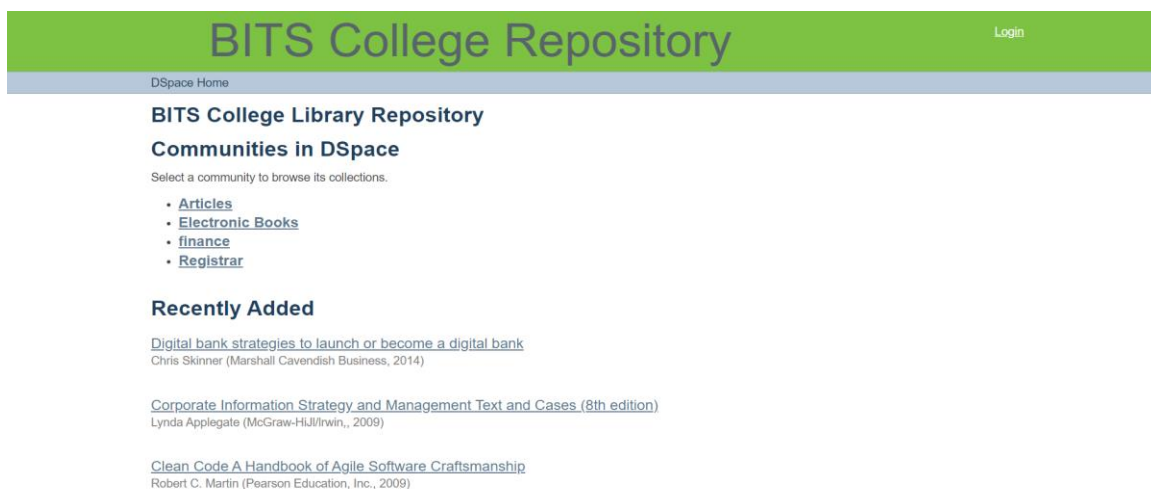


Figure 10: BITS College electronic materials repository Page

- (iii) Next step is to login

N.B: You must be registered by the BITS College ICT Office to have access to the D-Space.

3.2 How to Login

- (i) After your first step, you shall now move to the login page to find a similar screen shown below.

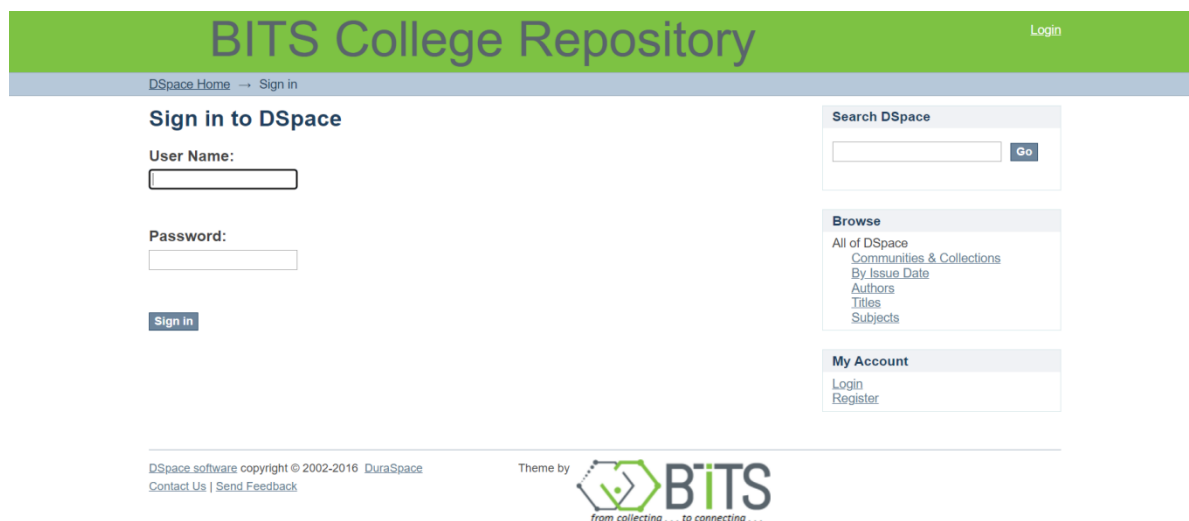


Figure 11: Login Page

- (ii) Enter your username and password to access the system
 (iii) Click on “Sign In”. Upon a correct use of your credentials, the system displays the D-Space home page to search and retrieve.

3.3 Accessing and using the D-Space system

- (i) As you sign in, you will see a page that shows the newly added materials, scroll down to the bottom and you will find the “search and find” page

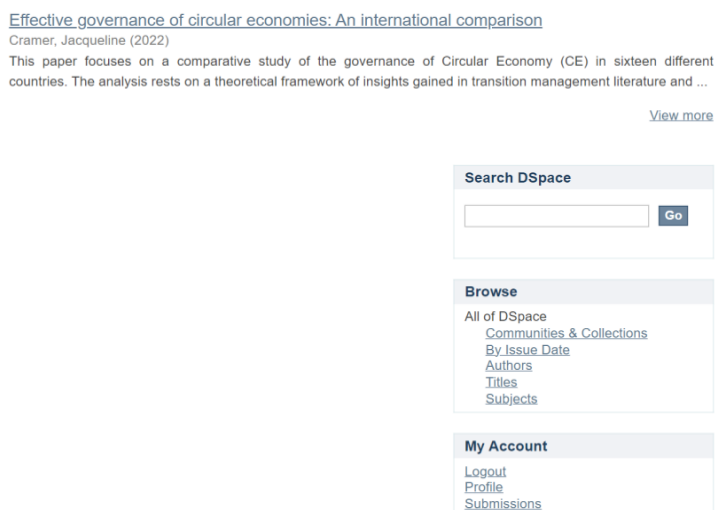


Figure 12: Homepage of BITS College Repository

- (ii) Enter the topic of your search material I
- (iii) For demonstration purpose, let us search for “introduction to computer systems” . The result will be like the screen shown below.

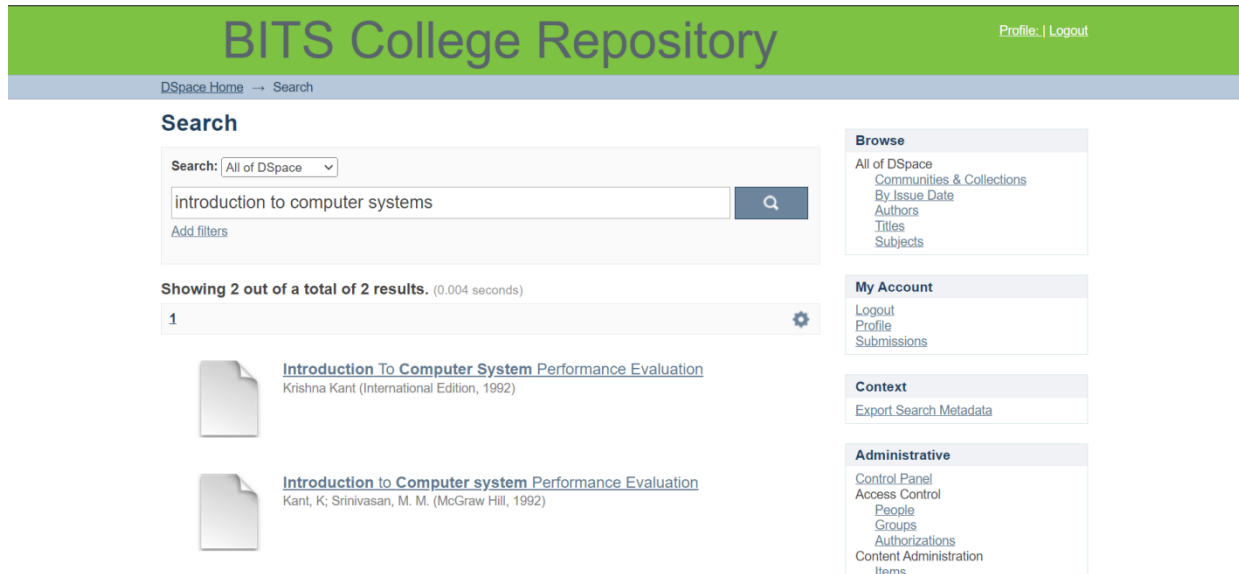


Figure 13: D-Space: Search Result Page

- (iv) With the topic we entered the BITS respiratory system holds only two materials as shown on screen below.

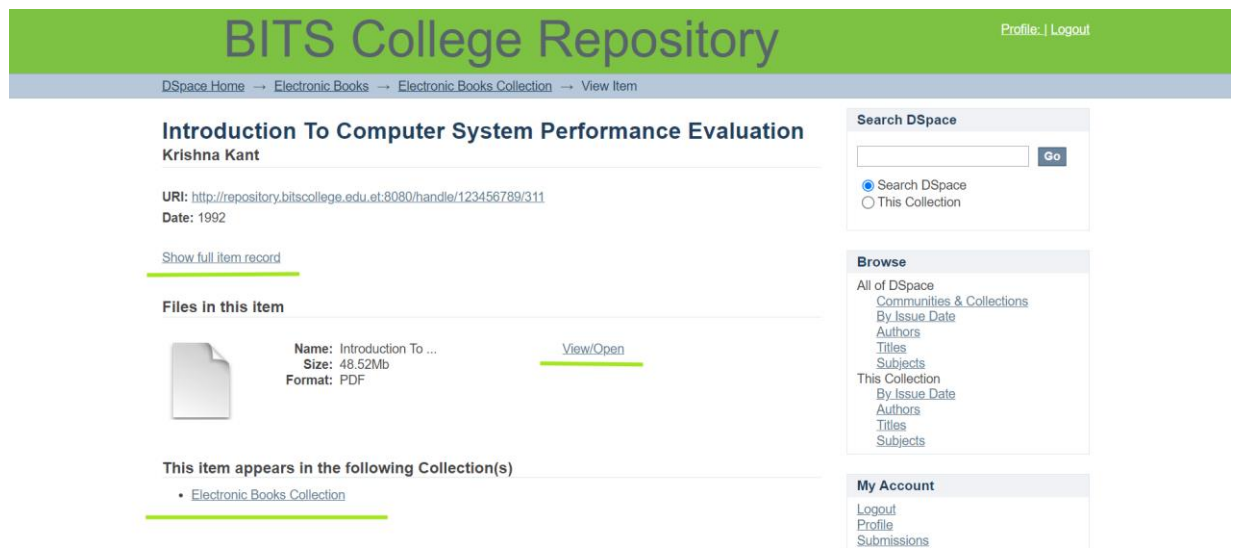


Figure 14: Search Result Page

- (v) To download the material, go to the second underlined option as shown on the figure above
- (vi) You will find the material on your device once you download.

4. Access to Electronic Journals

4.1 Login Details

- (i) Go to the BITS College website (<https://www.bitscollege.edu.et/>) and navigate to the library section found under the services menu.
- (ii) Next, go to the e-Resource menu and select Journals, which should now appear on your screen as shown below.

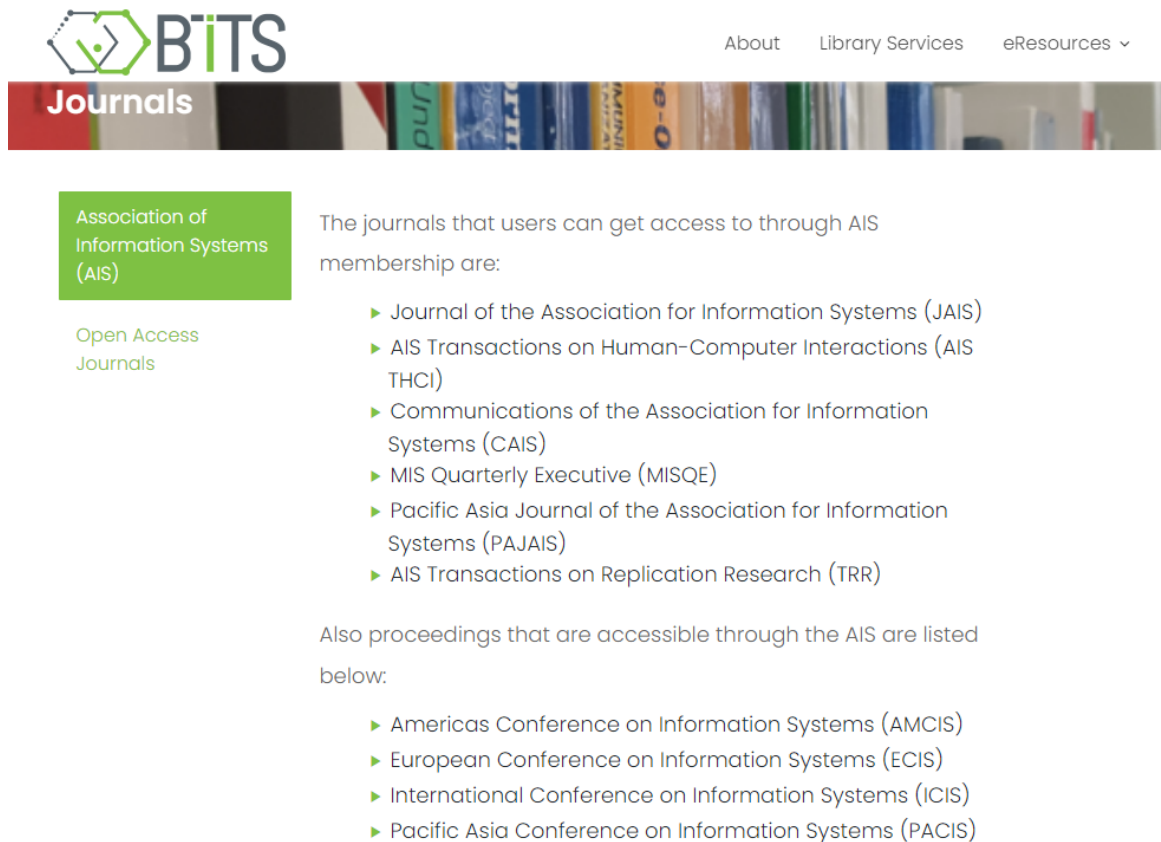


Figure 15: Electronic Journals Page

- (iii) On the left side of the page, you'll see two resource options:
 - **The Association of Information Systems (AIS) journals**, which require membership to access or download content, but is available when connected to the BITS College local network,
 - **Open Access Journals**: which provide free access to their resources without any cost.

Subsequent sections illustrate how to make use of these resources.

4.2 Journals Subscribed from Association of Information Systems (AIS)

- (i) As an example, click on the first journal for the Association of Information Systems (JAIS). This will direct you to a new page on the official AIS website, as illustrated below.



Figure 16: AIS e-Library Page

- (ii) On this page, you can either scroll down to browse the available articles in the journal or use the search bar located on the right side of the page to find the specific resource you are looking for.

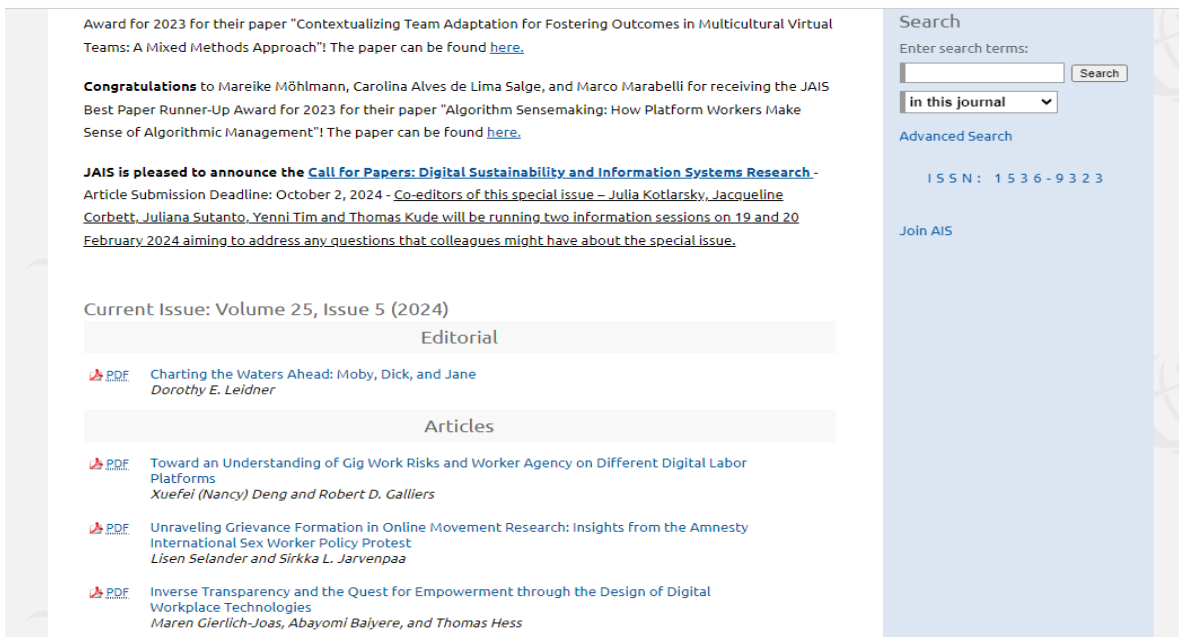


Figure 17: Search Results Display

- (iii) Once you have found the article you are looking for, you can click on it to view the the abstract. You can then download it to your device using the Download button, as shown below



Figure 18: Search results display – Download page

N.B. Remember that in order to download any resource from AIS that requires membership, you must be on the BITS College premises and connected to the college network.

4.3 Open Access Journals

- (i) By selecting Open Access Journals from the Journals page menu, you will see a list of journals that are available without any membership requirements as the figure shows below

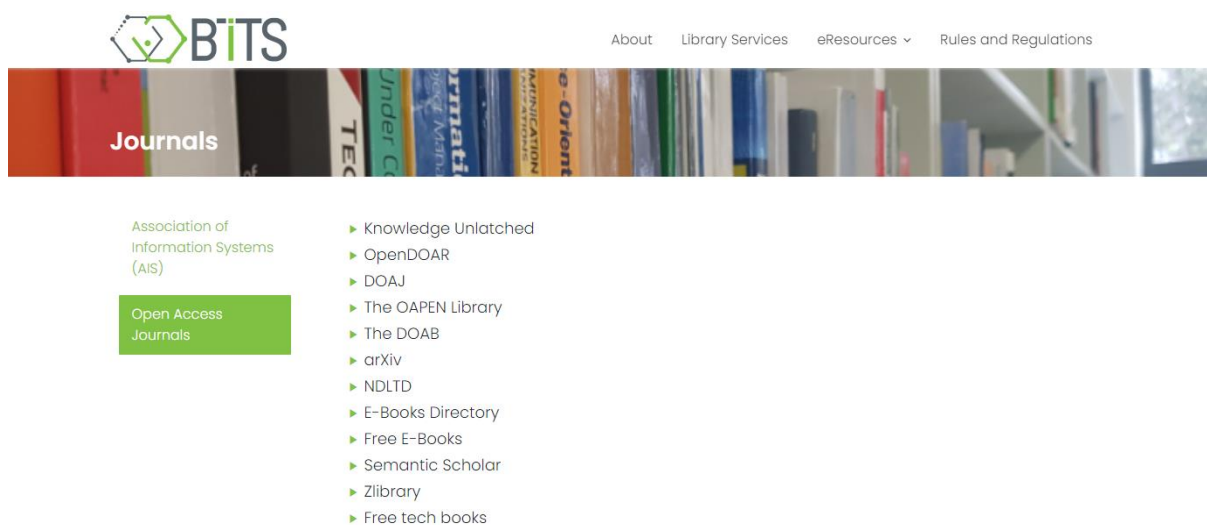


Figure 19: Open Access Journals Page

- (ii) As an example, click on DOAJ and you will be directed to a new page on the official website of DOAJ as shown below.

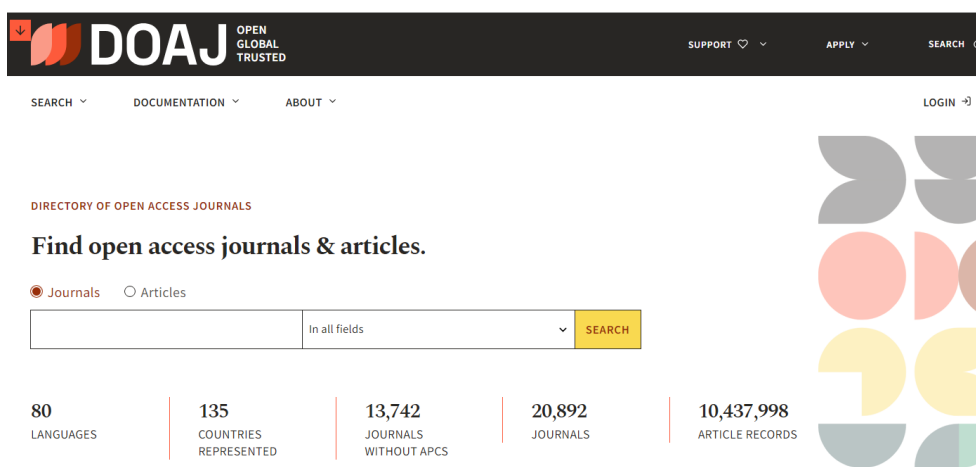


Figure 20: DOAJ Page

- (iii) To search for journals and articles available on this website, enter the name of the resource into the search field and click the SEARCH button to check if it is available. If you cannot find the resource, you can return to the Open Access Journals page, explore other journal websites, and repeat the process until you locate what you are looking for.
- (iv) You can access articles from other journals using similar search as articulated above.