

# A User's Guide to HathiTrust

HathiTrust is a growing partnership of libraries that are pooling their resources to create the library of the future. Millions of volumes from their combined collections are available in HathiTrust currently, and millions more will be added in coming months and years. The libraries' first concern is ensuring the long-term preservation of the collections they have worked to assemble over centuries of time. But what is preservation without access? Providing as much access to materials in the digital library as legally possible is a key part of libraries' preservation strategy.

What does "legally possible" mean? It means that public domain volumes in HathiTrust are available to anyone, anywhere in the world to read and search online. In-copyright works can only be read under special circumstances, so they are closed for reading to most users, but they are available to search using libraries' traditional bibliographic methods (title, author, keyword, etc.) and HathiTrust's full-text search. Searching HathiTrust is described in detail in the tutorial section below.

What are the "special circumstances" of access to in-copyright works, and how does HathiTrust differ from other resources one might use, such as Google Book Search or the Internet Archive? "Special circumstances" are enhanced access to in-copyright (and public domain works) for users with print disabilities, and legal uses libraries are able to make of in-copyright items from their collections that are falling apart, missing or stolen – namely, making digital versions available to their library users (see Section 108 of U.S. copyright law for more details)!

Specialized access and targeted services are the main differentiators between HathiTrust and sources like Google Books and the Internet Archive. HathiTrust was born, raised, and is being sustained by libraries. It is not a corporation or organization. It brings the particular concerns of libraries, and research libraries specifically, to bear on the ways the scholarly record will be cared for and made available now and long in the future.

The ways it is doing this currently include the following:

- Scholarly collection – HathiTrust is oriented to serve the particular needs of scholarly research. To support these needs, it aims to assemble a comprehensive collection of published literature in digital form, and provide tools and services adequate to read, search, mine, and cite resources for advanced research. HathiTrust is now and will increasingly be a unique resource and destination on the Web for scholarly research.
- Basic and advanced bibliographic search – with materials cataloged and curated by librarians, the quality of search results for research purposes (e.g., for particular editions, multi-volume sets, and subject specification) will be difficult for others to match.
- Full-text search – an exciting example of what libraries can achieve through open resources, research, and collaboration. Search results provide total recall of matching resources in the library; results are not selective or based on patterns of

use, as other search engines are. This is a starting point. We want to tailor and develop this resource to meet the needs of the research community, and you can help. Tell us what you want to see, how you want to search, how you want results weighted. This is our resource to shape and enhance, for our use.

- Build and share permanent collections – A number of tools exist on the web to aggregate collections of materials: Zotero, Refworks, sites such as LibraryThing and CiteYouLike. But can you search the full-text of the items you collect? Collection Builder allows users to create their own subsets of the repository to search and share with others (or be kept privately). It is an ideal way for faculty, students, librarians, and other researchers to aggregate sources around a particular subject for classes, group projects, specialized library resources, or personal use.
- Available content – HathiTrust is quickly distinguishing itself from Google, the Internet Archive, and other digital resources in the content it makes openly available. HathiTrust's collections include public domain items from smaller, special collections digitization initiatives as well as larger initiatives like the Internet Archive and Google. Staff members at HathiTrust institutions are engaged in copyright research to appropriately open public domain works published in the United States after 1923 and in other locations worldwide. Users can also find hundreds of thousands (and counting) of US federal government documents available in full text.

HathiTrust is committed to continually improving our services and resources to address the needs of students, faculty, researchers, and librarians at our member institutions. By fulfilling these needs, we will meet the needs of the broader community of scholarly research in areas throughout the world. HathiTrust is **our** library, and the more we use it, the better it will become.

# User's Guide To HathiTrust: Survey of Features and Uses

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## A. Searching the HathiTrust Bibliographic Catalog

### 1. Search portal

The HathiTrust Search portal is located on the [HathiTrust home page](#). It provides access to bibliographic and full-text search of the digital library, and the Collection Builder feature.

1. Catalog search is located in the left-most panel. It includes options to search on different fields (title, author, etc.) and limit to full-view texts only. A link to Advanced Search is available when the drop-down menu is not expanded (see #4 *Advanced Search* below)
2. If you're not sure what you're looking for or just want to browse the catalog, click "Find" without entering any search terms. Facets can be used to zero in on topics and areas of interest.

A search has been entered here for library of universal knowledge using All Fields.

**HATHI TRUST Digital Library** Help Feedback

Home About Collections My Collections

**1**

**2**

**Catalog Search**

Search information **about** the items.

library of universal knowledge Find

All Fields Full view only

All Fields  
Title  
Author  
Subject  
ISBN/ISSN  
Publisher  
Series Title  
Year of Publication

**Full-text Search**

Search words that occur **within** the items.

Find

Full view only

Advanced Full-text Search | Search Tips

**Collections**

Browse, search, or make HathiTrust collections.

View Public Collections

Collections are a way to group items for private or public use. The full-text of items within a collection can be searched independently of the full digital library. Read more about [creating collections](#).

Recent News and Publications

Board of Governors Election Results  
Try our new mobile website!  
Information about the Authors Guild Lawsuit

Currently Digitized

10,210,774 total volumes  
5,422,522 book titles  
269,185 serial titles  
3,573,770,900 pages  
458 terabytes  
121 miles  
8,296 tons  
2,903,208 volumes (~28% of total) in the public domain  
View visualizations of HathiTrust  
[call numbers, languages, and dates](#)  
[statistics information >>](#)

Featured Collection

**Ann Arbor History**  
History and development of the Ann Arbor Community.

## 2. Catalog Search Results

Search results appear in the body of the page, with thumbnails where available.

1. Results can be sorted by Relevance, Date (newest or oldest first), or Author.
2. You can use links or facets in the “Refine Search” column at the left to further refine your search, for instance, selecting only volumes that are Full view or in German.
3. An Advanced Catalog Search link is located at the top of the page near the search form (see #4 *Advanced Search* below).
4. Clicking on a title will take you to the individual record view.

The screenshot displays the HathiTrust Digital Library search results page. The search term is "library of universal knowledge". The results are sorted by Relevance. The left sidebar shows various facets for refining the search, such as Viewability, Subject, Author, and Language. The main content area lists search results, each with a thumbnail, title, author, and publication date. A "Catalog Record" link is provided for each result.

**1** Sort Relevance

**2** Refine Search

**3** Advanced Catalog Search

**4** Catalog Record

### 3. Catalog Record view

Descriptive information is located in the center of the page

1. Links to items in the library that are similar to this one are provided in the left column.
2. Links to view the full citation (“Cite this”) or export it to Endnote are in the top right-hand side of the record.
3. The “Find in a library” link will help you locate a print copy of the item at a library near you using OCLC’s WorldCat service.
4. Links under “Viewability” will take you the full view of the work (as is the case here), or a Limited view, where only searching is available (see #4 under *Viewing Content in PageTurner* below for an example of a limited view volume). Works that are full view are either in the public domain or works that rights holders have given HathiTrust permissions to make available. Works that are limited view are either in-copyright or of undetermined copyright status

The screenshot displays the HathiTrust Digital Library interface. At the top, the logo for HathiTrust Digital Library is visible, along with navigation links for Home, About, Collections, and My Collections. Below this is a search bar with the text 'Catalog Search' and a search button labeled 'Find'. To the right of the search bar are links for 'Advanced Catalog Search' and 'Search Tips'. The main content area is divided into several sections:

- 1 Similar Items:** A list of related items on the left side, including 'Library of universal knowledge. Published: (1879)', 'Library of universal knowledge : American additions. Published: (1880)', 'Library of universal knowledge. By: Clara, Israel Smith, 1847-1924. Published: (1898)', 'The Encyclopedia Americana; a library of universal knowledge. Published: (1922)', 'Academic libraries : the changing knowledge centers of colleges and universities / By: Moran, Barbara B. Published: (1984)', 'Library of universal knowledge. A reprint of the last (1880) Edinburgh and London edition of Chambers' encyclopaedia, with copious additions by American editors. Published: (1880)', 'Library of entertaining knowledge. Published: (1829)', 'Our knowledge of universals / By: Aaron, Richard Ithamar, 1901-. Published: (1975)', 'Chamber's encyclopaedia : a dictionary of universal knowledge for the people. Published: (1875)', and 'Chamber's encyclopaedia: a dictionary of universal knowledge for the people. Published: (1875)'.
- 2 Cite this / Export to Endnote:** Links located in the top right-hand side of the record.
- 3 Find in a library:** A link located below the 'Original Classification Number' field.
- 4 Viewability:** A section containing a list of 'Full view' links for various volumes (v.1 to v.9) of the 'Library of universal knowledge', each with a note '(original from University of Virginia)'.

Additional metadata for the 'Library of universal knowledge.' record includes: Language(s): English; Published: New York, American book exchange, 1880-81.; Subjects: Encyclopedias and dictionaries.; Physical Description: 15 v. illus. (incl. music) diags. 24 cm.; Original Format: Book; Original Classification Number: AE5 .L697; and a 'Locate a Print Version' link pointing to 'Find in a library'.

#### 4. Catalog Advanced Search

Advanced search options include searching multiple fields, languages, and formats.

The screenshot shows the Hathi Trust Digital Library's Advanced Catalog Search page. At the top, there is a navigation bar with links for Home, About, Collections, and My Collections. Below this is a header for 'Catalog Search'. The main content area is titled 'Advanced Catalog Search:' and contains several search options. There are four rows of search criteria, each with a dropdown menu for the field and a text input box for the search term. The fields are 'All Fields', 'Author', 'Title', and 'Subject'. Each row is preceded by an 'AND' dropdown menu. Below the search criteria is a 'Limit To:' section with a checkbox for 'Full view only' and a 'Year of publication:' dropdown menu set to 'During or after' with an empty text input box. At the bottom of the 'Limit To:' section are two scrollable lists: 'Language:' and 'Original Format:'. The 'Language:' list includes options like All, Abkhazian, Achinese, Acoli, Adangme, Adyghe, Afrikaans, Afro-Asiatic, Ainu, and Akan. The 'Original Format:' list includes options like All, Archive, Audio, Audio (music), Audio (spoken word), Audio CD, Audio LP, Biography, Book, and CDROM. A 'Find' button is located at the bottom left of the search area.

**HATHI TRUST Digital Library**

Home About Collections My Collections

Catalog Search

**Advanced Catalog Search:**

All Fields

AND Author

AND Title

AND Subject

**Limit To:**

Full view only      Year of publication: During or after

**Language:**      **Original Format:**

All  
Abkhazian  
Achinese  
Acoli  
Adangme  
Adyghe  
Afrikaans  
Afro-Asiatic  
Ainu  
Akan

All  
Archive  
Audio  
Audio (music)  
Audio (spoken word)  
Audio CD  
Audio LP  
Biography  
Book  
CDROM

Find

## B. Viewing Content in PageTurner

### 1. PageTurner (image view)

PageTurner is the HathiTrust viewing application. From PageTurner you can:

1. Link to the catalog record of a work to view bibliographic information.
2. Login to Collection Builder to add items to a collection (see section *D. Collection Builder* below).
3. Enter a page number to “jump” to a specific page in the work.
4. View the pages in a number of different ways, including one page image at a time, scrolling, flipping, or thumbnail views, or OCR text versions of page content.
5. Download a PDF version of the book. Details on downloading policies are available at [http://www.hathitrust.org/help\\_digital\\_library#Download](http://www.hathitrust.org/help_digital_library#Download).
6. Navigate through the volume using browse features. Ten anchors are available in this book for navigation, including the front cover, title page, copyright page, the index and a number of “section” markers. Volumes will often be broken into sections that correspond to breaks such as chapters, for ease of access.



« Back to catalog record

Search in this text Find

About this Book

Library of universal knowledge, v. 1.

View full catalog record

Copyright: Public Domain, Google-digitized.

Get this Book

Find in a library

Download PDF - this page

Download PDF - whole book

Add to Collection

Login to make your personal collections permanent

Select Collection dropdown menu with an Add button

Share

Permanent link to this book http://hdl.handle.net/2027/uvu.x0307370

Link to this page http://hdl.handle.net/2027/uvu.x0307370

Version: 2011-05-12 21:43 UTC

Classic View

Try our new views!

Scroll

Flip

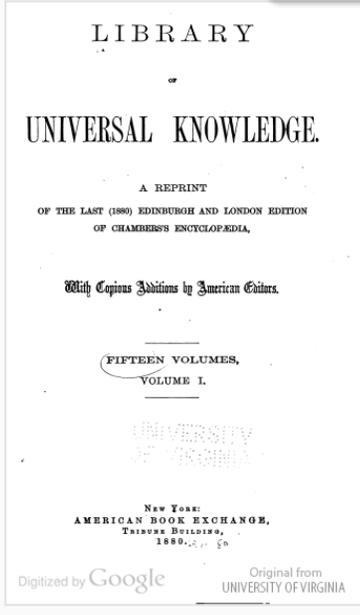
Thumbnails

Plain Text

- Jump to Section dropdown menu with options: Front Cover, Title Page - 1, Copyright - 2, Section 1 - 3, Section 2 - 5, Section 3 - 6, Section 4 - 7, Section 5 - 11, Section 6 - 324, Index - 857

Navigation icons: zoom in, zoom out, refresh

Jump to input field with Go button and navigation arrows



Jump to Section dropdown menu with Go button

Navigation icons: zoom in, zoom out, refresh

Jump to input field with Go button and navigation arrows

## 2. PageTurner (text view)

The text view shows Optical Character Recognition text (text extracted automatically from digitized pages). OCR text is also used in the PageTurner accessible interface (see #5 *PageTurner Accessible Interface* below)

1. To view the OCR version of the page, click "Plain text."
2. This view can be used to cut and paste text from a volume.
3. An option is available in the top right corner of each view (classic, scroll, flip, thumbnails or plain text), to search the full-text of the volume.

The screenshot displays the HathiTrust Digital Library interface. At the top, the HathiTrust logo and 'Digital Library' text are visible. A user is logged in as 'Hi azaytsev'. The main navigation bar includes 'Home', 'About', 'Collections', 'My Collections', and a 'Jump to a Collection' dropdown. A search bar is located in the top right corner, with a 'Find' button. Below the navigation bar, there are several tabs: 'Classic View', 'New Try our new views!', 'Scroll', 'Flip', 'Thumbnails', and 'Plain Text'. The 'Plain Text' tab is selected and highlighted with a blue box labeled '1'. Below the tabs, there are 'Jump to Section' and 'Jump to' dropdown menus with 'Go' buttons, and navigation arrows. The main content area shows the text of a book page, which is highlighted with a blue box labeled '2'. The text reads: LIBRARY 01 UNIVERSAL KNOWLEDGE A REPRINT OP THE LAST (1880) EDINBURGH AND LONDON EDITION OP CHAMBERS'S ENCYCLOPAEDIA, 'FIFTEEN VOLUMES, 'VOLUME I. New York: AMERICAN BOOK EXCHANGE, Tribune Building, 1880. j. Below the text, there are more 'Jump to Section' and 'Jump to' dropdown menus with 'Go' buttons and navigation arrows. On the left side, there is a sidebar with sections: 'About this Book' (Library of universal knowledge. v.1. View full catalog record. Copyright: Public Domain, Google-digitized.), 'Get this Book' (Find in a library, Download PDF - this page, Download PDF - whole book), 'Add to Collection' (This item is not in any of your collections. History dropdown, Add button), and 'Share' (Permanent link to this book: http://hdl.handle.net/2027/uva.x0307370; Link to this page: http://hdl.handle.net/2027/uva.x0307370). At the bottom left, the version information is 'Version: 2011-05-12 21:43 UTC' with a help icon.

### 3. Search in this text (full view)

1. A search for the term “library” was conducted in the example below using the “search in this text” feature.
2. Search results are highlighted and presented in context, with links pointing to the pages where the search terms occur in the PageTurner.

The screenshot shows the Hathi Trust Digital Library interface. At the top, there is a navigation bar with links for Home, About, Collections, My Collections, and a dropdown menu for Jump to a Collection. A search bar is located in the top right corner, containing the text "Search in this text library" and a "Find" button. A blue box with the number "1" is positioned above the search bar. Below the search bar, the text "library matched 55 pages in this item." is displayed. A blue box with the number "2" is positioned above the search results. The search results are displayed in a list format, with the first result highlighted in yellow. The highlighted result is: "p. 818 - 10 matching terms ... public library in New York. (Washington living's Astoria.)—His wealth was mainly inherited by his son William, who continued to augment it till his death in 1875, when he is said to have left £10,000,000. He added £40,000 to his father's bequest for a public library. He was known as the "landlord of...". The search results are also displayed in a list format, with the first result highlighted in yellow. The highlighted result is: "p. 818 - 10 matching terms ... public library in New York. (Washington living's Astoria.)—His wealth was mainly inherited by his son William, who continued to augment it till his death in 1875, when he is said to have left £10,000,000. He added £40,000 to his father's bequest for a public library. He was known as the "landlord of...".

#### 4. Search in this text (limited view)

1. A search was performed in a limited view item. In this situation, a message informs the user of copyright restrictions to the work.
2. Instead of showing results in context, the pages where the search term occurs are listed with the frequency of occurrence (for instance, on page number 175 the name of the Icelandic volcano, Eyjafjallajökull, occurs two times). Results are displayed from higher frequency to lower frequency of occurrence.

The screenshot shows the Hathi Trust Digital Library interface. At the top, the logo and name 'HATHI TRUST Digital Library' are visible. The search bar contains the text 'Eyjafjallajökull'. A message box (1) states: 'Full view is not available for this item due to copyright © restrictions.' Below this, a 'Limited (search-only)' button is present. The search results section (2) shows: 'Eyjafjallajökull matched 23 pages in this item.' The results are listed as follows:

- Viewing results for: 1 to 10 of 23 pages
- 1 | 11 | 14 | next ▶
- p.175 - 2 matching terms
- p.10 - 1 matching term
- p.30 - 1 matching term
- p.38 - 1 matching term
- p.42 - 1 matching term
- p.52 - 1 matching term
- p.62 - 1 matching term
- p.71 - 1 matching term
- p.73 - 1 matching term
- p.82 - 1 matching term
- Viewing results for: 1 to 10 of 23 pages
- 1 | 11 | 14 | next ▶

On the left side, there are sections for 'About this Book', 'Get this Book', 'Add to Collection', and 'Share'. The 'Add to Collection' section indicates that the item is not in any of the user's collections. The 'Share' section provides a permanent link to the book: <http://hdl.handle.net/2027/coo.31924018>. The footer shows the version: 'Version: 2011-02-03 15:52 UTC'.

## 5. PageTurner Accessible Interface

The accessible interface is available to users by disabling CSS. It includes the OCR text of page content as well as descriptive headings, access keys for keyboard navigation, section markers, and other features to improve accessibility.

A pilot offering full-text access on a single page to all works in HathiTrust, including those that are in copyright, to users with print disabilities, has been [implemented at the University of Michigan](#). HathiTrust intends to extend this service to other partner institutions.

1. The “Skip navigation” link takes you directly to the work
2. Information about SSD service & link to accessibility page
3. Descriptive headings

The screenshot shows the HathiTrust Digital Library page for 'Insurgent Mexico'. Three callout boxes highlight specific accessibility features:

- 1**: A blue box highlights the 'Skip navigation' link at the top left of the page.
- 2**: A blue box highlights a section titled 'Go to the text-only view of this item.' which contains three bullet points: 'Special full-text views of publicly-available items are available to authenticated members of HathiTrust institutions.', 'Special full-text views of in-copyright items may be available to authenticated members of HathiTrust institutions. Members should login to see which items are available while searching.', and 'See the HathiTrust Accessibility page for more information.'
- 3**: A blue box highlights a section titled 'Navigation links for login, help, feedback, etc.' which contains three bullet points: 'Hi azaytsev!(logout)', 'Help', and 'Feedback'.

The page content includes the HathiTrust logo, a user greeting, a search bar, and various navigation and collection options.





## 2. Advanced full-text search

1. The drop-down menu allows you to choose to limit your search to just the full text of a work (“Just full text”) or in “Everything” which includes data from the bibliographic record. Other options are also available.
2. You can reset your search by clicking the “clear/reset” link.
3. If your search requires more complexity than the two advanced search fields allow, you can click the option to “Add a pair of search fields.”
4. An additional set of search fields will appear to allow further refining of your search.
5. You can indicate how the two pairs of search fields are related by selecting “and” or “or.”

The screenshot shows the Hathi Trust Digital Library's Advanced Full-text Search page. At the top, there is a navigation bar with 'Home', 'About', 'Collections', and 'My Collections'. Below this is the 'Full-text Search' section. The main area is titled 'Advanced Full-text Search:' and includes a 'Search Tips' link. There are two search input fields, each with a dropdown menu for search scope (currently set to 'all of these words') and a dropdown for search location (currently set to 'in'). A dropdown menu is open, showing options: 'Everything', 'Just Full Text', 'Everything', 'Title', 'Author', 'Subject', 'Publisher', 'Series Title', and 'ISBN/ISSN'. A callout '1' points to this menu. Below the search fields is a '+ Add a pair of search fields' button, with a callout '3' pointing to it. Underneath is the 'Limit to:' section, which includes a 'Full view only' checkbox, a 'Year of publication' dropdown (set to 'During or after'), and two scrollable lists: 'Language' (with 'All' selected) and 'Limit to Original Format' (with 'All' selected). A 'Clear/reset' button is located below these lists, with a callout '2' pointing to it. A 'Find' button is at the bottom right.

This screenshot shows a more complex search structure. It features three pairs of search fields, each enclosed in large parentheses. The first pair has a dropdown for relationship (set to 'AND') and two search scope dropdowns (set to 'all of these words'). The second pair has a dropdown for relationship (set to 'AND') and two search location dropdowns (set to 'Everything' and 'Title'). The third pair has a dropdown for relationship (set to 'AND') and two search scope dropdowns (set to 'any of these words' and 'this exact phrase'). A dropdown menu is open, showing options: 'AND', 'AND', and 'OR'. A callout '5' points to this menu. A '- Remove this pair of search fields' link is at the bottom left. A callout '4' is in the top left corner, and a callout '4' is in the top right corner.

## 2. Full-text Search Results (volume-level)

The results screen returns the volumes that contain the search terms entered.

1. The sidebar on the left allows you to refine your results with a variety of options.
2. A link to view only full view results is located to the left of the search results.
3. Select items in order to add them to a collection (see section *D. Collection Builder* below.)
4. The results of a full-text search within a volume are the same as shown in numbers 3 and 4 in section B. Viewing Content in PageTurner, above.

**HATHI TRUST Digital Library** Login Help Feedback

Home About Collections My Collections

Full-text Search

**Full-text Search** Eyjafjallajökull  Full view only **Find** Advanced Full-text Search

**Refine Results**

**Viewability**

- Limited (search only) (11)
- Full View (198)**

**Subject**

- Iceland (101)
- Geography (82)
- Geography Periodicals (65)
- Geology (41)
- Geophysics (30)
- more...

**Author**

- Herrmann, Paul, 1866-1930. (9)
- Þorvaldur Thoroddsen, 1855-1921. (8)
- Sigurður Þórarinnsson, 1912-1983. (7)
- Kongelige Danske videnskabernes selskab. (6)
- Geologiska föreningen (Sweden) (5)
- more...

**Language**

- English (373)
- German (188)
- Icelandic (93)

**Search Results: 709 items found for Eyjafjallajökull in Everything**

25 per page Prev 1 2 3 4 5 6 7 8 9 10 ... 29 >> Next

Select all on page  Select Collection  **Add Selected**

- Glaciers : clues to future climate? / by Richard S. Williams, Jr.**  
by Williams, Richard S.  
Published 1983  
**1** Catalog Record **2** Limited (search-only)
- Diptera 1 (exclusive of Ceratopogonidae and Chironomidae) by Peder Nielsen, Oscar Ringdahl, and S. L. Tuxen.**  
by Nielsen, Peder, 1893-  
Published 1954  
**1** Catalog Record **2** Limited (search-only)
- The tephra-fall from Hekla on March 29th 1947 / by Sigurður Þórarinnsson**  
by Sigurður Þórarinnsson, 1912-1983.  
Published 1954  
**1** Catalog Record **2** Limited (search-only)
- Where the sun shines at midnight : a handbook for the tourist in Iceland. / [Snæbjörn Jónsson].**  
by Snæbjörn Jónsson, 1887-  
Published 1928  
**1** Catalog Record **2** Limited (search-only)

## D. Collection Builder

### 1. Search portal

1. The Collection Builder access panel is located at the right on the home page.
2. Featured Collections are collections that HathiTrust has highlighted because of their significance to a particular area of interest or user group.
3. Clicking on “View Public Collections” button will take you to the Collection Builder home page.
4. There are also two links in the navigation menu that will take you to the Collection Builder: “Collections” takes you to the general collections page (see #2. *View Public Collections*), and “My Collections” takes you to your personalized list of collections.

The screenshot shows the HathiTrust Digital Library home page. At the top left is the HathiTrust logo and the text "HATHI TRUST Digital Library". A navigation bar contains links for "Home", "About", "Collections", and "My Collections". A "Help Feedback" link is in the top right. The main content area is divided into several sections:

- Catalog Search:** A search box with a "Find" button and a "Full view only" checkbox. A callout '4' points to the "Collections" link in the navigation bar.
- Full-text Search:** A search box with a "Find" button and a "Full view only" checkbox.
- Collections:** A section titled "Browse, search, or make HathiTrust collections." with a "View Public Collections" button. A callout '1' points to this section, and a callout '3' points to the button.
- Featured Collection:** A section titled "Adventure Novels: G.A. Henty" with a small image of a tree and text describing the collection. A callout '2' points to this section.
- Recent News and Publications:** A list of news items, including "Board of Governors Election Results" and "Information about the Authors Guild Lawsuit".
- Currently Digitized:** A statistics section listing: 10,210,774 total volumes, 5,422,522 book titles, 269,185 serial titles, 3,573,770,900 pages, 458 terabytes, 121 miles, 8,296 tons, and 2,903,208 volumes (~28% of total) in the public domain. A link for "statistics information >>" is at the bottom.

## 2. View Public Collections

Collections that users have made public are listed in alphabetical order.

1. In order to create a permanent collection or view your own private collections, you must login (see further [information about login](#) on our help page). It is possible to create temporary collections if you are not logged in, but the collection will go away when your web browser session is closed.
2. The “Create new collection” option is listed at the top of the page in order to provide quick access to building collections.

HATHI TRUST Digital Library

Home About Collections My Collections

Create New Collection

1 Login to create and save permanent collections or see your private collections.

All Recently Updated Featured My Collections Find a collection

Collections with at least (all items) Sort by: Collection Title

Showing 918 collections

<b>'Generations'</b>	2 items
Owner: quoddy	last updated: 10/11/10
<b>1810s periodicals</b>	3 items
Owner: kitcook	last updated: 10/27/11
<b>1850s-1870s Japan</b>	20 items
Travel narratives, photography and treaty ports	last updated: 10/18/10
Owner: theisenc (University of Michigan)	
<b>18th c cookbooks</b>	45 items
Owner: nonesuch (University of Michigan)	last updated: 02/03/12
<b>19-20th C. Psychology Texts-Gen</b>	213 items
A collection of selected psychology books in various areas and from the 19th century to late 20th century (mostly full-view).	last updated: 05/09/12
Owner: Michael Palij (New York University)	
<b>1919</b>	2 items
The sense of a time.	last updated: 03/02/12

**Featured Collection**

**Adventure Novels: G.A. Henty**



Novels from the Henty Collection and books about George A. Henty.

### 3. Login Page

1. For faculty, students, and staff at HathiTrust partner institutions, logging in provides both the ability to create public and private collections in Collection Builder and to download full-volume PDFs for public domain volumes (see our help page for [further details on download](#)).
2. Members of partner institutions must choose the institution they are from in the drop-down menu, and use their institutional login to gain access.
3. Non-HathiTrust partners can create “friend” accounts to login (view [further information about login](#)). “Friend” accounts allow users to create public and private collections, but do not enable full-download of public domain volumes.

The screenshot shows the HathiTrust Digital Library login page. At the top left is the HathiTrust logo and the text "HATHI TRUST Digital Library". A "Help" link is in the top right. The page is divided into two main sections. The left section, titled "HathiTrust Partner Institutions", contains a dropdown menu labeled "Select your institution" and a "Login" button. The right section, titled "Not from a Partner Institution?", contains a link to "Create or login with a guest 'friend' account". Both sections list the benefits of logging in. The left section lists: "Download full PDFs of public domain & open access items" and "Create permanent public & private collections". The right section lists: "Create permanent public & private collections" and "Does NOT provide access to full PDF downloads of public domain & open access items where not publicly available". A note at the bottom states: "Note: Logging in does NOT provide access to page images of 'Limited (search-only)' items."

**1** HATHI TRUST Digital Library

**2** HathiTrust Partner Institutions

Select your institution Login

Logging in will allow you to:

- ✓ Download full PDFs of public domain & open access items
- ✓ Create permanent public & private collections

There is no sign up necessary. Login with your institutional account. [Don't see your institution?](#)

**3** Not from a Partner Institution?

Create or login with a guest "friend" account

Logging in will allow you to:

- ✓ Create permanent public & private collections
- ✗ Does NOT provide access to full PDF downloads of public domain & open access items where not publicly available

Read more about [friend accounts](#).

Note: Logging in does NOT provide access to page images of "Limited (search-only)" items.

## 4. View Individual Collection

It is not necessary to be logged in to view others' public collections. You must be logged in to copy items from another collection into your own.

1. The first item in the Abraham Lincoln collection below is selected.
2. Clicking on the drop-down menu, you can choose which collection to add the item to. Here, the "History" collection is selected.
3. You are able to see if the item is already in one of your collections. The first item is already in the user's "History" collection.
4. Users can sort the display of items in a collection by Title, Author, or Publication Date.
5. Tabs at the top left of the collection items allows you to switch between viewing all items or just full view items.
6. It is also possible to perform a full-text keyword search within a collection (see the next section below).

The screenshot displays the HathiTrust Digital Library interface for a collection titled "sooty's Abraham Lincoln: Fact and Fable collection". The page includes a search bar, navigation tabs, and a list of items. Numbered callouts highlight specific features: 1 points to the "Select all on page" checkbox; 2 points to the "Select Collection" dropdown menu; 3 points to the "In My Collections: History" status; 4 points to the "Sort by: Title A-Z" dropdown; 5 points to the "Only Full view (120)" tab; and 6 points to the "Search in this collection" input field.

HATHI TRUST Digital Library

Home About Collections My Collections Jump to a Collection

sooty's Abraham Lincoln: Fact and Fable collection

Search in this collection Find

Collection Name: Abraham Lincoln: Fact and Fable

Collection Description: Books on Lincoln, no matter how tangentially. Non-fiction and fiction.

Sort by: Title A-Z 25 per page Previous 1 2 3 4 5 6 Next

Select all on page  Select Collection [CREATE NEW COLLECTION] Beautiful old books Handicrafts & Cookery History Pinterest Read it! Regency Romance Resources Smith College Copy Selected

100th anniversary of the New York Times LI by New York (State) Published 1909  
In My Collections: History

Abraham Lincoln, by Chamwood, Godfrey Rathbone Benson, Baron, 1864-1949. Published 1917  
In My Collections: ---

Abraham Lincoln, by Oberholtzer, Ellis Paxson, 1868-1936. Published 1904  
In My Collections: ---

Abraham Lincoln, v. 1 by Morse, John Torrey, 1840-1937. Published 1893  
In My Collections: ---

## 5. Search Inside an Individual Collection

Searching inside a collection works the same way as performing a full text keyword search across the library.

1. The first results screen displays the items in the collection that contain the search term.
2. When you click on the link for a search result item the search will be executed within that particular volume.

The screenshot shows the Hathi Trust Digital Library interface. At the top, the logo and name 'HATHI TRUST Digital Library' are visible, along with user information 'Hi azaytsevi (logout) Help Feedback'. Below the navigation bar, the current collection is identified as 'sooty's Abraham Lincoln: Fact and Fable collection'. A search bar contains the text 'Search in this collection' and the search term 'Mary Todd', with a 'Find' button. A blue callout box with the number '1' points to the search bar. Below the search bar, the search results are displayed: 'Search Results: 65 items found for Mary Todd in sooty's Abraham Lincoln: Fact and Fable collection'. There are buttons for 'All Items (65)' and 'Only Full view (60)'. The results are sorted by 'Most Relevant' and show 25 items per page. A table of results is shown with columns for item details and 'In My Collections'. A blue callout box with the number '2' points to the 'Full view' link for the first result: 'Abraham Lincoln, defendant; Lincoln's most interesting lawsuit, by Townsend, William Henry, 1890- Published 1923'. Other results include 'The trial of Mrs. Abraham Lincoln.', 'The Lincoln home : Lincoln Home National Historic Site, Springfield, Illinois /', and 'The heart of Abraham Lincoln,'.

## 6. Add An Item To A Collection

When you are logged in and are viewing an item in the PageTurner, it is possible to add the viewed item into one of your collections.

1. A display in the left sidebar indicates whether the item is already in one of your collections. The item below is already in this user's History collection.
2. The drop-down menu can be used to select an existing collection you would like to add the item to. It is also possible to create a new collection. That is what the user here is doing.
3. A Collection Name and Description should be entered in the provided fields.
4. Users can also choose whether or not the collection will be public or private.

The screenshot displays the Hathi Trust Digital Library interface. The top navigation bar includes 'Home', 'About', 'Collections', 'My Collections', and a 'Jump to a Collection' dropdown menu. The user is logged in as 'Hi azaytsevi'. The main content area shows the book 'The Encyclopedia Americana; v. 1.' with various viewing options like 'Classic View', 'Scroll', 'Flip', 'Thumbnails', and 'Plain Text'. A 'New Collection' dialog box is open, featuring a 'Collection Name' field (32 characters), a 'Description' field (80 characters), and radio buttons for 'Private' (selected) and 'Public'. The 'Add' button is highlighted with a blue square labeled '4'. In the left sidebar, the 'Add to Collection' section is highlighted with a blue square labeled '1', and the 'CREATE NEW COLLECTION' dropdown menu is highlighted with a blue square labeled '2'. The background image is a page from 'THE AMERICANA'.

## 7. View Personal Collection

Users can view and modify their personal collections.

1. The collection interface indicates which of the user's additional collections an item may belong to.
2. Searching inside the collection is also available.

The screenshot displays the HathiTrust Digital Library interface for a user named 'Hi azaytsev!'. The user is viewing their personal collection, 'azaytsev's History collection'. The interface includes a search bar with the text 'Search in this collection' and a 'Find' button. A list of items is shown, including '100th anniversary of the birth of Abraham Lincoln; commemorative exercises at the New York institution for the instruction of the deaf & dumb. Prize essays in the N.Y. times Lincoln composition contest.' and 'The Encyclopedia Americana; a library of universal knowledge. v.20'. Each item has a 'Catalog Record' and 'Full view' link. The interface also features a sidebar for 'Edit options' and a footer with navigation links and contact information.

1

2

Enjoy! And please don't hesitate to use the Feedback links at the top or bottom of each page to let us know what you think and what we can do to improve your experience.