



ACLS HUMANITIES E BOOK USER MANUAL

Welcome to HEB. You have subscribed to one of the most valuable resources in the Humanities and Social Sciences. Our expanding collection of 4,600 titles encompasses 41 subject areas, from African Studies to Women's Studies. Our titles of enduring value are the essential building blocks of every well-rounded humanities collection.

Not only is the content of the HEB collection indispensable to humanities and social science scholarship, it is also being widely utilized as a pedagogical resource. Institutions ranging from college prep schools to the Ivy League universities, from community colleges to seminaries are using HEB in and out of the classroom.

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Part 1: ACCESS AND FUNCTIONALITY:

Accessing HEB

The collection features unlimited multi-user access and free, downloadable MARC records. HEB is available 24/7 on- and off-campus through standard web browsers. There is no special platform: subscribers access HEB through IP authorization by the University of Michigan, which houses the collection. Once authorized, users on and off-campus can access HEB directly through our website, <http://www.humanitiesebook.org> via their library's catalog once HEB's MARC records have been loaded, or via one of the discovery services with whom HEB partners.

Proxy Server Configuration:

If your campus uses a proxy server, it generally needs to be configured with the host names and/or domains of our servers. These are:

Title ACLS Humanities E-Book
URL <http://www.humanitiesebook.org/>
HostJavaScript humanitiesebook.org
HostJavaScript hdl.handle.net
HostJavaScript hdl.lib.umich.edu
HostJavaScript name.umdl.umich.edu
HostJavaScript quod.lib.umich.edu
HostJavaScript www.hti.umich.edu

Users at your campus or institution need to access the service via a connection through the proxy server, not directly. Your proxy server administrator can provide you with a proper URL for linking to our service.

If your institution does not have a proxy server, contact Customer Service to inquire about a password account for remote access.

Downloading MARC Records for the HEB Collection

MARC Resources: MARC records are available free to subscribers and can be downloaded on HEB's website at <http://www.humanitiesebook.org/help-for-librarians.html#Anchor-MARC-21683>. New subscribers or those who have not recently updated their catalogs should download the **cumulative** file.

MARC records are provided to subscribers "as is." Some options for MARC editing tools can be found on the Library of Congress's website: <http://www.loc.gov/marc/marctools.html>. One free program, MarcEdit, can be downloaded here: <http://marcedit.reset.net/downloads>.

- The records are MARC21, USMARC records, in Unicode UTF-8 format.
- There is a slight discrepancy between the number of records and the number of books in the collection due to multi-volume sets sharing a single record.

Fixed Fields:

- Record Type: a - Language material
- BLvl: d - Subunit of a collection
- 001 System-supplied control number
- 005 Date and time of latest transaction
- 006
- Form of material: m - Computer file
- Type of computer file: m - Combination
- 007 Record characteristics for remote access computer file format for textual data

Variable Fields:

- 035 A unique identifier of the record
- 040 MiU |c MiU (University of Michigan NUC symbol)
- 090 LC call number derived from the original print version
- 260 Record publisher information pertinent to the original print source
- 300 Physical description for the original print source
- 533 Reproduction note on the processing of the page-image version - or
- 534 Original version note for text-based items
- 6XX Relevant LCSH assignments
- 7XX Additional access points
- 830 Uniform title series added entry
- 856 URL for Electronic access

Discovery Services

HEB works with several discovery services to make our metadata available to our subscribers. In 2012, HEB teamed up with [OCLC](#) to make available a complete set of records for the HEB collection via WorldCat. Records for all HEB titles are assigned unique OCLC ID numbers. HEB titles are also available as a WorldCat Collection Set. In addition to OCLC, Humanities E-Book makes our content available to ProQuest/Summons, Ex Libris (via both the Primo Central and the Alma Community Zone options), and EBSCO (via two divisions: EBSCO Discovery Services, and EBSCO A to Z). By providing our metadata via discovery services, we aim to make it easier for subscribers who draw on these various services to integrate HEB with the rest of their digital holdings.

HEB Content is Not Available Via Other Aggregators

Although HEB provides metadata to several discovery services, viewing our titles is only possible if an institution's IPs have been authorized by HEB for access to the

collection. Humanities E-Book's content is for the most part unduplicated. Our research shows that an average of 90% of the HEB collection is unique and does not overlap with the title lists made available by a number of other providers (including JSTOR, Project MUSE, ebrary, EBSCO Academic and EBL Ebook Library). The HEB collection is centered on backlist titles of enduring value to research and teaching. The titles held in HEB are often the only digital versions of these books currently available and thus remain unduplicated. Simply put, the only way to access HEB's collection is to subscribe to HEB.

Description of HEB for Your Library's Database Description Page:

To help your students and faculty find the collection, you can add this description of HEB in your library's list of databases. We will update this description as we add to the collection with our annual releases of new titles.

"ACLS Humanities E-Book (HEB) is an online, fully searchable collection of 4,680 books of high quality in the humanities and related social sciences. Frequently cited in the literature, these titles are recommended by scholars and learned societies and include many prize-winning works. Users may also access online book reviews from leading journals."

PART 2: NAVIGATING HEB

Navigating Titles in HEB

HEB was designed to present the student or researcher with an intuitive, user-friendly interface. Various navigation options are available:

Top Toolbar

At the top of each page on our website is a toolbar and menu providing access to the descriptive pages of the HEB website as well as to the collection as a whole.

- **“About Us”** includes information on the history of ACLS and Humanities E-Book, the ACLS Learned Societies, our publishing partners, and Michigan Publishing. **“Subscriptions and Pricing”** discusses how to subscribe to HEB.
- **“The Collection”** includes a link to download complete current title list in spreadsheet format, links to our special series, a list of the ACLS Fellows’ Publications in HEB, complete list of our XML titles, Handheld Editions and print on demand (POD) titles, and a list of Orphan Works.
- **“Browse”** and **“Search”**: Individual titles may be identified and accessed using the **“Browse”** and **“Search”** options. Basic, Boolean, Proximity and Bibliographic searching are available and users can access their search history.
- **“News and Blog”**: Under the **“News and Blog”** button, there are links to archived reviews of HEB, press release and archived newsletters, as well as our blog, which is regularly updated with news about HEB.
- **“Help”**: Under the **“Help”** option are answers to FAQ, links to additional resources and our white papers, and a **“For Librarians”** page of information and resources, with tips on linking to text sections, downloading MARC records, proxy server configuration, running usage stats, common access problems and more.

Navigation Buttons Within Titles

- Within individual titles, the following additional navigation buttons appear at the top of the interface: **“Contents”**, **“Reviews”**, **“Catalog Record”** and **“Save Citation”**.
- **“Contents”**: The contents include a list of chapter headings: click on any chapter heading to view the full text of that chapter.
- **“Reviews”**: Book reviews from the major journals, if available, can be viewed by clicking the links under **“Reviews.”**
- **“Catalog Record”**: The **“Catalog Record”** for each book provides the title, author, publication information, e-publishing information, URL or **“handle”** for the book, and Library of Congress subject headings.
- **“Save Citation”**: Clicking the **“Save Citation”** button presents step-by-step instructions for saving a citation to an HEB title in Zotero, a free plug-in.

Viewing Options Toolbar

Finally, a gray toolbar at the top of the page within each title allows three different viewing options:

- **“Image:”** the default **“Image”** option (an image of the scanned page)
 - **“Text”:** (to access the unformatted OCR-derived text version of the page)
 - **“PDF”:** (a ten-page excerpt of the book formatted as an image-based PDF file).
- In addition, the toolbar provides a pull-down menu and “prev” / “next” buttons for page navigation, as well as a set of buttons allowing readers to increase or decrease the size of the page image.

Printing and Downloading:

Since most material on this site is licensed for online electronic distribution only, users are restricted to printing pages for personal research use. To print a page from an HEB title, choose the “PDF” viewing option. Ten pages may be downloaded or printed at a time. Note: the page from which you generate the PDF will be at the center of the range generated for download.

HEB also offers a subset of titles from its collection for purchase separately as Print-On-Demand.

POD:

Several hundred selected titles from all fields in HEB’s online collection are available in its Print-on-Demand (POD) program. Through its partners at the Michigan Publishing division of the University of Michigan Library, Lightning Source and CreateSpace (Amazon), HEB provides both soft and hard (case) bound copies, at affordable prices, far below those of commercial vendors and far below the cost of these titles on the rare or used book market, when available. Upon ordering, allow about two weeks for delivery.

The program includes both in- and out-of-copyright works but is restricted to titles that are not in print with a publisher. Titles included in the program are designated by an ordering button on the title record page. A complete list of POD titles currently in the HEB program is available on our website:

<http://www.humanitiesebook.org/the-collection/print-on-demand.html>.

Handheld Editions

HEB currently offers some titles from its online collection as downloadable/mobile editions formatted for use with various handheld devices. These books can be purchased individually for \$9.99 each from a number of sources, including [Amazon](#), Barnes & Noble's [NOOK Book Store](#), and various other U.S.-based and international online retailers, such as [BooksOnBoard](#), [eBookMall](#), [Lybrary.com](#), [Powell's Books](#), and [Feedbooks](#). A full list of the handheld editions that are currently available can be

found on our website: <http://www.humanitiesebook.org/the-collection/handheld-editions.html>.

Running Usage Statistics for HEB

Institutional subscribers can access their stats at the portal of the University of Michigan's Digital Publishing Services:

<http://quod.lib.umich.edu/cgi/s/stats/subscriber>. You should choose ACLS Humanities E-Book (acls) in scrolling menu. Subscribers are recognized based on IP authorization so you don't need a login. If you are having a problem accessing the user stats for your institution, you should contact subscriptions@hebook.org to ensure that the IP for your workstation has been authorized for access to HEB.

Both CUSTOM reports and COUNTER reports are available for HEB. A CUSTOM report will provide total browse requests, searches, and page/text views across the collection by month.

For a stats report with details on title usage, do not run the COUNTER Book Report 1 (BR1) that you see on the UM portal. HEB subscribers should draw ONLY on COUNTER Book Report 2 (BR2). The reason for this is that BR1 provides data only on those digital texts that the user can view in their entirety all at once. This does not apply to any of the books in the HEB collection, which can be viewed exclusively on a page-by-page or section-by-section basis. Therefore, only BR2 will give an accurate picture of title usage for HEB. COUNTER Book Report 2 will provide the number of successful requests for an individual page image or section of digital text (such as a chapter or section) with title information for each month.

How Stats are Tracked:

HEB tracks usage through IP access only. Consequently HEB does not track off-site institutional access through SHIBBOLETH. Shibboleth users in the United Kingdom need to combine the results of HEB stats with those stats for an accurate picture of usage.

HEB also does not track off-campus password access for secondary schools that do not use a proxy server. Consequently, depending on how HEB is accessed at those schools, stats for HEB may seem unexpectedly low.

Part 3: THE COLLECTION

ACLS's Mission:

The American Council of Learned Societies, founded in 1919, is the pre-eminent representative of humanities scholars in the United States. The mission of ACLS is to “advance humanistic studies in all fields of learning in the humanities and related social sciences and to maintain and strengthen relations among the national societies devoted to such studies.”

HEB's Mission:

The mission of Humanities E-Book, founded in 1999, is to support ACLS's mission by making available titles of enduring importance in the humanities and related social sciences to those students, scholars and institutions engaged in humanistic studies.

Statement of Editorial Goals and Objectives:

ACLS Humanities E-Book (HEB) is an online collection of 4,680 books of high quality in the humanities. These are works of major importance that remain vital to both scholars and students. HEB adds hundreds of books to the collection each year, including several carefully selected new XML titles that have the potential to use new media to communicate the results of scholarship in new ways.

To guarantee the scope and quality of this interdisciplinary collection, ACLS collaborates with learned societies and university presses to assist scholars in the electronic publication of high-quality works in the humanities, to explore the intellectual possibilities of new media and to help assure the continued viability of scholarship in today's changing publishing environment.

Subject Areas:

Titles in HEB are recommended by scholars and the participating learned societies of ACLS and carefully selected for their lasting importance in their fields. HEB was originally funded as the ACLS History E-Book Project in June 1999. The collection has now expanded to 41 subject areas.

Fields currently covered include area and historical studies in: African, American, Asian, Australasian/Oceanian, Byzantine, Canadian, Caribbean, Central European, Comparative/World, Eastern European/Russian, Economic, Environmental, European, Jewish Studies, Latin American, Law, LGBT/Queer Studies, Medicine, Methods/Theory, Middle East, Native Peoples of the Americas, Science/Technology, and Women's Studies. HEB also encompasses the fields of Archaeology, Art and Architectural History, Biblical Studies, Bibliographic Studies, Film and Media Studies, Folklore, Linguistics, Literature, Literary Criticism, Musicology, Performance Studies (theater, music, dance), Philosophy, Political Science, Religion, and Sociology. Two new subject areas added in 2015 are Animal Studies and Hip Hop Studies. By continuing to expand into newer fields, HEB hopes to ensure that

all disciplines relevant to contemporary scholars, both established and emerging, are represented.

Title Lists:

A link to a complete list of current titles in spreadsheet format is always provided on HEB's website: <http://www.humanitiesebook.org/the-collection/default.html>. If you would like to request a title list for a topic with the HEB collection, contact HEB (see Customer Service contact information).

Pinterest Boards:

Pinterest boards for some topics within HEB can be found here: <https://www.pinterest.com/acls1919/>. Librarians may find linking to our Pinterest boards an easy way to add e-books to a LibGuide. Faculty and students may find our Pinterest boards useful for suggestions for broad reading within a topic. We welcome suggestions for additional Pinterest boards (see Customer Service contact information).

Top-Hit Titles:

Twice a year, HEB compiles a list of our "top-hit titles" across all subscribing institutions. For the period July to December 2014, as in the previous few semesters, we are observing a growing interest among our readership in African studies, and a strong ongoing interest in race and racism, nationalism and colonialism. For those interested in exploring some of these topics further, we recommend HEB's Pinterest board of titles pertaining to [Race in America](#).

1. Anderson, [*Imagined Communities: Reflections on the Origin and Spread of Nationalism*](#) (Verso, 2006)
2. Geertz, [*The Interpretation of Cultures: Selected Essays*](#) (Basic Books, 1973)
3. Mintz, [*Huck's Raft: A History of American Childhood*](#) (Harvard University Press, 2004)
4. Ehret, [*The Civilizations of Africa: A History to 1800*](#) (University Press of Virginia)
5. McClintock, [*Imperial Leather: Race, Gender and Sexuality in the Colonial Contest*](#) (Routledge)
6. Johnson, [*Soul by Soul: Life Inside the Antebellum Slave Market*](#) (Harvard University Press, 1999)
7. Jenkins, [*Convergence Culture: Where Old and New Media Collide*](#) (New York University Press, 2006)
8. Ngai, [*Impossible Subjects: Illegal Aliens and the Making of Modern America*](#) (Princeton University Press, 2004)
9. Brown, [*Mama Lola: A Vodou Priestess in Brooklyn*](#) (University of California Press, 1991)
10. Blight, [*Race and Reunion: The Civil War in American Memory*](#) (Harvard University Press, 2001)

Expanding the Collection

The HEB collection was designed to be an expanding library. We are now working closely with thirty-one participating learned societies to assist them in identifying new fields and appropriate titles for electronic publication and to encourage an expanding HEB collection.

Prize-Winning Works

HEB identifies and seeks out prize-winning scholarly works for inclusion in the collection on a regular basis. In addition to mainstream awards, these include prizes awarded by many of the ACLS learned societies, ensuring a broad and diverse range of scholarship. At this stage in our collection development, over 20% of the HEB collection consists of award-winning titles.

Recommend a Title for Inclusion

If you would like to suggest a title or a list of titles for inclusion in HEB, send an e-mail to info@hebook.org, providing as much information as possible including the full title, author, publisher, publication date, the major reasons for including it and any additional information that you consider helpful.

HEB's Special Series

As part of its role as a portal to the best digital scholarship in the humanities, HEB makes available several important series, in cooperation with our publishing partners and learned societies. These can be searched either as distinct series on our [search page](#) or by individual title. These series currently include:



[ACLS Centennial Series](#) A selection of books authored by prominent contributors to the American Council of Learned Societies to commemorate its founding in 1919.




[Cambridge University Press](#) A range of titles from 13 series by Cambridge University Press, the oldest academic press and the originator of the academic series. These books include distinguished lists in Film, Music, Literature and general cultural studies.





[Collected Writings of Walt Whitman](#) In cooperation with [New York University Press](#), the 17 volumes from this critically acclaimed, but long out-of-print, series are now available online for the first time as part of the HEB collection.





[College Art Association Monographs](#) This series published scholars who are among the most influential art historians of our time, and covers the history of art from Classical Antiquity into the early twentieth century.


 **Fordham University Press** Over 200 titles from Fordham's two distinguished series, American Philosophy and Perspectives in Continental Philosophy.

 **Gutenberg-e** A collaborative effort between **Columbia University Press** and the **American Historical Association**, the Gutenberg-e's prize-winning books represent distinguished and innovative scholarship that is published initially in a cross-searchable digital format.

 **John Harvard Library** From Harvard University Press, these are essential primary sources in American history and culture by leading American figures and edited, with introductions, by distinguished scholars.

 **Records of Civilization** HEB presents the first digitization of **Columbia University Press's** renowned Records of Civilization, an essential series of primary sources in English translation with introductions and apparatus by leading scholars

 **Society of Biblical Literature** Three distinguished series from the SBL's catalog: Writings from the Ancient World, Writings from the Greco-Roman World, and Ancient Israel and Its Literature.


 **Villa i Tatti series:** An important series in Italian Renaissance studies, from Harvard University Press.

For more details and a complete list of HEB's Special Series, go to http://humanitiesebook.org/the-collection/series_HSC.html.

XML-Encoded Titles:

The HEB collection features a number of XML titles designed to be standardized, replicable and inexpensive to reproduce. Unlike the bulk of our collection, which consists of page-image editions derived from scanning, these books are text-encoded and can therefore feature additional interactive elements, such as links to additional resources, enlargeable images and other related media. The XML title list includes all books in HEB's **Gutenberg-e series**, among other new and backlist titles.

The XML-encoded titles are dynamically transformed into HTML for standard web-browser viewing when accessed online. These books have been tagged in accordance with HEB's **XML specifications** for consistency in formatting and functionality, and incorporate a number of interactive features such as hyperlinking, pop-up windows, enlargeable images, and audio and video files, as well as additional resources not available in the print version. These titles are indicated in our full


browse lists by this icon: 


How to Save Citations for ACLS Humanities E-Book

“Save citation”: Currently, HEB users have the option of saving information on individual titles in their citation list for reference purposes via their browser by making use of Zotero (a free open-source reference-management plug-in). You can find instructions on our website for using Zotero for Firefox: <http://www.humanitiesebook.org/help/default.html - Anchor-Saving-35326>. Alternatively, you can use the [Zotero Standalone client](#) with a browser extension, though the instructions will vary.

Using HEB in the Classroom

1. **Unlimited access:** Because subscribers have unlimited, simultaneous access to all Humanities E-Book titles via standard web browsers, faculty never need to worry about “seats” or limits on access. Your entire class can read any of our books simultaneously.
2. **Linking:** Each title’s catalog record provides a stable URL to which faculty can link if they are including a Humanities E-Book title in a syllabus. Faculty can also link to text sections within a title and can link to HEB titles on learning platforms such as Blackboard, D2L or Moodle. HEB currently does not support permanent URLs to the chapter/section level. However, if users wish to create links for individual text sections within a title (e.g., for course-reserve reading), if properly formed, URLs should remain relatively stable. HEB will alert subscribers to any changes in the URL configurations, which will be timed to have minimal impact. When linking to text sections in individual titles, the following protocol applies:

 For page-image books, include URL elements c, idno, view=image, and seq
Link example: <http://quod.lib.umich.edu/cgi/t/text/pageviewer-idx?c=acls;idno=heb02308.0001.001;view=image;seq=0000027>

 For books with XML encoded text, include URL elements c, idno, rgn, view=text, and node parameter
Link example: <http://quod.lib.umich.edu/cgi/t/text/text-idx?c=acls;idno=heb90009.0001.001;view=text;rgn=div1;node=heb90009.0001.001:6>

3. **Stable High Quality Collection:** Titles in HEB are recommended by scholars and carefully selected for their lasting importance in their fields. The curated nature of the collection makes it an **excellent choice for course reserves**. Since HEB launched in 2002, very few titles have been removed. Updating of the collection with any works that need to be removed will coincide with

HEB's annual new releases each summer, which should minimize the impact on syllabi.

4. **Saving Citations:** Students can save and export citations in HEB via Zotero, a free open-source reference-management plug-in that allows notes to be associated with bibliographic items, storing a long lasting history of reference material.
5. **Accessibility:** For students with disabilities: we are compliant with W3C's Web Content Accessibility Guidelines (WCAG) 2.0, Conformance Level A and are working toward WCAG 2.0 Conformance Level AA. And because we provide a text-only version, the content can be processed by third party text to voice program. You can read more about our levels of ADA compliance and accessibility on our website: <http://www.humanitiesebook.org/help/for-librarians.html> - Anchor-ADA-11112.

PART 4: CUSTOMER SERVICE:

Contact Information for HEB Staff

Managing Editor

Nina Gielen

E-Mail: ngielen@hebook.org

Tel: 212-697-1505, ext. 153

646-485-5953 (direct)

Contact Nina for questions on Handheld and XML titles, and general questions.

Subscriptions and Marketing Coordinator

Clare Doyle

E-Mail: cdoyle@hebook.org

Tel: 212-697-1505, ext. 148

646-485-5948 (direct)

Contact Clare for IP update requests, updates in your library's contact information, access problems, MARC records updates, to report a problem with a title, for questions about renewing a subscription or subscribing via a consortium, to request a title list, to suggest a Pinterest board or to schedule a webinar about HEB for your library staff and/or faculty.

Collection Development Specialist

Eugene Rutigliano

Email: erutigliano@hebook.org

Tel: 212-697-1505, ext. 160

Contact Eugene to suggest a title for inclusion in HEB and for copyright questions.

Accounting

Eunice Vanaarde-Goje

E-Mail: egoje@hebook.org

Tel: 212-697-1505, ext. 139

Contact Eunice for questions about invoicing.

National Academic Library Account Manager

Catherine Lee Walton

E-Mail: lwalton@hebook.org

Tel: 847-486-8362

Contact Lee for questions about subscribing or working with a consortium or to schedule a webinar about HEB for your library staff and/or faculty.

