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.

![HathiTrust Search Portal](image)
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.
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.
4. Catalog Advanced Search

Advanced search options include searching multiple fields, languages, and formats.
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.
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.
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.
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.
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.
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
4. Different ways of viewing the book, including "plain text" view.

5. Access keys for navigating pages with keyboard. Other access keys used in HathiTrust include:
   a. Access Key 2: Skip site navigation
   b. Access Key 5: Switch to full text OCR for current book
   c. Access Key f: Go to first page in book
   d. Access Key p: Go to previous page in book
   e. Access Key n: Go to next page in book
   f. Access Key l: Go to last page in book
C. Full-text Search

1. Search portal

   1. The full-text search portal is located in the center of the home page. Keywords entered here are searched across volumes in the entire library, whether in-copyright or public domain. Full-text search includes bibliographic data. Results where the search term is found in the bibliographic record are ranked higher than results where the search term is only in the full-text of the item. Like full-text search of individual volumes above, textual results are only available for full view items. For Limited view volumes, as in Viewing Content in PageTurner #4 above, information about the frequency and location of search terms is provided.

   2. A check box is available to limit results to full view items only.

A search is entered here for Eyjafjallajokull, the Icelandic volcano.
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.”
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.
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.
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.
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.
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).
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.
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.
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.

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.