

# A guide for patrons seeking equitable access to items in HathiTrust

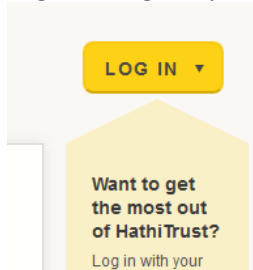


## Step 1 - Certify your print disability with the University

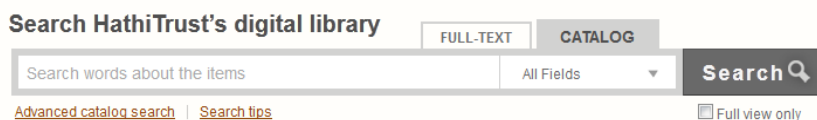
- **Students** should contact **Student Disability Services**, 420 CCC, 235 Garden Ave., Ithaca, NY 14853-6601; [sds\\_cu@cornell.edu](mailto:sds_cu@cornell.edu); phone: 607-254-4545; Fax: 607-255-1562 (Do not use the e-mail address to submit disability documentation.)
- **Staff and Faculty** should contact **Medical Leaves Administration**, Division of Human Resources, 365 Pine Tree Road, Ithaca, NY 14850; [can29@cornell.edu](mailto:can29@cornell.edu); phone: 607-255-1260; Fax: 607-255-1888

## Step 2 - Locate items in HathiTrust

- A. In a web browser, navigate to HathiTrust (<http://www.hathitrust.org/>).
- B. Log in, using the yellow button marked “LOG IN” in the upper right of the screen.

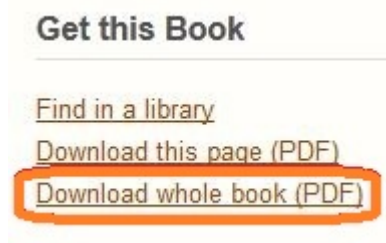


- C. Locate the books you are interested in using the search box on the page. The link called “Search Tips” gives ways to use search most effectively. (Accessibility tips are also noted at <http://www.hathitrust.org/accessibility>.)



You can also ask a public services librarian for help. (See <http://campusgw.library.cornell.edu/services/askalib.html> for contact information.)

- D. Books you locate will be in either full-view or limited view.
  - a. An item is in full-view if you can see the pages of the book on the screen. These are items you can download yourself. Look for the link in the left-hand navigation bar that is labeled “Download whole book (PDF)”.



# A guide for patrons seeking equitable access to items in HathiTrust



- b. A book is in limited view when instead of the book, you get a message that says “This item is **not available online** (Limited - search only) due to copyright restrictions.” For these items, you will need a proxy to determine if access is available. Refer to the next step.
- E. Build a list of items that are not in full view
  - a. In the lower portion of the screen where books are normally displayed, there is a URL in a field named “Permanent link to this book”. Copy this link.

## Share



- b. Paste the URL for the books you want into a list. Build your list electronically by putting each URL on a separate line. Use a Microsoft Word Document or a Rich Text Format document, and save to a thumb drive, or paste directly into an email that you will send to the proxy.
- c. Contact a proxy through our service list [CUL-HTProxy-L@cornell.edu](mailto:CUL-HTProxy-L@cornell.edu). You can attach the list of books you have created or paste them directly in the email. If you want the proxy to transfer items directly to your thumb drive, note if you prefer to deliver your thumb drive to Olin Library, or to Mann library. A proxy will get in touch with you promptly to make arrangements.

## Step 3 - Receive your books!

- F. The proxy will deliver available items by thumb drive if you have supplied one, or through the Cornell Dropbox. If Cornell Dropbox delivery is used, you will receive an email with a link where you can download your books. Turnaround time will depend on the length of the list supplied.
- G. Terms of service
  - a. The works delivered may be protected by U.S. copyright law.
  - b. Access provided through this service is based on your print disability. Access to this material provided by this method may be considerably wider than that enjoyed by patrons at large.
  - c. The cover sheet indicating the copyright status and terms of use must remain with the work at all times. Do not separate it.
  - d. The PDF(s) is (are) for personal use only and may not be shared with anyone else or copied beyond purposes to facilitate personal use.
  - e. If you have any questions about the proper use of the material, or if you suspect unauthorized access to the material, you must contact the proxy immediately.