

Patron guide to equitable access for books in HathiTrust



Step 1 - Certify your print disability with the University

- **Students** should contact **Student Disability Services**, Level 5 Cornell Health Building, 110 Ho Plaza, Ithaca, NY 14853-3102; 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; phone: 607-255-1260; Fax: 607-255-1888

Step 2 - Locate items in HathiTrust

- A. In a web browser, navigate to [HathiTrust](https://www.hathitrust.org).
- B. Log in, using the yellow button marked “LOG IN” in the upper right of the screen (see figure 1 at right).

Locate the books you are interested in using the search box on the page. (Note the search box in figure 2, below.) The link “Search Tips” gives help on how to use search most effectively. (HathiTrust also makes accessibility tips [available](#) for their site.

You can also ask a public services librarian for help. (See [Ask a Librarian](#) for contact information.)

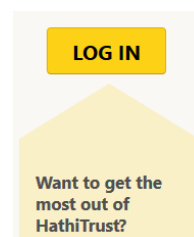


Figure 1

Search the HathiTrust Digital Library

A screenshot of the HathiTrust search interface. It features a search box with the placeholder text "Search words about or within the items" and a "Search HathiTrust" button. Below the search box are radio buttons for "Full-text" (selected) and "Catalog", and a checked checkbox for "Full view only". At the bottom, there are three links: "Advanced full-text search", "Advanced catalog search", and "Search tips".

Figure 2

- C. Books you locate will be in either full-view or limited view.
 - a. An item is in full-view if you can view the pages of the book on the screen. You can download these yourself. Look for the link in the left-hand navigation bar that is labeled “Download whole book (PDF)” (See figure 3 at right).
 - b. A book is in limited view when, instead of the book, a message is displayed 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.

Get this Book

- [Find in a library](#)
- [Download left page \(PDF\)](#)
- [Download right page \(PDF\)](#)
- [Download pages \(PDF\)](#)
- [Download whole book \(PDF\)](#)

Figure 3

D. Build a list of items that are not in full view

- a. In the lower portion of the left hand navigation bar, there is a URL in a field named “Permanent link to this book” (see Figure 4 at right). You may have to scroll the navigation bar down to discover this link. A single click on this field selects the full URL address. Copy this link.
- b. Paste the links for the books you want into a list. Place each URL on a separate line. The easiest method is to paste the links directly into an email that you will send to the proxy. You can also use a Microsoft Word Document or a Rich Text Format document, and save to a thumb drive, or send as an email attachment.
- c. Send your list to CUL-HTProxy-L@cornell.edu. Note that items are normally delivered through Cornell Secure File Transfer Service. If you would rather the items be delivered directly to your thumb drive, note where you will plan bring that, either at Olin Library or Mann Library. A proxy will get in touch with you promptly to make arrangements.

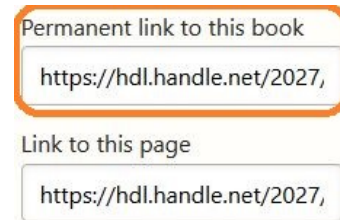


Figure 4

Step 3 - Receive your books!

- E. Items are normally delivered through [Cornell Secure File Transfer Service](#). (You will be given a link for download, unless you have made arrangements for transfer via thumb drive (see directly above).
- F. Turnaround time will depend on the length of your list. We endeavor to deliver within two business days, but large request lists may take longer.
- G. Terms of service
 - a. You must be located in the United States.
 - b. You must have an “active” status with Cornell.
 - c. The works delivered may be protected by U.S. copyright law.
 - d. 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.
 - e. The cover sheet indicating the copyright status and terms of use must remain with the work at all times. Do not separate it.
 - f. 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.
 - g. 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.