



KING CEASOR UNIVERSITY

Ignite The Future

LIBRARY AND INFORMATION SERVICES

**A STEP-BY STEP GUIDE TO SEARCHING AND RETRIEVING
ELECTRONIC INFORMATION RESOURCES**

DEVELOPED BY KCU LIBRARY TEAM

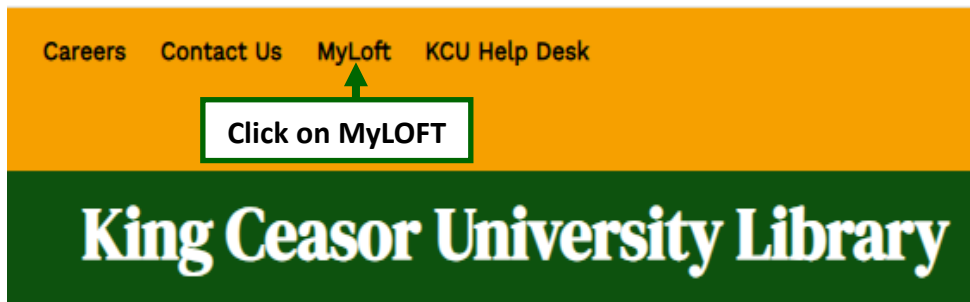
MARCH 2026

KEY STEPS IN SEARCHING AND RETRIEVING E-RESOURCES

Upon successful registration by the KCU Library team, the following steps are provided to guide users in navigating and accessing e-resources remotely.

Step 1:

- Access KCU Library Website on: <https://library.kcu.ac.ug>
- Click My Library of Finger Tips (MyLOFT) Link illustrates here:



Log in dialog box is displayed.

Step 2:

- Input your MyLOFT login details: email address and password, then click '**sign in**'

The databases will appear on inactive mode.

Step 3:

- Click e-Resources then All Databases to activate all databases accessible.



Step 4:

- Choose the database you want to search from.
- For example, Taylor & Francis is a database that covers many different subjects.
- Type your search terms or phrase (such as “kidney diseases”) into the search box, then click the search icon as shown below.



Step 5: To download a full-text article;

- Click on the full-text article you have selected.
- Select a PDF format and download it to your device.
- If you prefer, you can also read the information online without downloading it.

The screenshot shows the top section of a journal article page. At the top left is the journal logo for 'Journal of Inflammation Research' and the text 'Volume 18, 2026 - Issue'. To the right is a search bar with the placeholder text 'Enter keywords, authors'. Below the journal information are two buttons: 'Submit an article' (green) and 'Journal homepage' (blue). On the left side, there are statistics: '512 Views', '3 CrossRef citations to date', and '0 Altmetric'. In the center, there is a 'Listen' button with a speaker icon. The main title of the article is 'RNA-Based Therapies in Kidney Diseases', with the authors 'Liang Hu, Ting Jin, Ning Zhang, Jin Ding & Lina Li' listed below it. The article is labeled as a 'REVIEW'. Below the authors, there is a DOI link: 'https://doi.org/10.2147/JIR.S505252' and a 'Check for updates' button. At the bottom of the article information, there is a navigation bar with several options: 'Full Article' (blue), 'Figures & data' (blue), 'References' (blue), 'Citations' (blue), 'Metrics' (blue), 'Licensing' (blue), and 'Reprints & Permissions' (blue). Below this bar are two green buttons: 'View PDF' and 'View EPUB'. A green-bordered box on the left contains the text 'Click PDF to Download' with a green arrow pointing to the 'View PDF' button.

STEPS IN DOWNLOADING EBOOK FROM EBSCOHOST DATABASE

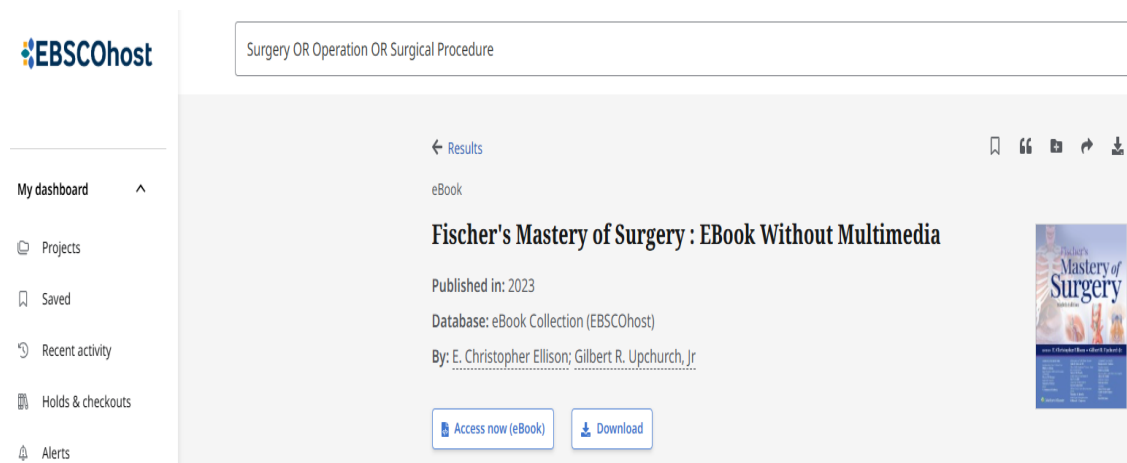
Step 1:

- First, repeat Steps 1–3 above to log into the system.
- Once you are logged in, select the **EBSCOhost database**.
- Then type your search terms in the search box, for example: "*Surgery OR Operation OR Surgical Procedure*", and click the **search button** as shown below:



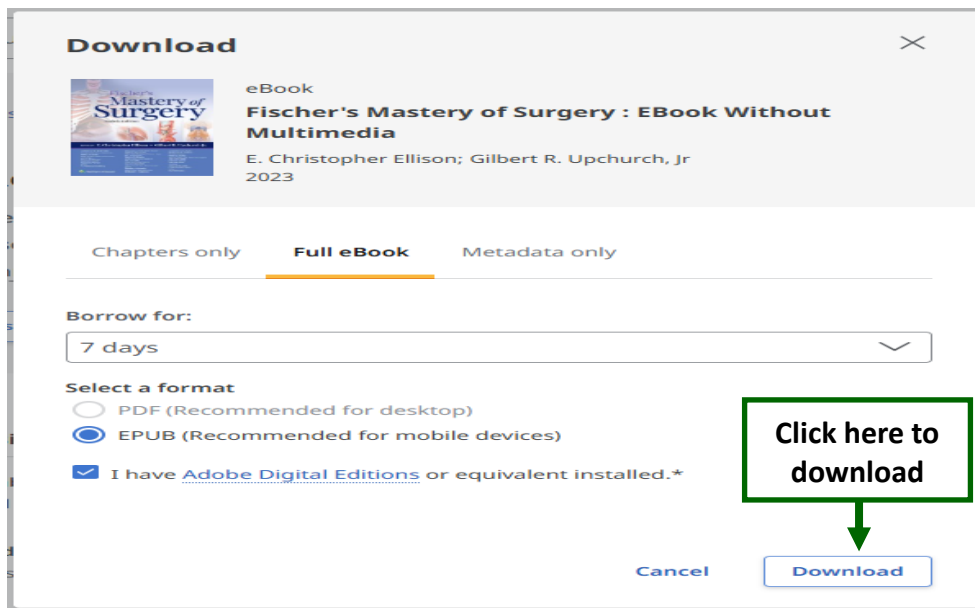
Step 2: E-Book Selection

- Choose an eBook from the search results that best fits your needs.

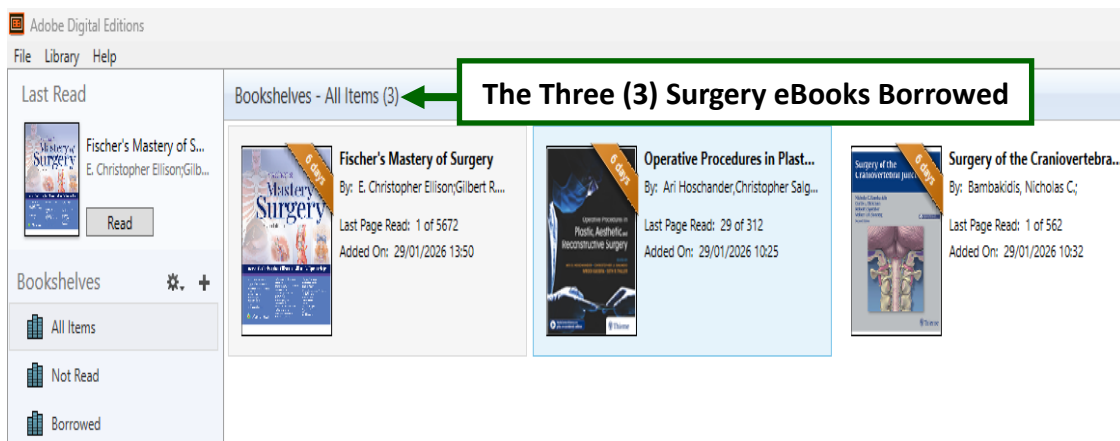


Step 3: Install Adobe Digital Edition Library and eBook Download

- Make sure you have installed **Adobe Digital Editions** on your computer so you can easily download and read eBooks from EBSCOhost.
- Please note that eBooks on **EBSCOhost** can only be borrowed for up to 7 days at a time.
- Once you download an eBook, it will automatically be saved and organized in your **Adobe Digital Editions** library for easy access and reading.



An Illustration of Adobe Digital Editions Library



- The downloaded EBSCOhost eBook(s) will be accessed from the adobe library for the period borrowed, in this case 7 days.

NOTE: For any challenge, please contact the library on:

library@kcu.ac.ug