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BiblioRossica

Reader and Librarian Guide

English edition

Using the English-language interface

bibliorossica.com

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1. Start here

1. Open the website and select “Sign in” to sign in with your account email or username and password.
2. For a specific book, open “Advanced search” and use “Title”, “Author”, or “ISBN”.
3. Open the book’s details page from the catalogue and select “Read”. If the page offers a subscription instead, ask your library to check access.
4. Use the reader’s text search, display controls and page navigation to work with the book.
5. Save the book to your favourites. To return to something you have read, open “My account” → “Recently viewed”.

Librarians have a separate menu entry, “Librarian account”. It opens usage statistics, reports, user records and MARC export.

2. Accounts and access

Sign in

Select “Sign in” at the top of the website. Enter your details in “E-mail or username” and “Password”, then select “Sign in” in the sign-in window. Once signed in, use the “My account” menu to open your saved materials.

If you see “Invalid username, email address or incorrect password.”, check the account identifier, keyboard layout and letter case. Select “Forgot password?” if you need to start password recovery.

Start registration

From the sign-in window, select “Sign up”. Complete the first name, surname, email, password and repeated-password fields. The form specifies a minimum password length of eight characters. Read the licence agreement before accepting it. Check the newsletter choice: it is selected by default.

Start password recovery

Select “Forgot password?” in the sign-in window. Enter your account email in “Email” and select “Send reset link”. “Back to sign in” returns to the sign-in form.

Use access provided by an institution

If your university or library provides access, ask its staff which sign-in method to use and which titles are included. The sign-in window includes “Sign in via institution”. Obtain your institution’s instructions before using this route.

Check whether you can read a book

Open the book’s details page and inspect the available actions. “Read” opens the reader when access is available; if you are signed out, it may first open the sign-in form. Other books may show “Subscribe” and “Read excerpt”. An excerpt may also require sign-in.

A displayed price of 0 $ does not, by itself, establish access without an account or subscription. If you need the book for a course, send its details-page URL to your librarian for an access check.



Subscription and excerpt options on a book page

Sign out

Open “My account” and select “Log out”. The header returns to the “Sign in” option.

3. Find a book

Use the main search

Enter your query in the header search box and use the search button beside it. A general query can return a broad set of results, and some results open directly in the reader. Use the separate advanced-search fields when you are looking for a particular edition.

Search by title, author or ISBN

1. Open “Advanced search”.
2. Enter one known detail in “Title”, “Author” or “ISBN”.
3. Run the search from the form.
4. In the catalogue results, select a title or cover to open the book’s details page.

For example, you can find China in the World using its title, author Ban Wang, or ISBN 978-1-4780-9245-2. These are alternative search routes; you do not need to fill all three fields.

Browse a subject or publisher

In the catalogue, open “Categories” and choose a subject, such as History. The subject appears among the active filters.

To browse a publisher, open the search options, choose its name under “Publisher”, and apply the filter. Review the resulting list of books.

4. Advanced search and filters

On a narrow screen, catalogue options open through “Filters”. The form includes “Author”, “Title”, “Description”, “ISBN”, “BBK” and “UDC”; selectors for language, publisher, collection and publication type; publication dates; and the choices “Free access” and “New arrivals only”. In “Advanced search”, the free-title option is labelled “Free only”.

Choose a criterion and check that it appears among the active filters. In the “Filters” window, select “Apply filters” to apply your choices.

To browse free titles, select “Free access” and apply the filter. You can also open “Collections” → “Open Access” → “Full collection”. Sign-in may still be required to read a selected book. The filter and collection may contain different sets of titles.

Use “Sort” to change the order, for example to “Title (A-Z)”. Select “Reset all” to clear the previous search restrictions before starting again.

If the results look unexpected, clear the filters and try one criterion at a time. Check the publication year and other bibliographic details on the book’s own page.

5. Understand a book’s details page

Before opening a book, check its title, author, publisher, language and publication details. The page may also include a description, page count, bibliographic reference with ISBN, and subject categories. The information available depends on the edition.

Select “Read” to open the reader. Use the favourites icon to save the book. The bibliographic reference provides source information for your reading list; adapt its formatting to your institution’s or publisher’s citation requirements.

You may also see “Recommend to library”, a bibliographic-copy control and “Download MARC”. These actions are not necessarily enabled for every account type.



Book details and available actions

6. Your account

Open “My account” from the account menu. Use “Favourites”, “Recently viewed”, “My books” and “My quotes” to find your materials.

The “Search bookshelf” area searches your bookshelf. Enter a book title and select “Search”.

The profile area contains your name, email, phone, address fields and newsletter choice. Make your changes and select “Save changes”.

To download your personal bookshelf, select “Export to Excel”. Open the downloaded file from your browser’s downloads.

7. Favourites and folders

Save a book

Select the favourites icon on its details page, or “Add to favorites” in the reader. Open your account to find the saved book. To remove it from favourites, clear the book’s favourites selection.

Organise your bookshelf

1. Select “Create folder” in your account and give the folder a name, such as “Seminar reading”.
2. For a saved book, open the folder-selection control.
3. Choose the folder and select “Save”.
4. Use the folder filter to display its books.

These folders organise your personal bookshelf.

Deleting a folder leaves its book in favourites. Treat removing a folder and removing a book from favourites as separate actions. Check the selected folder before deleting it.

8. Viewed books and resuming reading

Open “My account” → “Recently viewed” and find a book you opened previously. Its entry may show the page where you stopped.

Open the book’s details page and select “Read”. The book reopens at its saved page. Use the reader’s page number to check your position and navigate back manually if needed.

9. Read and navigate

Selecting “Read” opens the book and its reader controls. At the bottom, the page indicator shows the current page, and “Position in book” controls your position.

Choose a position on the page slider. With the slider focused, Home moves to the beginning and the right arrow advances one page. Check the displayed page number after moving.

The reader's page number may differ from the number printed in the book, for example because of title and introductory pages. Give the reader page number when explaining how to reach a passage; check the printed numbering for an academic reference.

If the book has no separate interactive contents panel, use its printed contents pages and page navigation, or search within the book. Saving a book to favourites is different from marking a particular page.

10. Search within a book

1. Select "Search" in the reader.
2. Enter a word or passage in "Search book text…".
3. Review the matches and their page numbers.
4. Select a result to open its page.

In China in the World, searching for China produced a list of mentions. Selecting the result for page 3 opens reader page 3. The number of matches depends on the query and book.

Use "Save as quote" beside a result to begin saving that passage as a quotation.

11. Adjust the reading view

Select "Fullscreen" to expand the reader. "Hide panel" hides the side panel to make more room; select the panel toggle again to restore it.

"Fit page to screen" fits the page to the available space. Manual zoom controls may be disabled while this mode is active. Turn it off to use the zoom buttons.

"Fit height" provides a separate fit-to-height mode. Choose the view that makes reading and navigating the page comfortable.

These controls change how the page is displayed.

12. Quotations and notes

Save a search result as a quotation

1. Find the passage using in-book search.
2. Select "Save as quote" beside the relevant result.
3. Check "Quote text" and the page reference.
4. Optionally add your own text in "Your note (optional)".
5. Select "Save". The saved passage appears in the quotations panel.

Check the passage and its page reference against the edition before using it in academic work.

Find a quotation and edit its note

Select “All quotes” in the reader, or open “My account” → “My quotes”. Expand the relevant book, find the saved passage and open its note. Edit the note and select “Save”.

Delete a quotation

Check the book and passage, then select the quotation’s delete control. The quotation is deleted immediately without a separate confirmation prompt.

13. Printing and emailing excerpts

The reader includes print and email-excerpt controls. Check the restrictions shown for the selected book before proceeding.

Print pages

Select “Print”. In “Print pages”, set “From page” and “To page”, then select “Print”. Wait for the pages to be prepared, choose your printer and settings in the print window, and confirm printing.

Request an excerpt by email

Select “Send” to open “Send excerpt”. Enter the recipient’s “E-mail”, set “From page” and “To page”, and check the maximum shown. Select “Send”, then open the delivered email and follow its link to the selected excerpt.

The limit shown in the window depends on the edition. For example, the 234-page China in the World allows up to 35 pages-15%. If the email is missing from your inbox, check your spam folder and the recipient address.

14. Troubleshooting

What happens	What to do
Sign-in is rejected	Check the email or username, keyboard layout and letter case. Use “Forgot password?” if necessary.
The book is listed, but there is no reading button	Check that you are signed into the intended account. Ask your library to check institutional access using the book URL.
A 0 $ book offers a subscription	Check the available actions and ask about access conditions; the price alone does not establish access.
Search returns too many books	Clear the filters and use the title, author or ISBN field.
A result’s year falls outside your date filter	Check the book page and send support the query and selected range.
Zoom buttons are disabled	Turn off “Fit page to screen”, then try manual zoom.
You cannot find a saved quotation	Open “My quotes” and expand the book.
Email sending fails or print preparation stalls	Record the message, book URL and page range, then contact support.
A report is missing after a success message	Check the browser’s downloads and destination folder. Give support the report name, period and attempt time.

15. For instructors

Build course reading lists using subject, author and publisher searches. Save suitable books to favourites and organise them into personal folders, for example by seminar or topic.

Include the title, author, publication details and book-page URL in your reading list. Before assigning a book, check access for your students’ institution. Your own access does not guarantee theirs.

Use quotations and notes when preparing teaching materials.

In “Collections”, “English literature for your course” opens information about a literature-selection service and the address support@bibliorossica.com. Contact that address to ask about the service’s terms.

16. For librarians

16.1. Open the librarian account

Sign in with your librarian account. Open “My account” and select “Librarian account”. The section is located at https://bibliorossica.com/librarian.

If the menu entry is missing, ask your BiblioRossica contact to check your assigned role. Your personal account for books and quotations remains a separate section.

16.2. View usage statistics

1. Open “Statistics”.
2. Set “Date from” and “Date to” in the profile area.
3. Wait for the table to load and check the selected period.
4. Review the books, views and circulation counts. Use the controls beneath the table to move between result pages.

The columns are title, author, publisher, publication year, “Pages:”, “Views” and “Checkouts”. “Pages:” is the book’s length; it is not the same field as Total pages in the export. Do not combine those values or interpret views as a count of unique readers.

16.3. Download reports

For “Detailed report” and “Visits report”, first choose the reporting period. Select the report button and wait for completion. Find the downloaded file in your browser’s downloads and open it.

Report control	Contents of the XLSX file
“Detailed report” - detailed report	Reporting period, bibliographic data, monthly pages/views, Total pages, Total views and Total gives.
“New titles report” - new additions	Bibliographic reference, title, author, publication year, ISBN, ISSN, BBK, publisher and URL.
“Visits report” - visits	Reporting period, IP, Library logins count and Visits in library.

Check the period inside the detailed report as well as on screen. The new-additions report records its generation date. The visits report includes network addresses, which should be considered before sharing it.

16.4. Export RUSMARC or MARC21 records

1. Find “MARC records”.
2. Set “Record type” to RUSMARC or MARC21 as required by your library system.
3. Set “Encoding” to UTF-8 or CP1251 according to your import settings.
4. Set “Export scope” to “All library books”, “Since the last download” or “From a specified date”. For the last option, fill in “Start date”.
5. Select “Download MARC (.zip)” and wait for completion.
6. Locate the ZIP in your downloads and check that it contains .mrc files.

Agree the import settings with your library-system administrator. Import the downloaded records using your library system.

16.5. View the institution’s users

Open “Users”. The table includes names and library-card numbers, usernames/email addresses, last-login and registration dates, and remote-access status. Use pagination to view more records.

The page includes “Export users”. A button in each row describes the current remote-access state and the available change.

16.6. Register or add users

Open “Librarian”. Three forms are available:

Form	Fields
“Register reader” - register a reader	First name, surname, email and library-card number are required.
“Register librarian” - register a librarian	First name, surname and email are required.
“Add user to library” - add an existing user	User email, with a separate “Add as librarian” checkbox.

Distinguish creating an account from linking an existing user to the institution. Assigning librarian status is a separate permissions decision, not ordinary reader enrolment.

16.7. Access keys, subscriptions and trials

The sidebar includes “Used access keys” and “Generate access keys”. Before using these controls, ask BiblioRossica what the keys grant, how long they last and who should receive them.

For subscription coverage and expiry, contact your institution’s responsible staff member or BiblioRossica.

To open a trial-access request, go to “For libraries” and select “Request trial access”. The form asks for institution, contact and network information.

17. Contact support

Platform support: support@bibliorossica.com.

Contact page: https://bibliorossica.com/contacts.

Describe what you were trying to do, the book or page URL, the date and time, and the exact error. For reading problems, add the reader page or range. For a report, give the reporting period. For MARC, specify the record type, encoding and scope.

If useful, include an error screenshot without passwords, reader personal data or unrelated profile information. Do not include passwords, sign-in codes or access keys.

18. Quick reference

Task	Route
Find a particular edition	“Advanced search” → “Title”, “Author” or “ISBN”.
Browse a subject	Catalogue → “Categories”.
Clear search restrictions	“Reset all”.
Open a book	Book page → “Read”.
Save a book	Favourites icon or “Add to favorites”.
Resume reading	“My account” → “Recently viewed” → book → “Read”.
Find a passage	Reader → “Search” → “Search book text…”.
Save a quotation	Search result → “Save as quote” → “Save”.
Edit a note	“My quotes” → book → note → “Save”.
Export usage statistics	“Librarian account” → reporting period → “Detailed report”.
Export MARC records	“MARC records” → RUSMARC or MARC21 → encoding and scope → “Download MARC (.zip)”.