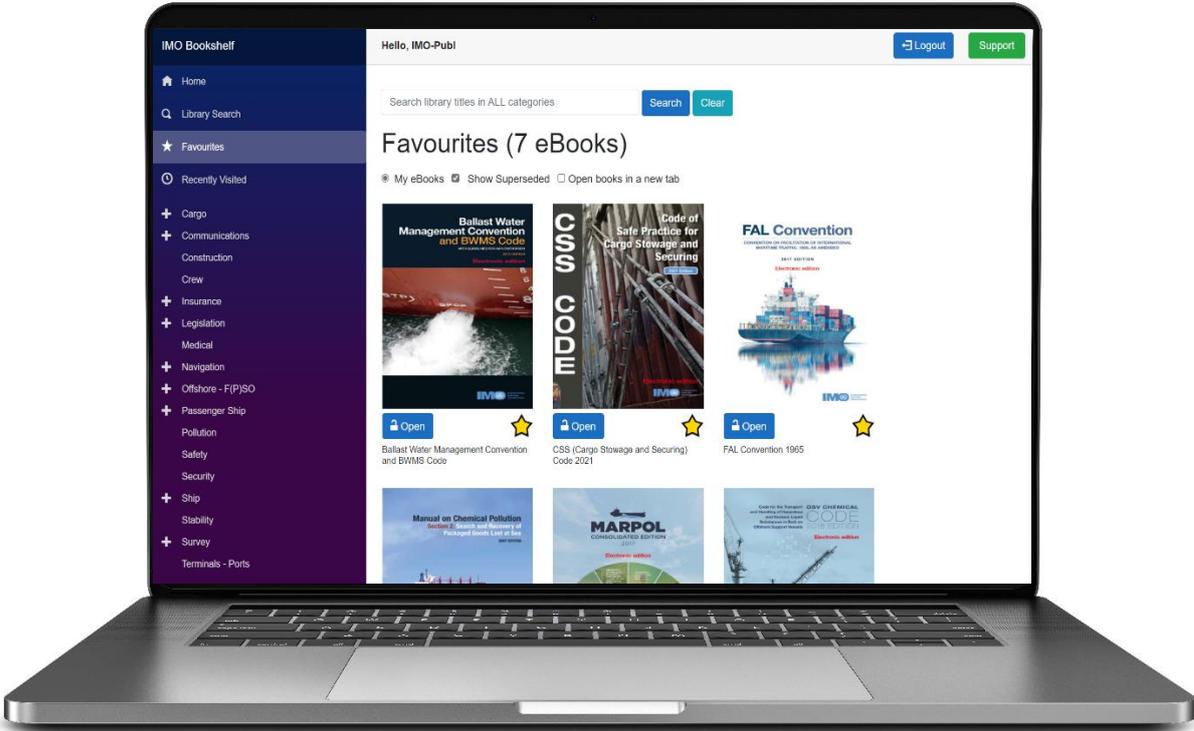


THE IMO BOOKSHELF



USER MANUAL

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Getting Started

System Requirements

Any modern browser (Google Chrome, Microsoft Edge, Mozilla Firefox, Apple Safari...) can be used, on Windows, Mac or Linux. iPads and mid to top range Android tablets are also supported.

Note that Internet Explorer is too old and does not support the technology used by the IMO Bookshelf. It is replaced by Microsoft Edge which is installed by default on all Windows 10/11 computers.

Any shore connection speed will be sufficient for IMO Bookshelf.

Ship connections have been tested at 0.5 Mbps (512 kbps). Lower speeds will still work, particularly when eBooks are already downloaded, which can be done in port when the connection is fast/cheap.

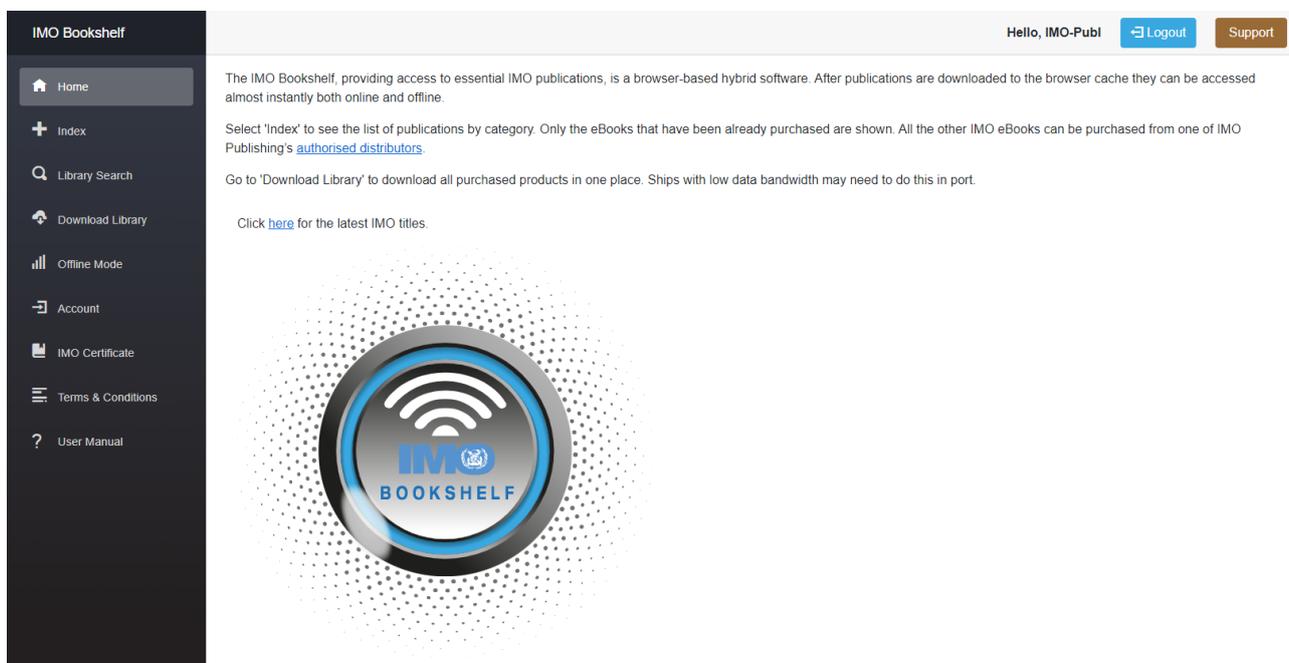
Books are only downloaded once on each computer.

To access your account, go to **www.imobookshelf.org**.

Fill in the Username and Password fields at the top of the screen before clicking on the login button:



This takes you to the Home page of the IMO Bookshelf. You can navigate to the various sections shown on the left-hand side of the screen, and log out at any time by clicking the Logout button in the top right corner:



Index

The Index section takes you to the list of all titles available in IMO Bookshelf. If “View All” is selected, the Index will show you the titles included in the first category of the library – Cargo. If “My eBooks” is selected, only the categories for owned books are displayed and the first of these is selected. You can navigate to the other sections and expand them to see different titles.

The Index will default to show you only the titles you have access to, but if you would like to see the titles that you do not have access to, you can select “View All” in the search bar. The Index will be increased accordingly, and the options you choose will become your default settings (see screenshot).

When the “Open books in a new tab” option is selected, all books will open in a new browser tab instead of staying in the same tab. This may be useful when doing research on a subject.

Search library titles in ALL categories

Search

Clear

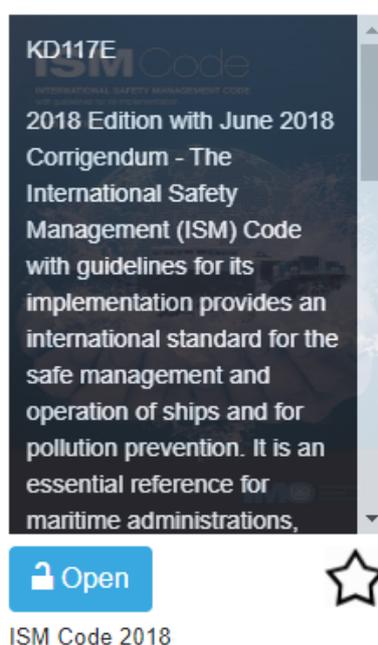
Cargo (15 eBooks)

View All My eBooks Show Superseded Open books in a new tab

The titles included in subsections do not appear in the larger sections so you need to go to precisely the right section. For example, titles in the LNG subsection will not be shown in the larger Gas or Cargo sections.

You can also search for a book’s title or author to find it quickly. Please note that the IMO Bookshelf does not search for alternative spellings in titles. If you cannot see the book you are searching for, please check the spelling.

Hover over the cover of a title to see a summary:



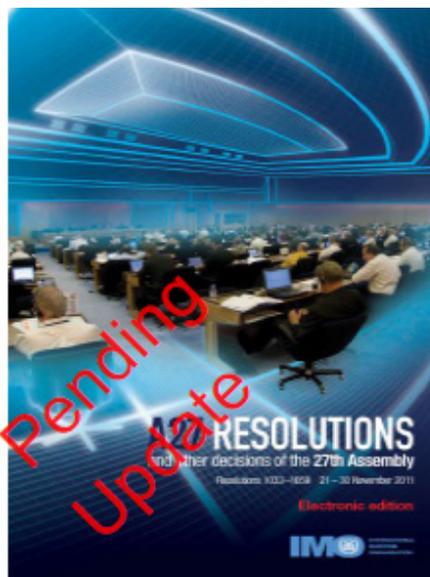
The button at the bottom of the cover tells you whether you have access to this publication: blue if it is unlocked, grey if it is locked. Please contact your distributor if any title appears locked when it shouldn’t be, or if you would like to purchase access.

You can also tick the star under the title’s cover to mark it as a favourite. It will then appear in the Favourites section, to make accessing it even easier.

Future Updates

As soon as an erratum or supplement is published, the eBook is updated on the server for everyone to use.

If the book has been accessed before, it will be cached locally and will show:



Discontinued eBooks and eBooks that are superseded by another eBook are kept on the server for 15 months then removed. They are clearly indicated (if Show Superseded is selected):

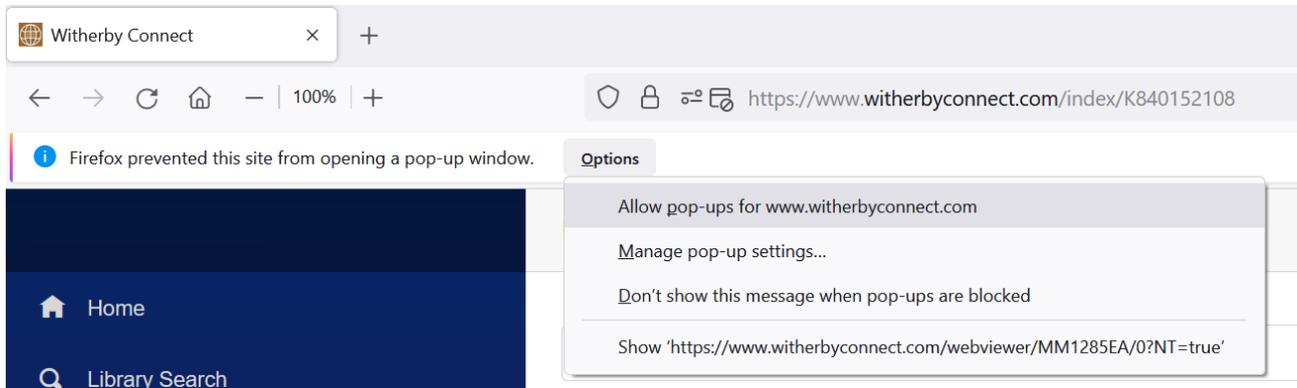


This information is also indicated in the Download Library section.



Inside the Book

Once you have chosen a book to access, click on the Open button. If the book is fairly small, it will open at the beginning. Most books open immediately except particularly large publications that may show chapters to choose from. If you have ticked the “Open books in a new tab” option, the book will open in a separate tab. If you are using Firefox, you might need to allow pop-ups in order for this to work:



The first time you open a book, it might take a moment to open since the IMO Bookshelf will be downloading and saving the eBook file to your browser’s cache. The next time you open it, access will be near instantaneous, and the book will also be available offline.

A small 2MB book will typically take a few seconds to download for an office user while a ship user may need to wait for 30 seconds or more.

A large eBook will take 5 times longer.

Once the book is open, you can navigate it in one of three ways:

- Scroll up and down to move from page to page
- Select the page or section you are looking for in the left-hand side menu. If you select Thumbnail, you will see a small picture of the pages, and if you select Outlines you will see the different chapters and sections of the book:

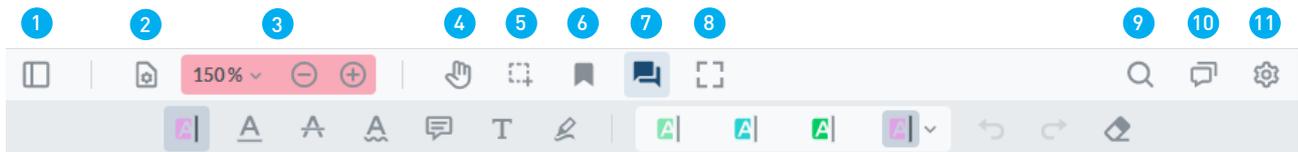


- If you already know which page you are looking for, simply type it into the left part of the page number:



Functionalities

Below is an outline of the various functions available to you in the IMO Bookshelf, from left to right, top to bottom:



- 1  **Panel:** hides/unhides the left-hand side column allowing you to navigate to sections and pages of the book. When the panel is open, you can adjust its width by dragging the slider right or left ||
- 2  **View Controls:** allows you to control the way pages are laid out and displayed in the reader.
- 3  **Zoom in and out function.**
Pan: when this is selected and you click and drag over the page, you can move the page around. This is helpful when you are zoomed in to more than 100% as it allows you to move the page right and left.
- 4  **Select:** when this is selected and you click and drag over the page, you can select the text. This will make the following options appear: copy, highlight, underline, squiggly underline, strikethrough and link URL or page:


If you highlight, underline or strikethrough your selection, you get additional options: comment, change style, delete or link: 
- 6  **Copy page link to clipboard:** this creates links that are usable for your company's document system.
- 7  **Annotations:** hides/unhides the annotations toolbar. The annotations functions are:
 -  Highlight: click and drag over the text you want to highlight.
 -  Underline: click and drag over the text you want to underline.
 -  Strikeout: click and drag over the text you want to strike out.
 -  Squiggly Underline: click and drag over the text you want to underline.
 -  Note: click on the place where you want to add a note, type it in and click save. You could use this function to mark the place where you left off so that you can easily find it the next time you open the book. Simply click on the Comments button and navigate to your note to find the place you left off.
 -  Free Text: this allows you to add text over the page. This tool is best used over pictures and blank spaces to make it distinguishable and readable.
 -  Freehand Highlight: click and drag to use the cursor as a pen. You can use the Style box to change the thickness and opacity of the stroke and make it seem more like a highlighter or pen.

Style Box: colour options will appear for your highlights, underlinings and strikeouts. Click on the drop-down menu to see more options.

 -  Undo: cancel last action.
 -  Redo: redo last action.
 -  Eraser: this will erase all notes and highlights that you drag it across. Select something else to deactivate it
- 8  **Full Screen:** hides everything except the book and the reader's functions. This is especially useful when reading on smaller screens. Press Escape or select Exit full screen to go back.
- 9  **Search:** hides/unhides the search column. Use this function to search for a simple word within the book only (otherwise, use Library Search). When the panel is open, you can adjust its width by dragging the slider right or left: ||
- 10  **Comments:** this allows you to view and search through the notes and highlights made in this book. Click on a note to be taken to the place it was made. When the panel is open, you can adjust its width by dragging the slider right or left: || If you know what you are looking for, you can sort and/or filter the notes using the buttons at the top. You also have the option to interact with comments by replying to them, or choosing from the drop-down menu in the top right corner of each comment to Accept, Reject, Complete, etc.
- 11  **Menu:** gives you access to two more functions: Print and Dark Mode:
 -  Print will show you your remaining print allowance before you print. Please note that you can only print one page at a time, and that a print will be taken out of your allowance even if you decide to cancel after clicking print. Please contact your account manager if you would like to discuss your printing allowance.
 - Dark mode will turn the light spaces on the page to black and grey. Select Light mode to go back.

 **In addition, right-clicking anywhere on the page will bring up the following 5 options:** Pan, Note, Highlight, Free Hand and Freehand Highlight. The Free Hand function allows you to write on the page, using the cursor as a pen. Simply click and drag the cursor to start writing. Please note that any comment, free text, highlight, underlining, etc that you add will be visible to all users with whom you share the account, but they will not be able to delete them if their Annotation Username is different.

Library Search

This section allows you to search for your chosen term or phrase inside books and across multiple books. As shown in the image below, you can customise the selection of titles across which you want to search and the ways in which you want to search. Please note that you can only search across titles that you own. This is because the server contains tens of thousands of documents.

My eBooks
 Favourites
 Recently Visited

Any word
 Exact Phrase
 All words within words

Include **Title**

Include All
 Without legislation
 With legislation

In the grey area, you can select how you want the IMO Bookshelf to search for your chosen word or phrase (this defaults to “All words within 5 words”). In the purple area and the line above the grey box, you can select the books across which you want to search. If you untick “Include All”, you will have to select the titles you want to be used in the search one by one. To do this, tick the box next to the title you need.

Include

Include

Once you are happy with the setup, type your chosen word or phrase in the search criteria bar and click Search. A window will open with the results of your search sorted by relevance and title. For large books, search results for each section of the book will appear separately to make navigation easier (this is the “Subject” column). Click on the book and section for which you want to see the search results and they will be displayed in the grey box below.

Search Results - 9 results for 'safety valve'

Title	Subject	Relevance	Hit Count	Pages
<input type="text" value="Filter Title"/>	<input type="text" value="Filter Subject"/>		<input type="button" value="Filter"/>	<input type="button" value="Clear"/>
Cape Town Agreement of 2012	The Cape Town Agreement of 2012 on the Implementation of the Provisions of the Torremolinos Protocol...	35	4	226
Manual on Chemical Pollution Section 1	IMO MANUAL ON CHEMICAL POLLUTION Section 1 - Problem Assessment and Response Arrangements (1999 Edit...	23	2	112
2000 HSC Code	2021 Edition - The Maritime Safety Committee adopted, in December 2000 by resolution MSC.97(73), the...	15	2	272
SOLAS 2020	with March 2021 Errata and Corrigenda - Of all the international conventions dealing with maritime s...	15	2	585
2009 MODU Code (2020 Edition)	2020 Edition - The Code for the Construction and Equipment of Mobile Offshore Drilling Units, 2009 (...)	15	2	197
Manual on Oil Pollution - Section I	Manual on Oil Pollution - Section I, 2011 (KA557E). This Section is intended to provide			

Click on a blue link to open the publication in another TAB at the relevant page:

Page: 47

so to bring the vessel to rest within a reasonable distance from maximum ahead service speed shall be demonstrated at sea.

Regulation 6
 Steam boilers, feed systems and steam piping arrangements
 (1) Every steam boiler and every unfired steam generator shall be provided with not less than two safety valves of adequate capacity. Provided that the Administration may, having regard to the output or any other
 * Refer to the Recommendation on the provision and the display of manoeuvring information on board ships, adopted by the Organization by resolution A.601(15) and Standards for ship manoeuvrability, adopted by the Maritime Safety Committee of the

The searched-for term or phrase will appear in blue and, when you click on it, the book will open in a separate tab, at the page where the citation was found. You can navigate to other occurrences of the term in this book on the right-hand side, or go back to the search window to return to the search results.

Download Library

This section allows you to save the eBook file of the titles you have purchased to the cache of your browser. This makes the books available to use offline and means they will open near-instantaneously.

When downloading from this section, the book will be saved in its entirety. Therefore, we would advise you to wait until you have enough time and a strong Internet connection before using it.

Additionally, this will only download the eBooks on the computer and browser to which you are currently logged on. You will need to repeat the process on all other computers that need offline access.

In this section, the following actions are available to you:

	This downloads and saves all the titles you have purchased. Please wait until you have plenty of time to do this as you should not navigate to other parts of the IMO Bookshelf while the books are saving. If you do so, the download will be interrupted.
	This will save only the eBook you have selected.
	This will update the title – it is not related to new editions as these are considered to be separate books, but rather to errata and addenda that are available for the current edition.
	This will remove the eBook file from your browser's cache, making it unavailable offline.

If all your books are downloaded and up to date, all you will see are red buttons.

On the right-hand side of this section, you can also gain information on the size of each eBook file and the status of each book. No mention means the book is current and up to date, otherwise you will see mentions of Pending Update, Superseded (by another edition) or Discontinued (when a book is discontinued without replacement).

Importing and Exporting

If you are using the IMO Bookshelf on multiple computers and on board a vessel or generally have poor Internet connection, you can reduce your bandwidth use by using the exporting and importing functions. The first computer will still need to download the entire library, but subsequent machines will be able to import the library exported from the first computer:

- On the first machine, log into the IMO Bookshelf and go to the Download Library section
- Click the Save All button and wait for all titles to be saved to the cache. This might take some time depending on how many books are on the account and the speed of your connection
- Once all books are saved, the Export Downloads button in the upper right corner will become available. Click on it and a zip file containing all the books will be generated
- Save this zip file to a USB or a network shared folder accessible by the machines that you need to have the books on
- On the next machine, log into the IMO Bookshelf and go to the Download Library section, then click on Choose file on the upper left side. Navigate to where you saved the zip file, select it and click OK. The books will now be imported to the cache of the browser without any bandwidth being used
- Repeat on all machines concerned, and when new updates become available if necessary.

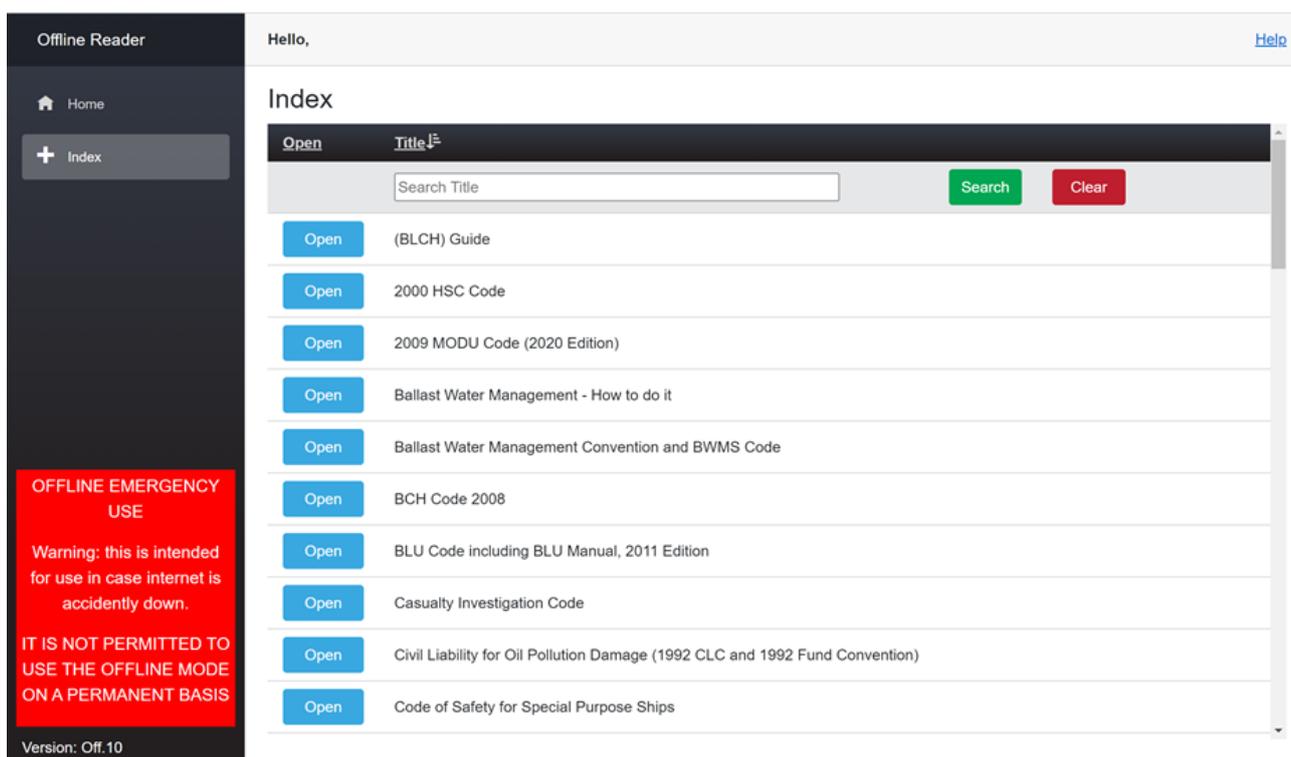
Please note that the transfer file becomes invalid if it does not contain the exact list of books associated with the account, or after 10 days. If that happens, just export a new transfer file from the computer that is kept up to date.

Offline Mode

Offline Mode allows you to access the titles you have saved in case of emergency resulting in a loss of Internet access. It can also be accessed directly from the following URL:

<https://www.witherbyconnect.com/offline/>

The functions available in Offline Mode are mostly the same as in the Online Mode, although you won't be able to print or create links and the titles will appear in a list rather than grouped by categories.



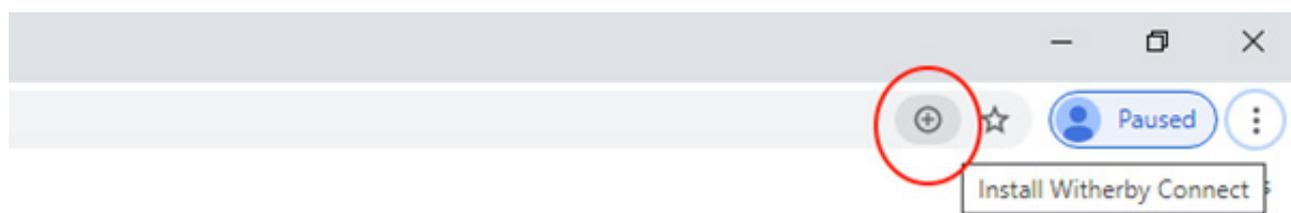
The screenshot shows the 'Offline Reader' application. On the left is a dark sidebar with 'Home' and 'Index' buttons. A red warning box in the sidebar reads: 'OFFLINE EMERGENCY USE. Warning: this is intended for use in case internet is accidentally down. IT IS NOT PERMITTED TO USE THE OFFLINE MODE ON A PERMANENT BASIS. Version: Off.10'. The main content area is titled 'Index' and features a search bar with 'Search Title' text, a green 'Search' button, and a red 'Clear' button. Below the search bar is a list of books, each with a blue 'Open' button and a title: '(BLCH) Guide', '2000 HSC Code', '2009 MODU Code (2020 Edition)', 'Ballast Water Management - How to do it', 'Ballast Water Management Convention and BWMS Code', 'BCH Code 2008', 'BLU Code including BLU Manual, 2011 Edition', 'Casualty Investigation Code', 'Civil Liability for Oil Pollution Damage (1992 CLC and 1992 Fund Convention)', and 'Code of Safety for Special Purpose Ships'. A 'Hello,' greeting and a 'Help' link are visible at the top right of the main area.

Click on [Open](#) and the book will open. You can search for the title of the book to filter the list more quickly. Please note that the IMO Bookshelf does not search for alternative spellings.

Offline eBook Reader Application

Offline mode is an emergency mode that is meant to be used on board ships when Internet connection is temporarily not available. It makes sure that publications are available at all times.

To install the application for offline use in Chrome, click on the + button to the right side of the address bar, pictured below. The exact steps might depend on the browser you are using – click on [Help](#) to see instructions for more browsers.



Please note that it may take around 10 to 20 seconds before the installation button appears as necessary files are downloaded.

Certain browsers, such as Mozilla Firefox, may not support installation of the application. In this instance, please switch to a supported browser (e.g. Chrome or Edge) if you are planning to use the offline capabilities of the IMO Bookshelf. Safari on Mac does not allow creation of an application shortcut but it works offline from the above URL.

Once clicked, follow the on-screen instructions to install the application.

To run the application, create a shortcut on your desktop for the program, or type 'The IMO Bookshelf' into your search bar if using Windows 10/11.

eBooks opened or downloaded while using www.imobookshelf.org can then be accessed for offline use. Please note that you must install the application using the same browser that was used to save your books or they will not be available within the offline application.

A Note on Vessel Inspections

See the IMO Certificate for IMO publications.

If you are using the IMO Bookshelf on board a ship that is preparing for inspection, we recommend that you take the following steps in advance to demonstrate compliance with flag state requirements for backup access to the publications:

- Log in to the IMO Bookshelf and install the Offline eBook Reader Application as described above
- In the Download Library tab, make sure that all titles are saved and up to date (all the buttons should read: )

Repeat these steps on all computers used to access the library on board as saving them on one computer does not save them on the other computers.

During the inspection, you can log in and out of the IMO Bookshelf on several computers to show the inspector that access can be transferred from one to the other should the main computers experience hardware failure.

You can also open the Offline eBook Reader Application to demonstrate that (provided that the titles have been saved), should your Internet access fail, you will still be able to access the library. The computer must be disconnected from the network for this demo.

Account

The Account tab allows the account administrator to set and change the alias username and password for the account. Only the user who has the Licence Code for the account may do this.

Account

Account Status

Username: An alias has been set on the account: CRE

Password: An alias has been set on the account.

Change account details

Please provide your original password (licence code) associated with your account below to set a new username and/or password.

Password:

Licence code beginning 'READ' (READ-****-****-****-****)

To access the admin options, enter the account licence code in the required field and click Submit.

You can then follow the instructions to set a new username and password alias. The original login details you were sent as the account administrator will still be valid, but this allows you to set a username and password that are easier to remember for you and your colleagues with whom you might be sharing the account.

You also have the option to change the Annotation Username, which is the name that appears when you make any note or comment in a book. The default username is “Guest”. Simply fill in the field and click Save to change it at any time. You will need to repeat this step on all devices on which you use the library, as the username is stored locally rather than on the server.

IMO Certificate

The IMO Certificate can be used during inspections to show that you have access to your mandatory publications. Please note that it only shows IMO publications, and cannot be printed as it needs to be viewed online to be valid. You will still need to show the Download Library section if the inspector needs to see other titles.

Terms and Conditions

If you need a reminder of our Terms and Conditions of Use, they can be found in this section.

User Manual

This is where you will find the most up-to-date version of this Manual to read and download.

Best Practices

Below are a few recommendations to make your use of IMO Bookshelf as easy and smooth as possible:

- Please make sure that the witherbyconnect.com is white listed by your company to ensure that there are no issues with permissions/access.
- If you are sharing your IMO Bookshelf account with other users, always log out using the Log Out button  Logout rather than by closing your browser. If you do not log out correctly, other users might have to wait for up to 3 minutes before they can log in again.
- If you are in the habit of clearing the cache of your browser, please be aware that the eBooks on your account will also be deleted from the cache and will no longer be available for offline browsing until such time as you redownload them. To avoid this issue, you might decide to use the IMO Bookshelf in a separate browser and not clear its cache.
- Please double check that you are on the correct page before clicking Print as a print will be taken out of your allowance even if you decide to cancel after clicking Print.

Should you encounter any issues or have any feedback on the IMO Bookshelf, please do not hesitate to contact us.



FAQ

- **Can only one person access at a time?**

This depends on the number of concurrent users allowed for your account. A typical account allows for one concurrent user, meaning that as soon as one user is logged in, other users trying to access the same account will be refused access.

- **What happens if I forget to log out?**

If you close your browser without logging out of the IMO Bookshelf first, you (or your colleagues) won't be able to access the account again for up to 3 minutes. If you keep the IMO Bookshelf open in your browser without using it, you will be logged out after 30 minutes of inactivity. The tab will first start showing as "INACTIVE" to warn 

- **What is the size of the Offline App?**

The offline app is 60MB plus the size of the eBooks (on average 5MB per eBook).

- **Can I move my windows licence to the IMO Bookshelf?**

Yes. If you were previously using the Windows-based version of the IMO Bookshelf, you can migrate your existing purchases to the browser-based IMO Bookshelf. Please note that superseded or discontinued titles will not be migrated. Please contact your distributor to arrange this.

- **Is there an annual fee for the IMO Bookshelf?**

IMO Bookshelf eBooks are one-off purchases and there is no additional fee to maintain access once you have paid for them.

- **Is there an expiration on my account?**

IMO Bookshelf accounts do not expire so you will have access for as long as you want/need it. However, please note that unless otherwise advised, superseded editions will be removed after 15 months.

- **Can I download eBooks to my PC?**

The eBooks can be saved to the cache of the browser, but for reasons of cybersecurity and IP protection, the files themselves cannot be downloaded to the computer.

- **Is the licence fixed to a computer?**

There is no limit to the number of devices on which you can access your account, as well as save the books for emergency offline use.

- **Can everyone see my notes?**

All users who share the account with you will be able to see the Annotations and Comments you've added to the books. You can also see theirs and comment on them. For this reason, we would recommend updating your Annotation Username to identify them.

- **Is there an admin panel where I can manage all my company logins?**

Yes. An Admin Panel is available to help you manage multiple logins and see usage reports. Please contact us if you would like to be set up as an Admin.

- **Can I use two logins on the same browser?**

No. The authentication is done at the browser level, as with all websites. If using two separate browsers is not possible for you, you could:

1. add a profile and switch profile to access one or the other login
2. use the guest profile (however it will lose all user-downloaded eBooks and settings when closing the session),
3. use the InPrivate window option (this will also lose all user-downloaded eBooks and settings when closing the session).

- **Are users accessing a book via the link function still required to login?**

Yes. If they were not logged in yet, they will need to do it before they can access the book. Once logged in, you can click on as many links as you like without further prompt.

Technical Support

Should you need any support when using the IMO Bookshelf, you can click on the Support button in the top right corner  which will take you to the Technical Support page. If the information you need cannot be found in the Knowledgebase section, you can open a ticket to speak to the IT team.

For more information contact sales@imo.org