

## What are eAudiobooks

eAudiobooks from NetLibrary are digital versions of audiobooks that are available over the internet from your Library. You can search for, check out and download eAudiobooks to your computer through the NetLibrary platform via the internet.

eAudiobooks can be played on any desktop or portable computer that supports Windows Media Player version 9.0 and above.

Once downloaded, eAudiobooks can be transferred to a wide range of portable devices that support playback of secure or protected wma files- including portable music players and portable media centers from Archos, Creative Labs, Samsung, Toshiba and other manufacturers.

To go portable, transfer an eAudiobook to your portable device using Windows Media Player software.

Enjoy listening to the eAudiobook anywhere.



## How to find help



The NetLibrary Help page is provided as a resource to help users with NetLibrary. Users may also receive assistance from their librarian or from the the NetLibrary support team at 1-800-848-5800 or +1-614-793-8682.

User feedback is always welcome. Please visit [www.oclc.org/support](http://www.oclc.org/support) to tell us about your NetLibrary experience.

[www.netlibrary.org](http://www.netlibrary.org)



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*Learn how to download and listen to your library's eAudiobooks*

## Quick Start Guide for eAudiobooks



# Create an account

*Access eAudiobooks anywhere*

Visit your library's online catalog to search for eAudiobooks and listen to previews. To download and listen to an eAudiobook, you will first need to create a free NetLibrary account with your library .

1. Ask your librarian how you can create an account.
2. Select a username and password (be sure you write these down for future use).
3. Once you've created your account, you can log in and download an eAudiobook available from your library's collection.

## Log in anywhere, anytime

Once you have created an account, you can log into your library's collection from any computer with Internet access—home, school or work—24 hours a day, 7 days a week.

1. Go to [www.netlibrary.org](http://www.netlibrary.org) and enter your username and password
2. Click the Log in button.
3. You now have access to download eAudiobook titles from your library's collection.



# Search

*Go to [www.netlibrary.org](http://www.netlibrary.org)*

**Basic Search** lets you quickly find eAudiobook titles available from your library.

1. Enter a search term in the Basic Search field.
2. Select Full-Text, Keyword, Title, Author or Subject.
3. Click Search.
4. Search results will display all eContent in your library's collection that matches your search criteria. Click on the eAudiobooks link in the top navigation to narrow results.

**Advanced Search** offers multiple fields and Boolean operators.

1. Click on the Advanced Search link located below the Basic Search box.
2. Use the drop-down menu to select search parameters (Title, Author, Full-Text, Keyword, Subject, Publisher or ISBN).
3. Enter your search term(s).
4. Click Search.
5. Search results will display all eContent in your library's collection that matches your search criteria. Click on the eAudiobooks link in the top navigation to narrow results.

**The eAudiobooks Center** allows you to limit your search within eAudiobook content and browse featured titles. You may link to the eAudiobook Center from the NetLibrary home page in the right navigation pane under the heading, "Use our Subject Centers and Databases."

# Checkout, download, transfer

*It's as easy as 1, 2, 3*

Once you have selected an eAudiobook to listen to, you can check out and download the title to your computer.

- From search results, click on the Download this eAudiobook link.
- Select a download option: CD or radio quality.
  - › Choose radio quality if you are on a dial-up connection
  - › Choose CD Quality if you are on a high-speed internet connection or if you plan to transfer the eAudiobook to a portable device.
- Select Save to download the file to a directory.
- Once the download is complete, open the eAudiobook directly from your media player or use Windows Explorer.

## Transfer your eAudiobook

Before transferring an eAudiobook to a portable device, you must open it at least once on your computer. You can then transfer the title to a portable device using your media player. For additional information and instructions, please refer to your media player's help section or refer to the eAudiobook Going Portable Guide available at [www.oclc.org/brochures/goingportable.pdf](http://www.oclc.org/brochures/goingportable.pdf).

## How to Renew

The license for your downloaded eAudiobook will expire at the end of the checkout period.

1. Renew the expired license on the NetLibrary website.
  - a. Log in to your account at the NetLibrary website.
  - b. Click on the Checked Out Items link in the top right corner of the page. This will display your checked-out titles.
  - b. Find the eAudiobook title you wish to renew and click on the Download this Audiobook link.
  - c. Click on the Renew your Checkout link (No Download. Only license to play file).
  - d. This will renew your license and allow you to listen to your eAudiobook during the checkout period.
2. You may now also transfer the eAudiobook to your portable device.
  - a. Note: first delete the eAudiobook from your portable device before transferring it again