NetLibrary QuickStart Help Sheet

What is NetLibrary?
NetLibrary offers the most comprehensive collection of eBooks and eContent available online. You can access a wide range of research, reference and reading materials from any location. Depending on your library's collection, available eContent resources may include:

- **eBooks.** Electronic full-text copies of published print materials, such as reference books, scholarly monographs, and trade books.
- **Audiobooks.** Digital Audiobooks that can be downloaded to your desktop, or transferred to portable devices.
- **eJournals.** Electronic versions of industry and scholarly journals.
- **Subject Centers.** Subject-specific resource centers that combine related content with enhanced search tools.
- **Databases.** Links to related databases and additional online resources.

This guide will explain how to access NetLibrary's eContent directly from within your library or remotely via the Web.

Accessing NetLibrary
There are three ways to access NetLibrary:

1. From an in-library computer through a participating institution.
2. By logging in to www.netlibrary.org as a remote user.
3. From your library's online catalog on the Web or in the library.

Tip: You *don't* need a NetLibrary user account to search for or view eContent from within your library or through your library's online catalog, but to log in as a remote user you will need to establish a NetLibrary account.

Creating a NetLibrary account
If you wish to access eContent from outside your library, create bookmarks, or save notes, you will need to create a NetLibrary user account from within your library or organization.

1. Ask your librarian or the eContent contact in your organization how to access the Web page with the account creation function. In most cases, you can enter www.netlibrary.org from within your library and use the **Create a Free Account** link.
2. Enter your identifying information (user name, password, email address).
3. Select the **Submit** button.

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Logging in as a remote user

Each time you wish to access the NetLibrary Web site from a remote location, you will be prompted to login.

1. Go to www.netlibrary.org and enter your user name and password in the login box.
2. Click the red **Log in** button.
3. You now have access to personalization features, checkout capabilities and all eContent available in your library or organization's collection.

Finding eContent

You can start your search for eContent in one of two places:
Basic Search lets you quickly find relevant eContent. Search by *keyword*, *title*, *author*, or *full text* fields. You will find *Basic Search* on the NetLibrary home page and on the right side of every page with the exception of the *advanced search* page.

1. Enter search term in the **Basic Search** field.
2. Select **Keyword**, **Title**, **Author**, or **Full Text**.
3. Click **Search**.

Advanced Search lets you construct more complicated searches using multiple fields and Boolean operators.

1. Click on the **Advanced Search** tab located in the top navigation.
2. Use to the drop down menu to select search parameter (**Title**, **Author**, **Full Text**, **Subject**, **ISBN**).
3. Enter search term or multiple search terms using Boolean operators.
4. Click **Search**.

Tip: You can refine search results by using optional limiters such as publication year, publisher or language, and limit search scope to specific types of eContent such as Audiobooks or eJournals or databases if available.

Checking Out eContent

Once you have conducted a search, you can view or listen to eContent in your library's collection directly from the search results.

- To view eBooks and eJournals, select the **View this eBook** or **View this eJournal** link.
- To listen to Audiobooks, select the **Download this Audiobook** link.

Tip: Additional bibliographic information, checkout limits, and download or listening requirements are available by clicking on the **Show Details** link.

Finding help

Detailed information on using NetLibrary is available by clicking on the *help* tab in the top navigation bar. Context-sensitive help is also available by clicking on the *tips* links located on each page and in the NetLibrary online reader. For additional assistance, contact your librarian or the NetLibrary administrator in your organization.

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