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1. Ask your librarian how you can create an account.
2. Select a user name and password (make sure you write these down).
3. Once you've created your account, you can log in and download an audiobook anywhere through the Web.

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.

1. Enter your user name and password on: www.netlibrary.org
2. Click the *Log In* button.
3. You now have access to all audiobooks available in your library's collection—with no waiting, reservations or late fees.

Search

Go to www.netlibrary.org

Basic Search lets you quickly find good books to listen to, using the Keyword, Title or Author fields. Find Basic Search on the home page and on the right side of every page (except the Advanced Search page).

1. Enter a search term in the Basic Search field.
2. Select Keyword, Title or Author.
3. Click *Search*.
4. Audiobook titles will appear in your search results (along with eBooks and eJournals if your library has purchased them).

Advanced Search offers multiple fields and Boolean operators.

1. Click on the *Advanced Search* tab located in the top navigation.
2. Use the drop-down menu to select search parameters (Title, Author, Subject, Keyword, ISBN).
3. Enter search term(s).
4. Click *Search*.

The Audiobooks Center, which is available by clicking on the Audiobooks Center link on your NetLibrary home page, lets you limit searches to audiobook content and browse featured titles.

Tip: You can also find Downloadable Audiobooks using your library's catalog or through WorldCat, the world's largest bibliographic database. Ask your librarian if your library provides access to WorldCat.

Checkout

Download and transfer made easy

The default checkout period for a Downloadable Audiobook is three weeks. You may check out a maximum of six audiobook titles at one time. Please do not download audiobooks to public computers in your library—download at home.

1. From search results, click on the *Download This Audiobook* link.
2. Select a download option: CD or radio. Choose radio for dial-up; Choose CD with high-speed access if you plan to transfer to a portable device.
3. *Open* will download the title and launch your media player. Click the *Play* button to listen. *Save* lets you download the file to a directory. Once the download is complete, you can open the audiobook directly from your media player or use Windows Explorer.

Transfer your audiobook

Before transferring an audiobook 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. Please refer to your media player's help section for complete details.

Renew

At any point during the checkout period, you can renew your checkout for an additional 21 days.

1. Log in.
2. Click on the *My Checked Out Items* link.
3. Click on the *Download This Audiobook* link for the title you want to renew.
4. Click on the *Renew Your Checkout For 21 Days* link.

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