

## Audiobooks QuickStart Guide

### What are Downloadable Audiobooks?

Downloadable Audiobooks from NetLibrary and Recorded Books are digital versions of audiobooks that are available through the Internet. Audiobooks can be played on any desktop or portable device supporting Windows Media Player version 9.0 and above. You can also transfer your favorite titles to a wide range of portable devices, including portable music players, portable media centers, Pocket PCs, and even select smartphone devices.

### Searching for an Audiobook

*Basic Search* on the NetLibrary home page ([www.netlibrary.org](http://www.netlibrary.org)) lets you quickly perform a search by entering terms and selecting a single search field. You may choose to search for your terms in the *Keyword*, *Title*, or *Author* fields. Basic search is prominently featured on the home page and is also available on the right side of every page with the exception of the *advanced search* page.

- Enter search term in the *Basic Search* field.
- Select *keyword*, *title*, or *author*.
- Click *search*.

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

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

*The eBook Center*, available by clicking on the *eBook Center* link on the NetLibrary home page, allows you to limit searches to audiobook content and browse featured titles.

**Tip:** You can also search for audiobooks using your library's catalog or WorldCat, the world's largest bibliographic database. Ask your librarian if your library provides access to WorldCat through the FirstSearch interface.

### Checking out an Audiobook

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.

- From search results, click on the *Download this Audiobook* link to Open or Save the audiobook file.
- Select a download option: CD quality, or radio quality. Radio quality provides faster download speed and is ideal for users with dial-up connections; CD quality offers high-fidelity playback for patrons with high-speed Internet access.
- If you select *Open*, NetLibrary will download the title and launch your media player. Click the play button to listen to the Audiobook. The *Save* option allows you to download the file to a directory of your choosing. Once the download is complete, you can open the audiobook directly from your media player, or by using Windows Explorer.
- You may check out 6 audiobooks at one time. Audiobooks are checked out for 21 days and they can be renewed once.



## Creating an Account

You can search and browse for audiobooks and listen to previews in your library. However, to download and listen to audiobooks, you must first create a free NetLibrary account. (You'll be prompted to do so, when you try to check out an audiobook.) You must register first from our website, you will need your library card number and your id number.

- Access the library's card catalog at <http://hip.pclc.lib.fl.us/#focus>. Choose the Downloadable audiobooks link. In the upper left hand corner of the page you will see a registration link.
- You will now be taken to a page where you must submit your library card number and your id number.
- You can now create your account - Enter your identifying information (user name, password, email address).
- Select the *submit* button.

## Logging in

Once you have created an account, you can log in to your library's collection from any computer with Internet access.

- Go to [www.netlibrary.org](http://www.netlibrary.org) and enter your user name and password in the log in box. (You can also go through your library's Web catalog if you prefer.)
- Click the red *log in* button.
- You now have access to all audiobooks available in your library's collection.

## Renewing an Audiobook

Once an audiobook has been downloaded, it can be renewed at any time. Books are checked out for 21 days and can be renewed one time.

- Go to [www.netlibrary.org](http://www.netlibrary.org) and enter your user name and password in the log in box.
- Click on the *My checked out Items* link.
- Click on *Renew this Audiobook*

If you are attempting to access an audiobook with an expired license from your media player, NetLibrary will launch a pop-up browser that will prompt you to log in to renew your checkout.

- Enter your user name and password.
- Click the *log in* button.
- Your license will automatically be renewed.
- Click *play* to listen to the audiobook.

## Transferring an Audiobook to a Portable Device

You can use your media player to transfer a downloaded audiobook to portable devices supporting secure WMA format. NetLibrary automatically transfers a license to your portable device that will allow you to access the audiobook for up to three weeks from the date of original checkout. Please refer to your media player's help section for additional information.

## 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 NetLibrary search, details and download pages. For additional assistance, contact your librarian. If you experience any problems accessing the materials, call the Lakeland Public Library Computer Desk for assistance at 863 834-4273 Monday-Friday from 10 am-4 pm.