



## EBOOK QUICKSTART GUIDE

### WHAT ARE EBOOKS?

eBooks are electronic versions of printed books. eBooks can be viewed online from any PC connected to the Internet. You can browse eBooks for quick research or read them at your leisure. Since eBooks are online, they're available at your convenience-anywhere, anytime. You never have to worry about returning them.

### WHAT IS NETLIBRARY?

netLibrary offers libraries the most comprehensive collection of eBooks available. You can access a wide range of research, reference, and reading materials online from any location. This guide will explain how to access an eBook collection directly from within the East Brunswick Public Library or remotely via the Internet.

### ACCESSING THE EBOOK COLLECTION

If you only wish to search and browse eBooks while in East Brunswick Public Library, you will not need to create an account. In this case, skip to "Searching for an eBook" to get started. If, however, you wish to access eBooks from outside the East Brunswick Public Library using a computer with an Internet connection, you will need to create an account that identifies you as an authorized user of the East Brunswick Public Library's eBooks.

### CREATING AN EBOOK ACCOUNT

If you wish to access eBooks from outside the East Brunswick Public Library you will be required to create a netLibrary user account from within East Brunswick Public Library. You will only need to do this once.

1. Go to any Internet computer **IN THE LIBRARY**. Enter [www.netLibrary.org](http://www.netLibrary.org) and use the *Create a Free Account* link.

OR

ASK for help at **THE REFERENCE DESK**.

2. Enter your identifying information (user name, password, email address).
3. Select the *Submit* button.

### LOGGING IN

Each time you wish to access a netLibrary eBook from a remote location, you will be prompted to login.

1. Go to [www.netLibrary.org](http://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 all eBooks available in the East Brunswick Public Library's collection.

## SEARCHING FOR AN EBOOK

Start your search in one of two places:

*Basic Search* 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, Author, or Full Text 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.

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*

## VIEWING AN EBOOK

You may view any eBook in The Library's collection as long as the eBook is not checked out by another user. While you are actively using it, no other user will have access to it. If 15 minutes elapse without active use, the eBook is "put back on the shelf" and another user will have access or check it out and have exclusive use of the book.

1. Search for an eBook.
2. Select the *View this eBook* link.
3. The eBook is displayed.

## CHECKING OUT AN EBOOK

1. After selecting "View this eBook" select "eBook Details"
2. Scroll down left side to *Options*
3. Select *Check Out for 24 Hours*

**If you do not see *Check Out for 24 Hours* it means you are viewing a "Public Domain" book ;and no check out is required.** Public domain books are always available even if others are viewing it.

## FINDING HELP

Detailed information on using netLibrary is available by clicking on the *Help* tab in the top navigation bar. For additional assistance, contact any librarian at the Reference Desk.