

## Database Guide with practice questions– netLibrary (OCLC)

Use this database for quick access to the illustrations and text available in an eBook, especially how-to and informational eBooks.

### Description

*netLibrary* provides access to electronic books (eBooks) and downloadable audiobooks (eAudiobooks). Books available to JCPL patrons include fiction and non-fiction, literary classics and a large collection of children's and teen audiobooks. Users may set up a free account for *netLibrary* to save notes, create a bibliography and download audiobooks. You may also download *netLibrary's* Media Center to search for and download audiobooks directly from your computer. Minimum Browser Requirements: Internet Explorer 7.0, Firefox 2.0.

### Availability and Use Restrictions

**In-Library Use:** Available at all Library locations

**Remote Use:** Jefferson County Public Library card required. **NOTE:** There are two ways to access *netLibrary* from home, through the database list and through the JCPL catalog. If you are using *netLibrary* for the first time from home, you can only create an account if you access *netLibrary* from the database list. This link requires your library card so that *netLibrary* knows you are from JCPL and are authorized to create an account.

### netLibrary Accounts

To download eAudiobooks, save notes on eBooks that you use, or to create bibliographies you must create an account.

#### To create an account:

1. Click **Create A Free Account**.
2. Fill in the form. Choose any username and password that you can remember.
3. Choose a **Security Question**.
4. Click **Create Account**.

#### To log into an account after activation:

1. Type your username and password in the boxes.
2. Click **Log In**.

### Account Features

Once you have logged into your account you may select **Favorites and Notes** to see the results of previous work, or you may begin searching for an eBook. Note you may see the link **My Checked Out items**. This will show any eAudiobooks you have checked out, but there is currently no check out option for eBooks.



## Searching

There are two search types, basic and advanced. You may also browse eBooks and eAudiobooks by clicking the links in the right navigation.

### Basic Search

1. Use the drop-down menu to select where in the book to search; keyword, title, author, subject or full text.
2. Type a word or phrase in the search box.
3. Click **Search**.

### Advanced Searching

1. Click **Advanced Search**.
2. Use the drop-down menus to choose the field to search.
3. Type a word or words in one or more search box.
4. Use the Boolean Operators between search terms to narrow or broaden your search.
5. If desired use limiters such as format, year published or language and choose your sort under **Display Options**.
6. Click **Search**.

### Boolean Operators

Use **OR** to connect similar terms. **OR** broadens your search.

*Example:* Hispanic or Latino

Use **AND** to connect separate concepts. **AND** narrows your search.

*Example:* doctor and surgeon

Use **NOT** to eliminate separate concepts. **NOT** narrows your search.

*Example:* Kennedy not politician

### Truncating terms

Use \* to replace one or more characters at the end of a search term.

*Example:* drug\* (retrieves drug, drugs, druggist)

### Proximity Searching

Use quotation marks around phrases.

*Example:* "Microsoft Windows"

### Displaying Search Results

Brief records matching the last search are automatically displayed.

1. Use the scroll bar to move through records.
2. If you want to change the sort, click on one of the options at the top of the results.



3. Click a page number, **Previous** or **Next** to display additional results.
4. Click **View This eBook** or **Show Details** for publication information.
5. Click **Back to Search Results** to go back to the list.

### Viewing eBooks

1. At the results page, click **View This eBook**.
2. The system will display the **Table of Contents** and other links to the left.
3. The body of the eBook displays in the large right window. Use **Previous**, **Next** or enter a page number to move through the eBook.
4. You may use the search box below the **Table of Contents** to search the text of the eBook you have selected, or click the **Search** tab.
5. Click an entry in the **Table of Contents** to go to that section of the eBook.
6. Click **eContent Details** to see publication information about the eBook.
7. Click **Notes** to add notes to the book or to see notes you made earlier. (You must be logged in to use this.)
8. Click **Dictionary** to look up a term.
9. You may actively use the eBook as long as you need during the session. If the system detects no keyboard or system use in 30 minutes it will release the eBook to be available for use by someone else.

### Selecting Records for Favorites

1. At the results page, click **Add to Favorites** for the title you want.
2. To view previously added items click **Favorites and Notes**.

### Printing Search Results

To print a list of search results you must be viewing the results. To print a page from an eBook, you must be viewing the page. Printing a range of pages at one time is not available.

1. Click **File** then **Print Preview**.
2. Make sure the pages are what you want. If you are using this database within a JCPL location there is a charge for computer printing.
3. Click **Print** in the Print Preview window.
4. Click **Print** in the Print Command window.

### Downloading Search Results

It is possible to save a page but all elements of the page are saved and it makes quite a large file.

1. Display the results on the screen.
2. Insert a formatted disk, a CD-ROM, or a memory stick into the appropriate drive.
3. Click **File** and select **Save As**. Some eBooks have Acrobat Tools, if this is the case you may also click the image of a disk to save the page.
4. Type the disk drive, the filename and .txt in the **File Name** box. Example: a:myfile.txt.
5. Click **Save**.



## E-Mailing Search Results

You may email citations only for the eBooks.

1. From the results list, or **Favorites and Notes**, click **Show Details**.
2. Click **Email this Information**.
3. Enter your email address.
4. Enter a subject and/or message if desired.
5. Click **Send**.

## Downloading eAudiobooks

1. When viewing the record for an eAudiobook, click **Download this audiobook**. Note the icons below this link. They will provide information about the format of the audiobook and compatible computer operating systems and portable players.
2. Choose a download option from the list:
  - **Download CD Quality** will allow you to download a file that can be transferred to a portable device.
  - **Download Radio Quality** will allow you to download a smaller file that can be listened to on a computer.
  - **Check out** extends your license to play an audiobook. Click this link to renew a title you have already downloaded.
3. Depending on your selection, you will be prompted to save the file to your computer or a removable disk. Follow the instructions in the command window(s).
4. The steps for opening an eAudiobook and transferring it to a portable device will be different depending on your computer software and your device. Click the links under **eAudiobook Help** for specific instructions.
5. Once you download an eAudiobook, it is "checked out" to you for 3 weeks. During that time, you may listen to it on your computer or a portable device. When the three weeks is up, you will need to reactivate the license by renewing the book for another three weeks. You may download up to 10 eAudiobooks at a time.
6. Note that you may also download the netLibrary Media Center to find eAudiobooks and manage what you have checked out from your computer.

## Practice Worksheet

**Goal:** To become familiar with finding and using e-books and eAudiobooks through *NetLibrary*

**After completing this worksheet, you should be able to:**

- Find e-books on a certain subject using basic and advanced search
- Look through the e-book
- Search an e-book for words or phrases
- Save a title and notes to a list
- Find eAudiobooks by subject using basic and advanced search.



## Practice questions/activities:

1. If you have an account with netLibrary, log in. If you do not, create an account in netLibrary and you should be logged in.
2. In Basic search, find books on mythology.
  - Choose a book and browse and page through different parts of the book.
  - Add the title to "My Favorites and Notes". (Hint: click on eContent Details)
  - Search the book for a word or phrase. Look through results.
  - Add a note for a page to "Notes".
  - Find a word in the book and use the dictionary feature to look up the definition. What other options are available in the dictionary feature?
  - Delete the title and any notes from "Favorites and Notes".
3. List all Cliffs Notes in the database. How many are there?
  - Change the order of the listing to by title.
  - For which of the following titles does netLibrary carries both the book and Cliffs notes?
    - Emma; The Hobbit; Frankenstein; The Grapes of Wrath; The Canterbury Tales; Jane Eyre; The Inferno.
4. Using Advanced Search:
  - Find books on SQL that were published in 2000.
  - Find books on infectious diseases published in 2000.
  - Find books on school violence published in 2003.
5. Find eAudiobooks from the Horrible Harry series.
6. Browse all of the classic children's books available as eAudiobooks.
7. Find eAudiobooks by Gary Soto in WMA format.

## Answers

1. If you have an account with netLibrary, log in. If you do not, create an account in netLibrary and you should be logged in.
  - If you have an account, click **Log In**, enter your username and password and click **Log In**.
  - To create an account, click **Create a Free Account**.
  - Select a username and password and enter the other requested information.



- Click **Create Account**. Once your account is created, you should be logged in.
2. In Basic search, find books on mythology.
- Type mythology in the basic search box, click **Search**.
  - *Choose a book and browse and page through different parts of the book.*
    - Choose a title and click **View this eBook**.
    - Browse through the book by clicking on the table of contents, and different chapters of the book. Page through the book by clicking **Next**.
  - *Add the title to “My Favorites and Notes”.* (Hint: click on eContent Details).
    - Click **e-content Details**. Click **Add to My Favorites**.
  - *Search the book for a word or phrase.*
    - Think of a word or phrase that one might look for in the book and type it in the search box and click on search. Look through some of your results.
  - *Add a note for a page.*
    - Add a note by clicking the notes link. Give the note a name and compose a note. Or copy some text, click on notes, give the note a name and paste text in.
  - *Find a word and use the dictionary feature to look up a word.*
    - Click the dictionary box and search for the definition of a word. Other options in the dictionary feature are Roget’s Thesaurus and word translation from either English to Spanish or Spanish to English.
  - *Delete title and any notes from “My Favorites and Notes”.*
    - Click on close item. Click **Favorites and Notes**. Under a title, click **Remove note**; click **Remove from My Favorites**.
3. List all Cliffs Notes in the database.
- Type “Cliffs Notes” in the search box and click **Search**.
  - *Change the order of the listing to by title.*
    - Click **Title** to rearrange the results alphabetically by title.
  - *For which of the following titles does netLibrary carry both the book and Cliffs notes?*
    - Click **New Search**, and search by the title. Emma, Frankenstein, Canterbury Tales, and Jane Eyre are the titles that netLibrary carries both the book and the Cliff’s Notes.
4. Using **Advanced Search**.
- *Find books on SQL that were published in 2000.*
    - Click the **Advanced Search** tab. Type SQL in the subject box and 2000 in the year box; click **Search**.



- *Find books on infectious diseases published in 2000.*
    - Type infectious diseases in the subject box and 2000 in the year box; search.
  - *Find books on school violence published in 2003*
    - Type school violence in the subject box and 2003 in the year box; search.
5. Find eAudiobooks from the Horrible Harry series.
- Click **Advanced Search**.
  - In the Title search box, enter "horrible harry."
  - Check the box next to **eAudiobooks**.
  - Click **Search**.
6. Browse all of the classic children's books available as eAudiobooks.
- In the "In Our Collection" box to the right, click **eAudiobooks**.
  - In the "Browse by Subject" section to the right, click **Children's Classics**.
7. Find eAudiobooks by Gary Soto in WMA format.
- Click **Advanced Search**.
  - In the Author search box, enter "soto, gary."
  - Check the box next to **eAudiobooks**.
  - Select **WMA** from the drop-down menu below.
  - Click **Search**.

