



NetLibrary Quick Start Guide

What is NetLibrary?

NetLibrary offers a wide range of research, reference and reading materials from any location. Available electronic full-text copies of published print materials, such as reference books, scholarly monographs, and trade books.

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

Accessing NetLibrary

There are three ways to access NetLibrary:

- From State Library of Ohio catalog located on our homepage (www.library.ohio.gov).
- By logging in to www.netlibrary.com as a remote user.
- Through OhioLINK accessible from the State Library of Ohio homepage.

Tip: You *don't* need a NetLibrary user account to search for or view eBooks from within your library or many state agency buildings, 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 eBooks from outside your library, create bookmarks, or save notes, you will need to create a NetLibrary user account from within your library or organization.

Ask your librarian how to access the Web page with the account creation function. You can also enter www.netlibrary.com from within many state agency buildings or within the State Library of Ohio and use the **Create a Free Account** link.

Enter your identifying information (user name, password, email address).

Select the **Submit** button.

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.

Go to www.netlibrary.com and enter your user name and password in the login box.

Click the red **Log in** button.

You now have access to personalization features, checkout capabilities and all eBooks available in the State Library of Ohio's collection.

Finding eBooks

You can start your search for eBooks in one of two places:

Basic Search lets you quickly find relevant eBooks. 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.

Enter search term in the **Basic Search** field.

Select **Keyword**, **Title**, **Author**, or **Full Text**.

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**, **Full Text**, **Subject**, **ISBN**).

Enter search term or multiple search terms using AND, OR and NOT.

Click **Search**.

Checking Out eBooks

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

To view eBooks, select the **View this eBook** 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.