

Downloadable Audiobooks Quick Start Guide

1. Come to any branch of the Monroe County Library System to sign up for a free NetLibrary account. (Must have a valid email address to sign up.)
2. After creating your account search for books on either the Library Catalog or on the Library's Downloadable Audiobooks site.
3. Books can be downloaded to your home computer or to a portable listening device (MP3 player). Download times will vary depending on connection speeds. It is recommended that the "radio quality" download be used if you will be listening to the book from your home computer and/or have a dial-up connection. Most portable listening devices will require the larger CD quality download.
4. Checkout and download audiobooks for 21 days with the option to renew one time. Limit of six titles. The checkout period starts when you click to Checkout and Download, not when the download is complete.
5. Books cannot be returned prior to the 21 day expiration and must be deleted from your computer and/or portable listening device manually when you are finished listening.

Logging in

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

1. Go to the MCLS home page at www.monroe.lib.mi.us and click on the downloadable audiobooks link, or if you prefer go directly to the NetLibrary site at www.netlibrary.org and enter your user name and password.
2. Click the *log in* link in the upper right corner.
3. Type in your user name and password and click the Log In button or press the Enter key.
4. You now have access to all audiobooks available in your library's collection.

How to download an audiobook:

1. Locate the title you would like to download.
2. Click on the Download this Audiobook link.
3. Choose which quality (CD or Radio) you would like to download and click on the appropriate Checkout & Download link.
4. Click on Save to save the book to your computer.
5. Choose where to save the book and what to name the file and click Save.
6. After the download completes, open the file in Windows Media Player (while still connected to the Internet) to acquire the license to play the file.

You may now listen to the book from your computer or choose to copy it to a portable listening device. To copy the file:

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1. Find your CD Quality downloaded audiobook file and double click it to open it with Windows Media Player. Windows Media Player opens and will obtain the license from NetLibrary to allow the audiobook file to play.
2. Select Copy to CD or Device from the media player's menu options. A list of available titles will be displayed in the Items to Copy frame.
3. Select the title you wish to download by clicking on the check box.
4. Select a target device from the Items on Device drop-down menu. Click on the copy button to transfer the title.
5. Windows Media Player will transfer the file to your portable device. When the transfer is complete, disconnect your portable device and enjoy your NetLibrary Audiobook.
(*Some MP3 players will need to use the Safely Remove Hardware icon (on the taskbar) before removing the USB cable or an error will occur.)

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1. Find your CD Quality downloaded audiobook file and double click it to open it with Windows Media Player. Windows Media Player opens and will obtain the license from NetLibrary to allow the audiobook file to play.
2. You may stop playback at this point if you choose. Click the 'Library' tab. The media Library will be displayed.
3. Find your audiobook in the Library Playlist pane, or sort your list by selecting the 'Now Playing' selection.
4. Drag the audiobook title from the Contents or Details panes in your library to the List pane to add it to the list of items to be synchronized, ensure that your portable device is connected and click the 'Start Sync' button in the List pane. Windows Media Player will transfer the file to your portable device.
5. When the transfer is complete, the status field will indicate 'Complete'. You may now disconnect your portable device and enjoy your NetLibrary Audiobook.
(*Some MP3 players will need to use the Safely Remove Hardware icon (on the taskbar) before removing the USB cable or an error will occur.)

Renewing an Audiobook

Once an audiobook has been downloaded, it can be renewed at any time for an additional 21 days from the point of renewal. You do not need to download the file again.

1. Go to www.netlibrary.org and log in to your account.
2. Click on the *My checked out Items* link.
3. Click on *Download this Audiobook*
4. Click on the *Renew your checkout for 21 days* link.

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.