

## How to use NetLibrary eBooks

**NetLibrary** is an eContent provider that enables Brookdale Community College students, faculty and staff accessing a wide range of eBooks. You can access and view eBooks from on-campus, at home or office 24/7. It is easy to use, just follow these instructions:

1. Go to the library's homepage: [www.brookdalecc.edu/library](http://www.brookdalecc.edu/library)
2. Click the **eBooks** link under "Find"
3. Scroll down and click the **new list of eBook titles** link
4. Select an eBook title from the list. Or you can search the library catalog for the eBook by title, keyword, subject, etc. You can also perform full-text search by word or phrase from the advanced search functions
5. After you click on an eBook title, two links, **Preview eBook** and **checkout eBook**, display on the eBook record
6. If you are accessing the eBooks from off-campus, follow steps 7-11. If you are accessing the eBooks on-campus, follow steps 12-15
7. When you click on the **Preview eBook** link, the following messages display: "A problem has occurred while processing your request" and "If you have an account, please log in". Login to preview the eBook if you have an account
8. If you haven't created an account, click [here](#) from off-campus. Enter your library login (last name and the 14-digit library barcode). When done, click the **Create a free account** link and follow the directions to create a NetLibrary username and password
9. When you click on the **Checkout eBook** link. You will be directed to the Login page of NetLibrary. If you have an account, login to access the eBook. After logging in, the eBook is automatically checked out to you
10. If you haven't created an account, following step 8 to create a NetLibrary account
11. After a message confirming the account has been created, the eBook is automatically checked out to you
12. When you click the **Preview eBook** link on-campus, you will be directed to the NetLibrary website and the eBook is open for you
13. When you click the **checkout eBook** link, you will be directed to the Log In page of NetLibrary. You need a NetLibrary account to check out eBooks even you are on campus. Login if you have an account. After logging in, the eBook is automatically checked out to you
14. If you do not have a NetLibrary account, click the **Create a free account** link and follow the directions to create a NetLibrary username and password
15. After a message confirming the account has been created, the eBook is automatically checked out to you

Other helpful hints:

- a. When creating a NetLibrary username and password, you can use any combination of letters, numbers and standard punctuation
- b. Passwords must be at least six (6) characters long and cannot match your username
- c. The check out period is 24 hours. eBooks are automatically return at the end of the check-out period. If you click on the "Check in" link, the eBook will be checked in
- d. Your NetLibrary session automatically ends after 15 minutes of inactivity
- e. If the library's copies of the eBook are currently in use, either try again later or click on the **Request to be notified when the title becomes available** link. An email will be sent to you when the eBook is available.
- f. If you still have questions, [ask a librarian](#)