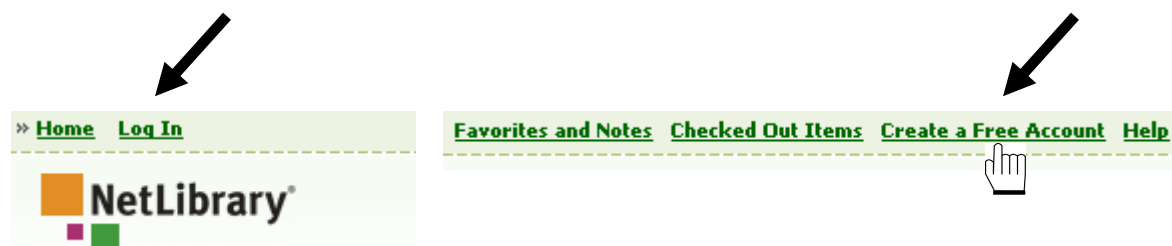


## NetLibrary eBook Collection Worksheet

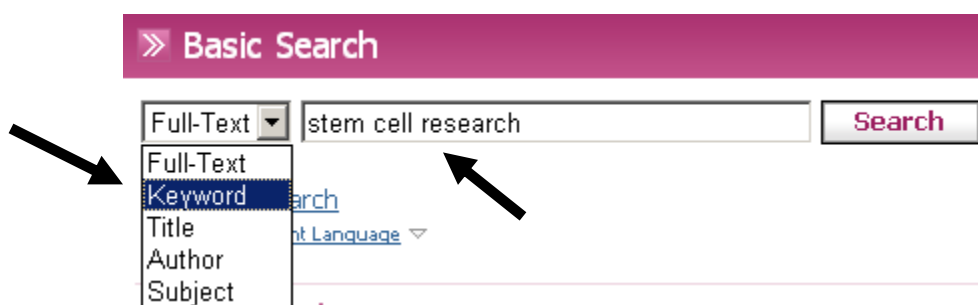
Last updated 8/28/09.

### Find a Book using NetLibrary

1. Go directly to <http://www.netlibrary.com>.
2. When the NetLibrary screen appears, create an account by clicking on **Create a Free Account**. You must use a computer located **on campus** to create the account.
3. When the next screen appears, fill out the required information. When you are done, click on the **Create Account** button. Remember to make a note of your **username** and **password**.
4. Once your account is set up, you can access NetLibrary from off-campus by clicking on the **Log In** link and entering your NetLibrary username and password.



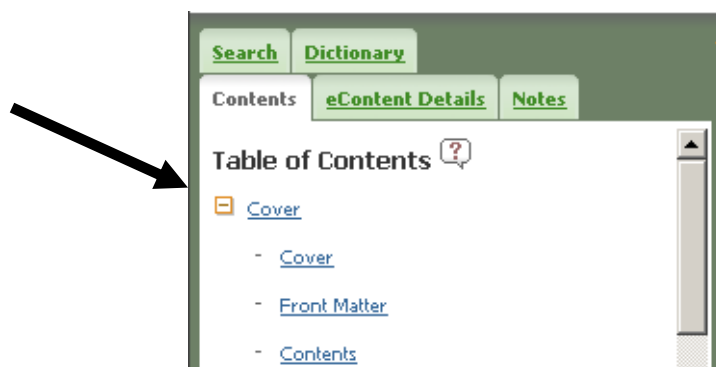
5. From the NetLibrary Basic search screen, **type in search terms for any topic**. Use the menu on the left to select where the terms should be found. Press the <Enter> key or click on the **Search** button to execute your search.



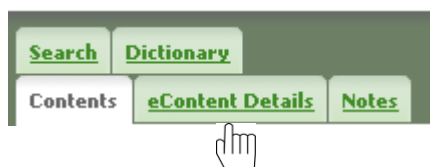
6. When the Search Results list appears, browse this list and select any book that interests you by clicking on **View this eBook**.



7. When your eBook appears on screen, browse some of the chapters or sections of your eBook by selecting them from the table of contents on the left.



8. Click on **eContent Details** from the menu on the left.



9. When the *eContent Details* screen appears, scroll down and click on **Email this Information** under *Options*.



10. When the Email screen appears:
- Type your **instructor's email address** in the *To:* window.
  - Type **your email address** in the *From:* window.
  - Type **NetLibrary Assignment** in the *Subject* window.
  - Type **your name** in the *Message* window.
  - Press the **<Enter>** key or click on the **Send** button to send this eContent Details message to your instructor.

A screenshot of the 'Email' screen. It shows four input fields: 'To:' with the value 'instructor@reynolds.edu', 'From:' with the value 'student@email.vccs.edu', 'Subject:' with the value 'NetLibrary Assignment', and 'Message:' with the value 'John Smith'. Below the fields are two buttons: 'Send' and 'Cancel'.

11. **Print out the cover page** of your book and **attach it to this worksheet**.