



**LaGrange Association Library**  
**488 Freedom Plains Road (Route 55)**  
**Poughkeepsie, NY 12603**  
**(845) 452-3141**  
**[www.laglib.org](http://www.laglib.org)**

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## **Downloadable Audiobooks**

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Downloadable Audiobooks from NetLibrary and Recorded Books are digital versions of the latest bestsellers, book club favorites and award winning authors that you can download and listen to on any computer that supports Windows Media Player v. 9.0 and above or portable listening device (unfortunately Apple iPods are not compatible).

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### **Accessing Downloadable Audiobooks**

- Log on to the LaGrange Library website at [www.laglib.org](http://www.laglib.org)
- Click on the Search Downloadable Audiobooks icon on our home page
- Enter your library card barcode and click Log In

### **Create an account**

You can search for eAudiobooks and listen to previews, but in order to download and listen to them you must first create a free NetLibrary account.

- Click on the Create a Free Account link located in the upper right hand corner of the screen.
- Create a username and password then fill in your security and personal information.
- Click the Create Account button

### **Searching for an eAudiobook**

Basic Search lets you quickly find an audiobook by using the Keyword, Title or Author fields. Basic search can be found on the home page and on the right side of every page with the exception of the Advanced Search page.

- Enter a search term in the Basic Search field
- Select Keyword, Title or Author
- Click Search

The Advanced Search tab, located in the top navigation area, lets you construct more complicated searches using multiple fields and Boolean operators.

### **Checking Out an eAudiobook**

The default checkout period for an eAudiobook is three weeks. You may checkout a maximum of ten eAudiobooks at a time. Please do not download eAudiobooks to public computers in the library.

- From search results, click on the Download this eAudiobook link
- Select a download option: CD or radio quality. Choose CD if you have high-speed access or if you plan to transfer to a portable device. Choose radio for dial-up.
- You will be prompted to open or save the eAudiobook. Selecting Open will download the title and launch your media player. Click the Play button to listen. Selecting the Save option lets you download the file to a directory. Once the download is complete, you can open the eAudiobook directly from your media player or use Windows Explorer.

### Logging in

Once you have created an account, you can log into the eAudiobook collection from any computer with Internet access.

- Log on to the LaGrange Library website at *www.laglib.org* and click on the Search Downloadable Audiobooks icon on our home page.
- Enter your username and password in the log in box and click the red Log In button.

### Transferring an eAudiobook to a Portable Device

Before transferring an eAudiobook to a portable device, you must open it at least once on your computer. You can then transfer the title to a portable device using your media player.

Please refer to your media player's help section for additional information.

### Renewing an eAudiobook

At any point during the checkout period you can renew your item for an additional three weeks.

- Log on to the LaGrange Library website at *www.laglib.org* and click on the Search Downloadable Audiobook icon on our home page
- Enter your username and password in the log in box and click the red Log In button
- Click on the My Checked Out Items link
- Click on the Renew Your Checkout for 21 Days link
- **Please note:**

If your checkout period has expired, you can checkout the title again without downloading it. Click on the Checkout (No Download) link from the Download page for the title. Open the expired file from your media player. It will automatically connect to NetLibrary, prompt you to log in and re-checkout the title.

### Finding Help

Detailed information on using NetLibrary is available by clicking on the Help tab in the top navigation bar. Context-sensitive tips are also available on each page.