

### NetLibrary

#### What is NetLibrary?

NetLibrary is a full text online collection of books. NetLibrary contains a significant collection of both nonfiction and fiction books. Individual users must create a free account with a username and password which allows access from anywhere at anytime.

#### Accessing NetLibrary

1. From the Hilton M. Briggs Library page, <http://lib.sdstate.edu>
2. Click **Articles & Databases**.
3. Scroll down and click NetLibrary.

#### Create a Free Account – access eContent anywhere through the Web

1. You must create an account in order to access SDSU's NetLibrary books. The account must be created from a computer on the SDSU campus network. Once the account has been created, you can log in to SDSU's NetLibrary books from any computer with Internet access.
2. Distance education students should contact a Reference Librarian for assistance. Off-campus library users may call or e-mail the Information Desk to request assistance in creating an account.
3. Choose the **Create a Free Account** tab at the top of the NetLibrary home page. Enter all required information. For more information, click on **Help**.

#### Searching NetLibrary

1. Access NetLibrary either from the library home page <http://lib.sdstate.edu> or <http://www.netlibrary.com>
2. From the Basic Search screen, you can search by Full Text, Keyword, Title, Author or Subject.
3. Enter search term(s). Click **Search**.
4. Choose to **View this eBook**, **Show Details** or **Add to Favorites**.
5. To browse a book, click **View this e-book**. You may look at pages within the book by first clicking on the **Contents** tab and then navigating through the Table of Contents or by using the **Previous** and **Next** buttons at the top of the screen or by entering a page number. You can actively view the full-text eContent (turning pages, searching within the full-text, etc.) in 15-minute increments. If you are not actively viewing the item, it returns to the collection for someone else to view.
6. Search for terms in the book by clicking the **Search** tab within the book.
7. Return to the search results screen by clicking **Back to Search Results** to enter a new search. The **Basic Search** box is on the right side of your **Search Results** screen.
8. To add books to a list to keep for future reference, click **Add to Favorites**
9. To find a specific book, use the **Advanced Search** screen. Advanced Search lets you construct more complicated searches using multiple fields (Title, Author, Full Text, Keyword, Subject, Publisher, ISBN), Boolean operators (and, or, not), and limits (by year and/or language).

## **Other Features**

1. The **eContent Details** tab contains title, author and subject information along with other options, such as **Add to Favorites** or **Email this Information**.
2. The **Dictionary** tab allows you to look up any term in the dictionary or thesaurus while you are looking at the eBook.
3. The **Knowledge Tools** tab allows you to select or enter a term and search for that term in additional web resources such as encyclopedias, an atlas, or web search engines.
4. The **Notes** tab allows you to mark a page or add a note to a page for future reference and lists all notes you have added for the title you are currently viewing. To access a title for which you have notes, click on **Favorites and Notes** at the top of the Home page.

## **Printing and Copying Text**

Print and copy selections from a full-text eContent item. You are allowed to print one page at a time using your Web browser's print function or the print function on the Adobe Acrobat toolbar.

**Printing the entire eContent item violates copyright laws and precautions are taken to protect those copyright laws. If a suspicious usage pattern indicates excessive printing or copying, the activity is logged and you are sent a copyright warning message.**

## **For More Information**

 Contact a reference librarian at **Hilton M. Briggs Library (605-688-5570)**, **(1-800-786-2038)** or via e-mail: [blref@sdstate.edu](mailto:blref@sdstate.edu)