## QUICK STEPS TO DOWNLOAD AN AUDIOBOOK

- Go to www.nclive.org and click on "Audio Books"

- Log in or Create an account on MyiLibrary

- Browse & select an audio-book. This places it on your "Bookshelf"

- Install the Ingram Media Manager software to gain access to the book

- Click "Download" to open the book

- Select "Play" to play the Audiobook on your computer or "Transfer" to Transfer the audiobook to your iPod, MP3 player or other portable device

- Don't forget to click "Help" for assistance, information and trouble-shooting tips

Downloadable eAudio Books

-TWO SITES CAN BEGIN YOUR AUDIOBOOK QUEST-

INDIVIDUALS CAN START THEIR EXPERIENCE

WITH AUDIOBOOKS BY GOING TO THE LIBRARY WEB SITE (www.cabarruscounty.us/library) & CLICKING

ON 'SERVICES'

OR SIMPLY GO TO nclive.org AND CLICK ON

'AUDIO BOOKS'

Brought to you by...

NC live.org
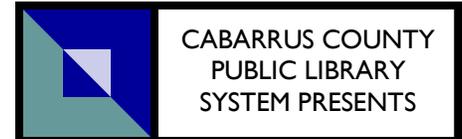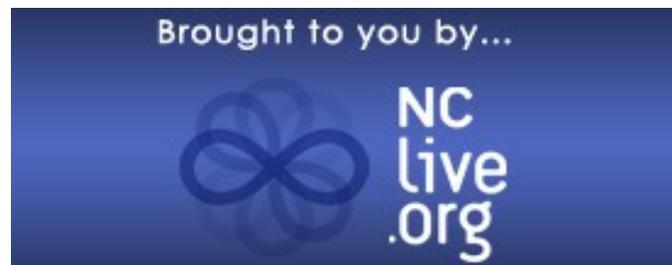
DOWNLOADABLE

AUDIO BOOKS

Cabarrus County Public Library

FAQ's FOR AUDIO-LIBRARY BOOKS

- ### WHAT IS MiLIBRARY AUDIO?

MiLibrary Audio is a system for finding & checking out audiobooks.

- ### HOW CAN I FIND THE DOWNLOAD-ABLE AUDIOBOOKS?

Go to www.nclive.org & click-on "Audiobooks." A variety of fiction and non-fiction titles will be displayed. **Make sure you have your NCLive password.**

- ### HOW DO I ACCESS THE AUDIO TITLES?

Click on "Audibooks." Then click "Log-In." You-must create an account to access the audio-books.Follow the instructions on the screen to set one up, if needed. (Browser Requirements):
— Internet Explorer 8,7,6,5.5 & 5.1
— Firefox 2+
— Safari 2+

- ### ONCE LOGGED-IN, HOW DO I REQUEST A TITLE?

Just browse and select. This places it on what is termed a "bookshelf" for future use.

- ### WHAT IS MY BOOKSHELF?

This is a list of audiobooks you have checked-out and the ones you have on hold.

- ### HOW DO I KNOW WHEN A HOLD IS READY FOR ME?

MiLibrary will send you an email notifying you when it is ready. At this time, the book is automatically placed on the bookshelf & your lending time begins.

- ### IS THERE A SUGGESTED LIMIT OF AUDIOBOOKS I CAN PLACE ON HOLD?

Yes. You can place up to ten (10) books on hold.

- ### IS THERE A CHECK-OUT LIMIT FOR THESE AUDIOBOOKS?

Yes. The library provides a limit of six (6).

- ### DO I NEED SPECIAL SOFTWARE TO LISTEN TO MY AUDIOBOOK?

You will need the Ingram Media Manager software.

- ### HOW DO I DOWNLOAD THE INGRAM MEDIA MANAGER?

When you are ready to download a book, you will be g given a chance to download & install the Ingram Media Manager (IMM). IMM requires:
— Windows XP or Vista
— Macintosh OS X 10.4.1 or later
— Free space or hard disk: 7MB

- ### TITLE INFORMATION

Click on the icon (picture) of your audiobook which you are interested in. This will provide you with additional information such as:

"Library Copies" which inform you how many copies are **owned** by the library

"Available" means the copy is available for check-out immediately. For example, "Available Copies: 0" can be read as "A copy is currently unavailable for check-out." In this case, you must place it on hold.

"Lending Period" = 7 days

"Duration" = States the length of the audiobook

WHAT DEVICES CAN I USE TO LISTEN TO AUDIOBOOKS?

- Your Computer
- ipod Nana, ipod Classic, ipod Touch,
- iPhone (the device must have a screen)
- Playsfor Sure & Secure WMA Devices
- Palm PDAs & Smartphones (with memory card slot & Palm OS 5.2 or higher)

- A full list of devices is given under "Help"

- ### HOW MUCH SPACE DOES AN AUDIOBOOK TAKE UP ON A PORTABLE DEVICE?

This depends on the title. Expect each hour of the book to take up 14MB once it is transferred.

- ### CAN I TRANSFER AN AUDIOBOOK TO A CD?

Possibly. Transfers are determined by the pub-lisher and depend upon the digital rights manage-ment noted in the usage rights section of the product.

FOR ADDITIONAL INFORMATION

Click on "Help." This gives technical assistance, troubleshooting tips and provides you with a contact If your question is not answered.