

# NetLibrary

Phoenix College Library 602.285.7470



Why do we have to check out a book in NetLibrary?

• PC shares this resources with all the libraries in the MCCC

• The database will only let a certain number of people view each book at a time.

• When you 'check the book out,' you are guaranteeing that you will have access to the title for the next several days no matter who else wants to look at it.

## Access Over 5,000 eBooks!

NetLibrary is a database of electronic books. The entire text of the books has been copied and made available for viewing through NetLibrary.

### Steps to Access

1. Start at the library homepage.
2. Then select "Magazine & Newspapers."
3. Then select "Alphabetical List of all Databases."
4. Scroll down to NetLibrary.

\* Accessing from home? When asked for your borrower barcode, enter the 13 digit number on the back of your student ID.

## Create an Account...

... must be done in the library before you can access from home.

### Benefits:

- Remote access (use from home or work) to the database.
- Virtually check out books for up to 7 days.
- Take notes and bookmark pages for easy referral.

### To Create an Account:

1. Click on "Create a Free Account" link in upper right.
2. Create you username and password - it's that simple!

### To Login to your Account:

1. Click on link for Log In located upper right corner.
2. Enter your Username & Password.

Phoenix  
Community  
College Library

www.pc.maricopa  
.edu/library

602.285.7470

*Questions?  
Ask a Librarian!*

## Basic Search

Type words into the search box in order to execute a Basic Search.

**Keyword** = search for word in the record for the book. A record is the basic information about the book, including author, title, and subject headings.

**Title** = search for words as part of the title of the book.

**Author** = search for words as part of the author name.

**Full Text** = looks for the word on every page of every book in the entire database.

## To View a Title:

Click on the link [view an eBook](#) to open the ebook.

## Navigation Bar:

Once a book is open, you can place your arrow over any icon and a box will pop up telling you its function. Options include printing, zoom, and page turning.

## Using the Tool Palette

The Tool Palette is the grouping of 5 tabs located in the left column. Each tab gives info about the book and allows you to execute various actions.

**Search** = search for a word or phrase within that particular ebook.

**Dictionary** = look up any word in the dictionary as you are reading.

**Contents** = navigate through the book with the Table of Contents. Each chapter title is hyperlinked, allowing you to jump to that page in the book.

**EContents Details** = CHECK OUT THE BOOK! After selecting the Econtents tab, select the link that for Checkout for 7 Days. The title will then be checked out to you. Remember, you must be logged in to check out a book. (Please note that the length of time a book can be checked out may vary.)

**Notes** =take notes while looking at certain pages in each checked out book for future reference.