

Quick Guide



- **ACCESS**

- **Library/Card Catalog**

Typing a search into the VHCC Library catalog will find NetLibrary books along with print books. For NetLibrary books, there will not a local call number. If you find a NetLibrary book, click on the **Ext Link** column to the right to retrieve it.

- **NetLibrary link on the Library web site**

There is a separate link on the library web site to search only for NetLibrary books. It is located below the *Articles/Books* search boxes.

- **CREATING AN ACCOUNT**

If it is very important to create a free account in NetLibrary. **PLEASE EMPHASIZE THIS TO STUDENTS. Registration allows access to NetLibrary books from anywhere with Internet access. *The free account must be created through the VHCC Library web site while on campus.***

- **PRINTING and SAVING**

One page may be printed at a time. There is a limit on how many pages may be printed. The same applies to Saving portions of the book—the entire book may not be saved. This is so that copyright will be protected.

However, links to books and notes (much like making notes in the margin of a print book) can be done through the function *Favorites and Notes*.

*Note: In some sections you will see references to audio books and listening. VHCC does not have access to audio books, so these sections should be disregarded.

- **HELP SCREENS AND TUTORIAL**

There are numerous help screens throughout NetLibrary that cover specific functions.

There is also a helpful tutorial called [Full-Text eContent Demo](#) under Help.