

**Note: You will need to create a free personal account once you have accessed NetLibrary before fully utilizing the features of this collection.**  
(See "Creating a Personal netLibrary User Account" below.)

### **Accessing the NetLibrary Collection:**

Through a cooperative effort of INCOLSA\*, the University of Southern Indiana, along with other academic libraries in Indiana, provides access to a selection of NetLibrary's eBook (electronic book) collection. Our agreement includes over 3,000 copyrighted titles, in addition to nearly 3,500 publicly accessible titles.

Users may access the Rice Library/INCOLSA collection of NetLibrary eBooks in 3 possible ways:

**Option 1:** Go to Rice Library's [Databases](#) page. Then select the **Databases A-Z** list; scroll down and click **NetLibrary**.

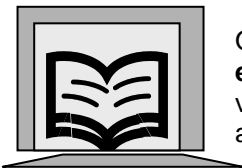
- Off-campus users will first be required to authenticate themselves as a USI user.
- Search by: Title, Author, Keyword, or Full Text
- Under Advanced Search options, you are able to search by Subject , ISBN, and within the Full-Text of a book

**Option 2:** Perform a search in Rice Library's [Catalog](#)

- Enter "NetLibrary" in the first search box and your topic in the second search box (suggestion: attempt to express your topic in one broad keyword)
- If search results in more than one title, select title of interest. Click on the following link near the bottom of the detailed catalog record for the item selected: [An electronic book accessible through the World Wide Web; click for information](#)
- Off-campus users will be required to log in with their MyUSI user name and password before gaining access to the selected title.

**Option 3:** Search NetLibrary directly at [www.netlibrary.com](http://www.netlibrary.com)

- This option requires the user to create a personal NetLibrary account, having first accessed NetLibrary through options #1 or #2 above.
- The user must then log in with his/her personal NetLibrary user name and password to search and view the eBook collection. (See section below for instructions on creating a NetLibrary account.)



Once you have found an eBook, you may read it or examine its contents by clicking on the **View this eBook** link. Individual titles within the Rice Library/INCOLSA collection of NetLibrary eBooks may be viewed by any authorized USI student, faculty, or staff member for up to two hours. Titles are automatically closed after 15 minutes of inactivity.

### **Creating a Personal NetLibrary User Account:**

Creating a personal NetLibrary account is not necessary for authorized users to view the Rice Library/INCOLSA collection, but it does allow the user to access the collection from outside the library or beyond the library's Web page, create bookmarks, save notes, and personalize preferences.

To create an account, connect to NetLibrary using access option #1 or #2 above. Follow the instructions given on the NetLibrary homepage under the "Create a Free Account" link located in the upper right-hand corner of the screen. NOTE: You must create an account from a campus computer on the USI network or connect to NetLibrary through the Library's **Databases** pages. Otherwise, NetLibrary will not recognize you as an

authorized INCOLSA/University of Southern Indiana patron. However, after creating your account, you will be able to log in to your account from any computer with an Internet connection, either through Rice Library's catalog or **Database** pages or directly at [www.netlibrary.com](http://www.netlibrary.com).

### **Viewing an eBook**

NetLibrary will allow those authorized (USI-affiliated) users who have not created an account to browse an eBook. Click on **View this eBook** to briefly view (15 minutes) the contents of the eBook. You will have the capability to search for specific terms or phrases or to browse chapter by chapter.

### **Printing text from an eBook**

You may print specific pages of an eBook by clicking on the print icon on the Adobe toolbar. This procedure may not work in all web browsers or with all eBooks. If not, highlighted text may be copied and pasted into a word processing document.

Although you can print parts of an eBook, printing an entire eBook violates copyright laws. NetLibrary takes precautions to protect copyright laws. If a suspicious usage pattern indicative of excessive printing or copying is detected, NetLibrary logs the activity and notifies the user's library.

### **Citing eBooks**

Depending on the NetLibrary title, there are several possible ways to cite the material. Two basic examples are listed below. For a detailed list of examples:

1. Click on the "**Help**" link in the upper left-hand corner of any NetLibrary screen.
2. At the **Help** menu, click on "**General**."
3. From the **General Help** menu, click on "**eContent Citation**."

#### **MLA Citation for books from NetLibrary**

Norman, Richard. The Moral Philosophers. New York: Oxford UP, 1998. *NetLibrary*. Web. 14 Aug. 2001.

#### **APA Citation for books from NetLibrary**

Wharton, E. (1996). *The age of innocence*. Charlottesville, VA: University of Virginia Library. Retrieved from <http://www.netlibrary.com/urlapi.asp?action=summary&v=1&bookid=2009766>

*If you have problems accessing the Rice Library's collection of eBooks through NetLibrary, please contact the Reference Desk at 812/464-1907 or 1-800-246-6173.*