

LIBRARY SERVICES



Kiefer Library
College Center, 5401 W. 20th St.
P.O. BOX 69, Greeley, CO 80632
(970) 339-6227 / 800- 301-5388 x 6227

Thomas M. McKee
Academic Resource Center- Loveland
104 E. 4th Street, Loveland CO 80537
(970) 667-4611 x3304

Academic Resource Center
Ft. Lupton
206 College Ave. Ft. Lupton, CO 80621
(303) 857-4022 x4326

Electronic Books

Using NetLibrary

What is NetLibrary?

NetLibrary lets you access Aims Community College library's full-text, searchable electronic book collection. This collection contains the electronic version of full-text books.

On Campus Access

- Go to the library home page at <http://www.aims.edu/kieferlibrary/index.html>.
- Go to **Finding Information**.
- Click on **Electronic Books**.

Off Campus Access

- If you want to use NetLibrary off campus you must create a free NetLibrary account. You must set up your account from an Aims Community College computer. Once you have **created your free account***, you may access NetLibrary from anywhere.
- Go to the library home page at <http://www.aims.edu/kieferlibrary/index.html>
- Go to **Finding Information**.
- Click on **Electronic Books**.
- Click on **Log In**, either in the top left or bottom center of the screen.

Finding Books in NetLibrary

- Type your search terms in the **Basic Search** box.
- **Basic Search** allows you to search NetLibrary by keyword, title, author, full text, publisher or subject.
- Click **Search**.
- Click on **View**.
- The cover of the book will appear. Click on a section you want from the table of contents on the left side of the screen.
- Read through the sections by clicking on the **Next** or **Previous** buttons at the top of screen.
- The table of contents will remain on the left hand side. You may jump to any section.
- By using the **Search this eContent** box at the left hand bottom of the page, you can search by keywords.
- You can then either copy from the book into a MS Word document or print the page.

Reading an electronic book

- While you are actively viewing (or reading) an eBook, no other user has access to it.
- If 15 minutes elapses without active use, you are logged out and another user will have access to the book.

***Create a free account**

1. You must set up your account from an Aims Community College computer.
2. Go to the NetLibrary Website, either through the **Electronic Books** link on the Kiefer Library home page
<http://www.aims.edu/kiieferlibrary/index.html> or go directly to www.netLibrary.com.
3. Click on the **Create a Free Account** link at the top right side of the page.
4. Enter your identifying information (user name, password, email address).
5. Select the **Create Account** button.
6. Be sure to remember your user name and password!