



# Wichita State University Libraries

Audiobooks, Music, and More!

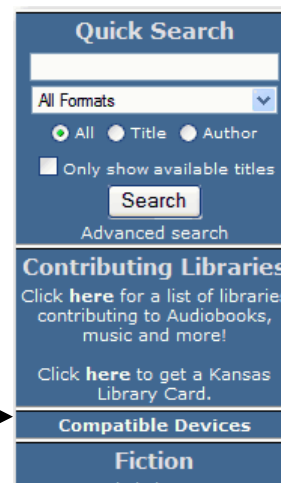


The State Library of Kansas Audiobooks, music, and more! digital catalog offers thousands of online books, videos, and music for free and now you can use your **myWSU**id and password to access this wealth of enjoyment and learning.

Several types of materials are available: digital videos, WMA audiobooks, digital eBooks, digital music, and MP3 files which play on virtually any MP3 player including the iPod® and the Zune®! To see if your audio player is compatible check the “Compatible Devices” link on the main page or go to <http://www.OverDrive.com/resources/drc/compatibledevices.aspx>

First time users may want to take advantage of the guided tour found at the following link on the Audiobooks, music, and more! site. It is located below the introductory paragraph and any announcements that may be displayed.

**First time user?** [Click here to get started with Audiobooks, music and more!](#)



## Digital Catalog Basics

A few basic things you need to know about the Audiobooks, music and more! digital catalog.

- You can select your loan period
- Items in “My Cart” are only there for 30 minutes
- Only 10 items can be checked out at a time (this includes items you are done listening to or viewing).
- Items automatically drop from your Bookshelf after the loan period but you cannot remove them before
- You have 3 days to check out a hold that has become available (an email will be sent to you when the item becomes available).
- You must have the appropriate software downloaded to listen to or view the items in the digital catalog. This includes the MP3 software that your portable device uses.
- You will need the OverDrive Media Console to manage your items once they are checked out.

## Getting to Audiobooks, music, and more!

There are a few ways to get to the home page:

1. Through the WSU Libraries home page: <http://library.wichita.edu>
  - a. Electronic Resources / E-Books / Kansas Audio books, music, and more!
  - b. Electronic Resources / Electronic Databases / By Title / Audio books, music, and more!
2. Directly: <http://www.kansas.lib.OverDrive.com>



## Signing In

**Signing in first is recommended.** It is necessary to login before checking out or placing a hold. Signing in before finding a title will eliminate the need to search for the item a second time.

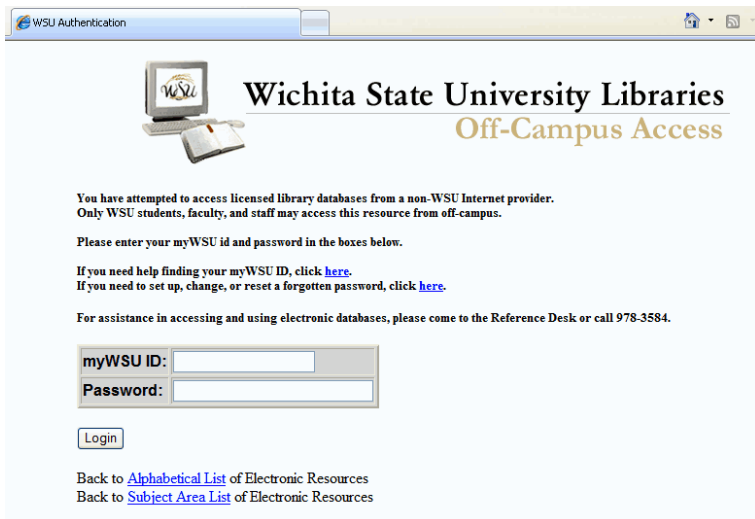
Signing in requires a few easy steps: click on the **Sign In** or the **My Account** link. On the "Sign In" screen, choose *Wichita State University Libraries* from the drop-down menu.

A screenshot of the "Sign In" page. The title is "Sign In". Below it, the text says "Sign In with your Kansas Library Card below. (Need a Kansas Library Card? [www.kslc.org](http://www.kslc.org))." There are two input fields: "PIN:" and "Date of birth:". Below the "Date of birth:" field is a "Sign In" button. Below this, the word "OR" is displayed in red. Then, the text says "Sign in with your regular library card (in limited cases)". There is a "Library:" dropdown menu with "[select library]" selected, which is circled in red. Below it are "Library card number:" and "PIN:" input fields, followed by a "Sign In" button.

This screen will then be displayed:

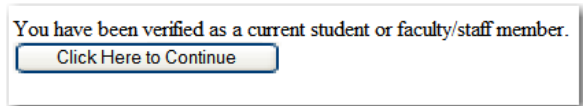
Click on this link

A screenshot of the "Sign In" page. The title is "Sign In". Below it, the text says "Access to this site is limited to library patrons only." and "Sign In with your Wichita State University Library Card below." There is a "Library:" dropdown menu with "Wichita State University Libraries" selected. Below it, the text says "Wichita State University Library users, please click here to login." with a blue link.



The WSU Off-Campus Access screen will display. (This should look familiar to those of you who access the Libraries' databases from off-campus.) Enter your myWSUid and password.

If you are recognized as a current WSU student, faculty, or staff member then you will get the following:



If not, be sure you have typed your information in correctly. You must be a currently enrolled student, a current faculty member, or a current employee. If you still have difficulties, contact the library.

Close the "Sign On" page to be sure that you continue to use the account you are now signed into.

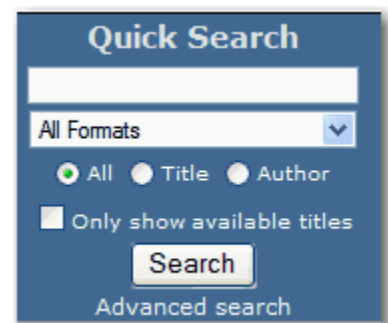
## My Account

Once you have signed in, click on **My Account** to manage your account. You can:

- view the titles waiting to be checked out (My Cart)
- change the checkout period, format-by-format (Lending Periods)
- view titles currently checked out to you (My Bookshelf)
- view a list of titles you are waiting on to become available (My Holds)
- view your wish list items (Wish List)
- register your Mobipocket PIDs (My Mobipocket PIDs)
- display and change the titles you have rated (Rated Titles)

## The Library Experience

The Quick Search, Advanced Search or Browse feature are used to navigate the digital catalog. The process of using the digital catalog is much like using the WSU Library. You must have a library card (in this case you can use either your Shocker Card or your KSLC), you search the library for the items you want, and then check the items out. Searching is similar, using the quick search in the digital catalog is like using the "basic search" on the library catalog, the advanced search is comparable to the "guided search" and browsing is much the same as browsing the shelves.



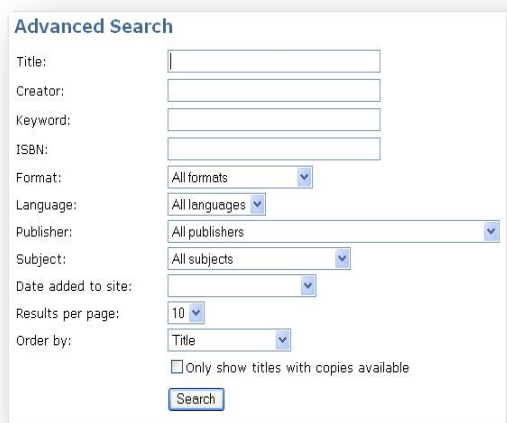
Use Quick Search to do a simple search for a title or creator. Remember to eliminate 'a,' 'an,' and 'the' from the beginning of the title when searching. When searching for creator, use either the last name (Grafton) or a first name/last name combination (Sue Grafton).

The Advanced search is used for combining search terms such as creator, title, format, ISBN, language, subject, etc.

Browse using the options on the side menu or by scrolling through the featured items in the main section. The side menu offers more subject options for each format, including "Always Available" and "Lost in the Virtual Stacks." More titles can be seen in the main section by clicking on the "Complete list..." link to the right of the heading.

Once you have located an item of interest, click on the picture or the title to reveal the title details page. This page includes:

- *Bibliographic information* – title, edition, author(s), publisher, subject(s), language(s)
- *Format information* – type of item, availability, lending period, file size, number of parts, length, software version needed to play, ISBN, and the release date
- *Description* – a description of the item



- *If you like this, then you'll love these...* - a recommended titles list based on the current selection

- *Excerpts* – a brief excerpt from the book (not always available)

- *Reviews* – a review of the item (not always available)

- *About the author* – a short biography of the author (not always available)

- *Digital rights information* – information on legal use of the item, including whether the item can be burned to CD or downloaded to a portable device

- *My Rating* – allows

you to rate the title using a 1-5 star system.



[Continue Browsing](#) [Proceed to Checkout](#)

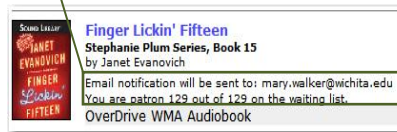
Simply click on the "Add to Cart" link then either "Continue Browsing" or "Proceed to Checkout." Click on the "Confirm checkout" button to finalize the check out process. If checking out an MP3 file, you will be required to view and accept the terms of use before confirming checkout.

The check-out period is based on the lending period you set in the "My Account" section. Ten (10) items can be checked out at a time. What happens after the lending period? The item simply drops out of your selections; there are no overdue fees! Keep in mind that items can not be removed from your bookshelf before the end of the lending period, even if you are done with them or change your mind! Remember to remove the files from your computer and portable device.

If the item is currently checked-out to someone else, click on the “Place a hold” link. When placing a hold, you will be prompted for your email address. Once the hold has been placed, you will be added to the list of people who have requested this item. Names are added on a first-come/first-served basis.

Your status will be displayed in your account and you will receive an email when the item becomes available for check out. Be quick! You only have 3 days from the time the email is sent to check the item out before it moves on to the next person. The email will include a link to the item in your account and instructions on how to check the item out.

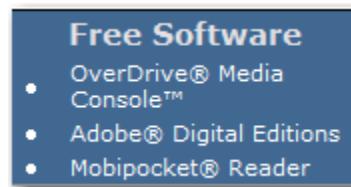
Email notification will be sent to: mary.walker@wichita.edu  
You are patron 129 out of 129 on the waiting list.



## Downloading the Required Software

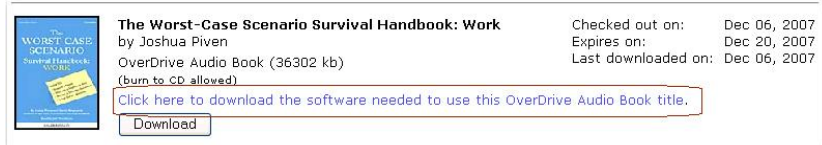
The first thing to do is download all the software that you will need. This is a one-time process and is free. The following are required downloads:

- the OverDrive Media Console
- Windows Media Player
- Windows Media Player Security Upgrade



The Windows Media Security Upgrade link is found within the OverDrive Media Console.

You will also have the opportunity to download the software from the item record located in your bookshelf. Remember to have your MP3 player software downloaded on your computer as well.



Information on system requirements, downloading instructions, and Windows Media player installation is located on the “Help” pages. You will find instructions for downloading to MP3 players and burning to CD here as well.

## OverDrive Media Console

The items checked out are managed through the OverDrive Media Console. Windows Media Player and the Security Upgrade work in conjunction with the OverDrive Media Console to regulate the use of the downloaded files. These must be installed in order to download any OverDrive files.

OverDrive Media Console includes a built-in Transfer Wizard that transfers titles to your supported portable player in just a few clicks. For a list of compatible devices go to <http://www.OverDrive.com/resources/drc/compatibledevices.aspx>.

For audio books that may be burned to CD, OverDrive Media Console works with Windows Media Player to allow you to burn to CD without installing any extra software. You will, of course, need to have a CD burner installed on your computer.

One setting you may wish to change is the “Media Explorer Auto-Play Options” under the Tools / Options menu. You may want to change this setting to “Disable auto-play.” The default setting is “Automatically play from beginning.” The other options are to “Automatically resume from furthest played point” and “Automatically resume from most recently played point.”



The main buttons on the console are Play, Transfer, Burn, Download, Delete, Properties, Views, Sort by, and Help. Play will, of course, play the selection. Transfer is the button used to send a file to your supported portable player. Use the Burn button to use Windows Media Player to burn the item to CD. Download aids in downloading parts of a selection. Delete removes the file from your console and your computer. The Properties button allows you to see the general information about the selection and what the license allows. Views has several options on how to view the list of downloads: console, thumbnail, tiles, icons, list, and details. The Sort feature sorts by title, creator 1, creator 2, format, date acquired, date last played, date expires, or duration. Help is there to provide answers.

## OverDrive Media Explorer

Double clicking on a selection is the same as clicking on the Play button when the item is highlighted, which opens the OverDrive Media Explorer window. The window displays the bibliographic information for the selection at the top, a listing of the part(s) along with the media markers in the middle, and the controls at the bottom.

The figure below shows the controls found at the bottom of the window:



1. progress bar - lets you know how far along the player is in the part.
2. play / pause button
3. stop button
4. previous part - jumps to the previous part, if available
5. previous media marker –jumps to the media marker directly before the current marker

6. next media marker – jumps to the next sequential marker
7. next part - jumps to the next sequential part, if available
8. mute button - continues the play of the selection but mutes the sound
9. volume control
10. play speed – adjust the rate at which the file is played
11. video size – works only for videos, choose from small, medium, and large
12. skip back 15 seconds
13. resume from furthest played point - jumps to the point furthest along in the selection that you have listened to
14. bookmark - allows you bookmark a media marker for quick retrieval later
15. launch Windows Media Player
16. help
17. close explorer window

## Transferring Files to an MP3 Device or iPod



Select the item you wish to transfer. Be sure your device is plugged into the computer and click on the “Transfer” button in the OverDrive Media Console and choose the desired parts to download. I suggest downloading only one or two parts at a time until you know how well the OverDrive Media Console and your device are going to communicate correctly. Follow the instructions on your MP3 player or iPod regarding disconnection from the computer and use. Enjoy!