

Downloading Audio Books to Your iPod using MyiLibrary



MyiLibrary is a new collection of downloadable audio books that are compatible with Mac and PC Computers and may be transferred to iPods and other digital audio players. Follow the steps below to download a title and install it on your iPod. If you have any trouble at any step of the way, please call the Reference Desk at 789-2661.

- Connect your iPod to your computer and launch iTunes. In iTunes locate your iPod in the left vertical navigation panel (under DEVICES) and click the name of your iPod. The Summary screen is displayed. If it is not already checked, place a checkmark next to the option “Manually manage music and videos.” This will prevent your MyiLibrary audio books from being deleted automatically when you connect your iPod.
- Using your web browser, go to the Belvedere-Tiburon Library Home Page at www.thelibrary.info
- Click on the link on the right side of the page (under Virtual Library) that says “eBooks and Audio Books.”
- On the eBook page, click on the link that says “MyiLibrary Audio Books.”
- You may now browse the collection. At any given time, a large percentage of titles will already be checked out. If a title you want is checked out, you may place a hold on it and you will be notified via email when it is available. To see a list of available titles, click on the “Advanced Search” link below the search box on the left side of the page. Scroll down to the bottom of the Advanced Search page and click in the check box that says “Show only available books.” Don’t fill out anything else on the form. Now click the **GO** button at the bottom of the page. You will now see a list of items that are currently available for checkout.
- When you find an available title that you would like to check out, select a checkout period (from 7 to 21 days) and click on the **Add to bookshelf** button to the right of the title.
- You will now be prompted to enter your library card number. Input the barcode number and click **GO**.
- Now click on the **Go to bookshelf** button (Or the “Bookshelf” link in the header of the page).
- Click the **Download now** button adjacent to the title you just checked out.
- If you have not previously installed the MyiLibrary download and transfer software, click on the “Download the Ingram Media Manager” link that corresponds to your computer type (Mac or PC). Follow the steps to install Ingram Media Manager (IMM).
- Now hit the **Click here to get your title** button on the MyiLibrary page. IMM will launch and begin the download. (Click **OK** if you need to confirm that you want to launch IMM).
- IMM will show the progress of your download. Download time will depend on your Internet connection and the size of the audio book.

- When the download finishes, IMM will ask you if you want to transfer the audio book to your iPod. Confirm that you want to transfer.
- Select iPod from the “Where would you like to transfer?” window that opens up.
- The audio book files will now be transferred to your iPod. This may take a few minutes as they are being translated into a format that is readable on your iPod. Once on your iPod the title will be available to you until you delete it (it will not expire - only the file on your computer will expire).
- Disconnect your iPod and locate the book under Playlists (the files may not display in proper order within the iPod Audiobooks folder).
- Play and enjoy!