



## How to request and borrow titles on MP3 CD

### Requesting your audiobooks

1. If you have not done so already, make sure to first login to the Listening Books homepage at [www.listening-books.org.uk](http://www.listening-books.org.uk) to validate and change the password to one of your choosing. You can find these details in your welcome letter.  
  
\*\*If you do not have a computer, please contact the library on 020 7234 0522 to discuss alternative ways to request your audiobooks\*\*.
2. Once in the 'members' area', click on **Choose your MP3 CDs**.
3. Search the catalogue for your favourite authors or titles and click on the text to view the audiobook details. If you like, you can select the CD checkbox (to the right of the search box) so you will only be shown results for titles available on MP3 CD. Titles available to borrow on MP3 CD have this symbol  next to them.
4. If you would like to order that particular audiobook, click on this symbol  to add it to your request list, which will appear on the right hand side of the screen. If the list doesn't automatically appear, click on the Request List tab.
5. You can then continue your search and request more titles.
6. When you are happy with your list, click the **send** button on the bottom right of your list. Although we have, in most cases, multiple copies of all of our books, due to the popularity of some titles and non-restricted loan times, books can be out on loan for a long while. For this reason we ask members to give us as long a list as possible so that we can keep them in a regular supply of discs. If you can provide us with a list of at least thirty titles, if not more, we can ensure that we will always be able to post a book out to you and that every time you return a book to us we can put another straight in the post.
7. Once you have clicked the send button, your chosen list will be sent directly to the library. Once they receive it, they will begin to send your first audiobooks to you.

### Receiving your audiobooks

1. You will receive your audiobooks in specially designed envelopes straight to your door. Please do not throw the envelopes away as you will need them to return the titles to us.
2. You can then listen to the audiobooks at your leisure. There are no late fees or lending restrictions during your membership. However, you will not receive your next selections until you return the ones you currently have.
3. Our MP3 CDs will play on CD players with the 'MP3' logo, as well as DVD players and computers.
4. When you have finished listening to your audiobooks, follow the instructions on the envelope to return the titles. As soon as we receive them, you will be sent more choices from your list.

### Further information

If you do not use a computer, or would struggle to select titles for yourself, the library team would be happy to choose some for you. If you would like them to do this, or if you need help using the Listening Books service, please contact the library on 0207 234 0522 or email [library@listening-books.org.uk](mailto:library@listening-books.org.uk).