A step-by-step guide to using the MP3 CD service

Requesting your audiobooks

1. Login to our website at [www.listening-books.org.uk](http://www.listening-books.org.uk) with your username and password. You can find this in your welcome email or letter. **If you do not have a computer, please contact the library on 020 7234 0522 to discuss alternative ways to order your audiobooks.**

2. Once in the ‘members’ area’ visit Choose my MP3 CDs.

3. Search the catalogue for your favourite authors or titles and click on the text to look at the audiobook details. Titles available to borrow on MP3 CD have a CD symbol to the right of the title.

4. If you would like to order that particular audiobook, click on this symbol to start your request list.

5. You can then continue your search, request more titles and when you are happy with your list, click the Send button on the bottom right of your list. The more titles you choose, the more likely your choices will be in stock in the library; at least 30 titles is best, and be sure to keep topping up your list!

6. 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.

5. As soon as we receive them, you will be sent more choices from your list.
Further information

- You can top-up your request list at any time by logging in to our website.

- If you are not sure what to order, contact the library team at library@listening-books.org.uk or on 0207 234 0522 and they will be happy to help you choose some titles.

- If you would like to review an audiobook online, please visit the My Titles page on the website, click on the title to view the audiobook details, and then Write a Review. This can then be read by other members.

- We are constantly adding new audiobooks to the library and will send you regular updates. You can also view new titles via the catalogue search page.