



# CULTURETHÈQUE USER GUIDE

MAKING THE MOST OF  
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## WHAT IS CULTURETHÈQUE?

Culturethèque is a library service that allows members to read eBooks, comic books, children's picture books and magazines; consult French language learning materials; listen to concerts and interviews and watch cartoons for free through one online portal at [www.culturetheque.com](http://www.culturetheque.com). While the majority of content is streaming, some digital items (eBooks and eAudiobooks) can also be borrowed as downloadable files, and are loaned for two weeks.



## SEARCH TIPS

To search for all items in Culturethèque, select **TOUTES LES RESSOURCES** on the search bar menu, and select  without entering any text in the search bar. Once the results are returned, you can use the filters on the left-hand column to limit your search results by document type/collection.

To browse a selection of items belonging to a specific set of resources, click on any of the categories underneath the search bar:



To search for documents using specific parameters, click on the **+ advanced search** option below the search bar.

To search for downloadable eBooks (as opposed to streaming media), enter "Numilog" in the search bar.

For further assistance, do not hesitate to ask our librarians! We can help you locate material relevant to your specific interests.

## WHAT CAN I FIND ON CULTURETHÈQUE?

MAGAZINES & NEWSPAPERS

INTERACTIVE EBOOKS AND GAMES  
FOR CHILDREN AGE 3+

STREAMABLE EASY READS  
TO LEARN FRENCH

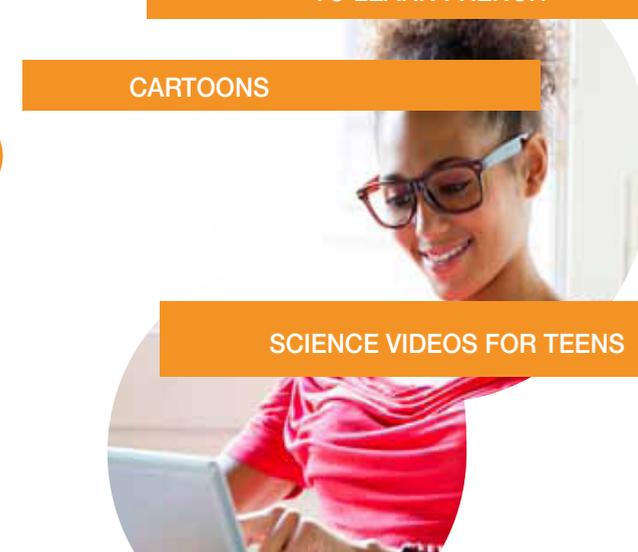
CARTOONS

SCIENCE VIDEOS FOR TEENS

DOWNLOADABLE CLASSICS

CONCERT VIDEOS

... AND MUCH MORE!



## GET STARTED

Documents in Culturethèque are either streaming media, for which you need an internet connection, or downloadable eBooks, which you will need tools to download and access. Items in streaming can be viewed by an unlimited number of users at a time. Downloading allows you to later read the item when offline.

### 1 Make sure you have a compatible device:

- PC/Mac
- iOS Device (iPhone, iPad)
- Android Tablet (some iterations)
- eReader (Sony Reader, Nook, Kobo)
- Kindle Fire (for streaming material only!)

The eBooks available for download through Culturethèque are ePub &/or PDF files, and as such are not compatible with the Amazon Kindle eReader.

### 2 Get a French Cultural Center membership and request a user name and password:

- Email [librarian@frenchculturalcenter.org](mailto:librarian@frenchculturalcenter.org)
- Call 617.912.0417
- Register online at [www.culturetheque.com](http://www.culturetheque.com) by clicking **SUBSCRIBE** and wait for validation by a librarian.

### 3 Make sure you have either Mozilla Firefox, Google Chrome, or Safari browser. Download Puffin browser to view magazines on iOS.

### 4 Download appropriate free softwares:



### 5 Go to [www.culturetheque.com](http://www.culturetheque.com) and click **CONNECT** to log in to your account.

### 6 Use the search functions to find items you wish to view. For more search tips, see the back panel.

## STREAM MEDIA

- 1 Find your desired document and click [Visualiser ce document](#) to open it in a new tab.
- 2 For some materials, you may need to accept a user authentication request.



## DOWNLOAD eAUDIOBOOKS

All our eAudiobooks are currently in Windows Media Player (WMA) format, and are only compatible with PC and some players. WMA files cannot be returned before the due date!

- 1 Find your desired document and click [Visualiser ce document](#) to open it in a new tab.
- 1 Click *télécharger* (download). You will be given a *numéro de licence* (license number).
- 2 Click *haute qualité* (high quality) or *basse qualité* (low quality) to select one.
- 3 *Enregistrer sous* (Save as) in the folder of your choice. We suggest you create a special folder as some eAudiobooks are split into several tracks.
- 4 When first opening the file, make sure you are connected to the internet. A window will open prompting you to enter the license number given at Step 1.
- 5 Another window will open to confirm the acquisition of the license.

## DOWNLOAD eBooks

- 1 Find your desired eBook and click [Visualiser ce document](#) to download it as an ePub or PDF for reading on your eReader device, computer or tablet.
- 2 Read!  
**For PC/eReaders**
  1. Connect your eReader to your PC; it will be recognized by Adobe Digital Editions.
  2. Once recognized and logged in, drag and drop the eBook file from your Adobe Digital Editions library to your eReader.**For iOS Devices (iPhone and iPad)**
  1. Once the eBook has downloaded, click Open in Bluefire Reader (which will automatically load).
  2. The book will be loaded into your library in Bluefire Reader.
  3. Select either Read Now or Read Later.
- 3 Return!

### For PC/eReaders

1. Go to your library in Adobe Digital Editions on your PC.
2. Click the arrow on the top left corner of the book you want to return.
3. Click *rendre un document emprunté* (return a book).

### For iOS

1. Access your library in Bluefire Reader.
2. Click the blue arrow to the far right of the book you want to return.
3. Select Return Item, then confirm the return when prompted.

If you don't return the eBook, it will automatically be returned two weeks after borrowing. Follow the steps above if you wish to clear up space in your Culturethèque account for new eBook downloads before that time.

VENEZ LIRE!

## QUESTIONS?

Contact our librarian:  
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[librarian@frenchculturalcenter.org](mailto:librarian@frenchculturalcenter.org)