

Welcome to Celia!

You have registered as a user of Celia's free audiobook service at the university library. Below, you can find advice on how to use the service.

Open user IDs

- You have received two separate email messages that contain user IDs for borrowing and listening.
- The email messages are titled Celianet-tunnukset and Pratsam Reader -tunnukset.
- If you cannot find the messages or it has been a while since the messages were sent to you, you can request new user IDs. Enter your email address on the return form :

Recover your Celianet password at www.celianet.fi/en/log-in/recover-your-celianet-password/

Recover your Pratsam Reader password at www.celianet.fi/en/forgot-pratsam-reader-password/

Install the Pratsam Reader app

- If you borrow and listen to books on your phone or tablet, download the free Pratsam Reader app on your device. You can find the app in App Store and Google Play Store. The app can be downloaded on iPad, iPhone and Android OS devices.
- Log in to the app with the user IDs you have received in your email. The title of the message is *Pratsam Reader -tunnukset*.
Please note that you may also have received other IDs in your email with the message title *Celianet-tunnukset*. Their username is the same, but the password is different.
- Search and borrow the books you want by using the Search books function, which you can find by opening the app menu in the upper left corner of the screen.
- Please wait while the books are being transferred for listening.
- Start listening. There are two ways to listen to a book; either by streaming or by downloading the book on your device for listening in offline mode without a network connection. Downloading for offline listening is done separately for each book.
- For each book, you can adjust the listening speed, navigate the table of contents and change settings, among other things.

Examine the Celianet website

- Access Celianet at www.celianet.fi/en/
- You can search in Celianet by title, author, key word or search phrase.
- When you find something you want to borrow, log in with your Celianet user IDs.
- You can borrow books on Celianet so that they are added directly on the app's list.
- If you listen to books in the browser and not by using the app, select **Listen in browser** from the loan options

- You will be automatically transferred to the Loans page. The book will be prepared for listening. During this time, the text “One moment, please. The book is being readied for web listening.” will be displayed under the title of the book.
- Keep refreshing the page until you can see the Listen button next to the book. You may need to refresh the page more than once while you are waiting. Click on the Listen button. The listening view will open in a few moments on a separate page. You can now start listening to the book. If you wish, you can close Celianet.
- Press the Toisto / Tauko (Play/Pause) button to start listening. Use the same button to stop listening.
- When you open the menu view, you can choose settings, information about the book, the table of contents or bookmarks. The listening speed cannot be adjusted.

Do you need a course book or a source book for your thesis?

- A university student can submit an acquisition request to Celia for a course book or a reference book that is needed for a thesis
- Before you make an acquisition request, please check:
 - whether the book is already available in Celia’s collection
 - whether the book is available as an e-book in your local library and can be listened to with a listening software or app. Information on the aids for listening:

www.celianet.fi/en/higher-education-books/listening-and-reading-aids/

- Celia will produce a book on the basis of an acquisition request only if the book is not available in an accessible format anywhere else
- Celia’s production time is three months
- The books are mainly produced as DaisyTrio text-to-speech books that contain text, charts and pictures in addition to audio. At Celia’s discretion, an electronic book or an electronic Luetus book can also be made for a visually impaired student.
- More information on submitting an acquisition request and a link to the acquisition request form are available at:

<https://www.celianet.fi/en/higher-education-books/course-books/>

If you have any questions, please contact your university library.

You can also contact Celia’s customer service at palvelut@celia.fi