

BorrowBox User Guide For Tablets



What you will need:

- Your Library Card
- An email address
- A device capable of running Apps, such as a tablet or smart phone
- Your Apple ID or Google account details

1. Install App

Using Google Play Store / Apple App Store on your device, search for BorrowBox







Install the "BorrowBox Library" App found in the search.

2. Open the BorrowBox App

Tap

Once installed, open the BorrowBox app by tapping the icon located on your home screen



- When you open the app for the first time you need to tell it which library you are connecting to.
 - o Type in **Rockingham**
 - o Select City of Rockingham Libraries
 - o Enter your library card number
 - Enter your PIN (if you don't know your PIN, contact your library)
 - o Tap Sign in

Tap Agree to the Terms and Conditions.

First page you'll see is **LOANS** page

Please note: Page is split up into **eBooks** and **eAudiobooks** you have:

Items you have now & due date eg: "Expires in 14 days" o Loans:

Eq	pires in 13 days
Г	Renew

Renew button will add 14 more days to your loan (if there are no other reserves on the item). You can do this twice.

- In waiting line for & When it'll be your turn (unless returned early!) o Reserves:
- o Loan History

At the top of the page you can see how many items you can still borrow or Available: . reserve. You may have a total 6 Audiobooks either on loan or reserved & 6 eBooks



Note the menu bar at the bottom of the screen (iOS version shown).



eAudiobooks collection only

Books Collection only



Q Keyword search of the collection

Change your settings and log out of your account

On Android devices the menu bar is at the top of the screen (shown below) and the settings button is represented by the three dots next to the magnifying glass.

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public libraries	Western Australia Public Libraries Digital Media Collection	
E	\mathbf{i}	
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My Loans		

3. Browse eAudiobooks & eBooks

- Tap the icon for the eAudiobooks or Books collection to browse available titles.
 - **iOS:** tap the **Available** button at the top to show only titles that are available **now**. Tap Adult, Young Adult or Children for each collection's titles or ALL.
 - Android: you are shown a list of Highlights titles, and can tap on the More books link to see the full collection and access filtering options, e.g. New releases, Top downloads, Category, Genre and so on by swiping the screen left or right.

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Featured	Categories	Genres	All Releases	<u> </u>
	Avail	able		2547 more eAudiobooks 2
From the New York Times and internationally bestselling author of The Secret Keeper and The Distant Hours, comes an intricately plotted, spellbinding new novel of heart-stopping suspense and uncovered secrets. Lake House Kate Morton Caroline Lee New York Times bestselling author NeW - Reserve now, Available on 24/03/2016				V.S. Pritchett Read by Gildart Jackson Careless Widow and Other Stories
				Daphne du Maurier Read by Jonathan Pryce My Cousin Rachel
Ruth Rendell Dark Corners Nuth Rendell Ruth Rendell Ruth Rendell Ruth Rendell Ruth Rendell Nuth Rendell Ruth Rendell Nuth			Josephine Cox Read by Carole Boyd Songbird	
			Martine M.C. Beaton Read by Penelope Rawlins Miser of Mayfair	
Middle School 5 Save Rafe! James Patterson			Cecily Von Ziegesar Read by Edwina Wren Nobody Does it Better	
International On Loan, Ava	Bryan Kennedy International bestselling author On Loan, Available on 29/10/2015			Jessica Shirvington Read by Rebecca Macauley Empower
REVOLVING The Revo	44 Scotland Street 10 The Revolving Door of Life Alexander McCall Smith David Rintoul International bestselling author On Loan, Available on 3/11/2015 - Western Australia Public Libraries Digital Media Collection			Cecily Von Ziegesar Read by Edwina Wren Nothing Can Keep Us Together
International On Loan, Ava				Sir Richard Branson Read by Adrian Mulaney Screw Business as Usual
My Loans	eAudiobooks eBoo] Q	کې Settings	Traci Harding

4. Search <u>eAudiobooks</u> or <u>eBooks</u>

• Tap the magnifying glass icon in the menu bar to search for a title or author. Tap on eAudiobooks or eBooks, Tap the search field and then type in what you are looking for.

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Q Search	>		Cancel
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5. Borrow eAudiobooks or eBooks

- To borrow a book, **tap** the image of the cover.
- Swipe to scroll down from the larger book cover to read summary information, a page count (eBooks), Duration (Audiobooks), and related titles.
 - O Tap Borrow
 if item is available now
 - Tap Reserve if the item is currently on loan
 - O Tap Preview to listen to 3 minutes of the book. (Will you enjoy this voice actor?)



• Tapping on Borrow or Reserve will ask you to confirm your loan. If you are sure you would like to borrow this title tap **Confirm Loan**. This box also shows how many loans you have remaining.



- Once you have confirmed, BorrowBox will process the loan. This may take a few moments depending on your device and internet connection.
 - eAudiobook: pop-up box, click Listen Now, or Keep browsing.

L	oan Successful
Continue	e browsing or download and listen now.
	Listen Now
	Keep browsing

- Listen Now will download and open the eAudiobook.
- If you keep browsing, your eAudiobook can be downloaded later by opening it at any time on your loans page.
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Continue browsing or download and read now.
Read Now
Keep browsing

- Read Now will download and let you read, almost instantly!
- If you keep browsing, your eBook can be downloaded later by opening it at any time on your loans page.

6. Playing an eAudiobook

• The first time you open an eAudiobook:

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Tap on a chapter name to start playing that chapter. Note: Make sure you have downloaded the track first.	6 6 - Smiley's People 7 7 - Smiley's People 8 8 - Smiley's People 9 9 - Smiley's People 10 10 - Smiley's People 11 11 - Smiley's People 12 12 - Smiley's People Boseton Librarios - Western Australia Public	John le Carré Smiley's People		The green arrows indicate these tracks have not yet been downloaded. Tap to download an individual track.

Volume and playback controls

Tap here to return to your loans page. Your place in the book will be saved.

Tap on a chapter name to start playing that chapter. Note: Make sure you have downloaded the track first.

Playback controls. You can drag the blue track marker to advance through the current track.



ANDROID

Tap to access the Edit menu which allows you to Download All files at once. Tap on Edit List to delete tracks.

The green arrows indicate these tracks have not yet been downloaded. Tap to download an individual track.