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# USING BORROWBOX ON AN IPAD/IPHONE

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DUMFRIES AND GALLOWAY COUNCIL  
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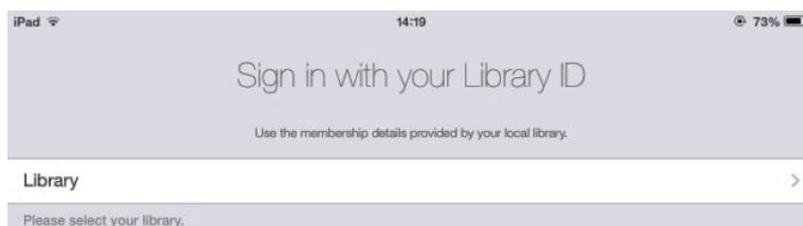
## Using BorrowBox

BorrowBox is the app we use to lend our e-book and e-audiobook collections. BorrowBox can be downloaded from the App Store on to your device. The instructions below will guide you through the basic steps:

1. Go to the App Store and **search for BorrowBox**.
2. **Tap on the app to install it**, then follow the on-screen instructions. You may be asked for your Apple ID password. Once the process of installing the app has been completed close the App Store.
3. Once the app is installed on your device a new icon will be displayed on the Home screen.
4. **Tap on the BorrowBox app icon** to open the app.
5. The first time you open BorrowBox you will be prompted to sign in.



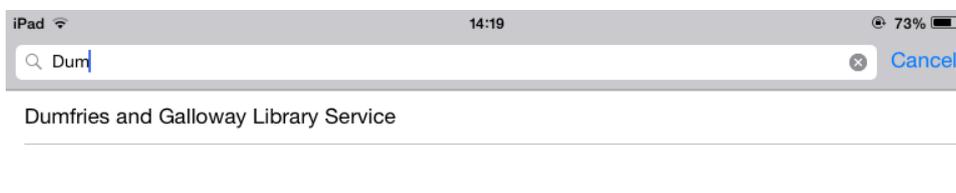
6. Tap **Library**



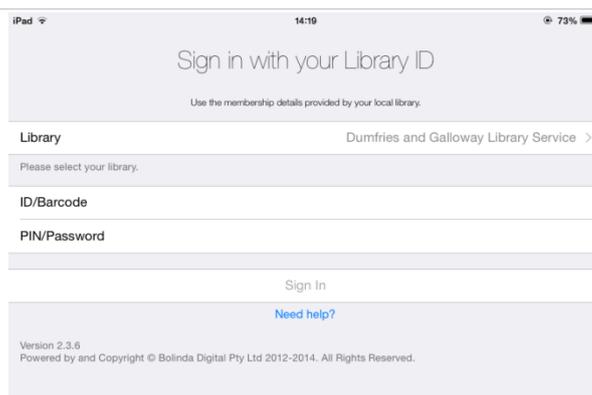
7. **Type in Dum.**



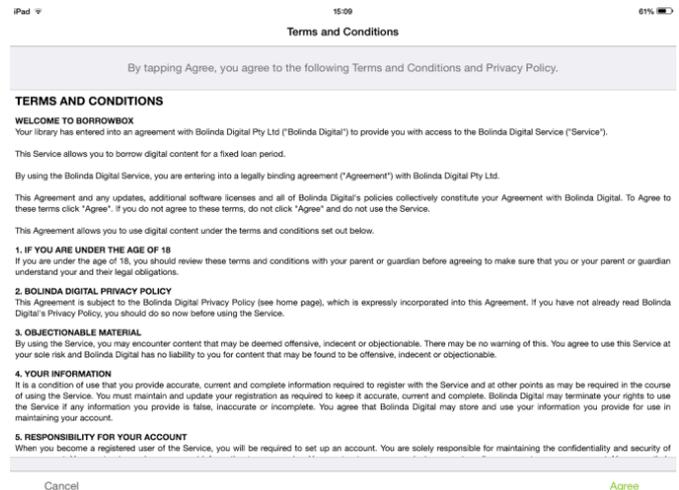
8. Tap **Dumfries and Galloway Library Service**.



9. You will be returned to the Sign in screen. Now **enter your Library Card number** in the ID/Barcode section. Enter your **Library Card Password** (the default is your Date of Birth DDMMYYYY).



## 10. Tap Sign in.

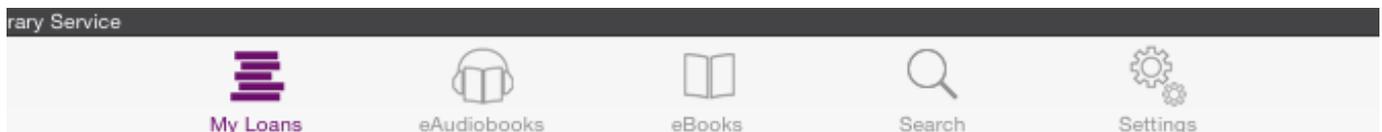


## 11. Next you will be asked to read and agree to the terms and conditions, tap **Agree** to continue.

## 12. You may then be prompted to put in an email address and your name to complete the registration.

A latest update information sequence may be shown, tap Next until Done is displayed, then tap Done.

## 13. Once all the steps of the registration are complete, you will be taken to the My Loans screen. The symbols below will be displayed at the bottom of the screen.



## Borrowing eAudiobooks

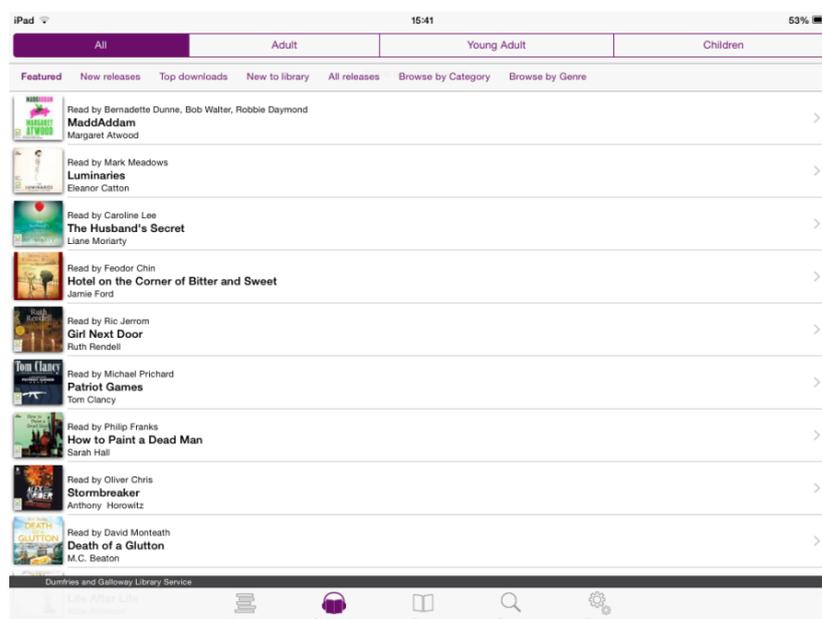
1. To find an audiobook to borrow, **tap on eAudiobooks** in the bottom section of the app.



A list of options will appear within the navigation bar at the top of the screen, e.g. Featured, New to Library, Top Downloads etc, categorised by target age group.

You can then also use the Browse by Category button which offers even more choices.

A search facility is located on the toolbar at the bottom of the screen.

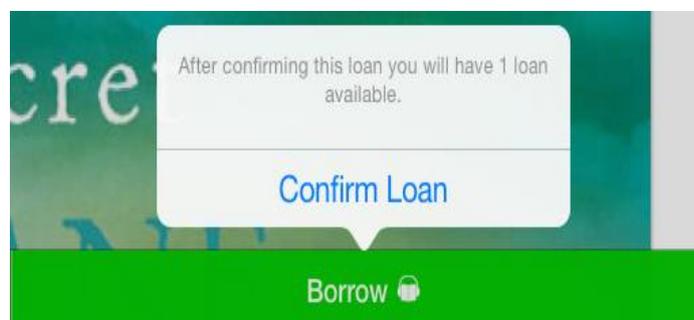


2. **Select a title by tapping** on it, you will be shown a larger image of the cover. Scroll down to view further information about the book and author.

3. **If desired Tap preview** to hear a small clip of the audiobook. Tap the **Back Arrow on the top left of the screen** to choose different title if desired.

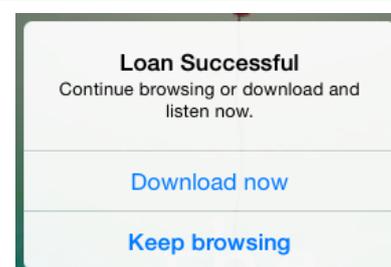


4. If you would like to borrow the title **tap Borrow**.



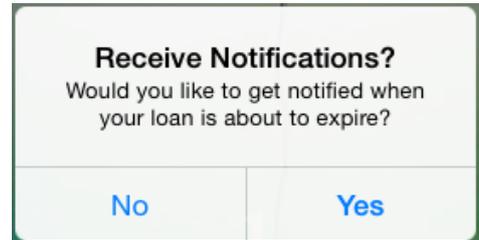
5. Confirm that you wish to borrow the title by **tapping Confirm Loan**

6. You will now be asked if you wish to **download the title or keep browsing**. If you tap Download Now you will be taken to



the download section of the app (see Downloading an Audiobook). If you tap keep browsing you'll be returned to the cover of the audiobook you've just borrowed.

7. You will also be asked if you would like to receive a notifications when your loan is about to expire, tap yes or no. (The notification will be sent to the email address you provided on registration with BorrowBox)



8. You have successfully borrowed an e-audiobook!

## Downloading an Audiobook

If you tapped download the title while borrowing your audiobook you are already in the right place!

If you tapped keep browsing, go to My Loans on the bottom of the screen and tap the title you want to download.

Each audiobook is split into sections; the number of sections depends on the length of the book. You can choose to download your audiobook in sections or in its entirety:

Tap Download All to download the complete book.



OR

If you want to download individual sections, tap the lined icon on the top right of the screen.



Then tap the green icon on the right of the screen you wish to download. The app will download the chosen section.



When the download is in progress the app will show how much has been downloaded and how much still remains to be downloaded. You can pause the download by tapping the blue pause button.



Once the download has been completed, the run time of the downloaded section is displayed on the right of the screen.



If you have chosen to download multiple sections the app will carry on downloading the subsequent sections until all are downloaded.

Once a section has been downloaded that section can be listened to offline (without an internet connection).

## Playing an e-audiobook

1. Open BorrowBox by tapping on the icon.



2. Tap My Loans.



3. Tap the title you want to listen to.



4. Tap Play.



To return to the My Loans screen tap the left pointing arrow on the top left of the screen. When you go back to the audiobook it will return to where you finished listen.

## Deleting downloaded sections

To save space on your device you may wish to delete sections of the audiobook you've already listened to.

1. Firstly **open the title** you want to delete sections from. Tap on the lined icon on the top right of the screen.
2. Tap **Edit**,
3. Tap **the section** you want to delete.
4. Tap **Delete**,
5. Tap delete again to **confirm the deletion**,
6. Tap **done** to return to the other tracks.

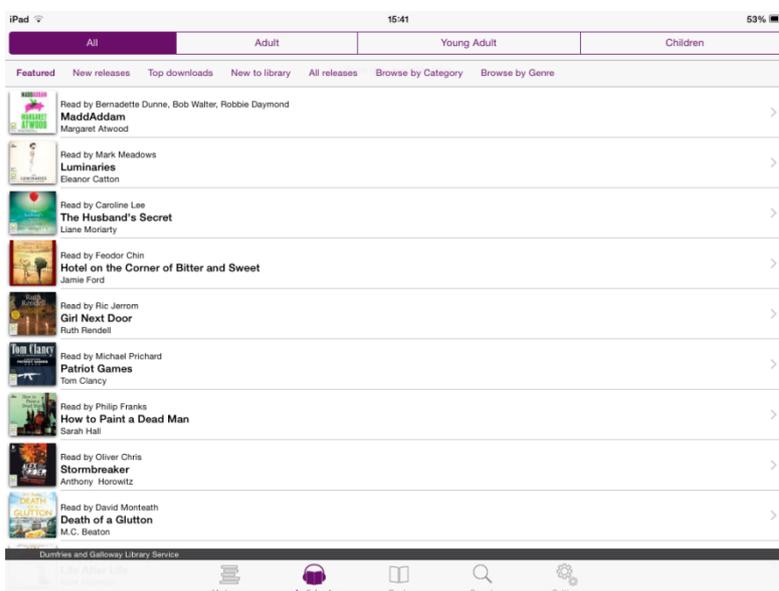
## Borrowing eBooks

1. To find an eBook to borrow, **tap on eBooks** on the bottom section of the app.

A list of options will appear within the navigation bar at the top of the screen, e.g. Featured, New to Library, Top Downloads etc, categorised by target age group.

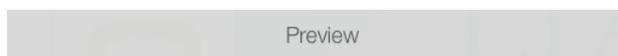
You can then also use the Browse by Category button which offers even more choices.

A search facility is located on the toolbar at the bottom of the screen.



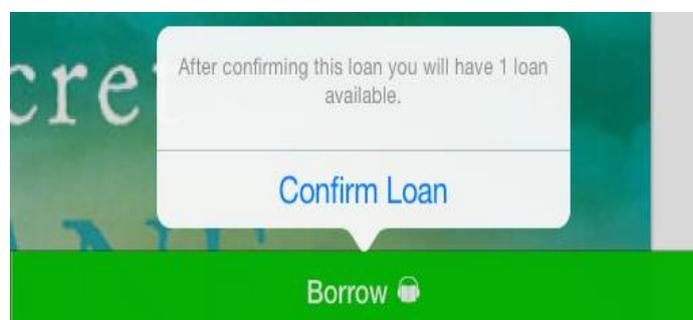
9. **Select a title by tapping** on it, you will be shown a larger image of the cover. Scroll down to view further information about the book and author.

2. **If desired Tap preview** to view a section of the title. Tap close to return to the previous screen. Tap the **Back Arrow on the top left of the screen** to choose different title if desired.

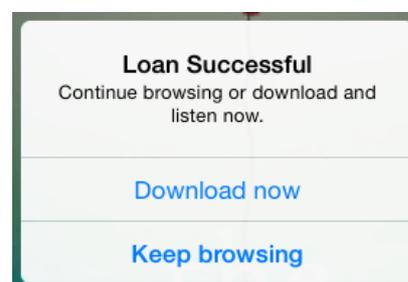


3. If you would like to borrow the title **tap Borrow**.

4. Confirm that you wish to borrow the title by **tapping Confirm Loan**

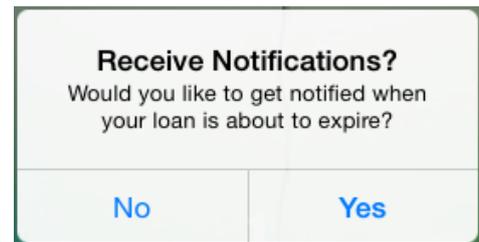


5. You will now be asked if you wish to **Read Now or Keep Browsing**. If you tap Read Now the title will be displayed.



If you tap keep browsing you'll be returned to the cover of the eBook you've just borrowed.

6. You may also be asked if you would like to receive a notifications when your loan is about to expire, tap yes or no. (The notification will be sent to the email address you provided on registration with BorrowBox)



7. You have successfully borrowed an e-book!

## Returning eBooks and eAudiobooks early

Both eBooks and eAudiobooks will automatically return themselves at the end of the loan period. However you may wish to return them early.

1. To do this go **My Loans** and **tap return** on the item you want to return.
2. You will be asked to confirm you wish to return the item, **tap Confirm Return**.

The item will be removed from your library.

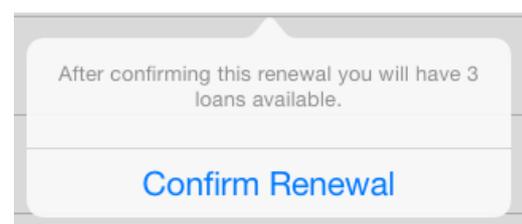
## Renewing an eBook or eAudiobook

Items borrowed through BorrowBox can be renewed in BorrowBox.

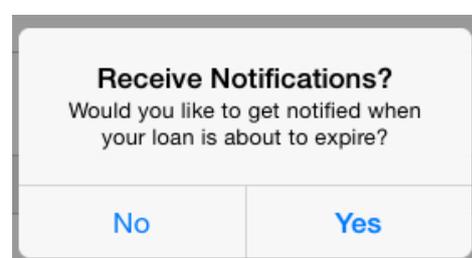
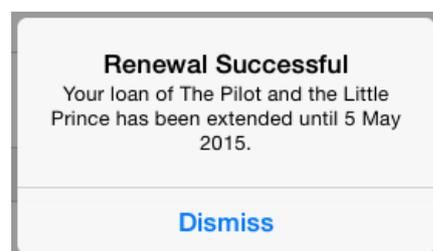
1. **Tap Renew** on the My Loans screen.



2. Next tap **Confirm Renewal**.



3. You should then get a Renewal Successful message, tap **Dismiss**.



4. Confirm whether you'd like a notification when the title needs to be renewed again. Tap **Yes** or **No**.