USING BORROWBOX ON AN ANDROID DEVICE

DUMFRIES AND GALLOWAY COUNCIL LIBRARIES INFORMATION AND ARCHIVES CATHERINE STREET DUMFRIES DG1 1JB



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Installing and Setting up BorrowBox

BorrowBox is the app we use to lend our e-book and e-audio collections. It can be downloaded from the Google Play store on to your device. The instruction below will guide you through the basic steps:

- 1. Go to Play Store and search for BorrowBox.
- 2. Tap on the app to **download it**.
- 3. Once the app has been installed on your device a new icon will be displayed on the screen.



4. Tap on the BorrowBox app icon to open it.

Welcome
Library
Please select your library.
ID/Barcode
PIN/Password
Please type in your User ID/Barcode and PIN/Password provided by your library.
If you don't know your library membership details please contact your library.

- 5. The first time you open BorrowBox you will be prompted to sign in.
- 6. Tap on Library
- 7. Type in Dum.

Welcome		
dum		
Dumbleyung Shire Libra	ries - Western Australia Public Libraries Digital Media Collection	
Dumfries and Galloway PIN/Password	Library Service	
Please type in your User ID/Ba	arcode and PIN/Password provided by your library.	

8. Select 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. You will next 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.

By tapping Agree,	you agree to the following T	erms and Conditions and Privacy Policy.
TERMS AND C	ONDITIONS	
Welcome to Bo	rrowBox	
Your library has entere Bolinda Digital Service	ed into an agreement with Bolinda D e ("Service").	igital Pty Ltd ("Bolinda Digital") to provide you with access to th
This Service allows yo	u to borrow digital content for a fixe	ed loan period.
By using the Bolinda E Pty Ltd.	Jigital Service, you are entering into	a legally binding agreement ("Agreement") with Bolinda Digital
This Agreement and an your Agreement with E "Agree" and do not use	ny updates, additional software lice 3olinda Digital. To Agree to these ter e the Service.	nses and all of Bolinda Digital's policies collectively constitute ms click "Agree". If you do not agree to these terms, do not click
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13. Once all the steps of the registration are complete you will be taken to the My Loans screen.

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My Loans		
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addition of the second s	Peter Sís The Pilot and the Little Prince Renew Expires in 34 days	
	Andrew Hodges Alan Turing Renew Expires in 13 days	
	Liane Moriarty The Husband's Secret Renew Expires in 13 days	
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	David Baldacci King and Maxwell Renew Expires in 20 days	
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My Reserves		

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Borrowing an e-audiobook

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

Tap more eAudiobooks on the top of the screen and a list of options will appear within the navigation bar, e.g. Featured, New to Library, Top Downloads etc, categorised by target age group.

- 2. Select a title by tapping on it, you will be shown a larger image of the cover.
- 3. Tap preview to hear a small clip of the Preview audiobook. Tap Back to choose different title. Borrow (4. If you would like to borrow the title **tap** Borrow. Confirm Loan 5. Confirm that you wish to borrow After confirming this loan you will have 1 loan available. the title by tapping Confirm Cancel Confirm Loan Loan. 6. You will now be asked if you wish to download now or keep Loan Successful **browsing**. If you tap download Keep browsing or download and listen now? now you will be taken to the download section of the app Keep browsing Download now

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

- 7. 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).
- 8. You have successfully borrowed an e-audiobook! All books you have borrowed will be listed in you're My Loans section of BorrowBox. Tap the My Loans icon at the top of the screen.





Downloading an Audiobook

To download the complete book, tap

If you tapped download now while borrowing your audiobook you are already in the right place! If you tapped keep browsing, go to My Loans on the top right 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:

If you want to download individual sections, tap the green icon pertaining to the part you want to download on the right of the screen.

OR

When the download is in progress the app will show a blue dashed line. You can pause the download by tapping the pause button.

K Footsteps in the Dark Georgette Heyer	:
1.	 11

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

King and Maxwell David Baldacci	
1. Paused	11:57
2. 2 - King and Maxwell	7:50

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 successfully that section can be listened to offline (without an internet connection).



Deleting downloaded sections

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

Firstly open the title you want to delete sections from. Now scroll to the top of the screen



Tap Edit list

Tap the section you want to delete.

Tap **Delete** (the bin icon on the top right of the screen)

Tap ✓ to return to the other tracks

Playing an e-audiobook

Open BorrowBox by tapping on the icon.

Tap My Loans.



Tap the title you want to listen to.

MT LOANS eAudiobooks	
Peter Sis The Pilot and the Little Prince Renew Expres in 13 days	⊕ >
Andrew Hodges Alan Turing (Renew) Experse in 13 days	⊜ >
Ruth Rendell Girl Next Door (Renow] Capters in 13 days	
Liano Moriarty The Husband's Secret [Reinew Express in 13 days	⊜ >

Tap **Play** icon.

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.

On the My Loans screen the most recently listened to title will have a green symbol on the right of the screen



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Borrowing an eBook

1. To find a book to borrow, tap on eBooks in the top section of the app

Tap more eBooks on the top of the screen and a list of options will appear within the navigation bar, e.g. Featured, New to Library, Top Downloads etc, categorised by target age group.

- 2. **Select a title by tapping** on it, you will be shown a larger image of the cover. Scroll further down for more information about the content.
- 3. If you would like to borrow the title tap Borrow Borrow.
 4. Confirm that you wish to borrow the title by tapping Confirm Loan
 4. Confirm that you wish to borrow the title by tapping Confirm Loan
- 5. You will now be asked if you wish to download now or keep browsing. If you tap download now you will be taken into the title and it will start to download. 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! All books you have borrowed will be listed in you're My Loans section of BorrowBox. Tap the My Loans icon at the top of the screen.



After confirming this loan you wi	ll have 1 Ioan available.
Cancel	Confirm Loan
Loan Successful	

Keep browsing or download and listen now?

Keep browsing	Download now
1 . A.K.	
eive a notifications	when your loan is



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Renewing an eLibrary items

1. eBooks and eAudiobooks can be renewed in BorrowBox by **tapping Renew** on the My Loans screen.



- 2. Next tap Confirm Renewal.
- 3. You should then get a Renewal Successful message, tap Dismiss.
- 4. Now confirm whether you'd like a notification when the title needs to renewed again.

Returning an eLibrary item 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.