
USING BORROWBOX ON AN ANDROID DEVICE

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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.



5. The first time you open BorrowBox you will be prompted to sign in.

A screenshot of the BorrowBox app's sign-in screen. The title bar is black with 'Welcome' in white. Below it, there are three input fields: 'Library' with the placeholder 'Please select your library.', 'ID/Barcode', and 'PIN/Password' with the placeholder 'Please type in your User ID/Barcode and PIN/Password provided by your library.'. A green 'Sign In' button is at the bottom, with a note below it: 'If you don't know your library membership details please contact your library.'

6. Tap on **Library**

7. **Type in Dum.**

A screenshot of the BorrowBox app's library selection screen. The title bar is black with 'Welcome' in white. The 'Library' field now contains 'dum'. A dropdown menu is open, showing two options: 'Dumbleyung Shire Libraries - Western Australia Public Libraries Digital Media Collection' and 'Dumfries and Galloway Library Service'. The 'PIN/Password' field and the green 'Sign In' button are visible below, with the same note as in the previous screenshot.

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

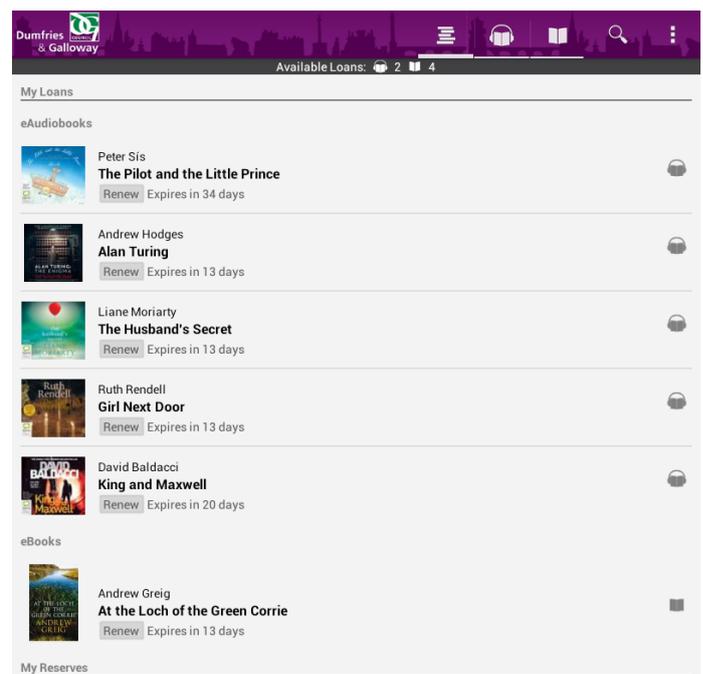
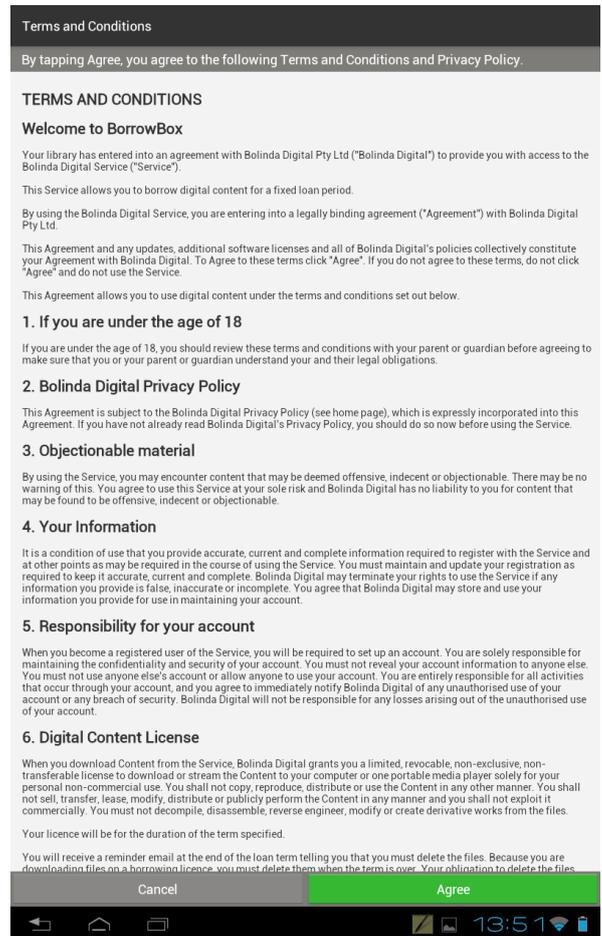
9. You will be returned to the Sign in screen. Now **enter your Library Card number** in the ID/Barcode section. Enter your **Library Card Password** (the default is your Date of Birth DDMMYYYY).

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.

13. Once all the steps of the registration are complete you will be taken to the My Loans screen.



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.

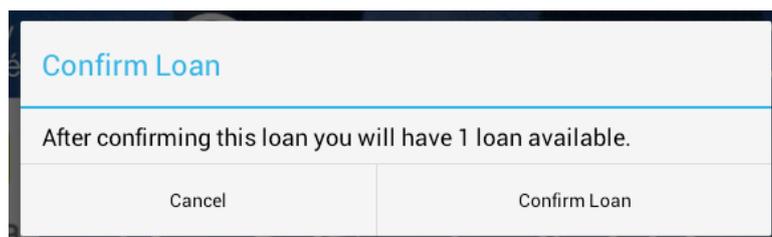
3. **Tap preview** to hear a small clip of the audiobook. Tap **Back** to choose different title.



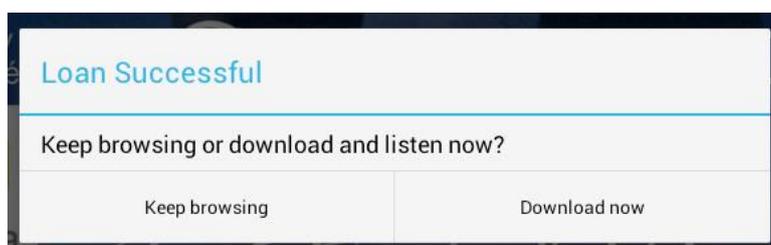
4. If you would like to borrow the title **tap Borrow**.



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



6. You will now be asked if you wish to **download now 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 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

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.

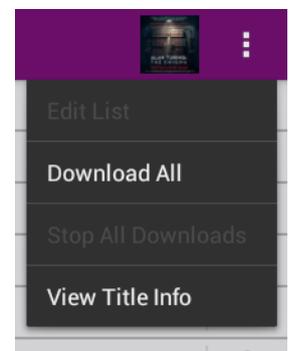
Each audiobook is split into sections; the number of sections depends on the length of the book. You can choose to download your audiobook in sections or in its entirety:

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

To download the complete book, tap , then tap Download All.



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

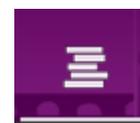
Tap **✓** to return to the other tracks

Playing an e-audiobook

Open BorrowBox by tapping on the icon.



Tap **My Loans**.



Tap **the title** you want to listen to.



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



Borrowing an eBook



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

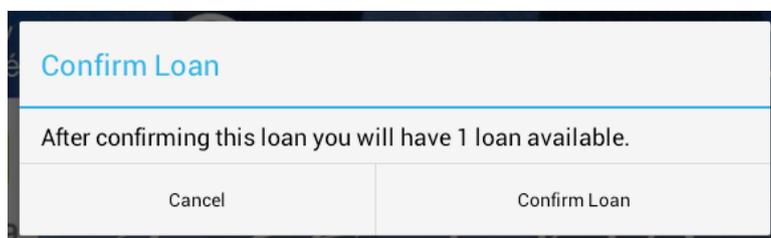
Tap more eBooks on the top of the screen and a list of options will appear within the navigation bar, e.g. Featured, New to Library, Top Downloads etc, categorised by target age group.

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.

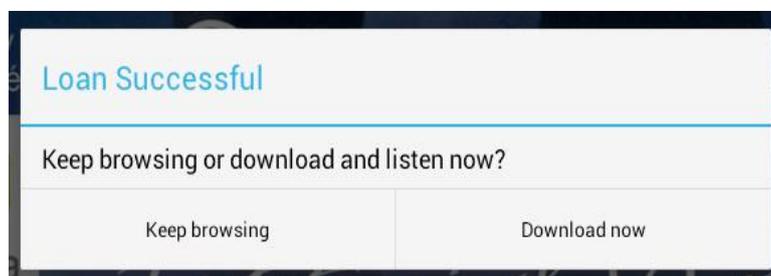
3. If you would like to borrow the title **tap Borrow**.



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.

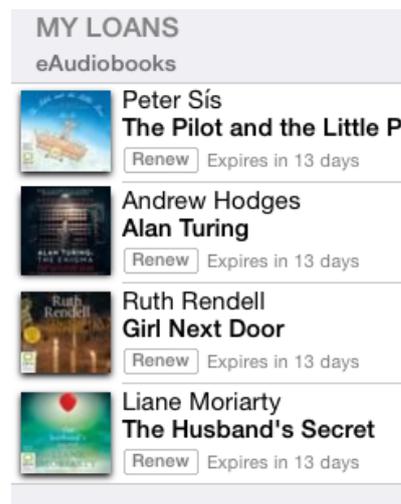


6. You may also be asked if you would like to receive a notifications when your loan is about to expire, tap yes or no. (The notification will be sent to the email address you provided on registration with BorrowBox).
7. You have successfully borrowed an e-Book! All books you have borrowed will be listed in you're My Loans section of BorrowBox. Tap the My Loans icon at the top of the screen.



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.