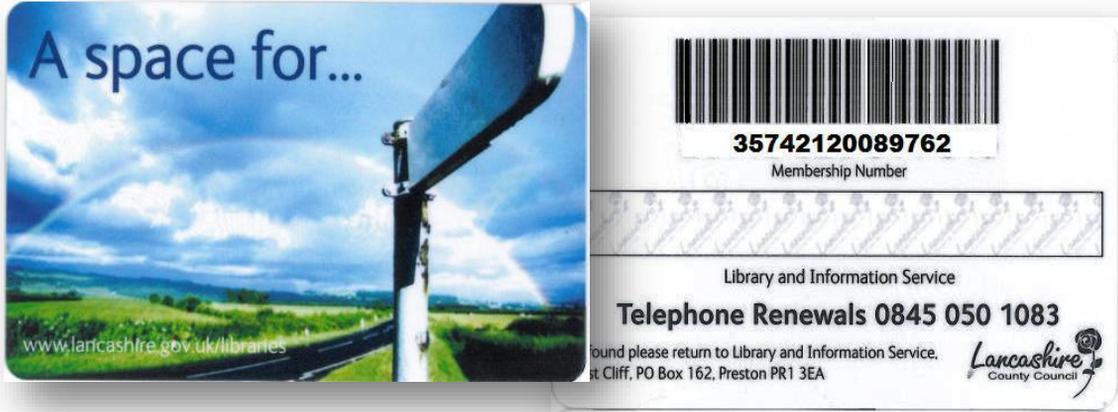


# Enjoying eBooks and eAudiobooks

## On Tablets and Smartphones

# To borrow you'll need...



- **your library card number**
  - **and library PIN**

## *Before you Download*



- ✓ **Download an app on your tablet or smart phone**



- ✓ **Register with an email address**

# our Library eBooks and eAudio



**May only be borrowed by  
library members living or  
working in the Lancashire  
area**

*Most adjacent authorities also offer  
a similar service to their users*

# Get the app

## *Before* you download an eBook or Audio book

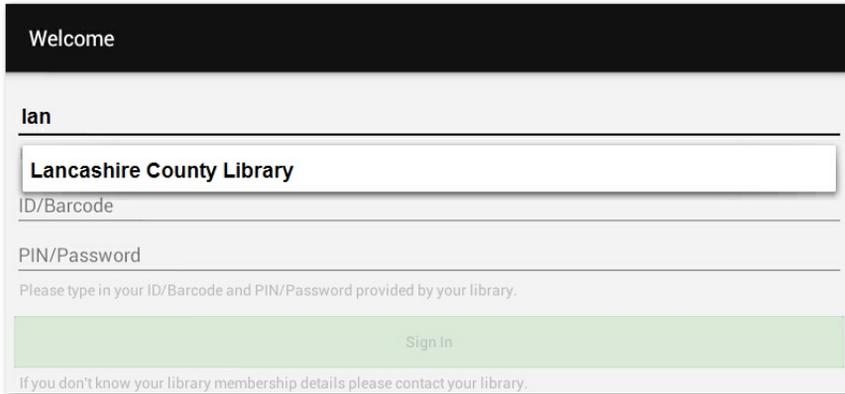


Go to your device's App Store\* and search for **BorrowBox**. Click to **install**.

\*Available for Andriod, Apple and Amazon Fire devices. Windows Users – see information later in this guide.

# Open the app

## You'll now need to login



Welcome

lan

Lancashire County Library

ID/Barcode

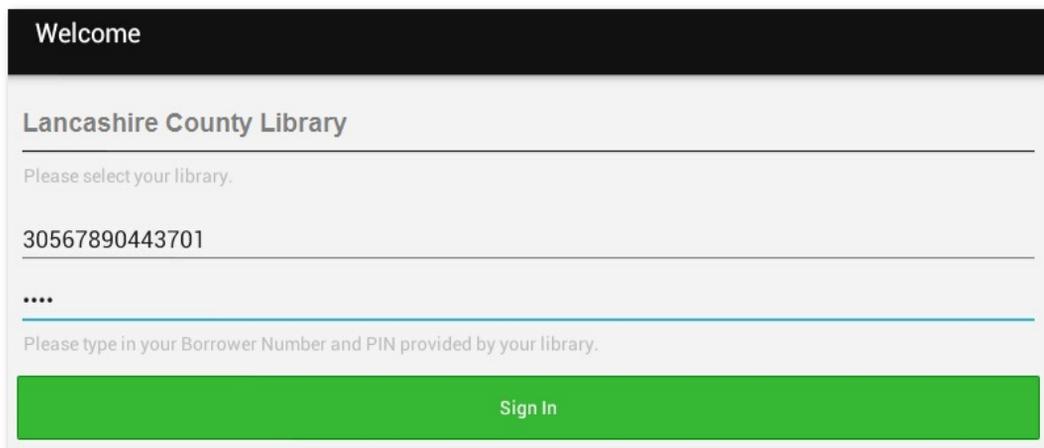
PIN/Password

Please type in your ID/Barcode and PIN/Password provided by your library.

Sign In

If you don't know your library membership details please contact your library.

Search for your Library or type just four letters 'lanc' and choose **Lancashire** from the list that appears.



Welcome

Lancashire County Library

Please select your library.

30567890443701

....

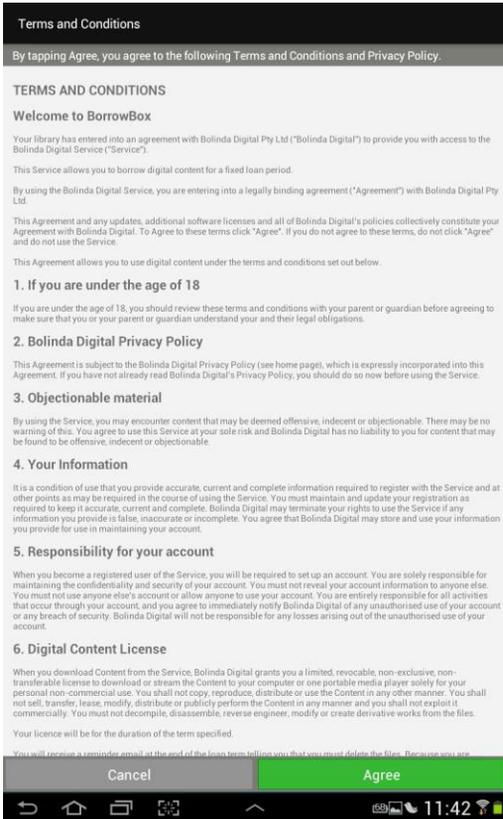
Please type in your Borrower Number and PIN provided by your library.

Sign In

Now enter your Borrower number and library PIN

# Open the app

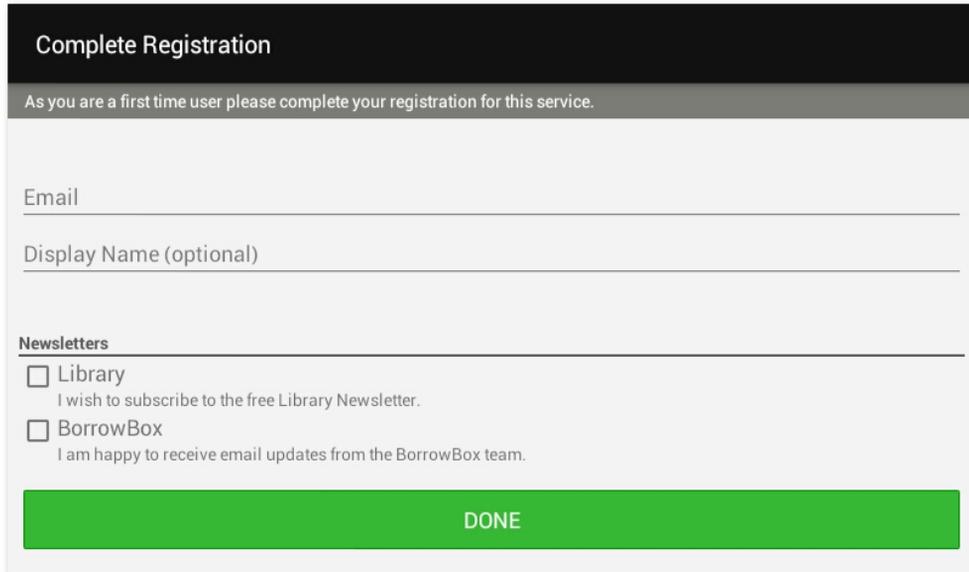
## You'll now need to login



Click 'Agree' to the Terms and the app will launch.

# Registering

You'll now need to sign up

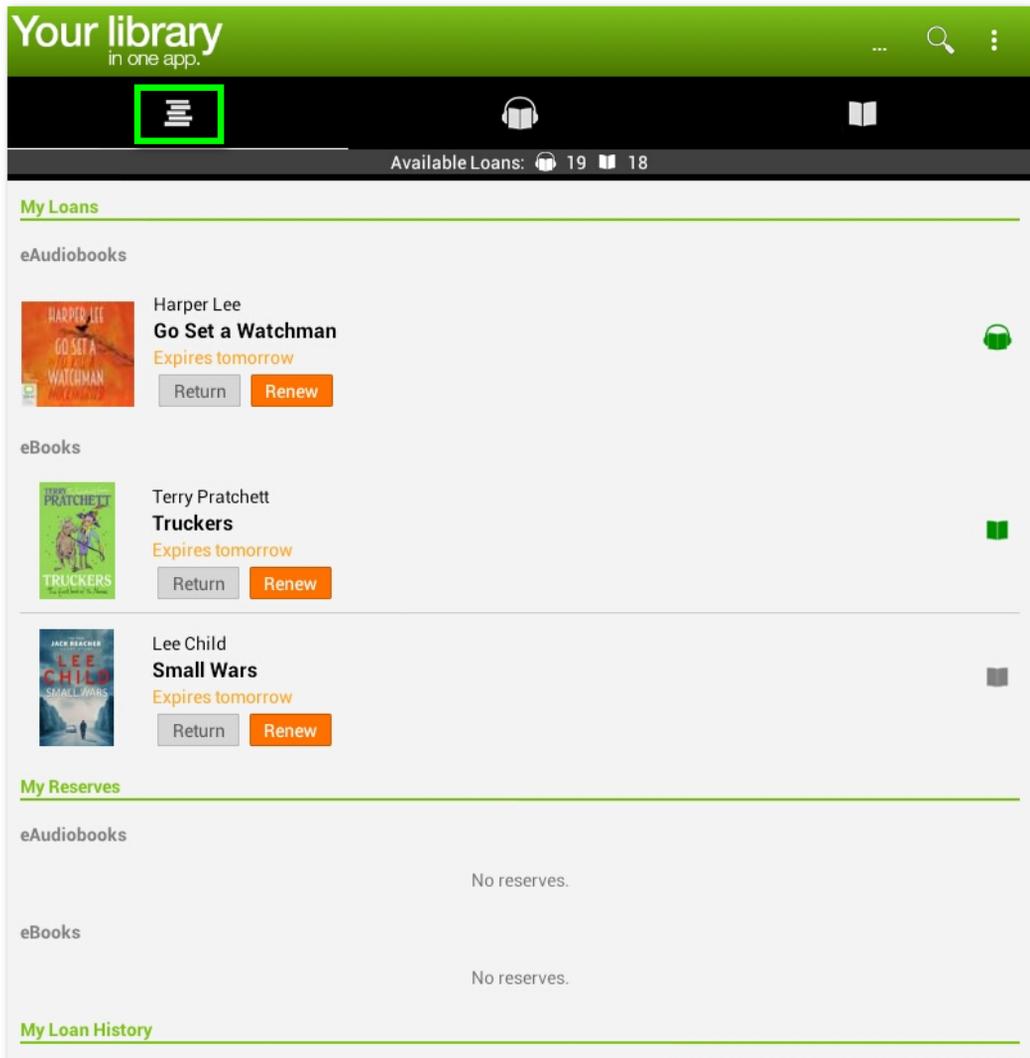


The screenshot shows a registration form titled "Complete Registration". Below the title is a grey bar with the text "As you are a first time user please complete your registration for this service." The form contains three input fields: "Email", "Display Name (optional)", and "Newsletters". The "Newsletters" section has two checkboxes: "Library" (with the subtext "I wish to subscribe to the free Library Newsletter.") and "BorrowBox" (with the subtext "I am happy to receive email updates from the BorrowBox team."). At the bottom of the form is a large green button labeled "DONE".

Enter your email address and name.

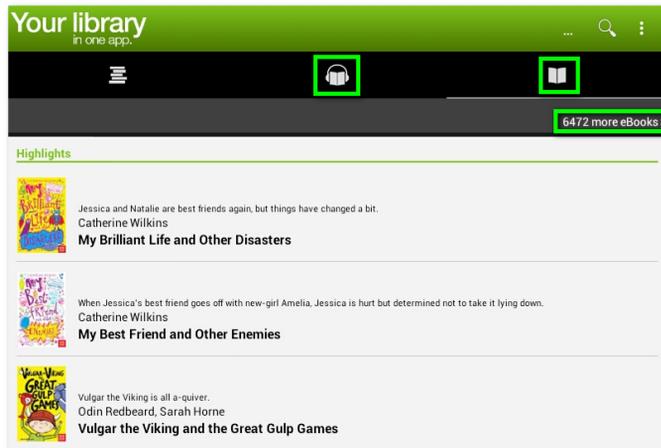
If you tick to receive newsletters, we'll send you occasional news and updates about the eBook and eAudio library

# Your Bookshelf

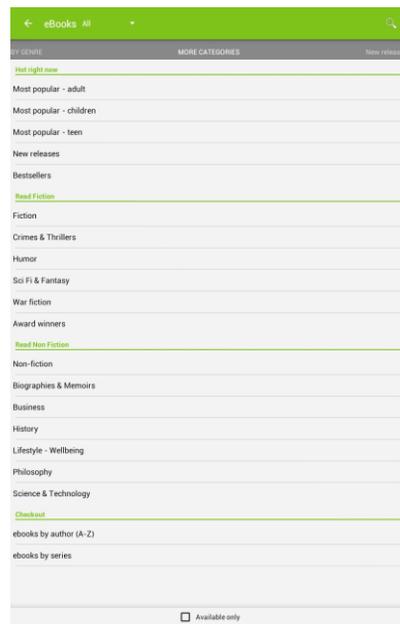
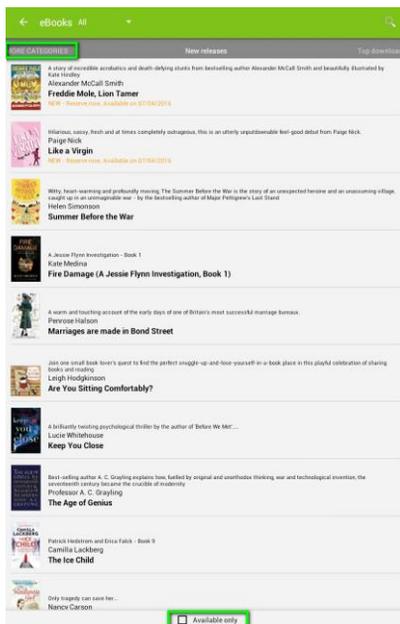


Once you've clicked 'Done', your bookshelf will open. Here you can see all your loans, any reservations and loan history.

# Browse

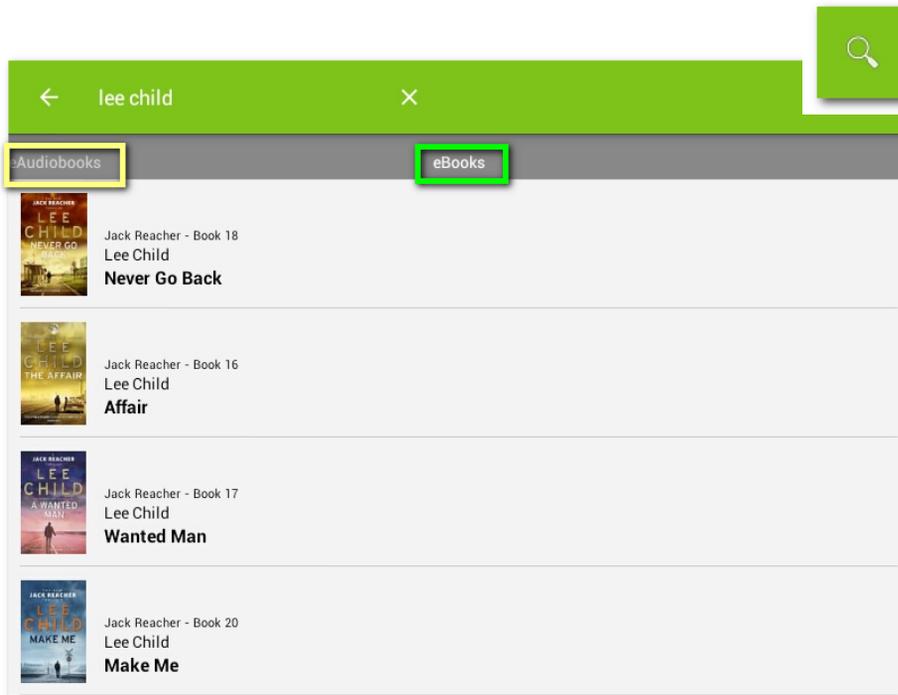


To browse the library, click on the eAudio or eBook symbols. You'll see highlights, but can view all books by clicking 'more eBooks>'

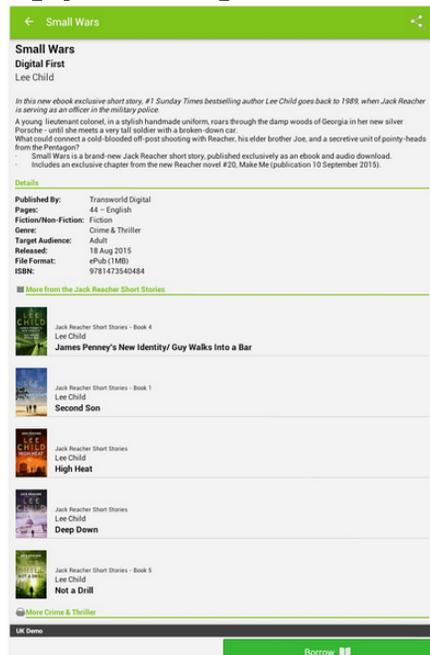
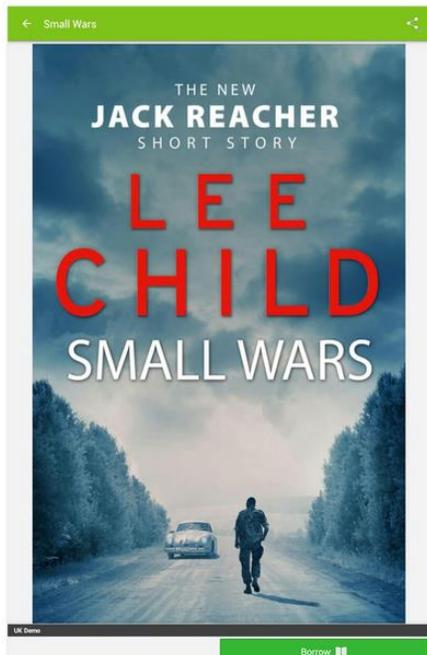


In 'All eBooks' you can browse by category. There is also a tick box at the bottom to see only books available to download now.

# Search

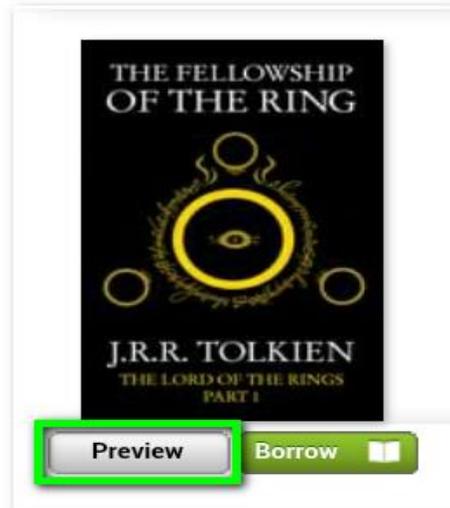


You can also search for a particular title. Click the magnifying glass search symbol, choose eBooks or Audiobooks and type in your search.

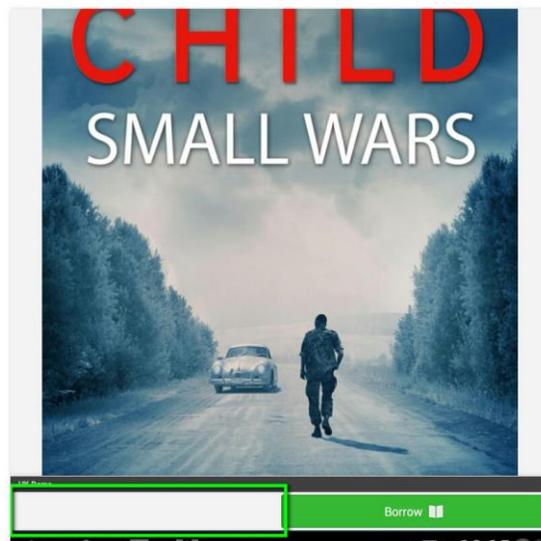


If you click on a book, you can find further information about it, the author and similar titles

# Preview

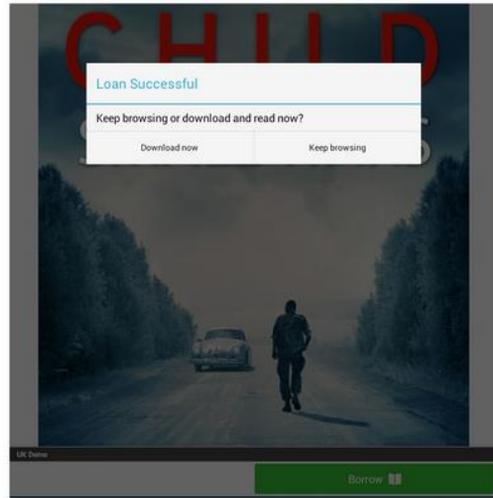


Click 'Preview' to listen to an excerpt of eAudio or to read a sample of an eBook.

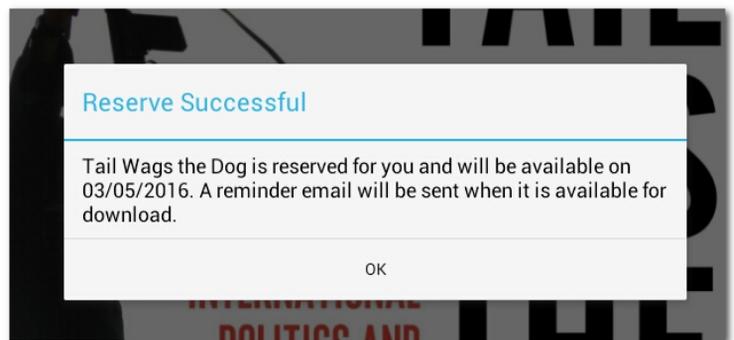
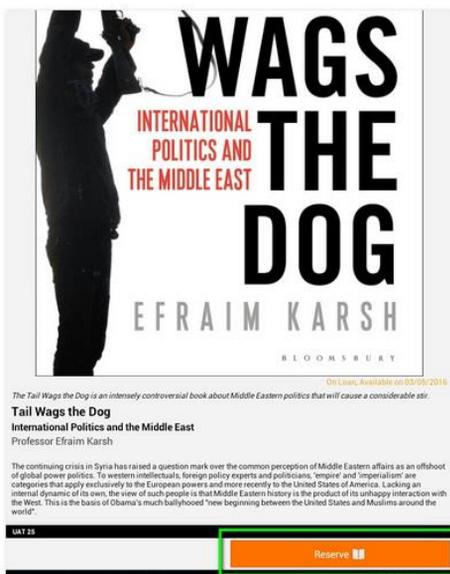


'Preview' within the app is not available for all books on all devices, the button may be blank, but you will be able to read a sample if you go to the library in your web browser.

# Borrow

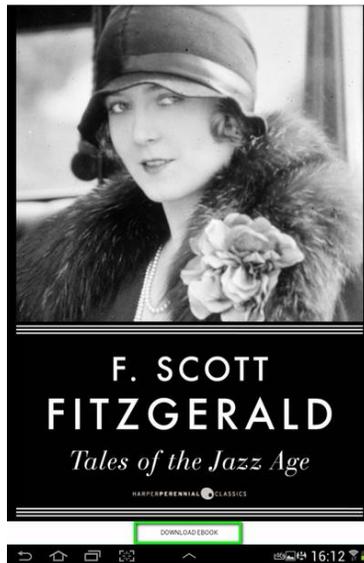


Click to Borrow and confirm your loan.  
You can choose to read straightaway or  
download later



If a book you want shows as 'On Loan',  
you can reserve it and it will be added to  
your loans on the date shown.

# Download

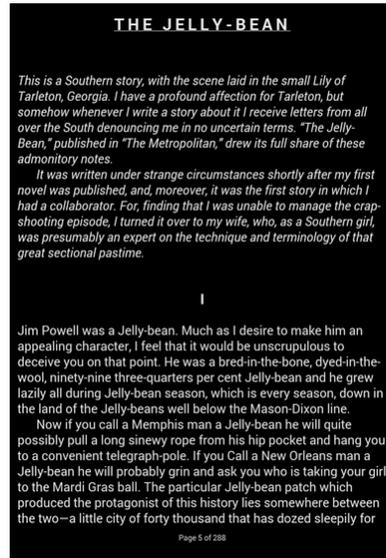
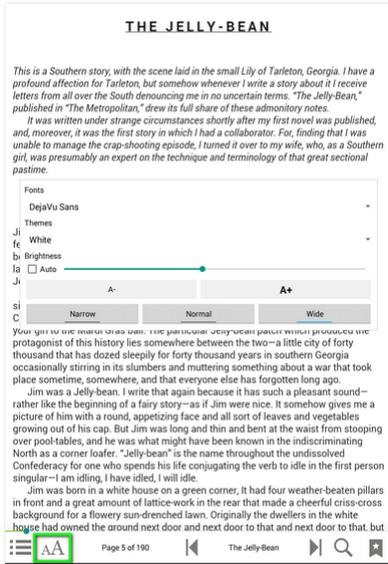


To Download later, go to ‘Your Account’ in the app and choose the book you want from your bookshelf. Click ‘Download eBook’.

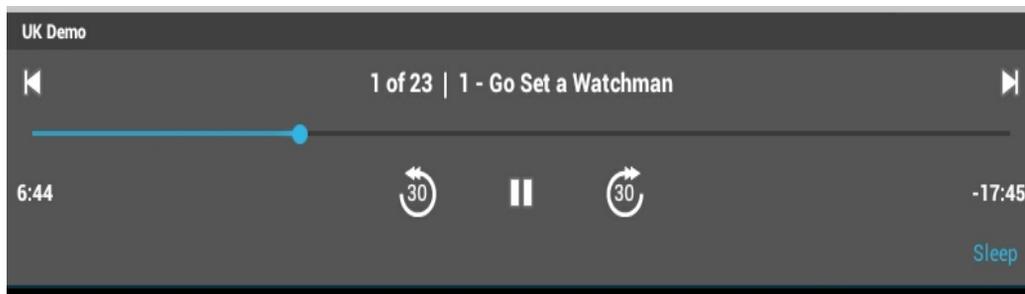


Audiobooks are very large and you may not want to take up memory by having the whole book on your device. These can be downloaded in parts and individual parts deleted when listened to.

# Read or Listen

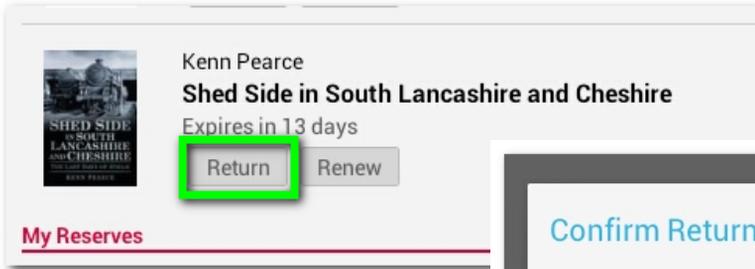


To turn the page, you tap or swipe at the left or right edge. Tapping in the middle of the screen brings up a menu that allows you to change the text size, font and colour.



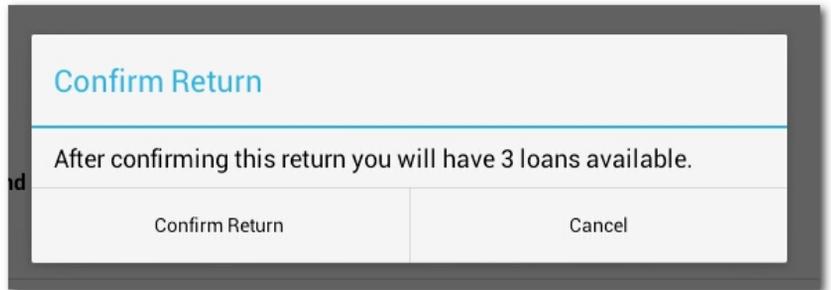
Listening to eAudio, you can move your position using the blue swiper bar and other navigation controls. On some devices you can also adjust the playback speed.

# Return



Kenn Pearce  
**Shed Side in South Lancashire and Cheshire**  
Expires in 13 days

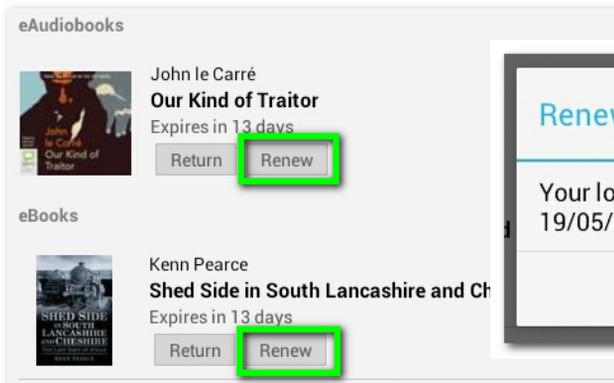
My Reserves



Confirm Return

After confirming this return you will have 3 loans available.

When you loan expires, the book will be removed from the app automatically.  
***But, you can return a book early, so you can borrow more and someone else can read it...***

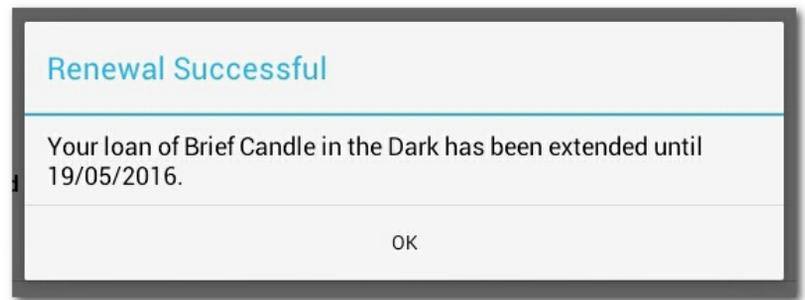


eAudiobooks

John le Carré  
**Our Kind of Traitor**  
Expires in 13 days

eBooks

Kenn Pearce  
**Shed Side in South Lancashire and Cheshire**  
Expires in 13 days



Renewal Successful

Your loan of Brief Candle in the Dark has been extended until 19/05/2016.

**If you haven't finished a book, you can have one renewal for 14 days.**

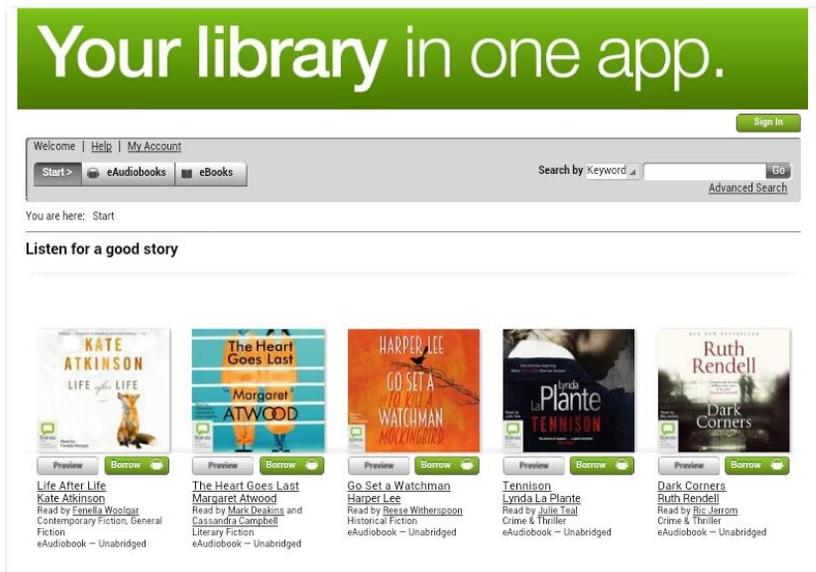
# Syncing



If you use the BorrowBox app on more than one device, you will find that your loans, reservations and loan history are synced across all devices.

The app will also now sync your reading or listening progress across all your devices using the same BorrowBox library account and restore this if need to logout or reinstall the app.

# Windows Phones



Currently, there is not an app available for Windows phone but you can access the eBook and eAudio library via your browser at <http://www.lancashire.gov.uk/ebooks>

Solutions / Adobe eBook Platform /

## Adobe Digital Editions / Download

OVERVIEW TECH SPECS FAQ RELEASE NOTES **DOWNLOAD** SAMPLE EBOOK LIBRARY

### Adobe Digital Editions 4.5.1 Installers

Locate your preferred platform and click on it to download the installer. Then run the installer on your machine to install Adobe Digital Editions.

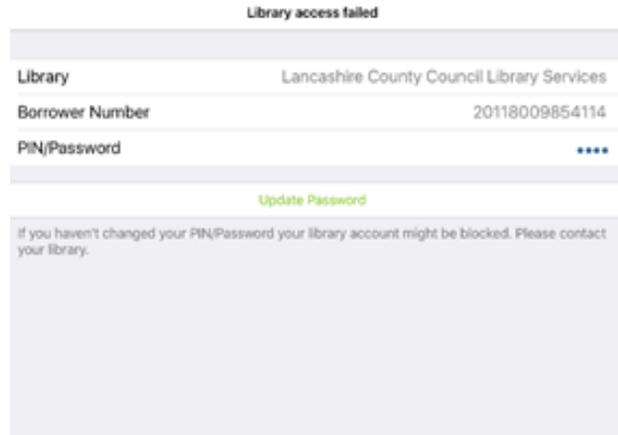
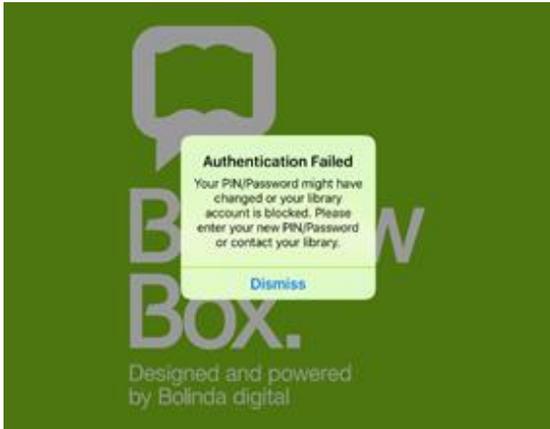
Download Digital Edition 4.5.1 *Macintosh* (22MB)

**Download Digital Edition 4.5.1 *Windows* (8.15MB)**

To download eBooks, you will need to install Adobe Digital Editions for Windows from

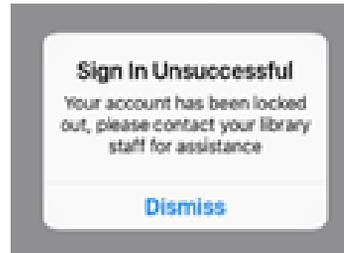
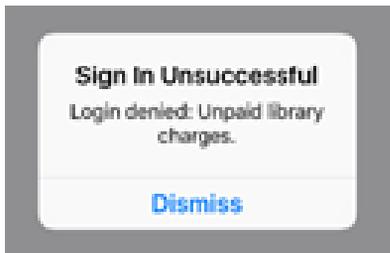
<http://bit.ly/adobe4win>

# Authentication



## When you open the BorrowBox app

It will re-authenticate by checking your main library account. If this fails you will receive a warning. If you have changed your PIN, you will need to 'Update Password'

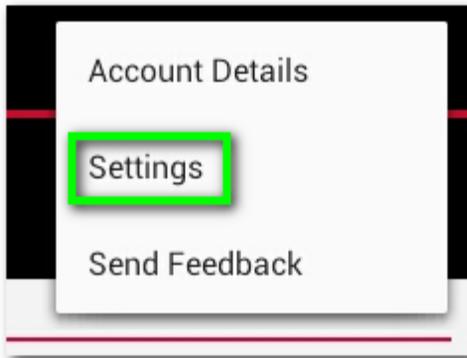


## There may be a number of reasons login failed

- Your PIN was entered incorrectly 3 times
- Unpaid charges on your library account
  - Your library account has expired

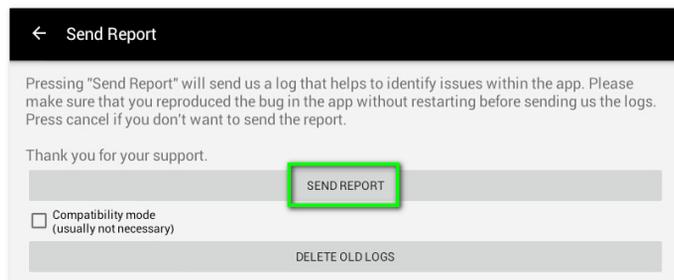
**Contact the library to resolve these problems**

# Problems?



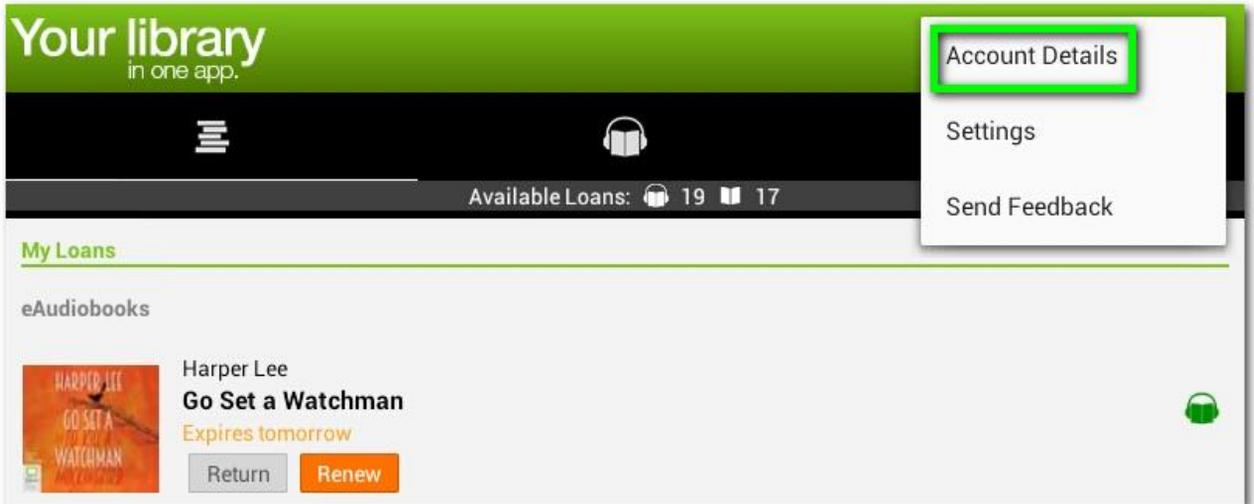
**If a problem occurs, you can report it.**

- ~ Click on the top right menu in the app and choose 'Settings'.
- ~ Now press and hold on 'Version Info' for a few seconds



- ~ When the next screen opens, click 'Send Report' and choose your email.
- ~ Add a Comment or description of your problem and click to send to BorrowBox.

# Reset the App



To use the App with a different library account or another library, choose 'Account Details' from the menu and then click on 'Reset app'.

Any downloaded books and all your library account information will be wiped from the app.

**Note: The photos and instructions in this guide are based on the use of an Android device.**

**Views, menus and button positions may vary slightly on other devices.**

**Only features available on all devices are featured.**

**Additional features may be available on some devices.**

**Find out more about  
the services  
Lancashire Libraries  
have available for you**

**[www.lancashire.gov.uk/libraries](http://www.lancashire.gov.uk/libraries)**



**[www.lancashire.gov.uk/libraries](http://www.lancashire.gov.uk/libraries)**