



HOW TO USE BORROWBOX ON A COMPUTER

BorrowBox is a collection of 400 adult eaudiobooks that can be listened to on your computer or transferred to an MP3 player. You can borrow five titles at a time for 21 days. Titles can be reserved if out on loan. There is no need to "return" the book - once the lending period has expired the book will no longer be accessible. They can however be returned early through the app when finished with.

Selecting titles

1. Go to the BorrowBox website <http://library.bolindadigital.com/edinburgh> and login with your library barcode number and PIN
2. Browse through titles on homepage; or click on *eAudiobooks* button to see full list of titles or browse by category; or use the *Search* box to look for authors, titles or keywords
3. You can listen to an extract of the book by clicking on the *Preview* button under the book cover or check it out by clicking on *Borrow* and then *Confirm eAudiobook Loan*
4. To download the audiobook on your computer, choose either to *Download Complete Audiobook* or select a part
5. A box will appear asking you whether you want to open or save the book - select *Save*

To listen on a PC

1. Locate your downloaded eAudiobook folder (there may be a download progress indicator at the top of your browser which will turn into an arrow when fully downloaded or a file will appear at the bottom of your screen - click on these to see your downloads)
2. The book will be in a zipped folder which you need to click to highlight and then click on the *Extract all files* button (or if there's no button, right click on the folder and select to extract files)
3. Open either Windows Media Player or iTunes to listen to your audiobook. Drag and drop the unzipped audiobook folder into the main window of Windows Media Player or iTunes. Your audiobook can now be played

To listen on a Mac or transfer to iPod

1. Locate your downloaded eAudiobook folder, then double click to unzip or if available use Safari as your internet browser as unzipping occurs automatically
2. Open iTunes, drag and drop the unzipped eAudiobook folder into Music, then listen or sync with your iPod (if you are running the latest Mac OS the eAudiobook may automatically go into iTunes)

To transfer to a MP3 player (not iPod)

1. Locate your downloaded eAudiobook folder (there may be a download progress indicator at the top of your browser which will turn into an arrow when fully downloaded or a file will appear at the bottom of your screen - click on these to see your downloads)
2. The book will be in a zipped folder which you need to click to highlight and then click on the *Extract all files* button (or if there's no button, right click on the folder and select to extract files)
3. Connect your MP3 player and open its folder on your computer, then drag and drop the unzipped eAudiobook folder into device

To reserve a title

1. Click on the *Reserve* button below the title's cover
2. This will take you to the reserve confirmation page - click *Confirm Reserve*
3. A reserve confirmation email will also be sent to your email address and the title will be visible beneath Active Loans/Reserves on the right side of your *My Account* page, along with the date from when it will be available to you
4. You will get an email when the title is available for download

To renew a title

1. The first time you take a book out a pop-up message will ask you if you want to receive an email when your loans are expiring - say *Yes*
2. When you receive a titles-expiring email go to the *My Account* section and click the *Renew* button beside the title
3. You will always be able to renew the book once, even if someone else has reserved the book

To return a title

1. Go to the *My Account* section and click the *Return* button beside the title

Help

If you have any questions about using BorrowBox you can access the help section by clicking on the *Help* button on the left-hand side of the grey menu bar.

For further help and assistance please contact:

Digital Information Team

0131 242 8047

informationdigital@edinburgh.gov.uk



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