## **Borrow Box**

Welcome to Borrowbox, your library in one app.

Today we are going to show you how to download and use the Borrowbox app on your device. If you are using an Apple device tap on the App Store, if you are using an Android tap on the Google Play store.

Within the app store, using the search function type 'Borrowbox library', the app should appear in the dropdown list. Tap 'download' and the app will install on your device, this may take a few minutes.

Tap on your Borrowbox app to open the app, you will be prompted to sign in with your library ID, tap 'library' and type in the library you are a member of. The library should appear in the dropdown list. Select your library, type in your ID or barcode, which is found on your library card or e-card, type in your pin or password. If you do not know your pin or password, please contact your library. Terms and conditions will pop up on your screen.

Welcome to Borrowbox.

On the top bar you can see 'my loans' and 'my reading lists'. On the bottom bar you can see 'eaudiobooks', 'e-books' and 'search'. You can see how many loans are available, what you have reserved and your loan history.

Tap on 'my reading lists' to view which books you have added. To search for an e-book tap, tap 'search' at the bottom of the screen. Type in the title of the e-book, the title will appear in the dropdown list. Tap on the title, tap 'borrow' and confirm your loan. If you would like to receive notifications when your loan is about to expire, tap 'yes' and accept notifications. You can read now or keep browsing. We are going to read now.

You can browse Borrowbox selections of e-audiobooks by tapping on 'e-audiobooks' at the bottom of your screen. To search for an e-audiobook, tap 'search', type in the title of the e-audiobook, the title will appear in the dropdown. Tap on the title, tap 'borrow', tap 'confirm loan'.

You can listen now or keep browsing, we are going to listen now. You will be given the option for future loans to download automatically, tap 'yes', tap on the 'play' button to start listening [music].

To return an e-book or e-audiobook, simply tap on the 'return' button on 'my loans' screen. Tap 'confirm return'. To reserve an e-book or e-audiobook tap on the book and tap the 'reserve' button, or you can simply tap and hold the cover. A list will pop up from the bottom, tap 'reserve'. If a user returns their loan early, you will move up in the queue and receive a notification.

We hope you enjoy borrowing e-books and e-audiobooks from Borrowbox. Your library in one app.