

eBooks & eAudiobooks

A Guide



ASHBURTON PUBLIC LIBRARY

Updated February 2022

Overview - eBooks

eBooks are electronic books that can be read digitally on a computer, laptop or other mobile device, such as eReader, tablet or smartphone.

We offer eBooks through the following platforms which will be covered in this guide:

❖ **Libby, by OverDrive**

❖ **BorrowBox**

*Please note: due to Amazon's strict licensing restrictions, none of our eBook platforms work with **Kindle** eReaders.*

Why eBooks?

- ✓ eBooks are free to check out, just like print books, but there are never any overdue fines! eBooks return themselves when they are due.
- ✓ eBooks can be easier to read for those with vision issues as you can adjust font size, type, spacing and even brightness of the screen. A dyslexic font option is also available that's designed to make text easier to read for dyslexic users.
- ✓ eBooks make reading easy and accessible. You can download eBooks 24 hours a day, 7 days a week, from the comfort of your own home or anywhere else with internet connection. (Once downloaded, you can enjoy your eBooks offline)
- ✓ eBooks are portable and take up less space. You can carry with you a great number of eBooks wherever you go without worrying about their weight, which you cannot do with print books.

Overview - eAudiobooks

An audiobook, also called talking book, is a sound recording of a book. An eAudiobook is the downloadable digital version of an audiobook.

Once you download the eAudiobook on your computer, laptop or mobile device, you can then play the eAudiobook offline seamlessly. No more lugging around CDs and fumbling to change the disc.

We offer eAudiobooks through the following platforms which will be covered in this guide:

❖ **Libby, by OverDrive**

❖ **BorrowBox**

Why eAudiobooks?

- ✓ They are free to check out and never have any overdue fines! eAudiobooks return themselves when they are due.
- ✓ You can easily adjust the speed of the narration. This is particularly helpful for younger users learning to read.
- ✓ You can listen to the eAudiobooks anywhere anytime, you can be in the mountains hiking, an airplane, cooking in the kitchen, driving or gardening.
- ✓ eAudiobooks are so easy to “read”, you may find yourself trying out more new authors and genres.

Getting started with eBooks & eAudiobooks

All current members of Ashburton Public Library can borrow eBooks and eAudiobooks for free.

To get started all you will need are:

- ✓ Internet connection (Internet access is needed to browse, check out and download titles. After download is completed, you can enjoy the digital titles without being connected to the Internet)
- ✓ Your email address
- ✓ Library card number and library PIN. If you don't have a library PIN, please ask library staff to setup your library PIN.

We have two different eBooks/eAudiobooks platforms:

- ❖ **Libby** is our more popular platform, it has more eBook content, and is a good option to get started with.
- ❖ **BorrowBox** has a lot of Australian and New Zealand content, and is mainly focused on eAudiobooks, but also has a good selection of eBooks.

These different platforms each have a different collection of titles. Together, they provide access to a good range of material. We recommend: if you would like to try out eBooks, start with Libby. If you would like to try out eAudiobooks, start with BorrowBox.

This guide will get you started, if you need more help, eBook drop in sessions are offered every Tuesday 2-3pm. No need to book.

Comparison of different platforms

	Libby	BorrowBox
eBooks	✓	✓
eAudiobooks	✓	✓
Number of issues	5	5 eBooks & 5 Audiobooks
Loan period	7, 14 or 21 days	14 days
Content (as of February 2022, we're always adding new titles, so make sure you visit often)	11,000+ eBooks & 2100+ eAudiobooks with many US publications.	6000+ eBooks & 6000+ eAudiobooks with many Australian and NZ titles.
Place holds	✓ Number of holds: 5	✓ Holds count towards issue total
Return early	✓	✓
Renewals	✓ Available 3 days before expiration, if there are no holds.	✓ Twice.
Access outside NZ	Yes. As long as your library card privileges (your contact details) are up to date.	No. You will need to borrow and download the eBooks/ eAudiobooks before leaving New Zealand
Reading history	✓	✓
Reading list	✓	✓
App (for mobile devices)	Libby	BorrowBox





Step-by-step getting started guide

Libby – using mobile devices

Examples of devices

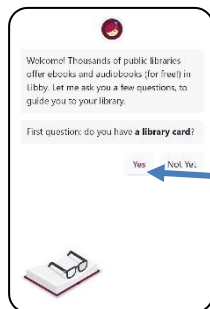
- ✓ Apple devices - iPad, iPhone, iPod Touch [requires iOS 10+]
- ✓ Android Tablets [requires Android 5.0+]
- ✓ Android Smartphones [requires Android 5.0+]
- ✗ Windows phones & tablets [app not available, but you can use Libby in your web browser at libbyapp.com]
- ✗ Older mobile devices that are not compatible with Libby (i.e.: not meeting the minimum requirement of iOS 10+ or Android 5.0+). The Libby app is not available for these devices, but you can still access Libby in a web browser at libbyapp.com

❖ Step 1: Install the app [one time only]

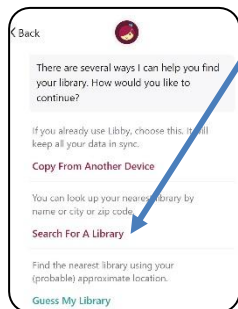
- For Apple device users, go to the **Apple App Store**  and type **Libby** into the search bar, and select **Libby, By OverDrive**. Tap the **Get** button to begin installing.
- For Chromebooks or Android device users, go to the **Google Play Store**  and search for **Libby**, and select **Libby, by OverDrive**. Tap the **Install** button to begin installing.

When installation is finished tap **OPEN**.

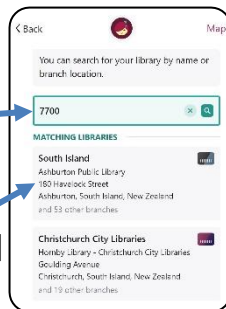
❖ Step 2: Setup the app [one time only]



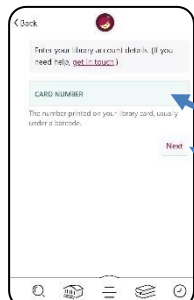
- Open the Libby app
- Follow the prompts to find Ashburton Public Library and sign in with a valid library card.
- First prompt – do you have a library card? Tap **Yes**



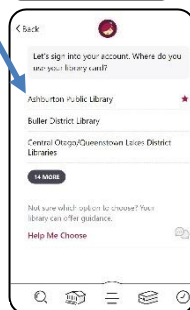
- Next, tap **Search For A Library**
- Type in **7700** or **Ashburton**, list of matching libraries will appear, tap **South Island**
- Tap **Sign In With My Card**



- Tap **Ashburton Public Library**



- Lastly, Libby will prompt you to enter your library account details. Type in **library card number**, tap **Next**. Then, type in **library PIN**, tap **Sign In**.



- 😊 You have just completed the one off setup. You are now signed in. Tap **Next** to start browsing the library's digital collection and borrow your first eBook/eAudiobook.




❖ Step 3: Browse & Borrow


➤ Browse through the collection

◆ Tap  to search for something specific.






➤ enter your search term (title, author, or series name) in the **search bar**.

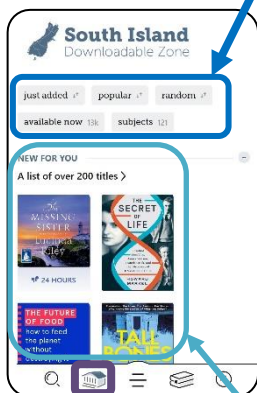
➤ Select a **search suggestion** (if available), or tap  to see all results.



◆ To browse for something to borrow, tap  to open the library digital collection

➤ At the top of the screen, you can:

- Tap **just added**  to browse titles recently added to the library digital collection.
- Tap **popular**  to browse the popular titles. If it's not available, you can place a hold.
- Tap **random**  to browse through the entire collection.
- Tap **available now**  to browse through titles that are ready for borrowing.
- Tap **subjects**  then tap a subject of interest to browse its titles.



➤ Alternatively, further down the screen are various reading lists to assist you to explore the library digital collection.

- ❖ Once you find a title of interest, tap on the title's cover image to open the title detail screen, which has information about the title, as well as a link to read or listen to a sample of the book. To borrow a title, either under or next to the title's cover image, tap **Borrow**. If you would like to change your loan period, tap the underlined lending period, located above the title, to change. Tap **Borrow** again to confirm. If the title says **Place Hold** instead, it means that all digital copies are currently checked out and you can place a hold on it. Tapping on the 📅 icon will give you details about how many people are on the wait list and the estimate wait time for the title. Tap **Place Hold**, this will put you on the wait list for the title. Confirm when prompted. (Note: when a hold becomes available, you'll receive an in-app notification and you have 3 days to act on it – borrow, deliver later or cancel.)



How can you tell the title is eBook or eAudiobook?

In the search/ browse screen:


Title without the audiobook icon under its cover, indicates that it is an eBook. If the title is an eAudiobook, you will find the headphone icon and runtime 🎧 18 HOURS under its cover.

In the title's detail screen:

Format detail (book/ audiobook) is listed below the title's description.

❖ Step 4: Read / Listen

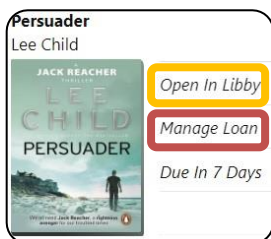
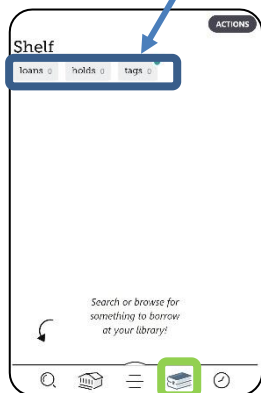
- Unless you changed the download settings, by default, titles are downloaded automatically right after you borrow them, so you can read eBooks or listen to eAudiobooks when you are offline.

- Tap  to see your loans, holds, and tags.

At the top of the screen, you can:

- Tap **loans 0** to find your borrowed titles.
- Tap the title's cover image or **Open In Libby** or **Open Audiobook** to start reading eBook or listening to eAudiobook in the app.
- Tap **Manage Loan** to find the time and date your loan is due and see options like Renew Loan and Return Early.

(Note: you can renew a title 3 days before it is due, however, if someone else has the book on hold, you will be prompted to place it on hold instead which means you need to wait to borrow the book again. Borrowed titles are automatically returned to the library on their due date. When they are returned, they are also removed from your Loans and deleted from your device if downloaded. If you finish a title early, you can return it before its due date.)





- Tap **holds 0** to find all of your holds titles.
You can see where you are on the wait list for each hold and suspend or cancel holds as needed.

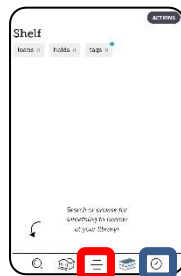


To suspend or cancel a hold, tap **Manage Hold**, then tap Suspend Hold or Cancel Hold.

- Tap **tags 0** to find your tags.
You can use tags to categorise books and audiobooks. You can create a wish list tag of what you want to read, your favourites, what you have borrowed, and more. Once you select a tag, you can borrow or place a hold on a tagged title, rename or delete the tag. Look for the tag button beside a title to start using tags.

❖ Extra features








- Tap  to see your timeline which tracks your reading history in Libby. Your activity timeline will grow as you borrow titles, place holds and return loans. You will see a list of titles you have borrowed, placed on hold, renewed and returned.
- Tap  to change the Libby app settings, add library cards, manage notifications and find solutions to common problems.

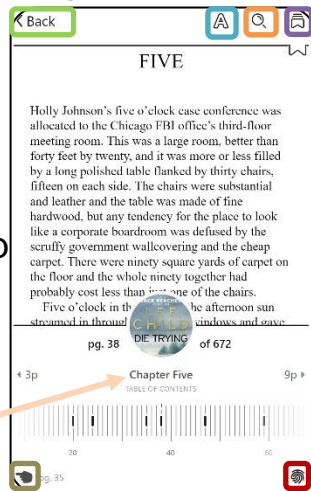


Once you open a title:









➤ In eBooks:

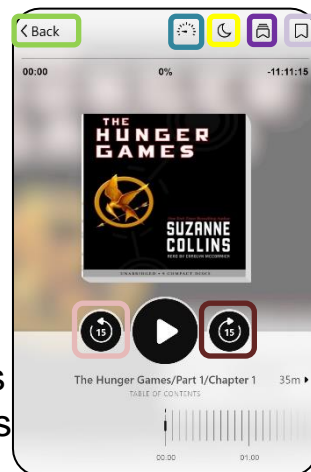
Tap the centre of the screen will bring up various customising tools and your reading progress.

- ◆ Tap  to go back to 
- ◆ Tap  to change appearance (text size, background lighting, book design or font)
- ◆ Tap  to search for text in the book, tap a search result to jump to that location in the title.
- ◆ Tap  to view bookmarks or add a note to a bookmark.
- ◆ Tap 'Chapter' to show table of content and jump to selected chapter.
- ◆ Tap  to go back to your last position.
- ◆ Tap  to see a list of your recent places in the title and choose another location you've visited.



➤ In eAudiobooks:

- ◆ Tap  to go back to 
- ◆ Tap  to adjust your playback speed.(0.6 – 3x)
- ◆ Tap  to set a sleep timer.
- ◆ Tap  to view bookmarks or add a note to a bookmark.
- ◆ Tap  to add a bookmark.
- ◆ Tap  to rewind back 15 seconds
- ◆ Tap  to fast forward 15 seconds

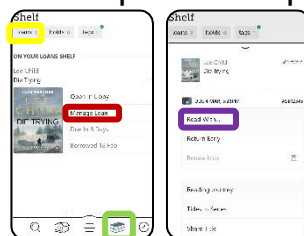


❖ Transfer eBooks to an eReader from Libby

- You can use Adobe Digital Editions (ADE) to transfer eBooks from your computer to most eReaders.
- You will need to install Adobe Digital Editions for transferring the borrowed eBooks from your computer to your eReader. Please refer to page 15 & 16 in this guide for ADE installation instructions.
- Access Libby in web browser at <https://libbyapp.com> from your computer or laptop.

➤ Find your borrowed eBook

- Click 
- Click 
- Click **Manage Loan**
- Click **Read With...**



- Under the title's cover, you will find the "OTHER WAYS TO READ" session.
- Click **EPUB**, this will download and open the eBook in ADE.



- Open the "Library" view in ADE.
- Connect your eReader to your computer.
- Your eReader should appear in ADE in the list under Devices on the left side.
- Select the downloaded title, then drag and drop the title across to where your eReader is listed under Devices, this will copy the eBook to the eReader.

Step-by-step getting started guide

Libby – using computers or eReaders

Examples of devices

- ✓ Macintosh (Mac) – e.g. MacBook, iMac
- ✓ Laptops, Chromebooks
- ✓ Desktop Computers
- ✓ eReaders – e.g. Kobo, NOOK
(Note: **eBooks only**, you will need to firstly download the eBooks using a computer or laptop, then transfer the downloaded titles to your eReader)
- ✗ Kindle eReaders
(Note: **not compatible** with any of our eBook platforms)

❖ Step 1: Install and authorize the software [one time only - optional]

If you do not want to install the software on your computer, you can skip this step and read eBooks or listen to eAudiobooks right in your web browser. However, this requires an internet connection.

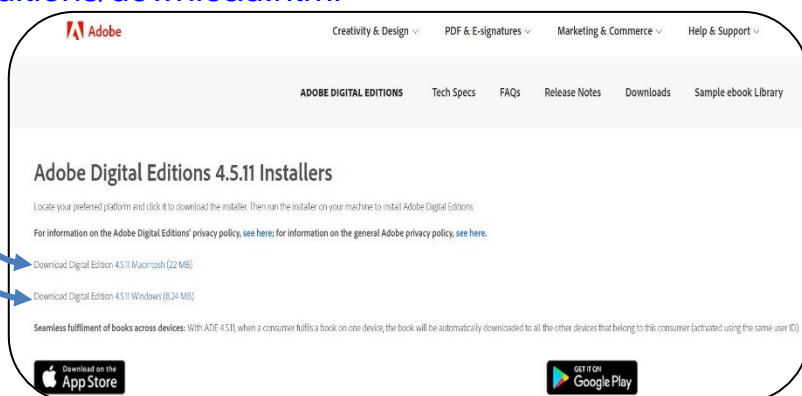
If you would like to read titles offline, you will need to install Adobe Digital Editions (ADE) and authorise the software with either Adobe ID or OverDrive account.

If you would like to read titles with your eReader, you will also need to install ADE for transferring the borrowed eBooks from your computer to your eReader.

- For Windows users, download and install
 - ◆ **Adobe Digital Editions for Windows** (for reading offline and transferring eBooks to eReaders)
- For Mac users, download and install
 - ◆ **Adobe Digital Editions for Macintosh** (for reading offline and transferring eBooks to eReaders, if you are running MacOS Catalina or newer, download and install the Libby app instead.)



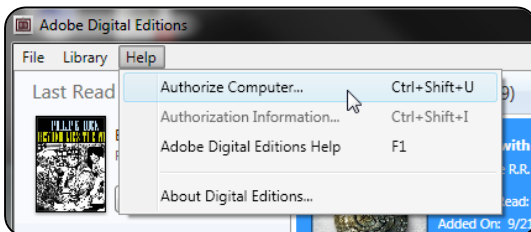
To download **Adobe Digital Editions (ADE)**, go to <https://www.adobe.com/solutions/ebook/digital-editions/download.html>



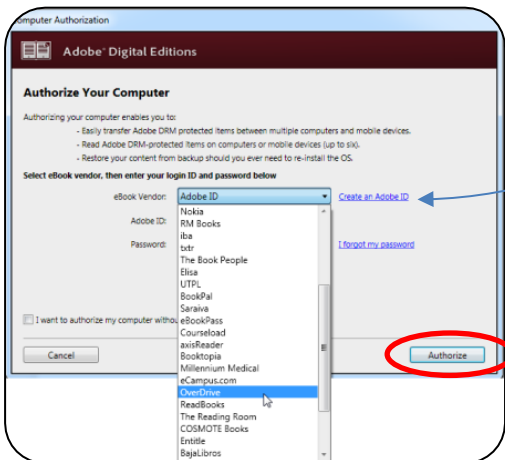
- Once software is installed, you need to authorize it with Adobe ID or OverDrive account. You can authorize up to six devices with one account. To download the same digital title to additional computers or devices, be sure to authorise each one with the same Adobe ID or OverDrive account.

Use the steps below to authorize
Adobe Digital Editions (ADE)
[one time only]:

- You will be prompted to authorize ADE the first time you open it. If not, go to **Help > Authorize Computer**.



- Click **Create an Adobe ID** or
- To create Over Drive account, go to <https://www.overdrive.com/account/sign-up>
- Select **Adobe ID** or **OverDrive** from the eBook Vendor drop-down menu. Enter your **Adobe ID** or **OverDrive** account and password, then select **Authorize**.





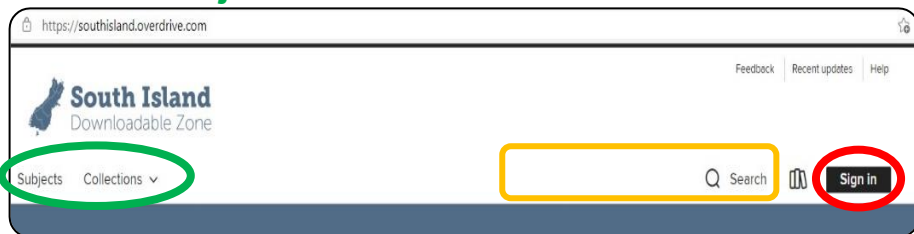
❖ Step 2: Browse & Borrow

➤ Browse through collection

- ◆ Open your web browser (e.g.: Chrome, Firefox, Internet Explorer, Edge, Safari)
- ◆ Either access Libby at <https://libbyapp.com> (go to page 7 for sign in instructions) or Go to the library's Overdrive webpage <https://southisland.overdrive.com/>
- ◆ Click on **Sign in** (top right)
- ◆ Select **Ashburton Public Library** from the dropdown list (top of the list), type in your **library card number** and **library PIN**, then click on **Sign in**

(Note: Your library card number is on the back of your library card, the number starts with B or ASB, type the B or ASB at the beginning and if there is a suffix, /A etc., remember to type this as well. If you don't have a library PIN, please ask library staff to setup your library PIN.)

- ◆ You will be taken back to the Overdrive homepage after you sign in. From here you can type your search term (title, author, or series name) into the **search box** to search for a specific title or you can browse by **Subjects / Collections**

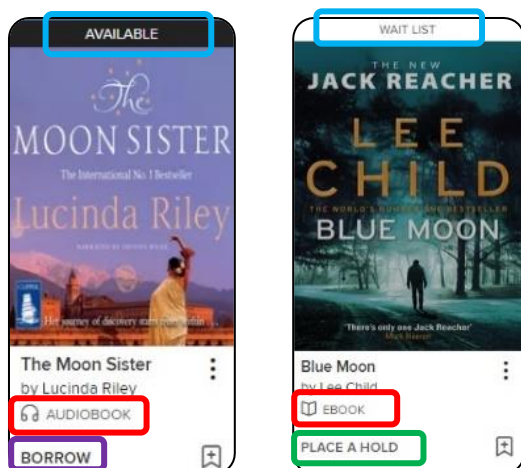


➤ Borrowing and Reserving titles



- ◆ You can find a **title's format** under its cover.
 - 📖 EBOOK icon indicates it is an eBook.
 - 🎧 AUDIOBOOK icon indicates it is an eAudiobook.
- ◆ You can find a **title's availability** above its cover. (the banner along the top of the title cover image)

WAITLIST – the title is currently checked out to someone else. Click **PLACE A HOLD** to reserve the title and be notified by email when it's available. If there isn't a saved email address for your account, enter and confirm when prompted. When the hold is available for you, you'll get a notification and can borrow it from your Holds page (under 📱 or My account).

AVAILABLE – the title can be checked out immediately. Click **BORROW**



❖ **Step 3: Read / Listen / Transfer**

- To read / listen in the browser
 - ◆ Go to your **Loans** page (under  or My account).
 - ◆ Then, click the **Read now in browser / Listen now in browser** button to begin reading / listening immediately. (Note: there are no downloads or software required.)
- To read offline
 - ◆ Go to your **Loans** page (under  or My account).
 - ◆ Then, click the **Download** button. The downloaded eBooks will open in Adobe Digital Editions.
- To transfer eBooks to eReaders (optional)
 - ◆ Connect your eReader to your computer.
- Open the downloaded eBooks in Adobe Digital Editions (ADE), open the “Library” view (click the Library button in the top-left corner). From there, drag and drop the eBooks into your eReader, which should appear on the left under “Devices”. You may need to accept a file transfer prompt on your eReader in order for it to appear in ADE. Once the transfer is complete, you can disconnect your eReader and start reading. (Note: In most cases, your eReader will be automatically authorized when you transfer books from ADE to the eReader. Your ADE authorization is applied to the eReader during the transfer process.)

**If you access Libby at <https://libbyapp.com>, please go to page 13 for instructions to transfer eBooks to eReader from Libby.*



Step-by-step getting started guide

BorrowBox – using mobile devices

Examples of devices

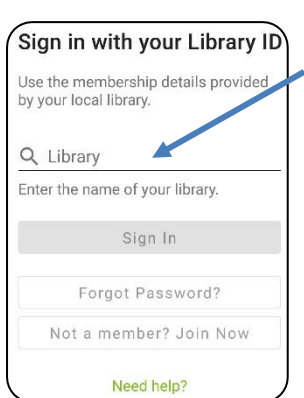
- ✓ iPad, iPhone, iPod touch, Apple Watch, MacBook
- ✓ Tablets – e.g. Samsung Galaxy Tab tablets
- ✓ Smartphones
- ✗ Windows phones & tablets (app not available, but you can still access BorrowBox on the website <https://ashburton.borrowbox.com>)

❖ Step 1: Install the app [one time only]

- For Apple device users, go to the **Apple App Store**  and type **BorrowBox** into the search bar. Tap the **Get** button to begin installing.
- For Chromebooks or Android device users, go to the **Google Play Store**  and search for **BorrowBox**. Tap the **Install** button to begin installing.

When installation is finished tap **OPEN**.

❖ Step 2: Setup the app [one time only]



- Open the BorrowBox app
- Tap Library
- Enter **Ashburton**
- A list of libraries will appear, Select **Ashburton Public Library**

Sign in with your Library ID

Use the membership details provided by your local library.

Library
Ashburton Public Library

Enter the name of your library.

ID/Barcode

PIN/Password

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

Sign In

Tap **ID/Barcode**, enter your library card number

Tap **PIN/Password**, enter your library PIN. (If you forget or don't have a library PIN, please ask library staff to setup your library PIN.)

Tap **Sign In**

Read the Terms and Conditions
Tap **Agree**.

Terms and Conditions

By tapping Agree, you agree to the following Terms and Conditions and Privacy Policy.

TERMS AND CONDITIONS

Terms & Conditions

Welcome to BorrowBox

Your library has entered into an agreement with BorrowBox Digital Pty Ltd ("BorrowBox Digital") to provide you with access to the BorrowBox Digital Service.

Agree

😊 You have just completed the one off setup, and it will take you to the **My Loans** page, where you can manage your account.

Ashburton Public Library

My Loans My Reading Lists

LOANS Available: 5 5

No loans.

RESERVES

No reserves.

LOAN HISTORY

eAudiobooks See all >

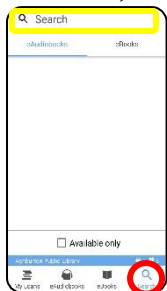
Ashburton Public Library 5 5

My Loans eAudiobooks eBooks Search

- indicates the remaining number of eAudiobook loans available
- Indicates the remaining number of eBook loans available
- **LOANS** – view current borrowed items with loan days until expiry. You can also renew and return your loans from here.
- **RESERVES** – view/ cancel items reserved. (Note: reserves count towards loan total)
- **LOAN HISTORY** – you will find a list of all items you previously borrowed.

❖ Step 3: Browse & Borrow

➤ Browse through the collection



- ◆ You can search through the Borrow Box collection by using the quick search option. Tap **Search** (bottom right), then a **Search Box** will appear on the top. Enter a keyword, title, author or narrator in the search box.

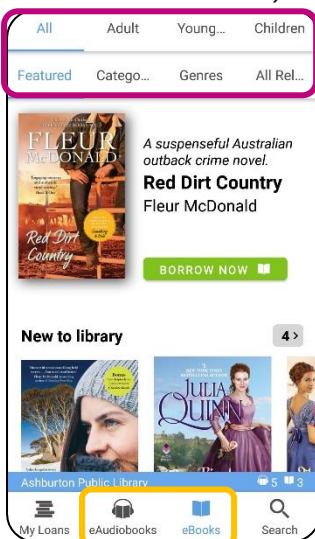
⇒ A search results page (sorted by format) will then be shown which lists all titles relating to your search.

⇒ Tap **eAudiobooks** or **eBooks** to select your preferred format. You can also filter the results to titles that are available to borrow immediately by tapping the **Available only box**.



- ◆ Alternatively, you can browse through a curated selection of categories to find titles you might enjoy. To do this, tap on **eAudiobooks** or **eBooks** (bottom middle).

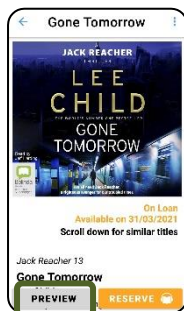
⇒ A **list of options** will appear on the top:



- categorised by target age group (**Adult/ Young Adult/ Children**)
- **Featured** (eg: New releases, Popular reads, Top downloads)
- **Categories** (eg: NZ authors, Award winners, Australian authors)
- **Genres** (eg: Australian fiction, Autobiography, Crime & Thriller)
- **All Releases** (the entire collection)

- Tap the title of interest to borrow or reserve

◆ If you would like to preview a title prior to borrowing, you can do so by tapping **preview**.



- Tap **BORROW** to borrow available title, then tap **Confirm Loan** when prompted, and lastly select **Download Now** or **Keep Browsing**
- Tap **RESERVE** to reserve on loan titles. Confirm when prompted. (Please note that reserves count towards your loan limit, but you can free up a loan by cancelling a reserve.)

Confirm Loan

After confirming this loan you will have 2 loans available.

CANCEL **CONFIRM LOAN**

Loan Successful


Keep browsing or download and listen now?

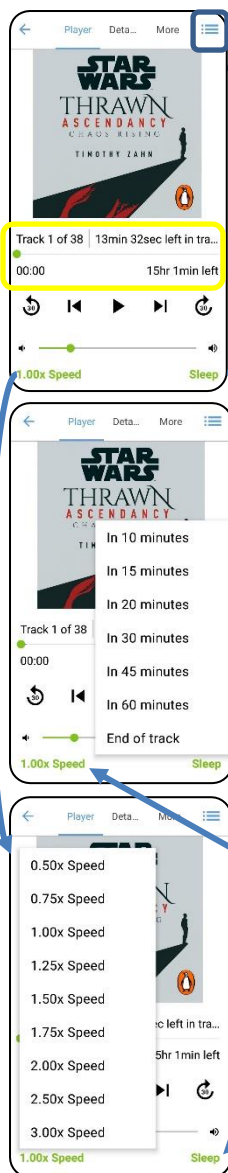
DOWNLOAD NOW

KEEP BROWSING








Please note that you can deactivate the confirmation dialogue box in the settings.

❖ Step 4: Read / Listen




- Tap My Loans (bottom left) to find your borrowed titles.
- Tap the title cover you would like to read/ listen to
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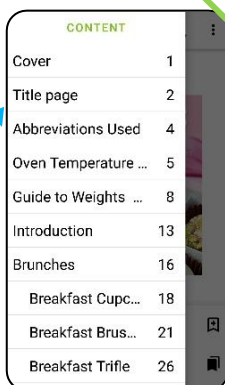
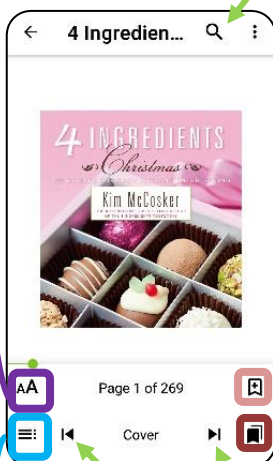


➤ eAudiobooks

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- ◆ Tap  to show list of tracks, if a track is already downloaded, you will see the time of that track or tap  to download that track.
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➤ eBooks

- ◆ Simply tap or flick your finger near the right margin of the page to turn to the next page and tap near the left margin of the page to turn back to the previous page.
- ◆ Tap the middle of the page to show options to search text, change font, bookmark and more.
- ◆ Tap 🔍 to search for every reference in the title. (e.g.: search for “cookies”, the search result will show you all locations that “cookies” appeared in the title)
- ◆ Tap **AA** to change font type and size. (the types of fonts available depend on the device used) You can also change the background theme, brightness, text alignment, page margins and line spacing.
- ◆ Tap  to see the table of contents. Tap a chapter in the list to jump to it.
- ◆ Use the scroll bar to jump to a specific page number.
- ◆ Tap ▶| to skip to next chapter.
- ◆ Tap ⏮ to go back to previous chapter.
- ◆ Tap  to add page to bookmark and tap  to bring up all the bookmarked pages.



Step-by-step getting started guide

BorrowBox – using computers or eReaders

Examples of devices

- ✓ Macintosh (Mac) – e.g. MacBook, iMac
- ✓ Laptops and computers
- ✓ MP3 Players / iPod
(Note: **eAudiobooks only**, you will need to firstly download the eAudiobooks using a computer or laptop, then transfer the downloaded titles to your MP3 player / iPod)
- ✓ eReaders – e.g. Kobo, NOOK
(Note: **eBooks only**, you will need to firstly download the eBooks using a computer or laptop, then transfer the downloaded titles to your eReader)
- ✗ Kindle eReaders
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❖ Step 2: Browse & Borrow

➤ Browse through collection

- ◆ Open your web browser (e.g.: Chrome, Firefox, Internet Explorer, Edge, Safari)
- ◆ Go to the library's BorrowBox webpage
<https://ashburton.borrowbox.com>

- ◆ Click on  (top right)




- ◆ Type in your **library card number** and **library PIN**, then click on **Sign in**

(Note: Your library card number is on the back of your library card, the number starts with B or ASB, type the B or ASB at the beginning and if there is a suffix, /A etc., remember to type this as well. If you don't have a library PIN, please ask library staff to setup your library PIN.)


- ◆ You will be taken back to the BorrowBox homepage after you sign in. (If this is the first time you have signed in, then you may be taken to a different page asking for your email address)


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 - For MAC: Open iTunes, drag and drop the unzipped eAudiobook into Music.
 - For MP3 player: connect the MP3 player to your computer, then drag and drop the unzipped eAudiobook folder into device.

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Frequently asked questions

❖ Why can't I find some titles?

- We may not own a digital copy of the title you are looking for. You may try a different eBook/eAudiobook platform or consider borrowing the print copy from the library. (Please note that the library's physical collection and the digital collection are different. We may own some titles in both formats, some titles in digital format only and some titles in physical format only)
- Your search terms may be too specific. Try shortening or changing your search terms, then search again.

❖ Why can't I renew a title?

- Someone else has the title on hold. In this case, you need to wait to borrow the title again.
- Libby – it's too early to renew the title. You'll be able to renew your title 3 days before it's due.
- BorrowBox – reaching the renewal limit, you can only renew a title twice.

❖ Can I transfer eBooks to my Kindle eReader?

NO. The standard Kindle device is only compatible with Amazon's own bookstore services. Kindle eReaders do not support eBooks from either Libby or BorrowBox.

❖ Can I return a title early?

Yes, early returns and cancellation of current reserves are possible.

❖ **Why can't I sign in?**

There are a few reasons why you might be unable to sign in:

- Incorrect PIN – please ask library staff to reset your library PIN.
- Your details need updating – your library card privileges need to be updated every 3 years, please ask library staff to update your account.
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❖ **Can I read newspapers and magazines with the eBook apps?**

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❖ **What other electronic resources does the library offer?**

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❖ **I need more help with my library eBooks.**

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