



Listen Up with Borrow Box



Set up – Borrow Box

1 Download App

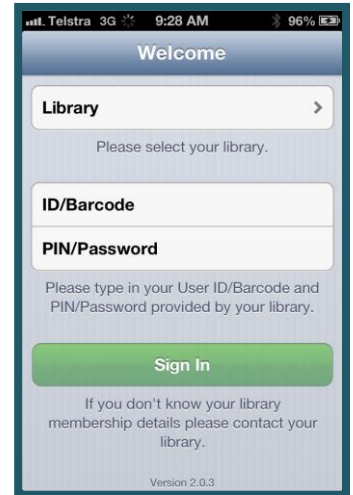
Go to the Apple App store or the Google Play store
Search for BorrowBox
Download App – it is FREE

2 Sign Up

Launch the App.

The **Welcome** page invites you to:

1. Select **Mornington Peninsula Library Service**
2. Enter your Library Membership/Barcode
3. Enter your Library PIN
4. Select the green **Sign In**
5. Please read the terms and conditions before you select the green Agree button.

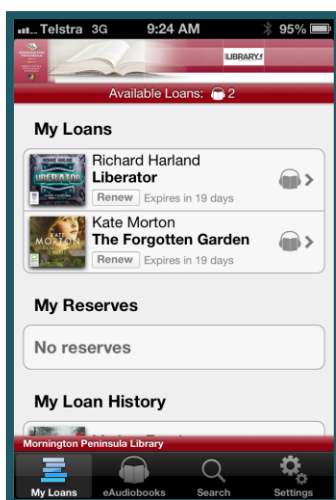


You are now in the **My Loans** area of the **Borrow Box App**.

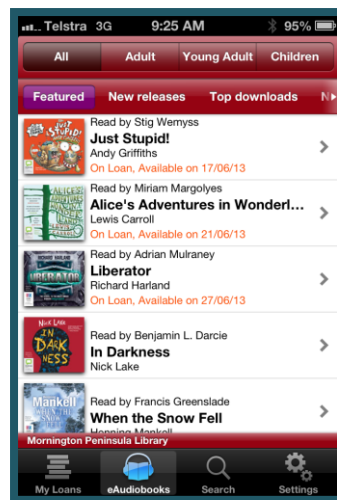
Use – Borrow Box

There are four Areas to select from:

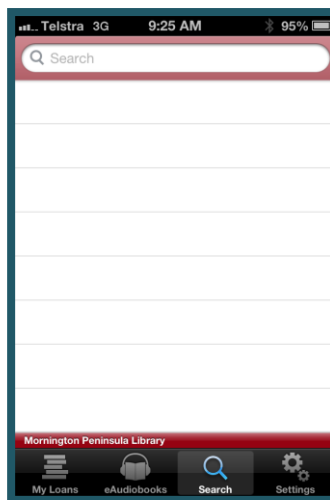
1. **My Loans** – this is where your loan history is displayed. It also tells you what items you currently have on loan and what you have on reserve.
2. **eAudiobooks** – this is where you can browse for items to borrow.
3. **Search** – this is where you search for items to borrow.
4. **Settings** – this is where you set your preferences.



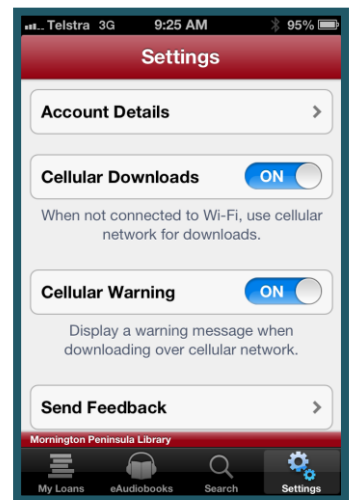
My Loans



eAudiobooks



Search



Settings



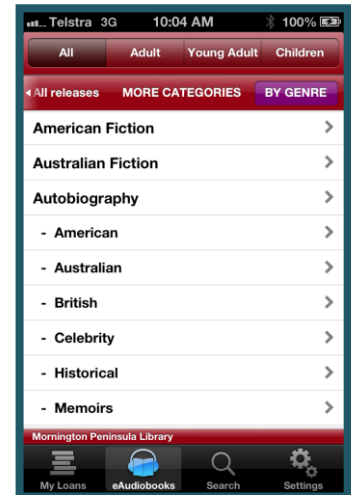
1 – To Search

1. Go to **eAudiobooks** or **Search**.

eAudiobooks – Choose the category you wish to browse. Amongst many categories, you can select Featured, New Releases, Top Downloads, or by Genre or select More Categories. These last two will present you with more options allowing you to narrow the number of items you are looking at.

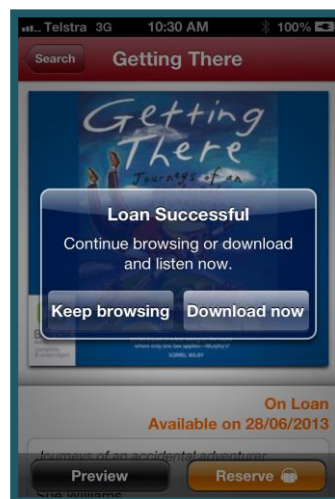
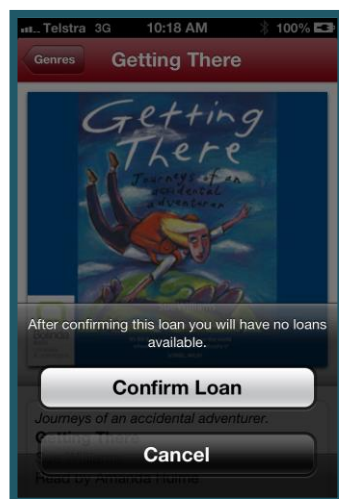
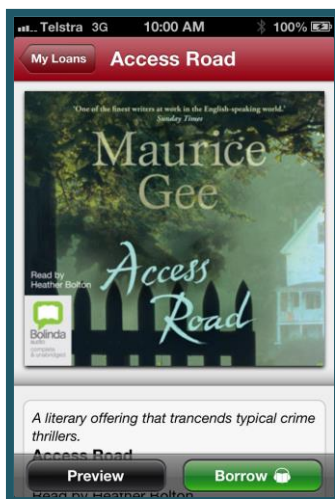
Search – You can enter a specific title or author here.

2. From your search results select the title you wish to borrow.
3. You can then **Preview** (in Black) or **Borrow** (in Green)
4. The **Preview** button will play you a snippet of book.



2 – To Borrow

1. To borrow, select the green **Borrow** button.
2. Select **Confirm Loan**
3. It will then ask you to keep browsing or to **Download now**



3 – To Download

1. Select **Download now**
2. You can choose to download the whole book by selecting the green **Download All** button
3. To download chapter by chapter select the down pointing arrow next to the chapters on the right hand side

Reserving a title

1. If a title is on loan you can reserve the title
2. Simply select the orange Reserve button
3. Select Confirm Reserve.
4. You will receive an email when the item becomes available.
5. After you receive this email you then go into your **My Loans** area and borrow and download the book as described above.

