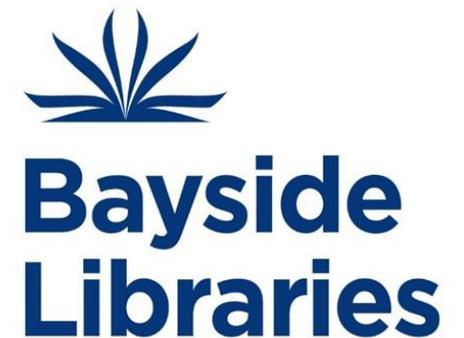


# How to use BorrowBox

- How to use **PC/Computer** to:
  - Open BorrowBox ..... 2
  - Register & Sign in ..... 3
  - Borrow and Download eBooks using Adobe Digital Editions ... 4
  - Borrow and Download eAudiobooks ..... 9
- How to use **mobile devices/apps** to:
  - Download BorrowBox app ..... 11
  - Borrow and Download eBooks ..... 12
  - Borrow and Download eAudiobooks..... 13
- FAQs ..... 15



# How to use PC/Computer to open BorrowBox



- To start, go to [Bayside Libraries](https://library.bayside.nsw.gov.au/Montage/) website <https://library.bayside.nsw.gov.au/Montage/>
- Click on [eLibrary](https://library.bayside.nsw.gov.au/resources/eLibrary.aspx) <https://library.bayside.nsw.gov.au/resources/eLibrary.aspx> link.



- On [eLibrary](https://library.bayside.nsw.gov.au/resources/eLibrary.aspx) page, click on the BorrowBox logo

## eLibrary



# How to use PC/Computer to register & sign in to BorrowBox



- Step 1: Click on the Sign In button to Register & sign in to BorrowBox with your
  - Library Card Number and
  - PIN



- Step 2:

## Welcome to Bayside Council - NSW

Enjoy the highest quality digital content. Log in and browse our library of the world's best authors and titles.

Sign In

Library ID / Barcode:  From your library card.

PIN/Password:

[Forgot your Password?](#)

- Step 3: You will only need to do this step the first time you sign in.
- For second and subsequent visits you will only need to sign in as in Step 2

**Complete My Account details**

BorrowBox ID:

Library ID:

Email:

Display Name:  Optional

Terms & Conditions  I have read and agree with the [Terms & Conditions](#) and [Privacy Policy](#).

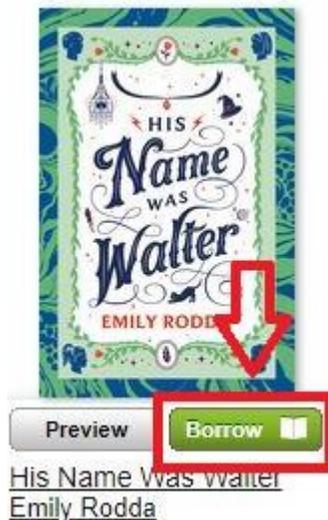
Newsletters & more  I wish to subscribe to my library's free newsletter.  
 I am happy to receive email updates from the BorrowBox team.

**Staff Note:**  
If forgotten, re-set Library PIN for Library user

# How to borrow and download eBooks on PC/Computer from BorrowBox using Adobe Digital Editions



- Step 1: To borrow eBook, click Borrow



- Step 2: Once loan is confirmed, you will be provided with these options to read the eBook.



- On a PC/Computer, you can read an eBook on the eReader Adobe Digital Editions by clicking 'Download for eReader (Adobe ePub)'
- If you do not have Adobe Digital follow 'Download it now' link on the screen, steps on next page.



# How to download Adobe Digital Editions

- Step 3: You will be brought to the [Adobe Digital Editions](#) download website
  - Click on either Macintosh or Windows to download

## Adobe Digital Editions 4.5.8 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.

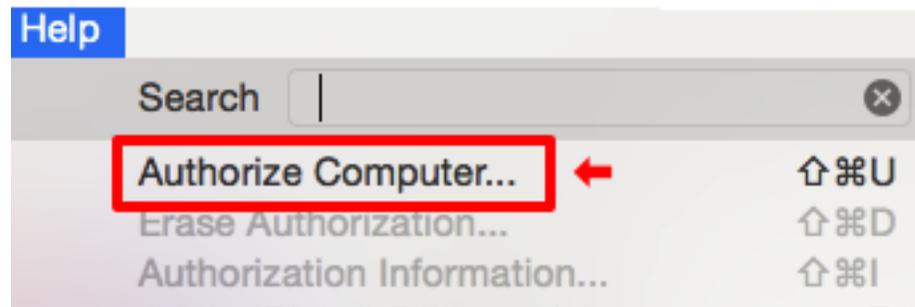
**For information on the Adobe Digital Editions' privacy policy, [see here](#); for information on the general Adobe privacy policy, [see here](#).**

[Download Digital Edition 4.5.8 Macintosh \(22MB\)](#)



[Download Digital Edition 4.5.8 Windows \(8.24MB\)](#)

- Step 4: When Adobe Digital Editions is launched, click on **Help > Authorize Computer**





# How to download Adobe Digital Editions

- Step 5: If you have an Adobe ID, sign in with your details and click **Authorize**.
- Step 6: To create an Adobe ID, click the **Create an Adobe ID** link and complete the **Sign Up** form.

## Authorize Your Computer

Authorizing your computer enables you to:

- Easily transfer Adobe DRM protected items between multiple computers and mobile devices.
- Read Adobe DRM-protected items on computers or mobile devices (up to six).
- Restore your content from backup should you ever need to re-install the OS.

Select eBook vendor, then enter your login ID and password below

eBook Vendor:  [Create an Adobe ID](#)

Adobe ID:

Password:  [I forgot my password](#)

I want to Authorize my computer without an ID

Cancel

Authorize

# How to download a BorrowBox eBook onto Adobe Digital Editions



- Step 7: Back on the BorrowBox website, click 'Download for eReader (Adobe ePub)' to download eBook you have borrowed onto Adobe Digital Editions

**Read on Smartphones and Tablets**

Already synced. The title will appear automatically in your list of current loans in the BorrowBox mobile app. Don't have the mobile app yet? Get it now from the [Apple App Store](#) or [Google Play Store](#).

**Download for eReader (Adobe ePub)** (0.5MB)

You will need the Adobe Digital Editions software to read this eBook on your computer or transfer it to your eReader device.

Don't have Adobe Digital Editions yet? [Download it now](#) or have a look at our [Help page](#) for further instructions.

- Step 8: Once file is downloaded, click downloaded file to read eBook on Adobe Digital Editions

URLLink (2).acsm

Digital Editions

**Fulfilling The Witching Hours: The Vampire Knife**

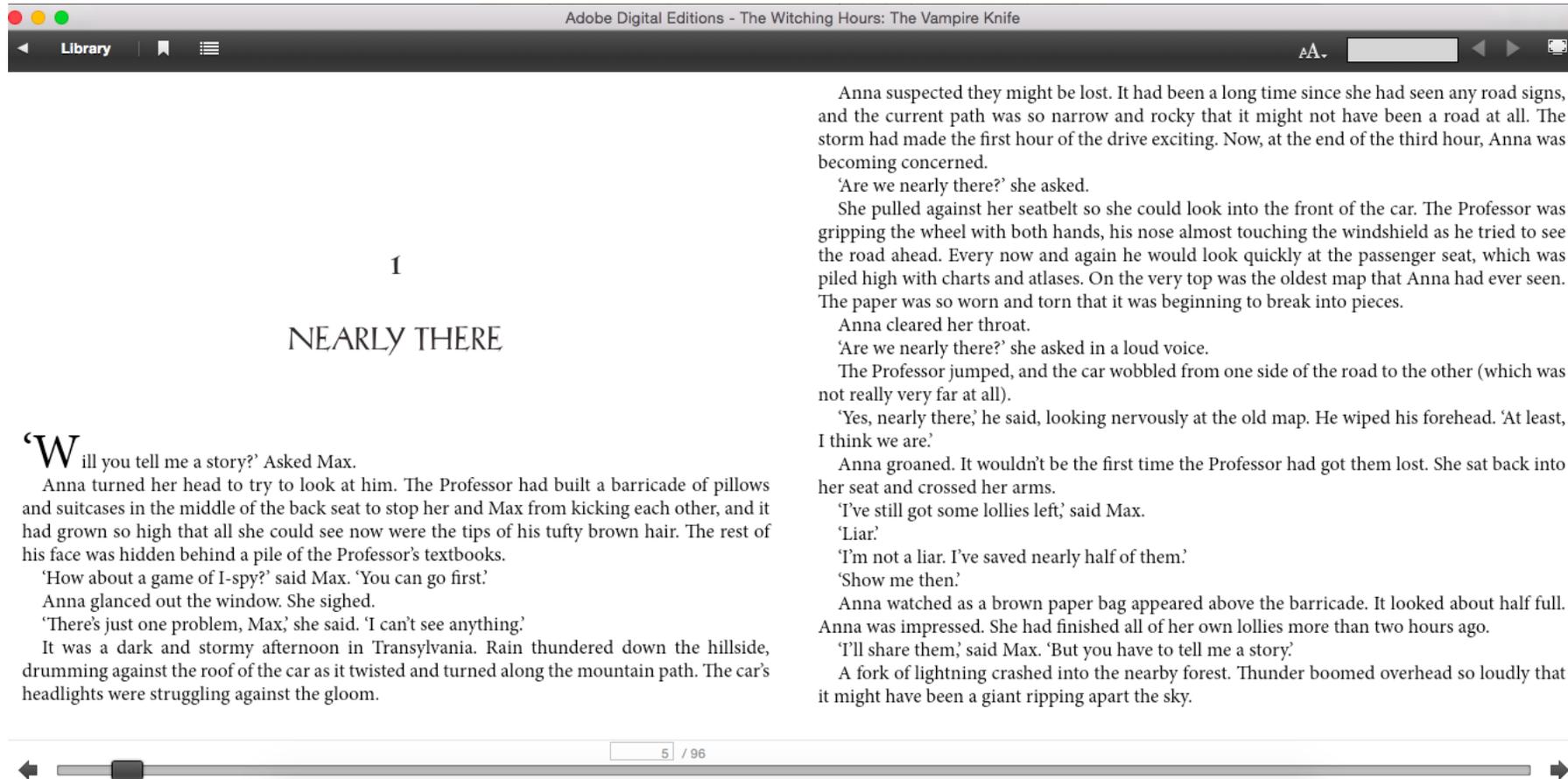
Downloading Content...

Cancel



# How to view eBook on Adobe Digital Editions

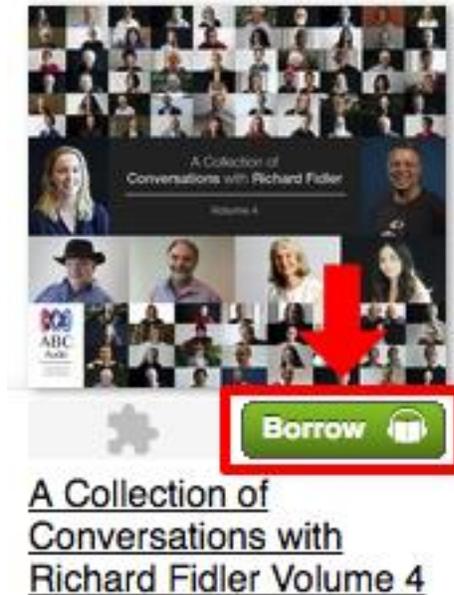
- Step 8: Time to enjoy your eBook!
- As it is fully downloaded you can also read it OFFLINE



# How to borrow and download eAudiobooks on PC/Computer



- Step 1: To borrow eAudiobook, click Borrow
- Step 2: Once loan is confirmed, you will be provided with these options to listen to the eAudiobook.



## Listen on Smartphones and Tablets

Already synced. The title will appear automatically in your list of current loans in the BorrowBox mobile app. Don't have the mobile app yet? Get it now from the [Apple App Store](#) or [Google Play Store](#).



**Download complete eAudiobook** (116.9MB)

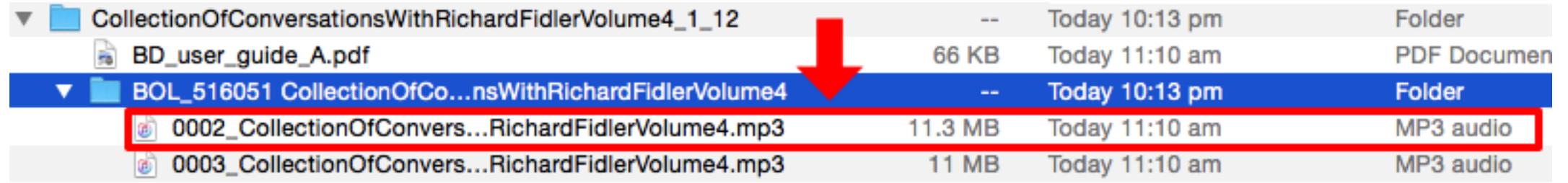
To download parts of the eAudiobook please click on the links below:

[Part 1 >](#) [Part 2 >](#)

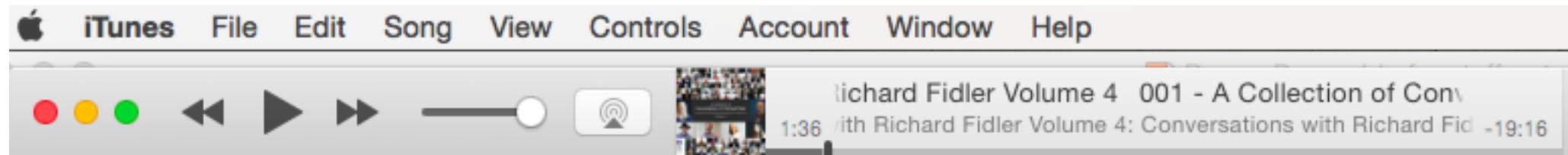
- On a PC/Computer, click **Download complete eAudiobook** or the separate parts to listen on **iTunes** or **Windows Media Player**

# How to listen to eAudiobooks on PC/Computer

- Step 3: Once downloaded double click on mp3 eAudiobook file to listen in your media player.



- As you have downloaded the file, you can listen to it OFFLINE.



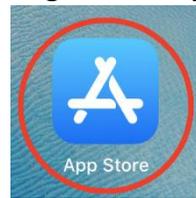
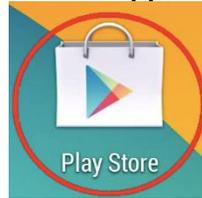
- You can also transfer the eAudiobook file on to your MP3 Player.

# How to download BorrowBox app on mobile device/tablet



- Step 1: Download the BorrowBox App

- For Android devices go to the Play store
- For Apple devices go to the App store



- Search and type in Borrowbox. When you have found it, tap on the installation icon to download the App.
- When download is complete, click on the BorrowBox App to create and account.
- Step 2: Click the field that says Library. Enter the Library name **Bayside Library Service NSW**

🔍 Bayside library

Bayside Library Service - NSW

- Step 3: Enter your Library card barcode and PIN. Click to sign in.

- You will be brought to page to review Terms and Conditions and the Privacy Policy. After reviewing it, click on agree.

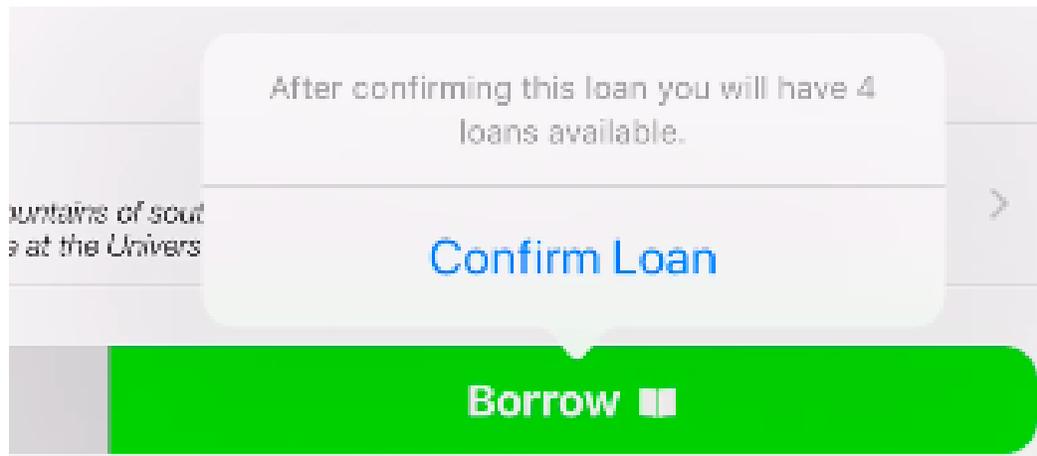
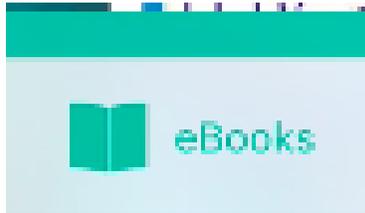
🌿 Staff Note:

If forgotten, re-set Library PIN for Library user

# How to download and read eBooks on the BorrowBox App



- Step 1: Touch the **eBooks** icon, make your selection, touch **Borrow** and **Confirm Loan**.



Step 2: Your eBook will automatically download if you are connected to WiFi. If not, you will be prompted to download the eBook.

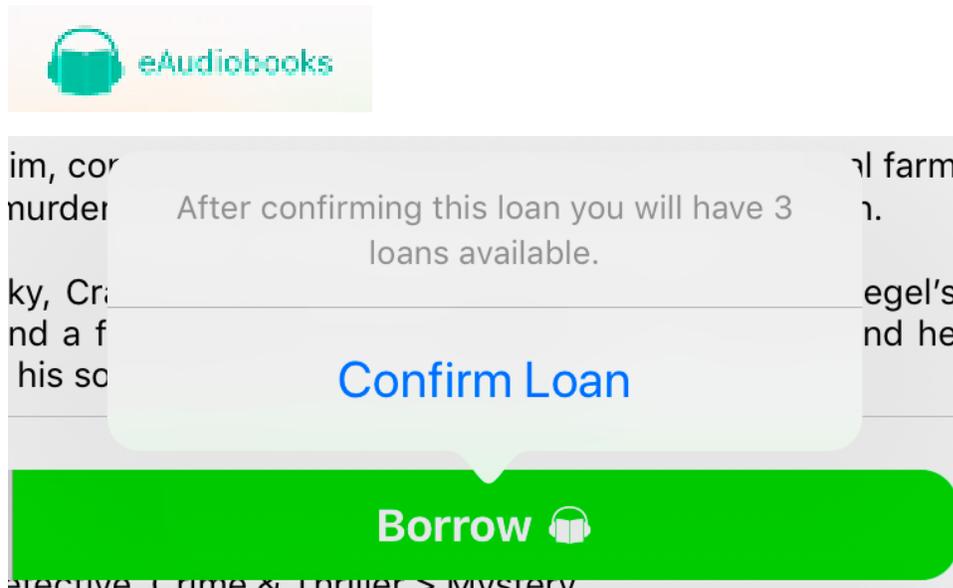
- Step 3: You can now read your eBook OFFLINE using the BorrowBox App.
- To find and go back to your borrowed eBooks, go to the **My Loans** icon on the app.
- To read, click on the book cover.



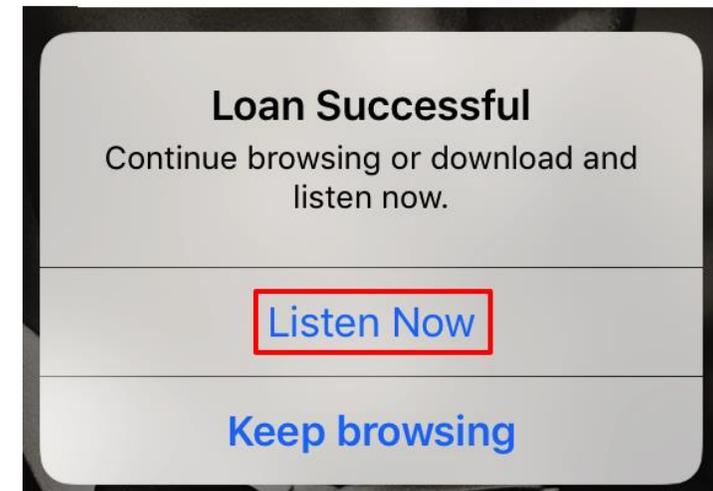
# How to download and read eAudiobooks on the BorrowBox App



- Step 1: Touch the **eAudiobooks** icon, make your selection, touch **Borrow** and **Confirm Loan**.



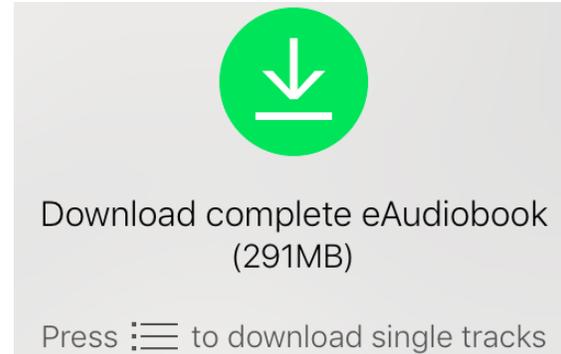
- Step 2: You will be prompted to **Listen Now** or **Keep browsing**.
- To begin download for listening OFFLINE, touch **Listen Now**.



# How to download and read eAudiobooks on the BorrowBox App



- Step 3: Touch the Download options to download complete eAudiobook or single tracks.



- Step 4: While waiting for eAudiobook tracks to download, you can begin listening by clicking play button.
- Once downloaded, you can listen OFFLINE now or find it later in **My Loans**.



# FAQs



- **Can we have help to let us borrow and listen to audio books through BorrowBox?**

Official [Help](#) link available on BorrowBox website.

Additional detailed instructions:

- Installing Adobe Digital Editions to read eBooks on PC/Computer - **PAGE 4**
  - Instructions on how to download eBooks on PC/Computer to be read on Adobe Digital Editions - **PAGE 4**
  - Instructions on how to download eAudiobooks to be played on Windows Media Player or iTunes on PC/Computer - **PAGE 9**
  - Downloading the BorrowBox App - **PAGE 11**
  - Downloading eBooks on the BorrowBox App to read OFFLINE - **PAGE 12**
  - Downloading eAudiobooks on the BorrowBox App to read OFFLINE - **PAGE 13**
- 
- **How can we listen to the library's audiobooks if we don't have MP3 player?**

You don't need to transfer eAudiobooks to an MP3 Player.

You can download the eAudiobooks to listen on Windows Media Player or iTunes on your PC/Computer, or whatever Media player you have on your computer to listen to audio files – **PAGE 9**